

TOWN OF HUDSON REGULAR MEETING

July 17, 2018

In Attendance:

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

Members Absent: Commissioner Larry Chapman

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

Call to Order:

Mayor Janet Winkler called the July meeting to order, and Commissioner Bill Warren led the audience in the Pledge of Allegiance and opening prayer. Janet welcomed everyone to the meeting, and she mentioned that we are happy to see some Boy Scouts attending the meeting as a part of earning badges.

Discuss/Adjust Agenda:

Janet presented the July agenda and requested the following changes:

Delete Item 7 – Adopt Amended Fee Schedule – (Postpone until a later date)

Motion: (Rick Shew/Jonathan Greer) to approve the agenda as amended. Unanimously approved.

Approval of Minutes:

Motion: (Jonathan Greer/Ann Smith) to approve the minutes for the June 19, 2018 Regular Meeting as presented. Unanimously approved.

Extend Special Events Permit for Hudson Rotary Club/Hometown Concert Series:

Rebecca stated that the Town's policy for Special Events requires approval from the Board if alcohol is going to be served. The Hudson Rotary Club was issued a Special Events Permit to hold their Hometown Concert Series in Windmill Park from June 1st – July 6th. Since the last event of the series was cancelled due to bad weather, the Rotary Club has requested that their permit be extended until August 10th to allow them to reschedule the concert. Rebecca recommended that the permit be extended as requested.

Motion: (Bill Warren/Barry Mitchell) to approve the extension of the Special Events Permit for the Hudson Rotary Club through August 10, 2018 as requested. Unanimously approved.

Budget Revisions:

Rebecca presented the following Budget Revisions.

July 17, 2018 Regular Meeting

This amendment includes Fixed Assets sold on GovDeals, a transfer of funds into HUB supplies for kitchen equipment, and insurance reimbursements.

Town of Hudson Budget Amendment				
Date:	July 13, 2018			
Department:	Various			
Dept Head Signature				
Purpose:	Record proceeds from Sale of Fixed Assets: 2003 Ford Crown Vic \$450; 2006 Ford Crown Vic \$1,175; Ford Tractor \$7,025; Pool Slide \$1,900 --- Move money into HUB supplies for kitchen equipment purchased at Lowes auction -- Rec ins proceeds \$8,000			
Revenue:				
Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-370-8200	Sale of Fixed Assets	0	\$ 10,550	\$ 10,550
10-350-3342	Miscellaneous Revenue	1500	\$ 8,000	\$ 9,500
				\$ -
				\$ -
	Total	\$ -	\$ 18,550	\$ -
Expense:				
Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-660-5200	Contingency	\$ 55,262	\$ 10,550	\$ 65,812
10-660-5200	Contingency	65762	-800	\$ 64,962
10-660-5200	Contingency	64962	-1000	\$ 63,962
10-630-2330	HUB Supplies	\$ 6,750	\$ 800	\$ 7,550
10-550-3720	Capital Outlay Buildings	\$ -	\$ 9,000	\$ 9,000
				\$ -
				\$ -
				\$ -
				\$ -
	Total	\$ 192,736	\$ 18,550	\$ 211,286

This amendment is for a new key pad that was added to the gate at the Public Works facility. Rebecca stated that both she and Chief Blevins felt the current situation with the gate was not secure enough, and a key pad would keep track of who entered and exited the facility.

Town of Hudson				
Budget Amendment				
Date:	July 13, 2018			
Department:	PW			
Dept Head Signature	<i>Rebecca M. Blevins</i>			
Purpose:	KeyPad entry for PW gate			
Revenue:				
Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
				\$ -
				\$ -
	Total	\$ -	\$ -	\$ -
Expense:				
Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-660-5200	Contingency	\$ 63,962	\$ (1,700)	\$ 62,262
10-550-3760	Capital Outlay, Other	\$ -	\$ 1,700	\$ 1,700
				\$ -
				\$ -
				\$ -
				\$ -
	Total	\$ 63,962	\$ -	\$ 63,962

Rebecca added the following budget for the Horizon’s Building. She stated that in order to proceed with the promissory note, etc., for the building, we will need a budget in place.

Date: July 13, 2018
Department: Horizons Building
Dept Head Signature:
Purpose: Adopt preliminary budget for Horizons Building

		18-19 Budget	Amendment	Amended 18-19 Budget
REVENUES				
10-360-7600	Horizons Rental Income	-	(12,000)	(12,000)
10-390-3990	Appropriated Fund Balance	(110,000)	(62,650)	(172,650)
	TOTAL GENERAL FUND	(110,000)	(74,650)	(184,650)
 EXPENDITURES				
10-632-1021	SALARIES PT -	-	25,000	25,000
10-632-1050	FICA TAXES -	-	1,550	1,550
10-632-1055	MEDICARE TAX -	-	400	400
10-632-2100	TELEPHONE -	-	2,500	2,500
10-632-2110	POSTAGE -	-	-	-
10-632-2120	PRINTING-	-	-	-
10-632-2130	UTILITIES ELEC -	-	9,600	9,600
10-632-2132	UTILITIES GAS -	-	1,800	1,800
10-632-2134	UTILITIES W/S -	-	600	600
10-632-2150	MAINT/REP-BLDG & GROUND -	-	15,000	15,000
10-632-2180	MAINT/REP VEHICLE -	-	500	500
10-632-2220	EQUIP LEASE/PURCHASE	-	-	-
10-632-2260	ADVERTISING	-	-	-
10-632-2330	SUPPLIES -	-	3,000	3,000
10-632-2450	CONTRACTED SERVICES -	-	5,000	5,000
10-632-2540	WORKERS COMP -	-	200	200
10-632-2550	INS & BONDS -	-	4,500	4,500
10-632-2580	CREDIT CARD FEES	-	-	-
10-632-3730	CAP OUTLAY-BLDG & GROUNDS	-	-	-
10-632-3740	CAPITAL OUTLAY-EQUIP	-	-	-
10-632-4800	Principal - Loan	-	5,000	5,000
	TOTAL HORIZONS BUILDING		74,650	74,650

Motion: (Rick Shew/Barry Mitchell) to approve the budget revisions/amendments as presented. Unanimously approved.

Public Comment/Informal Discussion:

- Comments from Mary Lanaville, Town Citizen** – Mary Lanaville addressed the Board to continue the discussion pertaining to her request for the deannexation of her property. Mary commented that in her opinion, her request was not discussed adequately by the Board, and she plans to continue to present her request to the Board until it is approved.

Janet stated that Mary’s request was presented to the Board and discussed at the June meeting.
- Update on Anderson Family Properties (Totes)** – Teresa Kinney reported that the case involving storing totes on the Anderson Family Property has gone to court, and the judge declared that Tailored Chemical was trespassing. Teresa stated that there is still a lot of work to be done on the case before it is totally resolved. Teresa added that in the meanwhile, the product has been contained.
- Reports** – Rebecca called attention to the reports that were included in the agenda packed: Police Report, Planner’s Report, and HUB Report. She also presented the following revenue and expenditure statements.

07/17/18 12:58:15 (U2)		Fiscal Year: 2018 Fiscal Month Range: 1-12	TOWN OF HUDSON Revenue Statement Period Ending: June 30, 2018 10 GENERAL FUND		Selected Department (ALL) All Departments	Page 1
Account Description	Account No	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	% Collected
TOTAL LOCAL TAXES	10-310-3004	1,202,100.00	1,239,464.27	1,239,464.27	-37,364.27	103.10
CABLE TV FRANCHISE FEES	10-320-3215	36,500.00	27,276.11	27,276.11	9,223.89	74.72
BEER/WINE TAX	10-320-3310	17,250.00	17,082.53	17,082.53	167.47	99.02
TOTAL SALES TAX	10-320-3221	870,200.00	696,974.31	696,974.31	173,225.69	80.09
TOTAL UTILITY FRANCHISE TAX	10-330-3324	206,000.00	154,450.61	154,450.61	51,549.39	74.97
RESTRICTED INGOVERNMENTAL	10-340-3316	295,403.00	276,860.37	276,860.37	18,542.63	93.72
TOTAL PERMITS & FEES	10-350-3100	142,843.00	170,842.18	170,842.18	-27,999.18	119.60
RECREATION REVENUES	10-360-6310	75,300.00	71,337.49	71,337.49	3,962.51	94.73
LEASE REVENUE HUB	10-360-6000	33,600.00	33,600.00	33,600.00	0.00	100.00
HUB REVENUE	10-360-7000	101,875.00	113,027.40	113,027.40	-11,152.40	110.94
SALES	10-370-6310	0.00	3,350.00	3,350.00	-3,350.00	0.00
GEN FUND INVESTMENT EARNINGS	10-380-3831	3,000.00	13,615.92	13,615.92	-10,615.92	453.86
CELL TOWER REVENUE	10-380-3834	18,332.00	21,698.66	21,698.66	-3,366.66	118.36
FUND BALANCE APPROPRIATION	10-390-3990	57,959.00	0.00	0.00	57,959.00	0.00
TOTAL FUND (10) GENERAL FUND		3,060,362.00	2,839,579.85	2,839,579.85	220,782.15	92.78

