

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

**MARCH 25, 2021
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 5:45 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.

ADOPT AGENDA

Council Member Herrell made a motion to adopt the agenda. All voted in favor.

**ORDER OF BUSINESS:
REVIEW OF EXISTING
PROJECTS**

Town Manager Logan Shook reviewed the costs to the Town of all existing projects. He outlined the projects based on if grants were available, how much grant funding would reduce the total expense if awarded, and how much the costs were for those projects that grants were not available. The existing projects include:

- Tower renovation (private fundraising for one-half of total project)
- Install wayfinding signs
- Install banners along S. Center St and Hwy 70 in the Central Business District (CBD)
- Install 4th of July banners Memorial Day to July 4th
- Construct new sidewalk on Main Ave E (applied for LAPP grant)
- Construct new sidewalk on N Center St (applied for SPOT grant)
- Complete CIP renovation at municipal complex, gym, and auditorium
- Re-stain park deck
- Build the Town's second park at 202 S. Center St (applying for PARTF grant)
- Continue funding façade improvement program and economic development fund (awarded initial grant)

DISCUSS LONG-TERM SAVINGS

Mr. Shook stated that the Town has committed to \$771,000 for existing projects that will be completed over the next two to five years and suggested that the Town not take on any new projects for the next three to five years. He recommended allowing all surplus revenue to replenish the fund balance over the next few years.

REVIEW OF REVENUES

Mr. Shook reviewed the Town's sales tax, franchise tax, property tax and rental revenues for fiscal years 18-19, 19-20, and 20-21 YTD. He also reviewed the long-term potential projects in the next three to five years (street paving, auditorium renovation, renovate third floor of APMC, downtown park, future park improvements [both existing and new park], new sidewalks, existing sidewalk repairs, pedestrian master plan, plumbing in all facilities, wayfinding signs, downtown Wi-Fi, etc).

APPROPRIATIONS TO NON PROFITS

Clerk Sanders reviewed the current year nonprofit appropriations and the amounts requested to the Towns for FY 21-22 as follows:

- Burke County Public Library \$5,000
- East Burke Senior Center \$700
- REACT \$1,750 (General Purposes)
- VEDIC \$3,000

Council was in agreement to appropriate the aforementioned funds to nonprofits in the FY 21-22 budget.

YEARLY LEASE AGREEMENT RATES

Clerk Sanders reviewed the current yearly lease agreements and stated that staff suggested that the FY 21-22 lease amounts should remain the same 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: \$1.00/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
- 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
- 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

Council was in agreement to set the aforementioned yearly lease fees for the FY 21-22 budget.

CRUISE INS

Clerk Sanders reviewed the current budget for the cruise ins and the suggested budget for FY 21-22 based on budget information provided by HHDA as follows:

Town Pays:

- \$5,000 Fireworks (May 2022)
- \$4,000 Bands (Up to \$800/band per Cruise In, Reimburse HHDA after receipt)
- \$1,250 REACT (\$250 per Cruise In)

HHDA Pays:

All other expenses associated with the Cruise Ins

Council was in agreement to appropriate the aforementioned funds for cruise ins into the FY 21-22 budget.

PRESENTATION FROM SHARON BARLOW, WALKIN’ ROLL ACTIVITIES LEAGUE

Sharon Barlow, Walkin’ Roll Activities League, presented to Council her concerns about the lack of handicap accessibility into the municipal complex and the lack of play features at the park. She requested that a ramp be built for access into the municipal complex. She also requested that swings be installed at the park that were ADA compliant. Council was overwhelmingly in favor to work with Mrs. Barlow and her organization and agreed to include funding in the FY 21-22 budget to address these issues.

PRIORITIZATION OF 2021-2022 BUDGET ITEMS

Town Manager Shook reviewed ongoing projects for consideration. He suggested that Council set a spending limit of \$50,000 to \$60,000 for FY 21-22. He provided a list of projects and had the Mayor and Council choose their top eight choices. The options included:

Park – stain depot and pavilion, tweaks for handicap accessibility and tree removal at park bank.

Auditorium – windows, replace seats, wings for stage, new carpet/flooring at entrance, replace handrails, replace breezeway roof

APMC - handicap entrance, entrance sign, replace sign for Burke Co. Sheriff's Office, replace handrails

Comprehensive Master Plan

Town Truck or Gator Vehicle

US Flag Banners

Mr. Shook compiled the results and the top choices were as follows:

- Park – Stain depot/pavilion (6 votes)
- Park – Handicap swings (6 votes)
- APMC – Handicap Entrance (6 votes)
- APMC – Entrance Signs (5 votes)
- Auditorium – Repair Windows (5 votes)
- US Flag Banners (5 votes)
- Park – Handicap Accessibility (4 votes)
- Auditorium – New carpet and flooring for entrance (3 votes)
- APMC – Replace handrails (3 votes)
- Auditorium – Replace handrails (2 votes)
- Comprehensive Master Plan (2 votes)
- Auditorium – Wings for stage (2 votes)
- Auditorium seats – (1 vote)
- Breezeway roof at auditorium – (1 vote)

Mr. Shook also polled the Board and asked if Council preferred that a truck or gator vehicle be purchased for the maintenance worker and the majority voted for a truck.

Mr. Shook stated that he would work on getting more accurate costs for the projects above.

FUTURE DOWNTOWN PARK

Town Manager Shook reviewed the costs and the list of amenities that the Town has decided to request PARTF funding for based on input from the community. The total cost of the project is estimated to be \$580,000. If the Town is awarded the PARTF grant, the Town would be responsible for half of the awarded amount - \$290,000. The list of amenities include the following:

- Restrooms and concession building
- Splashpad
- Amphitheater
- Walking track
- Covered Pavilion

- Beautification
- Demolition of the concession building near the ball fields
- Engineering
- Contingency

Council also discussed its next actions if the Town was not awarded the PARTF grant in 2021. It was the consensus of Council to begin with engineering, beautification and demolition in order to prepare the site for the park and to resubmit for the PARTF grant in 2022.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion to adjourn at 7:17 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor