

TOWN OF HUDSON REGULAR MEETING

April 18, 2023

In Attendance:

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

Others Present: Town Manager, Jonathan Greer, Chief of Police, Richard Blevins, Town Attorney, Jonathan Green, Finance Officer, Shana Guy, Town Planner, Teresa Kinney and Town Clerk, Tammy Swanson

Call to Order:

Mayor Janet Winkler called the April meeting to order, and Mayor Pro Tem, Rick Shew, led the audience in the Pledge of Allegiance and opening prayer.

Discuss/Adjust Agenda:

Janet presented the April agenda, and the following addition was requested:

Informal Discussion – Set Date for Budget Work Session

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

Public Comment for Items Not on Agenda:

No one signed up to speak during the public comment session.

Approval of Minutes:

Motion: (Rick Shew/Larry Chapman) to approve the minutes, as presented, for the March 21, 2023 Regular Meeting, and the April 5, 2023 Recreation Committee Meeting. Unanimously approved.

Approval of Tax Discounts for Fiscal Year 2023/2024:

Tammy stated that each year the Board considers setting a tax discount for the upcoming tax year. She explained that tax discounts are not required; however, we have several taxpayers and mortgage companies that take advantage of the discount, and it is a good way to bring in tax revenue early. Last year's discount rates were ~~2% for payments received in July, and 2% for payments received in August~~. Tammy commented that since our taxes are typically mailed in mid-July, it works better for us to have the discount percentage the same for both July and August.

The dollar amount of the discounts given for the 2022 tax year with a 2% discount totaled \$19,291, representing approximately \$964,550 in tax payments or 72% of the total tax levy.

Motion: (Jim Engelman/Barry Mitchell) to approve a 2% discount for payments received in both July and August for the 2023 tax year. Unanimously approved.

Call for Public Hearing for Zoning Text Amendments:

Jonathan stated that as a part of continuing to update our Zoning Ordinance, we would like to make some changes to the R-15 zoning district. Jonathan explained that we currently require schools and academies to go through a Special Use Permit process to locate within the R-15 district. He stated that we want to make this allowance by right, and he requested that the Board call for a public hearing for the May meeting to discuss the changes.

Teresa commented that schools and academies were handled as a special use because there are really no restrictions on schools. She stated, however, that she sees no problems with making this change.

Jim asked what “allowance by right” means.

Jonathan stated that “allowance by right” means there would be no special hearing required to obtain a permit for the use.

Motion: (Rick Shew/Larry Chapman) to call for a public hearing for the May 16, 2023 meeting to discuss amendments to the Town’s Zoning Ordinance for the R-15 Zoning District as requested. Unanimously approved.

Recreation Committee Report:

Larry Chapman stated that the Recreation Committee met on April 5th at Optimist Park, and discussed the following:

Update – Playground and Shelter Area: The installation of the playground equipment is almost complete. The playground is being sponsored by Terry and Kimberly Fowler in memory of their son, Josh Fowler.

The concrete pad is poured for the shelter area located across the walkway from the playground area.

PARTF Project Deadline: Both Jonathan and Chuck discussed the progress that has been made in getting the Optimist Park Project completed; the block is in for the bleachers, fence posts are in, and the front pad is poured. There is still work to be done in completing the indoor batting cage that will be located between the two fields, and for the interior of the building with the concession stand and bathrooms. Jonathan commented that the deadline for completing the project is May 31st.

Update on Project Costs: The project began in 2018/2019, at a project cost of \$445,160, with the Town’s portion being \$225,580. Due to delays, which have included COVID, weather, and material shortages, the cost of the project is expected to increase approximately \$125,000 from the original cost. Larry stated that the additional costs will have to be covered by the Town, which will be discussed during our budget meetings. Jonathan stated that since the committee meeting, plumbers have been working in the building, bleachers are being poured, the asphalt company has been out working on handicap parking, electrical for lighting is in progress, and the new walk is scheduled to be completed next week. Work on the indoor batting cage building is scheduled for later this week, and we are hoping that over the next two weeks, a lot of the work will be completed. Jonathan stated that the match for PARTF has been raised, and basically, we are getting a \$500,000 park for approximately \$125,000. He stated that if everything stays on schedule, all PARTF work should be completed by the first week of May.

Larry thanked Jonathan and Chuck for all the work that has been done on this project.

April 18, 2023 Regular Meeting

Operation of the Concession Stand: The Optimist Club will be operating the concession stand for the Town's programs, and for their programs. The Town will be operating the concession stand for anything outside our programs and the Optimist Club programs. This agreement was made between the Town and the Optimist Club when the Town took over the Park. The Optimist Club also retained management of the Optimist Club building.

Repair of Roof at Recreation Center: We continue to have issues with the roof at the Recreation Center, and we have received an estimate of \$150,000 for replacing the roof. Chuck has contacted Statesville Roofing for an estimate, and they, after looking at the roof, submitted an estimate of approximately \$20,000 for repairing the roof. Jonathan stated that we currently have \$30,000 available in the Recreation Dept.'s budget for replacing an HVAC unit. Chuck had checked on a possible delivery date for an HVAC unit, and was told there would be at least a 200-day lead time for a replacement unit at a cost of approximately \$54,000. Since the HVAC is currently doing good, and delivery time for a replacement HVAC would be during next year's budget, Jonathan asked if the money we currently have budgeted for the HVAC could be used for making the roof repairs. If we do experience problems with the HVAC, we can address them as they occur.

Rick asked about a warranty for the roof.

Jonathan stated that he is under the impression that there is a warranty involved. Statesville Roofing specializes in metal roof repairs. The unused sealant that was purchased for making the roof repairs will be returned to the supplier for a credit on our account.

The Recreation Committee voted to repair the roof at the Recreation Center with the funds available in the Recreation Dept.'s budget for the HVAC.

The work is moving forward with Statesville Roofing.

Discuss Restrooms at Main Shelter – Redwood Park: There is a leak in the wall of the restrooms at the main shelter at Redwood Park. These restrooms were built in 1973, and are on a septic system instead of the sewer system. Repairing these restrooms could be costly and time consuming since we don't know the status of the septic system, and what all may be involved with making the repairs. It was suggested that since we have other restrooms available in the Park and in the Recreation Center, we may want to consider tearing down these bathrooms, along with the large shelter area, and replace them with 4 small individual shelter areas. Jonathan stated that the long range plans are to have smaller shelters in this location, which could be designed like the small shelter at Optimist Park, at a cost of between \$5,000 to \$7,000 each.

Jeff stated that the only reservation he has about this idea is that there may be large events held at Redwood Park that would require a lot of bathrooms.

Rick asked how many large groups use the larger shelter area.

Jonathan stated that basically it is the schools that use the larger shelter area.

Jeff stated that the college sometimes has classes that visit and use the larger shelter maybe three or 4 times a year.

Rick stated that some churches also like to use the larger shelter area.

Jonathan discussed the size of the new shelter areas, and he commented that we would be discussing the shelters more at budget time.

CCC & TI Softball Team Calling Optimist Park Home: Jeff stated that as he had mentioned before, CCC & TI Softball Team is interested in playing games at Optimist Park, and calling Optimist Park their home field. He stated that currently the Team uses a field in Lenoir as their home field, and even though they have no problems playing in Lenoir, the college is located in the Town of Hudson, and they consider Hudson their

April 18, 2023 Regular Meeting

home. Jeff discussed the team's season, and potential tournaments that would bring a lot of visitors into Town. He stated that Chuck has been meeting with the Team's coach, Scott Triplett, to discuss use of the fields, and he added that he is working on a letter to the college pertaining to the Team using Optimist Park as their home field. He stated that he would continue to give updates as things progressed. Jeff stated that he would like for the Town to send a formal invite for the College to play softball at Optimist Park. He stated that he also wants to make sure there are no hard feeling with Lenoir. Jeff added that they have a net they plan to donate for the indoor batting cage – they also have other things they can donate to the field. It will be up to the college to make the decision to play in Hudson. Lenoir would still be getting revenue from any hotel stays from visiting teams. Jeff also talked about a long range plan of connecting the college with the Optimist Park field.

Motion: (Recreation Committee) to approve using money budgeted for the HVAC system at the Recreation Center to make repairs to the roof at the Recreation Center as requested. Unanimously approved.

Budget Revisions:


Jonathan presented the following budget revisions:

Amendment 23-10: Police Dept. - This amendment is being requested to transfer money from Uniforms to Dept. Supplies to purchase 3 new body cameras and mounts.

Date: April 4, 2023				
Department: Finance				
Dept Head Signature				
Purpose: To transfer funds budgeted in contracted services for the implementation of the new Purchasing Software Module to Capital Outlay/Equipment. Initial purchase price of \$3,995 should be capitalized. Annual maintenance is expensed.				
Revenue:				
Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
		-		\$ -
				\$ -
				\$ -
				\$ -
	Total	\$ -	\$ -	\$ -
Expense:				
Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-440-2540	Contracted Services	\$ 17,000	\$ (4,000)	\$ 13,000
10-440-3740	Capital Outlay/Equipment	\$ -	\$ 4,000	\$ 4,000
		\$ -		\$ -
	Total	\$ 17,000	\$ -	\$ 17,000

April 18, 2023 Regular Meeting

Amendment 23-11: Finance Dept. – This amendment is being requested to transfer funds budgeted in contracted services for the implementation of the new Purchasing Software Module to Capital Outlay/Equipment. Initial purchase price of \$3,995 should be capitalized. Annual maintenance is expensed.

Date:	March 31, 2023			
Department:	Police Department			
Dept Head Signature				
Purpose:	Transfer money from Uniforms to Department Supplies to purchase 3 new Body Cameras and Mounts.			
Revenue:				
Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
				\$ -
				\$ -
				\$ -
				\$ -
	Total	\$ -		\$ -
Expense:				
Account Number	Account Title	Current Budget	Change to Budget	Amended Budget
10-510-2360	Uniforms-Law	\$ 13,500	\$ (2,100)	\$ 11,400
10-510-2330	Dept Supplies-Law	\$ 22,000	\$ 2,100	\$ 24,100
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total	\$ 35,500	\$ -	\$ 35,500

Motion: (Jim Engelman/Rick Shew) to approve the budget amendments as presented. Unanimously approved.

Informal Discussion:

- **Set Date for Budget Work Session** – A budget work session was scheduled for Wednesday May 3rd at 5:00 pm at HUB Station.

Reminders:

- **Third Thursday at HUB Station: April 20th Concert – Rust Bucket Food Truck: Hellfire Hot Wings**
- **First Friday at HUB Station: May 5th**
- **Ribbon Cutting – May 5th Kirkwood Grove Apartments**
- **NC Butterfly Festival – May 6th 9am – 4pm Downtown**

Department Reports:

- **Police Report – Agenda Packet**
-Update: Officer Bryan Beebe is now the School Resource Officer assigned to Hudson Elementary School.

The Police Department is taking donations for the bicycle giveaway for the 4th of July event.

Rick mentioned that the Town qualifies for the new apprenticeship program, and there is no age limit with this program. He stated that this might be a recruitment tool for someone who is a little older and interested in becoming a police officer.

- Finance Report:

**TOWN OF HUDSON
MONTHLY FINANCIAL REPORT -MARCH 2023**

SUMMARY OF CASH ACCOUNTS

	Current Month*	Last Month**
Cash/Checking	\$ 440,911	\$ 493,770
NC Capital Management Trust	3,595,912	3,627,058
CD - First Citizens Bank	100,119	100,119
	\$ 4,136,943	\$ 4,220,947

	BUDGET 2022-2023	ACTIVITY THIS MONTH	ACTIVITY TO DATE	BALANCE	%
REVENUES	\$ 4,673,040	\$ 430,882	\$ 3,657,276	\$ 1,015,764	78.26%
EXPENDITURES	\$ 4,673,040	\$ 391,936	\$ 3,110,922	\$ 1,562,118	66.57%
REVENUES- AMERICAN RESCUE PLAN (ARPA)	\$ 1,182,049		\$ 1,182,049	\$ 0	100.00%
EXPENDITURES- AMERICAN RESCUE PLAN (ARPA)	\$ 1,182,049	\$ 162,002	\$ 494,816	\$ 687,233	41.86%
REVENUES- CAP PROJECT HUD OPT PK	\$ 445,160	\$ 3,700	\$ 220,516	\$ 224,644	49.54%
EXPENDITURES-CAP PROJ HUD OPT PK	\$ 445,160	\$ 71,954	\$ 388,652	\$ 56,508	87.31%
REVENUES-CAP PROJ STREETSCAPES	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	100.00%
EXPENDITURES-CAP PROJ STREETSCAPES	\$ 100,000	\$ -	\$ -	\$ 100,000	0.00%
REVENUES- CAPITAL PROJECT HUB ST.	\$ 1,135,300	\$ 25,000	\$ 589,343	\$ 545,957	51.91%
EXPENDITURES- CP HUB STATION	\$ 1,135,300	\$ -	\$ 404,372	\$ 730,928	35.62%


- Planner's Report:

Staff Report-Planning/Zoning Department, March 2023

Economic Dev, Zoning Ordinance, Subdivision, Watershed, Floodplain Enforcement.

Project	Issue	Status
Economic Development	Closing out Kirkwood Grove-final plat being recorded Hudson Place-Walmart under contract and review possible mixed-use.	Final Plat being recorded 3/17/2023 Working with Developer for possible commercial at Walmart.
Economic Dev and plan review	1. RPM is expanding adding a warehouse. Construction is underway-Still open Discussion of pocket Community-on Huss Ave 2. Other movements for housing in works	Both projects are moving forward.
Zoning Changes to Central Business District	Additional Changes coming for zoning ordinance	Updating the Zoning Ordinance
Watershed/Floodplain and		
Subdivision Regulations	Approved 2+ minor subdivisions of property. Dealt with a few other subdivision problems.	Ongoing
**Zoning Permits and compliance letters	20 permits issued so far this year majority being new houses, swimming pools, and accessory buildings.	Single Family House permits and home expansions, swimming pools, accessory uses, and sign permits
**Citizens requests permits and general discussion	Phone Calls received (40+) Have decreased over the past few months. In addition, other elements of the job have stayed steady.	Had several phone calls by citizens, realtors, surveyors, and developers. Business has picked up again. Met with business owners about expansions Met with folks about storage units and other business expansions.
Zoning violations/floodplain	111-115 Main Street -storage buildings in floodplain	In progress
Action Items for Commissioners this meeting	1. Call for Hearing for Zoning Text Amendment	Call for Hearing for Zoning Text Amendment at May meeting.
General: Planning Board and Board of Adjustment: ongoing		

- Code Enforcement Report:




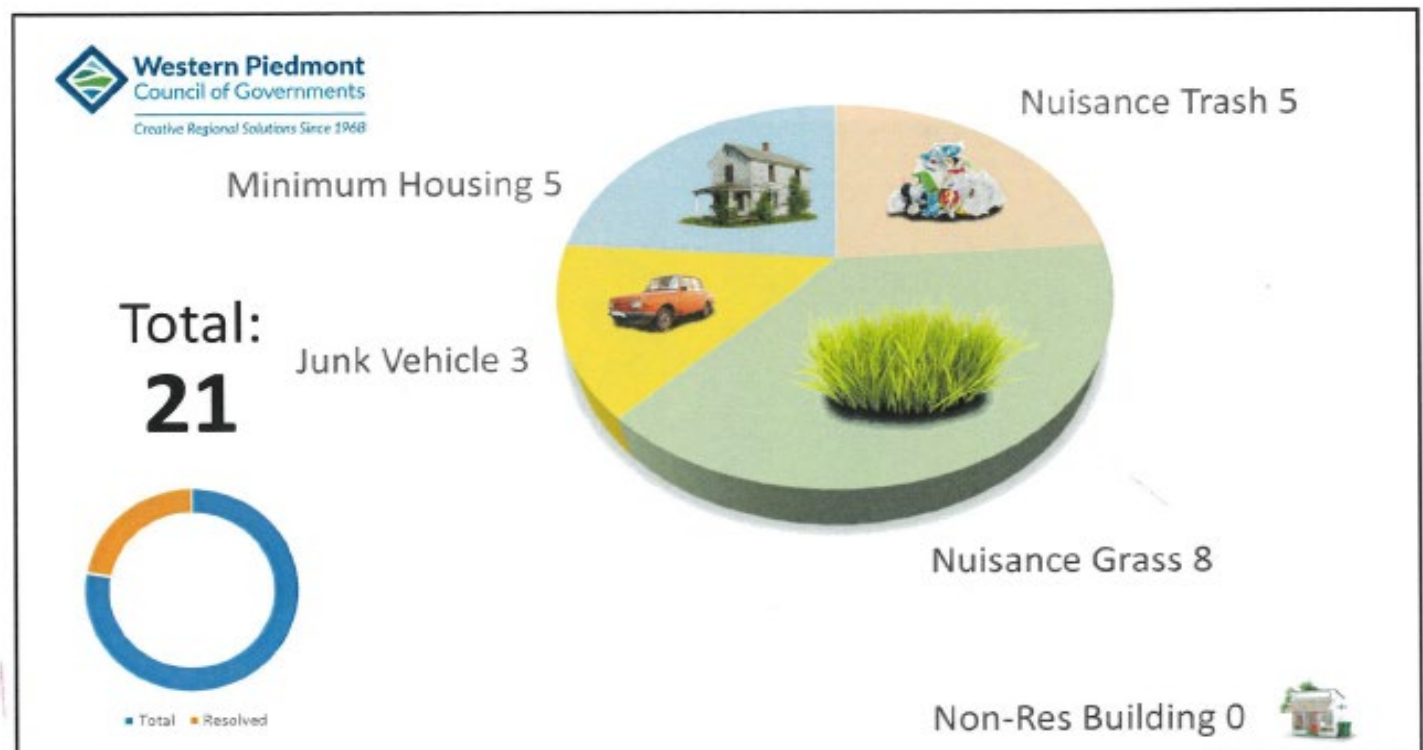
CODE ENFORCEMENT ACTIONS TRACKER

April, 2023

CEO Curt Willis, 828-485-4263, curt.willis@wpcog.org

Case Number (YRMT-XXX)	Date Opened (YRMTYY)	Town	Property Address	Violation	Min Hours	Status	Deadline
HU2303-086	230314	Hudson	118 Whispering Pines Dr	Min Housing	1	Owner Notified	230305
HU2303-080	230321	Hudson	208 Eastwood Village Ct	JNMV	1	Owner Notified	230417
HU2303-081	230321	Hudson	187 Huntington Dr	Nuisance - Overth	1	Owner Notified	230417
HU2303-085	230323	Hudson	208 Eastwood Village Ct	JNMV	1	Owner Notified	230411
HU2303-094	230323	Hudson	193 Dell Dr	Nuisance - TID	1	Owner Notified	230413
HU2303-095	230323	Hudson	171 Optimist Ave	Nuisance - TID	1	Owner Notified	230413
HU2304-022	230404	Hudson	122 Rainway Shopping Center	Nuisance - TID	1	Owner Notified	230424
HU2304-023	230404	Hudson	620 Hillcrest St	Nuisance - Overth	1	Owner Notified	230424
HU2304-024	230404	Hudson	660 Hillcrest St	Nuisance - Overth	1	New Violation	230424
HU2304-025	230405	Hudson	698 Hillcrest St	Nuisance - Overth	1	New Violation	230424
HU2304-026	230405	Hudson	640 Hawthorne St	Nuisance - Overth	1	New Violation	230424
HU2304-027	230407	Hudson	140 Cedar Valley Rd	Nuisance - Overth	1	New Violation	230424
HU2304-028	230408	Hudson	270 Sullivan Dr	Nuisance - TID	1	New Violation	230424
HU2304-029	230409	Hudson	NCPW 2767616953	Nuisance - TID	1	New Violation	230424
HU2304-057	230418	Hudson	127 Locust Ave	Min Housing	1	New Violation	230426
HU2304-058	230418	Hudson	127 Locust Ave	JNMV	1	New Violation	230426
HU2304-059	230418	Hudson	115 Locust Ave	Min Housing	1	New Violation	230426
HU2304-070	230418	Hudson	115 Locust Ave	Nuisance - Overth	1	New Violation	230426
HU2304-071	230418	Hudson	596 Evergreen St	Min Housing	1	New Violation	230426
HU2304-072	230418	Hudson	596 Evergreen St	Nuisance - Overth	1	New Violation	230426
HU2304-073	230418	Hudson	596 Evergreen St	Min Housing	1	New Violation	230426





- **Destruction Log:** Shana stated that the staff cleaned out old records from the vault to make room for storage of new records, and the information that needed to be destroyed was shredded on April 1st during the Town's shredding event. The following destruction log shows the type of records, the retention schedule, and the manner of destruction. Some of the information stored dated back to 1967.

Destructions Log

Agency	Town of Hudson						
Division		Section		Branch			
Location(s) of Records	Town Hall 550 Central St Hudson NC 28638						

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
2.02 Accounts Receivable	3 years	1990-2020		x		4/1/2023	Shred	Shana Guy, Finance Officer
2.08 Bank Statements	3 years	2000-2020		x		4/1/2023	Shred	Shana Guy, Finance Officer
2.24 Financial Journals/Ledgers	3 years	1989-2020		x		4/1/2023	Shred	Shana Guy, Finance Officer
2.83 Payroll Registers	5 years	2010-2018		x		4/1/2023	Shred	Shana Guy, Finance Officer
23 Tax Records	10 years	1967-2012		x		4/1/2023	Shred	Tammy Swanson, Tax Collector

Adjournment:

Motion: (Larry Chapman/Jeff Link) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk