



AGENDA
www.townofvaldese.com

Town of Valdese Town Council
102 Massel Avenue SW, Valdese, NC

Monday, April 1, 2024
6:00 p.m., Valdese Town Hall, Council Chambers

The Town Council Meeting will be live-streamed on YouTube [@townofvaldese](https://www.youtube.com/@townofvaldese).

1. Call Meeting to Order

2. Invocation

3. Pledge of Allegiance

4. Informational Items

- A. Communication Notes
- B. Reading Material

5. Open Forum/Public Comment

- A. Resolution of Appreciation – WT Sorrell, III

6. Consent Agenda

All items below are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests. In which event, the item will be removed from the Consent Agenda and considered under Item 7.

- A. Approval of Agenda Review Meeting Minutes of February 26, 2024
- B. Approval of Closed Session Minutes of February 26, 2024
- C. Approval of Regular Meeting Minutes of March 4, 2024
- D. Approval of Citizens Budget Priorities Minutes of March 18, 2024
- E. Approval of Valdese ABC Board Travel Policy
- F. Request from Waldensian Style Wines to Sell Alcohol
- G. Request from American Legion Ladies Auxiliary to Sell Alcohol
- H. Request from Burke Sunrise Rotary Club to Sell Alcohol

7. New Business

- A. Introduction of New Employees
- B. Public Hearing for CDBG Water Project (Presented by Sherry Long)

- C. Authorizing Resolution to Submit an Application for CDBG Funding for Berrytown Water Project (Presented by Sherry Long)
- D. Consideration of Request for Qualifications(RFQ) for Hoyle Creek (Presented by David Andersen)
- E. Reports from Committees
 - i. Recommendation from the Parks & Recreation Commission (Presented by Scott Compton)
 - ii. Drug and Homeless Task Force (Presented by Councilwoman Ward)
- F. Tax Collection Update (Presented by Bo Weichel)
- G. Consideration of Approving Resolution Authorizing Upset Bid Process for the Sale of Town-owned Property – 104 Roller St. SW (Presented by Bo Weichel)
- H. Budget Amendments (Presented by Bo Weichel)
 - i. To transfer \$6,500.00 from the General Fund Balance to cover Recreation concession sales
 - ii. To transfer \$30,000.00 from the General Fund Balance to cover the salary for Town Attorney fees

8. Interim Manager's Report

- A. Annual Budget Retreat is scheduled for April 15 & 16, 2024, 9:00 a.m. – 5:00 p.m. at the Council Chambers, Valdese Town Hall
- B. Council Meeting – Council Budget Review, scheduled Monday, April 22, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall
- C. OCP Production: Jimmy Buffett's Escape to Margaritaville, Show Dates April 25, 26 & 27 and May 2, 3 & 4, 2024, 7:30 p.m.; visit www.oldcolonyplayers.com for more information and to purchase tickets.
- D. Spring Craft Market, Saturday, April 27, 2024, ORS Temple Field, 9:00 a.m. – 4:00 p.m.
- E. Next Agenda Review Council meeting is scheduled for Monday, April 29, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall
- F. Next Regular Council meeting scheduled for Monday, May 6, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall

9. Mayor and Council Comments

10. Adjournment

The Town of Valdese holds all public meetings in accessible rooms. Special requests for accommodation should be submitted by individuals with disabilities at least 48 hours before the scheduled meeting time. Contact Town Hall at 828-879-2120 or TDD Phone Line (hearing impaired) 1-800-735-2962.

COMMUNICATION NOTES

To: Mayor Watts
Town Council

From: Town Clerk

Date: March 28, 2024

Subject: Monday, April 1, 2024, Council Meeting

6. Consent Agenda

A. Approval of Agenda Review Meeting Minutes of February 26, 2024

B. Approval of Closed Session Minutes of February 26, 2024

C. Approval of Regular Meeting Minutes of March 4, 2024

D. Approval of Citizens Budget Priorities Minutes of March 18, 2024

E. Approval of Valdese ABC Board Travel Policy

Enclosed in the agenda packet is the Valdese ABC Board Travel Policy for FY 24-25. It is required that the appointing authority annually approve the policy as the Valdese ABC Board does not use the State's ABC travel policy. After approval, the Clerk will certify the minutes, and the ABC Store Manager, Mr. Leonhardt will submit the approved policy to the ABC Commission in Raleigh.

F. Request from Waldensian Style Wines to Sell Alcohol

Enclosed in the agenda packet is a request from Waldensian Styles Wines to sell wine at the Craft Market event on April 27, 2024, from 9:00 a.m. - 4:00 p.m., Independence Day Celebration on June 28, 2024, from 5:00 p.m. until 11:00 p.m., and the 49th Annual Waldensian Festival events on August 9, 2024, from 5:00 p.m. until 11:00 p.m. & August 10, 2024, from 9:00 a.m. until 5:00 p.m.

G. Request from American Legion Ladies Auxiliary to Sell Alcohol

Enclosed in the agenda packet is a request from American Legion Post 234, Ladies Auxiliary, to sell beer at the Independence Day Celebration on June 28, 2024, from 5:00 p.m. until 11:00 p.m.

H. Request from Burke Sunrise Rotary Club to Sell Alcohol

Enclosed in the agenda packet is a request from Burke Sunrise Rotary Club to sell beer at the Waldensian Festival events on August 9, 2024, from 5:00 p.m. until 11:00 p.m., and August 10, 2024, from 12:00 p.m. until 5:00 p.m.

7. New Business

A. Introduction of New Employees

Parks & Recreation Director David Andersen will introduce Chipper McGinnis, the new Athletic Supervisor. Public Works Director Allen Hudson will introduce Ethan Herman, the new Utility Field Technician. Interim Town Manager Bryan Steen will introduce Marc Sharpe, the new Police Chief.

B. Public Hearing for CDBG Water Project

The Town of Valdese is holding a Public Hearing to receive citizen input. At the public hearing, Sherry Long, WPCOG Assistant Executive Director, will discuss an application to the NC Department of Environmental Quality for Community Development Block Grant (CDBG) – Infrastructure funds. The WPCOG has partnered with the Town to craft an application requesting \$3 Million that would be used to replace aging and undersized waterlines, replace water service lines, and install fire hydrants and other appurtenances along Berry School Avenue, Berrytown Avenue, Berrytown Street, Bost Johnson Avenue, Bost Johnson Avenue Extension, and CV Johnson Drive. A memo from Sherry Long is enclosed in the agenda packet.

C. Authorizing Resolution to Submit an Application for CDBG Funding for Berrytown Water Project

Enclosed in the agenda packet is a Resolution authorizing Interim Town Manager Bryan Steen and Public Works Director Allen Hudson to execute and file an application on behalf of the applicant with the State of North Carolina for a grant to aid in the construction of the water project for Berrytown, as explained in the Public Hearing.

Requested Action: Staff recommends that Council approve the Resolution, as presented.

D. Consideration of Request for Qualifications (RFQ) for Hoyle Creek

Enclosed in the agenda packet is a memo from Parks & Recreation Director David Andersen and an RFQ for Hoyle Creek. Mr. Andersen is requesting that Council approve the authorization to submit an RFQ for the Hoyle Creek Stream Restoration.

Requested Action: Staff recommends that Council approve the request to submit an RFQ for the Hoyle Creek Stream Restoration.

E. Reports from Committees

- i. **Recommendation from the Parks & Recreation Commission** – Enclosed in the agenda packet is a memo from Parks & Recreation Director David Andersen and a

presentation from the Parks & Recreation Commission Chair Scott Compton, along with Mr. Andersen. They will present two recommendations from the Commission.

1. Application for Accessible Parks Grant: The Commission proposes pursuing the Accessible Parks Grant offered by the North Carolina State Parks. This grant will assist with funding the pool structure and some smaller items to increase access to amenities already in place at the Valdese Community Center. Staff is recommending Council's support in applying for the grant.

2. Installation of Aluminum-Framed Structure for Pool Cover: The Commission suggests installing an aluminum-framed structure with removable side to cover the pool, providing versatile coverage and protection.

ii. Drug and Homeless Task Force

Councilwoman Ward will provide an update from the Drug and Homeless Task Force meeting.

F. Tax Collection Update

Assistant Town Manager/CFO Bo Weichel will provide an update on the tax collection. Enclosed in the agenda packet is a consideration from Councilman Harvey.

G. Consideration of Approving Resolution Authorizing Upset Bid Process for the Sale of Town-owned Property – 104 Roller St. SW

The Town received an offer from Brittany Buchanan in the amount of \$35,000.00 to purchase the property located at 104 Roller St SW, Valdese. Enclosed in the agenda packet is a letter from Ms. Buchanan explaining her intent to purchase the property, a map location, and a Resolution for the sale of the town-owned property. If approved, the property will be advertised for an upset bid. Assistant Town Manager/CFO Bo Weichel will be at the meeting to present.

Requested Action: The requested action is to approve the Resolution accepting Ms. Shuping's offer of \$35,000.00 and allow staff, pursuant to NC General Statute 160A-269, to advertise for the upset bid process.

H. Budget Amendments

Enclosed in the agenda packet are two budget amendments prepared by Assistant Town Manager/CFO Bo Weichel. These amendments will move funds to the appropriate accounts. Mr. Weichel will be at the meeting to present.

Requested Action: Staff recommends that Council approve the Budget Amendments as presented.

READING MATERIAL

**VALDESE FIRE DEPARTMENT
MONTHLY ACTIVITY REPORT
FEBRUARY 2024**



<u>FIRE DEPARTMENT ACTIVITY</u>	<u>ACTIVITY HOURS</u>
Station Duty	88 Hours
Vehicle Duty	118 Hours
Equipment Duty	58 Hours
On-Duty Emergency Responses	109 Hours
On-Duty Training	11 Hours
Fire Administration	135 Hours
Training Administration	2 Hours
Meetings	52 Hours
Fire Prevention Administration	102 Hours
Fire Prevention Inspections	26 Hours
Public Relations	9 Hours
Hydrant Maintenance	0 Hours
Safety Administration	17 Hours
Safe Kids Activities	10 Hours
Extra Duty Fires	22 Hours
Extra Duty Training	17 Hours
Extra Duty Fire & Medical Standby	3 Hours
Physical Training	6 Hours
Extra Duty Medical Responses	40 Hours
Part-Time Firefighter Training	42 Hours
Part-Time Emergency Responses	95 Hours
Total Training Hours	70 Hours
TOTAL MAN HOURS	962 Hours

<u>INSPECTION TYPE</u>	<u># OF INSPECTIONS</u>	<u>Violations</u>
Assembly	6	6
Business	1	0
Factory	2	16
Mercantile	2	1
Reinspection	9	0
TOTAL	20	23

**VALDESE FIRE DEPARTMENT
MONTHLY ACTIVITY REPORT
FEBRUARY 2024**

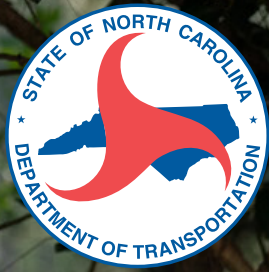
EMERGENCY INCIDENTS

Fire	3
Building Fire	1
Fire in Mobile Property used as Fixed Structure	1
Natural Vegetation Fire	1
Rescue & Emergency Medical Incidents	61
Medical Assist	8
Emergency Medical Service (EMS) Incident	53
Hazardous Conditions	2
Combustible/Flammable Gas Spill & Leak	2
Service Calls	3
Service Call Other	3
Good Intent Calls	5
Dispatched & Cancelled in Route	2
Wrong Location, No Emergency Found	1
Controlled Burning	2
False Alarm & False Calls	5
Unintentional System/ Detector Operation	2
False Alarm / False Call other	3
TOTAL EMERGENCY RESPONSES	79

Truman Walton, Chief
Valdese Fire Department

Town of Valdese Personnel Report

	<u>Employee Name</u>	<u>Position</u>	<u>Previous Position</u>	<u>Department</u>	<u>Date of Event</u>
<i>Promotions</i>					
<i>New Hires</i>	Chipper McGinnis	Athletic Supervisor		Parks & Recreation	2/5/2024
	Ethan Herman	Utility Field Tech		Public Works	3/11/2024
	Marc Sharpe	Police Chief		Police Department	3/25/2024
<i>Transfers</i>					



Share your clean-up photos at:
#LitterSweepNC

SPRING LITTER SWEEP



N.C. Department of Transportation Biannual Cleanup Drive APRIL 13-27, 2024



ncdot.gov/littersweep
Forms, posters, and telephone listings
are available on our website.



ADOPT-A-HIGHWAY
*Learn how you can help keep
North Carolina beautiful.*
apps.ncdot.gov/LM



SWAT-A-LITTERBUG
Littering is illegal and a fineable offense upon
conviction. G.S. 14-399. Let us know when a person
is littering by contacting Litter Management
through the Online Swat-A-Litterbug process or
by calling the NC State Highway Patrol at *HP or
NCDOT Litter Management at **1-800-331-5864**.
Find out more at ncdot.gov/litterbug.

Volunteer Locally!



SPRING LITTER SWEEP APRIL 13-27, 2024

VOLUNTEER SAFETY RULES AND GUIDELINES

- ▶ Park in areas that: provide safe entrance and exit of the pickup area; do not create hazards with other vehicles and equipment operating near the work area; and provide maximum protection for volunteers getting in and out of the vehicle.
- ▶ All volunteers must wear a NCDOT approved orange safety vest. It is a good practice to wear long-sleeve shirts, gloves and high-top boots to protect against unforeseen hazards.
- ▶ Take extra precautions to prevent heat and cold stress when working in extreme temperatures. Pick up only during daylight hours and stop work during inclement weather.
- ▶ Face oncoming traffic while on foot. Stay off the road at least five feet from the pavement edge.
- ▶ Do not pick up in ditches, tunnels, on road surfaces, bridges, overpasses or medians. Avoid any construction areas.
- ▶ Work in small groups, allowing ample space for each volunteer to work safely.
- ▶ Place tools in a safe position so that sharp points are not exposed.
- ▶ Be aware of hidden obstructions that may have sharp edges and broken glass, especially in grassy areas.
- ▶ Do not attempt to squeeze bags to make room for more trash. Use caution when handling trash bags containing broken or sharp objects. Use proper lifting techniques when lifting bags.
- ▶ Do not pick up what appears to be hazardous material or any type of container with unknown contents (notify your local coordinator or NCDOT maintenance office if you encounter hazardous objects or holes, guy wires and other hidden obstacles in the ground.)
- ▶ Place trash bags where they can be easily retrieved by NCDOT personnel, but well clear of roadway traffic.
- ▶ Do not use or possess illegal drugs or alcohol prior to or during a cleanup.
- ▶ Provide adequate supervision by one or more adults 21 years of age or older for groups that have volunteers 12-17 years of age. All volunteers must be at least 12 years of age with adult supervision to participate.
- ▶ Know the routes to medical care in case of emergency and have a first-aid kit readily available.
- ▶ Conduct a safety meeting for all volunteers prior to each cleanup and go over all safety procedures, rules and guidelines. View the "North Carolina Adopt-A-Highway Safety" video and the "Colorado Meth Lab Waste Recognition" video prior to participating in a cleanup.

You can access all safety information and videos from our website at ncdot.gov/littersweep.

FORMS TO DOWNLOAD

Visit ncdot.gov/littersweep to download forms:

- Spring 2024 Litter Sweep poster
- Certificate of Appreciation request form
- Safety rules and regulations for volunteers
- Adopt-A-Highway reporting instructions
- Litter Sweep cleanup procedures
- Adopt-A-Highway media form
- For questions or to request copies, call 1-800-331-5864

MATERIALS & PICKUP

Visit your local NCDOT maintenance office for **gloves, safety vests** and **orange trash bags that are reversible to a blue color for glass, metal and plastic for recycling**. Dispose of recyclables yourself.

Please report pickups online at apps.ncdot.gov/LM (info needed: **Pickup key, route cleaned, # of volunteers, hours worked, # of recyclable bags and trash bags, and is NCDOT bag pick up needed.**) If you are not an Adopt-A-Highway volunteer, please use the Other Volunteer Pickup Key: NSLKC.

REMINDER: It is illegal to dispose of aluminum cans and plastic bottles in landfills.

 Please recycle this mailer after use.

Spring 2024 LITTER SWEEP APRIL 13-27, 2024

REQUEST FOR CERTIFICATE OF APPRECIATION (Please Print)

Issue in name of _____

Mail to _____

Address _____

City _____ State _____ ZIP _____ County _____

Phone (Cell) _____ Secondary _____

Email _____

DEADLINE TO REQUEST CERTIFICATE IS **MAY 31, 2024**

Mail to: NCDOT Litter Management, 1540 Mail Service Center, Raleigh, NC 27699-1540

Email to: litternews@ncdot.gov

THANK YOU FOR SAFELY PARTICIPATING IN LITTER SWEEP

Address Service Requested

North Carolina Department of Transportation
Litter Management
1540 Mail Service Center
Raleigh, NC 27699-1540



Community Affairs & Tourism Monthly Stats

March 2024

Tourism Statistics

<i>visitvaldese.com views</i>	3,629
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<i>townofvaldese.com views</i>	6,242
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Top 5 Pages Viewed (townofvaldese): Home, Utilities, Recreation, Career Opportunitie, Police Department

Facebook

<i># of followers</i>	18,290
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<i>Post Engagement (last 28 days)</i>	21,802
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<i>Post Reach (last 28 days)</i>	71,596
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Facebook Reactions/Feedback (last 28 days)

Reactions: 2,886 Comments: 612 Shares: 330 Photo Views: 6,355 Link Clicks: 1,999

TOP FIVE AUDIENCE LOCATIONS: Morganton, Valdese, Hickory, Lenoir, Drexel

<i>Approximate # of Visitors to the Tourism/CA Office</i>	150
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Community Affairs Stats

Old Rock School Event Breakdown

AUDITORIUM	0
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TEACHER'S COTTAGE	31
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WALDENSIAN ROOM	8
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CLASSROOMS	8
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MAJOR EVENT (ENTIRE SCHOOL)	0
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Major Events Held at the Old Rock School	Average Number of Attendees
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N/A	
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<i>Monthly Old Rock School Events</i>	44
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Old Rock School Total Attendance	935
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CA Summary for March 2024

March officially kicked off renovations to the Old Rock School, so it has been an exciting and busy month for Community Affairs. The Lucky Leprechaun Hunt was a success, held in accordance with the BCPS early release day. Over 250 leprechauns were hidden downtown and found throughout the day. The Pop Up Egg Hunt took place as the next Spring event on the agenda, held on Good Friday. Eggs were hidden in 3 surprise locations and announced that morning. Up next will be the Spring Craft Market on April 27th, then summer events will be upon us next with the FFN Summer Concert series in May. Fundraising efforts have been fruitful this month and the department looks forward to updating the community on daily renovation progress. With the given circumstances, only rentals in the Teacher's Cottage facility are permitted as the time, and remained steadily booked. Morrissa and Annie attended the 2024 NC Main Street Conference in Goldsboro March 12-14th and look forward to sharing ideas and inspiration with the committee at the next meeting.

VALDESE POLICE DEPARTMENT

James D Buchanan
Assistant Chief of Police
Post Office Box 339
121 Faet Street
Valdese, North Carolina 28690

Telephone 828-879-2107
Fax 828-879-2106

March 27, 2024

To: Mayor & Council
From: Asst. Chief Buchanan
Re: Boots on the Ground

Progress Reports: Boots on the Ground

Location:	Officers Visits:
McGalliard Falls	69 Visual Checks/Walk around
Old Rock Schools	22 Visual Checks/Walk around
Children's Park	69 Visual Checks/Walk around
Community Center	35 Visual checks/Walk around
Lakeside Park	25 Visual checks/Walk around
Main St. Extra Patrol	Nightly Door Checks
Business/Residential Contact	15 Community Policing

Our officers have logged 359 residential/business security checks, 463 extra patrols and 15 community policing in the month March 27, 2024 for 837 events related to the safety, security and public interest. As of this date, our department has logged 4445 events into CAD ranging from vehicle stops, security checks and any incident report from citizens of Valdese.

February 26, 2024, MB#32

**TOWN OF VALDESE
TOWN COUNCIL PRE-AGENDA MEETING
FEBRUARY 26, 2024**

The Town of Valdese Town Council met on Monday, February 26, 2024, at 6:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue SW, Valdese, North Carolina. The Council meeting was live-streamed on YouTube @townofvaldese. The following were present: Mayor Charles Watts, Mayor Pro Tem Gary Ogle, Councilwoman Rexanna Lowman, Councilwoman Heather Ward, Councilman Glenn Harvey, and Councilman Paul Mears. Also present were: Interim Town Manager Bryan Steen, Town Attorney Tim Swanson, Town Clerk Jessica Lail, and various Department Heads.

Absent: None

A quorum was present.

Mayor Watts called the meeting to order at 6:00 p.m. He offered the invocation and led in the Pledge of Allegiance to the Flag.

CONSENT AGENDA

Mayor Watts identified an item that needed to be added to the Consent agenda: Old Colony Player Request to Sell Wine, at six of their events.

RESULT: MOVED WITHOUT OBJECTION TO BE ADDED TO THE CONSENT AGENDA AT THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

NEW BUSINESS

Mayor Watts suggested that if there were an item on the agenda that could be placed on the Consent agenda, it would save some time during the March meeting.

OLD COLONY PLAYERS: Mayor Watts shared that Edyth Potter, Director of Old Colony Players, will provide the Old Colony Players annual update.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

ARBOR DAY PROCLAMATION: Mayor Watts will read the Arbor Day Proclamation.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

RECONSIDERATION OF APPROVAL OF WPCOG CONTRACT TO DEVELOP A COMPREHENSIVE PARKS AND RECREATION PLAN Alison Adams, WPCOG Community & Regional Planning Director, talked more in detail about the Comprehensive Parks & Recreation Plan. Ms. Adams shared the following presentation:



PURPOSE

- To create a Comprehensive Recreation Plan which will assess the Town's existing recreational facilities, programs and special events and identify new opportunities based on the plan's recreation needs assessment.
- Conduct an online public needs assessment to identify opportunities for recreational improvements, programing expansion, and new facilities.
- The Comprehensive Recreation Plan will allow the Town of Valdese to apply for grant funding to support the identified initiatives, recommendations and goals outlined within the Plan.

PROCESS

1. WPCOG will draft a digital survey and meet with Parks and Recreation staff to finalize prior to release.
2. WPCOG will collect the data from the public input survey and analyze the results.
3. WPCOG will hold a public input meeting to collect information from participants. The Town will secure the location and will publicize the public input meeting.
4. WPCOG will work with Town staff to assess existing facilities (centers, parks, and connective infrastructure), programs, and events.
5. WPCOG will work with Town staff after obtaining public input results to identify future needs such as new facilities, programs, and events or modifications to existing.
6. WPCOG will write the plan as outlined in the scope.
7. WPCOG will hold a second public input meeting to obtain feedback about the plan and its recommendations.
8. The Town will secure the location and will publicize the second meeting.
9. WPCOG will review the draft plan with the Recreation Director and staff to address any concerns or needed changes.
10. WPCOG will present the final document to the Town Council. After reviewing and providing input, Town Council will be asked to adopt the plan.



SCOPE

The plan will include:

- An introduction summarizing the plan's purpose and goals and the recreation roles of the Town and other recreational providers
- Population trends and projections
- Inventory of existing parks, facilities, programs and special events
- Review of the recreational needs assessment –
 - Public input analysis
 - State and National assessment (trends and needs)
 - Identification of recreation facilities and park types (educational component)
 - Evaluation of park land needs and facility needs
- Goals and recommendations
 - Proposals/recommendations
 - Priorities
- Action Implementation Plan
 - Economic development initiatives
 - Funding opportunities, strategies and sources
 - Operating budget/Capital improvements program

DELIVERABLES

The Town of Valdese will receive the following:

- A recreation public input survey and results
- A Comprehensive Recreation Plan that will address all items included in the scope
- A Capital Improvements Program that includes recommendations and associated costs
- A list of grant funding, partnership and resource opportunities
- Maps showing parks, facilities, and connections to park related opportunities
- Drone photography of key locations associated with the Recreation Plan
- Two to three renderings of a proposed improvement identified during the plan's development
- Two public input meetings – one at the beginning of the process and another at the end (prior to Council's review).
- One final presentation to Council for adoption



CONTRACT

The cost of the Comprehensive Plan is \$23,000, including all of the processes and deliverables outlined in this presentation. A private consultant would most likely be three times the cost.

WPCOG is owned by the 24 local governments in the four-county area (Catawba, Burke, Caldwell and Alexander).

WPCOG is here to serve our local governments with little to no profit. We are a regional government agency that was established in 1968 to aid with the collective planning efforts of our region.

The project is slated to begin July 1, 2024 with a completion date of June 30, 2025.

The adoption of this plan will allow WPCOG to support the Town by developing grant applications for projects identified in the plan.

Councilman Harvey asked the Town Clerk to add the last Parks & Recreation Strategic Plan to the agenda packet for informational purposes. Councilman Harvey noticed that the previous plan had short-term and long-term recommendations and that most of the items were not completed. Councilman Harvey noticed that the last plan cost \$10,000.00, and after checking the US inflation index since 2013, \$1.00 in 2013 is now \$1.32, so \$10,000.00 in 2013 might cost \$13,000.00 in 2023. Councilman Harvey wants to know why this new plan is \$10,000.00 more. Ms. Adams said she had to pay her staff, and the rate of pay in 2012 was very different, and it was in a different department at the COG. Ms. Adams noted that the document you see in 2012 does not have the level of detail the new one will have due to updated technology. Ms. Adams has a team of staff that will take part in this versus one person that completed the last plan. Councilwoman Ward thanked Ms. Adams for all the details provided.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

APPROVAL OF ORDINANCE DECLARING ROAD CLOSURES FOR THE TOWN OF VALDESE 2024

ANNUAL EVENTS Community Affairs Director Morrissa Angi reminded Council that the road closures are for four events, and some of them have been going on for at least 50 years and are routine. Ms. Angi said that annually in April, Community Affairs goes downtown and talks with every business owner, providing them with street closure maps, road closure dates and times, and has conversations about how the Town can partner with them with these events. Ms. Angi also sends out a Code Red before the road closures and posts maps and event calendars on our website and social media page. Councilman Harvey noted that this item was postponed until the March 4 meeting, when the Police and Public Works department reviews the details of this plan with the impacted merchants. Councilman Harvey has heard concerns from the Merchants affected and will ask again to discuss this with them in advance. Councilwoman Lowman asked Councilman Harvey to share who those merchants are so that we can make sure they are contacted. Councilman Harvey said it would be any Merchant that has a place of business that will be closed off. Ms. Angi shared that she heard that there were merchants on Bobo Street who were concerned, and she reached out to them. The only one she heard back from was Rusty Antiques, who said they do close their store because they do not get traffic during major events. Ms. Angi said that Bobo Street is not closed during our events. Councilman Mears heard from a Merchant who said they were OK with the road closure and had not had any complaints. After a brief discussion, Councilman Harvey thanked Ms. Angi for what she had done and said she did exactly what was asked.

RESULT: PLACED ON THE CONSENT AGENDA AT THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

CONSIDERATION OF COMMITTEE APPOINTMENTS Mayor Watts shared that all of the information for each appointment will be included in the March 4 agenda packet.

- i. **Approval of Reappointment to Valdese ABC Board**
- ii. **Approval of Appointments to the Facilities Review Committee**
- iii. **Approval of Appointments to Drug and Homeless Advisory Task Force**
- iv. **Approval of Appointments to Efficiency Task Force**

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

CONSIDERATION OF APPROVAL OF THE BAKER TILLY PROPOSAL FOR TOWN MANAGER

SEARCH Councilman Harvey shared that we received seven proposals from search firms, the team narrowed it down to three, completed reference checks, and narrowed it down to Baker Tilly who is an international firm. Councilman Harvey shared that Baker Tilly most recently completed two Town Manager searches for Brevard and Morehead City. Councilman Harvey stated that he misspoke regarding the guarantee if the Manager leaves within two years. That is not part of the proposed fee.

RESULT: PLACED ON THE CONSENT AGENDA AT THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

CONSIDERATION OF APPROVAL OF REQUEST FOR QUALIFICATIONS (RFQ) FOR PERMANENT POOL STRUCTURE

Parks & Recreation Director David Andersen said this was a straightforward RFQ request. Mr. Andersen noted that this would not bind us to any financial obligation; it would just be put out there to see what we get to start the process.

Pool Structure
Timeline

Target Date	Event
March 4th	Approval to Release RFQ
Early April	Interview Firms
May 6th	Present Contract for a Design Firm
July 1st	Release bid package
July 25th	Formal Bid Opening
August 5th	Approve Contract to Licensed GC
November 1st	Pool Structure complete/ opened

February 26, 2024, MB#32

RESULT: PLACED ON THE CONSENT AGENDA AT THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

FY 24/25 BUDGET PREPARATION DISCUSSION Interim Town Manager Bryan Steen shared that departments are now reviewing their budgets in preparation for FY24-25. Mr. Steen said we are looking at potential cost increases and will incorporate the items identified from the Strategic Planning sessions and will have more information at the next meeting. Councilman Mears asked if the Council would have an opportunity to hear from Department Heads like in previous years and asked Mr. Steen's opinion. Mr. Steen said that he has had budget meetings and has not had them but currently, we do not have anything scheduled on the current calendar. Councilman Harvey would like to see what comes out of the Strategic Plan and then review a draft of the budget presented by the Manager at the April 22 meeting. Councilman Harvey said that if we need to add a meeting later, we could call a meeting as needed. Councilman Mears feels it was a valuable exercise to hear from the Department Heads and will request additional meetings.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

APPROVAL OF RESOLUTION AMENDING THE 2024 TOWN COUNCIL MEETING SCHEDULE Mayor Watts shared that a few dates need to be changed and a few added.

RESULT: PLACED ON THE CONSENT AGENDA AT THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

APPROVAL OF CAPITAL PROJECT BUDGET ORDINANCE – WATER PLANT UPGRADES PROJECT Water Resources Director Greg Padgett shared that this project has been previously approved; this is just moving money into a project ordinance so it can be spent.

RESULT: PLACED ON THE CONSENT AGENDA AT THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

APPROVAL OF BUDGET AMENDMENTS Mayor Watts shared that Mr. Weichel will discuss these at the March 4 agenda.

- i. To transfer \$17,000.00 from General Fund Balance to cover expense for the agreement with Baker Tilly for the Town Manager Search
- ii. To transfer \$23,000.00 from General Fund Balance to cover expense for the agreement with WPCOG for Master Park Plan

RESULT: PLACED ON THE CONSENT AGENDA AT THE NEXT MEETING ON MARCH 4, 2024, AT 6:00 P.M.

INTERIM MANAGER'S REPORT: No report

MAYOR AND COUNCIL COMMENTS: Councilman Harvey feels that we are getting more people involved with Strategic Planning. He suggested that we give our local ministers the opportunity to deliver the invocation at the beginning of the meeting. Councilman Harvey also suggested having a veteran step up to the lecture to lead the Pledge of Allegiance to the Flag.

CLOSED SESSION: Mayor Watts called for a motion to recess into Closed Session under NC General Statute 143-318.11(a)(3) to consult with an attorney retained by the Town in order to preserve the attorney-client privilege between the Town attorney and the Town Council, which privilege is hereby acknowledged. At 6:56 p.m., Councilwoman Lowman made a motion, seconded by Councilman Ogle. The vote was unanimous.

At 7:10 p.m., Councilman Ogle made a motion to return to Open Session, seconded by Councilwoman Lowman. The vote was unanimous.

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ADJOURNMENT: At 7:12 p.m., there being no further business to come before Council, Councilwoman Lowman made a motion to adjourn, seconded by Councilwoman Ward.

The next regular Council meeting is scheduled for Monday, March 4, 2024 at Valdese Town Hall.

Town Clerk

Mayor

jl

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**TOWN OF VALDESE
TOWN COUNCIL REGULAR MEETING
MARCH 4, 2024**

The Town of Valdese Town Council met on Monday, March 4, 2024, at 6:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue SW, Valdese, North Carolina. The Council meeting was live-streamed on YouTube @townofvaldese. The following were present: Mayor Charles Watts, Mayor Pro Tem Gary Ogle, Councilwoman Rexanna Lowman, Councilwoman Heather Ward, Councilman Glenn Harvey, and Councilman Paul Mears. Also present were: Interim Town Manager Bryan Steen, Town Attorney Tim Swanson, Town Clerk Jessica Lail, and various Department Heads.

Absent: None

A quorum was present.

Mayor Watts called the meeting to order at 6:00 p.m. He offered the invocation and led in the Pledge of Allegiance to the Flag.

OPEN FORUM/PUBLIC COMMENT:

RECOGNITION OF THE HERITAGE EAGLES CHAMPION WRESTLING TEAM Mayor Watts shared that the two coaches for the wrestling team are Town employees and thinks that this speaks highly of our staff. Coach Matthew Smith shared that the 2023 Heritage wrestling team completed their season with a 901 record, outscoring their opponents with a combined total of 662 points to 327. Coach Smith said that at the conference tournament, 16 out of 18 wrestlers made it to the semi-finals, and 11 of them got the opportunity to wrestle in the championships. In the championship round, six finished in the conference championship, five got second, and two individuals finished in third place. Coach Smith said that he is very proud of their accomplishments.

TOWN COUNCIL – JENNY HUDSON, 412 FAET ST NW, VALDESE: Ms. Hudson provided a copy of her public comment to the Town Clerk:

Tonight I am here to discuss transparency. It seems to be a big buzz word amongst WHO supporters, which I struggle to understand because Government is regulated to be transparent. Now, no one is going to serve up town business to you on a silver platter, you may have to know where to get the information or who to ask but most of it is public knowledge. Which is what I have for you tonight, just a little glimpse of transparency for the citizens of Valdese.

This email is dated January 9th from Councilman Harvey to the Mayor, Council & acting Town Manager. In the essence of time, I'll summarize, ~~but, for the record, will submit a copy of the full email.~~

This email is basically a threat analysis of the town citizens who spoke at the January 8th council meeting.

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First topic, the pool, Mr. Harvey berates all the citizens that spoke in support of the pool, dwelling on semantics of how we addressed the pool as a bubble issue vs. the actual heater problem, and about how our comments were 8-13 years too late. He then goes on to deflect responsibility of the pool solely to the incumbent members of council. But the best part is how he specifically calls out a few speakers by first, backhandedly calling them eloquent speakers and then discrediting them for various personal reasons. Specific mention was made of a speaker by calling her out as the sister of a previous council member and owner of the problem he inherited and then goes on to say "If I were a betting person, I would put at least a Bennie on the two sisters being organizers of the hour-long parade." As part of that parade, Mr. Harvey, you're incorrect. Neither one of those ladies organized our comments, in fact, it was not organized at all. We are merely concerned citizens with like-minded interests who have a true desire to see the pool benefit the town and its citizens for years to come. Apparently, I am an eloquent speaker as well, however, my comments could be dismissed because you haven't met me and believe my parents to be "strong WHO supporters".

First, if you're going to speak about me or my family in documents that become public knowledge get your facts straight. Secondly, you know what happens when you assume. I suggest you speak with my parents personally, about specifically who it is they support, ~~because it's not you.~~

And the comments don't end there. He insinuated the speakers were not interested enough to stay for the full meeting, again, incorrect. I stayed for the whole meeting. He then wraps up his pool rant by asking about pool data that's been provided before and categorizes the pool expenditures as squeaky-wheel.

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The remainder of the email discusses various topics and town citizens, like Valdese Hospital, and Jim Rostan, Paul's buddy, Jon Mercer, Tim Skidmore, the Rock School Renovation and the "babbling bureaucratic" architect and how the council praised Morissa when in actuality she yelled and spoke over him and had arrogant arguments. Then there's "The Other Nonsense" category where he calls out Kevin Farris "ripping" Eddie Perrou and himself, and Facebook pages he disagrees with specifically numerating "about 100 posts" and how the Mayor has "liked" them. He calls Brady Linkous irrational, blasts the presentation by McGill regarding the water plant and then proceeds with a rant about a divisive town council and how council member Mears and Lowman have not accepted the results of the election.

He finally wraps up this disgusting email by accusing the Mayor of leaking messages, which are public knowledge, to The Paper and how he is going to censure the perpetrator.

You call yourself a professional. A businessman, yet I've never seen such a lack of emotional intelligence. Is this how a public servant serves the town citizens? By calling them out by name in emails, by misstating facts about citizens, by arrogantly owning voters, by dismissing their opinions given during public comments, by talking about town employees and current and previous council members? This is how you're spending your time as a councilman? This is how you're wasting the time of the other council members, the Mayor, the town manager and the town lawyer?

This is absolutely disgusting. Do better, Mr. Harvey, the people deserve better.

TOWN COUNCIL – RICK MCCLURD, 408 GARROU AVE, VALDESE: Mr. McClurd shared that during the campaign season, in campaigning for the WHO, he was privileged to speak to close to 700 people. Mr. McClurd said that each was adamant about the high tax rate and pledged to lower it if the WHO was elected, which happened. Mr. McClurd said that Bo Weichel said it would not be a problem if you lowered the tax rate to 41.5 cents per 100. Mr. McClurd shared that today, Mr. Weichel and the Interim Manager both think we should leave the tax rate at 51.5 cent, and neither live in the Town of Valdese. Mr. McClurd would like to know what has changed. Was it the pool cover, Rock School, Public Safety Building, or the Water Plant? Neither is included in the 2023-2024 budget totals. Mr. McClurd believes none of the previous managers put money in the budget for these categories. Mr. McClurd said that in the next ten years, we would be spending more money on our water bill from what McGill has proposed.

TOWN COUNCIL – TIM BARUS, 998 LAUREL ST NE, VALDESE: Mr. Barus said that on February 8, he submitted a request to have two weeks of Town Council emails sent to him and said that he would be willing to pay for a fee. Mr. Barus stated that during his tenure on the Town Council, we never charged anyone

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for a records request. Mr. Barus received an email reply from the Town stating that there would be a \$150.00 fee for the IT vendors time plus a possible additional fee if needed. Mr. Barus said it could be a total of \$260.00 for a taxpayer to receive information that is already considered public. Mr. Barus asked if that was an equitable fee. Mr. Barus asked the Town Council what they were hiding and where is the transparency now. Mr. Barus said that the main reason for this email request is that many citizens are concerned by how this Council uses the term transparency.

CLARITY & PRIORITIES – JEAN-MARIE COLE, 705 BERTIS ST, VALDESE: Ms. Cole shared that she knew the Council was going to have a special meeting and called the Town Hall and asked when the meeting was going to be held and they told her Friday at 6:00 pm twice. Ms. Cole showed up on Friday at 6:00 pm, and the building was locked, and no one showed. Ms. Cole said that she had read in the paper about the meeting a few days later and was sad because she would have liked to have been there. Ms. Cole asked if the people who answered the phone could be in the loop regarding the meeting schedule. Ms. Cole also believes that the two most important things to take care of now are the pool and the public safety building.

COMMITTEE – BRENDA SHUPING, 600 CAROLINA ST, VALDESE: Ms. Shuping shared that she is speaking in support of Angela Hoffman, who has expressed a desire to serve Valdese on the Valdese ABC Board. Ms. Shuping said that Angela has been a citizen for 31 years, is a Valdese homeowner, a Teacher's Assistant at EBHS, a tennis teacher, and is very interested in public affairs. Ms. Shuping shared that Angela is good at accounting and serves as the bookkeeper for Ramsey's Service Center for the past ten years. Ms. Shuping believes Angela Hoffman exceeds the qualifications to fill a seat on the Valdese ABC Board and would do an excellent job.

MOVING HERE – GERARD GUZMAN, 143 GRANDFATHERS PASS NW, VALDESE: Mr. Guzman shared that he moved here in October, which was supposed to be an enjoyable time building a house, but it has been a nightmare. Mr. Guzman said the building stopped during the pandemic, and the bank would take the property. Mr. Guzman said that there was no recourse. Mr. Guzman said that, fast forward, the HOA sent him threatening letters for debris and plan changes, and they have fined him. Mr. Guzman said the new HOA for Lake Rhodhiss Estates is still waiting for him to fix the road. Mr. Guzman said the paving company said there was no damage to the road. Mr. Guzman is in unfamiliar territory and wanted to see if the Town had a contact for new owners to handle situations like this.

OLD COLONY PLAYERS – JIM JACUMIN, 3690 MILLER BRIDGE RD, CONNELLY SPRINGS: Mr. Jacumin shared that he came across a family history book of the Waldensians who came here. Mr. Jacumin said that he never thought alcohol would be sold at Old Colony Players and that he and his wife would pay what the profit from the alcohol is so that they do not have to sell it. Mr. Jacumin said that we need to get concerned about the future of our roots, and if we keep moving in this direction, we will not have a country. Mr. Jacumin said that the Trail of Faith would never have alcohol and asked that it's not sold at the Old Colony Players.

POOL – RICH ERICSON – 2142 W PARADISE HARBOR DR, CONNELLY SPRINGS: Mr. Ericson provided a copy of his public comment to the Town Clerk:

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Hello, my name Rich Ericson and I am a member of the Valdese Masters Swim Team. I retired to this area in 2019. I do enjoy the pool and fitness center here in Valdese, though that is not what I would like to discuss.

I am also a Stroke and Turn Judge for high school and summer league swimming. It is a great sport that encourages everyone to participate. In high school swimming I have seen everything from excellent swimmers to kids who began the season barely able to swim, to special needs children. This also holds true especially for summer league.

Currently 2 high schools (East Burke and Draughn) use the Valdese pool for workouts and meets. There is no other pool for these schools to use as the other pools are already busy.

With these considerations believe a permanent structure over the pool is essential. I am happy to see the steps the council is taking to make this happen. I hope it does result in a permanent structure where the high schools and other swimmers will have access to a pool in our colder months.

ABC BOARD – JOHN HEILMAN, 500 CAMPBELL AVE, VALDESE: Mr. Heilman provided a copy of his public comment to the Town Clerk:

Thank you for allowing me a few words. My name is John Heilman and I'm vice-chair of the Valdese ABC Board. As a recap to the letter I sent out I would like to remind council that since WT has been on the board:

ABC Sales have doubled to \$2,000,000.

Our growth rate is over twice that of neighboring counties.

By the year's end, over \$800,000 in total distributions will have been made.

Why the success?

The Board, with WT on it, has taken care of the store's staff, especially during the pandemic. In turn, our staff now takes care of our customers, leading directly to increased sales as they continue to excel at customer service.

WT played a pivotal role in hiring Chris Leonhardt, our general manager. As Karen had before him, Chris has the full confidence of the board and has been given latitude to try different things, all of which has been successful to store growth.

The third area WT is good at is oversight of the store and the general manager position. The ABC business is heavily regulated with all sorts of restrictions that limit how we can do business. ABC stores cannot advertise. ABC stores cannot market themselves or independently place products on sale to gain business. Stores become successful by having good management and relying on good guidance from their board. If mistakes are made, they can cause long lasting pain because we have so few options available to us to recover from it. That makes WT's 60 years in the workforce extremely valuable in avoiding these pitfalls.

Stability of the board. Our board has had zero turnover while I have served on it until December when Seth left. Again, the sales numbers and distributions to the town reflect that stability. All of the staff know the board members and know that we have their backs, creating a safe working environment for them and allowing for store growth.

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When you are a board of only three members, it is very disruptive when one member is gone and replaced with one that has little to no ABC experience. That is not meant to be disparaging against Bryan. In this particular case though, since Bryan is only a temporary hire, he, in turn, will be replaced in the coming months by someone else who, in all probability, will not have any ABC experience either.

If WT were not to be re-appointed, that would leave the board with only one member, myself, who has any experience. Additionally, we have a general manager, who is very good, but he only assumed that position 6 months ago. Now is not the time to introduce more uncertainty into running the store by making wholesale changes to the board.

WT is a proven leader on the board, he is knowledgeable on how the board works, he is knowledgeable about how city government works, he has good business sense and is, without doubt, a great advocate for the store and town. There is just no way to make up for that experience with a new person.

In my eyes, the ABC store is a business. We treat it and run it as a business. We make our decisions like it is a business. In this case and to everyone's credit, this business has been successful. WT has been a large part of that. Some of you on council have been in business and know what it takes to be successful. It's not always easy, is it?

Replacing 2/3 of the governing body of a thriving store with those with lesser to no experience (remember WT's 60 years of work experience) will only negatively impact a profitable business and is not a good idea for the store or for Valdese.

Pure and simple, re-appointing WT to the board is a good business decision. Doing so will hopefully allow the ABC board to continue making distributions to the town of around \$200,000 a year. Think about that. \$200,000 is the equivalent of a four-cent tax decrease to the Town of Valdese which, I'm sure will be welcomed by Council.

Thank you

ABC BOARD – KAREN CLARK-CARUSO, 805 MICOL AVE, VALDESE: Ms. Clark-Carusio provided a copy of her public comment to the Town Clerk:

"Mayor and Council, I am Karen Clark-Carusio, at 805 Micol Avenue, and I was the Valdese ABC's general manager since it opened until my retirement last October. I care deeply about the success of the store and you should too since its profits come to the Town. That's why I am before you tonight and ask that you reappoint Mr. WT Sorrell to the ABC Board.

What I am not here to do is disparage anyone else. I do not know Ms. Hoffman and only know of her work experience as a teacher assistant, a noble and often thankless job, and that she's a bookkeeper for a small business. What I do know is that if she's Rick and Judy McClurd's daughter, then she is bound to be a very fine person.

I am willing to work hard for something I believe in, as Councilman Harvey can attest, when we both served on the referendum committee to bring alcohol sales to Valdese. And I am especially grateful for the privilege of having been hired by the first ABC Board to be its general manager.

I believe in North Carolina's local control ABC system as the best system to benefit all citizens, whether they choose to consume alcohol or not. Just as your most important decision as a Council is the hiring of a Town Manager, the most important decision for the oversight of the ABC store is your decision to appoint members to its Board. Unlike an Advisory Board, the ABC Board is a governing body, much like the Council, that must abide by rules and statutes. Their oversight and decisions have real bottom line consequences.

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Let's face it, despite a very rocky start, the Valdese ABC has turned into the cash cow that was promised during the referendum drive. It took longer than expected but to ensure the steady increase in sales and the profits that go to the town, a qualified ABC Board is essential. The statutes require that ABC Board appointees have the basic attributes that make up any good board: interest in public affairs, good judgment, knowledge, ability, and good moral character.

Unlike Advisory Boards, the ABC Board oversees a 2 million dollar retail operation but is also a governmental entity. By law it functions separately in every way from the Town including financially. It functions to send its profits to the Town. It needs Board members with a retail background and/or business ownership, those with a strong understanding of finance and accounting, and those with an understanding of the workings of government. These are essential Board attributes to successfully oversee the operations of the store.

WT Sorrell has more than 45 years of local government experience. He is the most experienced member with eight years on the Board and has contributed greatly to its success through his wise governance and council. Local ABC Boards typically have little turnover if they aren't politicized. Mr. Bill Davis served more than 50 years on the Morganton Board and the only churn they've had since our store opened was replacing him when he resigned.

Experience and continuity matter. The current ABC Board already has one new member and from all accounts Mr. Steen is doing a great job as its Chairman. But his Board seat is as temporary as his Interim Town Manager status if Council continues with the tradition of appointing the Town Manager as ABC Board Chairman. If Mr. Sorrell is not reappointed, it will leave only one experienced member to shepherd two new Board members in fulfilling their responsibilities for a highly regulated business. It would be a shame not to honor Mr. Sorrell's expressed desire to serve one more term to help the new Town Manager in his or her role as ABC Board Chairman.

Mr. Sorrell counts among his greatest accomplishments the hiring of Chris Leonhardt to succeed me and I wholeheartedly agree. Chris has consistently exceeded the Board's expectations. The Town is very fortunate to have this young man leading the team and handling the complex responsibilities required of a general manager.

I ask that you vote for experience and continuity and do what is in the Town's best interest by reappointing Mr. WT Sorrell to one more term to the ABC Board. Thank you for your time and attention."

ABC BOARD – DAVID WIESE, 3318 MONTANYA VIEW DR, VALDESE: Mr. Wiese has heard great things about both candidates for the ABC Board. Mr. Wiese asked what are we looking for in people on the ABC Board and shared people with good character, high integrity, and dedicated to public service. Mr. Wiese gives Mr. Sorrell and Ms. Hoffman a check on those. Mr. Wiese believes that Mr. Sorrell has more experience in business. However, Mr. Wiese feels that a woman's influence is important and gives a different perspective. Mr. Wiese encouraged the Council to go with the newcomer, Ms. Hoffman.

CONSENT AGENDA: (enacted by one motion) Councilman Harvey requested to remove one item 6 H, Approval of Request from Old Colony Players to Sell Alcohol, from the consent agenda.

Councilwoman Lowman asked if the Baker Tilly agreement fee is \$17,000.00 and if the manager they recruit leaves within a year, we would still have to pay the full price again to find another manager. Town Attorney Tim Swanson said yes, that was correct.

APPROVED AGENDA REVIEW MEETING MINUTES OF JANUARY 29, 2024

APPROVED REGULAR MEETING MINUTES OF FEBRUARY 5, 2024

APPROVED CLOSED SESSION MINUTES OF FEBRUARY 5, 2024

APPROVED STRATEGIC PLANNING SESSION MINUTES OF FEBRUARY 15, 2024

APPROVED SPECIAL MEETING MINUTES OF FEBRUARY 16, 2024

APPROVED LEASE AGREEMENT AT THE OLD ROCK SCHOOL WITH DR. KYLE BARNES Lease agreement with Dr. Kyle Barnes for rental space at the Old Rock School, in the amount of \$58.00 per month.

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APPROVED FY 24-25 AUDIT CONTRACT – LOWDERMILK CHURCH & CO., LLP Audit contract for FY 24-25, in the amount of \$17,900.00. The fee reflects a \$600.00 increase. A copy of the audit contract can be obtained by contacting the Clerk’s office.

APPROVED ORDINANCE DECLARING ROAD CLOSURES FOR THE TOWN OF VALDESE 2024 ANNUAL EVENTS

WHEREAS, the Town of Valdese desires to schedule an Independence Day Celebration, Annual Waldensian Festival; Treats in the Streets; and the Annual Valdese Christmas Parade; and

WHEREAS, part of US 70/Main Street in Valdese will need to be closed for each of these special events; and

WHEREAS, G.S. 20-169 provides that local authorities shall have power to provide by ordinance for the regulation of the use of highways by processions or assemblages;

NOW, THEREFORE, be it ordained by the Town Council of the Town of Valdese pursuant to G.S. 20-169 that the following portion of the State Highway System be closed during the times set forth below:

2024 Independence Day Celebration (*Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St*) on June 28, 2024 from 5:00 PM until 12:00 AM.

2024 Waldensian Festival Kickoff Celebration (*Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St*) on August 9, 2024 from 5:00 PM until 12:00 AM.

2024 Waldensian Festival Celebration (*Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St*) on August 10, 2024 from 5:00 AM until 8:00 PM.

2024 Valdese Treats in the Streets (*Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St*) on October 31, 2024 from 3:30 PM until 6:30 PM.

2024 Valdese Christmas Parade (*Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St*) on December 7, 2024 from 9:30 AM until 12 Noon.

Signs shall be erected giving notice of the limits and times of these street closures as required by G.S. 20 169. THIS, the 4th day of March, 2024.

/s/ Charles Watts, Mayor

ATTEST:
/s/ Town Clerk

APPROVED BAKER TILLY AGREEMENT FOR TOWN MANAGER SEARCH

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February 19, 2024

Mayor Charles Watts
 Valdese Town Council
 Town of Valdese
 102 Massel Avenue South West
 Valdese, NC 28690

Baker Tilly US, LLP
 205 N. Michigan Avenue, 28th Floor
 Chicago, IL 60601
 United States of America

bakertilly.com

Delivered electronically to mayor@valdesenc.gov, GHarvey@valdesenc.gov, bsteen@valdesenc.gov, timothys@hickorylaw.com

Dear Mayor Watts:

This letter agreement (the "Agreement") documents the Town of Valdese's ("you/r" or "Client") engagement of Baker Tilly US, LLP ("we" or "Baker Tilly") to conduct an executive search for a Town Manager (the "Project"). This Agreement defines the parties' respective obligations for the Project. Our proposal dated February 8, 2024, attached hereto as Exhibit A, is incorporated by reference.

Scope, Objectives and Approach

The scope and phases of this engagement are set forth in Exhibit A.

Project Timing and Budget

1. The Project will commence upon your execution of this Agreement and will remain in effect for the period necessary for successful completion of the Project.
2. If you terminate this Agreement before completion, without cause, Baker Tilly shall invoice you for any unpaid portion of the total fee set forth in Exhibit A. Notwithstanding anything in this Agreement to the contrary, in the event of termination of this Agreement for cause, Baker Tilly shall only be entitled to any unpaid portion of the total fee set forth in Exhibit "A" that is earned based on percentage of work completed as of the date of termination. For purposes of this Agreement, cause shall mean Baker Tilly's material breach of any provision of this Agreement, including Exhibit "A" incorporated herein by reference, if such breach cannot be cured or is curable and remains uncured for a period of fifteen (15) days following receipt of written notice thereof detailing such breach.

Client's Obligations

1. You agree that you are responsible for candidate selections and that you will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state or local law.
2. If you decide to not hire a candidate as a result of a criminal or credit history report, you agree to comply with the FCRA with regard to any pre- or post-adverse action notices and requirements.
3. You agree to respond to drafts of documents and reports in a timely manner. Failure to do so on your part will protract timelines and can negatively influence the outcome of the process.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge, or

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experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon a failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide services according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in this Agreement unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

Terms and Conditions

1. To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under this Agreement shall not exceed the fees paid to Baker Tilly under the portion of this Agreement to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Agreement even if the other party has been advised of the possibility of such damages.
2. Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Agreement are material bargained for bases of this Agreement and that they have been taken into account and reflected in determining the consideration to be given by each party under this Agreement and in the decision by each party to enter into this Agreement.
3. Neither this Agreement nor any rights or obligations hereunder shall be assigned or delegated by Baker Tilly without your prior written consent. This Agreement shall be modified only by a written agreement duly executed by you and Baker Tilly. Should any of the provisions hereunder be found to be invalid, void, or voidable by a court, the remaining provisions shall remain in full force and effect.
4. Copies of all hard copy documents associated with the recruitment will be retained for three (3) years from the anniversary date of the hiring of the candidate. Retention of records beyond three (3) years must be requested in writing before the conclusion of the Project.
5. Subject to the express acknowledgement by the parties that the Client is a public body under North Carolina law and is therefore subject to the North Carolina "Public Record Act" and "Open Meetings Law", the Parties agree to maintain the confidentiality of all applicant information in accordance with G.S. 160A-168.
6. Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

[Signature Page to Follow]

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Acknowledgment

If this Agreement correctly sets forth your understanding, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

Anne Lewis, Practice Leader | Managing Director

Client Signature:

Name: _____

Title: _____

Date: _____

APPROVED RESOLUTION AMENDING THE 2024 TOWN COUNCIL MEETING SCHEDULE

**TOWN OF VALDESE
RESOLUTION AMENDING 2024 TOWN COUNCIL MEETING SCHEDULE**

WHEREAS, pursuant to Section 2-1011 of the Town of Valdese Code of Ordinances, there shall be a regular meeting of the council at the town hall, on the first Monday in each month, at 6:00 p.m., unless another place, date or time shall be designated.

NOW, THEREFORE, BE IT RESOLVED that the Town of Valdese Town Council adopts the following Meeting Schedule for 2024:

<i>Council Chambers, Unless Noted</i>			<i>Council Chambers, Unless Noted</i>	
2024 REGULAR MONTHLY MEETINGS			PUBLIC FORUMS AND REVIEW MEETINGS (Informal review of agendas/town news)	
January 8			January 29	Review Feb Agenda
February 5			February 26	Review Mar Agenda
March 4			March 18	Citizen Budget Priorities <i>(WPCOG Strategic Planning Results)</i>
April 1			March 25	Review April Agenda
April 22	Council Budget Review		April 29	Review May Agenda
May 6			May 29	Review June Agenda
June 3				
June 24	2024-25 Budget Hearing		(June 24 for July Mtg. is a Public Meeting)	
August 5			July 29	Review August agenda
September 9			Sept 4	Review Sept Agenda
October 7			September 30	Review Oct Agenda
November 4			Oct 28	Review Nov Agenda
December 2			Nov 25	Review Dec Agenda

This 4th day of March 2024.

/s/ Charles Watts, Mayor

APPROVED REQUEST FOR QUALIFICATIONS(RFQ) FOR PERMANENT POOL STRUCTURE Staff will submit an RFQ for the Jimmy C. Draughn Aquatic Center Structure.

APPROVED BUDGET AMENDMENT - BAKER TILLY FOR THE TOWN MANAGER SEARCH

Valdese Town Council Meeting

Monday, March 4, 2024

Budget Amendment #

11-10

Subject:

Town Manager search

Description:

This amendment covers the cost of the Manager search by Baker Tilly

Proposed Action:

BE IT ORDAINED by the Council of the Town of Valdese that, pursuant to Section 15 of Chapter 159 of the General Statutes of North Carolina, the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section I:

The following revenues available to the Town will be increased:

Account	Description	Decrease/ Debit	Increase/ Credit
10.3990.000	General Fund Balance Appr.		17,000
Total		\$0	\$17,000

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.4200.040	Professional Services	17,000	
Total		\$17,000	\$0

BA

Section II:

Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for their direction.

Councilman Harvey made a motion to approve the aforementioned items on the Consent Agenda minus Item 6 H(Approval of Request from Old Colony Players to Sell Alcohol), seconded by Councilman Ogle. The vote was unanimous.

End Consent Agenda

ITEMS REMOVED FROM CONSENT AGENDA: One item 6 H, Approval of Request from Old Colony Players to Sell Alcohol

APPROVED REQUEST FROM OLD COLONY PLAYERS TO SELL ALCOHOL Councilman Harvey asked to remove this and wanted to know where they would be selling the alcohol. Edyth Potter, General Manager of Old Colony Players, shared that they have been selling alcohol at some of the shows in the past and have never had a problem with it. Ms. Potter said that they monitor people according to the ABC guidelines

and, stop selling after intermission, and can only sell one drink per person at a time. Ms. Potter noted that the request to sell alcohol was sent by the board of the OCP for the following events:

- Jimmy Buffet's Escape to Margaritaville showing April 25-27 and May 2-4, 2024, at the Fred B Cranford Amphitheatre
- From This Day Forward showing Fridays and Saturdays from July 12-August 10, 2024 at the Fred B Cranford Amphitheatre
- Assassins, a dinner theatre showing 23, 24, 25, 30, 31 and September 1, 2024, in the Waldensian Room at the Old Rock School
- The Legend of Sleepy Hollow showing October 18, 19, 22, 23, 24, 31 and Nov 1 & 2, 2024 at the Fred B Cranford Amphitheatre
- The Last 5 Years, a dinner theatre showing February 21, 22, 23, 28, 29, 2025, in the Waldensian Room at the Old Rock School.
- Something Rotten, April 24-26 and May 1-3, 2025, at the Fred B Cranford Amphitheatre.

Ms. Potter would not be opposed to removing the sale of alcohol at From This Day Forward, but she knows that there are patrons who want to have a glass of wine while they are watching the show. Councilman Harvey asked what kind of alcohol was sold and how much they cleared in sales. Ms. Potter shared that they sell beer, wine, and cider; during Shrek, they made around \$100.00, which is not a lot. Councilman Harvey asked if you had the same amount contributed instead of selling the alcohol would that help? Ms. Potter said that they decided to sell alcohol because it was a request from the patrons, as many other theaters do in the area, not to make money by selling it. Ms. Potter said they do not sell alcohol at children's and Christmas shows.

Councilman Harvey made a motion to approve the request from Old Colony Players to sell alcohol, Councilwoman Lowman seconded.

Councilwoman Ward noted that if anything is sold on the property where the Trail of Faith is, she will have to say no. Ms. Potter said that the Town property is leased to OCP and Trail of Faith, which is two separate entities.

VOTE: Councilwoman Lowman – Yes, Councilman Harvey – Yes, Councilman Ogle – Yes, Councilman Mears – Yes, Councilwoman Ward - No. The motion carried.

OLD COLONY PLAYERS Edyth Potter, General Manager of Old Colony Players presented to Council a year in review:





The mission of Old Colony Players is to preserve Waldensian cultural heritage, promote quality theatre, and celebrate diverse artistic expression.

Old Colony Players is a 501-c3 non-profit corporation

OUR 2023 SEASON



Beauty and the Beast Jr
At the Old Rock School
January 2023
30 amazing Actors
All under the age of 18
18 of which were new to OCP or to the stage
2109 Patrons who came to see this show
Over 60% were from outside of Burke County



Crazy Little Thing Called Death
A murder mystery done in conjunction with Waldensian Heritage Venues
February 2023
2 sold out performances
Locally written



Shrek, The Musical
April 2023
At the Fred B Cranford Amphitheatre
30 performers, 7 new to OCP or to the stage
1006 patrons
Over 70% of audiences were from outside of Valdece



From This Day Forward 2023
56th consecutive season
At the Fred B Cranford Amphitheatre
Making us the longest consecutively running outdoor drama in NC
2 rain out nights
Over 600 patrons and volunteers attending
From many places across the country.
35 cast and crew- 11 new to OCP
Our only "Paid" show for actors.

OCP Summer Camp- You in the Spotlight June 2023
25 students, 6 amazing teachers
In music, dance and drama
Hoping to expand our reach to the youth of the community
Subsidized with a grant from the Community Foundation of Burke



"Psych"
September 2023
A hilarious dinner theatre experience in the Waldensian Room
3 dinner performances, 1 matinee
150 attendees
50% from out of Burke County





Young Frankenstein, the Musical
October 2023
At the Fred B Cranford Amphitheatre
6 performances/ 500 patrons
19 performers- 4 new to OCP




It's a Wonderful Life
Dec 2023
At the Old Rock School
7 performances –
700 patrons and volunteers
17 performers- 8 new faces



The Little Mermaid, Jr
January/February 2024

1300 Patrons
37 youth under the age of 18 performing
13 of whom had either never performed or never performed with OCP

The Diary of Anne Frank
Runs March 7, 8, 9, 14, 15, and 16
Performed in Pioneer Hall
At the Waldensian Presbyterian Church



- We are proud to be the only continuously running community theatre in Burke County and to find ways to bring people to Valdese to enjoy not only our shows but the rest of the wonderful things Valdese has to offer.

- Where do our audiences come from?

Over 75% of our audiences are from outside of Valdese, making OCP a destination attraction for those who do not know our wonderful town.

For the Outdoor drama, we have had people from all over the country and even overseas.

For our other productions, patrons regularly come from as far as Asheville, Winston Salem and Charlotte and every point in-between.

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- Where do our actors come from?
Our actors are a diverse group.

Actors travel from Hickory, Lenoir, Boone, Marion, Cherryville, Lincolnton, Shelby and Statesville as well as many people in our local acting community.

We have a wonderful core group who work with almost every show, but we have had 45 people this year alone who have joined our casts and crews who had never worked with Old Colony Players before.

As a community theatre, all actors and most of the crew are volunteers. Each of them give at least 150 hours of their time at the theatre per production.

From This Day Forward is only production for which actors are paid. Pay range is from \$150-\$400 for the whole summer

- How much does it cost to put on a production?

Depending on the production, the rights run anywhere from \$120-\$285 per performance.

The average cost of rights/music for a major musical is over \$4500.

Add to that the cost of production staff, costuming, sets, musicians, and props, and productions cost anywhere from \$3000- \$10,000 to produce.

On top of show costs, of course the regular costs of doing business still apply.

Revenues from shows only pay a portion of our operating costs, so we are incredibly dependent and grateful to our community for support.

We are grateful to our members who give freely to enhance our mission, and to the businesses who we partner with to generate mutually beneficial revenue.

What's new at OCP

- We have done a major upgrade to the amphitheatre stage structure thanks to a generous grant from Rostan Family Foundation and continue to upgrade our sound system for our patrons.



- We were the recipient of the "hometown neighbors" grant from Bimbo Bakeries of Valdese.

They added a beautiful concession stand for the amphitheatre and a concrete pad around the bottom of the tech shack.



- We are continuing to attract actors and audiences from outside our immediate area and are excited about all the new people we bring into our community.
- We are seeking to continue to bring quality theatre and a well-rounded season that brings our community together and attracts new people to Valdese to enjoy not only our shows, but the rest of what Valdese has to offer.
- We are looking forward to the upgrades at the Old Rock School which will bring in new excitement for our facilities

What's Next?

 <p>JIMMY BUFFETT'S <i>Escape to Margaritaville</i> April 25, 26, 27 & May 2, 3, 4 - 2024</p>	 <p><i>From This Day Forward</i> Presented by Old Colony Players July 12, 13, 19, 20, 26, 27 and August 2, 3, 9 & 10, 2024</p>	 <p>A musical dinner theatre experience by Sondheim. Rated R for content. August 22, 23, 24 & 29, 30 & 31, 2024</p>	 <p>October 18, 19, 24, 25, 26, 31 and November 1 & 2, 2024</p>
 <p>34TH STREET THE MUSICAL Dec 6-8 and 12-15, 2024</p>	<p>A Fantastic Disney, Jr. Production Still to be announced. Jan 23-25 and Jan 30- Feb 2, 2025 Geared to our youngest audiences and performed by a cast of performers 18 years old and younger.</p>	<p>February 2025</p>  <p>FIVE YEARS</p>	 <p>SOMETHING ROTTEN! April 24-26 and May 1-3 2025 At the Fred B Cranford Amphitheatre</p>



Old Colony Players

Thank You
To the Town Council,
The town employees
The Old Rock School and Tourism department Staff
And especially, our community for all your support.
Without you, our "Dreams" would not be possible
and our stories would remain silent.
YOU are the community in community theatre.

OldColonyPlayers.com

ARBOR DAY PROCLAMATION Mayor Watts read the following proclamation:

ARBOR DAY 2024 PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, 2024 is the 152nd Anniversary of the holiday and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut our heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and

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WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the Town of Valdese has received the prestigious Tree City USA award for the past 36 years.

NOW, THEREFORE, I, Charles Watts, Mayor of the Town of Valdese, North Carolina, do hereby proclaim Friday, March 15, 2024, as the 152nd Anniversary celebration of; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

This 4th day of March, 2024.

/s/ Charles Watts, Mayor

APPROVED WPCOG CONTRACT TO DEVELOP A COMPREHENSIVE PARKS AND RECREATION

PLAN Alison Adams, WPCOG Community & Regional Planning Director, said that nothing has changed with the presentation that was presented at the pre-agenda meeting and only moved the date on the contract so they could hit the ground running on July 1. Councilman Harvey asked if it would still cost \$23,000, and Ms. Adams said that was correct. Councilwoman Lowman thought this was approved at the February 16, 2024 meeting. Mr. Swanson said yes, it was approved subject to his review, which has been completed, and revisions have been accepted by WPCOG, however, there was a request to put it on the agenda. Mr. Swanson said the Council could move on to the next item if there were no other questions.

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AGREEMENT BETWEEN THE
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS AND
TOWN OF VALDESE
FOR THE PROVISION OF TECHNICAL ASSISTANCE
VALDESE PARKS AND RECREATION PLANNING
MAY 1, 2024 – JUNE 30, 2025

This AGREEMENT (the "Agreement") is made and entered into on this the ____ day of _____, 2024, by and between the Western Piedmont Council of Governments ("Planning Agency") and Town of Valdese, North Carolina ("Local Government") (each individually a "Party", and collectively, the "Parties").

WHEREAS, the Planning Agency is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the Planning Agency on April 17, 1972. Technical assistance shall consist of the provision of services as described in **EXHIBIT "A"**, a copy of which is attached hereto and incorporated herein by this reference; and

WHEREAS, the Local Government has requested the Planning Agency to provide such technical assistance to the Local Government; and

WHEREAS, the Planning Agency desires to cooperate with the Local Government in every way possible to the end that the proposed activities are carried out in an efficient and professional manner.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Purpose of Agreement.** The essential purpose of this Agreement will be to identify the current state of the parks and recreation facilities in the Town of Valdese and make reasonable recommendations to address the current and future parks and recreation needs of the Town of Valdese. The master parks and recreation plan contemplated in this Agreement will only be completed after a thorough inventory by the Planning Agency of existing parks, facilities, research on current park and recreation trends and standards, and input from the public, staff and council.
 2. **Personnel.** That during the period of this Contract, the Planning Agency will furnish the necessary trained personnel to the Local Government to accomplish the purpose of this Agreement outlined in Section 1 above within the time for performance outlined in Section 6 below.
 3. **Travel/Printing.** Normal travel and training for Planning Agency staff is included in the scope of services provided under this Agreement and no additional travel is expected unless requested by the Local Government. The Local Government will pay for expenses related to conferences, conventions, seminars, or other unexpected expenses related to the Local Government's planning program, or if it is beneficial to both parties, the costs will
-

be shared on an agreed-upon ratio.

The Local Government will also pay for expenses related to printing of report(s), mailing other costs not related to normal travel and staffing costs associated with personnel furnished by the Planning Agency.

4. **Compensation.** The Local Government will pay the Planning Agency an amount of \$23,000 (twenty-three thousand dollars) for all services related to administration of the project as defined in the attached Scope of Services, **EXHIBIT "A"**. It is expressly understood and agreed that total compensation shall not exceed the sum specified without prior approval of both agencies. Twenty-five percent (25%) of the work will be completed each quarter. The Planning Agency will invoice the Local Government after July 1, 2024, within the fiscal budget year of 2025, at a rate of \$5,750 (Five thousand, seven hundred and fifty dollars) per quarter based on percentage of work completed.
5. **Termination/Modifications.** The Local Government may terminate this Agreement, with or without cause, by giving the Planning Agency a thirty days' written notice. The Planning Agency may terminate this Agreement for default under Section 4 of this Agreement if such default is not cured within sixty (60) days from the Local Government's receipt of written notice specifying such default and demanding that the same be cured. In the event this Agreement is terminated, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared under this Agreement shall, at the option of the Local Government, become its property, and the Planning Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials in direct proportion to the extent of services actually completed.
6. **Time of Performance.** The Planning Agency shall ensure that all services required herein should be completed and all required reports, maps, and documents submitted during the period beginning May 1, 2024, and ending June 30, 2025. Time is of the essence.
7. **Interest of Members, Officers, or Employees of the Planning Agency, Members of the Local Government, or Other Public Officials.** No member, officer, or employee of the Planning Agency or its agents; no member of the governing body of the locality in which the program is situated; and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The Planning Agency shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.
8. **Nondiscrimination Clause.** No person in the United States shall on the grounds of race,

color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination with any program or activity funded.

9. **Age Discrimination Act of 1975, as amended.** No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
10. **Section 504, Rehabilitation Act of 1973, as amended.** No qualified disabled person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
11. **Access to Records and Record Retainage.** All official project records and documents must be maintained during the operation of this project and for a period of three years following closeout.
12. **Amendment.** This Agreement and each of the terms and provisions hereof may only be amended, modified, waived, or supplemented by an agreement in writing signed by each parties.

Signatures Appear on the Following Page.

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IN WITNESS WHEREOF, the Planning Agency and the Local Government have executed this Agreement as of the date first above written.

LOCAL GOVERNMENT:
THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

ATTEST: _____ (Seal)
CHARLES WATTS, Mayor

JESSICA LAIL, Town Clerk

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

BO WEICHEL, Chief Financial Officer

PLANNING AGENCY:
WESTERN PIEDMONT COUNCIL OF
GOVERNMENTS

ANTHONY STARR, Executive Director

WPCOG Board Chair

EXHIBIT "A"

TOWN OF VALDESE
 PARKS AND RECREATION PLANNING
 SCOPE OF SERVICES - WORK PROGRAM
 MAY 1, 2024 – JUNE 30, 2025

The following work program and budget are presented as descriptive of the work and dollar amounts requested in the Agreement concerning planning activities by the Western Piedmont Council of Governments ("WPCOG") for the Town of Valdese.

Work Program Process:

1. WPCOG will locate and clearly identify existing park and recreation facilities and, with citizen, staff and council input, evaluate and make recommendations regarding priorities for the improvement and/or expansion of these facilities. The inventory of existing parks and recreation should be developed in GIS data sets. The data sets will be used to generate maps within the master plan.
 2. WPCOG will identify, analyze, and make recommendations on how the Town of Valdese might partner with other agencies and municipalities to maximize and leverage resources for the Town's citizens and programs.
 3. WPCOG will identify and evaluate current utilized property and undeveloped facilities or open spaces owned by the Town of Valdese and make recommendations as to potential for utilization to serve the community through further recreation services and provide general cost estimates for these projects.
 4. Using relevant data from the existing parks and recreation plan and input from citizens, staff and council, WPCOG will develop objective criteria, evaluate, and make recommendations for future priorities for new land acquisition and park/facility construction. Recommendations should include prioritization of both land acquisition and facility construction.
 5. WPCOG will identify potential greenway connectors along right-of-ways and provide cost estimates for these projects.
 6. WPCOG will evaluate current and projected demographic, sociological, and equity factors pertinent to the Town of Valdese, including population composition, population growth projections and trends, economic factors, and land use patterns and attempt to identify trends that might affect the delivery of recreation and leisure services in the Town of Valdese and make recommendations on how to address them.
 7. WPCOG will identify existing programming, events, tourism, and maintenance operations and will identify growth trends related to current and future programming, events, tourism, and maintenance operations and make strategic recommendations on how to navigate enhancement or expansion of these services.
 8. WPCOG will identify personnel benchmarks and growth patterns, provide prioritization, and need justifications for each personnel addition, and provide analysis on how the Town can elevate revenue resources directly related to the essential job junction of each position.
 9. WPCOG will administer a digital survey that measures the public interest in Parks and recreation as well as the public's desire for future recreational opportunities. WPCOG
-

will meet with Parks and Recreation staff to finalize the digital survey content prior to release.

10. WPCOG will collect the results from the public input survey.
11. WPCOG will hold two public input meetings. The first meeting will be used to collect information from citizens, staff and council. The second meeting will take place after the plan has been developed and will be used to obtain input about the plan and its recommendations. The Town will secure the location and will publicize the public input meetings. In addition, WPCOG will schedule and hold such other meetings with staff and council (or its committees) to obtain the input and feedback necessary to identify future needs, such as new or modified facilities, programs, and/or events and to develop the plan.
12. WPCOG will write the plan as outlined in the scope.
13. WPCOG will review the draft plan with the Recreation Director and staff to address any concerns or needed changes.
14. WPCOG will present the final document to the Town Council. After reviewing and providing input, the Town Council will be asked to adopt the plan.

The scope of the plan will include:

- An introduction summarizing the plan's purpose and goals and the recreation roles of the Town and other recreational providers.
- Population trends and projections
- Inventory of existing parks, facilities, programs, and special events
- Review of the recreational needs assessment –
 - Public input analysis
 - State and National assessment (trends and needs)
 - Identification of recreation facilities and park types (educational component)
 - Evaluation of park land needs and facility needs.
- Goals and recommendations
 - Proposals/recommendations
 - Priorities
- Action Implementation Plan
 - Economic development initiatives
 - Funding opportunities, strategies, and sources
 - Operating budget/Capital improvements program

Deliverables:

- A recreation public input survey and results
- A Comprehensive Recreation Plan that will address all items included in the scope.
- A Capital Improvements Program that includes recommendations and associated costs
- A list of grant funding, partnership, and resource opportunities
- Maps showing parks, facilities, and connections to park related opportunities.
- Drone photography of key locations associated with the Recreation Plan
- Two to three renderings of a proposed improvement identified during the plan's development.
- Two public input meetings – one at the beginning of the process and another at the end (prior to the Council's review).

-
- One final presentation to Council for adoption
-

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CONSIDERATION OF COMMITTEE/BOARD APPOINTMENTS Mayor Watts went over the rules of nominating a candidate. Mayor Watts said that he would announce each nomination as received, one at a time.

Facilities Review Committee – Councilman Harvey nominated Mr. Greg Refour – 1-year term, Councilman Harvey nominated Mr. Jerry Hyde – 2-year term, Councilman Harvey nominated Ms. Tessa Collinson – 2-year term, Councilman Harvey nominated Mr. Roger Heavner – 3-year term, and Councilwoman Ward nominated Mr. Glenn Harvey – 3-year term.

Councilman Ogle made a motion to accept all the nominees for the Facilities Review Committee, seconded by Councilwoman Ward. The vote was unanimous.

Drug and Homeless Advisory Task Force(1-year terms) – Councilwoman Ward nominated Rev. Josh Lail, Councilwoman Ward nominated Sgt. William Beck, Councilwoman Ward nominated Ms. Annette Skidmore, Councilwoman Ward nominated Mr. Mark Queen, and Councilman Harvey nominated Councilwoman Heather Ward.

Councilman Harvey made a motion to accept all the nominees for the Drug and Homeless Advisory Task Force, seconded by Councilman Ogle. The vote was unanimous.

Efficiency Task Force(1-year terms) – Councilman Ogle nominated Mr. Rick McClurd, Councilman Ogle nominated Mr. Tim Page, Councilman Ogle nominated Mr. Eddie Perrou, Councilman Ogle nominated Mr. Steve Perry, and Councilman Harvey nominated Mr. Gary Ogle.

Councilman Harvey made a motion to accept all the nominees for the Efficiency Task Force, seconded by Councilman Mears. The vote was unanimous.

Valdese ABC Board – Councilman Harvey nominated Ms. Angela Hoffman, and Councilman Mears nominated Mr. WT Sorrell.

Councilman Harvey made a motion to appoint Ms. Angela Hoffman to the ABC Board, seconded by Councilwoman Ward. Councilman Harvey – Yes, Councilman Ogle – Yes, Councilwoman Ward – Yes, Motion carried and Angela Hoffman was appointed to the Valdese ABC Board.

APPROVED CAPITAL PROJECT BUDGET ORDINANCE – WATER PLANT UPGRADES PROJECT

Assistant Town Manager/CFO Bo Weichel presented the Capital Project Budget Ordinance for the Water Plant upgrades project. Councilman Harvey shared that they met with one of our local manufacturers recently that had concerns about their water. Councilman Harvey wanted to go on record that they were heard and that we would be addressing this. Water Resources Director Greg Padgett said the Water Plant upgrades have nothing to do with the concerns Councilman Harvey is speaking of. Mr. Padgett said it was a distribution issue and that staff is making process changes to address it. Councilman Mears shared that this grant will take care of many future expenses the Town would have had to take care of, which is a blessing to receive. Councilman Harvey asked when we would get the money. Mr. Weichel said they would not give us the money until we started the work, and then it would be reimbursed quarterly. Mr. Weichel noted that we must spend the money first and then get it back.

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TOWN OF VALDESE
 WATER TREATMENT PLANT UPGRADES PROJECT
 CAPITAL PROJECT BUDGET ORDINANCE
 DWI PROJECT NO.: SRP-D-134-0038

Be it ordained by the Town Council of the Town of Valdese that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted.

Section 1. The project authorized is the **Water Treatment Plant Upgrades Project (SRP-D-134-0038)** consisting of the construction or alteration and improvement of raw water pumps, raw water piping and control valves, modification of the flash-mix basins and replacement of the flash mixers, replacing the existing flocculators, modification of the existing chemical feed systems, adding tube settlers to the sedimentation basins, rehabilitation of the existing filters, adding an air-scour system to the existing filters, process and sample line piping, miscellaneous site work and all related appurtenances. This project's scope of work is intended to improve the viability of aged existing treatment facilities and in conjunction with a corresponding project for a water line interconnect with the City of Lenoir.

The project is funded through a North Carolina State budget appropriation of \$7,000,000 to be administered by the Division of Water Infrastructure (DWI). DWI charges a 3% mandatory fee to appropriate the funding which is taken upfront and reflected in this project ordinance.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the program ordinance and the budget contained herein.

Section 3. The following revenues are anticipated to be available to contribute to this project:

<u>Source</u>	<u>Amount</u>	<u>Assigned Account Number</u>
State Appropriation	6,790,000	54.3480.000
	<u>\$ 6,790,000</u>	

Section 4. The following amounts are appropriated for the project:

<u>Source</u>	<u>Amount</u>	<u>Assigned Account Number</u>
Construction	\$ 5,357,900	54.8100.760
Contingency	479,100	54.8100.900
Design	488,000	54.8100.040
Bidding & Award	28,000	54.8100.043
Funding Admin	40,000	54.8100.041
Construction Services	397,000	54.8100.045
	<u>\$ 6,790,000</u>	

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Section 5. The finance officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to provide the accounting to town council required by the program procedures, loan agreement(s), grant agreement(s) and state regulations.

Section 6. Funds may be advanced from the Utility Fund for the purpose of making payments as due.

Section 7. The finance officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total revenues received or claimed.

Section 8. The budget officer is directed to include a detailed analysis of the past and future cost and revenues on this project in every budget submission made to this board.

Section 9: Copies of this project ordinance shall be made available to the budget officer and the finance officer for direction in carrying out this project.

Adopted this 4th day of March, 2024.

Charles Watts, Mayor

Jessical Lail, Town Clerk

Councilwoman Lowman made a motion to approve the Capital Project Budget Ordinance DWI Project No.:SRP-D-134-0038, seconded by Councilman Mears. The vote was unanimous.

FY 24/25 BUDGET PREPARATION DISCUSSION Interim Town Manager Bryan Steen shared that you have a certain amount of money to work with and have to find a way to go as far as possible. Mr. Steen noted that we are waiting for information on the health insurance premiums and retirement contributions, as well as the Strategic Plans and things you would like to see move forward.

MOTION: Councilman Harvey made a motion for the Town Manager to apply the following guidelines in the development of the Town of Valdese FY budget 2024-2025: 1. The Town of Valdese shall levy ad valorem taxes on property at a rate not exceeding 41.5 cents per \$100.00 of assessed value, 2. The budget shall be prepared such that there is no reduction in essential services; 3. The budget shall implement and account for a definitive fee differential between Valdese residents and non-residents for all fee-based services offered by the Town of Valdese. Seconded by Councilwoman Ward.

DISCUSSION: Councilman Harvey shared that we have had a lot of review of the Towns budget and taxes over the past year. Burke County did a reassessment, the revenue neutral rate for Valdese was 41.5 cents, the average property assessment went up about 43%, and then Valdese sets the tax rate. Councilman Harvey said that our Council set the rate at 51.5 cents, 24% higher than the revenue-neutral rate. Councilman Harvey talked to hundreds of people and it has been very difficult for them. Councilman Harvey noted that at last year's budget retreat, staff explained that we needed \$395,000 of new revenue that would

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come from the 51.5 cent tax rate to pay for paving, new entrance signs, and part-time lifeguards and firemen. Councilman Harvey said that Burke County is doing a good job of collecting taxes, and it turns out that we will end up with over \$600,000. Councilman Harvey said the extra \$220,000 was enough to pick up the Town's make-up portion of the cost overrun at the Old Rock School. Councilman Harvey reminded everyone that the Council has agreed to go through with some kind of permanent pool structure, which will be paid for out of reserve funds. Councilman Harvey also said the Town has been saving and allocating \$407,000 yearly to pay the debt service on a 7.2 million USDA Loan that was preliminarily approved, but now that has been canceled, so we have that money we can use for repaving. Lastly, we have \$150,000 a year of Powell Bill funds from the State that can be used for repaving. Councilman Harvey stated that we are in good shape, do not have to cut services and have a good tax rate we are proposing.

Councilwoman Lowman said that we are going to have to do something to the Public Safety Building, so we will need some money to do that. Councilwoman Lowman asked Mr. Steen his thoughts. Mr. Steen said that until we get hard numbers, it is speculation. Councilman Harvey said that we have a fund set aside for the Public Safety Building. Mr. Weichel shared that we have 1.5 million in the project fund, but if we take away the \$407,000, we will not have anything for future payments. Councilman Mears feels it would be wise to keep contributing to that fund to build up those reserves. He supports lower taxes for our citizens as long as we do not cut essential services. Councilman Harvey encouraged citizens to send the Interim Manager ways the Town can save money and reminded everyone that we now have an Efficiency Task Force to help find ways to save money.

Mr. Steen asked for consideration in amending the motion to include a two-day budget workshop towards the end of April. Councilman Harvey is not in favor of amending the motion and it is clear that the Town Manager's responsibility is to bring a budget. Councilwoman Lowman feels we need a budget retreat and asked staff to send some dates.

VOTE: The vote was unanimous.

Councilman Mears made a motion to add two days to our calendar to discuss the nature of preparing this budget for 2024, seconded by Councilwoman Lowman.

DISCUSSION: Councilwoman Ward would like to have the session but would like the retreat to be more discussion vs. just listening. She feels it would provide her with a better understanding.

VOTE: Councilman Ogle – Yes, Councilwoman Ward – Yes, Councilman Mears – Yes, Councilwoman Lowman – Yes, Councilman Harvey – No, Motion carried.

BUDGET RETREAT DATES: Councilwoman Ward made a motion to set the dates for the budget meetings as dictated by the Town Manager, seconded by Councilwoman Lowman.

VOTE: Councilman Ogle – Yes, Councilwoman Ward – Yes, Councilman Mears – Yes, Councilwoman Lowman – Yes, Councilman Harvey – No, Motion carried.

INTERIM MANAGER'S REPORT: OCP Production: The Diary of Anne Frank, Show Dates March 7, 8, 9, 14, 15 & 16, 2024, 7:30 p.m.; visit www.oldcolonyplayers.com for more information and to purchase tickets.

Next Council Meeting – Citizens Budget Priorities(WPCOG Strategic Plan Results), scheduled Monday, March 18, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall

Next Agenda Review Council meeting is scheduled for Monday, March 25, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall

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MAYOR AND COUNCIL COMMENTS: Councilman Harvey shared his comments to the Town Clerk: "ON BEHALF OF THREE NEW COUNCIL MEMBERS – A BRIEF, STATE-OF-THE-ART REPORT FOR THE 1ST QUARTER OF 2024. IN A WORD – "CHANGE!"

- SIX FIRST-TERMERS – THE FIRST TIME SINCE VALDESE BECAME A TOWN
- JESSICA LAIL - LONGEST SERVING BUT YOUNGEST
 - ATTENTION TO DETAIL - EVERY CHALLENGE WITH A SMILE - DOES EVERYTHING ON TIME – PUBLISHED 281-PAGE BOOK ON FRIDAY
- ATTORNEY TIM SWANSON – STEADY AND COMPETENT HAND ON THE TILLER
 - KNOWS THE LAW – ENSURES SMOOTH AND ORDERLY MEETINGS
- INTERIM MANAGER STEEN – MENTOR TO YOUNGER STAFF – BUDGET!!
- WE APPRECIATE MAYOR WATTS AND COUNCIL MEMBERS LOWMAN AND MEARS FOR WELCOMING AND TOLERATING US NEWCOMERS
- THIS ENTIRE NEW COUNCIL INHERITED CHALLENGES, IGNORED FOR 8-10 YRS
 - PUBLIC SAFETY BUILDING - STRUCTURAL ISSUES REPORTED IN 2010
 - 24-YR OLD POOL BUBBLE - TOO ROTTEN TO INFLATE IN 2024
 - ORA RENOVATION BIDS - \$500,000 OVER ALLOCATION
- WE THANK ALL CITIZENS OF VALDESE FOR YOUR PATIENCE AND PARTICIPATION IN HELPING THE FIRST-EVER CITIZEN-BASED STRATEGIC PLAN.
 - TUNE IN TWO WEEKS FROM TONIGHT WHEN THE FINAL RESULTS ARE PRESENTED AS GUIDANCE WITH THE FISCAL YEAR 20-25 BUDGET.
- ON BEHALF OF THE ENTIRE COUNCIL, A SPECIAL THANKS TO SIXTEEN INDIVIDUALS WHO HAVE STEPPED FORWARD TO SERVE ON TOWN COMMITTEES.
- IT IS MY PLEASURE TO REPORT THAT THE FACILITIES REVIEW COMMITTEE, WILL MEET IN FULL THIS WEEK, TO GET TO WORK ON A MODERN AND SAFE STRUCTURE FOR OUR POLICE AND FIRE DEPARTMENTS, FURTHER...
- THREE MEMBERS STARTED JOINED A SPECIAL, INFORMAL MEETING ON FEBRUARY 1ST WITH THE STAFF AND ARCHITECT TO REVIEW THE OLD ROCK SCHOOL RENOVATION PLANS.

AS COUNCILMAN MEARS AND MR STEEN WILL ATTEST, IT WAS AT THAT MEETING THAT THE TOWN RECEIVED THE GUARANTEE TO ENSURE THAT \$150,000 WOULD BE RAISED TO COVER THE NEW AUDITORIUM SEATS. THE REVIEW AND DISCUSSION OF THE PLANS, LED TO A FURTHER COST REDUCTION OF OVER \$130,000.

IN SUMMARY, THE ORS RENOVATION AND THE POOL BUBBLE FIX ARE UNDERWAY. NOW OUR TOWN CAN GET ON WITH A REDUCTION IN PROPERTY TAXES, ADDITIONAL STREET REPAVING, AND A FIX FOR THE PUBLIC SAFETY BUILDING.

THANK YOU EACH AND EVERY CITIZEN FOR ALL YOU DO TO HELP ENSURE THAT VALDESE WILL ALWAYS BE THE GREATEST SMALL TOWN IN NORTH CAROLINA!"

ADJOURNMENT: At 8:10 p.m., there being no further business to come before Council, Councilwoman Ward made a motion to adjourn, seconded by Councilman Ogle. The vote was unanimous.

The next regular Council meeting is scheduled for Monday, April 1, 2024 at Valdese Town Hall.

Town Clerk

Mayor

jl

**TOWN OF VALDESE
TOWN COUNCIL CITIZENS BUDGET PRIORITIES (WPCOG 2024 STRATEGIC PLAN)
MARCH 18, 2024**

The Town of Valdese Town Council met on Monday, March 18, 2024, at 6:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue SW, Valdese, North Carolina. The Council meeting was live-streamed on YouTube @townofvaldese. The following were present: Mayor Charles Watts, Mayor Pro Tem Gary Ogle, Councilwoman Rexanna Lowman, Councilwoman Heather Ward, Councilman Glenn Harvey, and Councilman Paul Mears. Also present were: Interim Town Manager Bryan Steen, Town Attorney Tim Swanson, Town Clerk Jessica Lail, and various Department Heads.

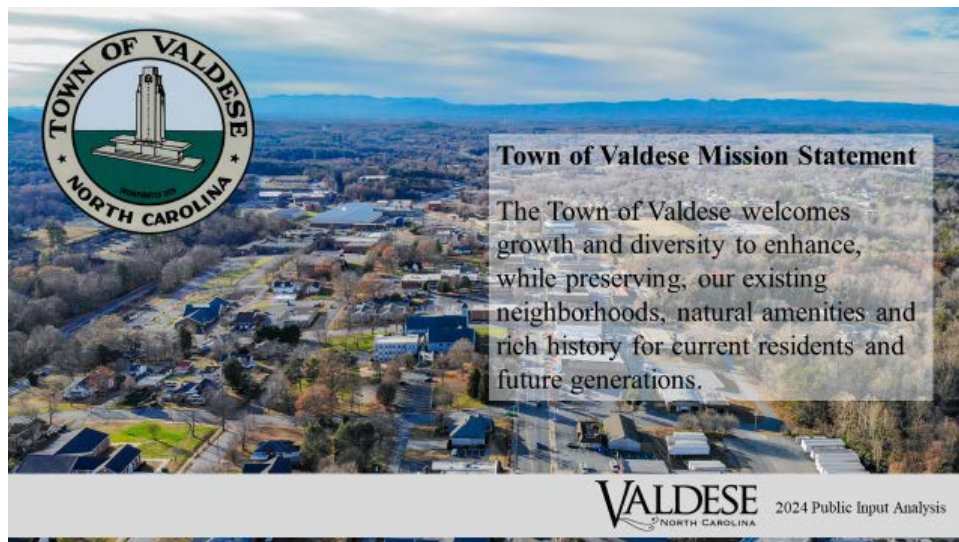
Absent: None

A quorum was present.

Mayor Watts called the meeting to order at 6:00 p.m. He offered the invocation and led in the Pledge of Allegiance to the Flag.

NEW BUSINESS

PRESENTATION OF THE FINAL 2024 STRATEGIC PLAN Alison Adams, WPCOG Community & Regional Planning Director, provided Council with an overview of the Strategic Planning that was completed with the citizens and Town Council. Ms. Adams presented the following presentation:

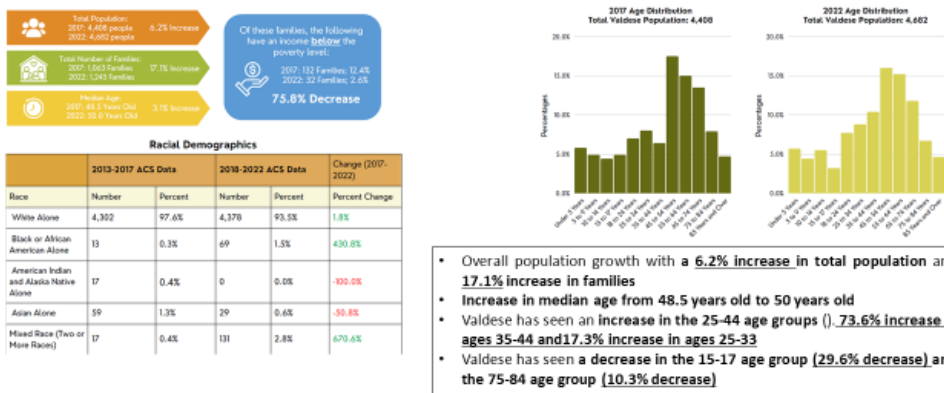


PURPOSE AND THE ROLE OF TOWN COUNCIL

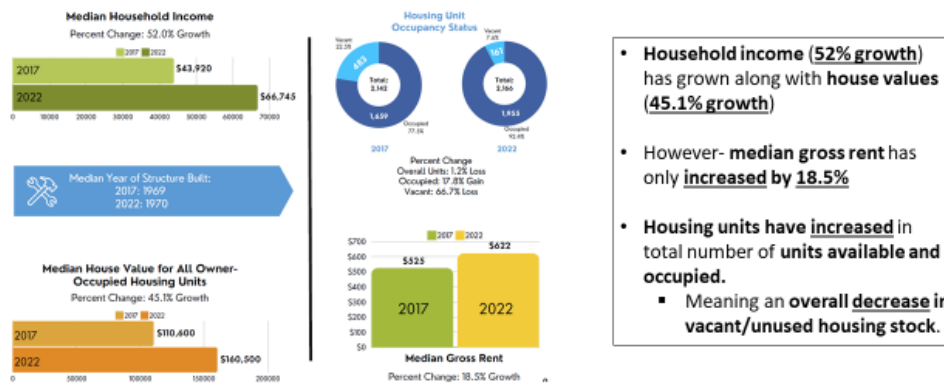
- **Main Roles:** establishing administrative policy, adopting ordinances based on North Carolina General Statutes and the Town's Charter for public protection, and levying taxes for these functions. Town Council represents Valdese citizens and serves the community through legislative and policy making body.
- **Other Duties:**
 - Approve policies and budgets
 - Provide direction to the Town Manager
 - Oversee municipal operations and assets
 - Provide services/facilities to taxpayers
 - Foster the economic, social, and environmental well-being of the town.



Town of Valdese Demographics- Population Trends



Town of Valdese Demographics- Housing Trends



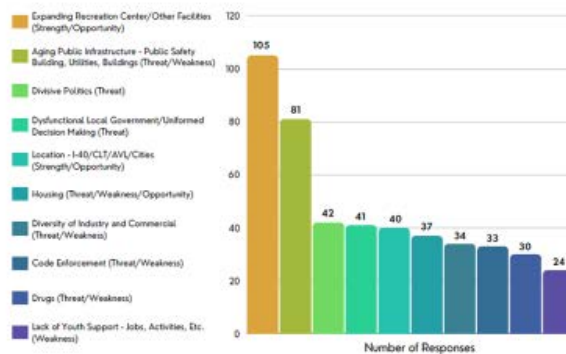
Public Input Meeting

- Meetings held on January 17th and 24th at the Old Rock School.
- Participants participated in a SWOT (Strengths, Weaknesses, Opportunities and Threats) exercise.
- Participants were encouraged to fill out the public input survey either digitally or the one received in the mail.
- Each of the SWOT results were broken down by percent of votes within each category to identify common themes.



Public Input Meeting Results

Public Input Meeting Top Issues



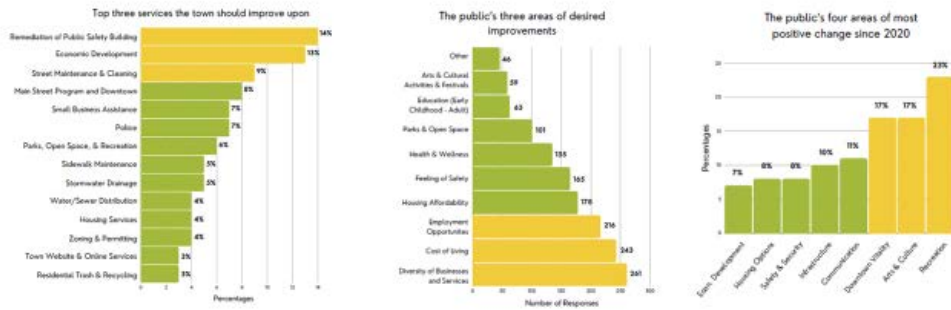
Top Results:

- **Strength/Opportunity:** Expanding Recreation Center and other recreation facilities
- **Threat Weakness:** Aging public infrastructure-Public Safety Building, utilities, public buildings
- **Threat:** Divisive politics

Public Input Survey Results

- Both a digital survey and a paper survey were administered to obtain feedback.
- 1,915 paper surveys were sent and 313 were received providing for a 16.3% response rate.
- Total of 218 digital surveys were completed. The total number of responses both digital and paper were 531.
- A total of 12 questions were asked of the participants – 9 rating scale questions and three open-ended questions.
- Results - comparisons from the paper to digital survey results were very similar. Top 3 to 4 responses were consistent between the two survey types.
- Analyzing the data – paired together the positives (excellent/good), the negatives (Fair/Poor), neutral and Don't know were analyzed individually.
- Written explanations were analyzed with AI technology to create a summarized consensus of the comments received.

Public Survey Results



Areas in need of improvement include:

- Economic development- diversity of businesses/services and a need for more employment opportunities
- Remediation of the Public Safety Building
- Street maintenance/cleaning
- Cost of living

Areas that have improved since 2020

- Recreation
- Arts and culture
- Downtown vitality

Town Council Priorities

During the Town Council's strategic planning session, council members identified the main takeaways from the public input/survey materials. The council participated in a SWOT analysis, which guided a prioritization of goals, needed policy changes, and future projects. The action items stated below were created from the priority identification process and their corresponding votes.

Top Results

1. Hiring the best town manager
2. Tackle Public Safety Building issues
3. Recruitment and retention of town employees
4. Address infrastructure
5. Continue the repaving schedule started in 2023

- Hiring the best town manager (4)
- Tackle the public safety building issues (updating the existing structure) (4)
- Recruitment and retention – develop strategies for town employees (3)
- Create permanent structure over the recreation pool (3)
- Addressing infrastructure (water/sewer and public safety building) (3)
- Continue the repaving schedule started in 2023 (3)
- Address the housing issue (1)
- Continue improving the Old Rock School (consider establishing a committee) (1)
- Recruit at least one job creating industry (significant number of employees) (1)
- Expand cultural affairs program (1)
- Strategy to retain young people

Town Council Focus Areas

From the identified priorities, four focus areas were created as actionable items for the town.



1 Employee Retention & Recruitment

Employee Retention & Recruitment

Recruitment and retention of a town manager and qualified employees



3 Public Infrastructure

Public Infrastructure

Public buildings, streets, and utility upgrades



2 Economic Development

Economic Development

Business recruitment, retention, and expansion



4 Old Rock School

Old Rock School

Expand and upgrade Old Rock School



Focus Area 1: Employee Retention and Recruitment

1. **Recruit and retain a knowledgeable and experienced town manager.**
 - a. Complete a standardized nationwide search.
 - b. Recruitment of candidates that not only have experience as a town manager, but show strengths in soft skills (empathy, transparency, attentive to employee and citizen needs).
 - c. Market position in a way that highlight's Valdese's values and mission.
2. **Conduct analysis regarding employee benefits, compensation, and satisfaction**
 - a. Conduct an anonymous survey regarding current benefits to employees that allows for feedback and assesses current employee needs.
 - b. Compare Valdese employee benefits and compensation packages to local governments in the region.
 - c. Identify vacant positions and departments that will need additional staffing capacity.
3. **Promote the assets in the area to prospective employees.**
 - a. Promote the excellent healthcare resources, school systems, shopping, and recreation opportunities that impact the quality of life outside of work.
 - b. Market the quality of life in Valdese.
 - i. Partner with WPCOG to utilize NC Foothills Experience as recruitment/retention tool.
 - ii. Partner with Burke County Tourism for marketing and tourism opportunities.
 - iii. Distribute digital and paper marketing/employee recruitment materials throughout the region.
 - c. Spotlight and market employee success stories and their employment milestones in order to promote workforce recruitment and retention.



Focus Area 2: Economic Development

1. **Attract and retain young people to the area. Specifically, young adults within the workforce age group.**
 - a. Facilitate engagement with young adults within the region. This can be done by job fairs, partnerships with college educators, community college students, and young adult community stakeholders.
 - b. Use this data to evaluate the target market audience and incorporate in branding strategy.
 - c. Engage with local employers with information on promotional employment opportunities they can attend in the region.
 - d. Partner with WPCOG Workforce Development initiatives to promote and attract workforce age adults to the town.
2. **Recruitment of an industry that creates 75 jobs or more.**
 - a. Engage in an industrial site identification that can be marketed to potential
 - b. Identify possible target industries that would be compatible with Valdese topography, utility capacity, and workforce needs.
 - c. Work with Burke County Development Inc. to develop and implement economic development/business recruitment strategies.
3. **Increase and diversify the housing stock within the Town of Valdese.**
 - a. Town staff, planning board, and council should provide support for the developers through streamlined efficient processes to ensure project success.
 - b. Create a zoning "roadmap" for housing developers to easily understand Town zoning policies and approval processes.
 - c. Consider implementing strategies featured in the Western Piedmont Housing Growth Toolkit to promote diverse housing types.



Focus Area 3: Public Infrastructure

1. **Rehabilitate the public safety building.**
 - a. Provide appropriate support and resources for the fire and police department.
 - b. Develop a cost-effective rehabilitation plan that meets the current and future needs of the police and fire departments.
2. **Construct a permanent structure over the pool at the Valdese Aquatic and Fitness center.**
 - a. Identify possible coverage options, compare the cost and functionality and determine a construction timeline.
 - b. After construction is complete encourage and market the pool for year-round swimming.
3. **Maintain and implement the current Capital Improvement Plan.**
 - a. Expand and replace the water lines on a schedule that represents good stewardship of the utility systems, while balancing consumer needs with the cost burden.
 - b. Continue advancing water and wastewater infrastructure development.
 - i. Identify annual projects for implementation.
 - c. Analyze water and sewer capacity at targeted sites/areas in order to recruit large industries and new employers.
4. **Identify and pursue relevant grant funding for building rehabilitation and utility upgrades**
 - a. Work with WPCOG Community and Economic Development Department to seek and obtain grant funding for implementation.
5. **Continue current street paving/maintenance schedule.**
 - a. Evaluate feasibility of expediting schedule based on recent progress.
 - b. Develop and maintain a street re-paving prioritization plan.

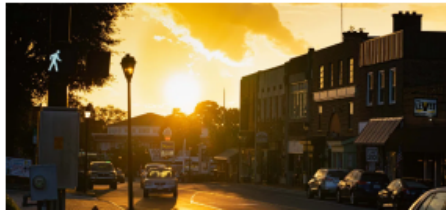


Focus Area 4: Old Rock School

1. **Create a citizen action group that can provide recommendations and guidance to Town Council regarding the future of Old Rock**
 - a. Identify Valdese residents and community members who hold experience in relevant fields and therefore can offer expert recommendations.
 - b. Consider forming a committee to provide input regarding community activities and future plans for the facility.
2. **Assess the expansion and revitalization of the existing facilities.**
 - a. Use insight from the public, town council, the newly formed committee, and staff to identify possible next steps for expansion and revitalization.
3. **Identify and pursue relevant grant funding for building rehabilitation and upgrades.**
 - a. Create a funding timeline and planning documents needed to submit grant applications.
 - b. Align capital improvement plan with grant submittals and possible funding awards.
4. **Market and advertise existing and expanded activities.**
 - a. Evaluate public/private partnerships and small businesses to offer activities/events/etc.

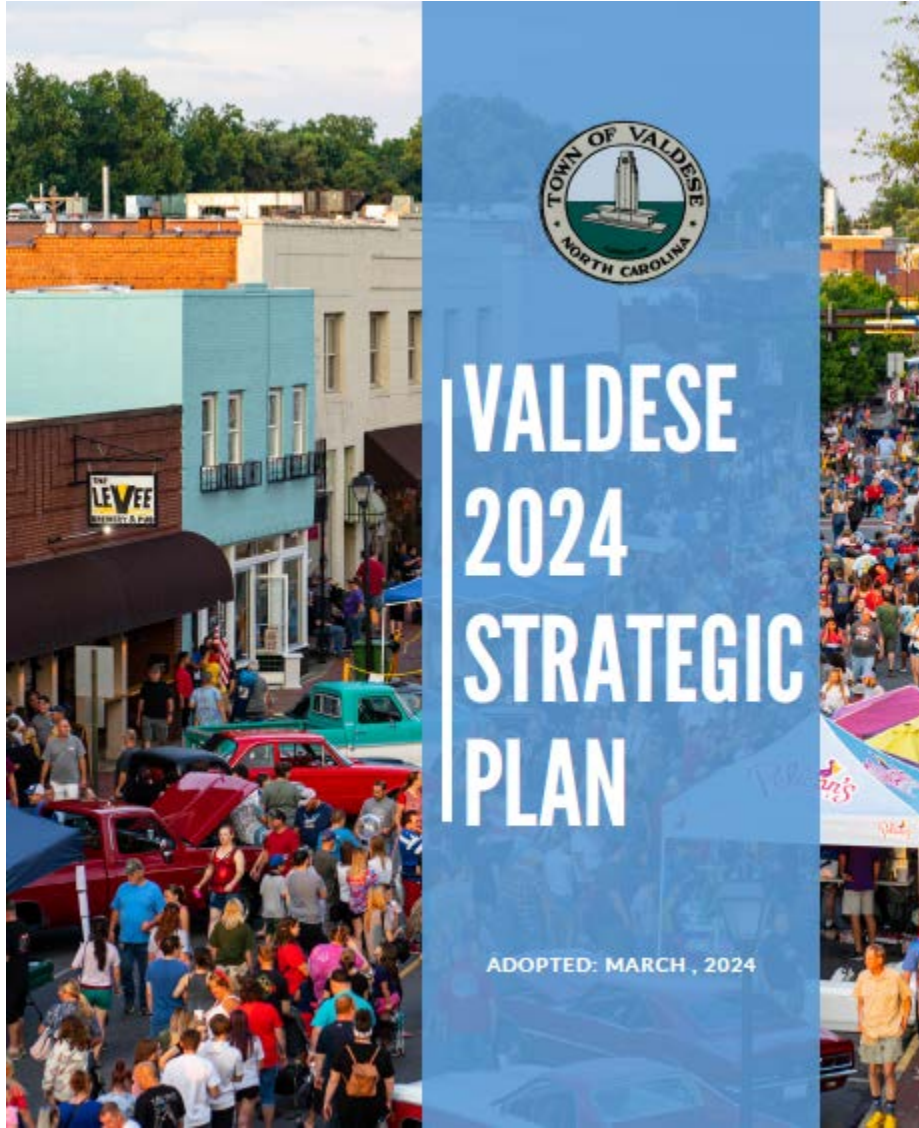
Conclusion

- This plan's implementation is dependent on both the staff and the town council acting on the recommendations in this report.
 - The staff has the responsibility to take on these goals as a part of the operations of the town.
 - The town council must reinforce the desire and need for these actions to occur.
- The staff and town council should update and review progress on these action points throughout the year along with an annual review prior to the beginning of the budgeting process to ensure alignment of priorities and funding.
- Ongoing public input is key to assisting the town with implementation of this plan.



Ms. Adams recommended that this exercise be completed annually. Councilman Harvey thanked Ms. Adams for the great work and hopes we can get started on this earlier next year. Ms. Adams noted that the 2024 Strategic Plan document is a quick reference to hand citizens, but more attachments could be included if Council wishes. Councilman Mears thanked Ms. Adams as well.

ADOPTED 2024 STRATEGIC PLAN Ms. Adams presented the final 2024 Strategic Plan document for adoption consideration.



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The Town Council acknowledges its role in vision and action planning for the future of the Town and pledges that this document will be a living, changing, and evolving document to help guide the Town's path to the future.

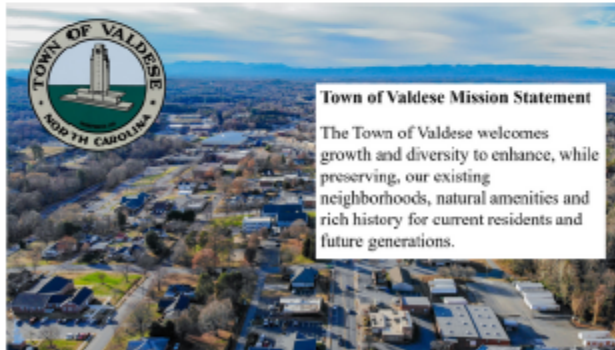
Mayor
Charles Watts

Mayor Pro-Tem
Gary Ogle

Council Members
Glenn Harvey (Ward 1)
Paul Mears (Ward 2)
Rexanna Lowman (Ward 3)
Gary Ogle (Ward 4)
Heather Ward (Ward 5)

Interim Town Manager
Bryan Steen

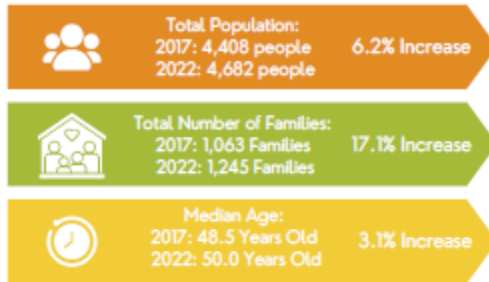
Town Clerk/Human Resources Director
Jessica Lail



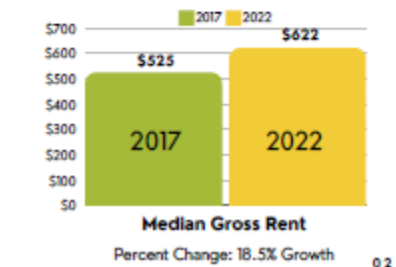
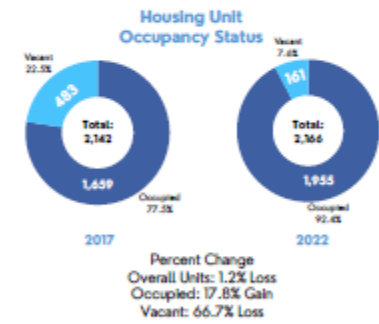
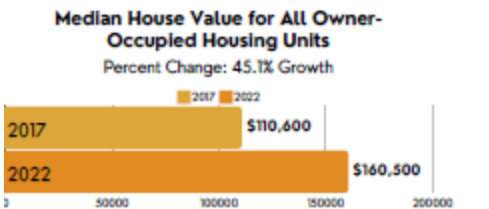
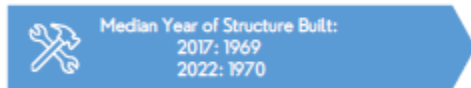
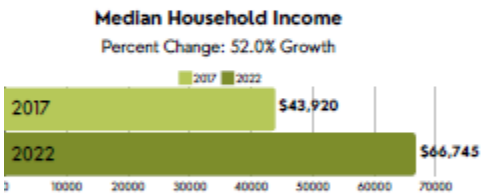
Town of Valdese Mission Statement
The Town of Valdese welcomes growth and diversity to enhance, while preserving, our existing neighborhoods, natural amenities and rich history for current residents and future generations.

Prepared by Western Piedmont Council of Governments
Allison Adams, Community and Regional Planning Director
Rachel Wooster, Community and Regional Planner
Katelyn Smith, Community and Regional Planner

Town of Valdese Demographics



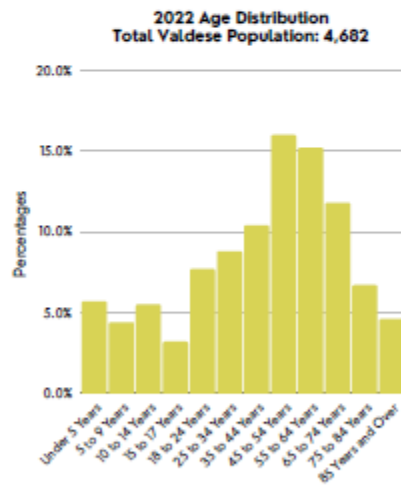
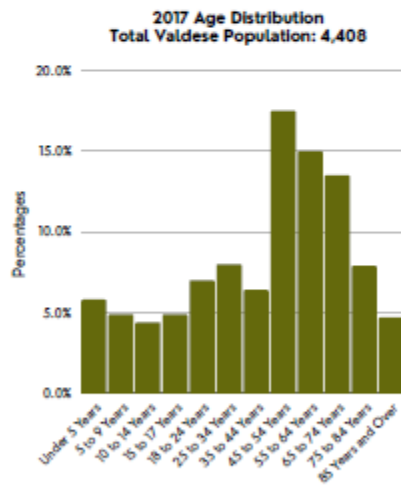
Housing



Town of Valdese Demographics

Racial Demographics

Race	2013-2017 ACS Data		2018-2022 ACS Data		Change (2017-2022)
	Number	Percent	Number	Percent	Percent Change
White Alone	4,302	97.6%	4,378	93.5%	1.8%
Black or African American Alone	13	0.3%	69	1.5%	430.8%
American Indian and Alaska Native Alone	17	0.4%	0	0.0%	-100.0%
Asian Alone	59	1.3%	29	0.6%	-50.8%
Mixed Race (Two or More Races)	17	0.4%	131	2.8%	670.6%



Notable Changes in Age Demographics

<p>Increases:</p> <ul style="list-style-type: none"> • 73.6% Increase in ages 35-44 • 33% Increase in ages 10-14 • 17.3% Increase in ages 25-33 	<p>Decreases:</p> <ul style="list-style-type: none"> • 29.6% decrease in ages 15-17 • 10.3% decrease in ages 75-84
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Role of the Town Council

The town council's main roles include establishing administrative policy, adopting ordinances based on North Carolina General Statutes and the Town's Charter for public protection, and levying taxes for these functions. The town council represents the citizens of the Town of Valdese. The council provides community leadership by serving as the legislative and policy-making body. The mayor and council approve policy and budgets and provide direction to the town manager. The council is responsible for providing oversight related to municipal operations and assets, and to provide services and facilities considered necessary or desirable for taxpayers. The council strives to foster the economic, social, and environmental well-being of the town.



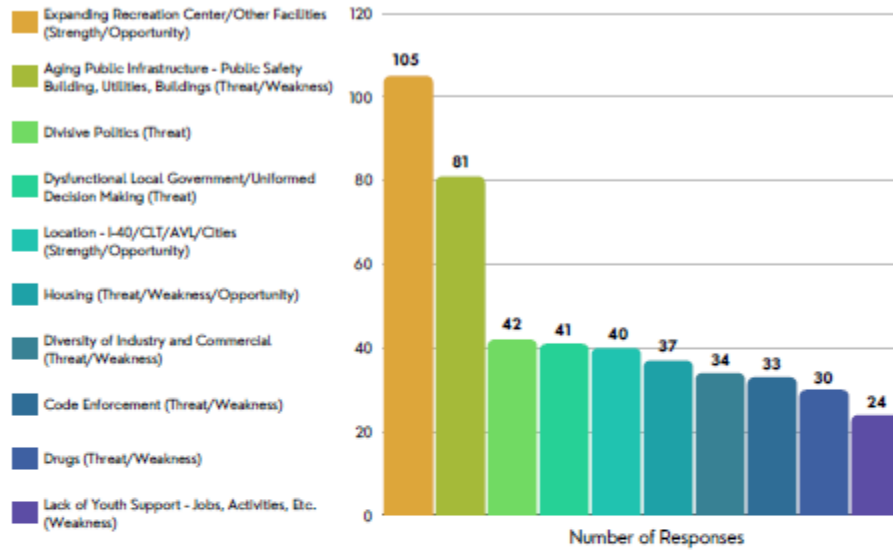
Public Input Meetings

At the request of the mayor and town council, WPCOG staff led attendees through an interactive SWOT analysis to compile input regarding the community's perception of the Town of Valdese's strengths, weaknesses, opportunities and threats. The results of this analysis are a combination of the responses of two public meetings that were held in January 2024. These responses were taken into consideration while drafting the Strategic Plan.

A SWOT (strengths, weaknesses, opportunities, and threats) is defined as the following. Strengths are internal and supportive characteristics that are the foundation of a community and provide stability. Weaknesses are internal and harmful characteristics to the community's stability. Opportunities are external and helpful characteristics for continued growth. Threats are external and harmful characteristics that weaken community stability.

WPCOG staff members moderated a discussion between the attendees on each SWOT category and recorded the identified topics. After the discussion, the attendees voted on individual topics under each SWOT category. Each attendee was instructed to cast up to 4 votes per strength, weakness, opportunity, and threat category. Participants were not permitted to vote for a topic more than once. Below are the collective results from the public input meetings.

Public Input Meeting Top Issues



Public Survey Results

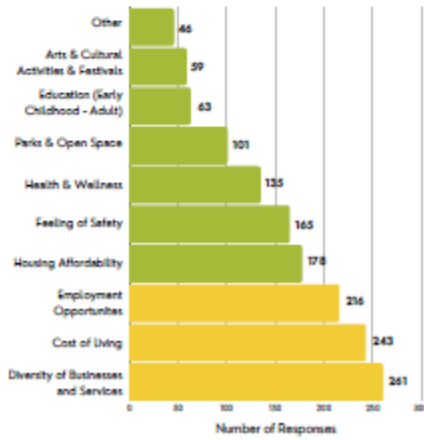
- Both a digital survey and a paper survey were administered to obtain feedback.
- 1,915 paper surveys were sent and 313 were received providing for a 16.3% response rate.
- A total of 218 digital surveys were completed. The total number of responses for both digital and paper were 531.
- A total of 12 questions were asked of the participants – 9 rating scale questions and three open-ended questions.
- Comparisons from the paper to digital survey results were very similar. The top three to four responses were consistent between the two survey types.
- Analyzing the data – paired together the positives (excellent/good), the negatives (fair/poor), neutral and don't know responses were analyzed individually.
- Written explanations were analyzed with AI technology to create a summarized consensus of the comments received.

Survey Results

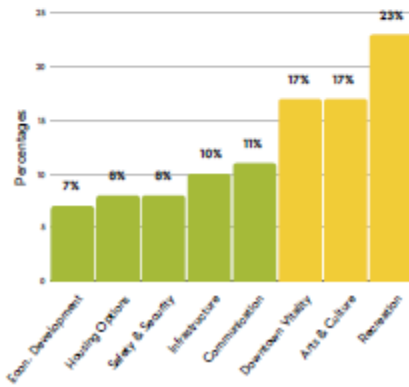
Top three services the town should improve upon



The public's three areas of desired improvements



The public's four areas of most positive change since 2020



Town Council Priorities

During the Town Council's strategic planning session, council members identified the main takeaways from the public input/survey materials. The council participated in a SWOT analysis, which guided a prioritization of goals, needed policy changes, and future projects. The action items stated below were created from the priority identification process and their corresponding votes. The items in bold received the most votes from participating council members.

- **Hiring the best town manager (4)**
- **Tackle the public safety building issues (updating the existing structure) (4)**
- **Recruitment and retention – develop strategies for town employees (3)**
- **Create permanent structure over the recreation pool (3)**
- **Addressing infrastructure (water/sewer and public safety building) (3)**
- **Continue the repaving schedule started in 2023 (3)**
- Address the housing issue (1)
- Continue improving the Old Rock School (consider establishing a committee) (1)
- Recruit at least one job creating industry (significant number of employees) (1)
- Expand cultural affairs program (1)
- Strategy to retain young people



Valdese Town Council Focus Areas 2024-2025

From the identified priorities, four focus areas were created as actionable items for the town.



Employee Retention & Recruitment

Recruitment and retention of a town manager and qualified employees



Economic Development

Business recruitment, retention, and expansion



Public Infrastructure

Public buildings, streets, and utility upgrades



Old Rock School

Expand and upgrade Old Rock School



Focus Area 1: Employee Retention & Recruitment

1. Recruit and retain a knowledgeable and experienced town manager.

<p>a. Complete a standardized nationwide search.</p>	<p>b. Recruitment of candidates that not only have experience as a town manager, but show strengths in soft skills (empathy, transparency, attentive to employee and citizen needs).</p>	<p>c. Market position in a way that highlight's Valdese's values and mission.</p>
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2. Conduct analysis regarding employee benefits, compensation, and satisfaction.

<p>a. Conduct an anonymous survey regarding current benefits to employees that allows for feedback and assesses current employee needs.</p>	<p>b. Compare Valdese employee benefits and compensation packages to local governments in the region.</p>	<p>c. Identify vacant positions and departments that will need additional staffing capacity.</p>
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3. Promote the assets in the area to prospective employees.

<p>a. Promote the excellent healthcare resources, school systems, shopping, and recreation opportunities that impact the quality of life outside of work.</p>	<p>b. Market the quality of life in Valdese.</p> <ul style="list-style-type: none"> I. Partner with WPCOG to utilize NC Foothills Experience as recruitment/retention tool. II. Partner with Burke County Tourism for marketing and tourism opportunities. III. Distribute digital and paper marketing/employee recruitment materials throughout the region. 	<p>c. Spotlight and market employee success stories and their employment milestones in order to promote workforce recruitment and retention.</p>
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Focus Area 2: Economic Development

1. Attract and retain young people to the area. Specifically, young adults within the workforce age group.			
<p>a. Facilitate engagement with young adults within the region. This can be done by job fairs, partnerships with college educators, community college students, and young adult community stakeholders.</p>	<p>b. Use this data to evaluate the target market audience and incorporate in branding strategy.</p>	<p>c. Engage with local employers with information on promotional employment opportunities they can attend in the region.</p>	<p>d. Partner with WPCOG Workforce Development initiatives to promote and attract workforce age adults to the town.</p>
2. Recruitment of an industry that creates 75 jobs or more.			
<p>a. Engage in an industrial site identification that can be marketed to potential industries.</p>	<p>b. Identify possible target industries that would be compatible with Valdese topography, utility capacity, and workforce needs.</p>	<p>c. Work with Burke County Development Inc. to develop and implement economic development/business recruitment strategies.</p>	
3. Increase and diversify the housing stock within the Town of Valdese.			
<p>a. Town staff, planning board, and council should provide support for the developers through streamlined efficient processes to ensure project success.</p>	<p>b. Create a zoning "roadmap" for housing developers to easily understand Town zoning policies and approval processes.</p>	<p>c. Consider implementing strategies featured in the Western Piedmont Housing Growth Toolkit to promote diverse housing types.</p>	



Focus Area 3: Public Infrastructure

1. Rehabilitate the public safety building.		
<p>a. Provide appropriate support and resources for the fire and police department.</p>	<p>b. Develop a cost-effective rehabilitation plan that meets the current and future needs of the police and fire departments.</p>	
2. Construct a permanent structure over the pool at the Valdese Aquatic and Fitness center.		
<p>a. Identify possible coverage options, compare the cost and functionality and determine a construction timeline.</p>	<p>b. After construction is complete encourage and market the pool for year-round swimming.</p>	
3. Maintain and implement the current Capital Improvement Plan.		
<p>a. Expand and replace the water lines on a schedule that represents good stewardship of the utility systems, while balancing consumer needs with the cost burden.</p>	<p>b. Continue advancing water and wastewater infrastructure development.</p> <p>i. Identify annual projects for implementation.</p>	<p>c. Analyze water and sewer capacity at targeted sites/areas in order to recruit large industries and new employers.</p>
4. Identify and pursue relevant grant funding for building rehabilitation and utility upgrades		
<p>a. Work with WPCOG Community and Economic Development Department to seek and obtain grant funding for implementation.</p>		
5. Continue current street paving/maintenance schedule.		
<p>a. Evaluate feasibility of expediting schedule based on recent progress.</p>	<p>b. Develop and maintain a street re-paving prioritization plan.</p>	



Focus Area 4: Old Rock School

1. Create a citizen action group that can provide recommendations and guidance to Town Council regarding the future of Old Rock School.

a. Identify Valdese residents and community members who hold experience in relevant fields and therefore can offer expert recommendations.

b. Consider forming a committee to provide input regarding community activities and future plans for the facility.

2. Assess the expansion and revitalization of the existing facilities.

a. Use insight from the public, town council, the newly formed committee, and staff to identify possible next steps for expansion and revitalization.

3. Identify and pursue relevant grant funding for building rehabilitation and upgrades.

a. Create a funding timeline and planning documents needed to submit grant applications.

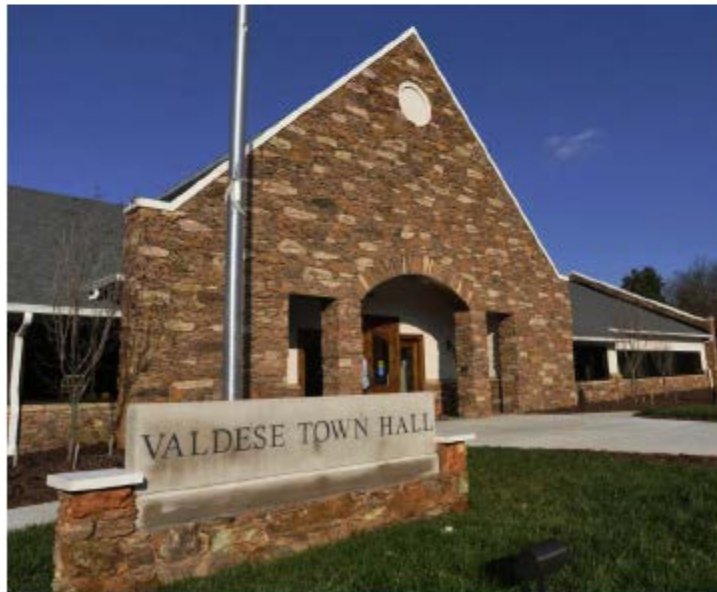
b. Align capital improvement plan with grant submittals and possible funding awards.

4. Market and advertise existing and expanded activities.

a. Evaluate public/private partnerships and small businesses to offer activities/events/etc.

Conclusion

This plan's implementation is dependent on both the staff and the town council acting on the recommendations in this report. The staff has the responsibility to take on these goals as a part of the operations of the Town and the town council must reinforce the desire and need for these actions to occur. The staff and town council should update and review progress on these action points throughout the year along with an annual review prior to the beginning of the budgeting process to ensure alignment of priorities and funding. Ongoing public input is key to assisting the town with implementation of this plan.



13

Councilwoman Lowman made a motion to adopt the 2024 Strategic Plan as presented by Alison Adams from WPCOG, seconded by Councilwoman Ward. The vote was unanimous.

MAYOR AND COUNCIL COMMENTS: Councilman Harvey thanked the citizens who completed the surveys and attended the public input sessions. Councilman Harvey noted that the staff has sent out an RFQ for the Public Safety Building, eight architectural firms have responded, and the Facilities Review committee will recommend which proposal the Council shall pursue. Councilman Harvey asked the citizens to provide suggestions to the staff, Council, or Town Manager on how to save money and raise revenue. Councilman Harvey said they are talking with local manufacturers, and Valdese should be proud of the world-class manufacturers we have. Councilman Harvey shared that there is an world-class Easter Sunrise Service at 7:00 a.m. Easter morning at the Trail of Faith.

Councilwoman Ward shared that the Drug & Homeless Task Force will meet on March 26, 2024, at 7:00 p.m. at Valdese First Baptist Church. Councilwoman Lowman asked if the committees would share their minutes with the Council.

March 18, 2024, MB#32

ADJOURNMENT: At 6:36 p.m., there being no further business to come before Council, Councilman Harvey made a motion to adjourn, seconded by Councilman Mears. The vote was unanimous.

The next regular Council meeting is scheduled for Monday, April 1, 2024, 6:00 p.m., at Valdese Town Hall.

Town Clerk
jl

Mayor



1018 MAIN STREET WEST • VALDEESE, NC 28690 • PHONE 828-879-2227 • FAX 828-874-0332

TRAVEL POLICY

Proposed Date: March 19, 2024
Effective Date: July 1, 2024

Re: Adoption of Town of Valdeese Travel Policy
JULY 01, 2000, "Revised"

The following guidelines will be used as a travel policy for all employees traveling on Valdeese ABC Board business:

1. Reimbursement of travel expenses-

Meals will be covered on a per day rate. (Based on the current Federal Per Diem Rate.) The Federal Per Diem Rates listing (found online at www.gsa.gov) is updated on an annual basis in October. If the traveler's destination is not listed on the website, the standard rate is used.

When traveling to attend a conference, where some meals are provided by the conference, remaining meals not provided by the conference will be eligible for reimbursement on a reasonable and actual basis (receipts required).

When on a trip not involving an over-night stay, expenses (i.e. mileage, meals) will be eligible for reimbursement on a reasonable and actual basis (receipts required).

Lodging will be covered for reasonable and actual cost (receipt required). Unless attending a conference, the Federal Per Diem Listing should be used as a guideline in determining reasonable cost.

2. Board credit cards may be used to reserve lodging. Travel related cost however, should not be charged to the credit cards. All travel expenses will be covered through travel advances and / or reimbursements.
3. It is the responsibility of the General Manager to determine which meal allowances are eligible for reimbursement to employees for partial day travel. Reimbursement will be for reasonable and actual cost (receipt required).
4. All requests for travel expense reimbursement (i.e. meals, lodging, mileage, etc.) must be accompanied by a travel expense report.

5. Other issues-

- Transportation: As a general rule, it is the Board's policy that an employee is authorized to use a private vehicle and be reimbursed at the current standard mileage rate. The current standard rate shall be the same as paid by the Town of Valdese following the IRS rate.
- Registration: Registration fees are generally paid in advance directly to the vendor, not from travel advance.
- Advances: The Board does permit employees to request advances whenever an estimated trip cost exceed \$25. If the cost is less than \$25, employee must seek reimbursement when the trip is completed.

Adopted this the 19th day of March, 2024

Chairman

Attest:

Secretary/Treasurer

PROPOSED

Eddie & Brenda Zimmerman
Waldensian Style Wines
2340 Quail Run
Connelly Springs, NC 28612

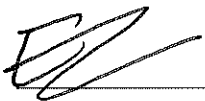
Town of Valdese,

Waldensian Style Wines respectfully requests to sell wine at the following events:

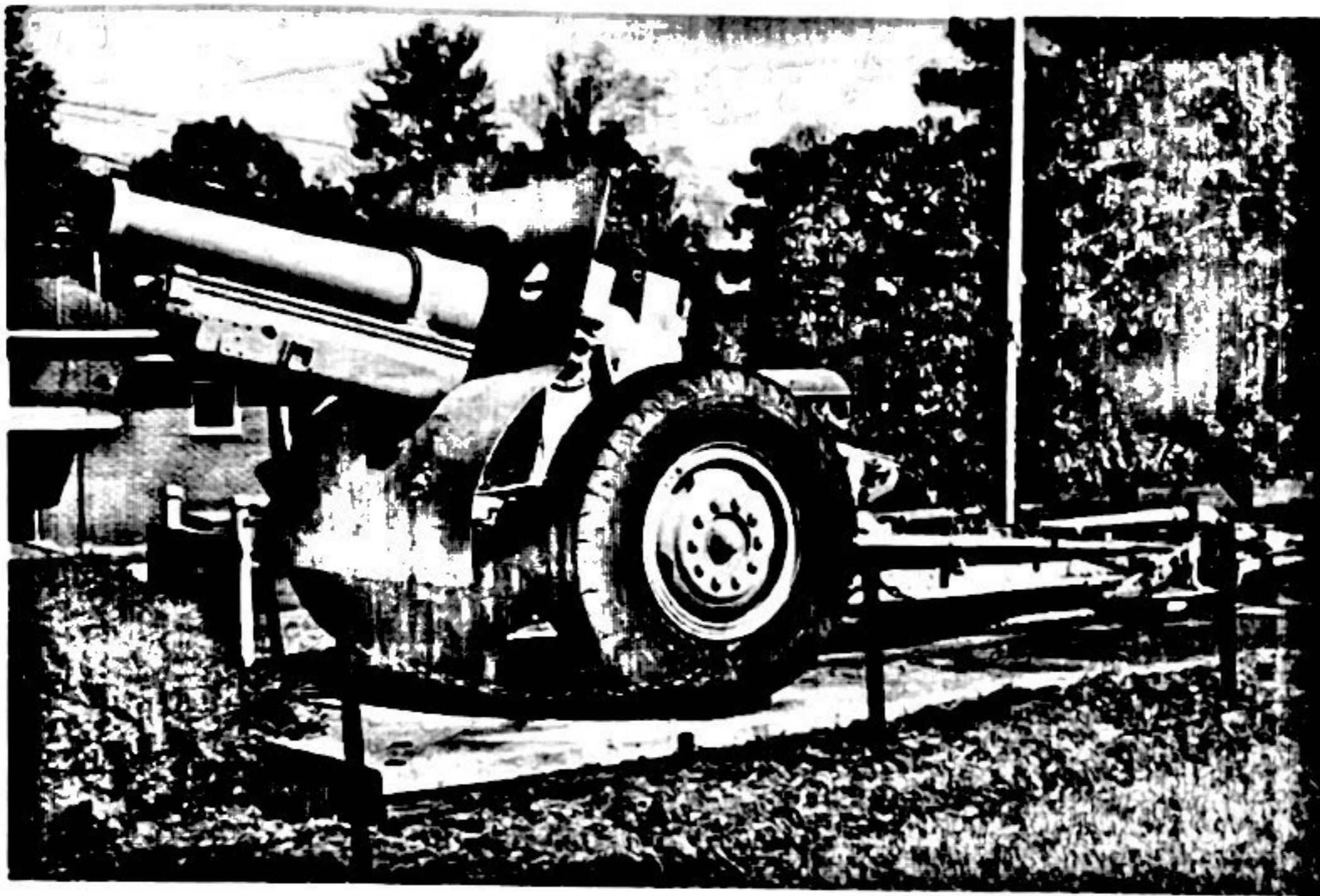
- Craft Market – Saturday, April 27th, 2024 from 9am-4pm behind the Old Rock School
- Independence Day Celebration on June 28, 2024 from 5:00pm until 11:00pm
- 49th Annual Waldensian Festival
 - August 9, 2024 from 5pm until 11pm
 - August 10, 2024 from 9am until 5pm(In the designated area in the 100 block of West Main Street in Downtown Valdese)

All our wines are listed as North Carolina wines. Waldensian Style Wines does have a Special Event permit and will follow the guidelines enforced by the North Carolina ABC Commission.

Sincerely,



Eddie Zimmerman
Waldensian Style Wines Owner



Town of Valdese,

Strategic planning for our annual fundraising efforts for the American Legion Post 234 in Valdese has begun. With this being said I, Curtis Cook Commander of Post 234, would like to formally request permission for our Ladies Auxiliary to sell beer at the following Town sponsored events:

-Independence Day Celebration on June 28, 2024 from 5:00pm until 11:00pm

(In the designated area in the 100 block of West Main Street in Downtown Valdese)

The American Legion was founded in 1919 in Paris, France, at the close of World War I. The organization now includes veterans of World War II, Korea, Vietnam, Lebanon/Grenada periods, Operation Just Cause in Panama, Desert Storm, Enduring Freedom, Operation Iraqi Freedom and Global War On Terror. The American Legion Post 234 in Valdese, North Carolina provides local outreach to veterans, provides support to local schools, and serves community needs.

It Is our mission to support the community, provide for local veterans of all ages, and raise awareness and engage in fundraisers for veterans concerns both nationally and within the city of Valdese, NC. In order to meet our mission and provide these services in our community, we rely on these fundraisers and the generosity of individuals and businesses for support. Without the assistance of community-minded Individuals just like you, we wouldn't be able to serve veterans and their families both locally and abroad as well as contribute to needs within our community each year.

Thank you for considering our request.

Sincerely,
Curtis Cook
Post Commander

American Legion Post 234

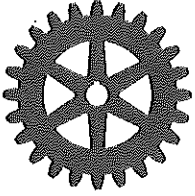
Phone: 828-879-8982 with any questions.

Tax Classifications: 601 (c)19 Not for profit military organization

FIN: 56-1881998

The Rotary Club of Burke Sunrise

Post Office Box 2936 Morganton, North Carolina 28680-2936



March 7, 2024

Town of Valdese
P.O. Box 339
Valdese, NC 28690

Burke Sunrise Rotary Club requests permission to sell beer at the Waldensian Festival (Friday, August 9, 5:00 p.m. – 11:00 p.m. and Saturday, August 10, 12:00 p.m. – 5:00 p.m.) in the area of the 100 block of Main Street designated by the Festival for beer sales. Burke Sunrise Rotary Club successfully handled that responsibility at the 2021 and 2023 Waldensian Festivals.

Burke Sunrise Rotary Club will obtain a special event permit from and follow all of the requirements of the North Carolina ABC Commission. It will also obtain special event liability insurance.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Cannon', written over a horizontal line.

D. Keith Cannon, President (2023-2024)

Burke Sunrise Rotary Club



Date: April 1, 2024

To: Valdese Mayor and Town Council

From: Sherry Long, WPCOG Assistant Executive Director

Subject: Public Hearing for CDBG Water Project

At this public hearing, we will discuss an application to the NC Department of Environmental Quality (DEQ) for Community Development Block Grant – Infrastructure Funds. The WPCOG has partnered with the Town to craft a grant application requesting \$3 Million that would be used to replace aging and undersized waterlines, replace water service lines, and install fire hydrants and other appurtenances along Berry School Avenue, Berrytown Avenue, Berrytown Street, Bost Johnson Avenue, Bost Johnson Avenue Extension, and CV Johnson Drive. The project would be 100% grant-funded, including the infrastructure improvements, engineering, and grant administration.

The focus of the CDBG-I grant program is to improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements. Grant-funded projects must benefit a residential area where at least 51% of the beneficiaries are low to moderate income (LMI) as defined by the US Department of Housing and Urban Development. Town and WPCOG staff have conducted income surveys of all households in the project area and determined that the LMI percentage is 70.262%.

The purpose of this evening's public hearing is to obtain citizen's views and to allow response from the public to funding proposals and answer any questions posed by citizens. Should you have any questions in the meantime, please feel free to contact Sherry Long (sherry.long@wpcog.org) at WPCOG.



BERRYTOWN WATERLINE PROJECT

PUBLIC HEARING MEETING SCRIPT

April 1, 2024

Town of Valdese

This public hearing on April 1, 2024, will provide an explanation and description of the FY 2023 North Carolina Department of Environmental Quality (DEQ) Community Development Block – Infrastructure Grant (CDBG-I).

We are present to discuss the purpose of the public hearing for the Town’s CDBG-I funding application. The purpose of the public hearing is to obtain citizen’s views and to allow response from the public to funding proposals and answer any questions posed by citizens.

This public hearing will cover the Town’s community development needs, development of the proposed activities, and a review of program compliance before the submission of the Town’s CDBG-I funding application to the state of North Carolina.

The Town proposes to request funding from NCDEQ’S CDBG-I program for the Berrytown Waterline Project. The proposed project will meet the following community and housing needs of the Town by replacing aging and undersized water lines, replacing water service lines, and installing fire hydrants and other appurtenances along Berry School Avenue, Berrytown Avenue, Berrytown Street, Bost Johnson Avenue, Bost Johnson Avenue Extension, and CV Johnson Drive.

The purpose of the CDBG-I grant program is to improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

- To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development.
- To perform eligible activities.
- To minimize displacement, and
- Provide displacement assistance as necessary.

For the fiscal year of 2023 the CDBG-I funding available is expected to be \$18 Million. The maximum available grant is \$3 million over a 3-year period. Applications for funding will be received by April 30, 2024.

The CDBG program is able to fund a wide variety of community development activities. The State of North Carolina has chosen to fund several activities: water and sewer infrastructure, neighborhood



revitalization, COVID-19 related projects, and economic development projects that lead to job creation or retention.

The infrastructure program, or CDBG-I program can fund a range of water and sewer infrastructure activities, including, but not limited to the, following:

Water:

- Projects that resolve water loss in distribution systems.
- Projects that extend public water to areas with contaminated wells.
- Projects that extend water lines to areas with dry wells.
- Projects that assist with low water pressure in public water systems.
- Projects that regionalize two or more water systems.
- Project that rehabilitate or replace a water treatment plant.

Wastewater:

- Projects that resolve inflow and infiltration to collection systems and surcharges from pumps stations and manholes.
- Projects that extend public sewer to areas with failed septic tanks.
- Projects that rehabilitate a wastewater treatment plant to allow for greater efficiency/compliance with regulations.

The Town is seeking an amount in CDBG-I funds not to exceed \$3 Million for the Berrytown Waterline Project. The purpose of the Town's request is to replace approximately 8,215 LF of aging and undersized water lines, replace water service lines, and install fire hydrants and other appurtenances along Berry School Avenue, Berrytown Avenue, Berrytown Street, Bost Johnson Avenue, Bost Johnson Avenue Extension, and CV Johnson Drive. The project will assist with low water pressure in the service area.

The project proposed by the Town was identified in the Town's 10-year Capital Improvement Plan, updated and adopted in September 2023. Informal community meetings were held in the project area to inform citizens of the potential project and get feedback from the residents.

A total of 100% of the CDBG- I funding will be used to benefit Low to Moderate Income (LMI) people. The project area in the Town has been determined to have an income survey area LMI rate of 70.262%. The project area includes all homes located along Berry School Avenue, Berrytown Avenue, Berrytown Street, Bost Johnson Avenue, Bost Johnson Avenue Extension, and CV Johnson Drive.

The range of activities covered by the CDBG-I funds for the Berrytown Waterline Project includes:

- Construction
- Environmental Review
- Engineering Design



- Construction Administration and Observation
- Legal Activities
- Surveying
- Grant Administration

If Town is awarded a CDBG-I grant, the town is required to adhere to federal procurement requirements and other federal regulations which include:

- American with Disabilities Act/Section 504 Survey
- Davis-Bacon & Related Labor Acts
- Adoption/Submittal of a Citizen's Participation Plan
- Adoption/Submittal of an Equal Opportunity Plan
- Adoption/Submittal of a Fair Housing Plan
- Adoption/Submittal of a Language Access Plan
- Adoption/Submittal of a Relocation Assistance Plan
- Adoption/Submittal of a Section 3 Plan
- Excess Force Provision

The State of North Carolina requires that the if the Town receives CDBG grant funding that the town will certify that they will comply with the requirements of the general displacement and relocation policy for CDBG grant funding. This policy assists low to moderate income people with costs associated with relocation or displacement, should such relocation become necessary due to the project activities. CDBG funds can be used for those costs, if necessary. If no displacement and relocation will occur as a result of the proposed CDBG grant activity, then the Town confirms that during this public hearing.

In the past, the Town has applied for and received for the following completed CDBG projects:

Meridian Yarns CDBG-ED Water Project – installed a generator, valve, and associated appurtenances at Valdese Water Treatment Plant

Valdese CDBG-NR Scattered Sites Housing Project – rehabilitated 12 homes for low-moderate-income residents

The Town will submit its CDBG-I application for the Berrytown Waterline Project on April 30, 2024. The CDBG-I application will be available for review during normal business hours in the Planning Department at Town Hall at 102 Massel Avenue SW in Valdese. Additional information is available from ljohnson@valdesenc.gov or 828-879-2124.

Should you have any complaints or grievances regarding the subject public hearing, they should be addressed to the addressee mentioned above within **fifteen (15)** business days or by April 22, 2024, and a written response to the written complaints and/or grievances will be sent by the Town within **fifteen (15)** business days, where practicable.

We open the floor for comments and questions about the CDBG program, and about the proposed project.

NOTICE OF PUBLIC HEARING
RELATIVE TO APPLICATION
BY TOWN OF VALDESE
FOR FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the Town of Valdese will conduct a public hearing on April 1, 2024, at 6 PM, or as soon thereafter as the agenda will allow, at the Valdese Town Hall Council Chambers relative to the intention of the Town to apply for FY2023 CDBG funding under Title I of the Housing and Community Development Act.

The Town of Valdese intends to submit an application for a grant of approximately \$3,000,000 in CDBG Infrastructure funds to replace aging and undersized water lines, replace water service lines, and install fire hydrants and other appurtenances along Berry School Avenue, Berrytown Avenue, Berrytown Street, Bost Johnson Avenue, Bost Johnson Avenue Extension, and CV Johnson Drive.

The following is a tentative list of proposed activities and an estimated budget. The final application will be reviewed at the public hearing.

Infrastructure Improvements, Engineering, and Grant Administration Estimated Budget	\$3,000,000
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The proposed project will provide benefits to 145.17 persons, 70.26% of whom are low- and moderate-income individuals based on surveys performed by mail and door-to-door collection. No individuals will be displaced, nor will any require temporary relocation assistance as a result of the proposed project.

Citizens will be given the opportunity to provide oral and written comments on the town's past and proposed use of CDBG funds at the public hearing. All interested citizens are encouraged to attend.

If additional information is needed, please contact the Planning Director at 828-879-2124. Formal written complaints or comments concerning the application process that are submitted to the Town prior to or following the public hearing will be responded to within **fifteen (15)** working days by Larry Johnson, Planning Director. A copy of the completed project application will be available for public review after April 22, 2024, at the Planning Office in Town Hall.

Persons with disabilities or who otherwise need assistance should contact Jessica Lail, at 828-879-2117 or jlail@valdesenc.gov (TDD # 711 or Relay North Carolina 800-735-2962) by March 28, 2024. Accommodation will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Jessica Lail, at 828-879-2117, or at the Town Hall for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jessica Lail, al 828-879-2117 o en Town Hall, 102 Massel Avenue SW, Valdese, NC 28690, de alojamiento para esta solicitud.



RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD Small Cities (States) CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The Town of Valdese has need for and intends to implement a construction project described as the replacement of aging and undersized water lines, replacement of water service lines, and installation of fire hydrants and other appurtenances along Berry School Avenue, Berrytown Avenue, Berrytown Street, Bost Johnson Avenue, Bost Johnson Avenue Extension, and CV Johnson Drive; and

WHEREAS, The Town of Valdese intends to request State grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF VALDESE:

That Town of Valdese, the **Applicant**, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Bryan Steen, Interim Town Manager, and Allen Hudson, Public Works Director, the **Authorized Officials**, and successors so titled, are hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Officials**, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 1st of April, 2024, at Valdese Town Hall, North Carolina.

(Signature of Chief Executive Officer)

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Valdese does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council duly held on the 1st day of April, 2024; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of April, 2024.

(Signature of Recording Officer)

(Title of Recording Officer)

Memo

To: Jessica Lail

From: David Andersen

cc: Town Council

Date: March 22, 2024

Re: Authorizing Request for Qualifications (RFQ) for Hoyle Creek Stream Restoration

The Town of Valdese recently accepted funding from the state for the purpose of stream restoration activities and sidepath construction along Hoyle Creek.

In order to begin these activities using the approved state funds, the town will need to request qualifications from qualified and experienced professionals.

The Town of Valdese Parks and Recreation Department requests that the Valdese Town Council authorize the submitted Request for Qualifications for Hoyle Creek.



The Town of Valdeese

Request for Qualifications

Hoyle Creek Restoration and Sidepath Project TOWN OF VALDEESE

Request Number 24-006

SECTIONS WITHIN THIS REQUEST:

- a. Notice and Contact Information
 - b. Request for Qualifications
 - c. Statement of Qualifications Content Requirements
 - d. Sample SOQ Evaluation Form
 - e. Special Terms and Conditions
-

Project Title:

Request Number:

Hoyle Creek Restoration and Sidepath Project

24-006

NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

Notice is hereby given that the Town of Valdese is conducting a qualification based selection process to retain a proponent for professional services in the restoration of Hoyle Creek and the design and build of a sidepath including overlooks and bridges leading to a future trailhead.

The Town of Valdese invites interested firms/teams to submit a written Statement of Qualifications (SOQ) relating to this solicitation. Proponents are invited to review the information and to submit their SOQ in accordance with the criteria established within this RFQ. A Project Screening Committee will evaluate firms'/teams' qualifications and experience with similar projects. The Town will rank the submittals and create a short list of firms/teams to interview before selecting the best qualified firm/team. The firms/teams determined to be best qualified through review of the submitted SOQs will be invited to interview with a project committee and the firm/team being most qualified will be selected for negotiations to complete the project. Should negotiations become unsuccessful, the second ranked firm/team will be invited to enter negotiations.

Written questions regarding this RFQ must be received by May 8, 2024, no later than 5:00 PM.

Email questions are acceptable but must contain the wording “**Hoyle Creek Restoration RFQ Question**” in the subject line. Questions may then be responded to as an amendment to this document and posted to the solicitation within an anticipated five (5) working days after questions deadline. Oral statements or instructions shall not constitute an amendment to this RFQ.

All submittals must be received by the deadline specified herein. Any submittals received after the due date and time specified will not be considered. The Town of Valdese reserves the right to reject any or all submittals, or to withhold awarding a contract for any reason it may determine, and to waive or not to waive any informalities in any submittal. **Contact with Town Council, Town Manager’s Office or other influential individuals to the selection process regarding this RFQ is expressly forbidden and shall be grounds for immediate rejection from the process.** All information regarding the content of the specific submittals will remain confidential until sealed proposals are opened.

POINT OF CONTACT:

David Andersen, Director
Town of Valdese Parks and Recreation
312 Massel Ave SE
Valdese, NC 28690
Mail: PO Box 339
Valdese, NC 28690
dandersen@valdesenc.gov
828-874-6733

Project Title:

Request Number:

Hoyle Creek Restoration and Sidepath Project

24-006

<p>Submittals must be received before the deadline and they may be mailed to:</p> <p>Town of Valdese – Administration Post Office Box 339 Valdese, NC 28690 Attention: David Andersen</p> <p>Or delivered to:</p> <p>Town of Valdese – Parks and Recreation Dept 312 Massel Ave SE Valdese, NC 28690 Attention: David Andersen</p>	<p>Submittal Deadline:</p> <p>12:00 PM</p> <p>May 20, 2024</p>
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NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

I. DEFINITIONS

- A. "The Owner" means officers or employees of the Town of Valdese.
- B. "Proponent" means the person or firm/team responding.
- C. "Statement of Qualifications" or "SOQ" means the submission received from a Proponent in response to this RFQ.
- D. "Request for Qualifications" or "RFQ" means the entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

II. BACKGROUND

The Town of Valdese currently owns property along Hoyle Creek from Lovelady Road to Lake Rhodhiss. The Town has received state funds in the amount of \$2.2 Million for creek restoration. Included in this project is building a natural surface ADA sidepath along the east side of the creek with potential overlooks and pedestrian bridges, terminating in at a future Wilderness Gateway State Trail trailhead with amenities located at Lovelady Road.

Total Project Budget: \$2.2 Million

III. SCOPE OF SERVICES

Town of Valdese is requesting statements of qualifications from qualified professional engineers for the design, bidding, and construction oversight of a creek restoration, ADA sidepath with overlooks and pedestrian bridges. Hoyle Creek Restoration will not only improve the health of the creek, but will provide recreational amenities with educational opportunities at the same time. The Hoyle Creek Restoration and Sidepath will design for creek restoration, flood studies for 4 bridge crossings (2 will be ADA) and 3 overlooks, and approximate one-mile crushed cinder or natural surface side path.

Project Title:

Request Number:

Hoyle Creek Restoration and Sidepath Project

24-006

The overall objectives of this project include the following:

- Planning, design, and permitting for the creek restoration, sidepath, bridges, and overlooks.
- Preparing bid documents and specifications
- Providing assistance with bidding, bid tabulation, and recommendation of award.
- Write and manage grants to assist in utilizing current funding as matches
- Construction phase administration and observation

To be considered for selection, the firm/team shall be qualified and capable of providing the necessary professional services associated with project tasks and conformance with local, state, and federal requirements listed herein.

1. Planning, field surveys and mapping, geotechnical investigations, utility location, design and preparation of sealed drawings and construction documents (plans and specifications), and cost estimations.
3. Perform all project management and quality control/quality assurance duties for the survey, design, bidding, and construction oversight.
4. Provide necessary documentation needed for any federal reporting requirements related to the project.
5. Prepare all necessary applications to secure required permits and approvals for construction by NCDEQ, NCDOT, or other necessary permitting agencies.
6. Firm must have knowledge of the DEQ water resources grant, PARTF, AFP, Complete the Trails Fund, Great Trails State Fund and other grants that may increase funding for the project.
7. Understand there may be some limitations with existing NCLWF conservation easement around Hoyle Creek and lake and work with NCLWF for approval of plans
8. Town of Valdese is the major player - but also willing to work with other stakeholders such as Foothills Conservancy of NC (authorized nonprofit for WGST) and Friends of the Valdese Rec.
9. Experience with flood studies

IV. SUBMISSION INSTRUCTIONS

- A. No contact shall be made with Valdese Town Council as this shall be grounds for dismissal of RFQ submittal.
- B. All questions should be submitted in writing to the Point of Contact listed above.
- C. SOQs will be received prior to deadline by email, in person at Town Hall, or by mail (information at beginning of RFQ).

Project Title:

Request Number:

Hoyle Creek Restoration and Sidepath Project

24-006

- D. SOQs submitted via fax are not acceptable and will not be considered.
 - E. Proponents will be evaluated on experience and qualifications. Project fee related information is not requested (excepting Section II, subsection D, paragraph 1) and will not be used in the evaluation process. Receiving project fee related information will be grounds for dismissal of the RFQ submittal. Firms/Teams shall submit their standard rates for positions involved in the Project.
 - F. Clearly indicate on the envelope the name of the Proponent and the name of the Project for which the SOQ is being submitted.
 - G. Refer to the section SOQ Content Requirements for detailed instructions.
 - H. There will not be a pre-proposal conference for this project.
 - I. There will not be a public opening of the SOQs with Proponents present.
- V. COST OF SUBMISSION AND OWNERSHIP OF SOQ**
- A. The Town of Valdese is not responsible for any costs incurred by Proponents in preparing, submitting, or presenting their SOQs.
 - B. Except as otherwise provided in this RFQ, all SOQs become the property of the Town upon submission and will not be returned.

STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

This section specifies in detail the form and minimum content requirements for information required to be submitted in each SOQ. Proponents may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

I. SUBMITTAL FORMAT

- A. Original (loose), five (5) bound copies and a PDF provided by email is required of each submittal. The material should be in sequence and related to the solicitation. The sections of the submittal shall be tabbed to match SOQ and be clearly identifiable. Failure to include all requested information will result in the proponent being nonresponsive and may result in the rejection of the proponent's submittal.
- B. Cover letter expressing interest in the available project. It shall also identify a principal and secondary individual as point of contact for any future correspondence and be a maximum of two pages.
- C. Page size of the SOQ shall be 8 ½" x 11" with a minimum font size of 10. A maximum of two (2) 11" x 17" pages will be allowed (one (1) page if double sided). Note: this will count towards the page limit.
- D. No more than 20 pages single sided or 10 pages double sided. Note: divider tabs (if used), Cover Letter and Table of Contents do not count towards the page limit and shall not include pertinent information to be evaluated.

II. SOQ CONTENT

Please provide the following in this order:

- A. Cover Letter/Letter of Interest (does not count toward page limit; two (2) page maximum)

Project Title:

Request Number:

Hoyle Creek Restoration and Sidepath Project

24-006

1. Principal and secondary contact for the project including mailing address, email, phone numbers, and appropriate license numbers. At least one of these individuals shall have the ability to negotiate Contract conditions for the Proponent.
 2. Provide a statement of interest, including a narrative describing the firm’s unique qualifications and answering the specific question “why should the Town select your firm/team for this project?”
- B. Table of Contents Page (does not count toward page limit)
- C. Firm Profile
1. Provide general information about the Proponent, which needs not be specific to this RFQ. Include history of the firm, years in business, office locations, number of staff, types of services provided and specialist areas of expertise. Indicate office location from which services will be provided. This includes any subconsultants.
 2. Statement that the Proponent is licensed to provide required professional services in the State of North Carolina.
 3. Statement (confirmation) of current general liability insurance as required to provide services.
- D. Experience and Qualifications of the Proposed Team
1. Provide a minimum of three similar projects or general municipal projects (completed within the last five years) for which your team was responsible and which you consider to be a demonstration of your team’s design ability, including project title, reference (name, phone, email) location, design fees, engineers cost estimate, bid amount, approximate construction cost, year completed, and members of proposed team included with project and their role on it. Include information on how actual project construction cost compared to engineers cost estimate. Provide a narrative explaining any differences.
 2. Please provide a minimum of three (3) unique municipality references (should references in item D (1) above be duplicated, may provide a reference without a project).
 3. Submit qualifications on the team and explain why your team is especially well qualified to perform the required services.
 - a. Provide the experience of the proposed team on similar creek/waterway restoration projects. Identify type and location of similar work to illustrate work quality and the role of each proposed team member. Show how the experience relates to the categories outlined.

NOTE: Projects used as examples of similar work shall be clearly noted if the work was done by individuals while employed by other firms.
 The only projects which you may claim without attribution are those projects actually produced by your firm/team. Improper or misleading credit for projects, in our view, is an adverse reflection on a firm’s integrity and may be grounds for rejection of those projects from your experience or record or dismissal of the entire RFQ submittal.
- E. Experience and Qualifications of Proposed Team Members (this information will count toward page limit).
1. Provide an organizational chart demonstrating your team’s leadership, key team members and any proposed sub-consultants along with project roles. Identify projects, if any, where team in SOQ worked together on projects.

Project Title:

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24-006

2. Provide experience and qualifications of key team members via resumes, who will be responsible for this project (with any critical sub-consultant). Include work experience, education, licenses, registrations, or certifications applicable to the proposed work.
 3. Identify team experience on similar projects and the extent of team involvement including time commitment.
 4. Indicate office location of each team member.
- F. Project Approach
1. Proponents shall provide a description of their approach, including any information that may differentiate your team. Your approach should include (not necessarily in this order), at a minimum, the following:
 - a. Technical approach
 - b. Project management approach, including assigning personnel (manloading) to a project of this size, duration, and how such relates to the proposed scope of services (including sub-consultants)
 - c. Project cost estimating
 - d. Budget and schedule control
 - e. Quality management
 - f. Your expectations of Town during design process
- G. Interview
- If selected for an interview, firm/team shall present project vision and preliminary thoughts as part of the interview presentation.

Project Title:

Request Number:

Hoyle Creek Restoration and Sidepath Project

24-006

SAMPLE OF EVALUATION FORM

The Town of Valdese will rate submitted SOQs based on, but not limited to, the criteria below:

Overall reputation of firm/team
Key team members – experience and qualifications
Project references specific to this type of service
Experience with applicable regulatory agencies and permitting
Experience in providing these services to local governments
General project understanding and approach
Innovation and/or alternative engineering methods, quality of designs including plans and specifications, accuracy of cost estimates
Proposed schedule
Unique qualities that would make firm/team best suited for project

SPECIAL TERMS AND CONDITIONS

I. SOFTWARE COMPATIBILITY: For the purposes of aiding the Proponent in the performance of their obligation under this Contract, the Town shall furnish upon request all relevant data in the Town's possession and shall direct Town officers, agents, and employees to render all reasonable assistance to Proponent in connection with Proponent's performance under this Contract. The provision of such aid, assistance, information or services as received from the Town shall in no way relieve the Proponent from obligations under this Contract. The Town does not warrant the compatibility of Town furnished data, either electronic or in any form, with the Proponent's software. All costs associated with data conversion or software upgrades and conversions shall be borne by the Proponent.

II. INSURANCE PROVISIONS

COVERAGE AFFORDED	LIMITS OF LIABILITY
Workers Compensation	Statute
Employer's Liability	\$100,000
Commercial General Liability	\$1,000,000 – Bodily Injury
Professional Liability	\$1,000,000 (minimum)

Project Title:

Request Number:

Hoyle Creek Restoration and Sidepath Project

24-006

- III. KEY PERSONNEL:** It is essential that the Proponent provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract. The Proponent agrees to assign specific individuals to the key positions.

The Proponent agrees that once assigned to work under this Contract, key personnel shall not be removed or replaced without written notice to the Town.

If key personnel are not available for work under this Contract for a continuous period exceeding ten (10) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Proponent shall immediately notify the Town, and shall, subject to the concurrence of the Town, replace such personnel with personnel of substantially equal ability and qualifications.

Selected Proponent must be able to appropriately staff the project within ten (10) days of Town Council award.

- IV. OTHER CONTRACTS:** The Town may enter into Contracts for additional work related to this project. The Proponent shall fully cooperate with other contractors, design firms, and with Town employees to accommodate such other work. The Proponent shall not commit or permit any act that interferes with the performance of such work by other contractors.

- V. COMPENSATION AND METHOD OF PAYMENT:** In consideration of the performance of the services described in the Scope of Services, the Town shall pay the Proponent in accordance with the negotiated contract rates, and the Proponent shall charge the Town only in accordance with those same rates. The Town will pay the Proponent following the submission of deliverables, as per contract, and of itemized invoice(s). Each itemized invoice must bear a written certification by an authorized Town representative confirming the services for which payment is requested.

Memo

To: Jessica Lail

From: David Andersen

cc: Town Council

Date: March 27, 2024

Re: Parks and Recreation Commission Recommendations

The Town of Valdese Parks and Recreation Commission met on March 11 to discuss the pool-related items, particularly applying for grant funding and what type of pool structure to recommend to council. Commission Chair Scott Compton will be conveying two recommendations at the upcoming April 1 meeting as a result of the March 11 meeting.

One recommendation is to pursue the Accessible Parks grant from the North Carolina State Parks to assist with funding the pool structure and some smaller items to increase access to amenities already in place here at the Valdese Community Center. The grant application deadline is May 1, 2024, and the grant application does require documented support from the Local Governing Body. The April 1 meeting is the last regular meeting for council members to vote on support. An anonymous donor is providing matching funds of \$100,000, and, if the grant is awarded in full, the town can receive up to \$500,000 to go towards this project. It is the recommendation of staff and the commission to support the Accessible Parks grant application.

The second recommendation is to pursue an aluminum-framed structure with removable sides to cover the pool. Staff and commissioners, as well as Councilman Ogle, visited several structures and spoke with owners and operators of these types of structures. After these visits, it is the opinion of commissioners and staff that this type of structure best fits our patrons' desires, existing programming needs, and potential budget all while minimizing disruption of service during construction.

Town of Valdese Parks and Recreation Commission

Scott Compton, Chair

David Andersen, Parks and Recreation Director

Special Meeting March 11, 2024

- To prepare and provide requested recommendations for town council
- 4 of 6 voting members present
- Councilman Ogle and Director Andersen present as non-voting members
- Discussion of funding options
 - Grant funding, private donations, town funds
- Discussion of the different types of structures members had visited
 - Pros/Cons of each structure
 - How each structure might meet our specific needs?
 - Cost comparisons

Recommendations from Special Meeting

The Parks and Recreation Commission has recommended that:

1. The town seek the Accessible Parks Grant to offset cost of the pool structure.
2. The town install a fixed aluminum frame structure with removable sides.

Recommendation 1:

- The Town seek the Accessible Parks Grant to offset total cost
 - This grant will provide up to \$500,000 with a \$100,000 match from the town.*
 - The grant will increase access to community center amenities.
 - A ramp will be constructed for tennis court from the existing pool deck.
 - A ramp will be constructed to the front of gym and a semi-automatic door to the lobby will be installed.
 - Remaining funds will be assigned to the cost of the pool structure, including design fees.
- The Local Governing Body (Town Council) must pass a motion supporting the project as a part of the application.
 - The application is being written and will be completed prior to the May 1, 2024 due date.

Recommendation 2:

- The town should install a fixed aluminum frame structure with removable sides to meet the needs of year-round pool access.
 - Commissioners visited several of these structures in the Charlotte, Raleigh, and Greenville, South Carolina
 - The facility operators currently using these structures are very satisfied with the structural function and integrity of this design.
 - This design provides the versatility needed to meet the programming requests of our patrons, as well as providing opportunities for additional programming in the future.
 - The design will allow us to keep the pool open year around with features of removable sides and radiant heating.
 - The facility will allow us to continue to serve schools, Aquacise classes, provide swim lessons without interruptions, and meet the needs of competition programs such as Masters, Xcell Aquatics, and Special Olympics.
 - The facility operators will be able to remove the side panels during the summer months.
 - This will provide access to an increased deck space that meets patron requests for both shade and sunlight at the pool.
 - This will also reduce chemical costs, as it is easier to maintain a desired water temperature as less UV exposure will minimize chlorine loss.
 - We would also likely see fewer heat related illnesses in summer.

Recommendation 2 - Continued:

- We believe this design will present minimal construction disruption to programming.
- The structure is engineered to meet and exceed the required wind and snow loads of 15lbs of snow and 115 mile per hour winds.
- The structure is made with architectural fabric over an aluminum frame with stainless steel hardware, which are materials ideal for an aquatic environment.
 - The side panels come with a 7 year warranty, but evidence shows they have a much longer lifespan of 10-15 years.
 - The roof membrane comes with a 15 year warranty, and an estimated 20-25 year lifespan, which is on par with other commercial roof system warranties.
- As of March 26, 2024, the manufacturer is estimating a cost of \$559,020 (\$42/sq.ft. at 13,310 sq.ft).
 - This structure remains an economically feasible option.
 - This cost does not include site preparation work or required design services such as foundation work, electrical and natural gas
 - There is currently no estimate on site preparation costs yet as design services are required to finalize construction costs.
 - The RFQ responses for this design service were due Thursday, March 28. We received several responses and will begin reviewing and interviewing in April.

Fixed Aluminum Structure Examples

Images from structure approx. 10 years in age owned and operated by Marlins of Raleigh Swim Team at Silverton.



Exterior Day Time



Interior Ceiling



Exterior Night Time

Fixed Aluminum Structure Examples

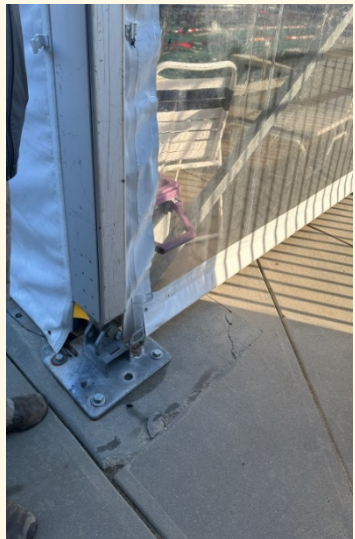
Images from a pool structure approx. 10 years in age:
Mecklenburg Swim Association (one of two such structures
they own)



Clear Panels from Interior



Interior



Exterior Aluminum Footing



Exterior Roof Panels



Exterior View

Fixed Aluminum Structure Examples

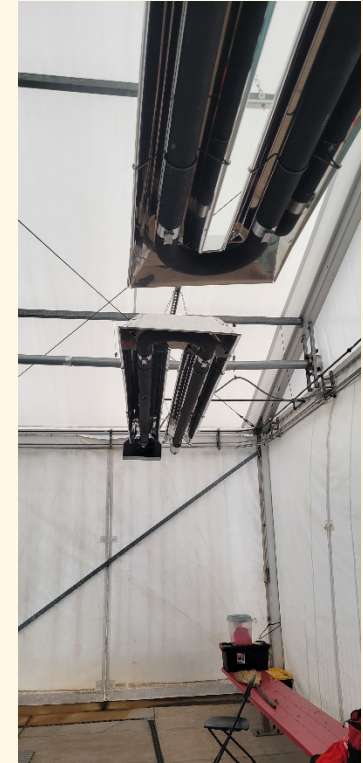
Images from three pool structures approx. 10 years in age: Raleigh Swim Association



Recently Replaced
Clear "Café" Panel



Deep/Diving Pool at RSA



Radiant Heaters Above Deck

PROPOSED MOTION:

RESOLVED, to amend the resolution by the Town Council to establish the ad hoc Drug and Homeless Advisory Task Force Committee, as adopted on January 8, 2024, to provide for additional members of the task force by inserting the words **“a minimum of”** in front of “five (5) members who shall...” (as illustrated below)

RESOLUTION ADOPTED JANUARY 8, 2024

A RESOLUTION BY THE TOWN OF VALDESE TOWN COUNCIL TO ESTABLISH AN AD HOC DRUG AND HOMELESS ADVISORY TASK FORCE COMMITTEE

WHEREAS, the Town Council is committed to making the Town of Valdese a desirable and inviting community for all citizens and desires to establish an Ad Hoc Drug and Homeless Advisory Task Force Committee to explore ways to address substance abuse and homelessness in the Town of Valdese.

NOW, THEREFORE, BE IT RESOLVED that there is hereby established the Ad Hoc Drug and Homeless Advisory Task Force Committee, the membership of which shall be appointed by Town Council and shall include **a minimum of** five (5) members who shall have special interest, experience and/or expertise in addressing homelessness and/or the issues surrounding drug use and related criminal activity.

BE IT FURTHER RESOLVED that the Ad Hoc Drug and Homeless Advisory Task Force Committee shall have authority to elect its own chairman, promulgate its own rules of order and develop its own schedule of meetings, which meetings shall be conducted in accordance with North Carolina Open Meeting Laws, N.C. Gen. Stat. Ch. 143, Art. 33C, §§ 143-318.9 through -318.18. Each member of the Ad Hoc Drug and Homeless Advisory Task Force Committee shall serve for a period of one (1) years unless otherwise removed by Town Council, which may be done at any time, with or without cause. BE IT FURTHER RESOLVED that the Ad Hoc Drug and Homeless Advisory Task Force Committee shall evaluate, consider, review, and make recommendations to Town Council regarding ways to address substance abuse and homelessness in the Town of Valdese and develop and/or improve programs to assist in this mission. The Ad Hoc Homeless and Advisory Task Force Committee may solicit input from the public that may assist with its duties. The Ad Hoc Homeless and Advisory Task Force Committee shall issue a written report of its findings and recommendations to Town Council annually on or before December 31 of each year, or as otherwise requested by council.

THIS RESOLUTION IS ADOPTED this _____ day of _____, 2024.

THE TOWN OF VALDESE, a North Carolina Municipal Corporation
(SEAL) /s/ Charles Watts, Mayor
ATTEST: /s/ Town Cler

TAX COLLECTION REGARDING REPAVING CONSIDERATIONS

WHEREAS:

- Town management and prior Councils had the foresight to set aside several revenue and savings providing \$407,000 annually towards the public safety facility;
- with \$1,477,072 accumulated through Fiscal Year 23-24, “earmarked” as debt service;
- with the elimination of the near-term debt service due to the cancellation of the USDA loan;
- while awaiting a decision from the NC legislature regarding our SCIF funding request;
- with there being no anticipated need for public safety funds in Fiscal Year 23-24;
- with “repaving” being one of citizens’ highest priorities; and
- with the need to get funding identified and repaving plans underway, it is therefore proposed ...

“...that the \$407,000 being set aside each year for potential solutions to the Town’s Public Facilities needs, instead be allocated to street repaving in Fiscal Year 2024-25.”

COMMENT: Given the condition of so many miles of the town’s streets, the repaving cost that has been running about \$300,000 per mile, and the high priority that Citizens place on “street repaving,” it could be considered citizen-needs tone-deaf and/or fiscally irresponsible, to place an additional tax burden on citizens, to raise \$400,000 to extend the 2023 repaving plan another year, when this \$407,000 will not be needed in FY 23-24.

How would a new Public Safety Facility be paid for?

- \$100,000 - ABC Store Revenue Distributions
- \$70,000 - Finance Department Restructuring
- \$100,000 - 2019 Revaluation Revenues
- \$30,000 - Burke Business Park Payment *(Completed in 2020)*
- \$5,000 - Fire Air Pack Debt Payment *(Completed in 2020)*
- \$27,000 - Fire Engine #1 Debt Payment *(Final Payment in 2024)*
- \$6,000 - Foothills Broadband Lease Agreement
- \$19,000 - Police Vehicles Debt Payment *(Completed in 2024)*
- \$9,000 - IT Contract Savings
- \$12,000 - Safety Director Salary - *(Absorbed in Fire Chief Duties)*
- \$14,000 - OCP GM Salary Contribution *(Pledge Ended 2021)*
- \$15,000 - Increase in Sales Tax Revenues *(Distributed by NC)*

\$407,000 Total Amount Earmarked for Public Safety Building annual debt service payment

NOTICE!

New Tax Revenues will **NOT** be used to pay for the Public Safety Facility. The **increased tax values** on your property will be used for improving Town owned streets.

KNOW THE FACTS:

\$1.2 MILLION ALREADY SAVED FOR THE PROJECT

Max USDA Loan Amount = \$7.24 million for new building

Dear Council Members,

I trust this letter finds you well. I am writing to formally express an interest in acquiring the property located at 104 ROLLER ST SW in Valdese for the expansion of our pet business.

104 Roller Street SW
Valdese, NC 28690
Parcel ID: 30985
REID: 30985
PIN # 2733-65-4336

Having been an integral part of the Valdese small business community for four years, our Main Street pet business has witnessed the growing demand for quality pet services and products. We are committed to serving the community and contributing to its flourishing economy.

We have carefully observed recent real estate transactions in the area, specifically the sale of the corner lot adjacent to 104 ROLLER ST SW in October of this year. This particular property, 717 Main St W, was sold for \$29,500. Given this recent transaction, we believe that acquiring this property will not only serve our business interests but also contribute positively to the overall development of the town.

After walking the lot and factoring in what work would need to go into clearing and leveling the land, we would like to propose a purchase price of \$35,000 for the property at 104 ROLLER ST SW.

Our vision is to create a pet-friendly environment that enhances the quality of life for both residents and their beloved pets. We are confident that our expansion will not only bring economic benefits to the town but will also provide additional employment opportunities for local residents.

We understand that the decision regarding the sale of town-owned properties is a significant one, and we assure you of our commitment to working collaboratively with the town to ensure that this potential acquisition aligns with the community's best interests.

We kindly request an opportunity to discuss our proposal further and address any questions or concerns you may have. We appreciate your time and consideration and look forward to the possibility of contributing to the continued growth and prosperity of Valdese.

Thank you for your attention to this matter.

2.09 Acre Tract at 104 Roller Street SW



RESOLUTION AUTHORIZING UPSET BID PROCESS

Sale of 2.09 Acre Tract at 104 Roller Street SW, Valdese, NC (REID: 30985)

WHEREAS, the Town of Valdese (the “Town”) is the owner of that certain tract or parcel of real property (the “Property”) situated in Lovelady Township, Valdese, North Carolina commonly known as 104 Roller Street SW, Valdese, North Carolina, PIN: 2733654336, REID: 30985, which Property is more particularly described in Deed Book 2078, Pages 494, Burke County Registry as follows:

BEING ALL of Tract 3, containing 2.730 acres, more or less, as shown on that certain plat entitled “Property to be conveyed to Solely DG, LLC”, prepared by Douglas A. Garber, PLS, dated October 27, 2011, as recorded in Plat Book 41, Page 234, Burke County Registry;

WHEREAS, North Carolina General Statute §160A-269 permits the Town to sell property by upset bid, after receipt of an offer for the property;

WHEREAS, on or about March 13, 2024, the Town received an offer to purchase the Property from Barktopia Stay & Play Pet Resort & Daycamp, LLC for \$35,000.00; and

WHEREAS, Barktopia Stay & Play Pet Resort & Daycamp, LLC has deposited five percent (5%) of its bid with the town clerk.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF VALDESE RESOLVES THAT:

1. The Town Council authorizes sale of the Property through the upset bid procedure of North Carolina General Statute §160A-269.
2. The Town Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the Property and the amount of the offer and shall state the terms under which the offer may be upset.
3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Town Clerk within ten (10) days after the notice of sale is published. At the conclusion of the 10-day period, the Town Clerk shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
4. If a qualifying higher bid is received, the Town Clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Town Council.

5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid. The deposit may be made by cashier's check or by certified check. The Town will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The Town will return the deposit of the final high bidder at closing.
7. The terms of the final sale are that:
 - (a) the Town Council must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed;
 - (b) the buyer must pay the purchase price in certified funds at the time of closing;
 - (c) the Property shall be sold "as is" and subject to all existing easements;
 - (d) the Town will reserve easements for all town utility lines located on or under the Property; and
 - (e) the Property shall be conveyed by special warranty deed.
8. The Town reserves the right to withdraw the Property from sale at any time before the final high bid is accepted and the right to reject all bids at any time.

THIS RESOLUTION IS ADOPTED this _____ day of _____, 2024.

THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

(SEAL)

ATTEST:

By: _____
Charles Watts, Mayor

Jessica Lail, Town Clerk

Budget Amendment # 12-10

Subject: Parks and Recreation sales of concessions

Description: Parks and Recreation primary concession stand is closing in on the revenue target for the current budget year. This means we will also expend more than planned for concession supplies. The sales revenue is a direct correlation to the amount of items sold. This amendment increases the sales revenue and expense line for more supplies.

Proposed Action:

BE IT ORDAINED by the Council of the Town of Valdese that, pursuant to Section 15 of Chapter 159 of the General Statutes of North Carolina, the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section I:

The following revenues available to the Town will be increased:

Account	Description	Decrease/ Debit	Increase/ Credit
10.3970.031	Recreation Concession Sales		6,500
Total		\$0	\$6,500

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.6200.481	Concession Supplies	6,500	
Total		\$6,500	\$0

Section II:

Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for their direction.

Budget Amendment # 13-10

Subject: Attorney Fees

Description: Attorney fees included in the budget are based on historical need of services billed on an hourly basis. The last few months have had triple the amount of use and associated fees. This results in shortage of funds to pay the Attorney for the final three months of this fiscal year.

Proposed Action:

BE IT ORDAINED by the Council of the Town of Valdese that, pursuant to Section 15 of Chapter 159 of the General Statutes of North Carolina, the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section I:

The following revenues available to the Town will be increased:

Account	Description	Decrease/ Debit	Increase/ Credit
10.3990.000	General Fund Balance Appr.		30,000
Total		\$0	\$30,000

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.4200.040	Professional Services	30,000	
Total		\$30,000	\$0

Section II:

Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for their direction.