

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

**FEBRUARY 3, 2017  
6:00 PM**

**RECESSED REGULAR  
MEETING MINUTES**

**CALL TO ORDER**

Mayor Cook called the recessed regular meeting of the Town Council to order at 6:03 p.m.

**PLEDGE OF  
ALLEGIANCE**

Attorney Dill led the pledge of allegiance to the United States flag.

**COUNCIL PRESENT**

The following members of the Board were present: Mayor Virginia Cook and Council Members Brenda Banks, Theresa Messer and Jody York. Council Members B. Lowman and L. Lowman were absent.

**STAFF PRESENT**

The following staff members were present: Attorney Redmond Dill, Town Administrator Thomas Drum, Finance Officer Fredrick Rankins, and Administrative Support Specialist Laurie Brawley.

**CITIZENS & MEDIA  
PRESENT**

See attached sheet.

**ADOPTION OF  
AGENDA**

Mayor Cook announced that Council Member L. Lowman would be arriving late, if possible. She asked to amend the agenda by moving New Business before Old Business. In addition, she asked to put "Consider FY 16-17 Audit Contract" before "Consider Awarding Bid for Bank Building Renovation" under Old Business. Council had no objections. Council Member York made a motion to approve the agenda, as amended. All voted in favor.

**NEW BUSINESS:  
CONSIDER APPROVAL  
OF EASTER EVENTS**

Ms. Brawley proposed that the annual Easter Egg Hunt be scheduled for Saturday, April 8, 2017 from 1:00 – 3:00 p.m. and the Easter movie to be held on Friday, April 14, 2017 at 10:00 a.m. Mayor Cook reminded Council members that they would be needed to assist with these events. Council Member Messer made a motion to approve the dates, as presented. All voted in favor.

**OLD BUSINESS:  
CONSIDER FY 16-17  
AUDIT CONTRACT**

Mr. Drum stated that the revised contract has a "not to exceed" amount of \$16,500 to perform the audit and a "not to exceed" amount of \$3,500 for the preparation of the annual financial statements documented in the contract. He explained that the "not to exceed" statement means that the auditor cannot go over that amount, but it may be less. The contract also states that the maximum amount that the Town can pay the auditor before he

submits the final audit to the Board is \$14,028. Council Member York made a motion to approve the FY 16-17 audit contract with S. Eric Bowman, PA. All voted in favor.

CONSIDER AWARDING  
BID FOR BANK  
BUILDING  
RENOVATIONS

Mr. Drum stated that James Ratliff, Architect, NCARB, has provided a letter of recommendation to the Board based on the results of the bids that were submitted to renovate the old bank building located at 109 S. Center St., Hildebran. He also provided a bid tabulation sheet for review.

Mr. Ratliff stated that the bank building will be gutted since the existing layout does not meet the needs of the Town Hall staff. New offices, new heating and air conditioning systems, new electrical, new plumbing, and new restrooms will be added. The outside of the building will be cleaned and repainted and other minor work will be done. He contacted three reputable contractors to submit bids and the results were within \$4,000 of each other. He explained that the bathroom locations will be changed because they currently do not meet building codes, however, they will be kept in the general area of the existing bathrooms.

Mr. Ratliff reviewed the floor layout with the Board. Council Member York asked him to explain the PLM Bond. Mr. Ratliff explained that it was a performance, labor and material bond that will guarantee the Town that if something happens to the contractor, the bond will take over and finish the project. It is insurance that protects the Town.

Mr. Drum stated that the bids were close, however, the initial budget to renovate the building was \$200,000. The total project cost now, based on the provided renovation bids, an estimate of \$25,000 for office furniture, and an additional cost for computer wiring that is separate from this bid, is \$315,000. He stated that a thorough review of the bids could be done to try to reduce costs. He stated that if the Board approves a renovation bid tonight, budget amendments were also presented for approval that would cover all the costs that he explained. Mayor Cook stated that the renovations have been cut as much as possible. Mr. Drum stated that the process went through the staff, the Board and Mr. Ratliff and the renovation was designed with a minimalistic approach while giving the Town what it needed. He stated that the Board could approve the lowest bidder and direct staff to negotiate a lower price.

Mayor Cook stated that offices at the building would be set up like the offices at the Western Piedmont Council of Governments and the furniture is built to last for a long time. Mr. Drum stated

that the furniture that is being bid is under the state contract and a discounted amount has been provided as a result. Mayor Cook informed the Board that currently, staff has no storage space.

Mr. Ratliff explained that Alternate #1 is to install LED lights which costs more upfront, but uses less electricity. The additional cost would be around \$1,300. He stated that Duke Power gives rebates when LED lights are installed and it is possible to get a couple thousand dollars back for installing them. He is researching to see if a municipality qualifies for the rebate.

Mr. Ratliff explained that the bids also include a 4% contingency and the PLM bond. The lowest bidder estimates a 90 business-day timeframe to complete the project. There is not a penalty if the contractor goes over 90 days.

Mr. Drum wanted to clarify calendar days versus business days. Mr. Ratliff reviewed the specifications and corrected his statement that it would be 90 calendar days to complete the project, not business days.

Mr. Drum asked for appropriate wording from Mr. Ratliff if the Board wants to negotiate pricing. The motion should state that the Board will award the contract to the lowest bidder and direct staff to negotiate a lower price. Mr. Ratliff said that there was not a lot to cut and that there would not be a way to reduce the costs to the Town's \$200,000 budget. He said that there might be a less expensive floor covering or the Town can eliminate a few windows. These changes would only be a few thousand dollars of savings. The proposed floor covering is carpet for the office side. The conference room, breakroom and front lobby is laminate flooring.

Mr. Drum stated that if the full bid price is approved, he recommended that the motion award the contract and approve the budget amendments provided to the Board to make sure that the money is in the proper ordinance. \$127,000 will be taken out of the General Fund/Fund Balance and transferred to the Capital Project Ordinance, which is specifically for the Town Hall renovation. All expenses for the renovation will be taken from that Capital Project Ordinance Fund.

Council Member Messer made a motion to award the contract to renovate the bank building located at 109 South Center Street, Hildebran, to the lowest bidder, Moss-Marlow Building Co., in the amount of \$277,636.00 (said amount including alternate #1), to accept the budget amendments in the New Town Hall Renovation Project/Capital Project Ordinance #08-29-16, as well

as the General Fund, for the amount of \$127,000, and to direct staff to continue to negotiate to obtain lower prices, if possible. Council Member York asked if she could vote against the motion for the record to show that she was not in favor of purchasing the bank building. Mayor Cook stated that if she were to vote no, another meeting would be required. Council Member York stated that she wanted the record to show that she was not in agreement with the purchase of the bank building. Council Member Messer rescinded her motion.

Attorney Dill explained that if Council Member York voted in favor of the motion, she would agree to award the lowest bid. He opined that the Town would not find that one contractor would do a better job than another contractor. All three bidders are local contractors and all subcontractors are local.

Council Member York made a motion, although she is not in agreement with the purchase of the bank building, to award the renovation contract to the lowest bidder, Moss-Marlow Building Co., in the amount of \$277,626.00 (said amount including alternate #1), to accept the budget amendments in the New Town Hall Renovation Project/Capital Project Ordinance #08-29-16, as well as the General Fund, for the amount of \$127,000, and to direct staff to continue to negotiate to obtain lower prices, if possible. All voted in favor. A copy of the budget amendments are hereby referenced and made a part of these minutes (Attachment A).

Other bids received include: Matthews Construction Co. in the amount of \$283,408.00 and Hickory Construction Co. in the amount of \$279,000.00.

OTHER BUSINESS

Mayor Cook reported that DOT will repave the road beside the bank building in late summer or fall based on construction and weather.

ANNOUNCEMENTS

None at this time.

ADJOURNMENT

All business being concluded, Council Member Messer made a motion to adjourn at 6:43 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