

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

**JULY 27, 2020
7:00 PM**

**REMOTE REGULAR
MEETING MINUTES**

CALL TO ORDER

Mayor Hildebrand called the remote regular meeting of the Town Council to order at 7:00 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

Council Member Weaver 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, Mike Smith and Terry Weaver. Council Member Honeycutt was in attendance via telephone. Council Member Herrell arrived at 7:12 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

Mayor Hildebrand requested to amend the agenda to move "Consider Agreement Between the Town and HHDA Regarding the Joint Tower Renovation Project" and "Consider Approval of Quote from Architect to Oversee Joint Tower Renovation Project" to the end of Old Business. Council Member Smith made a motion to approve the agenda as amended. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Honeycutt, Smith and Weaver. Nays: None. Absent: Council Member Herrell.

APPROVAL OF MINUTES

Council Member Honeycutt made a motion to approve the June 29, 2020 regular meeting and the July 16, 2020 special meeting minutes as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Honeycutt, Smith and Weaver. Nays: None. Absent: Council Member Herrell.

PUBLIC COMMENTS

None.

OLD BUSINESS:
CONSIDER APPROVAL OF
CONTRACT FOR A
MASTER RECREATION
PLAN

Council held a remote special meeting on July 16, 2020 to gather information from the Western Piedmont Council of Governments (WPCOG) about the Parks and Recreation Trust Funds (PARTF) grant application. The first step of the grant process is to create a Master Recreation Plan which the WPCOG can help create and administer for the Town. Council directed staff to present the Plan for approval. Council had no questions about the Plan and Council Member Smith made a motion to approve the Agreement Between the WPCOG and the Town for the Provisions of Technical Assistance for Hildebran Parks and Recreation Planning for August 1, 2020 to April 30, 2021 as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Honeycutt, Smith and Weaver. Nays: None. Absent: Council Member Herrell. A copy of the agreement is hereby incorporated by reference and made a part of these minutes (Attachment A).

DISCUSSION REGARDING
PARK MAINTENANCE
CONTRACTS AND
MAINTENANCE
POSITIONS

Manager Shook stated that Council Member Weaver had asked staff to compare the costs of a full-time maintenance position versus the costs of the two park maintenance contracts, a quarterly cleaning contract and two part-time maintenance positions outlined in the current budget. Mr. Shook provided the costs for the current contracts and relevant amounts and line items for maintenance functions as presently budgeted. He stated that the FY 20-21 budget reflects a total of \$60,450 for two (2) park maintenance contracts, a quarterly cleaning contract, the existing maintenance position and one additional part-time maintenance position set to start in January 2021. He stated that the cost of one (1) full-time maintenance position would be \$53,844, which includes salary, retirement, benefits and payroll. The Town would save approximately \$6,606.00 if it chose to hire one full-time position and eliminate the two existing park maintenance contracts, the quarterly cleaning and the two part-time positions. However, Mr. Shook stated that there are many variables to determining these costs. The Town would need to purchase new landscaping equipment and the full-time employee would need time to earn the appropriate spraying and landscaping license(s). Other costs that are not accounted for in these numbers include mulching, chemicals, gas, oil and maintenance on the equipment.

Mr. Shook also stated that a full-time employee would be responsible for all of the current maintenance position's

duties in addition to weed eating, mowing and spraying the park grounds, cleaning the restrooms, and leaf blowing of all equipment areas and the pavilion. In addition, the current park contractor also aerates the park grounds once in the spring, fluffs the mulch once in the spring, and performs bulk leaf removal twice in the fall. During these weeks it should be expected that the additional time may impact other areas of performance. He also stated that the expense to maintain the bank might be reduced by getting volunteers to help as mentioned by Council Member Weaver.

Mr. Shook stated that the two advantages that the full-time position can provide, in addition to the \$6,606 a year savings, is a savings of street sign installation costs (which is currently being contracted out) and having the disc golf course mowed every week (instead of every other week). He also stated that a minor advantage to having a full-time position is that having a parks position may add an additional four (4) points to our PARTF application and suggested if Council approves the aforementioned change, the job title should include "parks." He stated that the approval of a full-time position would also require the approval of a budget amendment.

After a brief discussion, Council Member Weaver made a motion to eliminate the two existing park maintenance contracts with The Groundskeeper, after giving the required six-month written notice, the existing part-time maintenance position and one additional part-time maintenance position and to hire one (1) full-time parks and maintenance worker, whose duties will incorporate tasks of maintaining the park and the existing responsibilities of the current part-time maintenance worker, expected to start by January 1, 2021, and to approve a budget amendment up to \$53,844.00, as needed, for said employee's salary. 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 budget amendment #01 is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER APPROVAL OF
POLICY FOR FUND
BALANCE LEVELS

Council approved minimum Fund Balance levels at the June 29, 2020 regular meeting. A formal policy is presented for approval. Council Member Herrell made a motion to approve the resolution and Fund Balance Policy – General Fund 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 and policy is hereby incorporated by reference and made a part of these minutes (Attachment C).

CONSIDER APPROVAL OF
POLICY FOR FUNDING
NON-PROFIT OR OUTSIDE
AGENCIES

Council approved a percentage of the Town's yearly total budget that may be allocated for non-profits and outside agencies each year at the June 29, 2020 regular meeting. A formal policy is presented for approval. Council Member Herrell made a motion to approve the resolution and Policy for Funding Non-Profit or Outside Agencies 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 and policy is hereby incorporated by reference and made a part of these minutes (Attachment D).

CONSIDER AGREEMENT
BETWEEN THE TOWN
AND HHDA REGARDING
THE JOINT TOWER
RENOVATION PROJECT

Mr. Shook stated that an agreement between the Town and HHDA is presented for approval that sets expectations of the joint tower renovation project. He stated that the quoted amounts in the agreement will change based on actual quotes obtained for the work. Council can approve the architect to begin work on the tower once HHDA provides one-half (1/2) of the architect's fee to the Town.

Council Member Herrell stated that he met with Rex Lail, president of HHDA, Johnny Childers, Lynn Mull and Mr. Shook to discuss the terms of the agreement. He stated that HHDA shared that due to COVID-19, their yearly fundraisers have been cancelled and they have not been able to raise its share of the architect fees to date. Council Member Herrell stated that he had discussed the option that the Town could pay for the entire architect's fee so that the project could begin now and that HHDA would reimburse the Town its one-half share at the end of the project. He wanted to present this option to Council to consider. Council was in agreement to his recommendation.

There was further discussion concerning the Agreement and the November 15, 2020 deadline for HHDA to raise its one-half share. Mr. Shook stated that if HHDA is unable to raise its one-half share by the deadline, Council will not approve a contractor to start the construction and Council would reevaluate the tower project at that point. He stated that the tower would have to be addressed before the Town applies for the PARTF grant for the old school site.

Council was in agreement to see progress on the tower and decided to discuss the architect quote before approving the Agreement.

CONSIDER APPROVAL OF QUOTE FROM ARCHITECT TO OVERSEE JOINT TOWER RENOVATION PROJECT

Mr. Shook provided three architect quotes for the joint tower renovation project. He stated that Icard Architecture came in at the lowest bid at \$9,500.00. Council Member Herrell made a motion to approve the quote with Icard Architecture to develop a scope of work, bid out the project and oversee the project, not to exceed \$9,500.00. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

Other quotes provided include: Talley & Smith Architecture Inc. in the amount of \$9,980.00 and CBSA Architects in the amount of \$10,000.00.

CONSIDER AGREEMENT BETWEEN THE TOWN AND HHDA REGARDING THE JOINT TOWER RENOVATION PROJECT

Council Member Herrell made a motion to amend the Agreement for Funding of the Town of Hildebran Joint Tower Renovation Project as follows:

- Page 1, Now, Therefore section – should read preliminary cost estimates of fifty thousand dollars (\$50,000.00) instead of sixty-two thousand dollars (\$62,000.00).
- Section 2a – architect fee should read \$9,500.00 instead of \$12,000.00
- Section 2b – total repairs should read \$40,500.00 instead of \$50,000.00
- Section 3b – architect fees should read “The Town shall advance and pay in full architect fees in the amount of nine thousand five hundred dollars (\$9,500.00) upon the express understanding and agreement that HHDA will reimburse the Town its 50% (one-half) of said costs in the amount of four thousand seven hundred fifty dollars (\$4,750.00) to the Town on or before November 16, 2020” instead of “HHDA shall raise one-half (1/2) of the architect fee approved by the Town Council and be paid to the Town by July 27, 2020. The Town shall pay one-half (1/2) of the architect fee by July 27, 2020.”
- Section 3c – deadline should read November 16, 2020 instead of November 15, 2020

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 agreement is hereby incorporated by reference and made a part of these minutes (Attachment E).

NEW BUSINESS:

CONSIDER APPROVAL OF
FY 20-21 BUDGET
AMENDMENT (CAPITAL
IMPROVEMENT PROJECT)

Mr. Shook stated that all of the work in the Capital Improvement Project was not completed by June 30, 2020. As a result, a budget amendment is needed for FY 20-21. Council Member Herrell made a motion to approve Budget Amendment #02 General Fund FY 20-21 in the amount of \$64,626.00 to appropriate funds for repairs and improvements at the Albert Parkhurst Municipal Complex facilities including the gym, auditorium and old town hall. 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 budget amendment #02 is hereby incorporated by reference and made a part of these minutes (Attachment F).

CONSIDER APPROVAL OF
FY 20-21 BUDGET
AMENDMENT (PROJECT
NW, MARVES AND
PROJECT HUSKY,
SYNERGYLABS)

Mr. Rankins stated that Project NW, Marves Industries, obtained a building reuse grant and that Council approved the matching two and one-half percent (2.5%), or \$7,812.50, at the April 22, 2019 regular meeting. He also stated that Project Husky, SynergyLabs, obtained a building reuse grant and that Council approved the matching two and one-half percent (2.5%), or \$12,500, at the July 22, 2019 regular meeting. The remainder two and one-half percent (2.5%) will be matched by Burke County for both grants. The budget amendment for both companies was presented for approval. Council Member Herrell made a motion to approve Budget Amendment #03 General Fund FY 20-21 to appropriate funds for a pair of matching grants approved by Council on April 22, 2019 and July 22, 2019 in which the grants consisted of a two and one-half percent (2.5%) in the amount of \$7,812.50 for Marves Industries and \$12,500 for SynergyLabs, totaling \$20,312.50, for building reuse projects in Town. 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 budget amendment #03 is hereby incorporated by reference and made a part of these minutes (Attachment G).

CONSIDER APPROVAL OF
FY 20-21 BUDGET
AMENDMENT (COVID
RELIEF FUNDS)

Mr. Shook stated that the current budget has \$19,100.00 earmarked for COVID related expenses that may be reimbursed by the County as allowed by State Law 2020-4, also known as the 2020 COVID-19 Recovery Act. Subsequent to the approval of the FY 20-21 budget, the Town was notified that it will receive an additional \$36,255.00. The additional funding must be approved by Council in the form of a budget amendment before any funds may be expended and reimbursed by the County.

Council Member Herrell made a motion to approve Budget Amendment #04 General Fund for FY 20-21 in the amount of \$36,255.00 to allow for receiving COVID-19 Funding Relief from the State Office of Budget and Management, HB 1043 Coronavirus Relief Fund established under the CARES ACT, and Burke County, and to appropriate those same funds for COVID-19 related expenses. 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 budget amendment #04 is hereby incorporated by reference and made a part of these minutes (Attachment H).

CONSIDER
CANCELLATION OF
RENTAL EVENTS IN TOWN
FACILITIES FOR AUGUST
2020

Clerk Sanders asked Council to consider cancelling all rentals in Town facilities for the month of August 2020 due to COVID-19. She stated that she had no rentals booked. Council Member Honeycutt made a motion to cancel all rentals in Town facilities in August 2020 due to COVID-19. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Honeycutt, Smith and Weaver. Nays: Herrell. Absent: None. The motion carried.

CONSIDER REVISION TO
THE REGULAR MEETING
SCHEDULE FOR AUGUST
24TH MEETING

Council discussed the meeting place and time for future meetings. Council was in agreement to start future regular meetings at 7:15 p.m. to allow Council Member Herrell time to arrive to the meeting due to his long work commute. It was also the consensus to continue holding the meetings in the Council's Chamber remotely. Council Member Weaver made a motion to revise the regular meeting schedule to change future regular meetings to 7:15 p.m. and to hold a remote regular meeting on August 24, 2020 that will be closed to the public except for public comments. 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 I).

JUNE FACILITIES REPORT

The report was presented for review. Council Member Herrell asked staff to research and address the lighting issue at the road at CVS.

JUNE DELINQUENT TAX
AND TAX SETTLEMENT
REPORTS

Tax Collector Sanders provided the June tax report. She also provided the Annual Tax Settlement for fiscal year ending June 30, 2020 for the Town submitted by Danny Isenhour, Tax Administrator Burke County, and the Annual Tax Settlement for Delinquent Taxes for Tax Years 2004-

2017 for FY 2019-2020 (not including licensed motor vehicles) submitted by her.

Ms. Sanders also provided the Order for the Tax Collector to Collect Property Taxes for both Mr. Isenhour and Ms. Sanders. Council Member Herrell made a motion to approve the Annual Tax Settlement for fiscal year ending June 30, 2020 for the Town submitted by Danny Isenhour, Tax Administrator, Burke County, and the Annual Tax Settlement for Delinquent Taxes for Tax Years 2004-2017 for FY 2019-2020 (not including licensed motor vehicles) submitted by Ms. Sanders as well as the Order for Tax Collector to Collect Taxes for 2020 for Mr. Isenhour and the Order for the Tax Collector to Collect Property Taxes for 2017 and all Prior Years for Ms. Sanders. 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 June report is hereby incorporated by reference and made a part of these minutes (Attachment J). A copy of the settlements are hereby incorporated by reference and made a part of these minutes (Attachment K). A copy of the order for collections are hereby incorporated by reference and made a part of these minutes (Attachment L).

JUNE DEPUTY REPORT
COMMITTEE REPORTS

The June Deputy report was provided for review.

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – Mr. Shook provided updates of the sidewalk projects and the roundabout in Town.

WPCOG Policy Board – No report.

Burke Economic Development – Council Member Cline reported that the committee discussed its budget and housing issues within Burke County. He emailed a thorough report to the Board.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Mr. Weaver reported that the committee discussed grant money.

Library Board – No report.

OTHER BUSINESS

Council Member Herrell asked staff to contact Rex Lail to determine if HHDA will be holding the August Cruise In.

Mr. Shook stated that the recent weather event blew down 8 to 13 trees in the park. He stated that he has obtained quotes and is requesting a budget amendment equal to the lowest bid amount. Council Member Weaver made a motion to approve Budget Amendment #05 General Fund for FY 20-21 in the amount of \$2,750.00 to allow for the cleanup of fallen trees in the park due to a weather event. 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 budget amendment #05 is hereby incorporated by reference and made a part of these minutes (Attachment M).

Council Member Weaver asked staff to research a community work day for the park bank. Attorney Dill suggested that someone from the Forestry Service evaluate the trees in the park for safety reasons.

Mr. Shook stated that he had contacted local municipalities to see if they would be able to provide debris pick up for the Town. Long View stated that they had no one to spare. He has not received a response back from Valdese or Hickory.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:00 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