

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

**Tuesday, June 17, 2014
6:00 pm**

1. Call To Order Mayor Bob Gibbs
2. Invocation Pastor Buford Pennell
3. Pledge of Allegiance Mayor Bob Gibbs
4. Adopt Agenda Mayor Bob Gibbs
5. Approve Meeting Minutes Mayor Bob Gibbs
 - A. May 20th Regular Meeting Minutes
6. Public Comment Mayor Bob Gibbs
7. Recognitions: Administrator Seth Eckard
 - A. Recycle Rewards Winner Mayor Bob Gibbs
 - B. Yard of Month Winners Lowell Rogers, Sawmills
 - C. Sawmills Elementary PTO Recognition Elementary School Principal
8. Public Hearing: Adopt Proposed FY 2014-2015 Budget Mayor Bob Gibbs
 - A. Open Public Hearing Administrator Seth Eckard
 - B. Staff Comments/Recommendations Mayor Bob Gibbs
 - C. Public Comment Mayor Bob Gibbs
 - D. Close Public Hearing Mayor Bob Gibbs
 - E. Council Action Mayor Bob Gibbs
9. Public Hearing: Adopt Proposed Text Amendments to Sections 153.075, 153.146 and 153.147 of the Code of Ordinances Mayor Bob Gibbs
 - A. Open Public Hearing Planner Elinor Hiltz
 - B. Staff Comments/Recommendations Mayor Bob Gibbs
 - C. Public Comment Mayor Bob Gibbs
 - D. Close Public Hearing Mayor Bob Gibbs
 - E. Council Action Mayor Bob Gibbs
10. Public Hearing: Adopt Proposed Text Amendments to Sections 153.074 and 153.081 of the Code of Ordinances Mayor Bob Gibbs
 - A. Open Public Hearing Planner Elinor Hiltz
 - B. Staff Comments/Recommendations Mayor Bob Gibbs
 - C. Public Comment Mayor Bob Gibbs
 - D. Close Public Hearing Mayor Bob Gibbs
 - E. Council Action Mayor Bob Gibbs
11. Planning Matters: Planner Elinor Hiltz
 - A. Recommendations for Planning Board Member
12. Financial Matters: Administrator Seth Eckard
 - A. Approve Proposed Contract Renewal with Western Piedmont Council of Governments Administrator Seth Eckard
 - B. Approve Proposal Estimate for Septic Tank System at Veterans Park Mayor Bob Gibbs
 - C. Request for Donation to Caldwell County Dare Program

13. Public Comment

14. Updates:

A. Community Development Block Grant Monthly Status Report and Update	Administrator Seth Eckard
B. Community Development Block Grant Monthly Sewer Project Status Report	Administrator Seth Eckard
C. Code Enforcement Monthly Report	Administrator Seth Eckard
D. Administrators Report	Administrator Seth Eckard
E. Council Comment	Mayor Bob Gibbs

15. Adjourn

Mayor Bob Gibbs

**TUESDAY, MAY 20, 2014
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Bob Gibbs
Joe Wesson
Gerelene Blevins
Jeff Wilson
Trena McRary Kirby

STAFF PRESENT

Seth Eckard
Kim Trivette
Terry Taylor
Elinor Hiltz

COUNCIL ABSENT

Johnny Wilson

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

INVOCATION: Mayor Bob Gibbs gave the invocation.

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

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

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

APPROVE APRIL 15, 2014 REGULAR MEETING MINUTES: Mayor Gibbs asked for a motion to approve the April 15, 2014 regular meeting minutes.

Gerelene Blevins made a motion, and Trena McRary Kirby seconded, to approve the minutes. All were in favor.

APPROVE APRIL 24, 2014 SPECIAL BUDGET WORKSHOP MEETING MINUTES: Mayor Gibbs asked for a motion to approve the April 24, 2014 Special Budget Workshop meeting minutes.

Joe Wesson made a motion, and Trena McRary Kirby seconded, to approve the minutes. All were in favor.

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

JoAnn and Casey Miller thanked the Council for their donation to Special Olympics. Casey Miller also gave Council a Thank You letter.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Town Administrator Seth Eckard announced James Fox as the May Recycle Rewards winner. A credit of twenty-eight dollars (\$28.00) will be added to Mr. Fox's sanitation bill and his certificate will be available at the Town Hall for pick up.

No Council action was required.

YARD OF THE MONTH WINNERS: Mayor Bob Gibbs announced Stacey Cooke, Brenda and Ethan, from the 28630 zip code, and Audrey and Maxine Champion, from the 28638 zip code, as the May Yard of the Month winners. Mayor Bob Gibbs stated that both certificates would be available at the Town Hall for pick up.

No Council action was required.

NEW COUNTY COMMISSIONER DONNIE POTTER: Councilman Joe Wesson presented Commissioner Donnie Potter with a Certificate of Achievement on his recent win in the Caldwell County Commissioner's election.

No Council action was required.

PLANNING MATTERS:

RECOMMENDATIONS FOR BOARD OF ADJUSTMENT MEMBERS: Town Planner Elinor Hiltz stated two positions on the Board of Adjustments expire in June 2014 and one position is vacant due to a deceased member. This term expires June 2015. Town Planner Elinor Hiltz advised Council that Carolyn Evert and Mark Townsend are willing to serve another term and Dino DiBernardi is willing to serve the remaining term for the deceased member Elden Smith. Dino DiBernardi would be representing the ETJ along with Mark Townsend.

Joe Wesson made a motion, and Gerelene Blevins seconded to approve staff's recommendations to re-appoint the two existing members for another term and appoint Mr. Dino DiBernardi to the vacant seat. All were in favor.

ANNUAL PLANNING BOARD REPORT: Town Planner Elinor Hiltz gave a brief overview of the Annual Planning Board Report. The report is from May 2013 to May 2014 and includes a detailed review of the activities, problems and actions of the Planning Board as well as any budget request and/or recommendations.

Council had no questions on the report.

No Council action was required.

CALL FOR A PUBLIC HEARING TO ADOPT PROPOSED TEXT AMENDMENTS TO SECTIONS 153.075, 153.146 AND 153.147 OF THE CODE OF ORDINANCES:

Town Planner Elinor Hiltz went over the proposed changes to the Code of Ordinances. The "Manufactured Home Checklist", will add an exemption to the Town's current policy. The exemption will allow legal non-conforming mobile homes, found in Sawmills, to be moved to another site in Sawmills as long as the home meets the standards in the Mobile Home Checklist. Mayor Bob Gibbs called for a motion to hold a Public Hearing.

Jeff Wilson made a motion, and Gerelene Blevins seconded, to call for the Public Hearing on June 17, 2014 to adopt proposed text amendments to Sections 153.075, 153.146 and 153.147 of the Code Ordinances. All were in favor.

CALL FOR PUBLIC HEARING TO ADOPT PROPOSED TEXT AMENDMENTS TO SECTIONS 153.074 AND 153.081 OF THE CODE OF ORDINANCES:

Town Planner Elinor Hiltz went over the proposed changes to the Code of Ordinances which will create regulations so that citizens can keep livestock within the Town. Town citizen Reed Lingerfelt asked if he could keep a pig in his yard in a pen. The Town Planner Elinor Hiltz and Council advised Mr. Reed Lingerfelt that he did not have enough acreage according to the Ordinance. Mayor Bob Gibbs called for a motion to hold a Public Hearing.

Joe Wesson made a motion, and Gerelene Blevins seconded, to call for the Public Hearing on June 17, 2014 to adopt proposed text amendments to Sections 153.074 and 153.081 of the Code of Ordinances. All were in favor.

FINANCIAL MATTERS:

APPROVE PROPOSED BAD DEBT WRITE-OFF: Town Administrator Seth Eckard stated the Town had a list of 2010 accounts that have gone unpaid for Utility and Sanitation services. The Town does not expect to collect payment for these accounts and recommends that Council approve they be written off. The total amount of these accounts is \$3,924.38. Town Administrator Seth Eckard also advised Council that included in the list is 14 accounts the Town has submitted to the NC Debt Setoff for payment. The Town submits an account with a balance over \$50 to the NC Debt Setoff Program for collection. Town Administrator Seth Eckard stated the Town has recovered \$2,708.28 from previous years, and currently has collected \$908.03, totaling \$3,835.50 and there are sufficient funds in the budget to cover this.

Joe Wesson made a motion, and Trena McRary Kirby seconded, to approve staff to write off the 2010 list of bad debts accounts. All were in favor.

PRESENTATION OF FY 2014-2015 BUDGET AND CALL FOR PUBLIC HEARING: Town Administrator Seth Eckard presented to Council a proposed budget for Fiscal Year 2014-2015. Town Administrator Seth Eckard stated that the budget is balanced as required by the NC Local Government Budget and Fiscal Control Act. The Town's overall budget for FY 2014-2015 totals \$3,092,391. A few highlights of the proposed

budget include no property tax increase for next year, but a minor increase to the water and sewer rates for customers. There is a new sewer availability fee and right of way encroachment fee proposed. Town Administrator Seth Eckard also stated that there was an allocation to the Capital Reserve Fund, but no appropriation of General Fund unassigned reserves will be made. The Town will also maintain its current levels of service to the citizens and benefits for its employees. Council must hold a Public Hearing on June 17, 2014 to adopt the budget.

Joe Wesson made a motion, and Jeff Wilson seconded, to hold a Public Hearing on June 17, 2014 to adopt the budget for FY 2014-2015. All were in favor.

APPROVED ECN CODERED AGREEMENT: Town Administrator Seth Eckard presented Council with the contract from the Emergency Communication Network (ECN) CodeRED notification system for approval. Council discussed using the CodeRED notification system during a budget workshop sessions. This system is designed to send messages to the Town's citizens for a variety of different things. The cost of the contract is \$11,250.00 for three years. The Town can make yearly payments in the amount of \$3,750.00. The contract will renew during the three year term unless either party gives a thirty (30) day notice to cancel. The Town would like to implement the CodeRed system beginning July 1, 2014.

Trena McRary Kirby made a motion, and Gerelene Blevins seconded, to approve the contract with Emergency Communication Network. All were in favor.

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

Donnie Potter thanked the Town Council for their support of him running for County Commissioner. Mr. Donnie Potter commends the Council for doing a good job of managing the Town's funds by keeping the budget in great shape.

UPDATES:

COMMUNITY DEVELOPMENT BLOCK GRANT SEWER PROJECT MONTHLY UPDATE: Administrator Eckard stated Lisa Helton, Project Administrator with the Western Piedmont Council of Governments has enclosed an update on the Community Development Block Grant Sewer Project showing how some of the funds have been spent as of May 7, 2014.

No Council action was required.

COMMUNITY DEVELOPMENT BLOCK GRANT MONTHLY STATUS REPORT AND UPDATE: Administrator Eckard stated Nancy Coley, Community Development Administrator with the Western Piedmont Council of Governments has enclosed an update and the monthly status report for the Community Development Block Grant (CDBG) which shows that all requirements are on schedule for the Haystation, LLC.

No Council action was required.

CODE ENFORCEMENT MONTHLY REPORT: Administrator Seth Eckard stated 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 May 2014.

No Council action was required.

ADMINISTRATORS REPORT: Administrator Seth Eckard made the following announcements:

- The Town Hall and Public Works will be closed on Monday, May 26, 2014 for Memorial Day.
- The Sawmills' Farmers Market was still looking for a Market Manager.
- The Town of Sawmills may have a buyer that has expressed marketing the Town's water tower.

COUNCIL COMMENT: Mayor Bob Gibbs asked if anyone on the Council had any questions or comments at this time.

Councilwoman Gerelene Blevins asked about using the CodeRED system to check on senior citizens that lived alone. Mayor Bob Gibbs advised they would check into possibly getting a list for the Sheriff's Department to do Welfare Checks.

Councilman Joe Wesson thanked everyone for coming and stated he appreciates the citizens' comments. Councilman Joe Wesson also commended Lex Menz, with the Lenoir News Topic, on an excellent article on School Resource Officer Deputy Hawn.

ADJOURN: Mayor Bob Gibbs asked for a motion to adjourn.

Trena McRary Kirby made a motion, and Gerelene Blevins seconded, to adjourn the meeting. All were in favor.

Kim Trivette, Interim Town Clerk

Bob Gibbs, Mayor

AGENDA ITEM 7A

MEMO

DATE:

June 17, 2014

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Mr. and Mrs. Ronnie and Karen Randle on winning the Recycle Rewards Program for the month of June. Town Administrator Seth Eckard will present Mr. and Mrs. Randle 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:

June 17, 2014

SUBJECT:

Recognition:
Yard of the Month
Winners

Discussion:

Keith and Ginger Childers and family, from the 28630 zip code, and Kenneth Clontz, from the 28638 zip code, are the Yard of the Month winners for June. Mayor Bob Gibbs will present them with a Certificate of Appreciation.

Recommendation:

No Council action required.

AGENDA ITEM 8A

MEMO

DATE:

June 17, 2014

SUBJECT:

Public Hearing:
Adopt Proposed
FY 2014-2015
Budget

Discussion:

Council has received a copy of the proposed FY 2014-2015 budget, budget ordinance, budget message and fee structure.

Listed below are the salient points of the budget:

General Fund Expenditures:

Governing Body	\$49,600.00
Administration	\$390,250.00
Finance	\$71,200.00
Public Works	\$175,750.00
Streets and Highways	\$358,350.00
Sanitation	\$271,400.00
Community Development	\$48,650.00
Parks and Recreation	\$358,200.00
Interlocal Transfer to Caldwell County	\$280,000.00

Total	\$2,003,400.00
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Fund Balance Appropriated:

\$0.00

Utility Fund Expenditures:

Water	\$843,691.00
Sewer	\$245,300.00

Total	\$1,088,991.00
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Total Budget

\$3,092,391.00

As required by State Law the budget is balanced.

The budget includes the current tax rate of \$.20 (twenty cents) per \$100.00 (one hundred dollars) valuation.

The water rates will increase by \$.75 (seventy-five cents) changing the current \$14.25 (fourteen dollars and twenty-five cents) minimum usage rate for 2,000 gallons to \$15.00 (fifteen dollars). The rate per additional 1,000 gallons of usage will remain at \$4.50 (four dollars fifty cents).

The sewer rate will increase by \$1.75 (one dollar and seventy-five cents) changing the current \$16.25 (sixteen dollars and twenty-five cents) minimum usage rate for 2,000 gallons to \$18.00 (eighteen dollars). The rate per additional 1,000 gallons of usage will increase by \$.50 (fifty cents) changing the current rate of \$4.50 (four dollars and fifty cents) per additional 1,000 gallons of usage to \$5.00 (five dollars).

The current sanitation rate of \$7.00 (seven dollars) per month and \$84.00 (eighty-four dollars) per year will remain the same.

Included in this budget is salary adjustments and merit increases for Town employees.

See enclosed list of the proposed FY 2014-2015 fee structure.

Recommendation:

Staff recommends that Council adopt the FY 2014-2015 budget as presented.

Annual Budget for the 2014-2015 Fiscal Year

Honorable Mayor Gibbs
and Members of the Town Council:

Town Staff is pleased to present the proposed budget for Fiscal Year 2014-2015, beginning July 1, 2014 and ending June 30, 2015. The budget is balanced in its entirety as required by the North Carolina Local Government Budget and Fiscal Control Act.

The Town of Sawmills' overall budget for FY 2014-2015 totals \$3,092,391.

The proposed budget includes:

- no tax increases;
- minor increases of the water and sewer rates;
- an allocation to the Capital Reserve Fund
- establishment of a sewer availability fee and right of way encroachment fee;
- no appropriation of General Fund unassigned reserves will be made for the fiscal year;
- maintains current levels of service;
- maintains current levels of benefits for employees

Below is a brief budgetary summary of the various funds for the Town:

General Fund:

The proposed ad valorem tax rate for FY 2014-2015 is to remain at 20 cents per \$100 valuation with a collection rate of 90.90%. Each penny of the Town's property tax rate generates approximately \$20,767.00.

The General Fund currently remains debt free. The Town of Sawmills attempts to pay for capital outlay items from actual revenue sources and/or reserves rather than issuing bonds or borrowing funds and paying interest on debt. As has been the case in the previous three budgets, the Town will not need an appropriation of General Fund unassigned reserves in order to balance the budget.

Anticipated State collected local revenues have been calculated utilizing data supplied by the North Carolina League of Municipalities and local economic data. The Town is anticipating extremely small increases in most of these revenue sources as a result of the slowly improving local, state and national economies.

Some highlights in the General Fund departmental budgets include:

- donation of \$14,000 to match a North Carolina Department of Public Instruction grant to fund a full time school resource officer at Sawmills Elementary School;
- creation of a Household Hazardous Waste Collection Day Event;
- transition to an improved curbside recycling service;

- creation of a fireworks display to be held during Memorial Day 2015;
- construction of additional restroom facilities at Sawmills Veterans Memorial Park;
- major repairs to the Sawmills Municipal Park walking trail;
- employee salary adjustments and merit pay increases of up to 3%;
- allocation of anticipated excess revenues from the General Fund to the Capital Reserve Fund;
- addition of new street lights;
- installation of new automated slide gate to improve security and operational efficiency at the Public Works facility;
- significant investment in the repair and maintenance of critical road infrastructure;
- continued participation in the Caldwell County Sales Tax Reinvestment Program in the amount of \$280,000.

General fund revenues and expenditures are balanced at \$2,003,400. This amount represents a decrease of \$59,225, or a decrease of 2.9%, from the previous amended 2013-2014 Fiscal Year Budget.

Enterprise Fund:

The results of a system-wide water and sewer capital improvement plan study were presented to the Town Council in fiscal year 2013-2014. It is the obligation of the Town to make necessary system repairs, upgrades and improvements, not only to meet State and Federal quality control standards, but also to ensure that the service provided is performed at the highest quality possible.

In light of the continued increase in cost of water and sewer purchases from the City of Lenoir, because of the need to build Enterprise Fund reserves to address anticipated system improvements, and to maintain solvency and meet unanticipated emergency needs, both Staff and the Council are urged to continue adequate financial planning for the future. This requires adjusting water and sewer rates in the 2014-2015 Fiscal Year's Budget.

The Enterprise Fund, specifically the Water Distribution System Department, reflects a \$280,000.00 line item expense in Repair and Maintenance. This expense reflects an anticipated cost to perform needed waterline replacement on Bakers Circle. The Water Department also anticipates replacing our current postcard billing system with an envelope billing system. This change is required by the United States Post Office.

The Town has been awarded a \$750,000 Sewer Infrastructure Community Development Block Grant by the North Carolina Department of Commerce. The Duff Drive Sewer Expansion Project will provide sewer access to sixty-six low-to-moderate income households in Sawmills. The grant will also cover the cost of taps and connections to each home in the project area.

Projected revenues for the Enterprise Fund for FY 2014-2015 are approximately 32% higher than FY 2013-2014. This projected revenue increase accounts for the need to appropriate

\$261,017 of Enterprise Fund net assets to balance this year's water and sewer budget for one time capital expenses.

New Water and Sewer Rates for FY 2014-2015

Water Rates:

Water Base Rate: \$15.00

Water Volumetric Rate: \$4.50 per 1,000 gallons after the first 2,000 gallons

Sewer Rates:

Sewer Base Rate: \$18.00

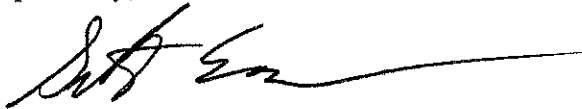
Sewer Volumetric Rate: \$5.00 per 1,000 gallons after the first 2,000 gallons

Conclusion:

It is with great pride, and a lot of hard work, that we present the proposed budget for FY 2014-2015. The total budget estimates for FY 2014-2015 (across all funds) totals \$3,092,391 versus \$2,829,936 for FY 2013-2014. Staff did a great job in realizing the Town's monetary parameters and making adjustments accordingly. General Fund balance percentage is anticipated to improve this year.

I would like to thank the dedicated employees of the Town for their hard work and good stewardship of the Town's resources. These people work hard and take pride in carrying out their duties. I would like to thank the Mayor and Council for their dedication in carrying out their responsibilities in providing leadership and guidance in these times of economic uncertainty.

Respectfully,



Seth Eckard
Town Administrator

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SAWMILLS,
NORTH CAROLINA:**

The following anticipated fund revenues, departmental expenditures, and interfund transfers are approved and appropriated for the Town of Sawmills' operations for the Fiscal Year beginning July 1, 2014, and ending June 30, 2015.

