

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

**JUNE 27, 2022  
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	Addyson Sanders 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: Attorney Redmond Dill, Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, Planner Todd Justice and Code Enforcement Officer Chad Powell.
CITIZENS & MEDIA	See attached sheet.
APPROVAL OF AGENDA	Staff requested to add “Code Enforcement Quarterly Report” to Old Business. Staff also requested to add “Consider Approval of Budget Amendment for Project Downey” and “Consider Approval of Resolution for Appointment of the Review Officer” to New Business. Council Member Honeycutt requested to add a Closed Session for personnel reasons after Announcements. There being no objections, 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 May 23, 2022 regular meeting minutes and the May 23, 2022 closed session minutes as presented. All voted in favor.
PUBLIC COMMENTS	None.
PUBLIC HEARINGS ZMA 2022-1	ZMA 2022-1 – Remove Mobile Home Park Overlay at properties located at 208 US Hwy 70 E and 327 US Hwy 70 E. Mayor Hildebrand recused himself from this agenda item. Mayor Pro Tem Honeycutt opened the public hearing at 7:06 p.m.

Planner Justice reported that at the request of the Town Administration, Council will consider a Zoning Map change to remove the Mobile Home Park Overlay from the lots at 208 and 327 US Hwy 70 E. He stated that the Planning Board reviewed the proposal to ensure it complies with the Town's Comprehensive Plan. He stated that he briefed the Planning Board on the proposal, as well as the statute regulations and requirements. The Planning Board also discussed its impact on the Comprehensive Plan, which is negligible. He addressed all questions from the Planning Board and the public. He stated that there were no concerns or misgivings about the proposed Zoning Map change once it had been adequately explained. He stated that the Planning Board recommends Zoning Map Amendment 2022-1 be approved by Council.

Eric Gabriel stated that he is considering purchasing the property at 208 US Hwy 70E. He asked that the Zoning Map Amendment not be approved. He stated that he had a list of people that were looking for property and that he would like to provide affordable housing to those in need and would like to add more mobile homes to the property if he purchased.

There being no other comments, Mayor Pro Tem Honeycutt closed the public hearing at 7:10 p.m. and the meeting was turned back over to Mayor Hildebrand.

**FY 22-23 BUDGET  
ORDINANCE AND  
SCHEDULE OF FEES**

Mayor Hildebrand opened the public hearing for the FY 22-23 Budget Ordinance and Schedule of Fees at 7:10 p.m. There being no comments, Mayor Hildebrand closed the public hearing at 7:10 p.m.

**OLD BUSINESS:  
CONSIDER APPROVAL OF  
ZMA 2022-1**

Council Member Stroupe made a motion to approve Zoning Map Amendment 2022-1 to remove the Mobile Home Park Overlay at 208 US Hwy 70 E and 327 US Hwy 70 E and finds that the proposed map amendment is consistent with the Town of Hildebran Comprehensive Plan and other officially adopted plans and is reasonable and in the public interest and is consistent with surrounding uses and zoning. Council Members Smith, Stroupe, Weaver and York voted in favor. Council Member Honeycutt was opposed. The motion carried.

**FY 22-23 BUDGET  
ORDINANCE AND  
SCHEDULE OF FEES**

Council Member York asked what salary increase for staff was placed in the presented budget ordinance. Finance Officer Rankins stated that the proposed 7% from staff was

still listed since there had been no definite vote by Council to date. Council discussed and agreed to a 5% salary increase for all staff to be placed in the FY 22-23 budget ordinance. Town Manager Shook stated that the budget ordinance will be amended to reflect this change.

Finance Officer Rankins stated that he would need to amend the FY 22-23 budget ordinance by \$250 to allow for a line item for Project Downey grant funds to be dispersed to Burke County and passed along to the grant recipient as previously approved by Council on November 23, 2020. A separate budget amendment will also be needed for FY 21-22 which will be addressed later in New Business.

Council Member Stroupe made a motion to approve the FY 22-23 Budget Ordinance with the two aforementioned amendments and to approve the FY 22-23 Schedule of Fees Ordinance as presented. All voted in favor. A copy of the ordinances are hereby incorporated by reference and made a part of these minutes (Attachment A, B).

**CODE ENFORCEMENT  
QUARTERLY REPORT**

Chad Powell, Code Enforcement Officer, gave his quarterly report.

**UPDATE ON ROYAL PARK  
ARCHITECT BIDDING  
PROCESS**

Town Manager Shook stated that the Town did not receive any bids for engineering services for Royal Park. He stated that he has reached out to West Consultants and was informed that they would like to submit a bid. Staff put out a second RFQ with the submission deadline of July 18, 2022 at 10:00 a.m. He stated that only one bid was required to be received to meet the qualification for the Mini-Brooks Act. He stated that he will negotiate pricing with the chosen engineer based on their qualifications and will provide updates at the next Council meeting.

**CONSIDER APPROVAL OF  
DIGITAL SIGN POLICY**

Staff presented a detailed digital sign policy that should address most situations in order to keep staff and Council aligned on the guidelines. Council had no issues and Council Member York made a motion to approve the Advertising on Digital Sign 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 C).

**NEW BUSINESS:  
CONSIDER APPROVAL OF  
COVID-19 EMERGENCY  
PAID SICK LEAVE AND  
FACILITY CLOSURE**

Town Manager Shook reviewed the proposed policy for emergency paid sick leave and facility closure due to COVID-19. It was asked if while staff are at home, will they be working from home and Town Manager Shook

POLICY

stated that teleworking is an option. He explained that staff will be using the Town's allotted ARPA funds of \$640,583.86 for staff salaries and benefits for FY 21-22, FY 22-23 and the first quarter of FY 23-24 which frees up those funds in the General Fund to use for Town projects. Council Member Stroupe made a motion to approve the COVID-19 Closure and Emergency Paid Sick Leave Policy as presented. All voted in favor. The policy is hereby incorporated by reference and made a part of these minutes (Attachment D).

CONSIDER APPROVAL OF TELEWORK POLICY

Town Manager Shook provided a proposed telework policy for staff to include working from home one day a month, during virtual trainings, and during extreme circumstances when the office is closed due to emergencies, COVID or inclement weather. All work from home days would be approved by the Manager.

Council Member Honeycutt asked how other employees would be affected when someone is working from home. Mr. Shook stated that answering phones and processing rentals would be distributed to the individuals in the office.

Council Member York stated that she felt that there would not be a way to monitor staff and felt that there was a possibility for staff to abuse the policy. She also stated that she felt things could be taken out of the office that should not be taken out and she was not comfortable with the policy.

Council Member Stroupe stated that he felt that Council should trust its staff. He stated that the Town Manager would be responsible for ensuring work is getting done and would address any issues. He also stated that there will be emergencies that come up as well as virtual trainings and he felt that the policy should be made available to staff to be helpful. He stated that concerning workload, it would not be any different than when someone is on vacation or is out sick. He stated that he felt Council should trust the staff and let the Town Manager manage the process.

Council Member Honeycutt made a motion to approve the Telework Policy as presented. Council Member Honeycutt and Stroupe voted in favor. Council Members Smith, Weaver and York were opposed. The motion did not pass.

Town Manager Shook suggested that Council revise the policy to allow work from home during COVID related

closures. Council Member Honeycutt made a motion to amend the Telework Policy to only allow work from home during COVID related closures. All voted in favor. The policy is hereby incorporated by reference and made a part of these minutes (Attachment E).

CONSIDER APPROVAL OF  
EVENT LIABILITY  
INSURANCE POLICY

Town Manager Shook stated that staff has a meeting on July 7, 2022 with representatives from the NCLM to discuss liability insurance for facility renters and stated that the policy will be developed after those discussions. He stated that staff will bring a policy back to Council at the July meeting.

CONSIDER APPROVAL OF  
DRAFT COMPREHENSIVE  
MASTER PLAN

Town Manager Shook explained that Chapter 160D of the North Carolina General Statutes requires that if a local government wants to enforce zoning the local government must have and reasonably maintain a comprehensive plan or land use plan not older than ten years. The Town's current plan is older than ten years. Currently, the Town is in a contract with the WPCOG who is working on updating the Town's plan. However, Chapter 160D set a deadline for local governments to get a plan in place by July 1, 2022. He stated that the effect of not having an updated comprehensive plan in place by July 1, 2022 is that the Town will not be able to enforce zoning.

The WPCOG has provided the Town with a proposed draft comprehensive plan for approval as a stop gap. The WPCOG will continue to update the plan and will provide a final plan later this year.

Council Member York made a motion to approve the Town of Hildebran Comprehensive Plan Draft dated June 2022 as presented. All voted in favor.

CONSIDER APPROVAL OF  
BUDGET AMENDMENTS  
FOR REIMBURSEMENT OF  
PAYROLL AND BENEFITS

Town Manager Shook stated that the proposed budget amendments are to include a line item in the FY 21-22 General Fund budget allowing for reimbursement of employee salary and benefit expenditures from the American Rescue Plan Act/Coronavirus State and Local Fiscal Recovery Funds (ARPA/CSLFRF) under state allowance procedures. He stated that the first three quarters were paid for out of the General Fund and the budget amendments are to reimburse the Town's General Fund with ARPA funds.

Council Member Smith made a motion to approve FY 21-22 Budget Amendments #21 and #22 in the amount of

\$214,213.50 each to add a line item in the General Fund Budget for reimbursement of employee salary and benefit expenditures from July 1, 2021 through March 31, 2022 from the ARPA/CSLFRF under state allowance procedures. All voted in favor. A copy of the budget amendments are hereby incorporated by reference and made a part of these minutes (Attachment F, G).

**CONSIDER APPROVAL OF BUDGET AMENDMENT**

Finance Officer Rankins stated that another FY 21-22 budget amendment is needed as discussed earlier in the meeting to appropriate funds allowing for Project Downey grants funds to be dispersed to Burke County in the amount of \$2,250.

Council Member Honeycutt made a motion to approve the FY 21-22 budget amendment in the amount of \$2,250 to appropriate funds in the budget for Project Downey grant funds to be dispersed to Burke County and passed along to the grant recipient as previously approved by Council on November 23, 2020. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment H).

**CONSIDER APPROVAL OF RESOLUTION FOR APPOINTMENT OF THE REVIEW OFFICER**

Town Clerk Sanders stated that Todd Justice, Town Planner, is leaving the WPCOG at the end of June 2022. A resolution is presented to appoint Town Manager Shook as the new Review Officer. Mr. Shook stated that future Planners will review with him all information related to projects before he signs any documentation. Council Member Honeycutt made a motion to approve the Resolution for Appointment of the Review Officer for the Town of Hildebran removing Todd Justice and replacing with Logan Shook as presented. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment I).

**JUNE FACILITIES**

The June Facilities Report was provided for review.

**SURPLUS SELL – MOBILE HOME**

Clerk Sanders stated that the mobile home located at 210 S. Center St. was sold on May 11, 2022 for \$1,750. The owner has 60 days after the date of sale to remove the mobile home from the premises.

**MAY DELINQUENT TAX REPORT**

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

**MAY DEPUTY REPORT**

The May Deputy report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – Council Member York stated that Brian Horton has taken a new position and is being replaced by Avery Ritchie as the Community Regional Planning Director. The work at exit 112 is expected to be completed this summer. The State Transportation Improvement Program (STIP) made two revisions to projects in Burke County. The projects were moved from 2022 to 2023.

WPCOG Policy Board – No report.

Burke Economic Development – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC –Karen Robinson reported that the Board met at the Hildebran Depot and were very complimentary about the park and thanked the Town for hosting the meeting. Forrest Fleming and TR Robinson were reappointed to the Board. New officers were elected, with Sherry Long serving as Chairman. The FY 22-23 budget was approved. There are five new loan applications in process.

Library Board – No report.

Comprehensive Master Plan Steering Committee – Council Member Stroue stated that there is a public input meeting tonight from 6:00 p.m. to 8:00 p.m. in the community center.

OTHER BUSINESS:  
CHRISTMAS PARADE

Mayor Hildebrand stated that he had spoken with Johnny Childers regarding the Christmas parade. Mr. Childers informed Mayor Hildebrand that HHDA would like to be in charge of the Christmas parade this year. Lynn Mull will oversee the parade and Clerk Sanders will assist with any citizens that contact Town Hall. Council Member Honeycutt suggested handing out flyers about the parade at the Cruise Ins to encourage participation.

KUDZU BEHIND EBCM  
AND TOWN HALL

Council Member Honeycutt stated that he had some citizens complain about the kudzu behind East Burke Christian Ministries and Town Hall and asked if it could be sprayed.

TRAFFIC ISSUE AT  
THIRD AVE SE DURING  
CRUISE INS

Council Member Honeycutt stated that during the Cruise Ins, traffic is routed to Third Ave. SE. Residents are complaining about people speeding. He asked if the Town could look into temporary speed bumps and/or temporary speed limit signs. Mayor Hildebrand suggested having Deputy Towery work those nights to help with traffic. Staff stated that having any deputy specifically work the Cruise Ins may be an additional fee that would have to be paid to the County. He stated that he would check on any fees. It was confirmed that the July Cruise In is before the next Council meeting. Mr. Shook stated that he could move money within the budget to pay for a deputy and bring a budget amendment to the next meeting if needed.

KUDZU ISSUE

Council Member Stroupe wanted to address spraying the kudzu as discussed earlier. He stated that removing/killing roots might cause an erosion problem and asked that a landscaper be consulted before any work is done.

ANNOUNCEMENTS  
AUDITORIUM

Mayor Hildebrand stated that the last weekend in July and the first weekend in August, CAST will be performing a play in the auditorium and encouraged everyone to attend. Town Manager Shook stated that he has been in touch with an architect to discuss renovations at the auditorium and to develop a scope of work.

CLOSED SESSION

Council Member Honeycutt made a motion at 7:54 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. All voted in favor.

Council Member Honeycutt made a motion at 8:11 p.m. to return to open session. All voted in favor.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:13 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