

# TOWN OF WEBSTER

## November 7, 2018 Board Meeting Minutes



The Board of Commissioners for the Town of Webster met for a regularly scheduled meeting at Town Hall, 1411 Webster Road. Mayor Tracy Rodes called the meeting to order at 5:15 p.m.

**MEMBERS PRESENT:** Commissioner Billie Bryson, Commissioner Leigh Anne Young, and Mayor Tracy Rodes, Commissioner Rick Fulton, Commissioner Danell Moses

**MEMBERS ABSENT:** Commissioner Allan Grant

**OTHERS PRESENT:** Jay Coward, Attorney; Will Morgan, Smith & Morgan Law; Joyce Pope, Town Clerk; Debbie Coffee, Clerk candidate; Louise Stephens, Webster property owner; Joan MacNeill, Hollywalk Developer; Don and Ann Barber, Hollywalk Board members

### *GENERAL MEETING*

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#### **Ethics Statement**

Mayor Rodes read the Ethics Statement aloud to the board. No board member expressed a conflict of interest.

#### **Approval of Agenda**

Mayor Rodes presented the agenda.

**MOTION:** Commissioner Moses made a motion to approve the agenda as presented. Commissioner Young seconded. Motion carried.

#### **Approval of Minutes from September 12, October 3, and October 12, 2018**

Minutes for the September 12, October 3, and October 12 meetings were reviewed.

**MOTION:** Commissioner Moses moved to approve all the minutes as presented. Commissioner Fulton seconded. Motion carried.

#### **Informal Comments by Public – none**

### *CONSENT AGENDA*

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#### **Financial Report**

Joyce Pope presented the checking account reconciliation report and the up-to-date budget report as of October 31, 2018:

Beginning town checking account:	\$ 73,434.09
Cleared transactions	\$ 3,947.20
Deposits	\$ 2,880.03
Macon CD 11-month	\$ 25,332.52
Macon CD 48	\$ 38,006.64
Ending Town checking account balance:	\$ 67,439.09
Ending Town fund balance:	\$ 130,778.25

**MOTION:** Commissioner Moses made a motion to approve the financial reports. Commissioner Young seconded. Motion passed.

### *ADMINISTRATIVE REPORTS*

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

- **Halloween.** Mayor Rodes said that the extra patrolmen did a good job for the many children visiting Webster. Rodes said that the Town of Sylva closes their Halloween festivities at 7:30pm and the Town may consider reducing hours also.
- **Historic pictures.** The Town has been contacted by an Orlando resident who has inherited historic photos of the Town. She is interested in donating these items to the town if the Town will pay for the cost of shipping (\$91.) This will be discussed in old business item #4.



- **Landscaping.** Elite Landscaping asked Mayor Rodes about doing additional leaf-blowing. She instructed him to wait a few more weeks to allow time for more leaves to fall.
- **NCLM meeting.** Mayor Rodes thanked Commissioners Moses, Bryson and Young for attending the NCLM meeting.

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

Commissioner Moses discussed the NCLM meeting. She said that NCLM asked attendees for their most pressing issues and the overwhelming response was broadband and internet. NCLM presented what they are doing to advocate for small towns, and recent legislation.

Commissioner Young continues to participate in the Jackson County Greenway Meetings. There is no new news to report.

### ***NEW BUSINESS***

1. **Discuss Planning Board's Recommendation regarding Hollywalk.** Commissioner Moses attended the Planning Board Meeting and presented their recommendation to the board, and Mayor Rodes distributed a copy of the recommendation. The Planning Board recommends the Town Council not approve the R-2 ordinances at this time. The board feels that additional research should be done to answer questions from the Planning Board. A copy of this recommendation follows these minutes.  
**MOTION:** Commissioner Fulton made a motion to present this recommendation to Hollywalk in order to get answers to the questions. Commissioner Young seconded the motion. Motion passed.
2. **Discuss Map/Text Amendment Request Application/Process.** Mayor Rodes said that when Hollywalk's request was returned to the Town, only 2 pages were returned to the Town of Webster. Rodes clarified with Mr. Coward that the area requesting the amendment is actually Osceola, which encompasses Hollywalk. Rodes read the instructions from the application, which states that the application is to be turned in to the Town 30 days before the Town meets, then the Town decides whether to send the application on to Jackson County. Rodes suggested the board members review and revise this form at the next Town Board meeting.
3. **Simplify Snack: Rotation/menu.** Mayor Rodes polled the board to see if they would like to handle food for the board meetings differently. The board feels that having a lot of food is not necessary, and that drinks could be provided.

### **Guest Speaker: Jay Coward, Attorney for Osceola, LLC (Hollywalk)**

Mr. Coward spoke about the process and what the general statute says about how the process is supposed to work. Mr. Coward felt the Planning Board is new and not aware of the process. He suggested the Town simply follow the statute. The County would have supplied the Town an application process many years ago. The interlocal agreement says that the Planning Department (typically John Jeleniewski.) will handle applications; the Town makes one decision – do we send the application to the PB? Then the PB meets with John J. John answers the questions from the Planning Board based on the application and what he knows about the law. John would address the tough questions with the Planning Board. Then the Planning Board would make a simple recommendation to the Town Council with either an approval or denial. The Town can ask John to explain to the Board what he told the Planning Board. The Planning Board is meant to work with the planner. Ideally the Planning Board would work out all questions and issues with the Jackson County Planning Department representative. Mr. Coward recommends that the Planning Board meet with John to discuss their concerns in order to return a yes or no recommendation to the Town. the Planning Dept also enforces sign ordinances and other issues. G.S.153.A and 160.A work together.

Mr. Coward also distributed a revised suggestion for Article 4 - district regulations, changing the name from R-2 to R-1a. This nomenclature fits the situation better. Coward said that Hollywalk seeks to be active in the Town of Webster, and to benefit the Town with the tax revenue associated with the property. The property owner voluntarily annexed his property into the Town in order to be a part of the Town.



Mr. Barber stated that John J. did not prepare any documents; he acted as a consultant with the attorney. Mr. Coward's office actually prepared the application.

Commissioner Fulton said that the Planning Board will need to address questions and issues with Jackson County and make a recommendation.

The Board thanked Mr. Coward, the Barbers, and Ms. MacNeill for attending the meeting.

### *OLD BUSINESS*

1. **Policy for Tax-Funded Donations.** Mayor Rodes distributed suggested language for a policy addressing donations made with taxpayer dollars. Fulton said that a policy would be an instructional document that does not name actual contributions. Rodes presented the current donations/dues paid by the Town. The board agreed that the policy should read:

“The Webster Town Board has adopted a policy to provide support to entities who provide a benefit to Webster residents and is consistent with Webster’s Mission, Vision and Guiding Principles. Webster’s mission is to preserve its place in history and is committed to the safety of residents.

Requests for tax-funded donations from the Town will only be accepted in written form and must include the manner in which Webster citizens will benefit from these funding contributions. The letter or email should include the purpose or project that the funds will be used for and will expressly state its goals. The Town of Webster is entitled to be provided receipts of how these taxpayer-funded contributions are spent and is responsible for making ethical decisions regarding these contributions with full transparency to the public it serves. Donations must be approved by a vote of the Town Council.”

2. **Update/Clarify Language on Fee Schedule.** The fee schedule has language that needs to be updated and does not include a Zoning Text or Map Amendment. The words “Privilege License” need to be removed. Rodes distributed a copy of the current fee schedule. Young plans to contact Jackson County about the interlocal agreement and whether fees have been collected for the Town of Webster, since no fees have been received by the Town. The board would like clarification of the Interlocal Agreement. The board will gather information and discuss this further at the next Town meeting.
3. **Website – address broken links on Squarespace.** Moses said she will work on the broken links.
4. **Discuss procurement of framed photo, Webster cookbook, and literature.** Young would like to have the cookbook and photo only, and to price shipping on that.  
**MOTION:** Moses made a motion to pay the shipping cost to attain these items; Fulton seconded. Motion carried.

Closed session: 6:48 pm

Return to open session: 6:54 pm. No action was taken.

5. **Town Clerk Position / Office Hours / Wages.** Mayor Rodes asked Debbie Coffey if she has any questions about the position, being offered at \$23/hour for three months and \$25/hour after 3 months. Coffey said her Town Hall open hours preference would be Wednesdays 3pm – 6pm. For other times of work, she would come in an additional day per week at her convenience. Coffey asked if she has an emergency or sick, how would that be handled. Mayor Rodes would be her contact. Coffey accepted the position of Town Clerk.



**Next Meeting**

The next Town of Webster Board Meeting will take place on Wednesday, December 5, 2018 at 5:15pm.

***ADJOURNMENT:***

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***MOTION:*** Commissioner Moses motioned to adjourn. The meeting adjourned at 7:03 p.m.

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Tracy Rodes, Mayor

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Joyce Pope, Town Clerk