

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

**AUGUST 28, 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	Finance Officer Rankins 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 and Town 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 Uniform Guidance Procurement Policy When Using Federal Funds for Contracts" under New Business. Council Member Honeycutt made a motion to approve the agenda as amended. All voted in favor.
APPROVAL OF MINUTES	Council Member York made a motion to approve the July 24, 2023 regular meeting minutes and the August 17, 2023 special meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	<p>Karen O'Donnell announced that her church, Mt. Hebron Lutheran Church, will be celebrating its 120th anniversary on September 17, 2023. She gave invitations to the celebration to Council and staff.</p> <p>Danielle Woodcock asked what the Town was doing to address trash and graffiti to make the Town safer, especially at night.</p>

**OLD BUSINESS:
MEMO ON TOWN
PROJECTS AND
FACILITIES**

Town Manager Shook gave an update on Royal Park that included the design, amenities, expected cost, timeline for construction and the PARTF Grant extension.

Mr. Shook also gave an update on the Hildebran Auditorium and the grants that the Town has been awarded for renovations that total \$499,500. He stated that cost estimates to renovate are \$826,000. Staff is currently seeking additional funding.

**NEW BUSINESS:
PRESENTATION ON THE
PROGRESS OF THE
HILDEBRAN PORTION OF
THE BURKE RIVER TRAIL**

Johnny Wear, WPCOG, provided a summary of The River Trail of Burke County Feasibility Study that included potential maps of the areas in Hildebran that the trail could run. Possible issues that could affect the timing and cost estimates were also discussed. He stated that Beth Heile could answer any questions and could assist with funding opportunities for the trail.

**PRESENTATION BY JIM
JACUMIN AND EBYAO
REGARDING GYM**

Neither Jim Jacumin nor anyone representing EBYAO attended the meeting. No action was taken.

**APPOINT PLANNING
BOARD/BOARD OF
ADJUSTMENT TO FULFILL
VACANT POSITION**

Staff provided Council with three applicants to consider to fill the vacant Planning Board/Board of Adjustment position that will serve until June 30, 2025. The deadline was August 18, 2023 and all three met the deadline. Council Member Honeycutt stated that someone thought that they had until the end of August to submit their application and requested to allow more time for people to apply. Council was divided and the Mayor called for a vote. Council Member Honeycutt made a motion to postpone the appointment of the Planning Board/Board of Adjustment member until the next regular meeting. Council Members Honeycutt, Smith and York voted in favor. Council Members Stroupe and Weaver were opposed. The motion carried.

Council set a final deadline of Thursday, September 14, 2023 to apply for the vacant position.

**CONSIDER APPROVAL OF
PROPOSAL FOR EXTERIOR
GYM LIGHTING,
EXTERIOR TOWN HALL
LIGHTING AND BUDGET
AMENDMENT**

Town Manager Shook stated that EBYAO has asked that the exterior lighting at the gym be repaired. Staff contacted Hickory Electric who provided a quote that would include adding four additional LED lights on the parking lot side and rewiring three existing lights for a total of \$7,500. If approved, Council will also need to

approve a budget amendment. After a brief discussion, Council Member Stroupe made a motion to bid out the work, with the side lights as a separate option. All voted in favor.

CONSIDER APPROVAL OF BUDGET AMENDMENT FOR STRATEGIC GOLD TO MOVE CHRISTMAS LIGHTS TO NEW POLES

Town Manager Shook stated that Duke Energy added new power poles throughout Town. The Christmas lights and banner hardware needed to be moved to these poles. Strategic Gold has already performed the work. A budget amendment is presented for approval. Council Member Stroupe made a motion to approve the budget amendment as presented in the amount of \$2,200 to move Christmas light lines, outlets and brackets from the old power poles to the new poles. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONSIDER APPROVAL OF BUDGET AMENDMENT TO REFLECT FLOCK GROUP, INC. SERVICES IN CURRENT YEAR

Town Manager Shook stated that the Town has paid for flock camera services for FY 23-24; however, the Town's auditor instructed that the service be included in the FY 23-24 budget. Council Member Smith made a motion to approve the budget amendment as presented in the amount of \$5,000 to represent the pre-paid expense of the flock camera system on the books of the year in which the services were received. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER APPROVAL OF AMENDMENT TO THE AGREEMENT WITH TALLEY & SMITH ARCHITECTURE, INC. FOR NEW HILDEBRAN TOWER PROJECT AND BUDGET AMENDMENT

Town Manager Shook stated that an amendment to the contract with Talley & Smith Architecture, Inc. is presented that addresses the additional fees to repair the breezeway in order to connect to the new tower. The additional fees total \$10,000, making the total fees for the contract \$30,000. Council Member Honeycutt made a motion to approve the amendment to the Agreement with Talley & Smith Architecture, Inc. to include \$10,000 for architectural and engineering services to add the existing breezeway repairs and designing a connection to the new tower rebuild as well as approving a budget amendment in the amount of \$10,000 for said services. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment C).

CONSIDER APPROVAL OF UNIFORM GUIDANCE PROCUREMENT POLICY

Town Manager Shook stated that a Uniform Guidance Procedure Policy must be approved by any local government that receives federal funding. The Town has been awarded federal grants for the auditorium

WHEN USING FEDERAL FUNDS FOR CONTRACTS

renovations and will need to adopt the policy. The policy establishes guidelines that meet or exceed the procurement requirements for purchases of goods, services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the construction. Council Member Smith made a motion to approve the Uniform Guidance Procurement When Using Federal Funds for Contracts Policy as presented. All voted in favor. A copy of the policy is hereby incorporated by reference and made a part of these minutes (Attachment D).

AUGUST FACILITIES REPORT

The August Facilities Report was provided for review.

JULY DELINQUENT TAX REPORT

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

JULY DEPUTY REPORT

The July report was provided for review.

COMMITTEE REPORTS

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

WPCOG Policy Board – No report.

Burke Economic Development – Town Manager Shook stated that housing issues continue to be a concern. The Board is working on expanding its internship program. The mega-site in Burke County will be marketed to central developers, business owners and at several conferences this year.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – July - Karen Robinson reported that the Board reviewed its profit and loss statement, balance sheet, and delinquent loans. Three new loans were approved.

August – Karen Robinson reported that two new loans were approved. There was a presentation on the Small Business Center. The Board reviewed its financials and numbers from the last year. VEDIC has an outstanding balance of \$3,055,870.73 in business loans.

Library Board – No report.

Events Committee – Town Manager Shook stated that due to the new timeline of the park construction, the festival will need to be postponed and the committee prefers September 2025. The committee also began planning for the parade. The Bruce Long Orchestra may be doing a concert the Friday night before the parade.

OTHER BUSINESS: None.

ANNOUNCEMENTS Town Manager Shook stated that the back to school bash hosted by The Light FM and Freshfire Ministries in Hildebran was extremely successful. They gave away 500 backpacks with school supplies and over 700 meals.

HILDEBRAN-ICARD COMMUNITY DEVELOPMENT COUNCIL Town Manager Shook stated that the Town received a letter from Hildebran-Icard Community Development Council’s insurance carrier notifying the Town that the carrier would be cancelling their policy as of September 10, 2023. Staff asked Council about how staff should proceed if the Town does not receive a new COI from them by September 10th due to the fact that they lease portions of the gym and one of the requirements to lease Town property is to have general liability insurance.

Council asked if they have provided their financial information as the Town requested and Town Manager Shook stated that they have not. After a brief discussion, the Board was polled and the majority agreed to allow them back on the agenda if they request it; provided, that they submit their financials, new COI, and all documents concerning their proposal one week prior to the meeting to be included in the agenda packet.

Town Manager Shook stated that staff would contact Hildebran-Icard Community Development Council and give them a deadline to provide the appropriate general liability insurance in order to continue their lease.

ADJOURN All business being concluded, Council Member Honeycutt made a motion at 7:54 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