



**Town of Valdese**  
**Town Council Meeting**  
**102 Massel Avenue SW, Valdese**  
**Monday, January 4, 2021**  
**6:00 P.M.**

Please note due to COVID-19 (coronavirus), this meeting is being held electronically to allow for remote participation by Council Members, members of the media, citizens and members of the general public, and all other interested parties. The meeting can be accessed through ZOOM as follows:

**OPTION 1** - Join the meeting through Zoom on your computer, tablet, or smartphone

Simply click on the following link or type it into your internet browser:

<https://us02web.zoom.us/j/88358988431>

Meeting ID: 883 5898 8431

Passcode: 975677

**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**

**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 December 7, 2020

**7. New Business**

- A. AMI Project Briefing & WaterSmart Program Presentation
- B. Approval of Special Bonus for 2020
- C. Budget Amendments

**8. Manager's Report**

- A. Town Offices Closed Monday, January 18, 2021 in Observance of Martin Luther King Day
- B. Next Council meeting scheduled for Monday, February 1, 2021, 6:00 p.m.

**9. Mayor and Council Comments**

**10. Adjournment**

**OPTION 2** - Join the meeting through audio only via telephone

Simply call the following number:

1 (646) 558 - 8656

When prompted, enter the Meeting ID: 883 5898 8431, followed by the Pound sign (#). Passcode: 975677

Depending on your carrier, long distances charges may apply.

## COMMUNICATION NOTES

**To:** Mayor Black  
Town Council

**From:** Seth Eckard, Town Manager

**Date:** December 31<sup>st</sup>, 2020

**Subject:** Monday, January 4<sup>th</sup>, 2021 Council Meeting

6. Consent Agenda:

**A. Approval of Regular Meeting Minutes of December 7<sup>th</sup>, 2020**

7. New Business:

**A. AMI Project Briefing & WaterSmart Program Presentation**

Andy Honeycutt, MeterSYS President/Program Administrator, and Mike Kimmelman, MeterSYS Project Manager, will be at the meeting to present to Council a briefing of the AMI Project and introduce the WaterSmart Program. The WaterSmart Program is an online customer engagement portal where citizens can view various features to explore their water usage.

**B. Approval of Special Bonus for 2020**

The Valdese Town Council has expressed that they would like to see staff recognized for their hard work during the COVID-19 pandemic. Finance Director Bo Weichel will present a bonus proposal for employees to receive a one-time hazard pay of \$1,000 with taxes covered by the Town for each full-time employee. This hazard pay is a reward for essential workers who have continued to put themselves in harm's way when other employment sectors could safely avoid contact with the virus.

**Requested Action:** Staff recommends that Council approve the Special Employee Bonus of \$1,000 net pay for 2020.

**C. Budget Amendments**

Enclosed in the agenda packet are two Budget Amendments prepared by Finance Director Bo Weichel. These amendments will move funds to appropriate accounts. Mr. Weichel will be at the meeting to present the amendments.

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

# READING MATERIAL

## VALDESE FIRE DEPARTMENT - MONTHLY ACTIVITY REPORT

### NOVEMBER 1st-30th, 2020

THE BELOW REPORT OUTLINES THE ACTIVITIES PERFORMED BY THE FIRE DEPARTMENT DURING THE MONTH OF NOVEMBER, 2020. 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	266 HOURS
VEHICLE DUTY	103 HOURS
EQUIPMENT DUTY	40 HOURS
EMERGENCY RESPONSES (ON DUTY)	49 HOURS
TRAINING (ON DUTY)	47 HOURS
FIRE ADMINISTRATION	112 HOURS
TRAINING ADMINISTRATION	17 HOURS
MEETINGS	21 HOURS
FIRE PREVENTION ADMINISTRATION	8 HOURS
FIRE PREVENTION INSPECTIONS	0 HOURS

<u>TYPE</u>	<u>NUMBER OF INSPECTIONS</u>	<u>VIOLATIONS</u>
ASSEMBLY	0	0
BUSINESS	0	0
DAYCARE	0	0
EDUCATIONAL	0	0
HAZARDOUS	0	0
INSTITUTIONAL	0	0
MERCANTILE	0	0
RESIDENTIAL	0	0
FOSTER HOMES	0	0
UTILITY/MISC	0	0
REINSPECTIONS	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>

PUBLIC RELATIONS	1 HOURS
HYDRANT MAINTENANCE	0 HOURS
SAFETY ADMINISTRATION	31 HOURS
SAFE KIDS ADMIN/CRS INSPECTIONS	1 HOURS
EXTRA DUTY FIRES	39 HOURS
NON-DEPARTMENTAL DUTIES	3 HOURS
EXTRA DUTY TRAINING	31 HOURS
EXTRA DUTY FIRE/MED STANDBY	0 HOURS
PHYSICAL TRAINING	4 HOURS
EXTRA DUTY MEDICAL RESPONSES	19 HOURS
VOLUNTEER FIREFIGHTER TRAINING	49 HOURS
<b>TOTAL TRAINING MANHOURS:</b>	<b>127 HOURS</b>

**FIRE DEPARTMENT EMERGENCY RESPONSES:**

<b><u>FIRE:</u></b>	<b><u>MONTHLY TOTAL</u></b>
FIRE ALARM	5
MUTUAL AID TO STATION 67	1
MUTUAL AID TO STATION 63	4
MUTUAL AID TO STATION 66	1
SEARCH AND RESCUE	1
OUTSIDE FIRE	1
ELECTICAL HAZARD	2
SERVICE CALLS	2
TREE DOWN	1
UNFOUND	<u>1</u>
	<b>19</b>
<b><u>MEDICAL:</u></b>	
ABDOMINAL PAIN	2
ALLERGIC REACTION	1
ANIMAL BITE	0
ASSAULT	0
ASSIST EMS	1
BACK PAIN	0
CANCELLED ENROUTE	0
CARDIAC	0
CHEST PAIN	2
CHOKING	0
CODE BLUE	0
DIABETIC	1
DOA	1
FAINTING	1
FALL	8
GUNSHOT	0
LACERATION/HEMORRAGE	2
OTHER	2
OVERDOSE/INTOXICATED	0
PREGNACY	0
PSYCHIATRIC	0
RESPIRATORY	4
SEIZURE	1
SICK	2
STABBING	0
STROKE	0
TRAUMATIC INJURY	1
UNCONSCIOUS	<u>1</u>
	<b>30</b>
<b><u>FIRE AND MEDICAL:</u></b>	
MOTOR VEHICLE ACCIDENT	<u>0</u>
	<b>0</b>
<b><u>TOTAL RESPONSES:</u></b>	<b><u>49</u></b>

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GREG STAFFORD, CHIEF  
VALDESE FIRE DEPARTMENT

December 7, 2020, MB#31

**TOWN OF VALDESE  
TOWN COUNCIL REGULAR MEETING  
DECEMBER 7, 2020**

The Town of Valdese Town Council met on Monday, December 2, 2019, 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 John F. "Chip" Black, Jr., Councilman Keith Ogle, Councilwoman Frances Hildebran, Councilwoman Susan Stevenson, and Councilman Roy F. Sweezy. Also present were: Town Attorney Marc Mitchell, Town Manager Seth Eckard, Deputy Town Clerk Jessica Lail, and various department heads.

Absent: Councilman J. Andrew Thompson

A quorum was present.

Mayor Black 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:** None

**CONSENT AGENDA:** (enacted by one motion)

**APPROVED REGULAR MEETING MINUTES OF NOVEMBER 2, 2020**

**RESOLUTION ADOPTING 2021 TOWN COUNCIL MEETING SCHEDULE:**

**TOWN OF VALDESE  
RESOLUTION ADOPTING 2021 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 2021:

<b>January 4, 2021</b>	
<b>February 1, 2021</b>	
<b>March 1, 2021</b>	
<b>March 22, 2021</b>	Annual Budget Retreat - Old Rock School - Waldensian Room Day 1: 9:00 a.m. – 5:00 p.m.
<b>March 23, 2021</b>	Annual Budget Retreat - Old Rock School - Waldensian Room Day 2: 1:00 p.m. – 5:00 p.m.
<b>April 12, 2021</b>	April 5 <sup>th</sup> is Easter Monday and break for Burke County Schools
<b>April 19, 2021</b>	Council Budget Workshop 1 Dinner Town Hall - Community Room, 6:00 p.m.
<b>May 3, 2021</b>	
<b>May 24, 2021</b>	Council Budget Workshop 2 (If needed) Town Hall – Community Room, 6:00 p.m.
<b>June 7, 2021</b>	
<b>June 28, 2021</b>	Budget Public Hearing; serves as the July Council Meeting
<b>August 2, 2021</b>	
<b>September 7, 2021</b>	Tuesday, due to Labor Day Holiday

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<b>October 4, 2021</b>	
<b>November 1, 2021</b>	
<b>November 9, 2021</b>	Tuesday, Annual Dinner Meeting with Valdese Merchants Association Old Rock School - Waldensian Room, 6:30 p.m.
<b>December 6, 2021</b>	

This 7<sup>th</sup> day of December, 2020.

/s/ John F. "Chip" Black, Jr., Mayor

### **APPOINTMENTS/REAPPOINTMENTS TO BOARDS AND COMMISSIONS:**

#### **2021 Board and Commission Appointments/Reappointments**

##### **Arbor-Beautification (3-year terms)**

Reappointment of Councilman Keith Ogle  
Reappointment of Ronnie Pruitt

##### **Parks and Recreation Commission (3-year terms)**

Reappointment of Beth Heile  
Reappointment of Grayson Turner  
Reappointment of Donnie Edwards

##### **Planning Board & Board of Adjustment (4-year terms)**

Reappointment of Scott Watts

##### **Public Art Commission (3-year terms)**

Appointment of Sharon Bowman  
Reappointment Gretchen Costner  
Reappointment Linda Rostan  
Reappointment Councilman Andy Thompson

##### **Valdese Housing Authority (5-year term)**

Appointment of Patricia Ribet Garrou

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

### ***End Consent Agenda***

### **ITEMS REMOVED FROM CONSENT AGENDA:** None

**PRESENTATION OF SAFETY AWARDS:** Safety Director Charlie Watts shared that the Safety Awards Program's goal is to recognize facilities, towns, and companies that go the extra mile to ensure their employees have a safe workplace. Each department has received an award from the North Carolina Department of Labor for 2019. Mr. Watts presented the following safety awards: Administration – 32<sup>nd</sup> consecutive year, Water – 3<sup>rd</sup> consecutive year, Wastewater – 4<sup>th</sup> consecutive year, Police – 1<sup>st</sup> consecutive year, Fire – 5<sup>th</sup> consecutive year, Community Affairs – 9<sup>th</sup> consecutive year, Public Works – 2<sup>nd</sup> consecutive year, and Parks & Recreation – 9<sup>th</sup> consecutive year.

**PRESENTATION OF FISCAL YEAR ENDING JUNE 30, 2020 FINANCIAL UPDATE:** Mr. Phil Church of Lowdermilk Church, & Co., informed Council that the highlight sheets had been provided and a final detailed report of the audit will be provided later. The Local Government Commission is behind this year. This year we had an A1 33 Audit because of the level of funding from the State regarding the new meter system. Mr. Phil Church reviewed the following highlight sheets:

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## TOWN OF VALDESE

Financial Highlights  
Years Ended June 30, 2020 and 2019

<u>General Fund (Includes Powell Bill Funds)</u>	<u>2020 Summarized Budget</u>	<u>2020</u>	<u>2019</u>
Total assets		\$ 4,734,056	\$ 4,479,555
Fund balance		\$ 4,528,448	\$ 4,164,568
Fund balance - Reserved for Streets - Powell Bill (included in total fund balance)		\$ 9,107	\$ 57,421
Total revenue	\$ 4,933,980	\$ 5,043,110	\$ 5,428,003
Total expenditures	\$ 5,440,217	\$ 4,771,543	\$ 5,129,278
Revenues over (under) expenditures before other financing sources (uses)		\$ 271,567	\$ 298,725
Other income (expense)	\$ 506,237	\$ 92,313	\$ 1,699,790
Increase (decrease) in fund balance		\$ 363,880	\$ 1,998,515
Ad valorem taxes collected		\$ 2,220,386	\$ 2,015,158
Percent of taxes collected - current year levy		97.89%	96.32%
Investment income		\$ 89,543	\$ 63,668
<b>Fund Balance Available</b>			
Unassigned Fund Balance		<u>3,524,437</u>	<u>3,105,101</u>
Expenditures and other financing sources and uses		4,771,543	5,129,278
Unassigned Fund Balance Percentage		73.86%	60.54%

\* Local Government Commission minimum recommended general fund balance should be at least 8% of general fund expenditures at the end of the fiscal year.

<u>Water and Sewer Fund</u>	<u>2020</u>	<u>2019</u>
Cash, cash equivalents and investments	\$ 829,467	\$ 811,332
Total assets	\$25,005,206	\$23,184,697
Net position	\$20,630,921	\$20,925,241
Operating revenue	\$ 4,947,109	\$ 4,968,903
Operating expenses	\$ 5,139,005	\$ 4,825,593
Operating income (loss)	\$ (191,895)	\$ 143,310
Nonoperating revenue (expenses)	\$ (177,114)	\$ (194,257)
Transfers (to) from	\$ (126,935)	\$ (387,000)
Capital Contributions	\$ 201,624	\$ 1,111,132
Change in net position, includes \$960,430 of depreciation expense 2020	\$ (294,320)	\$ 673,185
Accounts receivable - customers	\$ 561,937	\$ 552,754
Investment income	\$ 12,830	\$ 14,075
Days sales in accounts receivable	41.48	40.60
<b>Fund Balance Available</b>		
Unrestricted Fund Balance	<u>\$ 1,265,793</u>	<u>\$ 1,322,495</u>
Expenditures and other financing sources and uses	5,139,005	4,825,593
Unrestricted Fund Balance Percentage	24.63%	27.40%



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Town Manager Seth Eckard pointed out what a great job Kim Cline, Tax Collector, was doing collecting taxes. Mayor Black confirmed that once we get the Local Government Commission's approval and get the final hard copy of the report, Council will vote to approve.

**APPROVED FY 20-21 AUDIT CONTRACT – LOWDERMILK CHURCH & CO., LLP:** Finance Director Bo Weichel informed Council that the FY 2020-2021 audit contract was being presented in the amount of \$16,310. The fee does reflect a \$350 increase, but the contract price has not changed over the previous four years. Mayor Black asked Mr. Weichel if he was pleased with working with the auditors. Mr. Weichel has been pleased with the Lowdermilk Church & Co. team.

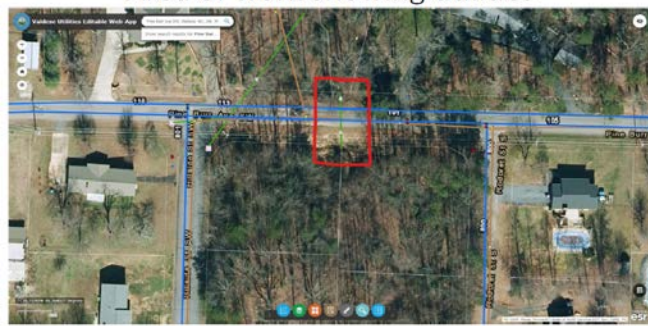
Councilman Ogle made a motion to approve the aforementioned contract for the FY 2020-2021, seconded by Councilwoman Stevenson. The vote was unanimous.

