

**TOWN OF HILDEBRAN
AUDITORIUM
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**MARCH 26, 2018
7:00 PM**

**REGULAR MEETING
MINUTES**

- CALL TO ORDER** Mayor Hildebrand called the regular meeting of the Town Council to order at 7:00 p.m.
- INVOCATION** Harold Greenhill led a prayer.
- PLEDGE OF ALLEGIANCE** Council Member York led the pledge of allegiance to the United States flag.
- COUNCIL PRESENT** The following members of the Board were present: Mayor Wendell Hildebrand and Council Members Cole Herrell, Ben Honeycutt, Theresa Messer, Mike Smith and Jody York.
- STAFF PRESENT** The following staff members were present: Attorney Redmond Dill, Town Manager Thomas Drum, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, and Administrative Support Specialist Laurie Brawley.
- CITIZENS & MEDIA PRESENT** See attached sheet.
- APPROVAL OF AGENDA** Council Member Herrell requested to amend the agenda as follows:
1. Move “February Rentals & Marketing Report” after Public Comments, making it line item #6.
 2. Old Business becomes line item #7.
 3. Add “Update Calendar of Events” as #7e.
 4. Add “Update Job Descriptions” as #7f.
 5. Add “Discussion on Town Park” as #7g.
 6. New Business becomes line item #8.
 7. Add “Discussion on Community Earth Day” as 8g.
 8. Add “Consider Approval of Ordinances for Temporary Road Closures for the Cruise Ins, Festival and Christmas Parade” as 8k.
 9. Other Business becomes line item #9.
 10. Announcements becomes line item #10.
 11. Adjournment becomes line item #11.
- Council Member York made a motion to approve the agenda, as amended. All voted in favor.
- APPROVAL OF MINUTES** Council Member Herrell made a motion to approve the February 26, 2018 regular meeting minutes. All voted in favor. Council Member York made a motion to approve

the March 12, 2018 special meeting minutes. All voted in favor.

PUBLIC COMMENTS

None.

FEBRUARY RENTALS & MARKETING REPORT

Ms. Brawley reviewed the rentals and marketing report for the month of February and was asked by Council to leave the meeting.

**OLD BUSINESS:
UPDATE ON INSPECTION REPORTS FOR THE POOL**

Mr. Drum reported that he had solicited two (2) pool contractors that provided estimates to repair the pool. After further discussions with the contractors, it was determined that there were additional repairs that would need to be done that were not on the provided estimates. To include those additions, Mr. Drum stated that the estimates would increase to a range of \$100,000 to \$175,000. He noted that these amounts are just to repair the pool and did not include building or roof repairs, wiring, or bringing the fence up to code.

Council Member Herrell stated that he had spoken to Tim Limbo about the renovation estimates and since there is additional work to be done with the grill area and building as mentioned by Mr. Drum, the costs could range from \$200,000 to \$250,000. The playground area at the same location would require additional funding. He stated that he preferred that if money was going to be allocated to this project, he wanted the whole complex maintained, not just the pool, and Council wanted to look long term. He stated that the pool could not feasibly be open this summer and suggested that Hildebran Icard Community Development Council (HICDC) begin fundraising. If enough money was raised, work could begin in the fall of 2018 with the pool possibly being open by summer 2019.

Council Member Herrell stated that he had spoken to Council and although everyone had varying ideas, the consensus was that due to the excessive amount of money, in addition to the fact that Mr. Limbo had previously reported that the pool functions at a loss each year, if the Town were to contribute and not own the complex, it would be a lot of money for the Town to take on each year. He further stated that Mr. Limbo reported that the pool is heavily used from June to mid-July, but attendance drops after that and HICDC pays more for staff to be there than any income the pool is bringing in. He stated that Council does want to see the pool open in the future. He

suggested that HICDC fundraise and if Council sees that it is able to raise funds, Council would be willing to allocate funds in the future. He stated that most Municipalities are moving away from the pool business due to liability issues, high cost of maintenance and the fact that it would only be open 2 1/2 months of the year. He stated that one of the things Council has entertained in FY 18-19 is obtaining grant monies to install a splash pad at the park. He stated that the Council was not able to commit to allocating funds to the pool at this time.

CONSIDER LEASE
AGREEMENT WITH DON
BARBER TO USE TOWN
HALL PROPERTY FOR
ELITE K-9 TRAINING

Mr. Drum reported that he had spoken with Don Barber regarding leasing space at the Albert Parkhurst Municipal Complex located at 202 S. Center St. He stated that Mr. Barber would be using the old Town Hall office almost every day, the remainder of the building 20 minutes a day, and the showers in the gym if there were overnight trainings. The back area of the office would be used for bunk beds and housing the dogs. He stated that Mr. Barber would not be using the entire building, as he described last month, for about 9-12 months. Mr. Drum stated that he used rental rates from a few years ago and suggested Mr. Barber pay \$500 a month to rent the facilities. Mr. Barber could not agree to that amount and did not offer an amount that he would be willing to pay. Mr. Drum felt that Mr. Barber wants Council to look at this “low” or “no” rent situation as “seed money” and as time goes on, he would be able to pay more rent to the Town. Mr. Drum also discussed with Mr. Barber about doing a month to month lease; he did not have a problem with that. In any event, no agreement has been made at this point. Council had no comments.

DISCUSSION REGARDING
A PART-TIME
MAINTENANCE POSITION

As discussed at last month’s meeting, Mr. Drum stated that he had spoken to Bob Bivens about working part time for the Town. Mr. Bivens was in agreement to work approximately 15 hours a week to include cleaning, replacing Town street signs and other maintenance work. He stated that the cost would be close to \$11,000 a year, which is a savings of \$35,000-\$40,000 a year from a full-time position. Mr. Drum stated that the position would also be helping out at Town events on the weekends or at night. Mr. Bivens has been here for years and knows exactly what needs to be done and could do it rather quickly. The hourly rate for this position would be \$13.50 an hour.

Council Member Herrell asked what the cost would be if the Town contracted the work out. Mr. Drum stated that the cost would certainly be more than the Town hiring a part-time employee for the same number of hours. Mr. Drum did say that another person was interested in the part-time position. This person currently has a full-time job and would not be able to be here at every farmers' market and would mostly have to work after hours.

Council Member Honeycutt asked if Bob would still be using the truck. Mr. Drum stated that the Town truck is used to make deposits at the bank and other errands and tasks that staff needs it for, including maintenance. Mr. Bivens would not be driving the truck home.

Council Member Herrell stated that he did not feel that having a Town vehicle is needed. He also stated that he had concerns about hiring Mr. Bivens back after he has retired and wanted to make a clean break and start new. Council Member Herrell made a motion to hire the other person that has expressed interest as a part-time maintenance worker, not to exceed 19 hours a week, and to surplus the Town truck. Council Member Herrell stated that he felt that there would be people to help during events, if needed. Council Members Herrell, Honeycutt, Smith and York voted in favor. Council Member Messer was opposed. The motion carried.

UPDATE ON SURVEY
COST FOR FIFTH STREET
PLACE, SW

Mr. Drum reported that Todd Poteet from West Consultants provided a quote of \$4,000 to survey the property and to create a plat to create a turnaround at Fifth Street Place, SW. He will have to contact the owner for an easement. Council Member Herrell made a motion to approve the contract with West Consultants, as presented, in the amount of \$4,000. All voted in favor.

UPDATE 2018 CALENDAR
OF EVENTS

Council Member Herrell stated that several members of Council felt that multiple churches and organizations in the community already offer Easter Egg Hunts and Trunk or Treat events. These events are dependent on good weather and the cold and rain last weekend resulted in low attendance at the Town's Easter Egg Hunt. He felt that the budgeted amount for each event was excessive. He stated that in place of these events, the Town will be offering a chalk fest and indoor movies for the youth.

Council Member York stated that she felt that since other churches and organizations were doing these two events

that the Town should not continue budgeting for these events.

Council Member Smith made a motion to eliminate the Easter Egg Hunt and Trunk 'r Treat moving forward. Council Members Herrell, Honeycutt, Smith and York voted in favor. Council Member Messer was opposed. The motion carried. A revised copy of the 2018 calendar of events is hereby incorporated by reference and made a part of these minutes (Attachment A).

