

# AGENDA

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

**Tuesday January 18, 2011**  
**5:30 Public Hearing for PART-F Grant**  
**6:00 Regular Meeting**

- |     |  |                 |
|-----|--|-----------------|
|     | Open Public Hearing  | Mayor Bob Gibbs |
| 1.  | Call To Order  | Mayor Bob Gibbs |
| 2.  | Invocation   |                 |
| 3.  | Pledge of Allegiance   | Mayor Bob Gibbs |
| 4.  | Approval of Minutes:<br>A. December 21, 2010 Regular Meeting<br>B. December 29, 2010 Special Called Meeting<br>C. December 29, 2010 Closed Session<br>D. January 4, 2011 Special Called Meeting<br>E. January 4, 2011 Closed Session |                 |
| 5.  | Adopt Agenda   |                 |
| 6.  | Town Hall Meeting  |                 |
| 7.  | Appointment of Vacant Council Seat   | Mayor Bob Gibbs |
| 8.  | Appointment of Mayor Pro-Tem   |                 |
| 9.  | Recognition & Awards For Sawmills Fire / Rescue ( Firefighter /<br>First Responder / Officer of The Year 2010 )  | Mayor Bob Gibbs |
| 10. | Updated Town of Sawmills Committee Members for 2011  | Mayor Bob Gibbs |
| 11. | Resolution to Pepsi Cola for Monetary Donation and Commitment to<br>The Town of Sawmills   | Mayor Bob Gibbs |
| 12. | Resolution in Support of Actions to Reduce the Number of Unwanted<br>and Homeless Animals in The Town of Sawmills and Caldwell<br>County   | Mayor Bob Gibbs |
| 13. | Update From Benchmark on Code Enforcement  |                 |
| 14. | Special Called Meeting for February 3, 2011 for Budget Work<br>Session 8am till 4pm  | Mayor Bob Gibbs |
| 15. | Closed Session for Personnel Matters   |                 |
| 16. | Adjourn  |                 |

**TUESDAY, DECEMBER 21, 2010**  
**TOWN OF SAWMILLS REGULAR COUNCIL MEETING**  
**6:00 P.M.**

**COUNCIL PRESENT**

Bob Gibbs  
Gerelene Blevins  
Beverly Fry  
Donnie Potter  
Joe Wesson

**STAFF PRESENT**

Karen Clontz  
Susan Nagle  
Terry Taylor

**COUNCIL ABSENT**

Eddie Bowman

**CALL TO ORDER:** Mayor Bob Gibbs called the meeting to order.

**INVOCATION:** Mayor Bob Gibbs gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor Gibbs led the Pledge of Allegiance.

**APPROVAL OF NOVEMBER 15<sup>th</sup> WORK SESSION MEETING MINUTES:** Mayor Gibbs asked for a motion to approve the November 15, 2010 work session meeting minutes.

On a motion made by Beverly Fry and seconded by Donnie Potter, the minutes were approved. All were in favor.

**APPROVAL OF NOVEMBER 16<sup>th</sup> REGULAR MEETING MINUTES:** Mayor Gibbs asked for a motion to approve the November 16, 2010 regular meeting minutes.

On a motion made by Joe Wesson and seconded by Gerelene Blevins, the minutes were approved. All were in favor.

**ADOPT AGENDA:** Mayor Gibbs asked for a motion to adopt the agenda.

On a motion made by Joe Wesson and seconded by Donnie Potter, the agenda was adopted. All were in favor.

**TOWN HALL MEETING:** Mayor Gibbs asked if anyone signed up to speak at the Town Hall meeting.

No one had signed up to speak.

**LETTER OF RESIGNATION FROM COUNCILMAN EDDIE BOWMAN:** Mayor Gibbs read to Council the letter of resignation from Councilman Eddie Bowman.

Mayor Gibbs called for a special meeting on Wednesday, December 29, 2010 at 3:00 p.m. in Council Chambers to discuss a replacement for Eddie Bowman.

Mayor Gibbs asked Council to recommend a replacement for Eddie Bowman. Gerelene Blevins recommended Buford Pennell and Joe Wesson recommended Joe Norman.

After discussion, a motion was made by Donnie Potter and seconded by Joe Wesson, to accept Eddie Bowman's letter of resignation. All were in favor.

**REQUEST FOR A PUBLIC HEARING ON THE PART-F GRANT:** Mayor Gibbs asked for a motion to hold a public hearing at 5:30 p.m. on January 18, 2011 at the regularly scheduled Town Council meeting. The purpose of this Public Hearing will be to discuss a pending grant application from the Parks and Recreation Trust Fund (Part-F) which will be used for the Sawmills Community Center Project.

On a motion made by Joe Wesson and seconded by Donnie Potter, a Public hearing will be held in Council Chambers at 5:30 p.m. on January 18, 2011. All were in favor.

**RECOGNITION: PEPSI OF HICKORY:** Mayor Gibbs stated that Pepsi-Cola of Hickory has donated \$2,500.00 a year for three years making the total donation \$7,500.00 for the Parks and Recreation Department. Town Clerk Susan Nagle will do a resolution of recognition and a certificate of appreciation.

On a motion made by Donnie Potter and seconded by Joe Wesson, Town Clerk Nagle will put together a resolution in recognition of the donation from Pepsi-Cola of Hickory.

**INTRODUCTION: SAWMILLS OPTIMIST CLUB:** President of the Sawmills Community Optimist Club Mickey Summerlin stated how excited everyone is to have an Optimist Club in Sawmills. Mayor Gibbs asked the Council for a monetary donation of \$438.00 for the startup cost of a charter membership for the Optimist Club International.

On a motion made by Donnie Potter and seconded by Gerelene Blevins, a donation in the amount of \$438.00 will be given to the Sawmills Community Optimist Club. All were in favor.

**UPDATE FROM BENCHMARK ON ADOPTING PROPOSED ORDINANCE CHANGES:** Code Enforcement Officer Tony Cline updated the Council on the progress made throughout the Town (See attached).

Mr. Cline updated an Ordinance Amending Chapter 94, Housing Standards for the Town of Sawmills Code of Ordinances and an Ordinance Amending the Code of Ordinances for the Town of Sawmills with Respect to Nuisances and Weed Provisions.

On a motion made by Donnie Potter and seconded by Joe Wesson, an Ordinance Amending the Code of Ordinances of the Town of Sawmills with Respect to Nuisances and Weed Provisions was approved. All were in favor.

On a motion made by Donnie Potter and seconded by Joe Wesson, an Ordinance Amending Chapter 94, Housing Standards of the Town of Sawmills Code of Ordinances was approved. All were in favor.

On a motion made by Donnie Potter and seconded by Joe Wesson, Tony Cline was named the Code Enforcer for the Town of Sawmills. All were in favor.

On a motion made by Joe Wesson and seconded by Gerelene Blevins, Tony Cline was named the Minimum Housing Inspector for the Town of Sawmills. All were in favor.

**COMMERCE GRANT: AMENDED PROJECT ORDINANCE:** Finance Officer Karen Clontz stated that an Amended Project Ordinance for Automated Solutions was tabled until the December 21, 2010 meeting.

On a motion made by Donnie Potter and seconded by Joe Wesson, the Amended Commerce Grant Project Ordinance was approved. All were in favor.

**USTI E-PAYMENTS ONLINE BILL PAY:** Finance Officer Karen Clontz stated that the software provider for the Town, USTI, offers online bill pay for a start up cost of \$315.00 and then each year at \$120.00 per year. There are sufficient funds in the budget to cover this expenditure.

On a motion made by Joe Wesson and seconded by Donnie Potter, the Town will start the process to accept online bill pay.



**PHASE III FENCING AT VETERANS PARK:** The Town has received two bids on the fencing at the Veteran's Park.

These are the following two bids:

<b>Charlotte Fence Builders of Denver, Inc.</b>	<b>\$146,935.40</b>
American Fence & Construction	\$177,487.00

Mayor Gibbs stated that the Town has also received a quote in the amount of \$28,500.00 from Gateway Construction to extend the baseball field at the Veteran's Park an additional 30 feet.

On a motion made by Donnie Potter and seconded by Gerelene Blevins, the bid was awarded to Charlotte Fence Builders of Denver, Inc. in the amount of \$146,935.40. All were in favor.

On a motion made by Joe Wesson and seconded by Gerelene Blevins, Gateway Grading was awarded the grading project in the amount of \$28,500.00. All were in favor.

**CAPITAL PROJECT ORDINANCE: HIGHWAY 321-A IMPROVEMENT PROJECT:** In order to proceed with construction of a sidewalk along 321-A from the Town Hall to approximately 900 feet south of the Baker Circle intersection a Project Ordinance will need to be adopted.

On a motion made by Donnie Potter and seconded by Beverly Fry, the Capital Project Ordinance for the Highway 321-A improvement project was approved. All were in favor.

**UPDATES ON UP-COMING POWELL BILL PROJECTS:** Mayor Gibbs updated Council on two projects paid out of Powell Bill funds. (See attached projects).

No Council action is required.

**HOLIDAY OPERATING SCHEDULE: CHRISTMAS/NEW YEAR HOLIDAY:** Mayor Gibbs reminded Council of the Christmas/New Year holiday operating schedule that was discussed at the November Council meeting and also sent out to residents in a newsletter. The Town offices and Public Works will be closed January 3<sup>rd</sup> in Observance of New Year's.

Mayor Gibbs also stated that Council has in year's past allowed the Town's employee's to leave at noon on the day before the Christmas holiday begins.

On a motion made by Joe Wesson and seconded by Gerelene Blevins, Council has been kind enough to allow the staff to leave at noon on Thursday, December 23<sup>rd</sup> 2010. All were in favor.

**ADJOURN:** On a motion made by Donnie Potter and seconded by Joe Wesson, the meeting was adjourned at 7:33 p.m. All were in favor.

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Susan Nagle, Town Clerk

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Bob Gibbs, Mayor

Code Enforcement Monthly Report

Opened	Case Number	Property Address	Owner or Occupant	Status or Comments
10/28/2010	PN11-03	4455 Rual Drive	William Miller	Owner responded to friendly letter and agreed to begin cleaning trash and overgrowth on the property. Owner claims to have begun clean-up recently. Monitor
11/1/2010	MVO11-01	4228 US Hwy 321A	Arnold Wilson	Owner responded to friendly letter and agrees to make vehicles operational and clean the front of property. Despite owners claims no change evident yet. Monitor
11/1/2010	PN11-02	Unaddressed property along Helton	Jimmy Hollifield	Owner responded to friendly letter and has begun chipping wood debris and agrees to address dilapidated buildings and other violations. Monitor
11/1/2010	HC11-03	4476 Sawmills Sch. Rd.	Acie Spade	Owner has not responded to friendly letter but family member said the occupant has acknowledged receipt of letter. Former owners (who hopes to get the property back) claims to be working out a plan to repair structure.
11/1/2010	2193 Russell Drive	2193 Russell Drive	Irene Harris C/O Sherrie Barger	House and mobile homes demolished and the lot cleaned up. Closed Case
11/1/2010	PN11-06	2215 Alexis Ln.	Mark Rentals LLC	Burned structure removed. Closed Case
11/1/2010	PN11-05	4385 Chantilly Drive	Hester Bunton and Nancy Fry	Owner has not responded to friendly letter regarding fire damaged house, but a bordering property owner is reportedly interested in purchasing the property.
11/1/2010	HC11-01	2553 Baker Circle	Ralph and Ether Miller	Met with the owner regarding a dilapidated mobile home on the property and he agreed to have mobile home moved as soon as possible. Monitor.
11/1/2010	HC11-02	4396 Duncan Drive	Roger and Cynthia Lentz	No response from owners regarding dilapidated house. Plan to visit owner at the house they reside in.
11/1/2010	Z11-02	1625 Cajah Mun. Rd.	Ray and Betty Philyaw	This case regarding a mobile home used as an out-building on the property has not yet been addressed.
11/1/2010	HC11-05	2275 Crystal Drive	Martha Philyaw Heirs	According to the town attorney no recording of estate procedures recorded by family. Attempts being made to establish parties of interest regarding the substandard

Tony W. Cline  
Code Administrator

Prepared December 14, 2010



Code Enforcement Monthly Report

Opened	Case Number	Property Address	Owner or Occupant	Status or Comments
11/1/2010	HIC11-04	1677 Lafayette Ave.	Arnold Wilson	overgrowth, trash and substandard housing conditions. Owner agreed to begin cleaning and repairing house. No recent change.
11/1/2010	PN11-01	4497 Diamond St.	Troy Wilson Jr.	Owner did not respond to friendly letter but made contact with the Mayor. Recently owner agreed to clean property "on his time". Monitor
11/8/2010	PN11-08	4476 Villa Lane	John Greene	Owner has agreed to clean trash on the property. Questions some of what needs to be done. Monitor
11/8/2010	PN11-07	2720 Villa Woods	Debs and Lynn Holden	Friendly letter regarding open storage of trash and debris sent today. Will await reasonable time for owner to respond. No one home at time of property visit. Monitor
11/1/2010	Z11-01	4141 Duff Drive	Clarks Auto	Friendly letter sent regarding salvage of cars and overgrowth on the property. No response yet.
1-Dec	PN11-09	Crotts Mobile Home	Charles and Panscy Crotts	Friendly letter sent. No response yet.
12/8/2010	MVO11-02	1747 Cajah Mtn. Rd.	Donald Street	Friendly letter sent regarding junk vehicle(s). No response yet.
12/8/2010	MVO11-04	4347 US HWY 321-A	Jeffrey and Trena Wilson	Friendly letter sent regarding junk vehicle(s). No response yet.
12/9/2010	Z11-01	4141 Duff Road	Clarks Auto	Friendly letter sent due to salvage and overgrowth on property. No response yet



TOWN OF SAWMILLS  
 LOYE LANE PAVING PROJECT  
 Preliminary Cost Estimate  
 December, 2010

	Item	Quantity Unit	Unit Price	Total
1.	Grading (600 feet plus cul-de-sac)	1 Lump Sum		\$25,000.00
2.	Utility Pole Relocation	3 EA	\$1,500.00	\$4,500.00
3.	Driveway Pipes	240 LF	\$25.00	\$6,000.00
4.	Culvert	60 LF	\$35.00	\$2,100.00
5.	6" ABC Stone Base	640 TN	\$28.00	\$17,920.00
6.	2" S9.58 Asphalt Paving (20' Wide)	210 TN	\$85.00	\$17,850.00
7.	Seed/Mulch	1 AC	\$4,000.00	\$4,000.00
8.	6" PVC Waterline	630 LF	\$15.00	\$9,450.00
9.	Tapping Sleeve & Valve	1 EA	\$3,000.00	\$3,000.00
10.	Fire Hydrant	1 EA	\$2,800.00	\$2,800.00
11.	Baker Circle Crossing (asphalt overlay)	1 Lump Sum		\$1,000.00
12.	Reconnect Services to New Waterline	10 EA	\$300.00	\$3,000.00
	Subtotal, Construction			\$96,620.00
	Engineering			\$8,500.00
	Survey (R/W Plat)			\$2,500.00
	Legal & R/W Acquisition			\$5,000.00
	Total			\$112,620.00

Notes:

1. The new waterline is proposed in order to abandon the small galvanized steel and PVC waterlines that would be paved over.
2. Sewer Extension is not included in this estimate.
3. Asphalt paving prices fluctuate with petroleum prices and could vary significantly from \$85 per ton shown here.

TOWN OF SAWMILLS  
STAMEY ROAD – BUCK DRIVE STORM DRAINAGE IMPROVEMENTS  
PRELIMINARY COST ESTIMATE

October 25, 2010

Item	Quantity	Unit	Unit Cost	Price
1 Storm Drain Pipe (24"±) (incl. driveway pipes where needed to be upsized)	350	LF	\$30.00	\$10,500.00
2 Catch Basin/Junction Box	4	EA	\$1,600.00	\$6,400.00
3 Ditch Improvements (Grading & Lining)	250	LF	\$20.00	\$5,000.00
4 Pavement Repairs	1	Lump Sum	\$1,500.00	\$1,500.00
5 Grassing	0.3	AC	\$4,000.00	\$1,200.00
6 Rip-Rap Apron	50	TN	\$35.00	\$1,750.00
7 Grout Existing Culvert Closed	2	CY	\$500.00	\$1,000.00
Subtotal				\$27,350.00
Engineering				\$2,700.00
Surveying				\$1,500.00
Contingencies				\$2,700.00
Total				<u>\$34,250.00</u>

**WEDNESDAY, DECEMBER 29, 2010**  
**TOWN OF SAWMILLS SPECIAL COUNCIL MEETING**  
**3:00 P.M.**

**COUNCIL PRESENT**

Bob Gibbs  
Gerelene Blevins  
Beverly Fry  
Donnie Potter  
Joe Wesson

**STAFF PRESENT**

Karen Clontz  
Susan Nagle  
Terry Taylor

**CALL TO ORDER:** Mayor Bob Gibbs called the meeting to order.

**INVOCATION:** Mayor Gibbs gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor Gibbs led the Pledge of Allegiance.

**ADOPT AGENDA:** Mayor Gibbs asked for a motion to adopt the agenda.

On a motion made by Joe Wesson and seconded by Gerelene Blevins, the agenda was adopted. All were in favor.

**BUDGET AMENDMENT FOR FENCING AND GRADING AT VETERANS PARK:** Finance Officer Karen Clontz stated that the awarded bids to Charlotte Fence Builder's for fencing needed and Gateway Grading to extend the baseball field at the Veteran's Park was approved during the December 21, 2010 regular Council meeting. As this was not included in the current year's budget a fund balance appropriation in the amount of \$223,000 will need to be made.

On a motion made by Joe Wesson and seconded by Donnie Potter, Council approved a Budget Amendment for fencing and grading at the Veteran's Park in the amount of \$223,000.

**COUNCIL SEAT VACANCY APPOINTMENT:** After discussion, on a motion made by Joe Wesson and seconded by Beverly Fry, Council appointed former Councilman Joe Norman to the vacant Council seat till the end of the term which will be November 2011. Those in favor were Beverly Fry, Donnie Potter, and Joe Wesson. Those opposed were Gerelene Blevins for a 3-1 vote.



**UPDATE ON USTI ON-LINE PAYMENTS:** Finance Officer Karen Clontz stated that during the December 21, 2010 regular meeting Council approved to start on-line bill pay through the Town's software provider for utility payments which will be added to the Town's website once the contract is signed with USTI.

Finance Officer Clontz stated that in order to pay a bill on-line customer must know there account number. If a bill is paid past 9:00 a.m. on disconnect day the customer will have to come to the Town Hall to pay the reconnect fee as this type of payment cannot be paid through on-line bill pay.

No Council action is required.

**NEW YEAR'S DAY CLOSING:** Mayor Gibbs would like to remind Council of the New Year's holiday schedule that was discussed at the regular meeting in December.

No Council action is required.

**CLOSED SESSION FOR PERSONNEL MATTERS:** Mayor Gibbs asked for a motion to go into closed session.

On a motion made by Donnie Potter and seconded by Joe Wesson, a motion was made to go into closed session at 3:35 p.m. All were in favor.

**ACTION TAKEN:** No action taken.

Mayor Gibbs asked for a motion to come out of closed session.

Donnie Potter made a motion and Gerelene Blevins seconded. to come out of closed session at 4:45 p.m. All were in favor.

**THE FOLLOWING ACTIONS TAKEN:** Mayor Gibbs will contact the candidates and ask them to provide references as well as salary requirements with the deadline of January 3, 2011.

A closed session meeting was scheduled for Tuesday, January 4, 2011 at 6:00 p.m. in the Council Chambers to follow up and review the candidate's information.

**ADJOURN:** On a motion made by Donnie Potter and seconded by Gerelene Blevins. the meeting was adjourned. All were in favor.

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Susan Nagle, Town Clerk

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Bob Gibbs, Mayor

**TUESDAY, JANUARY 4, 2011  
TOWN OF SAWMILLS SPECIAL COUNCIL MEETING  
6:00 P.M.**

**COUNCIL PRESENT**

Bob Gibbs  
Gerelene Blevins  
Beverly Fry  
Donnie Potter

**STAFF PRESENT**

Karen Clontz  
Terry Taylor

**CALL TO ORDER:** Mayor Bob Gibbs called the meeting to order.

**INVOCATION:** Mayor Gibbs gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor Gibbs led the Pledge of Allegiance.

**ADOPT AGENDA:** Mayor Gibbs asked for a motion to adopt the agenda.

On a motion made by Donnie Potter and seconded by Gerelene Blevins, the agenda was adopted. All were in favor.

**CLOSED SESSION FOR PERSONNEL MATTERS:** Mayor Gibbs asked for a motion to go into closed session.

On a motion made by Donnie Potter and seconded by Beverly Fry, a motion was made to go into closed session at 6:00 p.m. All were in favor.

**ACTION TAKEN:** No action taken.

Mayor Gibbs asked for a motion to come out of closed session.

Donnie Potter made a motion and Beverly Fry seconded, to come out of closed session at 6:55 p.m.

**THE FOLLOWING ACTIONS TAKEN:** The Council chose five candidates to interview for the Town Administrator position. The interviews are scheduled for Monday, January 10, 2011 at 8:15 a.m. in the Boardroom at the EDC (Economic Development Commission).

**ADJOURN:** On a motion made by Gerelene Blevins and seconded by Beverly Fry, the meeting was adjourned. All were in favor.

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Susan Nagle, Town Clerk

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Bob Gibbs, Mayor

**MEMO**

**DATE:**

January 13, 2011

**SUBJECT:**

Town Hall Meeting

**Discussion:**

As with all Town Hall Meetings that we have had, the purpose of the meeting is to simply listen to what the public has to say.

**Recommendation:**

No Council action is required.



**MEMO**

**DATE:**

January 13, 2011

**SUBJECT:**

Appointment of Vacant  
Council Seat

**Discussion:**

As you are aware at the December 29, 2011 special Council meeting Council appointed former Councilman Joe Norman to finish the term of former Councilman Eddie Bowman. The term will end November 2011. Town Attorney Terry Taylor will administer the Oath of Office to Joe Norman.

**Recommendation:**

No Council action is required.

**MEMO**

**DATE:**

January 13, 2011

**SUBJECT:**

Appointment of Mayor  
Pro-Tem

**Discussion:**

Mayor Gibbs will ask Council to appoint a Mayor Pro-Tem. Enclosed is a description of the duties of the Mayor Pro-Tem.

**Recommendation:**

Council will need to decide whom they wish to hold the seat of Mayor Pro-Tem.

#### § 20.22 OFFICE OF MAYOR PRO TEMPORE.

At the organizational meeting, the Council shall elect from among its members a Mayor Pro Tempore to serve at the Council's pleasure. A Council member who serves as Mayor Pro Tempore shall be entitled to vote on all matters and shall be considered a Council member for all purposes, including the determination of whether a quorum is present. In the Mayor's absence, the Council may confer on the Mayor Pro Tempore any of the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the Council may by unanimous vote declare that the Mayor is incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tempore. When a Mayor declares that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and the Mayor Pro Tempore are absent from a meeting, the Council may elect from among its members a temporary chairman to preside at the meeting.

(Ord., passed 7-1-88)

#### § 20.23 PRESIDING OFFICER WHEN THE MAYOR IS IN ACTIVE DEBATE.

The Mayor shall preside at meetings of the Council unless he or she becomes actively engaged in debate on a particular proposal, in which case he or she shall designate another Council member to preside over the debate. The Mayor shall resume presiding as soon as action on the matter is concluded.

(Ord., passed 7-1-88)

#### § 20.24 ACTION BY THE COUNCIL.

(A) The Council shall proceed by motion. Any member may make a motion.

(B) A motion shall require a second.

(C) A member may make only one motion at a time.

(D) Substantive Motions. A substantive motion is out of order while another substantive motion is pending.

(Ord., passed 7-1-88)

#### § 20.25 Adoption By Majority Vote.

A motion shall be adopted by a majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the council shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the City Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

(Ord., passed 7-1-88)



**MEMO**

**DATE:**

January 13, 2011

**SUBJECT:**

Recognition & Awards  
for Sawmills Fire/Rescue  
(Firefighter/First  
Responder/Officer of the  
Year 2010)

**Discussion:**

We will be presenting awards of appreciation to the following Sawmills  
VFD (Volunteer Fire Department) members:

Keith Gibbins 2011 Officer of the Year  
Vic Misenheimer 2011 Firefighter of the Year  
Kyle Clontz 2011 First Responder of the Year

**Recommendation:**

No Council action is required.

**MEMO**

**DATE:**

January 13, 2011

**SUBJECT:**

Updated Town of  
Sawmills Committee  
Members for 2011

**Discussion:**

Enclosed with this memo is a copy of the Sawmills Council Committees for the 2011 year as appointed by Mayor Gibbs.

**Recommendation:**

No Council action is required.

TOWN OF SAWMILLS STANDING TOWN COUNCIL COMMITTEES FOR 2010  
(Updated as of January 12, 2011)

PUBLIC WORKS COMMITTEE

Roadways and Streets  
Water Resources  
Wastewater  
Drainage  
Right-of-ways  
Solid Waste

Chair- Donnie Potter  
Member- Joe Norman

PARKS AND RECREATION COMMITTEE

Parades, Festivals and Special Events  
Civic Organizations

Chair- Donnie Potter  
Member- Joe Wesson

PLANNING AND DEVELOPMENT COMMITTEE

Land Use Regulations  
Zoning  
E.T.J.

Chair- Gerelene Blevins  
Member- Joe Wesson

LAW AND FINANCE

Administration  
Budget Appropriations  
Audit Performance  
Public Health & Safety

Chair- Donnie Potter  
Member- Gerelene Blevins

INTERGOVERNMENTAL COMMITTEE

W.P.C.O.G.  
N.C.L.M.  
Community Colleges  
Chamber of Commerce  
Institute of Government  
Intergovernmental (County/State)

Chair- Donnie Potter  
Member- Joe Norman

ARCHITECTURAL REVIEW COMMITTEE

Joe Norman  
Beverly Fry

PERSONNEL COMMITTEE

Gerelene Blevins  
Donnie Potter

TOWN BEAUTIFICATION COMMITTEE

Gerelene Blevins  
Beverly Fry



**MEMO**

**DATE:**

January 13, 2011

**SUBJECT:**

Resolution to Pepsi-Cola  
for Monetary Donation  
and Commitment to the  
Town of Sawmills

**UPDATE:**

Mayor Gibbs would like Council to adopt the enclosed resolution of appreciation to Pepsi-Cola Bottling Company of Hickory, North Carolina for a monetary donation to the Sawmills Parks and Recreation Department.

**Recommendation:**

Mayor Gibbs would recommend that Council adopt the enclosed resolution of appreciation to Pepsi-Cola Bottling Company of Hickory, North Carolina for a monetary donation to the Sawmills Parks and Recreation Department.



## Mayor

Bob Gibbs

## Town Council

Gerelene Blevins  
Beverly Fry  
Joe Norman  
Donnie Potter  
Joe Wesson

### RESOLUTION OF APPRECIATION TO PEPSI-COLA BOTTLING COMPANY OF HICKORY, NORTH CAROLINA, Inc.

ACCEPTING MONETARY DONATION FROM PEPSI-COLA BOTTLING COMPANY OF HICKORY,  
NORTH CAROLINA, Inc. FOR THE TOWN OF SAWMILLS

**WHEREAS**, the Pepsi-Cola Bottling Company of Hickory, North Carolina, Inc. has agreed to make a significant contribution to assist in providing recreational opportunities for the citizens of the Sawmills Community; and

**WHEREAS**, the Town Council Desires to recognize this contribution and extend a heartfelt appreciation for this action on the part of Pepsi-Cola bottling Company of Hickory, North Carolina, Inc.

**NOW, THEREFORE BE IT RESOLVED** that the Town of Sawmills would like to adopt this resolution and present the Pepsi-Cola Bottling Company of Hickory, North Carolina, Inc. with a Certificate of Appreciation in honor of the donation made to further the goals of the Town of Sawmills in providing recreational opportunities for all citizens..

This the \_\_\_\_\_ day of \_\_\_\_\_, 2011

Signature: \_\_\_\_\_  
Bob Gibbs, Mayor

Town of Sawmills

Attest: \_\_\_\_\_  
Town Clerk

### Town of Sawmills

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.

**MEMO**

**DATE:**

January 13, 2011

**SUBJECT:**

Resolution in support of  
Actions to Reduce the  
Number of Unwanted  
and Homeless Animals  
in the Town of Sawmills  
and Caldwell County

**Discussion:**

Mayor Gibbs received the enclosed letter from the City of Lenoir asking for support in adopting a resolution in support of actions to reduce the number of unwanted and homeless animals within the County. The goal of this resolution is to encourage and educate citizens to spay or neuter their pets or to consider adopting pets from an animal shelter if looking to get a new pet.

The City of Lenoir is also asking if the Town of Sawmills wishes to appoint a Councilmember to serve on the Advisory Group.

**Recommendation:**

Mayor Gibbs would recommend that Council adopt the enclosed resolution in support of actions to reduce the number of unwanted and homeless animals in the Town of Sawmills and Caldwell County.



CITY MANAGER  
W. LANE BAILEY

CITY OF LENOIR  
NORTH CAROLINA

MAYOR  
DAVID W. BARLOW

CITY COUNCIL  
J. L. GIBBONS  
T. H. PERDUE  
M. F. PERRY  
H. L. PRICE  
T. J. ROHR  
D. F. STEVENS  
R. R. STILWELL

January 7, 2011

Dear Honorable Mayors and Commission Chair:

The Lenoir City Council, while assembled in formal session, on Tuesday January 4, 2011, adopted a resolution in support of actions to reduce the number of unwanted and homeless animals in the City of Lenoir and Caldwell County. In addition, City Council appointed Councilmember Ron Stilwell to serve as the first member of a newly formed County-wide Advisory Group to address this important issue. The goal of the advisory group is to encourage and educate citizens to spay or neuter their pets or consider adoption from an animal shelter when choosing a pet.

Attached is a copy of the adopted resolution. Please consider joining us in supporting this worthy cause and let us know when your municipality appoints a representative to serve on the Advisory Group along with Mr. Stilwell.

Thank you in advance for your consideration.

Sincerely,

CITY OF LENOIR

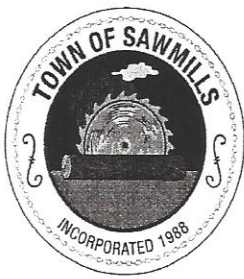
W. Lane Bailey  
City Manager

Attachment

cc: Bill Beane, Mayor, Town of Hudson  
Ronnie Setzer, Mayor, Town of Cahahs Mtn.  
Bob Gibbs, Mayor, Town of Sawmills ✓  
Jack Roberts, Mayor, Town of Gamewell  
Barry Hayes, Mayor, Town of Granite Falls,  
Rick Justice, Mayor, Town of Rhodhiss  
Ben Griffin, Chair, Caldwell County Commission  
Lenoir City Council







## Mayor

Bob Gibbs

## Town Council

Gerelene Blevins  
Beverly Fry  
Joe Norman  
Donnie Potter  
Joe Wesson

### **A RESOLUTION IN SUPPORT OF ACTIONS TO REDUCE THE NUMBER OF UNWANTED AND HOMELESS ANIMALS IN THE TOWN OF SAWMILLS AND CALDWELL COUNTY**

**WHEREAS**, the number of dogs and cats has increased to over 100,000 in Caldwell County; and

**WHEREAS**, the number of homeless dogs and cats in Caldwell County has increased to the point that some 5,000 animals are euthanized in the Caldwell County Animal Shelter annually;

**WHEREAS**, the increased numbers of homeless dogs and cats within Caldwell County have created the potential for the spread of rabies and other animal-borne diseases; and

**WHEREAS**, local law enforcement officers receive numerous calls for assistance from citizens who are dealing with problems created by homeless dogs and cats;

**NOW THEREFORE, IT IS HEREBY RESOLVED THAT**, the Sawmills Town council of the Town of Sawmills supports the following actions to reduce the number of unwanted and homeless animals in the Town of Sawmills and Caldwell County:

1) The appointment of a representative to serve on a County-Wide Advisory Group to develop strategies for reducing the numbers of unwanted and homeless animals.

2) Utilization of the public relations resources of the Town of Sawmills to encourage citizens to do the following:

a) To spay or neuter their pet dogs and/or cats with special emphasis on the importance of spay/neuter on controlling animal overpopulation during National Spay & Neuter Month in February 2011.

b) To consider animal adoptions from Caldwell Animal Control or other animal shelter groups when choosing a pet dog or cat.

Adopted this the \_\_\_\_ day of January, 2011.

Seal

\_\_\_\_\_  
Bob Gibbs, Mayor

ATTEST:

\_\_\_\_\_  
Susan Nagle, Town Clerk

### **Town of Sawmills**

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.

**MEMO**

**DATE:**

January 13, 2011

**SUBJECT:**

Update from Benchmark  
on Code Enforcement

**UPDATE:**

Town of Sawmills Code Officer Tony Cline will update the Council on the progress that Benchmark is making in the Town. See attached information.

**Recommendation:**

No Council action is required.

Code Enforcement Monthly Report

Opened	Case Number	Property Address	Owner or Occupant	Status or Comments
10/28/2010	PN11-03	4455 Rual Drive	William Miller	Owner has begun burning brush and making some progress in light of recent snowy weather. Monitor
11/1/2010	MVO11-01	4228 US Hwy 321A	Arnold Wilson	Owner has agreed to clean the property but progress not yet determined due to recent snow. Monitor
11/1/2010	PN11-02	Unaddressed property along Helton	Jimmy Hollifield	Owner has shown some progress in chipping wood debris. Monitor
11/1/2010	HC11-03	4476 Sawmills Sch. Rd.	Acie Spade	Recent inspection held with owner and former owner present. General contractor to price repair cost to determine feasibility of repair. Monitor.
11/1/2010	PN11-05	4385 Chantilly Drive	Hester Bunton and Nancy Fry	Deadline to remove severely fire damaged house and cut overgrowth set for late January. Monitor
11/1/2010	HC11-01	2553 Baker Circle	Ralph and Ether Miller	Deadline to remove dilapidated, non-permitted mobile home set for late January. Owner claims to be working toward removal. Monitor.
11/1/2010	HC11-02	4396 Duncan Drive	Roger and Cynthia Lentz	Owner has responded and claims to be preparing to remove over growth and work toward selling the property. Substandard housing conditions to be addressed soon. Monitor.
11/1/2010	Z11-02	1625 Cajah Mtn. Rd.	Ray and Betty Philyaw	This case regarding a mobile home used as an out-building on the property has not yet been addressed. Hearing with all parties of interest to be held in late January. Building Inspector to have power turned off to occupied, dilapidated house. Monitor.
11/1/2010	HC11-05	2275 Crystal Drive	Martha Philyaw Heirs	Owner has burned brush on the property. Full compliance not yet determined due to snow on the ground. Monitor.
11/1/2010	HC11-04	1677 Lafayette Ave.	Arnold Wilson	Owner has verbally agreed to allow town contractor to clean the property and pay the bill. Contractor to clean property when the snow has melted.
11/1/2010	PN11-01	4497 Diamond St.	Troy Wilson Jr.	



Code Enforcement Monthly Report

Opened	Case Number	Property Address	Owner or Occupant	Status or Comments
11/8/2010	PN11-08	4476 Villa Lane	John Greene	Owner has made some progress in removing overgrowth. Owner agrees to do more clean-up when the snow melts. Monitor
11/8/2010	PN11-07	2720 Villa Woods	Debs and Lynn Holden	Some wood debris removed. More brush and debris to be burned when the snow melts. Permit obtained. Monitor.
11/1/2010	Z11-01	4141 Duff Drive	Clarks Auto	Owner has agreed to remove salvage vehicles and trash from the property. Monitor.
1-Dec	PN11-09	Crotts Mobile Home	Charles and Pansey Crotts	Responsible person of the property has come forward and agrees to remove dilapidated mobile homes and trash from the property. Monitor
12/8/2010	MVO11-02	1747 Cajah Mtn. Rd.	Donald Street	Owner has called and agreed to demonstrate vehicle(s) are operational. Meeting to occur soon.
12/8/2010	MVO11-04	4347 US HWY 321-A	Jeffrey and Trena Wilson	No recorded response from owner after friendly letter sent. To visit the property owner soon.
1/5/2011	PN11-11	1529 Lafayette	Dorman Little	Friendly letter sent due to possible junk vehicle and wood debris on the property. Letter has been returned and will be hand delivered soon.
1/12/2011	HC11-06	2499 Meadow Park	Meadow Park LLC	Inspection conducted. Owners to be notified of violations
1/12/2011	HC11-07	2495 Meadow Park	Meadow Park LLC	Inspection conducted. Owners to be notified of violations
1/12/2011	HC11-08	2492 Meadow Park	Meadow Park LLC	Inspection conducted. Owners to be notified of violations
1/12/2011	HC11-09	2493 Meadow Park	Meadow Park LLC	Inspection conducted. Owners to be notified of violations



**MEMO**

**DATE:**

January 13, 2011

**SUBJECT:**

Special Called Meeting  
for February 3, 2011 for  
Budget Work Session

**Discussion:**

The annual budget Retreat meeting is scheduled for February 3, 2011 at the Hudson Optimist Club from 8:00 a.m. - 4:00 p.m.

**Recommendation:**

No Council action is required.

**MEMO**

**DATE:**

January 17, 2011

**SUBJECT:**

Closed Session for  
Personnel Matters

**Discussion:**

Council interviewed 5 candidates for the position of Town Administrator on Friday, January 14, 2011 at the EDC. At that time, Mayor Gibbs asked Council to narrow their search down to 2-3 candidates.

Council will go into close session and discuss how they wish to proceed.

**Recommendation:**

Mayor Gibbs stated Council will need to decide how they wish to proceed in hiring a new Town Administrator.