

## **AGENDA**

### **Regular Meeting of the Sawmills Town Council Sawmills Town Hall**

**Tuesday, October 16, 2018  
6:00 pm**

- |     |  |                                     |
|-----|--|-------------------------------------|
| 1.  | Call To Order  | Mayor Johnnie Greene                |
| 2.  | Invocation   |                                     |
| 3.  | Pledge of Allegiance                                     | Mayor Johnnie Greene                |
| 4.  | Adopt Agenda   | Mayor Johnnie Greene                |
| 5.  | Approve Meeting Minutes                                  |                                     |
|     | A. September 18, 2018 Regular Meeting Minutes            | Mayor Johnnie Greene                |
| 6.  | Public Comment   | Mayor Johnnie Greene                |
| 7.  | Recognitions:  |                                     |
|     | A. Recycle Rewards                                       | Mayor Johnnie Greene                |
| 8.  | Financial Matters:                                       |                                     |
|     | A. Granite Falls Middle Athletic Club Donation Request   | Mayor Johnnie Greene                |
|     | B. South Caldwell Spartan Athletic Club Donation Request | Mayor Johnnie Greene                |
|     | C. Sawmills Elementary School PTA                        | Mayor Johnnie Greene                |
| 9.  | Discussion:  |                                     |
|     | A. Timberline Property Company Property                  | Mayor Johnnie Greene                |
|     | B. Sawmills Municipal Park Lighting                      | Mayor Johnnie Greene                |
| 10. | Public Comment   | Mayor Johnnie Greene                |
| 11. | Updates:   |                                     |
|     | A. Code Enforcement Report                               | Mayor Johnnie Greene                |
|     | B. Planning Quarterly Report                             | Mayor Johnnie Greene                |
|     | C. Town Administrator Updates                            | Town Administrator Christopher Todd |
|     | D. Council Comment                                       | Mayor Johnnie Greene                |
| 12. | Adjourn  | Mayor Johnnie Greene                |

**TUESDAY, SEPTEMBER 18, 2018  
TOWN OF SAWMILLS REGULAR COUNCIL MEETING  
6:00 PM**

**COUNCIL PRESENT**

Mayor Johnnie Greene  
Clay Wilson  
Jeff Wilson  
Rebecca Johnson  
Keith Warren

**STAFF PRESENT**

Christopher Todd  
Terry Taylor  
Julie A Good

**COUNCIL ABSENT**

Joe Norman

**CALL TO ORDER:** Mayor Johnnie Greene called the meeting to order.

**INVOCATION:** Councilman Clay Wilson 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 September 18, 2018 Agenda.

Keith Warren made a motion, and Clay Wilson seconded, to adopt the September 18, 2018 Agenda. All were in favor.

**APPROVE AUGUST 21, 2018 REGULAR MEETING MINUTES:** Mayor Johnnie Greene asked for a motion to approve the August 21, 2018 regular meeting minutes.

Rebecca Johnson made a motion, and Clay Wilson seconded, to approve the August 21, 2018 regular meeting minutes. All were in favor.

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

Fred Lanford, 3512 Moore Acres Dr, wanted to talk about a high water bill.

## **RECOGNITIONS:**

**RECYCLE REWARDS WINNER:** Mayor Johnnie Greene announced Mrs. Camilla Holsclaw as the September Recycle Rewards winner. A credit of thirty-two dollars (\$32.00) will be added to her sanitation bill.

No Council action was required.

## **FINANCIAL MATTERS:**

**UNIFORM GUIDANCE PURCHASING POLICY:** Town Administrator Christopher Todd stated that in order to best utilize federal funds, the Town needs to adopt purchasing policies in accordance with the Federal Uniform Purchasing Policy. This policy would impact all federal funding, including, but not limited to, grants and FEMA funding.

Keith Warren made a motion, and Clay Wilson seconded, to adopt the Uniform Guidance Purchasing Policy. All were in favor.

## **DISCUSSION:**

**NUISANCE ORDINANCE:** Town Administrator Christopher Todd stated that the Town Council received an overview of the town's nuisance ordinances during the August Council meeting. At that time, it was determined that the Town Administrator would come back with possible ordinance amendments to allow for a wider variety of complaint applications.

The current ordinance reads, "The Town Manager, upon notice from any person, on a pre-printed form to be provided by the Town Clerk, of the existence of any the conditions described in 91.01, shall be cause to be made by the appropriate County Health Department Official or Town Official, such investigation as may be necessary..." (91.02 Investigation).

The suggested language would read as follows: "The Town Manager, upon notice from any person, on a standardized form to be provided by the Town Clerk, of the existence of any the conditions described in 91.01, shall be cause to be made by the appropriate County Health Department Official or Town Official, such investigation as may be necessary..." (91.02 Investigation).

Jeff Wilson made a motion, and Clay Wilson seconded, to amended Nuisance Ordinance to read "standardized" form instead of "Pre-printed form". Rebecca Johnson was in favor. Keith Warren opposed.

**VIDEO/AUDIO SURVEILLANCE POLICY AND PROCEDURE:** Town Administrator Christopher Todd stated that the Town currently uses video/audio surveillance equipment to ensure the safety and security of all those that use the Town facilities. The Town does not



currently have a policy regarding the use of this equipment or the use of any actions seen on these cameras.

The purpose of this Video/Audio Surveillance Policy and Procedure is to implement and regulate the use of video/surveillance system used to monitor and record Town owned and maintained public and restricted areas, when utilized with other security measures, for the purpose of ensuring the security and safety of facilities operated by the Town.

Clay Wilson made a motion, and Rebecca Johnson seconded, to approve the Video/Audio Surveillance Policy and Procedure. All were in favor.

**PUBLIC COMMENT:**

No one wished to speak.

**SEPTEMBER CODE ENFORCEMENT REPORT:** There are fifteen (15) code enforcement cases open:

- Teresa Annas Compton is the owner of a dilapidated house located at 4476 Sawmills School Road. Town Planner Becca Bleich stated that there was a hearing held on September 6, 2018. Owner did not show. Town can proceed with abatement;
- Carolyn Bray/Robyn Brittan, owner of abandoned mobile home located at 2570 Baker Circle. Town Planner Becca Bleich stated that an Attorney has been appointed to the estate and Terry Taylor with work with attorney;
- John "Jody" McRary, owner of 1956 Jody Drive. Freight container as storage structure. Town Planner Becca Bleich stated that Town Administrator and owner have agreed on a place for relocating the shipping container. The Town has determined which transport service will be utilized. Town Administrator can give a timeframe for relocation;
- Jose Montes, owner 4321 Cherokee Court. High grass/junk vehicles. Town Planner Becca Bleich stated that she spot checked property on June 14, 2018. Still no proper driveway has ever been installed. Town Planner Becca Bleich stated that a letter was sent giving the owner thirty (30) days to install a driveway. The thirty (30) days are up on July 14, 2018, and homeowner will start to accrue fines if not compliant from that date. Town Planner Becca Bleich stated that another letter was sent on August 28, 2018, giving the home owner ten (10) more days. Town Planner Becca Bleich stated that she spot checked the property on September 11 and the homeowner was not in compliance. A letter outlining fees was sent to homeowner on September 11, 2018;
- Janice Griffin, Trustee of Iona Griffin, 2148 Oaktree Ln. Abandoned, partially burned apartment building. Town Planner Becca Bleich stated that the former Town Planner Leslie M. Meadows spoke with lead contractor Lewis Miller, of Lewis Miller Construction on March 8, 2018. Mr. Miller stated that he is still waiting for the report from the structural engineer to determine what's salvageable of what remains of the



burnt structure. Once cleared to begin reconstruction, Mr. Miller anticipates six (6) to eight (8) months for completion. Town Planner Becca Bleich stated that she spot checked the buildings on August 21, 2018 and no progress seems to have been made. Town Planner Becca Bleich stated that she has called and left a message for Caldwell County Building Inspections to see if a permit has been administered;

- Midland IRA, owner of 5711 Dream View Point. Nonconforming accessory structure. Town Planner Becca Bleich stated that she spot checked property in April. An accessory structure has been placed on the property before the principal structure has been constructed. Letter was sent on May 23, 2018 with a deadline to remove structure by June 7, 2018;
- Chun Walker, owner of 4125 Shoun Dr. Overgrown vegetation. Town Planner Becca Bleich stated that she spot checked property on August 9, 2018. Town Planner Becca Bleich stated that the property is a little overgrown but not terrible. Town Planner Becca Bleich stated that she will continue to monitor the property;
- Sandra Parlier, daughter of the owner of 4380 Sawmills School Rd. Overgrown vegetation. Sandra contacted Town Planner Becca Bleich requesting extension on foreclosure process. Town Planner Becca Bleich stated that a letter was sent on August 7, 2018, explaining the foreclosure process was initiated by Caldwell County but the nuisance violations would need to be abated within fifteen (15) days. Deadline is August 22, 2018. The owner did not comply and another letter outlining fees was sent with a deadline of September 21, 2018;
- Chaney Carter, owner of 4361 Sawmills School Rd. Overgrown vegetation. Town Planner Becca Bleich stated that a letter was sent on July 19, 2018, with a deadline of August 3, 2018. Town Planner stated that the nuisance was abated by the Town on August 10, 2018. Town Planner Becca Bleich stated that a lien will be placed on the property for the cost of the mowing. Town Planner Becca Bleich stated that a hearing was held on September 6, 2018. The homeowner did not show so the Town can proceed to demolish house;
- Timberline Lumber Company, Inc., owner of 4219 US Highway 321A. Overgrown vegetation. Town Planner Becca Bleich stated that a NOV letter was sent on July 19, 2018, with a deadline of August 3, 2018. Town Planner Becca Bleich also stated that an additional letter was sent by Town Attorney Terry Taylor on August 2, 2018 with a deadline of August 17, 2018. The owner did not comply. Town Planner Becca Bleich stated that she is working with Town Attorney Terry Taylor to determine what steps to take next;
- Andrew and Bridget Dehart, owners of 4036 US Highway 321A. Rubbish. Town Planner Becca Bleich stated that a letter was sent on July 24, 2018, with a deadline of August 8, 2018. Town Planner stated that the property has been cleaned. Case closed;
- Robert Hollar, owner of 2615 Mission Rd. Overgrown vegetation. Town Planner Becca Bleich stated that there was vegetation on the fence encroaching onto the neighbor's property. Town Planner Becca Bleich stated that a letter was sent on July 24, 2018, with a deadline of August 8, 2018. Town Planner Becca Bleich stated that she missed a call from the property owner requesting clarification and she called back and left a voicemail explaining the issue. Town Planner Becca Bleich stated that she

has spoken with a business representative and a contractor has been hired to abate the issue. Town Planner Becca Bleich stated that she will continue to monitor;

- Gladys Green, registered owner of 2624 Mission Rd. Overgrown vegetation. Town Planner Becca Bleich stated that a letter was sent on July 24, 2018, with a deadline of August 8, 2018. Town Planner Becca Bleich stated that the letter was returned as undeliverable. Town Planner Becca Bleich stated that the property owner is deceased and that Town Attorney Terry Taylor performed a title search and found address of Ms. Green's children. Town Planner Becca Bleich stated that she sent letters out to Ms. Green's children on September 6, 2018 with a deadline of September 16, 2018. Town Planner Becca Bleich stated that she spoke with Ms. Green's daughter and she was informed that the daughter stated she has no control over the property and doesn't know who does, but assumes it is her brother. Town Planner Becca Bleich was informed that Ms. Green's son recently had heart surgery and isn't sure how quickly he will be able to attend to the issue;
- Donald Street, owner of 1747 Cahaj Mountain Road. Rubbish and high grass. Town Planner Becca Bleich stated that a letter was sent on August 28, 2018 with a deadline of September 6, 2018. Town Planner Becca Bleich stated that the property has been cleaned and the grass has been mowed. Case closed;
- Buck Poe, 4042 Clyde Drive. High Grass. Town Planner Becca Bleich stated that a letter was sent on September 6, 2018 with a deadline of September 16, 2018.

No Council action was required.

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

Mayor Johnnie Greene wanted to thank everyone for coming out and hoped everyone would come back. Mayor Johnnie Greene stated he hoped everyone was careful going home.

Clay Wilson wanted to thank everyone for coming out. Clay Wilson also stated that he had went by Oaktree Lane and the burned apartments have been tore down.

Jeff Wilson wanted to thank everyone for coming out.

Keith Warren wanted to thank everyone for coming out.

Rebecca Johnson wanted to thank everyone for coming out and hoped everyone would come back.

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

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

---

Johnnie Greene, Mayor

---

Julie A. Good, Town Clerk



**AGENDA ITEM 7A**

**MEMO**

**DATE:**

October 16, 2018

**SUBJECT:**

Recognition:  
Recycle Rewards  
Program

**Discussion:**

The Town of Sawmills would like to congratulate Richard Aultman on winning the Recycle Rewards Program for the month of October. 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:**

October 16, 2018

**SUBJECT:**

Financial Matters:  
Request for a Donation  
To Granite Falls Middle  
Athletic Club

**Discussion:**

The Town has received a request from Granite Falls Middle School Athletic Club for a donation in the amount of \$150.00 (one hundred fifty 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

Johnnie Greene, Mayor

Christopher Todd, Town Administrator

**Funding Request:**

Name of Organization:	<u>Granite Falls Blue Demon Club</u>	Phone #:	<u>828-381-4805</u>
Permanent Address:	<u>90 N Main St.</u>		<u>28630</u>
City:	<u>Granite Falls</u>	State:	<u>NC</u>
	<u>Terry Cannon</u>	Zip Code:	<u>28630</u>
Contact Name:		Fed Tax ID #:	

Amount Requested:	<u>\$150.00</u>	Amount needed for the Project:	
Date Funds Needed:	<u>Oct 25<sup>TH</sup></u>	Project Begin/End Dates:	
Complete description of project:			
How will the funds be used?:	<u>Will be used to fund Athletics at School</u>		
How will this project benefit the community?:			

<u>Official Town Use Only</u>	
Date application received:	Date presented to Council:
Date approved/denied (circle one):	Amount approved:
Available balance in Governing Body Expense Acct:	<u>11000.00</u>
Date check written:	Check #: Amount:

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

Johnnie Greene



**AGENDA ITEM 8B**

**MEMO**

**DATE:**

October 16, 2018

**SUBJECT:**

Financial Matters:  
Request for a Donation  
To South Caldwell  
Spartan Athletic Club

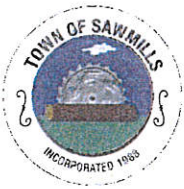
**Discussion:**

The Town has received a request from the South Caldwell Spartan Athletic Club for a donation in the amount of \$150.00 (one hundred fifty 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

Johnnie Greene, Mayor

Christopher Todd, Town Administrator

### Funding Request:

Name of Organization:	<u>Spartan Athletic Club</u>	Phone #:	<u>828-381-4805</u>
Permanent Address:	<u>7035 Spartan Drive</u>		<u>28638</u>
City:	<u>Hudson</u>	State:	<u>NC</u>
		Zip Code:	<u>28638</u>
Contact Name:	<u>Terry Cannon</u>	Fed Tax ID #:	

Amount Requested:	<u>\$150.00</u>	Amount needed for the Project:	
Date Funds Needed:	<u>Oct 25<sup>TH</sup></u>	Project Begin/End Dates:	
Complete description of project:			
How will the funds be used?:	<u>Used to fund Athletes at School</u>		
How will this project benefit the community?:			

Official Town Use Only	
Date application received:	<u>9/17/18</u>
Date approved/denied (circle one):	<u>9/18/18</u>
Available balance in Governing Body Expense Acct:	<u>\$1000.00</u>
Date check written:	Check #: Amount:

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

Kevin Clark

**AGENDA ITEM 8C**

**MEMO**

**DATE:**

October 16, 2018

**SUBJECT:**

Financial Matters:  
Request for a Donation  
To Sawmills Elementary  
School PTA

**Discussion:**

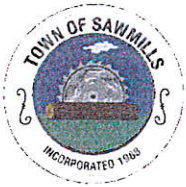
The Town has received a request from Sawmills Elementary School PTA for a donation in the amount of \$200.00 (two hundred dollars).

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

Johnnie Greene, Mayor

Christopher Todd, Town Administrator

### Funding Request:

Name of Organization:	<u>Sawmills Elementary PTA</u>	Phone	<u>#: 828-3345529</u>
Permanent Address:	<u>44310 Sawmills School Rd</u>	<u>281030</u>	
City:	<u>Granite Falls</u>	State:	<u>NC</u>
Contact Name:	<u>Katie Davis</u>	Fed Tax ID #:	<u>81-3073384</u>

Amount Requested:	<u>\$200.00</u>	Amount needed for the Project:	<u>anything would be appreciated</u>
Date Funds Needed:	<u>10/23/18</u>	Project Begin/End Dates:	<u>10/27/18</u>
Complete description of project:	<u>Sawmills Elementary Fall Festival</u>		
How will the funds be used?:	<u>Towards prizes and decorations</u>		
How will this project benefit the community?:	<u>money raised will go towards building an awning over car rider line.</u>		

Official Town Use Only			
Date application received:	<u>10/9/18</u>	Date presented to Council:	<u>10/16/18</u>
Date approved/denied (circle one):		Amount approved:	
Available balance in Governing Body Expense Acct:	<u>\$1400.00</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 Clarf



*Sawmills Elementary School  
4436 Sawmills School Road  
Granite Falls, North Carolina 28630  
(828)396-2610 Fax: (828)396-2232*



July 11, 2018

To Whom It May Concern:

Please be advised that the following are members of Sawmills Elementary School's PTA and are acting on behalf of the school to secure donations for the Fall Festival to be held at the school on October 26, 2018.

Kristy Campbell  
Katie Davis  
Brooke Echeverria  
Kem Higginbotham  
Amanda Teague

If you have any questions or concerns, please feel free to call me at (828)396-2610. Thank you in advance for your support.

Sincerely,

Courtney S. Wright  
Principal  
Sawmills Elementary School

PTA of Sawmills Elementary School Tax Exemption # 81-3073384  
Group Code 8535

## AGENDA ITEM 9A

### MEMO

### DATE:

October 16, 2018

### SUBJECT:

Discussion:  
Timberline Lumber Company  
Property

### Discussion:

The Town of Sawmills Town Council during their regularly schedule September meeting, directed the town staff to investigate methods to resolve nuisance and public safety issues related to a property owned by the Timberline Lumber Company LLC. This property is commonly referred to as the Kohler and Campbell Property within community due to its original use.

The property has been significantly occupied by any commercial or industrial use in over a decade, and has had minimal maintenance work done to the structure. Due to this the property has been a re-occurring nuisance issue for the Town of Sawmills. Additionally, as the property has generally remained empty or under-utilized it has been a hot spot for different criminal activity. Both the nuisance issues and related criminal issues have been increasing over the last two years, as there have been no active uses of the property.

Currently the property is three years (2016, 2017, 2018) delinquent with property taxes, resulting in total of \$4,415.40 owed to the Town of Sawmills. In total owing \$22,439.32 currently to all taxing agencies.

Currently there are multiple options to address the concerns-

1. Tax Foreclosure – The town can begin the process of tax foreclosure, with the possibility combining efforts with Caldwell County. This process could allow for new ownership of the property, but at minimum result in the collection of back taxes.
2. Traditional Nuisance Abatement – Due to the structure being large in size (approx. 160,000 sqft) and the property being just over 19 acres, the method of traditional nuisance abatement could be costly. The town could begin the process of formally abating the nuisance, which could result in the demolition of the structure. The town would be responsible for the cost of abatement, which would result in a lien on the property, totaling the cost of the abatement.
3. Private Redevelopment - Partnership with owner to redevelop and repair property. The town could work with property owner to discuss different funding and grant options for redevelopment. Municipal governments often act as the intermediary for funds coming from the state and federal government for commercial and industrial development.

4. Town Site Control – The town has the ability to purchase property in order to redevelop for future industrial and commercial development. There are grant funds of up to \$150,000 available for demolition, as well as low interest loans to rebuild shell buildings for development. This project could potentially be a partnership with Caldwell County and the Caldwell County EDC. The goal would be to both recoup any investment costs into the property, while getting a currently underutilized property closer to meeting its potential economic value.

Attached is a GIS overview of the property.

**Recommendation:**

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

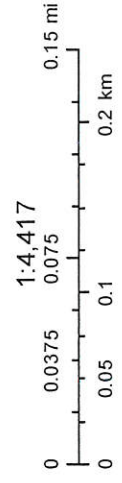




This map is NOT of land survey quality and is NOT suitable for such use.

Owner	TIMBERLINE LUMBER CO INC			
	4040 JAMES DR			
	HUDSON, NC 28638			
Acct Number	33724	Deferred Val	\$0	
Parcel ID	08 39 1 26	Assessed Val	\$735,900	
NCPIN	2766801567	Calc Acreage	19.21567	
		Land Units	19.43 (AC)	
		Legal Desc	1008/0129 1989	650.00
		Plat Ref	/	
		Property Addr	4233 US HWY 321-A	

## Caldwell County



October 10, 2018



## **AGENDA ITEM 9B**

### **MEMO**

#### **DATE:**

October 16, 2018

#### **SUBJECT:**

Discussion:  
Sawmills Municipal Park  
Lighting

#### **Discussion:**

The fiscal year 2017/2018 budget included \$70,000 for repairs of the Sawmills Municipal Park lighting. That original budget was to replace the wooden poles on the large baseball field with metal poles. The poles need repair due age, insects, and animals causing damage to the poles. During that time period the cost of the project exceeded the budgeted figure. Staff was directed during the budgeting process to work to find a solution to the ball field lighting needs.

After further investigation the staff wish to recommend a complete update to the current lighting system. This is due to the age of the system, continued maintenance costs, and overall state of the system. The proposal would be to update the system with metal polls and LED lighting, replacing all current ballfield and walking trail lighting.

The replacement and repair work have been quoted by Musco a lighting solutions company. The total replacement and repair costs are estimated to be \$469,000.00 (four-hundred and sixty-nine thousand dollars). This cost includes the replacement of all wooden polls, the installation of LED lighting on all town lights, and includes a 25-year maintenance contract. The maintenance contract would cover all typical wear and aging of system. Possible additional costs would be incurred if the system is placed in rocky or hard to dig soils.

Overall the system has the opportunity to save annual maintenance and electrical costs. Additionally this lighting system should be an effective lighting solution for the next 25 years.

Attached-

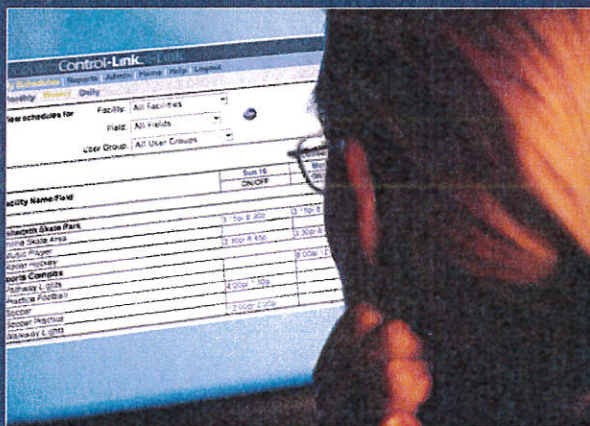
- Lighting cost estimates, which also include lighting Veteran's Park
- A Musco Brochure

#### **Recommendation:**

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

[illegible]





**Musco Control-Link Usage Report**  
City of Carrollton, TX  
By Facility, Field  
Usage Type of Light Usage  
March, 2007

Summary by Facility		Total Hours Usage
Facility		0.00
Jimmy Porter		20.45
Jossey Park		131.25
McIntosh Park		30.33
RE Good Park		5.06
Thomas Park		195.69
City of Carrollton		

Summary by Facility, Field		Total Hours Usage
Facility	Field	
Jossey Park	Field 1 Red	
Jossey Park	Field 2 Blue	
Jossey Park	Field 3 Orange	
Jossey Park	Field 4 Yellow	
Jossey Park	Field 5 Football	
Jossey Park	Field 1 Red	
Jossey Park	Field 2 Blue	
McIntosh Park	Field 3 Orange	
McIntosh Park	Field 4 Yellow	

# Control•Link.®

## Control System

**Flexible control and  
solid management  
of your facility —  
saves operating cost  
and improves service**

*Get fingertip control of  
your facilities from  
  
your desk  
your field  
your home  
your phone  
... from anywhere*



**We Make It Happen.®**



## Musco's Control-Link® System *for new and existing sports facilities*

With cities and recreational needs growing faster than ever, it's critical to maximize your available resources and make solid decisions about managing and expanding your facilities.

Control-Link is the reliable, cost-effective control system that helps control, monitor, and manage your new recreational facility lighting. In addition, it can control your existing lighting systems and other electrically-operated equipment. Whether for new lighting systems or to upgrade existing lights, the Control-Link system includes our Control-Link Central™ team, the on-site Control-Link equipment, and an industry-leading warranty. Our exclusive Control-Link Central team is staffed 24/7 to assist with your scheduling and reporting needs.

### Reduce energy cost and staff legwork

Control-Link reduces energy usage by operating lights and equipment only when needed. This helps curtail taxpayers' concerns about lights operating when fields are not in use. The automated system does not require staff to travel from field to field to turn lights on and off. It also eliminates distributing and tracking multiple sets of keys and reduces time coordinating staff and facility schedules.

### Simplify operations with flexible controls

Lighting schedules are entered into an easy-to-use Control-Link Central website or by email, phone, or fax. User passwords have varying access levels that you specify. Passwords, unlike keys, can be issued or cancelled at any time – making seasonal personnel or volunteer changes easier to manage.

Emergency schedule changes can be made through Control-Link Central call center staff, and on-site manual controls are provided for your maintenance staff.

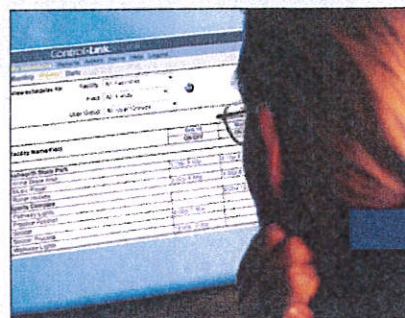
### Reduce hassle with solid management tools

Control-Link saves you time overseeing facility operations, scheduling staff, and planning routine maintenance. Control-Link Central stores information about your facility usage, including operating history by facility and user group. The control and monitoring system Musco supplies with new lights provides proactive monitoring, reporting lamp outages to help plan routine maintenance. A preseason light check helps ensure your fields are ready for play.

Our Control-Link Central team can assist you in generating reports and analyzing your data to provide tools for efficient operations, allocation of costs, assessment of user fees, proactive maintenance, and facility expansion planning.

These capabilities provide significant long-term cost savings and the potential for providing better customer service and innovative uses of your facilities without adding staff.

## Manage your



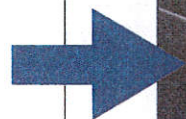
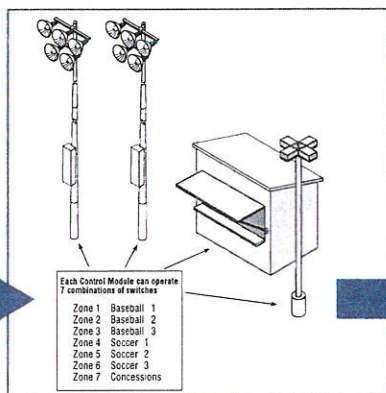
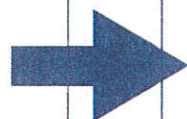
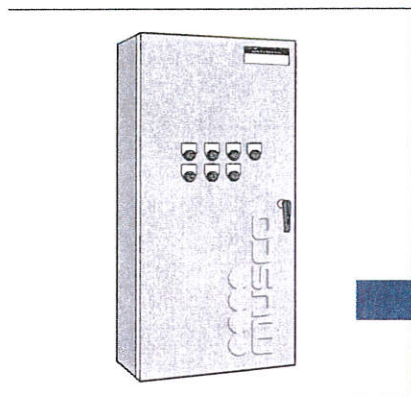
### 1 Enter schedules at your convenience

Enter schedules from any location via our easy-to-use Control-Link Central™ website, smart phone mobile website, or by email, phone, or fax.

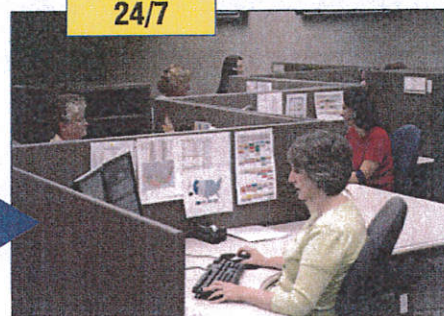
- *Saves Energy and Staff Costs*
- *Allows Flexible Control*
- *Provides Usage Data and Reports*
- *Increases Security*
- *Provides Reliable Operation*
- *Monitors System Performance*



# lights without the late-night hours



Available  
24/7



## 2 Schedules are stored on-site, backed-up at Control-Link Central

Schedules are transmitted from Control-Link Central via digital cellular technology and stored in the on-site equipment controller.

## 3 Equipment is controlled automatically

Lights and other equipment such as door locks, concession stands, and security lights are operated per your schedules.

## 4 Control-Link Central provides support, monitoring, and usage data

Control-Link Central supports you every step of the way. Trained staff provides scheduling support and verification, and monitors your lighting system for lamp outages. Control-Link Central's database stores field usage data by facility and user group.

"Thank you so much for providing such an effective and advanced system for scheduling our lights; it has truly revolutionized the way we work."

— Kelly Barker  
Athletic Field Permit Coordinator  
Dept. of Parks, Recreation and Marine  
City of Long Beach, California

"It's like being an umpire. If people don't know you're there, you did a great job. If there aren't any complaints about the lights, I know the system is doing its job."

— Roger Russomanno  
Ballfield Operations Supervisor  
Denver, Colo., Parks and Recreation Dept.

"I use Control-Link Central™ to enter the weekly schedules so I can spend my time taking care of other things ... They do a great job, week after week."

— John Banks  
Park and Recreation Supervisor  
Laguna Niguel, California



# Control-Link Central™ Call Center

## Trained Staff Available 24/7

### Meet Our Control-Link Central Team

Control-Link Central provides trained technical assistance with the helpful, "can-do" attitude you expect from Musco, to solve any last-minute change or issue.

Control-Link Central operators oversee on/off control of over 33,000 fields per night and have experience with controlling over 3.3 million schedules per year worldwide.



"We strive to provide a level of service where every customer reaches a live operator, rather than a voice mail system, when they call in. We can make your last-minute scheduling changes happen in just a few minutes."

**Ryan Tighe**  
*Control-Link Central Manager*



# Control-Link Central™

## Efficient Management Tools

### Operations Support

Control-Link Central provides three options for management and control of your facilities:

- Directly control your fields via an easy-to-use website
- Enter, edit, and update your schedules from your web-enabled smart phone
- Contact Control-Link Central's team of trained operators 24/7 to enter your schedules and request last minute changes

### Data Management

Control-Link Central offers effective tools to manage and analyze the extensive amount of stored information. Standard reports include usage reports by facility, field, and/or end-user.

### System and Schedule Monitoring

The Control-Link control and monitoring system Musco supplies with new lights checks your system performance each time your lights are turned on. If the system detects lamp outages, it notifies your warranty specialist who contacts you. Preseason checks can be a part of your proactive maintenance program to help make sure your lights are operating properly before the first game.

Control-Link Central staff monitors all schedules entered to ensure the controller receives them. In addition, staff monitors the status of the system daily to ensure it's ready to run your schedules. If they detect any system issues, the Control-Link Central staff contacts you to resolve them before they become a problem.

### Control-Link Activation

Once the on-site equipment is installed, the installing contractor contacts a Musco technician to assist them in commissioning the system. The technician sends sample schedule commands to the Control-Link system to test each lighting zone. The technician also collects baseline diagnostic data the system needs for monitoring.

### Customer Training

Control-Link Central staff provides customer training via telephone, conference, or on-line tutorial covering Control-Link operation, scheduling, website access, and all user functions.

**"We greatly appreciate your super-friendly service."**

— Kelly Barker  
Athletic Field Permit Coordinator  
Dept. of Parks, Recreation and Marine  
City of Long Beach, California

This is a partial sample of a customer's weekly schedule as entered on Musco's Control-Link website. The current day is always highlighted.

**Musco Control-Link Usage Report (Auto Only)**  
By Facility, Field  
Usage Type of Light Usage  
June, 2010

Summary by Facility		Total Hours Saved from Early Offs
Facility	Total Auto Hours Usage	
Cowley	112:50	17:08
Dunbar	64:53	29:46
Garland Parklet	49:48	0:00
Herschel Field	256:47	26:05
<b>Total:</b>	<b>484:18</b>	<b>72:59</b>

Summary by Facility, Field			Total Hours Saved from Early Offs
Facility	Field	Total Auto Hours Usage	
Cowley	Baseball	63:04	17:08
Cowley	Basketball	49:46	0:00

Control-Link Central database stores usage data by field and user group.

The Control-Link website provides easy and efficient scheduling of fields, reports, and control over the access levels of your Control-Link website users.

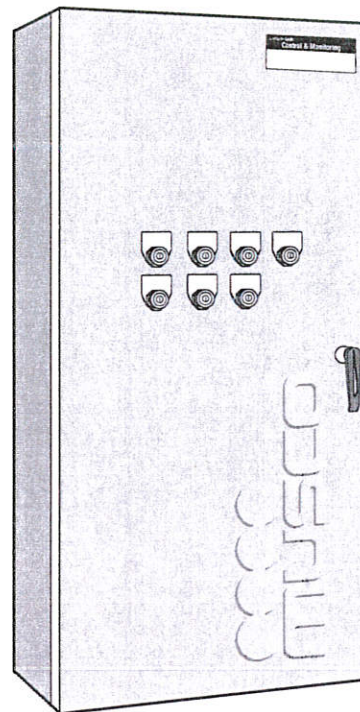


### New Lighting Installation

The Control-Link® control and monitoring system supplied with new lighting installations provides these features:

- Lighting contactors to handle circuit switching
- Equipment controller to store and execute schedules
- Monitoring module to track system performance and detect problems such as lamp outages
- Key-operated manual switches
- NEMA type 4 rated enclosures
- Factory built and fully tested, ready to install
- Optional remote-mounted switches in a lockable cabinet

#### Control-Link Control and Monitoring System

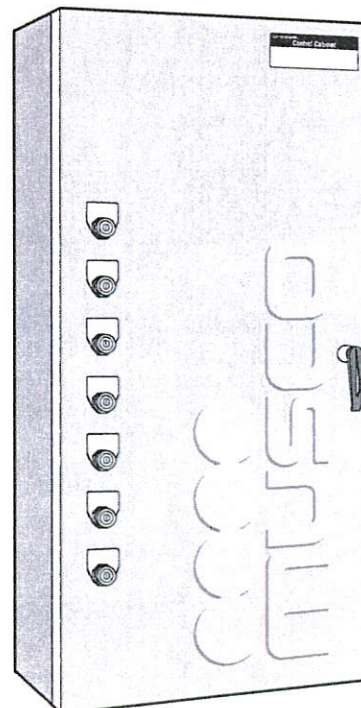


### Existing Lighting Installation

The Control-Link retrofit control system supplied with existing lighting installations provides these features:

- Interposing relays to drive your existing lighting contactors
- Equipment controller to store and execute schedules
- Key-operated manual switches
- NEMA type 4 rated enclosures
- Factory built and fully tested, ready to install
- Optional remote-mounted switches in a lockable cabinet

#### Control-Link Retrofit System

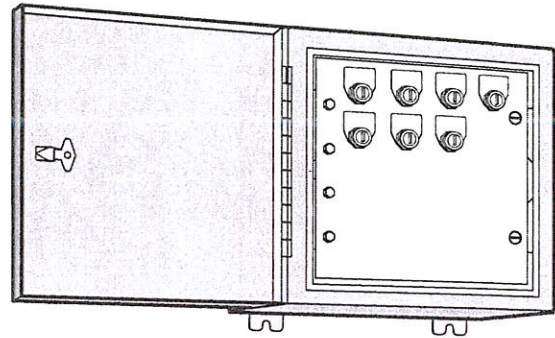


## Optional Remote Manual Switches Cabinet

The remote manual switches cabinet provides the option of more convenient switch location for maintenance staff.

- Lockable cabinet helps prevent tampering for outdoor mounted equipment
- Locate up to 300 ft. (wire length) from control cabinet
- Connectors and mating plugs for easy installation

### Manual Switches Cabinet





# What Our Customers Have to Say

## Usage Data is Great

"It's been great. It's ten times better than anything we've tried before. The field usage data is great. Our monthly reports needed for financial planning are more accurate and easy to do. That makes setting user fees much easier. The customer service we continue to get from Musco is excellent. I know I can call them anytime, from anywhere, and they're right there to help, 24 hours a day, 7 days a week."

**Judy Flynn**

*Former Recreation Supervisor  
City of Corona, California*



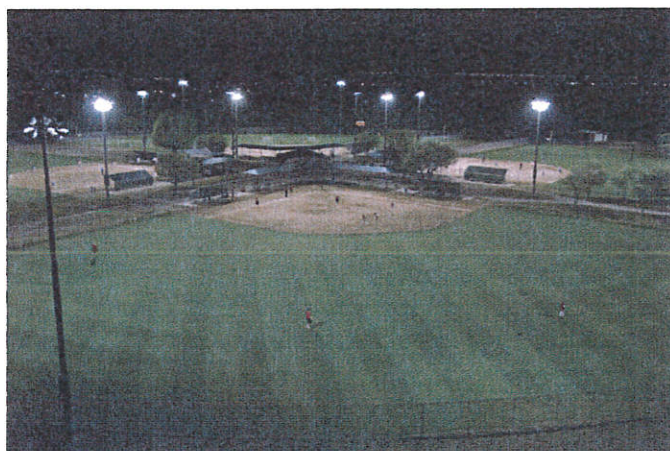
**Corona Park, California**

## Neighbors Appreciate Control-Link

"We used to get calls from neighbors every once in a while that the lights had been left on, and someone would have to go out in the middle of the night to turn them off. Neighbors have called us saying how much they appreciate the lights being on only when someone is actually using the field."

**Scott Whitaker**

*Park & Recreation Director  
City of Carrollton, Texas*



**Carrollton Sports Complex, Texas**

## Easy to Operate

"Musco's control and monitoring system is definitely a more proactive approach than our previous system. When there is a problem, the monitoring system allows a warranty specialist to immediately notify us. This is a huge asset, as problems are resolved right away. The system is user friendly, very efficient, and easy to operate. Using a phone to call Control-Link Central™ is much easier than our previous system, which required a laptop to dial in and make changes to a particular facility. The simplicity of this system is very refreshing."

**Joe Ross**

*Recreation Programmer  
City of Rialto, Recreation and Community Services  
Rialto, California*

## Customer Service Second to None

"We enjoy the great customer service. The staff answering the phones are so polite and we really appreciate that. We value being able to monitor the usage of the facilities through the website. Control-Link helps ensure that field lights are turned off when they are supposed to be. We no longer receive calls at 1:00 in the morning that the lights were left on. The monitoring system has also been impressive. We received a call during the day that there was a problem with one of the fixtures. After checking the fuses, we replaced one and the system was back to go. The problem was resolved before we would have even been aware there was a problem."

**Stephen Cooke**

*Sports Manager, Greenville County Recreation Dept.  
Assistant District Administrator S.C. District 7 Little League  
Greenville, South Carolina*



**We Make It Happen**

[www.musco.com](http://www.musco.com)  
email: [lighting@musco.com](mailto:lighting@musco.com)

United States patents issued. Control-Link® is a registered trademark of Musco Corporation in the U.S. Control-Link Central™ is a trademark of Musco Corporation.  
©1998, 2013 Musco Sports Lighting, LLC · M-1546-enUS-12

**AGENDA ITEM 11A**

**MEMO**

**DATE:**

October 16, 2018

**SUBJECT:**

Updates:  
Code Enforcement  
Monthly Report

**Discussion:**

The attached report shows the progress that the Town of Sawmills Planner Becca Bleich continues to make throughout the town.

**Recommendation:**

No Council action required.



August Code Enforcement Report		Property Owner	Issue	Notes
Property Address				
4476 Sawmills School Rd	Teresa Annas Compton	Dilapidated house	Hearing held on 9/6. Ms. Compton did not show so town can proceed with abatement.	
2570 Bakers Cir	Carolyn Bray/ Robyn Brittan	abandoned mobile home	Attorney has been deemed over the estate. Terry Taylor to work with him.	
4321 Cherokee Court	Jose Montes	no proper driveway, zoning code issue	Spot checked 6/14/18. Still no proper driveway. Letter sent. Given another 30 days (7/14). Will accrue fines if not compliant. Letter sent 8/28 giving 10 more days to comply. After that, will be fined. Spot checked 9/11. Did not comply. Letter outlining fees sent 9/11. Spoke with him on 9/18. He will have the driveway completed on 9/22. Driveway not completed until 10/4. \$450 in fines accrued. Letter/invoice sent 10/9.	
5711 Dream View Point	Midland IRA	Nonconforming accessory structure	Spot checked in April. An accessory structure has been placed on the property before the principal structure has been constructed. Letter sent on 5/23/18. Deadline to remove structure is 6/7/18.	
4380 Sawmills School Rd		overgrown vegetation	Sandra contacted me requesting extension on foreclosure process. Letter was sent on 8/7 explaining the foreclosure process was initiated by Caldwell County but the nuisance violations would need to be abated within 15 days. Deadline 8/22. Did not comply. Another letter outlining fees has been sent. Deadline 9/21.	
4361 Sawmills School Rd	Sandra Parlier (Shoe daughter)	overgrown vegetation	Letter sent 7/19. Deadline 8/3. Nuisance abated by town on 8/10. Lien placed on property for cost of mowing. Hearing held on 9/6. Ms. Carter did not show so town will proceed to demolish house.	
4219 US Hwy 321-A	Chenay Carter	overgrown vegetation	Letter sent 7/19. Deadline 8/3. Additional letter sent by Terry Taylor on 8/2. Deadline 8/17. Did not comply. Working with Terry Taylor to determine next steps.	
2615 Mission Rd	Timberline Lumber Co Inc	overgrown vegetation	Vegetation on fence encroaching onto neighbor's property. Letter sent 7/24. Deadline 8/8. Missed call from property owner requesting clarification. Left voicemail explaining issue. Never heard back. Will continue to monitor. Spoke with business representative. Contractor has Letter sent 9/6. Deadline 9/16. Second letter sent 9/20. Fined \$50. Paid Letter sent 9/20.	
4042 Clyde Dr	Robert Hollar Buck Poe Gregory Williams	Grass Grass	Letters sent on 9/20 and 10/2 stating the need to increase vegetative buffer in rear of property.	
	Mark Kiser	Vegetative Buffer	Letter sent 9/27.	
	Bobby Prestwood	Rubbish, grass		

**AGENDA ITEM 11B**

**MEMO**

**DATE:**

October 16, 2018

**SUBJECT:**

Updates:  
Planning Quarterly  
Report

**Discussion:**

The attached report shows the progress that the Town of Sawmills Planner Becca Bleich continues to make throughout the town.

**Recommendation:**

No Council action required.

### **Quarter 3 Planning Report**

1. Completed edits on the Sawmills Comprehensive Plan
2. Administered 16 zoning permits
3. Reviewed three subdivisions
4. Answered various planning/zoning citizen questions
5. Accompanied Town Manager and County Building Inspector to inspect two dilapidated houses
6. Worked with Town Manager and Town Attorney to abate nuisance violations (see code enforcement reports)
7. Re-wrote the nuisance letter to include the stricter fee schedule
8. Began work to map out and take pictures of vacant/dilapidated homes