

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

**AUGUST 26, 2019
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	Council observed an invocation.
PLEDGE OF ALLEGIANCE	Council Member Honeycutt 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 Clerk Alice Sanders, Finance Officer Fredrick Rankins, Jr. and Town Planner Hunter Nestor.
CITIZENS & MEDIA PRESENT	See attached sheet.
APPROVAL OF AGENDA	Council Member York made a motion to approve the agenda. All voted in favor.
APPROVAL OF MINUTES	Council Member Smith made a motion to approve the July 22, 2019 Regular Meeting minutes. All voted in favor.
PUBLIC COMMENTS	Marty Huffman expressed his displeasure with the Town's code enforcement ordinance.
OLD BUSINESS: CONSIDER APPROVAL OF ACCEPTABLE USES FOR THE TWO VACANT OFFICES AT THE ALBERT PARKHURST MUNICIPAL COMPLEX	<p>At the July regular meeting, Council discussed renting the two vacant offices located in the Albert Parkhurst Municipal Complex. Town Manager Shook suggested that Council review the allowable uses in the zoning district for a government building before making any decisions and Council was in agreement to postpone this topic until the August meeting.</p> <p>Subsequently, Mr. Shook reviewed the 32 allowable uses in the zoning district for a government building and narrowed the list to ten uses that were compatible with the offices the Town has to offer. The ten recommended uses presented to Council are as follows: 1. place of worship 2.</p>

community center 3. emergency response facility 4. government office 5. institutional offices such as libraries and other non-profits 6. museum exhibit area 7. business, professional, or public offices 8. printing and copy services 9. radio, TV, and computer establishment and 10. financial establishment offices. Council Member Herrell asked to postpone the consideration of the allowable uses until the entire list was found in the Zoning Ordinance book and could be read to Council. Council was in agreement.

CONSIDER APPROVAL OF
RESOLUTION REGARDING
A NCDOT STREET NAME
CHANGE IN THE TOWN OF
HILDEBRAN (NEUVILLE
AVE)

At the July regular meeting, Council considered a resolution to change the name of Neuville Ave to Synergy Way, as requested in writing by Richard Ticktin, President and CEO of SynergyLabs. Council also held a public hearing and listened to owners of businesses on Neuville Ave. Council postponed making a decision until the August regular meeting.

Subsequent to the July meeting, SynergyLabs met or spoke to all property owners along Neuville Ave and offered provisions to them to offset any negative consequences of the name change. SynergyLabs also provided a proposed drawing of the entrance with new street signage and new signage of all businesses on the road.

After discussion, Council Member Herrell made a motion to approve the resolution regarding a NCDOT road name change (Neuville Ave to Synergy Way) in the Town of Hildebran. Council Member York asked if it was possible to keep Neuville Ave and to change the road name to Synergy Way near the end of the road where SynergyLabs is located. Council was not in agreement. After a brief discussion, Council members Herrell and Smith voted in favor of the motion. Council Members Honeycutt, Messer and York were opposed. The motion did not carry.

CONSIDER APPROVAL OF
TOWN TAKING OVER
PRIVATE
STREETS/SUBDIVISION
STREETS POLICY

A proposed policy outlining the process for the Town to take over private or public streets in Town limits was presented for approval. Council Member Herrell made a motion to approve the 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 A).

CONSIDER APPROVAL OF
ACCEPTABLE USES FOR
THE TWO VACANT

Council was in agreement to continue its discussion about the acceptable uses for the two vacant offices at the Albert Parkhurst Municipal Complex at this time. Council

OFFICES AT THE ALBERT
PARKHURST MUNICIPAL
COMPLEX

Member Herrell read from the Zoning Ordinance all 32 permitted uses in the two vacant offices in the Albert Parkhurst Municipal Complex. After reviewing the entire list of acceptable uses, Council Member Messer made a motion to approve the ten allowable uses recommended by staff, as presented: 1. place of worship 2. community center 3. emergency response facility 4. government office 5. institutional offices such as libraries and other non-profits 6. museum exhibit area 7. business, professional, or public offices 8. printing and copy services 9. radio, TV, and computer establishment and 10. financial establishment offices. All voted in favor. Council was in agreement for staff to advertise the two vacant offices on social media and the digital signs for a monthly rental fee of \$400.

NEW BUSINESS:
CONSIDER APPROVAL OF
FY 18/19 BUDGET

The Town's Auditor, S. Eric Bowman, P.A., presented the audit for fiscal year ending June 30, 2019. Council Member York made a motion to approve the audit for fiscal year ending June 30, 2018, as presented. All voted in favor. The final report will be filed in the Town's records.

CONSIDER REQUEST
FROM CHEYANNE
LOVELACE TO USE THE
COMMUNITY CENTER AT
NO COST

Planning Board Chair, Cheyanne Lovelace, provided a written request to Council to use the community center, at no cost, as a meeting location for a community watch program. Council suggested Mrs. Lovelace contact the local library for a room at no cost. Council took no action.

CONSIDER REQUEST
FROM BURKE COUNTY
VETERAN'S KIA
COMMITTEE FOR A
MONETARY ALLOCATION
FOR A MONUMENT

Three members of the Burke County Veteran's Killed in Action Committee, Champ Ray, George McIntosh and Gary Jennings, addressed Council regarding a memorial monument for all Burke County veterans killed in action. The Committee hopes to place the monument on the grounds of the old courthouse in downtown Morganton. The Committee's goal is to raise \$100,000. Over \$19,000 has been raised to date. The Committee has obtained three quotes and the estimated price of the monument is \$53,000. The remaining \$47,000 would go towards landscaping, lighting and ongoing maintenance. The Committee asked for moral support and for the Council and community to talk to people in the County and politicians about the monument, in hopes that everyone in the County would donate at least \$1.00.

CONSIDER APPROVAL OF
TOWN MANAGER

A town manager performance evaluation form was presented for Council's approval. The evaluation form

PERFORMANCE
EVALUATION FORM

was developed from a template provided by the WPCOG. The form will be used each year to evaluate the Town Manager's performance. Council Member Messer made a motion to approve the town manager performance evaluation form, as presented. All voted in favor. A copy of the evaluation form is hereby incorporated by reference and made a part of these minutes (Attachment B).

CALL A SPECIAL
MEETING FOR THE
PURPOSE OF REVIEWING
FACILITY
UPGRADES/REPAIRS
UNDER THE CAPITAL
IMPROVEMENT PROJECT

Council Member Herrell stated that he preferred to wait until January 2020 to hold a special meeting to discuss the Capital Improvement Project (CIP) and Planning Retreat due to the fact that there would be at least one new Council member after the upcoming elections. Council was in agreement. Clerk Sanders asked if Council wanted to wait till January before taking any action on the drainage overflow issue at the breezeway between the auditorium and community center. The last heavy rainfall resulted in the flooding of the community center. Council Member Smith suggested pulling the drainage issue out of the Capital Improvement Project since waiting till January would be problematic if another heavy rainfall occurred before then. Council was in agreement to remove the drainage project from the CIP and to take action immediately. Council requested to have quotes to correct the draining issue at the September meeting.

JULY FACILITIES REPORT

The July facilities report was presented for review.

JULY DELINQUENT TAX
REPORT

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

JULY DEPUTY REPORT

The July 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 he attended the meeting about the NC Radar Project to raise funds to install radars in our area.

Burke Economic Development – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Karen Robinson reported that expenses decreased and net income increased. One loan modification was approved. Rural Strong of NC: 3 new loans approved; 2 other loan modifications were approved. Annual Meeting: 2 new loans were approved. ARC Grant is in the final stages of approval which will give VEDIC \$200,000 in grant money that can be loaned without being paid back. VEDIC asks the Town to provide any information concerning business properties that might be for lease or sale to list on VEDIC’s website.

Library Board – No report.

**OTHER BUSINESS:
CLOSEOUT OF
REVITALIZATION AND
ECONOMIC
DEVELOPMENT PROGRAM
\$44,000 GRANT**

Planner Nestor reported that the Town has successfully completed the program requirements for the Revitalization and Economic Development Program grant with the awarded amount of \$44,000. The Town will be in compliance as long as it follows the established façade improvement program. A copy of the close out letter, dated July 31, 2019, from Melody Adams, Director, Rural Grants Program, was presented to Council.

**COMMUNITY CENTER
CHAIRS**

Clerk Sanders reported that fourteen chairs in the community center are missing. Mr. Kassuba has looked throughout all of the Town facilities and was unable to locate them. Council originally requested to furnish enough tables and chairs for 100 guests, and currently, the Town only has 86 chairs. Council was in agreement to purchase fourteen more folding chairs from Sam’s Club to match the existing folding chairs. Staff will update the renter’s agreement to state that any missing tables and chairs after a rental will result in a forfeit of the renter’s deposit. Mr. Kassuba will count each table and chair after each rental.

ANNOUNCEMENTS

Karen Robinson thanked Council for its participation in Senior Citizens Day. The event was very successful.

ADJOURN

All business being concluded, Council Member Messer made a motion at 8:08 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