**AWARD OF BID-ROAD CULVERT REPLACEMENT-PINEBURR AVE. SW:** Public Service Director Greg Padgett presented Council with an informal bid for the road culvert replacement on Pineburr Ave. SW, which is between Rodoret St. South and Hillside. The following pictures were presented:

Aerial view of storm pipe location



Area of work showing utilities



Offset looking South on Pineburr

Erosion undercutting Pineburr(North side)



Mr. Padgett shared that the culvert is approximately 50 ft. in length but needs to be extended. Two of the culvert have dropped off due to erosion under two big poplar tree roots. Mr. Padgett shared that this task is something that the Town cannot do and feels that it is in the best interest to contract it. This would include removing the existing 24-inch RCP and the installation of 60 ft. of new 36-inch HDPE with bedding. Mr. Padgett recommends awarding the bid to the lowest bidder Max Prestwood Water and Sewer, Inc., in the amount of \$47,840. Mr. Padgett explained that this bid came in late, but since it was lower and he has worked with this company, he wanted to include it in the informal bid. The funds for this project will come out of the Utility Fund. Other bids were: Eggers Construction Co., \$91,597.50, Iron Mountain Construction Co., Inc., \$54,760, and Hickory Sand Co., Inc., \$51,760. Councilwoman Hildebran asked Town Attorney Marc Mitchell if we could award the bid to Max Prestwood since it came in late. Mr. Mitchell explained that it was an informal bid process, and it would be acceptable.

Councilman Ogle made a motion to approve the bid to Max Prestwood Water and Sewer, Inc., in the amount of \$47,840 for the road culvert replacement, seconded by Councilwoman Hildebran. The vote was unanimous.

**APPROVED ADOPTION OF RESOLUTION TO LEASE NEW POLICE OPERATIONAL PROGRAMMING SYSTEM:** Police Chief Jack Moss shared with Council that Burke County 911 Center currently houses the

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Central Square CAD/RMS system that Valdese, Morganton, Drexel, and Burke County Sherriff Department utilizes for daily operations. This system holds all of the police reports that are shared. Chief Moss explained that the system had been used since 2000. The company informed Burke County approximately eighteen months ago that they were no longer providing support for the current operating system. Chief Moss shared that each Police Department as a group looked at four different companies and decided upon Motorola Solutions. Motorola came in at a lower price with all the systems needed to operate. Chief Moss shared that staff recommends Council adopt the Resolution to enter into a five-year lease option with Motorola contingent upon Burke County's Board of Commissioners' approval at their December 2020 meeting. Finance Director Bo Weichel shared the payment schedule with the first payment beginning in December 2022.

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year					
	Date	Lease Payment	Interest	Principal	Balance
Lease	12/15/2020				\$73,918.00
Rate	12/15/2021		\$ -	\$ -	\$73,918.00
	12/15/2021	Rate: 2.83%		Compounding: Annual	
1	12/15/2022	\$ 19,805.16	\$ 2,091.88	\$ 17,713.28	\$56,204.72
2	12/15/2023	\$ 19,805.16	\$ 1,590.59	\$ 18,214.57	\$37,990.15
3	12/15/2024	\$ 19,805.16	\$ 1,075.12	\$ 18,730.04	\$19,260.11
4	12/15/2025	\$ 19,805.16	\$ 545.05	\$ 19,260.11	\$ -
Grand Totals		\$ 79,220.64	\$ 5,302.64	\$ 73,918.00	

**CERTIFIED LESSEE RESOLUTION**

At a duly called meeting of the Governing Body of the Lessee (as defined in the Lease) held on December \_\_\_\_\_, 2020, the following resolution was introduced and adopted.

BE IT RESOLVED by the Governing Board of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment or other personal property described in the Lease between Town of Valdese (Lessee) and Motorola Solutions, Inc. (Lessor).
2. **Approval and Authorization.** The Governing body of Lessee has determined that the Lease, substantially in the form presented to this meeting, is in the best interests of the Lessee for the acquisition of such Equipment or other personal property, and the Governing Board hereby approves the entering into of the Lease by the Lessee and hereby designates and authorizes the following person(s) referenced in the Lease to execute and deliver the Lease on Lessee's behalf with such changes thereto as such person deems appropriate, and any related documents, including any escrow agreement, necessary to the consummation of the transactions contemplated by the Lease.
3. **Adoption of Resolution.** The signatures in the Lease from the designated individuals for the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

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Councilwoman Stevenson made a motion to adopt the Resolution to enter into a lease agreement with Motorola Solutions, contingent upon Burke County's approval, seconded by Councilman Ogle. The vote was unanimous.

**CAPITAL PROJECT ORDINANCE AMENDMENT:** Finance Director Bo Weichel presented the following Capital Project Ordinance Amendment:

Valdese Town Council Meeting

Monday, December 7, 2020

Capital Project Ordinance Amendment # 1-34

Subject: Lakeside Park Phase I

Description: To amend capital project ordinance Fund 34  
The original CPO was approved at the November 4, 2019 meeting.  
This amendment is to account for an additional \$100,000 private donation.

**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
34.3970.003	Donations		100,000
Total		\$0	\$100,000

Amounts appropriated for capital projects are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
34.6200.760	Construction	100,000	
Total		\$100,000	\$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.

Councilwoman Stevenson made a motion to approve the aforementioned capital project ordinance amendment, seconded by Councilman Ogle. The vote was unanimous.

**BUDGET AMENDMENTS:** Finance Director Bo Weichel presented the following Budget Amendments:

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Valdese Town Council Meeting

Monday, December 7, 2020

Budget Amendment #

3

Subject: Upgrades to Old Rock School

Description: The Town was gifted \$25,000 by the Rostan Foundation to be used at Rock School for the following improvements:

- Remove and replace side door with ADA compliant features
- Automatic door lock system for all entry doors
- Upgrades to camera security system

## 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, 2020:

## Section I:

The following revenues available to the Town will be increased:

Account	Description	Decrease/ Debit	Increase/ Credit
10.3350.000	Donations		25,000
	Total	\$0	\$25,000

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.6250.740	Capital Outlay	25,000	
	Total	\$25,000	\$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.

Councilwoman Stevenson made a motion to approve the aforementioned budget amendment, seconded by Councilwoman Hildebran. The vote was unanimous.

Valdese Town Council Meeting

Monday, December 7, 2020

Budget Amendment #

4

Subject: Culvert replacement on Pineburr Ave SW

Description: Contract includes replacement of asphalt, shoring of the north and south side of Pineburr Ave. with stone, and general restoration to impacted work 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, 2020:

## Section I:

The following revenues available to the Town will be increased:

Account	Description	Decrease/ Debit	Increase/ Credit
30.3990.000	Fund Balance Appropriated		51,345
	Total	\$0	\$51,345

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
30.8120.740	Capital Outlay	51,345	
	Total	\$51,345	\$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 presented the seconded budget amendment and made a change to reflect the change of the award of bid to the lowest bidder in the amount of \$47,840.

Councilman Ogle made a motion to approve the changed budget amendment to \$47,840, seconded by Councilwoman Stevenson. The vote was unanimous.

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

Visits from Santa was held on Saturday, December 5, 2020, at 10:00 a.m.

Christmas in Valdese with Christmas Tree Lighting was on Saturday, December 5, 2020, at the Old Rock School.

Downtown merchants are encouraged to decorate their storefronts, and the public will vote. Submissions are due by Monday, December 7, 2020, voting will start, Tuesday, December 8 - 11, 2020, and winners will be announced Monday, December 14, 2020.

Letters to Santa can be placed in the mailbox at the Old Rock School.

Submissions for the Home Holiday Decorating contest are due by Monday, December 7, 2020. Winners will be announced on Monday, December 14, 2020.

Story Time with Santa will be held on the Town of Valdese Facebook page on December 8, 10, 15, and 17 at 7:30 p.m.

Town Offices Will Be Closed December 24, 25 & 28, 2020, in observance of Christmas and January 1, 2021, for New Year's Day.

**MAYOR AND COUNCIL COMMENTS:**

Councilwoman Hildebran updated Council on the property located at 909 Main Street. Councilwoman Hildebran shared that an action to condemn the property is moving forward, and an order to demolish the house has been issued. It is scheduled to be advertised for demolition early next year. A couple has made an offer on the property that is being considered by the person who inherited the house. Councilwoman Hildebran explained that the clock would start over with the new owners if the offer was accepted.

Councilwoman Stevenson shared that she has received many positive comments on the Visit from Santa over the weekend. Mayor Black stated that he did as well but did have a suggestion from Citizens. The suggestion is to determine a time when Santa would be traveling through the neighborhoods.

**ADJOURNMENT:** At 6:48 p.m., there being no further business to come before Council, Councilman Ogle made a motion to adjourn, seconded by Councilwoman Hildebran. The vote was unanimous.

The next meeting is a regularly scheduled meeting on Monday, January 4, 2021, 6:00 p.m., Valdese Town Hall.

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Town Clerk

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Mayor

jl



# Town of Valdese AMI Project Briefing

JANUARY 4, 2021



## Project Objectives

- High-performing AML system that meets or exceeds system read-rate target of 98.5%
- Fully engaged project team
- Safety protocols observed with no recordable accidents
- Quality infrastructure installation with comprehensive field data management
- Proper integration and configuration of systems and applications
- Effective internal/external communications managed by a comprehensive plan
- Fully trained staff comfortable with the technology
- Maintenance of public trust and expanded public support of project

# MeterSYS Project Management Services



Served as Town's advocate for all aspects of implementation

Provided network and system management oversight to maintain AMI 3-day reading window rate of 98.5%

Provided financial oversight of Mueller credits, quotes, invoices, etc. and supported reimbursement requests to the State

Managed install progression and alerts/alarms, and completed quality assurance audits

Completed system interface and conducted routine system data checks for all billing files and Mi.Host

WaterSmart interface completed on Dec. 15, 2020; soft roll-out to internal City staff and Council completed; Go live is today

System and job specific/situational training for Customer Service/Billing and Field staff completed



# Communications Management Overview

- ✓ Developed communications plan for project and materials in coordination with Town team
  - ✓ Press Releases, AMI FAQs, Key Messages, Door Hangers, AMI project page
- ✓ Established customer hotline
- ✓ Install sub-team coordination of critical customers and large / commercial customers




# AMI Network and Management Overview


- ✓ Coordinated response for collector and repeater mitigation
- ✓ Re-routed meters for optimal network performance
- ✓ Established 3-day read window standard
- ✓ Coordinated daily troubleshooting of non-reporting meters

Device Summary Report

From: 12/24/2020



To: 12/27/2020



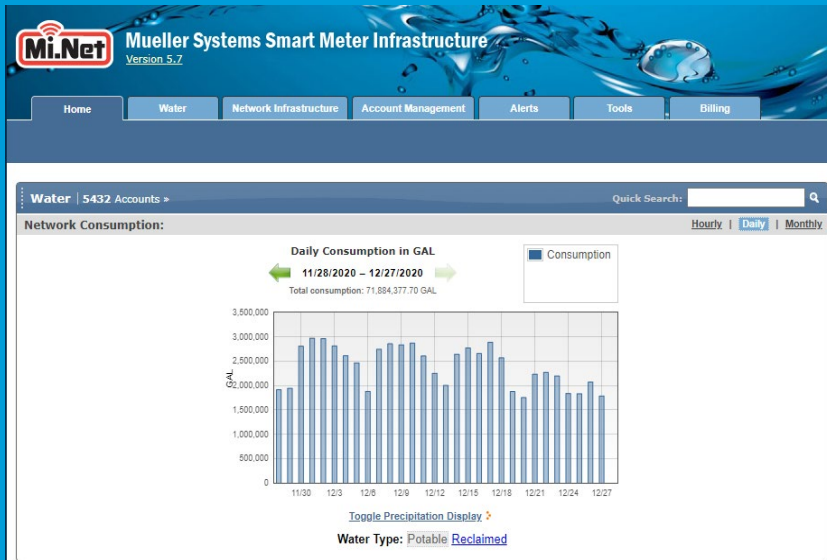
View

Total:

Expected Communications	Successful Communications	%	Unsuccessful Communications	%
5432	5414	99.7%	18	0.3%

# Utility Billing Systems Integration and Management Overview

- ✓ Developed routine for status calls and timeline for interface
- ✓ Developed interface files
- ✓ Completed robust testing of all files
- ✓ Managed NOC requests and issue resolution
- ✓ Provided data quality audits and system and database cleanup support
- ✓ Reconfigured alerts to reduce number of unnecessary alerts being generated
- ✓ Cleared all non-reporting and old read meters
- ✓ Trained staff on billing process and data flow
- ✓ Created job aides for staff resources

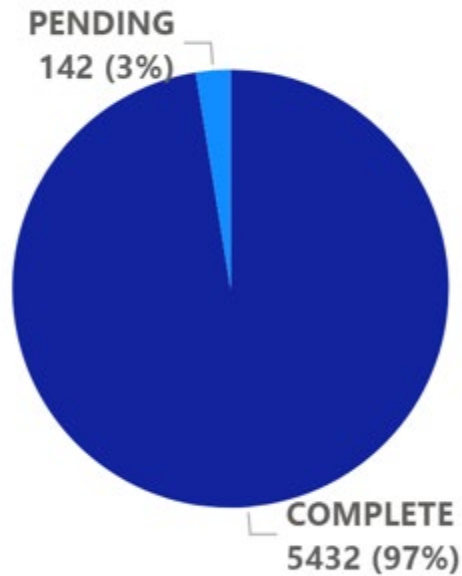


# AMI Meter Installation Overview

5432

INSTALLATIONS COMPLETE

Meter Installation Status, Project-to-Date

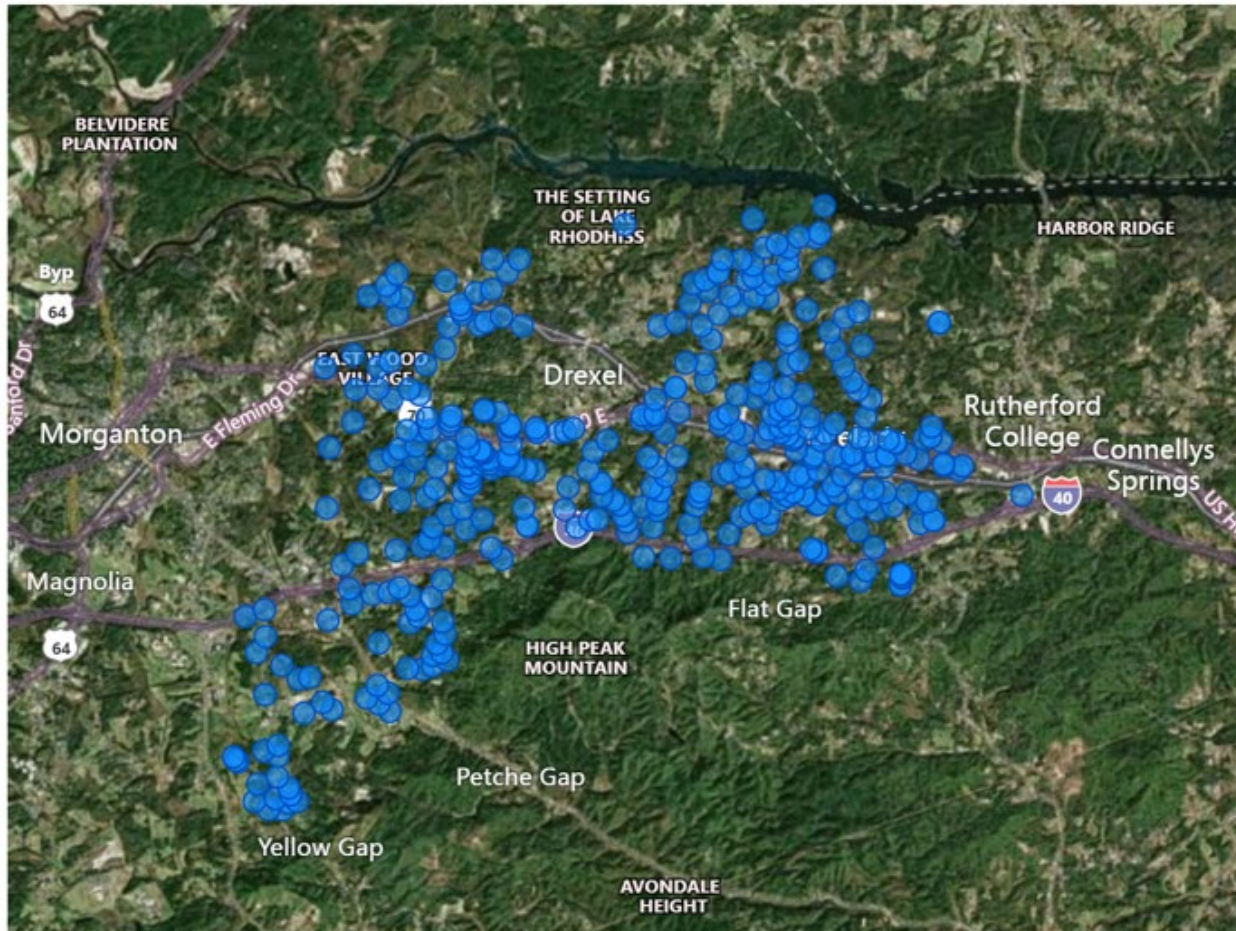


The pending (3%) accounts are comprised of Vacant (Skips) and Do Not Install (DNI) accounts and Return to Utility (RTU) accounts that the Town will complete

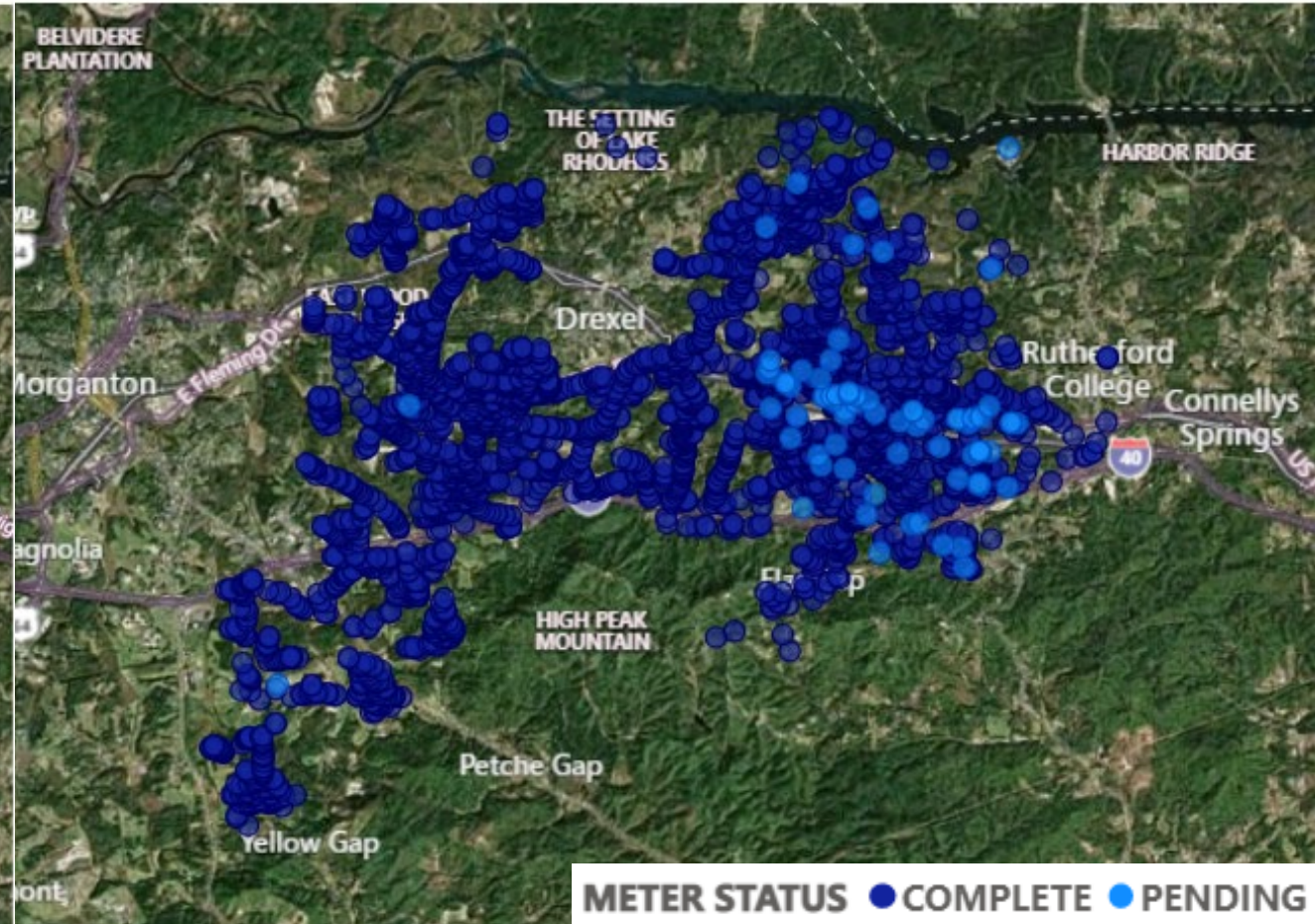


## METERSYS COMPLETED QA AUDIT LOCATIONS MAP

21 of 29



## VALDESE METER INSTALL LOCATIONS MAP



## Valdese AMI Meter Replacement Locations Map

# Next Steps

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## AMI Project Closeout Meeting with Town Project Team Tomorrow to Review:

- Financials and Project Documentation Deliverables
- Inventory and Equipment Ordering
- Training
- Network Infrastructure and Route Acceptance
- Mi.Net System Acceptance
- State Compliance Checklist
- Project Sign-off

## Welcome

Look up your account to explore  
your water use. It's free, and it only  
takes a minute.

[Find my account](#)

OR

[Log in](#)

# Your WaterSmart Customer Engagement Platform



# WaterSmart Program Objectives

---



**LEVERAGE  
AMI DATA**



**INCREASE  
DIGITAL  
ENGAGEMENT**



**IMPROVE  
WATER-USE  
EFFICIENCY**



**INCREASE  
SATISFACTION**



# WaterSmart Platform Features

- Online Customer Self-Service Portal
- Water Consumption Data Aggregation and Analytics
- Mass Customized Messaging
- Automated Alerts and Notifications
- Digital Forms and Automated Workflows
- Link to Online Bill Payment

## PLATFORM



## ONLINE SUPPORT



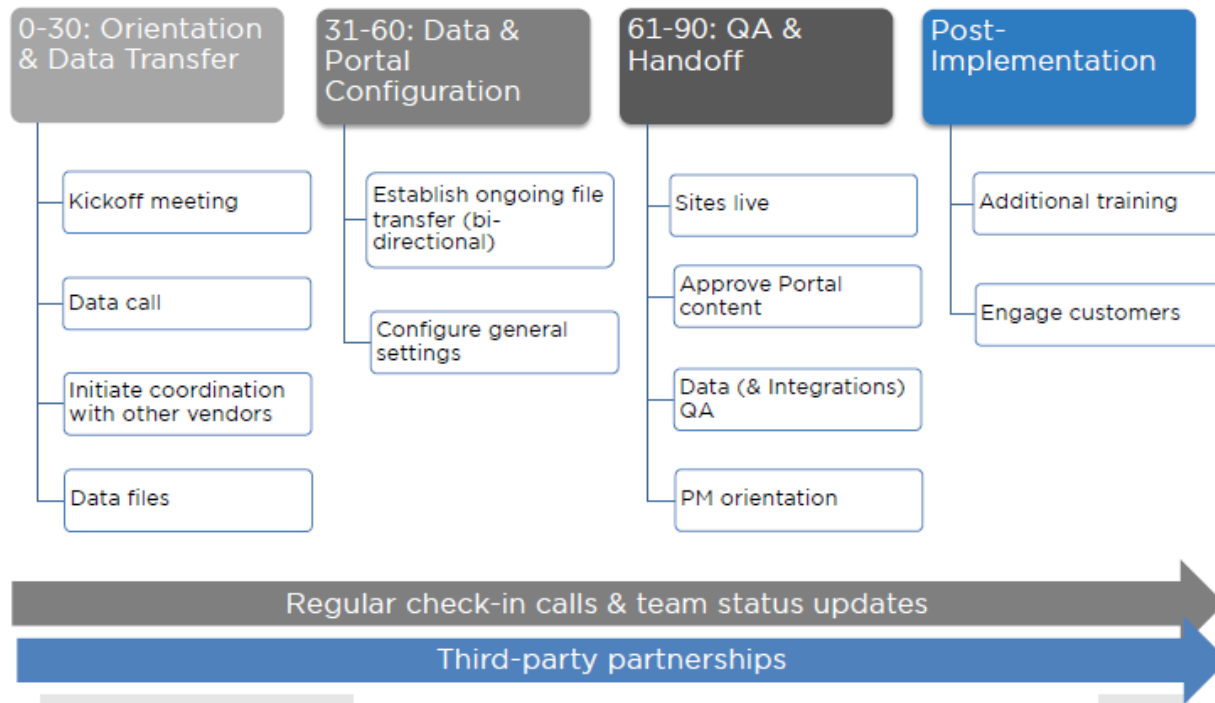
## TEAM

WaterSmart is dedicated to supporting your success, in addition to your Customer Success Manager



# WaterSmart Interface Summary

## 30-60-90 Timeline



- ✓ Interface completed on Dec. 15, 2020
- ✓ Soft roll-out to City staff and Council members completed
- ✓ Utility staff has receiving training (in progress of scheduling job specific training on customer engagement analytics and communications in Jan. 2021)
- ✓ Go live date is today



# Roundtable

## Valdese Town Council Meeting

Monday, January 4, 2021

Budget Amendment #

5

Subject:

Amend debt service payment for 2018 Water Systems Improvement project

Description:

Due to several approved change orders throughout the duration of the project, the original debt service payment of \$19,941 that is budgeted in the FY20-21 adopted budget, increases by \$1,714.

## 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, 2020:

## Section I:

The following revenues available to the Town will be increased:

Account	Description	Decrease/ Debit	Increase/ Credit
30.3990.000	Fund Balance Appropriated		1,714
Total		\$0	\$1,714

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
30.8120.910	Debt Service	1,714	
Total		\$1,714	\$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.

## Valdese Town Council Meeting

Monday, January 4, 2021

Budget Amendment #

6

Subject:

Special bonus for 2020

Description:

This amendment is for the special bonus given by Council to full time town employees for meeting the challenges of 2020 successfully. Due to unexpected revenues covering budgeted Police and Fire salaries, this appropriates the unplanned revenues for bonus pay.

## 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, 2020:

## Section I:

The following revenues available to the Town will be increased:

Account	Description	Decrease/ Debit	Increase/ Credit
10.3350.030	Other Revenues		113,238
Total		\$0	\$113,238

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.4100.999	Contingency Expense	113,238	
Total		\$113,238	\$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.