

THURSDAY, FEBRUARY 14, 2019
TOWN OF SAWMILLS ANNUAL BUDGET RETREAT
9:00 AM

COUNCIL PRESENT

Johnnie Greene
Clay Wilson
Jeff Wilson
Joe Norman
Rebecca Johnson

STAFF PRESENT

Christopher Todd
Julie A Good
Ronnie Coffey
Steve Coonse
Terry Taylor

COUNCIL ABSENT

Keith Warren

CALL TO ORDER: Mayor Pro Tem Clay Wilson called the meeting to order.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Clay Wilson led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Pro Tem Clay Wilson asked for a motion to adopt the February 14, 2019 Agenda.

Jeff Wilson made a motion, and Joe Norman seconded, to adopt the February 14, 2019 agenda. All were in favor.

DEMOGRAPHICS ECONOMIC DATA PRESENTATION: Senior Data Analyst Taylor Dellinger, with the Western Piedmont Council of Governments, presented a presentation showing the economic and demographic trends of Sawmills. The presentation was created for the Town by the Western Piedmont Council of Governments (WPCOG). The presentation highlighted population trends and economic growth and decline occurring in Sawmills, Caldwell County, and the Hickory Metropolitan Statistical Area (HMSA).

MISSION, VALUES, AND GOALS DISCUSSION: Town Administrator Christopher Todd stated that the Town of Sawmills currently does not have a formal Mission Statement. A Mission Statement, along with a list of values would guide the council and staff in creating and enacting policy. The Council and staff will work on a formal Mission Statement during the budget sessions with the hopes of adopting a formal Mission Statement at the June 18, 2019, Council Meeting with the 2019/2020 FY Budget.

DISCUSSION -

ENHANCED LAW ENFORCEMENT: Town Administrator Christopher Todd stated that there had been some inquiries regarding more law enforcement presence in the Town limits. Town staff has been talking with the Caldwell County Sheriff's Department about contracting officers to stay primarily in the Town of Sawmills in twelve (12) hour shifts. Town Council directed Town staff to get more information from the Sheriff's Department regarding call volume for the last year, including times and reasons for the calls, for the Town of Sawmills, as well as, speak to other municipalities that contract with their Sheriff's Department to see how this works for them.

COFFEE WITH THE COUNCIL: The following items were discussed during the public comment during the annual "Coffee with the Council" meeting.

- Parks and Recreation:
 - Multi-Use Pedestrian Path-Town staff can look onto getting a Part-F grant to connect the two (2) parks
 - Skate Parks-Town Council does not want to look into getting a skate park at this time
 - More Playground Equipment for ages six (6) and less-Town Council directed staff to look into getting more playground equipment for the younger children
 - Playground Equipment at the Farmers Market Field-Town Council directed staff to look into getting the playground equipment for children ages six (6) and less
- Water and Sewer Rates:
 - Keep Rates Low-Town Council will talk about rates during the budget process
 - Develop Sewer in Areas We Want High Density Development-Town Administrator Christopher Todd stated that the Town should have the new GIS water and sewer mapping system in place by June and staff will use this to see if there are any areas that the Town can look at doing a sewer project in
 - Create Capital Reserve Funds for Sewer Projects-Town Administrator Christopher Todd stated that the Town Council can start putting funds back for future projects if they so desire
- Sawmills Farmers Market:
 - Add some Pizazz to the Market-Town Administrator Christopher Todd stated that he has talked with Catawba County Community College (CVCC) graphic design program and the students are willing to design a logo for the Farmers Market at no cost to the Town
 - Allow for EBT-Town Administrator Christopher Todd stated that allowing EBT would add staff time for accounting and the Town would have to add infrastructure to the Farmers Market to be able to accept the cards. Town Council is not interested in doing allowing EBT at this time
 - Look for Different or Multiple days for the Market to occur-
 - Combine Special Events with a "Garage Sale Day" for the Community-

- Public Works:
 - Beautification Projects-
- Town Events:
 - Movie Night-
 - Music Events-
 - Community Day-
- Ideas from the Public:
 - Town Hall Project-Town Council does not want a Town Hall project at this time
 - Yard of the Month-Town Administrator Christopher Todd stated that this topic will be an Agenda Item on the February 19, 2019, Regular Scheduled Council Meeting
 - Citizen Lead Town Beautification projects-Town Administrator Christopher Todd stated that the Town already has an Adopt-A-Street program, but no one has ever signed up for the program. Town Council directed staff to remind citizens about the Adopt-A-Street program
 - Town Supplied Firefighter/Partnership with Sawmills Fire and Rescue-Town Council directed Town staff to talk to Kyle Clontz, Fire Chief for Sawmills Volunteer Fire and Rescue, to see if this a project that the Sawmills Fire Department would be interested in

UPDATES:

LEGAL UPDATES: Town Attorney Terry Taylor stated that with the Town Council looking to update the Town's Comprehensive Land Use Plan that the Town Council needs to do Plan Consistency Statements. Town Attorney Terry Taylor stated that state law mandates that a plan consistency statement be prepared and approved for every zoning amendment. Failure to do so can invalidate a zoning amendment.

Town Attorney Terry Taylor also spoke about full and accurate minutes. Town Attorney Terry Taylor stated that in open session full and accurate minutes does not mean that every word needs to be written verbatim. Full and accurate minutes should contain mainly a record of what was done at the meeting, not what was said by the members.

Town Attorney Terry Taylor stated that for closed session full and accurate minutes are the same as in open session. The minutes need to contain mainly a record of what was done at the meeting, not what was said by members. Town Attorney Terry Taylor also reminded Council that if there is a closed session then the topic discussed needs to stay in closed session, especially personnel matters, which are usually not public record.

CLOSED SESSION: ATTORNEY CLIENT PRIVILEGE: Mayor Johnnie Greene asked for a motion to go into closed session.

Clay Wilson made a motion, and Joe Norman seconded, to go into Closed Session at

approximately 12:46 pm. All were in favor.

Clay Wilson made a motion, and Joe Norman seconded, to come out of Closed Session at approximately 1:34pm. All were in favor.

TOWN ADMINISTRATOR UPDATE:

POSSIBLE CDBG PROJECT-HARRIS MOBILE HOME PARK: Town Administrator Christopher Todd stated that Town staff is currently working with the WPCOG and West Consultants to determine the feasibility of a CBDG-I grant funded sewer project. These types of grants are designed to fund projects in areas where there are environmental issues and to better serve low income residents. Currently the project is estimated to cost six hundred fifty thousand dollars (\$650,000.00), of which the CBDG-I grant would cover ninety-five (95%) of the cost. The project is expected to need four (4) easements and would connect to the Mayfield Drive pump station. This project would be limited as to future connections due to topography. Town Council directed to staff to move forward with this project.

US HWY 321 AND MISSION ROAD INTERSECTION IMPROVEMENTS: Town Administrator Christopher Todd stated that the NCDOT is currently working to improve the intersection at Mission Road and US Hwy 321. NCDOT is currently in the process of finalizing the plans. These plans would include any utility relocations required due to the project. NCDOT, Sawmills and West Consultants are currently working to determine what town owned utilities need to be relocated. Due to Sawmills being a population under ten thousand (10,000) people the NCDOT will cover the cost of relocation and any necessary engineering work.

Additionally, staff has requested that West Consultants conduct a plan overview to determine the feasibility of any additional infrastructure sleeves that could be put in simultaneously with the intersection improvements. Any engineering or construction costs associated with the sleeves would be the responsibility of the Town. If West Consultants sees putting in sleeves as a doable project, staff will come back to Town Council and let to see if this a project that would benefit the Town.

DISCUSSION ITEMS CONTINUED:

COMPREHENSIVE LAND USE PLAN: Town Administrator Christopher Todd stated that the Sawmills Comprehensive Plan will be presented at the February Council Meeting for Council's approval.

METER READING SYSTEM: Town Administrator Christopher Todd stated that the current water metering infrastructure for the Town of Sawmills is known as "touch-read" metering. This system requires a staff member to read each meter by touching the top of the meter box with a sensor, that then sends the current meter reading information to a handheld computer.

Staff would like for the Town Council to consider updating this system with a more modern and effective form of meter reading known as Advanced Metering Infrastructure (AMI). An AMI system allows for meters to be read through antenna-based collection locations, with all the data being sent to a collection hub (Town Hall).

The Town Water Department is currently in need of purchasing water meters in order to have both a reserve and the amount needed to replace aging infrastructure. Town Administrator Christopher Todd stated that staff can get a RFP and get cost estimates to allow the Town to get exactly what it needs. Town Administrator Christopher Todd also stated that staff would like to fund this project out of the General Fund not out of the Enterprise Fund. Town Council directed staff to get quotes to switch the Town to the AMI system.

CAPITAL IMPROVEMENT PLAN:

STREETS: Town Administrator Christopher Todd stated that, based on a street study conducted by West Consultants, the two (2) streets that are at the top of the list for repaving are Buckhead Drive and Marblestone Drive. Town Council directed staff to budget for the street paving projects.

WATER INFRASTRUCTURE: Town Administrator Christopher Todd stated that in the 2018/2019 FY Budget, Town Council had budgeted money for the Russell Drive project. All of the easements have not been secured for the Russell Drive project and the Town will not have the easements before the end of this fiscal year. Town staff proposes to put the monies set aside for the Russell Drive project back into the Capital Reserve Fund.

Town Administrator Christopher Todd stated that the waterline on Mission Road needs to be replaced due to major water leaks. The waterline on Mission Road is under the highway and is a danger for staff when there is a leak. Staff states that the waterline needs to be replaced from J P Leather to beyond Sunrise Baptist Church, to get the waterline out from under a major road and in a safer place for staff to work on if there is a problem.

Town Administrator Christopher Todd stated that staff thinks that with putting the Russell Drive project back in the Capital Reserve Fund for this year the staff can bid out the Russell Drive project and the Mission Road waterline replacement project out at the same time and save some money by doing both projects simultaneously. Town Council directed staff to talk to West Consultants about getting bids for Russell Drive and Mission Road waterline replacement projects and have an exact number to put in the budget.

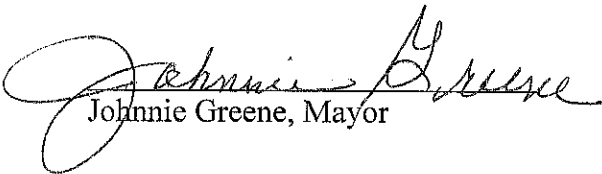
SEWER INFRASTRUCTURE: Town Administrator Christopher Todd stated that per our Capital Improvement Plan that the next street to look at for doing a sewer project is Baker Circle. Town Administrator Christopher Todd stated that staff would get updated numbers for Council to look at for a sewer project on Baker Circle during the budget process.

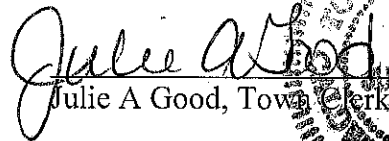
CLOSING REMARKS: Town Administrator Christopher Todd let the Council know that he appreciated their guidance in what looks to be another successful budget process.

February 14, 2019

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

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


Johnnie Greene, Mayor


Julie A Good, Town Clerk

