

TOWN OF WEBSTER

MINUTES FOR JULY 1, 2015 BOARD MEETING

The Board of Commissioners for the Town of Webster met for its regularly scheduled meeting at 1411 Webster Road. Mayor Breedlove called the meeting to order at 5:15 p.m.

MEMBERS PRESENT: Commissioner Janice Blanton, Mayor Nick Breedlove, Commissioner Billie Bryson, Commissioner Allan Grant, Commissioner Danell Moses, and Vice Mayor Tracy Rodes

MEMBERS ABSENT:

OTHERS PRESENT: Tanner Hall of *The Sylva Herald*, Bob Keeling of SCC, and Michele Smith

GENERAL MEETING

Approval of Agenda

Mayor Breedlove asked to change the agenda with the addition of 1) Land Use Plan in New Business section. Vice-Mayor Rodes motioned to approve agenda as amended; Commissioner Grant seconded. Motion carried.

Approval of Minutes

Minutes for the June 3, 2015 meeting were presented for review. Vice-Mayor Rodes commented that she thinks “the” should be inserted on page 3: Town Letter to Residents, section a-b “All of the board members signed the letter.”

Commissioner Grant motioned to approve the minutes as amended; Vice-Mayor Rodes seconded. Motion carried.

Informal Comments by Public

No public comments were recorded.

Consent Agenda

Financial Report

Danell Moses presented the end-of-month reconciliation and budget reports for June 2015:

Beginning town fund balance per May report:	\$128,009.61
Deposits	10,684.77
Cleared expenditures totaled	10,087.44
Checking balance (SunTrust)	64,896.32
Checking balance (Macon)	5,895.68
CD 0001 balance	25,611.61
CD 1681 balance	36,920.03
Ending town fund balance	\$133,323.64

Moses also indicated that Webster received a new type of income from Blossman. The refund of \$521.54 is a new line item which will be reflected as \$521.54 in the line items Income: Other Income and Expenses: Miscellaneous.

She indicated she would like to have the board’s approval to move the following funds:

FROM	TO	Amount
MISC	Advertising	\$24.00
MISC	Attorney	\$1,100.00
MISC	Planning	\$2,100.00
MISC	Landscaping	\$1,100.00
MISC	Office Expenses	\$331.00
MISC	Street Lights	\$50.00
Total moved from Miscellaneous		\$ 4,705.00
Total balance left in Miscellaneous		\$6,931.53

Moses told the board she had inadvertently asked for moving funds in June that had been already been requested in May, so she rescinded the request for

Auditing to Miscellaneous	\$861.00
Advertising to Miscellaneous	\$189.00
Repairs to Miscellaneous	\$2,276.00

Moses indicated she will close out the SunTrust account after the first notice that the state successfully deposited franchise tax or sales and use tax into the new Macon Bank account.

Commissioner Grant provided a motion for approval of the financial reports with Vice-Mayor Rodes providing a second. The motion carried.

ADMINISTRATIVE REPORTS

Mayor's Report

Mayor Breedlove reported that:

*After recent vandalism, Breedlove filed a criminal report with the Sheriff's office. The NC DOT reported it would replace the three state signs for Sitton Road, Buchanan Loop, and winding road ahead. However, Doghobble Lane is private.

Breedlove asked if the board would be interested in covering the cost of the new Doghobble Lane sign:

Commissioner Blanton indicated she did not think the town should cover the cost.

Breedlove mentioned that we would have extra patrols of the area. Commissioner Blanton said she'd noticed some people parked at the cemetery. Mayor Breedlove said he thinks it is important to remind the public that the Town of Webster does not control nor maintain the cemetery: however, we do make a yearly contribution to that end.

*Woodard reported that to install white pebble stone would be \$600, weed block \$60, paint \$33, pins for \$20 and 8 hours of labor for \$480. Pea gravel could be used instead of white stone for \$150.

Commissioner Bryson said she thought the county was responsible for the upkeep of the monument and the school. Commissioner Moses said she thought that the American Legion, Jackson County, or VFW was responsible for the upkeep. She will contact all of those agencies to find out before we move forward.

*Jim Rogers of Duke Energy told the mayor that the lights at the ballfield, kudzu patch, and at Briarwood had been installed. Other locations have been flagged but crews will wait until after July 4th to proceed.

Council Member's Reports

No council members had reports.

OLD BUSINESS

1. Town Branding/Logo Design

- a. Bob Keeling sent the final digital copies for review and adoption
 - a. Commissioner Moses congratulated Bob on a great job.
 - b. Mayor Breedlove asked what Keeling would charge to design letterhead and business card template. Keeling said \$200.
 1. Moses suggested because of his timeliness and the number of tweaks that we should increase the amount for \$1000. Mayor Breedlove said he didn't think we should go over our budgeted amount.
 2. Vice-Mayor Rodes motioned that we have Keeling create letterhead and business cards. Commissioner Grant seconded. Motion carried.
 3. Mayor Breedlove also asked Keeling to work with Moses to coordinate a color scheme for the website that is harmonious with the logo.

2. Jackson County Fee Schedule

- a. Jackson County recommended Webster revise its recently adopted fee schedule to remove A-Frame Signs and Temporary Signs. Commissioner Moses moved to adopt the new schedule; Vice-Mayor Rodes seconded. Motion passed.

NEW BUSINESS

1. Land Use Plan

- a. Gerald Green is not available to create a Land Use Plan.
- b. Mayor Breedlove wrote to Kristy Carter with JM Teague who had assisted Kostelec with the Heart and Sole plan. She responded with a proposal that was quite detailed and would cost the town \$9,000.
- c. Commissioner Moses said she thought that was the plan all along when Carter worked with Kostelec. Vice-Mayor Rodes said Carter had come down a little from the price she mentioned during the planning session.
- d. Mayor Breedlove said he had talked with her about the price, and Carter had indicated if she takes herself out of the equation by farming out part of the project to another person it would reduce the price to around \$6,000 or \$7,000. He said she told him some towns break the cost into two fiscal years. The proposal was broken down by tasks and the cost for completion of each. She also

indicated that Webster might be an easier project if our future land use map would not change much from the existing map.

- e. Commissioner Blanton indicated she thinks we should seek bids.
- f. Vice-Mayor Rodes said she understands it is an arduous process. Mayor Breedlove said he would be willing to create a draft.
- g. Commissioner Moses said she thinks that we should seek bids. Moses said that Carter had lost all credibility with her when she came to present her findings on our ordinance review and then said she hadn't read the ordinances. Mayor Breedlove said she had not successfully completed the ordinance review.
- h. Moses will submit requests for bid proposals to the *Asheville Citizen Times* and *The Sylva Herald* with a postmark date by July 31.

2. Historical Signs

- a. Signs will be sent out next week for review. Once printed, it will take three weeks to print. There is a \$79 fee for a truck with a load gate for delivery.

3. Amendment of Agenda

- a. Moses asked to amend the agenda to discuss the apartment.

4. Apartment Lease, Cleaning, Repairs

- a. Commissioner Moses indicated her daughter, Jade, would like to rent the apartment upstairs beginning August 1.
- b. Commissioner Moses said the apartment should be professionally cleaned for the new tenants since it had not been cleaned after the renter before Williams left. Mayor Breedlove had talked to Service Master who gave him a quote of \$350 - \$400 to clean the cabinets, do a thorough cleaning of the unit, the carpets, the duct work, etc. Commissioner Blanton said we should have it cleaned.
- c. The auditor indicated that Moses could accept the rent checks as long as she did not sign the lease on behalf of the town.
- d. Commissioner Blanton asked if this would be a long term rental. Moses indicated she would stay here through undergrad and possibly grad school.
- e. Vice-Mayor Rodes mentioned that the roommate would also have to be on the lease. Michele Smith will structure the lease so both tenants will sign the lease.

5. Move to Closed Session for Consult with Attorney per statute 143.318.11-6

- a. Moses moved to go into closed session at 6:04 p.m.
- b. Moses moved to back into open session at 6:12 p.m.
 - a. No action was taken.

ADJOURNMENT:

Commissioner Grant motioned to adjourn. Vice-Mayor Rodes seconded. The meeting adjourned at 6:12 p.m.

Nick Breedlove, Mayor

Danell Moses, Town Clerk