

TOWN OF WEBSTER

Minutes for April 15, 2016 Board Planning Session



The Board of Commissioners for the Town of Webster met for a scheduled planning session meeting at 1411 Webster Road. Mayor Tracy Rodes called the meeting to order at 10:01 a.m.

MEMBERS PRESENT: Commissioner Billie Bryson, Commissioner Allan Grant, Commissioner Danell Moses, Commissioner Larry Phillips, Commissioner Leigh Anne Young, and Mayor Tracy Rodes

GENERAL MEETING

Approval of Agenda

Commissioner Moses asked that the agenda be updated to include 1) CD Investments. Commissioner Young asked to add 2) Penland home. Commissioner Grant motioned to approve agenda as amended; Commissioner Phillips seconded. Motion carried.

Informal Comments by Public

No informal comments by the public were made.

NEW BUSINESS

Penland Property:

Mayor Rodes opened the discussion stating that the Penland property was still for sale and the owners had mentioned to Commissioner Young that they were working there today if council members would like to tour the house.

Commissioner Phillips said that he had spoken with a contractor who indicated the cost of mold removal would prove too prohibitive to make the property a viable investment.

Commissioner Bryson said she still hoped to win the lottery so she could buy the property for the town.

Commissioner Moses indicated that she thought the issue should be tabled until either she found a grant that would cover all restoration costs or Bryson won the lottery.

Website:

Moses indicated that she had done a major overhaul of the town's website. She is still planning on adding a section for Historic Webster photos and information. She mentioned another area she would like to add is some videos of current board members talking about what we do and how we do it. She said that the videos would help with community members identifying us, learning how they can be involved, and that we could even share the videos with public school classes studying local government. She mentioned that she had talked to a videographer who said he would only charge \$600, but she can do sit down videos in town hall for free.

Mayor Rodes said we needed to clarify each job description first and update procedural policies.

Moses said that she doesn't think it has to be that complicated for a 15-second blurb on a video that sheds light on what we do and our passion for our community. Moses asked the board if they had any suggestions for other areas to tweak, especially ways to re-tool the menu bar.

Mayor Rodes said that she thought that most visitors to our site would be looking for an ordinance or looking at the budget.

Commissioner Phillips said he would like to see lists of all the committees and their members.

Commissioner Grant asked how many hits our website had. Moses reported that the website got 500 hits last month: the most hits were 47.8% home; 13% for town board; 13% for planning and ordinances; 7% for contact information; 4% each for announcements, minutes, history; 3% for photo gallery, and 1% for budget and ETJ information.

Commissioner Young suggested putting Government tab, listing boards, and such. Mayor Rodes asked if Commissioner Young could help with the headings (tab names) and some general organization ideas.

Moses asked all board members to visit the website and look at the categories and provide suggestions of how the information should be organized.

Mission and Vision Statement

The council wrote updated mission and vision statements for the Town, keeping in mind Webster's Guiding Principles.

MISSION: The mission of the Town of Webster is to encourage citizen involvement to ensure a secure environment for all of its residents.

VISION:

The town will be an attractive, welcoming community with a strong sense of place and history, encouraging broad-based community participation to preserve its small-town, residential nature.



Budget

After discussing several specific issues such as administrative costs, council member compensation, the impact of property revaluation on tax revenue, the Webster Cemetery Trust donation, and donations to community organizations, a tentative budget was developed for 2016-2017. The board decided to maintain memberships to Jackson County Chamber of Commerce, Jackson County Historical Society, Webster Historical Society, and Jackson County Circles of Hope. The council discussed the possibility of commissioners receiving a stipend of \$75 per month with the mayor receiving \$150 per month for compensation. Council member compensation will be added to the May 4 agenda for possible action.

A public hearing for public comment on the 2016-2017 budget will be scheduled 20 minutes prior to Webster's regularly scheduled June 1 board meeting. Commissioner Bryson will write the budget cover letter to the state's Department of Revenue.

INCOME

Ad Valorem Taxes	\$ 24,000.00
Franchise Taxes	\$ 26,500.00
Fund Balance Appropriated - General Fund	\$ 10,000.00
Fund Balance Appropriated - Misc	\$ 5,000.00
Fund Balance Appropriated - Repairs	\$ 2,000.00
Fund Balance Appropriated - Sidewalk Fund	\$ 1,000.00
Other Income	\$ -
Rental Income	\$ 7,700.00
Sales & Use Taxes	\$ 16,000.00
TOTAL PROJECTED INCOME	\$ 92,200.00

EXPENSES

Government

Administration	\$ 6,000.00
Advertising and Legal Notice	\$ 50.00
Attorney Fees	\$ 6,000.00
Audit & Accounting Svcs	\$ 5,100.00
Bonding Fees	\$ -
Council Stipends	\$ 5,400.00
County Interlocal Agreement	\$ 1,000.00
Election	\$ -
Liability Insurance	\$ 1,300.00
Membership Dues	\$ 1,250.00
Planning, Travel, and Training	\$ 6,000.00

Residential Services

Fire Protection - Sylva FD	\$ 16,675.00
Landscaping/Sidewalk Cleaning	\$ 6,000.00
Law Enforcement Patrol	\$ 8,000.00
Rescue Squad - Jackson	\$ 1,000.00
Sidewalk Fund	\$ 2,000.00
Street Lights	\$ 5,100.00
Webster Cemetery	\$ 1,000.00

Town Hall

Repairs	\$ 5,000.00
Office Expenses	\$ 2,000.00
Utilities:	\$ 2,000.00
Electric, apartment	\$ 1,000.00
Web Page	\$ 600.00
Miscellaneous	\$ 8,725.00
TOTAL PROJECTED EXPENSES	\$ 92,200.00



CD Investments

Moses updated the council on the CDs moved from SunTrust to the Entegra checking account. She shared the rates she had found at four local banks with Entegra offering the best rates as well as online access. The board decided to invest \$25,000 in a 12 month CD at .4 percent and \$36,000 in a 4-year CD at 1.15 percent. The board will vote to make this official at the next board meeting.

Goals for 2016-2017

The board plans to move forward with the 2016-2017 goals of

1. Meeting with county and state officials to help with traffic in Webster
2. Continuing efforts to engage the community and participate in community service
3. Holding a Veteran's Day event
 - a. perhaps a ceremony marking the retiring of the flag – which would then be used to replace Town Hall's flag
 - b. Moses will check into the costs of t-shirts with logos for wearing to events like this
4. Holding a combined board picnic or other function
5. Keep promoting the idea of being a walking community.

Land Use Plan

The land use plan draft written by Janice Blanton was reviewed.

Grant said aside from a few punctuation and composition errors that some additional sections may need to be deleted and added.

The board agreed to

- change the vision statement to the one written in the planning session
- remove the sections called Town Center and Coffee Shop, Strategies 5:1.0 and 5:1.1.
- change strategy 5:1.4 to refer to winter lights
- reword other strategies that are too close to ordinances

Moses said that we have a great starting point now to add more elements such as demographics including employment, home occupancy rates, charts/graphs, maps, etc. She suggested that council members read the Jackson County Planning Document for other ideas we can add to this plan and how we want it to be structured.

Mayor Rodes asked how we should verbalize to Mrs. Blanton what we envision for the plan.

Commissioner Young said she would be willing to contribute some time to editing. Commissioner Moses mentioned the planning board should also meet and provide edits.

Volunteer Opportunities & Community Service

The board was apprised of several opportunities to participate in community service.

- Former planning board member, Aaron Krauss, has a food train in place for those who would like to provide food to the family. Commissioner Moses will forward the link to anyone interested.
- The Webster Cemetery clean up day will begin on April 16 at 9 a.m.
- The board decided to pick two dates a year to volunteer as a group. One day will be picked in spring for a Community Table volunteer event. One day will be picked in the fall for a Webster Litter PickUp event.

Adjournment

ADJOURNMENT:

Commissioner Moses motioned to adjourn. Commissioner Grant seconded. The meeting adjourned at 3:55 p.m.

Tracy Rodes, Mayor

Danell Moses, Town Clerk