

**TOWN OF VALDESE
TOWN COUNCIL PRE - AGENDA MEETING
JANUARY 6, 2025**

The Town of Valdese Town Council met on Monday, January 6, 2025, 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, and Councilman Glenn Harvey. Also present were: Interim Town Manager Bo Weichel, Town Attorney Tim Swanson, Town Clerk Jessica Lail, and various Department Heads.

Absent: Ward 2 Vacant Seat

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.

Councilwoman Lowman made a motion to add Appointment of Ward 2 Council Representative to the January 6, 2025 pre-agenda, seconded by Councilman Harvey. The vote was unanimous.

APPOINTMENT OF WARD 2 COUNCIL REPRESENTATIVE Councilwoman Lowman nominated Melinda Pons Zimmerman to the open Ward 2 Council seat, seconded by Councilman Harvey. The vote was unanimous.

Mayor Watts congratulated Melinda Zimmerman and noted that she would take her Oath of Office at the January 13, 2025, Council meeting.

REVIEW AND DISCUSSION OF JANUARY 13, 2025 PRELIMINARY AGENDA:

UNDER CONSENT AGENDA:

INTERIM MANAGER TO EVALUATE, DEVELOP A PLAN AND REPORT ON THE FOLLOWING:

Councilman Harvey stated that he had proposed this initiative and invited the Council to share any questions or comments. Councilwoman Lowman inquired whether the Town's Employer Visitation Plan for 2025 would continue to include visits to local industries. Councilman Harvey confirmed that it would and noted that several major employers had yet to be visited.

- i. Town's opportunity to participate in Federal Disaster Relief Funding;
- ii. Town's need and opportunities for Additional Public Safety Building Funding;
- iii. Town's participation in Patriot Relief program;
- iv. Town's development of a high-level DOT Long-Range Street Resurfacing Program plan;
- v. Town's water quality issues/complaints;
- vi. Town's Employer Visitation Plan for 2025;

UNDER NEW BUSINESS:

PUBLIC SAFETY FACILITIES UPDATE Interim Town Manager Bo Weichel shared the following update on the Public Safety Facilities:

- i. Number of General Contractors sent RFQ
- ii. Responses or Reactions to Date
- iii. Next anticipated Action

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Public Safety Facilities RFQ process update

i. Request for Qualifications solicitation:

- ✓ Sent directly to ten General Contractors who have DB experience
- ✓ Posted on the NC eVP Procurement site for local government project advertisements
- ✓ Shared with Design Build Institute of America (DBIA)

ii. Responses to date

- ✓ Received one "not interested"
- ✓ Had three that requested and toured 215 E. Main - although not a requirement for SOQ
- ✓ Received several acknowledgment responses, but no comment on interest level

iii. Next action

- ✓ SOQ due January 31st
 - ✓ Review of SOQ early February
 - ✓ Select several to interview during late February
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RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

WARD 2 COUNCIL VACANCY Mayor Watts noted that this would be added to the January 13, 2025 agenda as the swearing in of Melinda Zimmerman.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES Mayor Watts reviewed the current openings on the Town's Boards, Commissions, and Committees:

Planning Board/Board of Adjustments – One Board seat and two Alternate seats are available. Mayor Watts noted that Mark Rostan has applied for the Board seat, while Benton Brinkley and Jordan Greene have applied for the Alternate positions.

Facilities Review Committee – Two seats are available. Mayor Watts mentioned that Thomas Oxentine has applied for one of the positions.

Interested citizens are encouraged to apply by submitting their applications to the Town Clerk. Applications can be accessed by clicking on this [link](#).

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

PERSONNEL CONSIDERATIONS RELATIVE TO BUDGET PLANNING Councilman Harvey noted that the Town conducted a Pay Study in 2018 and recommended hiring a consultant to update the study as part of the upcoming budget process, with completion by the end of June. He also emphasized the importance of reviewing employee benefits and expressed interest in implementing staff development training.

- i. Compa-Pay Salary and Position Study RFP
- ii. Review of Employee Benefits Program
- iii. Staff Development Training Plan and Near-term Needs
 - Plan for Optimum Use of \$30,000 budgeted for FY 25
 - Needs Identified for FY 26 Planning

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

MANAGEMENT CONSULTING RFP Councilman Harvey noted that there are several indicators suggesting the need for an organizational structure and operations analysis, recommending the use of a management consulting firm. He also emphasized the importance of reviewing outdated forms and contracts. Councilwoman Ward expressed hope that this analysis would provide employees with a clearer understanding of their defined roles and responsibilities.

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- i. Broad Analysis of Organization Structure and Staffing Needs
- ii. In-depth Analysis of Operations
- iii. Identify Town Control Documents (forms, contracts) for legal counsel review

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

STATUS OF ONGOING OR APPROVED PROJECTS Interim Town Manager Bo Weichel shared the following update on the listed projects:

- i. Strategic Planning: 2025 Citizens' Priorities Survey
- ii. Rec Center ADA and Pool Cover Contracts
- iii. Status of Pool Cover Capital Fund Drive
- iv. Hoyle Creek Excavating and Trail Contract
- v. Lovelady Lake Shore to Crescent Sidewalk

Status of Projects

- i. 2025 Citizens' Priority Survey
 - ✓ January round has been delivered with utility bills
 - ✓ Online version has been active since 1/2/25 and will remain so through February
 - ✓ February round will be delivered with utility bills
 - ii. Rec Center Pool cover project
 - ✓ AIA contract included with agenda Item I
 - ✓ Separate ADA work will be coordinated once the main contract has begun
 - iii. Pool cover capital campaign fund drive
 - ✓ Update will be presented at January 13th by Rec Commission
 - iv. Hoyle Creek Restoration and Side Path project
 - ✓ Mid December preliminary meeting with the McGill team
 - ✓ Evaluating the best approach to maximize use of the State funding
 - v. Lovelady Sidewalk project
 - ✓ Will discuss under agenda Item K
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RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

APPROVAL OF ORDINANCE DECLARING ROAD CLOSURES FOR THE TOWN OF VALDESE 2025 ANNUAL EVENTS Interim Town Manager Bo Weichel noted that the only change is that the Independence Day Celebration will now take place on July 4, 2025.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

APPROVAL OF AMENDMENT TO DATE ON AUDIT CONTRACT Interim Town Manager Bo Weichel reported that the original Audit Contract had a submittal deadline of October 31, 2024, which the Local Government Commission (LGC) has extended to December 31, 2024. He noted that the audit has already been submitted, and the contract update is simply a formality.

RESULT: PLACED ON THE CONSENT AGENDA AT THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

APPROVAL OF AIA DOCUMENT STANDARD FORM AND GENERAL CONDITION CONTRACT – POOL STRUCTURE Interim Town Manager Bo Weichel stated that Attorney Tim Swanson has reviewed the contract from Houck Contracting, LLC for the pool structure, totaling \$1,793,930.00.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

CAPITAL PROJECT ORDINANCE AMENDMENT – POOL STRUCTURE Interim Town Manager Bo Weichel noted that this aligns with the AIA Contract, which will be used to manage the funds.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

MUNICIPAL AGREEMENT APPROVAL – LOVELADY ROAD SIDEWALK PROJECT Interim Town Manager Bo Weichel reviewed the location of the proposed sidewalk project from Laurel St. NE to Crescent St. NE. He explained that this is a federally funded project administered through the Department of Transportation (DOT), with funding provided on a reimbursement basis. The project requires a 20% local match, with the DOT covering 80% of the cost. The Town’s out-of-pocket match will be just under \$300,000.

The Western Piedmont Council of Governments (WPCOG) is managing the grant for the Town, and Daniel Odom from WPCOG provided an overview of the process, which began on June 3, 2024, through the present. Council members discussed concerns about the Town’s financial obligations with several major projects on the horizon. Mr. Weichel emphasized that the Town must cover the costs upfront before receiving reimbursement.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

CAPITAL PROJECT ORDINANCE – LOVELADY ROAD SIDEWALK PROJECT If the Lovelady Sidewalk Project is approved, this Capital Project Ordinance (CPO) will be established to manage the funds.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON JANUARY 13, 2025, AT 6:00 P.M.

INTERIM MANAGER’S REPORT: Interim Town Manager Bo Weichel will report at the January 13, 2025, meeting.

At 6:47 p.m., Councilwoman Lowman made a motion to go into closed session, seconded by Councilman Ogle. The vote was unanimous.

- Closed Session Pursuant to NC General Statute 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee.
- 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 8:47 p.m., Councilwoman Lowman made a motion to return to open session, seconded by Councilwoman Ward. The vote was unanimous.

ADJOURNMENT: At 8:48 p.m., there being no further business to come before Council, Councilwoman Lowman made a motion to adjourn, seconded by Councilwoman Ward. The vote was unanimous.

Town Clerk

Mayor

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