

AGENDA

**Regular Meeting of the Sawmills Town Council
Sawmills Town Hall
Tuesday, September 19, 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. August 15, 2023 Regular Meeting Minutes Mayor Keith Warren
6. Public Comment Mayor Keith Warren
7. A. September Recycle Rewards Mayor Keith Warren
8. Financial Matters:
A. Project Ordinance for Town Hall Mayor Keith Warren
B. Call for Public Hearing for Park Light Funding Mayor Keith Warren
9. Planning Matters:
A. Rezoning of PIN Numbers: 2766657929, 2766666171, 2766667200, 2766668126, 2766659938 and 2766658939 Mayor Keith Warren
10. Discussion:
A. Cajah Mountain Road Project Mayor Keith Warren
11. Public Comment Mayor Keith Warren
12. Updates:
A. Code Enforcement Report Mayor Keith Warren
B. Town Manager Updates Town Manager Chase Winebarger
C. Council Comment Mayor Keith Warren
13. Closed Session: N.C.G.S. §143-318.11(a)(3) Mayor Keith Warren
14. Adjourn Mayor Keith Warren

**TUESDAY, AUGUST 15, 2023
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00PM**

COUNCIL PRESENT

Mayor Keith Warren
Mayor Pro Tem Clay Wilson
Bobby Mosteller
Joe Wesson
Melissa Curtis
Rebecca Johnson

STAFF PRESENT

Chase Winebarger
Julie A Good
Terry Taylor

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

INVOCATION: Pastor Ed Warren gave the invocation.

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

ADOPT AGENDA: Mayor Keith Warren asked for a motion to adopt the August 15, 2023 Agenda.

Rebecca Johnson made a motion, and Joe Wesson seconded, to adopt the August 15, 2023 Agenda. All were in favor.

APPROVE JUNE 20, 2023 REGULAR MEETING MINUTES: Mayor Keith Warren asked for a motion to approve the June 20, 2023 regular meeting minutes.

Melissa Curtis made a motion, and Rebecca Johnson seconded, to approve the June 20, 2023 regular meeting minutes. All were in favor.

APPROVE JUNE 20, 2023 CLOSED SESSION MINUTES: Mayor Keith Warren asked for a motion to approve the June 20, 2023 closed session minutes.

Joe Wesson made a motion, and Bobby Mosteller seconded, to approve the June 20, 2023 closed session minutes. All were in favor.

APPROVE JULY 18, 2023 REGULAR MEETING MINUTES: Mayor Keith Warren asked for a motion to approve the July 18, 2023 regular meeting minutes.

Melissa Curtis made a motion, and Rebecca Johnson seconded, to approve the July 18, 2023 regular meeting minutes. All were in favor.

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

No one wished to speak.

RECOGNITIONS:

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

No Council action was required.

AUGUST RECYCLE REWARDS WINNER: Mayor Keith Warren stated that after checking numerous accounts on the computer generated list, Public Works Director Steve Coonse, could not find a recycle rewards winner for the month of August.

No Council action was required.

PUBLIC HEARING: REZONING OF PIN NUMBERS 2766657929, 2766666171, 2766667200, 2766668126, 2766659938 AND 2766658939

OPEN PUBLIC HEARING: Mayor Keith Warren asked for a motion to open the public hearing.

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

STAFF COMMENTS/RECOMMENDATIONS: Town Manager Chase Winebarger stated that this property has recently been purchased and demolished by the Town of Sawmills. Currently, all parcels of land are completely vacant. There used to be numerous homes located across the various properties. All of these homes have been removed from the property due to safety concerns.

The reason for this rezoning is to increase the manufacturing in the Town of Sawmills to promote jobs. Rezoning this property from residential (R-15) to manufacturing (G-M) will ensure both of these outcomes. Sawmills has taken numerous steps to ensure the economic development of this land, and ensuring this can be rezoned will be the final step in the said

process.

PUBLIC COMMENT: No one wished to speak.

CLOSE PUBLIC HEARING: Mayor Keith Warren asked for a motion to close the public hearing.

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

COUNCIL ACTION: Rebecca Johnson made a motion, and Joe Wesson seconded, to table this matter to the September 19, 2023 regular Council meeting. All were in favor.

FINANCIAL MATTERS:

ARCHITECT CONTRACT: Town Manager Chase Winebarger stated that Town Attorney Terry Taylor and himself had been working with CBSA Architects with an Addendum to Service Agreement for Architectural Services. Town Manager Chase Winebarger stated that a contract had been agreed upon and would need Council approval.

Town Manager Chase Winebarger stated that the fixed fee for Architect's Basic Services will not exceed the proposed fee of two hundred eighty-three thousand dollars (\$283,000.00) without written approval by both the Town of Sawmills and the Architect and the total fee, including basic services and supplemental services will not exceed four hundred seventy-three thousand dollars (\$473,000.00).

Joe Wesson made a motion, and Clay Wilson seconded, to approve the Architect Contract with CBSA Architects as written. All were in favor.

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

No one wished to speak.

UPDATES:

AUGUST CODE ENFORCEMENT REPORT: Town Code Enforcement Officer Curt Willis stated that there are four (4) 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 a letter has been sent out to the North Carolina Department of Commerce ARC program for grant funding for funds set aside for the match of one hundred ninety-nine thousand three hundred twelve dollars and fifty cents (\$199,312.50) for the Evergreene Industrial Park project.

COUNCIL COMMENTS:

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

Rebecca Johnson wanted to thank everyone for coming to the meeting.

Joe Wesson wanted to thank everyone for coming to the meeting.

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

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

The meeting was adjourned at approximately 6:22pm.

Keith Warren, Mayor

Julie A. Good, Town Clerk

AGENDA ITEM 7A

MEMO

DATE:

September 19, 2023

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Norma Duffey on winning the Recycle Rewards Program for the month of September. 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:

September 19, 2023

SUBJECT:

Project Budget Ordinance
Town Hall – New Construction

Discussion:

Project: The project is for the construction of a new Town Hall building. The building will be approximately 16,800 gross square feet. The building will contain administrative offices, utility department offices, Council chambers, closed session conference room, community meeting space, interior (walk-up) and exterior (drive-up) customer service access, picnic shelter, garage, storage, and amenities to support the functions within the building.

Architect: The Architect Contract (CBSA Designs Inc.) was approved during the regular Council Meeting on August 15, 2023. The Architect's total fee, including basic services and supplemental services, will not exceed \$473,000.00.

Construction: The project is scheduled to be bid in late 2023/early 2024. Construction Costs are estimated as follows:

13,000 SF @ \$250.00 per SF = \$3,250,000.00
3,800 SF @ \$200.00 per SF = \$760,000.00
Total = 16,800 SF @ \$4,010,000.00

Furnishings/Other: Furnishings and other miscellaneous expenses are estimated to be \$200,000.00.

Total estimated cost: \$4,683,000.00

Cash Flow: Total Cash-on-hand in the General Fund as of 6/30/2023 is \$7,240,386.35. Cash is projected to be disbursed as follows:

FY 23.24 - \$1,239,000.00
FY 24.25 - \$3,394,000.00
FY 25.26 - \$50,000.00

Total estimated cash disbursements: \$4,683,000.00

Recommendation: Staff recommends approving the Town of Sawmills Project Budget Ordinance in the amount of \$4,686,000.00 for the construction of a new Town Hall Building. In

the event that the construction bid exceeds the budgeted amount, a revised Project Budget Ordinance will be presented for consideration by the Town Council prior to moving forward.

**TOWN OF SAWMILLS
PROJECT BUDGET ORDINANCE
TOWN HALL – NEW CONSTRUCTION**

BE IT ORDAINED by the Sawmills Town Council that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted.

Section 1. The project authorizes funds for the construction of a new Town Hall building. The building will be approximately 16,800 gross square feet. The building will contain administrative offices, utility department offices, Council chambers, closed session conference room, community meeting space, interior (walk-up) and exterior (drive-up) customer service access, picnic shelter, garage, storage, and amenities to support the functions within the building.

Section 2. The project is to be funded by a fund balance appropriation from the General Fund.

Section 3. The following amounts are expenditures appropriated for the project:

| | |
|-----------------------------|-----------------------|
| Expenditures: | |
| Architect | \$473,000.00 |
| Construction Costs | \$4,010,000.00 |
| Furnishings/Other | \$200,000.00 |
| Total Appropriations | \$4,686,000.00 |

Section 4. The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to provide the accounting to Town Council.

Section 5. The Budget Officer is directed to include a detailed analysis of past and future costs on this project in each report made to this Board.

Section 6. The Budget Officer shall be authorized to reallocate appropriations among the project budget expenditure categories.

Section 7. Copies of this project ordinance shall be furnished to the Town Clerk, Budget Officer and to the Finance Officer for direction in carrying out this project

Adopted this _____ day of September, 2023.

Keith Warren, Mayor

Julie A. Good, Town Clerk

AGENDA ITEM 8B

MEMO

DATE:

September 19, 2023

SUBJECT:

Finance Matters:
Call for Public Hearing:
Financing for Field and
Parking Lot Lights

Discussion:

The Town of Sawmills (the “Town”) intends to enter into an Installment Purchase Contract pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended, in a principal amount of \$1,345,500 for the purpose of providing funds to pay the costs of the equipment and installation of field lights and parking lot lights at Sawmills Municipal Park and Sawmills Veterans Park. The Town’s obligation with respect to the debt will be secured by the equipment which consists of the light structure system.

The proposed financing contract will be placed with MUSCO Finance, LLC (the “Lender”). The Lender has quoted at a rate of 4.91% for 10 years as of 8/28/2023. The proposed principal and interest payments total \$173,488 per year. Additional rate quotes were received from two local banks, both of which exceed the rate proposed by the Lender. The proposed contract is preferable to a bond issue for the same purposes because the Town has sufficient reserves on hand to meet the debt obligation. There will be no increase in taxes necessary to meet the debt obligation. Further, the Town and may choose to retire the debt ahead of schedule without penalty or administrative burden.

The Town Council must hold a public hearing in order to authorize the filing of an application for approval of a financing contract with the Local Government Commission (the “LGC”). The LGC is responsible for approving Installment Purchase Contracts in excess of \$500,000 and with a term greater than 5 years. Staff proposes the public hearing be set for the next regularly scheduled Town Council meeting on October 17, 2023.

Recommendation:

Staff recommends Council call for a public hearing on the requested financing for October 17, 2023 at 6:00PM during their regularly scheduled October meeting.

AGENDA ITEM 9A

MEMO

DATE:

September 19, 2023

SUBJECT:

Planning:

Rezoning of PIN Numbers:

2766657929, 2766666171,

2766667200, 2766668126,

2766659938 and 2766658939

Discussion:

A public hearing for the rezoning of Pin Numbers 2766657929, 2766666171, 2766667200, 2766668126, 2766659938 and 2766658939 was held on August 15, 2023. Council tabled this matter until the September 19, 2023 regular scheduled Council Meeting.

Recommendation:

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

AGENDA ITEM 12A

MEMO

DATE:

September 19, 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

September 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 |
|---------------------------|-------------------------|----------|-------------------------|--------------------|-----------|----------------|----------|
| SW2307-006 | 230703 | Sawmills | 4505 Sawmills School Rd | Nuisance - TJD | 2 | Owner Notified | 230727 |
| SW2307-016 | 230703 | Sawmills | 4160 US Hwy 321A | Min Housing | 2 | Order Issued | 231126 |
| SW2307-017 | 230703 | Sawmills | 4160 US Hwy 321A | Nuisance - TJD | 2 | Order Issued | 231126 |
| SW2307-084 | 230725 | Sawmills | 2823 Legion Rd | Nuisance - Ovrgrth | 1 | Owner Notified | 230814 |
| SW2308-094 | 230822 | Sawmills | NCPIN# 2765920486 | Nuisance - Ovrgrth | 1 | Owner Notified | 230901 |