

**TOWN OF HILDEBRAN  
WESTERN PIEDMONT  
COUNCIL OF  
GOVERNMENTS**

**MARCH 12, 2020  
5:30 PM**

**SPECIAL MEETING/  
BUDGET RETREAT  
MINUTES**

**CALL TO ORDER**

Mayor Hildebrand called the special meeting/budget retreat of the Town Council to order at 5:30 p.m.

**COUNCIL PRESENT**

The following members of the Board were present: Mayor Hildebrand and Council Members Derek Cline, Cole Herrell, Ben Honeycutt, Mike Smith and Terry Weaver.

**STAFF PRESENT**

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

**CITIZENS PRESENT**

See attached sheet.

**ORDER OF BUSINESS:  
BUDGET RETREAT**

Town Manager Logan Shook provided a review of the budget retreat process and ground rules.

**YEARLY LEASE  
AGREEMENT RATES**

Council reviewed the current yearly lease agreements and then determined the FY 20-21 lease amounts 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: Tabled to the March 23, 2020 regular meeting
- 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 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

FACILITY RENTAL FEES

Council reviewed the current facility rental fees and then determined the FY 20-21 rental fee amounts as follows:

- Auditorium, Depot, Pavilion and Gymnasium hourly fees remain the same.
- Community Center hourly rate increase from \$20.00 per hour to \$30.00 per hour, with non-profit and active military/veteran rate increase from \$10.00 per hour to \$15.00 per hour.
- Community Center and Depot alcohol fee increase from \$25.00 to \$35.00.

ANNUAL  
APPROPRIATIONS TO  
COMMUNITY

Council reviewed the current annual appropriations to the community and determined the FY 20-21 appropriations to local non-profits as follows:

- Burke County Public Library (Hildebran location):  
\$5,000.00
- East Burke Senior Center:  
\$700.00 for Senior Day
- Hildebran Heritage & Development Center:  
Tabled to the March 23, 2020 regular meeting
- REACT:  
\$3,000.00
- VEDIC:  
\$3,000.00

REVIEW OF ADDITIONAL  
STAFFING REQUESTS BY  
COUNCIL

Mr. Shook addressed the request by Council to discuss hiring a second deputy to be dedicated to the Town. He informed Council that a part-time deputy already works for the Town in addition to the full-time deputy. He stated that the estimated cost to hire another full-time deputy would be \$75,000. Mr. Shook also provided information regarding the residents that will be living in the Pond View Apartments. It was the consensus of Council to not hire a second full-time deputy at this time.

EMPLOYEE FOR  
PLANNING, ECONOMIC

Mr. Shook addressed the request by Council to discuss hiring a full-time employee for planning services, economic development, grant assistance and events. He explained that the Town could use \$23,208.00 to put

DEVELOPMENT, GRANT ASSISTANCE AND EVENTS

towards the salary of a new full-time employee by not contracting out planning services to the WPCOG since this person would be responsible for this service. Council discussed other tasks for this employee that could be to help bring in new businesses, help companies apply for the façade grant program, and help with voluntary annexation. Council decided to table this topic until the March 23, 2020 meeting.

Mayor Hildebrand recessed the meeting for a ten minute break.

Mayor Hildebrand reconvened the meeting.

SURVEY RESULTS FOR OLD SCHOOL SITE

Mr. Shook previously sent out a survey to Council listing projects/amenities for the old school site that Council had discussed at its February 12, 2020 planning retreat. He asked that each Council member rank the projects/amenities by his first choice to last choice to ensure the budget accurately reflects Council's direction. He reviewed the survey results in order of most votes received to least amount of votes received as follows:

1. Sidewalk Project
2. Old School Site Project
3. Wayfinding Signs
4. Downtown Wi-Fi
5. Splash pad
6. New Auditorium Seats
7. Adding Christmas Lights on Main Ave W
8. Sprinkler System in Albert Parkhurst Municipal Complex
9. Renovate Tower
10. Renovate Third Floor in the Albert Parkhurst Municipal Complex

TOWER

Mr. Shook discussed renovating the Tower. He stated that in order for the Town to apply for a PARTF grant to make the old school site a park, the Tower would have to be addressed first. He stated that renovating the Tower could not be considered in a PARTF grant because it is not considered a recreational amenity. He then provided three options to pay for the cost of renovating the Tower:

1. The Town pays for all expenses.
  2. HHDA fundraises and the Town matches half of the donations.
  3. HHDA pays for all expenses.
- It was the consensus of Council to match fundraising dollars to renovate the Tower.

SPLASH PAD

Mr. Shook provided Council with estimated costs for a splash pad (\$190,000), additional insurance (\$383/year) and water costs (\$40,000/year). He stated that it is possible to apply for a PARTF grant which would pay for half of the installation cost. He informed Council that any projects that are funded by a PARTF grant requires the project to be in place for twenty-five years. It was the consensus of Council to not pursue a splash pad at this time.

OLD SCHOOL SITE

Mr. Shook discussed a proposed site plan for the old school site prepared by a small group of individuals that included Mayor Hildebrand. The site plan, as provided to Council, will not qualify for a PARTF grant, but amenities could be changed to make the plan viable for the grant. Council discussed fundraising and citizen input. Council was in agreement to survey taxpayers and the community for their input before making a decision on the amenities for the site. Council directed staff to present a proposed paper survey at the March 23, 2020 meeting that will be mailed to all taxpayers.

3<sup>RD</sup> FLOOR RENOVATION  
AND SPRINKLER SYSTEM  
IN THE ALBERT  
PARKHURST MUNICIPAL  
COMPLEX

Mr. Shook informed Council that estimates were prepared in 2009 for renovations of the 3<sup>rd</sup> floor of the Albert Parkhurst Municipal Complex at a cost of \$310,000 and the addition of a sprinkler system at a cost of \$150,000. He stated that if Council were to move forward with these projects, pricing would be well above those estimates from 2009. It was the consensus of Council to not pursue either of these projects at this time.

SIDEWALK PROJECT

Mr. Shook informed Council that there are three potential sidewalk projects for consideration. The first is Wilson Rd to 10<sup>th</sup> Street. NCDOT informed Mr. Shook that the width of the road is not up to the current NCDOT specifications. Council could apply for this modernization project and NCDOT would widen the roads to the current specifications and install a sidewalk at no cost to the Town, if DOT determines the project is competitive. Council was in agreement to submit this request to the NCDOT.

The second sidewalk project to consider is N Center St to Wilson Rd. The sidewalk would be 1.3 miles and if a grant is approved, the Town would pay 20% of the costs, around \$261,000.

The third sidewalk project to consider is Main Ave to 2<sup>nd</sup> Street. If the grant is approved, the Town would pay 20% of the costs, around \$89,000.

It was the consensus of Council to apply for a grant for both of these sidewalk projects.

AUDITORIUM SEATS

Mr. Shook gave an estimate of \$100,000 to \$125,000 to replace all the seats in the auditorium. The estimate was calculated at \$250 a seat for approximately 300 seats with 1/3 installation price. Council discussed selling seats and only putting in a few rows. Council will discuss further at the April 2020 meeting.

DOWNTOWN WI-FI

Mr. Shook provided estimated costs for downtown Wi-Fi to be \$34,000 with an additional \$8,000 yearly maintenance fee. Council was in agreement to not pursue adding Wi-Fi at this time.

WAYFINDING SIGNS

Mr. Shook provided estimated costs for wayfinding signs to be \$20,000. The Town could apply for a Golden Leaf grant at a 50/50 match. Council was in agreement to add \$10,000 in the FY 20-21 budget.

CHRISTMAS LIGHTS ON MAIN AVE W

Mr. Shook informed Council that it had previously approved adding Christmas lights to Main Ave W and that the existing budget includes \$10,000 for this project. After doing more research, staff determined that the cost would be closer to \$16,000. Council was in agreement to move forward with adding Christmas lights on Main Ave W. Staff will provide a budget amendment for approval at the March meeting.

MAINTENANCE COSTS

Mr. Shook informed Council that there has been lots of maintenance repairs in the Town facilities this year. He suggested adding an additional \$8,000 in the FY 20-21 budget for maintenance. Council was in agreement.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion to adjourn at 8:20 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