

**TOWN OF HILDEBRAN
COUNCIL'S CHAMBER
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**December 15, 2025
7:00 PM**

**REGULAR MEETING
MINUTES**

CALL TO ORDER

Mayor Hildebrand 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 Wendell 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, Events Coordinator Haven Ward, Building and Grounds Maintenance Worker Gary Towery, Planner Katelyn Smith, and Town Attorney Jared Amos.

CITIZENS & MEDIA

See attached sheet.

INVOCATION

A moment of silence was observed.

PLEDGE OF ALLEGIANCE

Attorney Amos led the Pledge of Allegiance to the United States Flag.

APPROVAL OF AGENDA

Council Member Stroupe made a motion to approve the agenda as presented. All voted in favor.

APPROVAL OF MINUTES

Council Member Honeycutt made a motion to approve the November 24, 2025 regular meeting minutes as presented. All voted in favor.

PUBLIC COMMENTS

None.

PUBLIC HEARING

**ZTA 25-3 REGARDING
CHANGES TO ARTICLE XI
SIGNS, SECTION 11.8(A)**

Mayor Hildebrand opened the public hearing at 7:02 p.m. for ZTA 25-3 regarding changes to Article XI Signs, Section 11.8(A).

Town Planner Smith stated that the Town has proposed increasing the height and overall square feet of ground signs in the Central Business District (CBD) to align with the restrictions of neighboring towns. When reviewing sign height regulations in other towns, the current height of 8 feet and area of 50 square feet is more restrictive to businesses within this zoning district. She reviewed the height requirements from other towns.

She stated that ZTA 25-3 proposes amending the zoning ordinance Article XI Signs, Section 11.8 Signs Types to allow ground signs located in the CBD not to exceed 60 square feet and shall be no taller than 12 feet tall. Staff recommends approval as the amendment will promote economic development and increased business visibility within the CBD. The amendment will also allow for the erection of the Burke River Trail/Royal Park sign that is being provided by Burke River Trail.

The Planning Board met and approved the consistency statement recommending approval of ZTA 25-3.

There being no comments from the floor, Mayor Hildebrand closed the public hearing at 7:03 p.m.

OLD BUSINESS:

**CONSIDER APPROVAL OF
ZTA 25-3**

There being no discussion, Council Member York made a motion to approve the recommended Ordinance #12-15-25/ZTA 25-3 and consistency statement. The Board finds that the proposed text amendment to increase the maximum ground sign height and area in the Central Business District is consistent with the Town of Hildebrand Comprehensive Plan, as it supports economic development and enhanced corridor visibility. The amendment is reasonable and in the public interest by improving business visibility and supporting a more vibrant downtown. All voted in favor. A copy of the ordinance and ZTA are hereby incorporated by reference and made a part of these minutes (Attachment A).

**CONSIDER APPROVAL OF
QUOTES TO UPDATE
EXISTING RESTROOMS IN
AUDITORIUM AND GYM,
AND KITCHEN IN THE
COMMUNITY CENTER**

Town Manager Shook stated that staff obtained quotes from ASI Coatings, LLC to make improvements to the flooring at the auditorium, gym, and community center. Three quotes were obtained.

The first quote is for the existing restrooms in the auditorium. The quote is to seal the existing floor and then epoxy the floor; epoxy, patch damaged tiles, and fill in cracks in the wall; and apply a self-leveling concrete to the floors in the amount of \$9,662.40.

The second quote is for the restrooms in the gym. The quote is to apply a self-leveling concrete and epoxy to the three restroom floors in the amount of \$8,240.00.

The third quote is for the kitchen in the community center. The quote is to apply a self-leveling concrete and epoxy to the kitchen floor in the amount of \$13,594.00. Mr. Shook stated that there is no warranty for any of the work given the age and current condition of the floors and walls. He stated that if Council approves the quotes for the gym and community center, a budget amendment will be needed. No other quotes were obtained.

Council Member Stroupe stated that he would like to do all of the work at the same time because the work will not be cheaper in the future and the contractor does great work and is trustworthy. Council Member Smith agreed.

Council Member Stroupe made a motion to approve the quotes from ASI Coatings, LLC as presented to apply self-leveling concrete and epoxy to the existing restroom floors and to fill in cracks in the walls in the auditorium in the amount of \$9,662.40; to apply self-leveling concrete and epoxy to the three restrooms in the gym in the amount of \$8,240.00; and to apply self-leveling concrete and epoxy to the kitchen in the community center in the amount of \$13,594.00, and a budget amendment in the amount of \$24,000 for the gym and community center. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment B).

**CONSIDER APPROVAL OF
RESOLUTION
AUTHORIZING THE
DISPOSITION OF CERTAIN
PERSONAL PROPERTY**

A resolution was presented to surplus and sell the existing electric wheelchair lift at the front of the auditorium. Council decided at its last meeting to purchase a new lift to be attached to the stage. The resolution allows for both negotiated private sale and to post on GovDeals.

Town Manager Shook stated that Council would first need to vote to amend the agenda to include the revised resolutions.

Council Member Stroupe made a motion to amend the agenda to include revised resolutions authorizing the disposition of certain personal property. All voted in favor.

Town Manager Shook stated that staff will first try selling the lift on GovDeals.com. If there is no success, he will try selling by private, negotiated sale.

Council Member York made a motion to approve the resolution as presented authorizing the disposition of certain personal property by private sale to surplus the Garaventa Genesis Vertical Wheelchair Lift – 39” x 54” standard platform, 750 lb capacity. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment C).

Council Member Honeycutt made a motion to approve the resolution as presented authorizing the disposition of certain personal property by electronic public auction to surplus the Garaventa Genesis Vertical Wheelchair Lift – 39” x 54” standard platform, 750 lb capacity. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment D).

NEW BUSINESS:

**CONSIDER APPROVAL OF
RESOLUTION ADOPTING
2026 REGULAR MEETING
SCHEDULE**

A resolution of proposed 2026 regular meeting dates for the Town Council was presented by staff.

There being no discussion, Council Member Stroupe made a motion to approve the Town of Hildebran 2026 regular meeting schedule resolution as presented. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment E). Town Attorney Amos pointed out that the resolution needed to read #12-15-25B. Clerk Sanders will make that amendment.

**CONSIDER APPROVAL OF
QUOTE FOR WING
CURTAINS AND
CURTAINS FOR NEW
DOORS BESIDE OF STAGE**

Town Manager Shook stated that a quote from John Morris (Pat) was presented to add back drop drapes and drapes to cover the new door opening in the existing side room to prevent light, noise, and distractions from being seen by the audience.

Council Member Honeycutt made a motion to approve the quote as presented from John Morris for fabric, labor, rod-rings, removal of existing drapes, and installation of new back drop drapes and door drapes in the auditorium in the amount of \$7,142.25. All voted in favor.

**CONSIDER APPROVAL OF
CHANGE ORDER #13
WITH DDI OF HICKORY**

Town Manager Shook stated that a change order from DDI of Hickory was presented to add light strips down the aisles of the auditorium in the amount of \$9,720.00. He stated that neither the CoMMA nor the Old Rock

School have lights down their aisles. Council was not in agreement to approve the order and preferred to wait until later. Council Member Smith made a motion to not approve change order #13 with DDI of Hickory. All voted in favor.

**DISCUSSION REGARDING
REMOVING CARPET AT
DEPUTIES OFFICE AND
REPLACING WITH
LAMINATE FLOORING**

Town Manager Shook stated that the deputies using the office in the Municipal Complex recently upgraded all of their furniture and have requested new flooring since the carpet is old and dirty. Mr. Shook asked if Council would like staff to obtain quotes to install laminate flooring. Council was in agreement to obtain quotes.

**DISCUSSION REGARDING
PAVILION AT ROYAL
PARK**

Town Manager Shook stated that he and Gary went to the Town of Granite Falls and looked at their covered picnic pavilions. Pictures of the shelters were provided to Council. He reviewed the pricing for both a steel option and an iron option. He stated that Council could move forward to purchase one of these styles for a pavilion at Royal Park, or the Town could wait until the state passes its budget and see if more grant money is available to purchase a wood one similar to the one in the Community Park. The consensus was to wait.

FACILITIES REPORT

The December facilities report was provided for review.

**DELINQUENT TAX
REPORT**

Tax Collector Sanders provided the November tax report. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment F).

DEPUTY REPORT

The November deputy report was provided for review.

**EVENTS COMMITTEE
REPORT**

The Events Committee report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – Town Manager Shook stated that the TCC Board reviewed the transportation improvement program revisions and gave an update on work on the bridge at exit 118. The right-of-way acquisition is delayed to 2027 and construction is set to begin in late 2027. He stated that he believes they are going to coordinate the 118 bridge work with the new 119 bridge work.

WPCOG Policy Board – Council Member Honeycutt stated that he forwarded his notes from the meeting to Council. He stated that the Board reviewed its budget,

heard about the WPCOG building renovation updates, and introduced new board members.

Burke Development Inc. – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Karen Robinson stated that the Board reviewed its financial overview highlighting the profit and loss statement and the balance sheet. Total interest income from loans is up 46.9% and gross profit is up 16.0%. A new computer was purchased with money from the WPCC grant fund. A new loan application was presented for a funeral home in a mountain town with no funeral home due to Hurricane Helene.

Library Board – No report.

OTHER BUSINESS:

POLE CHRISTMAS LIGHTS

Council Member Stroupe asked if the pole Christmas light issue was resolved. Town Manager Shook stated that breakers were replaced and it is now resolved.

FENCING AT BACK OF AUDITORIUM

Mr. Towery suggested that the Town install chain link fencing at the back of the auditorium to protect wiring, plumbing, and the HVAC system from vandalism. He suggested using the existing fence material left over from securing the tower and adding a door for access. Council was in agreement for Mr. Towery to obtain quotes to add a door and to install the fencing to the back of the auditorium.

ANNOUNCEMENTS

Mayor Hildebrand thanked staff for having a productive year.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 7:37 p.m. to adjourn. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor