

TOWN OF WEBSTER

March 6, 2019 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, Allan Grant, Danell Moses (arriving after roll call), and Kelly Donaldson (arriving after roll call)

MEMBERS ABSENT: None

OTHERS PRESENT: Ken Buchanan; Eric Myers; Debbie Coffey, Town Clerk

GENERAL MEETING

Ethics Statement

Mayor Rodes read the Ethics Statement. No board member expressed any conflict of interest.

Approval of Agenda

Mayor Rodes requested the agenda be amended to include Short-Term Property Rentals as the fourth item under Old Business.

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

Informal Comments by Public: Mr. Ken Buchanan provided Mayor Rodes with pictures of the new house that is almost complete in Hollywalk. He states that the wall of the structure is only 14'2" off the property line which is violation of existing set-back regulations. Mayor Rodes asked Mr. Buchanan if the wall was a retaining wall. He stated that it is a retaining wall now but was originally designed to be a garage wall. The contractor moved the garage to another foundation, making it into a retaining wall. Mayor Rodes recommended that he contact John Jeleniewski at the County Planning Office for more information.

Approval of Minutes

Minutes for the February 6, 2019, council meeting was emailed prior to the meeting for review.

MOTION: Commissioner Young moved to approve the minutes of February 6, 2019. Commissioner Grant seconded. Motion carried.

CONSENT AGENDA

Financial Report

January Financial statements were provided with the agenda packet. February transactions currently include:

- Income of \$1,856.02



- Expenses of \$24,633.82
- Current Account Balances as of March 4, 2019, are:
 - \$85,227.59 – Checking
 - \$25,490.19– 11-Month CD
 - \$38,187.89 – 48-Month CD

MOTION: Commissioner Grant moved to approve the Consent Agenda. Commissioner Bryson seconded. Motion carried.

ADMINISTRATIVE REPORTS

Mayor's Report: Mayor Rodes emailed a Mayoral Report prior to the meeting. Highlights include:

- Pocket Park Project: The Jackson County Parks and Recreation Board will meet on March 21. Mayor Rodes would like to draft the Memorandum of Agreement (MOA) for the parking area with the Jackson County Board of Education (JCBOE) for review by the town attorney. The JCBOE meeting is March 26 and would allow Mayor Rodes to be on the agenda for that meeting.
- April Meeting: Nathan Thornton could not attend tonight's meeting, which may require adjustments to next month's agenda to avoid having two guest speakers.
- Jackson County Uniform Development Ordinance (UDO): Mayor Rodes recommended that the document be reviewed by the board due to the potential impact on zoning and subdivisions. It is designed to have the greatest effect on unincorporated areas, such as Cashiers, and will lead to updated Interlocal Agreements with the county. The Public Hearing is set for March 14 at 6:00 p.m. in the Heritage Room at the Department on Aging Building.
- NC League of Municipalities (NCLM) Lunch and Learn: The Clerk will attend this NCLM meeting scheduled for next Tuesday.
- TWSA Update: TWSA held a social honoring outgoing board members on February 19 and approved two Community Outreach Grants for Cullowhee Fire Department and Town of Dillsboro. The annual meeting was held last night, with Commissioners Bryson and Donaldson representing the town.
- Jackson County Municipal Grant: The grant is ready to move forward and would be best if completed within this fiscal year. The total project may not cost \$2,700 but will be reimbursed based on invoices received from the contractor. Commission Young suggested that additional estimates be solicited.
- Apartment Lease: Michael Bonen-Clark would like to add a roommate in August to share expenses and has requested an additional roommate be allowed for the summer, while he is out of the apartment on summer break. This brings into question having to charge additional security deposits and contracts with the roommates, which creates an additional workload that needs to be shared with the board. Commissioner Moses feels it should be acceptable to allow roommates, but the person should be interviewed, and rent adjusted for additional utilities use. Commissioner Young agreed to notarize the documents.
- Short-Term Rentals: Emails about short-term rental continue to come in. As a tourist destination, short-term rentals are becoming more common. The board may wish to ask town legal counsel for direction concerning legalities and ordinances addressing this issue.



- Action Alert: The NCLM is requesting members to contact their legislators to oppose SB 179. This requires municipalities to fund a special retirement for firefighters like the one required for law enforcement.
- Other highlights: New flags have been ordered and help may be needed to put them up. Mayor Rodes may be out of town toward the end of the month. Volunteers are needed for the litter sweep scheduled for April 13 - 27. NCDOT has requested input from RPO Board members prior to beginning traffic counts in Jackson County. Sara Thompson stated that the Pocket Park Project would not qualify for an ARC Grant.

Council Members' Reports:

Commissioner Young attended the Region A Mayors' Meeting. The Waynesville Town Manager and Mayor presented the process they have used to create affordable living arrangements for smaller towns that do not qualify for federal funding. She also noted that the Planning Board met last night and is making progress on the Land Use Plan.

Commissioner Young expressed her disappointment that the Jackson County Parks and Recreation meeting was canceled last month but will continue to work on the Pocket Park Project. She will follow up on with Rusty Ellis and Ron Mau to keep the project moving forward. The next County Commissioners meeting will take place before the March 21 Parks and Recreation Board meeting. It was the consensus of the board to send copies of the project to Ron Mau, Brian McMahan, Jan Fitzgerald, and Don Adams to keep the project moving forward. It will also be shared with Dr. Elliott and Sheila Hoyle with the JCPS and Southwestern Commission.

Commissioner Donaldson attended the Southwestern Commission orientation and forwarded the presentation slides to the board.

NEW BUSINESS

1. Budget Amendment 1 for FY 2018-2019: The amendment calls for moving \$200 within the General Operating Budget and increasing the General Operating Budget by \$2,700 (the amount of the Jackson County Municipal Grant) with an increase in Other Income by \$2,700 and Landscaping Projects Expenses by the same amount.

MOTION: Commissioner Moses moved to approve the budget amendments as presented. Commissioner Young seconded. Motion carried

2. NCLM Lunch and Learn: As discussed during the Mayor's Report, the clerk will attend this meeting.

OLD BUSINESS

1. County Grant: Mayor Rodes would like to get Elite Landscaping starting on the project as soon as possible to complete the project by the end of the fiscal year. Commissioner Young would prefer to get multiple bids on the project. Following discussion of contractor requirements, it was the consensus of the Board to allow Eric Myers (Planning Board member) to seek bids from a list of suggested landscapers. Care should be taken to ensure all contractors provide proof of Liability Insurance and Workers



Compensation as required by the League of Municipalities, who underwrites the insurance for the town. Mr. Myers will be provided with sample contracts.

MOTION: Commissioner Donaldson moved to have the Planning Board solicit bids for the Jackson County Grant Project. Commissioner Moses seconded. Motion carried.

2. Proposal and Site Plan for Pocket Park: Commissioner Young suggested waiting until approval is received from Jackson County Parks and Recreation before having the town attorney draft the MOA, but that it may be beneficial to share the plan proposal with JCBOE. She will follow up with Mr. Ellis in the next few days.
3. Website: Commissioner Donaldson is going to reach out to the Southwestern Commission to see if they are pleased with the job Nathan Thornton has done. Commissioner Moses stated that she would like to keep the town's website unique to the town but feels it would be beneficial for him to make a proposal to the board.
4. Short Term Rentals: Mayor Rodes noted concerns during the Mayor's Report.

ADJOURNMENT

MOTION: Commissioner Grant moved to adjourn. Motion carried. The meeting adjourned at 6:25 p.m.

Next Meeting

The next meeting of the Webster Board of Commissioners will be held on Wednesday, April 3, 2019, at 5:15 p.m. in the Webster Town Hall.

Tracy Rodes, Mayor

Debbie Coffey, Town Clerk