

**TOWN OF HILDEBRAN
Council's Chamber
Albert Parkhurst
Municipal Complex**

**MARCH 12, 2024
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 Attorney Jared Amos.

CITIZENS PRESENT

Bakh Alam and Karen Robinson.

ADOPT AGENDA

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

**ORDER OF BUSINESS:
BUDGET WORKSHOP
ROYAL PARK PROJECT**

Town Manager Shook reviewed the first order of business, Royal Park. He reported that the lowest bidder of the second round of bids was DDI of Hickory, LLC at \$1,924,815.78. He, along with West Consultants, met with DDI to find ways to lower costs due to the bid being higher than cost estimates of the project. Mr. Shook stated that the group found ways to reduce the bid by \$135,000. Mr. Shook discussed the savings as follows:

- \$10,000 – Performance Bond savings due to reduced construction costs.
- \$3,000 – General liability savings due to reduced construction costs.
- \$7,000 – Remove the trees and the Town contact a local supplier.
- \$10,000 – Remove the job trailer from the contract.
- \$39,667 – Remove the splash pad from the contractor scope of work and bid out the splash pad with the Town overseeing the work.
- \$15,000 – Remove stones from the walking trail that may not be needed. The trail may need repairs in future but no actual timeframe for when that may occur is known.
- \$12,830 – Contractor savings.

- \$18,000 – Brick work at the concession building. Savings could be that the building is built in all block, single-wide, or no bricks. Council consensus was to keep textured blocks.
- \$2,500 – Remove a door in the storage area that is not needed.
- \$10,000 – Use a shingle roof over a metal roof for the stage.
- \$10,000 – Remove the wall at the back of the stage. Consensus of Council was to keep the wall.
- \$2,500 – Remove the floor drain from the stage.

Mr. Shook also discussed removing the picnic shelter from the project, provided that PARTF allows this change. After previous discussions with a PARTF representative, Mr. Shook feels that PARTF will be agreeable to this change since the shelter is not a main feature of the park. Council can choose to build the shelter the following year and can apply for another grant. Removing the shelter results in a \$210,400 savings.

Mr. Shook stated that if Council was in agreement to the above mentioned changes, he needed a motion to ask PARTF for a year extension and permission to remove the picnic shelter from the scope of work.

Mr. Shook stated that with all these changes, the bid price is reduced to \$1,594,415.78. The textured stone for the concessions building may add another \$15,000-\$25,000.

Mr. Shook then reviewed the Town's funds from 2019 to present, along with grant funds that are not reflected in the most recent audit. He stated that the Town can apply for additional grant funding for the auditorium. The deadline to apply is April 1, 2024 with an award date of April 18, 2024.

Mr. Shook clarified that the reduced bid amount, after the changes reviewed tonight, does not include the tower rebuild nor the picnic shelter. He also stated that if Council chooses to move forward with the park, but only doing one amenity at a time, the Town would lose the existing PARTF grant funds.

PARK AMENITIES SPONSORSHIP POLICY

Town Manager Shook reviewed a proposed park amenities sponsorship policy and program. Council was in agreement and the approval of the policy will be placed on a future meeting agenda.

Council Member Weaver made a motion to delegate authority to the Town Manager to contact PARTF and ask for a one-year extension to the PARTF contract and to ask permission for the picnic shelter to be removed from the Royal Park project. All voted in favor.

AUDITORIUM
RENOVATION PROJECT

Town Manager Shook stated that the contract from Bakh was provided for review. The contract is for professional services for the auditorium renovation project. The scope of work includes design work, providing cost estimates, drawing up a bid packet, overseeing the bidding process, and overseeing the project. Mr. Shook reviewed the contract in detail.

Mr. Shook also discussed the potential for the Town to apply for another grant for the renovation. The same department and grant administrators overseeing the RTG funds announced another grant called the Rural Downtown Economic Development Grant. This grant has the same requirements and reporting as our existing funds. The application deadline is less than three weeks out. If Council approves Bakh's contract tonight, the Town could do one of two things: see if our existing work might exceed our current cost estimates or get estimates for work we haven't quoted yet (encasing the AC tubes, painting the railing, encasing the 8 large exterior windows, repairing/resealing the entrance roof where the ACs are, etc.).

Mr. Shook stated that if Council was in agreement to apply for the grant, Bakh would need to provide revised cost estimates in order to submit the application by the April 1, 2024 deadline.

Council Member Stroupe made a motion to approve the Standard Form of Agreement Between Owner, Town of Hildebran, and Architect, Bakhtiar S. Alam, AIA, DBA Elan Architect, for the Historic Hildebran Auditorium Reorganization and Renovation of Existing Building as presented in the amount of \$49,500. All voted in favor.

The Town previously bid out the architect services for the Royal Park project. No other bids were received.

OTHER BUSINESS:

Mayor Hildebrand stated that the Superintendent, Dr. Swan, of the Burke County Public Schools system would like to have the Council tour the Mt. View elementary

school located in Morganton. Council suggested either March 27, 2024 or March 28, 2024 at 5:00 p.m. Mayor Hildebrand will contact Dr. Swan to set up the tour.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion to adjourn at 7:33 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Wendell Hildebrand, Mayor

Attest:

Alice Sanders, Town Clerk