

April 17, 2007
TOWN OF SAWMILLS REGULAR TOWN COUNCIL MEETING
6:00 P.M.

COUNCIL PRESENT

Bobby Austin
Joe Norman
Bob Gibbs
Eddie Bowman
Gerelene Blevins
Joe Wesson

STAFF PRESENT

Robert Frye
Susan Noll
Terry Taylor

CALL TO ORDER: Mayor Austin called the meeting to order.

INVOCATION: Mayor Austin gave the invocation.

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

APPROVAL OF MARCH 20TH REGULAR MEETING MINUTES: Mayor Austin asked for a motion to approve the minutes.

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

ADDITIONS TO AGENDA: Mayor Austin asked that these items be added to the agenda and approved.

APPROVAL OF SPECIAL FEBRUARY 7th 2007 MEETING COUNCIL BUDGET RETREAT MINUTES: Mayor Austin asked for a motion to approve the minutes.

On a motion made by Gerelene Blevins and seconded by Joe Norman, the February 7, 2007 Town Council Special Meeting Council Budget Retreat was approved. All were in favor.

APPROVAL OF SPECIAL MARCH 15th 2007 MEETING 2007-2008 BUDGET WORKSHOP MINUTES: Mayor Austin asked for a motion to approve the minutes.

On a motion made by Gerelene Blevins and seconded by Joe Norman, the March 15, 2007 Budget Workshop Minutes for 2007-2008 were approved. All were in favor.

APPROVAL OF SPECIAL APRIL 12th 2007 MEETING 2007-2008 BUDGET WORKSHOP MINUTES: Mayor Austin asked for a motion to adopt the minutes.

On a motion made by Gerelene Blevins and seconded by Joe Norman, the April 12, 2007 Special Meeting 2007-08 Budget Workshop Minutes were approved. All were in favor.

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

On a motion made by Joe Wesson and seconded by Eddie Bowman, the Agenda was adopted.

WESTERN PIEDMONT COUNCIL OF GOVERNMENTS CHARTER AMENDMENT APPROVAL REQUEST: The Western Piedmont Council of Governments has requested that its members Governments approve an amendment to its Charter, which will allow it to remain an Economic Development Administration District.

On a motion made by Eddie Bowman and seconded by Joe Wesson, the amendment approval request was approved. All were in favor.

TOWN PARK USE POLICY: The Parks and Recreation Committee presented their recommendations to Council concerning the use of Town parks and recommended adoption of the submitted use policy. (See Attached.)

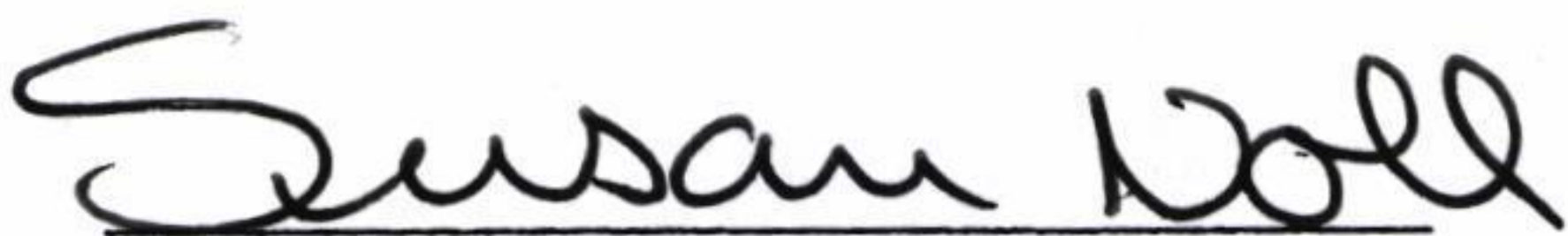
On a motion made by Eddie Bowman and seconded by Bob Gibbs, the parks use policy was adopted. All were in favor.

PLANNING MATTERS: PRESENTATION OF CERTIFICATES TO OUTGOING PLANNING BOARD MEMBERS: Mayor Austin on behalf of the Town Council presented certificates to the out going Planning Board members.

Members present were Hoke Clark and Aubrey Champion.

TOWN HALL MEETING: There was no one wishing to speak at the Town Hall meeting.

ADJOURN: Mayor Austin asked for a motion to adjourn the meeting. On a motion made by Joe Norman and seconded by Eddie Bowman, the meeting adjourned at 6:15 p.m. All were in favor.


Susan Noll, Town Clerk


Bobby Austin, Mayor

BUDGET AMENDMENT
TOWN OF SAWMILLS
GENERAL FUND

The Town Council of the Town of Sawmills at a meeting on the 10 day of May, 2007 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ended June 30, 2007.

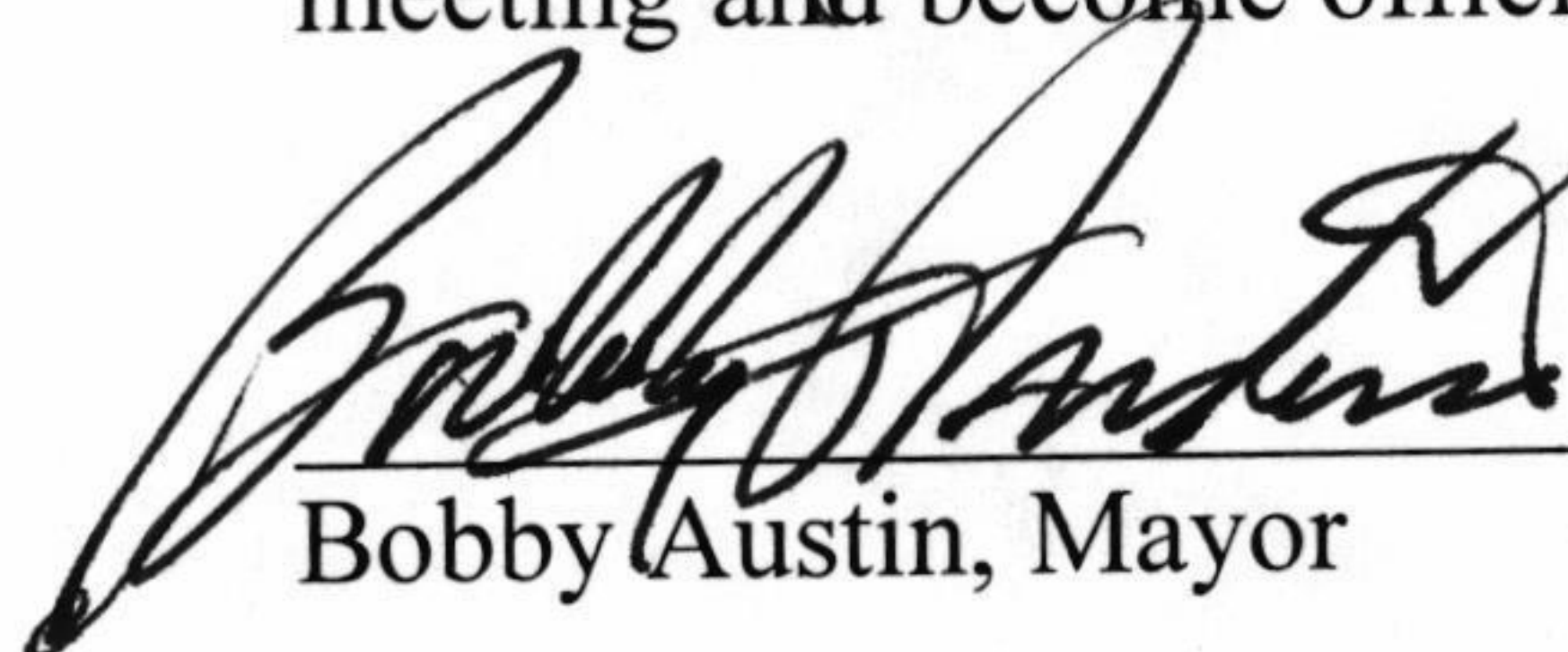
Expenditures

Account Number	Description	Increase	Decrease
1-20-4126	Office Supplies		\$1,000
1-20-4135	Repairs & Maintenance		\$3,000
1-20-4145	Insurance & Bonds		\$1,000
1-20-4148	Dues & Subscriptions		\$1,000
1-20-4225	Fuel		\$2,000
1-20-4151	Capital Outlay	\$8,000	

Explanation: Move monies from various accounts to Capital Outlay to cover expenses for a new copier.

Total Appropriation in Current Budget	\$8,000
Amount of Increase(Decrease) of Above Amendment	0
Total Amount in Current Amended Budget	\$8,000

Passed by majority vote of the Town Council of the Town of Sawmills on the 10 day of May, 2007. This amendment shall be attached to the minutes of such meeting and become official upon signature of the Mayor and Finance Director.


Bobby Austin, Mayor


Bonnie Mann, Finance Director

TOWN OF SAWMILLS

I. POLICY & REGULATIONS GOVERNING THE PUBLIC USE OF RECREATION FACILITIES.

- **No Endorsement**

It should be understood by all groups and the public at large that the granting of permission to use recreation facilities does not constitute an endorsement of the beliefs, viewpoints, policies, or affiliations of any individuals or groups by the recreation staff, Parks and recreation Committee or Sawmills Town Council.

- **Recreation Enforcement**

Responsibility for the enforcement and interpretation of this policy is delegated to the Town Manager and Parks and Recreation Committee Chairperson if necessary. Complaints should be made to the Town Manager and appeals can be made to the Town Council.

- **Reservation Policy**

Non-recreation oriented groups, clubs, organizations, and agencies may reserve recreation facilities and/or rooms up to three months in advance. More than one meeting during this period may be reserved at one time at the discretion of the Manager, but the facilities and rooms are not intended to be monopolized as a regular and/or frequent meeting place or base of operation by any non-recreation oriented group, club, organization or agency.

- **Equitable Use**

Facility reservations will be done as equitably as possible on a first come, first served basis to ensure that all lawful groups will have access to recreation facilities. Recreation programs receive first priority for use of equipment and facilities.

- **Request Procedure & Legal Liability**

Facility reservations must be submitted on a proper request form at least seven (7) working days in advance of the meeting or event by an authorized adult representative of the group who willingly assumes responsibility for the proper conduct of those attending the meeting or event, cleaning of the facility at the conclusion of the meeting or event, and paying for the expense of any damage to the recreation property; picnic shelters may be reserved up to the day of the rental. The adult who signs the application and the adult who picks up the key (if a different person), are jointly and separately, individually liable, for damage sustained due to the use of the facility for which the application is made, or for any violation of these regulations.

- **Confirmation Required**

Reservations receiving less than seven (7) working days notice may be authorized by the Town Manager. Telephone inquiries are welcome but official bookings must be made in writing on the proper form and Town Staff to provide an immediate confirmation of the facility reservation and under no circumstance will this take more than two working days. Reservations are not official until a written application has been received, payment made and confirmation made by the Town Manager. Groups are asked to notify the Town Manager immediately of any cancellations. Repeated un-notified cancellations may result in loss of reservation privileges.

- **Publicity Procedure**

All groups - and especially those that will be distributing publicity for an event at a recreation facility must make the sponsorship of the event/program clear and include a telephone number for the sponsoring group. The group shall not be permitted to issue publicity or advertising indicating recreation sponsorship or co-sponsorship unless such status is granted in writing. Neither the name nor address of the Town of Sawmills may be used as the official address or headquarters of any individual or organization. Staff is not responsible for providing information about any scheduled meeting and any group that repeatedly fails to inform and/or advertise to its target audience may have their facility privileges denied. Before publicizing that any meeting or series of meeting will be held at the recreation facility, it is imperative that a reservation for all dates has been officially confirmed.

- **Access**

The Town Manager or designated staff member, or appropriate Town Councilperson, is authorized to have access to any meeting solely to determine that it is lawful and in compliance with the regulations of this policy.

- **Behavior Guidelines**

The Town Manager, or designated staff member, is authorized to deny or terminate use of recreation facilities to individuals or groups that violate the Town's policies and procedures or whose activities would tend to incite or promote imminent lawless action, or are obscene. In general, one warning will be issued. Any appeals may be made to the Town Council.

- **Common Areas**

Common lobby areas, kitchenette, public restrooms and phone lines are all considered to be public areas and incapable of being reserved. Use of the kitchenette (if any), and any group needing to have access must share lobby area. If requested at the time the keys are picked up (or earlier), the staff will inform any group of requests by any other group(s) to use the kitchenette and/or lobby areas.

- **Fire Regulations**

Fire exits are clearly identified and are to be used only in case of emergency. Under no circumstances can the fire exits be blocked by furniture or other equipment items.

- **Furnishings & Equipment**

A limited number of stackable chairs and folding tables may be provided by the Town for use in all facilities on a first come, first serve basis.

- **Equipment Training Required**

It is the responsibility of anyone using recreation furnishings and equipment to make sure that they are properly trained in its use ahead of time. Staff will be glad to provide instruction in the use of recreation equipment as their time permits and preferably well in advance of the reservation. The person who signs for, and receives the keys to the facility is legally responsible for the proper use for any furnishings and equipment used by the group.

- **Self Service Arrangements**

Groups using the meeting rooms are required to do their own arranging of chairs and furniture and setting up of equipment. The Staff will assist only so far as showing where items are stored and serving special items of equipment. Requests for extra furniture or special equipment should be made at the time of the reservation. Groups must allow sufficient time for furniture arrangement and clean up when making their booking requests. Normal procedure is to put all furnishing and equipment back into storage (leaving an empty room) unless specifically instructed not to do so by the recreation staff.

- **Wear & Tear**

Activities involving more than normal wear and tear on the facilities will not be permitted. Groups may not affix any posters, banners, etc. to facility walls or other areas unless special low adhesive - non-marring tape is used. Care is requested in the setting up and putting back of recreation furnishings and equipment to minimize wear and tear. Furniture items should not be placed where they can mar facility walls or block fire exits.

- **No Smoking**

Smoking is not permitted in any recreation facility - including restrooms.

- **No Alcoholic Beverages**

Alcoholic Beverages of any type are not permitted in any recreation facility or park.

- **Climate Control**

The heating, ventilation & air conditioning systems for recreation facilities may be on a timer. Groups need to be aware that special arrangements may need to be made for after hours use of facilities where systems are on a timer.

- **Meal Functions**

Light refreshments, covered dish, and catered meal functions are permitted in recreation facilities. On site cooking is prohibited except to warm already prepared food. This is essentially an "honor" system and any spills or accidents must be reported and the cleaning deposit will be retained if necessary. All plates, cups, eating utensils, etc. must be furnished by the user. All facilities used by the group must be left clean, all food items must be removed, electrical equipment must be turned off, and furnishings and equipment must be cleaned and returned to their original location. Failure to adhere to these regulations may result in loss of facility reservation privileges.

- **Noise Restrictions**

Programs in recreation facilities may not disrupt those groups using adjacent recreation rooms/facilities. Loud noise (i.e. music or singing) may not emanate beyond the walls of the meeting room. If noise interferes with meetings of other users, or the recreation programs, the Town Manager, or designated staff member, will issue a warning. If an appropriate reduction in the volume level is not made by the group then the meeting can be terminated and future use denied.

- **Telephone**

Any recreation facility telephone should be used for emergencies only.

- **Use By Minors**

Individuals or groups under the legal age of eighteen (18) are permitted to use the recreation facilities - but keys for after hours use will only be issued to a sponsoring adult who agrees to be legally responsible for the use of the recreation facility according to this policy.

- **Social Use**

Use of recreation facilities for social events is permitted so long as all other regulations are complied with and the appropriate fees are paid.

- **Use by Non-residents of the Town of Sawmills**

Use of recreation facilities by non-residents of the Town, "for profit" or social groups is permissible at the listed fee.

- **Fee Schedule**

Groups will be charged the appropriate fees as determined by the Fee Schedule adopted by Town Council (see fee schedule).

- **Certificate of Insurance**

Certificate of Insurance naming the Town of Sawmills as additional insured must be provided with a signed "Facility Rental Letter of Agreement" for persons requesting use of ball fields. Certificate coverage amount to be \$1,000,000.00 (One Million Dollars) each occurrence with a \$2,000,000.00 (Two Million Dollar) aggregate.

- **Closing Procedure**

The adult who signs out the facility key must agree to all the above regulations. In addition, that person must agree to comply with all the closing and locking procedures and be willing to receive instruction in these procedures from the staff. (See Opening & Closing Checklist). It is imperative that the keys not be passed to another group member who is not familiar with these stringent procedures. Failure to properly secure the recreation facility constitutes grounds for the Manager to prevent future use of the facilities by those individuals or groups. All individuals and groups are responsible for making sure that the outside door is secure and must not presume that another group will do this. Duplication of any recreation facility key is strictly prohibited. Lost keys may result in the organization's having to re-key the locks. All keys are to be relinquished to the department the next working day, by 5:00 o'clock p.m. after the reservation.

GUIDELINE FOR WAIVER OF RENTAL FEES:

Guidelines for non-profit organizations using and requesting a waiver of rental fees:

- Non-profit organizations must produce valid evidence of a federal tax ID number and must show proof of liability insurance in an amount agreed to by the Town.
- Non-profit organization must consist of Town residents.
- The application for use of the facility and waiver of the fee must be submitted a minimum of two (2) weeks prior to using the facility for consideration.
- The non-profit organization is solely responsible for replacing and repairing any broken equipment that is damaged during the course of the rental period.
- The non-profit organization must announce, post, and enforce the policy of no smoking and no alcoholic beverages on the premises during the course of the rental period.

- The non-profit organization must agree that any event scheduled must be completed no later than 10:30 o'clock p.m. and that the building shall be emptied, secured, and locked no later than 11:00 o'clock p.m.
- The non-profit organization agrees to present a security deposit which will be returned if the facility is found to be clean and in good repair. (*for more information reference the Fee Chart*)
- The non-profit organization shall be able to request use of the facility and waiver of the rental fee no more than four (4) times per year.
- The non-profit organization agrees to abide by these guidelines and all other facility policies and procedures which apply to the use of Town Parks.
- Any fund-raising request held in Town Parks and recreation Department facilities must be submitted to the Manager for staff review and recommendation. Requests submitted without sufficient explanation for use of the specified facility will be returned to the requestor for further information. Upon staff recommendation, the request will be submitted to Town Council for their consideration.
- The Manager will notify the requestor if their request has been approved or denied.
- It is recommended that all requests be submitted six (6) weeks in advance to allow sufficient time to process the request.

II. PROGRAM AND FACILITY POLICIES

Non-Residents:

- In order to participate in the Parks and Recreation Department's organized sports programs or instructional classes, **non-residents** of the Town of Sawmills must pay a non-resident fee. The family plan entitles the entire family to participate for a one (1) year period, from date of purchase for sports programs. For instructional classes non-resident will be required to pay the class fee plus an additional \$5.00 fee.

Classrooms:

- Residents and non-residents of the Town of Sawmills may reserve a classroom by paying a per hour room rental fee. When reserving after hours, a per hour supervisor fee will be charged.

Ball Fields:

- Residents and non-residents of the Town of Sawmills may reserve a ball field, out-of-season, by paying a rental fee, per hour, light fee and a refundable key deposit. Keys must be checked in by 12:00 o'clock noon of the next working day. The team reserving the field will not be allowed to reserve a field for the remainder of the year if the lights are left on overnight. Teams participating in leagues may reserve a ball field during the in-season. Teams must pay a light fee when using the lights.

Picnic Shelter:

- Residents and non-residents of the Town of Sawmills may reserve picnic shelters by paying a reservation fee and a refundable clean up deposit. The deposit will be forfeited if the shelter is not cleaned after the scheduled event. It is the sole responsibility of the reserving party to clean the shelter. **Reservation is for exclusive use of the assigned picnic shelter only.**
- Bulletin boards are to be used for Town sponsored programs only.
- Telephone reservations are not accepted. Customers must secure the reservation in person and pay all applicable fees prior to usage.
- In the event of inclement weather or unforeseen circumstances, refunds will be issued provided the requesting party contact the administrative office by 12:00 o'clock noon the next business day.

Note: Sponsors of teams or programs have rental fees waived twice per sponsorship year for ball fields, classroom, facilities and picnic shelters. Reservations must be made at the Town Hall.

Playgrounds:

- The Town of Sawmills does not reserve playgrounds. Use of the playgrounds are handled on a first come, first serve, basis.

TOWN OF SAWMILLS

FACILITY PERMIT BALLFIELD RESERVATION

Fee

Key Deposit

Number: _____

This Permit entitles _____
Softball/Baseball Team

to the use of _____ Ballfield on _____
Date

from _____ A.M./P.M. to _____ A.M./P.M.

REGULATIONS:

1. Show this permit upon request.
2. Person in charge shall be responsible for conduct of Group and any damage to Town property or adjoining property.
3. A fee of _____ per hour will be charged for the use of ballfield lights.
4. A deposit of \$ _____ Per key is required when using lights.
5. Keys must be returned by 5 p.m. the following working day, or deposit will not be refunded.
6. If the lights are left on overnight, the said team will not be allowed to use a field again during the current season.
7. If the said team uses the field in inclement weather, the team shall be responsible for any damages and will not be allowed to reserve a field again during the current season.
8. Town of Sawmills softball and baseball teams have priority over use of fields. Teams not in Department's leagues must get special permission to use fields.
9. Reservations can be made on Friday afternoon after 4:00 p.m. or Monday morning at 8:30 a.m. for the current week. For Reservations, call Monday - Friday 8:30 a.m. to 5:00 p.m. at 322-7046.
10. No alcoholic beverages allowed.

(Person In Charge)

(Address)

(City)

(Phone)

I have read completely and understand fully the provisions
And regulations of this reservation permit.

GENERAL RULES

1. A permit is issued for all reservations and this permit must be shown upon request.
2. Teams using ballfield must surrender same, at once, to anyone presenting an official permit reservation. However, a reservation will not hold a facility longer than thirty (30) minutes. If teams are not ready to play by that time, the field shall be given to the first group possessing a full team.
3. Please Leave Facility Clean.

FACILITY PERMIT BUILDING/PARK RESERVATION

DATE: _____

This Permit entitles _____

to the use of: () Shelter () Building () Other

Located at _____ on _____
(Date)

From _____ A.M. to _____ A.M. / P.M.

Purpose for using facility _____

Expected number of group _____

Person in Charge

REGULATIONS:

1. Show this permit upon request.
2. Person in charge shall be responsible for conduct of group and any damage to Parks and Recreation Property.
3. For reservations call Mon.-Fri. 8:30 a.m. to 4:30 p.m. at 322-7046.
4. Area is to be cleaned after use and trash put in dumpster or you will forfeit your deposit.
5. No alcoholic beverages allowed at any Town facility or park.
6. No bands allowed at any Town facility or park without prior written approval.
7. Parks/facilities close ½ hour after sunset, as posted.
8. A supervisor fee is required when renting a regularly staffed facility.

Address

City

Phone

I have read completely and understand fully the provisions and regulations of this Reservation Permit

GENERAL RULES

1. A permit is issued for all reservations and this permit must be shown upon request.
2. Individuals/Groups using a building or park facility must surrender same, at once to anyone presenting an official permit reservation. However, a reservation will not hold a facility longer than **thirty (30) minutes**. If the person in charge has not arrived by that time, the right to reserve the facility will be forfeited.
3. The person in charge using a facility, shall be held responsible for the conduct of individuals in the group and will also be held responsible for any damage to Town property or adjoining property. Groups/individuals failing to comply with the rules and regulations of the Town shall not be granted permits in the future.
4. Please Leave Facility Clean. (Clear grounds of materials used and any debris.)
5. The Key./Clean-Up deposit fee is for the use of the bathroom facilities and shelter/building usage. If any damage or vandalism occurs during the time the park was rented by you, the cost of the damages will be taken from the deposit. If the sum of damages is over the deposit, you, as the renter, will personally be held responsible.
6. Relieve the Town of all accountability.
7. Motor vehicles must be confined to parking areas only.
8. No alcoholic beverages are permitted on Town Property.

**TOWN OF SAWMILLS
FACILITY RENTAL LETTER OF AGREEMENT**

This is to confirm the agreement between the _____
and the Town of Sawmills as follows:

Purpose of Rental: _____

Agency Contact Person: _____

Mailing Address: _____

Home Telephone: _____ Work Telephone: _____

Date and Time of Rental: _____

Contract Start Date: _____

Contract End Date: _____

Location of Rental Facility: _____

Price Agreement: _____

Facility Contact Person: _____

The Town of Sawmills requires a copy of all news releases and publicity. As a reminder, contact the Facility Rental Contact Person one week prior to the rental. The Department reserves the right to cancel this contract with ten (10) days notice.

Certificate of Insurance is required for persons requesting the use of a ball field or gymnasium. Certificate of Insurance naming the Town of Sawmills as additional insured must be provided with signed agreement. Certificate coverage amount to be \$1,000,000.00 (One Million Dollars) each occurrence with a \$2,000,000.00 (Two Million Dollars) aggregate.

Event Details:

Number of Participants Expected: _____ Number of Security Officers Required: _____

Number of Chairs Required: _____ Number of Tables Required: _____

Description of Event: _____

Miscellaneous Rental Details: _____

By my signature I agree to the conditions of the contract and understand and accept responsibility for damages to the facility caused by my negligence up to the amount of the Town deductible. Furthermore, I hold harmless the Town of Sawmills for any injuries that occur due to my negligence and shall pay defense costs incurred by the Town in defending a claim caused by said negligence.

Agency Representative Signature

Town Manager Signature

Date

Date