

TOWN OF HUDSON BUDGET MEETING

September 4, 2019

In Attendance:

Members Present: Mayor Janet Winkler, Commissioners: Larry Chapman, Jonathan Greer, Barry Mitchell, Rick Shew, Ann Smith, Bill Warren and Commissioner-Elect, Jeff Link

Others Present: Town Manager, Rebecca Bentley, Chief of Police, Richard Blevins, Town Clerk, Tammy Swanson and HUB Station Manager, Janice Woodie

Call to Order:

Mayor Janet Winkler called the meeting to order at approximately 5:30 p.m.

Discuss/Adjust Agenda:

Janet reviewed the agenda with the Board.

Motion: (Larry Chapman/Rick Shew) to approve the agenda as presented. Unanimously approved.

Jan Karon Day:

Kathy Carroll, Steering Committee, discussed the plans for Jan Karon Day at HUB Station. Saturday, October 19th begins the 2-day event with a parade through Town and a luncheon with Jan. Kathy commented that it was Jan's idea to have a parade, because it is an event that happened in her Mitford series. We are thinking this will just be a small parade of an ROTC Color Guard Group, a band, Jan Karon-Grand Marshall, and then followed by some of her book characters, played by Eric and Kathy Stafford. These will be characters that have gone through 14 of Jan's books. Then to follow will be the Mayor and Commissioners. Kathy added that they are also looking to include some former Hudson homecoming queens, possibly one per decade.

Chief Blevins stated that he will need to know how big the parade will be, and how many officers he will need to cover the streets during the event. Also, he has an officer getting married later that day, which all of his officers would like to be able to attend.

Kathy stated that the parade should be happening just prior to the luncheon, and she briefly discussed a possible parade route.

Chief Blevins suggested that the parade route be posted so that the crowd will know where to stand and watch.

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The luncheon, which will be held downstairs in the HUB, will involve select groups such as the Board, HCDA, Community College, etc., with enough room for 14 tables of 8 (112 people) at \$50 per ticket. We are just trying to create an atmosphere up close and personal with Jan Karon. Kathy stated that on Saturday evening, Jan plans to attend dinner theater.

The Sunday event, which is also a ticketed event, is more for the public. People will be able to meet Jan Karon, but it will not have the same “up close and personal feel” as Saturday. Tickets for this event will be sold on Tix.com. at \$30 each. Kathy stated that after the event, Jan will take some time to speak to students. She sent books, about 400 to be exact, that she has requested be given out possibly at the Community College. This will help to create new Jan Karon readers. Kathy commented that Jan has never done a talk with students – so this is great for us. Kathy stated that they are not sure where the meeting will be with the students. It will depend greatly on the number that attend.

On Friday, October 18th, Jan wants to tour the Town to bring back memories of where she grew up. Jan grew up on Little Gunpowder Creek Road. Kathy commented that Jan and her family are very excited about these events.

Chief Blevins asked if any of these events are going to be involving alcohol.

Kathy stated that none of these events include alcohol.

Larry asked about the number of people they are expecting for these events.

Kathy explained that the numbers are being decided based on space available.

Rebecca stated that she knows Jan is very meticulous about what is said about her, and we need to make sure of what she wants shared, especially about her heritage and how she is connected with Hudson.

Kathy presented a flyer with the information Jan has approved.

Janet stated that she would like a meeting to be set up between Skip Downs and Jan. Jan was so fond of Skip’s mother, Nan Downs.

Kathy stated that they are planning to schedule a meeting between Skip and Jan.

The Board thanked Kathy for doing all the planning for these events.

Motion:

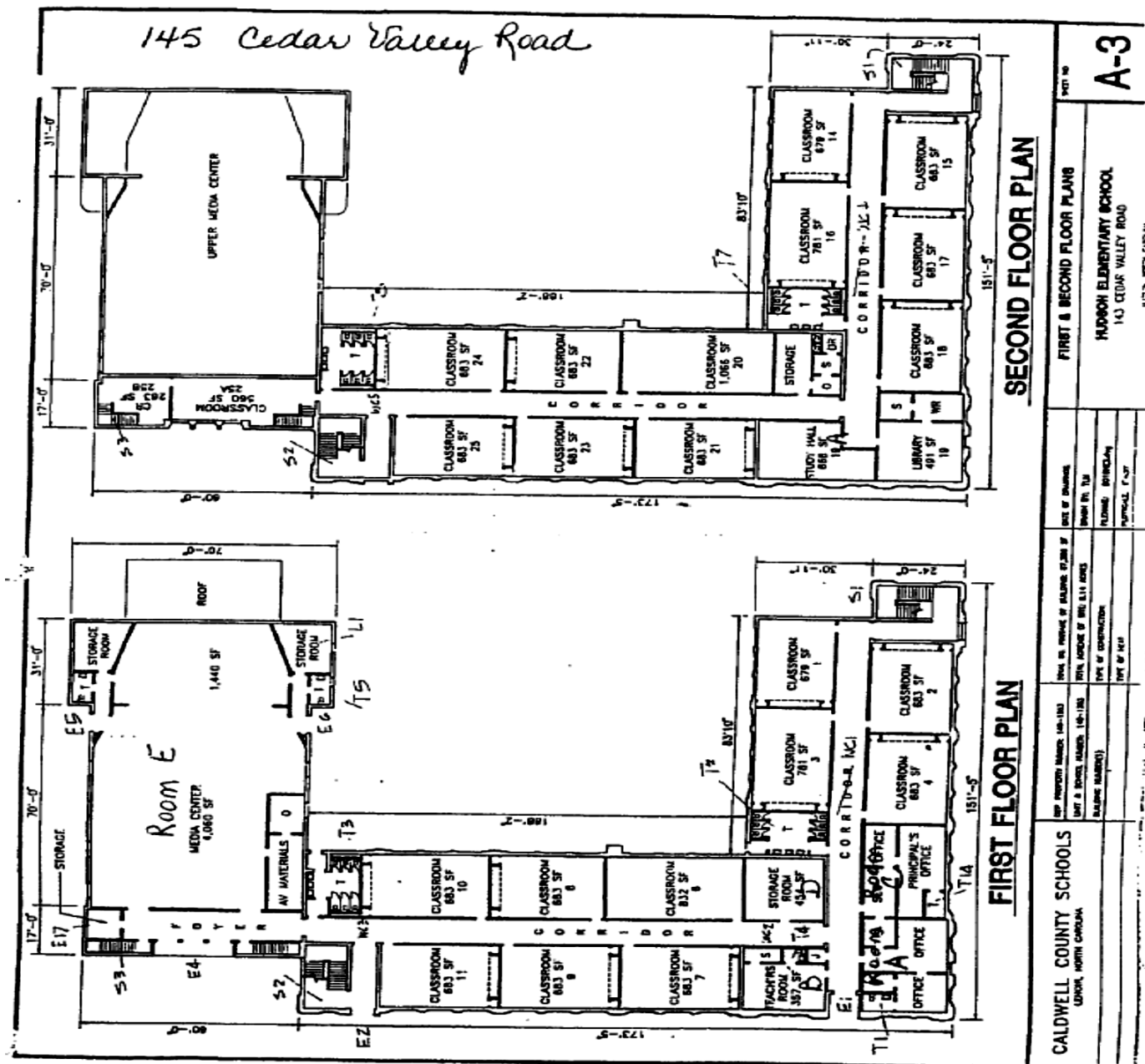
Motion: (Bill Warren/Barry Mitchell) to approve the Jan Karon weekend and all of the events as presented. Unanimously approved.

HUB Tenants – Focus:

Janet stated that Focus Behavioral Health has advised that they will not have their new space ready to move into until the end of the year, and they have requested to rent the space they are in at the HUB until then. Janet commented that she feels we should allow them to stay as requested.

It was the consensus of the Board to agree with Janet that Focus be allowed to stay at the HUB as requested.

Janice Woodie provided a layout of the first and second floors, and discussed the space that will be available when Focus moves out.



CURRENT TENANTS IN HUB STATION BUILDING A						
Tenant	Rooms Leased Does not include common areas	Monthly Amount	Appx. SF	Appx Cost per SF	Appx SF Rounded Down	Appx Cost per SF Rounded Down
Red Awning Gallery	Classrrom #7	\$ 600	683	\$ 0.88	600	\$ 1.00
	Classrrom #25 upstairs	\$ -	683	\$ -	600	\$ -
		\$ 600	\$ 1,366	\$ 0.88	\$ 1,200	\$ 1.00
Focus Behavioral Health	Classroom #2	\$ 350	683	\$ 0.51	600	\$ 0.58
Focus Behavioral Health	Classrooms #1 and #3	\$ 800	1,460	\$ 0.55	1,300	\$ 0.62
Focus Behavioral Health	Office Suite 1 and Adjoining Classroom #4	\$ 1,300	2,000	\$ 0.65	1,800	\$ 0.72
		\$ 2,450	4,143	\$ 0.59	3,700	\$ 0.66
Vacant	Teacher's Room former Wilkins Space		400		350	

- Teacher's Room – Janet stated that the Storage Room is no longer there – the former storage area now serves as ½ of a bathroom and ½ storage room.
- Classroom 10 is now one half bathroom and one half Janice's office.

Janet stated that we need to discuss rental rates for A Building. Janet stated that we set the rates at \$1.00 per sq. ft. for regular rental, and \$.60 per sq. ft. for entrepreneurs for B Building, and she suggested that we charge the same rates for A Building to avoid confusion.

Rick asked what classifies an entrepreneur.

Janice Woodie stated that she has based that on whether the business is just starting up, or if it is an established business.

Ann stated that most artists cannot afford that price. She commented that she believes the space will just sit vacant with no renters.

Rebecca stated that it was her understanding that rentals for A Building would need to be artists or at least art-related.

Ann commented that this is the plan – keep A Building as the art center.

Rick asked what would be a more affordable rent for artists. Charging \$1.00 per sq. ft. would be \$600 per month.

Ann suggested charging \$250 per month. This rate would be for an artist willing to set up a studio.

Bill asked what if someone wants to set up a shop to sell art.

Ann stated that this is different from an art studio. In a studio, art is created. For retail sales, the rent could be higher. Ann commented that the first floor is perfect for retail, and we should charge \$1.00 per sq. ft., but the second floor is a different story.

Rick asked how much space an artist would need for a studio.

Ann stated that it would depend on the artist, and what type of art is being created.

Rick stated that maybe some of the space could be split into two spaces.

Rebecca asked how many artists are in the studio there now.

Ann stated that there are 13 there. She suggested that we get people in there at a price that people can pay at first.

Rebecca asked how many spaces upstairs are going to be available for rent. The Town has one room on the second floor for record storage, and the Police Dept. also has storage. Chief Blevins stated that he is actually using 4 very small spaces for storage, and they are all full.

Janice stated that the Town Hall is using Room 23, the HUB is using Room 22, and Dinner Theater is using the last 2 rooms at the end of the hall.

Chief Blevins stated that he is holding/storing computers that have been confiscated from a gambling ring shut down in Town, and those computers are being stored at the HUB.

Bill asked if we should set up a retail rental rate.

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Janet stated that she understands artists are different; however, it is putting the Board in charge of deciding who pays what and who is an artist and who is not. She stated that in her opinion, we should keep the rate system simple.

Rick asked what would be considered a starting artist, and would they sell their products from the studio.

Ann suggested that Janice Woodie make this decision when the spaces are rented.

Janet stated that she does not believe Janice should have to make this decision. She commented that in her opinion, our rates should be consistent.

Rick asked if 250 sq. ft. would be enough space for an artist.

Ann commented that she does not believe it would be enough space.

Rebecca stated that there is only one door per classroom which could be a problem if the room is divided. She commented that we are getting donations for renovations.

Rick stated that we could do one space at a time and then move to the next. Rick added that if the space is divided, the rate could remain more consistent.

Kathy Carroll stated that she does not believe any artist is going to work with more than one other person in the room. She stated that most artists have a lot of "stuff." She commented that the retail part of the art could remain on the first floor. This would pull people into the art center and hopefully upstairs. Then upstairs could be where customers/visitors could see the art being done.

Rick suggested that the spaces be divided into 2 spaces at a rate of \$.60 and \$1.00 per sq. ft.

Ann suggested that we have got to believe having an Art Center is a doable thing and that people will come. She stated that she believes in the project.

Janet stated that we could install wall units for heat and air.

Rebecca asked how we are going to police whether or not art is sold upstairs. Rebecca stated that with the Red Awning Gallery, they pay for downstairs; however, they have a free room upstairs.

Jonathan stated at The Mill in Granite Falls also rents space, and he understands they charge \$.78 per sq. ft. to anyone.

Bill stated that he believes utilities are a big part of the costs involved.

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Rebecca reported that utilities for A Building typically cost approximately \$32,000 annually.

Rick asked how much could be made if the first floor is rented as retail only.

Rebecca stated that we already use some of the rooms on the first floor.

Jonathan stated that if we charge \$250 per month per artist, we would need 11 artists to rent the spaces to cover utilities.

Rick stated that once the building is successful, rent can increase. However, if they can go somewhere else and pay cheaper rent, they will go.

Janet commented that we could start with one classroom upstairs - see if we can get a room naming donation, put in a door and divider, and see what happens if we rent to 2 people. The room would have a divider and not a wall.

Janice stated that with a divider, the air and heat could circulate between the rooms. She added, however, the heat and air is not currently working for the second floor. Janice stated that she has two rooms upstairs already named and sponsored. Jimmy Hemphill has Room 18, and Ron Bean has room 21.

Janet suggested that we try to get two artists interested in working together to see how this would work.

Rebecca stated that the storage space we have upstairs is on the west wing, and Janice has said that Dinner Theater needs rooms 14 and 15. If we move our storage to rooms 16 and 17, we would all be on the east wing. Rebecca commented that if we move our storage all in the same section, we can concentrate on the hall for rental.

Rent – Half of a classroom – @ \$.60 per sq. ft. for artists and entrepreneurs/\$205 per month - to be re-evaluated after one year. Regular rental \$1.00 per sq. ft. – with the understanding by artists that they cannot sell their art from their space. Janice will make the decision whether or not the rental is an artist or retail.

Motion: (Rick Shew/Bill Warren) to rent the space upstairs to artists for \$.60 per sq. ft. for the first year, and for retail \$1.00 per sq. ft. Artists can decide how much space they need. Unanimously approved.

The Board discussed whether or not to rent out retail space both upstairs and downstairs.

Request to Rent Teacher's Room:

Janice stated that Kathy Carroll has requested that she be allowed to rent the space on the first floor known as The Teacher's Room at the entrepreneur rate. Kathy would like for the Arts Council to have a presence at the Center. Janice commented that the room has a bathroom and closet.

Kathy stated that she believes as we move forward in trying to create an art force, we are going to have a large number of volunteers. She would like to have a space where the volunteers could meet, and she wants to provide that space in this area. Kathy commented that she would be willing to pay either the \$1.00 rate or \$.60 rate to rent the space.

Larry commented that Kathy has done a great job with the HUB Station project, and he suggested that we give her the first month free, and then charge a \$1.00 per sq. ft. after that.

Bill suggested that we treat Kathy as an entrepreneur for the first floor.

Rebecca suggested that we need to stay transparent with the rates.

Janet again mentioned that she believes we need to remain consistent with the rates.

Bill stated that in his opinion, the rates should be the same building wide for A Building.

Ann commented that Kathy would be providing the space for our volunteers.

Motion: (Bill Warren/Rick Shew) to rent the Teacher's Room to Kathy Carroll for \$.60 per sq. ft. for the first year, to be re-evaluated after the first year – (\$240 for the 400 sq. ft. for the first year.)

The Board voted on the motion as follows:

Commissioners: Bill Warren, Rick Shew, Jonathan Greer, Barry Mitchell and Ann Smith voted in favor of the motion.

Commissioner Larry Chapman voted against the motion.

The motion carried by a vote of 5 to 1.

Jonathan commented that he understood that the purpose for A Building is to cultivate art. What if we have a standard rate for artists? For example, each artist that wants a space would pay \$250 since the rate needs to stay low. Plus, for the second floor, there are steps to climb with no elevator. Just something to think about.

HUB Station A Building - Tenant Rates:

Mitford Literary Guild Room:

Kathy stated that Jan Karon has asked that the Nan Downs classroom become the Mitford Literary Guild/Jan Karon Room. Kathy stated that Jan has donated \$25,000 already, and she is willing to pay for further updates to the classroom. Jan wants the room designed to look like Mitford, and she wants this classroom because it was Nan Down's room. Kathy stated that Skip Downs, Nan Downs' son, wants the naming rights for the classroom; however, he is in agreement with the classroom being named in honor of Jan Karon.

Rebecca asked if there is a time period this designation would cover since Jan wants to be allowed to make all of the decisions for the classroom.

Kathy stated that she had told the individuals sponsoring the other "naming rights rooms" that the rooms would remain "their rooms" indefinitely unless the building is sold.

Rebecca commented that she is just trying to oversee the Town's legal obligations.

Barry commented that if the classroom is going to be changing with the themes for her books, how much is the \$25,000 going to cover.

Kathy stated that her donation has already paid for improvements to the building.

Barry stated that he wants to be sure the Town does not have to continue to pay for her updating the classroom for years to come.

Rebecca stated that she understands Jan is trying to protect her trademark with wanting to control what is done in the room.

Kathy stated that the purpose of the room is to draw visitors to HUB Station. Kathy commented that Jan does not want anything out of this – she is just trying to help Hudson with creating this space.

Bill suggested that this room be considered a "no fly zone" room – consider it her room. He stated that having a Jan Karon Room at HUB Station is a great "win" for Hudson.

Rebecca stated that we would not have a contract for rental of this classroom. It would just be known as the Town's room.

Larry commented that he hopes it will not cost us money to bring the room up to her standards.

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Motion: (Ann Smith/Bill Warren) to designate the Nan Downs room as The Jan Karon Classroom with the specification to be that she be allowed to review designs and be allowed to make changes. The Classroom is to remain The Jan Karon Classroom unless building ownership changes or the building is sold. The Town will not cover costs involved with renovations and designs of The Jan Karon Classroom, and any funds needed for the classroom are to be generated by the Steering Committee. Unanimously approved.

Internet Availability for HUB Station:

Ann stated that internet service is available in A Building at no cost to the tenants. The Red Awning Gallery has asked for a separate password that is not the same as everyone else uses. The comment is they are having trouble staying connected, which affects their ability to accept payments with credit cards. Ann stated that there may be problems with other tenants as well.

Janice stated that she is not sure if the internet available in the building is designed to handle retail sales transactions. Janice added that it was her understanding that if the internet available in the HUB was not sufficient to handle the needs of a tenant, the tenant is responsible for getting their own internet.

Janet stated that Janice was correct. If the internet is not sufficient for a tenant, they need to get their own connection.

Plaque for Mural in HUB Station – A Building:

Janice discussed the beautiful mural that were painted in the main entry hall at HUB Station, and she asked if we should put up a plaque with the names of the individuals involved with painting the mural.

Janet stated that she wants to make sure the names of everyone involved with the mural are included on the plaque.

Janice stated that she and Kathy would work on getting the plaque.

Janet stated that the Town would pay for the plaque.

Rebecca suggested new lighting be installed in the hall to better enhance the mural.

Rental of Focus Space:

Rebecca stated that Teresa Branch with Smart Start, currently rents a space in B Building, but has indicated that she would be interested in the Focus Behavioral space if it ever became available. Teresa is interested in the first and second offices. Janice stated that she believes Teresa is happy in B Building, but would prefer the space in A Building.

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It was the consensus of the Board that Smart Start is better suited for B Building. The vision is Art for Building A and Business for Building B.

Work Study/Intern for HUB Station:

Ann stated that Janice Woodie is extremely overworked at the HUB. Ann stated that she asked Rick to check on a work study student that could be brought in to help at the HUB. The only problem is there is no money in the Town's budget for a work study.

Rick stated that he and Jeff Link were able find funding through financial aid to pay for a work study for the HUB. Rick asked that Janice put together a job description, and based on her work load, she can have up to 2 work study students for 20 hours each per week. Rick stated that the student's schedule may change from time to time, but he anticipated this program to be an ongoing thing for the HUB.

Motion: (Jonathan Greer/Larry Chapman) to approve having work study students from Caldwell Community College working at the HUB, and being paid through Financial Aid at the College. Unanimously approved.

Adjournment:

Motion: (Larry Chapman/Rick Shew) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk