



**Town of Valdese
Town Council Meeting
Valdese Town Hall
102 Massel Avenue SW, Valdese
Monday, August 1, 2022
6:00 P.M.**

- 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 for Keith Ogle

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 Regular Meeting Minutes of July 11, 2022
- B. Approval of Updated Salary & Position Grade Schedule
- C. Approval of Ordinance Declaring Road Closure for Town of Valdese Special Event

7. New Business

- A. Introduction of New Employee
- B. Town Council Vacant Seat – Ward 5
- C. Agreement to Prepare a Unified Development Ordinance
- D. Budget Amendment

8. Manager's Report

- A. 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
- B. Coffee with the Chief, Thursday, August 11, 2022, 9:00 a.m. at the Town Hall in the Community Room
- C. 47th Annual Waldensian Festival and Footrace – August 12 & 13, 2022
- D. Family Friday Nights Summer Concert Series Finale is scheduled for Friday, September 2, 2022 at 7:00 p.m.
- E. Town Offices Closed on Monday, September 5, 2022 in Observance of Labor Day
- F. Next Regular Council meeting scheduled for Tuesday, September 6, 2022, 6 p.m., due to Labor Day Holiday

9. Mayor and Council Comments

10. Adjournment

COMMUNICATION NOTES

To: Mayor Watts
Town Council

From: Seth Eckard, Town Manager

Date: July 29, 2022

Subject: Monday, August 1, 2022, Council Meeting

6. Consent Agenda

A. Approval of Regular Meeting Minutes of July 11, 2022

B. Approval of Updated Salary & Position Grade Schedule

Enclosed in the agenda packet is a memo from Town Manager Seth Eckard requesting the approval of a new position, Assistant Town Manager/Chief Finance Officer, which will be filled by the current Finance Director, Bo Weichel. The Pay Plan is also enclosed, and the new position is highlighted in yellow.

C. Approval of Ordinance Declaring Road Closure for Town of Valdese Special Event

Enclosed in the agenda packet is a request to close part of US 70/Main Street in Valdese for the Draughn High School Homecoming Parade on Tuesday, September 20, 2022, from 5:30 p.m. – 7:00 p.m.

7. New Business

A. Introduction of New Employee

Police Chief Jack Moss will introduce new Police Officer Tyler Watson.

B. Town Council Vacant Seat – Ward 5

Enclosed in the agenda packet is a Notice of Vacancy for Town Council Ward 5 and an Application. Mayor Watts will discuss the appointment to fill the Ward 5 vacancy with Council.

Requested Action: Direction from Council.

C. Agreement to Prepare a Unified Development Ordinance

Enclosed in the agenda packet is a memo from Planning Director Larry Johnson and an agreement for approval to prepare a Unified Development Ordinance. Mr. Johnson submitted a request for funds at the 2022-2023 Budget Retreat to update the planning ordinances in the amount of \$17,000. However, more funds are needed to complete all phases of the project. The additional funds needed is in the amount of \$28,967, making the whole project \$45,967. Mr. Johnson will be at the meeting to discuss the agreement.

Requested Action: Staff recommends that Council approve the agreement between the Town of Valdese and Green Heron Planning, LLC, using additional funds of \$28,967 to complete all project phases.

D. Budget Amendment

Enclosed in the agenda packet is a budget amendment prepared by Finance Director Bo Weichel. This amendment will move funds to appropriate accounts. Mr. Weichel will be at the meeting to present.

Requested Action: Staff recommends that Council approve the budget amendment as presented.

READING MATERIAL

Town of Valdese Personnel Report

Employee NamePositionPrevious PositionDepartmentDate of Event***Promotions******New Hires***

Tyler Watson

Police Officer

Police Department

7/1/2022

James Martin

WW Operator

WWTP

7/11/2022

Transfers

VALDESE FIRE DEPARTMENT - MONTHLY ACTIVITY REPORT**JUNE 1st-30th, 2022**

THE BELOW REPORT OUTLINES THE ACTIVITIES PERFORMED BY THE FIRE DEPARTMENT DURING THE MONTH OF JUNE, 2022. THE REPORT SHOWS THE AMOUNT OF TIME SPENT ON EACH ACTIVITY AND THE TYPE AND NUMBER OF EMERGENCY FIRE DEPARTMENT RESPONSES.

<u>ACTIVITY / FUNCTION</u>	<u>MONTHLY TOTAL</u>	
STATION DUTY	212 HOURS	
VEHICLE DUTY	95 HOURS	
EQUIPMENT DUTY	63 HOURS	
EMERGENCY RESPONSES (ON DUTY)	55 HOURS	
TRAINING (ON DUTY)	54 HOURS	
FIRE ADMINISTRATION	215 HOURS	
TRAINING ADMINISTRATION	4 HOURS	
MEETINGS	7 HOURS	
FIRE PREVENTION ADMINISTRATION	65 HOURS	
FIRE PREVENTION INSPECTIONS	38 HOURS	
<u>TYPE</u>	<u>NUMBER OF INSPECTIONS</u>	<u>VIOLATIONS</u>
ASSEMBLY	11	63
BUSINESS	1	0
DAYCARE	0	0
EDUCATIONAL	0	0
FACTORY	0	0
HAZARDOUS	1	0
INSTITUTIONAL	0	0
MERCANTILE	0	0
RESIDENTIAL	0	0
STORAGE	0	0
UTILITY/MISC	0	0
REINSPECTIONS	12	21
TOTAL:	25	84
PUBLIC RELATIONS	11 HOURS	
HYDRANT MAINTENANCE	21 HOURS	
SAFETY ADMINISTRATION	35 HOURS	
SAFE KIDS ADMIN/CRS INSPECTIONS	7 HOURS	
EXTRA DUTY FIRES	22 HOURS	
NON-DEPARTMENTAL DUTIES	0 HOURS	
EXTRA DUTY TRAINING	38 HOURS	
EXTRA DUTY FIRE/MED STANDBY	9 HOURS	
PHYSICAL TRAINING	13 HOURS	
EXTRA DUTY MEDICAL RESPONSES	28 HOURS	
VOLUNTEER FIREFIGHTER TRAINING	59 HOURS	
TOTAL TRAINING MANHOURS:	151 HOURS	

FIRE DEPARTMENT EMERGENCY RESPONSES:

<u>FIRE:</u>	<u>MONTHLY TOTAL</u>
FIRE ALARM	7
CARBON MONOXIDE ALARM	1
STANDBY	3
MUTUAL AID TO STATION 63	1
OTHER ENTRAPMENT	1
ILLEGAL BURN	1
SMOKE SCARE	1
SERVICE CALL	2
STRUCTURE FIRE	1
ELECTRICAL HAZARD	<u>2</u>
	20
<u>MEDICAL:</u>	
ABDOMINAL PAIN	3
ALLERGIC REACTION	0
ANIMAL BITE	0
ASSAULT	1
ASSIST EMS	0
BACK PAIN	0
CANCELLED ENROUT	2
CARDIAC	0
CHEST PAIN	2
CHOKING	0
CODE BLUE	0
DIABETIC	1
DOA	0
FAINTING	0
FALL	5
HEADACHE	0
HEMORRHAGE	0
MOTOR VEHICLE ACCIDENT	3
MEDICAL STANDBY	0
OTHER	4
OVERDOSE/INTOXICATED	1
PREGNACY	1
PSYCHIATRIC	1
RESPIRATORY	4
SEIZURE	2
SICK	5
STROKE	0
TRAUMATIC	1
UNCONSCIOUS	1
UNKNOWN	<u>0</u>
	37
<u>TOTAL RESPONSES:</u>	<u>57</u>

GREG STAFFORD, CHIEF
VALDESE FIRE DEPARTMENT

Surplus Personal Property Report for Valdese Town Council
August 1, 2022
(February 1, 2022 - July 31, 2022)

<u>Date</u>	<u>Dept</u>	<u>Item(s)</u>	<u>Method of Disposal</u>	<u>Sold To</u>	<u>Selling Price</u>
05/28/2022	Public Works	Kubota Front Mower f2560	Sold on GoveDeals	Othell Fowler – Dillon Auto Sales LLC	\$2,418.75
05/31/2022	Public Works	2007 Cheverolet Silverado 1500 LT1 Ext. Cab 4WD	Sold on GoveDeals	Jimmy Riffie	\$6,243.75
07/18/2022	Public Works	International Track Loader 100e Series	Sold on GoveDeals	Robbie Smith – Delta Company Police	\$9,900.00

Community Affairs & Tourism Monthly Stats

July 2022

Tourism Statistics

visitvaldese.com Visits (reported from July 1-17) 13,152

townofvaldese.com Visits (reported from July 1-17) 6,568

Top 5 Pages Viewed: Utilities, Aquatics & Fitness, Recreation, Pool Schedule, Career Opportunities

Facebook

of followers 15,199

Post Engagement (last 28 days) 35,943

Post Reach (last 28 days) 90,234

Zoho Social Media Monthly Report: Positive vs. Negative Feedback

Positive: 99.91%

Negative: .09%

TOP FIVE MARKETS: MORGANTON, VALDESE, HICKORY, LENOIR, DREXEL

Approximate # of Visitors to the Tourism/CA Office 332

Community Affairs Stats

Old Rock School Rental Breakdown

AUDITORIUM	0
TEACHER'S COTTAGE	14
WALDENSIAN ROOM	4
CLASSROOMS	1
MAJOR EVENT (ENTIRE SCHOOL)	0

Major Events Held at the Old Rock School	Average Number of Attendees
n/A	N/A

Monthly Old Rock School Rentals 19

Old Rock School Total Attendance 912

CA Summary for July 2022

Summer events kept the Community Affairs department incredibly busy throughout the month of July. The Independence Day Celebration has grown into our Town's largest event, and 2022's celebration was no exception with an estimated 20,000 attendees in attendance. The event was an immense success and generated a great deal of positive feedback from the community. Preparation for the Waldensian Festival is in full swing as vendor bookings continue, promotions are underway, and all entertainment has been finalized ahead of the big weekend. The Family Friday Nights Summer Concert series continues to move along, attracting impressive number of attendees each weekend. Looking ahead, the department also finalized and published vendor applications for the Christmas in November Craft Show to take place Veteran's Day weekend. The 2022-2023 Bluegrass at the Rock season has attracted record numbers of early season ticket sales, with 80 season ticket holders already reserved. Wellness celebrated employees with the annual ice cream social in which employees are rewarded for turning in preventative health documentation. Day to day operations remained busy with a busy facility rental schedule, tourism promotions, merchandise orders, and work on the Rural Transformation Grant.

