

# TOWN OF HUDSON REGULAR MEETING

December 18, 2018

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## In Attendance:

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**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, Richard Blevins, Finance Officer, Michelle Coffey, Town Planner, Teresa Kinney, Town Clerk, Tammy Swanson and Town Attorney, Carroll Tuttle

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## Call to Order:

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Mayor Janet Winkler called the December 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:

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Janet presented the December agenda and requested the following additions:

Add: Item 7a – Update from HUB Station Steering Committee

Add: Item 8a – Review of Budget Work Session Held 12/17

**Motion: (Larry Chapman/Jonathan Greer) to approve the agenda as amended. Unanimously approved.**

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## Approval of Minutes:

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**Motion: (Ann Smith/Bill Warren) to approve the minutes, as presented, from the November 20, 2018 Regular Meeting, the November 20, 2018 Recreation Committee Meeting, and the November 20, 2018 Budget Committee Meeting. Unanimously approved.**

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## Rezoning Request Continued - #RZ-2018-02 (Stitt Tree Service):

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Janet stated that at our November 20<sup>th</sup> meeting, a public hearing was held to discuss a request for rezoning property located at 732 Main Street from Highway Business (H-B) to Light Industrial (L-I) to allow a tree service business to locate on the property. The public hearing was opened and closed at the November 20<sup>th</sup> meeting. However, the Board voted to table action on the request until the December 18<sup>th</sup> meeting due to a couple Board Members being absent from the November meeting.

Janet asked for a motion from the Board.

**Motion: (Jonathan Greer/Larry Chapman) to deny the rezoning request. Unanimously approved.**

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## Set Public Hearing – Amend Town's Code of Ordinances for Newly Revised Property Maintenance Code:

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Janet stated that the Board needs to set a public hearing for the January 15<sup>th</sup> meeting to adopt the new Property Maintenance Codes proposed by the WPCOG. She added that we also need to set a date for a workshop prior to the January meeting to discuss changes being proposed with the new Codes.

Teresa presented dates that the WPCOG staff would be able to hold the workshops. January 7<sup>th</sup> was set for the workshop at 6:00 pm at Town Hall. Alison Adams, Planning Director for the WPCOG will be leading the workshop.

Teresa commented that a Code Enforcement Officer has been hired, and she believes he will be an asset to WPCOG and to the towns he will be working in with enforcement of the codes. His name is Billy Rickles, and he has already been looking around Hudson for violations.

**Update on Anderson Properties** – Teresa reported that the State is working with Mr. Anderson; however, nothing will probably happen with the case for about a year.

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### Appoint Steering Committee Members – NCDOT Bike/Ped. Grant:

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Janet stated that at the November meeting, a list of potential Bike/Ped. Steering Committee Members was presented. A letter was sent to the potential members from the Mayor explaining what this committee will be doing. These members will be giving opinions as to what needs to be done in the Town pertaining to biking and pedestrian improvements.

Rebecca presented the following list of members:

- Richard Blevins, Hudson Chief of Police
- Jim Engelman, Member, HCDA
- Jonathan Greer, Hudson Rep. - MPO
- Richard McBurney, Physician
- Rick McRary – Citizen – Runner/Cyclist
- Chuck Raby, Hudson Recreation Director
- Rick Shew – Work Force Dev., CCCI & TI
- Sean Sizemore – NCDOT Representative
- Carl Wagner – Citizen – Lion’s Club Rep.
- Adam Windmiller – Principal, Hudson Elementary School
- Teresa Kinney – Hudson Planner
- Rebecca Bentley – Hudson Town Manager

Rebecca stated that the Bike/Ped. Grant process is a one-year process and should only involve about 4 to 5 meetings.

Teresa commented that it could take up to 2 years to completely finish the Grant.

**Motion: (Ann Smith/Larry Chapman) to appoint the Members of the Bike/Pedestrian Steering Committee as presented. Unanimously approved.**

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### Update from HUB Station Steering Committee:

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Kathy Carroll, member of the HUB Station Steering Committee, addressed the Board to give an update about the happenings with the Committee. She reported that the group is still working but at a developmental pace. She stated that informational packets about the HUB Station have been developed, and the focus is now moving in the direction for naming rights and raising money. Kathy commented that fundraising is something that typically moves slowly and carefully to make every step count.

Kathy reported that the lighting is now in place and just looks great, and the security system is up and ready. Ben Willis has indicated that inquiries are already coming in for potential rental space. She stated that the Committee has been very busy in making sure banners, etc., for the Mountain Ruckus Concert on January 12<sup>th</sup> are ready to go.

Janet mentioned that the current awning at the HUB Station is gone.

Kathy stated that it is being changed from green to red to match the name – “Red Awning Gallery & Gifts.”

Kathy commented that she is always available whenever needed to answer questions about the Steering Committee, etc.

**Budget Amendments:**

**First Budget**

**Amendment**– Rebecca stated that Amendment #19-12 is for the Recreation Department. She reported that we are taking over Hudson Baseball, and we will need additional staffing in the Recreation Department. So we are hiring a Recreation Program Director to work full-time. Chuck is going to be replacing some part-time staff with this additional full-time employee. The part-time people have already been notified that their positions are going to end. Rebecca stated that Chuck has renamed Frank Rice’s position to Athletic Director.

Town of Hudson				
Budget Amendment				
<b>Date:</b>	December 18, 2018			
<b>Department:</b>	Recreation			
<b>Dept Head Signature</b>				
<b>Purpose:</b>	New Recreation Position - Program Supervisor/Athletic Director : Franklin Rice's title will be changed to Athletic Director - no change in grade. New Postion will be titled Program Supervisor and given grade 12. This revision is for six (6) months for new position to complete FY 2019.			
<b>Revenue:</b>				
<b>Account Number</b>	<b>Account Title</b>	<b>Current Budget</b>	<b>Change to Budget</b>	<b>Amended Budget</b>
10-660-5900	Contingency	\$ 52,974	\$ (11,560)	\$ 41,414
				\$ -
	<b>Total</b>	<b>\$ 52,974</b>	<b>\$ (11,560)</b>	<b>\$ 41,414</b>
<b>Expense:</b>				
<b>Account Number</b>	<b>Account Title</b>	<b>Current Budget</b>	<b>Change to Budget</b>	<b>Amended Budget</b>
10-620-1020	Salaries & Wages	\$ 93,714	\$ 16,000	\$ 109,714
10-620-1021	Salaries & Wages, PT	\$ 57,500	\$ (10,500)	\$ 47,000
10-620-1030	401k Contributions	\$ 2,942	\$ 480	\$ 3,422
10-620-1050	FICA	\$ 9,647	\$ 1,000	\$ 10,647
10-620-1055	Medicare	\$ 2,256	\$ 240	\$ 2,496
10-620-1060	Group Insurance	\$ 14,092	\$ 3,140	\$ 17,232
10-620-1070	NC Retirement	\$ 7,600	\$ 1,200	\$ 8,800
				\$ -
	<b>Total</b>	<b>\$ 187,751</b>	<b>\$ 11,560</b>	<b>\$ 199,311</b>

**Second Budget Amendment –**

(Amendment #19-13) Rebecca stated that the recent snowstorm took out a lot of our equipment. She commented that it was one of heaviest snow we have had to contend with in a very long time. She also commented that we have 21 miles of streets, and on the first day of the snow storm, every street was scraped 3 times.

Both of the dump trucks had to be repaired, and we had other trucks with other issues. She reported that now, thankfully, everything is up and going again.

Rebecca mentioned that one of the older trucks is in very bad condition, and she is requesting for this truck to be replaced, funded half from the Public Works budget and half from Powell Bill funds. The old truck will be sold on GovDeals.

**Motion: (Larry Chapman/Barry Mitchell) to approve the new position for the Recreation Department and to approve the two Budget Amendments as presented. Unanimously approved.**

Town of Hudson Budget Amendment				
<b>Date:</b>	December 18, 2018			
<b>Department:</b>	Public Works			
<b>Dept Head Signature</b>				
<b>Purpose:</b>	New Public Works Vehicle to replace 2006 F-150 VIN#1529. Transmission problems			
<b>Revenue:</b>				
<b>Account Number</b>	<b>Account Title</b>	<b>Current Budget</b>	<b>Change to Budget</b>	<b>Amended Budget</b>
10-390-3991	Fund Balance Approp. Powell BI	(42,000)	\$ (13,500)	\$ (55,500)
				\$ -
	<b>Total</b>		<b>\$ (13,500)</b>	
<b>Expense:</b>				
<b>Account Number</b>	<b>Account Title</b>	<b>Current Budget</b>	<b>Change to Budget</b>	<b>Amended Budget</b>
10-660-5900	Contingency	\$ 41,414	\$ (13,500)	\$ 27,914
10-550-3750	Capital Outlay Vehicle	\$ -	\$ 13,500	\$ 13,500
10-570-3750	Capital Outlay Vehicle	\$ -	\$ 13,500	\$ 13,500
				\$ -
	<b>Total</b>	<b>\$ -</b>	<b>\$ 13,500</b>	

Review of Budget Work Session Held 12/17/2018:

Janet stated that the Board held a budget meeting/work session on December 17<sup>th</sup> to discuss rental rates for the HUB Station so that space can be shown for possible rent. The Board’s consensus was as follows:

**Building B** - the main level and upstairs for small business or non-profit - \$1 per sq. ft. of rented space per month.

**Incubator clients** - It was discussed that allocated space which may not be a full room, would be \$0.60 per sq. ft. per month for up to one year. At the one-year mark, we would visit with the incubator clients to see how it is going with them, and the rent would then increase to \$1 per sq. ft. from that time forward.

**Assignment of Key Codes** - All the individuals in the Red Awning Gallery & Gifts group will be assigned a personal key code, with all of the assignment process going through Janice Woodie, HUB Manager – codes can be applied for through Janice. Kathy Carroll, Ann Smith and Rick Shew will also be assigned personal key codes as needed.

**Potential renters need to be taken to Janice Woodie.** Janice will take care of any rental agreements, etc. All transactions of this type will need to be taken to Janice.

Rebecca stated that additional cameras were also approved for the hallways and other areas for a cost of approximately \$3,800. Internet will have to be done at the expense of the renters.

**Space Selected for Art Classes** - Bill stated that he talked with Matt Strawn with the Red Awning Gallery about art classes. Three options were offered for space: move the classes around to whatever space is available, use space in the basement area, use classroom upstairs directly above the Gallery, with access through the front door of the HUB. Matt talked with Beverly, the Red Awning Gallery Group member that is interested in teaching art classes, and she chose the upstairs space located above the Gallery.

Jonathan asked if the art instructor is aware that the restrooms on the second floor have not been updated.

Rebecca stated that they are aware that they will have to be using the main floor restroom facilities.

**Motion: (Bill Warren/Rick Shew) to allocate the Town Manager a budget of up to \$2,500 to install heat/air in the upstairs room requested for art classes, with the room being made available at no additional charge to the Red Awning Gallery. Unanimously approved.**

**Roof Update – Building A** - Rebecca stated that the roof for building A is not in good condition. We received a preliminary quote of \$160,000 for total replacement of the roof. We don't know if the roof problems were caused by the heavy snow or just wear & tear on the building. She stated that we are in the midst of trying to figure all this out, but we were aware when we took the building that the roof would someday need attention.

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### Public Comment/Informal Discussion:

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#### **Upcoming Events & Promotions:**

-January 12<sup>th</sup> – Open House for HUB Station – 11:00 am – 4:00 pm (Also 16<sup>th</sup> Anniversary of the HUB)

-January 12<sup>th</sup> - Mountain Ruckus Concert – 7:00 pm HUB Station (Bill talked about the advertising that is still to come for the concert.) **Credit Card Ticket Sales On-Line** – Michelle Coffey reported on the progress that has been made so far with *Tix.com* and the online ticket sales. She stated that this has been a very complicated process, but hopefully by the end of the week tickets can be purchased online.

-Hudson Historical Yearbooks – 150 available - orders are being taken at Town Hall

**Monthly Financial Report** – Rebecca stated that Michelle Coffey plans to give the Board a report from the Finance Department each month.

Michelle stated that we sent out letters of intent last week for auditors. She stated that she talked with neighboring municipalities to see what auditing firms are being used in the area. She reported that notifications were sent out to approximately 10 firms, and an ad will also be published in the *News Topic*. Michelle stated that we will be accepting bids for auditing services through January 8, 2019.

Michelle then reviewed the financial report for the month.

**Update on Hickman Property – Tax Foreclosure:**

Carroll Tuttle reported that he and Tax Collector, Tammy Swanson were in court today for the Bain Hickman Property case. Carroll stated that the Hickman case is the last of 7 cases that we have been working for in collecting delinquent Hudson taxes. The judgement was entered today, and we now have to wait for the appeal process which lasts for 30 days. Carroll stated that he fully expects the lien to be paid in full. The Caldwell County Tax Office is riding our “coattails” in this case. The County’s attorney, David Lackey, filed a cross claim for taxes that are also owed to the County, and he was present in court today as well.

Carroll explained that the reason Tammy’s testimony was needed is that the taxpayer, Bain Hickman Jr., could not be located. The Sheriff’s Dept. could not find him at his last known address. The court had appointed a guardian-at-litem who filed a complaint to deny everything due to the fact that he was not able to talk to the taxpayer. This caused the testimony to be necessary.

**Update from Police Department:**

Chief Blevins stated that in years past, our officers got around in the snow with help of snow tires or chains. Last year we were able to purchase 4-wheel drive vehicles (suvs) which helped so much with getting around in the bad weather. He stated that the main problems with traffic during the snow storm were on Hudson Cahah’s Mountain Road – people being out with improper equipment for snow travel.

Chief Blevins stated with the new room addition, new tile was put in today. A leveling compound has been put in and new tile was installed. For the painting, the room will soon be complete, and the ceilings are almost finished. Chief Blevins commented that the contractor has done a great job.

Rebecca commended both the Police Department and the Public Works Department for the fine jobs both departments did during the snow storm.

**Fairvalue Supermarket Closing in Hudson:**

Rebecca stated that the Fairvalue Supermarket is scheduled to close at the end of the year. Rebecca commented that this grocery store has been an icon in Hudson for many years, and we hate to see it close.

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**Adjournment:**

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

