

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

**DECEMBER 16, 2019
7:00 PM**

**REGULAR MEETING
MINUTES**

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| 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 Smith 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, Ben Honeycutt, Mike Smith and Terry Weaver. |
| 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. |
| SWEARING IN OF NEW COUNCIL MEMBERS | Mabel Lowman, Burke County Clerk of Superior Court, provided the oath of office to Council Members Derek Cline and Terry Weaver. A copy of the oaths of office are hereby incorporated by reference and made a part of these minutes (Attachments A and B). |
| APPROVAL OF AGENDA | Council Member Herrell 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 November 25, 2019 regular meeting minutes as presented. All voted in favor. |
| PUBLIC COMMENTS | None. |
| OLD BUSINESS: | None. |
| NEW BUSINESS: APPOINT MAYOR PRO TEM AND SWEARING IN | Council Member Smith made a motion to appoint Council Member Cline as Mayor Pro Tem. Council Member Cline declined and suggested that Council Member Herrell would be more qualified with his two years' experience |

already on the Board. Council was in agreement. Council Member Smith withdrew his motion.

Council Member Cline made a motion to appoint Council Member Herrell as the Mayor Pro Tem. All voted in favor. Mabel Lowman, Burke County Clerk of Superior Court, provided the oath of office to Council Member Cole Herrell as Mayor Pro Tem. A copy of the oath of office is hereby incorporated by reference and made a part of these minutes (Attachment C).

APPOINT COMMITTEE
REPRESENTATIVES

After discussion and consensus among Council members, Council Member Herrell made a motion to appoint the following Council Members to the Town of Hildebran Committees:

Technical Coordinating Committee (TCC) – Town Manager Logan Shook

Transportation Advisory Committee (TAC) – Council Member Herrell

WPCOG Policy Board Delegate – Council Member Honeycutt

WPCOG Policy Board Alternate – Council Member Smith

Burke Economic Development – Council Member Cline
Recreation and Tourism Committee – Council Member Smith

Water Resource Committee – Town Planner Nestor

VEDIC – Council Member Weaver

Burke County Library Board of Trustees – Mayor Hildebrand.

All voted in favor.

APPROVE 2020 TOWN
COUNCIL REGULAR
MEETING SCHEDULE

A resolution was presented for approval adopting the 2020 regular meeting schedule. Council Member Honeycutt made a motion to approve the resolution adopting the 2020 Town Council regular meeting schedule as presented. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment D).

DON BARBER REPORT

Don Barber provided Council with a report concerning his K-9 training at the Albert Parkhurst Municipal Complex. He also provided a presentation about things he is interested in doing in the future. He stated that he would like to have more room for training. Council Member Cline stated that he has contacted the owner of SynergyLabs and the owner is willing to help Mr. Barber in any way possible.

CODE ENFORCEMENT
UPDATES

Town Manager Shook provided Council with a printout of code violation categories and status reports for 2019. He also reported that Brad Moody is no longer with the WPCOG and Billy Rickles will be the Town's Code Enforcement Officer until Mr. Moody's replacement has been hired.

DISCUSSION OF PART-
TIME MAINTENANCE
WORKER OR CLEANING
SERVICE FOR TOWN
FACILITIES

Town Manager Shook stated that Council had previously mentioned the need for additional maintenance assistance. The current budget includes \$12,500 for an additional part-time worker to help with maintenance and cleaning. After speaking with each Council member, Mr. Shook stated that Council was not in agreement with the direction of hiring additional help. Mr. Shook presented a list of facilities with a proposed cleaning schedule if Council were to hire additional help either by a professional cleaning service or part-time worker. He stated that the current maintenance worker would still have to clean the rental facilities each week. Staff has been forced to withhold four deposits already due to renters not cleaning up properly. Mr. Shook recommended hiring a cleaning service to perform a deep clean on a quarterly basis.

Council Member Herrell asked if there has been a significant amount of increased rentals over the past two years. Clerk Sanders confirmed that there were over double the amount of rentals. Council Member Herrell stated that due to the increased rentals, he was not opposed to hiring a quarterly cleaning service and another maintenance worker for at least the remainder of the fiscal year and then Council can evaluate the need of the second worker during the budget process.

Mr. Shook stated that our current maintenance worker provides maintenance, event assistance, public works and janitorial services within 15 hours per week. He stated that it is not realistic to expect the rental facilities to be clean at all times unless there is a person that goes behind each rental.

Council Member Herrell stated that he keeps seeing the same issues on the preventative maintenance report and by hiring an additional worker, it would free up the current maintenance worker to work on some of these issues.

Council Member Herrell made a motion to hire a cleaning service to perform deep cleaning on a quarterly basis and

to hire a part-time maintenance worker up to 19 hours a week for the rest of the fiscal year, based on the determination of the Town Manager. All voted in favor. Council determined that it did not need to review quotes for a cleaning service prior to Mr. Shook hiring.

DETERMINE DATE OF 2020
PLANNING RETREAT

Council Member Herrell made a motion to hold a special meeting for the purpose of a planning retreat on February 5th, 6th, or 12th (depending on the availability of Anthony Starr at the WPCOG) at 5:30 p.m. at the Western Piedmont Council of Governments office. All voted in favor.

NOVEMBER FACILITIES
REPORT

The report was presented for review. Mr. Shook reported that the roof restoration on the Albert Parkhurst Municipal Complex has been completed as budgeted.

NOVEMBER DELINQUENT
TAX REPORT

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

NOVEMBER DEPUTY
REPORT

The November Deputy report was provided for review.

COMMITTEE REPORTS

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

WPCOG Policy Board – The committee recognized outgoing and incoming Board members. The Section 8 housing program was revamped to include a cap-out number instead of keeping enrollment open ended.

Burke Economic Development – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Karen Robinson reported that VEDIC approved two new loans and approved modifications to three current loans. Board Member Winfield reported that he would be leaving First Citizens Band and would no longer be a member of VEDIC.

Library Board – No report.

OTHER BUSINESS

None.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:24 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