

# TOWN OF HUDSON REGULAR MEETING

June 19, 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, Town Planner, Teresa Kinney, Police Detective, Scott Lovins, Town Clerk, Tammy Swanson, Town Attorney, Carroll Tuttle, **New Employees:** Michelle Coffey, Finance Dept., Nick Hudson, Police Officer.

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## Call to Order:

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

Janet introduced James Branch to the Board. Mr. Branch is the new writer from the *News Topic* for the Town.

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## Discuss/Adjust Agenda:

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Janet presented the June agenda and requested the following changes:

Add – Item 9(a) – Resolution for Building Reuse Grant – Overdraft Pizzeria – Mike Kilby

Add – with Item 9 – Additional Budget Revisions

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

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## Approval of Minutes:

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Janet Winkler presented the minutes from the previous meetings for approval. Larry Chapman stated that he had discussed a change in the spelling of a name in the May 15, 2018 Closed Session Minutes with the Town Clerk.

**Motion: (Larry Chapman/Jonathan Greer) to approve the minutes for the May 14, 2018 Budget Work Session, the May 15, 2018 Regular Meeting, and the May 15, 2018 Closed Session, as amended. Unanimously approved.**

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## Introduction of New Staff Members:

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Police Chief, Richard Blevins, introduced Officer Scott Lovins who will be taking over the investigator's position. Officer Lovins has been with the Police Department for 14 years, and he told the Board he was excited about his new position.

Chief Blevins also introduced the Department's new Patrol Officer, Nick Hudson. Officer Hudson comes to us from the City of Lenoir Police Department.

Rebecca introduced Michelle Coffey, our new employee in the Finance Department. Michelle is training with Janice Beck, and will replace Janice when she retires at the end of November. Michelle comes to us

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from the Town of Granite Falls, and she stated she is very excited about the opportunity to work for Hudson.

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**Public Hearing: Adopt 2018-2019 General Fund Budget:**


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**Motion: (Bill Warren/Ann Smith) to open the floor for public hearing. Unanimously approved.**

Rebecca presented the FY 2018-2019 Proposed Budget, and reported that the Budget is balanced. Rebecca commented that the budget has not changed since it was presented for review at the May 15<sup>th</sup> meeting.

Rebecca commented that as a part of the FY 2018-2019 Budget, there is a 5-Year Capital Improvement Plan for all of the Departments. Total cost of this plan is estimated at \$1,487,233. (Chart listed below.)

Rebecca thanked the Board of Commissioners and the staff for the hard work that has gone into preparing the budget.

Janet thanked Rebecca for her hard work on making sure the Town's budget is balanced.

There were no other comments pertaining to the budget from the Board or the audience.

**Motion: (Rick Shew/Barry Mitchell) to close the public hearing. Unanimously approved.**

**Motion: (Larry Chapman/Rick Shew) to adopt the FY 2018-2019 Budget as presented. Unanimously approved.**

The Budget Ordinance was approved as follows:

**FY 2018-2019 Budget Ordinance**

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF HUDSON, NORTH CAROLINA:**

The following estimated fund revenues, department expenditures, and interfund transfers are approved and appropriated for the Town of Hudson's operations for the Fiscal Year beginning July 1, 2018, and ending June 30, 2019.

**SECTION 1: GENERAL FUND**

<b>Revenues:</b>		Restricted
Local Taxes	\$ 1,251,500	
Other Tax & License	886,000	
Unrestricted Intergovernmental Income	266,800	
Restricted Intergovernmental Income	284,500	120,000 Powell Bill; 164,500 Community Resource Officers
Other Revenue	368,900	
Investment Earnings	6,000	
Appropriated Fund Balance	Bill	152,000 39,346 Powell

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<b>Total General Fund Revenue</b>	<b>\$ 3,215,700</b>	<b>\$323,846 Restricted Revenue</b>
<b>Expenditures:</b>		
Governing Board	\$ 31,375	
Administration	175,617	
Finance	198,534	
Tax Collections	87,897	
Legal	12,000	
Planning & Zoning	61,180	
Law Enforcement	1,154,081	164,500 CRO
Public Works, Streets, Landscaping	409,991	
Sanitation	134,120	
Recreation & Cultural	447,338	
Powell Bill	159,346	159,346 Powell Bill Exp
Hudson Uptown Building	288,959	
Contingency	55,262	
<b>Total General Fund Expenditure</b>	<b>\$ 3,215,700</b>	<b>323,846 Restricted Exp</b>

**SECTION 2: AD VALOREM TAXES**

An Ad Valorem tax rate of \$0.43 per (\$100) valuation of taxable property, as listed for taxes as of January 1, 2018, is hereby levied and established as the official tax rate for the Town of Hudson for fiscal year 2018-2019. The rate is based upon a total projected valuation including motor vehicles of \$285,118,759 and an estimated collection rate of 96% collection rate. The purpose of the ad valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operation in Hudson.

**SECTION 3: DOCUMENTATION**

Copies of this ordinance will be kept on file at Town Hall and shall be furnished to the Town Clerk and Finance Officer to provide direction in the collection of revenues and disbursement of Town funds.

**SECTION 4: SPECIAL AUTHORIZATION**

A. The Town Manager shall serve as Budget Officer.



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- B. The Budget Officer shall be authorized to reallocate departmental appropriations from among the various expenditures within each department not to exceed \$5,000. Notification of all such transfers or amendments shall be made to the Board of Commissioners at their next regular meeting following the effective date of the transfer.
- C. The Budget Officer shall be authorized to effect interdepartmental transfers not to exceed \$5,000. Notification of all such transfers or amendments shall be made to the Board of Commissioners at their next regular meeting following the effective date of the transfer.

**SECTION 5: RESTRICTIONS**

- A. Interfund transfers of money shall be accomplished only by authorization from the Board of Commissioners.
- B. The utilization of any contingency appropriation, in any amount, shall be accomplished only by the authorization from the Board of Commissioners.

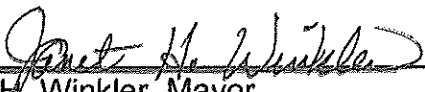
**SECTION 6: BUDGET AMENDMENTS**

The North Carolina Local Government Budget and Fiscal Control Act allows the Board of Commissioners to amend the budget ordinance at any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Board of Commissioners must approve all budget amendments, except where the Budget Officer is authorized to make limited transfers.

**SECTION 7: UTILIZATION OF BUDGET AND BUDGET ORDINANCE**

This ordinance and the budget documents shall be the basis for the financial plan of the Town of Hudson during the 2018-2019 Fiscal Year. The Budget Officer shall administer the budget. The accounting system shall establish records which are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina.

Adopted this 19th day of June, 2018.

  
Janet H. Winkler, Mayor

ATTEST:

  
Tamra T. Swanson, Town Clerk

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## Capital Improvement 5-year plan

Combined

Priority	Project Title	Funding Source	Total Cost	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	Administration		22,000	12,000	0	0	0	10,000
	Law Enforcement		395,150	137,650	94,000	49,500	57,000	57,000
	Public Works		275,283		56,654	37,129	78,000	103,500
	Recreation		510,500	39,000	172,000	286,500	8,000	5,000
	HUB		231,500	53,500	66,000	106,000		6,000
	Theatre		52,800		2,800	50,000		
	Total		1,487,233	242,150	391,454	529,129	143,000	181,500

## Consider De-annexation Request – Mary Lanaville:

Rebecca stated that she received a request from Mary Lanaville, a resident at 121 Whispering Pines Drive, to have her property de-annexed from the Town Limits.

Janet stated that the request is being presented to the Board in a resolution-type format. Janet explained that according to statute, the state legislature has independent constitutional authority to establish the boundaries of cities/towns. The property owners have no right to be removed from cities/towns and the cities/towns have no right to retain its current boundaries. The legislature may, but is not required to, make the annexation/de-annexation contingent upon a referendum or upon approval of the city/town governing board. Janet stated that if approved, a resolution would be presented to Representative Destin Hall for consideration.

Mary addressed the Board to present her request. She began by stating that she appreciated the way the Board begins their meetings with prayer. She presented the following reasons for wanting to be de-annexed from the Town.

- Mary stated that years ago, she and her husband who was hearing impaired, wanted to be active in Town; however, the Town did not provide interpreters or improve the sound system in the council room which prohibited him from participating.
- She stated that she did not agree with the Town praying in Jesus' name, and then voting to allow the sale of alcohol in Town.
- She stated that she takes exception to the Town holding public hearings that do not really involve the public. Also, there was one public hearing for zoning that was not advertised according to the statutes – there was not a 10 day notice given prior to the meeting.
- She stated that she still has issues with the sound system in the council room. She stated that she is unable to hear what is being said by the Board.



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- She stated that she understood that property could be de-annexed, but she did not realize the request had to be sent to Raleigh for approval.
- She stated that she does not understand the reason closed sessions are not reported on at the following meetings.
- Mary stated that she believes the Board is not very fond of her attending the meetings.

Barry Mitchell asked Mary if she has ever considered sitting closer to the front of the room during the council meetings.

Mary stated that she has; however, it depends on who is speaking whether or not she is able to hear.

Larry Chapman stated that he personally enjoys having Mary at the meetings. He stated that if the Town de-annexes Mary, it opens up the topic to other property owners in Town who may also like to be de-annexed. Larry stated that he could not support Mary's request for de-annexation.

Barry commented that the Board has to represent a lot of people and not just Mary. Barry stated that he taught civics for many years in high school, and he does not remember the word "de-annexation" being used in any of the text books he taught from – mainly because "de-annexation" brings on too many negative topics to be addressed. Barry added that he does understand there is an option at the state level for de-annexation of property; however, he cannot support the resolution for de-annexing Mary's property.

Jonathan Greer asked if Rep. Destin Hall could present the request for de-annexation in the legislature whether or not the Town passes the resolution.

Carroll stated that Rep. Hall could still present Mary's request; however, he understands that it is Rep. Hall's personal policy to only present these types of requests with a resolution of support from the municipality involved.

Mary commented that this is indeed Rep. Hall's policy – without a resolution of support he will not present.

Ann Smith stated that in her opinion, it is good to have Mary at our meetings. She stated that it is good to get her feedback on some of the issues being discussed. Ann added that the Board does not dislike Mary, and does not want her to stop coming to the meetings.

Larry discussed a time when he addressed the Board before he became a Commissioner to request a speed hump for his neighborhood. He found out that due to state regulations for speed humps, one could not be placed on his street. He stated that although he was frustrated with the results, he did not want to be de-annexed. Larry commented that there are some instances when decisions have to be made, and the Board is required to follow state law whether it is what we want or not.

**Motion: Jonathan Greer made a motion to affirm Mary's request for de-annexation.**

**The motion died due to lack of a second.**

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### Citizen Petition to Close Right-of-Way – Shamrock Circle:

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Teresa Kinney stated that she had received a request from concerned homeowners in the Shamrock Village (Circle) Development to permanently close a 40 ft. right-of-way adjacent to lot #11 on the subdivision plat for the development. Teresa explained that in February of this year, she received a complaint from a resident of the Shamrock Village Development about solid waste being dumped on vacant property behind the houses in the development. After clean water authorities were notified and action was taken, the property was cleaned up by the property owner. Now the property owners in the development would like

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to have a 40 ft. right-of-way to the vacant property permanently closed to prevent the dumping from happening again.

Teresa stated that due to the right-of-way providing access to the property, it cannot be closed. The property owner of the vacant property plans to build a house on the property, but due to the lay of the land, he will be accessing the property off Solar Drive and not by 40 ft. right-of-way.

Carroll Tuttle presented the following explanation of the right-of-way.

This kind of right-of-way is not really a "public" right-of-way. When a subdivision map is recorded, it is an offer of dedication to whatever public body has jurisdiction for the Public Street, either state or municipal. Until there is an acceptance of that offer, the streets are "private" streets in that only those persons who own property within the subdivision actually own a right-of-way in the streets. Those property owner's invitees, licensees, friends and so forth, can also use the streets. So anyone that owns property within the subdivision also owns a right-of-way in all streets within the subdivision. Property not within the subdivision does not have a right-of way in those streets; that is, you don't have a right-of-way within the subdivision to access property not in the subdivision. This may be more technical than actual since, if someone owns property within the subdivision that is accessed via subdivision streets and they own property outside the subdivision that is contiguous to their property within the subdivision, then for practical purposes they are using subdivision streets to access outside property.

Just to summarize - It is understood that this right-of-way while dedicated to the Town of Hudson was never accepted by the Town of Hudson for ownership or maintenance. Therefore, the right-of-way remains a privately owned road and can be used by the residents of Shamrock Village Subdivision and adjoining properties. All residents and adjoiners must agree to close the right-of-way. The Town, on the other hand, has to follow the statutes, and has no authority to close the right-of-way. Furthermore, it would best suit the property owners to seek legal counsel to determine the best course of action.

It was mentioned that all-terrain vehicles have been using the right-of-way as access to ride on property located behind the Shamrock Village subdivision, and the question was asked whether or not that property could be posed for "no trespassing." Police Chief, Richard Blevins, stated that private property owners could post "no trespassing" signs on their own property, and the Police Department could respond to trespassing on that property. However, adjoining property owned by someone else can only be posted for "no trespassing" by the actual owner of that property. In other words, one neighbor cannot post another neighbor's property with "no trespassing" signs without approval from the other neighbor.

Bill Warren asked if a fence could be placed on the right-of-way to keep all-terrain vehicles from riding on the property.

Carroll stated that a fence could be placed on the property so long as the right-of-way access is not blocked. Also, if a fence is placed on the right-of-way, all the property owners in the subdivision would have to have a key for access.

A question was also asked about the property owners in the Shamrock Village subdivision using the right-of-way to access their property from the back sides of their lots. Carroll Tuttle explained that there is no right-of-way across the property located behind the subdivision; therefore, the property behind the subdivision cannot be used to access other properties.

Janet stated that basically our response to the property owners is that because the Town does not control the right-of-way, the Town does not have the authority to close the right-of-way. All of the property owners in the subdivision own the roads in the subdivision, and the property owners need to get together to come up with a solution to deal with the issues.

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Budget Revisions:

Rebecca presented the following budget revisions for the Board to review.

**Amendment #18-09**

**Date:** June 7, 2018

**Department:** Recreation

Dept Head

Signature

**Purpose:** ADJUST BUDGET TO ACCOUNT FOR INSURANCE REIMBURSEMENT FOR POOL WATER FEATURE MOTOR DAMAGED BY EQUIP FAILURE (MURATIC ACID PUMP BURST AND LEAKED INTO POOL WATER FEATURE MOTOR DESTROYING WIRING, SEALS & COILS)

**Revenue:**

Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-350-3342	Miscellaneous Revenue	1500	\$ 1,800	\$ 1,800
	<b>Total</b>	\$ -	\$ 1,800	\$ -

**Expense:**

Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-620-2160	Mtce/Rep Equipment	\$ 2,500	\$ 2,800	\$ 5,300
10-660-5900	Contingency	\$ 43,453	\$ (1,000)	\$ 42,453
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total</b>	\$ 45,953	\$ 1,800	\$ 47,753

**Budget Revision #18-10**

FY 2017-2018

Budget 17-18    Budget Revision    Revised 17-18 Budget

**EXPENDITURES**

**ADMIN**

10-420-1020	Salaries	79,147	100	79,247
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10-420-1030	401k Contributions	2,417	25	2,442
10-420-1050	FICA	5,016	25	5,041
10-420-1055	Medicare Tax	1,173	25	1,198
10-420-1090	Other Fringe Benefits	18,500	-8,175	10,325
				0
	<b>Total Administration</b>	<b>155,498</b>	<b>-8,000</b>	<b>147,498</b>

**Finance**

10-440-1020	Salary	77,566	1,000	78,566
	<b>Total Finance</b>	<b>138,800</b>	<b>1,000</b>	<b>139,800</b>

**Tax Collection**

10-460-1020	Salaries	49,975	1,000	50,975
10-460-1025	Salary OT	2,256	1,000	3,256
10-460-1030	401k Cont	1,544	100	1,644
10-460-1050	FICA Taxes	3,196	200	3,396
10-460-1055	Medicare Taxes	747	50	797
10-460-1070	NC Retirement	3,861	300	4,161
	<b>Total Tax Collection</b>	<b>79,179</b>	<b>2,650</b>	<b>81,829</b>

**Law Enforcement**

10-510-1020	Salaries	477,968	-7,750	470,218
	<b>Total Law Enforcement</b>	<b>806,450</b>	<b>-7,750</b>	<b>798,700</b>

**Resource Officer**

10-511-1020	Salaries	105,221	6,700	111,921
10-511-1030	401k Contributions	5,361	250	5,611
10-511-1050	FICA Taxes	6,650	300	6,950
10-511-1055	Medicare Taxes	1,555	100	1,655
10-511-1070	Retirement	8,846	400	9,246
		<b>157,603</b>	<b>7,750</b>	<b>165,353</b>

**Powell Bill Funds**

10-570-1020	Salary	25,374	1,000	26,374
10-570-1030	401k Contributions	779	25	804
10-570-1050	FICA	1,610	50	1,660
10-570-1055	Medicare	377	25	402
10-570-1070	Retirement	1,947	50	1,997
	<b>Total Powell Bill Funds</b>	<b>153,707</b>	<b>1,150</b>	<b>154,857</b>

**Landscaping**

10-600-1020	Salaries	32,409	1,000	33,409
	<b>Total Landscaping</b>	<b>57,124</b>	<b>1,000</b>	<b>58,124</b>

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## Recreation

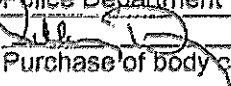
10-620-1020	Salaries & Wages	89,276	1,700	90,976
	<b>Total Recreation</b>	<b>358,597</b>	<b>1,700</b>	<b>360,297</b>

## HUB

10-630-1020	Salaries	40,117	500	40,617
	<b>Total HUB</b>	<b>215,187</b>	<b>500</b>	<b>215,687</b>

<b>TOTAL EXPENDITURE BUDGET</b>	<b>3,035,144</b>	<b>0</b>	<b>3,035,144</b>
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## Amendment #18-11

Town of Hudson Budget Amendment				
<b>Date:</b> May 15, 2018				
<b>Department:</b> Police Department				
<b>Dept Head Signature:</b> 				
<b>Purpose:</b> Purchase of body cameras with Walmart grant				
<b>Revenue:</b>				
<b>Account Number</b>	<b>Account Title</b>	<b>Current Budget</b>	<b>Change to Budget</b>	<b>Amended Budget</b>
10-350-3342	Miscellaneous Revenue	1500	\$ (2,250)	\$ (750)
				\$ -
				\$ -
				\$ -
	<b>Total</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>
10-510-2330	Dept Supplies-Law	\$ 6,000	\$ 2,250	\$ 8,250
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

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**Budget Revision #18-12**  
 FY 2017-2017

		Budget 17-18	Budget Revision	Revised 17-18 Budget
<b>REVENUES</b>				
10-360-7700	HUB Dinner Theatre Ticket Sales	60,000	1,375	61,375
	<b>TOTAL REVENUE BUDGET</b>	<b>3,035,144</b>	<b>1,375</b>	<b>3,036,519</b>
<b>EXPENDITURES</b>				
<b>Gov. Bd</b>				
10-410-2140	Travel & Training	3,500	-1,000	2,500
10-410-2570	Miscellaneous	7,000	1,000	8,000
	<b>Total Govn Board</b>	<b>31,539</b>	<b>0</b>	<b>31,539</b>
<b>Finance</b>				
10-440-2160	Mtce/Rep Equip	500	-500	0
10-440-2450	Contracted Services	9,850	300	10,150
10-440-2570	Misc	23	400	423
10-440-2580	Credit Card Fees	3,000	-200	2,800
	<b>Total Finance</b>	<b>138,800</b>	<b>0</b>	<b>138,800</b>
<b>Tax Collection</b>				
10-460-2160	Mtce/Rep Equip	250	-250	0
10-460-2220	Equip Lease Purchase	900	-200	700
10-460-2260	Advertising	1,000	-180	820
10-460-2330	Dept Supplies	1,510	500	2,010
10-460-2450	Contracted Services	1,500	100	1,600
10-460-2530	Dues & Subscriptions	300	-70	230
10-460-2570	Miscellaneous	200	-200	0
10-460-2580	Motor Veh Collection	3,700	300	4,000
	<b>Total Tax Collection</b>	<b>79,179</b>	<b>0</b>	<b>79,179</b>
<b>Law Enforcement</b>				
10-510-2140	Travel & Training	6,000	-1,240	4,760
10-510-2160	Mtce/Rep Equip	800	-400	400
10-510-2180	Mtce/Rep Auto/Truck	10,000	2,400	12,400
10-510-2220	Equip Lease Purchase	5,600	-400	5,200
10-510-2310	Auto Supplies	2,000	-2,000	0
10-510-2360	Uniforms	9,000	540	9,540
10-510-2370	Sales Tax	1,000	700	1,700
10-510-2450	Contracted Services	11,200	400	11,600
	<b>Total Law Enforcement</b>	<b>806,450</b>	<b>0</b>	<b>806,450</b>



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**Public Works**

10-550-2130	Electrical	4,000	800	4,800
10-550-2150	Mtce/Rep-Grounds	2,000	600	2,600
10-550-2180	Mtce/Rep-Auto	3,500	-600	2,900
10-550-2270	Gasoline	2,800	-800	2,000
<b>Total Public Works</b>		<b>82,030</b>	<b>0</b>	<b>82,030</b>

**Street Dept**

10-560-1025	Salary Overtime	1,820	500	2,320
10-560-2130	Utilities	1,300	400	1,700
10-560-2150	Mtce/Rep Bldg	3,000	-400	2,600
10-560-2160	Mtce/ Rep Equip	3,000	-500	
<b>Total Street Dept</b>		<b>257,879</b>	<b>0</b>	<b>257,879</b>

**Powell Bill Funds**

10-570-2160	Mtce/Rep Equip	5,550	700	6,250
10-570-2200	Batteries Tires Tubes	3,950	-700	3,250
<b>Total Powell Bill Funds</b>		<b>153,707</b>	<b>0</b>	<b>153,707</b>

**Recreation**

10-620-2100	Telephone	3,200	600	3,800
10-620-2155	Landscaping	4,000	350	4,350
10-620-2160	Mtce/Rep Equipment	5,300	900	6,200
10-620-2333	Senior Citizens	1,500	-550	950
10-620-2343	Prog Supplies-Indoor Soccer	900	-338	562
10-620-2345	Prog Supplies-Wrestling	300	-300	0
10-620-2450	Contracted Services - Rec	5,000	850	5,850
10-620-2451	Contracted Services-Basketball	4,000	-1,157	2,843
10-620-2452	Contracted Services-Outdoor	1,000	-352	648
10-620-2453	Contracted Services-Indoor S	720	-240	480
10-620-2455	Contracted Services-Wrestling	350	-350	0
10-620-2481	Purchases for Resale	3,600	2,000	5,600
10-620-2570	Miscellaneous	2,000	-908	1,092
10-6203760	Capital Outlay Other	8,000	-505	7,495
<b>Total Recreation</b>		<b>358,597</b>	<b>0</b>	<b>358,597</b>

**HUB**

10-630-2260	Advertising	3,000	-350	2,650
10-630-2330	Supplies	6,000	250	6,250
10-630-2450	Contracted Services	4,000	100	4,100
<b>Total HUB</b>		<b>215,187</b>	<b>0</b>	<b>215,187</b>

**DINNER THEATRE**

10-635-2335	Meals Dinner Theatre	23,100	3,100	26,200
10-635-2338	Music	0	35	35

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10-635-2340	General Supplies	1,500	820	2,320
10-635-2342	Set Supplies	2,700	-800	1,900
10-635-2350	Postage	2,000	-800	1,200
10-635-2360	Advertising	1,000	-1,000	0
10-635-2380	Credit Card Fees	1,200	20	1,220
<b>Total Dinner Theatre</b>		<b>0</b>	<b>1,375</b>	<b>1,375</b>
<b>TOTAL EXPENDITURE BUDGET</b>		<b>3,035,144</b>	<b>1,375</b>	<b>3,036,519</b>

**Amendment #13****Date:**

June 15, 2018

**Department:**

Recreation/Law Enforcement

Dept Head

Signature

**Purpose:**

Insurance Reimbursement:: Rec-Muratic Acid pump malfunctioned and dripped muratic acid into pool features pump destroying wiring. \$1981.53. Patrol vehicle #431 involved in accident \$4092.45

**Revenue:**

Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-350-3342	Miscellaneous Revenue	3300	\$ 6,075	\$ 9,375
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total</b>		<b>\$ -</b>	<b>\$ 6,075</b>	<b>\$ -</b>

**Expense:**

Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-620-2160	Mtce/Rep Equipment	\$ 6,200	\$ 1,982	\$ 8,182
10-510-2180	Mtce/Rep Vehicle	\$ 12,400	\$ 4,093	\$ 16,493
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total</b>		<b>\$ 18,600</b>	<b>\$ 6,075</b>	<b>\$ 24,675</b>

**Amendment #14****Date:**

June 15, 2018

**Department:**

Law Enforcement

## June 19, 2018 Regular Meeting

**Purpose:** Record Receipt of Governor's Highway Safety Grant proceeds for 1/2 cost of 2018 Ford Interceptor #3996

<b>Revenue:</b>
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Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-340-3352	Public Safety Grant	0	\$ 17,500	\$ 17,500
				\$ -
				\$ -
				\$ -
	<b>Total</b>	<b>\$ -</b>	<b>\$ 17,500</b>	<b>\$ -</b>

<b>Expense:</b>
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Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-510-3750	Capital Outlay, Vehicles	\$ 88,000	\$ 17,500	\$ 105,500
				\$ -
				\$ -
				\$ -
	<b>Total</b>	<b>\$ 88,000</b>	<b>\$ 17,500</b>	<b>\$ 105,500</b>

**Motion:** (Ann Smith/Jonathan Greer) to approve the budget revisions/amendments as presented.  
Unanimously approved.

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Resolution for Building Reuse Grant – Overdraft Pizzeria – Michael Kilby:

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Rebecca presented the following letter from the Caldwell County EDC concerning a Building Reuse Grant application for Overdraft Pizzeria in Hudson (Mike Kilby, Foothills BBQ Company, LLC.).

## Economic Development Commission



1909 Hickory Blvd., SE • Post Office Box 2888 • Lenoir, North Carolina 28645  
(828) 728-0768 • Fax (828) 726-8926 • www.caldwelledc.org

June 7, 2018

Rebecca Bentley, Manager  
Town of Hudson  
550 Central Street  
Hudson, North Carolina 28638

Re: Overdraft Pizzeria Building Reuse Grant - \$25,000  
Authorizing Resolution

Dear Rebecca:

The EDC continues to work with Mike Kilby regarding the Building Reuse Grant application for Overdraft Pizzeria in Hudson.



*June 19, 2018 Regular Meeting*

The Building Reuse program now generally limits restaurants to grants of \$25,000. Mr. Kilby has submitted the required start-up business plan and supporting documentation to the North Carolina Department of Commerce. Construction and Building Reuse project costs are estimated at \$76,900 and will be included in the application. A total of 7 new, full-time jobs are projected as part of the project.

The EDC hopes to complete the application for the June 29, 2018 grant application cycle for an award decision on August 23, 2018. This grant requires the Town of Hudson serve as the applicant and provide a 5% local match totaling \$1,250.00 for this project.

Please find enclosed an Authorizing Resolution for the Town of Hudson to consider during its June council meeting. If you have questions or need more information, please let me know.

Very truly yours,



Deborah Murray  
Executive Director

Rebecca commented that as mentioned in the letter from Deborah Murray, the Town would serve as the applicant and would provide a 5% local match totaling \$1,250.00. Rebecca commented that the Town has participated in several building reuse grants over the years.

Rebecca presented a resolution for the Board's support of the project, along with the Board's agreement to formally serve as the applicant for the Building Reuse grant.

**Motion: (Bill Warren/Rick Shew) to adopt the resolution in support of the Overdraft Pizzeria project and Building Reuse Grant application, with the Town serving as the applicant. Unanimously approved.**

## **Building Reuse Program Incentive Authorizing Resolution Overdraft Pizzeria Economic Development Project**

**Whereas,** Town of Hudson officials and Deborah Murray, Executive Director of Caldwell County Economic Development Commission, are currently working with Mike Kilby, owner of Foothills BBQ Company, LLC, dba Overdraft Pizzeria, to renovate a vacant former bank building in Hudson for use as a restaurant establishment, and

**Whereas,** the project is potentially eligible for a North Carolina Department of Commerce Building Reuse grant to assist in renovations to the vacant building and resulting new full-time jobs to be created, and

**Whereas,** the North Carolina Department of Commerce Program regulations require a local government to serve as the official project applicant and provide a 5% local government match to the Building Reuse grant, and

*June 19, 2018 Regular Meeting*

**Whereas,** the Town of Hudson elected officials and Town Manager are aware of and support the various Building Reuse program requirements, and

**Whereas,** the Town of Hudson approves a 5% local government grant match for this project as described in the formal grant application, and

**Whereas,** the Hudson Town Council strongly supports this business location in the Town.

**Now Therefore Be It Resolved,** the Hudson Town Council agrees to formally serve as applicant on behalf of Foothills BBQ Company, LLC, dba Overdraft Pizzeria, for a Building Reuse grant and authorizes the submission of a formal grant request with appropriate signatures and certifications by Mayor Janet Winkler and successors so titled.

Adopted this 19 day of June, 2018.

ATTEST

  
Tamra T. Swanson, Town Clerk

  
Janet H. Winkler, Mayor

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**Adopt Ordinance Prescribing Procedures for Disposing of Personal Property Valued at less Than \$30,000:**

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Rebecca presented an ordinance which would authorize the Budget Officer (Town Manager) to declare items with a value of less than \$30,000 surplus. Rebecca commented that waiting to have equipment declared surplus and then auctioned on GovDeals can sometimes be a lengthy process, and the departments often need a faster turnover to replace the equipment. Rebecca presented the following example: Recreation Director, Chuck Raby, has asked for a new tractor in the FY 2018-2019 Budget Year. If Chuck's old tractor could be declared surplus by the Budget Officer (Town Manager) instead of having to be brought before the Board, it could possibly be traded instead of sold, which could save money in the budget. Rebecca commented that this policy would also include the surplus of vehicles.

Rebecca stated that this policy is suggested by the NC School of Government, and although the Board would not be making the initial decisions for the sale of the items, the Board would be made aware of the items that are surplus and sold. If an item is to be donated for some reason, that decision would still have to be brought before the Board for approval.

Larry Chapman asked if \$30,000 is the purchase price of the item, and he wanted to know if the amount could be changed if necessary.

Rebecca stated that \$30,000 would be the purchase price of the item, and this amount could be changed in the future. Rebecca commented that the decision whether or not to approve this ordinance is totally at the Board's discretion; however, Chuck Raby has requested that a pool slide he has in storage be declared surplus. If the Ordinance is adopted, she said she would declare the slide surplus so it can be sold.

*June 19, 2018 Regular Meeting*

**Motion: (Barry Mitchell/Larry Chapman) to adopt the Ordinance giving authority to the Budget Officer (Town Manager) to declare property items valued at less than \$30,000 surplus when the items are no longer of any use to the Town. Unanimously approved.**

**The Ordinance was approved as follows.**

**AN ORDINANCE PRESCRIBING PROCEDURES  
FOR DISPOSING OF  
PERSONAL PROPERTY VALUED AT LESS THAN \$30,000<sup>1</sup>**

BE IT ORDAINED by the Board of Commissioners of the Town of Hudson:

Section 1. The Town Manager/Budget Officer is hereby authorized to dispose of any surplus personal property owned by the Town of Hudson whenever he or she determines, in his or her discretion, that:

- (a) the item or group of items has a fair market value of less than thirty thousand dollars (\$30,000.00);
- (b) the property is no longer necessary for the conduct of public business; and,
- (c) sound property management principles and financial considerations indicate that the interests of the Town of Hudson would best be served by disposing of the property.

Section 2. The Town Manager may dispose of any such surplus personal property by any means which he or she judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of N.C. Gen. Stat. Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.

Section 3. The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the Town of Hudson if greater value may be obtained in that manner, and the Town Manager is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Town Manager may retain the property, obtain any reasonably available salvage value, or cause it to be discarded. No surplus property may be donated to any individual or organization except by resolution of the Board of Commissioners.



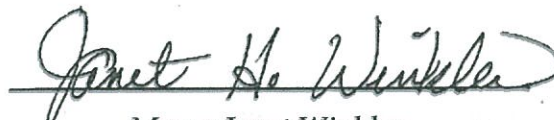
*June 19, 2018 Regular Meeting*

Section 4. The Town Manager shall keep a record of all property sold under authority of this Ordinance and that record shall generally describe the property sold or exchanged, to whom it was sold or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

Section 5. This Ordinance is enacted pursuant to the provisions of N.C. Gen. Stat. § 160A-266(c).

Section 6. This Ordinance shall become effective upon adoption.

Adopted this 19<sup>th</sup> day of June, 2018.

  
Mayor Janet Winkler

ATTEST:

 Tamra T. Swanson, Town Clerk

Approved as to Form:

 Carroll Tuttle, Town Attorney

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Discuss Establishment of Steering Committee for HUB Improvements:

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Janet discussed the possibility of establishing a Steering Committee for improvements to the HUB. Janet explained that a steering committee is a body within an enterprise that supports the steering of its actions. Its main concern is making strategic decisions concerning future realization of the enterprise's investment projects. It makes decisions/recommendations about which of the presented projects will be realized, and which will not. Janet commented that the HUB Steering Committee would be comprised of community volunteers and others appointed by the Board of Commissioners to help develop a strategy and a process for future improvements to the HUB. The HUB Committee wanted to have direction from the Board of Commissioners before anyone is asked to serve.

Ann reviewed names that have been suggested as potential members for the Steering Committee.

### June 19, 2018 Regular Meeting

Janet commented that these individuals have been instrumental in working with Hudson on different projects. At this point, the Board is only being asked for approval to establish a Steering Committee. A mission statement would be established after the Committee is established.

Rebecca asked how many members would be serving on the Steering Committee.

Ann suggested that Committee consist of at least 12 members, some in-Town residents and some out-of-Town residents.

Bill Warren stated that he hopes the Committee would consist of people who have interest in the betterment of Hudson whether they are citizens of the Town or not.

Rick asked that a membership number be established for the Committee.

Ann suggested 12 members – 7 in-Town members and 5 members with vested interests in Hudson, plus an “ex officio member” appointed from the HUB Committee.

Jonathan asked if the “ex officio member” would be counted in with the 12 members.

Ann stated that the “ex officio member” would be in addition to the 12 members.

Bill Warren stated that the purpose of the Steering Committee is to guide the HUB Committee. The HUB Committee would then bring recommendations to the Board for consideration.

**Motion: (Rick Shew/Larry Chapman) to establish a Steering Committee for HUB improvements with 12 members serving on the Committee, the majority of which being in-Town Citizens. The HUB Committee will present names of citizens to the Board of Commissioners for approval, and an “ex officio member” will be appointed from among the members of the HUB Committee. Unanimously approved.**

### Public Comment & Informal Discussion:

- **Ribbon Cutting at Farmer’s Home Furniture – June 28<sup>th</sup>:** Janet requested that the Board Members not able to attend the ribbon cutting ceremony go by and introduce themselves and welcome Farmer’s Home to Town.
- **Monthly Financial Reports:**

#### TOWN OF HUDSON MONTHLY FINANCIAL REPORT - May 2018

	Current Month*	Last Month**
<b>SUMMARY OF CASH ACCOUNTS</b>		
Cash/Checking	\$ 61,406	\$ 200,958
NC Capital Management Trust	1,502,222	1,425,551
CD - Capital Bank	101,358	101,358
CD - First Citizens Bank	101,196	101,196
	<u>\$ 1,766,182</u>	<u>\$ 1,829,063</u>

	BUDGET 2017-18	ACTIVITY THIS MONTH	ACTIVITY TO DATE	BALANCE	%
REVENUES	\$ 3,033,344	\$ 116,178	\$ 2,634,377	\$ 398,967	86.84
EXPENDITURES	\$ 3,033,344	\$ 214,242	\$ 2,416,778	\$ 616,566	79.67

#### NOTES:

- 1 Property tax bills were mailed mid-August. The majority of property tax and solid waste collections occur during November through January.
- 2 Three month lag in sales tax distribution. The first monthly distribution for FY 2018 is reflected in the October report. **Sales Tax revenue is 4.1% increase over this time 2017.**
- 3 Most state-shared revenues are distributed quarterly. The first and second distribution for Powell Bill has been received.
- 4 Majority of annual insurance premiums paid in July.

\* Does not reflect monthly adjusting entries  
\*\*Reflects Monthly Closing Entries

## June 19, 2018 Regular Meeting

06/15/18 Fiscal Year: 2018  
 11:33:11 Fiscal Month Range: 11-11  
 (U2)

**Encumbrances & Expenditure Statement**  
 Period Ending: May 31, 2018  
**10 GENERAL FUND**

(ALL) All Departments

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	1,370.97	23,212.35	0.00	6,106.64	79.17
TOTAL ADMINISTRATION	10-420-1020	210,113.00	6,383.08	161,465.97	0.00	48,647.03	78.84
TOTAL FINANCE	10-440-1020	148,170.00	6,829.79	128,265.81	0.00	19,904.19	86.56
TOTAL TAX COLLECTION	10-460-1020	83,767.00	5,953.15	75,762.39	0.00	8,004.61	90.44
TOTAL LEGAL	10-470-1044	12,000.00	0.00	8,478.11	0.00	3,521.89	70.65
TOTAL PLANNING	10-490-1020	53,500.00	7,389.23	41,451.38	0.00	12,048.62	77.47
TOTAL LAW ENFORCEMENT	10-510-1020	932,699.00	104,013.24	795,458.43	0.00	137,240.57	85.28
TOTAL RESOURCE OFFICER	10-511-1020	157,603.00	10,312.37	146,257.39	0.00	11,345.61	92.80
TOTAL PUBLIC WORKS	10-550-1020	94,975.00	4,852.50	71,279.75	0.00	23,695.25	75.05
TOTAL STREET	10-560-1020	283,964.00	17,346.66	218,605.88	0.00	45,358.12	82.81
TOTAL POWELL BILL	10-570-1020	178,959.00	2,958.64	61,245.13	0.00	117,713.87	34.22
TOTAL SANITATION	10-580-2110	130,620.00	9,953.80	105,560.44	0.00	25,059.56	80.81
TOTAL LANDSCAPING	10-600-1020	58,693.00	4,568.06	47,935.86	0.00	10,757.14	81.67
TOTAL PARKS & RECREATION	10-620-1020	377,090.00	24,008.13	289,413.52	0.00	87,676.48	76.74
CULTURAL	10-621-2600	35,300.00	0.00	32,279.41	0.00	3,020.59	91.44
SALARIES & WAGES-PT	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	171,012.00	8,307.45	147,756.67	0.00	23,255.33	86.40
DEPT (635) HUB DINNER THEATRE							
HUB DINNER THEATRE	10-635-1020	63,882.00	-5.57	62,349.93	0.00	1,532.07	97.60
TOTAL HUB DINNER THEATRE		3,001,686.00	214,241.50	2,416,778.43	0.00	584,887.57	80.51
TOTAL DEBT SERVICE	10-640-4800	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTINGENCY	10-660-5900	31,678.00	0.00	0.00	0.00	31,678.00	0.00
TOTAL FUND (10) GENERAL FUND		3,033,344.00	214,241.50	2,416,778.43	0.00	616,565.57	79.67

06/15/18 Fiscal Year: 2018  
 11:07:56 Fiscal Month Range: 11-11  
 (U2)

**Revenue Statement**  
 Period Ending: May 31, 2018  
**10 GENERAL FUND**

(ALL) All Departments

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	20,125.98	1,222,502.64	-20,402.64	101.69
CABLE TV FRANCHISE FEES	10-320-3215	36,500.00	0.00	18,111.28	18,388.72	49.62
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	59,588.54	620,200.15	249,999.85	71.27
TOTAL UTILITY FRANCHISE TAX	10-330-3324	206,000.00	0.00	95,122.37	110,877.63	46.17
RESTRICTED INGOVERNMENTAL	10-340-3316	277,903.00	795.21	268,589.35	9,313.65	96.64
TOTAL PERMITS & FEES	10-350-3100	134,700.00	6,937.44	163,861.79	-29,161.79	121.64
RECREATION REVENUES	10-360-6310	75,300.00	3,862.50	53,588.55	21,711.44	71.16
LEASE REVENUE HUB	10-360-6000	33,600.00	2,800.00	30,800.00	2,800.00	91.66
HUB REVENUE	10-360-7000	100,500.00	4,986.00	111,134.40	-10,634.40	110.58
SALES	10-370-6310	0.00	0.00	1,575.00	-1,575.00	0.00
GEN FUND INVESTMENT EARNINGS	10-380-3831	3,000.00	0.00	11,776.43	-8,776.43	392.54
CELL TOWER REVENUE	10-380-3834	18,332.00	0.00	20,032.25	-1,700.25	109.27
FUND BALANCE APPROPRIATION	10-390-3990	57,959.00	0.00	0.00	57,959.00	0.00
TOTAL FUND (10) GENERAL FUND		3,033,344.00	116,178.20	2,634,376.75	398,967.25	86.84



*June 19, 2018 Regular Meeting*

- **Kiddie Car Parade – July 4<sup>th</sup>** : Line up at The HUB at 9:30 am - Parade at 10:00 am. The Parade goes from The HUB to Redwood Park Pool for Free Swim.
- **Memorial Brick Ordered for R.C. Haire**: Town Resident and Former Town Commissioner, R.C. Haire passed away on May 31<sup>st</sup>. On behalf of the Board, a memorial brick was ordered and will be placed in Windmill Park in memory of R.C.
- **Janice Beck named Employee of the Year**: Rebecca stated that Janice Beck was named Employee of the Year at the Annual HCDA Employee Luncheon held on Thursday, June 14<sup>th</sup>.
- **Update on Horizon's Building**: Carroll stated that the bid for the Horizon's Building is currently in the upset bid process. He estimated that the bid process should be complete and the offer accepted by the end of June.

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Adjournment:

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



Tamra T. Swanson, Town Clerk

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