

# TOWN OF HUDSON REGULAR MEETING

December 15, 2020

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In Attendance:

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**Members Present:** Mayor Janet Winkler, Mayor Pro Tem, Larry Chapman, **Commissioners:** Jonathan Greer, Jeff Link, Barry Mitchell, Rick Shew and Ann Smith

**Others Present:** Town Manager, Rebecca Bentley, Town Clerk, Tammy Swanson, and Town Attorney, Carroll Tuttle, **Also Present:** Chief of Police, Richard Blevins and Assistant Finance Officer, Michelle Coffey

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Call to Order:

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Mayor Janet Winkler called the December 2020 meeting to order, and Mayor Pro Tem, Larry Chapman, led the audience in the Pledge of Allegiance and opening prayer. Janet thanked everyone for wearing masks and socially distancing.

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Discuss/Adjust Agenda:

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Janet presented the December agenda, and there were no additions or changes requested.

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

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Approval of Minutes:

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**Motion: (Jeff Link/Larry Chapman) to approve the minutes, as presented, for the October 20, 2020 Regular Meeting, November 5, 2020 Special Meeting, and the December 10, 2020 HUB Committee Meeting. Unanimously approved.**

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Present Intermediate Certificates to Officers Brandon Nelson and Wesley Crowe:

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Chief Richard Blevins stated that he and former Police Chief, Andy Day, started a program for building the department. This building program helps the officers to grow, and gives them something to work toward. He added that the program was designed to help us retain our officers. Chief Blevins stated that at last month's meeting he presented 2 advanced certificates to two of our officers, and this month he is presenting 2 more certificates. These certificates are at the Intermediate Level, and were awarded to Officers Brandon Nelson and Wesley Crowe. Chief Blevins stated that the certificates are presented based on the number of training hours recorded by the officers.

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Present Certificates to Hudson Police Officer of the Year and Hudson Fireman of the Year:

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Members of American Legion Post 392 presented the following Certificates:

- Hudson Officer of the Year - Wesley Crowe
- Hudson Fireman of the Year – Terry Taylor

Chief Blevins stated that Officer Crowe made 38 felony arrests in the past year – even in the midst of a pandemic.

**December 15, 2020 Regular Meeting**

Janet recognized the entire Police Department, and offered a very humble "Thank You" on behalf of the Board to these men and women for the excellent job they do for us each and every day.

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**Present Comprehensive Annual Financial Report 2019-2020:**

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Cindy Randolph, CPA and auditor for the Town, presented the Comprehensive Annual Financial Report for FY 2019-2020. The "Opinion" section of the audit report states that in the auditor's opinion, "based on the audit performed, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2020, and the respective changes in financial position and cash flows, where appropriate, thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States." Cindy thanked the staff and the Board for the wonderful job that was done with the audit this year. She stated that it has been submitted to the Local Government Commission, and to this point, there have been no changes presented by the Local Government Commission which is very good. Cindy gave a brief review of the audit. She commented that it looks as though the Town had a great year despite the pool being closed, plus other obstacles that were faced due to the pandemic.

Janet stated that all of the Commissioners have been given a graph showing a comparison of the past 3 years. Janet thanked Cindy on behalf of the Board for the good report, and a job well done.

Rebecca mentioned that we are also going to be submitting a CAFR this year, and she thanked Cindy for the hard work that went into preparing the audit and the CAFR.

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**Direct Clerk to Review Annexation Petition for Sufficiency/Call for Public Hearing for Rezoning Request RA-2021-01:**

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**Petition for Annexation:**

Teresa Kinney presented a Petition for Voluntary Annexation. She stated the petition was submitted by Johnny and Donna Phillips to annex a lot they own on Solar Drive. The Phillips plan to build a single-family house on the lot, and they want the house to be in the Town Limits. Currently, the lot is partially in Town and partially out, which makes the annexation a contiguous annexation.

Teresa stated that the next step in the process is for the Board to direct the Town Clerk to verify the sufficiency of the petition - then hold a public hearing to consider annexing the property.

Larry asked how much of Solar Drive is located out of Town.

Teresa stated that most of Solar Drive is in Town. The Town Limit line just happened to cross their lot.

TOWN OF HUDSON																	
PETITION FOR CONTIGUOUS ANNEXATION																	
Date	<u>10/29/2020</u>																
Petition No.	_____																
TO:	The TOWN CLERK and BOARD OF COMMISSIONERS of the Town of Hudson:																
1.	I, (We), the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Hudson according to G.S. 160A-31 (Annexation by Petition), which states that...The governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all the real property located within such area. The petition shall be signed by each owner of real property in the area and shall contain the address of each such owner. (Note: if the property title is listed in both husband and wife's name both are required to sign the petition):																
	<table border="0"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> </tr> </thead> <tbody> <tr> <td><u>Johnny Edward Phillips</u></td> <td><u>101 Solar Drive Hudson NC 28638</u></td> </tr> <tr> <td><u>Donna Ray Phillips</u></td> <td><u>101 Solar Drive Hudson NC 28638</u></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	NAME	ADDRESS	<u>Johnny Edward Phillips</u>	<u>101 Solar Drive Hudson NC 28638</u>	<u>Donna Ray Phillips</u>	<u>101 Solar Drive Hudson NC 28638</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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2.	The area to be annexed is contiguous to the Town of Hudson and the boundaries of such territory are described on attached page. (Note: In order to assist the Town of Hudson in locating the property or properties involved it is required that a map of the property or properties be attached; including the county tax map number(s), lot number(s), block number(s) the name of the streets or roads bordering the property or properties, the square footage contained, the dimensions, a copy of the deed for each property, and the metes and bounds description of the property or properties).																
3.	The governing board shall have authority to make the annexing Ordinance effective immediately or on any specified date within six months from the date of passage of the Ordinance. The newly annexed territory shall be subject to municipal taxes levied for the fiscal year following the date of annexation as explained in G.S. 160A-31.																

### *December 15, 2020 Regular Meeting*

Barry asked how much property is going to be annexed.

Teresa stated that according to tax records, the property is .85 of an acre. The property owners have had a survey done, and has submitted the documents for review. The annexation will be of his parcel only. Solar Drive is already included in our Powell Bill, and the property owners have talked to Lenoir about connecting to water and sewer. The property owners hope to get started with building the house before spring.

**Motion: (Rick Shew/Jeff Link) to direct the Town Clerk to review the petition for annexation and to call for a public hearing for the January 19, 2021 Board Meeting to consider annexation of this property.**

**Unanimously approved.**

#### **Request for rezoning:**

Teresa stated that Jean and Ralph Wilcox have submitted a request for rezoning their property located at 400 Cedar Valley Road. Mr. and Mrs. Wilcox want to subdivide the property and grant a portion of the property to a family member for building a house. The request is to rezone from Highway Business (H-B) to R-15 (Residential Medium Density), with the existing commercial uses to remain Highway Business. Teresa requested that the Board call for a public hearing for the January 19<sup>th</sup> meeting to consider this rezoning request. The Planning Board will also be holding a public hearing at their meeting on January 14<sup>th</sup>, and the adjoining property owners will be notified of the meetings.

**Motion: (Rick Shew/Jeff Link) to call for a public hearing for the January 19<sup>th</sup> meeting to consider the rezoning request submitted by Jean and Ralph Wilcox. Unanimously approved.**

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#### **Review & Approve Police Dept. Policy Changes 2020:**

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Chief Blevins stated that he tries to stay on top of policy changes based on the needs in the department. He stated that the Policy Manuel was already in compliance with state regulations, but he wanted to make it clear that our Police Department is following currently accepted police standards. Chief Blevins stated these amendments involve no real changes – just cleaning up what we already have.

Janet thanked Chief Blevins for staying on top of what is needed to help our Police Department run efficiently.

**Motion: (Ann Smith/Larry Chapman) to approve the policy changes for the Police Department as submitted. Unanimously approved.**

**(Note: A copy of the updated Police Policy Manuel is kept on file in the Police Department.)**

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#### **HUB Committee Report:**

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Ann introduced Carmela Tomlinson, Director of Small Business Center for the CCC & TI. Carmela's office is located at HUB Station Building B.

Carmela addressed the Board, and stated that she also served on the Steering Committee for HUB Station. Carmela stated that she would like to talk about EDGE (Entrepreneurial Development and Group Engagement). She explained that this program is being offered to entrepreneurs to give them an opportunity to collaborate with other entrepreneurs. She added that the program was given the name EDGE because the program is a cutting edge way of training and learning from each other.

Carmela showed the pictures of the EDGE room at HUB Station, and she discussed plans for the hallway. The room is divided into 5 separate working spaces. Each space contains a desk, a chair and a filing cabinet. There is also a refrigerator and big table in the room for the tenants to use. She commented that a suggested rent for a space is \$125 per month, and she commented that this price includes Wi-Fi for the tenants. Carmela stated

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that although this amount is a wonderful price for renting this type of space, it is just great to be close to other entrepreneurs.

A question was asked how long the tenant would be allowed to rent the space, and would someone be checking on the progress being made by the tenants.

Carmela stated that there would be someone from the Business Center checking on the tenants at the 3-month and 6-month mark – a year would be the maximum time the space could be rented by the tenant.

Ann stated that she understands we are approximately 75% full in the building. She stated that to be able to offer this type of space is incredible.

**Motion: (HUB Committee) to set the rent for a space in the EDGE program at \$125 per month, with a 3-month review, and a 6-month review, for a maximum of a 12-month time period. Unanimously approved.**

Carmela invited the Board to visit the EDGE space.

### Arts Center /HUB Station Website:

Kathy Carroll, Chairperson of the Steering Committee, stated that one of the discussion points we have had since the HUB Station project started is how to market ourselves, and creating a website seemed like the best way to do that. Kathy stated that when the website team met, they brought in a marketing company out of Hickory named Full Metal Chicken, which is owned by Ryan Carroll. Ryan attended Hudson Elementary School - now HUB Station, and he is very interested in getting the website going. Kathy stated that Ryan is her stepson, and each year the company does pro bono work for a non-profit company – this year, they chose HUB Station. Kathy stated that Ryan’s company is hosting the website at no cost to the Town.

Kathy stated that basically with the site, they hope to encourage the public to visit HUB Station and see what a treasure it is for our community. Kathy reviewed the website, and stated that the introduction tells the story of HUB Station and what it has to offer. She stated that right now events are paused due to COVID-19, but there is a place to post events when they get started up again.

Kathy also reviewed the page for the Arts Center and Business Center, and she drew attention to the connections with Caldwell Arts Council and CCC & TI – she stated that they wanted everything to connect with the website. Kathy also reviewed the page about the Mitford Museum, and she added that the page has already been reviewed by Jan Karon. Kathy mentioned that Jan will have her own website for the Museum, and Jan plans to hire a Museum Director, but this will all be funded and taken care of by Jan.

Ann stated that there is also a link to the Blue Ridge Craft Trail on the website.

Kathy offered to change anything on the website that the Board would like changed. She stated Rebecca, members of the HUB Committee and Carmela have all reviewed the website and suggested changes.

Janet asked if dinner theater along with other things the Town has going on would be advertised on this website.

Kathy stated that they would be glad to advertise Town events on the website.

**Motion: (HUB Committee) to approve the Arts Center website for HUB Station, and to accept the hosting from Ryan Carroll with much gratitude to Kathy and Ryan and Town Staff. Unanimously approved.**

Rebecca presented a report from Chuck Raby on the progress being made at Optimist Park. She stated that the demolition has been done, which has caused the project to come to a standstill while they wait on the power company to come and move poles. The bid for the building came in under budget, and we think we should be able to finish within the project timeframe.

Rebecca commented that although we have not spent a lot of money at this point on the project, we will soon be getting into the more expensive parts of the project.

## Optimist Park Update

Dec. 3, 2020

Demolition completed at the cost of \$14,700.00. Savings of \$8,400.00

Site development will begin within the next week. This will consist of leveling areas and installing proper drainage.

Breaking ground on the new building should start sometime this month (December 2020)

Cost of building \$168,700.00. Savings of \$5,400.00

Duke power is currently working on getting power to the area of the new facility

Received a donation from Ron & Shirley Kiziah in the amount of \$10,000.00 to name a field after Aaron Kiziah.



### Budget Revisions:

Rebecca presented the following budget revisions.

December 15, 2020 Regular Meeting

(1)- Reimburse Hudson Middle School for discarded equipment stored in gym.

#1

<b>Date:</b>		November 20, 2020		
<b>Department:</b>		HUB		
<b>Dept Head Signature</b>		Janice Woodie		
<b>Purpose:</b>		Reimburse Hudson Middle School for discarded equipment		
<b>Revenue:</b>				
<b>Account Number</b>	<b>Account Title</b>	<b>Current Budget</b>	<b>Change to Budget</b>	<b>Amended Budget</b>
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total Revenue</b>	\$ -	\$ -	
<b>Expenditures:</b>				
10-630-2570	Miscellaneous	\$ -	\$ 3,000	\$ 3,000
10-660-5900	Contingency	\$ 64,608	\$ (3,000)	\$ 61,608
				\$ -
				\$ -
	<b>Total Expenditure</b>		\$ -	

(2) – CARES Act– Amendment adds money to the budget for items reimbursed by CARES Act for COVID-19: AED’s-PD, Public Relations Emergency Sign, COVID-19 salary and masks.

#2

<b>Date:</b>		December 15, 2020		
<b>Department:</b>		Various		
<b>Dept Head Signature</b>		Rebecca M. Bentley		
<b>Purpose:</b>		Add money to budget for items reimbursed by CARES Act for COVID-19: AED's PD; Public Relations Emergency Sign; COVID Salary, masks		
<b>Revenue:</b>				
<b>Account Number</b>	<b>Account Title</b>	<b>Current Budget</b>	<b>Change to Budget</b>	<b>Amended Budget</b>
10-340-3355	CARES ACT COVID19 Reimb.	\$ 17,560	\$ 32,500	\$ 50,060
	<b>Total Revenue</b>			
<b>Expenditures:</b>				
10-420-2319	Supplies - COVID19	\$ 6,730	\$ 13,150	\$ 67
10-510-2319	Supplies - COVID19	\$ 900	\$ 17,500	\$ 18,400
10-550-2319	Supplies - COVID19	\$ 755	\$ 250	\$ 1,005
10-560-1019	Salary COVID19	\$ 2,110	\$ 500	\$ 2,610
10-620-2319	Supplies - COVID19	\$ 3,175	\$ 500	\$ 3,675
10-630-1019	Salary COVID19	\$ -	\$ 600	\$ 600
	<b>Total Expenditure</b>		\$ 32,500	

#3

(3)-This revision is for moving money from line to line to keep the budget in line. Adjustments included:  
 Worker's Comp Prem.-(adjusted per audit and classification changes), photo cells on Christmas lights, NCLM billing error, street camera system purchased with drug seizure dollars, installation of telephone/internet in Building B.

<b>Date:</b>		December 15, 2020			
<b>Department:</b>		All			
<b>Dept Head Signature</b>		Rebecca M. Bentley			
<b>Purpose:</b>		Adj various line items: Worker's Comp Prem adj per audit and classification changes, photo cells on Christmas lights; NCLM Billing Error; Street Camera System purchased with drug seizure dollars; installation of telephone/internet in Building 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>	
10-410-2550	Ins & Bonds	\$ 1,600	\$ 200	\$ 1,800	
10-410-2570	Miscellaneous	\$ 4,000	\$ (200)	\$ 3,800	
10-420-2150	Mtce Bldg/Grounds - City Mgm	\$ 1,000	\$ 2,100	\$ 3,100	Photo Cell
10-420-2530	Dues & Subscriptions - City Mgm	\$ 8,000	\$ 5,200	\$ 13,200	NCLM Err
10-420-2550	Ins & Bonds - City Mgm	\$ 1,000	\$ 100	\$ 1,100	
10-420-2570	Miscellaneous - City Mgm	\$ 1,500	\$ (100)	\$ 1,400	
10-510-2330	Dept Supplies - Law	\$ 7,200	\$ 6,325	\$ 13,525	Cameras
10-510-2370	Sales Tax	\$ 1,020	\$ 100	\$ 1,120	
10-510-2450	Contracted Services	\$ 18,900	\$ (900)	\$ 18,000	
10-510-2550	Ins & Bonds - Law	\$ 15,000	\$ 800	\$ 15,800	
10-511-1020	Salaries	\$ 121,004	\$ (25)	\$ 120,979	
10-511-2550	Insurance & Bonds - Res Off	\$ 3,000	\$ 25	\$ 3,025	
10-550-2150	Mtce/Rep Bldg/Gr - PW	\$ 9,000	\$ (2,000)	\$ 7,000	
10-550-2180	Mtce/Rep Truck - PW	\$ 3,500	\$ (500)	\$ 3,000	
10-550-2220	Tires/Batteries - PW	\$ 2,000	\$ 500	\$ 2,500	
10-550-2570	Misc - PW	\$ 4,300	\$ 2,000	\$ 6,300	chg classific
10-560-2450	Contracted Services - St	\$ 5,000	\$ (700)	\$ 4,300	
10-560-2550	Ins & Bonds - St	\$ 2,500	\$ 700	\$ 3,200	
10-620-2342	Prog Supplies - Outdoor Socc	\$ 1,500	\$ 500	\$ 2,000	
10-620-2343	Prog Supplies - Indoor Socc	\$ 2,000	\$ (500)	\$ 1,500	
10-620-2550	Ins & Bonds	\$ 6,000	\$ 500	\$ 6,500	
10620-2640	Spec Events	\$ 1,800	\$ (500)	\$ 1,300	
10-630-2150	Mtce/Rep Bldg/Gr - HUB	\$ 55,300	\$ (700)	\$ 54,600	
10-630-2550	Ins & Bonds	\$ 6,500	\$ 700	\$ 7,200	
10-632-2100	Telephone/Cable - HUB B	\$ -	\$ 1,200	\$ 1,200	Cable Bld B
10-632-2150	Mtce/Rep - Bldg Gr - HUB B	\$ 11,850	\$ (1,200)	\$ 10,650	
10-660-5900	Contingency	\$ 64,608	\$ (13,625)	\$ 50,983	
<b>Total</b>			<b>\$ 13,625</b>		

**Motion: (Larry Chapman/Jonathan Greer) to approve all three budget revisions as presented. Unanimously approved.**

Public Comments & Informal Discussion:

**New Projector/Camera for Council Room:** Janet stated that we would not have been able to see any of the information shared through the internet or new website without the work of Michelle Coffey and Rick Francum. Michelle ordered the new projector, speakers and computer equipment needed to better share information with the Board and on Facebook for our meetings through the CARES Act program. Rick Francum installed the equipment for us. Janet extended appreciation on behalf of the Board to these two employees.

*December 15, 2020 Regular Meeting*

**Holiday Office Schedule:** Rebecca stated that Town Offices will be closed December 24<sup>th</sup>, 25<sup>th</sup>, and 28<sup>th</sup> for the Christmas Holiday, and Friday, January 1<sup>st</sup> for New Year's Day. Garbage will not be collected on Dec. 25<sup>th</sup>, but will be collected the following day, Saturday, Dec. 26<sup>th</sup>. Garbage collection will be on a regular schedule for New Year's Day.

Rebecca stated that our offices remain closed to the public on a daily basis due to COVID-19 guidelines. Business is being conducted with the public by phone, email or at the drive-thru window.

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Adjournment:

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

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**Tamra T. Swanson, Town Clerk**