

TOWN OF HUDSON REGULAR MEETING

February 20, 2018

In Attendance:

Members Present: Mayor Janet Winkler, Commissioners, Larry Chapman, Jonathan Greer, Barry Mitchell, Rick Shew, Ann Smith and Bill Warren

Others Present: Town Manager, Rebecca Bentley, Chief of Police, Andy Day, Town Planner, Teresa Kinney, Town Clerk, Tammy Swanson and Town Attorney, Carroll Tuttle

Call to Order:

Mayor Janet Winkler called the February meeting to order and Commissioner Bill Warren led the audience in the Pledge of Allegiance and opening prayer.

Discuss/Adjust Agenda:

Janet presented the February agenda, and there were no requests for changes or additions.

Motion: (Bill Warren/Larry Chapman) to approve the agenda as presented. Unanimously approved.

Approval of Minutes:

Motion: (Ann Smith/Larry Chapman) to approve the minutes, as presented, for the December 19, 2017 Regular Meeting, the January 16, 2018 HUB Committee Meeting, the January 23, 2018 Regular Meeting, the February 7, 2018 Special Meeting, the February 7, 2018 Closed Session, and the February 12, 2018 Strategic Planning Work Session. Unanimously approved.

Discussion of Recent ARC Grant Application:

Rebecca Bentley gave the Board an update on the status of the ARC Grant Application. Rebecca reminded the Board that the Grant application was submitted for improvements to the HUB, mainly to install an elevator. Rebecca explained that although the grant received recommendation for approval, the ARC did not want to fund the grant as it was written. Rebecca stated that she along with Anthony Starr, WPCOG Director, and Sherry Long, WPCOG-Grant Representative, had a conference call with an ARC representative to discuss the Grant. The ARC representative suggested that we apply for a planning grant to study the need for art programs in the area and see if "the arts" would be beneficial to the Town. The ARC has agreed to hold grant funds for us if we do want to proceed with a planning grant. Rebecca commented that the planning grant was estimated to cost \$70,000 with a 70%/30% match. Rebecca added that the ARC is only holding grant funds needed for the study.

The Board discussed whether or not the HUB really needed an elevator. It was suggested that we check with the NC School of Governments to get the rules for second floor access for older public buildings.

Rebecca stated that she would do more research to find out if we do have to have an elevator to use the second floor. She commented that in most cases, there does have to be some type of access in public buildings for individuals with disabilities. She added, however, that when we were working on the stage area of the HUB, we were at first told we would have to build a ramp for stage access. Then later we were told that since the

HUB is considered an historic building, we would not have to have the ramp for the stage area. Rebecca stated that this same rule may apply for accessing the second floor.

Bill Warren stated that he recently visited an arts center in another town, and steps were used to access the second floor. He commented that they did have an elevator available, but it was not being used. Bill stated that he does not feel comfortable about spending \$21,000 for a grant that is not a sure thing.

Motion: (Bill Warren/Larry Chapman) to not fund a planning study for the ARC Grant at this time. Unanimously approved.

Adopt Budget Calendar:

Rebecca reviewed the Budget Calendar for preparing the FY 2018-2019 Budget. Rebecca explained that the Local Government and Fiscal Control Act specifies the dates by which each stage in the annual budget process is to be completed. Departmental requests must be submitted to the budget officer before April 30th. The recommended budget must be given to the Town Board of Commissioners no later than June 1, and the Board must enact the budget ordinance by July 1st when the fiscal year begins. Rebecca stated that the budget calendar below ensures we will meet these targets dates.

BUDGET PREPARATION CALENDAR FOR FY 2018-2019

February 12, 2018	The Town Commission holds a Strategic Planning session.
February 20, 2018	The Budget Dateline is submitted to the Town Commission in open session for approval.
March 01, 2018	Department heads receive budget request forms and are instructed to complete and return by March 23, 2018.
March 08, 2018	The Town Commission holds second budget planning session.
March 23, 2018	Manager receives budget request forms from department heads, as well as year-to-date information on departmental expenditures
March 01 – April 09, 2018	2018-2019 Budget is prepared by staff.
April 09 - May 14, 2018	The Town Commission holds budget workshops to discuss Line Item expenditures for the upcoming year. Following the meetings the Town staff makes the necessary revisions to the recommended budget.
May 15, 2018	The Budget document is presented to the Board for its consideration. A copy of the budget will be filed with the Clerk. The Town Commission sets a date for the public hearing on June 19, 2018 and the Budget is made available for public review.
June 19, 2018	The Town Commission holds a public hearing to hear comments regarding the FY 2018-2019 Annual Budget. The Town Commission adopts the fiscal year 2018-2019 Budget Ordinance for the Town of Hudson.

The next budget work session was scheduled for April 5th at 5:30 pm. Both May 15th and June 19th are regularly scheduled Board Meetings.

Motion: (Ann Smith/Larry Chapman) to adopt the budget calendar as presented. Unanimously approved.

Set Dates for Annual Spring Clean Up:

Rebecca stated that it is time to set the dates for our Annual Spring Clean Up, and she suggested April 2nd – April 16th. She also stated that the SECU has agreed once again this year to fund the shredding truck, which means shredding at no charge to citizens up to 75# of material. The date for the shredding truck has been set for Saturday, April 7th from 10:00 am to 1:00 pm in front of Town Hall.

Chief Day reminded everyone that the Police Department accepts unneeded or outdated medications in their office for disposal any weekday (Mon-Fri) 9am – 5pm. Chief Day estimated that last year, the Police Department collected approximately 400 lbs. of unwanted or outdated medications.

Motion: (Bill Warren/Rick Shew) to designate April 2nd – 16th as the Town’s Annual Spring Clean Up for this year. Unanimously approved.

Public Comment & Informal Discussion:

- **Request from Jim Engelman – Hudson Rotary Club** – Jim stated that he wanted to present 2 requests from the Club. He stated that the newly formed Hudson Rotary Club is partnering with HCDA to expand Pickin’ in the Park. The event will be renamed to Hudson Hometown Concert Series, and will involve 6 Friday nights in a row, beginning June 1st and ending July 6th. Jim commented that it has been suggested that beer and wine be available for purchase at the concerts, and they plan to invite food trucks to provide food. He added that they hope to create a beer garden-type concept. The concerts will be held in Windmill Park.

Rebecca stated that the Town has an application for this type of event, and the Police Department is in charge of the application process.

Jim commented that they will only want the beer and wine to be available in the park area.

Larry asked if port-a-johns would be available.

Jim stated that they are planning to have port-a-johns. Jim commented that the Rotary Club and HCDA are planning to have several more events in Town, and he wanted to know about advertising for the events. Jim asked about putting banners across Hwy. 321A.

Teresa Kinney stated that the NCDOT will not allow banners to be displayed across any highways that are state maintained. She stated that she would work with the Rotary Club and HCDA to come up with some type of plan to display banners.

Rebecca suggested that Central Street, which is a Town maintained street, would be an option for displaying banners, as well as Windmill Park. Plus some private businesses may allow banners to be placed on their property for advertisement.

Bill Warren mentioned Billboard Park for displaying banners.

- **Planner's Report and Need for Planning Board Members** – Teresa briefly discussed her report of building and zoning over the past month.

Teresa also discussed our need for new Planning and Board of Adjustment members. She stated that we need 2 in-Town members and 2 out-of-Town (ETJ) members. Teresa discussed the function of the Planning and Board of Adjustment, and she explained the need for in-Town and out-of-Town representation on the Boards. The in-Town members are approved by the Hudson Board of Commissioners and the out-of-Town (ETJ) members are approved by the Caldwell County Board of Commissioners based on the Town's recommendations. Teresa commented that we could also use a couple alternate members, which could be either in-Town or out-of-Town members. Teresa asked that the Board consider possible nominations for members.

Janet commented that the Planning Board typically meets only once a month, and sometimes can go a few months without meeting. She explained that they meet more on an "as needed" basis.

Bill asked if the Commissioners need to contact potential members, or if the staff would be contacting them.

Rebecca stated that she would rather the Commissioners make the first contact with potential members.

The following names were mentioned as possible nominations:

James J. Amelia – (In-Town – Deer Creek Subdivision) – Larry Chapman to contact.
Tim Boone – (In-Town – Mt. Herman Road) - Barry Mitchell to contact.
Tim Gordon – (Out-of-Town – Hudson Cahah's Mtn. Rd.) – Larry Chapman to contact.

- **Update on Tax Foreclosures** – Carroll Tuttle stated that he had been working on 5 delinquent tax accounts for possible foreclosure, and he discussed the accounts as follows.
 - JC Faw – Account fully paid
 - Donald M. Smith – Account fully paid
 - Jeffery Jones – Taxes are fully paid but still owes court filing fee of \$180.00. Carroll stated that Mr. Jones has been contact about the fee.
 - Travis Land – has been served
 - Bain Hickman- multiple attempts have been made to serve Mr. Hickman. Mr. Hickman lives in Atlantic Beach, and he has been difficult to contact. Carroll explained that he has now began a service process by publication, and the courts have appointed Attorney Joe Delk as a guardian ad litem the help investigate the situation. Carroll stated that Mr. Delk will attempt to find Mr. Hickman and talk to him about the property and the delinquent taxes. Carroll explained that the publication is ongoing at this time.
- **Upcoming Events** –
 - March of the Cross – Friday, March 30th at 11:00 am
 - Annual Easter Egg Hunt – Saturday, March 31st at 10:00 am

-Dinner Theater – April 12 – 14 and 19 – 21 Tickets go on sale March 5th

-Town Hall Closed Friday, March 30th – In observance of the Easter Holiday

Closed Session:

Janet stated that the Board was going into closed session in accordance with N.C.G.S. 143-318.11(a)(5) – to discuss a contact.

Motion: (Bill Warren/Larry Chapman) to go into closed session. Unanimously approved.

Return to Regular Session:

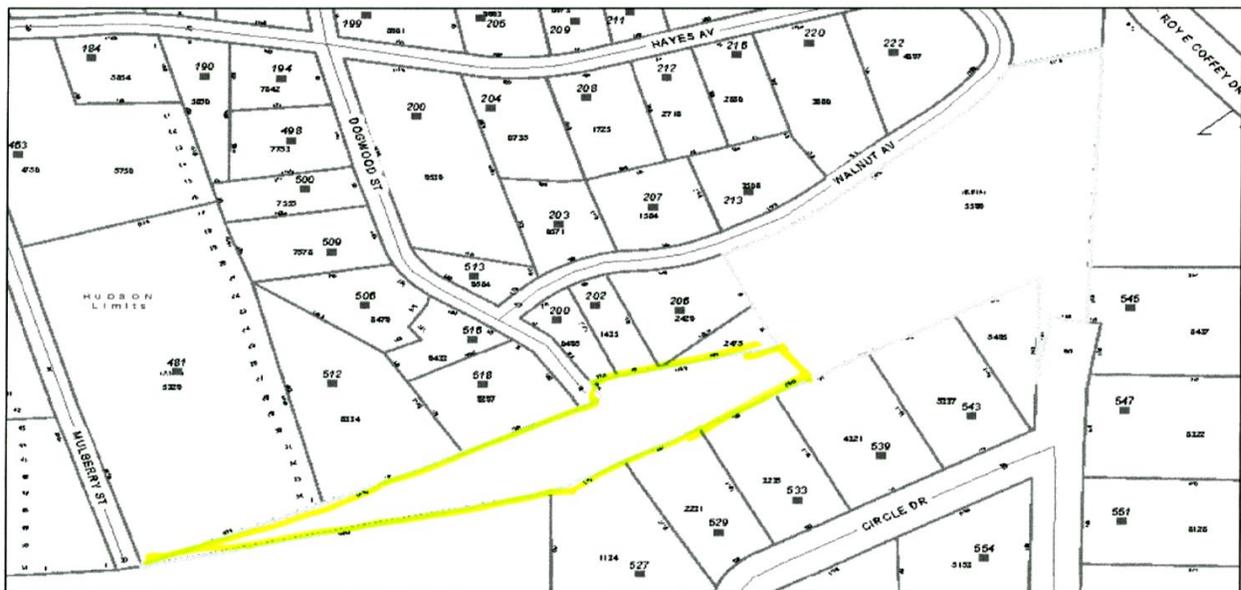
Motion: (Bill Warren/Larry Chapman) to return to regular session. Unanimously approved.

Direction for Town Attorney, Carroll Tuttle:

Motion: (Bill Warren/Ann Smith) to re-do the draft for the Lease Agreement and letter to Caldwell County Board of Education based on discussions in Closed Session. Unanimously approved.

Letter to Elaine Tapper:

It was the consensus of the Board to direct Carroll to write a letter to Elaine Tapper to let her know that the Town will accept the property that she and her sister have offered to dedicate to the Town located near the walking trail. The cost of the surveys and fees associated with the dedication of the property will be taken care of by the Town. Any costs of surveys, fees, etc. incurred by Elaine Tapper to this point that are associated with this transfer of property will be refunded to Mrs. Tapper. A copy of a map of the property is shown below.



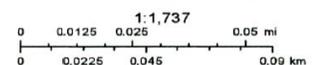
This map is NOT of land survey quality and is NOT suitable for such use.

Owner HICKMAN GLENN T HEIRS
C/O ELAINE TAPPER
212 MOUNT HERMAN RD
HUDSON, NC 28638

Acct Number 2701
Parcel ID 03 27 3 10A
NCPIN 2767336699

Deferred Val \$0
Assessed Val \$23,300
Calc Acreage 3.809263
Land Units 1 (LT)
Legal Desc 0249/0154 1949 0.00
Plat Ref /
Property Addr WALNUT AV

Caldwell County



March 21, 2018

Adjournment:

Motion: (Larry Chapman/Bill Warren) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk