



## **TOWN COUNCIL REGULAR MEETING**

Town Council Chambers

Tuesday, December 2, 2025 at 5:30 p.m.

Prepared By: Nicole Mayes

**Present:** Mayor George Holleman  
Mayor Pro Tem Eric Bumgarner  
Councilwoman Tamara Odom  
Councilwoman Kim Brown  
Councilman Jack Simms

### **Call to Order, Invocation, Pledge of Allegiance**

**George B. Holleman, Mayor**

The regular meeting of the Town Council was called to order by Mayor George Holleman on December 2, 2025, at 5:30 pm. Invocation was given by Councilmember Jack Simms, followed by the Pledge of Allegiance led by Councilmember Kim Brown.

### **Adjustment and Approval of the Agenda**

**George B. Holleman, Mayor**

Mayor Holleman requested any necessary adjustments to the agenda. Hearing no requests for modifications, a motion was presented to approve the agenda as presented.

*A motion to approve the agenda as presented was made by Councilmember Jack Simms, seconded by Councilmember Eric Bumgarner, and approved unanimously.*

### **Consent Agenda**

### **Approval for Minutes**

**George B. Holleman, Mayor**

Mayor George Holleman presented the minutes from the following meetings for Council's consideration:

- November 4, 2025, Regular Meeting
- November 18, 2025, Work Session Meeting

*A motion to approve the minutes as presented was made by Councilmember Jack Simms, seconded by Councilmember Tamara Odom, and approved unanimously.*

### **Request to Speak/Opportunity for Public Comment**

Mayor Holleman opened the public comment period by reminding everyone that this was an opportunity for citizens to express items of interest to the Mayor and Town Council. He clarified that this is not a time

for the Council to respond or take action, as any necessary follow-up would be taken under advisement. The mayor also asked speakers to maintain proper decorum and to limit their comments to no more than three minutes.

No citizens came forward to speak.

**1. Budget Amendments:** N. Hester, Town Manager

**a. Contractual Services for FY 2025 Audit**

The Town Council reviewed a proposal to approve a budget amendment necessary to cover the costs associated with the FY 2025 Audit. Town Manager Nathan Hester explained that a funding shortfall was created because some FY 2024 audit expenses carried over into the current fiscal year. The amendment transfers a total of \$60,000.00 from Unrestricted Fund Balances into the respective Contractual Services-Audit Fund line items.

Item	FROM (Source Account)	FROM (Source Account)
General Fund	Unrestricted Fund Balance	Contractual Services - Audit Fund (\$30,000.00)
Water & Sewer Fund	Unrestricted Fund Balance	Contractual Services - Audit Fund (\$30,000.00)

Mr. Hester clarified that while this transfer covers the full anticipated audit cost, the entire amount may not ultimately be expended.

*A motion to approve the budget amendment as presented was made by Councilmember Kim Brown, seconded by Councilmember Eric Bumgarner, and approved unanimously. (See [attachment A](#), which is hereby incorporated and made a part of these minutes.)*

**b. Contractual Services – Legal**

The Town Council considered a proposal to approve a budget amendment to transfer a total of \$20,000.00 from the Unrestricted Fund Balance budgetary line item into the Contractual Services – Legal line item. This transfer is intended to cover expenditures that were not originally budgeted for in the Fiscal Year 2026 budget. Town Manager Hester explained that the increased expenditures were primarily due to contracted legal work related to the hospital property and the establishment of the Town's non-profit organization.

*A motion to approve the budget amendment as presented was made by Councilmember Eric Bumgarner, seconded by Councilmember Kim Brown, and approved unanimously. (See [attachment B](#), which is hereby incorporated and made a part of these minutes.)*

**c. Police Department Salaries**

The Town Council considered a proposal to approve a budget amendment transferring \$20,000.00 from the Unrestricted Fund Balance to increase the salary line item within the Police Department's budget. Town Manager Hester clarified that the amendment was necessary to correct a prior accounting miscalculation within the Police Department's salary line item in the current budget.

*A motion to approve the budget amendment as presented was made by Councilmember Tamara Odom, seconded by Councilmember Jack Simms, and approved unanimously. (See [attachment C](#), which is hereby incorporated and made a part of these minutes.)*

**d. Contractual Services – Engineering**

The Town Council considered a proposal to transfer \$7,500.00 from the Unrestricted Fund Balance into the Contractual Services – Engineering line item. Town Manager Hester explained that the funds are necessary to appropriate money for engineering expenses specifically related to water and sewer grant applications, which are detailed in subsequent professional service agreements on the current agenda.

*A motion to approve the budget amendment as presented was made by Councilmember Eric Bumgarner, seconded by Councilmember Tamara Odom, and approved unanimously. (See [attachment D](#), which is hereby incorporated and made a part of these minutes.)*

**2. Approval of Professional Service Agreement**

**N. Hester, Town Manager**

The Town Council considered the approval of a Professional Services Agreement with WithersRavenel for assistance with the Water State Revolving Fund (SRF) Helene Application. This application is critical for securing funding for necessary water infrastructure improvements. The scope of services includes comprehensive application preparation, submittal, and necessary support during the review process. The total cost for these professional services is \$5,000.00.

Town Manager Nathan Hester stated that this agreement is to assist the Town in applying for the Water SRF Helene Grant, explaining that the work will help achieve water system projects within the Town's Capital Improvement Plan (CIP).

Councilmember Jack Simms asked for clarification on the services provided for the \$5,000.00 fee. Mr. Hester responded that WithersRavenel will partner with the Town to apply for the grant through the state. He clarified that the \$5,000.00 fee covers the entire application process, which includes compiling the application packet, studying the water system, and gathering necessary data to support the Town's case. He further noted that administering the grant, if awarded, would involve additional fees.

Councilmember Eric Bumgarner inquired about the potential grant amount. Mr. Hester stated that the maximum amount the Town would apply for in water funding is \$10 million.

*A motion to approve the Professional Services Agreement as presented was made by Councilmember Jack Simms, seconded by Councilmember Kim Brown, and approved unanimously. (See [attachment E](#), which is hereby incorporated and made a part of these minutes.)*

**3. Adoption of Resolution- Water SRF Helene Grant Application**

**N. Hester, Town Manager**

The Town Council considered adopting the resolution to pursue funding through the State Revolving Fund (SRF) Helene program for critical water infrastructure needs. This formal resolution is required to accompany the grant application (WR Project No. 25-0921-C). The resolution formally commits the Town to the project, authorizes the necessary officials to submit the application, and assures the state of the Town's intent to fulfill all funding requirements.

*A motion to approve the resolution as presented was made by Councilmember Eric Bumgarner, seconded by Councilmember Tamara Odom, and approved unanimously. (See [attachment F](#), which is hereby incorporated and made a part of these minutes.)*

**4. Approval of Professional Service Agreement****N. Hester, Town Manager**

The Town Council considered the approval of a Professional Services Agreement with the firm WithersRavenel for expert assistance in preparing and submitting the Sewer State Revolving Fund (SRF) Helene Application. Securing this funding is critical for planned sewer infrastructure projects. The agreement covers application preparation, submittal, and necessary support for the process, at a total cost of \$2,500.00.

Town Manager Nathan Hester explained that this agreement, with the same engineering firm (WithersRavenel), is to assist the Town in applying for the State's Sewer Revolving Fund (SRF) Helene program, which could provide the Town with up to \$5 million in sewer project funding.

*A motion to approve the Professional Services Agreement as presented was made by Councilmember Kim Brown, seconded by Councilmember Tamara Odom, and approved unanimously. (See [attachment G](#), which is hereby incorporated and made a part of these minutes.)*

**5. Adoption of Resolution- Sewer SRF Helene Grant Application****N. Hester, Town Manager**

The Town Council considered adopting the resolution to pursue funding through the State Revolving Fund (SRF) Helene program. This mandatory formal resolution is required to accompany the Sewer SRF grant application (WR Project No. 25-0921-D). The resolution signifies the Town's official endorsement of the project and authorizes the Town Manager to manage the application process.

*A motion to approve the resolution as presented was made by Councilmember Kim Brown, seconded by Councilmember Eric Bumgarner, and approved unanimously. (See [attachment H](#), which is hereby incorporated and made a part of these minutes.)*

**6. Acceptance and Adoption of Project Closeout****N. Hester, Town Manager**

This item addressed the final steps required to formally close out the recent water infrastructure project funded in part by the North Carolina Department of Environmental Quality (NCDEQ). It requests that the Town Council provide the necessary assurances to NCDEQ, confirm the project's financial status, accept the final report, and officially adopt the newly developed Water Asset Management Plan (WAMP) and 10-year Capital Improvement Plan (CIP).

Town Manager Nathan Hester explained that the purpose of this resolution was to formally close the project that facilitated the development of the Town's Water Asset Management Plan and the 10-year Capital Improvement Plan, both of which were presented at the previous month's work session.

*A motion to approve the resolution as presented was made by Councilmember Jack Simms, seconded by Councilmember Kim Brown, and approved unanimously. (See [attachment I](#), which is hereby incorporated and made a part of these minutes.)*

**7. Consideration of the Write-off of Uncollectible Accounts Receivable****A. Wike, Public Utilities Manager**

The Town Council considered a proposal to approve the write-off of \$54,626.27 in long-standing, delinquent, and past-due utility accounts.

Public Utility Manager Aaron Wike explained that this measure addresses bad debt accounts, which need to be formally removed from the utility billing system for internal clarity. He noted that the auditors have already reconciled these amounts. Furthermore, Mr. Wike clarified that these debts are 20 years or older, with some accounts dating back to the 1980s, making collection highly unlikely. The purpose of the write-off is to clean up the software system by removing these outstanding, uncollectible balances.

*A motion to approve writing off long-standing delinquent utility accounts was made by Councilmember Eric Bumgarner, seconded by Councilmember Tamara Odom, and approved unanimously.*

## 8. Staff Reports

Staff Department Heads

### *Police Department Reports*

Chief Mike Millsaps reported the Police Department's statistics for the month of November:

- Calls for Service: 826 (including 26 alarms)
- Incident Reports: 49
- Vehicle Stops: 173

Chief Millsaps provided information on upcoming seasonal events:

- The Hometown Christmas event begins on Thursday, December 4, 2025.
- The Christmas Parade is scheduled for Saturday, December 6, 2025. Roads will begin shutting down at 2:45 PM, and the parade will begin at 3:00 PM.

Councilmember Jack Simms inquired about the traffic pattern, asking if the route proceeds up Main Street and around to Main Avenue Drive. Chief Millsaps clarified the route: the parade will be coming from School Drive, turning left onto Liledoun, and then turning right at McDonald's. Councilmember Jack Simms confirmed his understanding; the parade will be traveling eastbound on Main Street.

### *Finance Department Report*

No report was given concerning Finance Department.

### *Public Works Report*

Public Utility Manager Aaron Wike presented the following updates:

- Paul Payne Pump Station Project: The Paul Payne Pump Station project is complete. The lift station and the new force main have been operational for several weeks. The only significant delay encountered was the late delivery of the generator, which was ordered at the beginning of the project but arrived over a year later, exceeding the projected completion date.
- Utility Billing Software Implementation: The new utility software is fully implemented, and the first billing cycle has been successfully completed. Mr. Wike reported that the transition has been as smooth as possible, and efficiency is expected to improve with each passing month as staff becomes more familiar with the system. He noted that the public has been accommodating regarding the extra time required for initial payments.
- Holiday Decorations: The installation of Christmas lights is scheduled to begin early Thursday morning. This timeline is later than anticipated due to the late occurrence of the Thanksgiving holiday. Mr. Wike

confirmed plans to adjust the schedule for the following year, aiming to begin installation closer to Veterans Day to ensure timely completion, noting that Thanksgiving will also be late next year.

#### **Town Managers Report**

**N. Hester, Town Manager**

Mr. Hester began by thanking the Council for approving the grant application agreements and resolutions. He expressed optimism that the Town has a strong opportunity to secure funding through this cycle to support much-needed infrastructure preparation.

The listing for the Urgent Care property is now live and available for sale.

Work is continuing on various economic development projects, including the hospital and other properties, though activity has slowed due to the holiday season.

The contractor has not yet provided a start date for the streets and sidewalks project, despite multiple inquiries from the Town.

Regarding the Christmas Parade on Saturday, December 6, 2025, Mr. Hester instructed Councilmembers to arrive at the high school upper student parking lot by 2:00 PM to locate their float in spots 25 and 26. The parade will begin at 3:00 PM.

#### **Council General Discussion**

Councilmember Jack Simms inquired about the status of the streetlights on the west end of Town, specifically noting that the Food Lion sign currently has no power, and asked if this would affect the installation of Christmas lights. Town Manager Nathan Hester stated that the last update indicated the streetlights would be restored upon completion of Duke Energy's work in the area. Mr. Hester committed to following up with the utility company, particularly since the Town's Christmas lights installation is imminent.

Councilmember Kim Brown provided a detailed update on the upcoming Tree Lighting event:

- The Tree Lighting will take place on Thursday night, beginning at 5:30 PM.
- Matt Schrum is providing sound and lights for the stage.
- The event will feature Santa and carriage rides. (She noted that all carriage ride tickets sold out in under an hour, with sales going live each Monday morning prior to the rides.)
- Entertainment will include an opening singing performance by Taylorsville Elementary, a performance by the Antioch Hand Bells, and remaining musical entertainment provided by Matt Schrum.
- Several product vendors have contacted the Town, allowing for additional shopping opportunities alongside open storefronts.
- The weather forecast is favorable, predicting clear but cold, temperatures.
- A cruise-in will take place.
- Santa Claus will utilize the sleigh, reindeer, snow machine, and plunger this year.

- A live Nativity scene, provided by Mt. Hebron Baptist Church, will be displayed at the Taylorsville Savings Bank gazebo.

Mayor George Holleman complimented Councilmember Eric Bumgarner, expressing appreciation for the creation of the picture frame for the holiday events.

Attorney Monroe Pannell asked, prior to adjournment, whether the Town has a formal policy in place concerning the cancellation or rescheduling of Town Council meetings due to inclement weather. Town Manager Nathan Hester stated that he did not believe a formal policy existed. Attorney Pannell concluded by confirming he would research and advise the Town on the proper procedure for formally addressing this issue.

**Next Meeting:**

**Work Session** – No Work Session held in December.

**Regular Meeting** – Tuesday, January 6, 2026 at 5:30 P.M. in the Town Council Chambers.

**Adjournment**

*Motion was made to adjourn by Councilmember Kim Brown, seconded by Councilmember Jack Simms, and approved unanimously.*

With no further business to discuss the meeting was adjourned at 5:52, pm.

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Mayor

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Councilmember

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Councilmember

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Councilmember

Attest: \_\_\_\_\_

Nicole Mayes, Town Clerk