

# TOWN OF HUDSON REGULAR MEETING

May 15, 2018

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## 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, Chief of Police-Elect, Richard Blevins, Town Planner, Teresa Kinney, Town Clerk, Tammy Swanson, and Town Attorney, Carroll Tuttle

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## Call to Order:

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

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## Discuss/Adjust Agenda:

Mayor Winkler presented the May agenda and the following additions were requested:

Add: Item 5a – Approve Resolution – Bicycle/Pedestrian Planning Grant Project

Add: Item 7a – Introduction of New Police Chief

**Motion: (Bill Warren/Jonathan Greer) to adopt the agenda as amended. Unanimously approved.**

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## Review Request for Façade Grant – Throneburg:

Rebecca stated that we have received a request from Mr. Larry Throneburg for a Façade Grant. Rebecca explained that the Town has funds available in the budget for Façade Grants to help renovate our downtown businesses, and Mr. Throneburg is planning to rebuild the awning on the front of the former Throneburg Store building located on Main Street. Rebecca stated that there is an application process for the grant; however, according to Mr. Throneburg, he has a contractor that can do the work now that may not be available if he has to wait long for the grant funding. Rebecca estimated that the grant process could take up to a couple of months to complete.

Rebecca briefly reviewed the grant application process. Qualifying projects are eligible for a grant at a minimum of \$500 but not more than \$2500 per building on a 50/50 matching, reimbursement basis. At the discretion of the Town and based on the application received, larger grants may be considered on a case-by-case basis. Larger grants can only be considered when the investment is larger than \$5,000.

Rebecca stated that Mr. Throneburg has submitted an estimate cost of \$8,750 for replacement of the awning. She stated that according to our grant process, since the project is greater than \$5,000, the Board has the option of funding 50% of the cost or \$4,375. Rebecca added that Mr. Throneburg commented that this renovation would actually be upgrading 3 store fronts. Mr. Throneburg also commented that for the building to get historical credits, the awning would have to be build back to its original state.

**Motion: (Rick Shew/Ann Smith) to fast track the Façade Grant Application as requested by Mr. Throneburg, and approve the Grant for \$4,375. Unanimously approved.**

Rebecca stated that the Town has been awarded an NCDOT Bicycle and Pedestrian Planning Grant, which is aimed at helping us figure out the best way for pedestrians and bike riders to get around Town. Rebecca commented that most of our recreational activities are conducted on the east side of Town, while our residential section is mostly located on the west side of Town.

Rebecca discussed the administration of the grant, and she explained that we have the option of either administering the grant ourselves or entering into a contract with the NCDOT for them to administer the grant for us. She commented that the staff prefers the NCDOT to administer the grant. Our contact would be Teresa Kinney, our Town Planner, plus Teresa would also serve on a steering committee for the grant.

Rebecca presented a resolution to support the Town entering into an agreement with the NCDOT for administering the grant.

**Motion: (Ann Smith/Bill Warren) to enter into a contract with the NCDOT to administer the Pedestrian/Bicycle Planning Grant for the Town and to adopt the resolution supporting the agreement. Unanimously approved.**

**The resolution was adopted as follows.**

#### RESOLUTION

- WHEREAS, in accordance with G.S. 136-66.2,1, the N.C. General Assembly requires each municipality, with the cooperation of the North Carolina Department of Transportation (the "department") to develop a comprehensive transportation plan that will serve present and anticipated travel demand; and
- WHEREAS, the department has initiated a program to encourage the development of comprehensive municipal bicycle plans and pedestrian plans; and
- WHEREAS, to encourage the development of comprehensive local bicycle plans and pedestrian plans, the department's division of bicycle and pedestrian transportation (DBPT) and the transportation planning branch (TPB) have created a matching grant program to fund plan development; and
- WHEREAS, the department and the Town of Hudson have agreed that a comprehensive plan is needed to evaluate and identify critical municipal needs for planning and/or implementation of bike and pedestrian plan improvements; and

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WHEREAS, the Town of Hudson desires to enter into a municipal agreement with the department whereby the municipality and the department shall develop a bike and pedestrian comprehensive plan (estimated cost of the project is \$40,000); and

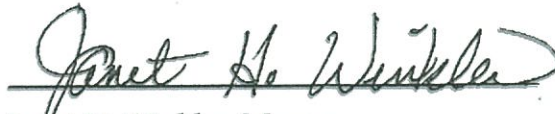
WHEREAS, the department shall provide the Town of Hudson ninety percent (90 percent) of the actual project costs, in an amount not to exceed \$36,000 as approved by the department's board of transportation; and,

WHEREAS, the Town of Hudson shall provide the department with a funding match for ten (10 percent) of the actual project costs; and

WHEREAS, the department shall reimburse the municipality for any overpayment of actual project costs.

NOW, THEREFORE, BE IT RESOLVED, that this project is hereby formally approved by the Board of Commissioners of the Town of Hudson, and that the Mayor and Town Clerk of this municipality are hereby empowered to sign and execute the agreement with the department.

Adopted this the 15<sup>th</sup> day of May, 2018.

  
Janet H. Winkler, Mayor

ATTEST:

  
Tamra T. Swanson, Town Clerk

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**Budget Amendment – NCDOT Bicycle/Pedestrian Planning Grant 10% Match:**

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Rebecca presented the following budget amendment for the 10% match of the project costs for the NCDOT Bicycle/Pedestrian Planning Grant.

**Motion: (Ann Smith/Bill Warren) to adopt the budget amendment as presented for the 10% match for the NCDOT Bicycle/Pedestrian Planning Grant. Unanimously approved.**

The amendment was approved as follows:

## Town of Hudson Budget Amendment

**Date:** May 15, 2018  
**Department:** Planning  
Dept Head  
Signature  
**Purpose:** NCDOT Bicycle/Ped Planning Grant 10% Match

### Revenue:

Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total</b>		\$ -	\$ -	\$ -

### Expense:

Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-490-1045	Planning Contract	\$ 35,500	\$ 4,000	\$ 39,500
10-660-5900	Contingency	\$ 47,453	\$ (4,000)	\$ 43,453
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total</b>		\$ 82,953	\$ -	\$ 82,953

### Discussion – Steering Committee for NDCOT Bicycle/Pedestrian Planning Grant:

Rebecca stated that a steering committee will need to be appointed as a part of the Bicycle/Pedestrian Planning Grant process. She stated that in order to get a good idea of what is needed in the community, the committee needs to include representation from the following: board of commissioners, planning staff (Teresa has already agreed to serve), police dept. staff, public works staff, health care givers, elderly

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walkers, chamber of commerce staff, physical activity administrator, knowledgeable cyclist, minorities, and disabled individuals.

Teresa stated that it would probably take a year to a year and a half of meetings to get a project planned, and then another 6 months after that to get everything going.

Barry Mitchell volunteered to serve on the steering committee.

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### Present Proposed FY 2018-2019 Annual Operating Budget:

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Rebecca presented the proposed budget for FY 2018-2019. Rebecca reviewed the proposed budget items in a power point presentation, and commented that the budget will remain a working document until it is adopted at the June 19, 2018 Board of Commissioners' meeting. Rebecca commented that the budget is a balanced budget, and reflects a 6% increase over last year's budget. She added that in her opinion, this budget is a responsible budget, and she thanked the Board and staff for the work that went into preparing the budget.

Rebecca stated that a copy of the proposed budget will be made available to the public for inspection at the Town Hall, and a budget summary will be posted on the Town's website. Rebecca requested that a public hearing be scheduled to discuss/approve the budget at the June 19<sup>th</sup> meeting.

Janet stated that she would also like to thank the Board and the staff for the work that has went into preparing the budget. She commented that we all take the taxpayers' money very seriously, and we try to reflect that by being frugal and conservative with the budget.

**Motion: (Larry Chapman/Ann Smith) to call for a public hearing for the June 19, 2018 meeting to review and approved the FY 2018-2019 budget. Unanimously approved.**

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### Public Comment/Information Discussion:

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- **Introduction of New Chief of Police** – Rebecca stated that since Chief Andy Day is retiring as of June 30<sup>th</sup> of this year, a new Chief of Police had to be selected, and Lieutenant Richard Blevins has been selected to fill the spot. Richard has been with the Town for about 18 years, and has for over about the past year been in "Chief" training in anticipation of Chief's Day's retirement. Rebecca commented that besides the training for chief, Richard has an Associate's Degree in Criminal Justice. Plus he knows how the Department operates, and he is very familiar with our citizens.

Richard addressed the Board and stated that he was very humbled to have the Town Manager's and the Board's confidence in allowing him to serve as Chief of Police for Hudson. He commented that it is bittersweet for him to be replacing Chief Day who has been a wonderful friend to him for many years.

Chief Day stated that he first came to the Department in 1988 as a Reserve Officer, and he advanced from there to becoming Chief in 2011. He commented that the quality of people here in Hudson is different from anywhere else he has ever been, and he feels privileged to have been a part of keeping

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them safe over the years. He stated that he has confidence in the Richard and the Department he is leaving behind, but he will be just across the highway if we need him.

A "floating" Retirement Reception has been scheduled for May 25<sup>th</sup> from 11 am – 5 pm here at the Town Hall to allow residents and working associates of Chief Day's to come by and see him.

- **Memorial Day Service at The HUB** - Larry Chapman stated that the annual Memorial Day Service will be held at The HUB on Monday, May 28<sup>th</sup> beginning at 9:00 am. The event is conducted by American Legion Post 392, and the speaker this year will be Commander Tim Gordon.
- **Hudson Hometown Concert Series** – Rebecca mentioned that the Hometown Concert Series is scheduled to begin Friday, June 1<sup>st</sup>, and will continue every Friday night through July 6<sup>th</sup>. The June 1<sup>st</sup> concert will feature the "Starlighters" swing band. Rebecca commented that the concerts will be held in Hickman Windmill Park, and will include a beer garden and food vendors.

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Closed Session – N.C.G.S. 143-318.11(a)(5) – to discuss a contract:

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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 contract.

**Motion: (Jonathan Greer/Barry Mitchell) to go into closed session. Unanimously approved.**

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Return to Regular Session:

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**Motion: (Larry Chapman/Ann Smith) to return to regular session. Unanimously approved.**

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Budget Amendment – Offer to Purchase Horizon's Building:

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It was the consensus of the Board that a \$5,000 deposit would be written, and a budget amendment made to cover the deposit as part of an offer to purchase the Horizon's Building. The Board did agree, however, to hold off on giving the deposit to Destin Hall, representative for the School System, until we have more concrete information from the Caldwell County School System pertaining to the purchase of the building.

Rebecca presented the following budget amendment for the deposit.

## **Town of Hudson Budget Amendment**

**Date:** May 15, 2018

**Department:** Administrative

**Dept Head**

**Signature**

**Purpose:** Deposit offer to Purchase Horizons Building

**Revenue:**

Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total</b>	\$ -	\$ -	\$ -

**Expense:**

Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-420-3760	Capital Outlay, Other	\$ 4,500	\$ 5,000	\$ 9,500
10-660-5900	Contingency	\$ 47,453	\$ (5,000)	\$ 42,453
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total</b>	\$ 51,953	\$ -	\$ 51,953

**Motion:** (Ann Smith/Larry Chapman) to approve the budget amendment, as presented, for the deposit for the offer to purchase the Horizon's Building. Unanimously approved.

Adjournment:

**Motion:** (Rick Shew/Bill Warren) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk