

BUDGET WORK SESSION

December 17, 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, Town Clerk, Tammy Swanson, and HUB Manager, Janice Woodie

Call to Order:

Janet Winkler called the meeting to order, and Commissioner Bill Warren led the group in the opening prayer.

Discussion of the HUB Station:

Security Access and Additional Cameras:

Janet stated that the installation of the security and access controls for the HUB Station are almost complete. She stated that for the kitchen area, there are keypad entrances, and Building B has a side keypad entrance.

Janice Woodie stated that there can also be a key given out for entry; however, she prefers the keypad entry. Janice stated that there are cameras where the keypads have been installed. She described where the cameras are placed in the auditorium area and in the entrance areas. Janice commented that it would probably be a good idea to place some cameras in the hallways since most of the cameras we have installed are focused on the doorways.

Janet asked how many more cameras would be needed.

Janice estimated that we would probably need 6 more cameras, and she presented an estimate of \$3,810 from Protective Security Systems for the cameras and installation.

Rick suggested that cameras be placed as follows: one at Janice's office, one in foyer area, and 2 in the long hallway. Rick also suggested that Building B should need 2 cameras in the upstairs area. Rick commented that with the cameras, the staff can keep up with how things are going from an offsite location. He added that this security system can maintain a lot of cameras.

Rebecca asked if we have any camera coverage of the parking lots.

Rick stated that we have only the back parking lot covered. He stated that in the future, as finances allow, we can add additional cameras outside.

Assignment of Door Codes:

Janet stated that we need to establish security access. She said that we need to decide whether or not we assign one code or multiple codes.

Rick stated that we need to assign multiple codes so that we have a record of who entered the building. He suggested that the codes probably would not need to be changed often if they are assigned individually. If a person is no longer in need of access, their code could be cancelled.

Rebecca asked about codes being shared.

Rick stated that the cameras can be checked if there is suspicious activity going on with the codes.

Rebecca called attention to the proposed guidelines to regulate access to Building A and Building B.

Janet stated that the lease with the Red Awning Gallery & Gifts is coming up very soon, and we need to have the guidelines for the codes in place.

Rick stated that he is trying to decide what additional security is gained by changing the codes every 6 months. He stated that the cameras should be very helpful in determining who is actually entering the building.

Janet suggested that when people come in to get a code, their picture be filed with their code.

Bill Warren suggested that the 6-month code changing requirement (No. 4) be removed from the rules.

Ann stated that the Red Awning Gallery & Gifts involves a large group, and they are all required to work at least 8 hours per month. Ann commented that this could involve a lot of codes if each person is required to have their own code.

Rebecca stated that Kathy Carroll and Ann Smith have requested security codes, and typically we do not give codes to employees. Rebecca asked for direction from the Board.

Ann explained that she has potential tenants coming in at different times, and she would like to have access to the buildings so that she can show the available spaces.

Rebecca commented that having different people in the building at different times has proven to be a problem in the past.

Janet reminded the Board that Janice Woodie is the Manager of the property, and she needs to be made aware of the comings and goings of the building. Janet commented that this is just being courteous of Janice.

Ann commented that the only time this might be a problem for her is if she needs to show the building after Janice has left for the day.

Bill stated that he is not interested in having a code for himself; however, he understands that Kathy and Ann do need codes in light of the work they are doing in getting the building rented.

Janice stated that she believes whoever has a code needs to be trained on how the security system works.

Larry stated that he does not believe anyone from the Steering Committee other than Ann and Kathy needs a code.

Rick said that he is not sure at this point if he will need a code. He explained that there will be training, etc., going on in Building B, and he may need to have access to that building. Rick commented that he would only need access to Building B.

Ann said that she would not need access to the Focus area. She would only need to access a portion of Building A and all of Building B.

Janice stated that she set the buildings up so that they could all be accessed separately.

Rick commented that if Janice does not feel good about giving someone an access code, she can bring it back to the Board for approval before the code is assigned.

It was the consensus of the Board to assign codes according to the Security and Access Control guidelines, with codes also being assigned to Kathy Carroll, Ann Smith and Rick Shew and as needed for the members of the Red Awning Gallery & Gifts. (A copy of the Security & Access Control Guidelines will be on file at Town Hall.)

Dedicated Internet:

Wi-fi Connections – Janet stated that there may be tenants that need more secure internet or wi-fi connections than the Town provides. She asked if this cost should be passed on to the tenants.

It was the consensus of the Board that this cost be passed on to the tenant.

Contracts – Periodic Art Classes – Janet stated that when we discussed having the Red Awning Gallery in one room, we did talk about there being a time when an additional room would be needed but only periodically.

Ann stated that she understood that the additional room would be needed on a regular basis.

Janice commented that she had an artist asking to teach an art class in a classroom that is already rented. The Arts Council is already using the space.

Ann stated that she understood there was supposed to be time set aside for classroom space, and she understood that this was in the contract. She stated that there was also supposed to be space available for storage.

Ann stated that she is not speaking on behalf of the Gallery; however, it was her understanding there needed to be space available in another classroom for classes besides the main gallery. She suggested that this be clarified with the Gallery.

Janet clarified that the rent being paid includes the gallery space, and a room for classes as scheduled. She said the room was not to be used all the time – just as needed for classes.

Janice stated that the artist needing classroom space wants time on Wednesdays, Thursdays, and Saturdays, January – April, with the first class beginning January 18th.

Bill stated that we need to get something in writing. He asked if we have a lease in writing.

Janice stated that have only the standard lease for the HUB. She commented that there needs to be some things added to the lease. Bill stated that it was his understanding that the extra room would be needed only periodically, and classrooms were not mentioned.

Rebecca stated that we do have space in B building.

Ann stated that it is her understanding that they wanted to have a space to teach classes and have storage and have the Gallery for the \$600 rent per month.

The former karate room was suggested for storage; however, it needs to be clarified that this space would work.

Rebecca asked if there are approximately 15 people in the Red Awning group.

Ann stated that this group is an art co-op, and there are several people in the group.

Janet asked if there is a president of the group.

Ann stated that Matt Strawn is the president.

Janet suggested that Janice meet with Mr. Strawn to see what the group needs, and then come back to the Board. She suggested, too, that we find out if there are other artists in the group that are also planning to teach classes in the classroom.

Rick commented that as far as using Building B goes, Ben Willis has other people already interested in renting space.

Janet suggested that the downstairs area be offered as possible classroom space. Janet suggested that Janice contact Matt Strawn, and Ann volunteered to get contact information for Matt.

Larry stated that he feels this is too much to put on Janice. He suggested the HUB committee be involved with contacting Mr. Strawn.

Bill stated that he would be glad to speak to Mr. Strawn, and he wanted to clarify what we are offering. Bill stated that first of all, we need to verify what they need. At this point, we do not have a lease in place – we do have a code policy established, and we are now ready to go forward with assigning codes as needed according to the guidelines. The lease is set to run January – June for the first rental period. Bill asked that Janice Woodie be with him when he meets with Mr. Strawn in case there are questions about the building. Bill stated that he wants this to be a very positive experience for both the Red Awning Gallery and the Town.

Bill commented that the Arts Council will be using space on March 9th for the Shakespeare high school reading and poetry – 9 am to 4 pm.

Rate for Rental Space for Building B – Janet stated that we are getting interest in this space. She suggested that Board think in three categories – (1) small business, (2) incubators and time frame for the incubation period, and (3) non-profit.

Small business – full classroom, for-profit business renting a permanent space – will sign an annual agreement for the space. If nothing changes in the year, rental continues as is per month - rent includes power, wi-fi, heat, air, water/sewer- downstairs or upstairs - \$600 per month.

Jonathan suggested that the rent be charged per sq. ft. of rental space.

Ann asked what problems we ran into before with renting out space.

Rebecca stated that we had daycares looking at space beside insurance offices, and these businesses are not compatible to be close to one another.

The Board discussed dividing the rooms, and the fact that there is only one door for the classrooms.

-It was the consensus of the Board to charge \$1 per sq. ft. of rental space for the for profit small business per month – everything included - both downstairs and upstairs.

-For incubators – Janet stated that they may not need a very large space – she asked if they would still pay the \$1 per sq. ft. rate.

Jonathan suggested that we could give a reduced rate for up to one year.

Janet stated that if it is a true incubator starting from scratch, it would be good to have a reduced rate. The reduced rate would only be for a one-year period, which would enable us to check on them to see how things are going – see how the space is working for them.

Bill stated that like for a cubical – charge \$0.50 sq. ft., which could be bumped to \$2 per sq. ft. after one year.

Janet stated that if we have one classroom and it can be divided – she suggested that we should only change a flat \$200.

Janice asked if people would want to share space.

Bill stated that it would up to the business. Bill commented that this is just how the incubator works – there are gives and takes.

Jonathan stated that for shared space, it usually includes a desk, a chair, a trash can and a filing cabinet. He stated that in his opinion, the rate for this type of rental space should be lower.

Rebecca suggested that the contracts all be set up to end in June.

-Board Consensus – Rental Rates for incubator space: \$0.60 on the dollar of the normal rate per sq. ft. for one year only, with the second year the rate increasing to \$1 per sq. ft.

-Board Consensus for non-profits and small businesses \$1 per sq. ft.

Rebecca stated that there would be a common conference room for anyone renting space to use.

Janice verified the tenants for Building B would go through Ben Willis to use the conference area.

Janice asked if Ben is going to take care of the contracts.

Janet stated that the contracts for Building B will be kept by Janice Woodie, and will be done in cooperation with Ben Willis.

Update on Roof at The HUB: (Roof for Building A) – Janice stated that over the past few years, there have been continual leaks in Building A coming from all sorts of places. She stated that she has been working with Conover Roofing Company, and they are trying to work with the insurance company, but she does not have numbers at this time. Janice commented that she has asked for a 3-phase estimate for the roof repair.

Rebecca stated that when we took the building in 1999, the roof for Building A had been replaced in 1995. Rebecca commented that at this point, all warranties are gone. She also commented that in 1995 the cost of the roof was over \$100,000 for 22,000 sq. ft. of roof.

Janice commented that most of the problem with the roof is over the Focus rental space. She said that luckily, they were able to stop the leak at least temporarily. Janice stated that she would be getting estimates, but she just wanted to make the Board aware of the problem. She commented that Statesville Roofing is good to work with, and they have helped in the past with leaks.

Update on Bathrooms: Ann stated that Brushy Mountain Construction has looked at the second floor bathrooms in Building A, and their estimate exceeds the \$40,000 the Board had allocated for the renovations. Ann commented that we will just have to keep looking for estimates, but the budgeted amount is probably not going to be enough to cover the costs of renovating the bathrooms.

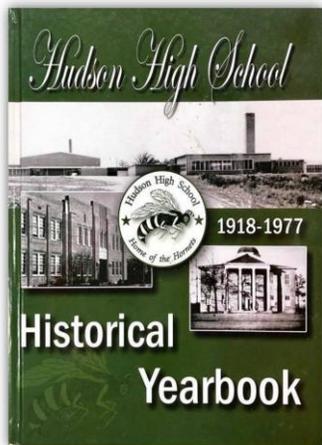
Ann stated that while Brushy Mountain was at the HUB, they also looked at a space for an elevator.

Janet stated that we do have a very active steering committee, and they are working hard to get these things done. Although an elevator could not be done in the immediate future, it is something to work toward.

Hudson High School Historical Yearbook Order:

Janet stated that Kathy Carroll has went to a lot of trouble to get a really good deal in ordering 150 Hudson High School Historical Yearbooks to be sold. Orders will be taken for the Yearbooks at Town Hall either by phone or in person, and the anticipated date for arrival is February 4th. The cost of the Yearbook is \$60.00, and order forms are available online on the Town's website.

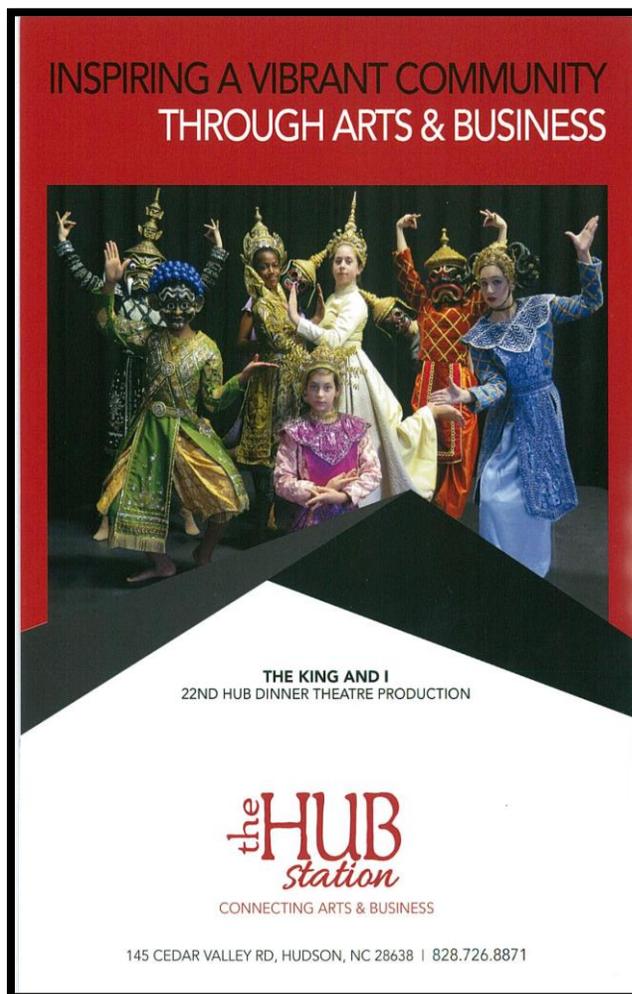
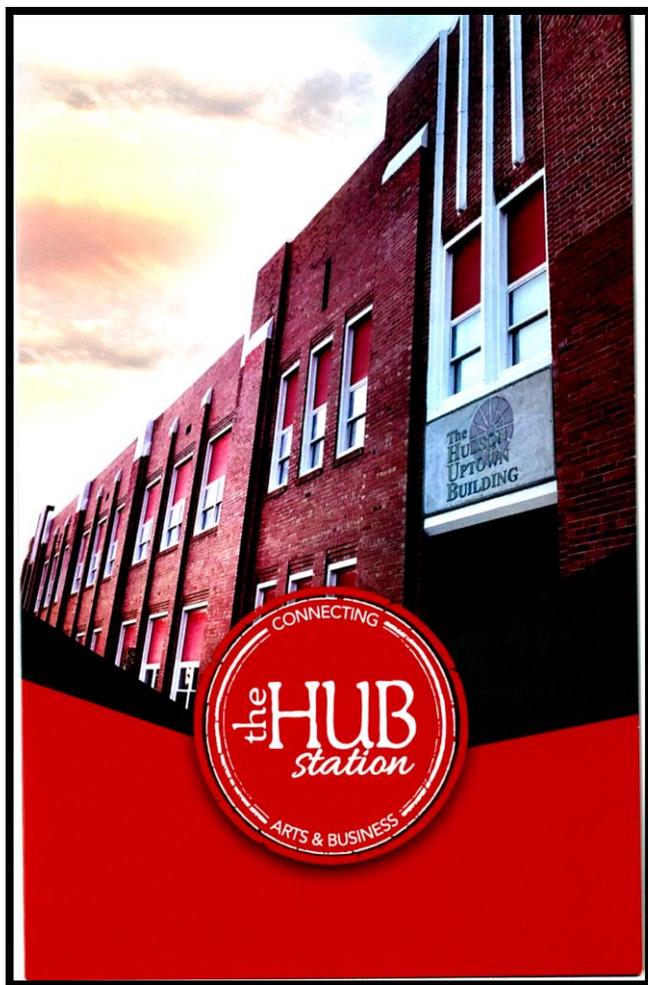
- FINAL REPRINT**
- All senior classes included, from 1918 – 1977.
 - First printed for Town of Hudson Centennial in 2005.
 - There will be only 150 books available for purchase.
 - Cost: \$60.00 per book. Shipping extra.
 - Must pre-order and pay by Jan. 4th at Town Hall to guarantee your book.
 - The first 150 to pay in person or mail in order form and payment get the books.
 - A "gift coupon" available which you can use for Christmas!
 - Books will arrive around Feb. 4, 2019.



Rebecca explained that the Yearbooks were only printed during our Centennial Celebration in 2005, at which time they were sold out. We are very fortunate to get another order of the books.

HUB Station Promotional Information/Packets:

Janet stated that Carmela Tomlinson has worked very hard in making brochures and promotional packets for the HUB Station. A copy of the brochures is shown below.



THE HUB HISTORY



The HUB began as the "new" Hudson School for grades 1-12 in the 1940's.



It opened in 1943, was completed in 1947, and added a separate building in 1952.



The campus transformed into Hudson grade school when the new high school opened in 1956.



All facilities continued as Hudson Elementary until the newest HES opened to students in 1998.



In September 2001, the Town of Hudson assumed ownership and set out to make this important piece of community history a purposeful historical landmark.



The Town reopened the primary school building as The Hudson Uptown Building - The HUB - on January 12, 2003 with the focus on community theater and events.



On January 12, 2019, 16 years since its original opening, The HUB will kickoff its newest segment of local history as The HUB Station.

THE HUB STATION

CONNECTING ARTS & BUSINESS

The HUB Station is an arts and business center with strong ties to its past and an equally strong vision for the future. The auditorium building has served as The HUB for dinner theater events and now will also house artist spaces showcasing dance, music, theater, sculpture, metalworks, pottery, painting – all types of art. An art gallery and classes will be onsite to bring out the artist in each of us. "Red Awning Art Gallery," the business division of the Western N.C. Society of Artisans, will be housed within the center.

Caldwell Community College & Technical Institute's Small Business Center (SBC) will anchor the business development center. It will work with entrepreneurs to incubate ideas and develop start up businesses. In addition, HUB Station's business arm will include availability to lease startup space, collaboration for developing business plans, and support for launching entrepreneurial businesses.

In the auditorium building, plans include converting the downstairs kitchen to commercial level, with space for entrepreneurs in culinary and for support of arts and business events. Food trucks, product packaging, event cuisine, even a restaurant may be in the future by leasing and incubating at The HUB Station.

Community theatre will be joined by unique single-act and multi-day arts and/or business events, creating a first of its kind arts and business center in the region. Just as former Hudson School connected the community with education and The HUB connects the larger community to theater and events, the Town of Hudson continues its tradition of connecting past to present by transforming into The HUB Station - a visionary model for coming together to inspire community through arts and business. Join us in this new journey!

SPACE AVAILABLE FOR LEASE

ART STUDIOS & CLASSES
AND BUSINESS CENTER

NAMING RIGHTS & DONATIONS

CONTACT

JIM ENGELMAN 828-728-7920
REBECCA BENTLEY 828-728-8272

Open House and Concert at HUB Station:

Bill Warren reminded everyone of the open house and concert on January 12th at HUB Station. The Open House is from 11 am – 4 pm and the “Mountain Ruckus” concert is at 7:00 pm.



Adjournment:

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

Tamra T. Swanson, Town Clerk