

**TOWN OF HILDEBRAN
COMMUNITY ROOM
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**JANUARY 22, 2018
5:00 PM**

**SPECIAL MEETING
MINUTES**

CALL TO ORDER

Mayor Hildebrand called the special meeting of the Town Council to order at 5:00 p.m.

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, Finance Officer Fredrick Rankins and Administrative Support Specialist Laurie Brawley.

**CITIZENS & MEDIA
PRESENT**

See attached sheet.

APPROVAL OF AGENDA

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

**ORDER OF BUSINESS:
TOUR TOWN FACILITIES**

The Mayor, Council Members and staff toured the auditorium, including the downstairs rooms, the old Town Hall located at 202 S. Center Street, including all floors, and the gymnasium.

**BUDGET WORKSHOP:
DISCUSSION REGARDING
POOL FUNDING**

Mr. Drum stated that if the Board wanted to help the Hildebran Icard Community Development Council (HICDC) with the repairs of the pool, the easiest and best way to limit liability to the Town would be to make a contribution to HICDC. In order for a local government to make a contribution to any entity, the funds must be used for a public purpose. The public purpose would be to provide a public facility, the pool, to the citizens of Hildebran. Mr. Drum stated that the amount to contribute could be the initial cost estimate from HICDC, which is \$15,000. This action limits the Town's liabilities, shows that the Board is trying to help with the situation, and gives the Board a chance to see if the agency can handle the funds appropriately. The pool and concession stand would be under HICDC's control. If the Town were to take over the property, there would be many restrictions and more liability for the Town. Mr. Drum recommended

that if the Board did contribute funds to HICDC, that it require a yearly audit asking to see where the funds were spent.

Council Member Smith asked if the Town can take over the property. Attorney Dill stated that the Town may be able to acquire the property; however, the Town would assume all liability and would need to create a recreation department with the Town overseeing hiring and firing, operations and maintenance/upkeep of the entire property. He also stated that in his opinion, it did not appear that \$15,000 would fix all the issues of the pool. He stated that he would have to research the deed to see if it was possible for the Town to acquire the property.

Council Member Smith asked that if the Town was able to take over the property and demolished the pool and building, would there be any grant funds available to rebuild? Mr. Drum replied that the typical first choice for grants would be a Parks and Recreation Trust Fund (PARTF) grant. This grant was obtained by the Town in 2012 to create the Hildebran Community Park. He stated that he was not sure if the Town would be approved for more funds so soon, or for an existing recreation site.

Council Member Herrell stated that it might be appropriate to make a contribution now so that the pool could be open this summer and then research the deed and consider long-term goals, such as creating a whole new recreation center that could be used year round. He asked if a PARTF grant could be obtained in the future. Mr. Drum stated that he would research the issue. PARTF grants are 50/50 matching. He stated that a Clean Water Management Trust Fund might be an option and he would research that as well. He also stated that the USDA is known to provide a long-term loan to build "Community Facilities."

Attorney Dill suggested that the Board require that the County Health Department and an experienced pool person provide inspections and estimates to open the pool prior to the Board contributing funds. The Board could require that HICDC spend the funds to get these inspections and the Town will reimburse them. After further discussion, the Board decided to take action at the following regular meeting.

**DISCUSSION REGARDING
RENTAL PROPERTY**

Mr. Drum reviewed with the Board that two years ago, staff researched rental rates from area facilities and came

MARKETING STRATEGIES
AND YEARLY LEASE
RATES

up our current rental fee schedule. In addition, a local broker was contacted to determine the average rental rate for office space in Town. The rate determined was \$3.72 per square foot for private office space. Based on the conditions and location of the Town's rental properties, staff recommended a lease rental rate of \$2.00 per square foot. The Board at the time decided to reduce that to \$1.50 per square foot. This rate resulted in two organizations' rates being raised significantly and two being lowered.

Mr. Drum stated that currently, the auditorium is underutilized and suggested the Town find a tenant to lease the building on a yearly basis. The gym is utilized by East Burke Youth Athletic Organization (EBYAO) for basketball and indoor soccer, but is vacant the rest of the year. He suggested that if the County ran the gym, it could be used year round. He stated that the Town has two good facilities but does not have the staff to oversee them.

Ms. Brawley reviewed her avenues to promote the rental properties over the past year. She stated that Valdese's auditorium rental rates are very competitive with the Town's. She has been successful in getting a gym rental through advertising via LinkedIn. The rentals for the depot are up and down. The Community Room (old senior center space) is still new and many people are not aware it is available to rent.

Council Member Herrell suggested an open gym for a small fee once a week. Mr. Drum stated that a staff person would need to be there. Mr. Herrell also suggested combining deposit fees and eliminating minimum hourly requirements. He also suggested reducing rental rates for the auditorium to be more competitive with Valdese's rates.

ADJOURN

Due to time, Council Member Smith made a motion to adjourn at 7:00 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor