

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

**Tuesday, August 19, 2025
6:00 pm**

- | | | |
|-----|---|-------------------------------|
| 1. | Call To Order | Mayor Keith Warren |
| 2. | Invocation | Landon Hines |
| 3. | Pledge of Allegiance | Grogan's Small World Children |
| 4. | Adopt Agenda | Mayor Keith Warren |
| 5. | Approve Meeting Minutes | |
| | A. July 15, 2025 Regular Meeting Minutes | Mayor Keith Warren |
| | B. July 15, 2025 Closed Session Meeting Minutes | Mayor Keith Warren |
| 6. | Public Comment | Mayor Keith Warren |
| 7. | Recognitions: | |
| | A. Recycle Rewards | Mayor Keith Warren |
| 8. | Finance: | |
| | A. Caldwell County School Funding Request | Mayor Keith Warren |
| 9. | Public Comment | |
| 10. | Updates: | |
| | A. Code Enforcement Report | Mayor Keith Warren |
| | B. Town Manager Updates | Town Manager Chase Winebarger |
| | C. Council Comment | Mayor Keith Warren |
| 11. | Closed Session: N.C.G.S. §143-318.11(a)(3) | Mayor Keith Warren |
| 12. | Adjourn | Mayor Keith Warren |

TUESDAY, JULY 15, 2025
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00PM

COUNCIL PRESENT

Mayor Keith Warren
Clay Wilson
Rebecca Johnson
Melissa Curtis
Bobby Mosteller

STAFF PRESENT

Chase Winebarger
Julie A Good
Terry Taylor
Kelly Melton

COUNCIL ABSENT

Joe Wesson

CALL TO ORDER: Mayor Keith Warren called the meeting to order at approximately 6:00pm.

INVOCATION: Pastor Levi Addison gave the invocation.

PLEDGE OF ALLEGIANCE: Pastor Levi Addison led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Keith Warren asked for a motion to adopt the July 15, 2025, Agenda.

Rebecca Johnson made a motion, and Clay Wilson seconded, to adopt the July 15, 2025, Agenda. All were in favor.

APPROVE JUNE 17, 2025, REGULAR MEETING MINUTES: Mayor Keith Warren asked for a motion to approve the June 17, 2025, regular meeting minutes.

Clay Wilson made a motion, and Bobby Mosteller seconded, to approve the June 17, 2025, regular meeting minutes. All were in favor.

APPROVE JUNE 17, 2025, CLOSED SESSION MEETING MINUTES: Mayor Keith Warren asked for a motion to approve the June 17, 2025, closed session meeting minutes.

Clay Wilson made a motion, and Bobby Mosteller seconded, to approve the June 17, 2025, closed session meeting minutes. All were in favor.

PUBLIC COMMENT:

David McKee wanted to discuss the FY 2025-2026 budget and the tax revaluation.

Emily Yount wanted to discuss the FY 2025-2026 budget, tax revaluation, and speed humps in Virigina Acres.

RECOGNITIONS:

JULY RECYCLE REWARDS WINNER: Mayor Keith Warren announced T. Chad Moore as the July Recycle Rewards Winner. A credit of forty dollars (\$40.00) will be added to the current sanitation bill.

No Council action was required.

FINANCE:

CAPITAL IMPROVEMENT PROGRAM (CIP): Town Finance Officer Kelly Melton stated that the Town's formal Capital Improvement Program (CIP) covers a span of ten (10) years and is a long-term plan that is updated on an annual basis. Town Finance Officer Kelly Melton stated that the following purchases/projects were completed: Public Works Pole Shed; Baird Park Indoor Facility; Baird Park and Veterans Park lights; Park improvements including new Scoreboards, Windscreens and Bleachers; Paving/Resurfacing on Cherokee Court, Drum Lane, Adams Drive, Remont Drive and Rual Drive; Speed Tables on Waterworks Road; new Brush Truck; Ami Meters load paid in full; new generator for Sawmills School Lift Station. Town Finance Officer Kelly Melton stated that the following projects have been started: new Town Hall. Town Finance Officer Kelly Melton stated that the annual operating budget for July 1, 2025-June 30, 2026, was approved by the Governing Board on June 17, 2025, and contains all of the items listed in the CIP with the exception of the new Town Hall and Municipal Park, US Highway 321A Waterline Replacement, Evergreene Industrial Park, and Elevation Project-Bert Huffman Road, which are projects outside of the annual operating budget. Town Finance Officer Kelly Melton stated that the General Fund CIP expenditures total \$3,283,686.00 (three million two hundred eighty-three thousand six hundred eighty-six dollars) and the Utility Fund CIP expenditures total \$1,932,894.00 (one million nine hundred thirty-two thousand eight hundred ninety-four dollars). Town Finance Officer Kelly Melton stated that the CIP serves as a planning tool to project future needs for the addition of new capital assets and the replacement of existing capital assets.

Clay Wilson made a motion, and Bobby Mosteller seconded, to approve the Town of Sawmills Capital Improvement Plan for the 10 (ten) year period of July 1, 2025, through June 30, 2035. All were in favor.

FINANCIAL REPORT AS OF JUNE 30, 2025: Finance Officer Kelly Melton stated that as of June 30, 2025, that:

- In the General Fund there are outstanding revenues-Sales Tax for May and June totaling approximately three hundred thousand dollars (\$300,000.00); Quarterly Shared Revenues for June 30, 2025 totaling approximately fifty thousand dollars (\$50,000.00); Outstanding Expenditures totaling approximately twenty-six thousand dollars (\$26,000.00); and is estimated that the Town will use approximately five hundred fifty thousand dollars (\$550,000.00) of the one million two hundred thirty-five thousand dollars (\$1,235,000.00) Fund Balance Appropriation authorized in the FY 2024-2025 budget.
- Powell Bill Expenditures totaling approximately two hundred fifty-four thousand two hundred eighty-seven dollars (\$254,287.00). Funds received total one hundred eighty-seven five hundred thirty-eight dollars (\$187,538.00). The difference will be made up from the Powell Bill reserve (the Powell Bill reserve authorized for use is two hundred seventy-five thousand five hundred dollars (\$275,500.00)).
- Utility Fund revenues total approximately one million three hundred fifty-one thousand one hundred fifty-five dollars (\$1,351,155.00) with expenses of one million one hundred forty-nine thousand two hundred eighty-one dollars (\$1,149,281.00) with no outstanding expenditures and an estimated surplus of two hundred one thousand eight hundred seventy-four dollars (\$201,874.00).
- The total paid to CBSA for the new Town Hall project total two hundred thirty-four thousand nine hundred sixty-nine dollars (\$234,969.00) project to date. The budgeted amount is four hundred seventy-three dollars (\$473,000.00). The amount spent is approximately fifty percent (50%).
- The total expenditures for the FEMA BRIC grant project total twenty-one thousand nine hundred eighty-five dollars (\$21,985.00) project to date. The Town has been reimbursed for approximately six thousand nine hundred forty-seven dollars (\$6,947.00).
- FEMA Helene funds have been obligated for Cat B and Cat D. Cat G is moving thru the system and should be obligated soon, Cat A and Cat Z estimates will be updated.
- During the FY 2024-2025 the Town earned interest in the amount of four hundred eighteen thousand four hundred seventy-six dollars (\$418,476.00).

No Council action was required.

PLANNING MATTERS:

ORDINANCE DIRECTING TOWN OFFICIALS TO DEMOLISH THE PROPERTY LOCATED AT 2451 ANNAS DRIVE AS AN IMMINENT DANGER TO THE PUBLIC AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT THE SAME MAY NOT BE OCCUPIED: Mayor Keith Warren stated that Town Code Enforcement Officer Curt Willis has served the Owner(s) of 2451 Annas Drive regarding

the minimum housing complaints. Mayor Keith Warren stated that Town Code Enforcement Officer Curt Willis has drafted an Ordinance Directing Town Officials to Vacate and Close 2451 Annas Drive As An Imminent Danger To The Public And Directing That A Notice Be Placed Thereon That The Same May Not Be Occupied.

Rebecca Johnson made a motion, and Clay Wilson seconded, to approve the Ordinance Directing Town Officials to Vacate and Close 2451 Annas Drive As An Imminent Danger To The Public And Directing That A Notice Be Placed Thereon That The Same May Not Be Occupied as written. All were in favor.

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

No one wished to speak.

UPDATES:

JUNE CODE ENFORCEMENT REPORT: Town Code Enforcement Officer Curt Willis stated that there is one (1) code enforcement case that is open.

No Council action was required.

TOWN MANAGER UPDATES: Town Manager Chase Winebarger had the following updates:

- Town Manager Chase Winebarger stated that staff would like to know what color lights Council would like on the Town Christmas Tree to be placed on the Farmers Market Lot for Christmas. Melissa Curtis and Rebecca Johnson advised Town Manager Chase Winebarger to have colored lights ordered for the Town Christmas Tree. All Council were in favor.

COUNCIL COMMENT:

Melissa Curtis wanted to thank everyone for coming to the meeting.

Bobby Mosteller wanted to thank everyone for coming to the meeting.

Rebecca Johnson wanted to thank everyone for coming to the meeting and stated that it was good to have other people in the audience other than Kelly Price.

Clay Wilson wanted to thank everyone for coming.

Mayor Keith Warren wanted to thank everyone for coming.

CLOSED SESSION PURSUANT TO N.C.G.S. §143.318-11(A)(3): Mayor Keith Warren asked for a motion to go into closed session.

Clay Wilson made a motion, and Bobby Mosteller seconded, to go into closed session pursuant to N.C.G.S. § 143.318-11(a)(3) at approximately 6:32pm. All were in favor.

Rebecca Johnson made a motion, and Bobby Mosteller seconded, to come out of closed session at approximately 7:07pm. All were in favor.

TOWN MANAGER CONTRACT: Mayor Keith Warren during the June 17, 2025, regular Town of Sawmills Council meeting that the Town Manager Contract was approved with the exception of Section 4: Health, Disability and Life Insurance Benefits Recommended Section A, which was tabled until the regularly July 15, 2025, Town of Sawmills Council meeting. Mayor Keith Warren stated that the Section 4: Health, Disability and Life Insurance Benefits Recommended Section A has been updated to read the following:

A. If requested, the Employer agrees to provide and to pay the premiums for medical, vision and dental insurance for the Employee, and if requested, also to provide the same to cover his spouse and dependents, should the Employee request it with a cap on the cost of such to the Town of Sawmills of two thousand dollars (\$2,000.00) per month.

Clay Wilson made a motion, and Bobby Mosteller seconded, to approve Section 4: Health, Disability and Life Insurance Benefits Recommended Section A. If requested, the Employer agrees to provide and to pay the premiums for medical, vision and dental insurance for the Employee, and if requested, also to provide the same to cover his spouse and dependents, should the Employee request it with a cap on the cost of such to the Town of Sawmills of two thousand dollars (\$2,000.00) per month. The motion passed three (3)-to one (1).

COUNCIL ADJOURN: Mayor Keith Warren asked for a motion to adjourn.

Clay Wilson made a motion, and Rebecca Johnson seconded, to adjourn the meeting. All were in favor.

The meeting was adjourned at approximately 7:08pm.

Keith Warren, Mayor

Julie A. Good, Town Clerk

AGENDA ITEM 7A

MEMO

DATE:

August 19, 2025

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Ben Abernethy Jr. on winning the Recycle Rewards Program for the month of July. He will be presented with a Certificate of Appreciation. A forty dollar (\$40.00) credit will be added to the current sanitation bill.

Recommendation:

No Council action is required.

AGENDA ITEM 8A

MEMO

DATE:

August 19, 2025

SUBJECT:

Financial Matters:
Request for a Donation
To Caldwell County
Schools

Discussion:

The Town has received a request from Caldwell County Schools for a donation in the amount of \$14,000.00 (fourteen thousand dollars).

There are sufficient funds in the budget for this request.

Recommendation:

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



Town of Sawmills

Keith Warren, Mayor

Chase Winebarger, Town Manager

Funding Request:

Name of Organization: <u>Caldwell County Schools</u>		Phone #: <u>828-728-8407</u>
Permanent Address: <u>1914 Hickory Blvd SW</u>	City: <u>Lenoir</u>	State: <u>NC</u> Zip Code: <u>28645</u>
Contact Name: <u>Michelle Brittain</u>	Fed Tax ID #:	<u>56-6000998</u>

Amount Requested: <u>14,000</u>	Amount needed for the Project: <u>14,000</u>
Date Funds Needed: _____	Project Begin/End Dates: _____
Complete description of project: _____ _____ _____	
How will the funds be used? _____ _____	
How will this project benefit the community? _____ _____	

Official Town Use Only	
Date application received: <u>7-23-25</u>	Date presented to Council: _____
Date approved/denied (circle one): _____	Amount approved: _____
Available balance in Governing Body Expense Acct: <u>16,000</u>	<u>1-10-4110</u>
Date check written: _____	Check #: _____ Amount: _____

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Director

AGENDA ITEM 10A

MEMO

DATE:

August 19, 2025

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

The attached report shows the progress that Code Enforcement Officer Curt Willis continues to make throughout the town.

Recommendation:

No Council action required.



CODE ENFORCEMENT ACTIONS TRACKER

August 2025

CEO Curt Willis, 828-485-4263, curt.willis@wpcog.org

Case Number (YRMT-XXX)	Date Opened (YRMTDY)	Town	Property Address	Violation	Man Hours	Status	Deadline
SW2507-083	250707	Sawmills	4150 Duggins MHP 31	Min Housing	1	Owner Notified	250728
SW2507-084	250707	Sawmills	4150 Duggins MHP 31	Nuisance - TID	1	Owner Notified	250728
SW2507-085	250707	Sawmills	4150 Duggins MHP 30	Min Housing	1	Owner Notified	250728
SW2507-086	250707	Sawmills	4150 Duggins MHP left corner	Min Housing	1	Owner Notified	250728
SW2507-087	250707	Sawmills	4150 Duggins MHP left corner	Min Housing	1	Owner Notified	250728
SW2507-088	250707	Sawmills	4150 Duggins MHP 37	Nuisance - Ovrgh	1	Owner Notified	250728
SW2507-089	250707	Sawmills	4150 Duggins MHP 35	Nuisance - Ovrgh	1	Owner Notified	250728
SW2507-090	250707	Sawmills	1551 Cahah's Mountain Rd	Nuisance - Ovrgh	1	Owner Notified	250728
SW2507-091	250707	Sawmills	1632 Cahah Mountain Rd	Nuisance - Ovrgh	1	Owner Notified	250728
SW2507-092	250707	Sawmills	5228 Sonnet Dr	Nuisance - TID	1	Extension	2508031
SW2507-099	250708	Sawmills	4686 Sawmills School Rd	Nuisance - TID	1	Owner Notified	250731
SW2507-110	250708	Sawmills	5188 Sonnet Dr	Nuisance - TID	1	Extension	250815
SW2507-111	250708	Sawmills	5188 Sonnet Dr	JNMV	1	Extension	250815
SW2507-112	250708	Sawmills	5184 Sonnet Dr	JNMV	1	Owner Notified	250731
SW2507-134	250710	Sawmills	1925 Leah Dr	Nuisance - Ovrgh	1	Resolved	
SW2507-135	250710	Sawmills	1910-16 Leah Dr	Nuisance - Ovrgh	1	Resolved	
SW2507-136	250710	Sawmills	1910-19 Leah Dr	Nuisance - Ovrgh	1	Resolved	
SW2507-137	250710	Sawmills	1910-18 Leah Dr	Nuisance - Ovrgh	1	Resolved	
SW2507-138	250710	Sawmills	1910-21 Leah Dr	Nuisance - Ovrgh	1	Resolved	
SW2507-139	250710	Sawmills	1950-7 Laws MHP	Nuisance - Ovrgh	1	Resolved	
SW2507-140	250710	Sawmills	1950-10 Laws MHP	Nuisance - Ovrgh	1	Resolved	
SW2507-141	250710	Sawmills	1950-11 Laws MHP	Nuisance - Ovrgh	1	Resolved	
SW2507-142	250710	Sawmills	1950-9 Laws MHP	Nuisance - Ovrgh	1	Resolved	
SW2507-143	250710	Sawmills	1950-5 Laws MHP	Nuisance - Ovrgh	1	Resolved	
SW2507-144	250710	Sawmills	1950-7 Laws MHP	Nuisance - Ovrgh	1	Resolved	
SW2507-145	250710	Sawmills	1950-3 Laws MHP	Nuisance - Ovrgh	1	Resolved	
SW2507-146	250710	Sawmills	1950-1 Laws MHP	Nuisance - Ovrgh	1	Resolved	
SW2507-147	250710	Sawmills	1910-17 Leah Ln Laws MHP	Nuisance - Ovrgh	1	Resolved	
SW2507-163	250728	Sawmills	4215 Trojan Ln	Nuisance - Ovrgh	1	New Violation	250815
SW2507-164	250728	Sawmills	4284 Trojan Ln	JNMV	1	New Violation	250815
SW2507-165	250728	Sawmills	4284 Trojan Ln	Nuisance - Ovrgh	1	New Violation	250815
SW2507-166	250728	Sawmills	4255 Trojan Ln	Nuisance - Ovrgh	1	New Violation	250815