SECTION 1 – General Fund**Revenues:**

Property Tax	\$439,500
Local Sales Tax	\$833,000
Powell Bill Allocation	\$358,350
Solid Waste Fee	\$185,000
State Shared (Utility/Franchise)	\$153,000
Other	\$ 34,550
Fund Balance Appropriated	\$ 0

TOTAL ESTIMATED GENERAL FUND REVENUES \$2,003,400

Expenditures:

Governing Body	\$ 49,600
Administration	\$390,250
Finance	\$ 71,200
Public Works	\$175,750
Streets and Highways	\$358,350
Sanitation	\$271,400
Community Development	\$ 48,650
Parks and Recreation	\$358,200
Interlocal Transfer to Caldwell County	\$280,000

TOTAL ESTIMATED GENERAL FUND EXPENDITURES \$2,003,400

SECTION 2 – Utility Fund

Revenues:

Water	\$843,691
Sewer	\$245,300

TOTAL ESTIMATED UTILITY FUND REVENUES \$1,088,991

Expenditures:

Water	\$843,691
Sewer	\$245,300

TOTAL ESTIMATED UTILITY FUND EXPENDITURES \$1,088,991

SECTION 3 – Ad Valorem Taxes

An Ad Valorem tax rate of \$0.20 per one hundred dollars (\$100) valuation of taxable property, as listed for taxes as of January 1, 2014, is hereby levied and established as the official tax rate for the Town of Sawmills for Fiscal Year 2014-2015. The rate is based upon a total projected valuation of \$198,791,900 and an estimated collection rate of 90.90%. The purpose of the ad valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations in Sawmills.

SECTION 4 – Documentation

Copies of this ordinance will be kept on file at Town Hall and shall be furnished to the Town Clerk and Finance Director to provide direction in the collection of revenues and disbursement of Town funds.

SECTION 5 – Special Authorization, Budget Officer

- A. The Town Administrator shall serve as Budget Officer.
- B. The Budget Officer shall be authorized to reallocate departmental appropriations among the various expenditures within each department.

- C. The Budget Officer is authorized to effect interdepartmental transfers of minor budget amendments not to exceed ten percent (10%) of the appropriated funds for the department's allocation which is being reduced. Notification of all such transfers or amendments shall be made to the Town Council at their next regular meeting of that body following the transfers.

SECTION 6 – Restrictions

- A. Interfund transfers of moneys shall be accomplished only by authorization from the Town Council.
- B. The utilization of any contingency appropriation, in any amount, shall be accomplished only by the authorization from the Town Council. Approval of a contingency appropriation shall be deemed a budget amendment, which transfers funds from the contingency appropriation to the appropriate object of expenditure.

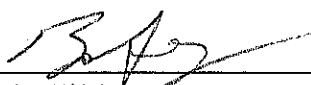
SECTION 7 – Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allow the Town Council to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Town Council must approve all budget amendments, except where the Budget Officer is authorized to make limited transfers. Please review sections 5 and 6, which outline special authorizations and restrictions related to budget amendments.

SECTION 8 – Utilization of Budget and Budget Ordinance

This ordinance and the budget documents shall be the basis for the financial plan of the Town of Sawmills during the 2014-15 Fiscal Year. The Budget Officer shall administer the budget. The accounting system shall establish records that are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina.

Adopted this 17th day of June, 2014.



Bob Gibbs, Mayor



Seth Eckard, Town Administrator

**Town of Sawmills
Fee Structure
2014 – 2015 FY**

Public Works:

**Items not picked up – building materials,
hazardous materials and automobile parts.**

Small brush pick up fee:	No charge (30 minutes or less)
Large brush pick up fee:	\$75.00 (per hour)
White goods pick up fee:	No charge
Special (bulky item) pick up fee:	No charge
Purchase of Speed Limit or other Traffic signs:	\$75.00

Encroachment Fee	*\$750.00
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Water/Sewer Department:

Sewer Availability Fee	*\$18.00 (Current rate)
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Planning:

Zoning Permit:	\$25.00
Zoning Permit – Accessory structures	\$5.00
Rezoning Application:	\$200.00
(Includes Public Notice advertising/certified letters)	
Special Use Permit:	No charge
Minor Plat Review:	\$25.00
Family or Minor Subdivision Review:	\$50.00
Major Subdivision Review (Preliminary):	\$200.00 (plus \$5.00 per lot)
Major Subdivision Review (Final):	\$150.00 (plus \$5.00 per lot)
Copy of Zoning Ordinance:	\$15.00 (per copy)
Copy of Subdivision Ordinance:	\$10.00 (per copy)
Request for Variance:	\$200.00

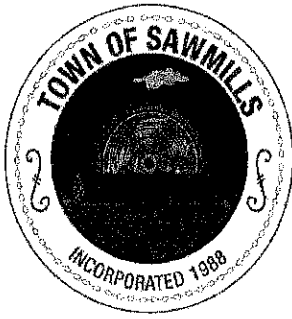
Parks and Recreation

Park Rental Fee – Deposit/Non Refundable	\$50.00
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Miscellaneous Document Fee

	Per page:
Black & white copies:	.10
Color copies:	.20

****Additional new fees***



MAYOR
Bob Gibbs

TOWN ADMINISTRATOR
Seth Eckard

TOWN PLANNER
Elinor Hiltz

**PLANNING
BOARD**

Steve Duncan, Chairman
Buford Pennell
David Powell
Thad Hall
Clyde Miller

AGENDA ITEM 9B

COUNCIL MEETING
June 17, 2014
6:00 PM

PLANNER'S STAFF REPORT

REPLACEMENT MOBILE HOME PROPOSAL

Status: On May 6, 2014 the Planning Board unanimously recommended approval of the amendment. On May 20, 2014 Council read the proposal for the first time and set the Public Hearing. Council did not suggest revisions at that time.

Proposal: Under the current zoning ordinance, Sawmills requires every mobile home to be inspected before an applicant can get a zoning permit and mobile homes older than 1994 are not permitted. Under the new proposal, any mobile home that was already in Sawmills' jurisdiction is permitted as long as it passes the structural inspection.

Consistency with Comprehensive Plan:

The Comprehensive Plan does not prefer to have mobile homes near vacant property nor stick built homes ("manufactured housing significantly affects property values, especially those of stick-built housing and vacant property (thereby discouraging growth") (Comp Plan 2005).

The Comprehensive Plan says that mobile homes should be newer models so that they appear similar to stick-built homes ("appearance standards for manufactured housing should be largely equivalent to site built housing") (Comp Plan 2005).

The proposal appears to be consistent with the Comprehensive Plan because it does not result in any changes in the housing stock.

Action Needed:

MOTION TO APPROVE the text amendment because it does not result in a net increase in old mobile homes and therefore does not go against the comprehensive plan.

MOTION TO DENY the text amendment because it goes against the comprehensive plan for a stated reason.

MOTION TO TABLE or send back to the Planning Board.

COUNCIL MEETING

Agenda Item #9B

June 17, 2014

6:00 PM

REPLACEMENT MOBILE HOME TEXT AMENDMENT PROPOSAL

~~Deletions are in strikethrough~~; Additions are in red text.

§ 153.075 MANUFACTURED HOMES ON INDIVIDUAL LOTS.

The purpose of these regulations is to promote sound neighborhood development and appearance, protect community property values, and to preserve the integrity and character of neighborhoods. Manufactured homes are permitted on individual lots in the RA-20 and R-15 districts subject to the following conditions.

(A) The lot must be recorded as an individual lot.

(B) If municipal utilities are not available, the well and/or septic tank must be approved by the County Health Department.

(C) All yard dimensional requirements for the respective district must be met.

(D) The lot must front a public street and said street frontage will be considered the front of the lot.

(E) Before a zoning permit is issued a Caldwell County or other governmental Building Inspector shall sign a "Manufactured Home Checklist" to assure that items 1, 2, 3, 4, and 5 below are met.

(1) The exterior siding of each manufactured home shall consist predominately of vinyl or aluminum siding, wood or hardwood, comparable in composition, appearance and durability to the exterior siding used in standard residential site-built construction. The siding shall be in good repair and in no instance shall the degree of reflectivity of the exterior siding, foundation skirting and roofing exceed that of gloss white paint.

(2) Walls or partitions or supporting members, sills, joists, rafters or other structural members shall not list, lean or buckle, and shall not be rotted, deteriorated or damaged, and shall not have holes or cracks which might admit rodents.

(3) Floors or roofs shall have adequate supporting members and strength to be reasonably safe for the purpose used.

(4) The roof, flashings, exterior walls, floors and all doors and windows exposed to the weather shall be constructed and maintained so as to be weather and watertight.

(5) All windows and exterior doors shall be in sound working condition and good repair.

(F) The exterior siding shall consist predominately of vinyl or aluminum siding, wood or hardwood, comparable in composition, appearance and durability to the exterior siding used in standard residential site-built construction. The siding shall be in good repair and in no instance shall the degree of reflectivity of the exterior siding, foundation skirting and roofing exceed that of gloss white paint.

(G) A continuous foundation enclosure, unpierced except for required ventilation and access shall be installed in accordance with North Carolina State Building Codes. The enclosure shall consist of brick or concrete block. Wood, vinyl, or fabrication metal will be permitted for temporary use not to exceed six months upon approval of the Zoning Enforcement Officer. Any wood framing for foundation skirting shall be constructed with treated lumber.

(H) Permanent steps shall be constructed at all exterior doors as necessary, and a permanent porch or patio measuring at least 35 square feet shall be constructed at the front or main entrance to the manufactured home. Steps constructed from loose, stacked materials shall not be construed as properly installed.

(I) The running lights shall be removed and the hitch shall be removed.

(J) At least two off-street parking spaces shall be provided.

(K) Pitch of the main roof of the building shall have a pitch of two and half feet of every 12 feet of the horizontal run.

(L) The manufactured home shall be constructed after July 13, 1994, and shall meet or exceed the construction standards promulgated by the US Department of Housing and Urban Development that were in effect at the time of construction. Proof of the age of the home such as a bill of sale, title or certified appraisal must be provided at the time the zoning permit is requested.

(1) A manufactured home constructed before July 13, 1994 that was once permanently and legally located and used as a residence in Sawmills' zoning jurisdiction, was never removed from the jurisdiction, and remains in the jurisdiction, may be transferred to another parcel of land in Sawmills' zoning jurisdiction, only so long as the location and placement of the relocated home meets with all other Town of Sawmills codes, rules, and regulations. At the time the zoning permit is requested the applicant must provide the address where the home was used a residence and the address of the current location if different.

§ 153.146 PROVISIONS FOR MANUFACTURED HOMES IN MANUFACTURED HOME PARKS.

(A) The purpose of these regulations is to promote a safe and aesthetic environment inside manufactured home parks, protect community property values and to preserve the integrity and character of neighborhoods.

(B) If municipal utilities are not available, the well and/or septic tank must be approved by the County Health Department.

(C) Before a zoning permit is issued a Caldwell County or other governmental Building Inspector shall sign a "Manufactured Home Checklist" to assure that items 1, 2, 3, 4, and 5 below are met.

(1) The exterior siding of each manufactured home shall consist predominately of vinyl or aluminum siding, wood or hardwood, comparable in composition, appearance and durability to the

exterior siding used in standard residential site-built construction. The siding shall be in good repair and in no instance shall the degree of reflectivity of the exterior siding, foundation skirting and roofing exceed that of gloss white paint.

(2) Walls or partitions or supporting members, sills, joists, rafters or other structural members shall not list, lean or buckle, and shall not be rotted, deteriorated or damaged, and shall not have holes or cracks which might admit rodents.

(3) Floors or roofs shall have adequate supporting members and strength to be reasonably safe for the purpose used.

(4) The roof, flashings, exterior walls, floors and all doors and windows exposed to the weather shall be constructed and maintained so as to be weather and watertight.

(5) All windows and exterior doors shall be in sound working condition and good repair.

(D) A continuous foundation enclosure, unpierced except for required ventilation and access, shall be installed in accordance with North Carolina State Building Codes. The enclosure shall consist of brick, concrete block, vinyl or fabricated metal. Any wood framing for foundation skirting shall be constructed with treated lumber.

(E) Permanent steps shall be constructed at all exterior doors as necessary and a permanent porch or patio measuring at least 35 square feet shall be constructed at the front or main entrances to the manufactured home. Steps constructed from loose, stacked materials shall not be constructed as being properly installed.

(F) The running lights shall be removed and the hitch shall be screened or removed.

(G) At least two off-street parking spaces shall be provided,.

(H) The manufactured home shall be constructed after July 13, 1994, and shall meet or exceed the construction standards promulgated by the US Department of Housing and Urban Development that were in effect at the time of construction. Proof of the age of the home such as a bill of sale, title or certified appraisal must be provided at the time the zoning permit is requested.

(1) A manufactured home constructed before July 13, 1994 that was once permanently and legally located and used as a residence in Sawmills' zoning jurisdiction, was never removed from the jurisdiction, and remains in the jurisdiction, may be transferred to another parcel of land in Sawmills' zoning jurisdiction, only so long as the location and placement of the relocated home meets with all other Town of Sawmills codes, roles, and regulations. At the time the zoning permit is requested the applicant must provide the address where the home was used a residence and the address of the current location if different.

§ 153.147 REGULATIONS GOVERNING NONCONFORMING MANUFACTURED HOME PARKS.

To achieve the purpose of this section all existing manufactured home parks must meet the following minimum standards.

(A) *Paving width and condition.* All streets in the manufactured home park must be paved to a minimum of 16 feet for all streets. All streets must be in good repair and all streets must meet or exceed North Carolina Department of Transportation Minimum Standards. **GOOD REPAIR** is defined as being free of potholes, cracks and other conditions that would make the road a hazard to motorists.

(B) *Lighting.* Lighting inside the park shall be provided in sufficient numbers and spacing to provide continuous and uninterrupted lighting pattern to the streets within the parks. The light fixture shall not exceed 175 watts.

(C) *Minimum manufactured housing standards; existing stock.*

(1) All manufactured homes in a nonconforming manufactured home park shall meet the following standards for existing manufactured housing stock.

(2) Existing manufactured housing stock located in the town as of January 1, 2003, may remain within a nonconforming manufactured home park, provided that the following conditions are met.

(a) A continuous foundation enclosure unpierced, except for required ventilation and access, shall be installed in accordance with North Carolina State Building Codes. The enclosure shall consist of brick, concrete block, vinyl or fabricated metal. Any wood framing for foundation skirting shall be constructed with treated lumber.

(b) Permanent steps shall be constructed at all exterior doors as necessary, and a permanent porch or patio measuring at least 35 square feet shall be constructed at the front or main entrance to the manufactured home. Steps constructed from loose, stacked materials shall not be construed as being properly installed.

(c) The running lights shall be removed and the hitch shall be screened or removed.

(d) When replaced, the replacement home must meet or exceed the provisions of § ~~153.077(A)~~ § 153.146

(D) *Numbering.* All lots must display a lot number or address. The number must be displayed in a fashion that is visible from the street and must be consistent throughout the park.

(E) *Solid waste disposal.* All garbage and waste disposal within the town must be in accordance with the Town Code Chapter 50.

(F) *Compliance schedule.* All nonconforming manufactured home parks shall conform to the improvement requirements listed herein within the following phased time schedule:

(1) Within six months of notification, the property owner shall submit, and have approved, a preliminary improvement proposal, including a plat for upgrading the park. Deadline for compliance:

December 31,1999;

(2) (a) Within 24 months of notification, the property owner shall have completed an approved improvement proposal, and have submitted to the town a final plat for upgrading the park. Deadline for compliance: December 31, 2002;

(b) If at the end of the 24-month period, a manufactured home park owners has not submitted the final plat and improvement schedule then the Zoning Enforcement Officer shall notify the park owner via certified mail that when a space within the nonconforming park is vacated, no further zoning permits shall be issued for the manufactured home park in question until the park meet the standards set forth in this division (F)(2);

(3) At the end of the 24 months, the manufactured home park owners that did not comply with the minimum standards will also be given notification via certified mail that they have 60 months to either comply with the town's manufactured home park regulations as set forth in ~~§ 153.076~~ this section (§ 153.147) or be ordered by the town to cease and desist. Deadline for compliance: December 31, 2008; and

(4) At the end of the 60 months, the town may use any and all remedies listed in § 153.179 and § 153.999.

(G) *Contents of improvement schedule.* The park improvement schedule must include the following:

- (1) A list of improvements done to date;
- (2) A list of work remaining to be done to bring the park into compliance;
- (3) A schedule listing each individual action needed to bring the park into compliance and a date when each action will be completed; and
- (4) Signed statement by the owner agreeing to abide by the time frame listed on the improvement schedule.

(H) *Contents of preliminary and final plat.* The preliminary and final plat shall include the following:

- (1) Must include the name of the manufactured home park;
- (2) Must include the name and address of the owner and operator;
- (3) Must be drawn to a scale of one inch equals 40 feet;
- (4) Must contain date submitted, a north arrow and scale of plat;
- (5) Must shown the boundaries of the manufactured home park property to include

intersections and adjacent property with the boundaries of the manufactured home park properties and the names of addresses of all adjoining property owners;

(6) Plans for continued water supply and/or sewage disposal must be accompanied by letters of approval by appropriate town, county and state authorities;

(7) Existing streets on adjoining properties and in the park, right-of-way and proposed pavement widths. If any street is proposed to intersect with a state maintained road, the plat shall be accompanied by an application for driveway approval as required by the North Carolina Department of Transportation;

(8) Outline of all existing spaces/buildings within the manufactured home park property with lot numbers indicated;

(9) Location of parking bays, patios, walkways, service and accessory buildings, utility easements, utility poles, and buffer and screening areas;

(10) Method of sewer disposal in accordance with existing town, county and state regulations;

(11) Method of water supply in accordance with existing town, county and state regulations;

(12) Plan of electric lighting, showing location and details of the light fixtures to be used.

(I) *Approved process.* No improvements will be accepted as meeting the minimum standards of this section without submitted of a final plat and improvement schedule. The final plat shall be reviewed by the Planning Board and approved by Town Council. Upon completion of all items listed in this section, the park will have met the minimum requirements and will be allowed to continue to operate as a nonconforming manufactured home park.



MAYOR
Bob Gibbs

TOWN ADMINISTRATOR
Seth Eckard

TOWN PLANNER
Elinor Hiltz

**PLANNING
BOARD**

Steve Duncan, Chairman
Buford Pennell
David Powell
Thad Hall
Clyde Miller

COUNCIL MEETING
June 17, 2014
6:00 PM

Agenda Item #10B

PLANNER'S STAFF REPORT

LIVESTOCK PROPOSAL

Status: On May 6, 2014 the Planning Board unanimously recommended approval of the amendment. On May 20, 2014 Council read the proposal for the first time and set the Public Hearing. Council did not suggest revisions at that time, although if council has suggestions now, especially after speaking with livestock owners, it may be necessary to make revisions.

Proposal: To create some regulations so that people can legally keep livestock in Sawmills. Some points of discussion about the text amendment proposal are:

- the proposal keeps the fowl regulations that Sawmills already has (except it adds that commercial poultry farms are not allowed in town limits except with Board of Adjustment approval. Commercial poultry farms are unrestricted in the ETJ.) Fowl may run at large in the ETJ
- the proposal lowers the horse regulations the Sawmills already has (to one horse per acre instead of one horse per three acres)
- pigs are not allowed in town limits
- properties in the ETJ and all properties over 10 acres can have unrestricted livestock and swine
- livestock must be contained, pens must be 100 feet away from houses or other structures, livestock are permitted at 2 animals per 1/2 acre

Consistency with Comprehensive Plan:

Proposal is consistent with Comprehensive Plan because it says "Agricultural activities shall be the preferred land use in rural areas"(p17). Currently the code does not allow non-farmers to keep livestock, so if the code is amended to allow more livestock, the town will be more agricultural.

Action Needed:

MOTION TO APPROVE because amendment is consistent with the comprehensive plan, because it increase agricultural activity in rural areas.

MOTION TO DENY

MOTION TO TABLE or send back to the Planning Board for further review.

June 17, 2014

6:00 PM

LIVESTOCK TEXT AMENDMENT PROPOSAL

Additions are in highlights; deletions are in strikethrough

CHAPTER 90: ANIMALS (NUISANCE ORDINANCE)**Editor's note:**

The town has adopted an agreement with Caldwell County Animal Control on July 19, 2011 known as the Caldwell County Animal Control Ordinance allowing the county to enforce the ordinance within the corporate limits of the town.

§90.04 MAINTENANCE OF PENS, COOPS AND THE LIKE.

Any person who owns or maintains pens, coops or shelters in which chickens, turkeys, ducks or other fowl are kept shall maintain the pens, coops or shelters in a sanitary condition.

§90.05 FOWL RUNNING AT LARGE.

No person within the town limits shall permit chickens, guineas, turkeys, geese, ducks, pigeons or other domesticated fowl to run at large.

§90.99 PENALTY.

(A) If any person, being the owner or keeper of a dog respecting which an order of abatement has been issued, shall fail or refuse to abate the nuisance as ordered, he or she shall be guilty of a misdemeanor, punishable on conviction by a fine not exceeding \$50 or by imprisonment of not more than 30 days.

(B) In addition, enforcement of this chapter may be by injunction, restraining order or order of abatement in a court of competent jurisdiction, as provided by G.S. § 160A-175(d) and (e).

(C) (1) The violation of any provision of § 90.02 shall subject the offender to a penalty as set forth in § 10.99.

(2) Each day's continuing violation of § 90.04 shall be a separate and distinct offense.

(3) Notwithstanding division (C)(1) above, this provision may also be enforced by appropriate equitable remedies issuing from a court of competent jurisdiction or by criminal penalties as provided in G.S. § 14-4.

(D) If any person shall permit any turkeys, geese, chickens, ducks or other domestic fowl to run at large on the lands of any other person while the lands are under cultivation in any kind of grain or feed stuff or while being used for gardens or ornamental purposes, after having received actual or constructive notice of the running at large, he or she shall be subject to the penalties set forth in § 10.99.

CHAPTER 153: LAND USAGE (ZONING ORDINANCE)**§ 153.051 TABLE OF PERMITTED USES.**

<i>Use</i>	<i>R-20</i>	<i>RA-20</i>	<i>R-15</i>	<i>O-I</i>	<i>N-B</i>	<i>H-B</i>	<i>G-M</i>	<i>SR</i>
<i>Horses</i>	<i>P</i>	<i>P</i>	-	-	-	-	-	§ 153.074
<i>Fowl</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	§ 153.081
<i>Livestock</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	§ 153.082

§ 153.074 HORSES.

Horses may be kept if there is sufficient total property area to have a minimum of one acre per horse.

~~—(A) R 20—Must have a minimum of three acres per horse.~~

~~—(B) RA 20—Must have a minimum of one acre per horse.~~

§ 153.081 FOWL.

(A) Regulation and enforcement of fowl is provided for in the nuisance ordinance Sections, 90.04, 90.05, and 90.99 in the Sawmills Code of Ordinances. The regulations are:

(1) Any person who owns or maintains pens, coops or shelters in which chickens, turkeys, ducks or other fowl are kept shall maintain the pens, coops or shelters in a sanitary condition.

(2) Within town limits no person shall permit chickens, guineas, turkeys, geese, ducks, pigeons or other domesticated fowl to run at large.

(B) Within town limits commercial poultry farms (defined as an agricultural primary uses devoted to generating profit from the sale of poultry or poultry products) require Conditional Use Permits.

§ 153.082 LIVESTOCK.

(A) No swine shall be permitted within town limits, except pot-bellied pigs kept as pets.

(B) Swine and livestock (defined as mule, donkey, cow, sheep, goat, or similar animal) are permitted unrestricted in the ETJ and on all parcels over 10 acres.

(C) Livestock are permitted within town limits, with a zoning permit, if the following regulations are adhered to:

(1) All areas, including but not limited to stable, barn, and pasture, shall be maintained in a clean and sanitary manner to prevent odors, rodents, and flies.

(2) Livestock shall not be permitted to roam unless pastured or staked.

(3) At least one-half (1/2) acre is required for every two (2) livestock animals.

(4) Containment areas for livestock must be at least 100 feet from structures on adjacent properties under different ownership.

§ 153.999 PENALTY.

(A) *Generally.* Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99.

(B) *Civil penalties.* Violation of any provision of this chapter shall subject the offender to a civil penalty in the amount of \$50, to be recovered by the town in a civil action in the nature of debt if the offender does not pay the penalty within a period of 72 hours after being cited. Citation shall be in writing, signed by the Zoning Enforcement Officer, and shall be delivered or mailed to the offender either at his or her residence or at his or her place of business or at the place where the violation occurred.

(C) *Criminal penalties for violation.* Any person, firm or corporation who violated the provisions of this chapter shall, upon conviction, be guilty of a misdemeanor and shall be fined not exceeding \$50 or imprisoned not 30 days. Each day that a violation continues to exist shall be considered a separate offence, provided that violation of this chapter is not corrected within 30 days after the notice of the violation has been given.

(Ord. passed 4-17-2012)

AGENDA ITEM 11A

MEMO

DATE:

June 17, 2014

SUBJECT:

Planning Matters:
Recommendations for
Planning Board
Members

Discussion:

The term for Planning Board member Clyde Miller (ETJ) expires in June 2014. This position serves for a two-year term.

Town Planner Elinor Hiltz has contacted Clyde Miller and he is willing to serve another term.

Applications to serve on the Planning Board are available at the Town Hall and on the Town of Sawmills website for anyone who wishes to serve.

Recommendation:

If Council has no recommendation, staff recommends Council re-appoint Clyde Miller to serve on the Planning Board representing the ETJ.

AGENDA ITEM 12A

MEMO

DATE:

June 17, 2014

SUBJECT:

Financial Matters:
Approve Proposed
Contract Renewal with
Western Piedmont
Council of Governments

Discussion:

The current contract with the Western Piedmont Council of Governments (WPCOG) for planning services will expire on June 30, 2014 and will need to be renewed.

There are no changes in the services provided and, if renewed, the enclosed contract will be effective starting July 1, 2014 and ending June 30, 2015.

The amount of the contract will not exceed \$20,500.00 (twenty-thousand five hundred dollars) and will be billed in equal monthly payments. This expenditure is included in the FY 2014-2015 budget.

Recommendation:

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

AGREEMENT BETWEEN THE
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS AND
THE TOWN OF SAWMILLS
FOR THE PROVISION OF
TECHNICAL PLANNING ASSISTANCE:
JULY 1, 2014 – JUNE 30, 2015

This **AGREEMENT**, entered into on the first day of July, 2014, by and between the Western Piedmont Council of Governments (hereinafter referred to as the "Planning Agency") and the Town of Sawmills, North Carolina (hereinafter referred to as the "Local Government"); **WITNESSETH THAT:**

WHEREAS, the Planning Agency is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the Planning Agency on April 17, 1972. Technical assistance shall consist of the provisions of services as described in Attachment A, which is herein made part of this Contract;

WHEREAS, the Local Government has requested the Planning Agency to provide such technical assistance to the Local Government and;

WHEREAS, the Planning Agency desires to cooperate with the Local Government in every way possible to the end that the proposed activities are carried out in an efficient and professional manner;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Personnel.** That during the period of this Contract, the Planning Agency will furnish the necessary trained personnel to the Local Government.
2. **Travel/Printing.** The Local Government will pay for expenses related to conferences, conventions, seminars, local travel, etc. of the personnel when the Local Government requests or approves travel related to the Local Government's planning program, or if it is beneficial to both parties, the costs will be shared on an agreed-upon ratio. The Local Government will also pay for expenses related to printing of report(s), mailings to advisory boards, and other costs not related to normal travel and staffing costs associated with personnel furnished by the Planning Agency.
3. **Compensation.** That for the purpose of providing funds for carrying out this Contract, the Local Government will pay the Planning Agency a fee not to exceed **\$20,500.00** (twenty-thousand, five-hundred dollars) during the period beginning July 1, 2014 and ending June 30, 2015. These fees will be billed in equal monthly payments of \$ **1,708.33** (one-thousand, seven-hundred and eight dollars and thirty-three cents).

IN WITNESS WHEREOF, the Planning Agency and the Local Government have executed this Agreement as of the date first above written.

LOCAL GOVERNMENT:
TOWN OF SAWMILLS

PLANNING AGENCY:
WESTERN PIEDMONT COUNCIL OF
GOVERNMENTS

By: _____
Mayor

By: _____
Executive Director

Attest: _____
Town Clerk

By: _____
Chairman

Preaudit Statement:

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

By: _____
Local Government Financial Officer

AGENDA ITEM 12B

MEMO

DATE:

June 17, 2014

SUBJECT:

Financial Matters:
Proposal for
Septic Tank System
At Veterans Park

Discussion:

The Town recently received a proposal for the septic tank system at Veterans Park. The proposal is as follows:

Water Management

\$14,300.00

Recommendation:

Staff recommends Council award the septic tank system at Veterans Park project to Water Management in the amount of \$14,300.00.

There are sufficient funds in the budget for this project .

AGENDA ITEM 12C

MEMO

DATE:

June 17, 2014

SUBJECT:

Financial Matters:
Request for a Donation
To Caldwell County
Dare Program

Discussion:

The Town has received a request from the Caldwell County Dare Program for a donation in the amount of \$100.00 (one 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.

Funding Request

Name of Organization: Caldwell County DARE Phone: 828-759-1519

Permanent Address: 2351 Morganton Blvd SW.

City: Lenoir State: NC Zip Code: 28645

Contact Name: Lt. Steve Rich

Amount Requested: \$100.00 Amount Needed for the Project: N/A

Date Funds Needed: 6/30/2014 Date Project Begins: 7/16/2014 Completion Date: 7/16/2014

Complete Description of Project: Annual Caldwell County DARE
Golf Tournament

How will the funds be used? TO Support Caldwell County DARE
education for our public schools

How will this project benefit the community?
will educate students on

Drug Abuse Resistance Education.

Official Town Use Only

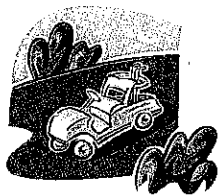
Date application received _____ Date presented to Town Council _____

Date Approved _____ Denied _____ Amount Approved _____

Available Balance in Governing Body Donations Expense Acct: _____

Date Check Written _____ Check No. _____ Amount _____

CALDWELL COUNTY D.A.R.E. GOLF TOURNAMENT



We are pleased to inform you that on Wednesday, July 16, 2014 the 23rd Annual Caldwell County Drug Abuse Resistance Education (D.A.R.E.) Golf Tournament will be held at Lenoir Golf Club.

The D.A.R.E. programs in Caldwell County continue to be a positive success for our young people. D.A.R.E. is taught in all elementary schools, middle schools, and high schools in Caldwell County, reaching hundreds with the message of drug and violence resistance. To continue with and increase the high level of success that has been obtained, we must meet certain expense requirements. All proceeds from this tournament go directly to the D.A.R.E. programs in Caldwell County. Donations are tax deductible as allowed by law.

The tournament will have a morning tee off, with 120 golfers participating. We are again seeking sponsors for the tees and greens. Sponsorship will include an 18" X 18" metal sign displaying the sponsor's name. These signs will be placed at the sponsored tee or green. Cost of a sponsorship is \$100.00. In addition, we are gathering prizes and gifts to be given away and awarded during the tournament. Any donation of this type will also be appreciated and again, donations are tax deductible. We also need donations of drinks for people at the Tournament.

If you or your business would like to help D.A.R.E. by becoming a sponsor for the golf tournament, please send a check for \$100.00 to:

Caldwell County D.A.R.E.
2351 Morganton Blvd
Lenoir, NC 28645
828-759-1519
Attn: Lt. Steve Rich

Due to the time necessary to construct the signs, we ask that you respond by July 1, 2014, or make contact with me by that date.

Thank you in advance for your support of D.A.R.E. Your generosity will go a long way toward teaching kids to resist the pressures to become involved with drugs. If you have any questions, please feel free to call.

Sincerely,

Lt. Steve Rich
Caldwell Co. D.A.R.E.

Lt. Andy Wilson
Lenoir DARE

Lt. T.J. Bates
Granite Falls DARE

AGENDA ITEM 14A

MEMO

DATE:

June 17, 2014

SUBJECT:

Updates:
Community Development
Block Grant Monthly
Status Report

Discussion:

The attached report shows that all requirements for the Community Development Block Grant on behalf of The Haystation, LLC are on schedule.

Recommendation:

No Council action required.

Monthly Performance Status Report

(Due on 15th of each month)

Grantee Name: Town of Sawmills

Grant Number: 12-C-2443

Month: June

Year: 2014

[illegible]

Prepared By: Sherry Long

Title CD Director, WPCOG

Endorsed By: Seth Eckard

Title Town Administrator

(City/County Manager or Clerk)

Board or Council Update: June 17, 2014

Date June 17, 2014(Agenda Packet)

Performance Schedule

(Based on Performance Based Contract)

On/Off Schedule

- ❖ **On Performance Schedule:** Stop and submit report, no current performance status or remedy to get back on schedule is required
- ❖ **Off Performance Schedule:** Provide current performance status and remedy to get back on schedule and submit report

DCA Monthly Performance Report v. 3/2013

AGENDA ITEM 14B

MEMO

DATE:

June 17, 2014

SUBJECT:

Updates:
Community Development
Block Grant Sewer
Project Monthly Update

Discussion:

Lisa Helton, Project Administrator from the Western Piedmont Council of Governments (WPCOG) sent the attached update for the Community Development Block Grant (CDBG) Duff Drive area sewer project.

Recommendation:

No Council action required.

TOWN OF SAWMILLS
COMMUNITY DEVELOPMENT BLOCK GRANT
DUFF DRIVE AREA SEWER PROJECT

MEMORANDUM:

TO: Town Council and Town Administrator
FROM: Lisa Helton, Program Administrator
DATE: June 9, 2014
SUBJECT: CDBG Sewer Project Monthly Update

Staff is still working on the getting the required easements signed for the project. The bidding process can begin after all the surveying and easements are signed. If you have any question, please call me at 828-514-9194.

	<u>Total Funds</u>	<u>Spent to date</u>	<u>Remaining funds</u>
Public Sewer Improvements	\$711,100	\$42,330.65	\$668,769.35
Administration	\$ 71,400	\$25,777.32	\$45,622.68
Planning	\$ 5,000	\$5,000	\$0.00
<hr/>			
TOTAL	\$787,500	\$73,107.97	\$714,419.03

AGENDA ITEM 14C

MEMO

DATE:

June 17, 2014

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.

Property Owner	Property Address	Issue	Status
STAT Inc	3046 Eli Lane	Person living in shed	A few building materials remain on property. His deadline to remove them is June 30.
Phyllis & Jimmy Chester	6098 Spartan Dr	Trash in front yard	have June 23 deadline before they receive NOV. skip fining and go straight to abatement/fien if it comes to it, but they promised to make progress this summer.
Ralph Flannagan	4417 Nathan's Way	Buildings falling in	mobile home got worse and code enf committee June 10 should consider removing mobile home. It is covered in ivy and back addition is falling off.
Ann Newton	4438 Jess Dr	High grass	mower got go-ahead to mow on Jun 6.
Robin Deaton	4689 Greenwood Terr	High grass	upon inspection on May 22 grass was already mowed
Hendrix Lawn Care	1497 Cajon Mtn Rd	Littering	June 10 code enf committee
Charles Haganan, Katrina Sharpe	2161 White Pine Dr	High grass	called mower. Monday I can give Karen the quotes
Mark Stinson, William Walker Jr	4237 Benfield Dr	High grass	citation sent may 23. deadline Jun 2. owners promised to mow by Jun 10
Ajay Patel	3049 Eli Ln	High grass	needs NOV
Jack & Kim Blankenship	1641 Lafayette Ave	High grass	needs NOV