

AGENDA
www.townofvaldese.com

Town of Valdese Town Council
102 Massel Avenue SW, Valdese, NC

Monday, March 4, 2024
6:00 p.m., Valdese Town Hall, Council Chambers

The Town Council Meeting will be live-streamed on YouTube [@townofvaldese](https://www.youtube.com/@townofvaldese).

1. Call Meeting to Order

2. Invocation

3. Pledge of Allegiance

4. Informational Items

A. Communication Notes

B. Reading Material

5. Open Forum/Public Comment

A. Recognition of the Heritage Eagles Champion Wrestling Team

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 Agenda Review Meeting Minutes of January 29, 2024

B. Approval of Regular Meeting Minutes of February 5, 2024

C. Approval of Closed Session Minutes of February 5, 2024

D. Approval of Strategic Planning Session Minutes of February 15, 2024

E. Approval of Special Meeting Minutes of February 16, 2024

F. Approval of Lease Agreement at the Old Rock School with Dr. Kyle Barnes

G. Approval of FY 24-25 Audit Contract – Lowdermilk Church & Co., LLP

H. Approval of Request from Old Colony Players to Sell Alcohol

I. Approval of Ordinance Declaring Road Closures for the Town of Valdese 2024 Annual Events

- J. Approval of the Baker Tilly Agreement for Town Manager Search
- K. Approval of Resolution Amending the 2024 Town Council Meeting Schedule
- L. Approval of Request for Qualifications(RFQ) for Permanent Pool Structure
- M. Approval of Budget Amendment - Baker Tilly for the Town Manager Search

7. New Business

- A. Old Colony Players Update (Presented by Edyth Potter)
- B. Arbor Day Proclamation (Presented by Mayor Watts)
- C. Reconsideration of Approval of WPCOG Contract to Develop a Comprehensive Parks and Recreation Plan (Presented by Alison Adams from WPCOG)
- D. Consideration of Committee/Board Appointments (Presented by Council)
 - i. Facilities Review Committee
 - ii. Drug and Homeless Advisory Task Force
 - iii. Efficiency Task Force
 - iv. Valdese ABC Board
- E. Approval of Capital Project Budget Ordinance – Water Plant Upgrades Project (Presented by Bo Weichel)
- F. FY 24/25 Budget Preparation Discussion (Presented by Bryan Steen and Bo Weichel)

8. Interim Manager’s Report

- A. OCP Production: The Diary of Anne Frank, Show Dates March 7, 8, 9, 14, 15 & 16, 2024, 7:30 p.m.; visit www.oldcolonyplayers.com for more information and to purchase tickets.
- B. Next Council Meeting – Citizens Budget Priorities(WPCOG Strategic Plan Results), scheduled Monday, March 18, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall
- C. Next Agenda Review Council meeting is scheduled for Monday, March 25, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall
- D. Next Regular Council meeting scheduled for Monday, April 1, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall

9. Mayor and Council Comments

10. Adjournment

The Town of Valdese holds all public meetings in accessible rooms. Special requests for accommodation should be submitted by individuals with disabilities at least 48 hours before the scheduled meeting time. Contact Town Hall at 828-879-2120 or TDD Phone Line (hearing impaired) 1-800-735-2962.

COMMUNICATION NOTES

To: Mayor Watts
Town Council

From: Town Clerk

Date: March 1, 2024

Subject: Monday, March 4, 2024 Council Meeting

6. Consent Agenda

A. Approval of Agenda Review Meeting Minutes of January 29, 2024

B. Approval of Regular Meeting Minutes of February 5, 2024

C. Approval of Closed Session Minutes of February 5, 2024

D. Approval of Strategic Planning Session Minutes of February 15, 2024

E. Approval of Special Meeting Minutes of February 16, 2024

F. Approval of Lease Agreement at the Old Rock School with Dr. Kyle Barnes

Enclosed in your agenda packet is a lease agreement with Dr. Kyle Barnes. Dr. Kyle Barnes works with a current tenant, Dream Connections, Inc. Dream Connections provides an adult day program service, and Dr. Kyle Barnes offers patient care for their clients; he would like to continue to rent the storage space located on the lower level of the Old Rock School for file storage/office space. Dr. Barnes has been a tenant since 2018. The space would be rented for \$58.00 per month. Staff recommends that Council approve the lease agreement with Dr. Kyle Barnes for \$58.00 per month.

G. Approval of FY 24-25 Audit Contract – Lowdermilk Church & Co., LLP

Enclosed in the agenda packet is a contract with Lowdermilk Church & Co., LLP, to audit the Town's accounts for FY24-25, in the amount of \$17,900.00. The contract price last year was \$17,300.00. This price reflects a \$600.00 increase over the prior year. Staff recommends that Council approve the FY24-25 audit contract in the amount of \$17,900.00.

H. Approval of Request from Old Colony Players to Sell Alcohol

Enclosed in the agenda packet is a request from Old Colony Players to sell beer and wine at the following upcoming productions:

- Jimmy Buffet’s Escape to Margaritaville showing April 25-27 and May 2-4, 2024, at the Fred B Cranford Amphitheatre
- From This Day Forward showing Fridays and Saturdays from July 12-August 10, 2024 at the Fred B Cranford Amphitheatre
- Assassins, a dinner theatre showing 23, 24, 25, 30, 31 and September 1, 2024, in the Waldensian Room at the Old Rock School
- The Legend of Sleepy Hollow showing October 18, 19, 22, 23, 24, 31 and Nov 1 & 2, 2024 at the Fred B Cranford Amphitheatre
- The Last 5 Years, a dinner theatre showing February 21, 22, 23, 28, 29, 2025, in the Waldensian Room at the Old Rock School.
- Something Rotten, April 24-26 and May 1-3, 2025, at the Fred B Cranford Amphitheatre.

I. Approval of Ordinance Declaring Road Closures for the Town of Valdese 2024 Annual Events

Enclosed in the agenda packet is a request to close part of US 70/Main Street in Valdese for the Independence Day Celebration, Annual Waldensian Festival Events, Treats in the Streets, and Annual Christmas Parade. Actual dates and times are listed in the agenda packet.

J. Approval of the Baker Tilly Agreement for Town Manger Search

Enclosed in the agenda packet is an agreement between the Town of Valdese and Baker Tilly US, LLP, for the Town Manager executive search. The proposal is also included.

K. Approval of Resolution Amending the 2024 Town Council Meeting Schedule

Enclosed in the agenda packet is a Resolution Amending the 2024 Town Council Meeting Schedule. The changes are noted in red.

L. Approval of Request for Qualifications(RFQ) for Permanent Pool Structure

Enclosed in the agenda packet is a RFQ for the Jimmy C. Draughn Aquatic Center Structure.

M. Approval of Budget Amendment – Baker Tilly for the Town Manager Search

Enclosed is in the agenda packet is a Budget Amendment prepared by Assistant Town Manager/CFO Bo Weichel to transfer \$17,000 from General Fund Balance to cover expense for the agreement with Baker Tilly for the Town Manager Search.

7. New Business

A. Old Colony Players Update

Edyth Potter, General Manager of Old Colony Players will be at the meeting to present a 2023 year in review.

No Action Required

B. Arbor Day Proclamation

Enclosed in the agenda packet is a Proclamation for Arbor Day 2024. Staff plans to conduct a ceremony in conjunction with Valdese Elementary School 4th graders at the Old Rock School on Friday, March 15, 2024, at 2:00 p.m. Staff plans to plant a red maple tree on the Old Rock School Temple Field near the permanent stage. Each student will be presented with a small tree.

No Action Required

C. Reconsideration of Approval of WPCOG Contract to Develop a Comprehensive Parks and Recreation Plan

Enclosed in the agenda packet is an agreement between the WPCOG and the Town of Valdese for technical assistance in the development of the Valdese Parks and Recreation Comprehensive Plan. The agreement is in the amount of \$23,000.00. Also included in the agenda packet is the 2013 TOV Comprehensive Parks & Recreation Plan for informational purposes. Alison Adams, Director of Community & Regional Planning with WPCOG will be at the meeting to present.

Requested Action: Staff recommends the approval of the WPCOG Contract to develop a comprehensive Parks & Recreation Plan in the amount of \$23,000.00.

D. Consideration of Committee/Board Appointments

Nominations for Appointments and/or Re-appointments to Boards/Commissions/Committees will be presented for Councils consideration for the following:

- Facilities Review Committee
- Drug and Homeless Advisory Task Force
- Efficiency Task Force
- Valdese ABC Board

Requested Action: Direction from Council

E. Approval of Capital Project Ordinance – Water Plant Upgrades Project

Enclosed in the agenda packet is a Capital Project Ordinance prepared by Assistant Town Manager/CFO Bo Weichel. This ordinance will move funds to appropriate accounts for the Water Plant Upgrades Project.

Requested Action: Staff recommends that Council approve the Capital Project Ordinance, as presented.

F. FY 24/25 Budget Preparation Discussion

Interim Town Manager Bryan Steen and Assistant Town Manager Bo Weichel will discuss the FY 24-25 budget process and Council will discuss desired budgeting guidelines.

No Action Required

READING MATERIAL

**VALDESE FIRE DEPARTMENT
MONTHLY ACTIVITY REPORT
JANUARY 2024**



<u>FIRE DEPARTMENT ACTIVITY</u>	<u>ACTIVITY HOURS</u>
Station Duty	132 Hours
Vehicle Duty	119 Hours
Equipment Duty	161 Hours
On-Duty Emergency Responses	112 Hours
On-Duty Training	32 Hours
Fire Administration	108 Hours
Training Administration	10 Hours
Meetings	27 Hours
Fire Prevention Administration	102 Hours
Fire Prevention Inspections	55 Hours
Public Relations	17 Hours
Hydrant Maintenance	0 Hours
Safety Administration	12 Hours
Safe Kids Activities	7 Hours
Extra Duty Fires	14 Hours
Extra Duty Training	19 Hours
Extra Duty Fire & Medical Standby	0 Hours
Physical Training	13 Hours
Extra Duty Medical Responses	22 Hours
Part-Time Firefighter Training	92 Hours
Part-Time Emergency Responses	56 Hours
Total Training Hours	143 Hours
TOTAL MAN HOURS	1110 Hours

<u>INSPECTION TYPE</u>	<u># OF INSPECTIONS</u>	<u>Violations</u>
Assembly	1	2
Factory	3	25
Institutional	3	7
Mercantile	1	1
Residential	3	4
Storage	5	9
Reinspection	11	2
TOTAL	27	50

