

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

**MAY 26, 2020
7:30 PM**

**REGULAR MEETING
MINUTES**

CALL TO ORDER

Mayor Hildebrand called the remote regular meeting of the Town Council to order at 7:36 p.m. The meeting was held by simultaneous communication and was streamed live via the Town's YouTube channel.

INVOCATION

A moment of silence was observed.

PLEDGE OF ALLEGIANCE

Deputy Towery 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, Cole Herrell, Mike Smith and Terry Weaver. Council Member Honeycutt was in attendance by telephone.

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 Smith made a motion to approve the agenda as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

APPROVAL OF MINUTES

Council Member Herrell made a correction to the April 27, 2020 special meeting minutes under Old Business, Consider Approval of Annual Appropriations to HHDA, Section 1c. The sentence should read: "Receipts would be required." Council Member Herrell made a motion to approve the April 27, 2020 special meeting minutes as amended. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

PUBLIC COMMENTS

None.

OLD BUSINESS:
CONSIDER
CANCELLATION OF
CRUISE INS FOR
REMAINDER OF YEAR

Council postponed the decision about cancelling the Cruise Ins the rest of the calendar year until this meeting. Due to the current executive orders from the NC Governor, the current mass gathering limits for outside events is 25 people. If the NC Governor allowed more than 25 people to gather at outside events in June, HHDA would not have enough time to organize the event. Council Member Herrell made a motion to cancel the June 2020 Cruise In. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

CONSIDER APPROVAL OF
ANNUAL
APPROPRIATIONS TO
HHDA

Johnny Childers (HHDA) presented Council with HHDA's budget and proposed schedule for FY 20-21 Cruise Ins. He also discussed HHDA's expenses related to Cruise Ins, HHDA's annual expenses related to the museum and a proposed Town sponsorship for the Cruise Ins.

Council and Mr. Childers discussed other sponsorships that HHDA obtains for the Cruise Ins, the history of the overseeing of the Cruise Ins, the Cruise Ins serving as an HHDA fundraiser, HHDA volunteer responsibilities, and the yearly sponsorship from the Town.

After discussion, Council Member Herrell made a motion to approve the allocation of \$10,538 for five (5) Cruise Ins (July, August, September 2020 and May and June 2021) and a fireworks show (July 2020) for FY 20-21 as follows:

- Town pays for bands, fireworks and REACT totaling \$9,250
- Town reimburses HHDA for event insurance totaling \$788
- Town reimburses HHDA for ASCAP License totaling \$500

After discussion of an event conflict with a neighboring church, Council Member Herrell amended his motion to state that HHDA will bring firm dates for 2020 Cruise Ins for approval at the June meeting. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. A copy of the letter provided by HHDA is hereby incorporated by reference and made a part of these minutes (Attachment A).

DISCUSSION OF SURVEY
RESULTS OF AMENITIES
AT THE OLD SCHOOL SITE

Council asked staff to create a list of possible amenities at the old school site as discussed at the February 12, 2020 planning retreat and then to mail the surveys to taxpayers and inform the community to participate. The survey results were compiled and presented to Council for review. Town Manager Shook stated that over 800 surveys were mailed and there were 131 surveys returned. There were 7 surveys returned from the community.

Mr. Shook stated that a covered stage came in first. He stated that for the Town to have concerts other than the five (5) Cruise Ins each year, additional staff would need to be hired to run the shows.

Mr. Shook stated that a splash pad came in second and after contacting other local governments that currently operate a splash pad, the amount of money the Town would have to pay in water would be close to \$40,000 a year. Yearly maintenance costs would also need to be factored into the budget. He opined that the Town may need to increase taxes each year to cover the cost of the water.

He stated that a stage and splash pad would help gain points for the application process if the Town decided to apply for a PARTF grant for the area.

Mr. Shook asked if he should contact the group of people that have been working on a concept for the old school site and ask them to present its ideas for the site. Council was in agreement. Council Member Herrell stated that Council could address the public at the June regular meeting regarding the possibility of raising taxes if the Town moved forward with a splash pad. A copy of the survey results are hereby incorporated by reference and made a part of these minutes (Attachment B).

DISCUSSION OF QUOTE
FOR TOWER UPDATES

Mr. Shook provided Council with a scope letter and budget summary from David E. Looper & Company to renovate the tower. Mr. Shook stated that the budget summary contained more options than he felt Council wanted. It was confirmed that Council preferred to make the tower a brick memorial and wants to make all necessary repairs which includes ensuring it is structurally safe, gutting the inside, edging the bricks, determining a roofing solution, cleaning the outside, and preparing the outside for a painted mural. He stated that according to the provided budget summary, these

specific repairs would total around \$50,000. (The cost of painting a mural was not included in this cost estimate and will require additional funding.) Council Member Smith made a motion to include \$50,000 in the FY 20-21 budget, with a line item of \$25,000 for revenue to be raised by HHDA/the community, and to put the work out to bid. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. A copy of the letter and budget summary is hereby incorporated by reference and made a part of these minutes (Attachment C).

CONSIDER APPROVAL OF RESOLUTION AUTHORIZING THE TOWN TO SUBMIT AN APPLICATION TO THE GHMPO FOR SURFACE TRANSPORTATION BLOCK GRANT FOR MAIN AVE E SIDEWALK PROJECT

Mr. Shook presented a resolution authorizing the Town to submit an application to the Greater Hickory Metro Planning Organization for Surface Transportation Block Grant for the Main Ave E Sidewalk Project. Mr. Shook stated that the total project is estimated to cost \$520,000 with the Town’s portion to be \$104,000. If approved, the project would begin in 2022. Council Member Herrell made a motion to approve the resolution Authorizing the Town of Hildebran to Submit an Application to the Greater Hickory Metropolitan Planning Organization in the Amount of \$416,000 for Surface Transportation Block Grant-Direct Appointment Funds for Main Ave E Sidewalk Project as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment D).

CONSIDER APPROVAL OF FARMERS MARKET RULES AND PROCEDURES FOR COVID-19 EXECUTIVE ORDER RESTRICTIONS

Clerk Sanders stated that Council requested staff to obtain the advice and direction from Rebecca McLeod, Director of Burke County Public Health, regarding farmers/crafters at the Farmers Market using either gloves and hand sanitizer or periodic hand washing. Ms. McLeod advised that the Town should require that each vendor use gloves and hand sanitizer for each customer. A new set of rules for the Farmers Market due to COVID-19 was presented for approval. Council Member Smith made a motion to approve the 2020 Town of Hildebran Farmers Market Rules and Regulations for Farmers During COVID-19 Executive Order Restrictions as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. A copy of the rules is hereby incorporated by

reference and made a part of these minutes (Attachment E).

RESCIND AMENDMENT
TO THE EMERGENCY
MANAGEMENT
ORDINANCE TO PROVIDE
FOR MEETING
PROCEDURES DURING A
STATE OF EMERGENCY

Mr. Shook stated that at the April 27, 2020 special meeting, the Town amended its Emergency Management Ordinance to provide for meeting procedures during a state of emergency. Subsequent to the meeting, the General Assembly enacted a new law enacting modifications to the laws governing boards. The new law modifies those rules and provides specific guidance regarding remote meetings, including quorum, notice, voting, public comment, and public hearings. The new law became effective May 4, 2020 and only applies when there is a declaration of a state of emergency from the Governor or General Assembly under GS 166A-90-20. As a result, staff wants to ensure that the Town is following all laws and therefore requests that the Amendment to the Emergency Management Ordinance that was approved at the April meeting be rescinded. Council Member Herrell made a motion to rescind the amendment to the Emergency Management Ordinance Section, (Section 4), of the Town of Hildebran Code of Ordinances to provide for meeting procedures during a declared state of emergency. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

NEW BUSINESS:
PRESENTATION AND
CONSIDERATION OF
APPROVAL OF SECURITY
SYSTEM AT TOWN HALL

Due to a recent theft at Town Hall, and employee safety issues, staff has presented a quote for security cameras to be placed at Town Hall located at 109 S. Center St. Mr. Shook reviewed the different options and stated that the cost could come out of the current year's existing budget. Mr. Shook stated that he and Deputy Towery have reviewed the quotes and recommend at least an 8MP for face recognition. After discussion, Council Member Smith made a motion to approve a six (6) camera system not to exceed \$3,936.94. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Honeycutt, Smith and Weaver. Nays: Council Member Herrell. Absent: None.

CONSIDER APPROVAL OF
PURCHASE AND
INSTALLATION OF TWO
CAMERAS FOR CLINE
PARK CT

Mr. Shook stated that trash is continuously being dumped at the cul-de-sac at Cline Park Ct. The Town pays \$600 each time to clean up the trash. Mr. Shook is suggesting to install two (2) cameras to monitor the area. He will work with property owners in the area before installation.

Mr. Shook reviewed the quote provided by Childres Electronics. Council Member Smith made a motion to approve the quote from Childres Electronics for two (2) cameras, at a price of \$629.83 each, as presented to install at or near Cline Park Ct. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

CONSIDER APPROVAL OF
RESOLUTIONS FOR
YEARLY LEASE
AGREEMENTS OF TOWN
FACILITIES

Council Member Herrell made a motion to approve the resolutions for Lease of Town Property for One Year or Less as presented with the following people/organizations:

- Don Barber-the old Town Hall Administrative Offices along with other vacant rooms located in the same building at 202 S. Center St. as well as the showers in the gymnasium. (Resolution #05-26-20A)
- East Burke Christian Ministries-house located at 103 Third Ave., S.E. (Resolution #05-26-20B)
- FIRST Robotics Challenge (FRC) Burke County Breakouts Team 6888-meeting room (room #245) in the Albert Parkhurst Municipal Complex located at 202 South Center St. (Resolution #05-26-20C)
- Hildebran Heritage & Development Association (HHDA)-rooms in the basement of the auditorium. (rooms 100, 102, 104, 105, 106, 107 and 108) (Resolution #05-26-20D)
- Hildebran-Icard Community Development Council-concession stand, office and girls locker room in the gymnasium. (Resolution #05-26-20E)
- Hildebran-Icard Little League-building located at 207 First Street, S.W. (Resolution #05-26-20F)
- Walkin' Roll Activities League-room #233 on the 2nd floor as well as the walled off section and storage area in the maintenance closet on the 1st floor/basement, all located in the Albert Parkhurst Municipal Complex. (Resolution #05-26-20G)

The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. A copy of these resolutions are hereby incorporated by reference and made a part of these minutes (Attachments F, G, H, I, J, K, L).

CONSIDER APPROVAL OF
NON-NCDOT TEMPORARY
ROAD CLOSURE

Chad Houston, from Hildebran-Icard Little League, submitted an application to temporary close a Town owned section of 1st Street, S.W. during ball season. Council Member Smith made a motion to approve the temporary non-NCDOT road closure of 1st Street, S.W. during baseball and softball practices/games from July-

October 2020 and April-June 2021 from 5:30 p.m. to 9:00 p.m. on weekdays and 8:30 a.m. to 3:00 p.m. on weekends as requested. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

CONSIDER APPROVAL OF
RESOLUTION
AUTHORIZING THE
DISPOSITION OF CERTAIN
PERSONAL PROPERTY BY
PRIVATE SALE

The Town has two (2) riding mowers and one (1) push mower that it no longer has use for and staff is asking to deem the property surplus by private, negotiated sale. Mr. Shook stated that he would contact Hickory Lawn and Garden to determine an estimated price of the mowers and determine a minimum bid amount. In addition, there is a printer and router that is of no value. Council Member Herrell made a motion to approve the resolution Authorizing the Disposition of Certain Personal Property by Private Sale as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment M).

CONSIDER APPROVAL OF
T-SHIRT DISTRIBUTION
BY WALKIN' ROLL
ACTIVITIES LEAGUE

Sharon Barlow has asked permission to use the parking lots at the Albert Parkhurst Municipal Complex on May 30, 2020 to distribute T-shirts to her group. Mr. Shook stated that he has a set route for them to use and has contacted Burke County Public Health which suggested that participants should wear gloves and masks and that people should stay in their cars. Council Member Herrell made a motion to approve the request from Sharon Barlow to allow a t-shirt distribution on May 30, 2020 in the parking lots of the Albert Parkhurst Municipal Complex as requested. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

FIRST READING OF THE
FY 20-21 BUDGET

Mr. Shook provided the first reading of the FY 20-21 budget for Council to review. Due to potential revenue losses as a result of COVID-19, he stated that the NC League of Municipalities forecasted to budget a twenty percent (20%) revenue loss for the first quarter of FY 20-21, a ten percent (10%) revenue loss for the second quarter, and a three percent (3%) revenue loss for the third quarter. The proposed budget reflects those forecasted revenue losses.

CALL A PUBLIC HEARING
FOR THE FY 20-21 BUDGET
REVISION OF THE 2020
REGULAR MEETING
SCHEDULE

Before calling the public hearing, Clerk Sanders requested that Council decide on the room location and time of the June regular meeting. Mr. Shook stated that the new General Statute as mentioned previously regarding remote meetings during a state of emergency requires that if a local government meets by remote meeting, that a twenty four (24) hour timeframe be required after a public hearing for written comments to be submitted. He asked if all Council members would feel safe meeting in the community center for the June regular meeting. Council was in agreement that all would feel safe. Council Member Herrell made a motion to approve the resolution to revise the Town of Hildebran Regular Meeting Schedule to move the June 22, 2020 regular meeting to 7:30 p.m. in the community center. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

After reflection, Council Member Herrell stated that he would not be able to attend the June 22, 2020 meeting and Council was in agreement to move the meeting to another date. Council Member Herrell made a motion to rescind his previous motion and to approve the resolution revising the Town of Hildebran Regular Meeting Schedule to June 29, 2020 at 7:30 p.m. in the community center of the Albert Parkhurst Municipal Complex. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment N).

Council Member Herrell made a motion to call a public hearing for the purpose of hearing comments from the public regarding the FY 20-21 budget on Monday, June 29, 2020 at 7:30 p.m. in the community center of the Albert Parkhurst Municipal Complex. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

APRIL FACILITIES
REPORT

The report was presented for review.

APRIL DELINQUENT TAX
REPORT

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

APRIL DEPUTY REPORT

The April Deputy report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – Mr. Shook reported that the application for the N. Center St. sidewalk project will be submitted via Strategic Prioritization Office of Transportation (SPOT.)

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 – No report.

OTHER BUSINESS

Mr. Shook stated that the Town can submit qualified expenses due to COVID-19 for reimbursement, up to \$19,000. He is working with staff to identify those expenses.

Council Member Herrell asked that staff provide a recommendation that determines a limit of funds to be allocated to nonprofits each year. He also asked that staff provide a recommendation that determines the minimum percentage of fund balance that the Town should maintain at all times.

ANNOUNCEMENTS

Mr. Shook reported that work has begun for those facilities under the Capital Improvement Plan.

CLOSED SESSION

Council Member Herrell made a motion at 9:11 p.m. to recess to closed session pursuant to N.C.G.S 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

Council Member Herrell made a motion at 9:34 p.m. to return to open session. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

Council Member Herrell made a motion to provide a three percent (3%) raise to Town Manager Logan Shook effective January 1, 2021, in line with staff increases. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 9:35 p.m. to adjourn. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor