



**Town of Valdese
Town Council Meeting
Valdese Town Hall
102 Massel Avenue SW, Valdese
Monday, August 6, 2018
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

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 and Closed Session Minutes of June 25, 2018
- B. Appointment of Town Treasurer
- C. Resolution Establishing Check Procedures, Authorizing the Use of Signature Stamps, and Confirming BB&T as an Official Depository of Town Funds
- D. Resolution for Small Underpayments and Overpayments, Taxes under \$5.00, and Overpayments of Less Than \$15.00
- E. Resolution Adopting Uniform Guidance Procurement Policy and Uniform Guidance Conflicts and Gifts Policy
- F. Resolution Approving Water Shortage Response Plan
- G. Ordinance for Street Closure – Draughn High School Homecoming Parade on Tuesday, October 2, 2018
- H. Ordinance Setting Speed Limit on Powell Ave
- I. Agreement with WPCOG for GIS Maintenance and As-Built Scanning

7. New Business

- A. Introduction of New Employees
- B. Safety Awards Presentation
- C. Presentation of AWOP Award to Water Plant Superintendent Jerry Conley
- D. CDBG Grant Agreement for Alba Waldensian Mill Demolition Project
- E. Vacant Housing Report
- F. Resolution for Offer to Purchase Town-Owned Property Located at 795 Harris Ave NW
- G. Public Safety Building Discussion
- H. Resolution Accepting Funds for Centrifuge Project
- I. Resolution Accepting Funds for Meter Replacement Project
- J. Capital Project Ordinances for St. Germain Water System Improvements Project, 2018 Water System Improvements Project, Plant MCC Replacement, and AMI Meter Replacement
- K. Budget Amendments

8. Manager's Report

- A. 43rd Annual Waldensian Festival and Footrace-August 10 & 11, 2018
- B. Public Art Commission Project Update
- C. Dedication of The Arrival, Train Debut, Saturday, August 11, 2018, 9 a.m.
- D. Town Offices Closed Monday, September 3, 2018 in Observance of Labor Day
- E. Next Regular Council meeting scheduled for Tuesday, September 4, 2018, 6 p.m., due to Labor Day Holiday
- F. Appointed as Chairman for Burke Development Inc.

9. Mayor and Council Comments

10. Adjournment

COMMUNICATION NOTES

To: Mayor Black
Town Council

From: Seth Eckard, Town Manager

Date: August 1, 2018

Subject: Monday, August 6, 2018 Council Meeting

6. Consent Agenda:

A. Approval of Regular Meeting and Closed Session Minutes of June 25, 2018

B. Appointment of Town Treasurer

Mayor Black recommends the appointment of Councilman Roy Sweezy as Town Treasurer.

C. Resolution Establishing Check Procedures, Authorizing the Use of Signature Stamps, and Confirming BB&T as an Official Depository of Town Funds

Enclosed in the agenda packet is a resolution establishing check procedures, the use of signature stamps, and designation of an official depository. Checks and drafts used to pay or reimburse travel or other employee expenses will require two signatures, regardless of the amount; checks and drafts issued for purposes other than travel or employee expenses will require two signatures if the check is more than \$1,000; and only one signature if the check or draft is less than \$1,000. The resolution identifies the parties authorized to sign checks and drafts and authorizes the use of a signature stamp. The resolution also confirms that BB&T is an official depository for town funds.

D. Resolution for Small Underpayments and Overpayments, Taxes under \$5.00, and Overpayments of Less Than \$15.00

Enclosed in the agenda packet is a resolution directing the tax collector on small underpayments and overpayments, taxes under \$5.00, and refund of overpayments less than \$15.00. The adoption of this resolution will establish a standard of practice that is used by most local governments.

E. Resolution Adopting Uniform Guidance Procurement Policy and Uniform Guidance Conflicts and Gifts Policy

Enclosed in the agenda packet is the Uniform Guidance Procurement Policy, Uniform Guidance Conflicts and Gifts Policy, and a resolution adopting these policies. Adoption of these policies will ensure compliance with new federal procurement regulations.

F. Resolution Approving Water Shortage Response Plan

Enclosed in the agenda packet is the Water Shortage Management Plan and a resolution approving its adoption. NC General Statute 143-355 (1) requires that each unit of government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan. The Town of Valdese plan has been submitted and approved with NC Department of Environment Quality.

G. Ordinance for Street Closure – Draughn High School Homecoming Parade on Tuesday, October 2, 2018

NC General Statute requires that Council approve an ordinance and submit to the NC Department of Transportation any time a state maintained street is proposed to be closed. Draughn High School has requested Main Street from Hoyle Street to Eldred Street be closed on Tuesday, October 2, 2018 from 6:30 p.m. until 7:30 p.m., for the annual Draughn High School Homecoming Parade.

H. Ordinance Setting Speed Limit on Powell Ave

Enclosed in the agenda packet is a memo from Police Chief Jack Moss and an ordinance setting the speed limit for Powell Ave at 25 mph. Chief Moss was recently informed that the speed limit on Powell Ave should be 25 mph for both north and south bound lanes. The state is requesting Council approval of the enclosed ordinance before making any changes to the speed limit sign.

I. Agreement with WPCOG for GIS Maintenance and As-Built Scanning

Enclosed in the agenda packet is a Letter of Agreement with the WPCOG for GIS Maintenance for FY 2018-19 to maintain the utility and cemetery GIS database in the amount of \$8,682.

7. New Business

A. Introduction of New Employees

Fire Chief Charlie Watts will introduce M. Truman Walton, fire engineer. Parks and Recreation Director Doug Knight will introduce Jesse Bunton, athletic programs supervisor

B. Safety Awards Presentation

Fire Chief Charlie Watts will present the departmental safety awards.

C. Presentation of AWOP Award to Water Plant Superintendent Jerry Conley

The Water Plant has been awarded a second, consecutive EPA recognized Area Wide Optimization Award. Water Plant Superintendent Jerry Conley will present the Area Wide Optimization Program Award (AWOP) to Council.

D. CDBG Grant Agreement for Alba Waldensian Mill Demolition Project

Enclosed in the agenda packet is a memo from WPCOG Assistant Director Sherry Long and Grant Agreement (CDBG 16-E-2910). The Town received a grant from NC Rural Economic Development (CDBG) for the Alba Waldensian Mill Demolition Project in the amount of \$500,000. Attorney Walter Currie and Ms. Long will be available at the meeting to answer any questions.

Requested Action: Staff recommends that Council accept the grant agreement and allow Mayor Black to sign all necessary documents regarding the grant.

E. Vacant Housing Report

WPCOG Community & Regional Planner Becca Bleich will present a summary of a recent Vacant Housing Workshop held on June 26, 2018 at WPCOG office.

F. Resolution for Offer to Purchase Town-Owned Property Located at 795 Harris Ave NW

The Town received an offer from Mark Rostan in the amount of \$62,500 to purchase the old Valdese Wastewater Treatment Facility property located at 795 Harris Avenue NW. Enclosed in the agenda packet is a location map and resolution for the sale of Town-owned property. The property will be advertised for upset bid.

Requested Action: Staff recommends that Council adopt a resolution accepting the offer from Mr. Rostan in the amount of \$62,500 and allow staff, pursuant to NC General Statute 160A-266, to advertise for the upset bid process.

G. Public Safety Building Discussion

A special meeting was held on Thursday, August 2, 2018 to receive information from the structural engineer and architects regarding the study of the public safety building. At the June 4, 2018 Council meeting, Council authorized the town manager to sign a purchase contract with BB&T for their building located at 225 Main Street E, Valdese.

Requested Action: If Council wishes to proceed with the purchase of the BB&T building no action is required. However, if Council does not wish to purchase the building, a motion identifying Council's decision to not purchase the building will need to be passed and Council will need to authorize Town Manager Seth Eckard to notify BB&T before the due diligence period expires.

H. Resolution Accepting Funds for Centrifuge Project

Enclosed in the agenda packet is a memo from Water Resources Director Greg Padgett and a resolution accepting state funds. The Town has been approved for a State Loan & Grant from the Water Infrastructure Fund in the amount of \$317,265. Funds will be used to replace two centrifuge backdrive controls at the Wastewater Treatment Plant.

Requested Action: Staff recommends that Council approve the Resolution Accepting State Funds and authorize Town Manager Seth Eckard to execute an offer-and-acceptance document.

I. Resolution Accepting Funds for Meter Replacement Project

Enclosed in the agenda packet is a memo from Water Resources Director Greg Padgett and a resolution accepting state funds. The Town has been approved for a State Loan & Grant from the Water Infrastructure Fund in the amount of \$2,265,386; \$1,699,039 in the form of a loan and \$566,347 as a grant. Funds will be used for the meter replacement project.

Requested Action: Staff recommends that Council approve the Resolution Accepting State Funds and authorize Town Manager Seth Eckard to execute an offer-and-acceptance document.

J. Capital Project Ordinances for St. Germain Water System Improvements Project, 2018 Water System Improvements Project, Plant MCC Replacement, and AMI Meter Replacement

Enclosed in the agenda packet are Capital Project Ordinances for the following projects: St. Germain Water System Improvements Project, 2018 Water System Improvements Project, Plant MCC Replacement, and AMI Meter Replacement. Water Resources Director Greg Padgett will be at the meeting to discuss the ordinances.

Requested Action: Staff recommends that Council adopt the Capital Project Ordinances as presented.

K. Budget Amendments

Enclosed in the agenda packet are three budget amendments prepared by Finance Director Jerry LaMaster; he 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**May 1st-31st, 2018**

THE BELOW REPORT OUTLINES THE ACTIVITIES PERFORMED BY THE FIRE DEPARTMENT DURING THE MONTH OF MAY, 2018. 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>TOTAL HOURS</u>
STATION DUTY	137 HOURS
VEHICLE DUTY	119 HOURS
EQUIPMENT DUTY	39 HOURS
FIRE ADMINISTRATION	250 HOURS
TRAINING ADMINISTRATION	2 HOURS
MEETINGS	19 HOURS
FIRE PREVENTION ADMINISTRATION	77 HOURS
FIRE PREVENTION INSPECTIONS	15 HOURS
<u>TYPE / NUMBER OF INSPECTIONS:</u>	
ASSEMBLY	2
BUSINESS	2
EDUCATIONAL	0
FACTORY	0
FOSTER HOME	1
MERCANTILE	3
RESIDENTIAL	0
STORAGE	0
TOTAL INSPECTIONS:	8
<u>VIOLATIONS NOTED:</u>	50
SAFE KIDS ADMIN/CRS INSPECTIONS	13 HOURS
PUBLIC RELATIONS	7 HOURS
HYDRANT MAINTENANCE	9 HOURS
SAFETY ADMINISTRATION	20 HOURS
PHYSICAL TRAINING	34 HOURS
TRAINING	148 HOURS
ON-DUTY EMERGENCY RESPONSES	54 HOURS
OFF-DUTY EMERGENCY RESPONSES	76 HOURS
FIRE/MEDICAL STANDBY	0 HOURS
OFF-DUTY TRAINING	43 HOURS
TOTAL TRAINING MANHOURS: (INCLUDES VOLUNTEER FIREFIGHTERS)	356 HOURS

FIRE DEPARTMENT EMERGENCY RESPONSES:**FIRE:**

ALARM	5
GAS ODOR/LEAK	1
SMOKE	1
TREE/LINE DOWN	5
MUTUAL AID TO STATION 67	2
MUTUAL AID TO STATION 66	1
LOCK-IN	2
SERVICE CALL	2
VEHICLE	1
OUTSIDE FIRE	<u>1</u>
	21

MEDICAL:

ABDOMINAL PAIN	2
ALLERGIC REACTION	0
ASSAULT	1
ASSIST EMS	1
BACK PAIN	0
CANCELLED ENROUTE	0
CARDIAC	3
CHEST PAIN	2
CHOKING	0
CODE BLUE	1
DIABETIC	1
DOA	0
FAINTING	2
FALL	2
HEADACHE	0
LACERATION/HEMORRAGE	0
MOTOR VEHICLE ACCIDENT	2
OTHER	1
OVERDOSE/INTOXICATED	1
PREGNACY	0
PSYCHIATRIC	1
RESPIRATORY	2
SEIZURE	2
SICK	6
STABBING	0
STROKE	2
TRAUMATIC INJURY	1
UNCONSCIOUS	<u>0</u>
	33

FIRE AND MEDICAL:**0****TOTAL: 54 RESPONSES**

Respectfully Submitted,

Charles Watts, Chief
Valdese Fire Department

**TOWN OF VALDESE
TOWN COUNCIL MEETING
JUNE 25, 2018**

The Town of Valdese Town Council met on Monday, June 25, 2018, 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, Councilman Gary L. Delp, and Councilman Roy F. Sweezy. Also present were Town Manager Seth Eckard, Town Attorney Marc Mitchell, Deputy Town Clerk Courtney Kennedy, and various department heads.

Absent: None.

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:

PROCLAMATION HONORING CHARLES "CHARLIE" BERRY Mayor Black presented the following resolution to Charles Berry:

PROCLAMATION HONORING CHARLES "CHARLIE" BERRY

WHEREAS, Charles Berry began his career with the Town of Valdese on April 26, 1993, as a Public Works Maintenance Worker and received many promotions serving as Utility Meter Technician until his retirement

WHEREAS, Charles Berry holds a water meter technician certification; and

WHEREAS, the positions held by Charles Berry required that he be on call day and night, seven days per week, 365 days per year to report for work during emergencies; and

WHEREAS, during Charles Berry's tenure he has assured meter accuracy and monthly readings to verify consistent and fair revenue for the Town of Valdese; and

WHEREAS, after over 25 years of dedicated service to the Town of Valdese, Charles Berry will retire on June 29, 2018 so he can dedicate more time to North Carolina basketball.

NOW, THEREFORE, BE IT RESOLVED that I, John F. "Chip" Black Jr., by the authority vested in me as mayor of Valdese, North Carolina, and on behalf of the entire Town Council that we hereby recognize and **honor Charles Berry** for his many contributions to the Town of Valdese, and we wish for him a long and prosperous retirement.

IN WITNESS WHEREOF, I do hereby set my hand, and cause the Seal of the Town of Valdese to be affixed, this 25th day of June, 2018.

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

EAGLE SCOUT PROJECT-LUKE BLALOCK, 108 OAKLAND COURT NE, VALDESE Mr. Blalock informed Council that he is completing his Eagle Scout project at McGalliard Falls. Mr. Blalock shared that he is building new score tables for the baseball scorekeeper and discussed the process he is following to complete this project. Mr. Blalock shared that he received donations from BB&T and Friends of the Valdese Rec to help fund the project.

WATER RATES-JEAN MARIE COLE, 705 BERTIS STREET, VALDESE Ms. Cole expressed her appreciation of the efforts Council and Town Manager Seth Eckard make, acknowledging that they all do a lot of hard work to keep the town on budget. Ms. Cole discussed proposed increases to water rates, expressing concern with how the increase in fees is allocated; specifically noting that the increase for the first 3,000 gallons of water is more expensive than the next 1,000 gallons. Ms. Cole stated that the water rates put a burden on small users, who tend to be low income or elderly, even though they may not use the full 3,000 gallons.

TOWN COMMITTEE MEMBERS-ELAINE APPEGATE, 408 BOUCHARD AVE, VALDESE Ms. Applegate informed Council that there are issues with the committee members that are listed on the Town's website. Ms. Applegate shared that some individuals had passed away, others moved, and that some of the people listed, herself included, were no

longer serving the committee in which they were named as members. Ms. Applegate asked if there was a prerequisite for being on various committees. Mayor Black informed her that there was not. Ms. Applegate expressed her concern with members receiving perks for serving on a committee. Parks and Recreation Director Doug Knight shared that Recreation Committee members do receive a free membership to the Rec Center.

BUDGET, TIGER GYM, LIBRARY, REC CENTER-CARLA BERRY, 204 COLOMBO STREET NW, VALDESE Ms. Berry shared that she was excited to see that funds had been allocated in the FY 18-19 budget for Tiger Gym repairs. Ms. Berry stated that she is happy with how well assets, such as the Rec Center and library, have been preserved throughout the town. Ms. Berry would like to see improvements made at Teacher's Cottage. Ms. Berry would like to start one or two volunteer committees of people that would like to give back to the community by helping with various tasks around town.

CONSENT AGENDA: (enacted by one motion)

APPROVED MINUTES OF REGULAR MEETING AND CLOSED SESSION MINUTES OF JUNE 4, 2018

APPROVED AGREEMENT WITH WPCOG FOR 2018-2019 TECHNICAL PLANNING ASSISTANCE The agreement with WPCOG for Technical Planning Assistance in the amount of \$23,360.00, an increase of \$800 in cost from FY 17-18.

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

End Consent Agenda

ITEMS REMOVED FROM CONSENT AGENDA:

APPROVED AGREEMENT WITH BURKE COUNTY FOR RECORD MANAGEMENT SYSTEM (RMS) Assistant Police Chief Jamie Buchanan informed Council that this is a four-year-agreement with Burke County for the Records Management System (RMS); the city of Morganton is participating as well. Mr. Buchanan shared that the records management system stores all reports and citations that officers make and provides officers with access to other agency's reports and citations. This system has been used since 2003; however, the recent withdrawal from the 911 agreement ended this service. With the proposed agreement, Burke County will allow Valdese and Morganton to continue RMS through the E911 system that is administered and hosted by the County. The cost of maintenance and replacement over the term of the agreement is as follows: Year 1 - \$7,206.30, Year 2 - \$7,206.30, Year 3 - \$2,406.30, Year 4 - \$2,406.30. Funds have been allocated in the FY 18-19 Budget for Year 1 of this agreement.

Town Manager Seth Eckard informed Council that this was the compromise the municipalities agreed on, in lieu of the 911 agreement, which saved the town \$62,000 annually. Councilman Ogle asked if other agencies received this service. Mr. Buchanan stated that Burke County, Morganton, and Valdese are the only participants in this service and that other agencies use their own, in-house system.

Councilman Ogle made a motion to approve the Agreement with Burke County for Record Management System (RMS) as presented, seconded by Councilwoman Hildebran. The vote was unanimous.

REQUEST TO PURCHASE JOHN DEERE GATOR Public Works Director Bryan Duckworth requested permission to purchase a John Deere Gator from James River Equipment in the amount of \$7,714.60. Mr. Duckworth shared that funds to purchase this piece of equipment have been identified through the sale of surplus equipment and have been allocated in the current, FY 17-18 budget. Mr. Duckworth stated that the gator will be used for Main Street landscaping, by the Street Department for spraying vegetation on street curbs and sidewalks, and by the Utility Department for inspection of manholes. Mr. Duckworth shared that this item was not requested in the current budget as there was not enough funding in the capital outlay; however, it was the next item on the Public Works Capital Improvement Plan.

Councilman Ogle made a motion to approve the purchase of a John Deere Gator from James River Equipment for \$7,714.60, seconded by Councilwoman Stevenson. The vote was unanimous.

FY 2018-2019 BUDGET PUBLIC HEARING & ORDINANCE ADOPTION Mayor Black opened the public hearing and asked if anyone wished to speak either for or against the proposed budget.

Town Manager Seth Eckard informed Council that two changes were made since the budget was introduced to Council; the Town will receive \$10,000 more for occupancy tax than previously calculated and the language regarding Lakeside

Park in the budget message was removed. Mr. Eckard asked if there were any questions regarding the budget. There were no questions or comments.

There being no one wishing to speak, Mayor Black closed the public hearing.

**TOWN OF VALDESE BUDGET
FISCAL YEAR 2018 - 2019**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF VALDESE, NORTH CAROLINA, THAT:

Section I: The following amounts are hereby appropriated to the fund set forth for the operation of the town government and its activities for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this town:

GENERAL FUND		\$ 5,681,270
Governing Body	\$ 52,330	
Administration	1,012,474	
Public Works	363,495	
Maintenance & Grounds	215,847	
Planning	108,744	
Police	942,206	
Fire	799,476	
Street	410,404	
Powell Bill	144,535	
Sanitation	259,414	
Recreation	825,807	
Tourism/Community Affairs	546,538	
UTILITY FUND		<u>\$ 4,754,066</u>
Water	1,653,823	
Wastewater	1,843,765	
Water/Sewer Const.	1,256,478	
TOTAL EXPENDITURES		<u>\$10,435,336</u>

Section II: It is estimated, and therefore appropriated, that the following revenues will be made available to the respective funds for the fiscal year beginning July 1, 2018 as follows:

GENERAL FUND	\$ 5,681,270
UTILITY FUND	\$ 4,754,066
TOTAL REVENUES	<u>\$10,435,336</u>

Section III: There is hereby levied an ad valorem tax at the rate of fifty four and one half cents (\$0.545) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2019, for the purpose of raising a portion of the revenue listed in the General Fund appropriation in Section II of this ordinance. This rate, based upon an estimated total valuation of \$343,735,955 will generate a levy of \$1,854,627 with an estimated collection rate of 99% less \$17,000 reserved for discounts.

Section IV: As set forth in the Utility Fund Non-Departmental Section of the FY 2018-2019 budget document, the amount of \$306,278 is appropriated for the purpose of debt service and that this amount is sufficient for the complete and proper payment of all bond principal, bond interest and commissions on the outstanding debt of the town relating thereto for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Section V: Long Term Monitoring surcharge for industrial pretreatment program.

Program Cost: \$18,000

Section VI: The fee schedule for utility services is as follows:

Water

Inside Water – Residential

Minimum 3,000 gallons	\$31.50
Volume Charge (per 1,000 gal); 3,001 + gallons	\$3.10

Outside Water – Residential

Minimum 3,000 gallons	\$49.85
Volume Charge (per 1,000 gal); 3,001 + gallons	\$5.90

Inside Water – Commercial

Minimum 3,000 gallons	\$31.50
Volume Charge (per 1,000 gal); 3,001 + gallons	\$3.10

Outside Water – Commercial

Minimum 3,000 gallons	\$63.10
Volume Charge (per 1,000 gal); 3,001 + gallons	\$6.15

Inside Water - Industrial

Minimum 3,000 gallons	\$12.35
Volume Charge (per 1,000 gal); 3,001 – 300,000 gallons	\$2.35
Volume Charge (per 1,000 gal); 300,000 +	\$1.15

Outside Water - Industrial

Minimum 3,000 gallons	\$24.65
Volume Charge (per 1,000 gal); 3,001 – 300,000 gallons	\$4.70
Volume Charge (per 1,000 gal); 300,000 +	\$2.30

Sewer

Inside Sewer – Residential

Minimum 3,000 gallons	\$6.65
Volume Charge (per 1,000 gal); 3,001 + gallons	\$2.25

Outside Sewer – Residential

Minimum 3,000 gallons	\$12.70
Volume Charge (per 1,000 gal); 3,001 + gallons	\$4.30

Inside Sewer – Commercial

Minimum 3,000 gallons	\$6.95
Volume Charge (per 1,000 gal); 3,001 + gallons	\$2.35

Outside Sewer – Commercial

Minimum 3,000 gallons	\$13.85
Volume Charge (per 1,000 gal); 3,001 + gallons	\$4.70

Inside Sewer - Industrial

Minimum 0 gallons	\$6.75
Volume Charge (per 1,000 gal)	\$2.25

Inside Sewer - Industrial

Minimum 0 gallons	\$13.45
Volume Charge (per 1,000 gal)	\$4.50

Utility Deposits

Non-owner Resident	\$100.00
Non-owner Commercial	100.00
Non-owner Industrial	100.00

<u>Non-Payment Fee</u>	\$ 25.00
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Water Meter Tampering \$100.00

Late Penalty 10% after 15th of month bill is due. Amended policy now included for large users. If the penalty exceeds \$200.00 the amended policy becomes effective.

Section VII: The Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- (A) He may transfer amounts between objects of expenditures within a department without limitation and without a report being required.
- (B) He may transfer amounts of \$1,000 between departments of the same fund with an official report on such transfer at the next regular meeting of the Town Council.
- (C) He may not transfer any amounts between funds or from any contingency appropriation within any fund without approval of the Town Council.

Section VIII: Copies of this budget ordinance and accompanying documents shall be furnished to the finance office, budget officer, and other department heads of the Town of Valdese to be kept on file by them for their direction in the disbursement of funds.

This ordinance is adopted on this the 25th day June, 2018.

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

Attest: /s/ Town Clerk

Upon introduction by Town Manager Seth B. Eckard, motion to adopt by Councilwoman Hildebran and seconded by Councilman Ogle. The vote to adopt was 5-0.

FY 2017-2018 END OF YEAR BUDGET AMENDMENT Finance Director Jerry LaMaster presented the following amendment:

AGENDA ITEM VIII (D) FY2017 - 2018 YE Budget Adjustment

SUPPLEMENTAL YEAR END BUDGET AMENDMENT

GENERAL FUND

Total Revenue:

278,652

2014 Ad Valorem Tax	10.3010.141	9,000
2015 Ad Valorem Tax	10.3010.151	11,000
2016 Ad Valorem Tax	10.3010.161	14,000
2016 Motor Vehicle Tax	10.3010.162	15,000
2017 Motor Vehicle Tax	10.3010.172	25,000
Tax Penalty & Int	10.3170.000	10,000
Interest on Investments	10.3290.000	5,000
Sales Tax	10.3450.010	10,000
Sales Tax Refund	10.3670.000	40,000
Real Property Sale	10.3820.000	
Real Property Sale	10.3820.000	(61,490)
Real Property Sale	10.3830.000	61,490
Community Center Memberships	10.3970.030	(9,005)
From Utility - Rec	10.3970.302	10,000

From Utility - Public Art	10.3970.302	6,000
Proceeds From Financing	10.3995.560	62,703
Proceeds From Financing	10.3995.560	8,439
From CRF	10.3980.000	57,840
Fund Balance - Public Art	10.3990.000	3,675

Expenditures:

Administration			52,000
Salaries & Wages	10.4200.020	4,000	
Part Time	10.4200.022	15,000	
Professional Services	10.4200.040	15,000	
Unemployment Charges	10.4200.080	(8,000)	
Dept Supplies	10.4200.330	3,000	
NC Sales Tax	10.4200.370	10,000	
County Sales Tax	10.4200.390	5,000	
Contracted Services	10.4200.450	8,000	
Library	10.4200.930		
Planning			2,995
Part Time	10.4900.022	1,000	
Professional Services	10.4900.042		
Maint & Repair Bldg-Whisnant	10.4900.151	2,400	
Maint & Repair Bldg-Equip	10.4900.160	4,000	
Contract Services	10.4900.450	6,000	
Whisnant St	10.4900.452	8,500	
IT Projects	10.4900.721	(18,905)	
Police			5,000
Salaries & Wages	10.5100.020	33,000	
Extra Duty Hours	10.5100.024	(23,000)	
Goup Insurance	10.5100.060	(5,000)	
Fire			10,000
Salaries & Wages	10.5300.020	10,000	
Part Time	10.5300.022		
Maint & Repair Auto	10.5300.170	10,000	
Debt Service	10.5300.912	(10,000)	
Street			128,982
Salaries & Wages	10.5600.020		
Professional Services	10.5600.040		
Maint & Repair Bldgs	10.5600.150	57,840	
Paving	10.5600.150	62,703	
Maint & Repair Equip	10.5600.160	(8,000)	
Capital Outlay - Equip	10.5600.740	8,439	
Transfer to CFR	10.5600.961	8,000	

Recreation			66,000
Salaries	10.6200.020		
Part Time	10.6200.022	6,000	
Professional Services	10.6200.040	8,000	
Utility Exp - Gas	10.6200.131	15,000	
Maint & Repair Bldgs	10.6200.150	18,000	
Dept Supplies	10.6200.330	5,000	
Contract Services	10.6200.450	20,000	
Debt Service	10.6200.910	(6,000)	
Community Affairs			13,675
Salaies & Wages	10.6250.020	4,000	
Public Art	10.6250.926	9,675	
Total Expenditures			<u>278,652</u>

AGENDA ITEM VIII (D) FY2017 - 2018 YE Budget Adjustment

SUPPLEMENTAL BUDGET AMENDMENT

<u>UTILITY FUND</u>		Increase	
		(Decrease)	
Total Revenue:			<u>-92,824</u>
Water Charges	30.3710.010		
Waste Water Charges	30.3710.020	(190,824)	
Taps & Connection Fees	30.3730.000		
Town of Drexel	30.3810.020	39,000	
Burke County - East	30.3810.030	36,000	
VGH	30.1810.050		
Connelly Springs Maint	30.3810.080	23,000	
Insurance Reserve	30.3970.930		
Fund Balance	30.3990.000		
Expenditures:			
Water Dept.			(92,824)
Capital Equipment	30.8100.740		
Debt Service	30.8100.911	(92,824)	
Waste Water Dept.			0
Professional Services	30.8110.040		
Water & Sewer Const. Dept.			0
Capital Outlay	30.8120.740	(70,000)	
Capital Outlay	30.8120.741	(51,200)	
Transfer to CRF	30.8120.999	121,200	

Total Expenditures

(92,824)

Councilman Delp made a motion to approve the aforementioned year-end budget amendment, seconded by Councilwoman Stevenson. The vote was unanimous.

MANAGER'S REPORT: Mr. Eckard made the following announcements:

Mr. Eckard recommended that Council appoint a taskforce to review the Town's code enforcement policy, level of service and to determine if any changes are appropriate. Mayor Black stated that he would like two members of council on the committee, if Council decides to proceed with the creation of a code enforcement taskforce. Mayor Black would also like citizens to participate. Councilman Ogle and Councilman Sweezy volunteered to serve on the taskforce. Staff will contact representatives from WPCOG and citizens to request their participation. Councilwoman Hildebran asked if staff would be represented on the taskforce. Town Manager Seth Eckard stated that he and Planning Director Larry Johnson will be on the taskforce.

Mayor Black asked if Council would like to proceed with the creation of a taskforce. Councilwoman Stevenson stated that she supports it and acknowledged that this would not be a quick process and that it may take extended time to study. Mr. Eckard said it could take up to four months. Councilman Delp asked if the committee will be tasked with recommending solutions for identified issues. Mr. Eckard stated that the committee would not address specific issues; rather it will look at examples to review policy, to determine if the ordinances are sufficient and to determine if the level of enforcement of those ordinances is sufficient.

Town Attorney Marc Mitchell stated that the current issue is the level of enforcement and recommended that Council take into consideration, what level of enforcement they would like to see in the community. Mr. Mitchell stated that the ordinances may need to be slightly revised but that the ordinances are not the main issue. Mr. Mitchell discussed the various avenues the Town can take to correct code enforcement issues. Mr. Mitchell encouraged Council that whatever may come from this taskforce, that they need to give guidance to staff about what they would like with regard to the level of code enforcement.

Councilman Sweezy stated that Council needs to consider individual's circumstances before making demands and provided an example that perhaps someone experiencing a death in their family is not worried about mowing their grass during that time and that everyone should be mindful of that.

Councilwoman Hildebran acknowledged that the approach that the Town has taken has been one of compassion and understanding. Ms. Hildebran stated that she appreciates this approach and the efforts that Planning Director Larry Johnson makes to contact citizens to find out what issue they were dealing with, while working with them to find a solution. Ms. Hildebran expressed her care and concern for the senior adults in the community, many of which receive limited incomes and have difficulty paying just for medical bills. Ms. Hildebran questioned "who are we, government, to go in and tell property owners what to do with their property?" Ms. Hildebran recommended that Council be careful with the charge that the taskforce is given and to be mindful, not of just certain citizens who can and are able to keep up their property, but those who cannot because of financial reasons.

Independence Day Celebration, Friday, June 29, 2018, 7:00 p.m.

Town Offices Closed on Wednesday, July 4, 2018, in Observance of Independence Day

From This Day Forward, July 13-August 11, 2018, Fridays and Saturdays, 7:45 p.m.

Special Council meeting scheduled for Thursday, August 2, 2018, 7 p.m.

Next Regular Council meeting scheduled for Monday, August 6, 2018, 6 p.m.

MAYOR AND COUNCIL COMMENTS:

Councilwoman Stevenson asked for an update on Bobo Avenue. Planning Director Larry Johnson shared that he has had several conversations with the property owner and is attempting to work with her on the removal, as she asked for additional time. Mr. Johnson shared that several vehicles do comply because they are operational and are tagged; however, there are a few that do not. Ms. Stevenson thanked Mayor Black and Town Manager Eckard for taking the time to meet with citizens to hear their concerns.

Councilwoman Hildebran stated that throughout her experience with the town, numerous attempts have been made to get citizens involved, to receive their input and feedback, and expressed her gratitude to the citizens in attendance for

being involved and making recommendations. Ms. Hildebran shared the following update on the library: survey work was completed and the architect is working on construction documents. Planning Director Larry Johnson has reviewed and approved the site and floorplan drawings, the finishes and flooring for the expansion will be the same or similar to what was done in the Hildebran library, a handicap ramp has been added at the exit door of the meeting room, landscaping will be simple, and an open green space will be provided for outdoor activities. Library Director Jim Wilson shared more detailed information about repairs, lighting, furnishings and other items. Project funds of just over \$900,000 will be used to pay for these items. Construction documents and bid package will be completed by the end of August, bids will be accepted in September, and construction will begin in October. The project should be completed in May or June of 2019.

Councilman Gary Delp stated that he has enjoyed every minute that he served with the Council. Mr. Delp shared that most of his knowledge comes from department heads and said "you have no idea what goes on in Valdese until you follow these people around and watch what they do every day to create the wonderful town that we live in." Mr. Delp shared that he was chosen as an appointment for his seat because he had over twenty years of service on the planning and zoning board and Council knew that he was knowledgeable about what was happening in Valdese, he was not selected at random. Mr. Delp shared that he believes the Council will do a good job in selecting his replacement. Mr. Delp shared that he ran in November because he really hoped he would be able to make it through one more term. Councilman Delp finished by stating "I have enjoyed it, but it's time to quit" and thanked every citizen in Valdese, whether they voted for him or not, because everyone has given him excellent advice over the years. Mayor Black thanked Councilman Delp for his many years of great service. Mr. Delp's last day of service will be June 30, 2018.

Councilman Ogle made a motion to accept the resignation of Councilman Gary Delp effective June 30, 2018, seconded by Councilwoman Stevenson. The motion passed with voting as follows: Ayes-Ogle, Hildebran, Stevenson, and Sweezy. Nays: none. Councilman Delp abstained from voting.

CLOSED SESSION Mayor Black called for a motion to recess into Closed Session pursuant to NC General Statute 143-318.11 (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee. The motion was seconded by Councilwoman Hildebran and the vote was unanimous.

At 6:58 p.m., Councilwoman Hildebran made a motion to recess into Closed Session pursuant to NC General Statute 143-318.11 (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee. The motion was seconded by Councilman Ogle and the vote was unanimous.

At 7:16 p.m., Councilwoman Stevenson made a motion to return to Open Session, seconded by Councilman Ogle. The vote was unanimous.

TOWN MANAGER'S SALARY ADJUSTMENT Councilman Ogle made a motion to increase the Town Manager's base salary by \$3,000 for FY 2018-2019, seconded by Councilwoman Stevenson. The vote was unanimous.

Town Manager Seth Eckard thanked the Members of Council.

ADJOURNMENT

At 7:17 p.m., there being no further business to come before Council, a motion was made by Councilman Ogle to adjourn, seconded by Councilman Delp. The vote was unanimous.

The next meeting is a special meeting on Thursday, August 2, 2018, 7:00 p.m.

Town Clerk

Mayor

ck

RESOLUTIONS

(Establishing Check Procedures, Authorizing the Use of Signature Stamps, and Confirming that BB&T is an Official Depository of Town Funds)

WHEREAS, G.S. 159-25(b) states that except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government designated for that purpose; and

WHEREAS, G.S. 159-25(b) permits the governing board to waive the requirement that a check or draft be countersigned by a designated official if the board determines that the internal control procedures of the unit of government will be satisfactory in the absence of dual signatures; and

WHEREAS, the town council has determined that the town's internal control procedures will be satisfactory in the absence of dual signatures; and

WHEREAS, although the town council has determined that the town's internal control procedures will be satisfactory in the absence of dual signatures, the town council has nevertheless decided to require dual signatures in the circumstances hereafter set forth; and

WHEREAS, G.S. 159-31(a) states that the governing board shall designate as its official depositories one or more banks or other financial institutions as authorized by that statute; and

WHEREAS, BB&T was designated as an official depository for the town, and the town council desires to confirm BB&T's selection as an official depository for town funds; and

WHEREAS, G.S. 159-28.1 states that the governing board may provide by appropriate resolution for the use of signature stamps or other similar devices in signing checks or drafts, and the town council desires to authorize the use of those devices; and

WHEREAS, G.S. 159-28.1 also states that the governing board shall charge the finance officer or some other bonded officer or employee with the custody of the necessary signature stamps and other devices and that that person and the sureties on his official bond are liable for any illegal, improper, or unauthorized use of them;

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. Two signatures shall be required on each town check or draft used to pay or reimburse travel or other employee expenses, regardless of the amount of the

check or draft. For checks and drafts issued for purposes other than to pay or reimburse travel or other employee expenses, two signatures shall be required if the check or draft is for more than \$1,000, and only one signature, that of the finance officer or a deputy finance officer, shall be required if the check or draft is for \$1,000 or less.

2. The town treasurer, the mayor, and the mayor pro tempore are designated as officials authorized to countersign checks and drafts on behalf of the town.

3. The town manager and the payroll/AP specialist are appointed as deputy finance officers.

4. The use of signature stamps and similar devices are authorized for use in the signing of checks and drafts.

5. The finance officer is charged with the custody of the necessary signature stamps and similar devices, and the finance officer and the sureties on his official bond are liable for any legal, improper, or unauthorized use of them.

6. BB&T shall continue to be an official depository for town funds.

7. Town deposits may be made by the payroll/AP specialist, the tax collector, the finance officer, utility customer service manager and any other members of the town finance department.

THESE RESOLUTIONS ARE ADOPTED THIS 6TH DAY OF AUGUST, 2018.

John F. Black, Jr., Mayor

ATTEST:

Town Clerk

(corporate seal)

RESOLUTIONS

(Small Underpayments & Overpayments of Property Taxes, Directing the Tax Collector Not to Collect Minimum Taxes in the Amount of \$5.00 or Less, and Authorizing the Tax Collector Not to Refund Overpayments of Less Than \$15.00)

WHEREAS, G.S. 105-357(c) authorizes a local government to adopt a resolution that eliminates the need to collect small underpayments of \$1.00 or less and that eliminates the need to refund small overpayments of \$1.00 or less unless the taxpayer requests a refund of the overpayment before the end of the fiscal year in which the small overpayment is made; and

WHEREAS, G.S. 105-321(f) authorizes a local government to adopt a resolution directing its tax collector not to collect minimal taxes in the amount of \$5.00 or less; and

WHEREAS, G.S. 105-321(g) authorizes a local government to adopt a resolution directing its tax collector not to mail a refund of an overpayment if the refund is less than \$15; and

WHEREAS, G.S. 105-321(g) provides that upon adoption of a resolution authorizing the tax collector not to make a refund of an overpayment if the refund is less than \$15, the tax collector shall make a report of the amount of these refunds to the Town Council, implement a system by which payment of the refund may be made to a taxpayer who comes into the office of the Tax Collector seeking the refund, and as to refunds that are not requested in person by the end of the fiscal year, implement a system to apply the minimal refund as a credit against the tax liability of the taxpayer for taxes due for the next succeeding year; and

WHEREAS, the Town Council has decided to adopt these authorized resolutions;

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. Pursuant to G.S. 105-357(c) the Town Council hereby directs the Town of Valdese Tax Collector to treat small underpayments of \$1.00 or less as fully paid and not to refund small overpayments of \$1.00 or less unless the taxpayer requests a refund of the overpayment before the end of the fiscal year in which the small overpayment is made.

2. Pursuant to G.S. 105-321(f) the Town Council hereby directs the Town of Valdese Tax Collector not to collect minimal taxes. Minimal taxes for these purposes are defined as the total principal amount of \$5.00 in ad valorem taxes on a tax receipt billed and collected by the Tax Collector.

3. Pursuant to G.S. 105-321(g) the Town Council hereby authorizes the Town of Valdese Tax Collector not to mail a refund of any overpayment if the refund is less than \$15. The Tax Collector is directed to implement those systems required by G.S. 105-321(g).

4. These resolutions shall remain in effect until repealed or amended by resolution of the Town Council.

THESE RESOLUTIONS ARE ADOPTED THIS 6TH DAY OF AUGUST, 2018.

John F. Black, Jr., Mayor

ATTEST:

Town Clerk

(corporate seal)

RESOLUTION ADOPTING POLICIES FOR
THE TOWN OF VALDESE CONCERNING
HANDLING AND APPLICATION OF FEDERAL FUNDS

WHEREAS, the Town of Valdese from time to time receives grants or other payments which are funded through Federal government supported programs; and

WHEREAS, the Federal government has adopted extensive guidelines and standards which the recipients of Federal grants or other funds must follow in regard to procurement, purchasing and contracting; and

WHEREAS, Federal regulations have established certain Uniform Guidance for the use of Federal funds in regard to procurement and contracting; and

WHEREAS, Town staff has prepared a Uniform Guidance Policy for dealing with Federal funds, which will assure the Town is in compliance with Federal law; and

WHEREAS, the Federal government has also adopted certain rules and regulations regarding the avoidance of conflicts of interest in the use of Federal funds for procurement and contracting; and

WHEREAS, Town staff has also drafted a policy on conflict of interest and use of Federal funds which will assure the Town is in compliance with the Federal guidelines on such matters.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Valdese:

1. That the Town Finance Officer is authorized to adopt a written policy outlining a Uniform Guidance Policy concerning procurement procedures in the use of federal funds which will assure the Town is in compliance with Federal statutes, rules and regulations; and
2. That the Town Finance Officer is authorized to adopt a written uniform guidance policy concerning avoidance of conflict of interest in the use of Federal funds, which will be in compliance with the requirements of Federal statutes, rules and regulations; and
3. That the two policies above referenced shall form part of the official Policy Manual of the Town of Valdese immediately upon their issuance; and
4. This Resolution shall take effect immediately upon its passage.

Upon motion by _____, seconded by _____, the foregoing Resolution was passed by unanimous vote of the Council.

Adopted at the regular meeting of the Town Council of the Town of Valdese held on Monday, August 6, 2018 at 6:00 p.m. in the Council Chambers of Town Hall at **102 Massel Avenue South West Valdese, NC 28690**

John F. Black Jr., Mayor

Attest:

(CORPORATE SEAL)

Frances Hildebran, Town Clerk

I, _____, Deputy Town Clerk of the Town Council of the Town of Valdese, do hereby certify that the foregoing Resolution is a true and exact copy of the "**Resolution adopting policies for the Town of Valdese concerning handling and application of federal funds**" duly adopted by the Town Council of the Town of Valdese at the regular meeting thereof duly called and held on _____, a quorum being present.

WITNESS my hand at _____, N.C., this ____ day of _____, 2018.

Deputy Town Clerk

Town of Valdese Uniform Guidance Procurement Policy

I. Purpose

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract. To the extent that other sections of procurement policies and procedures adopted by the Town of Valdese are more restrictive than those contained in this policy, local policies and procedures shall be followed.

II. Policy

- A. **Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any sub recipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The Town of Valdese will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the Town of Valdese have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- C. **Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation

for bids or requests for proposals shall be excluded from competing for such requirements.

- G. **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

III. General Procurement Standards and Procedures:

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. **Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. **Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. **Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how the reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a

brand name is listed, it is used as reference only and “or equal” must be included in the description.

- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. Documentation.** Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. Cost Estimate.** For all procurements costing \$250,000 or more, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder’s list.
- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for “or equal” products, or other unnecessary requirements that have the effect of restricting competition.
- O. Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

IV. Specific Procurement Procedures

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 2. To the extent practicable, purchases must be distributed among qualified suppliers.
- B. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$10,000 up to \$90,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 3. Cost or price analysis is not required prior to soliciting bids.
 4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
 5. Award the contract to the lowest responsive, responsible bidder.
- C. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Cost or price analysis is required prior to soliciting bids.
 2. Complete specifications or purchase description must be made available to all bidders.
 3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
 4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.

5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”

D. Service Contracts (except for A/E professional services) **costing \$250,000 and above** may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

E. Construction and repair contracts costing less than \$10,000 shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.

F. Construction and repair contracts costing \$10,000 up to \$250,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.

5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

G. Construction and repair contracts costing \$250,000 up to \$500,000 shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.

7. Award the contract on a firm fixed-price basis.
 8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for “sound documented reasons.”
- I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:**
1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
 2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
 3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- J. Contracts for Architectural and Engineering Services costing under \$250,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:**
1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
 3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
 4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
 5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
 6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
- K. Contracts for Architectural and Engineering Services costing \$250,000 or more shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:**
1. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
 4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).

5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

V. Exceptions

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

Town of Valdese Uniform Guidance Conflicts and Gifts Policy

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the Town of Valdese may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of the Town of Valdese are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of

nominal value valued at less than \$50.00 which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

RESOLUTION APPROVING WATER SHORTAGE RESPONSE PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for Town of Valdese, has been developed and submitted to the Valdese Town Council for approval; and

WHEREAS, the Valdese Town Council finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for Town of Valdese, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Valdese Town Council of Town of Valdese that the Water Shortage Response Plan entitled, WATER SHORTAGE MANAGEMENT PLAN dated March 17, 2018, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Valdese Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 6th day of August, 2018.

John F. Black Jr., Mayor

ATTEST:

Frances Hildebran, Town Clerk

The Town of Valdese water system is operated by the Water Resources Department and as such any water shortage condition would be handled by the Water Resources Department.

Water shortages can be caused by external factors or internal factors, an example of an external factor is an extended drought and internal examples would be a mechanical failure of the water system. These shortages can be localized or system/region wide. Conversely, a drought that affects the Catawba Wateree Basin can affect everyone in the basin. The basin has a population of two million people and includes occurs over fourteen counties and two states.

In most cases a response to drought caused water shortages for the Catawba basin will be initiated in most cases by Duke Energy of the Carolinas, the licensee for the Comprehensive Relicensing Agreement. In the case of a water system failure the Town of Valdese Water Resources Director will initiate responses. Once the WR Director is aware of a drought or other emergency situation the WR Director will contact the City Manager and inform the Manager of the situation. The city manager once notified of the drought circumstances will declare an emergency and a statement will be issued providing further details.

The water system must be operated according to all appropriate rules as set out by USEPA, or the North Carolina Department of Environment and Natural Resources'. Rules Governing Public Water Supplies in particular. The integrity of the water system must be protected even during emergency water shortages.

This is intended to be a working document that is to be changed only by senior water resources staff, city management, or elected officials, to insure conservation efforts and protocols are being followed. Weekly enforcement meetings should be conducted when water shortages reach the Stage 2. level. These meetings will have data and results available which will indicate whether changes to the Water Shortage Plan should be considered.

Related links include www.ncwater.org and www.epa.org/owm/water-eficiency/tips

This document has been segregated into two Sections 1 and 2. Section 1 is generally recognized as information that is general knowledge and should be available to the public and Section 2 is operational in nature and outlines the operation of the programs designed to address a water shortage and how the water resources department handles the

SECTION 1.0

Section 1 provides background information about water shortage response and provides information that attempts to identify what it is we are trying to do and limit.

Water use types, trigger points, stage of response, variance and appeals are some of the chapters of this section of the Water Shortage Management Plan.

SECTION 1.1 TYPES OF WATER USE

There are different types of water use as it pertains to emergency water shortage response. There are non essential, socially or economically important, and essential uses of water. As a drought emergency worsens, non essential uses should be curtailed and some should be terminated.

Some examples of essential uses include:
(Class 1)

Sustaining human health and safety
Fighting fires
Testing for public safety standards
Continued operation of water system
Operation of medical care facilities including dialysis centers
Maintaining community pools
Agricultural applications
Drip irrigation/ hand applied water to trees, plant beds
Water used in production of product
Water used to maintain business integrity.

Socially or Economically Important
Uses
(Class 2)

Home water use including kitchen, Bathroom and laundry use.
Minimal watering of vegetable gardens.
Watering of trees where necessary to preserve them.
Outdoor commercial watering, via conservation measures.
Irrigation for commercial vegetable gardens, fruit orchards, or the maintenance of livestock.
Watering by commercial nurseries at a minimum level necessary to maintain stock
Commercial car and truck washes
Commercial laundramats
Restaurants and clubs

Non Essential Uses

Some examples of non essential water uses are:
(Class 3)

Turf irrigation
Ornamental water use-fountains
Decorative water use
Water to fill or refill pools
Non commercial car/vehicle washing
Irrigation during a rain event
Water applied to impervious
surfaces- driveways streets,
sidewalks, parking lots

SECTION 1.2 SUMMARIES OF TRIGGER POINTS

As mentioned previously a drought caused water shortage will result in a response from Duke Energy to notify all major water users of the drought conditions in the Catawba Basin. A summary of the trigger points that Duke will be using is listed below.

Summary of Trigger Points

Stage	Storage Index		Drought Index (3 mo. Ave).		USGS Stream flow Gages
0	90% <SI<TSI		0 = DM		AVG. 85%
1	75%< SI<90% TSI	And	1 = DM	Or	AVG> 78%
2	57%< SI<75% TSI	And	2 = DM	Or	AVG> 65%
3	42%< SI<57% TSI	And	3 = DM	Or	AVG> 55%
4	SI = 42% TSI	And	4 = DM	Or	AVG> 40%

This information has been derived from the US drought Monitoring program, NC drought monitor, or stream gauges and ground water gauges as described in the Comprehensive Relicensing Agreement (CRA). Appendix C of the CRA contains the Low Inflow Protocol (LIP). There is another drought monitor under development from the SC Climatologist's Office through which assistance with the University of South Carolina is looking into coming up with a regional drought monitor that can be accepted by Duke and the members of the CRA. Should the water management group and the drought monitoring advisory council adopt the newly developed drought monitor this document will utilize the new monitor.

SECTION 1.3 STAGES OF RESPONSE

- Stage 0 This is the preliminary stage of the water shortage plan. The Catawba Wateree Drought Management Advisory Group will initiate monthly meetings to focus on Reporting information, reviewing weather forecasts and plans for responding to conditions.
- Stage 1 Another term for Stage 1 might be the reminder stage. It is to remind customers of water conservation techniques and to get customers to think of ways to use less water. Actions in this stage include:
- Notify customers of current conditions through public outreach and communications.
 - Activate communication plans to raise awareness of conditions with employees, customers, and visitors.
 - Request customers to implement voluntary use restrictions, which include;
 - Reduction in lawn and landscape irrigation to no more that two days a week by the following method
 - Odd addresses may water on Tuesdays and Saturdays
 - Even addresses may water on Thursdays and Sundays
 - Un- numbered addresses follow the even addresses schedule.
 - Water no more than one inch per week.
 - Encourage reduction in residential vehicle washing
 - Urge customers to avoid watering during daytime hours.
 - Provide a status update to the DMAG on actual water withdrawal trends.
 - This level has a goal of water usage reduction of 3-5%.

Stage 2 This is the first mandatory stage. This level may be implemented sequentially or with out order. Actions in this stage include:

- Communicate current conditions to employees, customers, and community users.
- Lawn and landscape water use is limited to the following schedule:
 - Odd addresses water on Tuesdays and Saturdays.
 - Even addresses water on Thursdays and Sundays.
 - Unnumbered addresses on even schedule.
 - Eliminate residential vehicle washing.
 - Limit public building, sidewalk, and street washing activities except as required for safety and health regulations.
 - Bubble and drip or hand irrigation applied to trees and watering of plant beds is not restricted in Stage 2.
 - Athletic fields and golf course fairways may submit an alternative watering plan to achieve conservation goals.
- All customers are asked to reduce consumption and to deter Non essential uses to early morning or late evening hours.
- Provide status update to DMAG on actual water withdrawal trends.
- Enforce mandatory restrictions through assessment of fines.
- This level has a goal of the reduction of water usage 5 -10 %

Stage 3 More Restrictive Mandatory Requirements Actions are listed below:

- Communicate current conditions to employees, customers, and community users.
- Lawn and landscape water use is limited to the following schedule:
 - Odd addresses water one day a week.
 - Even addresses water one day a week.
 - Unnumbered addresses on even schedule.
 - No residential vehicle washing.
 - Limit public building, sidewalk, and street washing activities except as required for safety and health regulations.
 - Bubble and drip or hand irrigation applied to trees and plant beds is not restricted.
 - These restrictions apply to turf irrigation, athletic fields, and golf course fairway irrigation. .
 - No outdoor ornamental water use (fountains and ponds with out fish).
 - No filling or refilling swimming pools (top offs allowed)
 - Limited construction uses, street washing or hydrant flushing except to maintain water quality and regulatory compliance.
 - Encourage industrial water use reductions through process changes.
- Provide status update to DMAG on actual water withdrawal trends.
- Enforce mandatory restrictions through assessment of fines.
- This level has a goal of water usage reduction of 10-20%.

Stage 4 This is a **SEVERE STAGE** this measure is reserved for situations where the public water supply is threatened and the Director must act to ensure adequate water supply for essential public needs. The restrictions stay in place until conditions improve to stage 3 or better.

- Communicate to employees, customers, and community users of the change to emergency water use restrictions.
- All outdoor water uses restricted.
- Essential water use customers are asked to monitor their use for opportunities to conserve (Hospitals, nursing homes, emergency care providers etc.)
- All employers are asked to educate employees about water conservation.
- Hand applied irrigation of trees and plant beds is not permitted.
- Make water available from hydrants equipped to dispense water.
- Make water available for fire protection where possible, through whatever means.
- Place medical facilities at the highest priority standing for available water.
- Close valves or remove meters through out the system to direct water to meet essential priority needs.
- At this stage it is important to limit total water consumption the Catawba Wateree Basin is in trouble and we have months until we are out of water.
- Should there be situations of poor water quality issue a boil water advisory notice.

SECTION 1.4 VARIANCE

A variance from the prevailing mandatory water restrictions may be granted to a customer satisfying the requirements to use water for a purpose that would be otherwise prohibited. Variances may be granted for new landscape installations to help the new planting become established.

In order to qualify for a variance, a customer/user must apply in writing, using a proscribed form, supplying all necessary information. Once the variance is approved for a specific time period, the variance is sent back to the customer to be displayed on site. All variances expire on the noted expiration date or at the onset of Stage 3 mandatory emergency restrictions.

How to apply:	Use the variance request form found provided by WR office.
Who may apply:	Property owners or resident at the location where the water will be used and where the water bill is mailed.
Notification:	Applicant will be notified of the status of the request within 3 business days.
Obligation:	Property owner must display a copy of the variance on site when watering and must comply with all provisions of the variance.
Variance Stage 2	New landscape installation is granted permission to water on the day of installation, and for 30 days more, during the approved hours and under special conditions for outdoor water use. An additional 30 days may be granted to extend a variance if warranted and requested.
Variance Stage 3	Landscape installations installed during the previous 30 days may be granted permission to water for 30 days. No new landscape installations will be granted a variance.
Variance Stage 4	No variances allowed. All previous variances will be voided.

Variations are not needed for water use not restricted by this ordinance, such as garden centers, tree farms, well users, etc.

Violations of the terms of the variations will be treated as a violation of mandatory restrictions and all prescribed fines will apply. In addition, the variations will become void at the time of the violation.

Procedure for affected parties to review and comment on the plan prior to final adoption.

SECTION 1.5 APPEALS

All citations for unauthorized water use during restrictions will not be changed unless shown to be in error. Knowledge of the prevailing restrictions and proper functioning automatic sprinkler systems are the responsibility of the property owner and resident. Customers who are not in residence at the time the restrictions take effect are still responsible for the operation of any irrigation system on their property using Valdese water. These conditions will not be considered a basis for an appeal of a citation. All water that passes through the user's meter is the responsibility of the customer and is subject to the restrictions in effect.

Appeals are limited to loss of service actions. Customers do not have right to appeal a citation. They may however ask for information regarding their violation. If a customer feels the citation was issued in error, he may submit additional information disputing the violation. That information should be directed to WR Leadership team.

Customers whose service is terminated or who receive notice of termination shall have 5 calendar days after termination of service to appeal the action in writing to the Director of Water Resources, or his designee. A hearing will be held within 3 business days of receipt of appeal. Termination orders will be suspended until an appeal decision is made. Appeal procedures will be disseminated with citations.

SECTION 2.0 INTRODUCTION

This section is considered internal in nature describing the workings of how City forces will monitor and enforce these rules and regulations.

SECTION 2.1 NOTIFICATION PROCEDURES*

Once the City Manager declares that an emergency exists the Town of Valdese will use the Public Information Officer's (PIO) office or the Director of Water Resources to disseminate information. Notify bulk customers such as : Burke County, Rutherford College Coop, Icard Water Coop, Triple Community Water, Meridian Yarns, and Valdese Weavers, See attached notification list.

WR will need to set up two meetings with large water customers and bulk customers to notify us of their plans.

A one page check list of the things we think should be on it.

Electronic media, local newspaper, and television ads will be used to communicate specific information. Internal communication will be by email to all departments in the city. Specific notice should be sent to the Recreation, Public Works Departments due to their facilities' use of sprinkler systems. It will be important to notify Public Works, and Public Safety Departments of the status of the drought response as well.

A bulk mailing to each water customer will be sent to kick off the transition from one drought stage to the next.

SECTION 2.2 EDUCATION AND TRAINING*

Valdese is a large regional system reaching not only out into the community but also into separate suppliers with 22,000 people being affected by our water system. This is a very large undertaking therefore for the Water Shortage Response Plan to be effective City Council, Dept heads, Department supervisors, City Management team, radio, TV, Schools, Governments, all need to receive training in how to handle the community wide needs for our water system to help in conserving water. Using available media including email TV radio and printed media information about the new water shortage ordinance and water shortage response plan needs to be disseminated.

Training sessions will need to be provided for internal customers and external customers. Training for internal customers should start with water resources personnel and then proceed out to personnel in other city departments Key city departments including Recreation, Public Safety, and Public Works, Tourism, City Management and City Council.

External customers include everyone else industries, governments, bulk customers, large customers, hospitals elder care etc.

PIO and water resources staff need to develop an informational packet to distribute to the printed media, day cares, hospitals, elderly care, etc. Packets need to have conservation tips (a large list) water shortage ordinance and water shortage management plan, a q and a list as well. (FAQ)

SECTION 2.3 WATER SHORTAGE LEADERSHIP TEAM*

The water resources departments' leadership team consisting of the Supts and Maintenance Supervisor will plan and organize weekly meetings to update water shortage data, create, modify, and distribute data and forms to monitoring teams. The leadership team will train monitoring teams to perform their duties patrolling the water system for inappropriate activities.

SECTION 2.4 WATER SHORTAGE MONITORING TEAMS*

Water Shortage Management Plan will be run by the Water Resources Department. Water Shortage Monitoring teams will consist of Collection and Distribution System staff, Water Supt, Water Plant Laboratory Supervisor and water plant staff. Depending on length of condition, all WR personnel are subject to serving on water shortage monitoring teams.

Water Resources personnel will patrol the Town of Valdese water system for emergency water shortage compliance. Enforcement of monitoring protocols includes inspection for non essential uses. See examples of non essential water use.

Once Monitoring Teams begin to patrol there will be weekly team meetings to train, receive paperwork from the teams and discuss steps that are not working and disseminate forms.

SECTION 2.5 ENFORCEMENT*

Any customer or user who violates mandatory restrictions, willfully or accidentally, is subject to penalties, to include surcharges and possible loss of service.

Knowledge of the prevailing restrictions and proper functioning of automatic sprinkler systems are the responsibility of the property owner and resident.

This provision also applies to a variance or a hydrant permit. Customers who violate conditions of a variance, hydrant permit or alternate watering plan are subject to the enforcement penalties.

To make the most efficient use of limited resources to patrol for violators, the emphasis must be placed on allocating resources during the times that most severely stress the water system. Conscious effort also should be directed to eliminating watering in highly visible, high traffic areas. Depending on the length of time stage 2 is in place, the customers will have an awareness of the days a week they were allowed to water.

SECTION 2.6 ENFORCEMENT PLAN FOR STAGE 2*

Enforcement efforts will be focused on the time when no customers should be watering. Customers, who water on the wrong day, Tuesday instead of Thursday, will not measurably affect our water supply condition. They are in effect swapping days. The customer, who waters on prohibited days when no one can water, is the problem.

Nightly (after 9:00 pm) watering does not affect whether they water on the correct day or not. Patrols will be conducted on prohibited days, during daytime hours when system is most stressed.

Stage 2 permitted watering schedule

Odd addresses may water on Tuesdays and Saturdays

Even addresses may water on Thursdays and Sundays

Unnumbered addresses may water on Thursdays and Sundays

Residential/non commercial vehicle washing is prohibited.

Monitoring team will perform inspections on Mondays, Wednesdays, and Fridays.

Weekly meetings will be held to train, discuss results and problems, and disseminate forms.

If demand does not decrease, inspection should be performed more often.

Bubble and drip irrigation or hand irrigation applied to trees and watering of plant beds is not restricted in Stage 2.

Prohibited water use during stage 2

Lawn/turf water that take place on days when lawn and landscape watering is prohibited (Hand watering and drip irrigation is allowed any time)

Operation of an ornamental water feature that does not support animal life.

Filling swimming pools.

Topping off swimming pools outside of prescribed days.

Wasting water is prohibited.

Limit public building, sidewalk, and street washing activities except as required for public safety and health regulations

Athletic fields and golf course fairways may submit an alternative water plan to achieve conservation goals.

Water reduction goal at this level is 5-10%.

Fines		≤ 1.5 “meter	> 1.5” meter
Stage 2	First time violation	\$50.00	\$50.00
	Second time	\$100.00	\$100.00
	Third & subsequent times	\$200.00	\$200.00

SECTION 2.7 ENFORCEMENT PLAN FOR STAGE 3*

Limited discretionary outdoor water use is permitted one day a week and business use must be reduced as well. The transition down to one day a week will allow watering on one of the previously designated watering days.

Bubble and drip or hand irrigation applied to trees and plant beds is not restricted.

Encourage industrial water use reductions through process changes

Water Reduction goal is 10-20%

Enforce thru fines.

Hand watering and drip irrigation of lawn or turf is allowed

Prohibited Water Use during Stage 3

Odd numbered addresses water one day a week

Even numbered and uneven numbered addresses water one day a week

Limit public building, sidewalk, and street washing activities except as required for safety and health regulations.

No outdoor ornamental water use (fountains and ponds with out fish)

Watering of fields or fairways (watering tees and greens is allowed).

Residential/non-commercial car washing

Filling or refilling of swimming pools (top offs allowed)

Hydrant use except for emergency uses and fire protection

Applying water to buildings, pavement, decks, and hard surfaces unless preparing for imminent painting.

Limited construction uses, no street washing, or hydrant flushing except to maintain water quality and regulatory compliance

Fines		≤ 1.5” meter	> 1.5” meter
Stage 3	first time violation	\$100.00	\$100.00
	Second time	\$200.00	\$200.00
	Third time &	\$300.00	\$300.00
	Subsequent times		

SECTION 2.8 ENFORCEMENT PLAN FOR STAGE 4 EMERGENCY*

If water shortage progresses to stage 4 –Emergency, the situation will be managed by Burke County Emergency Management, Town of Valdese Department of Public Safety, FEMA and other agencies.

All employees are asked to educate employees about water conservation.
Had applied irrigation of trees and plant beds is permitted
Place medical facilities at the highest priority standing for available water.
If necessary close valves or remove meters through out system to direct water to meet essential priority needs.
Water rationing would be utilized to ensure public health and safety
A boil water advisory may be issued
All customers will be limited in their total consumption capability
Business hours may be curtailed
Monitoring will proceed according to need and to protect and regulate hydrant use.
No outdoor water use except for emergency purposes, such as fire protection, water main repair etc.
All outdoor water uses restricted
At this stage it is important to limit total water consumption of the Catawba Wateree Basin is in trouble and we have months until we are out of water.
Issue boil water advisories if have issues of poor water quality.
Do what it takes to provide fire flows.
Make water available through equipped fire hydrants.
Essential water use customers as asked to monitor their use for opportunities to conserve (hospitals, nursing homes, emergency care providers)

Fines for Stage 4 are the same as stage 3.

SECTION 2.9 ENFORCEMENT POLICIES AND PROCEDURES*

A customer is in violation of the prevailing water restrictions when he or she is using water outdoors in conflict with existing regulations as declared by City Manager. Staff will meet weekly to review statistics as to impact enforcement is having on water consumption.

A citation for a violation is warranted when a WR employee observes the watering or sees evidence for the watering during prohibited days or times.

Evidence of watering may include sprinkler spray pattern on driveway, sidewalk, street, or parking lot.

Runoff from sprinkler or hose use

Wet turf in absence of recent rain.

Prior to issuing a citation, employees must check data sheet containing list of variances granted, previous citations issued and identified well water users.

Well water users are not subject to water use restrictions.

Customers with previous citations are subject to increased fines

Customers given a variance must comply with the stated conditions on the variance form and must post variance on site.

When a violation is determined to have occurred the WR employee should

Confirm all appropriate meter and street address information

Leave a door hanger/citation at the site of the violation which contains information about the water restrictions and the violation.

Maintain a copy of the door hanger and turn it in to the team leader at the end of the patrol shift.

Offer the customer a brochure with water conservation information.

Refer all questions about the violation to water resources office number

If customer refuses to stop his water use after being informed of the violation WR employees should alert WR office for further directions.

WR employees should not attempt to operate a customer's automatic sprinkler timer.

If questioned about the restrictions or the fines, employees can refer to information sheets issued to all team members.

In the event that a customer becomes hostile or threatening, the employee should leave the property and contact WR office for support and directions.

Team members must turn in all violation notices and variance lists to team leaders at end of shift.

Team leaders must submit all updated monitoring results to WR office at end of shift.

During stage 3 and stage 4 team leaders will coordinate with meter reading routes to do spot checks of meters.

SECTION 2.10 RETURN TO NORMAL CONDITIONS

When the factors measuring the water shortage conditions warrant, the Water Resources Director shall recommend that the City Manager issue a public notice declaring the water shortage resolved and the termination of water restrictions. This action means the emergency has eased but that conservation and wise water use should continue. Such actions will help to ensure the continuing availability of a safe and reliable water supply for our community.

The water shortage management plan is effective upon adoption by the Director of Water Resources.

Director of Water Resources

Date

VARIANCE REQUEST FORM

NAME _____

ADDRESS _____

PHONE NUMBER _____

ACCOUNT NUMBER _____

DATE RECEIVED _____

REASON FOR VARIANCE REQUEST

RESOLUTION OF VARIANCE REQUEST
REQUIREMENTS OF VARIANCE _____

DATE _____

INITIALS _____
DATE _____

APPEALS FORM

Only when is there a termination of service can there be an appeal.

Date: _____

Name: _____

Address: _____

Termination Reason:

Reason for Appeal:

Decision: Made by leadership team.



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

**ORDINANCE DECLARING ROAD CLOSURE
FOR TOWN OF VALDESE SPECIAL EVENT**

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, October 2, 2018; 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: October 2, 2018

Time: 6:30pm to 7:30pm

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 6th day of August, 2018.

JOHN F. BLACK, JR., MAYOR

TOWN CLERK

(TOWN SEAL)

VALDESE POLICE DEPARTMENT

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

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

July 27th, 2018

Memo:

To: Mayor, Council and Town Manager
From: Chief Moss
Subject: Speed limit on Powell Ave SW

The Department of Transportation has requested a municipal certification for the speed on Powell Ave SW be reduced to a 25 mph zone.

I am respectfully requesting council to consider the ordinance presented in the council agenda packet by our Clerk.

AN ORDINANCE SETTING
THE SPEED LIMIT FOR POWELL AVE AT 25 MPH

WHEREAS, there has been some question as to whether the speed limit for Powell Ave is 25 mph for both north and south bound lanes; and

WHEREAS, the town council intends that the speed limit for Powell Ave be 25 miles per hour, and it is therefore adopting this ordinance in order to confirm that the speed limit for Powell Ave, both north and south bound, shall be 25 miles per hour;

NOW, THEREFORE, be it ordained by the Valdese Town Council that Powell Ave is added to Appendix I, Section 116, of the Code of Ordinances, the section where streets with a 25 mile per hour speed limit are listed.

This ordinance shall become effective upon adoption.

ADOPTED this 6th day of August, 2018.

TOWN OF VALDESE

By: _____
John F. Black, Jr.

ATTEST:

TOWN CLERK

(corporate seal)



Town of Valdese

Agenda Packet

Communication Notes

Submitted by: Bryan Duckworth

Public Works Director

Department: Public Works

PW Admin / Water Sewer

Contact Number: 828-879-2128

Date Submitted: July 27, 2018

Email: bduckworth@valdesenc.gov

Date of Council Meeting to consider item: August 6, 2018

Council Action Requested: Approval of GIS hosting and technical assistance WPCOG

Funding – Current Budget – Line Item 10-4350-540 \$3900.00

Line Item 30-8120-040 \$4782.00

Total Contract Amount \$8682.00

Special Information:

WPCOG will maintain the utility and cemetery GIS databases for the Town of Valdese, and provide technical support to the Town in its use of the GIS. The data can be accessed on the internet via ArcGIS Online, and allows authorized users to view and edit data either on a laptop computer or mobile device. WPCOG staff will be able to visit the Town up to two (2) times to provide training or consultation for any adjustments as they are made.

WPCOG will digitize and geo reference two hundred (200) technical drawings/as-builts provided by the Town and place them into the Town's online GIS. The documents will be organized by location and year published, and will be available for viewing as an interactive layer within the Town's GIS. Should the Town request additional documents to be processed into the system, a separate agreement can be reached with WPCOG.

June 14, 2018

Bryan Duckworth
Director, Town of Valdese Public Works
102 Massel Ave, SW
Valdese, NC 28690

Re: Letter of Agreement – FY 2019 GIS Maintenance and As-Built Scanning

Dear Bryan,

This proposal is a letter of agreement for the Western Piedmont Council of Governments (WPCOG) to perform GIS Maintenance for the Town of Valdese for the state fiscal year 2019.

Following is a summary of Agreement details:

1. Timeframe

All services outlined in this agreement will be completed between July 1, 2018 and June 30, 2019.

2. Products:

- WPCOG will maintain the utility and cemetery GIS databases for the Town of Valdese, and provide technical support to the Town in its use of the GIS. The data can be accessed on the internet via ArcGIS Online, and allows authorized users to view and edit data either on a laptop computer or mobile device. WPCOG staff will be able to visit the Town up to two (2) times to provide training or consultation for any adjustments as they are made.
- WPCOG will digitize and georeference two hundred (200) technical drawings/as-builts provided by the Town and place them into the Town's online GIS. The documents will be organized by location and year published, and will be available for viewing as an interactive layer within the Town's GIS. Should the Town request additional documents to be processed into the system, a separate agreement can be reached with WPCOG.

3. Compensation

Payment will be a one-lump sum of \$8,682, due on August 1, 2018.

Work on this project will begin upon receipt of a signed copy of this original letter. If the Town agrees to the terms stated in this Letter of Agreement, please sign below and return an original copy of this letter to my attention.

Should you have any questions, please do not hesitate to contact Tom Bell (tom.bell@wpcog.org) or myself either by email (scott.miller@wpcog.org) or at the numbers listed.

We look forward to working with Valdese on this project!

Sincerely,



Scott Miller, GISP, CGCIO
IT/GIS Services Director

Notice to proceed:

The Town of Valdese, NC agrees to the terms and conditions outlined in this Letter of Agreement and wishes to initiate project work:

_____ Date: ___/___/_____

Bryan Duckworth, Public Works Director, Town of Valdese

TO: Seth Eckard, Town Manager
Valdese Town Council

FROM: Chief Charles Watts, Safety Director

DATE: July 25, 2018

REF: North Carolina Department of Labor Safety Awards

The goal of the Safety Awards Program is to recognize those entities that go the extra mile to promote safety in the workplace. North Carolina's workplace safety record has continued to improve in recent years, with the illness and injury rate at an all-time low. These achievements are due in part to our Department Heads and employees working and training together to ensure that safe workplace practices are followed and safety is first and foremost in everyone's job description.

Those Town Departments receiving Safety Awards for the year of 2017 are as follows:

- Administration (30th consecutive year)
- Community Affairs (7th consecutive year)
- Fire Department (3rd consecutive year)
- Police Department (4th consecutive year)
- Recreation (7th consecutive year)
- Water Department
- Waste Water Department (2nd consecutive year)

Particular attention should be paid to those Departments receiving consecutive Safety Award; especially departments where accident rates are usually elevated due to the nature of their work.

Thank you.

Town of Valdese Water Plant

Po Box 339

Valdese, NC 28690

Mr. Seth Eckard, Council, and Mayor Black

I am pleased to inform you that the State of North Carolina has awarded us with our 2nd consecutive EPA recognized Area Wide Optimization Award. This award is presented to any water plant that can meet and maintain stringent turbidity levels throughout the previous year. The award was given to the Town of Valdese Water plant for meeting and maintaining these standards for the physical year of 2017. These standards include the following:

- 1) Must maintain a settle turbidity level below 1 NTU in your settled water when your raw water turbidity is less than 10 NTU.
- 2) Maintain a settle water turbidity of less than 2 when your raw water turbidity is more than 10.
- 3) Maintain a finished water turbidity of less than .3 NTU 95% of the time.

"The Area-Wide Optimization Program provides tools and approaches for drinking water systems to meet water quality optimization goals and provide an increased – and sustainable – level of public health protection to their consumers" -epa.gov

We here at the Town of Valdese Water Plant are very proud to be able to give you this great news for the second consecutive year. We could not reach these goals without the help of our council and manager supporting us in these endeavors.

Thanks,

Jerry Conley

Water Plant Superintendent

Town of Valdese, NC

Creative Regional Solutions Since 1968

Meeting Date: Monday, August 6, 2018

TO: Town of Valdese Mayor, Town Council, Manager and Clerk
FROM: Sherry Long, Assistant Director
SUBJECT: Community Development Block Grant Demolition Project

SUMMARY OF INFORMATION/BACKGROUND: The Town submitted a \$500,000 Community Development Block Grant (CDBG) grant application to the Department of Commerce requesting funding to demolish the Alba Waldensian building and clear the 6.18 lot located at 408 Praley Street SW. The Department of Commerce reviewed the application and on May 29, 2018 issued the attached Grant Agreement and Funding Approval.

The project requires a 25% match. The building owner, Durr Leonhardt, agreed to pay the match for the project.

ACTION: Vote to accept the grant and allow the Mayor to sign all necessary documents regarding the grant.



ROY COOPER
Governor

ANTHONY M. COPELAND
Secretary

NAPOLEON WALLACE
Deputy Secretary

May 29, 2018

The Honorable John F. Black, Jr., Mayor
Town of Valdese
PO Box 339
Valdese, North Carolina 28690

Dear Mayor Black:

Subject: Grant Agreement
CDBG 16-E-2910
Demolition Project

It is my pleasure to notify you that the Town has been awarded a CDBG economic development grant in the amount of \$500,000 to demolish a dilapidated industrial building.

Per CDBG regulations, no project activities can begin and no funds may be obligated or expended until the following conditions on the funding approval are released:

1. The Grant Agreement is executed and returned to the Rural Economic Development Division.
2. The Funding Approval is executed and returned.
3. Two signatory forms are completed and one is returned.
4. A Vendor Electronic Payment form is completed and returned.
5. An affidavit of publication of the Notice of the Finding of No Significant Impact on the Environment (FONSI) and Request for Release of Funds is submitted to the Rural Economic Development Division.
6. The Town's DUNS number
7. A general public hearing is held and the minutes are sent in because the first public hearing is over a year old.

The Honorable John F. Black, Jr., Mayor
May 29, 2018
Page 2

Upon the Department of Commerce receipt and approval of the information requested above, a release of funds letter will be issued. **No CDBG funds will be disbursed until the release of funds letter has been issued to the Town.**

Everyone involved in the development of the Town's successful application is to be congratulated. We commend the Town for its economic development efforts and look forward to working with you on the implementation of the project. If you have any questions regarding this award, please call Kenny Stagg, the project representative for the Department of Commerce, at (919) 814-4665.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenny Flowers". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kenny Flowers
Assistant Secretary

Enclosures

c: Sherry Long

NORTH CAROLINA
DEPARTMENT OF COMMERCE

GRANT AGREEMENT

COMMUNITY DEVELOPMENT BLOCK PROGRAM
ECONOMIC DEVELOPMENT

Recipient Name: Town of Valdese Project Name: Valdese Demolition	Grant No. 16-E-2910
---	----------------------------

Upon execution of this grant agreement, the North Carolina Department of Commerce (DOC) agrees to provide to the recipient the Community Development Block Grant assistance under Title I of the Housing and Community Development Act of 1974, as amended (P.L. 93-383) authorized by the DOC funding approval, the North Carolina Community Development Block Grant administrative rules, applicable laws and all other requirements of DOC now or hereafter in effect. The grant agreement is effective on the date the grant agreement and funding approval are signed by the recipient. The approved application, including the certifications, maps, schedules and their submissions in the application, any subsequent amendments to the approved application and funding approval and the following general terms and conditions are fully incorporated into and form a part of this grant agreement (this "agreement"):

1. **Definitions.** Except to the extent modified or supplemented by the agreement, any term defined in the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 1 K shall have the same meaning when used herein.
 - (a) Agreement means this grant agreement, as described above and any amendments or supplements thereto.
 - (b) Recipient means the entity designated as a recipient for grant assistance in the grant agreement and funding approval.
 - (c) Certifications mean the certifications submitted with the grant application.
 - (d) Assistance provided under this agreement means the grant funds provided under this agreement.
 - (e) Program means the community development program, project, or other activities, including the administration thereof, for which assistance is being provided under this agreement.
 - (f) Private entity means the corporation, partnership, proprietorship or other entity, which has entered into an equally binding commitment with the recipient to create and/or retain jobs as part of this program.

2. **Obligations of the Recipient.** The recipient shall perform the program as specified in the application approved by DOC. The recipient shall also comply with all other lawful requirements of DOC, all applicable requirements of the General Statutes of the State of North Carolina and any other applicable laws, rules, regulations, requirements, policies and Executive Orders currently or hereafter in force. The recipient shall be responsible for ensuring that all project jobs are created or retained in accordance with the approved CDBG application, that such jobs are filled by low and moderate income persons in the proportion presented in the application, and that all parties incur the full level of private investment committed to in the application. In the event of a finding by the recipient or by DOC that a participating private entity has failed to

fulfill its responsibilities under the project application and any legally binding commitment between a participating private entity and the recipient (the “LBC”), including the responsibilities to create and/or retain jobs and invest private funds, the recipient shall promptly exercise its rights and remedies to require repayment of CDBG funds, or to assess such other penalty as provided by the LBC and applicable state and federal laws.

3. **Obligations of Recipient with respect to Certain Third Party Relationships.** DOC shall hold the recipient responsible for complying with the provisions of this agreement even when the recipient designates a third party or parties to undertake all or any part of the program. The recipient shall comply with all lawful requirements of DOC necessary to ensure that the program is carried out in accordance with the recipient’s application.

4. **Conflict of Interest.** None of the following or their immediate family members, during the tenure of the subject person or for one year thereafter, shall have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the program assisted under this agreement: employees or agents of the recipient who exercise any function or responsibility with respect to the program, and officials of the recipient, including members of the governing body. The same prohibition shall be incorporated in all such contracts or subcontracts.

5. **Reimbursement to DOC for Improper Expenditures.** The recipient will reimburse DOC for any amount of grant assistance improperly expended. In addition, in the event of a finding by the recipient or by DOC that a participating private entity has failed to fulfill its responsibilities under the project application or LBC to create and/or retain jobs, the recipient shall repay to DOC the amounts set forth in Paragraph I.A. of the LBC, whether or not such amounts are collected from the participating private entity.

6. **Access to Records.** The recipient shall provide any duly authorized representative of DOC, the North Carolina State Auditor, the North Carolina Office of Budget and Management, HUD and the Comptroller General at all reasonable times access to and the right to inspect, copy, monitor, and examine all of the books, papers, records, and other documents relating to the grant for a period of three years following the completion of all close-out procedures.

7. **Project Savings.** The recipient is obligated to contribute 100 percent of its pledged cash contribution to the CDBG project even if the project experiences a savings after authorized activities are completed. Any project savings accrue to the CDBG program.

8. **Payment of Income Generated by the Grant.** The recipient shall have the responsibility to collect and pay to DOC certain income generated by the CDBG and earned by the recipient. Such income includes but is not limited to the following: (1) payment of principal and interest on loans made using CDBG funds; (2) proceeds from the lease or disposition of real property acquired with CDBG funds; (3) any late fees associated with loan or lease payments in (1) and (2) above; (4) sale of utility lines; and (5) interest earned on the income in this part pending disposition of such income. Payments of income included in this part shall be made to DOC within fifteen (15) days of receipt of same by the recipient.

The assistance provided under this agreement shall not be used in the payment of any bonus or commission for the purpose of obtaining DOC approval of the application for such assistance, or DOC approval of applications for additional assistance, or any other approval or concurrence of DOC required under this agreement, or the North Carolina Community Development Block Grant Administrative Rules, with respect thereto; provided, however, that reasonable fees or bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.

Upon execution of this agreement by DOC and the recipient in the spaces below, the recipient hereby accepts the assistance on the terms of this grant agreement, effective on the date indicated below, and further certifies that the official signing below has been duly authorized by the recipient's governing body to execute this grant agreement.

Signature of Department of Commerce
Authorized Official

Date: May 29, 2018

By: 
Kenny Flowers, Assistant Secretary

Date: _____

Town of Valdese
Name of Recipient Government

By: _____
Signature of Authorized Official

(Title)

**NORTH CAROLINA DEPARTMENT OF COMMERCE
FUNDING APPROVAL**

Small Cities Community Development Block Grant Program

1. NAME AND ADDRESS OF RECIPIENT:

2. CDBG GRANT NUMBER: 16-E-2910

Town of Valdese
PO Box 339
Valdese, North Carolina 28690

Approval Date: May 29, 2018

3. APPROVED PROJECT:

DOC Project Number

Project Name

Grant Amount

E-1

Valdese Demolition

\$500,000

4. ENVIRONMENTAL CONDITION: No funds can be obligated or expended on any activity in the grant until the Rural Economic Development Division receives and approves the affidavit of Publication of the Notices of the Finding of No Significant Impact on the Environment (FONSI) and the Request for Release of Funds.

5. ADDITIONAL CONDITIONS:

No funds can be obligated or expended on any activity in the grant until the following conditions are released in writing by the Rural Economic Development Division:

1. The grant agreement is executed by the authorized local official and a copy is returned.
2. The funding approval is executed and a copy returned.
3. Two signatory forms are executed and one is returned.
4. A Vendor Electronic Payment form is completed and returned.
5. The Town's DUNS number
6. A general public hearing and minutes are sent in because the first public hearing is over a year old.

6. SIGNATURE OF AUTHORIZED
DEPARTMENT OF COMMERCE OFFICIAL

7. SIGNATURE OF AUTHORIZED
RECIPIENT OFFICIAL


Kenny Flowers, Assistant Secretary

(Name and Title)

Date: May 29, 2018

Date: _____

2018 VACANT HOUSING WORKSHOP

JUNE 26, 2018



LAND BANKING

- What is a land bank?
 - “A governmental entity or nonprofit focused on converting vacant, abandoned, and/or tax delinquent properties into productive use”
 - Funded through general fund appropriations, grants, and sale of properties
- Actions:
 - Acquire problem property
 - Eliminate the liabilities associated with property
 - Transfer the properties to new owners *in a way consistent with community-based plans*

LAND BANK V. LAND TRUST

- Land Bank
 - Turning back to the private sector
- Land Trust
 - Acquiring for a specific purpose

THE IMPORTANCE OF ABATEMENT

- “Physical blight, as evident in dilapidated housing, is also associated with increased criminal activity. Signs of physical disorder are a signal to criminals that residents are not invested in a neighborhood and are therefore less likely to report crimes.”
- “Research shows that vacant properties, which often deteriorate in physical quality and leave fewer ‘eyes on the street,’ contribute to increased crime, including assault and arson.”

GS 160A-44: UNFIT FOR HUMAN HABITATION

- Dilapidation
- Increased risk of fire, accidents, or “other calamities”
- Lack of ventilation, light, or sanitary facilities
- Other conditions dangerous or detrimental to health, safety, morals, or otherwise inimical to citizen welfare

REPAIR V. DEMOLISH

- Repair (Vacate and Close)
 - If repair, alteration, or improvement ordered would cost **less than X%** of the present building value
- Demolish
 - If repair, alteration, or improvement ordered would cost an amount **equal to or in excess of X%** of the building value

SPECIAL ASSESSMENT FORECLOSURE (TAX LIEN)

- Not the same as a “regular” bank loan, which does not extinguish tax liens
- Minimum bid cannot be imposed, but same effect if local government submits its own bid
 - G.S. 105-376
- Winning bidder takes property “free and clear of all claims, rights, interests, and liens” except certain tax liens
 - G.S. 105-374, & 105-375
- Dispose at a private sale
 - G.S. 153A-163

STRATEGIC CODE ENFORCEMENT ACTIVITIES

- Improve collaboration
 - Code enforcement, legal, tax office, police, fire
- Establish inspection, permit, and registration programs
 - Require vacant properties to be registered
 - Define program of inspections for each reasonable cause
- Fully implement minimum housing ordinance
 - Further define “unfit for human habitation”
 - Increase percentage for reasonable cost repair

QUESTIONS?

- Becca Bleich
 - Becca.bleich@wpcog.org
 - 828-485-4231

RESOLUTION
(Sale of Property at 795 Harris Avenue NW)

WHEREAS, Campfire Homes, LLC (Campfire Homes) has offered to purchase from the Town of Valdese for the sum of \$62,500 that parcel containing 19.68 acres more or less, which has been assigned REID No. 38611 and PIN 2733599862 by the Burke County Tax Office (the property); and

WHEREAS, the town council proposes to accept Campfire Homes' offer; and

WHEREAS, pursuant to G.S. 160A-269, Campfire Homes is required to deposit with the town clerk an amount equal to 5% of its bid; and

WHEREAS, the town council is required to publish a notice containing a general description of the property, the amount and terms of the offer and notice that within ten (10) days any person may raise the bid as provided by G.S. 160A-269;

IT IS THEREFORE RESOLVED AS FOLLOWS:

1. The town council authorizes the sale of the property through the upset bid procedure of N.C. General Statute §160A-269.
2. The town clerk shall cause a notice of the proposed sale to be published as required by G.S. 160A-269.
3. Any person may submit an upset bid to the office of the town clerk within ten (10) days after the notice of sale is published. Once a qualifying high bid has been received, that bid will become the new offer.
4. If a qualifying higher bid is received, the town clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a ten (10) day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the town council.
5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000 of that offer and 5% of the remainder of that offer.
6. A qualifying higher bid must be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made by cashier's check or certified check. The town will return any deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The town will return the deposit of the final high bidder at closing.
7. The terms of the final sale are that: (a) the town council must approve the final high offer before the sale is closed, (b) title will be conveyed by special warranty deed subject to

all existing easements, if any, and (c) the buyer must pay the entire purchase price at the time of closing.

8. The town reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the town reserves the right to reject all bids at any time.

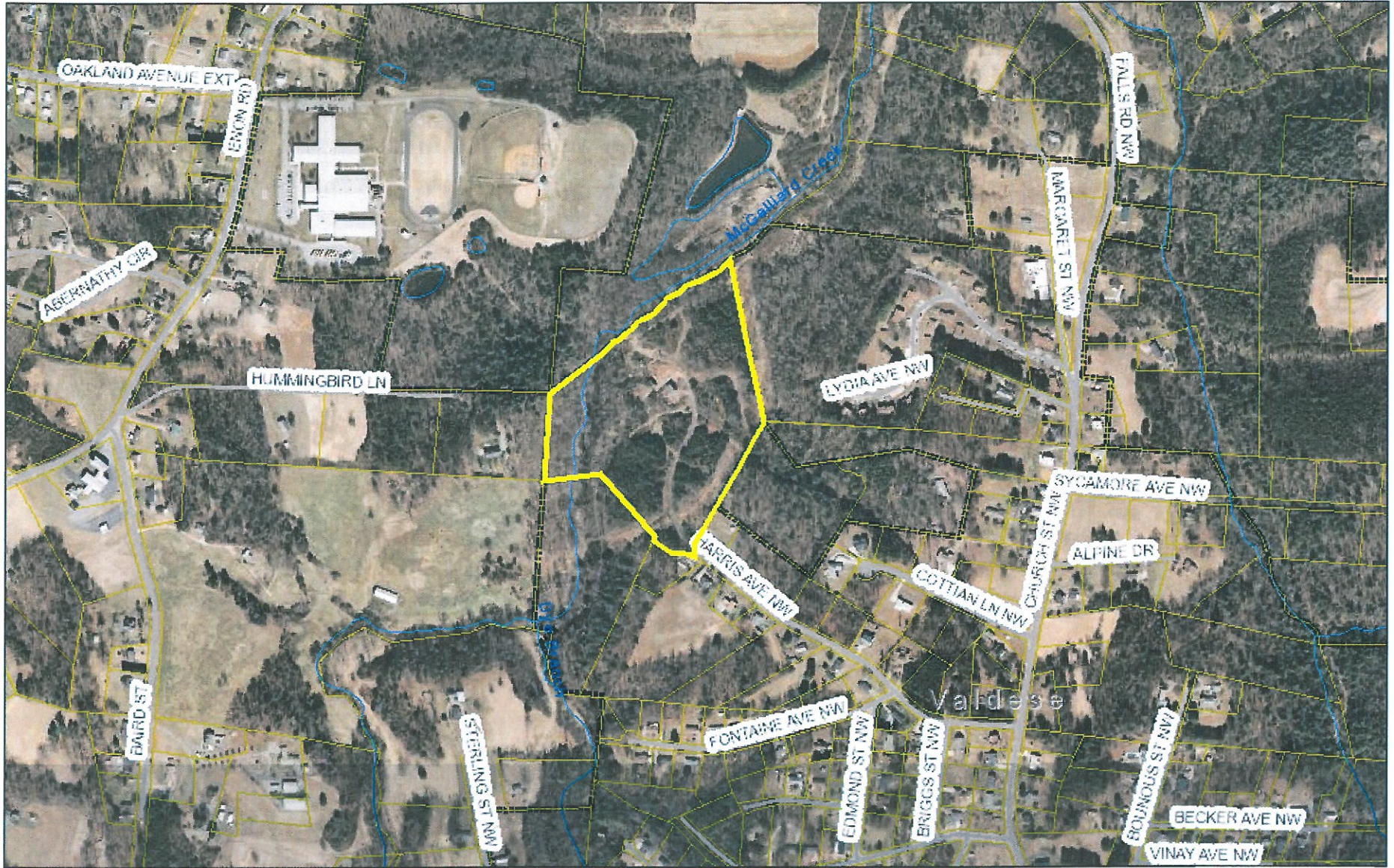
ADOPTED THIS, THE _____ DAY OF AUGUST, 2018.

John F. Black, Jr., Mayor

ATTEST:

Town Clerk

(corporate seal)



July 30, 2018

WASTE WATER TREATMENT - HARRIS AVENUE

Owner: TOWN OF VALDESE
PO BOX 339

VALDESE, NC 28690

Property Address: 795 HARRIS AVE NW
VALDESE 28690
PROPERTY_DESC

PIN: 2733599862

PIN EXT: 000

REID: 38611

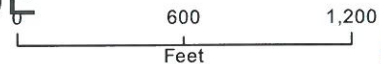
Property Value: \$63,255

Acreage: 19.68

Deed Book: 000064

Deed Page: 00615

Deed Date: 10/3/1941 1:00:00 AM



1:7,950

1 inch = 663 feet



Disclaimer: The information contained on this page is taken from aerial mapping, tax mapping, and public records and is NOT to be construed or used as a survey or 'legal description'. Only a licensed professional land surveyor can legally determine precise locations, elevations, length and direction of a line, and areas.



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

MEMORANDUM

TO: Valdese Town Council

FROM: Greg Padgett, Water Resources Director

DATE: August 3, 2018

SUBJECT: Offer and Acceptance of State Loan and Grant
DWI Project No. E-SRP-W-17-0064
WWTP Upgrade

The Town was approved for a State Loan & Grant (SRP) from the Water Infrastructure Fund in the amount of \$317,265. The project may be funded with bond proceeds pursuant to S.L. 2015-280. Therefore, the applicant must adhere to the Division's procedures for federal tax compliance. Upon acceptance, Town Manager Seth Eckard will execute an offer-and-acceptance document which extends a State Loan to Town of Valdese in the amount of \$317,265. This offer is made by the Division of Water Infrastructure (DWI).

Funds will not be disbursed unless this offer is accepted.

RESOLUTION

(Accepting State Funds for Centrifuge Project)

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Loan in the amount of \$317,265 for the replacement of (2) centrifuge backdrive controls, and feed pump drives with VFD and replacement of associated electrical components, and

WHEREAS, the Town of Valdese intends to construct said project in accordance with the approved plans and specifications,

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

That Town of Valdese does hereby accept the State Reserve Loan offer of \$317,265

That the Town of Valdese does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II - Assurances will be adhered to.

That Mr. Seth Eckard, Valdese Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

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

Adopted the 6th day of August, 2018

John F. Black, Jr., Mayor

ATTEST:

Town Clerk



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

MEMORANDUM

TO: Valdese Town Council

FROM: Greg Padgett, Water Resources Director

DATE: August 3, 2018

SUBJECT: Offer and Acceptance of State Loan and Grant
DWI Project No. H-SRPD-17-0096
Water Meter Replacement Project

The Town was approved for a State Loan & Grant (SRP) from the Water Infrastructure Fund in the amount of \$2,265,386. The project may be funded with bond proceeds pursuant to S.L. 2015-280. Therefore, the applicant must adhere to the Division's procedures for federal tax compliance. Upon acceptance, Town Manager Seth Eckard will execute an offer-and-acceptance document which extends a State Loan to Town of Valdese in the amount of \$1,699,039 and a Grant in the amount of \$566,347. This offer is made by the Division of Water Infrastructure (DWI).

Funds will not be disbursed unless this offer is accepted.

RESOLUTION

(Accepting State Funds for Meter Replacement Project)

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$566,347, and a State Reserve Loan in the amount of \$1,699,039 for the replacement of approximately 5,784 water service meters with Advanced Metering Infrastructure (AMI) technology, including communication equipment and software, and replacement meter box lids.

WHEREAS, the Town of Valdese intends to construct said project in accordance with the approved plans and specifications,

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

That the Town of Valdese does hereby accept the State Reserve Grant offer of \$566,347 and accepts the State Reserve Loan offer of \$1,699,039.

That the Town of Valdese does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the grant and loan offer, Section II - Assurances will be adhered to.

That Mr. Seth Eckard, Valdese Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

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

Adopted the 6th day of August, 2018.

ATTEST:

John F. Black, Jr., Mayor

Town Clerk

TOWN OF VALDESE
ST. GERMAIN AVE. WATER SYSTEM IMPROVEMENTS PROJECT (WIF 1924)
CAPITAL PROJECT BUDGET ORDINANCE

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

Section 1. The project authorized is the **St. Germain Ave. Water System Improvements (WIF 1924)** consisting of replacing approximately 1,350 feet of 6-inch cast iron water main and 475 feet of 2-inch galvanized pipe, including valves, valve boxes and other appurtenances along St. Germain Avenue and Rodoret Street. The project is to be financed by a loan and by Town of Valdese contributions.

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

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

Source	Amount	Assigned Account Number
Valdese Utility Fund	\$6,273	
DWSRF Principal Forgiveness Loan	156,828	
DWSRF Loan (zero interest loan)	156,828	
Total	\$319,929	

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

Source	Amount	Assigned Account Number
Design	\$23,500	
Land Surveying	5,000	
Loan Administration	5,000	
ER/EID Preparation	6,000	
Construction Administration	6,700	
Construction Observation	6,000	
Construction	237,555	
Contingencies	23,700	
Permit Fees & Advertising	201	
NCDEQ Loan Administration Fee	6,273	
Total	\$319,929	

Section 5. The finance officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to provide the accounting to Town Council

required by the program procedures, loan agreement and state regulations.

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

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

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

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

Adopted this 6th day of August, 2018.

John F. Black, Jr., Mayor

Courtney Kennedy, Deputy Town Clerk

TOWN OF VALDESE
2018 WATER SYSTEM IMPROVEMENTS PROJECT (WIF 1933)
CAPITAL PROJECT BUDGET ORDINANCE

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

Section 1. The project authorized is the **2018 Water System Improvements (WIF 1933)** consisting of replacing waterlines in the Eastwood Subdivision, along Hill Drive, Lakeview Acres Drive, and Logan Drive and the installation of two altitude valves – one at the Logan Drive water storage tank, and one at the Drexel Road water storage tank. The project is to be financed by a loan and by Town of Valdese contributions.

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

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

Source	Amount	Assigned Account Number
Valdese Utility Fund	\$23,634	
DWSRF Principal Forgiveness Loan	500,000	
DWSRF Loan (zero interest loan)	681,700	
Total	\$1,205,334	

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

Source	Amount	Assigned Account Number
Engineering Design	\$60,000	
Land Surveying	10,000	
Loan Administration	15,000	
Engineering & Environmental Report	10,000	
Construction Administration	15,000	
Construction Observation	20,000	
Construction	955,450	
Contingencies	95,500	
Permit Fees & Advertising	750	
NCDEQ Loan Administration Fee	23,634	
Total	\$1,205,334	

Section 5. The finance officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to provide the accounting to Town Council

required by the program procedures, loan agreement and state regulations.

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

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

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

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

Adopted this 6th day of August, 2018.

John F. Black, Jr., Mayor

Courtney Kennedy, Deputy Town Clerk

TOWN OF VALDESE
WATER PLANT UPGRADES – MCC –
WATER SYSTEM IMPROVEMENTS PROJECT (H-SRP-D-17-0151)
CAPITAL PROJECT BUDGET ORDINANCE

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

Section 1. The project authorized is the **Water Plant Upgrades – MCC Raw Water and Finish Water (H-SRP-D-17-0151)** consisting of replacing unrepairable motor control centers at the raw water and finished water pump stations at the Valdese Water Treatment Plant. The project is to be financed by a State Reserve Project Grant and State Reserve Loan and by Town of Valdese contributions.

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

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

Source	Amount	Assigned Account Number
Valdese Utility Fund	\$16,000	
25% State Reserve Grant Max State	210,692	
State Reserve Loan (0% interest loan)	632,078	
Total	\$858,770	

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

Source	Amount	Assigned Account Number
Engineering	\$88,000	
Loan Administration	40,000	
ER/EID Preparation	10,000	
Construction	704,770	
NCDEQ Loan Administration Fee	16,000	
Total	\$858,770	

Section 5. The finance officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to provide the accounting to Town Council required by the program procedures, loan agreement and state regulations.

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

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

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

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

Adopted this 6th day of August, 2018.

John F. Black, Jr., Mayor

Courtney Kennedy, Deputy Town Clerk

TOWN OF VALDESE
WATER METER REPLACEMENT PROJECT
CAPITAL PROJECT BUDGET ORDINANCE
DWI PROJECT NO. H-SRP-D-17-0096

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

Section 1. The project authorized funds for the Water Meter Replacement Project. The project is to be financed by a loan and grant by SRP.

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

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

<u>Source</u>	<u>Amount</u>	<u>Assigned Account Number</u>
SRP Loan	\$1,699,039	
SRP Grant	\$ 566,347	
Total	\$2,265,386	

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

<u>Source</u>	<u>Amount</u>	<u>Assigned Account Number</u>
Construction	\$2,026,970	
Administration & Professional Services	\$ 238,416	
TOTAL	\$2,265,386	

Section 5. The finance officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to provide the accounting to Town Council required by the program procedures, loan agreement and state regulations.

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

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

Section 8. The budget officer is directed to include a detailed analysis of the past and

future cost and revenues on this project in every budget submission made to this board.

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

Adopted this 6th day of August, 2018.

John F. Black, Jr., Mayor

Courtney Kennedy, Deputy Town Clerk

Valdese Town Council Meeting Monday, August 06, 2018

Budget Amendment No. 01

Subject: Donation to HVF

Memorandum:

As per discussions held in previous council meetings pertaining to the subject, the following budget amendment is essential in order to appropriate the necessary funds.

Action Suggested:

BE IT ORDAINED by the Governing Board of the Town of Valdese, North Carolina that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the **General** Fund, the expenditures are to be changed as follows:

<u>Acct.</u> <u>No.</u>	<u>Debit</u>	<u>Credit</u>
10.6250.450 Contract Services	6,550	
	-----	-----
Total	\$ 6,550	\$
	=====	=====

This will result in a net increase of \$ 6,550 in the expenditures of the **General** Fund. To provide funding for the above, the following revenue budgets will be increased. These additional revenues have already been received.

<u>Acct.</u> <u>No.</u>		
10.3350.000 Donations		6,550

Total	\$	\$ 6,550
	=====	=====

Section 2. 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, August 06, 2018

Budget Amendment No. 02

Subject: Inter-Departmental Transfer - Wellness

Memorandum:

As per discussions held in previous council meetings pertaining to the subject, the following budget amendment is essential in order to appropriate the necessary funds.

Action Suggested:

BE IT ORDAINED by the Governing Board of the Town of Valdese, North Carolina that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2019:

Section 1. To amend the **General** Fund, the expenditures are to be changed as follows:

<u>Acct.</u> <u>No.</u>		<u>Debit</u>	<u>Credit</u>
10.4200.572	Admin Dept		7,750
10.6250.572	Community Affairs	7,750	
		-----	-----
Total		\$ 7,750	\$ 7,750
		=====	=====

This will result in a net increase of \$0 in the expenditures of the **General** Fund. To provide funding for the above, the following revenue budgets will be increased. These additional revenues have already been received.

<u>Acct.</u> <u>No.</u>			
10.3970.302	Capital Project Fund		0
		-----	-----
Total		\$	\$ 0
		=====	=====

Section 2. 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, August 06, 2018

Budget Amendment No. 03

Subject: Train and Gazebo Art Project

Memorandum:

As per discussions held in previous council meetings pertaining to the subject, the following budget amendment is essential in order to appropriate the necessary funds.

Action Suggested:

BE IT ORDAINED by the Governing Board of the Town of Valdese, North Carolina that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the **General** Fund, the expenditures are to be changed as follows:

<u>Acct.</u> <u>No.</u>	<u>Debit</u>	<u>Credit</u>
10.6250.450 Contract Services	60,437	
	-----	-----
Total	\$ 60,437	\$
	=====	=====

This will result in a net increase of \$60,437 in the expenditures of the **General** Fund. To provide funding for the above, the following revenue budgets will be increased. These additional revenues have already been received.

<u>Acct.</u> <u>No.</u>	<u>Debit</u>	<u>Credit</u>
10.3350.000 Donations/Grants		60,437
	-----	-----
Total	\$	\$60,437
	=====	=====

Section 2. 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.