



TOWN OF WEBSTER

February 07, 2024

**Public Hearing for Proposed Short-Term Rental Ordinance,
and February Board Meeting Minutes**

The Webster Board of Commissioners met at Webster Town Hall, located at 1411 Webster Rd., on Wednesday, February 07, 2024, 5:30 p.m. for the Public Hearing on the Proposed Draft Short-term Rental Ordinance, with the February Commissioners Meeting immediately following.

Members/Staff Present: Mayor Tracy Rodes, Commissioners Leigh Anne Young, Dale Collins and Allen Davis, and Town Attorney Will Morgan.

Members/Staff Absent: Commissioners Danell Moses and Brandon Core, and Town Clerk Stephanie Gibson.

Call to Order/Ethics Statement: Mayor Tracy Rodes called the Public Hearing for the Draft Short-Term Rental Ordinance to order at 5:30 p.m.

PUBLIC HEARING ON DRAFT SHORT TERM RENTALS ZONING AMENDMENT

Public Comment: No members of the public were present at the hearing for comment.

MOTION: Commissioner Collins moved to close the Public Hearing. Vice Mayor Young seconded. Motion carried unanimously.

Public Hearing Adjourned at 5:35 p.m.

Call to Order/Ethics Statement: Mayor Tracy Rodes called the February Commissioners meeting to order at 5:35 p.m. and read the Ethics Statement. No board member expressed any conflict of interest.

Public Present: Tonya Basse, Kate McKittrick, and Phyllis Jarvinen

Approval of Agenda:

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

Approval of Minutes: The minutes for January 10, 2024 were emailed prior to the meeting for review.

MOTION: Commissioner Davis moved to approve the January Minutes as presented. Commissioner Collins seconded. Motion carried unanimously

PUBLIC COMMENT

None.

CONSENT AGENDA

Financial Report: Financial statements for January were emailed prior to the meeting for review. January transactions currently include income of \$20,308.53 and expenses of \$6,638.72. Account balances as of January 31 are:

\$136,901.90 - First Bank Business Essentials

\$307,930.48 - First Bank Money Market

Vice Mayor Young noted that interest income had increased significantly and was well over the proposed budget amount.

Mayor Rodes mentioned that we would need to look at the audit expenses since they were over budget and do a budget amendment for that line item.

Stephanie Completed the LGC-203 and TR-2 reports and submitted those. Auditor, Bronwyn Burleson, completed the AFIR report as done annually.

***MOTION:** Commissioner Collins moved to approve the Consent Agenda for January at the next meeting since Stephanie was absent. Commissioner Young seconded. Motion carried unanimously.*

NEW BUSINESS

1. 2024 Budget/Grant Request: Mayor Rodes thanked Vice Mayor Young for submitting the 2024 Grant Proposal to Representative Clampitt's office for the Town.

***MOTION:** COMMISSIONER MOSES moved to approve the 2024 grant proposal. Commissioner Collins seconded. Motion carried unanimously.*

2. SWC RPO-TAC Appointment: Mayor Rodes thanked Commissioner Collins for his willingness to serve on the SWC RPO-TAC and said that Rose Bauguess would help if he had any questions about how to file the Statement of Economic Interest (SEI) with the State Ethics Commission.

***MOTION:** COMMISSIONER YOUNG moved to appoint Commissioner Collins as the SWC RPO-TAC representative for the Town of Webster. Commissioner Davis seconded. Motion carried unanimously.*

3. Conflict of Interest Policy & Attestation Statement: Mayor Rodes shared the draft Conflict of Interest Policy and Attestation Statement for board review and discussion.

***MOTION:** COMMISSIONER COLLINS moved to accept the Conflict of Interest Policy and Attestation Statements for the Town of Webster. Vice Mayor Young seconded. Motion carried unanimously.*

4. Procurement Policy: Mayor Rodes shared the Procurement Policy created for the Town of Webster based on examples from the School of Government and the Town of Dillsboro. The policy states that any work or purchases contracted by the Town of Webster that is under \$10,000.00 does not require a bid to be obtained.

***MOTION:** COMMISSIONER YOUNG moved to adopt the Procurement Policy for the Town of Webster for Federal and State Grant Loan Awards. Commissioner Collins seconded. Motion carried unanimously.*

OLD BUSINESS

1. STR Draft Ordinance Amendment: Vice Mayor Young said that she and Attorney Morgan met to review and adjust language as needed in the draft ordinance adjustments to address Short-Term Rentals in Webster. It was noted that the legal review resulted in minor adjustments, primarily in regards to accessory buildings. Vice Mayor Young noted that a concern in regards to the language addressing more than one accessory building and that the acreage requirement should be clear that it would pertain to each structure, requiring that each building have at least one acre. An additional public hearing will be held at the March 6 meeting for public comment.

2. Webster Signage: Vice Mayor Young shared the proposal contract submitted by Signs & Designs for two new entrance signs. The board discussed the proposal, and agreed that the sign and quote was acceptable, pending revision of the proposal to note that advance payment was only to cover materials and not labor costs. Labor costs can only be paid upon completion.

Attorney Morgan provided an updated Independent Contractor Agreement (ICA) for Tyler Wattras, owner of Signs and Designs, to sign in addition to his proposal contract.

***MOTION:** Commissioner Young moved to accept the contract to purchase two single sided Webster welcome signs from Signs and Designs, once they have revised the contract to reflect the pre-payment will be to cover materials only and no labor costs will be paid in advance of completion. Commissioner Collins seconded. Motion carried unanimously.*

3. Planning Board Topics: Vice Mayor Young said that the Planning Board is revisiting the Land Use Plan and discussing potential funding needs. She will present a summary at the Budget meeting prioritizing funding requests.

ADMINISTRATIVE REPORTS

Mayor's Report:

- **Budget Planning Session Dates:** Planning sessions will be held on February 16, 10:30 - 12:30 pm and on March 22, 10 am-12:30 pm.
- **Webster Village:** Rich Price has been invited to attend our April 3 meeting to share information about WCU's portion of the Webster Village Project. The project involves Mountain Projects, the Givens Estate, & WCU and is still in the early planning stages. Obtaining the infrastructure funding needed (\$7M - \$10M for water, sewer, & roads) is the next step, and may take several years to appropriate through grant funding. Dogwood Health is helping Mountain Projects (affordable single-family) and Givens Estate (affordable senior housing) with grant-writing.
- **SWC Board of Directors:** Mayor Rodes said that she and Commissioner Young attended the meeting in January and noted that if any board members are interested in attending one of these meetings, the next SWC BOD meeting will be March 25 at 6pm..
- **Center for Domestic Peace Fundraiser:** The CDP is planning to open a domestic violence shelter this year. Mayor Rodes and her husband attended their fundraiser on 2/4.
- **DOT Welcome Signs:** Commissioner Young and Mayor Rodes met with Bryan Shuler on 1/31. A different site for the replacement sign was identified farther away from the road on the bank that should work better for both parties. Leigh Anne and she plan to meet with Tyler on 2/2 to assess the feasibility of installation and will update the board.
- **Requests from Mayor's Association, NCLM, & Water Alliance:** to sign on to the letter to the EPA on the Proposed Rule - National Primary Drinking Water Regulations for Lead and Copper Improvements (LCRI) before Feb.1. The letter urges the federal government to provide additional funding, particularly in the form of grants, to support extended lead service line replacements and recommends that the EPA clarifies implementation rules. Daniel Manring (TWSA), said that the support would be helpful. After receiving a majority of favorable replies from board members, Rodes signed on.
- **Webster Park:** Mayor Rodes shared that the concrete slab has been poured for the park.
- **Training Opportunities:** Mayor Rodes shared that the School of Government's Center for Public Leadership & Governance and partner partner organization, the North Carolina League of Municipalities, are offering an Essentials of Municipal Government course in

Asheville on February 15-16, 8:30-5pm, and one in Chapel Hill on February 22-23. The course cost is \$350 and is being offered for municipalities that have elections in even-year election cycles, and for any officials who have missed an earlier offering. The course also includes the Ethics training component that is required for newly elected officials to complete within 9 months of taking office. The Town has traditionally agreed to pay for training for the Board and Clerk in order to have well-educated members who will bring their knowledge and expertise back to the boardroom.

- **Empty Bowl:** The Community Table will hold their annual fundraiser on Friday, April 12, from 4pm-8 pm, at the Community Table, 23 Central St. in Sylva. Local potters and artisans donate their work to this event, and patrons pay \$30 to enjoy soups, and choose a handmade pottery bowl. They offer to-go orders, and three will also be a raffle.
- **Town Hall Property Management:** Blue Ridge Premier Rentals said that the renter had made a request for replacement of windows. The board discussed and the consensus was to obtain bids and look at replacement for the needed window(s) in spring.
- **Crosswalk Signs:** Commissioner Young met with Jason from DOT and the pedestrian crosswalk signs had been sited and installed.

Traffic Safety Committee Report: The Traffic Committee did not have a meeting in January. Mayor Rodes sent the traffic reports to be included in the agenda packets. She noted that Officer Yopp issued 2 warnings and 1 state citation for 60mph in a 25mph zone.

ADJOURNMENT OF OPEN SESSION

MOTION: COMMISSIONER DAVIS moved to adjourn open session and enter into closed session as allowed by NC GS 143-318.11(a)(2) Commissioner Young seconded. Motion carried unanimously.

CLOSED SESSION

MOTION: COMMISSIONER COLLINS moved to adjourn closed session at 7:05 pm and return to open session. Commissioner Davis seconded. Motion carried unanimously.

Action was taken in closed session to approve an honorary award to be disclosed in March.

ADJOURNMENT

MOTION: Commissioner Collins moved to adjourn. The meeting adjourned at 7:10 p.m.

Next Meetings: Work Session: Friday, February 16 at 10:30am-12:30 pm
Business Meeting: Wednesday March 6, 2024, at 5:30 pm, Webster Town Hall, 1411 Webster Rd.

Tracy Rodes, Mayor

Stephanie Gibson, Town Clerk