

# TOWN OF WEBSTER

## December 5, 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:** Mayor Tracy Rodes, Vice-Mayor Leigh Anne Young, Commissioners Billie Bryson, Danell Moses, and Allan Grant (arriving after roll call)

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Will Morgan, Smith & Morgan Law (leaving before adjournment for a prior commitment); Debbie Coffey, Town Clerk; Ken Buchanan

### GENERAL MEETING

#### Ethics Statement

Mayor Rodes read the Ethics Statement aloud to the Board. No Board member expressed any conflicts of interest.

#### Oath of Office

Mayor Rodes issued the Oath of Office for Town Clerk Debbie Coffey. Mrs. Coffey's husband and daughter were on hand for the oath.

#### Approval of Agenda

Mayor Rodes presented the agenda.

**MOTION:** Danell Moses moved to approve the agenda as presented. Leigh Anne Young seconded. Motion carried.

#### Approval of Minutes from November 7, 2018

Meeting minutes from November 7, 2018, were provided prior to the meeting.

**MOTION:** Danell Moses moved to approve all the minutes as presented. Leigh Anne Young seconded. Motion carried.

#### Informal Comments by Public – none

### CONSENT AGENDA

#### Financial Report

Debbie Coffey presented the financial report as of November 30, 2018:

	November	YTD
• Property Tax	\$ 2,036.71	\$ 4,469.48
• NC VTS	\$ 245.70	\$ 821.14
• <b>Total Income</b>	<b>\$ 3,751.84</b>	<b>\$ 22,432.01</b>
• Expenses	\$ 3,469.03	\$ 31,674.98

Ms. Young requested an explanation of check #1312 payable to Elite Landscaping for \$765.00. This covered two mowing dates and an additional clearing of debris from the sidewalks prior to Halloween activities in town. Mrs. Coffey further explained that a more detailed financial report will be provided monthly as she transitions into the position of town clerk.

**MOTION:** Danell Moses moved to approve the financial reports. Leigh Anne Young seconded. Motion carried.



### *ADMINISTRATIVE REPORTS*

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

- Mayor Rodes noted that there has been a statewide Commerce reclassification of Counties. Jackson County is now classified as a Tier 2 County, improving from a Tier 1, which is the most economically distressed designation on the 3-tiered scale set by the Department of Commerce.
- County Planning Director Michael Poston attended last night's Planning Board Meeting, which was very informative.
- Rick Fulton has resigned as Commissioner following the November 7, 2018, meeting. Kelly Donaldson has expressed a willingness to serve should the board appoint him to fill Mr. Fulton's unexpired term.
- Mayor Rodes was unable to attend the Southwestern Commission meeting held on November 26, 2018.
- An email was received by Mayor Rodes from resident Tim Triplett requesting road improvements on a private drive shared by ten residents. She explained that the town does not own or maintain roads due to budget constraints.
- Ideas are being solicited for the Jackson County Municipal Grant. The grant is for \$5000 maximum for a project with a town that is deemed to be of a beneficial nature to all county residents. Ideas include landscape improvements to town signs and WWII Monument, new solar lighting for that site, improvements to the trail around the ballfield, and a pocket park near the old school.

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

Danelle Moses attended the ReCONNECT NC Forum sponsored by the Institute for Emerging Issues on November 27 in Asheville. She reported the session to be very informative, particularly the Civil Dialogue Session "*Why We Can't Talk to Each Other?*" A survey question of, "Have you helped a neighbor solve a problem within the last year?" netted a 89% yes answer of people in attendance, and served to open a dialogue on community service and involvement.

Leigh Anne Young reported on the Planning Board meeting from last night. The Land Use Plan was a focus of the meeting. The Planning Board will also develop a proposal for the Municipal Grant. She has drafted a letter for County Commissioner Ron Mau requesting awareness of the need for additional community space for Webster residents and best use practices for the property around the softball field located at the Old School. This area is zoned as Government Property and owned by Jackson County. Ms. Young reported that the field was only used for nine games last year and would like to see involvement from the Jackson County Recreation Department to create a more versatile space to benefit all citizens.

### *NEW BUSINESS*

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#### **1. FY 2017-2018 Audit Report Presentation by Bronwyn Burleson of Burleson and Earley, P.A.**

Bronwyn Burleson provided each commissioner a copy of the Financial Statements for the year ended June 30, 2018. The management representation letter states that the financial statement disclosures are neutral, consistent, and clear, and no significant difficulties were encountered in the performance of the audit. As usual in past years, a deficiency in the segregation of duties was found. Because of the small staff size, appropriate segregation is impossible to achieve, however, policies may be changed or adopted to strengthen internal controls. Suggestions include having a non-signatory councilmen review transaction and reconciliation reports each month and providing a QuickBooks generated monthly financial report that includes complete transactions lists for all accounts. The final financial statements show a net position decrease of \$14,400 with a net final position of



\$352,726 on June 30, 2018. Mrs. Bureson noted that the ratio of expenditures to fund balance is strong and well within the state recommendations.

**MOTION:** Danell Moses made a motion to accept the financial audit. Billie Jo Bryson seconded the motion. Motion carried.

**2. Appointment to fill Commissioner Rick Fulton's position.**

Kelly Donaldson has expressed an interest in serving on the Town Board to fill the position vacated by Rick Fulton. Mr. Donaldson is employed by the Jackson County Chamber of Commerce and has lived in Webster for over one year.

**MOTION:** Danell Moses made a motion to appoint Kelly Donaldson. Billie Jo Bryson seconded the motion. Motion carried.

**3. Meeting Calendar for 2019**

It was the consensus of the Board that the January and March meetings did not need to be canceled or rescheduled due to the holidays.

**OLD BUSINESS**

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**1. Grant Proposals for Jackson County Municipal Grant**

Several options are being considered for the grant proposal. Ms. Young stated that the Planning Board would finalize the proposal and forward it the board. Another possible grant project discussed is parking and access to the Tuckasegee on South River Road. Mayor Rodes will contact DOT maintenance to see if they can help address hazardous conditions caused by people accessing the river for fishing and the natural erosion near the road. If a grant project is a long-term project, Mayor Rodes may need someone to assist with administration duties. Commissioner Young also suggested a good use of the grant would be for a study of park-use and associated planning document.

**2. Updated Fee Schedule**

The current fee schedule was adopted in 2015. Mayor Rodes would like to adopt a new schedule to clarify wording to allow for collecting a fee for Zoning Text and Map Amendments that is the same as the fee set for Variance Requests. The Privilege License Zoning Approval will be changed to a Zoning Use approval fee. No fee amounts were changed.

**MOTION:** Leigh Anne Young made the motion to adopt the 2018-2019 Fee Schedule. Danell Moses seconded the motion. Motion carried.

**3. Discussion of Planning Board's Recommendation regarding Hollywalk**

Mayor Rodes stated that the Planning Board would like additional information about the process of filing for a variance or text amendment. Ms. Young noted that discussion of the Land Use Plan received most of the time at last night's Planning Board Meeting, and feels county officials should be asked to a future meeting to provide additional clarification.

**4. Review of the Interlocal Agreement**

The Interlocal Agreement was established in 2010. It does state that the County will collect fees to offset the cost of providing the service. Additionally, the Town of Webster has paid the County \$1,000 annually for the past three years to cover assistance with mapping and other services.



**5. Discussion of Map/Text Amendment Request Application and Process**

The process is still unclear and more clarification of who collects the Variance Request and Text and Map Amendment fees. Mayor Rodes thinks it Webster’s responsibility to collect the application and associated fee, but will contact John Jelenwinski following the holidays to seek clarification.

**6. Holiday Luminaires for 2nd Year**

Ms. Young estimated the cost for putting out Luminaires for the first two weekends at approximately \$15.00. She has plenty of bags available. Ms. Moses said she could help the second weekend.

**7. Adoption of Charitable Donation Policy**

A copy of the written policy was provided prior to the meeting and was read by Mayor Rodes.

**MOTION:** Danell Moses made the motion to adopt the Charitable Donations Policy. Allan Grant seconded. Motion carried.

*ADJOURNMENT*

**MOTION:** Allan Grant made the motion to adjourn. Danell Moses seconded. Motion carried.

The meeting adjourned at 7:15 pm.

**Next Meeting**

The next Town of Webster Board Meeting will take place on Wednesday, January 2, 2019, at 5:15 pm.

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Tracy Rodes, Mayor

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Debbie Coffey, Town Clerk