VALDESE POLICE DEPARTMENT

Jack W. Moss
Chief of Police
Post Office Box 339
121 Faet Street
Valdese, North Carolina 28690

Telephone 828-879-2109
Fax 828-879-2106

July 27, 2022

To: Seth Eckard
From: Chief Moss
Re: Boots on the Ground

Progress reports: Boots on the Ground

Location:

Officer Visits:

McGalliard Falls	60	Visual Checks / Walk around
Old Rock School	59	Visuals Checks / Walk around
Children's Park	53	Visual Checks / Walk around
Community Center	61	Visual Checks / Walk around
Lakeside Park	18	Community Contact
Main St Extra Patrol		Nightly Door Checks
Business/Residential Contact	15	Community Policing
Family Fun Night	3	Community policing
Myra's Car show	3	

Our officer have logged 382 residential/business security checks, 301 extra patrols and 15 community policing contacts in 20 days for a total of 698 events related to the safety, security and public interest. These checks and extra patrols include all of the standard residential checks, business, and boots on the ground CAD logs.

July 11, 2022, MB#32

**TOWN OF VALDESE
TOWN COUNCIL REGULAR MEETING
July 11, 2022**

The Town of Valdese Town Council met on Monday, July 11, 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, Councilwoman Rexanna Lowman, Councilman J. Andrew Thompson, Councilwoman Frances Hildebran, Councilman Paul Mears, and Councilman Keith Ogle. Also present were: Town Attorney Tim Swanson, Town Manager Seth Eckard, 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 the Pledge of Allegiance to the flag.

OPEN FORUM/PUBLIC COMMENT: Mayor Pro Tem Frances Hildebran read the Rules & Procedures for Public Comment:

Rule 5. Public Comment

Any individual or group who wishes to address the council shall inform the town clerk, any time prior to the start of the meeting, and provide their name, address and subject matter about which they wish to speak. Comments should be limited to five minutes per speaker. If the speaker's comments needs to be addressed, upon the direction of the Council, someone from the management team will be in touch with you later.

Mayor Watts presented the following Designation:

Designation of July as Park and Recreation Month

WHEREAS parks and recreation is an integral part of communities throughout this country, including the Town of Valdese; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out- of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

July 11, 2022, MB#32

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Town of Valdese recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY the Valdese Town Council that July is recognized as Park and Recreation Month in the Town of Valdese.

This 11th day of July 2022.

/s/ Charles Watts, Mayor

Parks & Recreation Director David Andersen recognized the 10 & under Valdese Tigers Baseball Champions. The team and coaches were present at the meeting and took a picture with Mayor Watts.

COMMUNITY FACILITIES – GLENN HARVEY, 801 MICOL AVE NE., VALDESE: Mr. Harvey read the following comments and provided a copy to the Town Clerk and Mayor:

VALDESE TOWN COUNCIL MEETING – 11 JULY 2022 – Glenn Harvey

I want to commend the town staff on several accomplishments described in the Morganton News Herald and raise related questions of the Council. I must read straight through this to stay within the time limit, but I hope that you will provide some answers at the end.

The June 21, News-Herald reported extensive renovations to the 100 years old – Old Rock School along with a photo showing the front parking lot being replaced by grass. Has the Council approved this project or is it simply a staff project? I am asking because I cannot find any discussion about the project in recent council minutes and do not see it on today's agenda.

Today's News-Herald expands upon two projects that are on today's agenda.

FIRST – Over the past fifteen years, I have heard complaints about the condition of the 80+ years old recreation center. The News-Herald reports that the town has received about \$230,000 of donations and the council will consider another \$111,000 in tonight's agenda. Citizens have pitched in – perhaps more than many realize? For example:

- Hundreds of us have donated funds for Lakeside park, and some of those funds were donated to the Town for this project.
- LPDA, one of the Town's oldest nonprofit institutions, has donated funds to the Town for this project.

Without a doubt, the Recreation Center needs to be renovated. Let's hope that the council will move forward with the renovation. Are there detailed plans and specifications? Will the project be let on a competitive bidding process?

SECOND – \$36,000 seems like a lot of money to install fans in Tiger Gym and leads to several questions. Has there been a valid engineering study done to verify that those \$36,000 fans will fix the problem? How much has the Town spent on repairs, renovations and utilities on that building since taking it over decades ago, only to have it declared unsafe and closed to the public in recent years? Is that \$36,000 proposal an example of throwing good money after bad?

But here's the bottom line question for the Mayor and Council Members, whom we elected to serve citizens' present and future needs. Do you not recognize the irony in these three staff initiatives?

Citizens are asking why we and nonprofit organizations are being called upon to maintain the Town's old public buildings? Why does the staff exercise the initiative and creativity to raise funds to update old facilities that serve citizens; yet, over the past 4 years, the staff has stonewalled the possibility of renovating one public building that does not serve any citizens?

At the March Town Council meeting, you voted 3:2 to move forward with a showcase public safety building which, at the last estimate would cost at least \$7.8 million, requiring a \$7 million USDA loan, with payments for the next 40 years, adding to over \$10 M. That building and that debt-load will not improve public safety. It will not serve citizens but instead will house a handful of employees.

The construction costs that were rising out of control last year, continue to escalate. The USDA interest rate of 2 1/4% on which the financing plan was based, became 2 1/2% in April? The USDA rate is scheduled for another increase this month, and most likely again in September and December. What is the financial plan if USDA rates double to 4 1/2% by the time this project has a firm construction price?

IN SUMMARY

The bottom line to the bottom-line question is, who is making the Town's decisions on behalf of us citizens – is it really the Town Council?

Thank you – do you wish to share the responses to any of those questions with Valdese Citizens?

July 11, 2022, MB#32

CONSENT AGENDA: (enacted by one motion)**APPROVED REGULAR MEETING MINUTES OF JUNE 6, 2022****APPROVED WORKSHOP MINUTES OF JUNE 16, 2022**

APPROVED PARK & RECREATION COMMISSION BOARD APPOINTMENT The Valdese Town Council approved the appointment of Lin Ward to the Park & Recreation Commission Board. Mr. Ward will fill the unexpired term of Grayson Turner, who resigned. The term expires on December 31, 2023.

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 EMPLOYEES: Water Resources Director Greg Padgett introduced Water Plant Operator Jacob Craig and Wastewater Plant Operators John Thao and James Martin.

PRESENTATION OF VALDESE WEAVERS MILL HOUSING: Don Tise of Tise-Kiester Architects presented the impending historic adaptive reuse in downtown Valdese to create the sixty (60) units of affordable workforce housing known as the Valdese Weavers Mill. Mr. Tise shared pictures of past Mill renovations that Tise-Kiester Architects has completed and plans for the Valdese Weavers Mill Housing. Town Manager Seth Eckard asked when the renovation would begin. Mr. Tise shared that the structural engineer is finishing the structural plans to get the building shored up as quickly as possible. Mr. Kiser shared that the architectural plans are mostly completed.

APPROVED RESOLUTION FOR HOUSING AUTHORITY – VALDESE WALDENSIAN MILL REVENUE BONDS: Bond and Issuer's Counselor Kristen Kirby, Esq. with McGuireWoods LLP, presented the following Resolution:

RESOLUTION APPROVING IN PRINCIPLE THE ISSUANCE OF NOT TO
EXCEED \$6,500,000 OF VALDESE HOUSING AUTHORITY
MULTIFAMILY HOUSING REVENUE BONDS FOR THE BENEFIT OF
BLUE RIDGE HOUSING OF BURKE, LLC

WHEREAS, the Town Council (the "Town Council") of the Town of Valdese, North Carolina (the "Town") met in Valdese, North Carolina, at 6:00 p.m. on the 11th day of July, 2022; and

WHEREAS, the Valdese Housing Authority (the "Authority") has tentatively agreed to issue its multifamily housing revenue bonds in one or more series in an aggregate amount not to exceed \$6,500,000 (the "Bonds"), for the purpose of financing the acquisition of the historic Weavers Mill and the renovating and equipping therein by Blue Ridge Housing of Burke, LLC, a North Carolina limited liability company, or an affiliated or related entity (the "Company"), of a 60-unit multifamily housing development to be known as Historic Valdese Weavers Mill and located at 108 Praley Street SW, Valdese, North Carolina (the "Development"); and

WHEREAS, the proceeds of the Bonds will be loaned to the Company and used to (a) acquire, rehabilitate and equip the Development and (b) pay certain costs of issuing the Bonds; and

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), requires that any bonds issued by the Authority for the Development may only be issued as tax-exempt bonds if the plan of financing is approved by the Town Council following a public hearing with respect to such plan; and

WHEREAS, on June 2, 2022, the Authority held a public hearing with respect to the issuance of the Bonds to finance the Development, as evidenced by the Certificate and Summary of Public Hearing

July 11, 2022, MB#32

attached hereto and has requested the Town approve the issuance of the Bonds as required by the Code; and

WHEREAS, the Bonds shall not be deemed to constitute a debt of the Town or a pledge of the faith and credit of the Town, but shall be limited obligations of the Authority payable solely from the loan repayments to be made by the Company, and shall contain on the face thereof a statement to the effect that neither the faith and credit nor the taxing power of the Town is pledged to the payment of the principal of or interest on the Bonds; and

WHEREAS, because no taxes or other revenues of the Town are pledged to pay the Bonds, the staff of the Town has made no financial analysis of the Bonds, the Town or the Development; and

WHEREAS, the Town Council has determined that approval of the issuance of the Bonds is solely to satisfy the requirements of Section 147(f) of the Code and shall in no event constitute an endorsement of the Bonds or the Development or the creditworthiness of the Company, nor shall such approval in any event be construed to obligate the Town for the payment of the principal of or premium or interest on the Bonds or for the performance of any pledge, mortgage or obligation or agreement of any kind whatsoever which may be undertaken by the Authority, or to constitute the Bonds or any of the agreements or obligations of the Authority an indebtedness of the Town, within the meaning of any constitutional or statutory provision whatsoever;

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

1. The proposed financing of the acquisition, rehabilitation and equipping of the Development described above in the Town of Valdese, North Carolina, and the issuance of the Authority's multifamily housing revenue bonds, in one or more series, in an amount not to exceed \$6,500,000, therefor are hereby approved for purposes of Section 147(f) of the Code.

2. This resolution shall take effect immediately.

THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

/s/ Charles Watts, Mayor

I, Jessica Lail, Town Clerk for the Town of Valdese, North Carolina DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Town Council for the Town at a regular meeting duly called and held on July 11, 2022, as it relates in any way to the resolution hereinabove set forth, and that said proceedings are recorded in the minutes of the Town Council. Pursuant to N.C.G.S. § 143-318.12, a current copy of a schedule of regular meetings of the Town Council is on file in the office of the Clerk.

WITNESS my hand and the common seal of said Town, this ____ day of July, 2022.

ATTEST: /s/ Town Clerk

Ms. Wood explained that this would not create debt for the Town of Valdese or the Valdese Housing Authority. The developers would be responsible for paying the bonds. Ms. Kirby shared that under the federal tax code, for the bonds to be tax-exempt, they must be issued by a government entity and through the local Housing Authority.

Councilwoman Lowman made a motion to approve the aforementioned Resolution as presented, seconded by Councilman Thompson. The vote was unanimous.

July 11, 2022, MB#32

APPROVED VALDESE COMMUNITY CENTER GYMNASIUM PROJECT Parks & Recreation Director David Andersen reminded Council of what was approved for the gymnasium project at the May 2, 2022, Council meeting. Mr. Andersen went over the following project's needs: roof repairs/furnace chimney cap, painting, purchase & installation of a scoreboard, electrical for goals, curtain, and bleachers, and engineering for truss reinforcement. Councilwoman Lowman asked if we were still looking at the installation of an HVAC unit. Mr. Andersen shared that he received two quotes, one was \$64,000 (plus electrical hookup), and the other was \$220,000. Councilwoman Lowman feels that if we do all this work on the gymnasium, we should look at more figures for the HVAC system. Councilwoman Hildebran asked if an HVAC system could be added later. Mr. Andersen said it could be a possibility, but it may affect the new flooring and other renovations we are completing now.

The image shows three presentation slides for the Valdese Community Center Gymnasium-Wayne Owens Renovation project. The top-left slide is titled "Valdese Community Center Gymnasium-Wayne Owens Renovation" and "Town Council Presentation - July 11, 2022". The top-right slide is titled "Previous Approval: Council Approved - May 2, 2022" and lists items included in the contract with The Sports Flooring Group, totaling \$209,077. The bottom-left slide is titled "Seeking Approval: Project Ordinance Amendment for Council - July 11, 2022" and lists project needs and financial details. The bottom-right slide contains four small photographs of the gymnasium interior and exterior.

Valdese Community Center Gymnasium-Wayne Owens Renovation
Town Council Presentation - July 11, 2022

Previous Approval: Council Approved - May 2, 2022
Contract with The Sports Flooring Group

This Includes:

- Hardwood Beech Flooring with Lines and Logo at mid-Court
- Retractable Bleachers
- Basketball Goals
- Crash Pads on Wall
- Necessary Demolition and Installation for These Items

TOTAL: \$209,077

Seeking Approval: Project Ordinance Amendment for Council - July 11, 2022

- Roof Repairs/Furnace Chimney Cap
- Painting Gymnasium Ceiling and Walls
- Scoreboard Purchase
- Scoreboard Installation
- Electrical for Goals, Curtain, Bleachers
- Engineering for Truss Reinforcement

Financial:
Project Cost: \$343,954 (Including \$209,077)
Town FY21-22: \$50,000
Private Donations: \$182,489
Fund Balance Required: \$111,465

Councilwoman Hildebran made a motion to approve the repairs of the Valdese Community Center gymnasium for roof repairs/furnace chimney cap, painting, purchase & installation of a scoreboard, electrical for goals, curtain, and bleachers, and engineering for truss reinforcement, seconded by Councilwoman Lowman. The vote was unanimous.

APPROVED TIGER GYMNASIUM VENTILATION Parks & Recreation Director David Andersen reminded Council of the current issue at Tiger Gym with all the windows being sealed up and no airflow. Mr. Andersen received a quote from Houck Construction, LLC, to install two wall fans and two louvers with motorized dampers in the amount of \$35,863. Councilwoman Lowman asked if we did this, would we be able to use the facility for volleyball, indoor soccer, and basketball right away. Mr. Andersen said that that would be the idea. Councilwoman Hildebran asked if this would clear up the issue. Mr. Andersen shared that opening up the space would create better environmental conditions. Mr. Andersen shared that the basement of the gym has some issues with water accumulating after hard rains. Mayor Watts asked what the gym was currently being used for. Mr. Andersen said it is used for basketball and indoor soccer programs, and the rotary club has used it for food packing. Mr. Andersen would like to add volleyball as well. Mayor Watts asked if it would hurt our programs if we did not have the gym for use. Mr. Andersen feels that it would cause an issue but with the steps Council is taking to renovate the Community Center, we could accommodate the needs there. Councilman Mears feels that Tiger Gym is an important asset to the community and feels the Recreation Department would benefit from having the gym.

July 11, 2022, MB#32

**Houck Contracting LLC**

34 Shipwatch Dr
 Hickory, NC 28601
 Ph: (828) 495-8595
 Fax: (828) 495-8592

Estimate

DATE	ESTIMATE ...
5/7/2022	9265

NAME / ADDRESS
Tiger Gym/ Moisture Issues Revised Atten: David

			PROJECT
DESCRIPTION	QTY	COST	TOTAL
To supply and install 2 new side wall fans and 2 wall louvers with motorized dampers in the gym Includes: Cutting holes for the installations Power wiring permits all labor and materials Labor and materials	1	35,863.00	35,863.00
Thank you for the opportunity to quote this project for you.		TOTAL	\$35,863.00

Valdese Tiger Gym Ventilation

- Problem: Tiger Gym is sealed with no air flow, which decreases air quality in the space
- Solution: Introduce a fan and louver system to allow for fresh outside air to be introduced, as well as to move air inside the gymnasium.
- Cost: \$35,863



July 11, 2022, MB#32

Councilman Thompson made a motion to repair the Valdese Tiger Gym ventilation with Houck Construction, LLC, in the amount of \$35,863, seconded by Councilwoman Lowman. The vote was unanimous.

APPROVED BUDGET AMENDMENT: Finance Director Bo Weichel presented the following budget amendment:

Valdese Town Council Meeting

Monday, July 11, 2022

Budget Amendment #

1

Subject:

Tiger Gym air circulation

Description:

To help control moisture and lack of moving air, this amendment provide two side wall fans along with two louvers with motorized dampers in the gym area.

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		35,863
Total		\$0	\$35,863

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.6200.150	Building Maintenance	35,863	
Total		\$35,863	\$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.

Councilwoman Lowman made a motion to approve the aforementioned Budget Amendment, seconded by Councilman Mears. The vote was unanimous.

July 11, 2022, MB#32

APPROVED PROJECT ORDINANCE AMENDMENT: Finance Director Bo Weichel presented the following Project Ordinance Amendment:

Valdese Town Council Meeting

Monday, July 11, 2022

Capital Project Ordinance Amendment # 1-37

Subject: Community Center Gymnasium Renovation

Description: This amends the project ordinance from November 2021 to accurately reflect the itemized cost of the project.

Proposed Action:

BE IT ORDAINED by the Council of the Town of Valdese that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the capital project ordinance for various capital projects funded from a variety of sources is hereby amended as follows.

Section I:

Revenues available to the Town to complete the projects are hereby amended as follows:

Account	Description	Decrease/ Debit	Increase/ Credit
37.3970.001	Private Donations		57,489
37.3970.003	Rostan Family Foundation Donation		75,000
37.3970.004	Transfer from General Fund Balance		111,465
Total		\$0	\$243,954

Amounts appropriated for capital projects are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
37.6200.150	Renovations	213,950	
37.6200.900	Contingency	30,004	
Total		\$243,954	\$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.

Mr. Weichel reminded Council that one thing that is not included in this is the truss reinforcement, but that would come before Council later.

Councilman Mears made a motion to approve the aforementioned Project Ordinance Amendment, seconded by Councilwoman Hildebran. The vote was unanimous.

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

Ribbon Cutting for the McGalliard Creek Bridge, Wednesday, July 13, 2022, 9:30 a.m. Refreshments at McGalliard Falls, 10:30 a.m. Ceremony at the McGalliard Creek Bridge

Coffee with the Chief, Thursday, July 14, 2022, 9:00 a.m. at Old World Baking Company

Old Colony Players Presents: From This Day Forward, July 15-August 13, Fridays and Saturdays, 8:00 p.m. at the Fred B. Cranford Amphitheatre

MAYOR AND COUNCIL COMMENTS: Councilwoman Hildebran thanked Code Enforcement/Animal Control Officer Michael Hicks for all his work in her Ward and for Valdese.

July 11, 2022, MB#32

Councilman Ogle shared that he has decided to step down as Councilman for Ward 5, effective immediately, for health reasons. Each member of the Council thanked Mr. Ogle for all his knowledge, service, dedication, and mentorship he has given to them and the citizens of Valdese. Town Manager Seth Eckard said Mr. Ogle would be recognized at the next Council meeting.

Mayor Watts was impressed with the July 4th celebration and felt it was the biggest we have ever had and thanked the Town employees for their hard work. Mayor Watts shared that the Levee Brewery has started serving food. Mayor Watts also thanked the Recreation staff for selling drinks and snacks at the celebration.

ADJOURNMENT: At 7:01 p.m., there being no further business to come before Council, Councilman Hildebran made a motion to adjourn, seconded by Councilwoman Lowman. The vote was unanimous.

The next meeting is a regularly scheduled meeting on Monday, August 1, 2022, 6:00 p.m.

Town Clerk

Mayor

jl



TOWN OF VALDEESE
NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDEESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (888) 798-1022 | TOWNOFVALDEESE.COM



Memorandum

To: Charles Watts, Mayor
Valdeese Town Council

From: Seth Eckard, Town Manager

Date: July 29, 2022

Subject: Update to Salary & Position Grade Schedule

The Town Manager is requesting the approval of a new position:

Assistant Town Manager/Finance Director

The grade schedule recommendation comes from David Hill, Management Analyst, with Piedmont Triad Regional Council.

If you have any comments or questions, please contact me.

TOWN OF VALDESE PAY PLAN Updated 8/1/2022

Pay Grade	Min	Market	Max	FLSA	Classification
10	26,300	31,310	37,572	N	Public Works Maintenance Worker I
10	26,300	31,310	37,572	N	Street Maintenance Worker I
10	26,300	31,310	37,572	N	Utilities Maintenance Worker I
11	27,615	34,519	41,423	N	Public Works Maintenance Worker II
11	27,615	34,519	41,423	N	Street Maintenance Worker II
11	27,615	34,519	41,423	N	Utilities Maintenance Worker II
12	28,996	36,245	43,494	N	Equipment Operator
12	28,996	36,245	43,494	N	Utility Field Service Technician I
12	28,996	36,245	43,494	N	Wastewater Treatment Plant Operator I
12	28,996	36,245	43,494	N	Water Treatment Plant Operator C
13	30,446	38,058	45,669	N	
14	31,968	39,960	47,952	N	Administrative Specialist I
14	31,968	39,960	47,952	N	Customer Service Representative
14	31,968	39,960	47,952	N	Fleet Mechanic I
14	31,968	39,960	47,952	N	Laboratory Technician
14	31,968	39,960	47,952	N	Meter Technician I
14	31,968	39,960	47,952	N	Utility Field Service Technician II
14	31,968	39,960	47,952	N	Wastewater Treatment Operator II
14	31,968	39,960	47,952	N	Water Treatment Plant Operator B
15	33,567	41,958	50,350	N	Animal Control Officer
15	33,567	41,958	50,350	N	Fleet Mechanic II
15	33,567	41,958	50,350	N	Meter Technician II
15	33,567	41,958	50,350	N	Plant Maintenance Mechanic
16	35,245	44,056	52,868	N	Administrative Specialist II
16	35,245	44,056	52,868	N	Events and Facilities Supervisor
16	35,245	44,056	52,868	N	Fire Engineer
16	35,245	44,056	52,868	N	Fire Engineer/Maintenance
16	35,245	44,056	52,868	N	Public Works Crew Leader
16	35,245	44,056	52,868	N	Wastewater Treatment Plant Operator III
16	35,245	44,056	52,868	N	Water Treatment Plant Operator A
17	37,007	46,259	55,511	N	Accounting Technician I
17	37,007	46,259	55,511	N	Assistant Community Affairs Director
17	37,007	46,259	55,511	N	Athletics Programs Supervisor
17	37,007	46,259	55,511	N	Police Officer I
17	37,007	46,259	55,511	N	Code Enforcement/Animal Control Officer
17	37,007	46,259	55,511	N	Wastewater Treatment Plant Maintenance Mechanic Supv
17	37,007	46,259	55,511	N	Wastewater Treatment Plant Operator IV
18	38,858	48,572	58,287	N	Accounting Technician II

18	38,858	48,572	58,287	N	Fire Marshal
18	38,858	48,572	58,287	N	Laboratory Supervisor
18	38,858	48,572	58,287	N	Police Officer II
19	40,801	51,001	61,201	N	
20	42,841	53,551	64,261	E	Aquatics and Fitness Supervisor
20	42,841	53,551	64,261	N	Police Sergeant
20	42,841	53,551	64,261	N	Utility Maintenance Crew Leader
21	44,983	56,228	67,474	N/E	
22	47,232	59,040	70,848	N/E	
23	49,593	61,992	74,390	N	Assistant Fire Chief
23	49,593	61,992	74,390	N	Assistant Police Chief/Detective
23	49,593	61,992	74,390	E	Wastewater Treatment Plant Superintendent
23	49,593	61,992	74,390	E	Water Treatment Plant Superintendent
24	52,073	65,091	78,109	N	Assistant Public Works Director
25	54,677	68,346	82,015	E	
26	57,410	71,763	86,116	E	Planning Director
26	57,410	71,763	86,116	E	Community Affairs Director
27	60,281	75,351	90,421	E	Town Clerk/HR Director
27	60,281	75,351	90,421	E	Parks and Recreation Director
28	63,295	79,119	94,943	E	Fire Chief
28	63,295	79,119	94,943	E	Police Chief
29	66,460	83,075	99,690	E	Water Resources Director
30	69,783	87,228	104,674	E	Public Works Director
30	69,783	87,228	104,674	E	Public Service Director
31	73,272	91,590	109,908	E	Finance Director
32	76,935	96,168	115,402	E	

33	80,781	100,976	121,171	E	Assistant Town Manager/Chief Finance Officer
----	--------	---------	---------	---	--

Town Manager (Not Administered on Pay Plan)



Town of Valdese ASSISTANT TOWN MANAGER/CHIEF FINANCE OFFICER

I. General Statement of Duties

Serves as the Chief Finance Officer, as well as the Assistant Town Manager. Responsible for providing operational leadership and project management. Performs complex professional and difficult administrative work in planning, organizing, and directing the financial activities of the Town.

II. Distinguishing Features of the Class

An employee in this class plans, organizes and directs the disbursement and accounting of revenues and expenditures for the Town. Work involves supervision and participation in accounting, collections, utility billing and customer service, payroll, purchasing, human resources, and risk management for the Town. In addition, the employee attends meetings of the Town Council to present requested financial reports and information and advises the Council and the Manager on fiscal matters. The employee will take over all Town Council and employee matters when the Town Manager is absent. The employee must exercise considerable independent judgment and be initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government financial operations. The employee is not subject to any adverse working conditions. Work is performed under the general direction of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

III. Duties and Responsibilities

Essential Duties and Tasks

- Actively involved with all Town Departments on a daily basis.
- Assist the Town Manager with services and projects, budget and organizational issues, Council concerns and priorities.
- IT liaison for all departments and facilitate Town Hall maintenance needs.
- Research issues, make recommendations for improved service, and cost reduction.
- Develop and manage a comprehensive 10-year Capital Improvement Plan; present the annual operating and capital budget to Council.
- Monitor and coordinate the activities of Town departments by overseeing the development and administration of policies, procedures, programs, goals and objectives.
- Make decisions using sound judgement and consideration of the organization as a whole.
- Monitor all department's budget development; guide the effective and proper use of funds after the budget is adopted.
- Lead, motivate, and provide performance coaching and evaluation of employees in creating a high performance team.
- Assist the Town Manager with presenting financial analysis and helping answer elected officials' questions.
- Maintain confidentiality of sensitive interpersonal, organizational, and community information.
- Interact with citizens, customers, clients, developers, contractors, and other parties to facilitate Town services.
- Represent the Town at a variety of meetings, public events, on committees and/or other related assignments regarding Town services, programs and projects.
- Responsible for oversight of the town's financial functions for both governmental and proprietary funds, preparation for the annual audit.
- Plans, organizes, and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, payroll, purchasing, fixed assets, cash management, investments, risk management, accounts payable and receivable, utility billing and customer service, tax collections; and preparation of monthly, quarterly,

and annual reports. Receives and processes daily payments for utility bills and other fees and charges; inputs collections into computer system; collects revenues in person, from the drop box, through the mail, and accepts merchant card payments in person and on the telephone; enters payments into the data base; makes daily deposit.

- Hires, trains, provides performance coaching and evaluation, motivates, communicates and leads employees in creating a high performance team.
- Assists the Town Manager in the preparation of the general operating and capital improvements budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager in directing the formulation of Town financial policies and in the preparation of the annual budget including coordination of revenue projections; prepares and presents budget amendments.
- Manages receipt and investment of all Town revenues; reviews and monitors ongoing administration of budget; monitors revenues and expenditures; manages capital budgets; reviews budget system and financial conditions and develops methods of improvement.
- Researches, recommends and maintains appropriate financial package software and peripherals.
- Manages the issuance of town debt and administers the Town's debt service program.
- Assists the auditors during the annual audit of Town financial records; follows up on findings to improve financial systems.
- Submits to the Town Manager and the Town Council periodic statements of the financial condition of the Town; prepares budget amendments.
- Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.
- Coordinates the Town's purchasing and risk management programs in property, casualty, and liability areas as well as workers' compensation and other employee insurances.
- Oversees the Town's encumbrance accounting system.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.
- Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.
- Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment; skill in the use of spreadsheets for tracking and analysis.
- Thorough knowledge of the Town's personnel, purchasing, and budgeting policies and procedures.
- Considerable knowledge of modern and effective supervisory principles and practices including motivation, communication, leadership, performance coaching and evaluation.
- Considerable knowledge in the laws, regulations, principles and practices involved in modern and effective human resources administration.
- Skill in collaborative conflict resolution.
- Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.
- Ability to plan, organize, direct, and evaluate the work of subordinate employees in the specialized field of accounting.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Town employees.
- Ability to conduct long range fiscal planning.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Physical Requirements

- Must be able to physically perform the life support functions of fingering, feeling, talking, hearing, reaching, stooping and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties, and do extensive reading.

Desirable Education and Experience

- Graduation from an accredited college or university with a Master's degree in Public Administration or a related field; and 5-7 years of progressively responsible municipal government management experience; or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Prefer Finance Officer Certification and/or CPA.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is exempt.



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDESE.COM

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.

CHARLES WATTS, MAYOR

Town Clerk



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN



P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (888) 798-1022 | TOWNOFVALDESE.COM

NOTICE OF VACANCY TOWN OF VALDESE - TOWN COUNCIL

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. Deadline: Application is open until filled



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN



P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (888) 798-1022 | TOWNOFVALDESE.COM

Application for Council Vacancy

Name _____

Address _____

Phone Number (Home) _____ (Work) _____

(Cell) _____ (E-mail) _____

Employer _____ Occupation _____

Are you a registered voter living in Ward 5? _____

How long have you been a Valdese resident? _____ Have you been convicted of a felony? _____

Have you ever run for an elective office? _____ If so, where and for what office?

Do you have any close relative who is employed by the Town of Valdese? _____

Why do you want to serve as a Councilperson? _____

What qualifications do you have that would make you an asset to Valdese as a member of the Town

Council? _____

What issues would you like to see the Council address? _____

Prior Public Service

Board/Commission/Civic	From	To
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Comments

Date _____ Signature _____

This application and all the information contained in it shall be a public record.

Please fill out the form completely with a resume and return it to Town Clerk, Jessica Lail at:

Drop Off: Valdese Town Hall
 Email: jlail@valdesenc.gov
 Questions: 828-879-2117

Planning Department

TO: Valdese Town Council

FROM: Larry Johnson, Planning Director

DATE: July 29, 2022

SUBJECT: Unified Development Ordinance

Enclosed in your agenda packet is an agreement to prepare a Unified Development Ordinance. Additional funds are being requested to update the Planning Ordinances. At the August Council Meeting, I will be asking for an additional \$28,967.00 to update, edit and combine the zoning and subdivision ordinances, or UDO, Unified Development Ordinance. This project has an estimated cost of \$45,967.00 and will take ten to twelve months to complete.

The project will:

- Create a unified development ordinance (bringing the standards of both zoning and subdivision ordinances together)
- Move critical standards, such as permitted uses, into easy-to-read tables
- Integrate the definitions of both documents
- Removal of conflicting language and requirements
- Improving the readability and usability of the regulations, and
- Incorporate the new zoning district, Downtown Business Corridor.

During the 2022-2023 Budget Retreat, you were presented with a request for funding to update the planning ordinances. A request was made for \$17,000. Subsequently, the amount was incorporated into the new fiscal year budget. However, following meetings with the Planning Board and the Planning Consultant, it was realized that the requested appropriation was grossly insufficient to complete all phases of the project.

If Town Council approves additional funds, an agreement with Green Heron Planning LLC with Mr. Ben Hitchings as principal and the Town of Valdese will be executed to prepare an update and combine the Town's planning ordinances. A planning firm based in Durham, Mr. Hitchings' group has worked with numerous small towns across the State of North Carolina. Mr. Hitchings was part of the consultant group used by the Town of Valdese for 160D General Statutes compliance. He is also an adjunct faculty member at the North Carolina School of Governments.

I appeal to Town Council to also support the project with the additional funds requested in the amount of \$28,967.00. The agreement between the Town of Valdese and Green Heron Planning, LLC is enclosed for your review as information.

**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	

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.