

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

**Tuesday, March 21, 2023
6:00 pm**

1. Call To Order Mayor Keith Warren
2. Invocation
3. Pledge of Allegiance Mayor Keith Warren
4. Adopt Agenda Mayor Keith Warren
5. Approve Meeting Minutes
A. February 21, 2023 Regular Meeting Minutes Mayor Keith Warren
B. March 7, 2023 Budget Session Meeting Minutes Mayor Keith Warren
6. Public Comment
7. Recognitions:
A. Recycle Rewards Mayor Keith Warren
8. Discussion:
A. Water Shortage Response Plan Mayor Keith Warren
B. Resolution Approving Water Shortage Response Plan Mayor Keith Warren
C. Urban Archery Ordinance Mayor Keith Warren
9. Finance:
A. American Legion Hudson Post 392 Donation Request Mayor Keith Warren
B. Investment Policy Revision Mayor Keith Warren
C. Resolution Approving Investment Policy Mayor Keith Warren
10. Public Comment
11. Updates:
A. Code Enforcement Report Mayor Keith Warren
B. Manager Updates Town Manager Chase Winebarger
C. Council Comment Mayor Keith Warren
12. Closed Session: N.C.G.S. §143-318.11(a)(3) Mayor Keith Warren
13. Adjourn Mayor Keith Warren

**TUESDAY, FEBRUARY 21, 2023
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00PM**

COUNCIL PRESENT

Mayor Pro Tem Clay Wilson
Bobby Mosteller
Rebecca Johnson
Melissa Curtis

STAFF PRESENT

Chase Winebarger
Julie A Good

COUNCIL ABSENT

Mayor Keith Warren
Joe Wesson

CALL TO ORDER: Mayor Pro Tem Clay Wilson called the meeting to order at approximately 6:03pm.

INVOCATION: Pastor Danny Wright gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Clay Wilson led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Pro Tem Clay Wilson asked for a motion to adopt the February 21, 2023 Agenda.

Melissa Curtis made a motion, and Bobby Mosteller seconded, to adopt the February 21, 2023 Agenda. All were in favor.

APPROVE JANUARY 17, 2023 REGULAR MEETING MINUTES: Mayor Pro Tem Clay Wilson asked for a motion to approve the January 17, 2023 regular meeting minutes.

Rebecca Johnson made a motion, and Bobby Mosteller seconded, to approve the January 17, 2023 regular meeting minutes. All were in favor.

APPROVE JANUARY 17, 2023 CLOSED SESSION MEETING MINUTES: Mayor Pro Tem Clay Wilson asked for a motion to approve the January 17, 2023 closed session meeting minutes.

Rebecca Johnson made a motion, and Bobby Mosteller seconded, to approve the January 17, 2023 closed session meeting minutes. All were in favor.

APPROVE FEBRUARY 7, 2023 BUDGET RETREAT MINUTES: Mayor Pro Tem Clay Wilson asked for a motion to approve the February 7, 2023 budget retreat minutes.

Melissa Curtis made a motion, and Rebecca Johnson seconded, to approve the February 7, 2023 budget retreat minutes. All were in favor.

PUBLIC COMMENT: Mayor Pro Tem Clay Wilson asked if anyone had any questions or comments at this time.

No one wished to speak.

RECOGNITIONS:

FEBRUARY RECYCLE REWARDS WINNER: Mayor Pro Tem Clay Wilson announced Kathy Cox as the February Recycle Rewards Winner. A credit of forty dollars (\$40.00) will be added to the current sanitation bill.

No Council action was required.

DISCUSSION:

RESOLUTION FOR ADOPTING THE AMENDED CALDWELL COUNTY ANIMAL CONTROL ENFORCEMENT ORDINANCES: Mayor Pro Tem Clay Wilson stated that Caldwell County Animal Enforcement Division has updated its ordinances to comply with new regulations set in place by the State of North Carolina. In order for Caldwell County Animal Enforcement Division to enforce the provisions of its ordinance a Resolution Adopting the Amended Caldwell County Animal Control Enforcement Ordinances will need to be adopted.

Melissa Curtis made a motion, and Clay Wilson seconded, adopt the Resolution for Adopting the Amended Caldwell County Animal Control Enforcement Ordinances as written. All were in favor.

4476 SAWMILLS SCHOOL ROAD: Mayor Pro Tem Clay Wilson stated that Robert Helton purchased the property at 4476 Sawmills School Road from the Town of Sawmills. The contract of the purchase stated that a mobile home located on said property would be torn down and removed. After purchasing the property and signing the contract, Mr. Helton had a chance to look at the mobile home. Mr. Helton informed Town Manager Chase Winebarger that the mobile home was in fair shape and wanted to know if he could keep the mobile home and convert it to a storage building. Town Manager Chase Winebarger stated that he informed Mr. Helton that there was a legal binding contract that was signed by both

parties and the contract should not be broken. Town Manager Chase Winebarger stated that Mr. Helton understood and was fine with that.

No Council action was required.

PUBLIC COMMENT: Mayor Pro Tem Clay Wilson asked if anyone had any questions or comments at this time.

No one wished to speak.

UPDATES:

FEBRUARY CODE ENFORCEMENT REPORT: Town Code Enforcement Officer Curt Willis stated that there are seven (7) code enforcement cases that are open.

No Council action was required.

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

- Town Manager Chase Winebarger stated that he wanted to make Council aware that the Town's contract with Republic Services for trash and recycle collection will have a rate increase of eleven percent (11%) for the 2023/2024 Fiscal Year.
- Town Manager Chase Winebarger stated that while going through the numbers for the 2023/2024 fiscal year budget, he noticed that Council was getting paid significantly less than the surrounding municipalities. Town Manager Chase Winebarger stated that he would get the numbers together and bring them to Council during the March 7, 2023 budget meeting.
- Town Manager Chase Winebarger stated the Parks and Recreation Employee Daniel Bowman has one hundred ninety hours (190) sick time from when he worked for the City of Lenoir that the Town would like to move from the City of Lenoir to the Town of Sawmills. Council instructed Town Manager Chase Winebarger to add the one hundred ninety hours (190) sick time to the Parks and Recreation Employee Daniel Bowman.
- Town Manager Chase Winebarger stated that he would like to purchase two (2) additional Flock cameras for the Town.

COUNCIL ADJOURN: Mayor Pro Tem Clay Wilson 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 6:32pm.

Keith Warren, Mayor

Julie A. Good, Town Clerk

**TUESDAY, MARCH 7, 2023
MINUTES OF TOWN COUNCIL
BUDGET WORKSHOP
5:00 P.M.**

COUNCIL PRESENT

Mayor Keith Warren
Joe Wesson
Rebecca Johnson
Melissa Curtis
Bobby Mosteller

STAFF PRESENT

Chase Winebarger
Julie A Good

COUNCIL ABSENT

Clay Wilson

CALL TO ORDER: Mayor Keith Warren called the meeting to order at approximately 5:17pm.

INVOCATION: Councilman Bobby Mosteller gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Keith Warren led the Pledge of Allegiance.

ITEMS FOR DISCUSSION:

Town Manager Chase Winebarger discussed the budget needs for the Fiscal Year 2023/2024.

SALARIES: Town Manager Chase Winebarger discussed adding a salary increase for all employees to the budget.

CERTIFICATION INCREASES: Town Manager Chase Winebarger discussed writing a certification policy and having Council adopt the policy at a later time.

MEDICAL INSURANCE INCREASE: Town Manager Chase Winebarger stated that there will be a three percent (3%) increase to the employer paid medical insurance. Town Manager Chase Winebarger stated that there would be no employee increase to the medical insurance.

LEGERS INCREASE: Town Manager Chase Winebarger stated that there was an increase last year for the LEGERS retirement for employees, and there will be an increase this year, but that this should be the last year for an increase.

PUBLIC WORKS: Town Manager Chase Winebarger stated that Council had discussed a new dump truck for Public Works during the February 7, 2023, Annual Budget Retreat/ Town Manager Chase Winebarger stated that he has spoken to Public Works Director Steve Coonse and discussed the possibility of getting a swap loader instead of a dump truck. Town Manager Chase Winebarger stated that the swap loader would do various jobs that a regular dump truck could not do and would be a better option for what Public Works needed. Town Manager Chase Winebarger stated that he would have cost estimates for Council at the April 4th, 2023, Budget Workshop meeting.

BAKER CIRCLE WATER PROJECT: Town Manager Chase Winebarger stated that the Baker Circle water project is expected to go out to bid on March 21, 2023, in the Town of Sawmills Council Chambers.

NEW TOWN HALL: Town Manager Chase Winebarger stated that the new Town Hall building should be going out to bid in April or May of 2023.

BAIRD PARK PHASE 1 PROJECT: Town Manager Chase Winebarger stated that the grading for the phase 1 of the Baird Park project, which includes the walking trail, amphitheater, football field, toilets and concessions, and parking will also go out to bid in April or May 2023.

SALES TAX INCREASE: Town Manager Chase Winebarger stated that there would be a sales tax increase of three (3) to five (5) percent and the tax reinvestment monies is projected to be at three percent (3%) this year. Town Manager Chase Winebarger stated that he would have a number for Council soon.

BAIRD PARK LOWER FIELD: Town Manager Chase Winebarger stated that the lower field holds water and that there were issues with bees and erosion on the field. Town Manager Chase Winebarger stated that with the spring baseball season starting and church softball league starting back soon after, that the issues need to be addressed. Town Manager Chase Winebarger stated that he has spoken with Steve Williams and is waiting on a quote for concrete terrace to fix the problems on the lower field. Town Manager Chase Winebarger stated that he should have the quote by the April 4th, 2023, Budget Workshop meeting.

PARK LIGHTENING: Town Manager Chase Winebarger stated that he had been in contact with Musko Lightening regarding getting lights at Veterans Park, and the T-ball field and parking lot at Baird Dr. Town Manager Chase Winebarger stated that the quote for all lightening is approximately one million three hundred dollars (\$1,300,000.00). Town Manager Chase Winebarger stated that there were financing options for three (3) years, five

March 7, 2023

Budget Retreat

(5) years, seven (7) years and ten (10) years, with very good finance rates. Town Manager Chase Winebarger stated that he would suggest Council finance the lights for at least two (2) years and then pay off the balance. Town Manager Chase Winebarger stated that there is no penalty for early pay off.

URBAN ARCHERY: Town Manager Chase Winebarger stated that he had been approached by citizens regarding urban archery, which the State of North Carolina has now added to their hunting season. Town Manager Chase Winebarger stated that urban archery gives citizens a chance to thin out the deer population, using archery only, during a specific time frame within the municipal limits, with a permit from the municipality. Town Manager Chase Winebarger stated he would have more information on the topic at a later date.

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

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

The meeting was adjourned at approximately 6:13pm.

Keith Warren, Mayor

Julie A Good, Town Clerk

AGENDA ITEM 7A

MEMO

DATE:

March 21, 2023

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Lisa Cox on winning the Recycle Rewards Program for the month of March. She 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:

March 21, 2023

SUBJECT:

Discussion:
Water Shortage
Response Plan

Discussion:

North Carolina General Statute §143-355(1) requires that each local government that provides water services prepare and submit a Water Shortage Response Plan and such Water Shortage Response Plan should be updated at least once every five (5) years. Attached please find the Sawmills Water Shortage Response Plan for Council review.

Recommendation:

Staff recommends that Council approve the Water Shortage Response Plan as written.

**WATER SHORTAGE RESPONSE PLAN
TOWN OF SAWMILLS, NORTH CAROLINA
MARCH ____, 2023**

The procedures herein are written to reduce potable water demand and supplement existing drinking water supplies whenever existing water supply sources are inadequate to meet current demands for portable water.

I Authorization

The Town of Sawmills Town Manager will enact the Water Shortage Response provisions whenever the trigger conditions outlined in Section IV are met. In his or her absence, the Public Works Director will assume this role.

Chase Winebarger
Sawmills Town Manager
828-396-7903
manager@townofsawmillsnc.com

Steve Coonse
Public Works Director
828-396-7903
scoonse@townofsawmills.com

II Notification

The following methods will be used to inform customers of a water shortage declaration, notices at Town Hall and newsletters mailed to water customers. Announcements can also be made on our local radio station and can be posted on the Town of Sawmills website.

III Levels of Response

Four (4) levels of Water Shortage Response are outlined in Article III of our Water Emergency Management Policy. All four (4) levels are staged water use regulations.

ARTICLE III

WATER EMERGENCY MANAGEMENT POLICY

Section 32-28 Definition of a Water Emergency

The term “water emergency” shall be defined as a condition or situation which threatens the safety or supply of either treated or potable water within the water supply, treatment or distribution systems of the Town of Sawmills. The Town Council shall determine whether specific situations are considered to be water emergencies. Such situations shall include, but are not limited to, drought, or periods of insufficient raw water supply, and fires of a magnitude, such that system integrity is threatened.

Section 32-29 Declaration of Water Emergency

The Town Council, after consultation with the City of Lenoir, shall make the decision as to whether or not a water emergency exists. Depending on the severity of the emergency; voluntary (level I), mandatory (level II or III) or mandatory (level IV) staged water restrictions as described herein shall be imposed upon customers.

A. Level I

During a declared Level I water emergency, the following voluntary practices shall be encouraged for the public water system served by the town:

1. Watering of lawns, ornamental plants, and gardens shall be limited to the necessity of plant survival only. Which details watering only during off peak hours (9:00pm to 4:00am).
2. Planting of new ornamental plants and seeding of lawns should be deferred until the water emergency no longer exists.
3. Household water should be reutilized to the greatest possible extent.

4. Use of water for washing down of outside areas such as driveways or parking lots should be curtailed.
5. Faucets should not be left running while shaving, brushing teeth, or washing dishes.
6. The use of clothes and dishwashers should be limited, if possible, and should be operated with full loads when used.
7. Washing of cars or other vehicles should be held to a minimum. Hoses should not be left running while washing vehicles.
8. The use of flow restrictors and other water saving devices is encouraged.
9. Showers must be used for bathing and should be limited to four (4) or five (5) minutes.
10. Filling of pools should be deferred or limited to hours between 9:00pm and 4:00pm.
11. Any practice listed above may be modified or additional practices added at the discretion of the Town Council.

B. Level II

During a declared Level II water emergency, the following mandatory water use restrictions shall be in effect for the public water system by the town:

1. All voluntary practices listed in Level I restrictions shall be mandatory unless stricter measures are indicated in this section.
2. Residents will be allowed to use water for outdoor activities on Wednesday and Saturday only. They may only use handheld hoses with spring loaded nozzles. Professional and commercial landscaping, nursery and pressure

washing businesses may resume operations using handheld hoses with spring loaded nozzles.

