

# TOWN OF WEBSTER

## Minutes for November 2, 2016 Board Meeting



The Board of Commissioners for the Town of Webster met for its regularly scheduled meeting at 1411 Webster Road. Mayor Tracy Rodes called the meeting to order at 5:20 p.m.

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Bronwyn Burleson, Krissy Mabry, Will Morgan, Louise Stephens

### *GENERAL MEETING*

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#### **Approval of Agenda**

Mayor Rodes asked to add to Old Business item 2: Sign Ordinances. Commissioner Young asked to add New Business item 3: Halloween. Moses asked to add New Business items 4: Third Signatory and 5. TWSA Appointment.

**MOTION:** Commissioner Phillips motioned to approve agenda as amended; Commissioner Young seconded. Motion carried.

#### **Approval of Minutes**

Minutes for the October council meeting were presented for review.

**MOTION:** Commissioner Grant motioned to approve the September meeting minutes as amended; Commissioner Phillips seconded. Motion carried.

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

Louise Stephens commented that the cemetery was going to have some reseeded done.

Krissy Mabry mentioned that the Webster Baptist Church has been re-painted and looks great!

#### **Guest Speaker: Audit Report**

Bronwyn Burleson presented the draft of the 2015-2016 Audit Report. She noted that the internal control comment is still an issue since segregation of duties is problematic with a in small town governments with few employees. She suggested that in addition to providing monthly financial reports that Moses also provide the monthly detailed financial report such as general ledger to be reviewed by the board. She said that the recent property tax schedule that shows that Webster has a 98.27 percent tax collection of property and vehicle taxes. The audit was conducted to form an opinion on the financial statements which collectively comprised the basic financial statements of the Town of Webster. Bronwyn reported that the audit confirmed that all schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole. When the approval of the audit is received from LGC, Burleson will drop by bound copies for all the council members.

### *CONSENT AGENDA*

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#### **Financial Report**

Danell Moses presented the end-of-month detailed and summary reconciliation reports and the up-to-date budget report for October 2016:

|   |              |
|---|--------------|
| Beginning town fund balance per September report: | \$136,934.99 |
| Cleared expenditures totaled                      | 6,174.49     |
| Deposits  | 1,884.21     |
| Checking cleared balance Macon                    | 75,321.09    |
| Macon CD 12                                       | 25,034.28    |
| Macon CD 48                                       | 37,142.49    |
| Ending town fund balance                          | \$137,497.86 |

**MOTION:** Commissioner Phillips provided a motion to approve the financial report and Commissioner Grant provided a second. The motion carried.

### *ADMINISTRATIVE REPORTS*

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#### **Mayor Rodes' Report**

- a. Rodes participated in the WCU Homecoming Parade and was pleased with the community's turnout.
- b. Halloween was a big hit. Many of kids, parents, and even pets came out to enjoy a near perfect evening.
  - i. Rodes said she might like to have a pumpkin carving contest next year.



- c. As a gesture of appreciation, Rodes agreed to make arrangements with the Sheriff's office to take a couple of meat trays and a dessert for them to enjoy. Phillips agreed to go with her if his schedule allowed.
- d. Rodes suggested doing a walkthrough to mark the worst sections of the sidewalk, since not enough money was budgeted to cover repair of all 21 sections.
  - i. Moses asked if we would try to complete this before winter. Rodes said we can wait until spring to get an estimate because the sidewalks may worsen during winter.
  - ii. Phillips said only one section is crumbly and really needs to be repaired sooner rather than later. Rodes said a huge chunk of curb is missing near Sheffield Drive.
  - iii. Bryson indicated the problem will come back if repair and delivery vehicles keep pulling up on and parking on the sidewalks through town.
  - iv. Rodes said she would check to see if town would qualify for the grant offered through the county to help repair the sidewalks.

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

- Moses reported that
  - The 4-H Club is having a fundraiser selling Christmas trees, kissing balls, and wreaths. If council members are interested they can contact Moses for the full email report. Pickup will be in December.
  - The flag has been lowered to half-mast in honor of North Carolina Representative Paul Luebke. Representative Luebke represented Durham County for 25 years in House District 30. Luebke died at the age of 70 after a battle with lymphoma.
    - Rodes asked that she and Phillips be signed up for the email list that informs of flag lowering decisions.
  - Commissioner Moses indicated that the Planning Board needs to meet. She said that Tyler Goode, SCC's PIO has asked about putting a digital sign on campus to advertise events and such. Rodes said she would be available on November 14: Moses said she would send notice to the Planning Board.

### ***OLD BUSINESS***

#### **1) We Love Webster event**

- a. Moses said she had talked to Anita at the Senior Center and two dates are available. The time would be from 5-8 p.m:
  - i) The date will be on either February 1 or 22. February 1 is the regular meeting date.
  - ii) 5-6 p.m. will be allocated for set up
    - 6-6:30 p.m. will be meet and greet
    - 6:30-7:30 p.m. will be dinner and meeting
    - 7:30-8 p.m. will be clean up
  - iii) Food suggestions were discussed. Moses said she would get food suggestions from John and email it out.
  - iv) Moses will prepare a "Save the Date" mailer draft for the board to approve in December.
  - v) Young suggested that the residents bring a dessert to share.

#### **2) Sign Ordinance**

- a. Rodes expressed frustration with the lack of progress on the B1 and G1 sign ordinances. She is thinking of asking the town's attorney to work on the ordinances. She asked Morgan if the Government Ordinances can be written to apply to only SCC and not the old school, which are both zoned as G1. She said she would entertain a motion to have Smith and Morgan to come up with sign ordinances which the planning board would review and then be presented to the council for consideration.
  - i) Grant suggested that according to HB2, the state can override anything we come up with anyway.
  - ii) Young noted that SCC is being a good neighbor by asking the town what types of signage are preferred. She said the planning board needs a change of leadership.
  - iii) Moses said that we should have the meeting, tell them what we need to do, and she would bring a template for the planning board to fill in.
  - iv) Morgan said that the county Planning Office would look over an ordinance template and help us fill it in.
  - v) Moses said she would invited Goode to the planning meeting on November 14.
  - vi) Rodes said she was worried about allowing a huge sign down there because the same would have to be allowed for the old school area.
    - (1) She wants to ask Smith if the G-1 zone at the old school could be re-zoned to be something else.
    - (2) Bryson said that at one time, the zoning including educational.



- vii) Moses asked if could create a subset in G-1 of a and b. “A” could be educational and “B” could be government.
- viii) Rodes suggested that we get some food for the planning meeting. Moses said she would bring something.
- ix) Young suggested that the Planning Board should have training.

### *NEW BUSINESS*

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#### 1) NC DOT Growth Projections

- a. After Mayor Rodes brought maps from the Jackson County Comprehensive Transportation Planning (CTP) meetings. These maps showed projected employment and growth in the county. She talked about each map and said that Rose Bauguess from Southwestern Commission had provided a letter stating the CTP steering committee has approved the growth projections for the 2013-2040 time frame and shared the methodology used to determine them. Bauguess seeks approval from the county and town boards regarding these growth projections and requests this topic be included on the town board’s agenda and its approval to be recorded in the minutes.
- b. Moses said she didn’t like being told that, although Webster is likely to experience low growth at best, we should say we’re forecasting medium growth. Moses asked for clarification on what needed to be approved. Rodes said we were both agreeing that we’d seen the projections and approving them.

No action was taken.

#### 2) Veterans’ Day Opportunities

- a. Moses said that many opportunities were available for the council to participate including SCC’s annual Veterans’ Day event on Thursday, November 10 at noon at the Myers Auditorium and the Veterans’ Office luncheon at the National Guard Armory at noon on Saturday, November 12. A parade will be at 3 p.m. in Sylva after the luncheon.
- b. Bryson said Feed The Need will also be held on November 12.

#### 3) Halloween

- a. Young suggested that the town think about setting aside funds in the budget for next year to help supplement the residents who have to buy candy for the near 500 kids we saw this year. Perhaps a donation spot could be set up for people who want to donate candy toward the cause.
- b. Rodes said she worried about using town funds for candy. Moses said she thought it was reasonable since we have a public hearing about our budget and residents have the opportunity to express concern if they don’t want us to sponsor the Halloween event. Rodes said that resident participation is completely voluntary.
- c. Moses suggested to table discussion and add the issue to the agenda of the planning session next spring.

#### 4) Third Signatory

- a. Moses said that we needed to formally appoint and approve that Leigh Anne Young will be the third signatory for checks.

**MOTION:** Moses moved that Young be approved to be the third signatory on checks in the event that Rodes is unavailable. Phillips seconded. Motion passed.

#### 5) TWSA Appointment

- a. Moses said that she had received a letter from Dan Harbaugh stating that December marks the end of Rodes’ appointment on the TWSA Board and asking the council to appoint a representative.

**MOTION:** Moses moved that Rodes be reappointed to the TWSA Board for one more year. Grant seconded. The motion passed.

### *ADJOURNMENT:*

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Commissioner Grant motioned to adjourn. Commissioner Bryson seconded. The meeting adjourned at 6:34 p.m.

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Tracy Rodes, Mayor

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Danell Moses, Town Clerk