

AGENDA
Regular Meeting of the Sawmills Town Council
Sawmills Town Hall
Tuesday, July 16, 2019
6:00 pm

- | | | |
|-----|--|-----------------------|
| 1. | Call To Order | Mayor Johnnie Greene |
| 2. | Invocation | Ret. Pastor Ed Warren |
| 3. | Pledge of Allegiance | Mayor Johnnie Greene |
| 4. | Adopt Agenda | Mayor Johnnie Greene |
| 5. | Approve Meeting Minutes | |
| | A. June 18, 2019 Regular Meeting Minutes | Mayor Johnnie Greene |
| | B. June 18, 2019 Closed Session Minutes | Mayor Johnnie Greene |
| 6. | Public Comment | Mayor Johnnie Greene |
| 7. | Recognitions: | |
| | A. Recycle Rewards | Mayor Johnnie Greene |
| 8. | Public Hearing: Amending Town Charter: | |
| | A. Open Public Hearing | Mayor Johnnie Greene |
| | B. Staff Comments/Recommendations | Mayor Johnnie Greene |
| | C. Public Comment | Mayor Johnnie Greene |
| | D. Close Public Hearing | Mayor Johnnie Greene |
| | E. Council Action | Mayor Johnnie Greene |
| 9. | Financial Matters: | |
| | A. Caldwell County D.A.R.E. Donation Request | Mayor Johnnie Greene |
| | B. Playground Equipment Purchase | Mayor Johnnie Greene |
| | C. Bank Signature Cards | Mayor Johnnie Greene |
| | D. Sawmills Community Optimist | Mayor Johnnie Greene |
| 10. | Discussion: | |
| | A. AMI Water Meter System Overview | Mayor Johnnie Greene |
| 11. | Planning Matters: | |
| | A. Planning Board Annual Report | Mayor Johnnie Greene |
| 12. | Public Comment | Mayor Johnnie Greene |
| 13. | Updates: | |
| | A. Code Enforcement Report | Mayor Johnnie Greene |
| | B. Council Comment | Mayor Johnnie Greene |
| 14. | Adjourn | Mayor Johnnie Greene |

**TUESDAY, JUNE 18, 2019
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Mayor Johnnie Greene
Keith Warren
Rebecca Johnson
Joe Norman
Clay Wilson

STAFF PRESENT

Christopher Todd
Terry Taylor
Julie A Good
Karen Clontz

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

INVOCATION: Pastor Don Ingle gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Johnnie Greene led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Johnnie Greene asked for a motion to adopt the June 18, 2019 Agenda.

Keith Warren made a motion, and Rebecca Johnson seconded, to adopt the June 18, 2019 Agenda. All were in favor.

APPROVE MARCH 7, 2019 BUDGET WORKSHOP MINUTES: Mayor Johnnie Greene asked for a motion to approve the March 7, 2019 budget workshop minutes.

Rebecca Johnson made a motion, and Joe Norman seconded, to approve the March 7, 2019 budget workshop minutes. All were in favor.

APPROVE APRIL 4, 2019 BUDGET WORKSHOP MINUTES: Mayor Johnnie Greene asked for a motion to approve the April 4, 2019 budget workshop minutes.

Joe Norman made a motion, and Keith Warren seconded, to approve the April 4, 2019 budget workshop minutes. All were in favor.

APPROVE APRIL 18, 2019 BUDGET WORKSHOP MINUTES: Mayor Johnnie Greene asked for a motion to approve the April 18, 2019 budget workshop minutes.

Joe Norman made a motion, and Rebecca Johnson seconded, to approve the April 18, 2019 budget workshop minutes. All were in favor.

APPROVE MAY 21, 2019 REGULAR MEETING MINUTES: Mayor Johnnie Greene asked for a motion to approve the May 21, 2019 regular meeting minutes.

Rebecca Johnson made a motion, and Keith Warren seconded, to approve the May 21, 2019 regular meeting minutes. All were in favor.

APPROVE JUNE 5, 2019 SPECIAL MEETING MINUTES: Mayor Johnnie Greene asked for a motion to approve the June 5, 2019 special meeting minutes.

Joe Norman made a motion, and Keith Warren seconded, to approve the June 5, 2019 special meeting minutes. All were in favor.

APPROVE JUNE 5, 2019 CLOSED SPECIAL MEETING MINUTES: Mayor Johnnie Greene asked for a motion to approve the June 5, 2019 closed special meeting minutes.

Joe Norman made a motion, and Rebecca Johnson seconded, to approve the June 5, 2019 closed special meeting minutes. All were in favor.

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

Megan Clark, a citizen of the Town of Sawmills, spoke on the topic of recycle. Ms. Clark would like the Town to continue the recycle program.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Mayor Johnnie Greene announced Ms. Lesly Maldonado as the June Recycle Rewards winner. A credit of thirty-two dollars (\$32.00) will be added to her sanitation bill.

No Council action was required.

PUBLIC HEARING: FY 2019-2020 BUDGET:

OPEN PUBLIC HEARING: Mayor Johnny Greene asked for a motion to open the public hearing.

Joe Norman made a motion, and Clay Wilson seconded, to open the public hearing. All were in favor.

STAFF COMMENTS/RECOMMENDATIONS: Town Administrator Christopher Todd stated that the budget is balanced as required by the NC Local Government Budget and Fiscal Control Act. The Town's overall budget for FY 2019-2020 totals three million one hundred

twenty-four thousand two hundred fifty-eight dollars (\$3,124,258.00). A few highlights of the proposed budget include no property tax increase; funds to allow for Republic Services to provide both recycling and sanitation collection; zero percent (0%) increase of the sewer rates; an appropriation of Water and Sewer Fund reserves will be made this fiscal year; maintains current levels of benefits for employees. The Town will also maintain its current levels of service to the citizens.

PUBLIC COMMENT: Mayor Johnny Greene asked if anyone wished to speak on the FY 2019-2020 Budget.

Alan Hall spoke on the topic of recycling. Mr. Hall would like the Town to continue the recycle program.

Johnny Wilson spoke on the topic of recycling and giving Republic Services the Town's sanitation pickup. Mr. Wilson stated that the Town of Sawmills started as a Sanitary District and the Town should continue to collect sanitation and not contract it out. Mr. Wilson stated that no one else but the Town should take care of Town business. Mr. Wilson stated that he is against excess spending by the Town.

Olivia Ford spoke on the topic of recycling and giving Republic Services the Town's sanitation pickup. Ms. Ford stated that she agrees with the Town continuing the recycle program, but feels the Town did not take the time to look at other options besides Republic Services. Ms. Ford wanted to know what the current cost of the sanitation pickup for the Town is. Ms. Ford stated that the Town should continue to pick up sanitation and not contract the service out.

Kelly Price spoke on the topic of recycle and giving Republic Services the Town's sanitation pickup. Mr. Price stated that he has watched reports regarding recycling and most of the time the recycle goes to the landfill. Mr. Price stated that he could not see spending money on the recycle if the recycle products just go into the landfill. Mr. Price asked if anyone can tell him where the recycle goes. Mr. Price stated the he agrees with Ms. Ford and the Town should explore other options. Mr. Price asked if it was more cost effective for the Town to keep sanitation pickup instead of contracting the service out. Mr. Price stated that the Town should discuss this issue more because to him it seems that this discussion has been rushed.

CLOSE PUBLIC HEARING: Mayor Johnny Greene asked for a motion to close the public hearing.

Joe Norman made a motion, and Rebecca Johnson seconded, to close the public hearing. All were in favor.

COUNCIL ACTION: Mayor Johnnie Greene asked Council if anyone had anything to add before voting on the budget.

Rebecca Johnson stated that there had been lots of discussion about the budget and the recycle and sanitation pickup. Councilwoman Johnson stated, in her opinion, that when the sanitation driver the Town has now retires that some Council members would like for the Town to hire someone to replace him and keep the sanitation pickup in the Town. Councilwoman Johnson

stated that she believes that the Town should wait a year and explore other options regarding the recycle pickup. Councilwoman Johnson stated that there was a twenty-six thousand dollar (\$26,000.00) increase to the recycle contract and she just doesn't feel that it is a good use of Town resources.

Joe Norman stated that he is in favor of recycling. Councilman Norman stated that the citizen's pay taxes and the Town should provide the services. Councilman Norman stated that he did not feel that the cost of recycle was too bad. Councilman Norman stated the he feels that the Town should take care of its citizens. Councilman Norman also stated the he felt the Town was saving money by giving the sanitation pickup to Republic Services and the Town can always go back to picking up the trash after the contract is up in three (3) years.

Clay Wilson stated that he is for recycling, but the contract from Republic Services is seventy-two thousand dollars (\$72,000.00) to ninety thousand dollars (\$90,000.00) with a three point five percent (3.5%) increase per year. Councilman Wilson stated that it would only cost the Town tipping fees of approximately fifteen thousand dollars (\$15,000.00) per year to take the recycle to the landfill. Councilman Wilson wanted to know where the Town should draw the line for the cost. Councilman Wilson stated that only about sixty-six percent (66%) of the Town recycles now. Councilman Wilson stated that Council was informed of a company out of Morganton, Simply Green, that would pick up the recycle for citizen's that wanted to sign up for the program for approximately sixteen dollars (\$16.00) per month. Councilman Wilson stated that the sanitation driver was retiring, but stated so did the last Public Works Director and we replaced him with the Assistant Public Works Director. Councilman Wilson stated that giving up sanitation felt like he was signing the Town away. Councilman Wilson stated that Sawmills was started so the Town could be self-sufficient and take care of its self. Councilman Wilson stated that there is no weight in recycle which is why the value has plummeted and the cost for the Town to have the recycle picked up has skyrocketed. Councilman Wilson stated that the Town should continue the sanitation program in house with the cost being around forty-five thousand dollars (\$45,000.00) per year compared to ninety thousand dollars (\$90,000.00) per year with the Republic Services contract and look at recycle in another year. Councilman Wilson stated that the budget was completed and agreed upon until about ten (10) days ago when Facebook blew up and now the budget is changing.

Joe Norman made a motion, and Keith Warren seconded, to adopt the FY 2019-2020 Budget. All were in favor.

FINANCIAL MATTERS:

SPARTAN ATHLETIC CLUB DONATION REQUEST: Mayor Johnnie Greene stated that the Spartan Athletic Club had requested a donation in the amount of two hundred dollars (\$200.00).

Clay Wilson made a motion, and Joe Norman seconded, to give a donation in the amount of two hundred dollars (\$200.00) to the Spartan Athletic Club. All were in favor.

REPUBLIC TRASH AND RECYCLING COLLECTION CONTRACT: Town Administrator Christopher Todd stated that Council had a draft agreement with Republic

Services to provide both trash and recycling curbside collection. The agreement would be effective July 1, 2019 through June 30, 2022, at which point the agreement can be renewed.

The projected cost for FY 2019/2020 is projected to be two-hundred seventy thousand dollars (\$270,000.00). This cost will have a three point five percent (3.5%) CPI increase annually over the course of the agreement.

Joe Norman made a motion, and Keith Warren seconded, to approve the agreement with Republic Services in the amount of two-hundred seventy thousand dollars (\$270,000.00) with a three point five percent (3.5%) CPI increase annually over the course of the agreement. Clay Wilson and Rebecca Johnson voted against the agreement. With a tie vote of two (2) in favor and two (2) opposed, Mayor Johnnie Greene broke the tie by voting in the affirmative.

DISCUSSION:

WATER AND SEWER GIS: Town Administrator Christopher Todd stated that as part of the FY 2018/2019 budget the Town Council included funding to create a Geographic Information System (GIS) for both the water and sewer infrastructure. This system will allow town staff to better track and assess the quality of both the water and sewer system.

The Town partnered with the WPCOG to create the GIS system.

Tom Bell from the WPCOG gave a presentation on the system.

No Council action was required.

COUNCIL-MANAGER FORM OF GOVERNMENT: Town Administrator Christopher Todd stated that in order to promote a high level of professionalism and long-term sustainability within the professional staff of the Town of Sawmills, the Town Council is currently considering a charter amendment, pursuant to North Carolina General Statute 106A-102, to change the form of government from Mayor-Council to Council-Manager. The Town of Sawmills currently employs a Town Administrator who acts in a similar role to a Town Manager. The Town Manager would have all of the duties described in North Carolina General Statute 160A-148, and any other duties as determined by the Town Council.

Council must hold a public hearing to amend the charter of the Town of Sawmills, changing the form of government from Mayor-Council to Council-Manager.

Joe Norman made a motion, and Keith Warren seconded, to hold a public hearing during the regularly scheduled July 16, 2019 Council meeting, to amend the charter of the Town of Sawmills, changing the form of government from Mayor-Council to Council-Manager. All were in favor.

APPOINT ETJ PALNNING BOARD MEMBER: Mayor Johnnie Greene stated that Ryan Wilson, Town of Sawmills ETJ Planning Board Member, contacted staff and informed them that he had moved out of the Town of Sawmills ETJ. Mr. Wilson also informed staff that he had spoken with Adam Wilson, who lives in the Town of Sawmills ETJ, and Mr. Adam Wilson would be willing to serve on the Planning Board.

Joe Norman made a motion, and Clay Wilson seconded, to appoint Adam Wilson to the Town of Sawmills Planning Board in the ETJ seat for a term of two (2) years beginning July 1, 2019 and ending July 1, 2021. All were in favor.

PUBLIC COMMENT:

Kelly Price stated that he appreciated the Council's discussion before voting on the Republic Services agreement. Mr. Price stated that personally he thought that the agreement was a waste of Town money. Mr. Price also stated that he appreciated all the Council does and he hopes they keep up the good work.

JUNE CODE ENFORCEMENT REPORT: There are seven (7) code enforcement cases open:

- Chaney Carter, owner of 4361 Sawmills School Rd. Overgrown vegetation. Town Planner Hunter Nestor stated that a letter was sent on July 19, 2018, with a deadline of August 3, 2018. Town Planner Hunter Nestor stated that the nuisance was abated by the Town on August 10, 2018. Town Planner Hunter Nestor stated that a lien will be placed on the property for the cost of the mowing. Town Planner Hunter Nestor stated that a hearing was held on September 6, 2018, and Ms. Carter did not show so Town will proceed to demolish house;
- Jessie Kristian Smith, 4215 Trojan Ln. Fowl running loose. Town Planner Hunter Nestor received a written complaint from adjacent property owner stating that resident at 4215 Trojan Ln had approximately one (1) to fifteen (15) chickens and six (6) ducks running loose. Traveling public along Trojan Ln are consistently having to stop to wait on ducks to cross the road or sunning in the road. School buses have needed to blow horns to get them to move. Also, the chickens are digging up the neighbor's property. Town Planner stated that a certified letter was sent to home owner on February 21, 2019. Town Planner Hunter Nestor stated that the site was visited and there were fowl running loose in the back yard and roosting. There are also materials accumulation surrounding the home, which looks as though property owners are building a fence. Town Planner Hunter Nestor stated that a second notice was sent on April 16, 2019, with a deadline of April 27, 2019. Town Planner Hunter Nestor stated that he visited the site and a pen looks to be completed and fowl were in pen;
- Carolyn Bray/Robyn Brittian, 2570 Baker Circle. Abandoned mobile home. Town Planner Hunter Nestor states that he is working with Town Attorney Terry Taylor to abate;

- Horror Fields, Kiser-Sawmills, Helena St. Fence/buffer. Town Planner Hunter Nestor stated that a complaint was received on April 10, 2019. Town Planner Hunter Nestor stated that the property is not in compliance with the conditions set in CUP. Town Planner Hunter Nestor stated that a NOV letter was sent out on April 11, 2019, with a deadline of May 10, 2019. Town Planner Hunter Nestor stated that he made a site visit on May 30, 2019 and owner is working to get property in compliance but there are still some other areas that need to be addressed;
- John Wilcox, 2322 Ellen St. Overgrown vegetation. Town Planner Hunter Nestor received a written complaint on April 22, 2019. Town Planner Hunter Nestor sent a NOV letter with a deadline of May 5, 2019. Town Planner Hunter Nestor visited the site on May 7, 2019. No improvement had been made. Town Planner Hunter Nestor sent another NOV letter. Town Planner Hunter Nestor stated that he spoke with property owner on May 23, 2019, and property has been mowed and is now in compliance;
- Charles and Patsy Crotts, 4200 Crotts Mobile Home Park Dr. Overgrown vegetation. Town Planner Hunter Nestor received a written complaint on May 21, 2019. Town Planner Hunter Nestor sent a NOV letter with a deadline of June 3, 2019. Town Planner Hunter Nestor stated that the letter came back and was resent to updated address on May 28, 2019. Town Planner Hunter Nestor stated that he has not received a response and no progress has been made at the property as of June 11, 2019;
- Debra Baker, 4476 Rual Dr. Overgrown vegetation/garbage and rubbish. Town Planner Hunter Nestor received a written complaint on May 22, 2019. Town Planner Hunter Nestor sent a NOV letter with a deadline of June 11, 2019. Town Planner Hunter Nestor stated that he has received no response and no progress has been made at the property as of June 11, 2019.

No Council action was required.

TOWN ADMINISTRATOR UPDATES: Town Administrator Christopher Todd wanted to thank Council for all their hard work on finalizing a budget. Town Administrator Christopher Todd stated that the June meeting would be his last council meeting at the Town of Sawmills and that he wanted Council to know what an honor and privilege it has been to work with everyone at the Town. Town Administrator Christopher Todd stated that Sawmills will always hold a special place in his heart because it was his first Town Administrator job.

COUNCIL COMMENT: Mayor Johnnie Greene asked if anyone on Council had any comments or questions at this time:

Keith Warren wanted to thank everyone for coming out.

Rebecca Johnson asked that everyone come back next month.

Clay Wilson wanted to thank everyone for coming out and stated that everyone might not always agree but we are all Sawmills regardless of the outcome.

Mayor Johnnie Greene wanted to thank everyone for coming out.

CLOSED SESSION: ATTORNEY CLIENT PRIVILEGE: Mayor Johnnie Greene asked for a motion to go into closed session.

Rebecca Johnson made a motion, and Clay Wilson seconded, to go into closed session at approximately 7:30 pm. All were in favor.

Rebecca Johnson made a motion, and Clay Wilson seconded, to come out of closed session at approximately 8:07pm. All were in favor.

OPEN MEETING ACTION ITEMS: After returning to open session, Mayor Johnnie Greene stated that Council had discussed an Interim Town Administrator position.

Clay Wilson made a motion, and Keith Warren seconded, that effective July 13, 2019 Finance Officer Karen Clontz would be Interim Town Administrator for the Town of Sawmills. All were in favor.

COUNCIL ADJOURN: Mayor Johnnie Greene asked for a motion to adjourn.

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

The meeting was adjourned at approximately 8:10pm.

Johnnie Greene, Mayor

Julie A. Good, Town Clerk

AGENDA ITEM 7A

MEMO

DATE:

July 16, 2019

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Mr. Bryon Rice, Jr. on winning the Recycle Rewards Program for the month of July. Mayor Johnnie Greene will present him with a Certificate of Appreciation. A thirty-two dollar (\$32.00) credit will be added to the current sanitation bill.

Recommendation:

No Council action is required.

AGENDA ITEM 8A

MEMO

DATE:

July 16, 2019

SUBJECT:

Public Hearing:
Council-Manager Charter
Amendment

Discussion:

In order to promote a high level of professionalism and long-term sustainability within the professional staff of the Town of Sawmills, the Town Council is currently considering a charter amendment, pursuant to North Carolina G.S. 160A-102, to change the form of government from Mayor-Council to Council Manager. The Town of Sawmills currently employs a Town Administrator who acts in a role similar to a Town Manager. The Town Manager would have all of the duties described in N.C.G.S 160A-148, and any other duties as determined by the Town Council.

Attached is a Resolution adopting an Ordinance amending the Town Code of Ordinances and the Charter of the Town of Sawmills to adopt the Council-Manager Form of Government.

Recommendation:

No Action Required

RESOLUTION ADOPTING AN ORDINANCE AMENDING THE TOWN CODE OF ORDINANCES AND THE CHARTER OF THE TOWN OF SAWMILLS TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Sawmills that:

WHEREAS, the Town of Sawmills has adopted a Code of Ordinances; and

WHEREAS, Section 31.03 addresses the duties of a Town Administrator; and

WHEREAS, the Town may desire to amend Section 31.03 of the Code of Ordinances as it is currently written, to change the title from Town Administrator to Town Manager.

THAT, WHEREAS, The Town Council of the Town of Sawmills did conduct the proper public hearing after due notice to consider the Charter Amendment set forth below; and

THAT, WHEREAS, the Town Council of the Town of Sawmills does further desire to amend the Town's Code of Ordinances to amend Section 31.03 to further define the duties of the Town Manager.

NOW, THEREFORE, BE IT HEREBY RESOLVED that Section 31.03 of the Code of Ordinances as it is currently written shall be deleted and instead shall read as follows:

Section 31.03. Town Manager. The Town Council shall appoint a Town Manager whose duties shall be to execute and administer the policies and procedures adopted by Town Council, and the Town Manager, as the Chief Administrator of the City, shall have the powers and duties set forth in North Carolina General Statute 160A-148.

BE IT FURTHER RESOLVED by the Town Council of the Town of Sawmills:

Section 1. Pursuant to G.S.160A-101 and 160A-102, the Charter of the Town of Sawmills, ("Charter") as set forth in Chapter 5.1 of the 1987 Session Laws of North Carolina, as amended, is hereby further amended to provide that the Town shall operate under the Council-Manager form of government in accordance with Part 2 of Article 7 of G.S. Chapter 160A and any Charter provisions not in conflict therewith.

Section 2. The Town Clerk shall cause a notice to be duly published, stating that an Ordinance amending the Charter to adopt the Council-Manager form of government has been adopted. Subject to any referendum petitioned for and conducted pursuant to G.S. 160A-103, this ordinance shall be in full force and effect from and after August _____, 2019.

Adopted this _____ day of August, 2019.

Johnnie Greene
Mayor

ATTEST:

Julie A Good
Town Clerk

Approved as to Form:

Terry Taylor
Town Attorney

AGENDA ITEM 9A

MEMO

DATE:

July 16, 2019

SUBJECT:

Financial Matters:
Request for Donation

Discussion:

The Town has received a request from Caldwell County D.A.R.E. for a donation in the amount of two hundred dollars (\$200.00).

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

Johnnie Greene, Mayor

Christopher Todd, Town Administrator

Funding Request:

Name of Organization:	<u>Caldwell County D.A.R.E.</u>	Phone	#:	<u>828-312-4381</u>	
Permanent Address:	<u>2351 SW Magnolia Blvd</u>				
City:	<u>Lenoir</u>	State:	<u>NC</u>	Zip Code:	<u>28645</u>
Contact Name:	<u>Alex Starnes</u>	Fed Tax ID #:	<u>56-6001967</u>		

Amount Requested:	<u>\$200.00</u>	Amount needed for the Project:	_____
Date Funds Needed:	<u>7-28-19</u>	Project Begin/End Dates:	<u>8-7-19</u>
Complete description of project: <u>Dave Golf tournament, Proceeds used to provide materials for school children in County.</u>			
How will the funds be used?: _____ _____			
How will this project benefit the community?: _____ _____			

Date application received:	<u>7/1/19</u>	Official Town Use Only	Date presented to Council:	<u>7/16/19</u>	
Date approved/denied (circle one):	_____	Amount approved:	_____		
Available balance in Governing Body Expense Acct:	<u>\$2,000</u>				
Date check written:	_____	Check #:	_____	Amount:	_____

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

AGENDA ITEM 9B

MEMO

DATE:

July 16, 2019

SUBJECT:

Discussion:
Playground Equipment
Purchase

Discussion:

During the 2019/2020 budget discussions, Council approved the purchase of new playground equipment for the Baird Drive Municipal Park.

Attached with this memo is the information regarding the Henderson ADA Inclusive playground set. We have received a quote of \$158,382.89 for the set and installation from Game Time/Cunningham Recreation in Charlotte, North Carolina.

A warranty is also attached, for your review, and replacement parts will be available during the lifetime of the playground set.

There will be additional set up and installation costs to be provided by the Town's Public Works' staff.

There are sufficient funds available for this purchase as \$200,000 was budgeted for the playground set.

Recommendation:

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



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

QUOTE
 #142643

07/08/2019

Town of Sawmills Playground

Town of Sawmills
 Attn: Karen Clontz
 4076 US Highway 321A
 Granite Falls, NC 28630
 Phone: 828-396-7903
 Fax: 828-396-8955

Project #: P98510
 Ship To Zip: 28630

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - Powerscape 5-12 Yr Old Modular Ramped Structure (per drawing)	\$113,466.00	\$113,466.00
1	14928	GameTime - NDS Inclusive Play Sign Package		
1	90856	GameTime - 33' Sky Run Zip Track (Zero G Seat)	\$9,828.00	\$9,828.00
1	6223	GameTime - Merry Musical	\$4,477.00	\$4,477.00
1	5056	GameTime - Arch Swing	\$6,267.00	\$6,267.00
1	5052	GameTime - Discover Cave W/Primary Grips	\$3,914.00	\$3,914.00
1	5055	GameTime - Merry-Go-All	\$5,466.00	\$5,466.00
1	INSTALL	MISC - Installation of Equipment Above: - <i>Installation does not include the provision and installation of surfacing, borders, or required berm.</i>	\$38,500.00	\$38,500.00

**Owner is responsible to provide compliant ADA Access to playground area.*

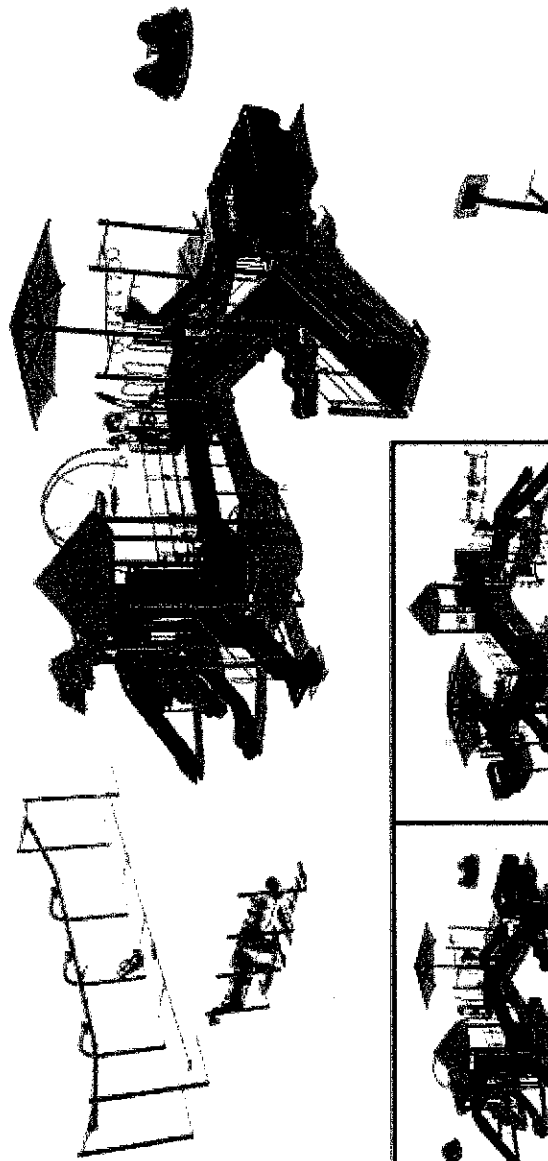
** Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.*

SubTotal: \$181,918.00
 Discount: (\$37,695.34)
 Tax: \$7,580.42
 Freight: \$6,579.81
Total Amount: \$158,382.89

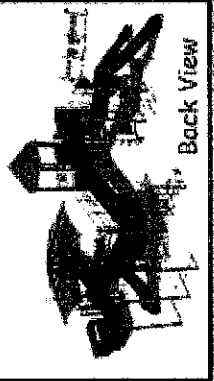


Town of Sawmills Playground Granite Falls, NC

Design • Build • Play



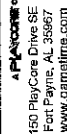
Alternate View



Back View

www.curiousminds.com

900.331.7750



AGENDA ITEM 9C

MEMO

DATE:

July 16, 2019

SUBJECT:

Financial Matters:
Approve Update to
Bank Signature Cards

Discussion:

Due to the resignation of Town Administrator Christopher Todd, new signature cards will need to be updated at the bank. The bank requires a new signature card to be on file whenever there are changes in the staff and/or Council. The signature cards will authorize Karen Clontz, Mayor Johnnie Greene, and Councilman Joe Norman to sign on behalf of the Town regarding banking transactions. Two (2) signatures are required for accounts payable checks, and the purchase and/or sales of Public Funded Certificates of Deposits. The Town also maintains a lockbox for important/sensitive documents. In order to add, or retrieve, any documents from the lockbox, staff would need to add Deputy Finance Officer Ronnie Coffey as a co-signer.

Recommendation:

Staff recommends Council approve the new signature cards to be on file at First Citizen's Bank, and adding Deputy Finance Officer Ronnie Coffey as a co-signer for the Town's lockbox.

AGENDA ITEM 9D

MEMO

DATE:

July 16, 2019

SUBJECT:

Financial Matters:
Request for Donation

Discussion:

The Town has received a request from Sawmills Community Optimist for a donation in the amount of two hundred dollars (\$200.00).

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

Johnnie Greene, Mayor

Karen Clontz/Interim Town Administrator

Funding Request:

Name of Organization: <u>Sawmills Community Optimist</u>		Phone #: <u>(828) 638-0300</u>
Permanent Address: <u>NC</u>		
City: _____	State: _____	Zip Code: _____
Contact Name: <u>Gene Davis</u>	Fed Tax ID #: _____	<u>90-0646656</u>

Amount Requested: <u>\$200.00</u>	Amount needed for the Project: <u>\$200.00</u>
Date Funds Needed: _____	Project Begin/End Dates: _____
Complete description of project: <u>Sawmills 12U Baseball represents Sawmills Optimist Community</u> <u>for N.C. State Tournament</u>	
How will the funds be used? <u>Offset costs of team representing our community</u>	
How will this project benefit the community? <u>Team represents Sawmills Optimist & Community for State</u>	

Date application received: <u>7/15/19</u>		Official Town Use Only
Date approved/denied (circle one): _____	Date presented to Council: <u>7/16/19</u>	Amount approved: _____
Available balance in Governing Body Expense Acct: _____		
Date check written: _____	Check #: _____	Amount: _____

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

Karen Clontz

AGENDA ITEM 10A

MEMO

DATE:

July 16, 2019

SUBJECT:

Discussion:
AMI Water Meter System
Overview

Discussion:

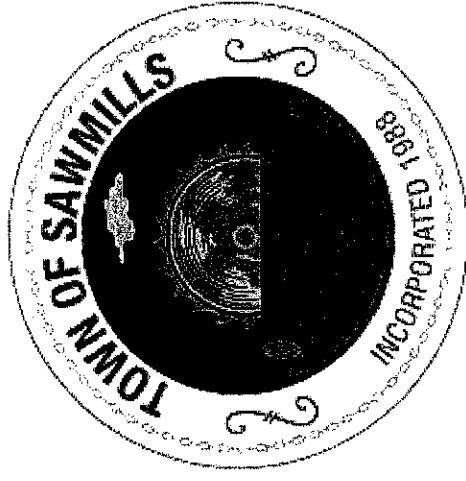
The Town has partnered with MeterSys to conduct a feasibility and business analysis of installing an Advanced Metering Infrastructure water metering system in the Town of Sawmills.

MeterSys is to present their findings to the Town Council and discuss the options for implementation and next steps.

Attached to this memo is the slide show to be presented which summarizes the findings of the study.

Recommendation:

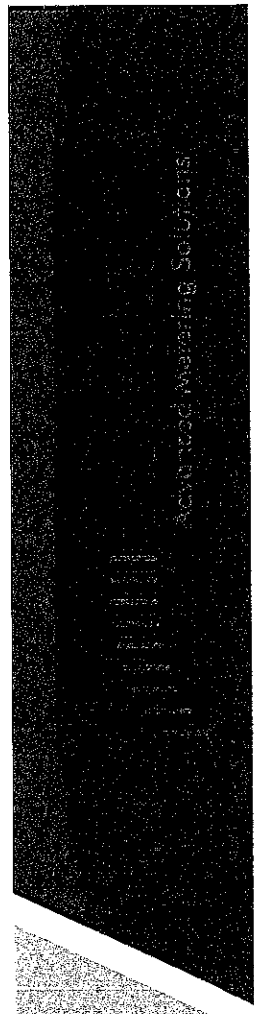
Staff recommends Council discuss this matter and decide how they wish to proceed.










Town of Sawmills, NC

Advanced Metering Infrastructure Feasibility Study Project

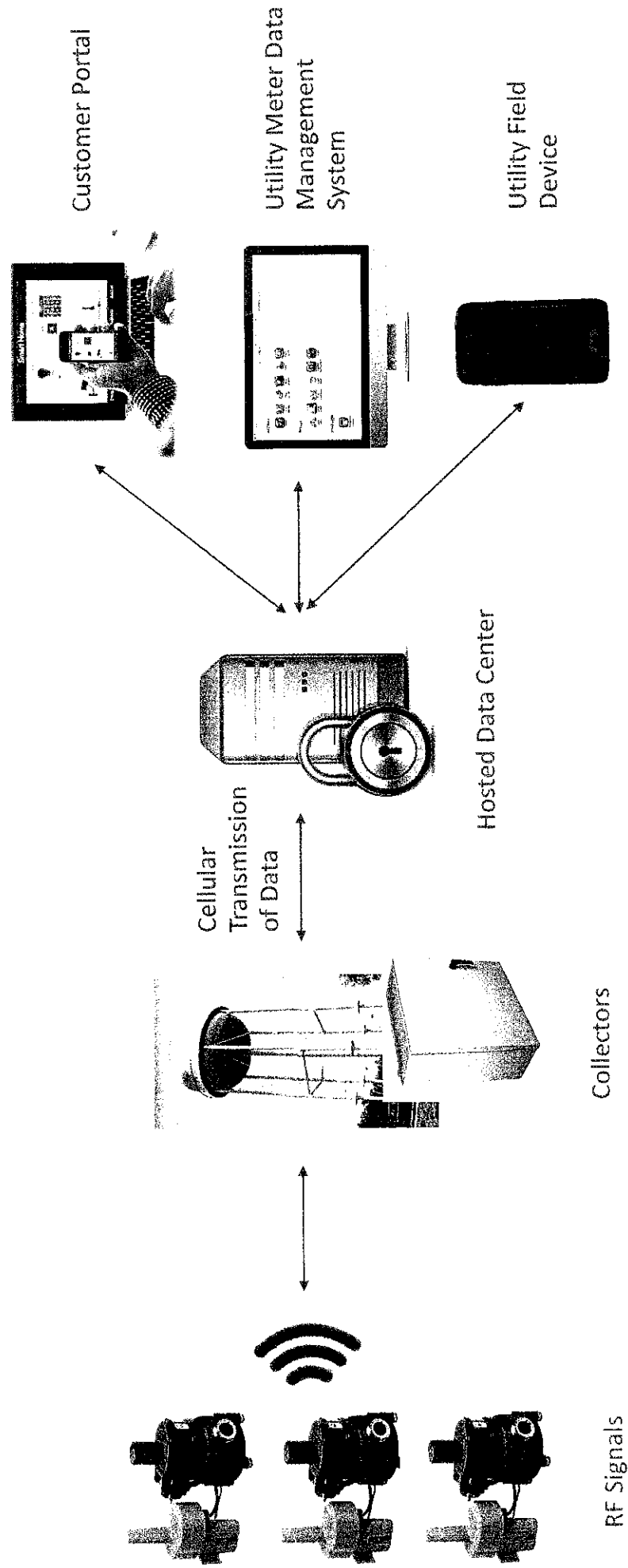
July 16, 2019



Town of Sawmills Project Goals/Drivers of Evaluation

-  Educate on benefits of AMI to utility operations
-  Resolve or reduce current operational challenges through metering automation
-  Evaluate options and functionalities with costs, risks and recommendations
-  Identify the estimated CapEx/OpEx costs of ownership of advanced metering scenarios
-  Improve read accuracy and revenue capture at meter
-  Evaluate opportunities for proactive customer service, communication and engagement
-  Leverage technology for expanded functionalities

AMI Traditional Fixed-Base System



insert Clayton Pros/Cons slide example

Current Operational State: Direct-Read



Non-standard end-of-life meters (reduced accuracy and increased failures)



Utility revenue growth flat; increasing operational costs



Manual reading and billing processes; difficulty in tracking water purchased vs. water sold



Consumption data limited to 1 read per 30 days; manual calculation of leak adjustments; inability to identify leak within days



Monthly service disconnects impact staff resources

Future Operational State: AMI

New meters provide higher read accuracy and drastically reduced failures (new meters under full 10-year warranty)

Improved meter accuracy for higher revenues (5% estimated)

Hourly reads providing flexibility and automation for billing, read collection, and distribution system management

Access to 720 reads per month per account providing insight into leaks and other customer service info needs

Remote disconnect meters and soft disconnect for frequent flyer management; real-time reads for move in/out accounts

AMI Benefits Analysis Summary

Key Operational Process	Description	Annual Cost	Improvement	Annual Savings
Staffing Additions	New FTE Utility Technician	\$49,429	100%	\$49,429
Meter Reading	Eliminates collection of meter readings via manual entry or drive-by	\$16,953	98%	\$16,614
Service Orders	Reduces visits to verify reads, non-pay disconnect/reconnect, revisit for reconnection, customer complaints/requests, and verify no service	\$57,611	37%	\$21,351
Repair and Replacement	Eliminates repair/replacement - failure, stopped, zero reading, register issues	\$11,775	95%	\$11,186
Customer Account Management	Reduces customer complaints and creating, issuing, and closing work orders	\$2,424	50%	\$1,212
Billing and Payments	Reduces credits and adjustments due to leak or misread, billing issues, review of reads for hi/lo, and time spent billing	\$2,476	55%	\$1,362
Collections	Collecting delinquent accounts, third-party collections, write-offs and deb set-offs	\$929	20%	\$186
Theft, Asset and Water Conservation Management	Reduces work orders, visits, and labor for theft and tamper issue resolution; reduces account and field activities supporting water loss and leak management	\$4,412	70%	\$3,075
	Total Indirect Annual Savings	\$146,009		\$105,040
Fleet Costs	Reduces field services fleet costs	\$800	50%	\$400
Acct Delinquency Collections	Increased revenues applied to collection of aged accounts	\$3,984	3%	\$120
Meter Revenue Capture	Increased revenues resulting from higher accuracy meters	\$767,388	5%	\$38,369
Wastewater Revenue	Increased revenues resulting from higher accuracy meters	\$200,327	5%	\$10,016
Meter Replacement Budget	Town meter replacement expense as needed	\$15,000	100%	\$15,000
	Total Direct Annual Cash Value	\$987,499		\$63,905
	TOTAL BENEFIT VALUE OF AMI			\$168,945

Budgetary Financial Implications Summary – AMI Scenarios

	Full Replacement AMI – Traditional (50% Debt Financing)	Full Replacement AMI – Traditional (100% Debt Financing)	Full Replacement AMI – Cellular (100% Debt Financing)
One-Time Capital Expense	\$782,036	\$782,036	\$742,888
Term (Years) and Rate	15 at 3.5%	15 at 3.5%	15 at 3.5%
Annualized Operational Expense	\$9,180	\$9,180	\$21,772
Annual Debt Payment	\$33,544	\$67,088	\$69,430
Total Direct Annualized Costs (OpEx and Debt Payment)	\$42,724	\$76,268	\$63,729
Direct Benefit Value	\$63,905	\$63,905	\$63,905
Net Annual Cash	\$21,181	(\$12,512)	(\$21,546)
Indirect Benefits- Resource Efficiencies	\$105,041	\$105,041	\$105,041
Net Annual Value	\$126,222	\$92,679	\$83,495

Summary of AMI Metering Components

Component	Full Replacement AMI – Traditional	Full Replacement AMI – Cellular (100% Debt Financing)
Network Equipment	\$320,936	\$291,200
Meter Equipment	\$200,531	\$239,266
Labor	\$134,380	\$128,820
Professional Services (includes Software)	\$126,189	\$84,022
Contingency (10%)	\$78,204	\$74,289
Total	\$860,239	\$817,176

AMI Value for the Town of Sawmills

Benefits to Town of Sawmills Utility Customers:

- Direct access to hourly water usage information (1 read a month to 720 reads a month)
- More responsive customer service through:
 - Improved insight into usage and potential issues
 - Notifications of leaks, tampering, and other alerts (i.e. backflow, no flow)
 - Improved account management
 - Proactive outreach for potential high bill
 - Increased user consumption profile



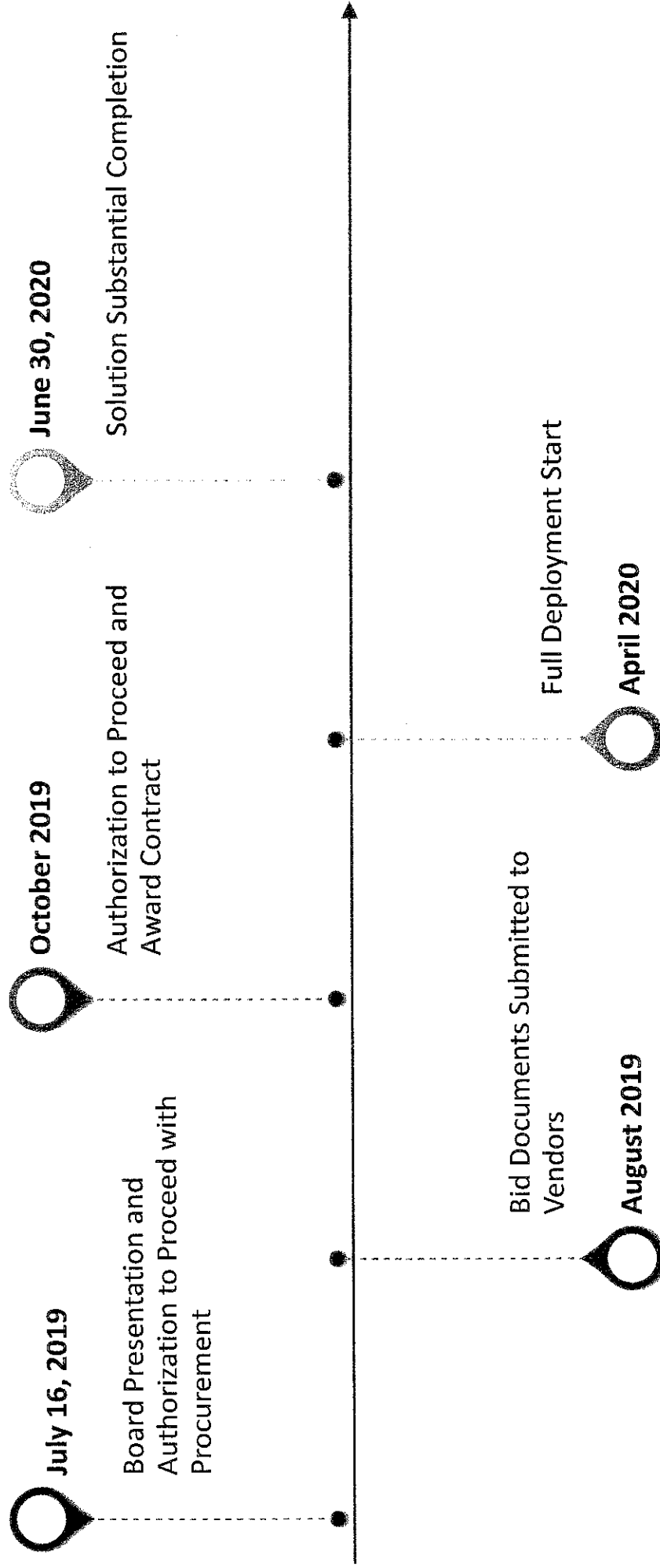
Benefits to Town of Sawmills Utility:

- Significant reduction in manual labor
- Robust reporting and analytics (real-time data)
- Metering to billing automation
- Expandable network functionality (i.e. pressure, distribution leak, water quality)
- Alerts and alarms (i.e. no read, battery health)

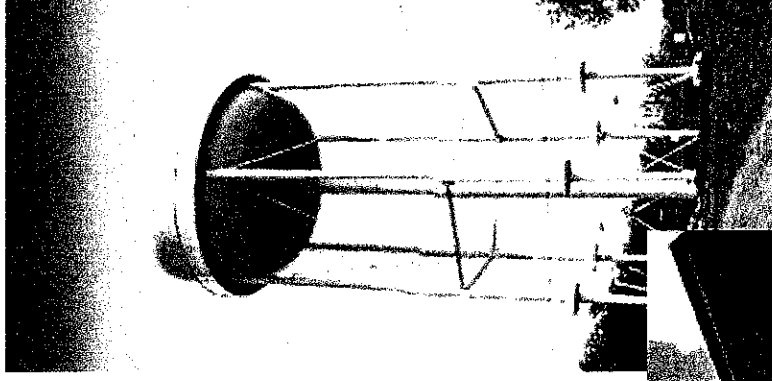
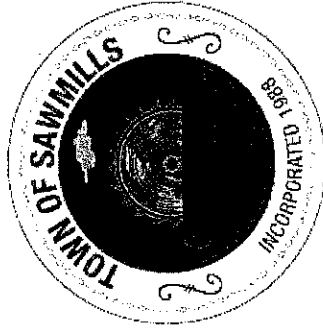
AMI Recommended Solution Requirements

- Integrated Meter/Endpoint
- Minimized Collector Count
- MDMS and Customer Portal
- Future Technology and System Expandability
- Installation Qualifications
- Equipment Specs/Warranty
- Vendor Qualifications/References
- Competitive Pricing
- Remote Disconnect Meter Functionality

Proposed Upcoming Milestones and Next Steps



Questions



Advanced Metering Solutions

703 West Johnson Street | Raleigh, NC 27603
info@metersys.com | 844.881.8685

AGENDA ITEM 11A

MEMO

DATE:

July 16, 2019

SUBJECT:

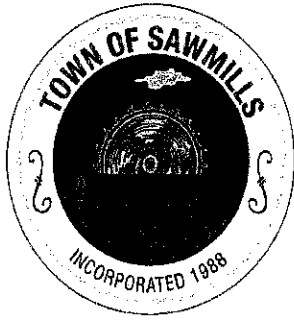
Planning Matter:
Planning Board
Annual Report

Discussion:

Attached is the 2018-2019 Annual Planning Report from Town Planner Hunter Nestor.

Recommendation:

No Council action required.



MAYOR
Johnnie Greene

TOWN ADMINISTRATOR
Christopher Todd

TOWN PLANNER
Hunter Nestor

TOWN COUNCIL

Clay Wilson, Mayor Pro-Tem
Keith Warren
Joe Norman
Jeff Wilson
Rebecca Johnson

ANNUAL REPORT July 2018-June 2019

Planning Ordinance Section 151.06: An annual report shall be prepared and submitted to the Town Council by May of each year. The report shall include a comprehensive and detailed review of the activities, problems and actions of the Planning Board as well as any budget requests and/or recommendations.

Due to all the changes this report is being provided at the end of the fiscal year and includes all the activities that occurred last fiscal year.

Planning Board Activities:

The Planning Board did not meet between July 2018 and June 2019. However, the Sawmills Comprehensive Plan was adopted during January 2019 which was recommended for approval by the Board.

Planning Board Budget:

The board-related did not have any expenses that occurred in the reporting period. In FY18-19 Sawmills contracted with the WPCOG for one day a week of planning services.

Board of Adjustment Activities:

The Board of Adjustment did not meet between July 2018 and June 20189.

Project Management:

- Planner attended various training opportunities.
- Topics Include:
 - Vacant Housing
 - Economic Review
 - Quasi-Judicial Hearings
 - Plan Review
 - Air and Water Quality

Subdivision Plats (9):

- family subdivision: 1
- minor subdivision: 5
- recombination: 2
- major subdivision: 0
- exempt: 1

Zoning Permits (41):

Zoning FY 2018-2019	
TYPE	NUMBER
Accessory Building	12
New Construction (Stick Built)	11
Manufactured Homes	0
Garage/Carport	5
Residential Addition	5
Commercial	0
Dock	2
Sign	2
Other	4
Total	41

Customer Requests:

Planner provided zoning assistance to over 100 customers, consisting of various prospective buyers, realtors, property owners, developers, and concerned citizens during last fiscal year.

Code Enforcement Activities:

Code Enforcement FY 2018-2019	
TYPE	NUMBER
Grass	13
Property Maintenance	10
Minimum Housing	2
Abandoned Mobile Home	2
Nonconforming Accessory Structure	2
Livestock	2
Other Zoning	1
Other	2
Total	34

Only 4 open cases for Code Enforcement all the others have been abated.

Property Address	Property Owner	Issue
4361 Sawmills School Rd	Chenay Carter	Overgrown lot and dilapidated home
2570 Baker Circle	Carolyn Bray/ Robyn Brittan	abandoned mobile home
4200 Crotts MHP DR	Charles and Pansy Crotts	Overgrown Vegetation
4476 Rual DR	Deborah Barker	Overgrown Vegetation/Garbage and Rubbish

AGENDA ITEM 13A

MEMO

DATE:

July 16, 2019

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

The attached report shows the progress that Planner Hunter Nestor continues to make throughout the town.

Recommendation:

No Council action required.

Code Enforcement Report			
Property Address	Property Owner	Issue	Notes
Horror Fields (4276 Helena St, Hudson)	KISER-SAWMILLS INC.	Fence/Buffer	Complaint made on 4/10. Property is not in compliance with conditions set but CUP. Letter sent out on 4/11. Site visit on 5/30 and owner is working to get property in compliance but still some other areas that need to be addressed.
4446 Villa Lane	Nancy Greene	Overgrown Vegetation/Garbage and Rubbish	Complaint made on 6/26. Letter was sent on 6/26 to clean up property. Deadline 7/12. Property has been mowed and working on cleaning as of 7/9.
2514 Crest Lane	Paul West	Overgrown Vegetation/Garbage and Rubbish	Complaint Received 7/5. Letter was sent on 7/9. Deadline is 7/29.