3. Planting of new ornamental plants or seeding of lawns shall be deferred until the water emergency no longer exists.
4. Use of water for washing down exterior areas, including, but not limited to, buildings, driveways, and/or parking lots, shall be prohibited.
5. Residential washing of vehicles is prohibited.
6. Public commercial washing structures including those providing handheld washing nozzles may continue operation. However, the facility owner/operator shall ensure that waste of water does not occur.
7. Restaurants and other food serving establishments shall serve water to patrons only at the request of the patron(s).
8. Commercial, industrial and construction operations shall eliminate all possible waste of water.
9. Newly constructed or drained pools shall be filled only on Wednesday or Saturday. A permit must be obtained from the Town Hall.
10. Any practice listed above may be modified or additional practices added at the discretion of the Town Council.

C. Level III

During a declared Level III water emergency, the following mandatory water use restrictions shall be in effect for the public water system served by the town:

1. All practices in Level I and Level II shall remain in effect unless stricter measures are indicated in this section.
2. Restaurants and other food serving establishments shall utilize single serving utensils and plates and serve water only at the patron(s) request.
3. Large scale commercial and industrial water customers and construction activities utilizing five thousand (5,000) or more gallons of water per day shall achieve mandatory reduction in daily water usage of twenty-five (25), fifty (50), or seventy-five (75) percent through whatever means available. The target reduction percentage shall be determined by the severity of the water emergency and shall be publicly announced as part of the emergency declaration. Variances to this restriction may be granted to designated public health facilities, including, but not limited to, hospitals and nursing homes.
4. Drinking water taps or hydrant permits shall be issues or revoked at the discretion of Town staff.
5. Any practice listed above may be modified or additional practices added at the discretion of the Town Council.

D. Level IV

During a declared Level IV water emergency, the following mandatory water use restrictions shall be in effect for the public water system served by the town:

1. All use of water for other than maintenance of public safety is prohibited.
2. Where the town system is not functional, daily per day residential water usage shall not exceed 300 gallons per day.
3. Where the town system is not functional, emergency service vehicles shall be utilized to distribute water for household use to rearranged locations within the affected area. Usage by individuals shall be limited to those amounts necessary to sustain life through drinking, food preparation, and personal hygiene.

4. Water use by industrial and commercial customers may or may not be allowed. This determination will be made by the Town Council after consultation with City of Lenoir in order to assure that supplies are adequate to protect public health and sustain fire protection.
5. Any practice listed above may be modified or additional practices added at the discretion of the Town Council.

Section 32-31 Penalties

Any person violating the mandatory provisions of section 32-30 shall be issued a civil citation and a penalty not exceeding one hundred dollars (\$100.00) per day for residential and five hundred dollars (\$500.00) per day for commercial and industrial users. Each occurrence shall be considered as a separate violation.

Section 32-32 Discontinuance of Service

Pursuant to the provision of G.S. 160A-314 and this policy, water service may be temporarily discontinued for willful disregard of this policy. All applicable penalty fees may be applied in the event of service suspension. In the event of continued gross noncompliance with policy, removal of the meter and service will be deemed proper service will be discontinued. Tap fees and deposits will be forfeited.

IV. Triggers

Sawmills is provided water solely by purchases from the City of Lenoir. When the City of Lenoir declares a water shortage Sawmills is required to do so as well. During this time Sawmills Utilities Director will stay in close contact with Lenoir and follow their triggers.

V. Enforcement

The provisions of the Water Shortage Response Plan will be enforced by the Town of Sawmills Water Department. As outlined in Section 32-31, penalties of our Water Emergency Management Policy-any person violating the mandatory

provisions shall be issued a civil citation and pay a penalty not exceeding one hundred dollars (\$100.00) per day for residential and five hundred dollars (\$500.00) per day for commercial and industrial users. Each occurrence shall be considered as a separate violation. Water service may be temporarily discontinued for willful disregard of this policy.

VI. Public Comment

Customers will have multiple opportunities to comment on the provisions of the Water Shortage Response Plan. First, a draft plan will be available at Town Hall for customers to view. A notice will be included in customer utility bill notifying them of such. Also, a draft plan will be published in local paper. All subsequent revisions to the draft plan will be published at least thirty (30) days prior to an adopted vote by Sawmills Town Council.

VII. Variance Protocols

Applications for water use variance requests are available from the Town Hall. All applications must be submitted to the Town Hall for review by the ORC or his or her designee. A decision to approve or deny individual variance requests will be determined within two (2) weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, purpose (i.e., necessary use of drinking water) and the prevention of structural damage.

VIII. Effectiveness

The effectiveness of the Sawmills Water Shortage Response Plan will be determined by comparing the stated water conservation goals with observed water use reduction data. Other factors to be considered include frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained, and evaluation of demand reductions compared to the previous year's seasonal data.

IX. Revision

The Water Shortage Response Plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five (5) years in conjunction with the updating of our Local Supply Water Plan. Further, a water shortage response planning work group will review procedures following each emergency or rationing stage to recommend any necessary improvements to the plan to Sawmills Town Council. The Town of Sawmills ORC is responsible for initiating all subsequent revisions.

AGENDA ITEM 8B

MEMO

DATE:

March 21, 2023

SUBJECT:

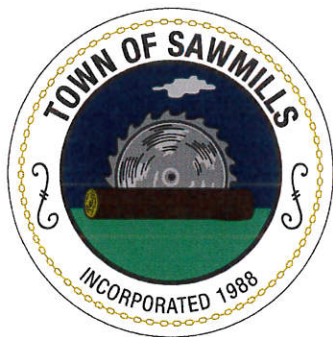
Discussion:
Resolution Approving Water
Shortage Response Plan

Discussion:

North Carolina General Statute §143-355(1) requires that each local government that provides water services prepare and submit a Water Shortage Response Plan and such Water Shortage Response Plan should be updated at least once every five (5) years. Attached please find the Resolution Approving Sawmills Water Shortage Response Plan for Council review.

Recommendation:

Staff recommends that Council approve the Resolution Approving Water Shortage Response Plan as written.



MAYOR
Keith Warren

TOWN MANAGER
Chase Winebarger

**TOWN
COUNCIL**

Clay Wilson, Mayor Pro-Tem
Rebecca Johnson
Melissa Curtis
Joe Wesson
Bobby Mosteller

RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN

WHEREAS, North Carolina General Statute 143-355(1) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Water Shortage Response Plan ; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for the Town of Sawmills, has been developed and submitted to the Sawmills Town Council for approval ; and

WHEREAS, the Sawmills Town Council finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355(1) and that it will provide appropriate guidance for the future management of water supplies for the Town of Sawmills, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute ;

NOW, THEREFORE BE IT RESOLVED by the Sawmills Town Council of the Town of Sawmills that the Water Shortage Response Plan dated Tuesday, March 21, 2023 is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources ; and

BE IT THEREFORE RESOLVED that the Town of Sawmills intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five (5) years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 21st day of March, 2023.

By: _____
Mayor Keith Warren

ATTEST:

Julie A. Good, Town Clerk

<http://www.townofsawmills.com/>

The Town of Sawmills does not discriminate on the basis of age, sex, race, religion, national origin, disability, political affiliation, or marital status.

AGENDA ITEM 8C

MEMO

DATE:

March 21, 2023

SUBJECT:

Discussion:
Urban Archery Ordinance

Discussion:

There has been interest from citizens regarding Urban Archery to reduce the urban deer population in the municipal limits of the Town of Sawmills. Staff has prepared an Urban Archery Ordinance for Council review.

Recommendation:

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

Attachment A: Urban Archery

Chapter ? – Animals

Section ? – Urban Archery Deer Hunting

The purpose of this ordinance is to reduce urban deer populations through voluntary participation in the North Carolina Urban Archery Deer Hunting Program, which is regulated by the North Carolina Wildlife Resources Commission. For the purposes of this section, deer hunting related to this program is permitted within the corporate limits of the Town of Sawmills **ONLY** in accordance with the following provisions:

- (a)** For the purposes of this ordinance, hunting is defined as, “all operations during, immediately preparatory, and immediately subsequent to an attempt, whether successful or not, to kill, pursue, or otherwise attempt to possession any deer.”
- (b)** Hunters shall follow all State and local laws, rules, and ordinances when hunting deer within the corporate Town limits.
- (c)** An Application **MUST** be submitted during the month of November prior to the upcoming season. An application fee of \$40 is due before the end of the calendar year for approved applications. This process will be performed annually and is subject to approval each year.
- (d)** Hunting with firearms is strictly prohibited. Only archery equipment, as defined by the North Carolina Wildlife Resources Commission, is permitted.
- (e)** Hunting dates and times for the Urban Archery Deer Hunting Program, which are established annually by the North Carolina Wildlife Resources Commission, shall apply for the purposes of this ordinance.
- (f)** Hunters must have in their possession a valid North Carolina Hunting License showing completion of a hunting safety course and valid North Carolina Driver’s License or Identification Card.
- (g)** Hunting is permitted only on private property. Hunters must have in their possession written permission from property owner(s), dated within one (1) year, to hunt on specific private property; or the hunter(s) must be the property owner(s).
- (h)** No hunting is allowed on publicly (City, Town, State, or County) owned property.
- (i)** No hunting is allowed on private property within five-hundred (500) feet of the property line of a school, daycare center, playground, park, recreation area, or other location where children are likely to be located.
- (j)** Archery Equipment, as defined by the North Carolina Wildlife Resources Commission shall **NOT** be discharged within 300 feet of an occupied dwelling, building, or business.
- (k)** No hunting is allowed on, from, across, or within 100 feet of the right-of-way of any public street or highway.

- (l) Hunting is allowed only on a tract or parcel of land which is at least five (5) or more acres. Adjacent tracts or parcels of land may be combined or pooled to meet this requirement, with written permission from each landowner and filed at Town Hall with the Approved Urban Archery Hunting Permit.
- (m) No archery equipment may be discharged unless the hunter/shooter is located at least one-hundred (100) feet within the allowed property line. This one-hundred (100) foot buffer within each property line is an area in which no hunting may occur. NOTE: *When adjacent properties, tracts, or parcels are combined/pooled to meet the five (5) acres minimum requirement, this section only applies to the perimeter property boundaries of the combined/pooled properties.*
- (n) No arrow shall be discharged from, across, or onto any street, water, sewer or electrical right of way or easement.
- (o) *Omitted*
- (p) Hunters shall make every reasonable effort to track, search, or trail for the purpose of completing the harvest. However, this ordinance does NOT grant permission to encroach, enter, or otherwise trespass onto neighboring properties without the owner's permission.
- (q) Persons discharging archery equipment, as defined by the North Carolina Wildlife Resources Commission shall exercise reasonable regard for the safety and property of other persons.
- (r) A violation of any of the provisions of this section shall constitute a misdemeanor offense pursuant to G.S. 14-4. All the restrictions must apply in order to be legal for hunting purposes. The Caldwell County Sheriff's Office in conjunction with the North Carolina Wildlife Resources Commission will enforce the laws pertaining to the urban archery season.
- (s) The Urban Archery Season does not obligate private landowners to allow hunting on their property, nor does it eliminate the ethical requirement for obtaining permission from the land - owner before hunting. The Town does not maintain any lands for hunting. Hunters are legally required to obtain written permission to hunt on posted property.

PROPOSED URBAN ARCHERY

Town of Sawmills

Legend

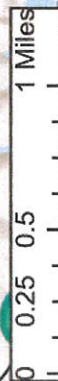
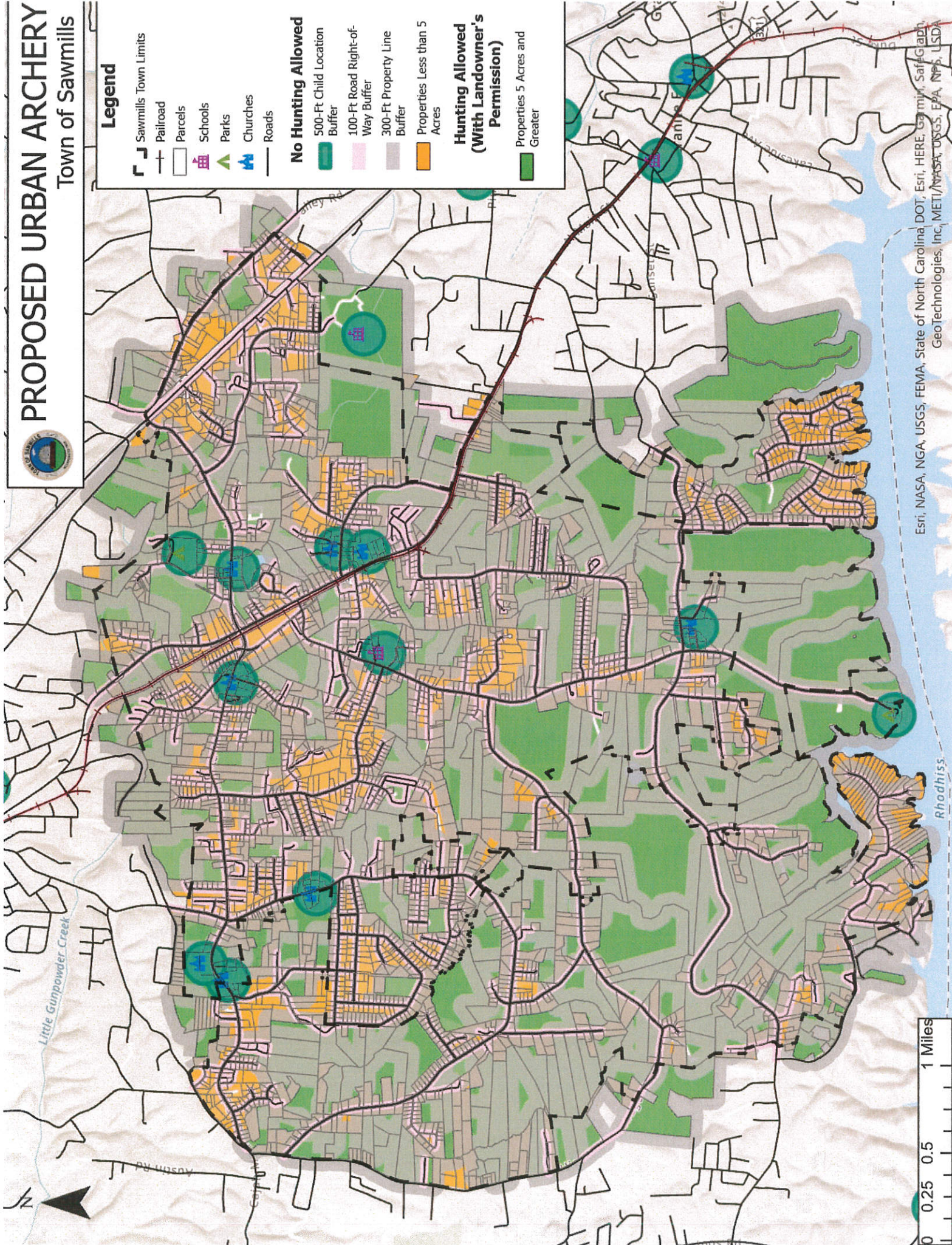
- Sawmills Town Limits
- Pailroad
- Parcels
- Schools
- Parks
- Churches
- Roads

No Hunting Allowed

- 500-Ft Child Location Buffer
- 100-Ft Road Right-of-Way Buffer
- 300-Ft Property Line Buffer
- Properties Less than 5 Acres

Hunting Allowed (With Landowner's Permission)

- Properties 5 Acres and Greater



Esri, NASA, NGA, USGS, FEMA, State of North Carolina, DOT, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

AGENDA ITEM 9A

MEMO

DATE:

March 21, 2023

SUBJECT:

Financial Matters:
Request for a Donation
To American Legion
Post 392

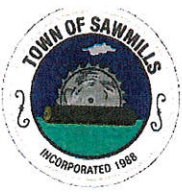
Discussion:

The Town has received a request from Hudson American Legion Post 392 for a donation in the amount of \$200.00 (two hundred 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:		Phone	
<u>American Legion Hudson Post 392</u>		# <u>628-514-8009</u>	
Permanent Address:			
<u>243 Legion Rd.</u>			
City:	State:	Zip Code:	
<u>Hudson</u>	<u>NC</u>	<u>28638</u>	
Contact Name:	Fed Tax ID #:		
<u>Major Wright</u>	<u>56-1530149</u>		

Amount Requested: <u>\$ 200⁰⁰</u>	Amount needed for the Project: <u>\$ 200⁰⁰</u>
Date Funds Needed: <u>04-15-2023</u>	Project Begin/End Dates: <u>04-14-23 to 04-15-23</u>
Complete description of project:	
<u>Rock Creek Co. Club is sponsoring a fund</u> <u>Raise for American Legion Post 392. All proceeds</u> <u>go to this organization</u>	
How will the funds be used?	
<u>It will help any veteran with food, light bill,</u> <u>medicine, housing.</u>	
How will this project benefit the community?	
<u>it will help any veteran in this community</u>	

Date application received: <u>3/7/23</u>		Official Town Use Only	
Date approved/denied (circle one): _____		Date presented to Council: <u>3/21/23</u>	
Available balance in Governing Body Expense Acct: <u>1550.00</u>		Amount approved: <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.

WM 3-9-23



Rock Creek Coon Club

Fundraiser for

American Legion Post 392

Friday April 14, 2023 (meals starting @ 5pm)

And Saturday April 15, 2023 (meals starting @ 5pm)

Meal Menu: BBQ, Slaw, Baked Beans, FF, drink and dessert \$10

BBQ Sandwich, FF, Drink and Dessert \$8

Rock Creek Coon Hunting Club

3284 Bowman Road

Granite Falls, NC 28630

Contact: Jo Ann @ 828-728-7980 or 828-320-4275

Lorenzo Kelly 828-493-7048

Raffle Ticket: \$5 each or 3 for \$10

(DO NOT HAVE TO BE PRESENT TO WIN)

1st. Prize—Golden Boy .22 S/L/LR

2nd. Prize - Night Hunting Light (\$300.00 Value)

3rd Prize - \$100.00

Must Be Legally Able To Purchase A Firearm

Many other prizes

SPECIAL door prizes each night of hunt, must be present to win



AGENDA ITEM 9B

MEMO

DATE:

March 13, 2023

SUBJECT:

Investment Policy

Discussion:

An updated Investment Policy has been drafted for the Council's consideration. According to the records on file, this policy was originally adopted in 1997 and has never been updated.

Recommendation:

Staff recommends approval of the Investment Policy.

**Town of Sawmills
Investment Policy
G.S. 159-30**

1. It is the policy of the Town of Sawmills ("Town") to preserve capital and invest public funds in a manner which provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Town and confirming to all state and local statutes governing the investment of public funds.
2. This Investment Policy applies to all financial assets in the Town's investment portfolio.
3. The primary objectives, in priority order, of the Town's investment activities will be safely, liquidity, and rate of return.
 - a. Safety of principal is the foremost objective of the investment program. Investments of the Town will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 - b. The Town's Investment Portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements which might be reasonably anticipated through the use of laddered maturities.
 - c. The Town's Investment Portfolio will be designed with the objective of attaining a market rate of return while minimizing risk and retaining liquidity.
4. North Carolina G.S. 159-25(a)6 delegates management responsibility for the Investment Program to the Finance Officer. The Finance Officer will be responsible for all transactions undertaken.
5. The Town Council has designated one or more banks or institutions (see attached Appendix A incorporated herein by reference) to which the Finance Officer may deposit any portion of idle funds. The Finance Officer, with approval from the Town Manager, is authorized to move funds between the designated banks and institutions at his/her discretion.
6. North Carolina G.S. 159-30(b) and (c) lists the types of investments permitted by local governments. The Town of Sawmills shall conform to the statute.
7. It is the Town's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. However, economic or market conditions may change making it in the Town's best interest to liquidate investments prior to maturity.
8. All moneys earned and collected from investments, other than bond proceed earnings, will be allocated, once earned and credited, to various fund accounts based on the balance in each fund as a percentage of the entire pooled investment portfolio. Earnings on bond proceeds will be directly allocated in accordance with bond legal and contractual restrictions.
9. The Finance Officer will prepare no less than quarterly investment inventory report for the Town Manager which includes investment type, initial investment, current market value, maturity date, and rate of return.
10. This Investment Policy and any amendments shall be approved and adopted by resolution of the Town Council.

Adopted this the ____ day of _____, 2023.

By: _____
Mayor Keith Warren

ATTEST:

Julie A. Good, Town Clerk

[Clerk Seal]

Kelly Melton, Finance Officer

Approved for Form:
Terry M. Taylor, Town Attorney

Appendix A – Names and Addresses of Designated Banks and Institutions

First Citizen Bank
436 Central Street
Hudson, NC 28638

First Horizon Bank
23 North Main Street
Granite Falls, NC 28630

The North Carolina Capital Management Trust**
1520 South Boulevard, Suite 230
Charlotte, NC 28203

Skyline National Bank
537 Main Street
Hudson, NC 28638

Truist Financial Corporation
201 Mulberry Street, SW
Lenoir, NC 28645

Wells Fargo Bank, N.A.
1005 Blowing Rock Boulevard
Lenoir, NC 28645

<https://www.nctreasurer.com/pooling-bank-list>

**The NCCMT is a mutual fund arrangement, which pools the resources of its shareholders for reinvestment in a diversified portfolio of securities. This type of investment is typically liquid, while offering a rate of return comparable to longer-term investments. The NCCMT has been certified by the Local Government Commission.

“The North Carolina Capital Management Trust (NCCMT), which consists of a SEC-registered mutual fund (the Government Portfolio), is authorized by G.S. 159-30(c)(8). The Government Portfolio, which invests in treasuries and government agencies, is a money market mutual fund (2a7) and maintains an AAAm rating from S&P and AAAmf by Moody’s Investor Service”.

Source: <https://nctreasurer.com/media/3958/download>

AGENDA ITEM 9C

MEMO

DATE:

March 13, 2023

SUBJECT:

Resolution Approving
Investment Policy

Discussion:

An updated Investment Policy has been drafted for the Council's consideration. According to the records on file, this policy was originally adopted in 1997 and has never been updated. A Resolution Approving Investment Policy will also need to be adopted by Council.

Recommendation:

Staff recommends approval of the Resolution Approving Investment Policy.

Town of Sawmills
Caldwell County
Prepared by: Terry M. Taylor, Attorney at Law

**Resolution Approving Investment Policy
of the Town of Sawmills
Pursuant to G.S. 159-360**

WHEREAS, the Town of Sawmills desires to adopt a Policy to preserve capital and invest funds in a manner which provides the highest investment return with maximum security; and

WHEREAS, North Carolina General Statute §159-25(a)6 delegates management responsibility for the investment program to the Finance Officer; and

WHEREAS, the Town of Sawmills has determined that it is in the best interest of the Town to adopt the Investment Policy as attached hereto to set forth the Town's Policy regarding such investments.

THEREFORE, THE SAWMILLS TOWN COUNCIL RESOLVES THAT:

1. The Town of Sawmills hereby authorizes the Finance Officer and Town Manager to follow the Investment Policy as attached hereto and to follow the directives as set forth herein.

[Signatures Appear on the Following Page]

Adopted this the ____ day of _____, 2023.

By: _____
Mayor Keith Warren

ATTEST:

Julie A. Good, Town Clerk

[Clerk Seal]

Kelly Melton, Finance Officer

Approved for Form:
Terry M. Taylor, Town Attorney

AGENDA ITEM 11A

MEMO

DATE:

March 21, 2023

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

February 2023

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
SW2301-035	230105	Sawmills	5299 Lakewood Dr	Nuisance - TJD	2	Resolved	
SW2301-048	230111	Sawmills	4303 Al Bryant Ln	Min Housing	2	Order Issued	230430
SW2301-093	230123	Sawmills	4330 Joplin Rd	Min Housing	2	Order Issued	230514
SW2301-099	230124	Sawmills	2430 Woodland Dr	Nuisance - TJD	2	Owner Notified	230215
SW2301-100	230124	Sawmills	2430 Woodland Dr	JNMV	2	Owner Notified	230215
SW2301-117	230127	Sawmills	4390 Sawmills School Rd Unit #3	Min Housing	2	Resolved	
SW2301-119	230130	Sawmills	2533 Baker's Cir	Nuisance - TJD	2	Owner Notified	230217
SW2302-046	230206	Sawmills	5299 Lakewood Dr	Nuisance - TJD	2	Owner Notified	230228
SW2302-059	230209	Sawmills	1747 Cajah Mountain Rd	Nuisance - TJD	2	Resolved	
SW2302-082	230214	Sawmills	4801 Helton Rd	Nuisance - TJD	1	New Violation	230309
SW2303-010	230301	Sawmills	2228 Horseshoe Acres Dr	JNMV	1	New Violation	230401