

**TOWN OF HILDEBRAN
COUNCIL'S CHAMBER
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**JULY 24, 2023
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. The meeting was streamed live via the Town's YouTube channel.
INVOCATION	A moment of silence was observed.
PLEDGE OF ALLEGIANCE	Town Manager Shook 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 Ben Honeycutt, Mike Smith, Mike Stroupe, Terry Weaver and Jody York.
STAFF PRESENT	The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, Code Enforcement Officer Chad Powell and Attorney Jared Amos.
CITIZENS & MEDIA	See attached sheet.
APPROVAL OF AGENDA	Town Manager Shook stated that staff is requesting to amend the agenda to add "Consider Approval of Amendment to the NC Department of Commerce Rural Economic Development Rural Grant Contract with SynergyLabs, LLC/Project Husky II" under Other Business. He also stated that an additional item was provided for the revision to the General Liability Insurance Policy that is placed under Old Business. Council Member Honeycutt made a motion to approve the agenda as amended. All voted in favor.
APPROVAL OF MINUTES	Council Member Stroupe made a motion to approve the June 26, 2023 regular meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	Jim Jacumin addressed Council and stated that he and East Burke Youth would like to present a proposal to Council at the next meeting regarding the gym. He stated that they have acquired a contractor that can provide quotes and asked that they be allowed to place tape on the walls and fixtures in the gym in order for the contractor to review and provide a quote. Mayor Hildebrand stated that Council could address the request under Other Business.

Melissa Barnes distributed a document to Council and staff that has already been distributed to Council in the past. She requested that Ricky Barnes be paid for his assistance in repairing one of the goals in the gym.

**OLD BUSINESS:
CONSIDER APPROVAL OF
GENERAL LIABILITY
INSURANCE
REQUIREMENTS FOR
RENTALS, EVENTS AND
LEASES POLICY**

Town Manager Shook reviewed the current policy regarding the requirement for all facility renters to provide general liability insurance. He stated that staff has received feedback from this requirement and stated that Council could revise the policy to provide that private parties could choose to purchase insurance instead of making it a requirement. Town Clerk Sanders stated that Attorney Amos has provided a statement to include on the rental forms that gives private parties the option to choose if they will or will not be providing insurance. If the renter denies to provide insurance, the renter must sign the hold harmless statement. Council discussed making the requirement mandatory for large parties but decided to keep it optional for all private parties. Council Member Smith made a motion to approve the amendment to the General Liability Insurance Requirements for Rentals, Events and Leases Policy as presented to provide that private parties (not open to the public and no charge or fee to participate or attend) may choose to provide general liability insurance as well as to approve the statement provided by Attorney Amos that shall be included on the rental forms. Public parties, events, and leases will still be required to provide general liability insurance as stated in the policy. All voted in favor. A copy of the amendment is hereby incorporated by reference and made a part of these minutes (Attachment A).

**NEW BUSINESS:
PRESENTATION OF VEDIC
SERVICES**

Tonia Stephenson, Chairman, Kerri Poteat, Executive Director, and Eddie McGimsey, Business Development, attended the meeting and gave a presentation to Council. They reviewed the history of VEDIC, the services they provide, and gave highlights of their financial loans over the years. No action was taken.

**DETERMINE THE
REPRESENTATIVE TO
SERVE ON THE NCDOT
MOBILITY/SIDE PATH
FEASIBILITY STUDY
COMMITTEE**

Town Manager Shook stated that the Town was awarded a grant to research placement of the Burke River Trail in Hildebran and how to connect to the Long View portion. A feasibility committee has been formed and a representative from Hildebran should be on the committee. Council Member Stroupe volunteered. Council Member Smith made a motion to appoint Council

Member Stroupe to serve as the Hildebran representative on the NCDOT Mobility/Side Path Feasibility Study Committee. All voted in favor.

JULY FACILITIES REPORT

The July Facilities Report was provided for review.

CONSIDER APPROVAL OF 2022 TAX SETTLEMENTS

The Annual Tax Settlement for fiscal year ending June 30, 2023 for the Town was submitted by John Bridgers, Burke County Tax Administrator. The Annual Tax Settlement for Delinquent Taxes for Tax Years 2004-2017 for FY 2022-2023 (not including licensed motor vehicles) was submitted by Alice Sanders, Tax Collector. Council Member York made a motion to approve the Annual Tax Settlement for Fiscal Year Ending June 30, 2023 and the Annual Tax Settlement for Delinquent Tax Years 2004-2017 for 2022-2023 (not including licensed motor vehicles) as presented. All voted in favor. A copy of the settlements are hereby incorporated by reference and made a part of these minutes (Attachment B and C).

ORDER FOR THE TAX COLLECTOR TO COLLECT PROPERTY TAXES FOR 2023 AND 2017 AND ALL PRIOR YEARS

Tax Collector Sanders provided the Order for the Tax Collector to Collect Property Taxes for both Mr. Bridgers and Ms. Sanders. Council Member York made a motion to approve the Order for the Tax Collector to Collect Taxes for 2023 for Mr. Bridgers as well as the Order for the Tax Collector to Collect Property Taxes for 2017 and all Prior Years (not including licensed motor vehicles) for Ms. Sanders. All voted in favor. A copy of the orders are hereby incorporated by reference and made a part of these minutes (Attachment D and E).

JUNE DELINQUENT TAX REPORT

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

JUNE DEPUTY REPORT

The June report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – Town Manager Shook reported that the 2050 Metropolitan Transportation Improvement Plan was reviewed.

WPCOG Policy Board – No report.

Burke Economic Development – Town Manager Shook stated that there were not enough people in attendance to meet a quorum. Information will be emailed to Council at a later date.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

Events Committee – Town Manager Shook stated that he and Karen Robinson have been working on a contract to review with Eddie Marlow to oversee the event.

**OTHER BUSINESS:
DISCUSSION OF EBVAO
AND GYM PROPOSAL**

Jim Jacumin stated that EBVAO would like to bring a plan to include drawings and a quote to the next Council meeting concerning renovations to the gym. Council asked staff if there were funds in the budget to cover any renovations to the gym. Town Manager Shook stated that there were no funds available at this time. Council asked if EBVAO has provided their financial information to the Town as previously requested. Town Manager Shook stated that staff has not received any response to his request. Mr. Jacumin stated that the financials would be presented with the plan next month. Ricky Barnes stated that the expenses of the renovation of the gym could be exchanged for the property on S. Center St. where the pool was beside Town Hall that EBVAO currently owns. Mr. Barnes also stated that he had not received a request for EBVAO's financials in writing. Town Manager Shook stated that he would send a request tomorrow.

After further discussion, Council was divided in a decision to move forward. Some members preferred to not move forward until financials were received or until there were funds in the budget. The majority were in favor of letting EBVAO present a plan to Council at the next meeting. It was stated by Council to EBVAO that prior to any tape being placed in the gym or prior to any contractors on site, EBVAO must coordinate with staff and work around all gym rentals.

**CONSIDER APPROVAL OF
CONTRACT EXTENSION
WITH WEST
CONSULTANTS
REGARDING ROYAL PARK
PROJECT**

Town Manager Shook stated that West Consultants is requesting a 75-day extension to the Royal Park project. He stated that the main reason for this request is the delay due to the design revisions to include resizing the pavilion, resizing the concession building, altering the walking trail and moving and turning the stage. The only

design feature left to request is turning the pavilion so that the long portion faces the stage. Council asked if making this change will push the contract back even further. Town Manager Shook stated that he would ask. Council Member Honeycutt made a motion to approve the extension to the Short Form of Agreement Between Owner And Engineer For Professional Services with West Consultants, PLLC for 75 days. All voted in favor.

CONSIDER APPROVAL OF CONTRACT AMENDMENT WITH SYNERGYLABS / PROJECT HUSKY II

Town Manager Shook stated that SynergyLabs has requested a 2-year extension to their Rural Economic Development Grant contract. He stated that the NC Department of Commerce has already approved the request. Council Member Honeycutt made a motion to approve the 2-year extension to the NC Department of Commerce Rural Economic Development Rural Grant Contract, as presented, with SynergyLabs, LLC. All voted in favor. A copy of the amendment is hereby incorporated by reference and made a part of these minutes (Attachment G).

CONSIDER APPROVAL OF BUDGET AMENDMENT TO UPGRADE SECURITY CAMERAS AT THE COMMUNITY PARK

Town Manager Shook stated that staff requested a quote to upgrade the black and white cameras at the Hildebran Community Park. He stated that five cameras will be upgraded to color and have face recognition capability, one camera will be able to view license plates and two cameras will be added. If the quote is approved, a budget amendment in the amount of \$5,000 will be needed. There being no discussion, Council Member Weaver made a motion to approve the quote from Childres Electronics to replace five black and white cameras with new IP color cameras, add one license plate recognition camera and add two color cameras in the amount of \$4,999.10 as well as approve a budget amendment in the amount of \$5,000. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment H).

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 7:49 p.m. to adjourn. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor