

# TOWN OF WEBSTER



## Minutes for August 2, 2017 Board Meeting

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

**MEMBERS PRESENT:** Mayor Tracy Rodes, Commissioner Billie Bryson, Commissioner Allan Grant, Vice-Mayor Danell Moses, Commissioner Larry Phillips, Commissioner Leigh Anne Young.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Will Morgan, Attorney; Pamela Cook, NCDOT; Louise Stephens, residential property owner; and Rose Bauguess, Senior Planner at Southwestern Commission Council of Governments.

### GENERAL MEETING

#### Approval of Agenda

The board reviewed the agenda.

**MOTION:** Commissioner Phillips motioned to approve the agenda; Commissioner Young seconded. Motion carried.

#### Approval of Minutes

Minutes for the July council meeting were presented for review.

**MOTION:** Commissioner Phillips motioned to approve the minutes; Commissioner Moses seconded. Motion carried.

A request was made to move the consent agenda to follow the administrative reports.

**MOTION:** Moses made a motion to amend the agenda to move the consent agenda to follow the administrative reports. Young seconded. Motion carried.

**Informal Comments by Public - none**

### ADMINISTRATIVE REPORTS

#### Mayor's Report

Mayor Rodes reported on Town maintenance and repair issues:

- The solar light at the memorial flag was broken. The mayor enlisted John Ago, who serviced and reinstalled it.
- The faded flags were replaced. A small flag was used to replace the flag at the Town Hall flagpole. The Town now has three flags on hand that are too large to be used. The Town only needs 3' x 5' flags. The flagpole at town hall is tall enough to accommodate a larger flag, but the location of the pole is too close to the building to accommodate a large flag. The Mayor suggested returning, selling or donating the unusable new flags.
- Pressure washing of Town Hall has been scheduled for August 5th using Robin Sharrett. Mr. Sharrett has extensive experience as a handyman for Jackson County and other applicable experience. He is completing the independent contract agreement. Sharrett voiced concern about how close the power lines are to the west side of the building. He plans to check with Duke Power to be sure there is no danger while pressure washing. The price of power washing will be about \$300 in labor.
- The Town needs a new hose connection and hose reel (the current hose is dry rotted).
- An additional labor cost of \$300 was estimated for a list of small jobs the Town would like to see addressed. There is a slow leak at the basement that needs to be addressed, but could be more labor intensive and will be the last item to be addressed. Re-routing the phone cords in the Town Hall office will also be assessed.
- On July 24th, Mayor Rodes attended SWC's annual dinner at The Vineyards on Betty's Creek. Guest speakers were NC Senator Jim Davis and Patrick Woodie from the Rural Economic Development Center.
- A Ride to School Event kickoff will take place in August. The project is headed by Sara Stahlman, who plans a bike train project with children who will ride their bicycles from the Old School to Fairview School. Stahlman contacted Michael Hopkins at Jackson County Parks and Recreation to request a bike rack installation near the Webster softball field. Mr. Hopkins indicated that Town approval is needed for the bike rack. Mayor Rodes emailed Mr. Hopkins about this event as well as the previously approved Pavilion at the softball field. No response is available at this time. Once a date has been set, the Town will post safety information about this event for the public. Stahlman feels no additional police or safety patrols will be needed.



Mayor Rodes opened the floor for discussion. Commission Phillips said that he was approached about poor visibility at an intersection. He contacted the NCDOT and was pleased with their prompt response in addressing the high grass. Commission Bryson mentioned that trees seem to be obstructing the view at the intersection of Webster Road and Buchanan Loop. Mayor Rodes will follow up on the issue.

### *NEW BUSINESS*

1. **Consider Adoption of Jackson County Comprehensive Transportation Plan.** The plan was presented to the Board. This plan has been over two years in the making. The floor was opened for questions with Rose Bauguess available to answer questions. Moses asked if the bus transit route on the CTP is the existing or proposed route. The route on the map is the proposed route. Rodes asked if there have been any recent changes. Bauguess indicated that only minor revisions had been made recently.  
**MOTION:** Phillips made a motion that the Board adopt the Jackson County Comprehensive Transportation Plan. Grant seconded. The resolution will be adopted, signed, stamped, and returned to Bauguess.
2. **Letter of Recognition & Appreciation for Departing Board Member Larry Phillips.** A letter of appreciation was presenting commending Commissioner Phillips for his extensive service, energy, and inspiration given to the Town. Phillips will attend the September meeting as his last meeting. Mayor Rodes asked for ideas for potential willing appointees to fill Phillips' seat. She has talked to two individuals about taking his spot on the board, but they have conflicts.
3. **Consider Resolution in Support of National Park Service Legacy Act.** The Legacy Act was reviewed for the Board. The resolution encourages Congress to create a reliable, predictable stream of resources, rather than fees from offshore oil, to provide funds for maintenance in America's national parks. Currently the National Park Services estimates over \$11.3 billion in deferred maintenance, with over \$430 million in North Carolina alone. States across the nation are moving to support similar resolutions. Mayor Rodes noted that although this resolution does not directly affect the Town of Webster, support for the resolution would convey the Town's support for national and local natural resources, as well as local economies affected by the national parks.  
**MOTION:** Commissioner Grant moved to support the resolution. Moses seconded. Motion carried.
4. **Supplementary Services Contract for Sheriff's Department.** A draft "Supplementary Law Enforcement Services Contract" was distributed by Will Morgan for review. Mayor Rodes noted that the last formal agreement the Town had was in 2010 and needed to be updated. Morgan pointed out provision #7 which indemnifies Webster. The resolution provides additional clarification not covered in the prior contract. The Jackson County Sheriff's Department is not obligated to sign this contract, but the Town hopes they will agree to put in writing what is essentially the current verbal agreement. Although item #9 states that the contract is for one year, Morgan indicated that the contract can state that the agreement will remain in effect until rescinded by either party.  
**MOTION:** Phillips moved to approve the Supplementary Services Contract for the Sheriff's Department. Young seconded. Motion carried. This contract will be executed by the Town and delivered to the Sheriff's Department by Morgan.
5. **Approval for Bike Rack at Softball Field.** The Town of Webster does not own the property at the Softball Field, so there was some confusion as to why the town would be asked for approval for a bike rack. The Town does support the placement of the bike rack, but Commissioner Phillips was concerned about any endorsement carrying with it any responsibility for bicycles left at the rack. The Mayor will contact JCPR, and update the board when more information is received.  
**MOTION:** Commissioner Moses moved to table discussion on the bike rack until further information can be received from Rusty Ellis at JCPR. Grant seconded.

### *CONSENT AGENDA*

#### *Financial Report*

Danell Moses presented the end-of-month detailed and summary reports and the up-to-date budget report for July 2017. The final 2016-2017 budget reflects the movement of year-end balances into the Miscellaneous line item. A report of line item transfers was distributed to the board. The total fund movement was \$26,777.63. Moses asked the board for approval of the line item transfers. Those transfers allow the Town to move unused monies into Miscellaneous to use in the following fiscal year. Moses proposed the Town move \$1,000 to administration, \$1,000 to the sidewalk repair area, \$1,000 to repairs, and \$1,100 to miscellaneous to balance the 2017-2018 budget. The July 2017 profit and loss detail report was presented to the board, which contained all the checks written, deposits, and line item information. The board would like a basic account balance summary to be printed as well.



**MOTION:** Grant made a motion to approve the line item transfers, the new budget amendment, and the budget reports. Motion was seconded by Phillips. Motion carried.

### *OLD BUSINESS*

1. **Pressure Washing Town Hall & Other Maintenance.** Maintenance was discussed as a part of the Mayor's Report. Pressure washing had already been approved. Other maintenance items have been put on a punch list for Robin Sharrett, the town handyman. The doorbells to Town Hall and the apartment need to be replaced, along with a list of other maintenance items. The Mayor asked the board for their input on the remaining items to be done since pressure washing costs had taken the majority of the money budgeted for maintenance & repairs. Consensus was to proceed with the punch list already developed & presented to Sharrett. The board also discussed the cost of trash pickup and maintenance of the trash cans.
2. **Apartment Drapes and Sheers.** The apartment sheers are ripped and need to be removed. The drapes are worn but usable. The Town is not obligated to replace them since drapes and sheers are typically provided by the renter and not the landlord. Appropriate drapes could provide enough insulation without having to provide sheers as well. Moses suggested we table the issue to allow the board to price replacement curtains and rods for the front window of the apartment. Young offered to check prices.
3. **Community Table Service Project Date.** A day for Webster's community service was scheduled for Thursday, August 10<sup>th</sup>, from 3:30pm-6pm at the Community Table.
4. **Mayor Job Description.** A description of potential Mayor job duties was distributed to the board by Commissioner Phillips. The description originated with the UNC School of Government. Phillips discussed ways to get other residents involved in Town business. One way that has been successful in the past is to personally approach an individual and invite them to help with a specific need or project. One of the duties of the Town is to lower and raise the flag when needed. The board discussed creating a call list for board members who would be willing to handle the flag. The Mayor is required to attend TWSA meetings, and other meetings, and would like to set up a backup in case she cannot attend. The Vice-Mayor would typically be the person to fill in for the Mayor. Establishing an active Planning Board is needed to complete Webster's Land Use Plan. A Chairperson needs to be appointed who will email those members & coordinate meetings. For the past several years, the Webster Town clerk has been coordinating these meetings and recording minutes, but the Planning Board could designate one of their own members to take minutes, which would avoid adding additional work for the Webster Town Clerk. Young suggested the Mayor head up other community outreach events. The Mayor requested that, in the interest of time, the board submit feedback to her about the Mayor job description.

The Mayor would like to put together an informational display presentation board for the public. The purpose of the board would be to outline the roles and responsibilities of each of the Town's three Boards (Town Council, Planning Board, & Board of Adjustment). It would also include job descriptions for the Mayor, Clerk, and Commissioners. This display could also be useful when recruiting potential members to clarify the specific roles they would be undertaking.

Commissioner Phillips suggested some topics for future discussion, including the possibility of changing the number of seats required for the Town Board, the voting rights of the Mayor, and potential candidates to replace Phillips.

The Mayor asked the board to present any other items for discussion. The start time of the next Board meeting was confirmed as 5:15pm.

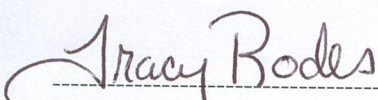
### *ADJOURNMENT:*

Commissioner Moses moved to adjourn the meeting. Mayor Rodes adjourned the meeting at 7:12pm.

#### **Reminders**

**Next Meeting:** Wednesday, September 6, 2017 at 5:15pm.

Approved:

  
Tracy Rodes, Mayor

  
Joyce Pope, Town Clerk