

TOWN OF HILDEBRAN
Meeting Room
Albert Parkhurst
Municipal Complex

MAY 13, 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 Town Attorney Jared Amos.

CITIZENS PRESENT

None.

ADOPT AGENDA

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

**ORDER OF BUSINESS:
BUDGET WORKSHOP**

The first item of business was a review of yearly budget items.

**REVIEW REVENUE,
EXPENDITURES AND
BALANCES**

Finance Officer Rankins presented revenue, expenditures and balances for the current year and a first draft of the budget for FY 24-25.

Town Manager Shook reviewed the current grants that the Town has received.

FAÇADE GRANT

Town Manager Shook stated that the Town was awarded a \$44,000 Downtown Revitalization Grant from the NC Department of Commerce in 2018 that the Town used to create a façade grant program. To date, there have been two approved façade grants. There is currently \$31,557 unassigned in the fund. He stated that Council could keep the program to allow for two more applications with an award of \$5,000 each and move the remaining \$21,557 to the Royal Park funds. Council was in agreement to this transfer.

SALARY ADJUSTMENTS

Town Manager Shook reviewed a proposed salary adjustment for staff. He stated that his proposed numbers were taken from the 2023 yearly survey of all local governments by the NC League of Municipalities. There were over 400 respondents. The following proposed

salary adjustments were calculated by all survey results for Towns under 2,500 populations and similar Towns to Hildebran. The proposed salary adjustments chart, which is a 9.8% increase for staff, also shows the comparison to the overall state average for towns under 2,500 populations (+ or – state average).

Position	Current	Proposed	+/- to State Ave
Mayor	\$3,300	\$3,500	+ \$819
Mayor Pro Tem	\$1,800	\$2,000	+ \$107
Council	\$1,200	\$1,900	+ \$7
Town Manager	\$68,430	\$81,172	-\$22,062
Finance Officer	\$63,766	\$70,015	-\$1,554
Town Clerk	\$54,474	\$59,812	-\$519
Maintenance 1	\$15.90/hr	\$17.45/hr	-\$0.07/hr

Town Manager Shook stated that to help offset the salary adjustments, staff researched different insurance companies since the NCLM is choosing to move away from Medcost. A comparable insurance carrier with BCBS will save the Town \$13,131 a year. Mr. Shook stated that the financial impact to the budget with these new salary adjustments will leave the adjusted revenues over expenses for the FY 24-25 as an earnings of \$213,904. Council Member Smith was in favor of the adjustments. Council had no objections to the salary adjustments.

YEARLY NON PROFIT APPROPRIATIONS

Staff presented FY 24-25 non-profit appropriations as follows:

- Burke County Public Library \$6,000
- East Burke Senior Center \$2,000
- REACT \$1,750 (General Purposes)
- VEDIC \$3,000

It was the consensus of Council to appropriate the aforementioned funds to nonprofits in the FY 24-25 budget.

CRUISE INS

Staff presented FY 24-25 Cruise In budget as follow:
Town Pays:

- \$6,500 Fireworks (May 2025)
- \$6,400 Bands (Up to \$2,000/band for May & September and up to \$800/band for June, July and August (Town to pay band directly)
- \$1,250 REACT (\$250 per cruise in)

- \$1,200 Deputy service to provide traffic control at Third Ave SE (\$40/hr for 6 hours each event)

HHDA Pays:

- All other expenses associated with the cruise ins

It was the consensus of Council to appropriate the aforementioned funds for Cruise Ins for FY 24-25.

YEARLY FACILITY
LEASES

Staff presented the current and proposed yearly facility leases as follows:

- Donald Barber – Room #216 (Old Town Hall offices), any other vacant rooms in the complex, as well as showers in the vacant locker room in the gym
Rate: \$150/month or \$1,800.00/year
- East Burke Christian Ministries – House located at 103 Third Ave SE
Rate: \$125/month or \$1,500.00/year
- Family Support Network/HOPE - Room #233 in the Municipal Complex located at 202 S. Center St.
Rate: \$150/month or \$1,800/year.
- Hildebran Heritage and Development Association (HHDA) – Rooms #100, 102, 103, 104, 105, 106, 107 and 108 in the basement of the auditorium and one bay in the maintenance building located at 209 First St SW
Rate: \$200/month or \$2,400.00/year
REVISION: Add room #103 in auditorium basement and one bay in the maintenance building
- Hildebran Icard Community Development Council/ East Burke Youth Athletic Organization (EBYAO) – Office, concession stand and girls locker room in the gym
Rate: \$60.00/year
- Hildebran-Icard Little League – Building located at 207 First St SW (concession building at the ball fields until demolished and then one bay in the maintenance building located at 209 First St SW)
Rate: \$1.00/year
- The Enola Group (Buster Bus) - Four (4) parking spaces at the north-east corner of the Town Hall parking lot
Rate: \$1.00/year
- Walkin' Roll Activities League, Inc. – Community Center – all rooms located in the basement of the Municipal Complex at 202 S. Center St.
Rate: \$500/month or \$6,000.00/year

It was the consensus of Council to appropriate the aforementioned yearly facility lease rates, with revisions and additions, in the FY 24-25 budget.

SCHEDULE OF FEES
FACILITY RENTAL RATES

Clerk Sanders stated that there was one proposed change to the schedule of fees and charges and that is to add a line item for a street name change request at \$100.

She stated that all rental fees are proposed to remain the same. Once the auditorium renovation is completed, staff can research other auditorium rental fees that are similar to the Town's and propose new rates at that time.

It was the consensus of Council to accept the addition of the street name change request at \$100 and to keep the current facility rental rates.

EBYAO RENT

Staff asked Council about daily rental rates currently being charged to EB YAO, \$50 a day. Council was in agreement to provide a rent reduction provided that EB YAO fulfills the Town's request to provide financials by the June 2024 meeting.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion to adjourn at 7:01 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor