

**TOWN OF VALDESE
TOWN COUNCIL REGULAR MEETING
AUGUST 1, 2022**

The Town of Valdese Town Council met on Monday, August 1, 2022, at 6:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue, SW, Valdese, North Carolina. The following were present: Mayor Charles Watts, Councilman J. Andrew Thompson, Councilwoman Frances Hildebran, and Councilman Paul Mears. Also present were: Town Attorney Tim Swanson, Town Manager Seth Eckard, Town Clerk Jessica Lail, and various Department Heads.

Absent: Councilwoman Rexanna Lowman, Ward 5 Seat Vacant

A quorum was present.

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

OPEN FORUM/PUBLIC COMMENT: Mayor Watts presented the following Resolution of Appreciation to Keith Ogle:

WHEREAS, Keith Ogle began his service as Councilman for Ward 5 on December 1st, 2003; and

WHEREAS, Keith Ogle, for the past 19 years, has served the Town of Valdese with distinction as a committed and dedicated Councilmember; and

WHEREAS, Keith Ogle served on numerous boards and commissions, including the Downtown Revitalization Committee, WPCOG MPO and Policy Board Alternate, Parks & Recreation Commission, VEDIC, and Street Paving Committee; and

WHEREAS, Keith Ogle, during his tenure, has been involved in the construction of the New Town Hall, the Valdese ABC Store, Family Friday Nights Series, development of the Valdese Family Splash Park, significant improvements to the water/sewer system, and Valdese Lakeside Park; and

WHEREAS, Keith Ogle has served the citizens of Valdese with respect, dignity, and integrity and is considered a true and loyal friend of Valdese; and

WHEREAS, Keith Ogle not only served the Town of Valdese for 19 years, he also served our country when he joined the United States Army on October 28th, 1975, where is served overseas and was awarded many medals for his service to our country, such as Humanitarian Service Medal, Army Service Medal, and more.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Valdese as we take this occasion to express honor, respect, and admiration to **Keith Ogle** for his outstanding contributions to the Council, Staff, Citizens of Valdese, and the United States of American.

BE IT FURTHER RESOLVED that the Town Council of the Town of Valdese, North Carolina, hereby expresses its sincere appreciation and gratitude to Keith Ogle for his leadership and guidance to the Town of Valdese during the past 19 years as its Ward 5 Councilmember and extends congratulations and best wishes as he begins a new chapter in his life.

Adopted this 1st day of August 2022.

/s/ Charles Watts, Mayor

Councilman Thompson presented Mr. Ogle with a Key to the Town and thanked him for his service.

NEW POSITION – JEAN-MARIE COLE, 705 BERTIS ST., VALDESE: Ms. Cole read an article in the News Herald regarding the new Assistant Town Manager/Finance Director position. Ms. Cole is concerned that if you combine the position, you will not find someone that meets both qualifications. Ms. Cole is also

concerned that they will make a higher salary than the Town Manager. Ms. Cole is questioning if this is a good decision.

CONSENT AGENDA: (enacted by one motion)

APPROVED REGULAR MEETING MINUTES OF JULY 11, 2022

APPROVED UPDATED SALARY & POSITION GRADE SCHEDULE Request to approve the addition of a new position to the Salary & Position Grade Schedule, Assistant Town Manager/Chief Finance Officer.

APPROVED ORDINANCE DECLARING ROAD CLOSURE FOR TOWN OF VALDESE SPECIAL EVENT

**AN ORDINANCE DECLARING ROAD CLOSURE
FOR TOWN OF VALDESE SPECIAL EVENTS**

WHEREAS, for many years the Town of Valdese has sponsored the Draughn High School Homecoming Parade; and

WHEREAS, the Town of Valdese desires to schedule the Draughn High School Parade on Tuesday, September 20, 2022; and

WHEREAS, part of US 70/Main Street in Valdese will need to be closed for the parade; 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:

DRAUGHN HIGH SCHOOL HOMECOMING PARADE
Date: September 20, 2022
Time: 5:30pm to 7:00pm
Route: Main Street (US 70) from Hoyle Street to Eldred Street

Signs shall be erected giving notice of the limits and times of these street closures as required by G.S. 20-169.

This ordinance shall take effect upon adoption.

THIS, the 1st day of August, 2022.

/s/ Charles Watts, Mayor

ATTEST:
/s/ Town Clerk

Councilwoman Hildebran made a motion to approve the aforementioned items on the Consent Agenda, seconded by Councilman Mears. The vote was unanimous.

End Consent Agenda

ITEMS REMOVED FROM CONSENT AGENDA: None

INTRODUCTION OF NEW EMPLOYEE: Police Chief Jack Moss introduced new Police Officer Tyler Watson. Officer Watson grew up in Valdese and completed his 4-year degree in Criminal Justice from East Carolina University.

TOWN COUNCIL VACANT SEAT – WARD 5: Mayor Watts gave notice of the Ward 5 Council seat application process:

Notice is hereby given that the Town of Valdese Town Council is seeking interested individuals to fill the Town Council vacancy for Ward 5. The successful candidate will be appointed by the Town Council at an open meeting and will serve until a successor, to be elected at the November 7, 2023, municipal election, takes office. Any interested persons must complete and submit the Application for Council Vacancy. Applications can be obtained by contacting Jessica Lail at (828) 879-2117 or jlail@valdesenc.gov or from the Town's website www.townofvaldese.com. A resume must be included with the completed application. Candidates must reside within the boundaries of Ward 5 of the Town of Valdese. The Town Council will review applications. Deadline: Open until filled.

APPROVED AGREEMENT TO PREPARE A UNIFIED DEVELOPMENT ORDINANCE: Planning Director Larry Johnson presented the following agreement to prepare a unified development ordinance:

**Agreement between the Town of Valdese, NC
and Green Heron Planning, LLC
to Prepare a Unified Development Ordinance
(July 11th, 2022)**

This agreement is made and entered into by and between the **Town of Valdese**, a unit of local government located in Valdese, North Carolina (hereafter known as "the Town") and **Green Heron Planning, LLC** located in Durham, North Carolina (hereafter known as "GHP") on this the 11th day of July, 2022.

1) Purpose: The purpose of this agreement is for GHP to prepare a Unified Development Ordinance for the Town.

2) Scope of Work: The Scope of Work shall be as described in Attachment #1.

3) Compensation: The Town will pay GHP \$175/hour plus expenses to complete the tasks included in the Scope of Work in Attachment #1. This is an hourly contract for the number of hours of work specified in the Scope. The Town Planning Director and GHP may adjust tasks as needed to manage the available resources authorized for the project. If additional hours are needed to complete tasks desired by the Town, then the Scope can be amended upon mutual agreement of the parties.

4) Points of Contact:

Ben Hitchings, FAICP, CZO, Principal, will serve as the point of contact for Green Heron Planning, LLC (bhitchings@greenheronplanning.com; 919/625-1250).

Larry Johnson, Planning Director, will serve as the point of contact for the Town (ljohnson@valdesenc.gov; 828/879-2124).

5) Billing: GHP will invoice the Town on a monthly basis for work completed, and the Town will make checks out to Green Heron Planning, and remit payment to GHP within 30 days to: Ben Hitchings, Principal, Green Heron Planning, LLC, 2018 Wilson Street, Durham, NC 27705.

6) Insurance: GHP shall maintain Commercial Liability insurance in an amount covering \$1,000,000 per occurrence and \$2,000,000 in aggregate, and Professional Liability insurance in an amount covering up to \$1,000,000 for each claim, and \$1,000,000 in aggregate, and will provide proof of such insurance within two weeks upon request by the Town.

7) Termination: This agreement may be terminated by either party with or without cause upon 30 days written notice. Upon such termination, GHP shall provide the Town with copies of all project files, and the Town shall compensate GHP in full for work performed.

8) Amendment: This agreement may be amended upon mutual written agreement between the Town and GHP.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be executed in their respective names.

Town of Valdese, NC

Green Heron Planning, LLC

Signature	Date	Signature	Date
Printed Name and Title		Benjamin G. Hitchings, FAICP, CZO, Principal	Printed Name and Title

ATTACHMENT #1

TASKS	PROJECTED HOURS	PROJECTED COST	NOTES
Phase 1: Launch and Manage UDO Project		\$2,450	
1.1 Hold project kick-off meeting with staff	7		On site
1.2 Hold periodic project coordination calls with staff (up to 3 total)	3		
1.3 Project management	4		
Phase 2: Create UDO Document		\$17,325	
2.1.1 Draft Table of Contents for UDO	4		
2.1.2 Hold meeting with staff to receive comments on Table of Contents	1		Virtual meeting
2.1.3 Create document template for UDO	8		
2.1.4 Reorganize existing zoning and subdivision regulations into new format	38		
2.1.5 Review UDO for conflicting language and legal updates	10		
2.1.6 Reconcile zoning and subdivision definitions	8		
2.1.7 Draft tables (up to 3 tables)	16		Possible Tables: Permitted Uses; Dimensional Standards; Review Procedures
2.1.8 Incorporate new Downtown Business Corridor district	2		Add language for new district to UDO
2.1.9 Send draft UDO to staff for review and hold virtual meeting to receive comments	3		
2.2.1 Revise UDO and send draft UDO to Town Attorney for review and comment	4		
2.2.2 Hold meeting with Town Attorney and Planning Director to receive comments	2		Virtual meeting
2.2.3 Revise UDO to create Public Review Draft, and send to staff	3		Provide Public Review Draft to staff in Word and PDF
Phase 3: Draft Special Ordinance Updates		\$14,000	
3.1.1 Meet with staff to discuss updates to specific standards or procedures	2		Virtual meeting
3.1.2 Draft Technical Memo on proposed topics for updating, and send to staff for review	5		
3.1.3 Hold meeting with staff to discuss comments on technical memo	2		Virtual meeting
3.1.4 Prepare presentation for Planning Board	5		
3.1.5 Present proposed approach to the Planning Board for review and comment	8		On site
3.1.6 Prepare ordinance updates and send to staff for review and comment	20		This time estimate is subject to change based on complexity of text amendment
3.1.7 Hold meeting with staff to receive comments	2		Virtual meeting
3.1.8 Revise ordinance updates and send to Town Attorney	3		
3.1.9 Hold meeting with Town Attorney and Planning Director to receive comments	2		Virtual meeting
3.2.1 Hold meeting with staff to discuss Community Open House	2		Virtual meeting
3.2.2 Prepare and print posters for Community Open House (up to four posters)	12		Plus \$50/poster for printing
3.2.3 Hold Community Open House (immediately prior to Planning Board meeting)	7		On site
3.2.4 Prepare presentation for Planning Board; send to staff for review and comment	4		
3.2.5 Assist staff with making presentation to Planning Board for review and comment	2		On site; assumes meeting is held same night as Open House
3.2.6 Revise ordinance updates based on feedback and integrate into UDO	4		
Phase 4: Assist Staff with UDO Adoption		\$10,850	
4.1.1 Draft Staff Report for UDO text amendment; send to staff for review and comment	3		Provide to staff in Word and powerpoint
4.1.2 Draft presentation for Planning Board; send to staff for review and comment	5		
4.1.3 Hold meeting with staff to coordinate on Open House	2		Virtual meeting
4.1.4 Prepare posters (up to 4 posters); send draft to staff for review and comment	12		
4.1.5 Print posters for Open House	2		Plus \$50/poster for printing
4.1.6 Hold Open House (immediately prior to Planning Board meeting)	7		On site
4.1.7 Assist staff with making presentation to Planning Board	2		On site; assumes Planning Board meeting is same night as Open House
4.1.8 Hold mtg. with staff to discuss revisions based on PB comments and discuss Open House	2		Virtual meeting
4.1.9 Reuse Planning Board posters for Town Council Open House	0		Assumes no changes to posters used in Planning Board meeting
4.2.1 Hold Open House (immediately prior to Town Council meeting)	7		On site
4.2.2 Assist staff with making presentation to Town Council	3		On site; assumes Town Council meeting is same night as Open House
4.2.3 Make any final UDO minor revisions	2		Provide final adopted UDO text amendment to staff in Word and PDF
4.2.4 Contingency for additional assistance at direction of Town Staff	15		
Subtotal (Labor)	255	\$44,625	
Expenses:			
* 5 trips @ \$0.585/mile x 322 miles roundtrip		\$942	
* 8 posters @ \$50/each		\$400	
TOTAL		\$45,967	

Councilwoman Hildebran asked why the amount was more than it was presented at the Budget Retreat. Mr. Johnson explained that after the consultant was brought in, they realized there was more to be done. Mr. Johnson shared that the Town has not completed a complete re-write of our ordinances in the past 20 years. Councilman Mears shared that this was presented to the Planning Board, and they all agreed that this was needed. Town Manager Seth Eckard shared that the money would come from the fund balance. Councilwoman Hildebran asked how long this would take to complete. Mr. Johnson said it would take up to a year. Mr. Johnson asked that if approved, the motion should reflect subject to any recommendations from legal counsel.

Councilwoman Hildebran made a motion to approve the agreement subject to recommendations from legal counsel, seconded by Councilman Thompson. The vote was unanimous.

APPROVED BUDGET AMENDMENT: Finance Director Bo Weichel presented the following budget amendment to Council with a correction. Mr. Weichel shared that the amount needs to be adjusted to \$29,967.00. Mr. Weichel explained that in the CIP budget, we adopted \$16,000.00, not \$17,000.00.

Valdese Town Council Meeting

Monday, August 1, 2022

Budget Amendment #

2

Subject: Unified Development Ordinance

Description: As requested by Planning Director Larry Johnson

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, 2023:

Section I:

The following revenues available to the Town will be increased:

Account	Description	Decrease/ Debit	Increase/ Credit
10.3990.000	General Fund Balance Appropriated		28,000
Total		\$0	\$28,000

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.4900.740	Capital Outlay	28,000	
Total		\$28,000	\$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.

Councilman Mears made a motion to approve the budget amendment in the amount of \$29,967.00, seconded by Councilman Thompson. The vote was unanimous.

MANAGER'S REPORT: Town Manager Seth Eckard made the following announcements:

Old Colony Players Presents: From This Day Forward, August 5-August 13, Fridays and Saturdays, 8:00 p.m. at the Fred B. Cranford Amphitheatre

Coffee with the Chief, Thursday, August 11, 2022, 9:00 a.m. at the Town Hall in the Community Room

47th Annual Waldensian Festival and Footrace – August 12 & 13, 2022

Family Friday Nights Summer Concert Series Finale is scheduled for Friday, September 2, 2022 at 7:00 p.m.

Town Offices Closed on Monday, September 5, 2022 in Observance of Labor Day

Mr. Eckard recognized our outgoing summer intern Trey Blackwood and expressed his appreciation for all the great work he has completed this summer.

Mr. Eckard congratulated Bo Weichel, who will be promoted to the new Assistant Town Manager/Chief Financial Officer position. Mr. Eckard shared the Town Council fully vets anything we do, and they have been aware of this for weeks, and the current Council supports this decision.

MAYOR AND COUNCIL COMMENTS: Councilman Mears asked for an update on the Community Center gym renovations and the timeline for the fans to be installed at the Tiger Gym. Town Manager Seth Eckard shared that we are still getting quotes for the HVAC system and the truss reinforcements. Mr. Eckard hopes that we will have the quotes for all the renovations by October. Parks & Recreation Director David Andersen does not have a timeline for the Tiger Gym improvements at this time.

Mr. Eckard shared that we have submitted our final grant application for the ARC for the Old Rock School. Mr. Eckard said we do have a community match for that grant. If we are awarded the grant, we will see a \$120,000 investment to the Old Rock School in addition to the Rural Transformation Grant.

Mayor Watts shared that there was a good turnout at the McGalliard Creek Bridge ribbon cutting and encouraged everyone to go see it. Mayor Watts shared that we have 11 employees celebrating their years of service to the Town in August and appreciates their hard work. Mayor Watts encouraged everyone to come out to the Waldensian Festival.

ADJOURNMENT: At 6:30 p.m., there being no further business to come before Council, Councilman Thompson made a motion to adjourn, seconded by Councilman Mears. The vote was unanimous.

The next regular Council meeting is scheduled for Tuesday, September 6, 2022, at 6:00 p.m., due to Labor Day Holiday.

Town Clerk
jl

Mayor