

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

**JANUARY 11, 2016
5:30 P.M.**

**SPECIAL MEETING
MINUTES**

CALL TO ORDER Mayor Cook called the special meeting to order at 5:36 p.m.

COUNCIL PRESENT The following members of the Board were present: Mayor Virginia Cook, Council Members Brenda Banks, Leon King, Barbara Lowman, Lee Lowman and Jody York.

STAFF PRESENT The following staff members were present: Attorney Redmond Dill, Town Clerk Alice Sanders and Finance Officer Fredrick Rankins.

CITIZENS PRESENT See attached sheet.

MEDIA No one from the media was in attendance.

ADOPTION OF AGENDA Council Member B. Lowman made a motion to adopt the agenda. All voted in favor.

ORDER OF BUSINESS:

PRESENTATION BY THE WESTERN PIEDMONT COUNCIL OF GOVERNMENTS FOR A TOWN ADMINISTRATOR Mayor Cook reminded Council that it had requested staff to contact the Western Piedmont Council of Governments (WPCOG) to inquire about a town administrator. She turned the floor over to Anthony Starr, Executive Director, at WPCOG.

Mr. Starr reviewed with Council the two forms of municipal government allowed in NC, the Mayor-Council form and the Manager-Council form. He reviewed the statute requirements and common practices for each form of government.

Mr. Starr stated that the Town can hire either a manager or administrator. The WPCOG is currently working with the Town of Catawba to hire a part-time manager and is soliciting candidates for the position. This person can be shared with the Town of Hildebran, if Council chooses. He stated that there is not a big difference between the qualifications that the Town would seek for a manager or administrator, given the size of the Town and the responsibilities and services the Town provides.

Mr. Starr also provided estimated salaries for the position. The amount for a full-time administrator/manager is \$73,750.00 which includes: salary, health and dental insurance, retirement, workers compensation, training costs, mileage, ICMA/NCCCMA dues and

Social Security/Medicare. A contract for a certain amount of years is customary and if the contract ends early, the Town should expect to offer the person a severance package.

The estimated amount for a part-time administrator/manager is \$53,854.00 which includes: salary, fringe benefits, support costs, travel costs, a WPCOG computer, management support from senior WPCOG staff, and membership to the NC City/County Management Association. He stated that the part-time position would need to be for a two-year contract.

Mr. Starr recommends the person be required to be a member of ICMA, which holds the person to a high standard of ethics.

Mr. Starr informed staff that all potential employee names must be kept confidential. Interviews will be held in closed session and the vote and employee agreement will be held in open session.

Attorney Dill reported that the charter would need to be changed if Council chose the Manager-Council form of government. The process is cumbersome and might require Legislature change. He felt that an administrator would better fit the needs of the town.

Council Member L. Lowman had concerns about a contract with the WPCOG when the turnover rate for the Town's planner position has been high over the last three years. Mr. Starr stated that the turnover rate for the planner role was unusual due to different circumstances and he did not anticipate it to continue. Ms. Starr also stated that if a member of the ICMA leaves a position in less than two years, he/she will incur an ethics violation which may result in losing his/her membership in the Association making it harder to find other employment.

Mr. Dill pointed out that the part-time position will be a contract between the Town and the WPCOG. The Town will pay a monthly fee to the WPCOG for the position for two years and the duties will be assigned by Council. The WPCOG will be responsible for providing the person for the position. The person will also have the full resources of the WPCOG for assistance and backup.

Mr. Starr suggested that the Mayor and one other Council member, from both Hildebran and Catawba, be a part of the interview process to ensure each town is satisfied.

Council Member King asked how the position will affect the budget. Mr. Rankins stated that a budget amendment would be needed using funds from the appropriated fund balance for the remainder of the

fiscal year. The long-term effect on the budget would depend on the spending on future projects and budget decisions.

Council Member B. Lowman asked if the two towns disagree on a candidate, who will decide which candidate to hire. Mr. Starr stated that the towns will need to work together to choose the person. He also stated that the WPCOG can coach the person to avoid conflicts and suggests that each town provide clear expectations, a clear action plan and clear goals for the person and visit these plans regularly.

Mr. Starr stated that there are a number of qualified candidates received for the part-time position for Catawba and interviewing will begin in late January or early February. Attorney Dill pointed out that if the Town waits to make a decision to hire and then decides to hire a part-time administrator in a few months, then the Town has lost the opportunity to be a part of the interview process.

Mayor Cook asked Council to review the handouts and come to the January 25, 2016 meeting ready to make a decision.

Mr. Starr stated that the person may be ready to start work as early as March. Mr. Dill stated that the salary fees would be around \$106,000.00 for twenty four months over a period of three budget years.

Mr. Dill asked Council to put any questions in writing to Mr. Starr and email him.

ANNOUNCEMENTS None at this time.

ADJOURNMENT All business being concluded, Council Member York made a motion to adjourn the meeting at 6:27 p.m. All voted in favor.

ATTEST I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor