

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

**OCTOBER 11, 2022
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 Stroupe, Mike Smith, Terry Weaver and Jody York.

STAFF PRESENT

The following staff members were present: Town Manager Logan Shook, Finance Officer Fredrick Rankins and Jared Amos served as legal counsel.

CITIZENS PRESENT

See attached sheet.

ADOPT AGENDA

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

**ORDER OF BUSINESS:
REVIEW AND TAKE
ACTION ON THE
CONTRACT WITH WEST
CONSULTANTS FOR
PROFESSIONAL SERVICES
IN REGARDS TO THE
ROYAL PARK PROJECT**

Town Manager Shook stated that he would like to review the proposed contract with West Consultants, PLLC for them to provide professional services for the Royal Park project. He reviewed concerns that he wanted to address as follows:

Page 1 AMENITIES

Landscaping: The contract states that the only landscaping would be grass and a few shade trees and Town Manager Shook asked Council what their expectations were for landscaping. Council was in agreement to also require a row of trees at the back of the site at the lower parking area. Council also wanted to be sure there was adequate benches, waste receptacles and signage.

Lighting: Lighting is not part of the PARTF project, but could be added to the park project. West Consultants could work with Duke Energy who would be the contractor for lighting. Council was in agreement to add lighting in the park.

Veterans/Educators Wall: The Veterans/Educators Wall is not a part of the PARTF project but could be added to the park project. Council was in agreement to ask West Consultants to include a Veterans/Educators Wall into their scope of work for the park project. Town Manager

Shook stated that this addition will most likely increase the fees.

LAND SURVEYING PHASE: Town Manager Shook stated that an additional fee will be charged for deed and title search.

DESIGN PHASE: Town Manager Shook stated that there will be an additional fee for geotechnical engineering services such as soil borings, soil evaluations and foundation recommendations. West Consultants will not provide geotechnical engineering services but will coordinate with any company that the Town may engage.

Page 2 and 3 BIDDING AND NEGOTIATING PHASE: Town Manager Shook stated that sections 1, 2 and 3 all begin with "If requested by Owner." He stated that these sections have been requested by the Town. Council had no issues with staff rewording these sections to make them requirements in the contract.

Town Manager Shook stated that the timeline for the project completion is twelve (12) months according to the contract. The contract states that if the project goes longer than twelve (12) months, there would be additional engineering fees. He stated that he would check to see if the timeline includes the bidding process or just the construction phase. Attorney Amos recommended stipulating a beginning date.

Page 5 GENERAL CONSIDERATIONS

Section B states that the Engineer shall not supervise, direct, control or have authority over any contractors work but will observe. Council had concerns about how often the project will be observed. Council Member Stroupe stated that in his experience in the school system, there was always a project manager at the site that worked with a representative with the school system. Town Manager Shook stated that he would discuss this concern with West Consultants.

Town Manager Shook paused and discussed the estimated costs of the Royal Park project. He stated the initial cost for engineering and architectural fees is \$128,000. He estimates that in addition to those fees, the actual construction process will be \$1 million to \$1.1 million. He stated that he wanted Council to be aware of

these costs since Council is also considering doing major renovations in the auditorium and upgrades in the gym.

He stated that he has been attending RC2 training at Appalachian State. He stated that the Town is guaranteed a little over \$49,000 that could cover the cost to create a plan document. The costs would pay for an architectural company to create the plan for our auditorium and gym if Council was willing to wait on these projects. He stated that once the plan was created, the Town could then apply for grant funding up to \$950,000 that would be paid 100% by the grant (no matching percentage by the Town). The grant funding would reimburse the Town after the project is completed.

Town Manager Shook stated that currently, the Town has \$289,000 from the PARTF grant and \$640,000 from ARPA funds to apply to the Royal Park project.

Town Manager Shook reviewed pricing and the remainder of the contract.

Council Member Honeycutt made a motion for staff to contact West Consultants regarding revisions to the contract and to place the revised contract on the October regular meeting for consideration. All voted in favor. Council also asked that a representative from West Consultants be in attendance.

GYM/EBYAO

Council was in agreement to discuss the issues at the gym. Council Member Stroupe asked if Council could have a list of things to be done at the gym to review.

Town Manager Shook provided a brief review of how rec ball in Burke County works. EB YAO is unique in that they are the only team in the county that does not belong to either the Burke County Rec Department or a Town that has its own Rec Department that oversees the league. He stated that the Town could offer a yearly allocation in exchange for use of the parking lot across from the municipal complex during Town events. Another option is to provide an additional rate reduction.

Town Manager Shook provided a brief review of gym costs per year and the rate that EB YAO paid over the years. Staff researched the past year's rates and it was determined that EB YAO was given a 77% rate reduction from the normal gym rental rate.

Council suggested that EBVAO fundraise and ask for sponsorships to help raise money. Creating a booster club was also suggested.

It was the consensus of Council to wait for EBVAO to provide the Town with what their plans are before allocating money to them.

COMMUNITY CENTER

Council also agreed to discuss the Community Center painting and repairs. Town Manager Shook stated that nothing has been done yet since he is waiting to hear back from a potential long-term renter. He stated that he would reach out to this renter and give a deadline of December 1, 2022 to make a commitment.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion to adjourn at 6:58 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor