

**TOWN OF HILDEBRAN
Community Center
Albert Parkhurst
Municipal Complex**

**MARCH 16, 2022
6:00 PM**

**SPECIAL MEETING
MINUTES**

CALL TO ORDER

Mayor Hildebrand called the special meeting of the Town Council to order at 6:00 p.m.

COUNCIL PRESENT

The following members of the Board were present: Mayor Hildebrand and Council Members Ben Honeycutt, Mike Stroupe, Mike Smith, Terry Weaver and Jody York.

STAFF PRESENT

The following staff members were present: Town Attorney Redmond Dill, Town Manager Logan Shook, Town Clerk Alice Sanders, and Finance Officer Fredrick Rankins.

CITIZENS PRESENT

See attached sheet.

ADOPT AGENDA

Council Member York made a motion to adopt the agenda. All voted in favor.

**ORDER OF BUSINESS:
BUDGET WORKSHOP**

The first item of business was a review of yearly budget items.

CRUISE INS

Council was presented with the current budget for the cruise ins based on budget information provided by HHDA last year. Staff recommended the budget for FY 22-23 remain the same as follows:

Town Pays:

- \$5,000 Fireworks (May 2023)
- \$4,000 Bands (Up to \$800/band per cruise in, reimburse HHDA after receipt)
- \$1,250 REACT (\$250 per cruise in)

HHDA Pays:

All other expenses associated with the cruise ins

Johnny Childers presented HHDA's request for funding for the 2022-2023 cruise ins. He proposed that the stage be placed to the left of the steps at the Albert Parkhurst Municipal Complex and a 10'x20' tent be placed to the right of the steps. He stated both would remain up the entire cruise in season. He proposed keeping the homemade ice cream at the breezeway where it has been placed in the past. He stated that HHDA had spoken to Robert Bishop, the Fire Marshall, and Mr. Childers stated that HHDA's plans were approved by Mr. Bishop.

Mr. Childers informed Council that fireworks have increased from \$4,250 to \$6,500 and HHDA would only be doing one fireworks show during the FY 22-23 season to be held in May 2023. He stated that HHDA would like to bring in a more well-known band to increase attendance for both the September 2022 and May 2023 cruise ins that would cost up to \$3,000 each.

After discussion, it was the consensus of Council to increase both the May and September 2022 bands up to \$2,000 and the May 2023 band up to \$2,000 with the Town paying the bands directly after an invoice from the band was received.

Council set the following budget for cruise ins for FY 2022-2023:

Town Pays:

- \$6,500 Fireworks (May 2023)
- \$6,400 Bands (Up to \$2,000/band per cruise in for September 2022 and May 2023, and up to \$800 per band for July and August 2022 and June 2023. The Town will pay the bands directly after receiving an invoice from the band)
- \$1,250 REACT (\$250 per cruise in)

Total expenses for the Town: \$14,150

HHDA Pays:

All other expenses associated with the Cruise Ins

YEARLY FACILITY
LEASES

Town Clerk presented the current yearly facility leases and stated that staff recommended no changes to the lease amounts. It was the consensus of Council to set the yearly facility lease rates for FY 22-23 as follows:

- Donald Barber – Room #216 (Old Town Hall offices), any other vacant rooms in the complex, as well as showers in the boys locker room in the gym
Rate: \$1,800.00/year
- Burke County Breakouts Team 6888 – Room #245 in the Albert Parkhurst Municipal Complex
Rate: \$1.00/year
- East Burke Christian Ministries – House located at 103 Third Ave SE
Rate: \$1,500.00/year
- East Burke Youth Athletic Organization (EBYAO) / Hildebran Icard Community Development Council – Office, concession stand and girls locker room in the gym
Rate: \$60.00/year

- Hildebran Heritage and Development Association (HHDA) – Rooms #100, 102, 104, 105, 106, 107 and 108 in the basement of the auditorium
Rate: \$2,400.00/year
- Hildebran-Icard Little League – Building located at 207 First St SW (concession building at the ball fields)
Rate: \$1.00/year
- Walkin’ Roll Activities League, Inc. – Room #233 in the Albert Parkhurst Municipal Complex, walled off area as well as storage area in the maintenance room, both in the basement of the Complex (Community Center)
Rate: \$3,600.00/year

YEARLY NON PROFITS APPROPRIATIONS

Clerk Sanders reviewed the current year nonprofit appropriations for FY 21-22 as follows:

- Burke County Public Library \$5,000
- East Burke Senior Center \$2,000
- REACT \$1,750 (General Purposes)
- VEDIC \$3,000

Council was in agreement to appropriate the aforementioned funds to nonprofits in the FY 22-23 budget.

REVIEW LAST FOUR YEARS OF REVENUE, EXPENDITURES AND BALANCES

Town Manager Shook reviewed the Town’s sales tax, franchise tax, property tax and rental revenues over the past four years. He also reviewed the unassigned fund balance, assigned fund balance, economic development funds and Powell Bill funds.

REVIEW PROJECT COSTS POST-ARPA AND SCIF GRANTS

Town Manager Shook reviewed all existing project costs post-ARPA and the SCIF grant. He outlined the projects based on if grants were available, how much grant funding would reduce the total expense if awarded, and how much the costs were for those projects that grants were not available. The existing projects include:

- Royal Park
- Main Ave E Sidewalk
- Tower Rebuild
- Land Purchase
- Community Park Maintenance
- Comprehensive Master Plan

RANK NEW PROJECTS

Town Manager Shook provided a list of potential projects for FY 22-23 and had the Mayor and Council choose their top two choices. The options included:

- Auditorium renovations
- Downtown park Wi-Fi
- Part-time events planner
- N Center St sidewalk
- Sidewalk maintenance
- Wayfinding signs

Council unanimously chose auditorium renovations and sidewalk maintenance as their top two project priorities.

Council discussed needed renovations in the auditorium and decided that replacing the seats, adding a restroom on the left side of the stage, addressing the safety issue of the downward stairwell and making the room to the right of the stage a dressing room for both men and women were priorities in order to rent out the auditorium in the future. Council addressed fund raising efforts to pay for the seats.

EMPLOYEE RAISES

Town Manager Shook provided information about the unprecedented inflation rates. He also provided information on employee raises that other local governments are providing to their employees. He provided four different options for Council to consider for employee raises. Council requested to discuss raises at a later meeting.

ROYAL PARK

Town Manager Shook addressed the Royal Park budget.

TOWER REBUILD

Town Manager Shook asked Council to consider how the Town should address the aging breezeway if the tower rebuild is placed next to it. Council agreed that action needed to be taken on the breezeway in the future.

ANNOUNCEMENTS

Mayor Hildebrand requested that the auditorium fees be refunded for the showing of the Henry River Mill Village episode in the auditorium on January 28th. Attorney Dill informed Mayor Hildebrand that he will need to address that at the next regular meeting.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion to adjourn at 7:45 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor