

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

**November 24, 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

Mayor Hildebrand led the Pledge of Allegiance to the United States Flag.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Council Member Stroupe made a motion to approve the October 27, 2025 regular meeting minutes as presented. All voted in favor.

PUBLIC COMMENTS

None.

OLD BUSINESS:

**CONSIDER APPROVAL OF
TOWN OF HILDEBRAN
DONATION POLICY**

Mayor Hildebrand stated that a policy is presented for consideration for the Town to accept donations. There being no discussion, Council Member Stroupe made a motion to approve the Town of Hildebrand donation policy as presented. All voted in favor. A copy of the policy is hereby incorporated by reference and made a part of these minutes (Attachment A).

**CONSIDER APPROVAL OF
QUOTE FOR PROJECTOR
AND SCREEN IN THE
AUDITORIUM**

Town Manager Shook stated that a quote from Stage Rage is presented for options to add a projector, roll-down movie screen, and a back-drop screen for projected sets and background illumination in the

auditorium. There are four options with varying price points. Mr. Shook explained the four options and each option's price. He stated that due to some of the options being over \$30,000, if Council chose one of those options, the Town would need to proceed with an informal bid process. He stated that he reached out to Mt. View Sound and Equipment, and is waiting to hear back from Valdese and the Green Room to see who they have used. Council was in agreement to seek other pricing.

Council Member Honeycutt asked if a movie could be projected onto the back screen instead of having to also purchase a front screen. Mr. Shook stated that he would ask. He also stated that this project will not be provided by DDI and would be handled by the Town.

Council Member Stroupe made a motion to approve the purchase of a Laser Projector-10K lumens standard lens, a white cyc drop, and electric installation for screen and projector not to exceed \$32,000, and to delegate the Town Manager authorization to purchase the aforementioned equipment up to \$32,000 after seeking further quotes. All voted in favor.

**DECISION TO MOVE
EXISTING ELECTRICAL
LIFT TO STAGE AREA OR
PURCHASE A NEW
ELECTRIC LIFT**

Town Manager Shook stated that after the discussion last month regarding keeping the existing ADA lift or purchasing a new ADA lift, he reached out to The Elevator Company LLC and asked if they would be interested in purchasing the existing lift. They were not interested. Mr. Shook stated that the Town could put the existing lift on GovDeals and stated that the lift needs \$4,000-\$6,000 in repairs.

Council was in agreement that it did not want to move forward with the existing lift. Council Member Honeycutt made a motion to approve the quote as presented from Freedom By Accessibility Professionals to purchase the Freedom Easy Ride II Wheelchair Lift 53", including shipping and taxes, in the amount of \$12,308.28. All voted in favor.

NEW BUSINESS:

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

Planner Katelyn Smith stated that the Town is proposing to increase the height of ground signs within the Central Business District to align with the restrictions of neighboring towns. The current height of 8' and an area of 50 square feet are more restrictive to businesses

within this district. The proposed changes are to revise the Town ordinances to a height of 15' and an area of 70 square feet. She stated that the amendment will promote economic development and increased business visibility within the central business district.

Town Manager Shook stated that the proposed changes may be slightly too much and suggested the changes be 12' in height and an area of 60 square feet. He also stated that the sign for Royal Park that will be donated by the Burke River Trail is larger than our current sign regulations.

Council will hold a public hearing at the December meeting and will then vote on the text amendment at that meeting.

**CONSIDER APPROVAL OF
CHANGE ORDERS #9, #10,
AND #12 WITH DDI**

Town Manager Shook stated that there are 3 change orders with DDI for consideration regarding the auditorium renovation project. Town Manager explained the change orders.

Change Order #9 in the amount of \$6,567.82 is for material and labor to extend the back wall, connect the stage floor, and conceal the mechanical piping. He stated that this was an unexpected condition and there was no viable choice but to complete the work. Council Member Stroupe made a motion to approve change order #9 with DDI of Hickory in the amount of \$6,567.82 as presented for material and labor to extend the back wall of the auditorium to conceal mechanical piping behind, and materials and labor to fill void at the back of the stage floor and brick wall. All voted in favor.

Change Order #10 in the amount of \$15,962.96 is for new fire-rated doors. Mr. Shook stated that due to the addition of a concession stand, fire-rated doors are required to meet code according to the Fire Marshal. The doors that would need to be replaced are the two new ADA restroom doors, the janitor closet, the storage closet, and the double doors for the back addition for a total of 6 doors, plus hardware and labor. The cost of each door is almost \$2,000.

Mr. Shook stated that the only other option is to purchase an automatic roll-down door for the concessions area that was estimated to cost over \$30,000.

Mr. Shook stated that the doors were required to meet code. Council Member Stroupe made a motion to approve change order #10 as presented with DDI of Hickory in the amount of \$15,962.96 to purchase 6 new fire-rated doors and replacement hardware for the two new ADA restrooms, the janitor closet, the storage closet, and two lobby doors in the new extension. All voted in favor.

Change Order # 12 in the amount of \$2,184 for labor and materials to relocate two water closets and vents in the extension. Mr. Shook stated that this was something that could not be foreseen. Bakh stated that the plan changed to meet code and he did not understand why DDI was submitting a change order. Council felt that DDI should be aware of any codes from the bid package and did not agree in approving the change order and asked Mr. Shook to find out more information.

FACILITIES REPORT

The November facilities report was provided for review.

DELINQUENT TAX REPORT

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

DEPUTY REPORT

The October 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 approved the revisions, the annual update of safety performance measures, the annual update of FY 2025 public transportation plan, the reclassification of roadways, adopted the WPCOG bicycle and pedestrian plan, and reviewed NCDOT updates.

WPCOG Policy Board – No report.

Burke Development Inc. – Town Manager Shook stated that the committee reviewed its annual audit, October financials, provided a marketing update, and provided an update on the Burke Business Park. It was announced that President & CEO Alan Wood will be retiring from Burke Development Inc.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

OTHER BUSINESS:

**CHRISTMAS
DECORATIONS**

Council Member Honeycutt requested that the Town decorate the power poles in Royal Park with garland and bows.

ANNOUNCEMENTS

Town Manager Shook stated that the staff Christmas dinner will be on December 2nd, the tree lighting event is on December 5th, and the Christmas parade is December 6th.

Council Member Stroupe wanted to wish everyone a happy Thanksgiving.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 7:32 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