Year-end accruals are not posted as of 7-17-18.

		TOWN OF HUDSON			Selected Department		Page 1
		Encumbrances & Expenditure Statement			(ALL) All Departments		
		Period Ending: June 30, 2018					
		10 GENERAL FUND					
Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
TOTAL GOVERNING BOARD	10-410-1020	29,319.00	24,789.83	24,789.83	0.00	4,529.17	84.55
TOTAL ADMINISTRATION	10-420-1020	194,113.00	173,685.44	173,685.44	0.00	20,427.56	89.47
TOTAL FINANCE	10-440-1020	150,170.00	142,598.65	142,598.65	0.00	7,571.35	94.95
TOTAL TAX COLLECTION	10-460-1020	89,067.00	83,490.18	83,490.18	0.00	5,576.82	93.73
TOTAL LEGAL	10-470-1044	12,000.00	8,478.11	8,478.11	0.00	3,521.89	70.65
TOTAL PLANNING	10-490-1020	53,500.00	47,788.28	47,788.28	0.00	5,711.72	89.32
TOTAL LAW ENFORCEMENT	10-510-1020	941,042.00	849,284.16	849,284.16	0.00	91,757.84	90.24
TOTAL RESOURCE OFFICER	10-511-1020	173,103.00	157,733.54	157,733.54	0.00	15,369.46	91.12
TOTAL PUBLIC WORKS	10-550-1020	94,975.00	86,556.78	86,556.78	0.00	8,418.22	91.13
TOTAL STREET	10-560-1020	263,964.00	239,350.80	239,350.80	0.00	24,613.20	90.67
TOTAL POWELL BILL	10-570-1020	181,259.00	136,266.39	136,266.39	0.00	44,992.61	75.17
TOTAL SANITATION	10-580-2110	130,620.00	126,646.96	126,646.96	0.00	3,973.04	96.95
TOTAL LANDSCAPING	10-600-1020	60,693.00	53,865.30	53,865.30	0.00	6,827.70	88.75
TOTAL PARKS & RECREATION	10-620-1020	383,290.00	323,897.19	323,897.19	0.00	59,392.81	84.50
TOTAL CULTURAL	10-621-2600	35,300.00	32,329.31	32,329.31	0.00	2,970.69	91.58
TOTAL REC AQUATICS	10-622-1021	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECREATION OPTIMIST	10-624-2130	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL HUB	10-630-1020	172,012.00	164,621.24	164,621.24	0.00	7,390.76	95.70
TOTAL HUB DINNER THEATRE	10-635-1020	65,257.00	62,884.85	62,884.85	0.00	2,372.15	96.36
TOTAL DEBT SERVICE	10-640-4800	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTINGENCY	10-660-5900	30,678.00	0.00	0.00	0.00	30,678.00	0.00
TOTAL FUND (10) GENERAL FUND		3,060,362.00	2,714,267.01	2,714,267.01	0.00	346,094.99	88.69

Year-end accruals are not posted as of 7-17-18.

Adjournment:

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

Tamra T. Swanson, Town Clerk