

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

**MARCH 23, 2020
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	A moment of silence was observed.
PLEDGE OF ALLEGIANCE	Council Member Derek Cline 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 Derek Cline, Ben Honeycutt, Mike Smith and Terry Weaver. Council Member Cole Herrell arrived at 7:10 p.m.
STAFF PRESENT	The following staff members were present: Attorney Redmond Dill, Town Manager Logan Shook, Town Clerk Alice Sanders and Finance Officer Fredrick Rankins.
CITIZENS & MEDIA PRESENT	See attached sheet.
APPROVAL OF AGENDA	Council Member Honeycutt made a motion to approve the agenda as presented. All voted in favor.
APPROVAL OF MINUTES	Council Member Honeycutt made a motion to approve the February 24, 2020 regular meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	None.
OLD BUSINESS: CONSIDER APPROVAL OF CITIZEN INPUT SURVEY FOR THE OLD SCHOOL BUILDING SITE	Council directed staff to create a survey for taxpayers and the community to solicit input for the old school building site. Staff presented a letter and survey for taxpayers and a survey for the community for approval. It was the consensus of Council to approve the surveys as presented. Council discussed and agreed that the survey response should be one per household. Clerk Sanders stated that she would present the results of the surveys at the May meeting, A copy of the surveys are hereby incorporated by reference and made a part of these minutes (Attachment A),

DISCUSSION ON TOWER
UPDATES AND DIRECT
HHDA TO FUNDRAISE

Council decided at the March 12, 2020 special meeting that the tower should be addressed. Staff asked for clarification about what issues Council would like staff to address in the quote. After discussion, Council Member Herrell made a motion to direct staff to obtain a quote to clean up the sides of the tower by sandblasting, evening up the bricks, and fixing the mortar as well as fixing the stairwell, securing the door, and determining if the tower is structurally sound.

Attorney Dill stated that the tower will need to be cleaned up and repaired prior to the Town being able to apply for a PARTF grant. He stated that if the Town wants to take over the project of the Tower, it should be with the expectation that whatever the agreed upon price is, that HHDA, or other private groups, will be responsible for half of said cost.

Council Member Herrell made a motion that the Town will consider repairing the Tower with the condition that private fundraising provides fifty percent (50%) of the costs. All voted in favor.

CONSIDER LEASE
AGREEMENT RATE FOR
FY 20-21

Council requested that staff contact Laura Manka with the BC Breakouts robotic team for more information about its members. Council reviewed Ms. Manka's responses. Staff asked Council to determine the lease amount for the group for FY 20-21. Council Member Herrell made a motion to charge \$1.00 per year for the lease rate of room # 245 in the municipal complex to the BC Breakouts robotic team. All voted in favor.

CLARIFICATION OF
CHRISTMAS LIGHTS FOR
MAIN AVE W

Council approved the addition of Christmas lights on Main Ave W and staff is requesting clarification on the type of ornament to purchase. Council discussed LED lights and agreed to purchase these lights if the expense falls within the budgeted line item. Council Member Smith made a motion to purchase the current angels and stars ornaments that the Town currently uses. All voted in favor.

DISCUSSION OF FULL
TIME STAFF MEMBER AS
REQUESTED BY COUNCIL

Council had discussed the potential to hire a full time staff member to assist with economic development, façade improvement, annexations, planning and events. Staff addressed the uncertain revenues in the future due to the COVID-19 virus outbreak. Council Member Honeycutt made a motion to table this topic until more information regarding revenues is determined. All voted in favor.

CONSIDER STREET
PROJECT DECISION
BETWEEN WILSON ROAD
EXPANSION/SIDEWALK
OR A ROUNDABOUT AT S.
CENTER ST./MAIN AVE
INTERSECTION

Town Manager Shook informed Council that subsequent to the agenda, he was informed by the NCDOT that there are now two project slots open and that the Town can now apply for both the Wilson Road expansion/sidewalk project as well as the roundabout at the S. Center St./Main Ave. intersection, if Council desires. Mr. Shook stated that if NCDOT were to accept both projects, they would be funded one hundred percent (100%) by the NCDOT. After discussion, Council Member Herrell made a motion to submit both the Wilson Road expansion/sidewalk project and the roundabout at the S. Center St./Main Ave intersection project with the NCDOT. All voted in favor.

CONSIDER SIDEWALK
PROJECT DECISION
BETWEEN N. CENTER ST
AND MAIN AVE

Mr. Shook stated that Council can still submit a grant application for both the N. Center St. sidewalk project and the Main Ave sidewalk project. If awarded the grant(s), the Town would be responsible for twenty percent (20%) of the total project (approximately \$261,000 for N. Center St. and \$89,000 for Main Ave.). Mr. Shook stated that the WPCOG has asked that the Town only submit the project it is willing to fund. Mr. Shook stated that the timeframe would be approximately two years before the funds would be expended due to the lengthy process, which includes one year of public input. After discussion, Council Member Herrell made a motion to apply for both the N. Center St. and Main Ave. sidewalk projects with the NCDOT. All voted in favor.

CONSIDER APPROVAL OF
REVISED DEPUTY
VEHICLE LEASE WITH
BURKE COUNTY

Mr. Shook stated that Burke County had approved a revised version of the deputy vehicle lease. He stated that the changes the County made from the existing lease were minimal and agreeable and reviewed them with Council. Council Member Smith made a motion to approve the revised lease of motor vehicle to be used as sheriff's vehicle lease, as presented. All voted in favor. A copy of the lease agreement is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER APPROVAL OF
QUOTE FOR REPAIRS TO
TOWN FACILITIES

Mr. Shook stated that staff had prepared a request for proposals for repairs to restrooms in the gym, municipal complex and auditorium to include replacing toilets, providing ADA railings and replacing partitions. Staff requested bids from four contractors and the request for bids was placed on the Town website. The only contractor that submitted a bid was Moss Marlow Building Co., Inc in the sum of \$52,333. Mr. Shook stated that he had contacted the other three contractors

individually and was told that the job was too small for the companies to consider. After discussion, Council Member Honeycutt made a motion to approve the quote from Moss Marlow Building Co., Inc for restroom repairs in the gym, municipal complex and auditorium for the sum of \$52,333, as presented. All voted in favor. The funds will come out of the existing Capital Fund Project.

NEW BUSINESS:

DISCUSSION OF LIMITING RENTAL EVENTS IN EXCESS OF FIFTY GUESTS DUE TO THE COVID-19 VIRUS

Mr. Shook stated that Council should address rental events in Town facilities due to the NC Governor's executive order that prohibits gatherings of more than fifty (50) people due to the COVID-19 virus. Other gatherings Council should address include the May Cruise In/Fireworks and the church that currently rents the auditorium. After discussion, Council Member Herrell made a motion to cancel all rental events in Town facilities (including the church meetings in the auditorium) through the end of May, to suspend scheduling any new rentals until further notice, and to cancel the May cruise in and fireworks. All voted in favor. Council then suggested moving the fireworks to July 4th or Memorial Day, if conditions have improved.

CONSIDER APPROVAL OF WALKIN' ROLL ACTIVITIES LEAGUE'S REQUEST FOR SIGNAGE

Mr. Shook stated that Sharon Barlow from Walkin' Roll Activities League has asked to put up a sign on the front of the municipal complex to match the Sheriff's Department sign. Mr. Shook stated that no other leasee has been allowed to erect signs on the front of the building. After discussion, Council suggested a free standing sign that would include signage for all leasees.

CONSIDER MEETING LOCATION FOR THE APRIL 27, 2020 REGULAR MEETING

Staff suggested that due to the aforementioned NC Governor's executive order and the Department of Health and Human Services' recommendations that everyone should maintain at least a six (6) foot distance from each other, that the meeting location of the April 27, 2020 meeting be moved to the Community Center where there is room to spread out. Mr. Shook stated that staff would consider streaming live on Facebook and allowing public comments to be submitted in advance of the meeting. Council Member Herrell made a motion to revise the Council's meeting schedule to move the location of the April 27, 2020 regular meeting to the community center in the municipal complex. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment C).

FEBRUAY FACILITIES
REPORT

The report was presented for review.

FEBRUARY DELINQUENT
TAX REPORT

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

FEBRUARY DEPUTY
REPORT

The February Deputy report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and
Technical Coordinating Committee (TCC) –
WPCOG Policy Board – No report.

Burke Economic Development – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – The library is closed to the public but is offering free curbside service.

OTHER BUSINESS

Mr. Shook stated that he was working on gathering information from the Town's local restaurants that are offering curbside service and take out options. Council was in support of the Town promoting the local restaurants and requested that the Town create a flyer for Facebook and the website and display on the digital signs to include B&B, Chubby's, Curley's Fish Camp, Franky T's, Frye Daddys and Tex's Fish Camp.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:25 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