

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

**APRIL 25, 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	Town Clerk 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 "Discussion Regarding Future Auditorium Renovations" and "Discussion Regarding Forming a Committee to Organize a Festival" under Old Business. Staff also requested to add "Code Enforcement Update" to New Business. Council Member York requested to add a Closed Session for personnel reasons under New Business. 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 March 28, 2022 regular meeting minutes as presented. All voted in favor.  Council Member Smith made a motion to approve the April 20, 2022 special meeting/budget workshop minutes as presented. All voted in favor.
PUBLIC COMMENTS	None.
OLD BUSINESS: CONSIDER APPROVAL OF ORDINANCE TO AMEND	Planner Justice presented proposed updates to the Minimum Housing section of the Code of Ordinances. He

THE CODE OF  
ORDINANCES MINIMUM  
HOUSING SECTION

stated that during the process of updating the Town's ordinances from 160A to 160D, the updates did not include the minimum housing section. He stated that the previous minimum housing standards were in NCGS Chapter 160A and these edits update the references to NCGS Chapter 160D. He stated that there are three additional significant changes as follows:

1. *Removed Section 5.1.1.6 Right of Access* – It is legal standard for any government official to either gain the property owner's permission to enter the property or gain a warrant to do so.
2. *Removed Section 5.1.1.17 Rooming/Boarding Housing* – Statutes regulate all dwellings and makes no exception based on type of dwellings.
3. *Removed Section Article 3. Abandoned Manufactured Homes* – Statutes regulate all dwellings and makes no exception based on type of dwellings.

Council Member Smith made a motion to approve the Ordinance to Amend Provisions to the Code of Ordinances, Section 5. Minimum Housing Standards of Occupancy as presented and to incorporate those changes into the Code of Ordinances. All voted in favor. A copy of the Ordinance is hereby incorporated by reference and made a part of these minutes (Attachment A).

DISCUSSION REGARDING  
FUTURE AUDITORIUM  
RENTALS

Mayor Hildebrand requested to begin renovations to the auditorium. Town Manager Shook gathered feedback from Council to include the following renovations:

- Replace seats
- Add an ADA restroom in the back stage area
- Enlarge the stage
- Expand the dressing room to include 2 separate rooms
- Handicap access to the stage
- Add a false wall at the back of the stage
- Clean up/repair windows
- Add sound system for people in the basement to hear program on stage
- Expansion of the lobby

Council directed Town Manager Shook to hire an architect, without bidding, to design and oversee the project.

DISCUSSION REGARDING  
FORMING A COMMITTEE  
TO ORGANIZE A  
FESTIVAL

Town Manager Shook asked if Council wanted to contract with an events planner to organize a festival. Council was in agreement. He suggested forming a committee to work with the event planner to plan the event. Council was in agreement. Mr. Shook stated that staff will advertise the

committee applications on the Town's website and Facebook page. The Board felt that the best time to hold the festival would be in late September, but on a different weekend than the Cruise In.

**NEW BUSINESS:  
CODE ENFORCEMENT  
UPDATE**

Chad Powell, Code Enforcement Officer, provided a tracker and a year-to-date review of code enforcement.

**CONSIDER APPROVAL OF  
RESOLUTIONS LEASING  
PROPERTY OF ONE YEAR  
OR LESS**

Clerk Sanders presented the resolutions for the yearly facility leases with the amounts as discussed at the March budget workshop. She stated that subsequent to the budget workshop, she was contacted by Laura Manka who informed her that FIRST Robotics Challenge/BC Breakouts will be moving to another County and will not be renewing its lease with the Town after June 30, 2022. Council Member Honeycutt made a motion to approve the resolutions for Lease of Town Property for One Year or Less as presented with the following people/organizations:

- Don Barber-the old Town Hall Administrative Offices along with other vacant rooms located in the same building at 202 S. Center St. as well as the showers in the gymnasium (\$1,800 per year)
- East Burke Christian Ministries-house located at 103 Third Ave., S.E. (\$1,500 per year)
- Hildebran Heritage & Development Association (HHDA)-rooms in the basement of the auditorium. (rooms 100, 102, 104, 105, 106, 107 and 108) (\$2,400 per year)
- Hildebran-Icard Community Development Council-concession stand, office and girls locker room in the gymnasium (\$60.00 per year)
- Hildebran-Icard Little League-building located at 207 First Street, S.W. (\$1.00 per year)
- Walkin' Roll Activities League-room #233 on the 2<sup>nd</sup> floor as well as the walled off section and storage area in the maintenance closet on the 1<sup>st</sup> floor/basement, all located in the Albert Parkhurst Municipal Complex (\$3,600 per year)

All voted in favor. A copy of the resolutions are hereby incorporated by reference and made a part of these minutes (Attachments B, C, D, E, F, G).

**CONSIDER APPROVAL OF  
CONTRACT WITH WPCOG  
FOR THE PROVISIONS OF  
TECHNICAL PLANNING  
ASSISTANCE FOR FY21-22**

Town Manager Shook stated that the contract presented with the WPCOG for planning services is for the current fiscal year that was never approved by the Board. He stated that the money was allocated in the existing budget. Council Member Stroupe made a motion to approve the

contract with the WPCOG for the Provision of Technical Planning Assistance for July 1, 2021 – June 30, 2022, not to exceed \$24,145 as presented. All voted in favor.

CONSIDER APPROVAL OF CONTRACT WITH WPCOG FOR THE PROVISION OF TECHNICAL PLANNING ASSISTANCE FOR TWO YEARS

Town Manager Shook stated that the contract presented with the WPCOG for technical planning assistance is for the next two fiscal years. He stated that the price is increasing \$1,841 each year from the current fiscal year. Council Member York made a motion to approve the contract with the WPCOG for Technical Planning Assistance for two fiscal years, July 1, 2022 – June 30, 2024, not to exceed \$51,972 as presented. All voted in favor.

CONSIDER APPROVAL OF CONTRACT WITH WPCOG FOR THE PROVISION OF CODE ENFORCEMENT SERVICES FOR TWO YEARS

Town Manager Shook stated that the contract presented with the WPCOG for code enforcement services is for the next two fiscal years. He stated that the price is increasing \$1,189.50 per year from the current fiscal year. Council Member Smith made a motion to approve the contract with the WPCOG for the Provision for Code Enforcement Services for two fiscal years, July 1, 2022 – June 30, 2024, not to exceed \$33,597 as presented. All voted in favor.

CONSIDER APPROVAL OF TEMPORARY NON-NCDOT ROAD CLOSURE PERMIT APPLICATION

Mayor Hildebrand stated that the request from Chad Houston, Hildebran-Icard Little League, is to temporarily close First St SW during practice and games for safety issues. Council Member Honeycutt made a motion to approve the Temporary Non-NCDOT Road Closure Permit Application from Hildebran-Icard Little League to temporarily close First St SW during baseball and softball practices and games from August-October 2022 and April-June 2023 from 5:00 p.m. to 10:00 p.m. on the weekdays and 8:30 a.m. to 5:00 p.m. on the weekends. All voted in favor.

ROYAL PARK UPDATE

Town Manager Shook provided an update and timeline of the Royal Park project at the old school building site.

APRIL FACILITIES

The April Facilities Report was provided for review.

MARCH DELINQUENT TAX REPORT

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

MARCH DEPUTY REPORT

The March Deputy report was provided for review.

COMMITTEE REPORTS

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

WPCOG Policy Board – Council Member Honeycutt stated that the WPCOG had its Annual Meeting on Thursday, March 30, 2022. Service awards were presented.

Burke Economic Development – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report. Karen Robinson asked if Council would allow the VEDIC Board to meet in the Community Center for one of its meetings at no charge. Council had no issues.

Library Board – Mayor Hildebrand stated that the Morganton library will be hiring a security guard. The Board is considering eliminating fees and fines to help increase book checkout and returns.

Comprehensive Master Plan Steering Committee – Council Member Smith stated that the committee discussed beautification, banners and expanding the Christmas lights.

CLOSED SESSION

Council Member York made a motion at 7:50 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 8:05 p.m. to return to open session. All voted in favor.

OTHER BUSINESS:

Council Member Honeycutt asked Council to allow HHDA to use the community center and kitchen during Cruise Ins at no charge. Council was in agreement.

ANNOUNCEMENTS

Town Manager Shook stated that Joey Hawkins, Parks and Grounds Maintenance Worker, is in the process of clearing and edging all the sidewalks in Town.

Town Manager Shook stated that Parkhurst Painting had begun cleaning and staining the depot and pavilion at the park. He stated that he had asked them to also perform the concrete staining at the park.

Town Manager Shook stated that the gym lockers were to be delivered the next day.

Council Member Stroupe asked about the progress of working with the railroad to get permission to mow at Hwy 70A. Town Manager Shook stated that he had placed two calls with no response. Council Member Stroupe asked that he keep trying.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:15 p.m. to adjourn. All voted in favor.

I attest these are the approved minutes of the Board.

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Alice Sanders, Town Clerk

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Wendell Hildebrand, Mayor