

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, January 19, 2016
6:00 pm

1. Call To Order Mayor Joe Wesson
2. Invocation Associate Pastor Randy McCall
3. Pledge of Allegiance Mayor Joe Wesson
4. Adopt Agenda Mayor Joe Wesson
5. Approve Meeting Minutes Mayor Joe Wesson
 - A. December 15, 2015 Regular Meeting Minutes
6. Public Comment Mayor Joe Wesson
7. Recognitions: Mayor Joe Wesson
 - A. Recycle Rewards Mayor Joe Wesson
 - B. Sawmills Volunteer Fire & Rescue Department Awards Mayor Joe Wesson
8. Financial Matters: Mayor Joe Wesson
 - A. Caldwell County Government Channel Donation Mayor Joe Wesson
 - B. Deputy Finance Officer Appointment Mayor Joe Wesson
 - C. Banking and AP Check Signatures Mayor Joe Wesson
9. Discussion: Mayor Joe Wesson
 - A. Council Committee Appointments Mayor Joe Wesson
 - B. Public Comment Policy Mayor Joe Wesson
 - C. Board of Adjustment Vacancy Mayor Joe Wesson
10. Updates: Mayor Joe Wesson
 - A. SBEA December Progress Report Mayor Joe Wesson
 - B. Code Enforcement Report Mayor Joe Wesson
 - C. Comprehensive Steering Committee Report Mayor Joe Wesson
 - D. Duff Drive Sewer Progress Report Mayor Joe Wesson
 - E. Council Comment Mayor Joe Wesson
11. Closed Session: Attorney/Client Privilege Mayor Joe Wesson
12. Adjourn Mayor Joe Wesson

**TUESDAY, DECEMBER 15, 2015
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Trena McRary Kirby
Joe Wesson
Gerelene Blevins
Jeff Wilson

STAFF PRESENT

Christopher Todd
Julie Good
Terry Taylor

COUNCIL ABSENT

Johnny Wilson

CALL TO ORDER: Mayor Pro Tem Trena McRary Kirby called the meeting to order.

INVOCATION: Preacher Ed Warren gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Trena McRary Kirby led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Pro Tem Trena McRary Kirby asked for a motion to adopt the December 15, 2015 agenda.

Joe Wesson made a motion, and Gerelene Blevins seconded, to adopt the December 15, 2015 agenda. All were in favor.

APPROVE NOVEMBER 17, 2015 REGULAR MEETING MINUTES: Mayor Pro Tem Trena McRary Kirby asked for a motion to approve the November 17, 2015 regular meeting minutes.

Joe Wesson made a motion, and Jeff Wilson seconded, to approve the November 17, 2015 regular meeting minutes. All were in favor.

APPROVE NOVEMBER 17, 2015 CLOSED SESSION MINUTES: Mayor Pro Tem Trena McRary Kirby asked for a motion to approve the November 17, 2015 closed session minutes.

Jeff Wilson made a motion, and Gerelene Blevins seconded, to approve the November 17, 2015 closed session minutes. All were in favor.

PUBLIC COMMENT: Mayor Pro Tem Trena McRary Kirby asked if anyone had any

questions or comments at this time.

Sue Hall, who owns several rental properties in Sawmills, stated that on August 13, 2015 she filed a complaint about a property adjacent to her rental property at 4805 Helton Road and Mrs. Hall also came and spoke with Council in October. Mrs. Hall stated that her renter has complained about a smell coming from the neighbor's property. Additionally, Mrs. Hall complained about junk cars and trash in general on the adjacent property.

Mrs. Hall stated that in September she received a letter from Town Planner Elinor Hiltz stating there was a violation on her rental property due to inside furniture being located outside. Mrs. Hall stated that there had been a work order placed with the Town and that the couch had been scheduled to be removed.

Mrs. Hall stated that there are 4 (four) untagged vehicles on the adjacent property. Mrs. Hall stated that she has talked to Town Planner Elinor Hiltz twice and has talked to several people and nothing has been done about the violations. Mrs. Hall also stated that there are numerous untagged vehicles located on Crest Lane that should be investigated.

Mrs. Hall would like the Council to take what she has said into consideration not just for her and the adjoining property owners, but for the general betterment of Sawmills.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Mayor Pro Tem Trena McRary Kirby announced Mr. Dennis Greer, as the December Recycle Rewards winner. A credit of twenty-eight dollars (\$28.00) will be added to his sanitation bill. Mayor Pro Tem Trena McRary Kirby stated that his certificate would be available at the Town Hall for pick up.

No Council action was required.

YARD OF THE MONTH WINNER: Mayor Pro Tem Trena McRary Kirby announced Mrs. Mary Wicker as the December Yard of the Month winner. Mayor Pro Tem Trena McRary Kirby stated that her certificate would be available at the Town Hall for pick up.

No Council action was required.

PUBLIC COMMENT: Mayor Pro Tem Trena McRary Kirby asked if anyone had any questions or comments at this time.

No one wished to speak.

HONORING OF OUT GOING COUNCIL MEMBERS: Mayor Elect Joe Wesson presented Mayor Pro Tem Trena McRary Kirby and Councilman Johnny Wilson with a certificate for their service on Council.

No Council action was required.

OUTGOING COUNCIL COMMENTS:

Mayor Pro Tem Trena McRary Kirby wished to thank the public for voting for her, so she could have the pleasure to serve the Town of Sawmills. Mayor Pro Tem Trena McRary Kirby stated that she has learned a lot of things which, she had no clue took place, and about what you have to do while serving on a Council. Mayor Pro Tem Trena McRary Kirby wanted to thank and appreciate every person that came to the meeting. Kirby offered a word of advice to new council members that were coming on, to just keep their minds open and think of the whole town because there are a lot of people in the Town that you have to cover. There are close to 5,100 (five-thousand one-hundred) people in the Town and you have to think of the whole Town and not just a portion of the Town. The Council has to go by the ordinances and laws, and it is a lot to overcome and consider. Mayor Pro Tem Trena McRary Kirby stated that she wanted everyone to know how much she appreciated the opportunity to serve the citizens of the Town of Sawmills.

COUNCIL ADJOURN: Mayor Pro Tem Trena McRary Kirby asked for a motion to adjourn.

Jeff Wilson made a motion, and Gerelene Blevins seconded, to adjourn the meeting. All were in favor.

OATH OF OFFICE FOR NEW COUNCIL MEMBERS: Town Clerk Julie A. Good administered the Oath of Office to incoming Mayor, Joe Wesson and incoming Council Members, Jeff Wilson, Joe Norman and Keith Warren.

CALL TO ORDER: Mayor Joe Wesson called the meeting to order.

ADOPT AGENDA: Mayor Joe Wesson asked for a motion to adopt the December 15, 2015 Agenda.

Joe Norman made a motion, and Jeff Wilson seconded, to adopt the December 15, 2015 agenda. All were in favor.

PUBLIC COMMENT: Mayor Joe Wesson asked if anyone had any questions or comments at this time.

No one wished to speak.

ORGANIZATIONAL MATTERS:

SEATING ARRANGEMENTS: Mayor Joe Wesson asked Council to be seated as follows (from left to right):

- Joe Norman
- Keith Warren
- Gerelene Blevins
- Town Attorney
- Mayor
- Town Administrator
- Jeff Wilson
- Open Seat
- Town Clerk

APPOINTMENT OF OPEN COUNCIL SEAT: Mayor Joe Wesson stated that as a result of the November 2015 election, there is now a vacant seat. Council will need to appoint a qualified resident to the open Town Council seat. This individual will serve the remaining 2 (two) year term.

Gerelene Blevins made a motion, and Keith Warren seconded, to appoint Reed Lingerfelt to the open Council seat. Joe Norman and Jeff Wilson opposed. There was a tie vote. The Mayor broke the tie by voting for Reed Lingerfelt.

Town Clerk Julie A. Good gave new Councilman Reed Lingerfelt the Oath of Office.

ELECTION OF MAYOR PRO TEM: Mayor Joe Wesson stated that as a result of the November 2015 election, Council would need to elect a new Mayor Pro Tem.

Reed Lingerfelt made a motion, and Gerelene Blevins seconded, to appoint Keith Warren as Mayor Pro Tem. All were in favor.

COUNCIL ETHICS AND CODE OF CONDUCT: Town Administrator Christopher Todd stated that every Council member should have a copy of the Code of Ethics prepared by Town Attorney Terry Taylor and adopted by Town Council on August 17, 2010.

Town Administrator Christopher Todd also stated that every Council member should also have the Standard of Conduct prepared by Town Attorney Terry Taylor. Town Administrator Christopher Todd asked that each Council member read the form. Each new Council member should be prepared to sign the Standard of Conduct form and return it to the Clerk.

No Council action was required.

FINANCIAL:

ADOPT BUDGET WORKSHOP SCHEDULE: Mayor Joe Wesson asked for a motion to adopt the proposed FY 2016-2017 budget workshop schedule.

Jeff Wilson made a motion, and Reed Lingerfelt seconded, to adopt the proposed FY 2016-2017 budget workshop schedule. All were in favor.

FY 2014-2015 AUDIT PRESENTATION: James Lowdermilk and Rick Hammer, with Lowdermilk, Church & Co., L.L.P., presented the Towns FY 2014-2015 audit to Council.

Mr. Lowdermilk and Mr. Hammer stated that the Town received an unqualified audit and commended staff and Council on their efforts to maintain a strong fund balance.

No Council action was required.

DISCUSSION:

PRIVATE STREET ACCEPTANCE POLICY REVIEW: Mayor Joe Wesson stated that in July 2014 the Town adopted a street acceptance policy. Mayor Joe Wesson also stated that there are a few private streets, either unpaved, or do not meet minimum standards in the Town. For the Town of Sawmills to take over a private street, the street must be in the Town limits and not a State maintained highway. A signed agreement must be submitted with 100% of the adjacent property owners signatures and the property owners will be responsible for 50% of the construction bid amount to bring the street up to the Town's minimum standards.

Gerelene Blevins made a motion, and Reed Lingerfelt seconded, to remove the responsibility of the property owners to pay 50% of the construction bid amount. Keith Warren was in favor, Jeff Wilson and Joe Norman were opposed. The motion carried with a spilt vote.

ELMORE DRIVE-PRIVATE STREET ACCEPTANCE: Mayor Joe Wesson stated that the Town of Sawmills has the ability to take over the maintenance of private streets, through the Private Street Acceptance Policy. Once accepted, a private street becomes a Town street. During 2014, the residents and property owners of Elmore Drive submitted a petition for street acceptance for the Council to review. At that time, due to concerns by both Council and residents, the street was not accepted by the Town Council. Elmore Drive is a private street accessed from 321A and adjacent to Sawmills Hardware Store.

Gerelene Blevins made a motion, and Joe Norman seconded, to proceed with the survey of

and obtain easements for all property owners on Elmore Drive. Keith Warren and Reed Lingerfelt were in favor, Jeff Wilson was opposed. The motion carried with a split vote.

PUBLIC COMMENT: Mayor Joe Wesson asked if anyone had any questions or comments at this time.

Mike Mull, of Mullhouse Kennels, wanted to thank Council for moving forward with the Elmore Drive project. There are 2 (two) business and 5 (five) residents on Elmore Drive. Mr. Mull stated that he and his business have been at the end of Elmore Drive for 40 (forty) years. Mr. Mull stated that he has maintained Elmore Drive for the time he has been there and has spent thousands of dollars with no help from the Town of Sawmills. Mr. Mull stated that he has paid a lot of taxes in the 40 (forty) years he has been on Elmore Drive and he just wanted to thank Council for moving forward with this project.

UPDATES:

SBEA NOVEMBER PROGRESS REPORT: Town Administrator Christopher Todd stated that Sherry Long, from the Western Piedmont Council of Governments, has enclosed a progress report for the SBEA project 12-C-2443.

No Council action was required.

DECEMBER CODE ENFORCEMENT REPORT: Town Planner Elinor Hiltz stated that there is only one code enforcement case still open. Steven Killian at 4801 Helton Road has 4 (four) vehicles without tags on his property. Mr. Killian has until December 18, 2015, to remove the vehicles or he will be fined \$50.00 (fifty dollars) a day back dated to December 14, 2015, until the vehicles are removed.

No Council action was required.

COMPERHENSIVE STEERING COMMITTEE REPORT: Mayor Joe Wesson stated that the Town Planner Elinor Hiltz has enclosed a status report from the December 1, 2015 Steering Committee meeting.

No Council action was required.

DUFF DRIVE SEWER PROJECT REPORT: Town Administrator Christopher Todd stated that Lisa Helton, from the Western Piedmont Council of Governments, has enclosed a progress report for the Duff Drive Sewer project.

No Council action was required.

COUNCIL COMMENT: Mayor Joe Wesson asked if anyone on the Council had any

questions or comments at this time.

Joe Norman thanked everyone for coming to the meeting and voting for him.

Keith Warren wanted to thank his Lord and Savior for letting him be here. Keith Warren also wanted to thank everyone for coming out and hoped everyone has a very Merry Christmas. Keith Warren also wanted to thank Preacher Ed Warren to come out and he also wanted to thank his wife.

Gerelene Blevins stated that the citizens elected the Council to help them and she is a person who does not believe in doing stuff to hurt other people. Gerelene Blevins stated that she tries to be as fair with one as she is the other. Gerelene Blevins also wished everyone a very Merry Christmas.

Jeff Wilson wished everyone a Merry Christmas and a Happy New Year.

Reed Lingerfelt wanted to thank everyone for coming and wishes we would have this type of crowd every meeting. Reed Lingerfelt wished everyone a Merry Christmas and don't forget the season is about Christ not about the gifts you receive or the gifts you give.

Mayor Joe Wesson stated that it is an honor to serve the citizens of this Town and he thanked everyone for giving him the opportunity to be their Mayor. Mayor Joe Wesson stated he wants to be a Mayor for all citizens of this Town. Mayor Joe Wesson also stated that he appreciates everyone coming to the meeting. Mayor Joe Wesson stated that he thought Council did a great job during the meeting and he wanted to thank the Lord for giving him the guidance in the past several years that he has given him. Mayor Joe Wesson wished everyone a very Merry Christmas. Mayor Joe Wesson would also like to encourage people to come out to the Council meetings.

COUNCIL ADJOURN: Mayor Joe Wesson asked for a motion to adjourn.

Reed Lingerfelt made a motion, and Joe Norman seconded, to adjourn the meeting. All were in favor.

Julie A Good, Town Clerk

Joe Wesson, Mayor

AGENDA ITEM 7A

MEMO

DATE:

January 19, 2016

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Bill Absher on winning the Recycle Rewards Program for the month of January. Mayor Joe Wesson will present him with a Certificate of Appreciation. A twenty-eight dollar (\$28.00) credit will be added to the current sanitation bill.

Recommendation:

No Council action is required.

AGENDA ITEM 7B

MEMO

DATE:

January 19, 2016

SUBJECT:

Recognition:
Sawmills Volunteer
Fire & Rescue
Department Awards

Discussion:

Mayor Joe Wesson will be presenting awards of appreciation to the following Sawmills Volunteer Fire & Rescue Department members:

Firefighter of the Year

Firefighter Grant Newton

First Responder of the Year

Firefighter Grant Newton

Officer of the Year

Firefighter Bruce Austin

Officer of the Year

Firefighter Keith Gibbons

Recommendation:

No Council action is required.

AGENDA ITEM 8A

MEMO

DATE:

January 19, 2016

SUBJECT:

Financial Matters:
Request for a Donation
To Caldwell County
Government Channel

Discussion:

The Town has received a request from Caldwell County Government Channel for a donation to support the cost of upgrading and repairing their recording and broadcast equipment. Caldwell County estimates the project cost at approximately \$171,000 for the upgrades and repairs. Currently the Town of Sawmills appears in approximately 2% of the total programming on the government channel, as estimated by the county. The channel acts as a method to distribute information and highlight activities in the local community.

The Town of Hudson has agreed to donate \$10,000 over a two year period. The Town of Granite Falls has agreed to donate \$4,000 during this fiscal year. Lenoir has not yet decided what amount they are planning on donating.

See attached channel usage as presented by Caldwell County.

Recommendation:

Staff recommends Council discuss this matter and decide how they wish to proceed.

Government Channel TV Shows	2015 thru Oct	2014	2013	2012
Caldwell County	50%	52.30%	49%	48.40%
City of Lenoir	24%	20.50%	20.50%	26.20%
Non - Profits	18%	18.70%	21%	18.40%
Caldwell Memorial Hospital	3.30%	2%	2.70%	2.50%
Hudson, Granite Falls, Sawmills	2.10%	4.90%	5%	4%
Caldwell County Schools/CCC&TI	2.70%	1.70%	1.10%	0.25%
TOTALS				
GRAND TOTAL				0

AGENDA ITEM 8B

MEMO

DATE:

January 19, 2016

SUBJECT:

Financial Matters:
Deputy Finance
Officer Appointment

Discussion:

In the event that the Finance Officer, Karen Clontz, is not available the Town will need a Deputy Finance Officer to fulfill her duties pursuant to NCGS § 159-25(b):

“Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board. If the board makes on other designation, the chairman of the board or chief executive officer of the local government or public authority shall countersign these checks and drafts. The governing board of a unit or authority may waive the requirements of this subsection if the board determines that the internal control procedures of the unit or authority will be satisfactory in the absence of dual signatures.”

Recommendation:

Staff recommends Council appoint Town Administrator, Christopher Todd, as Deputy Finance Officer.

AGENDA ITEM 8C

MEMO

DATE:

January 19, 2016

SUBJECT:

Financial Matters:
Banking and AP
Check Signatures

Discussion:

Due to recent changes on the Council, new signature cards will need to be on file at the bank. The bank requires a new signature card whenever there are changes in the staff and/or Council. Two (2) signatures are required for accounts payable checks and the safety deposit box.

First Citizens Bank – Checking – A/P, Safety Deposit Box, Public Fund CD's
CommunityOne Bank – Public Fund CD's

The following Council and Staff have authorization to sign on behalf of the Town with regards to banking transactions:

- Joe Wesson – Mayor
- Christopher Todd – Town Administrator
- Karen Clontz – Finance Officer

There is typically an additional Council member authorized to sign on behalf of the Town with regards to banking transactions.

Recommendation:

Staff recommends Council appoint an additional Council member to be on file with First Citizens Bank and CommunityOne Bank.

AGENDA ITEM 9A

MEMO

DATE:

January 19, 2016

SUBJECT:

Organizational Matter:
Standing Council
Committee Assignments

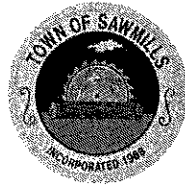
Discussion:

Enclosed with this memo is a copy of the Standing Council Committees as appointed by the Mayor.

With the appointment of Councilman Jeff Wilson and Councilman Reed Lingerfelt to the Intergovernmental Committee, Councilman Jeff Wilson is the delegate and Councilman Reed Lingerfelt is the alternate to the WPCOG Policy Board.

Recommendation:

No Council action is required.



Town of Sawmills

Standing Council Committees for 2016-2018

<u>Public Works Committee</u> Roadways & Streets Water Resources Wastewater Drainage Right-of-Ways Solid Waste	Keith Warren	Gerelene Blevins
<u>Parks & Recreation Committee</u> Parades, Festivals, & Special Events Civic Organizations	Reed Lingerfelt	Keith Warren
<u>Planning & Development Committee</u> Land Use Regulations Zoning Extra-Territorial Jurisdiction (ETJ) Code Enforcement	Jeff Wilson	Keith Warren
<u>Law & Finance Committee</u> Administration Budget Appropriations Audit Performance Public Health & Safety	Joe Norman	Reed Lingerfelt
<u>Intergovernmental Committee</u> W.P.C.O.G. N.C.L.M. Community Colleges Chamber of Commerce Institute of Government Intergovernmental (County/State)	Jeff Wilson	Reed Lingerfelt
<u>Personnel Committee</u>	Gerelene Blevins	Joe Norman

*The Mayor is a member of all Standing Council Committees

Updated: January 2016

AGENDA ITEM 9B

MEMO

DATE:

January 19, 2016

SUBJECT:

Discussion:
Town of Sawmills
Public Comment Policy

Discussion:

Please find attached a Town of Sawmills Public Comment Policy.

Recommendation:

Staff recommends Council approve the Town of Sawmills Public Comment Policy.

TOWN OF SAWMILLS
POLICY ON COMMENTS AT TOWN COUNCIL MEETINGS

The Town of Sawmills wishes to encourage public participation and promote opportunities for public engagement. As such, the town will include with each draft agenda of a regularly scheduled meeting, a maximum period of thirty minutes for comments from members of the public in attendance, which may be reduced by the Council due to various factors such as, length of meeting, the time normal business on the agenda concludes, whether there is a Closed Session scheduled, whether one or more Council Members have other conflicts and are unable to remain past a certain time, etc.

In order to comply with G.S. 160A-81.1, the Sawmills Town Council hereby establishes a Public Comment Policy to allow members of the public an additional opportunity to address the Council. In addition to public hearings, a special time is set aside for the purpose of receiving comments and suggestions from citizens. All comments made during the Public Comment period shall be subject to the following procedures.

1. Persons who wish to make a statement during the Public Comment period, will register on a sign-up sheet available 30 minutes before the start of the meeting indicating their name, address and telephone number with topic they wish to discuss. They shall also indicate the Town Representative with whom they have previously discussed the matter, if anyone.. No one will be allowed to have his or her name placed on the list by telephone request to town staff.
2. Each person who signed up to speak will have 3 minutes for his or her statement.
3. Speakers will be acknowledged by the Mayor in the order in which their names appear on the sign-up sheet. A person may speak only once during the period allowed for all comments.
4. Speakers shall address the Town Council from the podium, and will begin their statement by first stating their name and address or organizational affiliation.
5. Statements are to be directed to the Town Council as a whole, and not to individuals. Public comment is not intended to require the Council to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
6. Speakers will be courteous in their language and presentation.
7. One speaker will be acknowledged at a time. In the event, a group of persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns. Speakers are able to yield their time to their spokesperson.
8. After the speaker has made his or her statement, he or she will be seated with no further debate, dialogue, or comment.
9. The Town Council may refer the matter to the Town Administrator, the Town Attorney or other appropriate person to investigate and report back to Council at a later date.

Adopted this the _____ day of _____, 20_____.

TOWN OF SAWMILLS

By: _____
Mayor

Attest:

Town Clerk

AGENDA ITEM 9C

MEMO

DATE:

January 19, 2016

SUBJECT:

Discussion:
Board Of
Adjustments Vacancy

Discussion:

With the appointment of Reed Lingerfelt to Council, there is now a vacancy for an alternate on the Board of Adjustments.

Recommendation:

Staff recommends Council decide whom they wish to appoint as an alternate on the Board of Adjustments.

AGENDA ITEM 10A

MEMO

DATE:

January 19, 2016

SUBJECT:

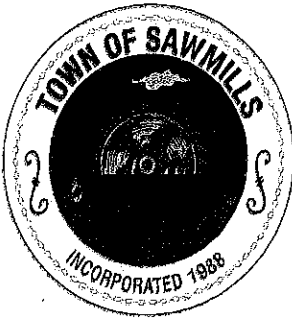
Updates:
SBEA December
Progress Report

Discussion:

Sherry Long, from the Western Piedmont Council of Governments (WPCOG), sent the attached progress report for the SBEA Project 12-C-2443.

Recommendation:

No Council action required.



MAYOR
Joe Wesson

TOWN ADMINISTRATOR
Christopher Todd

**TOWN
COUNCIL**


Keith Warren, Mayor Pro Tem
Gerelene Blevins
Reed Lingerfelt
Joe Norman
Jeff Wilson

TO: Joe Wesson, Mayor
Keith Warren, Mayor Pro Tem
Gerelene Blevins, Councilwoman
Reed Lingerfelt
Joe Norman, Councilman
Jeff Wilson, Councilman

FROM: Sherry Long, WPCOG
SUBJECT: Progress Report on SBEA 12-C-2443
DATE: January 6, 2016

The Department of Commerce is requiring a monthly progress report for Small Business Entrepreneurial Assistance (SBEA) Project CDBG 12-C-2443 be provided to the Sawmills Town Council each month. This report must also be signed by the Mayor Pro-tem and submitted to the Department of Commerce by the 10th day of each month. The following activities occurred in December, 2015:

- McGee Wood Products hired three (3) new employees in December, 2015. All of the new employees meet the income eligibility criteria.



Joe Wesson
Mayor

CDBG QUARTERLY PROGRESS REPORT (revised 10/10)

Grantee: Town of Sawmills Grant No: 12-C-2443 Amount Awarded: \$250,000
 Period Covered (M/Y): 10/1/15 - 12/31/15 Calendar Quarter: 4th Date Prepared: 1/6/15

Activity	LF, #Properties #Units Proposed	# Completed This Quarter	# Completed To Date	# Persons Proposed	# Persons AMI	# Persons MI	# Persons LI	# Persons VLI
C-1 Machinery & Equip	0	0	0	10	3			
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
L-1								
L-1								
TOTAL								

Activity	Activity Code	Budget	Expended This Quarter	Expended To Date	Amt. Req. This Quarter	Amt. Req. To Date	(Fm Hd Hd) Gender	Race
C-1 Machinery & Equip	16	\$225,000	\$77,513.00	\$77,513.00	\$77,513.00	\$77,513.00	0	0
C-1 Administration	13	\$20,000	\$15,594.56	\$15,594.56	\$15,594.56	\$15,594.56	N/A	N/A
C-1 Planning & Entrepreneurial	12	\$5,000	\$0.00	\$0.00	\$0.00	\$0.00		
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
L-1								
L-1								
TOTAL		\$250,000	\$93,107.56	\$93,107.56	\$93,107.56	\$93,107.56		

Notes: Truck has been purchased and delivered to company.

Prepared By: Sherry Lo ng Title: Asst. Executive Director
 Endorsed By:  Title: Town Administrator

AGENDA ITEM 10B

MEMO

DATE:

January 19, 2016

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

The attached report shows the progress that Planner Elinor Hiltz continues to make throughout the town.

Recommendation:

No Council action required.

AGENDA ITEM 10C

MEMO

DATE:

January 19, 2016

SUBJECT:

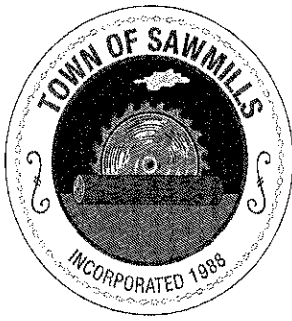
Updates:
Comprehensive Steering
Committee Report

Discussion:

The attached report is a summary of the Comprehensive Steering Committee Public Meeting of January 5, 2016.

Recommendation:

No Council action required.



MAYOR
Joe Wesson

TOWN ADMINISTRATOR
Christopher Todd

**TOWN
COUNCIL**

Keith Warren, Mayor Pro-Tem
Gerelene Blevins
Reed Lingerfelt
Joe Norman
Jeff Wilson

MEMO

TO: Christopher, Town Administrator

FROM: Elinor Hiltz, Town Planner

DATE: January 12, 2016

SUBJECT: Comprehensive Plan Steering Committee Meeting January 5

Deborah Murray of the Caldwell County Economic Development Commission spoke for an hour about the meaning of Economic Development and Caldwell County's economic status. "Economic Development" is the practice of encouraging growth that will add to the tax base, which usually means industry. "Basic sector" growth provides jobs, and jobs provide the need for services. The term "basic sector" refers to the principle that one goods-producing job creates three service jobs. Industrial workers need places to live and shop and eat; service jobs fulfill that need. This concept has implications for Sawmills because the citizens say they want restaurants, doctors offices, and grocery stores. Perhaps if **Sawmills adds one more major employer then the desired commercial development will fall into place.**

Sawmills strengths according to the EDC are:

- **The 321-A "industrial corridor"**
- Highway 321
- Lots of large tracts of land
- Lots of houses (representing a large consumer market and a large pool of potential workers)

The EDC is meeting the goals that it set out to achieve in Caldwell County-one of which was to fill vacant industrial buildings. (Others were to diversify the economy and raise unemployment). Since most of the eligible vacant industrial buildings are now filled, from here on EDC clients must look for undeveloped or "greenfield" sites. **Sawmills has a number of large tracts with potential.**

Sawmills or the surrounding communities **will need to provide housing for future workers earning approximately \$60,000 a year.**

AGENDA ITEM 10D

MEMO

DATE:

January 19, 2016

SUBJECT:

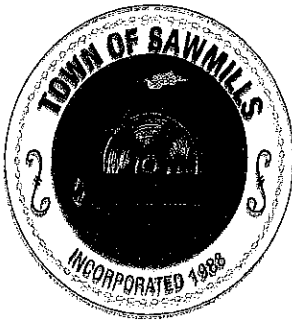
Updates:
Duff Drive Sewer
Progress Report

Discussion:

Lisa Helton, from the Western Piedmont Council of Governments (WPCOG), sent the attached progress report for the Duff Drive Sewer project.

Recommendation:

No Council action required.



MAYOR
Joe Wesson

TOWN ADMINISTRATOR
Christopher Todd

**TOWN
COUNCIL**

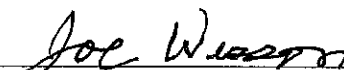
Keith Warren, Mayor Pro Tem
Gerelene Blevins
Reed Lingerfelt
Joe Norman
Jeff Wilson

TO: Joe Wesson, Mayor
Keith Warren, Mayor Pro Tem
Gerelene Blevins, Councilwoman
Reed Lingerfelt, Councilman
Joe Norman, Councilman
Jeff Wilson

FROM: Lisa Helton
SUBJECT: Duff Drive Area Sewer Project
DATE: January 5, 2016

The Department of Commerce is requiring a monthly progress report for Duff Drive Area Sewer Project CDBG # 12-C-2506 be provided to the Sawmills Town Council each month. This report must also signed by the Mayor and submitted to the Department of Commerce by the 10th day of each month. The following is an update of the project for the end of December, 2015:

- Job is 97% complete
- CDBG funds in the amount of \$891,532.05 spent to date (88%).
- Main line and most trunk lines are completed.
- 30 service connections need to be made.
- Clean up underway-(slowed down because of ground being so wet because of lots of rain in December.)



Joe Wesson
Mayor

CDBG QUARTERLY PROGRESS REPORT (revised 10/10)

Grantee: Town of Sawmills Grant No: 12-C-2506 Amount Awarded: \$1,007,102
 Period Covered (MY): 10/1/15 - 12/31/15 Calendar Quarter: 4th Date Prepared: 1/6/16

Activity	LF, #Properties #Units Proposed	# Completed This Quarter	# Completed To Date	# Persons Proposed	# Persons AMI	# Persons MI	# Persons LI	# Persons VLI
Sewer	10,500	0	0	143	29	52	45	17
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
L-1								
L-1								
TOTAL								

Activity	Activity Code	Budget	Expended This Quarter	Expended To Date	Amt. Req. This Quarter	Amt. Req. To Date	(Fm Hd Hd) Gender	Race
C-1 Administration	4B	\$930,702	\$307,670.83	\$815,132.65	\$307,670.83	\$815,132.65	82f61m	128w15other
C-1 Planning & Entrepreneurial	13	\$71,400	\$10,558.85	\$71,400.00	\$10,558.85	\$71,400.00	N/A	N/A
C-1	12	\$5,000	\$0.00	\$5,000.00	\$0.00	\$5,000.00		
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
L-1								
L-1								
L-1								
TOTAL		\$1,007,102	\$318,229.68	\$891,532.65	\$318,229.68	\$891,532.65		

Notes: The project is almost complete. Wet weather has slowed clean up and connections.

Prepared By: Lisa Helton Title: Project Administrator
 Endorsed By:  Title: Town Administrator