

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, June 20, 2017
6:00 pm

1. Call To Order Mayor Joe Wesson
2. Invocation
3. Pledge of Allegiance Mayor Joe Wesson
4. Adopt Agenda Mayor Joe Wesson
5. Approve Meeting Minutes
A. May 16, 2017 Regular Meeting Minutes Mayor Joe Wesson
B. May 16, 2017 Closed Session Minutes Mayor Joe Wesson
6. Public Comment Mayor Joe Wesson
7. Recognitions:
A. Recycle Rewards Mayor Joe Wesson
8. Public Hearing: FY 2017-2018 Budget
A. Open Public Hearing Mayor Joe Wesson
B. Staff Comments/Recommendations Mayor Joe Wesson
C. Public Comment Mayor Joe Wesson
D. Close Public Hearing Mayor Joe Wesson
E. Council Action Mayor Joe Wesson
9. Financial Matters:
A. Disabled American Veterans Chapter 6 Donation Request Mayor Joe Wesson
10. Discussion:
A. Stormwater Discharge Program Agreement Mayor Joe Wesson
B. Fifth Amendment to Town of Sawmills Licensing Agreement Mayor Joe Wesson
C. Alcohol Referendum Mayor Joe Wesson
11. Updates:
A. Code Enforcement Monthly Report Mayor Joe Wesson
B. Council Comments Mayor Joe Wesson
12. Closed Session: Personnel Mayor Joe Wesson
13. Adjourn Mayor Joe Wesson

**TUESDAY, MAY 16, 2017
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Joe Wesson
Gerelene Blevins
Keith Warren
Jeff Wilson
Joe Norman
Reed Lingerfelt

STAFF PRESENT

Christopher Todd
Terry Taylor
Julie A Good

CALL TO ORDER: Mayor Joe Wesson called the meeting to order.

INVOCATION: Councilman Reed Lingerfelt gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Joe Wesson led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Joe Wesson asked for a motion to adopt the May 16, 2017 Agenda.

Keith Warren made a motion, and Reed Lingerfelt seconded, to adopt the May 16, 2017 Agenda. All were in favor.

APPROVE APRIL 18, 2017 REGULAR MEETING MINUTES: Mayor Joe Wesson asked for a motion to approve the April 18, 2017 regular meeting minutes.

Joe Norman made a motion, and Gerelene Blevins seconded, to approve the April 18, 2017 regular meeting minutes. All were in favor.

APPROVE APRIL 18, 2017 CLOSED SESSION MEETING MINUTES: Mayor Joe Wesson asked for a motion to approve the April 18, 2017 closed session meeting minutes.

Reed Lingerfelt made a motion, and Joe Norman seconded, to approve the April 18, 2017 closed session meeting minutes. All were in favor.

APPROVE MARCH 9, 2017 BUDGET MEETING MINUTES: Mayor Joe Wesson asked for a motion to approve the March 9, 2017 budget meeting minutes.

Gerelene Blevins made a motion, and Joe Norman seconded, to approve the March 9, 2017

budget meeting minutes. All were in favor.

APPROVE APRIL 6, 2017 BUDGET MEETING MINUTES: Mayor Joe Wesson asked for a motion to approve the April 6, 2017 budget meeting minutes.

Joe Norman made a motion, and Reed Lingerfelt seconded, to approve the April 6, 2017 budget meeting minutes. All were in favor.

APPROVE APRIL 20, 2017 BUDGET MEETING MINUTES: Mayor Joe Wesson asked for a motion to approve the April 20, 2017 budget meeting minutes.

Keith Warren made a motion, and Gerelene Blevins seconded, to approve the April 20, 2017 budget meeting minutes. All were in favor.

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

No one wished to speak.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Mayor Joe Wesson announced Mrs. Mary Eller Helton as the May Recycle Rewards winner. A credit of twenty-eight dollars (\$28.00) will be added to her sanitation bill.

No Council action was required.

FINANCIAL MATTERS:

BAD DEBT WRITE-OFF: Town Administrator Christopher Todd stated that the Town had a list of 2013 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 the write off of the accounts. The total amount of these accounts is six thousand four hundred sixty-seven dollars and twenty-one cents (\$6,467.21). Town Administrator Christopher Todd also advised Council that included in the list are twenty-six (26) accounts the Town has submitted to the NC Debt Setoff Program for Collection. Town Administrator Christopher Todd stated the Town had recovered five thousand four hundred seventy-four dollars (\$5,474.00) from previous years). There are sufficient funds in the budget to cover this.

Reed Lingerfelt made a motion, and Joe Norman seconded, to approve staff to write off the 2013 list of bad debts accounts in the amount of six thousand four hundred sixty-seven dollars and twenty-one cents (\$6,467.21). All were in favor.

PRESENTATION OF FY 2017-2018 BUDGET AND CALL FOR PUBLIC HEARING: Town Administrator Christopher Todd presented to Council a proposed budget for Fiscal Year 2017-2018. Town Administrator Christopher Todd 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 2017-2018 totals three million five hundred sixty-two thousand two hundred nine dollars (\$3,562,209.00). A few highlights of the proposed budget include no property tax increase; twenty-five percent (25%) increase for the water and sewer rates; an appropriation of General Fund unrestricted reserves, in the amount of eighty-six thousand dollars (\$86,000.00), will be transferred to the Utility Fund for Capital Improvement; an appropriation of Water and Sewer Fund reserves will be made this fiscal year; maintains current level of services; maintains current levels of benefits for employees. The Town will also maintain its current levels of service to the citizens. Council must hold a public hearing on June 20, 2017, to adopt the budget.

Joe Norman made a motion, and Gerelene Blevins seconded, to hold a public hearing on June 20, 2017, to adopt the budget for FY 2017-2018. All were in favor.

WPCOG PLANNER/CODE ENFORCEMENT OFFICER AGREEMENT: Mayor Joe Wesson stated that the current contract with the Western Piedmont Council of Governments (WPCOG) for planning services will expire on June 30, 2017 and will need to be renewed. The renewal of the services would be for twenty-two thousand two hundred fifty dollars (\$22,250.00).

Reed Lingerfelt made a motion, and Joe Norman seconded, to accept the contract with the WPCOG for a total of twenty-two thousand two hundred fifty dollars (\$22,250.00). All were in favor.

DOT MOWING CONTRACT: Town Administrator Christopher Todd stated that the Town helps the Department of Transportation with mowing and clean-up of the right of ways of certain State maintained roads with reimbursement of up to three thousand three hundred fifty-eight dollars (\$3,358.00) made quarterly to the Town.

Joe Norman made a motion, and Gerelene Blevins seconded, to accept the contract with the Department of Transportation. All were in favor.

SALES TAX REINVESTMENT AGREEMENT: Town Administrator Christopher Todd stated that the current contract with Caldwell County for the Sales Tax Reinvestment program will expire on June 30, 2017 and will need to be renewed. Town Administrator Christopher Todd stated that the contract will not exceed one hundred ninety-four thousand dollars (\$194,000.00) annually. The funds would be used by Caldwell County and the Caldwell County Economic Development Commission as incentive moneys for job growth and development.

Joe Norman made a motion, and Gerelene Blevins seconded, to accept the Sales Tax

Reinvestment Contract. All were in favor.

DISCUSSION:

NEW UTILITY APPLICATION POLICY: Town Administrator Christopher Todd stated that the current policy allows an account to be finalized five (5) days after disconnection due to non-payment. Once this happens, a new application must be filled out, along with a new deposit, to reopen the account. If the current resident opens the account in the same name, the old balance and a new deposit must be paid before the account can be reopened.

Town Administrator Christopher Todd stated that staff has noticed an increase where the old occupant is still at the same location but a different occupant is opening the account. This leaves the old balance unpaid and non-collectable. Town Administrator Christopher Todd stated that since the Town does not require proof of ownership or a rental agreement, the Town is losing monies owed for the old accounts. Town Administrator Christopher Todd stated that staff proposes the following changes to the current policy:

- New customers must show proof of ownership, lease agreement, or have a notarized letter from the owner, when opening an account;
- All persons on the proof of ownership, lease agreement, or notarized letter, needs to be listed as responsible parties;
- All persons listed on the proof of ownership, lease agreement, or notarized letter, must sign the application;
- If the account is a final account due to non-payment, any person who is listed on the account, and wants services reconnected at that address, must start over with the application process, pay another deposit and pay any monies due.

Keith Warren made a motion, and Reed Lingerfelt seconded, to adopt the new utility application policy. All were in favor.

PARKS MASTER PLAN: Town Administrator Christopher Todd stated that Town Staff and the Western Piedmont Council of Governments has worked over the past eight (8) months to create an updated Parks Master Plan. The plan was created in conjunction with a Parks Master Plan Committee, public outreach, and staff recommendation.

Joe Norman made a motion, and Reed Lingerfelt seconded, to adopt the Parks Master Plan. All were in favor.

NC STATEWIDE EMERGENCY MANAGEMENT MUTUAL AID AND ASSISTANCE AGREEMENT: Town Administrator Christopher Todd stated that the

current agreement with the North Carolina Department of Public Safety for Mutual Aid and Assistance will expire in September and will need to be renewed. The Caldwell County Emergency Services division is working to collect all the local agreements and get them filed with the State. The previous agreement was adopted by the Town Council in 2009.

Keith Warren made a motion, and Gerelene Blevins seconded, to renew the agreement with the North Carolina Department of Public Safety for Mutual Aid and Assistance. All were in favor.

PLANNING MATTERS:

ANNUAL PLANNING BOARD REPORT: Town Planner Leslie M. Meadows stated that in the Planning Ordinance Section 151.06 it is stated that: An annual report shall be prepared and submitted to the Town Council by May of each year. The report shall include a comprehensive and detailed review of the activities, problems and actions of the Planning Board as well as any budget requests and/or recommendations.

Town Planner Leslie M. Meadows stated that the Planning Board has met one (1) time from April 2016 to April of this year. Town Planner Leslie M. Meadows also stated that the Planning Board met in July 2016.

Town Planner Leslie M. Meadows stated that the Board of Adjustments met one (1) time from April 2016 to April of this year. Town Planner Leslie M. Meadows also stated that the Board of Adjustments met in September 2016.

Town Planner Leslie M. Meadows stated that she wrote thirty-nine (39) zoning permits, met about nine (9) subdivisions and provided zoning assistance to over eighty (80) customers, consisting of various prospective buyers, realtors, property owners, developers, and concerned citizens since August 2016.

Town Planner Leslie M. Meadows stated that there were nineteen (19) Code Enforcement cases that have been completed.

No Council action was needed.

BOARD OF ADJUSTMENT REAPPOINTMENTS: Town Administrator Christopher Todd stated that there are three (3) seat on the Board of Adjustment Committee that expire June of this year. Danny Hamby, a regular Board of Adjustment member, has agreed to serve another term and both alternates, Johnnie Greene (an in-town alternate) and Walter Moore (an ETJ alternate) have both agreed to serve another term as alternates.

Keith Warren made a motion, and Reed Lingerfelt seconded, to reappoint Danny Hamby, Johnnie Greene and Walter Moore to the Board of Adjustment Committee. All were in favor.

UPDATES:

MAY CODE ENFORCEMENT REPORT: Town Planner Leslie M. Meadows stated that there are ten (10) code enforcement cases open:

- Teresa Annas Compton is the owner of a dilapidated house located at 4476 Sawmills School Road. Town Planner Leslie M. Meadows checked with Caldwell County on April 11, 2017, who verified that owner had a 2011 building permit for remodel changed over into her name. Caldwell County stated they would honor the permit if a new contractor takes over;
- WNC Properties, LLC owner of 4209 Creekview Pl. Minimum housing complaint. Town Planner Leslie M. Meadows stated that she has contacted Caldwell County Building Inspectors about meeting to investigate and follow-up on minimum housing complaint;
- David Graham (Landlord) owner of 4176 US Highway 321A. Minimum housing complaint. Town Planner Leslie M. Meadows stated that she has contacted Caldwell County Building Inspectors about meeting to investigate and follow-up on minimum housing complaint;
- Casey Lynn Wallace, owner of 3950-1 Walters MHP Drive. Minimum housing complaint. Town Planner Leslie M. Meadows stated that she has contacted Caldwell County Building Inspectors about meeting to investigate and follow-up on minimum housing complaint;
- Dwayne and Bridget Mann, owner of 4353 Eli Lane/Fancy Place. Garbage, trash, refuse complaint. Town Planner Leslie M. Meadows stated that she verified the complaint on April 27, 2017 and mailed out a letter with a deadline of May 16, 2017. As of May 9, 2017 there has been no response or change;
- Carolyn Bray, owner of 2570 Baker Cir. Abandoned mobile home. There has been no reply and no change in the status of this case;
- Andrew Dehart, owner 4036 US Highway 321A. High grass and junked vehicles. High grass/weeds still need to be tended. Town Planner Leslie M. Meadows stated she had spoken with the local contact, Leslie Kenworthy, on May 16, 2017 and Ms. Kensworthy stated she had paid someone to finish the outside work on the property and they had not completed that work yet;
- Cheney Carter, owner of 4361 Sawmills School Road. Abandoned/dilapidated home. Town Planner Leslie M. Meadows stated that there are no trespassing signs now in place, there was a new high grass/landscaping complaint received on May 9, 2017. Town Planner Leslie M. Meadows stated she spot checked the property on May 9, 2017 and will begin the procedure to get mowers to the property;
- Gena Edwards and Buster Price, owners of 4492 Mayfield Drive. Outdoor storage, junk vehicles and pool complaint. Town Planner Leslie M. Meadows stated that the complaint was verified on April 27, 2017 and a violation letter was mailed with a

deadline of May 16, 2017. Town Planner Leslie M. Meadows stated that she spoke with the homeowner on May 9, 2017 and homeowner has begun removing vehicles and trash. Town Planner Leslie M. Meadows also stated that homeowner agreed to cover the pool until officially treating it to open for use in June. Town Planner Leslie M. Meadows will continue to spot check;

- Arnold and/or Jeff Wilson, owners of 1769 Cahah Mountain Road. Outdoor storage and junk vehicles. Town Planner Leslie M. Meadows stated that the complaint was verified on April 27, 2017 and a violation letter was mailed with a deadline on May 16, 2017. Owner had called and agreed to speak with current tenants. Town Planner Leslie M. Meadows stated that there was little change as of May 9, 2017.

No Council action was required.

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

Joe Norman thanked everyone for coming out and stated that the meeting had been interesting.

Keith Warren stated that he appreciated everyone who came out to the meeting. Keith Warren stated he hoped everyone had a safe trip home.

Gerelene Blevins thanked everyone for coming out and hoped no one was upset about the meeting.

Jeff Wilson stated that he hoped everyone had a good evening.

Reed Lingerfelt thanked everyone for coming out and hoped everyone had a safe trip home. Reed Lingerfelt also stated that it had been an interesting meeting.

Mayor Joe Wesson wanted to thank everyone for coming out. Mayor Joe Wesson stated that he thought the Town had a great budget and Council had worked hard to make sure there was no tax increase, which is always good.

Mayor Joe Wesson wanted to remind everyone of the Memorial Day celebration on May 29, 2017 at Veterans Park. Mayor Joe Wesson stated that the ceremony will begin at approximately 7:30 p.m.

CLOSED SESSION: PERSONAL MATTERS: Mayor Joe Wesson asked for a motion to go into closed session.

Reed Lingerfelt made a motion, and Joe Norman seconded, to go into Closed Session at 6:59 pm. All were in favor.

Keith Warren made a motion, and Joe Norman seconded, to come out of Closed Session at 7:23 pm. All were in favor.

COUNCIL ADJOURN: Mayor Joe Wesson asked for a motion to adjourn.

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

Joe Wesson, Mayor

Julie A. Good, Town Clerk

AGENDA ITEM 7A

MEMO

DATE:

June 20, 2017

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Kenneth Simmons on winning the Recycle Rewards Program for the month of June. Mayor Joe Wesson will present him with a Certificate of Appreciation. A twenty-eight dollar (\$28.00) credit will be added to the current sanitation bill.

Recommendation:

No Council action is required.

AGENDA ITEM 8A

MEMO

DATE:

June 20, 2017

SUBJECT:

Public Hearing:
Adopt Proposed
FY 2017-2018
Budget

Discussion:

Council has received a copy of the proposed FY 2017-2018 budget ordinance, budget message and fee structure.

Listed below are the salient points of the budget:

General Fund Expenditures:

Governing Body	\$48,308.00
Administration	\$489,400.00
Finance	\$80,500.00
Public Works	\$424,120.00
Streets and Highways	\$263,500.00
Sanitation	\$566,650.00
Community Development	\$102,950.00
Parks and Recreation	\$247,100.00
Operating Transfers	\$86,000.00
Interlocal Transfer to Caldwell County	\$194,000.00
Total	\$2,502,528.00

Fund Balance Appropriated: \$86,000.00

Utility Fund Expenditures:

Water	\$2,502,528.00
Sewer	\$1,059,681.00
Total	\$3,562,209.00

Total Budget \$3,562,209.00

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.
- A proposed water rate of \$20.60 (twenty dollars and sixty cents) minimum usage for 2,000 gallons, the rate of \$6.25 (six dollars and twenty-five cents) for 2,000 gallons to 6,000 gallons, and the rate \$7.50 (seven dollars and fifty cents) for 7,000 gallons and above.
- A proposed sewer rate of \$ 24.70 (twenty-four dollars and seventy cents) minimum usage for 2,000 gallons and the rate per additional 1,000 gallons of usage of \$ 6.90 (six dollars and ninety cents).
- A proposed sanitation rate of \$8.00 (eight dollars) per month and \$96.00 (ninety-six dollars) per year.
- Included in this budget is merit raises for Town employees.

See enclosed list of the proposed FY 2017-2018 fee structure.

Recommendation:

Staff recommends that Council adopt the FY 2017-2018 budget as presented.

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, 2017, and ending June 30, 2018.

SECTION 1 – General Fund

Revenues:

Property Tax	463,000
Local Sales Tax	1,015,000
Powell Bill Allocation	198,550
Solid Waste Fee	200,000
State Shared (Utility/Franchise)	192,000
Other	12,978
Fund Balance Appropriated	86,000
Capital Reserve – Refuse Truck	335,000
Total Estimated General Fund Revenues	\$2,502,528

Expenditures:

Governing Body	48,308
Administration	489,400
Finance	80,500
Public Works	424,120
Streets and Highways (Powell Bill)	263,500
Sanitation – Includes Refuse Truck	566,650
Community Development	102,950
Parks and Recreation	247,100
Interlocal Transfer to Caldwell County	194,000
Operating Transfer to Utility Fund-CIP	86,000
Total Estimated General Fund Expenditures	\$2,502,528

SECTION 2 – Utility Fund

Revenues:

Water	804,231
Sewer	<u>255,450</u>
Total Estimated Utility Fund Revenues	\$1,059,681

Expenditures:

Water	804,231
Sewer	<u>255,450</u>
Total Estimated Utility Fund Expenditures	\$1,059,681

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, 2017, is hereby levied and established as the official tax rate for the Town of Sawmills for Fiscal Year 2017-2018. The rate is based upon a total projected valuation of \$251,464,000 and an estimated collection rate of 94%. 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 2017-2018 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 the _____ day of _____ 2017.

Mayor Joe Wesson

Christopher Todd, Town Administrator

ATTEST:

Clerk

Annual Budget for the 2017-2018 Fiscal Year

Honorable Mayor Joe Wesson
And Members of the Town Council:

Town Staff is pleased to present the proposed budget for Fiscal Year 2017-2018, beginning July 1, 2017 and ending June 30, 2018. 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 2017-2018 totals \$3,562,209 reflecting an overall increase of \$570,203, or 19.1% increase from FY 2016-2017.

The proposed budget includes:

- no tax increases;
- 25% increase of the water and sewer rates;
- an appropriation of General Fund unrestricted reserves, in the amount of \$86,000, will be transferred to the Utility Fund for Capital Improvement
- an appropriation of Water and Sewer Fund reserves will be made this 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 2017-2018 is to remain at 20 cents per \$100 valuation with a collection rate of 94%. 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 unrestricted 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 economy.

Some highlights in the General Fund Departmental budgets include:

- paving repairs on Withers Drive, Hunters Path and Oxford Drive
- Server and computers for Administration
- paving at Town Hall and Public Works garage;
- maintaining employee benefits at current levels which entail a 1.3% increase in health insurance premiums;
- a 1% - 5% merit increase for employees
- continued participation in the Caldwell County Sales Tax Reinvestment Program in the amount of \$194,000
- roof expansion at Public Works garage
- replace/repair light poles at Baird Park

General fund revenues and expenditures are balanced at \$2,502,528 This amount represents an increase of \$624,953, or an increase of 25% from the previous 2016-2017 Fiscal Year Budget.

Enterprise Fund:

Due to the increased cost of service and desire to expand and maintain our infrastructure, the Town Council and Staff recommended water and sewer rates increase for Fiscal Year 2017-2018 by approximately 25%.

In light of the need to maintain Enterprise Fund reserves to address anticipated system improvements maintain solvency and meet unanticipated emergencies, both staff and the Town Council are urged to maintain adequate financial planning for the future. This may require adjusting water and sewer rates in the 2018-2019 Fiscal Year's Budget.

The Water Department, reflects a \$234,000 expense in Repair and Maintenance. This amount includes a replacement waterline on the Horseshoe Bend Road. There is also an amount of \$123,000 for Capital Outlay for the expansion of a waterline on the Horseshoe Bend Road for newly annexed properties.

Revenues for the Enterprise Fund for FY 2017-2018 are approximately \$1,059,681 reflecting a decrease of \$54,750, or 5%, from the FY 2016-2017 budget. This includes the need for the appropriation of net assets in the amount of \$63,981 to balance this year's water and sewer budget for one time capital expenses.

Water Rates:

Water Base Rate: \$20.60

Water Volumetric Rate: \$6.25 per 1,000 gallons < 6,000 gallons

Water Volumetric Rate: \$7.50 per 1,000 gallons > 6,000 gallons

Sewer Rates:

Sewer Base Rate: \$24.70

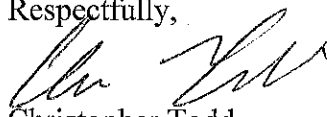
Sewer Volumetric Rate: \$6.90 per 1,000 gallons

Conclusion:

It is with great pride, and a lot of hard work, that we present the proposed budget for FY 2017-2018. The total budget estimates for FY 2017-2018 (across all funds) totals \$3,562,209 versus \$2,992,006 for FY 2016-2017. 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 budgetary stress and economic uncertainty.

Respectfully,



Christopher Todd
Town Administrator

**Town of Sawmills
 Fee Structure
 FY 2017 – 2018
 7/01/2017 – 6/30/2018**

Public Works:

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

Small brush pick up fee:	No charge (30 minutes or less)
Large brush pick up fee:	\$75.00 (per hour)- see policy for guidelines
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

Water/Sewer Department:

Water Deposit	\$100.00 <i>If ss# provided \$50.00 (a 50% discount)</i>
Sewer Deposit	\$100.00 <i>If ss# provided \$50.00 (a 50% discount)</i>
Water Tap (3/4 inch tap)	Inside Town \$750.00
Water Tap (3/4 inch tap)	Outside Town \$1,500.00
Water Tap (2 inch or greater)	Inside Town \$750.00 plus 15%
Water Tap (2 inch or greater)	Outside Town \$1,500.00 plus 15%
Sewer Tap (4-6 inch)	Inside Town \$1,000.00
Sewer Availability Fee	\$19.75 (current rate)
NO OUTSIDE SEWER TAPS	
Water Rates (Inside Town)	\$20.60 min charge per month up to 2,000gals \$6.25 per each additional 1,000gals up to 6,000gals \$7.50 per each additional 1,000gals after 6,000gals
Water Rates (Outside Town)	\$41.20 min charge per month up to 2,000gals \$12.50 per additional 1,000gals up to 6,000gals \$15.00 per each additional 1,000gals after 6,000gals
Sewer Rates (Inside Town)	\$24.70 min charge per month up to 2,000gals
NO OUTSIDE SEWER	
Meter Tampering Fee	\$75.00
Fire Hydrant Access Deposit (Contractors Only)	\$150.00

Sanitation Department:

Sanitation Deposit	\$20.00
Sanitation Fee	\$8.00 per month \$96.00 per year
Extra Trash Can (rental fee)	\$70.00 (per can)
Sanitation Availability Fee	\$8.00 per month

Planning:

Zoning Permit:	\$25.00
Zoning Permit – Accessory structures	\$5.00
Rezoning Application: (Includes Public Notice advertising/certified letters)	\$200.00
Special Use Permit:	\$150.00
Family or Minor Subdivision Review:	\$25.00
Major Subdivision Review:	\$200.00 <i>(plus \$5.00 per lot after 25 lots)</i>
Copy of Subdivision Ordinance:	\$10.00 <i>(per copy)</i>
Request for Variance:	\$200.00
Encroachment Fee	\$750.00

Parks and Recreation

Baird Park – Baseball Fields	\$150.00 per field \$250.00 both fields \$300 multi day tournament
Veterans Park – Baseball Fields	\$100.00 per field \$175.00 both fields \$225.00 multi day tournament
Soccer Field	\$100.00

Farmers Market Field

\$150.00

Miscellaneous Fees

Black & white copies:	.10 per page
Color copies:	.20 per page
Insufficient Funds (NSF Check Return)	\$30.00 (\$25.00 bank fee + \$5.00 processing fee)

**New rates for fiscal year effective 7/01/2017*

AGENDA ITEM 9A

MEMO

DATE:

June 20, 2017

SUBJECT:

Financial Matters:
Request for Donation

Discussion:

The Town has received a request from the Disabled American Veterans Chapter 6 for a donation in the amount of fifty dollars (\$50.00).

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: Disabled American Veterans Ch. 6

Permanent Address: 4113 Hickory Not Ridge Rd

City/State/Zip: Hudson NC 28638

Contact(s): Steve Holsclaw Phone #: 396-4732

Email: sdholsclaw@hotmail.com

Amount Requested: \$50 Date Funds Needed: 7-1-17

Describe the purpose of the project and how the funds will be used:

Fundraiser - Golf Tournament
Funds will be used to help veterans who request
help through Calh. Co. Vet. Service office
We provide free transportation to VA hospitals &
clinics for veterans with our volunteer drivers & two vans.
that Ch 6 purchased.

How will this project benefit the community?

Veterans will know that we can be called on for
support in their time of need

Official Town Use Only	
Date application received: <u>6/12/17</u>	Date presented to Town Council: <u>6/20/17</u>
Date approved/denied:	Amount approved:
Available balance in Governing Body donations expense account: <u>\$100.00</u>	
Check #/date:	Amount:

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

AGENDA ITEM 10A

MEMO

DATE:

June 20, 2017

SUBJECT:

Discussion:
Adopt Storm Water
Discharge Program
Agreement with
City of Lenoir

Discussion:

The current agreement between the City of Lenoir and the Town of Sawmills expires on June 30, 2017. The enclosed Storm Water Discharge Agreement between the City of Lenoir and the Town of Sawmills will be effective July 1, 2017 and expire June 30, 2018. The cost the Town will pay the City of Lenoir to continue responsibility of the plan is in the amount of \$13,104.93 (thirteen thousand one hundred four dollars and ninety-three cent). The City of Lenoir will also be entitled to receive all revenues from fines and penalties which accrue.

There are sufficient funds in the budget for this purpose.

Recommendation:

Staff recommends Council to approve the Storm Water Discharge Program Agreement in the amount of \$13,104.93 (thirteen thousand one hundred four dollars and ninety-three cent) and covering the period of July 1, 2017 to June 30, 2018.

STATE OF NORTH CAROLINA

CALDWELL COUNTY **STORM WATER DISCHARGE PROGRAM AGREEMENT**

This Agreement is entered into on this the _____ day of _____, 2017, by and between the Town of Sawmills, North Carolina (“the Town”) and the City of Lenoir, a N.C. municipal Corporation (“the City”).

WHEREAS, on or about September 12, 2005, the Town and the City were granted Permit No. NCS000474 to Discharge Storm Water under the National Pollutant Discharge Elimination System (“NPDES”) by the State of North Carolina Department of Environment and Natural Resources Division of Water Quality (the “Permit”), incorporated herein by reference, in order to discharge storm water from their municipal separate storm sewer systems into the waters of the creeks and unnamed tributaries located within the Catawba River Basin which are named or described in the Permit; and,

WHEREAS, Caldwell County developed and implemented a Storm Water Plan (the “Plan”) referred to in Part I of the Permit, and pursuant to a May 1, 2009, Storm Water Discharge Program Agreement, the County and the City agreed that the City assumed the implementation responsibilities for the Plan pursuant to the terms of said agreement, and pursuant to the terms of separate implementation agreements between the Town and the City; and,

WHEREAS, under the terms of said agreements the City’s obligations to assume and provide implementation of the Plan shall cease effective June 30, 2017; and,

WHEREAS, the Town and the City desire and intend to extend such implementation of the Plan by the City for the Town for and including the period from July 1, 2017, through June 30, 2018 as provided in this Agreement.

THEREFORE, the County and the City, for and in consideration of the valuable considerations described herein, do agree as follows:

1. EFFECTIVE DATES. Effective date upon and beginning July 1, 2017, and continuing through June 30, 2018, the City shall assume responsibility for implementation of the Plan with respect to areas of the Town located within the municipal boundaries of the Town, such responsibility shall include all matters and files that are then currently pending.
2. For such implementation responsibilities by the City for said period, the Town shall pay to the City the amount of \$ 13,104.93 _____ on or before September 1 _____, 2017. Said amount has been calculated and agreed to between the Town and the City pursuant to and agreed-upon formula based upon the Town’s current population and area relative to the proportionate populations and areas of other towns in Caldwell County which has entered into storm water plan implementation agreements with the City to determined proportionate shares of the total projected costs for the City in provided such implementation during the period of this Agreement.
3. The City shall additionally be entitled to have and receive all revenues from fines and penalties which accrue or may be obtained received by the City in the course of such implementation during the effective period of this Agreement.

4. This Agreement may be modified in writing by mutual agreement of the parties.

This Agreement is executed in duplicate originals, one of which is to be retained by each of the parties hereto.

TOWN OF SAWMILLS

By: _____
Town Manager

ATTEST:

Clerk to the Town Council

(Town Seal)

CITY OF LENOIR

By: _____
City Manager

ATTEST:

Clerk to the City Council

(City Seal)

AGENDA ITEM 10B

MEMO

DATE:

June 20, 2017

SUBJECT:

Discussion:
Adopt Fifth
Amendment To
Town of Sawmills
Licensing Agreement

Discussion:

The current agreement between the Town of Sawmills and the Sawmills Community Optimist Club, Inc., for the rights of the non-exclusive use of the baseball fields and concession stand at times and according to the schedule as mutually agreed upon by the Town of Sawmills and the Sawmills Community Optimist Club, Inc., was amended and continued until June 30, 2017. The Town of Sawmills and the Sawmills Community Optimist Club, Inc. wish to amend the current agreement to extend the agreement from July 1, 2017 through June 30, 2018.

Recommendation:

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

NORTH CAROLINA

FIFTH AMENDMENT TO
TOWN OF SAWMILLS LICENSING AGREEMENT

CALDWELL COUNTY

THAT WHEREAS, the TOWN OF SAWMILLS, a municipal corporation ("Town") and SAWMILLS COMMUNITY OPTIMIST CLUB, INC., a North Carolina nonprofit corporation ("Licensee") did enter into a License Agreement ("License") according to that Park License Agreement originally dated April 4, 2011, amended on August 16, 2011, August, 2013, July, 2014, July, 2015 and July, 2016.

THAT WHEREAS, the License Agreement was to exist for a period of one (1) year.

THAT WHEREAS, the License Agreement was amended and continued until the 30th day of June, 2017.

THAT WHEREAS, the parties do desire now to enter into a written Amendment to extend from the 1st of July, 2017 until the 30th day of June, 2018.

NOW, THEREFORE, the parties do hereby agree to this Amendment to License Agreement under the terms and conditions as follows:

1. The term of this Agreement shall exist from the 1st of July, 2017 until the 30th of June, 2018.
2. Either party may terminate this Agreement at any time by thirty (30) days advance written notice.
3. The grant of this License is exclusive to the Sawmills Community Optimist Club, Inc. and may not be assigned without the written consent of the Town of Sawmills.
4. This License continues to grant the Optimist Club the rights for a non-exclusive use of the baseball fields and concession stand at times and according to the schedule as mutually agreed upon. The specific times of use, description of programs and then thereafter any scheduling changes of programs must be submitted by the Optimist Club to the Town Administrator and approved prior to actual use.
5. Concurrently with the granting of this License, the Licensee shall forward to the Town Administrator a copy of the current Liability Insurance Policy providing coverage for personal injuries to each person and coverage for all personal injuries in each accident and coverage in such amounts as approved by the Town Administrator. Said Policy shall name the Town, it's Council Members and its Employees as Additional Insureds.

All the remaining terms and conditions of the original Park License Agreement and Amendment thereto are incorporated herein unless otherwise modified by these terms.

This the _____ day of _____, 2017.

SAWMILLS COMMUNITY OPTIMIST
CLUB, INC.

By: _____
Name: _____
Title: _____

TOWN OF SAWMILLS

By: _____
Mayor

ATTEST: _____
Town Clerk

APPROVED AS TO FORM:

Terry M. Taylor, Town Attorney

AGENDA ITEM 10B

MEMO

DATE:

June 20, 2017

SUBJECT:

Discussion:
Alcohol Referendum

Discussion:

The Town of Sawmills Town Council has been asked by the owners of Market Basket to consider voting to allow a referendum for the sale of alcohol in the Town of Sawmills. Currently there are no alcohol sales allowed within the Town of Sawmills. Alcohol Sales within Caldwell County are currently permitted in Granite Falls, Hudson, Lenoir, Hickory, and Blowing Rock.

The state of North Carolina defines five (5) different categories of sale for alcohol. These include malt liquor, unfortified wine, fortified wine, ABC Stores, and Mixed Beverages. The Town Council can choose to put one, multiple, or all of these items on the ballot. There are different sub categories that can be placed on some of these items as seen in § 18B-602. **Form of ballots** (see attached).

If a referendum were to pass it would mean additional revenue to the Town of Sawmills. Currently the Town of Sawmills could receive from \$15,000-\$20,000 in additional revenue annually if the sales of malt liquor, fortified wine, and unfortified were permitted. The revenue from the sales tax connected to aforementioned categories are defined in § 105-113.82. **Distribution of part of beer and wine taxes** (see attached), which designates this particular revenue source by population. This number is variable and based around total sales within the state, the population of the town, and the number of participating local governments in the state.

The Town Council would need to vote on this subject during the regularly scheduled June meeting in order for the referendum to occur during the November 2017 election time period.

Recommendation:

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

§ 18B-602. Form of ballots.

(a) Malt Beverage Elections. - Any one or more of the propositions listed below may be placed on the ballot for a malt beverage election. Each voter may vote on each proposition on the ballot. The propositions to be used shall be chosen by the governing body or petitioner requesting the election. The propositions shall read as follows:

- (1) To permit the "on-premises" and "off-premises" sale of malt beverages.
 FOR
 AGAINST
- (2) To permit the "on-premises" sale only of malt beverages.
 FOR
 AGAINST
- (3) To permit the "off-premises" sale only of malt beverages.
 FOR
 AGAINST
- (4) To permit the "on-premises" sale of malt beverages by Class A hotels, motels, and restaurants only; and to permit "off-premises" sales by other permittees.
 FOR
 AGAINST

(b) Determining Results of Malt Beverage Election. - The kind of malt beverage sales described in each proposition that receives a majority of votes "FOR" shall be allowed. If propositions (2) and (4) are both on the ballot and (2) receives a majority of votes "FOR," then sales shall be permitted according to that proposition regardless of the vote on (4). If one of the propositions receiving a majority of votes "FOR" is proposition (1), then the kind of sales described in that proposition shall be allowed regardless of the vote on any other proposition at that election.

(c) Subsequent Malt Beverage Elections. - A subsequent election in which a majority votes "AGAINST" malt beverage proposition (1) shall not affect the legality of sales that have previously been approved under proposition (2), (3), or (4). A subsequent election in which a majority votes "AGAINST" malt beverage proposition (2) or (3) shall not affect the legality of sales that have previously been approved under proposition (4).

(d) Unfortified Wine Elections. - Any one or more of the propositions listed below may be placed on the ballot for an unfortified wine election. Each voter may vote on each proposition on the ballot. The propositions to be used shall be chosen by the governing body or petitioner requesting the election. The propositions shall read as follows:

- (1) To permit the "on-premises" and "off-premises" sale of unfortified wine.
 FOR
 AGAINST
- (2) To permit the "on-premises" sale only of unfortified wine.
 FOR
 AGAINST
- (3) To permit the "off-premises" sale only of unfortified wine.
 FOR
 AGAINST

(e) Determining Results of Unfortified Wine Election. - The kind of unfortified wine sales described in each proposition that receives a majority of votes "FOR" shall be allowed. If one of the propositions receiving a majority of votes "FOR" is proposition (1), then the kind of sales described in that proposition shall be allowed, regardless of the vote on any other proposition at that election.

(f) Subsequent Unfortified Wine Election. - A subsequent election in which a majority votes "AGAINST" unfortified wine proposition (1) shall not affect the legality of sales previously approved under proposition (2) or (3).

(g) ABC Store Elections. - The ballot for an ABC store election shall state the proposition as follows:

To permit the operation of ABC stores.

- FOR
- AGAINST

(h) Mixed Beverage Elections. - The ballot for a mixed beverage election shall state the proposition as follows:

To permit the sale of mixed beverages in hotels, restaurants, private clubs, community theatres, and convention centers.

- FOR
- AGAINST

(1947, c. 1084, ss. 1, 2, 4; 1951, c. 999, ss. 1, 2; 1957, c. 816; 1963, c. 265, ss. 1-3; 1965, c. 506; 1969, c. 647, s. 1; 1971, c. 872, s. 1; 1973, c. 33; 1977, c. 149, s. 1; c. 182, s. 2; 1979, c. 140, s. 3; c. 683, s. 13; 1981, c. 412, s. 2; 1981 (Reg. Sess., 1982), c. 1262, s. 9; 1983, c. 583, s. 6.)

§ 105-113.82. Distribution of part of beer and wine taxes.

(a) Amount. - The Secretary must distribute annually a percentage of the net amount of excise taxes collected on the sale of malt beverages and wine during the preceding 12-month period ending March 31 to the counties or cities in which the retail sale of these beverages is authorized in the entire county or city. The percentages to be distributed are as follows:

- (1) Of the tax on malt beverages levied under G.S. 105-113.80(a), twenty and forty-seven hundredths percent (20.47%).
- (2) Of the tax on unfortified wine levied under G.S. 105-113.80(b), forty-nine and forty-four hundredths percent (49.44%).
- (3) Of the tax on fortified wine levied under G.S. 105-113.80(b), eighteen percent (18%).

Recommendation:

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

AGENDA ITEM 11A

MEMO

DATE:

June 20, 2017

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

The attached report shows the progress that Planner Leslie Meadows continues to make throughout the town.

Recommendation:

No Council action required.

Code Enforcement Report

June 2017

Property Owner	Property Address	Issue	Status
Teresa Annas Compton	4476 Sawmills Sch Rd	dilapidated house	On 5/25/17, met with Caldwell County Building Inspector Mark Annas onsite. He provided a letter of violations. Preparing a letter for town attorney review. Will send to landowner in hopes of initiating foreclosure.
WNC Properties A LLC	4209 Creek View Pl	minimum housing complaint	Will be arranging site visit with Building Inspector Mark Annas, now that I understand the process.
David Graham (Landlord)	4176 US Hwy 321 A	minimum housing complaint	Will be arranging site visit with Building Inspector Mark Annas, now that I understand the process.
Casey Lynn Wallace	3950-1 Walters MHP Dr	minimum housing complaint	Will be arranging site visit with Building Inspector Mark Annas, now that I understand the process.
Dwayne & Bridget Mann	4353 Eli Lane/Fancy Pl	garbage/trash/refuse	Sent notification that daily fines would begin on 5/17/17. Landowner called 5/22/17. Has begin removing some of the junked vehicles, and old electronics. Plans to get dumpster or dump truck to fill. Will continue to monitor and work with landowner as long as making progress.
Carolyn Bray	2570 Bakers Cir	abandoned mobile home	No reply, no change. Council person Gerelene Blevins to try to speak with mobile home owner.
Andrew Dehart	4036 US 321 A	high grass, junked vehicles	Mowing/trimming done. Local contact, Leslie Kenworthy called to report that the tree saplings growing up around the buildings foundation are to be cut down with chainsaw. Spot checked 6/8/17. No change in saplings. Will continue to monitor.
Chenay Carter	4361 Sawmills School Rd	abandoned home/high grass	On 5/25/17, met with Caldwell County Building Inspector Mark Annas onsite. Preparing a letter for city attorney review. Will send to landowner in hopes of initiating foreclosure. Already sent NOV letter for high grass and trash on 5/26/17. Deadline 6/13/17.
Christian Christopher	4201 US 321 A	high grass	Verified complaint and sent NOV letter 5/26/17. Deadline 6/13/17. Landowner mowed. CASE CLOSED
John Wilcox	Ellen St/Janettes Way Lo	high grass	Verified complaint and placed a call to landowner. Spot checked 5/25/17 and the lot had been mowed. CASE CLOSED
Buster Price	4492 Mayfield Drive	outdoor storage/junk vehicles/pool	Verified complaint on 4/27/17. Mailed NOV letter with deadline of 5/16/17. Spot checked 5/9/17 and spoke with landowner. Has begun removing vehicles and trash. Agreed to cover pool until officially treating it to open for use in June. Will continue to spot check.
Wayne Austin	1710 Carriage Lane	vacant home/high grass	Sent NOV letter on 5/11/17. Deadline 5/25/17. Spot checked 5/25/17 and property had been mowed. CASE CLOSED
Arnold Wilson	1769 Cajah Mtn. Road	outdoor storage/junk vehicles	Verified complaint on 4/27/17. Mailed NOV letter with deadline of 5/16/17. Landlord called and had current tenant, Jimmy Whisnant, contact me on 5/23/17. Spot checked 6/8/17. Old camper, food truck, and some porch items removed. Will continue to monitor.
Sasser Family LLC	2526 Meadows Park Lane	minimum housing complaint	Will be arranging site visit with Building Inspector Mark Annas, now that I understand the process.
Jose Montes	4321 Cherokee Court	high grass/junk vehicles	Sent NOV letter on 6/4/17. Deadline 6/16/17.