

TOWN OF WEBSTER

Minutes for December 7, 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 5:18 p.m.

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

MEMBERS ABSENT: Commissioner Larry Phillips

OTHERS PRESENT: Rose Baugess, Will Morgan, Sarah Stahlman, Michele Smith

GENERAL MEETING

Approval of Agenda

MOTION: Commissioner Grant motioned to approve agenda as amended; Commissioner Bryson seconded. Motion carried.

Approval of Minutes

Minutes for the November council meeting were presented for review.

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

Informal Comments by Public

Sarah Stahlman asked about the progress of the naturescape playground.

- Mayor Rodes said the playground was part of a plan that was completed a couple of years ago. Since that property is not owned by Webster, coordination is ongoing between the Don Adams the Jackson County Manager, Recreation Department, and the County Commissioners. She indicated public interest is always welcome and appreciated to let the county know the residents are interested. She encouraged Stahlman to let county officials know her interest as well.
- Commissioner Grant mentioned the playground during a recent Parks and Recreation meeting to keep the idea current.
- Mayor Rodes said she was very interested in the naturescape playground and a walking trail.
- Sarah Stahlman said she was particularly interested in our community having a space for younger children and getting some family focused activities.
- Mayor Rodes said she appreciated that Stahlman was interested and willing to come to the meeting.
- Rose Baugess said the Jackson County was holding meetings for public input if Stahlman would like to come share input there as well.

Guest Speaker: Rose Baugess, Southwestern Commission Region A

Baugess provided an overview of the updated to the Jackson County Comprehensive Plan. Along with that, the NCDOT is doing a Comprehensive Transportation Plan. This process happens every five to seven years with a forecast to twenty-five to thirty years in future to plan as far ahead as possible.

Office of State Budget Management (OSBM) has their own methodology of how to project growth for the whole state. The steering committee decided to use OSBM numbers and data for future population and employment trends of a medium rate for Jackson County of .57% per year through 2035. She said these projections will not be used to score a project in prioritization.

Commissioner Moses clarified that Webster was called “medium” because the growth exceeded the .57% rate.

Baugess said yes and that it was very qualitative.

Commissioner Moses asked if Webster’s agreement to these basic future projections of the steering committee would commit Webster to any plan nor project. Baugess said it would absolutely not commit or guarantee anything to any one ever. The information just serves as the basis for the model.

Baugess passed out handouts

- “Appendix G: Socio-Economic Data Forecasting Methodology” which describes the process leading to the estimated population growth, economic development potential, and last use trends
- A Road Project – From Identification to Construction
- Draft Jackson County Identified Needs for year 2040 – Highway Mode

Baugess suggested that if the council had further questions or comments, they should attend one of the last two drop-in public meetings in Cashiers or Savannah. She also said the plans could be seen at RegionA.org and JacksonNC.org.



CONSENT AGENDA

Financial Report

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

Beginning town fund balance per October report:	\$137,497.86
Cleared expenditures totaled	5,996.07
Deposits	6,031.96
Checking cleared balance Macon	75,356.98
Macon CD 12	25,051.44
Macon CD 48	37,213.94
Ending town fund balance	\$137,622.36

Moses addressed Mayor Rodes' question regarding landscaping expenses by explaining that we should the expenses dwindle dramatically during winter then rise back up in the spring.

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

ADMINISTRATIVE REPORTS

Mayor Rodes' Report

1. Rodes talked about the transportation plan and encouraged the board to attend the public hearing.
2. Rodes spoke with Don Adams regarding the pavilion. He indicated some changes may occur which may change use of the softball field.
3. A State of Emergency was declared regarding wild fires in November and terminated in December.
4. Becky Harwood, with the American Legion, provided a wreath for the WWII Memorial.
 - a. Commissioner Bryson will deliver a thank you note to Becky at church.
5. Duke representative, Lisa Leatherman, has been a critical part of helping our community by working with TWASA during the drought and Duke's donation to funds to the Western North Carolina Firefighters Association.
6. The burn ban has been lifted two days ago.

Council Member's Reports

Commissioner Grant mentioned that he had attended the Parks & Recreation Advisory meeting. The indoor swimming pool initiative has been moved up. During that meeting, Grant mentioned that Webster playground and Buchanan Loop walking trail. He said he is impressed with the Rec Department and their people.

Moses passed out PSNC Pipeline Safety and Awareness for Public Officials handout. She also presented the draft of the We Love Webster event postcard. She indicated that an RSVP date would be added after speaking with John Faulk. Mayor Rodes asked that Commission Young review and make suggestions.

Closed Session

The council went into closed session per NCGS 143-318.11 Paragraph A3: Purpose to preserve attorney client privilege.

Council came out of closed session with no motions to report.

OLD BUSINESS

1) Request for approval of Jackson County Comprehensive Transportation Plan (JC CTP) Steering Committee's Growth Projections for Webster

MOTION: Commissioner Moses provided a motion to approve the Jackson County Comprehensive Transportation Plan (JC CTP) Steering Committee's growth projections for Webster and Commissioner Grant provided a second. The motion carried.

2) Adopt Burleson & Earley Financial Statements for FY June 30, 2016

Mayor Rodes mentioned that no material deficiencies were noted. She talked about Webster's change in net position was mentioned on page six of the document and said they project our revenues to be stable. She mentioned the other schedules in the back of the document including the tax collection rate of over 98%.



She said that Burluson's report addressed two significant deficiencies including segregation of duties and adjusting entries.

POLICY: Moses will present the General Ledger to the board quarterly.

MOTION: Commissioner Moses provided a motion to adopt Burluson & Earley Financial Statements for FY June 30, 2016, and Commissioner Grant provided a second. The motion carried.

NEW BUSINESS

1) Policy review

a. for posting Town Office hours when they are changed

POLICY: Moses will post altered office hours notifications on website and on bulletin board.

MOTION: Commissioner Grant motioned that altered office hours be posted on website and on bulletin board.

b. for Declarations and Terminations of SOE

POLICY: Templates will be maintained on the town's Google drive.

2) Notary Public

Since Moses works fulltime position, she is often not available during the day when Rodes needs her to sign documentation. Rodes asked if anyone on the board had a Notary Public certification.

MOTION: Moses moved that the town pay all costs to SCC associated with the Notary Public classes for Commissioner Young. Grant seconded.

3) McCalla Appreciation Award discussion

Commissioner Phillips recommended that the board send Chuck McCalla a thank you gift of \$100 Lowes gift certificate for his contributions to the community through his community service.

MOTION: Grant moved that the town present McCalla a gift card and thank you note. Commissioner Young seconded. Commissioner Bryson voted yay. Commissioner Moses voted nay.

4) Duke contract recommendation from lawyer follow up in January 2017 meeting

Mayor Rodes indicated that the contract will be reviewed by Smith because it states that the town would be responsible for paying for relocation of power poles if the road is widened.

5) Council Stipends

Moses distributed the council stipends for the second quarter.

ADJOURNMENT:

Commissioner Bryson motioned to adjourn. Commissioner Grant seconded. The meeting adjourned at 7:30 p.m.

Tracy Rodes, Mayor

Danell Moses, Town Clerk