

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

**MAY 21, 2018
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.
INVOCATION	Bill Doss led a prayer.
PLEDGE OF ALLEGIANCE	Council Member Messer 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 Cole Herrell, Ben Honeycutt, Theresa Messer, Mike Smith and Jody York.
STAFF PRESENT	The following staff members were present: Attorney Redmond Dill, Town Manager Thomas Drum, Town Clerk Alice Sanders, and Finance Officer Fredrick Rankins.
CITIZENS & MEDIA PRESENT	See attached sheet.
APPROVAL OF AGENDA	Council Member Messer requested to amend the agenda to add a discussion to reconsider the sale of the truck under Old Business, 6b. Council Member Herrell requested to amend the agenda to move the Town Manager Performance Review Closed Session to after Announcements. Clerk Sanders requested to add Resolution Leasing Property for One Year or Less under Old Business as 6e. Council Member Messer made a motion to approve the agenda, as amended. All voted in favor.
APPROVAL OF MINUTES	Council Member Herrell made a motion to approve the April 23, 2018 regular meeting minutes and the April 30, 2018 special meeting/budget workshop minutes. All voted in favor.
PUBLIC COMMENTS	None.
OLD BUSINESS: SUBMISSION OF FY 18-19 BUDGET AND CALL A PUBLIC HEARING FOR JUNE 25, 2018	The recommended FY 18-19 budget was reviewed by Council. Council Member Herrell had a few questions that Mr. Drum answered.

Council Member Herrell stated that he felt that a 1% cost-of-living adjustment for the full-time employees was not enough and felt that a 3% cost-of-living adjustment was more appropriate for the Clerk and Finance Officer and requested feedback from Council. After discussion, it was the consensus of Council to increase the cost-of-living adjustment to 3% for the Clerk and Finance Officer and to discuss the rate of the Town Manager after his job performance later in the meeting.

Council Member York made a motion to call a public hearing to hear comments from the public on the FY 18-19 budget to be held on Monday, June 25, 2018 at 7:00 p.m. in the Council's Chamber. All voted in favor.

RESOLUTION
AUTHORIZING THE
DISPOSITION OF CERTAIN
PERSONAL PROPERTY BY
PRIVATE SALE

Council Member Messer stated that she felt it was a mistake to sell the Town's truck because she felt it was needed. Council Member Smith stated that the Town would pay employees to use their personal vehicles. Council Member York stated that the Council had already decided to sell the truck and that she felt the vote should stand. Council Member Smith was in agreement. Council Member Messer stated that she still felt it was a mistake. Council took no action.

Mr. Drum stated that bids are being accepted for the sale of the truck and he will assign an asking price of \$16,500. After June 4, 2018, he will take the highest, appropriate price. Council Member Herrell made a motion to approve the resolution authorizing the disposition of certain personal property by private sale. Council Members Herrell, Honeycutt, Smith and York voted in favor. Council Member Messer was opposed. The motion carried by a vote of 4 to 1. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONSIDER YEARLY
AUDITORIUM LEASE
WITH EITHER PASSION
CHRISTIAN FELLOWSHIP
OR CAST

Concerning the proposals from CAST and Passion Christian Fellowship to lease the auditorium, Council Member Herrell stated that he preferred to discuss the proposal from Passion Christian Fellowship first. Council Member Honeycutt stated that the taxpayers, during the time of a previous Board, put in excess of \$250,000 to renovate the auditorium and he felt the auditorium should be available for all the citizens, not just the church. Council Member Herrell stated that he did not like that the church was rental inclusive. Council Member Smith stated that he felt the church was trying to take control of the

auditorium and is not willing to negotiate with other parties. Council Member York was in agreement with the other Council Member's opinions.

Council Member Herrell stated that the proposal from CAST came in late and he preferred to negotiate some of the terms. In the interest of time, he suggested forming a committee to discuss the terms before approval of a lease. Attorney Dill stated that a 5-year lease would require a public notice and other requirements.

Attorney Dill also suggested that Council abolish its current rental policy of \$1.00 per square foot since Council is not abiding by it with all lessees.

There was discussion about the use of the band room and Council was in agreement that they would like the room to be available for use by both CAST and Don Barber.

Clerk Sanders clarified that any two elected people that are appointed by the Council constitutes a public body which then invokes the open meetings law. Public notices and minutes of all committee meetings will need to be done. Council was in agreement to appoint Mayor Hildebrand, Council Member Smith and Council Member York to the committee.

Clerk Sanders stated that the previous Council felt that if non-profits were being charged a reduced rate to lease Town property, a requirement should be that the non-profit must provide proof that it has filed the appropriate 990 form with the IRS for the past three (3) years. She asked if Council wanted to continue this requirement for all non-profits who lease Town property. Council was in agreement to continue this policy.

Clerk Sanders reminded the Board that Attorney Dill suggested that the \$1.00 per square foot rental schedule for lessees should be abolished and a rate for East Burke Christian Ministries (EBCM) and Hildebran Heritage and Development Association (HHDA) would need to be determined. Attorney Dill suggested that the rates could be set on a per-site and attendant basis. Mr. Drum suggested to use the same amount as what the computed \$1.00 per square foot rate is for at least this fiscal year.

Council Member Herrell made a motion to abolish the \$1.00 per square foot rental schedule. All voted in favor.

It was the consensus of Council to charge a yearly lease rate of \$1,513.00 to EBCM and \$3,097 to HHDA during FY 18-19.

TOWN MANAGER JOB DESCRIPTION

Council Member Herrell stated that the job description that Mr. Drum presented to Council did not include the property management duties as Council requested due to the reduction of hours of the administrative support specialist position. He requested that the job description be revised to include that. Mr. Drum stated that his job description already covers the responsibility for the administration of all departments, but asked how Council Member Herrell described property management duties. Council Member Herrell responded that he felt it included scheduling, site visits, discussing rentals, and marketing in order to get people to rent the facilities. Mr. Drum explained that the current property management process involves a lot of legwork on the part of both the administrative support specialist and the maintenance person. Most of the marketing, scheduling, site visits and rental check ins/check outs are handled by the administrative support specialist who has experience in those functions, especially marketing; however, Mr. Drum always has the final decision on whether Town policies and established goals are being met. The maintenance person reports any problems to Mr. Drum or the administrative support specialist and then Mr. Drum directs the appropriate staff member to contact contractors for prices; Mr. Drum ultimately makes the decision on what course of action to take. Mr. Drum stated that he should not be scheduling specific events nor taking money.

Council Member Herrell stated that there were comments about not being able to get ahold of someone to rent the facilities when the administrative support specialist position was full time. He has concerns that it will only be worse with the position reduced to part time. He feels that a dedicated full-time person that is invested in the Town and that could market the rental facilities in a positive way should be responsible. He felt that the Town Manager job description should include the responsibility of the property management duties.

Mr. Drum agreed that the responsibility for property management was part of his duties, but same is already stated in his duties as a town manager when it describes his duty to direct and supervise the administration of all departments.

Mr. Drum stated that he felt that the position of Town Manager is more supervisory and direction oriented, not necessary doing specific tasks, and he feels that the way the process is currently set up is adequate. He felt existing staff could take any calls and look at rental availability while the administrative support specialist is not working.

After further discussion, Council Member Herrell made a motion to table this topic until Mr. Drum's performance review later in the meeting. All voted in favor.

RESOLUTION LEASING
PROPERTY FOR ONE YEAR
OR LESS-DONALD
BARBER

Clerk Sanders stated that all Town property leases require the adoption of a resolution by Council. The presented resolution is for the months of May and June 2018 for Don Barber for the old town hall offices and showers. All other resolutions for leased property for FY 18-19 will be presented at the June 2018 meeting. Mr. Drum stated that due to the direction of Council to get a lease signed with Mr. Barber, he has already approved and signed a lease and requested that Council ratify the lease, effective May 1, 2018.

Council Member Honeycutt made a motion to approve the resolution leasing property for one year or less with Don Barber for May and June 2018, and to ratify the approval of the lease by the Town Manager, effective May 1, 2018. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment B).

NEW BUSINESS:
RESOLUTION-
DESIGNATION OF
APPLICANT'S AGENT

The N.C. Department of Public Safety requires the approval of a resolution designating the primary and secondary Town officials to sign all documents related to the 10-23-17 weather event in order to receive reimbursement from the state. Council Member York made a motion to approve the resolution. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment C).

CONSIDER WAIVING
RENTAL FEE FOR
AUDITORIUM AND
COMMUNITY ROOM
DURING SEPTEMBER
FESTIVAL

Mayor Hildebrand stated that he felt that the use of the auditorium and community room is for a Town event during the September festival and requested that Council waive the rental fee for these rooms. Council Member Honeycutt made a motion to waive the fees and deposits for the use of the auditorium and community room on September 15, 2018. All voted in favor.

DISCUSSION OF
FINANCIAL INSTITUTION
LOCATION OF TOWN
FUNDS

Council Member Smith stated that he was unaware that the Town had funds in two different banks and he felt that the Town should support the bank in Town.

Mr. Drum stated that when First Citizens was still located in Hildebran, as well as BB&T, the Council at the time decided to split the Town funds between the two banks. After First Citizens moved out of Town, the fire at the old school building happened and there was no push at the time to move the Town funds to BB&T in Hildebran. Moving forward, the Town funds will be moved to BB&T and the deputy will pick up staff to take deposits. Mr. Drum stated that a resolution and policy for electronic payments as required by the Local Government Commission memorandum #2018-05 will be presented to Council at the June 2018 meeting.

Council requested that their monthly expense checks be direct deposited moving forward. Mr. Rankins will make that change. Mr. Rankins also reported that the monthly expense check is required to have FICA and Medicare taxes withheld and will get the necessary paperwork from Council in the near future to make this change.

APRIL TAX REPORT

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

APRIL DEPUTY REPORT

The April deputy report was provided to Council to review.

COMMITTEE REPORTS

Transportation Advisory Committee (COG) – No report. Council Member York stated that she would see if she could fit this meeting into her schedule.

WPCOG Policy Board – No report.

Burke Economic Development Representative – Council Member Herrell reported that there was no report from the last meeting.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Clerk Sanders stated that she had spoken with Kerry Poteat about the Town’s vacancy on this

committee. Ms. Poteat stated that the Hildebran representative did not have to be the Mayor or a Council Member. Attorney Dill asked Karen Robinson if she would be interested and she agreed. Council Member York made a motion to appoint Karen Robinson as the Town representative for VEDIC. All voted in favor.

Library Board – There is still an opening on the library board if anyone is interested.

OTHER BUSINESS

Clerk Sanders reported the rates to rent the room at the new senior center is \$400 for all day use that includes 100 chairs 12 rectangle tables. All requests for the room must be during normal business hours and must be approved.

ANNOUNCEMENTS

None.

CLOSED SESSION

Council Member York made a motion to enter into closed session at 8:10 p.m. 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. All voted in favor.

Council Member York made a motion to return to open session at 9:22 p.m. All voted in favor.

ADJOURN

All business being concluded, Council Member Herrell made a motion to adjourn at 9:22 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor