

**TOWN OF HILDEBRAN  
TOWN HALL**

**JUNE 23, 2014  
7:00 p.m.**

**REGULAR MEETING  
MINUTES**

- CALL TO ORDER** Mayor Cook called the Regular Meeting of the Town Council to order at 7:00 p.m.
- COUNCIL PRESENT** The following members of the Board were present: Mayor Cook, Council Members Banks, Hildebrand, Hollowell, B. Lowman and L. Lowman.
- STAFF PRESENT** The following staff members were present: Attorney Redmond Dill; Office Manager Fredrick Rankins; Town Clerk Alice Sanders; Administrative Assistant Rebecah Isenhour; and Town Planner Laurie LoCicero.
- CITIZENS PRESENT** See attached list.
- MEDIA** No one from the media was in attendance.
- INVOCATION** Mayor Cook called for a moment of silence.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance to the United States flag was led by Council Member Hildebrand.
- ADOPTION OF AGENDA** Council Member Banks made a motion to adopt the agenda. All voted in favor.
- APPROVAL OF MINUTES** Council Member Hollowell made a motion to approve the Recessed Special Meeting Minutes – May 14, 2014; Recessed Special Meeting Closed Session Minutes – May 14, 2014; Regular Meeting Minutes – May 19, 2014; and Special Meeting – June 12, 2014. All voted in favor.
- PUBLIC COMMENT** Rex Lail, President of the HHDA, thanked the Mayor and Council for their support of the HHDA, museum and fireworks.
- PUBLIC HEARING BUDGET WITH TAX RATE** Mayor Cook opened the public hearing at 7:04 p.m. to discuss the FY 2014-2015 budget and tax rate. Mayor Cook inquired if there were any comments from the public. There being no comments, Mayor Cook closed the public hearing at 7:05 p.m.
- ADOPTION OF THE BUDGET AND TAX RATE** Council Member Banks made a motion to adopt the FY 2014-2015 budget with the tax rate remaining the same at \$0.15 per \$100 valuation. Council Members Banks, Hildebrand and Hollowell voted in the affirmative. Council Members B. Lowman and L. Lowman opposed the motion. The motion carried. The Budget Ordinance is hereby incorporated by reference and made a part of these minutes (Attachment A.)

OLD BUSINESS:  
DIGITAL SIGN  
QUOTES

Administrative Assistant Isenhour provided Council with two quotes for digital signs from ActionSign.com and Assurance Sign. Ms. Isenhour stated that Council's next step should be to compile a list of specific wants in order for her to submit a request for bid to companies. Council Member L. Lowman voiced his concerns about the \$25,000.00 budget line item being too low to purchase the signs. He stated that he did not want to continue doing budget amendments in the future.

Council members determined that they wanted proposals for two signs. The first sign would be a 48 x 112 LED sign located at the CVS intersection to include a concrete cap, split-face block, and brick to match CVS. Council requested proposals in both full color and red only. Mayor Cook stated that the Town owns the property at the CVS intersection and the brickwork around the sign does not need to be collapsible. The second sign would be a non-LED sign located in front of the auditorium to match the size and style of the Hildebran Methodist Church and Mt. Hebron Lutheran Church. The sign will be hand letter installed, two sided and the chassis will be removable. In addition, the sign will have an interior light, concrete cap, lexan door and the brick will match the auditorium. Ms. Isenhour will email the request for bid to Council members for review and then send out to a minimum of three vendors to include Stephens Sign & Erection Company and Sign Systems Inc. Council Member B. Lowman stated that she would like to inquire about the High School students performing the masonry work.

REPLACEMENT  
AND  
INSTALLATION OF  
TOILETS IN TOWN  
HALL RESTROOMS

Mayor Cook stated that Council requested additional quotes for the replacement and installation of four toilets in the Town Hall offices. Council was presented with three quotes. JL Plumbing & Construction's quote was \$1,900.00 which included replacing any flanges, if broken. Cliffs Plumbing and Drains, Inc.'s quote was \$1,750.00-\$1,950.00 with a condition that if flanges were broken, there would be an additional charge of \$250.00 per flange. J W Young Plumbing, LLC's quote was \$2,018.72 with a condition that if flanges were broken, there would be an additional charge of \$50.00 per flange. Council Member Hollowell made a motion to accept the quote from JL Plumbing & Construction in the amount of \$1,900.00. All voted in favor.

NEW BUSINESS:  
BIG BAND (REX  
LAIL) REQUEST  
FOR USE OF BAND  
ROOM

Rex Lail stated that Russ Abernathy and Bruce Long are leaders and members of the Bruce Long Orchestra and they are requesting that the Town allow the band to use the band room at little to no cost for rehearsals. Mr. Long stated that the band has been around since 1989 and that they are not a community band. He stated that they hold auditions for members. He stated they are a non-profit organization and only charge for select services and that there are typically 13-17 members who practice once a week for an hour and a half to two hours each session for a timeframe of six months. Council Member Hollowell

asked Mr. Long that if Council allows the band to use the band room at no cost, will the band be willing to offer a free concert to the Town. Mr. Long agreed. Mr. Hollowell instructed Mr. Long that the band room would need to be kept clean at all times and Mr. Long agreed and stated that the instruments will be removed from the premises after each practice. Mayor Cook stated that she spoke with Joel Abee, who conducts the concealed weapon classes once a month in the band room, and Mr. Abee stated there would be no conflict. Council Member L. Lowman asked if the Town would give them a key to the room and Ms. Isenhour confirmed. Council Member Hildebrand made a motion that the Town will lease the band room to Mr. Long and the Bruce Long Orchestra at no cost once a week from July to December 2014 in exchange for a free concert performance. All voted in favor.

**CONTRACT WITH  
WPCOG FOR  
PLANNING  
SERVICES**

Mayor Cook reviewed the yearly contract with the Western Piedmont Council of Government (WPCOG) for planning services. The contract pricing is the same as last year. Council Member Hildebrand made a motion to approve the contract with the WPCOG for planning services. All voted in favor.

**RESOLUTION FOR  
APPOINTMENT OF  
THE REVIEW  
OFFICER FOR THE  
TOWN**

Town Clerk Sanders read the Resolution requesting the Board of County Commissioners remove Jon Pilkenton as the Town's Review Officer and appoint Laurie B. LoCicero as replacement to serve as Review Officer for the Town. Council Member Hollowell made a motion to approve the Resolution. All voted in favor. The Resolution is hereby incorporated by reference and made a part of these minutes (Attachment B.)

**2014-2015 ZONING  
FEE SCHEDULE**

Mayor Cook reported that the proposed zoning fee schedule has the same fee amounts as the last two years. Council Member L. Lowman made a motion to accept the FY 2014-2015 zoning fee schedule. All voted in favor. The Zoning Fee Schedule is hereby incorporated by reference and made a part of these minutes (Attachment C.)

**PART-TIME  
EMPLOYEES  
APPROVAL**

Mayor Cook introduced Greta McKinney to Council and stated that she has been hired as a part-time employee to help staff and will start July 1, 2014.

Mayor Cook reported that Steve Walker has been hired as a part-time employee to help Maintenance Technician Bivens with the Farmers Market, mowing and any additional tasks, as needed. She stated that Mr. Walker's hours will most likely decrease at the end of the Farmers Market. She reported that Mr. Bivens' hours have changed to 7:00 a.m. to 4:00 p.m. during the summer due to the extreme heat. Mayor Cook encouraged Council to stop by the Town Hall on Tuesday or Thursday to meet Mr. Walker. Mayor Cook stated that there was no action to be taken.

Council Member L. Lowman asked why neither employee was brought before the Board for approval. Mayor Cook stated that the two part-time employees were approved during the Budget meetings. She stated that she asked Office Manager Rankins and Town Clerk Sanders to assist her in interviewing candidates and hired the two employees since she is Personnel Manager. Mr. Lowman expressed his disapproval of the Mayor not communicating her actions to the Board. Mayor Cook stated that she did make efforts to contact each member of the Board. Council Member Hollowell stated that he was under the impression that after interviewing, the final candidates would be brought before the Board for input. Mayor Cook stated that there was miscommunication. Mr. Hollowell asked if Mr. Walker was hired through a temporary agency. Mayor Cook stated that neither employee was hired through a temporary agency since the agency was unable to provide qualified candidates, and as a result, the Town hired the candidates on its own. No action was taken.

TOWN HALL  
FRONT PARKING  
LOT SEALANT -  
QUOTE

Mayor Cook stated that she had spoken with Council Members L. Lowman and Hollowell prior to the meeting regarding sealing the cracks and parking lot in front of the building and neither Board member felt it needed to be done at this time. Mayor Cook asked if there was any discussion. There being no discussion, Mayor Cook asked to entertain a motion. Council Member Hollowell made a motion to not seal the cracks and parking lot in front of Town Hall at this time. All voted in favor.

PARKING LOT  
BIDS FOR ANNEX  
PARKING LOT

Mayor Cook stated that the Town has spent \$30,000 to demolish the annex building and \$1,000.00 for attorney fees. She stated that \$73,000.00 was in the FY 2014-2015 budget for the annex parking lot expense. She reported that a Resolution excluding the Town from formal bidding processes for the annex parking lot project is presented for approval and Town Clerk Sanders read the Resolution which states that the Mayor and staff have determined that the cost to complete the project falls below the requirement to follow the formal bidding process. Attorney Dill stated that the formal bid process takes longer, costs more and is more cumbersome to follow. He advised the Town to approve a resolution to exempt itself from formal bidding processes, where warranted, for each future project. Council Member Banks made a motion to approve the Resolution excluding the Town from formal bidding processes for the annex parking lot project. Council Members Banks, Hildebrand, Hollowell and B. Lowman voted in the affirmative. Council Member L. Lowman opposed the motion. The motion carried. The Resolution is hereby incorporated by reference and made a part of these minutes (Attachment D.)

Mayor Cook informed Council that there were three qualified bids to pave the annex parking lot. Carolina Paving of Hickory's bid was \$50,625.00. Midstate Contractors Inc.'s bid was \$57,258.00. Evans

Construction's bid was \$58,500.00. Council Member Hollowell made a motion to accept the bid from Carolina Paving of Hickory not to exceed \$50,625.00. All voted in favor.

**BUDGET  
AMENDMENTS**

Mayor Cook stated that there would be no action on the amendment regarding the front parking lot sealant since no action was taken. Office Manager Rankins reported that the Town's auditor requested that the park expenses be moved back into the General Fund. In addition, Mr. Rankins stated that the second amendment is showing that the Town received money for the Contour and Zion grants and the Town passed the monies on to the recipients. Council Member Hollowell made a motion to accept both budget amendments. All voted in favor. A copy of these Budget Amendments are hereby incorporated by reference and made a part of these minutes (Attachment E.)

Mayor Cook stated that an additional budget amendment is needed for the Town's portion of the painting and lumber supplies for the concession building in the amount of \$1,300.00 which will be transferred from unused funds from the Deputy's salary line item. Council Member Hollowell made a motion to approve the budget amendment in the amount of \$1,300.00. All voted in favor. A copy of the Budget Amendment is hereby incorporated by reference and made a part of these minutes (Attachment F.)

**APPOINT BDI  
BOARD OF  
DIRECTOR  
REPRESENTATIVE**

Mayor Cook reported that her term as the BDI Board of Director Representative for the Town expires June 30, 2014. She requested from Council that she be reappointed to serve another term. Council Member Hildebrand made a motion to appoint Mayor Cook as the Town's representative to the BDI Board of Directors for the term serving July 1, 2014 to June 30, 2017. All voted in favor.

**REGULATORY  
TECHNICAL  
ASSISTANT FUND-  
CONTRIBUTION  
REQUEST**

Office Manager Rankins reported that the NC League of Municipalities is requesting municipalities to contribute to hire technical assistants for water quality and electric regulatory issues. The amount requested from the Town is \$156.03. Council Member B. Lowman made a motion to approve the request from the NC League of Municipalities for the Regulatory Technical Assistant Fund in the amount of \$156.03. All voted in favor.

**MAY TAX REPORT**

Tax Collector Sanders reported on refunds approved by the Finance Officer for the month of May 2014. She reported that to date, the collection rate for the 2013 tax year is 99.01%. A copy of the May report is hereby incorporated by reference and made a part of these minutes (Attachment G.)

**DEPUTY REPORT  
GARY TOWERY**

Deputy Towery gave his report for the month of May 2014.

COMMITTEE  
REPORTS &  
UPDATES

Transportation Advisory Committee (COG) – Mayor Cook reported that the last meeting involved budget discussions and cutbacks.

Western Piedmont Council of Governments Policy Board – Council Member Hildebrand stated that the meeting consisted of the budget reading, which was decreased by 12.46% due to reduced revenue. He reported that there were several positions eliminated, mostly in housing and rehab, no fund balance was used and that there was a change in the health plan. He reported that the housing foreclose program will be phased out. He also reported that an analysis of workforce was discussed which showed that goods producing jobs are declining, service producing jobs are increasing and the same amount of goods are produced with less people due to technology. He further reported that furniture jobs are rebounding and textile jobs are declining. The next meeting will be in two months.

Burke Economic Development – Mayor Cook reported that the previous closed sessions were in regards to the Richelieu project. She stated there was another closed session regarding another project in Hildebran. She stated she will be meeting with the County Manager and Scott Darnell on July 9<sup>th</sup>.

Recreation & Tourism Committee (COG) – Council Member B. Lowman reported that the pool is open for the summer.

Water Resource Committee – Planner LoCicero stated that the Water Quality Conference, which is hosted by the Western Piedmont Council of Governments, will be held on July 31<sup>st</sup> at Lenoir-Rhyne University. Admission is free and registration is available on the WPCOG.org website. In addition, the Air Quality Conference will be held on August 1<sup>st</sup>, which is also free. Breakfast and lunch will be provided. Mayor Cook encouraged Council to attend.

VEDIC (Valdese) – Mayor Cook stated that the meeting was held in closed session and that the discussion was in regards to a business in Hildebran.

FACILITIES  
UPDATE

Administrative Assistant Isenhour reported that there is high demand for the use of the Depot at the park. She reminded Council that the Malpass Brothers will be in concert at the auditorium on July 19<sup>th</sup> at 7:00 p.m. Tickets are \$20.00.

Ms. Isenhour stated that temporary lighting was given to the Town to use until the lights the Town ordered were available. Ms. Isenhour stated that if Council chooses to purchase these lights, she has at least two companies that will purchase them from the Town for a profit. She estimated a profit of \$500.00 to \$800.00. Council Member Hollowell made a motion to purchase the lights for \$1,980.00 and to surplus and set

the minimum value to sell at \$2,200.00. Council Members Banks, Hildebrand, Hollowell and B. Lowman voted in the affirmative. Council Member L. Lowman opposed the motion. The motion carried.

**CLOSED SESSION** Council Member Hildebrand made a motion to recess into closed session at 8:27 p.m. pursuant to General Statute 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. All voted in favor.

Council Member Hollowell made a motion to return to open session at 8:39 p.m. All voted in favor.

**OTHER BUSINESS** Council Member L. Lowman stated that he wants the Town truck to be parked overnight at Town Hall in case another employee needed it and for safety reasons. Council Member L. Lowman made a motion that the Town truck be parked at Town Hall overnight. Council Members B. Lowman and L. Lowman voted in favor of the motion. Council Members Banks, Hildebrand and Hollowell voted against the motion. The motion did not pass.

Mayor Cook reported the Bicycle is still for sale and has been featured at the Cruise Ins as well as advertised in the Iwana. Town Clerk Sanders asked Council how they wished to proceed. It was the consensus from Council that Ms. Sanders advertise in the IWANA and Craig's List.

**ANNOUNCEMENTS** Attorney Dill suggested that in the future when the Town Planner changes, the Town should do a Resolution stating that whoever the Town Planner is will also be the Review Officer for the Town in order to prevent a separate Resolution each time the Planner changes in order to prevent gaps.

**ADJOURNMENT** All business being concluded, Council Member L. Lowman made a motion to adjourn at 8:47 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

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Alice Sanders, Town Clerk

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Virginia Cook, Mayor