

TOWN OF WEBSTER

MINUTES FOR DECEMBER 3, 2014 BOARD MEETING

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

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

MEMBERS ABSENT: Vice Mayor Tracy Rodes

OTHERS PRESENT: Bronwyn Burlison, Kristy Carter, Tanner Hall of *The Sylva Herald*, Don Kostelec, and Michele Smith

GENERAL MEETING

Approval of Agenda

Commissioner Blanton motioned to approve agenda as amended; Commissioner Moses seconded. Motion carried.

Approval of Minutes

Minutes for the November 5, 2014 meeting and the October 2014 Walk About Webster were presented for review. Mayor Breedlove mentioned that Tanner Hill should be Tanner Hall in the Walk About Webster minutes. Commissioner Grant said he believed that Tracy Rodes should be referenced as Vice Mayor rather than Mayor Pro Tem. Commissioner Grant motioned to approve the two presented minutes dependent on noted changes; Commissioner Blanton seconded. Motion carried.

Informal Comments by Public

No public comments were recorded.

Consent Agenda

Financial Report

Danell Moses presented the financial report:

Beginning town finance balance per November minutes:	\$123,157.08
Deposits	2,398.00
Cleared expenditures totaled	6,666.66
Checking balance	56,543.42
CD 0001 balance	25,547.66
CD 1681 balance	36,812.96
Ending town finance balance	\$118,904.04

Moses made note that the new Budget Report shows the percentages of spent funds.

Mayor Breedlove mentioned that the nearly \$3,000.00 expenditure for the new wall heater and water heater was part out of this month's expenditures. He also mentioned that last year's gas bill at this time was \$351.00, and this year's bill is considerably less at \$65.00.

Commissioner Blanton asked if the Total Projected Expenses should balance the checking funds. Moses explained that the two figures have no relation, but she would research that nothing had been omitted in the Budget Report.

Commissioner Grant provided a motion for approval of the financial report. The motion carried.

ADMINISTRATIVE REPORTS

Mayor's Report

* Mayor Breedlove indicated he would meet with the student team from WCU on December 16.

* He attended a meeting with the members of the RPO board and NCDOT to discuss the comprehensive plan and the comprehensive transportation plan. He had asked the board to think what transportation issues we would like to add to the county's long range list to bring to this month's meeting. He will ask for slower speeds through Webster.

* The WCU Wrap party will be December 25 at WCU.

*He received telephone calls thanking us for putting up new street lights in town. Next week Commissioner Moses will meet with Melonie from Duke to assess further needs. Commissioner Bryson mentioned she thinks a light should be added near the Shallock's house.

Council Member's Reports

Commissioner Moses indicated she had attended a Duke Energy Emergency Awareness webinar and asked the board if they would like the Duke representative to come present the same to the board. Commissioner Grant indicated that he would be interested in hearing the highlights as they relate to Webster. Mayor Breedlove indicated he would suggest a 15-minute overview rather than the entire presentation.

Commissioner Blanton announced that two Webster Historical Society events were upcoming at the Methodist church:

- December 21 at 5:30 p.m. will be a storytelling service
- December 24 at 5:30 p.m. will be a traditional organ Christmas Eve and candlelight service.

NEW BUSINESS

New Business:

A. Financial Audit

- a. Bronwyn Burluson of Burluson & Earley, P.A. presented the yearly audit findings of the town. She said the 2013-2014 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 mentioned that QuickBooks software was a positive for the town in that the checks and balances were better and led to better reports being presented to the board.
- c. Government wide financial statements include 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 96.2% which is above the NC average for towns of similar population of 95.1%.
- d. Burluson will send a PDF for posting on the town's website.

B. Kostelec Planning Update

- a. Don Kostelec
 - a. Spoke with Rusty Ellis and Gerald Green regarding current planning ideas. They were positive and receptive to the ideas brought forth from the Webster Walkabout. Ellis recommended the town should come to the Rec Department Advisory Board meeting to present them a completed idea for funding consideration in their new budget.
 - b. Kostelec spoke about the draft of the report and asked for comments and suggestions for the document.
 1. Commissioner Grant asked Kostelec to provide cost estimates of maintaining sidewalks. Mayor Breedlove asked him to include cost estimates for the different options we've mentioned for inclusion in the park, including possible vendors.
 2. Mayor Breedlove asked to reference parents with strollers in addition to the seniors as primary walkers on Buchanan Loop.
 3. Commissioner Grant and Mayor Breedlove had several editing suggestions and presented Kostelec with an edited version of the report.
 4. Commissioner Moses mentioned that on page 1 it should be clarified that Webster was incorporated in 1859 which will change some of the dates presented.

5. Commissioner Blanton clarified the report's final due date should reflect as 2015 instead of 2014.
- c. Kostelec indicated that he would be working on editing this report and present an updated version
- b. Kristy Carter
 - a. Carter indicated that zoning ordinances are in need of updating because of corrections needed as mentioned earlier this year by Michele Smith, and they're outdated because of legislation during 2013. More legislation is expected in 2015.
 - b. She suggested that the board started having a conversation about creating a comprehensive plan that includes a land use plan.
 - c. She clarified that the town has different types of authority:
 1. Authority granted by the state's General Assembly
 2. Regulatory authority
 3. General police power (nuisance ordinances)
 4. Explicit authority (which includes zoning)
 - d. She said that the median age as of 2010 census data of Webster residents is 39 years old
 1. Cullowhee median age is 21
 2. Sylva median age is 36
 3. Cashiers median age is 52
 4. Glenville median age is 55
 - e. Kostelec and Carter recommended a full meeting with the planning board and council to discuss changes and how to progress toward an updated set of ordinances.
 1. The first combined meeting will be January 21 at 6 p.m.
- C. Mayor Breedlove shared a list of the board's top 25 accomplishments for 2014. Moses had also compiled a list of the mayor's top 10 accomplishments for 2014.

ADJOURNMENT:

The meeting adjourned at 7:12 p.m.

Nick Breedlove, Mayor

Danell Moses, Town Clerk