UPDATE JOB
DESCRIPTIONS

Council Member Herrell stated that Council has had several discussions individually about job descriptions. In regards to the Administrative Support Specialist position, he stated that they have had a lot of discussion about making the position up to and not exceeding 19 hours a week. He stated that he felt the position was originally an events planner position and over the last year it has morphed and changed into more than what it originally was intended. He stated that his opinion was to leave it as an events coordinator role, not to exceed 19 hours a week. He felt that since some of the line items on the job description starts with the word "assists," that other employees were the primary person responsible for those duties and that he did not feel a full-time person, with benefits, was warranted.

Council Member Herrell also stated that the property management duties should be moved to the Town Manager, including renting out facilities and contracting out leases and long-term rentals.

Council Member Herrell stated that the Town Manager's employment contract stated that a performance review should be done in March. He felt that a formal job description should be presented to Council next month, as well as a performance evaluation on Mr. Drum.

Council Member Herrell made a motion, effective May 1, 2018, to modify the job description for the Administrative Support Specialist by making the position up to and not exceed 19 hours a week, with the primary job duties to be focused around events coordination, including setting up and tearing down anything associated with events or the farmers' market, including tents. In addition, the property management responsibilities should be removed from this position. Council Members Herrell, Honeycutt, Smith and

York voted in favor. Council Member Messer was opposed. The motion carried.

Council Member Herrell made a motion for Mr. Drum to create a formal job description for the Town Manager position to include the property management responsibilities (previously assigned to the Administrative Support Specialist) to be presented at the April 23, 2018 Council meeting, and for Mr. Drum to provide a self-assessment and list of accomplishments over the past year, as required by the employment contract with the Town. All voted in favor.

DISCUSSION ON TOWN PARK

Council Member Herrell stated that Council previously approved contracts for the playground equipment and the gate at the park to be repaired after the October 23, 2017 weather event. He had concerns since children are still getting on the playground equipment even though it is marked off and clearly noted that no one should be on the equipment. He stated that he is concerned about liability and wanted to know when the items will be fixed.

Council Member Smith asked when the stumps will be cleaned up. Mr. Drum responded that the stump work is done. The Grounds Keeper will be doing some cleanup for \$1,500. Some stumps were from the storm, others were already there. Seeding will happen after the fence and playground contractors have completed the repairs. The middle of April is a target date to get the fence and playground equipment installed. After that, The Grounds Keeper will begin its monthly maintenance. Mr. Drum stated that the state will not pay to grind up any existing stumps, only removal of root balls. The difference between a stump and root ball is that the root ball is out of the ground. The few root balls that are remaining is due to not enough funds from the state to finish the cleanup project. To get rid of the remaining stumps would require bidding out the job. Council Member Herrell would like to see the grinding of the stumps placed in FY 18-19 budget.

Council Member York asked if a sign should be put up to close the park. Mr. Drum stated that tape was put up across the road and people went through the tape. The lower parking lot would also give access to the park. Mr. Drum stated that the contractors have given a timeframe of early April to repair the fence and mid-April for the playground equipment repairs.

NEW BUSINESS:
CONSIDER
PROCLAMATION IN
RECOGNITION OF THE
LIFE OF REVEREND BILLY
GRAHAM

A proclamation recognizing the life of Reverend Billy Graham was presented for approval. Council Member Messer made a motion to approve the proclamation. All voted in favor. A copy of the proclamation is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER POLICY
REGARDING ALCOHOLIC
BEVERAGES AT TOWN
RENTAL FACILITIES
(PARK, GYM,
COMMUNITY ROOM,
AUDITORIUM)

Council discussed allowing only beer and unfortified wine to be served during private events at the Town's rental facilities. It was decided that allowing beer and unfortified wine for events such as wedding receptions would help increase rentals in the depot and community room. After further discussion, Council Member Herrell made a motion to authorize the public the right to serve alcoholic beverages during events while renting the depot and community room under the following conditions:

- Renter will pay a fee of \$25.00 (non-refundable) that will be in addition to the normally charged deposit and rental rate.
- Renter shall only be allowed to serve beer and unfortified wine during the event, not liquor.
- Staff will issue a permit (not ABC permit) to the renter prior to the event.
- Staff will notify the Town Deputy of the date, time location and renter's name prior to the event.

All voted in favor.

CONSIDER AWARD OF A
CONTRACT FOR
SURVEYING SERVICES TO
PREPARE A SITE PLAN OF
EXISTING FACILITIES AT
OLD HIGH SCHOOL
BUILDING

Mayor Hildebrand stated that he had requested that an estimate be provided to survey the area at the old school building, located at 202 S. Center St., in order to show the exact amount of land available before plans could be made to renovate the tower and begin a memorial site. Mr. Drum reported that an estimate from West Consultants and a picture of the exact area to be surveyed was in the packet for the Board to review. Mr. Drum stated that if the Board approves the contract, the survey could be completed within 30-45 days. Council Member Herrell asked the Board if it wanted to wait until next budget year so that a budget amendment would not be needed. The consensus of Council was to move forward now so that fundraising could begin immediately. Council Member Herrell stated that he did not want to fund anything other than this survey for this project in this fiscal year. Council Member Smith made a motion to approve the site survey with West Consultants for \$3,000. All voted in favor.

DISCUSSION REGARDING
THE FORMATION OF A
CONCEPT COMMITTEE
RELATING TO THE
FUTURE DEVELOPMENT
OF THE OLD HIGH
SCHOOL COMPLEX

Mayor Hildebrand stated that he requested to discuss the possibility of forming a committee relating to the future development at the old high school complex and felt it may be easier to get grant funds if a committee was formed. Mr. Drum stated that a committee would not be necessary to qualify for grant funding.

Mr. Drum stated that if the Board appoints a committee, the committee would be considered a public body and all meetings would be subject to the open meetings law and would require notifications and minutes. The Mayor is not officially authorized to appoint a committee so if the Mayor forms a committee, it would not be subject to the open meetings law; however, if regular meetings were normally held, the committee could still possibly be considered a public body. He reminded the Board that one meeting in the past on this subject was held with Harold Greenhill, the previous Mayor, himself, the Clerk, and a few other people. This meeting was an informal meeting about this same topic and minutes were provided to the Board at that time. If a group of concerned citizens got together and came up with a concept/plan, they could bring it to the Board and present it.

Harold Greenhill reminded the Board that he would like to see the tower reconnected to the breezeway, a covered stage, a veterans' memorial wall, and pavers, etc. He asked that the survey include perimeters of the area, location of the structures, utilities and property lines. He stated he would be willing to have minimal meetings to come up with a plan for a concept drawing to present to the Board. Mr. Drum stated that the red lines in the site survey picture is what will be surveyed and the survey will show all of the buildings and include everything except for topography. He stated that a quote to haul dirt and reshape the site at the old high school complex in order to eliminate standing water issues will be discussed and if Council approves that contract, the topography in the area will then change. Approving the contract to do excavation work will delay the survey. After consideration and discussion, Council Member Herrell made a motion to rescind the motion authorizing the approval of the site survey with West Consultants for \$3,000. All voted in favor.

CONSIDER AWARD OF
CONTRACT TO HAUL DIRT
INTO THE OLD HIGH

Mayor Hildebrand stated that the standing water at the old high school building, located at 202 S. Center St., could attract mosquitos. Also, someone has driven a truck

SCHOOL COMPLEX SO AS TO ELIMINATE STANDING WATER ISSUES

through the muddy area. He has requested pricing to get fill dirt to eliminate the standing water.

Two quotes were provided. The quote from Jan Wilson with Neill Grading and Construction Co., offered two options. Council Member Herrell made a motion to approve the contract with Neill Grading and Construction Co., Inc. with option number 2: shape all areas with small dozer, push East to fill in low spots and rough in slopes, add a few loads of clean soil to top dress all areas, build positive drainage to catch basin, and /or provide sheet drainage towards parking area for a cost of \$2,975. The contractor will furnish and install silt fence and inlet protections, approximately 125', for \$450. In addition, the contractor will fine grade, prep for seeding, seed, and mulch all disturbed area for \$1,125. The total cost will not exceed \$4,550 for the work submitted in the March 21, 2018 proposal. All voted in favor.

Other bids included option 1 from Neill Grading and Construction Co., Inc. for a total cost of \$5,325 and Dickinson Hauling & Grading, Inc. for grading, seed and straw, and 50 loads of dirt for a total of \$12,500.

CONSIDER AWARD OF CONTRACT TO NEILL GRADING & CONSTRUCTION FOR DRAINAGE SYSTEM/DITCH REPAIRS ON 3RD STREET, SE

Mr. Drum reported that there have been multiple complaints about drainage issues at 3rd Street, SE. In the past, work that has been done has not fixed the problem. The original road was not built correctly. All of the drainage is on the right side of the road as one proceeds downhill, and there are no crossovers to redirect the water to the other side in order to decrease the volume and velocity. The work to be done on the right side would be to slow the drainage in order to prevent eroding. A quote from Neill Grading and Construction Co., Inc. was presented for approval: at the lower area of the road, trim inlet of existing driveway pipe for better flow, shape ditch section to 25' above driveway, furnish and place Class B rip rap on fabric in the ditch, all for \$4,860, and in the upper area of the road, shape ditch, furnish and place Class B rip rap on fabric, approximately 250', all for \$7,600. Council Member Herrell made a motion to approve the contract with Neill Grading and Construction Co., Inc., as presented in the March 6, 2018 proposal, not to exceed \$12,460, using Powell Bill Funds, if eligible. All voted in favor.

DISCUSSION ON COMMUNITY EARTH DAY

Council Member Herrell informed everyone that the Hildebran Library will be hosting a Community Earth Day

on April 21, 2018 from 10:00 a.m. to 1:00 p.m. The event will provide document shredding, medicine drop off, electronic recycling and a book sale. Early voting will also be possible at the site. He would like for the event to be advertised on the Town's website and digital signs. He would also like the website to promote the Town's recycle program which allows Town residents to receive free residential recycling.

FEBRUARY TAX REPORT

Tax Collector Sanders reviewed the February tax report. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment C).

FEBRUARY DEPUTY REPORT

The February deputy report was provided to Council to review.

COMMITTEE REPORTS

Transportation Advisory Committee (COG) – Council Member York reported that she would not be able to attend the meetings anymore due to her employment.

WPCOG Policy Board – No report.

Burke Economic Development Representative – Council Member Herrell reported that the committee adopted the proposed budget with a \$50,000 increase from last year. The Town's increased portion would be \$147.00 for FY 18-19.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – There is still an opening on the library board if anyone is interested.

CONSIDER APPROVAL OF ORDINANCES FOR TEMPORARY ROAD CLOSURES FOR THE CRUISE INS, SEPTEMBER FESTIVAL AND CHRISTMAS PARADE

Per N.C. Department of Transportation requirements, ordinances for temporary road closures for the cruise ins, September festival and the Christmas parade were presented for approval by the Board. Council Member Herrell made a motion to approve the temporary road closure ordinances, as presented. All voted in favor. A copy of the ordinances are hereby incorporated by reference and made a part of these minutes. (Attachment D, E, F, G, H, I).

OTHER BUSINESS

Mr. Drum stated that a revised construction cost estimate for street paving had been provided to the Board for approval. He pointed out that the last three homes on Shepherd's Court were not in Town and paving cannot be done unless the homeowners requested to be voluntarily annexed, which would need to be done prior to paving.

Council Member Herrell made a motion to approve the solicitation of paving bids so as to incorporate the revised cost estimate which includes both the turnaround on 5th St. Place, S.W. and the remainder of Shepherd's Court; the end of Shepherd's Court should be treated as an alternate. All voted in favor. A copy of the revised cost estimate is hereby incorporated by reference and made a part of these minutes (Attachment J).

Mayor Hildebrand stated that he had been approached to use the auditorium and community room to host a Hildebran School homecoming. Mr. Drum stated that he would need to check the schedule with Ms. Brawley.

ANNOUNCEMENTS

The Bruce Long orchestra will hold a concert in the auditorium on April 19th at 7:30 p.m. Tickets will be sold at Espey Hardware, East Burke Pharmacy and Rock Drug in Valdese. General Admission is \$8.00.

The April 23, 2018 meeting will be held in the Council Chambers.

ADJOURN

All business being concluded, Council Member Herrell made a motion to adjourn at 8:45 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor