

# TOWN OF WEBSTER

## Minutes for December 2, 2015 Board Meeting



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

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

**MEMBERS ABSENT:** Mayor Nick Breedlove

**OTHERS PRESENT:** Tanner Hall of *The Sylva Herald*, Michele Smith, Larry Phillips, Ann Melton, Bronwyn Burleson.

### *ORGANIZATIONAL MEETING*

#### **Swearing In Of Officers**

Ann Melton swore in newly elected board members, Larry Philips and Billie Jo Bryson.

#### **Thank You to Janice Blanton**

Vice-Mayor Rodes thanked Blanton for her service and valuable input during the last two years. The board presented her with a thank you note.

### *GENERAL MEETING*

#### **Approval of Agenda**

Commissioner Moses asked to amend the agenda by adding three new items: back taxes, Charters of Freedom, and a request to use town hall. Commissioner Grant motioned to approve agenda as amended; Commissioner Bryson seconded. Motion carried.

#### **Approval of Minutes**

Minutes for the November 4 meeting were presented for review. Vice-Mayor Rodes asked to add that she had asked if we could check whether residents were making payments to the back taxes discussion. Moses indicated she would add that to section C. Commissioner Bryson motioned to approve the minutes as amended; Commissioner Grant seconded. Motion carried.

#### **Informal Comments by Public**

Commissioner Blanton indicated that the Webster Cemetery Board should be notified that the tree cutting crews are parking at the cemetery and should be responsible to gravel the lot when finished. Commissioner Phillips said he would contact Neal Morgan; Commissioner Moses indicated she would notify her contact.

#### **Consent Agenda**

##### ***Financial Report***

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

Beginning town fund balance per October report:	\$127,383.13
Deposits	5,038.50
Cleared expenditures totaled	5,691.22
Checking balance Macon	59,137.02
CD 0001 balance	25,611.61
CD 1681 balance	36,981.78
Ending town fund balance	\$121,730.41

Moses requested that the board allow the movement of funds as follows:

<b>AMOUNT</b>	<b>FROM</b>	<b>TO</b>
\$1000.00	MISCELLANEOUS	Office Expenses

Commissioner Grant provided a motion for approval of the movement of budget funds with Commissioner Phillips providing a second. The motion carried. Commissioner Phillips provided a motion to approve the financial report and Commissioner Grant provided a second. The motion carried.

### *ADMINISTRATIVE REPORTS*

#### **Mayor's Report**

Vice-Mayor Rodes commented that she thought the Veterans' Day Re-dedication was a hugely successful event for Webster and its residents. She continued by saying she was pleased with the large turn-out and especially thankful for all of the work that Mayor Breedlove had done to make the event come to fruition.

#### **Council Member's Reports**

No council members had reports.




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***NEW BUSINESS***

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1. Presentation of financial audit results
  - a. Bronwyn Burleson of Burleson & Earley, P.A. presented the yearly audit findings of year ended June 30, 2015 for the town. She said the 2014-2015 report had been submitted to the LGC and approved. In addition to the audit report, two findings letters were presented from the firm. She urged the commissioners to read the “Management’s Discussion and Analysis” sections for an overall view.
  - b. She commented that QuickBooks software was still a valuable asset and had led to better, more consistent reports being presented to the board.
  - c. Government wide financial statements presented the statement of net positions and statement of activities. Additional commentary is provided in the notes to financial statements section. Other schedules are provided that describe the ad valorem taxes receivable and the analysis of current tax levy. Webster’s tax collection rate is at 96.57%.
2. Thank You Notes
  - a. Thank you notes to all those persons and organizations who helped with the World War II Monument project were distributed and signed by the board. Moses showed the board the photos which Mayor Breedlove had printed to include with the notes. The board said they did not like the “before” picture of the monument and did not want to include them in the mailing. The board also said that it would take too long to hand write every note. Commissioner Grant suggested that Moses hand write one note and scan to print out for each recipient. Commissioner Blanton indicated that the note could be put on letterhead. Moses said she would take care of the mailing.
3. Framing of photos and letters from Veterans’ Day Ceremony
  - a. Moses passed out the proofs that Mayor Breedlove had left for review. The board indicated that they thought the ones chosen plus a few extras would be nice to include in the collage on the wall along with a coin. Moses and Rodes will take the coin and photos to Livingston Kelly’s shop.
4. Back Taxes
  - a. Mayor Breedlove left an updated list of back taxes printout from the local tax office which listed all Webster residents who are delinquent in taxes from 2011-2015 which Moses passed out. After reviewing the printouts, board members decided to contact those residents from 2011-2014 who owed more than \$50 with a reminder letter from Moses.
5. Charter of Freedom
  - a. Mayor Breedlove left brochures describing the project that the county recently decided to take on which would contract a company, Foundation Forward, Inc, to build Charters of Freedom monuments in Mark Watson Park. The total for the monuments is estimated to cost \$80,000. Commissioner Bryson indicated great interest was shown at the meeting and many business were willing to take on some of the cost.
  - b. Commissioner Moses indicated she would like to know more about the company and where the money goes because \$80,000 buys a lot of cement.
  - c. Vice-Mayor Rodes indicated she would like to know more because the Constitution and Bill of Rights is readily available on the Internet.
  - d. Commissioner Phillips motioned that we should table the discussion until we could have more information presented. Commissioner Moses seconded. The motion passed.
6. Request to use Town Hall
  - a. Commissioner Moses indicated that the WCU Color Guard would like to use the Town Hall for a meeting on Friday night.
  - b. After much discussion regarding who should be allowed to use the space, parking, and liability it was decided that a policy should be written for future reference.
  - c. Commissioner Moses motioned that the Color Guard should not be allowed to use Town Hall. Commissioner Bryson seconded. Motion passed.

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***ADJOURNMENT:***

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Commissioner Bryson motioned to adjourn. Commissioner Phillips seconded. The meeting adjourned at 6:36 p.m.

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Nick Breedlove, Mayor

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Danell Moses, Town Clerk