

TOWN OF WEBSTER
August 25, 2023 Planning Session Meeting Minutes



The Webster Board of Commissioners met at the Webster Town Hall, located at 1411 Webster Rd., Webster, on Wednesday, August 25, 2023, 9:00 a.m. for the Planning Session Meeting.

Members/Staff Present: Mayor Tracy Rodes, Vice Mayor Leigh Anne Young; Commissioners Brandon Core, Dale Collins, Danell Moses, and Allen Davis.

Call to Order/Ethics Statement: Mayor Tracy Rodes called the meeting to order at 9:00 a.m. and read the Ethics Statement. No board member expressed any conflict of interest.

Approval of Agenda:

MOTION: Vice Mayor Leigh Anne Young moved to approve the agenda, Commissioner Core seconded. Motion carried.

PUBLIC COMMENT

None.

PLANNING

1. Calendar: Schedule of Meetings/Planning Sessions/Joint Meetings/Community Events:

Mayor Rodes and Commissioners discussed upcoming dates for the Traffic Committee, Planning Board, Cemetery Committee and Board meetings. Mayor Rodes provided an annual wall calendar to schedule meetings so that everyone would know when the various board meetings are to be held. A monthly desk calendar will also be left for noting meetings and schedule changes. It was recommended that the Town Board and the Planning Board have joint meetings quarterly.

2. Budget and Town Expenditures: Mayor Rodes and Commissioners discussed budget items and town expenditures for the fiscal year and dates to meet in the upcoming year to start discussions about items on the wishlist for the coming year. Items discussed for the current budget were digitizing records, assistance with power installation at the pavilion, requesting a traffic study, and pressure washing Town Hall. Mayor Rodes noted that she had spoken with Rusty Ellis and told him that the Board thought the power to the shelter should be in the county's name since Webster doesn't own the property or the pavilion. Mayor Rodes said that Webster may want to consider assisting with the installation financially.

Commissioners discussed having records digitized and looking into companies that do that and what it would entail to prepare for the service.

Commissioners discussed having Blue Ridge Property Management check on someone for Pressure Washing.

Commissioners discussed having another traffic study done and renewing the data reporting software that provides information from the speed trailer. The current budget allows for 10K in traffic data collection and safety means.

3. Grant Opportunities: Mayor Rodes and Commissioners discussed the county grant and will look at ideas for that in the next couple of months, preferably by the October meeting. They also discussed potential grant partners and additional funding opportunities for more equipment for the playground.

4. Administrative Update: Mayor Rodes said that the Board of Adjustments membership needs review. There are currently at least two vacancies on the BOA, and that the structure of that Board could also be modified to be more efficient.

The Board will discuss the upcoming Halloween event at the September meeting. Also, the Veteran's Day flags and wreath will need to be put up on November 11 and she will add discussion of any potential holiday events to the November agenda.

The board discussed budget ideas and the need to hold a meeting for the next fiscal year in early 2024.

Mayor Rodes and the board discussed a potential ordinance review and the need to have a consultant, or possibly an experienced Municipal Attorney, to help provide legal direction for ordinance verbiage clarification, and changes.

Mayor Rodes brought up the monthly financial reporting and noted that it is sometimes difficult for the clerk to report on finances when the meetings are held on the 1st - 3rd day of the month. The board agreed that the reporting could be the current information the clerk has although it may not include the final financial reconciliation for the prior month.

3. Park Event: The board discussed having a park event and dedication for the new park pavilion but decided that they would not have time to plan an event in the fall. They will discuss holding a spring celebration/dedication at the park, consensus was to include this on the February agenda to come up with more definitive plans.

ADJOURNMENT

Motion: Commissioner Davis moved to adjourn. The meeting adjourned at 11:20 a.m.

Next Meetings: Regular Meeting: Wednesday September 6, 2023, at 5:30 pm, Webster Town Hall

Tracy Rodes, Mayor

Stephanie Gibson, Town Clerk