

**TOWN OF HILDEBRAN
TOWN HALL
COUNCIL'S CHAMBER**

**JUNE 12, 2017
6:00 P.M.**

**SPECIAL MEETING
BUDGET WORKSHOP
MINUTES**

- CALL TO ORDER** Mayor Cook called the special meeting to order at 6:03 p.m.
- COUNCIL PRESENT** The following members of the Board were present: Mayor Virginia Cook, Council Members Brenda Banks, Barbara Lowman, Theresa Messer and Jody York. Council Member Lee Lowman was absent.
- STAFF PRESENT** The following staff members were present: Administrator Thomas Drum, Attorney Redmond Dill, Town Clerk Alice Sanders, and Administrative Support Specialist Laurie Brawley.
- CITIZENS PRESENT** See attached sheet.
- ADOPTION OF AGENDA** Council Member B. Lowman made a motion to adopt the agenda. All voted in favor.
- ORDER OF BUSINESS:**
- CONSIDER AN ORDINANCE AMENDING THE CHARTER OF THE TOWN OF HILDEBRAN TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT** Attorney Dill stated that there are two ways for a Town to provide continued professional management. One is an administrator and the other is a manager. The only statutory difference between the two options is who employees report to. Under a Mayor-Council form of government, the Council has the authority to oversee personnel (unless delegated to the administrator). This can lead to inconsistency due to turnover of Council members. A manager has the authority to hire and fire staff, other than those employees that are appointed by the Council, in the Town's case, the attorney and the clerk. He opined that the Town is at a point that it needs the continuity that a manager can provide, especially with the Town's capital projects, and feels it is a good move for the Town. All small towns around the area have a professional manager. The number of staff at the other towns are the same amount, or more, than the Town. There has been some concern about who would have the leadership role and who will develop policies for the Town and it was clarified that the Council will always have that authority, no matter the form of government. There is a misconception that if the Town has a manager, the Council will only be ceremonial and that will never be the case. The Council sets all the policies and the manager's role is to carry out those policies. The only difference between an administrator and a manager is the personnel authority.
- Council Member Banks asked about the duties of the Mayor. Mayor Cook stated that the Mayor's role is to oversee Council meetings, attend other meetings to represent the Town, vote in the case of a tie, and is a figure head. The Mayor is the presiding officer and the Mayor's duties will not change regardless of the form of government.

Council Member York asked if the manager would hire or fire without Council input. Attorney Dill stated that the manager works for the Council. A manager would be acting recklessly if he made a decision against the majority of the Council's wishes. There would be plenty of checks and balances. A manager would have administrative authority to carry out the Council's decisions.

Council Member Messer made a motion to approve the ordinance amending the charter of the Town of Hildebran to adopt the council-manager form of government, which shall be in full force and effect on and after July 24, 2017. All voted in favor. A copy of the ordinance is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONSIDER
APPROVAL OF
CHANGE ORDER #3
AND #4 AT BANK
BUILDING/NEW
TOWN HALL

Mr. Drum reported that change order #3 at the bank building/new town hall is for plumbing expenses. Before construction began, the front entrance did not have proper stormwater management and water ran in the building through the front door. A second issue is at the top of the parking lot. Water from the pool parking lot runs across the street into the bank building parking lot. When the surveyor evaluated the drainage, he noted there was a culvert underneath the driveway entrance into the top entrance of the parking lot and a culvert underneath the driveway entrance into the drive-through area. He assumed that the two pipes were connected. The Town put in a new drainage system at the top driveway entrance so that the water will flow into the pipe and flow down into the second pipe. While digging, it was discovered that there was no connecting pipe. The change order of \$2,026 is to jet out and clean out the two culverts and to connect the two pipes.

Mr. Drum reported that change order #4 at the bank building/new town hall is for electrical work in the amount of \$3,279. The panel box is in the drive-through area. There is a conduit that goes down the back part of the building and then enters the panel box at the drive through. When workers began work at the back side of the building, they were getting ready to remove that conduit and found live wires. In addition, the conduit was not installed properly. The architect recommended taking out the conduit, kill the line, and put the line overhead, underneath the ceiling tiles. Mr. Drum stated that these change orders will increase the cost of the contract, but does not put the Town over budget for the project. The savings from reusing the existing phones will help cover these additional costs.

Council Member B. Lowman made a motion to approve change order #3 in the amount of \$2,026 for plumbing and change order #4 in the amount of \$3,279 for electrical work. All voted in favor.

BUDGET WORKSHOP Mr. Drum informed the Board that the proposed FY 17-18 budget was presented to them, along with his budget message, and asked if there were any questions or concerns.

Issues addressed by the Board:

- **Second Deputy** – There was discussion about the need for a second deputy and the expense that was placed in the budget (\$59,650) if a deputy was contracted through the County. It was mentioned that the County still provides coverage in the Town when Deputy Towery is not working. The proposed apartment complex was discussed. The developer has applied for an apartment complex at other towns and is also waiting to hear about funding before he can make his final decision to begin the project. If the developer receives his requested funding and chooses Hildebran for the location, the project would not begin until FY 18-19. The Council asked Deputy Towery his thoughts about another deputy and he stated that he felt the Town could wait and opined that the Town would benefit more from a full-time manager at this point. Council Members Banks, B. Lowman and Messer requested to remove the second deputy from the proposed budget. Council Member York was opposed.
- **Outsourcing Town Street Mowing** – The proposed budget recommends outsourcing all mowing in the Town instead of having the Maintenance Technician and another seasonal worker mow. By eliminating mowing from Town staff, there would not be a need to hire a part-time worker. In addition, it would allow the Maintenance Technician time to clean, which would also prevent the need for the Town to hire a cleaning service. Council Member York asked what other duties the Maintenance Worker would be responsible for. Mr. Drum replied that this position would be regularly checking all facilities and will make repairs, change light bulbs, check for leaks, check facets and ac/heating units, etc. Mr. Drum explained that Mr. Bivens is spending 28-30 hours a week mowing. A contractor has better equipment and can get the work done much quicker. The Town will not have to continue purchasing equipment and chemicals. Mr. Drum stated that Mr. Bivens will be retiring in FY 17-18 and the duties for that role will be more clearly defined before hiring his replacement. Council had no objections to this recommendation.
- **Farmers Market** – Council Member York asked about the reduction of the Farmers Market expense in the proposed budget from \$8,000 to \$0. Mr. Drum explained that he felt that \$8,000 was too high and there are other line items in the budget that can be used for any Farmers Market expense, which is mostly advertising costs.

Issues Addressed by Mr. Drum:

- Mr. Drum reported that the first payment for the bank building was budgeted for the current fiscal year but was recently discovered that it is not due until FY 17-18. This resulted in a plus for the current budget. He explained that the first payment is slightly more than the rest of the payments. He will need to increase the proposed budget by \$1,001 to cover that additional expense for the first payment.
- Mr. Drum stated that an additional \$3,500 will need to be added in the FY 17-18 budget to cover security fees from Griffith Security. The amount was pulled out of the budget when the second deputy was budgeted. Since the second deputy is now being removed, the security fees will need to be added back in.
- The park maintenance contractor, The Grounds Keeper, will do a one-time cleanup at the disc golf area at the park. He will remove stumps and trees and keep the weeds down regularly.
- All legal fees for the old school building lawsuit have been received and the checks will be written on the first of July. It was determined that the Town would not pay Foothills Demolition any more money for his work on the old school building since he was not able to complete the contract terms and the contract is now null and void as determined by the judicial system.
- Mr. Drum placed in the FY 17-18 budget a full-time administrator/manager salary and benefits. The current budget showed \$124,000 coming out of fund balance. With the removal of the second deputy, the proposed FY 17-18 budget has \$52,100 coming out of fund balance, even with the addition of a full-time manager. A manager will be someone that no matter who is on the Council, will provide consistency and will carry out the policies of the Council, while being objective.

ANNOUNCEMENTS

Mayor Cook reported that a portion of the corner of the bridge at North Center Street has been knocked off. She has spoken to Justin Rice at the DOT and was informed that the DOT will cut the bridge and remold that portion. He will send another engineer to evaluate the bridge.

ADJOURNMENT

All business being concluded, Council Member Messer made a motion to adjourn the meeting at 6:55 p.m. All voted in favor.

ATTEST

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor