

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, May 20, 2014
6:00 pm

1. Call To Order
Mayor Bob Gibbs
2. Invocation
Interim Pastor Glenn Walker
3. Pledge of Allegiance
Mayor Bob Gibbs
4. Adopt Agenda
Mayor Bob Gibbs
5. Approve Meeting Minutes
A. April 15th Regular Meeting Minutes
Mayor Bob Gibbs
B. April 24th Special Budget Workshop Meeting Minutes
Mayor Bob Gibbs
6. Public Comment
Mayor Bob Gibbs
7. Recognitions:
A. Recycle Rewards Winner
Administrator Seth Eckard
B. Yard of the Month Winners
Mayor Bob Gibbs
C. New County Commissioner Donnie Potter
Councilman Joe Wesson
8. Planning Matters:
A. Recommendations for Board of Adjustment Members
Planner Elinor Hiltz
B. Annual Planning Board Report
Planner Elinor Hiltz
C. Call for a Public Hearing to Adopt Proposed Text Amendments to Sections 153.075, 153.146 and 153.147 of the Code of Ordinances
Planner Elinor Hiltz
D. Call for a Public Hearing to Adopt Proposed Text Amendments to Sections 153.074 and 153.081 of the Code of Ordinances
Planner Elinor Hiltz
9. Financial Matters:
A. Approve Proposed Bad Debt Write-Off
Administrator Seth Eckard
B. Presentation of FY 2014-2015 Budget and Call for a Public Hearing
Administrator Seth Eckard
C. Approved ECN CodeRED Agreement
Administrator Seth Eckard
10. Public Comment
Mayor Bob Gibbs
11. 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
12. Adjourn
Mayor Bob Gibbs

**TUESDAY, APRIL 15, 2014
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Bob Gibbs
Joe Wesson
Gerelene Blevins
Jeff Wilson
Johnny Wilson

STAFF PRESENT

Seth Eckard
Susan Nagle
Terry Taylor

COUNCIL ABSENT

Trena McRary Kirby

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 with the following change; remove item 7A.

Joe Wesson made a motion, and Gerelene Blevins seconded, to adopt the agenda with changes. All were in favor.

APPROVE MARCH 18, 2014 REGULAR MEETING MINUTES: Mayor Gibbs asked for a motion to approve the March 18, 2014 regular meeting minutes.

Jeff Wilson made a motion, and Gerelene Blevins seconded, to approve the minutes. All were in favor.

APPROVE MARCH 18, 2014 CLOSED SESSION MEETING MINUTES: Mayor Gibbs asked for a motion to approve the March 18, 2014 closed session meeting minutes.

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

APPROVE MARCH 25, 2014 SPECIAL MEETING MINUTES: Mayor Gibbs asked for a motion to approve the March 25, 2014 special meeting minutes.

Johnny Wilson made a motion, and Jeff Wilson seconded, to approve the minutes. All were in favor.

APPROVE APRIL 3, 2014 SPECIAL BUDGET WORKSHOP MEETING MINUTES: Mayor Gibbs asked for a motion to approve the April 3, 2014 special budget workshop meeting minutes.

Joe Wesson made a motion, and Gerelene Blevins seconded, to approve the minutes. All were in favor.

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

No one wished to speak.

DISCUSSION:

SAWMILLS FARMERS MARKET: Mayor Bob Gibbs introduced Olivia Ford, Co-Market Manager, of the Sawmills Farmers Market.

Mrs. Ford thanked Council and residents for their support over the last three years. The Sawmills Farmers Market starts May 6, 2014, opens at 3:00, and closes at 7:00 pm. There is room to expand and space for more vendors. They will be accepting SNAP and debit cards again this year but unfortunately, due to a loss in some grant funding the fee charged for use of debit cards has increased to \$1.50 per transaction. The opening day celebration will take place on May 27, 2014 and will hopefully include a live band, free food, games and other activities for kids that day. Due to the loss of some grant funding the Farmers Market is requesting a donation to help fund supplies, activities, and advertisement for the year. The Farmers Market is currently looking for a market manager and will post a job description on their website, the bulletin board in the lobby of the Town Hall as well as through multiple media outlets.

RECOGNITIONS:

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

No Council action was required.

YARD OF THE MONTH WINNERS: Mayor Gibbs announced Sawmills Elementary School, from the 28630 zip code, and Robin Soots, from the 28638 zip code, as the April yard of the month winners. Mayor Gibbs presented Sawmills Elementary School Custodian Teresa Miller with a certificate and stated that Mr. Soots' certificate would be available at the Town Hall for pick up.

No Council action was required.

PLANNING MATTERS:

ADOPT PROPOSED RIGHT-OF-WAY ENCROACHMENT AGREEMENT PROCEDURES AND PROPOSED ENCROACHMENT AGREEMENT: Town Administrator Seth Eckard stated Town Attorney Terry Taylor has drawn up the enclosed right-of-way encroachment procedures and agreement for the town to implement.

Joe Wesson made a motion, and Gerelene Blevins seconded to approve the enclosed right-of-way procedures and agreement. All were in favor.

PERSONNEL MATTERS:

ADOPT PROPOSED EMPLOYEE JOB DESCRIPTIONS, ACHIEVABLE GOALS AND INCENTIVES: Mayor Bob Gibbs introduced David Hill with HR Essentials Consulting.

David Hill expressed his appreciation towards the staff for all their help with the pay classification study. Mr. Hill stated that staff has given a lot of their time to assist with the pay classification study. After several meetings, gathering data, analyzing data and working through the process, each staff member filled out a fifteen page questionnaire about what they do which then created the job descriptions.

Joe Wesson made a motion, and Gerelene Blevins seconded to adopt the employee job descriptions, achievable goals and incentives. All were in favor.

ADOPT PROPOSED EMPLOYEE PAY GRADE: Mr. Hill stated all positions and the local labor market were analyzed to help determine the salary for each position. Each position was then assigned to a salary grade.

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

FINANCIAL MATTERS: ADOPT PROPOSED RECYCLING COLLECTION AGREEMENT: Town Administrator Seth Eckard stated the contract between the Town of Sawmills and Republic Services of North Carolina, LLC needs updated. The term of the contract will be for five (5) years and will begin July 1, 2014. The cost of this contract is in the amount \$3.27 per residence (based on 1600 residences). In the event of any annexations, the charges may be adjusted immediately. The only change in cost would be for the CPI (consumer price index) which shall be adjusted annually starting July 1, 2015 and effective July 1 each calendar year.

Jeff Wilson made a motion, and Johnny Wilson seconded, to approve a contract for curbside recycling with Republic Services of North Carolina, LLC. All were in favor.

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

No one wished to speak.

UPDATES:

COMMUNITY DEVELOPMENT BLOCK GRANT MONTHLY STATUS REPORT AND UPDATE: Administrator Eckard stated Nancy Coley, Program 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.

COMMUNITY DEVELOPMENT BLOCK GRANT SEWER PROJECT MONTHLY UPDATE: Administrator Eckard stated Lisa Helton, Program Administrator with the Western Piedmont Council of Governments has enclosed an update on the Community Development Block Grant Sewer Project.

No Council action was required.

CODE ENFORCEMENT MONTHLY REPORT: Administrator Eckard stated the enclosed report shows an update of the progress made throughout the Town by Planner Elinor Hiltz.

No Council action was required.

ADMINISTRATORS REPORT: Administrator Eckard made the following announcements:

- The Town Hall and Public Works will be closed on Friday, April 18, 2014 for Good Friday.
- The final budget workshop will be held at 5:00 pm on Thursday, April 24, 2014.
- The Town of Sawmills' Annual Easter Egg Hunt was a big success. Administrator Eckard expressed appreciation for everyone that participated.
- The Town of Sawmills' Facebook page currently has 1,000 likes.

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

Councilman Wesson thanked everyone for coming and stated he appreciates the citizens' comments.

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

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

Susan Nagle, Town Clerk

Bob Gibbs, Mayor

APRIL 24, 2014
TOWN OF SAWMILLS SPECIAL
BUDGET WORKSHOP MEETING
5:00 pm

COUNCIL PRESENT

Bob Gibbs
Joe Wesson
Gerelene Blevins
Jeff Wilson
Johnny Wilson

STAFF PRESENT

Seth Eckard
Karen Clontz
Ronnie Coffey

COUNCIL ABSENT

Trena McRary Kirby

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

INVOCATION: Mayor Gibbs gave the invocation.

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

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

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

ITEMS FOR DISCUSSION:

The following items were discussed:

- Water/Sewer Rate Study
- Fee Schedule
- Employee Merit and/or Adjustments

Budget Needs by Department:

- Governing Board
- Administration
- Planning/Community Development
- Public Works
- Sanitation
- Streets (Powell Bill)
- Parks & Recreation
- Water Department
- Sewer Department

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

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

Susan Nagle, Town Clerk

Bob Gibbs, Mayor

AGENDA ITEM 7A

MEMO

DATE:

May 15, 2014

SUBJECT:

Recognition:
Recycle Rewards
Winner

Discussion:

James Fox is the Recycle Rewards winner for May. Town Administrator Seth Eckard will present Mr. Fox with a certificate of appreciation and a twenty-eight dollar (\$28.00) credit will be added to his current sanitation bill.

Recommendation:

No Council action required.

AGENDA ITEM 7B

MEMO

DATE:

May 15, 2014

SUBJECT:

Recognition:
Yard of the Month
Winners

Discussion:

Stacey Cooke, from the 28630 zip code, and Aubrey Champion, from the 28638 zip code, are the yard of the month winners for May, Mayor Bob Gibbs will present them with a certificate of appreciation.

Recommendation:

No Council action required.

AGENDA ITEM 7C

MEMO

DATE:

May 15, 2014

SUBJECT:

Recognition:
New County
Commissioner Donnie
Potter

Discussion:

Councilman Joe Wesson has asked to present former Council member Donnie Potter with a certificate of appreciation due to his recent election win as Caldwell County Commissioner.

Recommendation:

No Council action required.

AGENDA ITEM 8A

MEMO

DATE:

May 15, 2014

SUBJECT:

Planning Matters:
Recommendations for
Board of Adjustment
Members

Discussion:

The term of appointment for Board of Adjustment members Carolyn Evert and Mark Townsend expires in June 2014. This position serves for a two-year term. Elden Smith, Board of Adjustment member representing the extra-territorial jurisdiction (ETJ) passed away in March 2014.

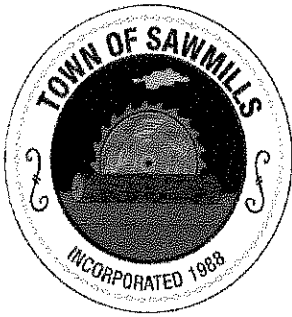
Town Planner Elinor Hiltz has contacted Carolyn Evert and Mark Townsend and both are willing to serve another term.

Dina DiBernardi has filled out an application to serve the remaining term for deceased member Elden Smith representing the ETJ. This term expires June 2015.

Applications to serve on the Board of Adjustment 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 Carolyn Evert and Mark Townsend to serve on the Board of Adjustment and appoint Dino DiBernardi to serve the vacant seat representing the ETJ.



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 8B

COUNCIL MEETING

May 20, 2014

6:00 PM

ANNUAL REPORT MAY 2013-MAY 2014

Planning Ordinance Section 151.06: 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.

Planning Board Activities:

The Planning Board met 4 times between May 2013 and May 2014:

- In September, recommended approval to allow a mobile home replacement on a piece of land that would serve as a mobile home park. The applicant withdrew her request at the Public Hearing.
- In October, corrected a mistake in the Minimum Lot Size Table. Also increased the time limit on nonconforming uses from 120 days to 365 days. The extension applies to all land uses including replacement mobile homes and burned-out mobile homes.
- In February, amended the Board of Adjustment chapter to reflect changes in state statutes.
- In May, considered replacement mobile home text amendment and livestock text amendment.

Planning Board Problems:

Some regulations appear to be out of sync with current attitudes. The Comprehensive Plan may need updating and then the related ordinances need updating.

Planning Board Budget:

The Planning Board does not have budget requests for FY14-15.

The board-related expenses that occurred in the reporting period were public hearing advertisements for the September, October, and February cases. Those advertisements cost \$391.14.

Board of Adjustment Activities:

The Board of Adjustment did not have any cases but met once in April to adopt By-laws and learn of the zoning ordinance amendments to the Board of Adjustment chapter.

Zoning Permit Activities:

accessory building-11
carport or garage-3
stick-built home-2-for a combined value of \$210,000
replacement singlewide-2
pool-2
deck-3
sign-1
modular home-1
replacement doublewide-1
commercial warehouse-1- valued at \$50,000
cell tower antenna-1

Subdivision Activities:

The Planner signed 1 lot split and 1 recombination in February and March respectively. A case in November eventually resulted in a lot split, but for a while the staff thought it might become a Board of Adjustment case.

Customer Requests:

November: zoning permit waiver for wedding reception hall/barn on bona fide farm
January: zoning permit waiver for cell tower antenna replacement

Planner wrote 8 customer-specific letters and 14 customer-specific emails regarding real estate appraisals, permission to do certain things on certain properties, etc. The previous planner Johnny Wear also conducted customer correspondence between May and August 2013.

Project Management:

The WPCOG made a strategic plan for Sawmills in January.

In February the Planning Board and Council completed exercises to learn about the Comprehensive Plan.

Since March, the Town has been working towards qualifying for the League of Municipalities' Green Challenge Award. For that reason Planning and Public Works participated in an energy audit in April.

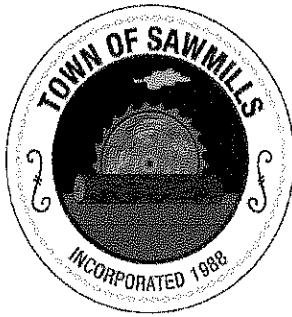
The Planner assisted with maps and information for the May Road CDBG sewer grant application.

The Planner represented Sawmills in the Regional Hazard Mitigation Plan and completed assignments.

In the Town Manager's absence the Planner represents Sawmills in the Greater Hickory MPO.

Code Enforcement Activities:

Case	Property	Duration (Months)	Outcome
High vegetation			
1	4438 Jess Dr	3	lien on property
2	4422 Leta Ln	1	none?
3	4166 Duff Dr	1	neighbor mowed property
4	3410 North Bay Dr	1	neighbor mowed property
5	1385 May Rd	2	lien on property
6	4361 Sawmills Sch Rd	1	none?
7	4380 Sawmills Sch Rd	2	lien on property
8	2451 Annas Dr	2	owner mowed property
9	3049 Eli Ln	2	lien on property
10	2322 Ellen St	2	neighbor mowed property
11	2303 OJ Ln	2	lien on property
Junk, garbage, with high vegetation			
1	2208 Russell Dr	2	lien on property
2	4100 Farr MHP	4+	lien on property
3	4361 Sawmills Sch Rd	1	lien on property
Junk, garbage			
1	4446 Villa Ln	1	no violation
2	6098 Spartan Dr	3+	pending
Junk vehicle			
1	2163 Drum Ln	1	owner removed car
Person living in shed			
1	3046 Eli Ln	6+	pending
Buildings falling in			
1	4417 Nathan's Way	4+	pending
TOTAL			
19			



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 8C

COUNCIL MEETING
May 20, 2014
6:00 PM

PLANNER'S STAFF REPORT

REPLACEMENT MOBILE HOME PROPOSAL

Status: Currently there exists a legal non-conforming mobile home on a lot in the Sawmills planning jurisdiction, and an individual desires to purchase this home and move it to another location.

Proposal: Add an exemption so existing legal non-conforming mobile homes found in Sawmills may be moved to another site in Sawmills as long as the home meets the standards in the Mobile Home Checklist. The Planner will have to verify the starting and ending locations before writing a zoning permit.

The Town has been using a policy for years that owners must get a Checklist signed before they can get a permit for a mobile home. I have added the Checklist into the ordinance to make it more official although it is not a new policy.

In two places, the ordinance referred to the wrong section numbers so I corrected the numbers.

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:

SET PUBLIC HEARING for June 17, 2014.

OR send back to planning board for further review

OR suggest revisions and review again on June 17, 2014, to call for a public hearing later.



MANUFACTURED HOME CHECKLIST

*to be completed by a Caldwell County or other governmental Building Inspector
prior to obtaining a zoning permit from the Town of Sawmills*

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.

Siding meets requirements Yes ___/No ___
Comments _____

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.

Walls etc. meet requirements Yes ___/No ___
Comments _____

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

Floors and roof meet requirements Yes ___/No ___
Comments _____

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.

All exterior fittings weather and watertight Yes ___/No ___
Comments _____

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

Windows and exterior doors in good repair Yes ___/No ___
Comments _____

Certification of Approval

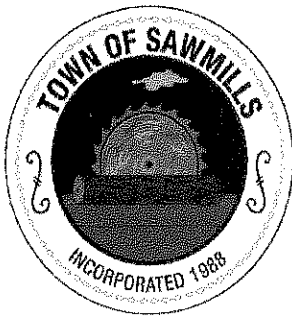
I hereby certify that the manufactured home presented to me by _____
name of applicant
that will be placed at _____ meets the standards set forth above.
proposed address in Sawmills

Building Inspector Signature Name of County Date

Town of Sawmills

4076 US Highway 321-A * Sawmills NC * (828)396-7903 * (828)396-8955 fax
<http://www.townofsawmills.com/>

The Town of Sawmills does not discriminate on the basis of age, sex, race, religion, national origin, disability, political affiliation, or marital status.



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 8D

COUNCIL MEETING
May 20, 2014
6:00 PM

PLANNER'S STAFF REPORT

LIVESTOCK PROPOSAL

Status: In Sawmills' current code, dogs, fowl, and horses are allowed but regulated; pigs, goats, cows, sheep and other animals are not allowed because they are not mentioned. On May 6, the Planning Board reviewed some proposed livestock changes, altered existing horse and fowl ordinances a little bit, and recommended approval.

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)
- 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:

SET PUBLIC HEARING for June 17, 2014.

OR send back to planning board for further review

OR suggest revisions and review again on June 17, 2014, to call for a public hearing later.

AGENDA ITEM 9A

MEMO:

DATE:

May 12, 2014

SUBJECT:

Financial Matters:
Water/Sewer/Sanitation
Bad Debt Write Off

Discussion:

Attached is a list of accounts which have gone unpaid for Utility and Sanitation services during the calendar year 2010. The Town does not expect to collect payment. The total amount is \$3,924.38.

Included in this amount are 14 account balances, over \$50, totaling \$1,429.40. These accounts have been submitted to the NC Debt Setoff Program for collection.

As of this writing, the Town has recovered \$2,708.28 from previous years, and currently has collected \$908.03, totaling \$3,835.50

There are sufficient funds budgeted for this reason.

Recommendation:

Staff recommends Council approve the bad debt write off amount of \$3,924.38.

AGENDA ITEM 9B

MEMO

DATE:

May 15, 2014

SUBJECT:

Financial Matters:
Presentation of
FY 2014-2015
Budget and Call for a
Public Hearing

Discussion:

As required by state law, the proposed FY 2014-2015 budget is balanced and staff will present it during the May Council Meeting.

Included in the agenda packet is a copy of the proposed fee structure, the budget message, the budget ordinance and a copy of the proposed FY 2014-2015 budget.

Recommendation:

Staff recommends Council call for a public hearing to be held on June 17, 2014 at 6:00 pm to adopt the proposed FY 2014-2015 budget.

MEMO:

DATE:

May 12, 2014

SUBJECT:

Financial Matters:
Approve ECN
CodeRED Agreement

Discussion:

During budget discussion, Staff presented to the Mayor and Council the Emergency Communication Network (ECN) CodeRED notification system for fiscal year 2014-2015. The system is designed to enable local government officials to record, send and track personalized voice, email, text and social media messages to their citizens.

The cost is \$11,250 for a three year term. However, payments will be made yearly in the amount of \$3,750. In order for the system to be implemented beginning July 1, 2014, the attached contract will need to be approved. The contract will automatically renew during the three year term unless either party gives a 30 day notice to cancel.

The Town will not be invoiced until after July 1, 2014 and there are sufficient funds budgeted for this purpose.

Recommendation:

Staff recommends Council approve the ECN CodeRED contract.

AGENDA ITEM 13A

MEMO

DATE:

May 15, 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.

AGENDA ITEM 13B

MEMO

DATE:

May 15, 2014

SUBJECT:

Updates:
Community Development
Block Grant Monthly
Status Report

Discussion:

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

Recommendation:

No Council action required.

AGENDA ITEM 13C

MEMO

DATE:

May 15, 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.