TUESDAY, NOVEMBER 20, 2007
TOWN OF SAWMILLS REGULAR TOWN COUNCIL MEETING
6:00 P.M.

COUNCIL PRESENT
Bobby Austin
Bob Gibbs
Gerelene Blevins
Joe Wesson
Eddie Bowman

STAFF PRESENT
Robert Frye
Susan Noll
Terry Taylor

COUNCIL ABSENT
Joe Norman

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 OCTOBER 23 rd REGULAR MEETING MINUTES: Mayor Austin asked for a motion to approve the October 23, 2007 minutes.

On a motion made by Eddie Bowman and seconded by Joe Wesson, the regular minutes were approved. All were in favor.

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

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

PRESENTATION OF ANNUAL AUDIT: Amber McGinnis with Martin-Starnes & Associates, CPAs, P.A. gave the 2006-2007 Audit Presentation.

Ms. McGinnis stated that the Town received a clean audit and commended staff and Council on their efforts to maintain a strong fund balance.

FINANCIAL MATTERS:

EMPLOYEE LONGEVITY PAY: The Town of Sawmills has an employee longevity pay plan that is paid out during the first pay period in December.

The pay schedule is as follows:

16 to 20 years	$600.00
10 to 15 years	$450.00
6 to 9 years	$300.00
2 to 5 years	$150.00
Up to one year	$50.00

Town Administrator Robert Frye informed Council that there were sufficient funds in the budget to cover this expenditure and he recommended that Council approve the issuance of longevity checks to Town employees.

On a motion made by Joe Wesson and seconded by, Eddie Bowman Town employees will receive their longevity checks the first pay period in December. All were in favor.

NEW TOWN HALL ARCHITECHT SELECTION: Town Administrator Robert Frye informed Council that there were sufficient funds in the budget to cover this expenditure and he recommended that Council approve this agreement with CBSA Architects in the amount of $8,000.00.

On a motion made by Eddie Bowman and seconded by Bob Gibbs Council approved the agreement from CBSA Architects. All were in favor. (See attachment).

PLANNING MATTERS:

CERTIFICATION OF CRUNKLETON MANUFACTURED HOUSING PARK: Stephanie Robbins owner of Crunkleton Manufactured Housing Park has met all the requirements of the Town's Non-Conforming Manufactured Home Park and is requesting certification of the park.

On a motion made by Eddie Bowman and seconded by Bob Gibbs, Council approved certification of Crunkleton Manufactured Housing Park. All were in favor.

UPDATE NON-CONFORMING PARKS REMAINING TO BE CERTIFIED: The Town has fifteen non-conforming manufactured housing parks (see-attached list). Two of the parks will be completed by the end of this year, and one has not completed the required improvements.

No Council action was required.

POTENTIAL ENFORCEMENT ACTIONS AGAINST NON-COMPLIANT MANUFACTURED HOME PARKS: Council discussed whether or not to proceed with taking enforcement action against the White Pines Manufactured Home Park for non-compliance.

Town Attorney Terry Taylor stated that this process could take several months and would likely go to court.

After much discussion, the Council decided to proceed with enforcement actions against White Pine Manufactured Home Park.

MISCELLANEOUS MATTERS:

DATE OF TOWN CHRISTMAS PARADE: The Town will hold the annual Christmas parade on Saturday December 1, 2007 starting at 10:00 A.M.

No Council action required.

DATE FOR EMPLOYEE CHRISTMAS DINNER: The dinner for the Town employee's held at Smokey Creek will be on Thursday December 6, 2007.

No Council action required.

EMPLOYEE APPRECIATION WEEK: Councilman Bob Gibbs has asked all the Council members to show appreciation for Town employee's by providing breakfast or lunch during the week of December 10, 2007.

No Council action needed.

TOWN HALL MEETING: Mr. Bob Robbins Attorney for Carl Cook addressed the Council concerning White Pine Manufactured Home Park. Mr. Robbins stated that Mr. Cook had some bids coming in to pave the park's roads and wasn't exactly sure when this could take place due to weather conditions and asked if the park owner Carl Cook could have more time.

ADJOURN: Mayor Austin asked for a motion to adjourn the meeting.

On a motion made by Joe Wesson and seconded by Bob Gibbs, the meeting was adjourned at 6:24 p.m. All were in favor.

Susan Noll

Susan Noll, Town Clerk

Bobby Austin, Mayor

November 12, 2007

Mr. Robert Frye
Sawmills Town Hall
4076 US Highway 321A
Sawmills, NC 28630

Re: Proposed Architectural and Engineering Services
Letter Agreement
CBSA Project No. 2007.049

Dear Mr. Frye:

It was my pleasure to meet with you, the Mayor and Bobby to discuss your plans and ideas for your new town hall. The discussion was very helpful in visualizing how you want the new building to look. This letter agreement is based on our meeting and my understanding of your requirements for this project. The project will consist of two phases. The first will be schematic design by CBSA and your arranging suitable construction financing. The second will be construction documents, bidding and construction administration by CBSA.

1. Scope of the project:

    A. Two story building with 5000 sq.ft per floor – sprinkled.
    B. Lower Floor;
       Water Department with a drive up payment window
       Two administrative offices plus one small conference room
       Multi-purpose/community room to seat 100 with a full residential kitchen
       Storage space
       Toilets, mechanical space, elevator and stairs
    C. Upper floor;
       Three administrative offices plus two spare offices
       Council Chambers seating 25 to 30
       Office space for a police dept containing 2500 sq.ft. +/- to be developed later
       Toilets, mechanical space, elevator and stairs
    D. General site work including parking for 75 cars and landscaping
    E. Visually the building will have an open feel with large windows
    F. The preliminary design work needs to be completed before June 1, 2008

We propose to provide the following:

A. Schematic floor plans
B. Exterior elevations
C. Rendered site plan
D. Estimate of probable construction cost

226 Second Street NW | P O Box 1239 | Hickory, NC 28603 | Phone 828.322.3403 | Fax 828.322.1802

We will meet with you and the staff to review functional relationships from which we will develop "first pass" schematic floor plans for your and councils review. Based on your input for this plan we will make necessary corrections and/or changes for further development. Once you and the council approve the floor plans we will develop one or more exterior elevations for approval.

We propose to provide our services based on our standard hourly rates. Our estimated fee for these services is $4,500-$7,500 dollars. We have agreed to limit our fee for this phase, based on the above scope of work to no more than $8,000 plus reimbursable expenses.
Fees will be billed on a monthly basis as follows:

E. For services of CBSA Employees, the following hourly rates:

Principal Architect:	$125.00
Registered Architect:	$ 85.00
Interior Designer:	$ 80.00
Senior CAD Tech:	$ 75.00
CAD Technician:	$ 65.00
Admin. Asst.:	$ 50.00

F. For services of engineering consultants: 1.15 times the amount invoiced to CBSA Architects. NOTE: Services of consulting engineer is not anticipated for the scope of work required by this agreement.

G. Reimbursable expenses are in addition to the fee and are based on the following:

   i. Mileage: $0.485 per mile
   ii. In-House Printing and Promotional Materials: Standard rates for large scale drawings (24" x 36" or larger)
   iii. Outsourced Printing and Promotional Materials: 1.25 times amount invoiced to CBSA Architects
   iv. Other reimbursables: 1.25 times amount invoiced to CBSA Architects

We understand that based on satisfactory completion of this phase you intend to enter into a mutually agreeable fixed fee with CBSA for construction documents, bidding and construction administration.

Upon receipt of the signed agreement we will schedule the work. Our present workload will allow me to start right after the first of the year. I anticipate approximately four weeks to complete initial drawings. We will need one committee meeting to review the preliminary sketches. Following this review meeting, an additional three weeks should be enough to complete drawings that can be presented to the council. If additional review meetings are required you should allow another week after each meeting.

A reasonable overall time schedule should look something like:

June 15, 2008	Council approval
July 1, 2008	Contract approved and Construction Documents started
October 1, 2008	Project Out to Bid
November 1, 2008	Receive Bids
December 1, 2008	Start Construction
January 2009	Occupancy

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If you are in agreement and this "Letter of Agreement" is acceptable, please send one signed copy to our office. Retain the other copy for your records. Thank you for this opportunity to provide design and architectural services for Sawmills. We will also need a topo of the proposed property prior to starting design work. West Consulting may have already done this work.

Regards,

Ernest K. Sills, AIA

Signature of authorized agent for the reference project:

Bobby Austin, Mayor
Printed Name and Title

Signature

11-21-2007
Date

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TUESDAY, OCTOBER 23, 2007
TOWN OF SAWMILLS REGULAR TOWN COUNCIL MEETING
6:00 P.M.

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

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 SEPTEMBER 18TH REGULAR MEETING MINUTES: Mayor Austin asked for a motion to approve the September 18, 2007 minutes.

On a motion made by Eddie Bowman and seconded by Joe Wesson, the regular minutes were approved. All were in favor.

APPROVAL OF OCTOBER 4TH SPECIAL MEETING MINUTES: Mayor Austin asked for a motion to approve the October 4, 2007 special meeting minutes.

On a motion made by Joe Norman and seconded by Eddie Bowman the special meeting minutes were approved. All were in favor.

APPROVAL OF OCTOBER 4th CLOSED SESSION MEETING MINUTES: Mayor Austin asked for a motion to approve the October 4, 2007 closed session meeting minutes.

On a motion made by Joe Wesson and seconded by Eddie Bowman the closed session meeting minutes were approved. All were in favor.

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

On a motion made by Eddie Bowman and seconded by Gerelene Blevins, the Agenda was adopted. All were in favor.

FINANCIAL MATTERS:

CLEAN WATER INFRASTUCTURE GRANT APPLICATION: Mayor Austin, Bonnie Mann, and Town Administrator Robert Frye will be attending a required workshop the NC Rural Center will have regarding a new sewer and water infrastructure grant program.

If the Town qualifies for a grant, then the Town will submit an application in the amount of $500,000.00.

There was no action taken.

NEW TOWN HALL ARCHITECHT SELECTION: The New Town Hall Architect Selection Committee interviewed two perspective firms.

The two firms were:

The Wooten Engineering Group
CBSA Architects

Though both firms were well qualified, the committee felt that CBSA Architects best met the needs for the Town of Sawmills. Town Administrator Robert Frye stated that there were sufficient funds in the budget to cover the cost of engaging CBSA as the architect firm to design the New Town Hall.

On a motion made by Joe Norman and seconded by Joe Wesson CBSA Architects will be the new firm the Town will use. All were in favor.

PLANNING MATTERS:

FRIENDSHIP ACRES MAJOR SUBDIVISION FINAL APPROVAL: A request for final approval of Phase Three Friendship Acres subdivision was submitted by the owner Gary Bolick. Preliminary approval was granted in August of 2007.

On a motion made by Bob Gibbs and seconded by Gerelene Blevins, Council approved Phase Three of Friendship Acres Major Subdivision. All were in favor.

CERTIFICATION REQUEST: SPRING LAKE MANUFACTURED HOME PARK: Steven Hamby; owner of Spring Lake Manufactured Home Park submitted a request for certification of his park under the Town's Non-Conforming Manufactured Home Park Ordinance.

Town Administrator Robert Frye informed Council that Mr. Hamby had met the requirements of the ordinance.

On a motion made by Joe Norman and seconded by Eddie Bowman, the Council approved certification of Spring Lake Manufactured Home Park. All were in favor.

NEED FOR TRAFFIC STUDY: WATERWORKS ROAD: The Town was recently approached by a developer interested in purchasing and developing a piece of property located on Waterworks Road.

As currently, designed Waterworks Road may not be able to handle the level of traffic flow that potentially could result if both proposed subdivisions are built.

As a result, Town Administrator Robert Frye asked Council to consider hiring a consulting firm to conduct a traffic flow impact analysis to ensure that Waterworks Road could support both subdivisions.

Town Administrator Frye stated that the cost for this study would be $5,000.00 to $15,000.00 to complete. Since there are no funds in this year's budget Mr. Frye asked the Council to do a fund balance appropriation to cover the cost.

After much discussion, the Council decided not to conduct the study at this time. No Council action taken.

REQUEST FOR LETTER OF SUPPORT: SOUTH CALDWELL FAMILY WORSHIP CENTER FOOD BANK: Councilwoman Gerelene Blevins would like the Council to send a letter of Support to South Caldwell Family Worship Center in support of a new food bank.

On a motion made by Joe Norman and seconded by Bob Gibbs, Town Administrator Robert Frye will type a letter in support of a food bank.

UPDATE: DROUGHT SITUATION: Town Administrator Robert Frye stated that this is the worst drought in 120 years and that Governor Mike Easley has asked all municipalities to cut their usage by 50 percent.

No Council action is needed.

DISCUSSION: UPCOMING SEWER INFORMATION MEETING: The Council will hold a public information meeting on Wednesday October 24, 2007 from 10:00 until 4:00. The Council members will come in shifts to answer any questions the residents may have.

No council action needed.

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 Joe Wesson, the meeting was adjourned at 7:06 p.m. All were in favor.

Susan Noll

Susan Noll, Town Clerk

Bobby Austin

Bobby Austin, Mayor

October 4th, 2007
Minutes of Town Council Special Meeting
1:00 P.M.

Council Present
Bobby Austin
Bob Gibbs
Eddie Bowman
Gerelene Blevins

Staff Present
Robert Frye
Bonnie Mann

Council Absent
Joe Wesson
Joe Norman

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

INVOCATION: Mayor Bobby Austin gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Bobby Austin led Council in the saying of the Pledge of Allegiance.

ADOPT AGENDA: On a motion made by Eddie Bowman and seconded by Bob Gibbs the agenda was adopted as presented. All were in favor.

Motion to Enter Closed Session: Personnel Matters

On a motion made by Gerelene Blevins and seconded by Eddie Bowman, a motion was made to enter Closed Session. All were in favor.

Motion to Exit Closed Session

On a motion made by Eddie Bowman and seconded by Gerelene Blevins, a motion was made to exit Closed Session. All were in favor.

Action Taken:

On a motion by Bob Gibbs and seconded by Gerelene Blevins; the position of Finance Assistant would be offered to Jamie McNeil at a starting salary of $11.00 per hour. All were in favor.

ADJOURN: A motion was made to adjourn the Town Council meeting by Bob Gibbs and was seconded by Eddie Bowman. All were in favor.

Robert Frye, Town Administrator

Bobby Austin, Mayor