

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

**APRIL 12, 2023
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 Smith, Mike Stroupe, Terry Weaver and Jody York.
- STAFF PRESENT** The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins and Town Attorney Jared Amos.
- CITIZENS PRESENT** See attached sheet.
- ADOPT AGENDA** Council Member Honeycutt made a motion to adopt the agenda as presented. All voted in favor.
- ORDER OF BUSINESS:
BUDGET WORKSHOP** The first item of business was a review of yearly budget items.
- FACILITY RENTAL RATES** Staff presented revised rates for the facility rentals as follows:
- Increase gym mat fee from \$225 to \$400
 - Increase all military and non-profit fees that involved change to the nearest dollar
 - Set new rates for the auditorium
- Daily Rates:
- | | |
|-----------------------------|-------|
| Regular Rental Rate: | \$150 |
| Military (Active & Veteran) | \$113 |
| Non-Profit | \$75 |
- Weekly Rates (7 days):
- | | |
|-----------------------------|---------|
| Regular Rental Rate: | \$1,000 |
| Military (Active & Veteran) | \$750 |
| Non-Profit | \$500 |
- Weekly Rates (up to 3 weeks):
- | | |
|-----------------------------|-------|
| Regular Rental Rate: | \$500 |
| Military (Active & Veteran) | \$375 |
| Non-Profit | \$250 |
- Monthly Rates:
- | | |
|-----------------------------|---------|
| Regular Rental Rate: | \$2,500 |
| Military (Active & Veteran) | \$1,875 |
| Non-Profit | \$1,250 |

It was the consensus of Council to begin the new rates immediately. Clerk Sanders will present an ordinance to amend the schedule of fees at the April regular meeting.

YEARLY NON PROFIT APPROPRIATIONS

Staff reviewed the current year nonprofit appropriations for FY 22-23 as follows:

- Burke County Public Library \$6,000
- East Burke Senior Center \$2,000
- REACT \$1,750 (General Purposes)
- VEDIC \$3,000

It was the consensus of Council to appropriate the aforementioned funds to nonprofits in the FY 23-24 budget.

CRUISE INS

Staff presented FY 22-23 Cruise In budget as follow:

Town Pays:

- \$6,500 Fireworks (May)
- \$6,400 Bands (Up to \$2,000/band for May & September and up to \$800/band for June, July and August (Town to pay band directly)
- \$1,250 REACT (\$250 per cruise in)
- \$900 Deputy service to provide traffic control at Third Ave SE (\$30/hr for 6 hours each event)

HHDA Pays:

- All other expenses associated with the cruise ins
- Clerk Sanders stated that depending on the construction area for Royal Park, the location of 2024 Cruise Ins may need to be moved for some of the events.

It was the consensus of Council to appropriate the aforementioned funds for Cruise Ins for FY 23-24.

CHRISTMAS PARADE AND MOVIE

Staff presented a proposed budget for the 2023 Christmas parade and movie. The parade portion was \$4,010 and the movie section was \$1,425. Clerk Sanders stated that she budgeted higher on some items in case of price increases and inflation. Council was in agreement to keep the movie budgeted for now. Council also agreed to ride in a trailer pulled by Council Member Weaver at the parade.

It was the consensus of Council to appropriate \$6,000 for the Christmas parade and movie for FY 23-24.

YEARLY FACILITY LEASES

Staff presented the current and proposed yearly facility leases as follows:

- Donald Barber – Room #216 (Old Town Hall offices), any other vacant rooms in the complex, as well as showers in the vacant locker room in the gym
Rate: \$1,800.00/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

REVISIONS to EBYAO/Hildebran Icard Community Development Council -

1. Clerk Sanders stated that Melissa and Ricky Barnes have asked to switch from the girls locker room to the boys locker room in the gym. Council had no objections.
 2. Council was also in agreement to allowing EBYAO the use of one bay in the building located at 209 S Center St. (behind the municipal complex) for \$1 per 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
REVISION to Hildebran-Icard Little League (HILL)
– the current concession building will be demolished during the Royal Park project. Council was in agreement to allowing HILL the use of one bay in the building located at 209 S Center St. (behind the municipal complex) for \$1 per 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
REVISION to Walkin' Roll Activities League, Inc. -
Clerk Sanders stated that Council approved a change in the lease for WRAL at its March meeting. WRAL will exit Room #233 and instead will rent the entire community center in the basement of the Complex
Rate: \$6,000/year
 - Family Support Network/HOPE - Clerk Sanders stated

that Family Support Network/Hope was sharing Room #233 with Walkin' Roll Activities League (WRAL). With the exit of WRAL, Vickie Deiter, Family Support Network/Hope, would like to take over the lease. Council discussed lease amounts and decided on \$150/month or \$1,800/year.

- The Enola Group (Buster Bus) - Four (4) parking spaces at the north-east corner of the Town Hall parking lot
\$1.00/year

It was the consensus of Council to appropriate the aforementioned yearly facility lease rates, with revisions and additions, in the FY 23-24 budget.

Council also discussed the deposits for each tenant. Council was in agreement to set one month's rent as the deposit for everyone. If the monthly rent is less than \$200/month, then those tenants shall pay \$200 as a deposit.

REVIEW REVENUE,
EXPENDITURES AND
BALANCES

Finance Officer Rankins presented revenue, expenditures and balances for the current year and the proposed budget for FY 23-24.

MAINTENANCE,
CLEANING AND MOWING

Town Manager Shook stated that Steve Young, The Groundskeeper, had taken over mowing and spraying at the park after the full time maintenance worker was injured last year. He asked if Council would like to keep the mowing and spraying at the park with Mr. Young moving forward. Council was in agreement.

He also discussed cleaning the facilities. He suggested that he look at pricing for a cleaning service to clean all facilities 1-2 times a week and to keep a maintenance person for 15-19 hours a week. Council was in agreement.

CHRISTMAS LIGHTS

Town Manager Shook stated that the existing iridescent Christmas lights need to be replaced due to no longer having correct bulb replacements. After discussion of price, Council decided to wait until after the park is completed.

CAMERA SYSTEM FOR
MUNICIPAL COMPLEX

Council was in agreement to appropriate \$25,000 for a camera system at the municipal complex in the FY 23-24 budget.

MOWING AT HWY 70A

Council discussed mowing and spraying along the railroad at Hwy 70A. Mr. Young stated that he had cleared that area three times in the past. He stated that clearing it one time a year is hard on equipment and it should be maintained all year to keep from causing further damage. An initial clean up would be more expensive than routine mowing and spraying.

Mayor Hildebran recessed the meeting for a break at 8:00 p.m.

Mayor Hildebran returned the meeting to open session at 8:10 p.m.

ROYAL PARK BUDGET REVIEW

Town Manager Shook reviewed a preliminary cost opinion of Royal Park provided by West Consultants. Council requested to make the pavilion at least as big as the pavilion at the Community Park.

Council requested to ask about the cost of the stage that seemed too high.

REVIEW PROJECT COSTS

Town Manager Shook reviewed project costs and explained that if Council moves forward with all projects currently planned, the fund balance would fall below the Town's policy of keeping a 75% fund balance requirement at all times. He suggested eliminating the Main Ave E Sidewalk project which is projected to cost \$650,000 of which \$416,000 would be awarded in grants. The Town could be responsible for fronting the costs before receiving grant money. Council was in agreement to not accept the grant money and to hold off on the project until more funds are accessible.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion to adjourn at 8:39 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor