

**TOWN OF WEBSTER**  
**May 2, 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 Ann Young, Commissioner Billie Bryson, Commissioner Allan Grant, Commissioner Rick Fulton, and Commissioner Danell Moses

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Will Morgan, Smith & Morgan Law; Louise Stephens, Webster property owner; Joyce Pope, Town Clerk.

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**GENERAL MEETING**

**Approval of Agenda**

The agenda was amended to include line items 3, 4, and 5 with budget amendments for Landscaping, Audit & Accounting, and Town Hall Utilities, respectively. A change needs to be made to include the agenda and minute amendments, replace the word 'minutes' to agenda, February should be changed to March, under financial report the expenses and income should reflect the checking account transactions and not the budget spreadsheet.

**MOTION:** Commissioner Fulton made a motion to approve the agenda as amended. Commissioner Grant seconded. Motion carried.

**Informal Comments by Public - none**

**Approval of Minutes**

Minutes for the April 4, 2018 council meeting were presented for review. JP – see changes above.

**MOTION:** Commissioner Grant moved to approve the minutes as amended. Commissioner Moses seconded. Motion carried.

**Approval of Minutes from the April 20, 2018 meeting**

Minutes from the April 20, 2018 planning meeting were presented for review. Suggested changes included adding "No action was taken" where appropriate. Under #6, a period needs to be removed. Under 4a the second "better" should be removed. Under #7, remove "Town board meetings will be posted on Facebook."

**MOTION:** Commissioner Moses moved to approve the minutes as amended. Commissioner Young seconded. Motion carried.

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**CONSENT AGENDA**

**Financial Report**

Joyce Pope presented the end-of-month detailed and summary finance reports and the up-to-date budget report for April 2018:

Beginning town fund balance per report:	\$ 74882.18
Expenses	3,214.00
Deposits	1,895.74
Macon CD 12	25,188.57
Macon CD 48	37,788.14
Ending Town fund balance	\$136,193.13

It was discovered that an error in the amount of the Audit line item in September 2017 with a transaction of \$1250 duplicated to show a total of \$2500. The total should be \$1250 for September.

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



## *ADMINISTRATIVE REPORTS*

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### Mayors Rodes' Report

- **Jackson County Land Use Plan 2040 Progress Update.** Mayor Rodes distributed copies to the board. She pointed out several meetings listed in the update.
- **Vice-Mayor Young will be out of town May 30 – June 19<sup>th</sup>.**
- **Upcoming expenditures.** The Town is renewing Workers Compensation and Liability Renewal insurance. It is almost time to pay annual fees such as the Interlocal fee, rescue squad, etc.
- **National Bike & Walk to School Day is Wednesday, May 9.** There may be a “bike train” and walkers in the area. The group asked for the Town of Webster to ‘support’ the event but the appropriate partner is Jackson County.

### Council Member's Reports

Commissioner Moses attended the Circles of Hope annual luncheon. She reported that they raised \$24,000 in the luncheon. Their important work helps the 9,000 people in Jackson County who live below the poverty line.

### Guest Speaker

Justin Woodard with Woodard Landscaping spoke about Town landscaping. Woodard Landscaping is changing their name to Elite Landscaping so that they can become incorporated. They have hired additional staff and are seeking improvements in their processes and programs. They hope to transition customers to annual contracts rather than month by month to keep costs steady and to retain the best employees. He has received questions from residents about why mowing takes place in some areas and not others. Mr. Woodard suggested that storm debris and cleanup be handled as a separate expense because it may not always be needed. Their current contract is keep the sidewalks clear and trim along the roadside per the direction of the Town. The Town indicated that they need to revisit the parameters of the contract and submit that to Woodard. Commissioner Fulton asked if the Town decided to spend a certain amount of money, if Woodard could then submit work parameters for that amount of money. Moses asked if our budget is \$6,000, that would give us about 22 hours per month, would that cover what work is currently taking place. The board discussed potential enhancements to the roadside. Mr. Woodard gave several suggestions to provide enhancements and reduce labor in the long-term. Mayor Rodes asked Mr. Woodard to provide a proposal.

## *NEW BUSINESS*

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1. **Potential projects.** There was no new discussion on potential projects.
2. **2018-2019 Budget.** The Town Clerk will email Town board members with an up-to-date budget worksheet. Moses suggested we consult with Burselson & Early on how Miscellaneous funds and transfers will be handled.
  - a. The board discussed the landscaping budget and felt \$7200 might be a realistic number.
  - b. Planning/Training/Travel was rarely used in 2017-2018. The board will need to do Ethics training in May which will be an expense to that line item. For 2018-2019 it was suggested the \$2000 figure be reduced to \$800.
  - c. Legal / Attorney Fees may increase depending on variance requests or special use permits.
  - d. An additional line item needs to be considered for payroll expenses. The board will consider how best to accurately reflect payroll expenses for the council members and the Town Clerk.
3. **Budget Amendment for Landscaping.** The board felt that \$7735 would be a realistic budget number for this line item. The board agreed to add \$750 to this line item.  
**MOTION:** Commissioner Grant made a motion to move \$750 from Miscellaneous to the Landscaping line item. Commissioner Moses seconded. Motion carried.
4. **Budget Amendment for Audit & Accounting.** An amendment is no longer needed since the error was found in the budget spreadsheet.
5. **Budget Amendment for Town Hall Utilities.** The board reviewed the year's expenses and feels that \$3000 would be an accurate forecasted figure.  
**MOTION:** Commissioner Grant made a motion to move \$1000 from Miscellaneous to Town Hall Utilities. Commissioner Moses seconded. Motion carried.



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*OLD BUSINESS*

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1. **Schedule Annual Community Dinner Meeting.** Commissioner Young is forming a committee to make plans for the dinner meeting. She will report back to the board with potential dates. The end of September was suggested.
2. **Website Template Update.** The Town Clerk is updating the template and asked for a high-quality picture for the home page.

**Announcements**

- **Public Hearing:** A public hearing for the proposed 2018-2019 budget will be held at 5:00pm on Wednesday, June 6, 2018 at Town Hall.
- **Next Meeting:** The next Town of Webster Board Meeting will take place on Wednesday, June 6, 2018 immediately after the Public Hearing.

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*ADJOURNMENT:*

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**MOTION:** Commissioner Moses motioned to adjourn. The meeting adjourned at 7:18 p.m.

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Tracy Rodes, Mayor

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Joyce Pope, Town Clerk