

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

**APRIL 15, 2026  
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, Finance Officer Fredrick Rankins Events Coordinator Haven Ward and Town Attorney Jared Amos.

**CITIZENS PRESENT**

None.

**ADOPT AGENDA**

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

**ORDER OF BUSINESS:  
EVENTS FUNDING**

Staff presented a proposed event budget for FY 26-27 as follows:

- \$500 – Marketing
- \$1,000 – Miscellaneous Expenses
- \$200/month for 8 months – Royal Park Tales
- \$1,200 – East Egg Hunt
- \$10,000 – Fall Festival
- \$2,000 – October Community BBQ
- \$3,500 – Concert Series
- \$2,500 – Christmas Parade
- \$1,500 – Christmas Tree Lighting
- \$1,200 – Community Outreach Days

Total proposed budget: \$25,000

Council requested that REACT services be evaluated for the Christmas parade. **Council decided to remove the concert series** since we already do Cruise Ins and reevaluate next year. Council discussed purchasing a gazebo but no action was taken. **Council also increased the marketing budget to \$1,000** to help promote the auditorium.

It was the consensus of Council to appropriate the **revised event budget of \$22,000** in the FY 26-27 budget.

APPROPRIATIONS TO NON PROFITS

Staff presented FY 26-27 non-profit appropriations as follows:

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

It was the consensus of Council to appropriate the aforementioned funds to nonprofits in the FY 26-27 budget.

BUDGET FOR FIVE CRUISE INS

Staff presented FY 26-27 Cruise In budget as follow:  
Town Pays:

- \$7,200 Fireworks (May 2027)
- \$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)
- \$1,500 REACT (\$300 per cruise in)
- \$800 Deputy service to provide traffic control at Third Ave SE (\$40/hr for 4 hours each event)

HHDA Pays:

- All other expenses associated with the cruise ins

It was the consensus of Council to appropriate the aforementioned funds, \$15,900, for Cruise Ins for FY 26-27.

LEASE AGREEMENTS

Staff presented the proposed yearly facility leases as follows:

- Carolina Police K9 LLC – 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:\$150/month or \$1,800.00/year
- East Burke Christian Ministries – House located at 103 Third Ave SE  
Rate: \$125/month or \$1,500.00/year
- Family Support Network/HOPE - Room #233 in the Albert Parkhurst Municipal Complex located at 202 S. Center St.  
Rate: \$150/month or \$1,800/year.
- Hildebran Heritage and Development Association (HHDA) – Rooms #100, 102, 103, 104, 105, 106, 107 and 108 in the basement of the auditorium and one bay in the maintenance building located at 209 First St SW  
Rate: \$200/month or \$2,400.00/year (5-year lease)

agreement ending June 30, 2029)

- Hildebran Icard Community Development Council/ East Burke Youth Athletic Organization (EBYAO) – Office, concession stand and boys locker room in the gym  
Rate: \$60.00/year
- Hildebran-Icard Little League – Building located at 207 First St SW (concession building at the ball fields) and one bay in the maintenance building located at 209 First St SW  
Rate: \$1.00/year
- His Words His Ways Fellowship – Meeting Room (#245) located in the Albert Parkhurst Municipal Complex located at 202 S. Center St.  
Rate: \$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  
Rate: \$1.00/year
- Walkin’ Roll Activities League, Inc. – Community Center – all rooms located in the basement of the Albert Parkhurst Municipal Complex at 202 S. Center St.  
Rate: \$500/month or \$6,000.00/year

It was the consensus of Council to appropriate the aforementioned yearly facility lease rates in the FY 26-27 budget.

SCHEDULE OF FEES  
FACILITY RENTAL RATES

Staff presented a proposed new facility rental fee schedule with pricing increases.

<b>Facility Rental Fees for FY 2026 - 2027</b>			
<b>Auditorium</b>			
<b>Daily Rates (24 consecutive hours)</b>		<b>MON-FRI</b>	<b>SAT-SUN</b>
Regular Rental Rate		\$200.00	\$300.00
Non-Profit   Active Military & Military Veterans		\$150.00	\$225.00
<b>Weekly Rates (7 consecutive days)</b>			
Regular Rental Rate			\$1,400.00
Non-Profit   Active Military & Military Veterans			\$1,050.00
<b>Additional Weeks Rates (Up to 2 additional consecutive weeks)</b>			
Regular Rental Rate			\$700.00
Non-Profit   Active Military & Military Veterans			\$525.00
<b>Monthly Rates (30 consecutive days)</b>			
Regular Rental Rate			\$3,200.00
Non-Profit   Active Military & Military Veterans			\$2,400.00
<b>Concessions Fee Per Event (non-refundable)</b>		\$200.00	
Security Deposit		\$250.00	
<b>Depot Only</b>			
		<b>3-HR RENTAL</b>	<b>ADD'L HR</b>
Regular Rental Rate		\$100.00	\$30.00
Non-Profit   Active Military & Military Veterans		\$75.00	\$20.00
<b>6 hr Maximum</b>		Security Deposit	\$100.00
<b>Depot and Pavilion</b>			
		<b>3-HR RENTAL</b>	<b>ADD'L HR</b>
Regular Rental Rate		\$150.00	\$30.00
Non-Profit   Active Military & Military Veterans		\$115.00	\$20.00
<b>6 hr Maximum</b>		Security Deposit	\$100.00
<b>Pavilion Only</b>			
		<b>3-HR RENTAL</b>	<b>ADD'L HR</b>
Regular Rental Rate		\$70.00	\$20.00
Non-Profit   Active Military & Military Veterans		\$50.00	\$15.00
<b>6 hr Maximum</b>		Security Deposit	\$100.00
<b>Gymnasium</b>			
			<b>PER HR</b>
Regular Rental Rate <b>(Monday - Saturday)</b>			\$40.00
Non-Profit   Active Military & Military Veterans			\$30.00
Regular Rental Rate <b>(Sunday Only)</b>			\$25.00
Non-Profit   Active Military & Military Veterans			\$20.00
<b>Mat Rental Fee*</b>		\$500.00	
*Plus 1 Day Rental (8 hour minimum)			
Security Deposit		\$100.00	
<b>Stage at Royal Park</b>			
		<b>1/2 DAY</b>	<b>ALL DAY</b>
		6 hours	12 hrs
			*10pm cutoff
Regular Rental Rate		\$150.00	\$250.00
Non-Profit   Active Military & Military Veterans		\$115.00	\$190.00
Security Deposit		\$150.00	

Council decided to increase the Royal Park stage rates to \$150 per half day and \$250 for a full day. The nonprofit rate was increased to \$115 per half day and \$190 for a full day.

It was the consensus of Council to appropriate the revised facility rental fees in the FY 26-27 budget.

REVIEW REVENUE,  
EXPENDITURES AND  
BALANCES

Town Manager Shook presented revenue, expenditures, and balances and a first draft of the budget for FY 26-27.

SALARY ADJUSTMENTS

Town Manager Shook reviewed a proposed salary adjustment for staff. He stated that at the monthly Managers/Mayors meeting, the average salary increase for neighboring towns is 3.5% to 4%. He stated that he was looking at a 3.85% total increase. He proposed implementing a 3.16% increase, and then adding a \$500 flat rate increase to help those on the lower end of the pay scale because those making higher salaries would get a much higher raise if a flat percentage rate was implemented.

The majority of Council agreed to appropriate a 3% salary increase and then a \$500 flat rate increase for staff in the FY 26-27 budget.

DOWNTOWN MASTER PLAN

Town Manager Shook stated that he would like for the Town to do a Downtown Master Plan and the cost is already included in the proposed budget. Council agreed to keep the Plan expense in the budget.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion to adjourn at 8:00 p.m. 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