

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

**October 27, 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, Code Enforcement Officer Kevin Wyatt, and Town Attorney Jared Amos.
CITIZENS & MEDIA	See attached sheet.
INVOCATION	A moment of silence was observed.
PLEDGE OF ALLEGIANCE	Council Member Weaver led the Pledge of Allegiance to the United States Flag.
APPROVAL OF AGENDA	Staff made a request to add "Consider Approval of Proposal from WM. C. Reynolds to Replace Heat Exchanges and Draft Motor at Gym" to New Business. Council Member Stroupe made a motion to approve the agenda as amended. All voted in favor.
APPROVAL OF MINUTES	Council Member Honeycutt made a motion to approve the September 22, 2025 regular meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	<p>Bill Jones from HHDA stated that there is a problem with the homeless sleeping and leaving trash at the museum. Also, trash and cigarette butts are being left on the ground from the auditorium workers. He asked that the Town put up "No Trespassing" signs with a revision to the Town ordinance to allow HHDA staff the authority to ask homeless people to leave the property.</p> <p>He also stated that he still has not received the check from DDI for reimbursement of cleanup of the museum due to damages from the auditorium renovations.</p>

He stated that HHDA is holding an event with Santa on December 11<sup>th</sup> and 18<sup>th</sup> from 4:00-7:00 p.m.

Karin O'Donnell thanked everyone for their help in making the October 18<sup>th</sup> BBQ event so successful. She asked that the Town adopt a policy to allow for donations to be accepted by the Town for future events. She also stated that everyone is welcome to the free community Thanksgiving dinner at Mt. Hebron Lutheran Church on November 20<sup>th</sup>.

**SPECIAL**

**PRESENTATIONS:**

**INTRODUCTION OF NEW  
HILDEBRAN DEPUTY**

Deputy Buchanan was introduced and he provided his background in law enforcement.

**PROCLAMATION – BURKE  
COUNTY, NC NONPROFIT  
DAY**

Abigail Taylor, Marketing and Campaign Manager, Burke County United Way, presented information to Council regarding NC Nonprofit Day. The annual giving day is set for December 2, 2025. Council Member York made a motion to approve Proclamation Burke County, NC Nonprofit Day (aka 1BurkeGives) as presented. All voted in favor. A copy of the proclamation is hereby incorporated by reference and made a part of these minutes (Attachment A).

**CODE ENFORCEMENT  
QUARTERLY REVIEW**

Kevin Wyatt, Code Enforcement Officer, provided his quarterly review. Council Member Honeycutt asked about someone residing at the trailer park past Select Tire. Mr. Wyatt stated that he met with two people at the property and they left. If there is someone new, he will have to investigate.

Council Member Honeycutt asked about the abandoned house behind Hardee's. Mr. Wyatt stated that he has a current complaint about the yard and he will review the case.

**OLD BUSINESS:**

**CONSIDER APPROVAL OF  
PROCEDURES FOR USE  
OF PORTABLE GRILLS  
FOR LARGE EVENTS AT  
ROYAL PARK**

Town Manager Shook reviewed the use of grills at Royal Park policy and stated that Council can set the location that renters must use to place their grill. There being no discussion, Council Member Honeycutt made a motion to approve the Policy on Use of Portable Grills at Royal Park as presented. All voted in favor. A copy of the policy is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER APPROVAL OF  
PROCEDURES FOR  
AGENDA REQUESTS BY  
COUNCIL MEMBERS

Town Manager Shook reviewed the proposed policy for procedures for Council members to add items to agendas. Council was not in agreement concerning the policy. Council Member Smith asked if the current method of practices concerning voting under Other Business was legal and if so, he wanted to keep the same practice moving forward. Mr. Shook stated that new agenda items introduced on the day of the meeting should be voted on to be added to the agenda.

Clerk Sanders suggested moving Public Comments before the adoption of the agenda in order to allow Council to amend the agenda if needed based on public comments. Council Member Smith preferred to keep doing what Council has been doing. Council Member York stated that she would like for topics to be added to the agenda so that some members aren't blindsided and so everyone will know what is going to be discussed.

Council Member Smith made a motion to not approve the Procedures for Agenda Requests by Council Members Policy and to keep the current methods the same.

Council Member Honeycutt stated the he did not have an issue with the proposed policy and prefers that everyone know what is going on prior to the meeting.

Council Members Smith, Stroupe, Weaver, and York voted in favor. Council Member Honeycutt was opposed. Immediately after the vote, Council Member York requested to change her vote to oppose the motion. There were no objections. The motion passed with a 3-2 vote.

DISCUSSION REGARDING  
OPTIONS TO RENOVATE  
AUDITORIUM  
RESTROOMS

Town Manager Shook stated that T.M. Caldwell Plumbing provided a quote to install hot water to the restrooms and replace the faucet with a hot and cold slow close metering faucet in the amount of \$4,436.00. He stated that Frank Nolan with ASI Coating will be here tomorrow to provide options for the flooring in the restrooms. Mr. Nolan stated that he can sand some of the exiting epoxy and redo the floor. This will not come with a warranty. He could also do another option that isn't epoxy.

Council Member Stroupe asked if the plumber can connect into the two new water heaters that will be

installed for the two new restrooms. Mr. Towery stated that connecting to the new water heaters is the plan for adding hot water to the existing restrooms. Mr. Shook stated that he could get quotes at the next meeting. He stated that he is also asking for quotes to redo the floors in the community center kitchen and gym restrooms since they have the same floors.

Council was in agreement to approve the quote from T. M. Caldwell Plumbing, Inc. to include hot water in the existing restrooms.

CONSIDER APPROVAL OF  
MOVING EXISTING  
ELECTRICAL LIFT OR  
PURCHASING NEW  
ELECTRICAL LIFT TO  
INSTALL AT THE SIDE OF  
THE AUDITORIUM STAGE

Town Manager Shook stated that as part of the auditorium renovation, an ADA lift is proposed on the right side of the stage, replacing the stairs. A contingency amount of \$5,000 was included in the contract with DDI to remove the existing stairs, run electrical wiring to the lift, and prep the opening for the lift.

There are two options for installing an ADA lift at the stage. The first is to repair the existing lift that is currently outside and move it to the new indoor location. The second is to buy a new ADA lift and surplus and dispose of the current lift outside.

He reviewed pricing for both options. Keeping the existing lift will cost between \$10,000 - \$12,000 and purchasing a new lift will cost between \$18,000 - \$20,000. These estimates include installation.

Mr. Shook shared that the existing lift was purchased in the spring of 2012 and that one of the issues that caused the lift to fail repeatedly was due to the power being cut off that led to the backup battery kicking in and it being drained.

Council asked if selling the existing lift is possible and asked if Ron Henegar with The Elevator Company would be interesting in buying it. Mr. Shook stated that he could ask Mr. Henegar if he would be interested and stated that the Town would still need to follow the surplus procedures and adopt a resolution, place a notice in the paper, and take bids. Council was in agreement to see if there is interest in someone buying the existing lift. No action was taken.

DISCUSSION REGARDING  
AUDITORIUM LAYOUT  
CHANGE OF RESTROOMS  
IN THE BACK ADDITION

Town Manager Shook stated that the current showers layout in the new addition to the auditorium opens into a hallway. He met with DDI and a new layout is suggested that involves switching the ADA and non-ADA restrooms that allows for a hallway with a door for privacy. The non-ADA toilet will be in the same room as the showers so the ADA restroom will not be blocked. There is no cost to make the change. Council was in agreement to make the auditorium layout change as presented.

NEW BUSINESS:  
CONSIDER APPROVAL OF  
POLICY ALLOWING  
SPONSORSHIPS FOR  
AUDITORIUM

Town Manager Shook reviewed the policy allowing sponsorships for the auditorium that includes a general sponsorship and sponsorships of seats that will include a plaque being placed on the arm of the chairs. There being no discussion, Council Member Honeycutt made a motion to approve the Policy Allowing Sponsorships for the Auditorium as presented. All voted in favor. A copy of the policy is hereby incorporated and made a part of these minutes (Attachment C).

CONSIDER APPROVAL OF  
PROPOSAL FROM WM. C.  
REYNOLDS TO REPLACE  
HEAT EXCHANGES AND  
DRAFT MOTOR AT GYM

Town Manager Shook reviewed the quote from WM. C. Reynolds to replace both heat exchanges and one draft motor on the existing Lennox units that were originally installed in 2011. There being no objections, Council Member Stroupe made a motion to approve the quote as presented with WM. C. Reynolds to replace both heat exchanges and one draft motor on the existing Lennox units in the gym in the amount of \$12,121. All voted in favor.

OCTOBER FACILITIES  
REPORT

The October facilities report was provided for review.

SEPTEMBER  
DELINQUENT TAX  
REPORT

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

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 reported there were no meetings.

WPCOG Policy Board – Council Member Honeycutt stated that there was a Helene response and recovery

report, an update on the homelessness response team, an approval of a third budget amendment, and an update on the WPCOG building expansion.

Burke Development Inc. – Town Manager Shook stated that the committee discussed their financials, reviewed the audit presentation, and reviewed the Burke Business Park construction and utilities. They plan to start construction in November. They also reviewed a housing update with prices increasing 3.5% year over year and a decreased inventory in Burke County.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Karen Robinson stated that the committee met in September and reviewed its financial overview highlighting the profit and loss statement as well as their audit update, delinquent report, and a technical assistance report. The Small Business Center gave a report on the regional meeting and gave an overview on VEDIC that resulted in two potential loan requests. VEDIC may consider making micro loans. Staff is updating guidelines to fast tract the loans. Staff is working on three new loans for next month.

Karen Robinson reported about the October meeting. The committee reviewed its financial overview and profit and loss statement. Total interest income from loans is up 68% for a total of \$71,076.45 for the year through September. Three new loan presentations were reviewed, one was to help a business affected by Hurricane Helene. Technical assistance was given to one client. The ARC grant of \$300,000 was approved.

Library Board – No report.

**OTHER BUSINESS:**

Council Member Smith stated that he would like for the Town to adopt a policy to allow donations for future events. Town Manager Shook stated that he is working on a policy.

Council Member Smith asked that Mr. Shook follow up with DDI regarding the check for Bill Jones.

Council Member Stroupe stated that he would like to get the No Trespassing signs erected at the museum. He also

requested to get No Parking On Grass signs at Royal Park.

Council Member Stroupe stated that he would like the website to be updated and Clerk Sanders asked him to get with her and she will revise as needed.

Council Member Weaver asked about the status of the new Christmas tree. Town Manager Shook stated that the tree has already been planted and will be used for the tree lighting.

Council Member Smith stated that he wanted to thank Haven, the events committee, and everyone that served food at the October BBQ event. Terry also thanked his friends that helped cook the meat: Robert Gibson, Mike Heaton, and David Cook. Council also thanked staff and everyone else that participated in the event.

#### ANNOUNCEMENTS

None.

#### ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:11 p.m. to adjourn. 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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Wendell Hildebrand, Mayor