

# TOWN OF WEBSTER

## Minutes for December 6, 2017 Board Meeting



The Board of Commissioners for the Town of Webster met for their regular monthly meeting at the Webster Town Hall, 1411 Webster Road. Mayor Tracy Rodes called the meeting to order at 5:18 p.m.

**MEMBERS PRESENT:** Tracy Rodes, Mayor; Vice Mayor LeighAnne Young, and Commissioners Allan Grant, Danell Moses, and Rick Fulton.

**MEMBERS ABSENT:** Commissioner Billie Jo Bryson

**OTHERS PRESENT:** Joyce Pope, Town Clerk; Ann Melton, Jackson County Clerk of Court; Will Morgan, Smith & Morgan Law.

### GENERAL MEETING

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#### Swearing in of Webster Town Commissioners and Mayor

Clerk of Court Ann Melton performed the swearing in of Mayor Tracy Rodes, and Commissioners Allan Grant, Danell Moses, and LeighAnne Young.

#### Approval of Agenda

The board reviewed the agenda. The board added agenda item #5 under Old Business: Broadband.

**MOTION:** Commissioner Fulton moved to approve the agenda as amended. Commissioner Grant seconded. Motion carried.

#### Organizational Meeting

- 1) Appoint Mayor Pro Tem.

**MOTION:** Commissioner Moses made a motion to appoint LeighAnne Young as Mayor Pro Tem. Commissioner Fulton seconded. Motion passed.

- 2) Delegation of Duties. The Vice Mayor will fill in for the Mayor when she is unable to attend a Town Board Meeting. The Vice Mayor also participates in and reviews preliminary work on the budget and writes a cover letter to accompany the budget.

#### Approval of Minutes from November 1, 2017 meeting

The Board reviewed the minutes from the November meeting.

**MOTION:** Commissioner Grant made a motion to approve the minutes. Commissioner Young seconded. Motion carried.

#### Informal Comments by Public

None



CONSENT AGENDA

Financial Report

Finance Clerk Joyce Pope presented the financial report.

Income	\$ 3,980.70
Expenses	\$ 2,517.08
Checking account balance Entegra	\$ 71,016.08
Entegra CD 12	\$ 25,145.88
Entegra CD 48	\$ 37,608.80
Ending Town fund balance	\$ 133,770.76

MOTION: Commissioner Grant moved to approve the consent agenda. Commissioner Fulton seconded. Motion carried. The board discussed the amount that has been spent on Landscaping in FY 2017-2018. The October bill was high, but the anticipated bill for November should be much less. The October bill covered mulch and work on the Veterans’ Memorial.

Mayor’s Report

- **Luminaries:** Mayor Rodes thanked Commissioner Young for taking on the luminaries project for the Town. Rodes also thanked Commissioners Bryson and Moses, and also Scott Rodes who assisted with the luminary project. The luminaries were put out on December 1st, 2nd, and will be displayed again on the weekend of December 8th-9th from 5pm – 9pm.
- **Jackson County Grant Application.** The board has decided to wait and apply for the County’s \$5,000 grant next year in order to have time for planning. The Town will define projects that are desired and how much money the Town will need to budget to complete them. It was noted that the Board of Education manages the restroom facilities at the softball field, so the Town would need to work with them for any project, such as a water fountain, that involves that parcel.
- **Name plates.** Many Town Boards, and non-profit boards, use name plates during their meetings. Name plates assist members of the public and media attending meetings to identify board members. Moses and Grant said they would prefer name tags to be worn at meetings.
- **Landscaping.** Woodard Landscaping plans to rent a chipper to clear brush, and has offered the Town the opportunity to have land cleared. The board requested an estimate to clear the overgrown area between North River Road and the softball field. The Town is already at 68% of the annual budget and the commissioners will make a decision on approving the project based on Woodard’s estimate.
- **Cell Tower.** Verizon plans to erect a monopole cell tower somewhere in Webster, and is researching an appropriate location. Webster has adopted Jackson County’s cell tower ordinance, but the Town’s BOA would need to grant a special use permit for the tower. The Mayor and Town Attorney plan to meet with the Jackson County Planning Department to learn more specifics after the balloon test is conducted. A brightly colored balloon will be flown at the proposed tower’s height at 37 College Drive on January 6, 2018 from 10am-2pm.

Council Members’ Reports

Commissioner Grant attended a Jackson County Recreation Department meeting on November 30 and presented highlights from the meeting.

- The Greenways and Trails Committee plans to extend the current greenway. They hope to include “pocket parks” in current and future greenways. Jackson County estimates that 1700-1800 people use the greenway per month.
- In the November 2018 election, there will be a bond vote on funding a new public pool with a cost of \$5 – 8 million.
- There does not appear to be an imminent change of use of the Webster ball fields, since the fields are in use by the High School. The county is, however, considering moving the Webster batting cage to Mark Watson Park.



- Grant requested the county add a pocket park in Webster to the planning list for future consideration.

**MOTION:** Moses made a motion to amend the agenda to move New Business item #4 Financial Audit to #1. Young seconded. Motion passed.

***OLD BUSINESS:***

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- 1) **Project Ideas for Future Grant Opportunities:** tabled for discussion in January.
- 2) **Reschedule We Love Webster Event.** The board discussed potential dates.  
**MOTION:** Moses moved that the discussion be tabled until the January meeting to give commissioners time to review 2018 calendars. Grant seconded. Motion passed. The Town Clerk will check the availability of the Department on Aging on a Wednesday in April.
- 3) **WCU Student Project Ideas.** Mayor Rodes suggested the board spend time brainstorming ideas and return to the January meeting with their ideas. A project such as upgrading the Town website might be a good idea for WCU college students, or for a citizen who wishes to volunteer time to their town.
- 4) **Document Storage.** Commissioner Fulton has not found a piece of furniture at WCU that the Town could use for public document storage.
- 5) **Broadband.** The Region A broadband survey goal is for 10% of Jackson County residents to complete the survey. Moses said, at this time, less than 5% of residents have completed the survey. Mayor Rodes has emailed the survey twice to Webster Commissioners, posted it on Webster's website, and Facebook page. All were again urged to complete the survey.

***NEW BUSINESS:***

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- 1) **Financial Audit FY 2016-2017.** Bronwyn Burleson, CPA, presented the Financial Audit for fiscal year 2016-2017. She distributed a copy of the draft financial statements and two audit letters to the board. Highlights of her report:
  - a. **Letter of deficiency.** Any time accounting is handled by a single person, a letter of significant deficiency must be issued. This letter does not negatively reflect on the accounting of the Town as a whole, it simply reinforces the need for the board to continue their current oversight of the Town financial records
  - b. **Capital Reserve Fund.** Burleson suggested the Town adopt a capital reserve fund for the current Sidewalk Fund, as its purpose is to accumulate funds for future repair needs. A capital reserve fund would have its own budget. Monies to be spent on repairs would be moved from the capital reserve fund to the general fund in order to pay for those expenses. The fund could be named "Capital Reserve Fund" to cover sidewalk as well as other needs. A separate budget ordinance would be required. The same capital reserve fund may be used instead of having a Repair Fund. The Town can identify what level of expense would be paid from the fund. "Transportation" covered primarily streets and sidewalks.
  - c. **Reports.** Printing a General Ledger report is advised for better internal control. This report would be provided to the board, along with the current financial reports, on a quarterly basis.
  - d. **Miscellaneous account.** The miscellaneous account falls within the General Government accounting area. A separate miscellaneous account can be established within specific areas such as transportation.
  - e. **Final Report.** Burleson will provide the Town with the approved audit report as soon as it becomes available. An email will be sent requiring an electronic signature and will be required by December 31st.
- 2) **Volunteer Schedule for Luminaries.** Luminaries are 5pm – 9pm. Volunteers were arranged.
- 3) **Discuss Capital Reserve Fund for Sidewalk Repair.** Bronwyn explained the suggestion for a capital reserve fund. The board decided to add this to the annual planning session agenda.



- 4) **Line Item Transfer for FY 2016-2017 Interlocal Agreement Fee.** The 2016-2017 Interlocal Agreement Fee was not paid because no invoice is issued by Jackson County. The Town Clerk confirmed with the county that no late fee was assessed. The interlocal fee is usually paid in June. The Town will pay this cost in the 2017-2018 budget if the accountant approves. Once approved, the budget amount for interlocal fee will need to be increased.
- 5) **Variance Request Form.** A Town resident is considering requesting a variance, but advised the Mayor that there is no variance form on the Town's website, nor on the County's website. The Mayor found a variance request form that has been used in the past, but was not used for the SCC variance request. The form includes a fee of \$150, which is in the published schedule of Town fees. Rodes presented a draft document of an updated Variance Request form for approval.

**MOTION:** Commissioner Moses moved that the Town approve the variance request form and post it on the Town's website. Young seconded. Motion carried.

*ADJOURNMENT:*

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Commissioner Young moved to adjourn. The meeting adjourned at 7:33 p.m.

**Reminder -** Next Meeting is Wednesday, January 3, 2018 at 5:15 p.m.

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Tracy Rodes, Webster Mayor

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Joyce Pope, Webster Town Clerk