

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, October 20, 2015
6:00 pm

1. Call To Order Town Administrator Christopher Todd
2. Invocation
3. Pledge of Allegiance Town Administrator Christopher Todd
4. Adopt Agenda Town Administrator Christopher Todd
5. Approve Meeting Minutes Town Administrator Christopher Todd
 - A. September 15, 2015 Regular Meeting Minutes Town Administrator Christopher Todd
 - B. September 15, 2015 Closed Session Minutes Town Administrator Christopher Todd
6. Public Comment Town Administrator Christopher Todd
7. Recognitions: Town Administrator Christopher Todd
 - A. Recycle Rewards Town Administrator Christopher Todd
 - B. Yard of Month Winners Town Administrator Christopher Todd
8. Financial: Town Administrator Christopher Todd
 - A. Donation Request for Caldwell County
9. Public Comment: Town Administrator Christopher Todd
10. Updates: Town Administrator Christopher Todd
 - A. SBEA September Progress Report Town Administrator Christopher Todd
 - B. October Code Enforcement Report Town Administrator Christopher Todd
 - C. Comprehensive Steering Committee Report Town Administrator Christopher Todd
 - D. Council Comment Town Administrator Christopher Todd
11. Adjourn Town Administrator Christopher Todd

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

COUNCIL PRESENT

Trena McRary Kirby
Joe Wesson
Jeff Wilson
Johnny Wilson
Gerelene Blevins

STAFF PRESENT

Christopher Todd
Julie Good
Terry Taylor
Karen Clontz
Ronnie Coffey

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

INVOCATION: Chief David Price, with the Sawmills Volunteer Fire Department, gave the invocation.

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

ADOPT AGENDA: Mayor Pro-Tem Trena McRary Kirby asked for a motion to adopt the September 15, 2015 agenda with the addition of Agenda Item 8E: Donation Request for Sawmills PTO.

Joe Wesson made a motion, and Jeff Wilson seconded, to adopt the agenda with the addition of Agenda Item 8E: Donation Request for Sawmills PTO. All were in favor.

APPROVE AUGUST 18, 2015 REGULAR MEETING MINUTES: Mayor Pro-Tem Trena McRary Kirby asked for a motion to approve the August 18, 2015 regular meeting minutes.

Gerelene Blevins made a motion, and Joe Wesson seconded, to approve the minutes. All were in favor.

APPROVE AUGUST 18, 2015 CLOSED SESSION MINUTES: Mayor Pro-Tem Trena McRary Kirby asked for a motion to approve the August 18, 2015 closed session minutes.

Johnny Wilson made a motion, and Jeff Wilson seconded, to approve the minutes. All were in favor.

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

Caldwell County Commissioner Donnie Potter spoke about a law enforcement appreciation dinner, with the theme "Back to Blue", and is to be held at First Baptist Church in Hudson on November 14, 2015. Mr. Potter stated that the meal would be a Thanksgiving type meal and all sworn officers in Caldwell County plus one (1) guest would be invited.

Mr. Potter stated that Caldwell County had approved \$10,000.00 (ten thousand dollars) for the meal, \$5,000.00 (five thousand dollars) coming from Caldwell County and the remaining \$5,000.00 (five thousand dollars) coming from donations from surrounding towns. Mr. Potter stated that Hudson and Lenoir have already donated \$1,000.00 (one thousand dollars) each and Granite Falls has the motion on their Council meeting for Monday, September 21, 2015. Mr. Potter also stated that Caldwell County was working on having a walk as a fundraiser.

Joe Wesson made a motion, and Johnny Wilson seconded, to donate \$1,000.00 (one thousand dollars) from the governing body miscellaneous expenditure, to Caldwell County for the "Back to Blue" dinner for sworn law enforcement officers in Caldwell County. All were in favor.

RECOGNITIONS:

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

No Council action was required.

YARD OF THE MONTH WINNERS: Mayor Pro Tem Trena McRary Kirby announced William H. Lee from the 28630 zip code, and Aaron Littell, from the 28638 zip code, as the September Yard of the Month winners. Mayor Pro Tem Trena McRary Kirby stated that the certificate would be available at the Town Hall for pick up.

No Council action was required.

FINANCIAL:

APPROVE UPDATE TO BANK SIGNATURE CARDS: Mayor Pro-Tem Trena McRary Kirby stated that with the hiring of Town Administrator Christopher Todd there needed to be new signature cards on file at First Citizens Bank and CommunityOne Bank. The banks requires a new signature card to be on file whenever there are changes in the staff and/or Council. The signature cards will authorize Christopher Todd, Karen Clontz, Johnny Wilson and Joe Wesson to sign on behalf of the Town regarding banking transactions. The Town requires 2 (two) signatures for accounts payable checks and the safety deposit box.

Jeff Wilson made a motion, and Gerelene Blevins seconded, to have new signature cards on

file at the bank giving Christopher Todd, Karen Clontz, Johnny Wilson and Joe Wesson authorization regarding all banking transactions.

INFORMAL BID FOR UTV PURCHASE FOR PUBLIC WORKS: Mayor Pro-Tem Trena McRary Kirby stated that included in this year's budget are funds for a new UTV purchase.

This item is being purchased under the informal bid process.

Public Works Director Ronnie Coffey received quotes from:

High Country	Polaris Gem Car (street legal)	\$19,802.93
Carolina Golf Cart	Polaris Gem Car (street legal)	\$18,524.00
Carolina Golf Cart	Club Car Villager 8 person (street legal)	\$16,864.00
Yale Carolinas	Cushman Shuttle 8 person (not street legal)	\$15,583.00
Motive Power Inc.	Club Car Villager 8 person (not street legal)	\$14,600.00
CitEcar Electric Vehicles	CitEcar 8 person Electric Cart (street legal)	\$11,565.00

Gerelene Blevins made a motion, and Joe Wesson seconded, that the Town purchase the CitEcar Electric Vehicles 8 person Electric Cart, white in color, street legal with all passenger seatbelts electric cart in the amount of \$11,565.00 (eleven thousand five hundred sixty-five dollars). All were in favor.

REQUEST FOR DONATION TO SOUTH CALDWELL SPARTAN ATHLETIC CLUB: Mayor Pro-Tem Trena McRary Kirby stated that the South Caldwell Spartan Athletic Club had requested a donation in the amount of \$75.00 (seventy-five dollars).

Jeff Wilson made a motion, and Joe Wesson seconded, to give a donation in the amount of \$75.00 (seventy-five dollars) to the South Caldwell Spartan Athletic Club. All were in favor.

REQUEST FOR DONATION TO GRANITE FALLS MIDDLE SCHOOL BLUE DEMON CLUB: Mayor Pro-Tem Trena McRary Kirby stated that the Granite Falls Middle School Blue Demon Club had requested a donation in the amount of \$100.00 (one hundred dollars).

Joe Wesson made a motion, and Johnny Wilson seconded, to give a donation in the amount of \$100.00 (one hundred dollars) to the Granite Falls Middle School Blue Demon Club. All were in favor.

REQUEST FOR DONATION TO SAWMILLS PTO: Mayor Pro-Tem Trena McRary Kirby stated that the Sawmills PTO had requested a donation in the amount of \$150.00 (one hundred fifty dollars).

Joe Wesson made a motion, and Johnny Wilson seconded, to give a donation in the amount of \$150.00 (one hundred fifty dollars) to the Sawmills PTO. All were in favor.

PLANNING:

SAWMILLS COMPREHENSIVE PLAN TENTATIVE SCHEDULE: Planner Elinor Hiltz stated that she has been working on the Sawmills Comprehensive Plan. Planner Elinor Hiltz informed Council that the comprehensive plan should be updated every 10 (ten) years. The current comprehensive plan was put in place in 2005 so Sawmills is nearing the 10 (ten) year mark. Planner Elinor Hiltz also stated that the comprehensive plan process should take approximately 1 (one) year to complete.

Planner Elinor Hiltz has tentatively set a schedule for the Comprehensive Plan Steering Committee to meet on the first Tuesday of each month beginning October 6, 2015.

No Council action was required.

SAWMILLS COMPREHENSIVE PLAN STEERING COMMITTEE: Planner Elinor Hiltz stated that she has talked to several members of the community to be on the Comprehensive Plan Steering Committee and the following persons have agreed:

- | | |
|---------------------|-------------------------------|
| 1) Callie Messer | Resident, Renter |
| 2) Donnie Potter | County Commissioner |
| 3) Barbara Jones | Resident, Virginia Acres |
| 4) Courtney Wright | Sawmills Elementary Principal |
| 5) Shelda Aultman | Resident, Retired Teacher |
| 6) Carolyn Evert | Board of Adjustments |
| 7) David Powell | Planning Board |
| 8) Gerelene Blevins | Town Council |
| 9) Jake Ramsey | Business Owner |

Joe Wesson made a motion, and Gerelene Blevins seconded, to approve the Sawmills Comprehensive Plan Steering Committee. All were in favor.

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

Courtney Wright, Sawmills Elementary Principal, wanted to thank the Town for donating money to the school which allows them to have Deputy Hawn as their Resource Officer. Mrs. Wright also wanted to thank Ronnie Coffey and all Public Works employees for bringing donations of school supplies to Sawmills Elementary. Mrs. Wright wanted to thank the Town for everything it has done for Sawmills Elementary and wanted to let the Town know that Sawmills Elementary is going to have a Student Council this year and hopes that the Student Council can help with projects in the Town.

UPDATES:

SBEA AUGUST PROGRESS REPORT: Mayor Pro Tem Trena McRary Kirby stated that Sherry Long, from the Western Piedmont Council of Governments, has enclosed a progress report for the SBEA project 12-C-2443.

No Council action was required.

AUGUST CODE ENFORCEMENT REPORT: Mayor Pro-Tem Trena McRary Kirby stated that the Town Planner Elinor Hiltz has enclosed an updated status report of Code Enforcement cases and the progress that has been made on each case as of September 2015.

No Council action was required.

COUNCIL COMMENT: Mayor Pro-Tem Trena McRary Kirby asked if anyone on the Council had any questions or comments at this time.

Joe Wesson wanted to thank everyone for coming. Joe Wesson also stated Sawmills Elementary has good things coming up and he looks forward to working with Sawmills Elementary. Joe Wesson also wanted to welcome Town Administrator Christopher Todd to his new position. Joe Wesson also wanted to thank Planner Elinor Hiltz for the good job she has done throughout the town. Joe Wesson also wanted to thank Finance Officer Karen Clontz and Public Works Director Ronnie Coffey for going the extra mile for the Town when the Town did not have an Administrator.

Mayor Pro-Tem Trena McRary Kirby wanted to congratulate Courtney Wright as the new Sawmills Elementary Principal.

CLOSED SESSION: ATTORNEY/CLIENT PRIVILEGE: Mayor Pro-Tem Trena McRary Kirby asked for a motion to go into closed session.

Joe Wesson made a motion, and Johnny Wilson seconded, to go into closed session at 6:31 pm.

Gerelene Blevins made a motion, and Johnny Wilson seconded, to come out of closed session at 6:49 pm.

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

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

Julie A Good, Town Clerk

Trena McRary Kirby,
Mayor Pro-Tem

AGENDA ITEM 7A

MEMO

DATE:

October 20, 2015

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Mr. Thomas Miller, Sr. on winning the Recycle Rewards Program for the month of October. Town Administrator Christopher Todd will present him with a Certificate of Appreciation. A twenty-eight dollar (\$28.00) credit will be added to the current sanitation bill.

Recommendation:

No Council action is required.

AGENDA ITEM 7B

MEMO

DATE:

October 20, 2015

SUBJECT:

Recognition:
Yard of the Month
Winners

Discussion:

Mike and Diane Bennett, from the 28630 zip code, and Chris and Nikki Poteet, from the 28638 zip code, are the Yard of the Month winners for October. Town Administrator Christopher Todd will present them with a Certificate of Appreciation.

Recommendation:

No Council action required.

AGENDA ITEM 8A

MEMO

DATE:

October 20, 2015

SUBJECT:

Financial Matters:
Request for Donation

Discussion:

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

There are sufficient funds in the budget for this request.

Recommendation:

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



Town of Sawmills

Trena McRary Kirby, Mayor Pro Tem
Seth Eckard, Town Administrator

Funding Request:

Name of Organization: <u>Caldwell County Board of Ed</u>		Phone #: _____
Permanent Address: <u>1914 Hickory Blvd</u>		
City: <u>Lenoir</u>	State: <u>NC</u>	Zip Code: <u>28645</u>
Contact Name: <u>David Johnson</u>	Fed Tax ID #: _____	

Amount Requested: <u>\$ 14,000</u>	Amount needed for the Project: _____
Date Funds Needed: _____	Project Begin/End Dates: <u>July 1 2015 - June 30 2016</u>
Complete description of project: <u>matching funds for SRO</u>	
How will the funds be used?: <u>SRO project - provide funding for SRO @ school</u>	
How will this project benefit the community?: <u>improved safety within school</u>	

<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: _____	
Date check written: _____	Check #: _____ Amount: _____

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

AGENDA ITEM 10A

MEMO

DATE:

October 20, 2015

SUBJECT:

Updates:
SEBA September
Progress Report

Discussion:

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

Recommendation:

No Council action required.



MAYOR

TOWN
COUNCIL

TOWN ADMINISTRATOR
Christopher Todd

Trena McRary Kirby, Mayor Pro-Tem
Johnny Wilson
Joe Wesson
Jeff Wilson
Gerelene Blevins

TO: Trina McRary Kirby, Mayor Pro-Tem
Gerelene Blevins, Councilwoman
Joe Wesson, Councilman
Jeff Wilson, Councilman
Johnny Wilson, Council

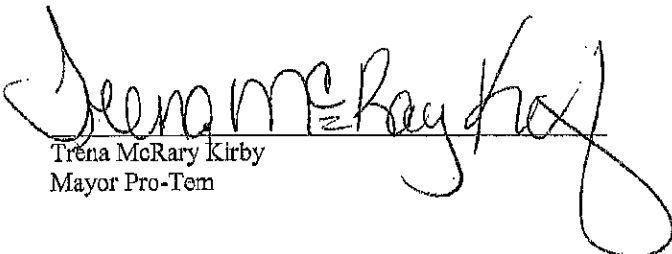
FROM: Sherry Long, WPCOG

SUBJECT: Progress Report on SBEA 12-C-2443

DATE: October 1, 2015

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

- Opened bids on a tandem axle truck. Low bid of \$77,363 was accepted from MHC Kenworth in Raleigh NC. Truck is to be delivered around October 6, 2015.
- Prepared the first requisition of CDBG funds in the amount of \$93,107.56.


Trena McRary Kirby
Mayor Pro-Tem

4076 US Highway 321-A * Sawmills NC * (828)396-7903 * (828)396-8955 fax

<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 10B

MEMO

DATE:

October 20, 2015

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

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

Recommendation:

No Council action required.

Code Enforcement Report
October, 2015

Property Owner	Property Address	Issue	Status
Wendy Hadschin	4476 Sawmills Sch Rd	abandoned house missing exterior wall	will collect 5 signatures on a petition at Oct 6 comp plan meeting. (ordinance requirement) after that, we send owner a letter, after that, we can order the building inspection to start the condemnation process. It will be a year-long process
Rebecca Fox McRary	2311 Coral Dr	abandoned mobile home	frame and debris removed. Lot is clean. Case closed Sept 22.
James Goble	1468 May Rd	fowl at large	Have spoken to the owner about the need to pen the chickens but as of Oct 13 they were not penned. Need to call owner to see if the fence they are building is for the chickens.
Billy Randall Hamby	3263 Coble Dairy	hole in building	patch is permanent because it is screwed into wall. Case closed Sept 22.
Randy Murphy	1685 Dry Ponds Rd	too many mobile homes on one parcel	deadline November 8. Randy Murphy got a 30 day extension because of bees and rain.
Billy Randall Hamby	3263 Coble Dairy	tree buffer around cell tower died	sent letter Sept 3 giving late October deadline to replace trees
Steven Kilian	4801 Helton Rd	4 junk cars, trash around mobile home	He said he would clean up by Oct 2 and that he would order a carport with walls to enclose junk cars by Oct 1. Some items failed inspection on Oct 13 and there was no carport. Need to send another letter or a citation.
Dedrick Reid	2452 Granville Dr	mobile home and truck across property lines, trash	sent letter Sept 17 asking him to call and discuss property boundaries. I could not tell the boundaries to know if the complaint was true
Sue Hall	4805 Helton Rd	furniture on porch	case closed. The tenant had already put in a work order for town to collect couch.
John Wilcox	2322 Ellen St	high grass	case closed. Owner has mowed 6 times this summer and will mow again any time I email him: johnwilcoxhomes@gmail.com.

AGENDA ITEM 10C

MEMO

DATE:

October 20, 2015

SUBJECT:

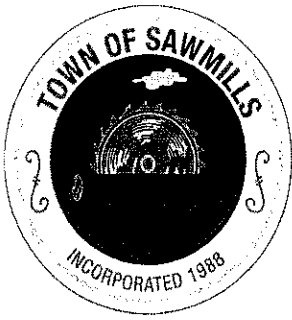
Updates:
Comprehensive Steering
Committee Report

Discussion:

The attached report is a summary of the Comprehensive Steering Committee meeting of October 6, 2015.

Recommendation:

No Council action required.



**TOWN
COUNCIL**

TOWN ADMINISTRATOR
Christopher Todd

Trena McRary Kirby, Mayor Pro-Tem
Gerelene Blevins
Joe Wesson
Jeff Wilson
Johnny Wilson

TOWN PLANNER
Elinor Hiltz

MEMO

TO: Christopher, Town Administrator

FROM: Elinor Hiltz, Town Planner

DATE: October 13, 2015

SUBJECT: Comprehensive Plan Steering Committee Meeting October 6

The Steering Committee first heard a demographic presentation from Taylor Dellinger, the highlights of which were:

1. Sawmills is losing population ages 20-34 and since those are childbearing years, the population under 9 has decreased too. If this trend continues Sawmills will eventually lose total population. (Enrollment at Sawmills Elementary School, on the other hand, is up to 361.)
2. Sawmills should raise its median housing value by about \$23,300 to get on par with the four-county region.
3. Caldwell County has more jobs available than people that can fill them. The furniture industry in particular is on the upswing, with 1,000 new jobs in the region. Those jobs could lure young adults back to Sawmills.

The Steering Committee discussed the questionnaire results and added their own opinions about *strengths, weaknesses, opportunities, and threats*. Then they voted on the most important ideas. The five top priorities were (in order of most votes to least votes):

1. There is a need for new housing options: patio homes for seniors, homes that appeal to millenials, new construction with modern floorplans.
2. People are Sawmills greatest strength. The committee admires the people's ability to watch out for each other, help each other in times of need, and the committee thinks Sawmills cultivates close relationships that "a larger city can't pull it off".
3. The lack of sewer is a weakness in the committee's opinion.
4. Highway 321 has great economic potential.
5. There is a need to bring industry, business, and restaurants to Sawmills.

Mr. Dellinger's demographic presentation will become Chapter 2 of the Comprehensive Plan, and the Committee's strengths, weaknesses, etc. analysis will be interspersed throughout the Plan. Questionnaire respondents also helped develop goals that will be written into Chapter 1: things like "Sawmills should be a place young families want to move to!" "Sawmills should stay agricultural", or "maintain the small-town atmosphere".

The meeting lasted two hours and next month we will discuss transportation, vision statement and title, and a survey for the public.