**VALDESE FIRE DEPARTMENT
MONTHLY ACTIVITY REPORT
JANUARY 2024**

EMERGENCY INCIDENTS

Fire	1
Building Fire	1
False Alarm & False Calls	4
False Alarm / False Call other	1
System or Detector Malfunction	1
Unintentional System Operation	2
Good Intent Calls	3
Dispatched & Cancelled en Route	2
Wrong Location, No Emergency Found	1
Service Calls	4
Service Call Other	2
Water Problem	1
Smoke, Odor Problem	1
Hazardous Conditions	6
Flammable Gas or Liquid Condition	2
Chemical Release or Toxic Condition	1
Electrical Wiring/Equipment Problem	2
Attempted burning, Illegal action	1
Rescue & Emergency Medical Incidents	34
Medical Assist	8
Emergency Medical Service Incident	26
TOTAL EMERGENCY RESPONSES	52

Truman Walton, Chief
Valdese Fire Department

VALDESE POLICE DEPARTMENT

James D Buchanan
Assistant Chief of Police
Post Office Box 339
121 Faet Street
Valdese, North Carolina 28690

Telephone 828-879-2107
Fax 828-879-2106

February 28, 2024

To: Mayor & Council
From: Asst. Chief Buchanan
Re: Boots on the Ground

Progress Reports: Boots on the Ground

Location:	Officers Visits:
McGalliard Falls	75 Visual Checks/Walk around
Old Rock Schools	22 Visual Checks/Walk around
Children's Park	57 Visual Checks/Walk around
Community Center	35 Visual checks/Walk around
Lakeside Park	25 Visual checks/Walk around
Main St. Extra Patrol	Nightly Door Checks
Business/Residential Contact	20 Community Policing

Our officers have logged 458 residential/business security checks, 713 extra patrols and 20 community policing in the month February 28, 2024 for 890 events related to the safety, security and public interest. As of this date, our department has logged 3069 events into CAD ranging from vehicle stops, security checks and any incident report from citizens of Valdese.

Community Affairs & Tourism Monthly Stats

February 2024

Tourism Statistics

visitvaldese.com views (Feb) 3,044

townofvaldese.com views(Feb) 3,562

Top 5 Pages Viewed (townofvaldese):Utilities, Recreation, Schedule & Fees, Meetings & Agendas, Bowling

Facebook

of followers 18,167

Post Engagement (last 31 days) 14,997

Post Reach (last 31 days) 73,067

Facebook Reactions/Feedback (last 28 days)

Reactions: 1,786 Comments: 367 Shares: 216 Photo Views: 1,904 Link Clicks: 1,429

TOP FIVE AUDIENCE LOCATIONS: Morganton, Valdese, Hickory, Lenoir, Drexel

Approximate # of Visitors to the Tourism/CA Office

Community Affairs Stats

Old Rock School Rental Breakdown

AUDITORIUM	3
TEACHER'S COTTAGE	7
WALDENSIAN ROOM	14
CLASSROOMS	12
MAJOR EVENT (ENTIRE SCHOOL)	4

Major Events Held at the Old Rock School

Average Number of Attendees

BCPS Science Fair, Bible Talk, Edict of Emancipation, BCPS Mathcounts Competition

Monthly Old Rock School Rentals

40

Old Rock School Total Attendance

CA Summary for February 2024

In the final month before renovations begin, rentals remained steady as ever in the Old Rock School facilities. The department hosted four major events and other private events. Preparation for summer events such as the Waldensian Festival, Independence Day Celebration, and FFN Summer Concerts. The Spring Craft Market and Egg Hunt are in full swing for promotion and planning. Fundraising efforts are underway for the Rock School Renovation Project and renovations are set to begin March 1st. The department will temporarily relocate to the Waldensian Room for office use and arrangements for alternate locations have been made for regular facility renters who will be affected by the renovations. The maintenance staff have been working hard to prepare for the renovations- new flooring in Old Colony Players new office, moving furniture and equipment, etc. The staff looks forward to revealing the new and improved facility in July 2024.

January 29, 2024, MB#32

**TOWN OF VALDESE
TOWN COUNCIL PRE-AGENDA MEETING
JANUARY 29, 2024**

The Town of Valdese Town Council met on Monday, January 29, 2024, at 6:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue SW, Valdese, North Carolina. The Council meeting was live-streamed on YouTube @townofvaldese. The following were present: Mayor Charles Watts, Mayor Pro Tem Gary Ogle, Councilwoman Rexanna Lowman, Councilwoman Heather Ward, Councilman Glenn Harvey, and Councilman Paul Mears. Also present were: Interim Town Manager Bryan Steen, Town Attorney Tim Swanson, and various Department Heads.

Absent: Town Clerk Jessica Lail

A quorum was present.

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

Mayor Watts said that we would be discussing the February 5, 2024 agenda and started under New Business.

PRESENTATION OF HOYLE CREEK RESTORATION: Parks and Recreation Director David Andersen shared that this presentation was presented to the Parks & Recreation Commission this past Monday. Mr. Andersen shared the following PowerPoint:

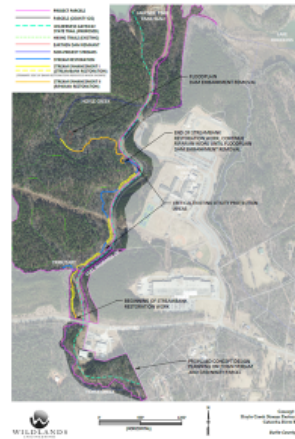
Hoyle Creek Stream Restoration and Sidepath Budget Allocation

David Andersen, Director Parks and Recreation



What are we talking about?

- State awarded Town of Valdese \$2.2 Million in current state budget for Hoyle Creek Stream Restoration and Sidepath
 - Direct Allocation supported by Rep. Blackwell
 - Funds from North Carolina Water Resiliency Fund administered by NC Department of Public Safety
 - Catawba Riverkeeper/ Foothills Conservancy Support Project
 - The allocation from the state helps enhance other current and future funding requests
 - No Town of Valdese funds required



Why is this needed?

- Improve resiliency during flood events
 - Flood mitigation
 - Shift water away from roadway
 - Decrease sediment deposits in stream and at Lake Rhodhiss
 - Protect sewer infrastructure
- Provide pedestrian and cyclist safe path
 - Move pedestrians and cyclists off of the road where school buses, trucks to wastewater plant, and park visitors drive
 - More natural path for visitors without having to venture deep in to the park
- Routine maintenance provided by town staff with funding from state funds specifically for state trail maintenance for any larger repairs.



Piece of the Pedestrian Puzzle

- Complete restoration and sidepath at one time to take advantage of economies of scale
- Sidepath identified in the 2016 WalkRCV pedestrian plan (page 51)
- Fits within 2023 CORE plan under Goal 1.3
 - *Advocate for and facilitate progress of state and regional trail projects.*
 - Part of larger Wilderness Gateway State Trail
 - Part of the Burke River Trail
- Funds can also be leveraged as matches for additional grant funding for trailhead
 - Parks and Recreation Trust Fund Grant
 - Recreational Trails Grant



Councilman Mears asked if there would be additional parking added or if it was just a sidepath. Mr. Andersen answered that most of the cost would be for the stream restoration. Councilman Harvey asked how long the trail was and who owned the property. Mr. Andersen said it is approximately a mile long and

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all property of the Town of Valdese. Mr. Andersen shared that Representative Hugh Blackwell supported this in the recent budget allocation.


RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON FEBRUARY 5, 2024, AT 6:00 P.M.

POOL ENCLOSURE DISCUSSION Parks and Recreation Director David Andersen shared that the following PowerPoint presentation is just for informational purposes. Mr. Andersen went over the history of the pool bubble, its setup and takedown, temporary solutions, and possible options for the future. Mr. Andersen presented the following presentation:

Valdese Pool Enclosure “The Bubble”


David Andersen, Director, Valdese Parks and Recreation

Updated:
1/23/2024



Facility History

- Purchased from Yeadon Domes for \$126,230 in October 1999, first installed 2000.
 - Town Staff, BRIDGE crew, and volunteers install and take down every year (May, September).
 - Has allowed year-around operations for majority of its lifetime (some extended closures due to other projects)
- Charter Matrix Group, Inc. re-lined interior membrane in 2016.
 - Work was sup-par and was re-lined again in 2017 by WASA, Inc.
 - Total cost to the town for repairs was \$141,730.
 - Town had set aside funds annually that were utilized for re-lining.
 - No additional funds set aside after those 2016-2017 expenditures.
- Anchor system changed in 2016
- Several smaller repairs to doors and parts in inflation unit over the years
- Facility Hosts Following Programs:
 - Swim teams: Xcell Aquatics team, Draughn and East Burke High School teams (practices and meets), Special Olympics practices, Masters swim team
 - Swim lessons
 - Public and private parties
 - Aquacise classes
 - Special events: Senior Games swimming, water safety class for Valdese Elementary School 2nd graders, lifeguard trainings, kayak rolling
 - Year-around wellness and recreation opportunities and amenity



Facility History: Set Up/Take Down Process



- Staff prep for several days ahead of install/removal to stage and check systems/anchors
- Recommend 35 people (Staff, BRIDGE crew, volunteers) to pull Bubble
- 10-12 people to anchor and remove items from pool and remove second cover
- Annual material/tool costs: forklift rental, rope, replacement hardware
- Usually week-long closure to prep area for indoor/outdoor operations

VALDESE
PARKS & RECREATION

Recent History

- March 2023-September 2023: Burner/Air heater in the inflation unit had been inconsistent with operation. Contractor checked prior to install this September, and staff undertook requested fixes to assist with consistent heating operation. Contractor urged replacement of inflation unit due to rust, holes, and air loss.
- November 7: Dry-rotted area of the Bubble membrane broke free from anchor. After consulting with manufacturer and specialists, staff members were able to repair and re-open facility on November 10.
- November 21: After experiencing further inconsistent burner operation, staff observed significant failure to exhaust blower from burner.
- January 20, 2024: Membrane material ripped at repair site causing need to drop Bubble again. Closure of one week expected.



VALDESE
PARKS & RECREATION

Consulted with reputable local HVAC company about possible re-weld or replacing unit.

Concerns regarding repair/replace:

1. Metal integrity questionable due to rust
2. Fans would not be properly balanced if metal warped during welding
3. Wall plate where unit mounted is significantly rusted and contractor could not guarantee unit would stay in place if replacement ordered

Further, questions about possible carbon monoxide buildup or leaks were discussed due to insufficient exhaust and compromised cabinet integrity.



VALDESE
PARKS & RECREATION

Temporary Solutions Being Attempted:

Anchors through Bubble Membrane at Inside Corner Tear

- Installed new anchors to provide additional support
- Cut holes in edge of membrane for anchors to pass through
- UPDATE: Tear in repair on 1/20 resulting in dropping Bubble until further, more extensive repair can happen

Rent Indirect Heating Unit and Duct in to Bubble

- Air-supported structure specialists ducted heat in to the Bubble for supply
- 500 gallon propane tank installed on pool deck to fuel heater

Repair Exhaust Blower

- Install supports for fan housing
- Install additional CO monitoring; run only with staff present to monitor
- High-heat caulk for crack on blower unit



Summary of Points for Discussion

- Mechanical maintenance and repairs have led to shut downs or less than ideal conditions on deck (hot, cold, excessive humidity, fog, condensation), which has led to cancellation of programs.
- Bubble itself is showing rot and wear in various places.
- At 23 years old, it is well-beyond the expected life span of 10 years.
- How do we continue to operate year-around in a post-Bubble situation?



Possible Solutions – Replace Mechanical Cabinet

- Budget Cost: \$170,000- \$190,000
- What's Included: New Mechanical Closet, Updated Generator
- CIP item for upcoming year, but requires 20-24 weeks lead time
- Pros:
 - Least Expense
 - Simplest Solution with regards to any design
- Cons:
 - Commits us to continued Bubble
 - Still have to undergo annual install and removal
 - Must take down after 180 days to satisfy "temporary structure" designation
 - Doesn't address Bubble material degradation which will likely cause more failures in the future



Possible Solutions – Direct Replacement

- Budget Cost: ~\$421,000
- What's included: New Bubble membrane, new Mechanical, new doors
- Pros:
 - Most economical for immediate time
 - Familiar setup
 - Minimal work to retrofit
- Cons:
 - Still have to undergo annual install and removal
 - Must take down after 180 days to satisfy "temporary structure" designation
 - Still have to deal with possible collapse events that add to wear and tear
 - Replacement in another 10-15 years.

VALDESE
PARKS & RECREATION

Possible Solutions – Retractable Permanent Structure

- Budget Cost: \$1.8 Million (before addressing needed site preparation)
- What's Included: Retractable transparent structure
- Pros:
 - Allows greater indoor/outdoor flexibility with quick transitions
 - Still gives "outdoor" feel when closed
 - No closures for install and removal twice a year
- Cons:
 - Upfront Expense
 - Specialized parts and maintenance
 - Potential loss of covered deck space
 - Down time to retrofit (roughly 2-3 months)



VALDESE
PARKS & RECREATION

Possible Solutions – Fixed Permanent Structure

- Budget Cost: \$37/sq.ft. - \$60/sq. ft.
 - (For 12,300 sq.ft. before site prep: ~\$455,000-\$750,000)
- What's Included: Rigid Frame Structure with Heat and Fans for Summer, Doors/Side panels to open outside for ventilation and natural light
- Pros:
 - Lower annual operating costs
 - Ease maintaining systems with non-specialized equipment
 - No closures for install and removal twice a year
 - Reduction in pool chemical usage
 - Longevity (fabrics 12-15 years, some structures getting 18-20 years); frame made of aluminum so will stay up decades
- Cons:
 - Up front expense
 - Down time for retrofit



VALDESE
PARKS & RECREATION

Funding Options- Ideally Utilize Three Streams

- Fund Balance
- Grant Funding from State
 - Parks And Recreation Trust Fund/Accessibility for Parks
 - PARTF 1:1 Match up to \$500,000 (provide up to \$500,000 to get up to \$500,000)
 - AP 1:5 Match up to \$500,000 (provide \$100,000 to get \$500,000)
 - Three Amenities, Comprehensive Plan helps score higher
 - Complete ramps to gymnasium and tennis court along with structure
- Private Sources/Donations



Councilman Harvey asked several questions: When we knew the bubble would wear out, why was there no plan to replace it? Why did we spend \$150,000 to replace a vent system to inflate and heat? How many citizens use the bubble? Do we need the full-size pool all winter long? What do our neighboring Towns do? We need data such as how many people use it and what it costs to heat and operate it. Are these our only options, and what impact will they have? Mr. Andersen shared that we have around 660 individual users that come in a month, but because we have had several interruptions with COVID, renovations, and now bubble issues, it is hard to capture accurate data. Councilman Harvey said he did not expect Mr. Andersen to answer all the questions tonight. Councilwoman Ward shared that she has had questions from citizens asking if the pool can be opened during the winter and what happens to their membership fees. Mr. Andersen said that the department offers extensions on memberships or credit towards renting one of the Parks & Rec facilities. Councilwoman Ward asked if we receive funds from the Burke County Public Schools or other entities that use it. Mr. Andersen said that Burke County Public School pays \$2,000 annually for two groups. The private aquatics club pays rent, and all swimmers have a membership.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON FEBRUARY 5, 2024, AT 6:00 P.M.

PUBLIC SAFETY BUILDING Assistant Town Manager Bo Weichel requested guidance from the Council on how they want staff to proceed with the existing Public Safety Building. Mr. Weichel asked if they want staff to go with an RFQ process for shoring up the building, get a structural architect to look at it again, ask the structural engineer from the past to look at it again, or other options. Councilwoman Lowman asked if Mr. Steen had any recommendations. Mr. Steen thinks we need to evaluate where we are and how we want to do that. Mr. Steen feels we have a few options: get a new structural engineer or ask the previous one to look at it again. Councilman Harvey asked if we could have an RFQ for a complete evaluation and design of a renovation to repair the building. Mayor Watts thinks getting a new set of eyes on the building would be a good idea. Mr. Weichel went through the RFQ process. Councilman Harvey would like to have a committee put together to help advise staff and Council members.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON FEBRUARY 5, 2024, AT 6:00 P.M.

RECRUITMENT OF A TOWN MANAGER DISCUSSION Interim Town Manager Bryan Steen shared that he contacted a group out of Virginia, and they charge 28% of the position's salary. Mr. Steen talked to a group in North Carolina and said depending on the Council's level of involvement, they would be between \$7,000 and \$25,000. Mr. Steen said we still have the WPGOG in the \$3,500 range. Mr. Steen shared that we can also post a job ad in different associations. Mr. Steen asked if the Council had a direction that he should pursue. Mr. Steen thinks it would be around July before we could get a manager hired if we start advertising in February. Councilwoman Lowman says utilizing the NCLM, ICMA, and the County Association/MPA would be a good start if we do not use the WPCOG. Councilman Harvey shared that

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there are different levels of support in using search firms. Mr. Steen will send the Council a Town Manager job description to review.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON FEBRUARY 5, 2024, AT 6:00 P.M.

POTENTIAL VALDESE TOWN CHARTER AMENDMENT FOR FUTURE CONSIDERATION BY CITIZENS Councilman Harvey shared this for citizens to consider for the future. Councilman Harvey shared that the other people who represent us, like the US House of Representatives, have a two-year term, and in the State of NC, we have two legislative bodies that have two-year terms. Councilman Harvey noted that the Mayor in the Town of Valdese used to be a two-year term but was changed in the year 2000. Councilman Harvey said there was a Town in Rolesville NC with all the Council members and the Mayor on two-year terms. Councilman Harvey shared that this came to light during this campaign season when the entire Council was campaigning, as well as some of the staff, and it may have some advantage by having the entire Council run for office every two years. Councilman Harvey said we could put that out to the citizens in the next strategic planning when we do it again.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON FEBRUARY 5, 2024, AT 6:00 P.M.

CONSIDERATION OF APPROVAL OF CONTRACT FOR OLD ROCK SCHOOL RENOVATIONS Community Affairs Director Morrissa Angi gave the Council an update on the project. Ms. Angi shared that on December 14, 2023, we hosted a pre-bid meeting with four construction firms (Gibson, Beam, Houck, Moss-Marlowe). They toured the Old Rock School and went through the outline of the construction portion. Ms. Angi had the pre-bid meeting on January 23, 2024, and two construction firms, Gibson and Houck, showed up to present bids. Ms. Angi noted that since only two firms were present, they could not open the bids. They had to be returned to contractors and then re-advertise the whole process again for a week. Ms. Angi shared that the second bid opening would be on January 30, 2024, at 2:00 pm, and if we only have two contractors at this meeting, the bids can be opened and presented at the February 5, 2024 Council meeting. Ms. Angi identified why the other contractors did not bid on the contract, Beam's lead project manager resigned, and Moss-Marlowe was not interested because the workload was too much for them at this time. Ms. Angi shared that Mark Sealy will present the bids and offer recommendations at the next council meeting. Assistant Town Manager/CFO Bo Weichel noted that legally, we have to accept the lowest bidder. However, the Architect will review those bids to ensure they meet all the specs and requirements.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON FEBRUARY 5, 2024, AT 6:00 P.M.

FY 24-25 AUDIT PROPOSALS AND APPROVAL OF FY 24-25 AUDIT CONTRACT Assistant Town Manager/CFO Bo Weichel shared that he went out for requests for proposals to Audit Firms. Mr. Weichel went over the structure of audit services:

Structure of Audit Services

1. Audit examination of financial transactions and processes.
2. Reports to the Local Government Commission
 - Annual Financial Information Report (AFIR)
 - Data Input Worksheet
3. Financial Statements and Note Disclosures (per GASB 34).
4. Federal and/or State award compliance testing.
5. Submit all the above to the Local Government Commission for their review and approval.

Mr. Weichel completed a Request for Proposals (RFP) and did not get any responses, so he called several firms that the LGC recommended, and out of that, he only received three proposals. Mr. Weichel identified two that were similar in price. Mr. Weichel noted that one of them had a math error in her proposal, so he was concerned about that. Mr. Weichel recommends the current auditor, Lowdermilk Church & Co., in the amount of \$56,340, which is over a three year span. Councilman Harvey asked what other Towns do the two lowest bidders audit. Mr. Weichel said that Misty Watson does Mitchell County and two other Towns. However, we would be her biggest Town. Lowdermilk Church & Co. does Burke County and other Towns that Mr. Weichel can share later as he could not remember off the top of his head.

AUDITOR	LOCATION	2024	2025	2026	TOTAL
RH Accounting, PLLC	Lexington	45,750 (audit fee) 5,100 (travel)	50,323 (audit fee) 5,100 (travel)	55,354 (audit fee) 5,100 (travel)	\$166,727
Martin Starnes Associates	Hickory	DECLINED			
Lowdermilk Church & Co.	Morganton	17,900	18,795	19,735	\$56,340
Burleson & Earley, P.A.	Asheville	DECLINED			
Misty Watson, P.A.	Boone	16,000 (16,100*)	16,500	17,000	\$49,600
Gould Killian CPA Group	Asheville	NO RESPONSE			
Sharpe Patel, PLLC	Raleigh	NO REPSONSE			
Bernard Robinson & Co.	Greensboro	NO RESPONSE			
Butler & Stowe	Gastonia	NO RESPONSE			
Thompson, Price, Scott, Adams & Co.	Whiteville	DECLINED			

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON FEBRUARY 5, 2024, AT 6:00 P.M.

CONSIDERATION OF APPROVING RESOLUTION FOR THE SALE OF TOWN-OWNED PROPERTY-FAT AVE. Assistant Town Manager/CFO Bo Weichel shared that the Town received an offer to purchase Town-owned property for \$8,500. Mr. Weichel said this was on the agenda to authorize staff to start the upset bid process to sell it. Mr. Weichel noted that the buyer has given his deposit, so once the Council

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approves the resolution, we will advertise for ten days to see if someone upsets the bid. If they do, we have to re-advertise with the higher bid. Councilman Ogle asked where the property was located. Planning Director Larry Johnson gave a background on the property that had code enforcement issues; the Town started a condemnation process in 2012 and was torn down in 2014. Mr. Johnson said the Town took a lean out in 2015 to get the money back in the amount of \$10,000 but was unsuccessful. Mr. Johnson stated the property went into foreclosure, and the Town took possession over it in 2017. Mr. Johnson noted that the Town has been maintaining it all this time. Mr. Johnson would recommend going out for a bid, and the location is across from Children’s Park up the hill at 118 Fat Ave. NE, Valdese.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON FEBRUARY 5, 2024, AT 6:00 P.M.

CONSIDERATION OF AMENDMENT OF THE VALDESE TOWN COUNCIL RULES 31 AND 32(A) OF THE RULES OF PROCEDURES AND AMENDING SECTION 2-1021 OF THE TOWN OF VALDESE CODE OF ORDINANCES

Councilman Mears noted confusion at the January 8, 2024, Council meeting on this amendment, and it was not passed. Councilman Mears wanted to ensure that both the Council and the Mayor may nominate appointments to the committees and then the entire board elects.

RESULT: MOVED WITHOUT OBJECTION TO THE NEXT MEETING ON FEBRUARY 5, 2024, AT 6:00 P.M.

INTERIM MANAGER’S REPORT: Interim Town Manager Bryan Steen made the following announcements:

Bluegrass at the Rock presents: Darin & Brooke Aldridge, Saturday, February 10, 2024 at 7:30 p.m., at the Old Rock School

Next Agenda Review Council meeting is scheduled for Monday, February 26, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall

Next Regular Council meeting is scheduled for Monday, March 4, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall

MAYOR AND COUNCIL COMMENTS: Councilman Harvey thanked citizens for coming to the first Town of Valdese pre-agenda review a week in advance to view what would be on the February 5, 2024, agenda. Councilman Harvey encouraged citizens to talk to the Council this week if they had any questions or comments.

Councilman Mears thanked the Department Heads for the thorough presentations.

Councilwoman Lowman recommends everyone see *The Little Mermaid* by the Old Colony Players; it was fabulous.

ADJOURNMENT: At 7:30 p.m., there being no further business to come before Council, Councilman Harvey made a motion to adjourn, seconded by Councilman Mears.

The next regular Council meeting is scheduled for Monday, February 5, 2024 at Valdese Town Hall.

Town Clerk

Mayor

jl

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**TOWN OF VALDESE
TOWN COUNCIL REGULAR MEETING
FEBRUARY 5, 2024**

The Town of Valdese Town Council met on Monday, February 5, 2024, at 6:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue SW, Valdese, North Carolina. The Council meeting was live-streamed on YouTube @townofvaldese. The following were present: Mayor Charles Watts, Mayor Pro Tem Gary Ogle, Councilwoman Rexanna Lowman, Councilwoman Heather Ward, Councilman Glenn Harvey, and Councilman Paul Mears. Also present were: Interim Town Manager Bryan Steen, Town Attorney Tim Swanson, Town Clerk Jessica Lail, and various Department Heads.

Absent: None

A quorum was present.

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

OPEN FORUM/PUBLIC COMMENT:

GRETCHEN COSTNER - Ms. Costner shared with the Council and citizens the details of the 176th Waldensian Edict of Emancipation Event on Saturday, February 17, 2024, at 5:30 p.m., at the Old Rock School. Tickets are \$15.00 for adults and \$10.00 for children and can be purchased at the Museum or Old Rock School. Ms. Costner invited everyone to attend. Ms. Costner also noted that this is the 50th year of the Waldensian Museum and asked the Council to mark their calendars for September 21, 2024, for the official museum celebration.

Mayor Watts read the Rules & Procedures for Public Comment:

Rule 5. Public Comment - The council shall provide at least one period for public comment per month during a regular meeting, unless no regular meeting is held that month. Any individual or group who wishes to address the council shall inform the town clerk, any time prior to the start of the meeting, and provide their name, address and subject matter about which they wish to speak. Person(s) must be present if they wish to address the Council. Comments should be limited to five minutes per speaker. Please use the microphone and silence your cell phones.

P&R ADVISORY COMMITTEE – SCOTT COMPTON, 3247 HOLLY HILLS CIR., VALDESE: Mr. Compton provided his Public Comment to the Clerk: "Members of the Council, My name is Scott Compton. I am the acting President of the Town of Valdese Parks and Recreation Commission. As a reminder, we are a commission of 6 Valdese citizen volunteers accompanied by Council Representative, Gary Ogle. Our role is to advise and make recommendations to the Parks and Recreation Director as well as the Town Council, promote community awareness and understanding of, and appreciation for, the value of parks and recreation. I come before you with three recommendations discussed and voted upon unanimously at our most recent meeting on January 22nd.

Recommendation 1: We recommend that the town pursue a permanent structure to replace the aging Bubble. The structure does not necessarily need to be brick and mortar; rather the technology is there to construct a framework, aluminum structure with opening wall panels and architectural fabric. The UV-coated, fabric panels provide for the flexibility for both indoor/outdoor usage. As quoted in The Paper, we have the "best pool in Burke County". Year round usage is a unique selling point for the community, a valuable resource that is fully inclusive. It directly affects and serves all ages of Valdese citizens as a place for exercise and physical rehabilitation. Despite the upfront cost, a fixed, permanent structure will facilitate lower annual operating costs and chemical usage. During summer months, the removable panels will provide ventilation, natural light, and an uncovered deck space for those desiring sunlight. The commission strongly recommends the town council consider this option as a solution to our town's need for a year-round, swimming facility.

Recommendation 2: Any decision the town makes regarding the future of the pool facility is going to require careful consideration of financial impact. In order to make informed, measured, and responsible decisions,

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our Commission recommends that we seek the completion of a new, 10-year comprehensive Parks and Recreation Master plan. Since 2003, the plans in place have provided the strategic framework for the greater good of the community. The most recent 10-year comprehensive plan expired in 2023. So, as of this evening, we are currently operating without a comprehensive plan in place. During the establishment of the most recent plan in 2013, we relied heavily on the public input of citizens. During development, a project team met with the Recreation Director and attended several meetings of the Commission. A town-wide survey was developed and utilized. Three focus group meetings were also conducted during this process. The input gained helped the project team to determine what facilities needed to be addressed and the priority for development or renovation. The estimated cost to initiate a new plan is around \$20,000. There are two reasons why the implementation of a Comprehensive Plan in 2024 will be crucial; first, it allows an additional opportunity for citizen input. Secondly though, and most important, being able to provide evidence of citizen input is paramount in pursuing state parks and recreation grants over the next 10 years. Without a comprehensive plan in place, our efforts to secure these funds through grants will be severely hindered. Currently, the inclusion of a Comprehensive Master plan can be found in the budget proposal for fiscal year 2025. However, in order to leverage the grant writing capabilities needed for securing funds for pool improvements, we recommend that the town council consider moving forward immediately with the approval of funds needed to establish a new plan.

Finally, Recommendation 3: Our Commission recommends that the town accept the state funding of \$2.2 million for the Hoyle Creek stream restoration and the concurrent creation of a side-path along the creek and Lake Rhodhiss Drive. The Commission has been briefed on the availability of these funds as well as to the needs of this area. Our recommendation is for the Town Council to accept the funding being provided by the state in order to assist with flooding mitigation and pedestrian safety. It is important to point out that there will be no town funds involved in this project, and long term maintenance costs can be offset by state funds as the side-path will be a part of the Wilderness Gateway State Trail. Thank you for your time and attention to our commission's 3 recommendations."

TOWN THING'S – RICK MCCLURD, 408 GARROU AVE, VALDESE: Mr. McClurd shared that there seems to be no oversight from the Town Manager to the Department Heads, and it needs to be fixed before we get the next Town Manager. Mr. McClurd said he could not find any long-term financial plans provided by the former and present Town Council, Mayors, Managers, and Accountants. Mr. McClurd noted that there must be at least a five-year plan that the Department Heads would develop to replace broken and new equipment. Mr. McClurd said that we need a good person who knows about construction, etc., when requesting grants and planning projects for the Town. Mr. McClurd said that Bill Poteat seems to think that asking questions about a project that is \$500,000 over budget is a bad thing like Councilman Harvey did when he asked a question about it. Mr. McClurd shared that Councilman Harvey was the only person who asked why it was over budget. Mr. McClurd also noted that Allen VanNoppen said the WHO group tried to hide funds, and they did their due diligence to make sure they did everything correctly.

VACANT HOUSE – ANNETTE SKIDMORE, 312 BECKER AVE, VALDESE: Ms. Skidmore informed the Council of a vacant house at 321 Becker Ave in Valdese. Ms. Skidmore gave a background of the house from when it was purchased as a rental property in 1991. Ms. Skidmore shared that homeowners on either side of the house felt the need to build privacy fences. Ms. Skidmore said that the house has dwindled through the years, and it has been vacant for eight years, and she has not seen the property owner. Ms. Skidmore and her neighbors have worked with Town staff and Council over the years to ensure the lawn was maintained. Ms. Skidmore shared that the Burke County building inspector also looked at the house and said it could not be condemned. Ms. Skidmore shared that the owner has not paid their 2023 Town taxes and feels it is time for the owner to do something about their house. Ms. Skidmore hopes that the Council will address her concerns and the problem.

ROCK SCHOOL – KEVIN FARRIS, 225 MAIN ST E, VALDESE: Mr. Farris talked about our jewel in Valdese, the Old Rock School. Mr. Farris shared the history of attending the Old Rock School as a freshman and what fun he had there. Mr. Farris recently enjoyed watching The Little Mermaid, Jr. and saw joy in the people attending. Mr. Farris believes that the Old Rock School needs upgrading and wants the facility back up to speed so we do not miss opportunities for people to have a good time. Mr. Farris understands that the stadium seating was not in the contract proposal. Mr. Farris shared he is 1,000 times

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for approving the contract and donated \$1,000 towards the seats. Mr. Farris also encouraged others who enjoy the Old Rock School to give money.

POOL – KAREN LINKOUS, 301 SAINT GERMAIN AVE SE, VALDESE: Ms. Linkous urged the Council to decide on the pool situation soon so everyone can swim next season. Ms. Linkous expressed her appreciation for the leader of the Aquatic Center, David Andersen. Ms. Linkous feels that Mr. Andersen has the knowledge to guide the Council in making the best decision.

POOL – BECCA RAMSEY, 5415 JOHNSON BRIDGE RD, HICKORY: Ms. Ramsey shared that her son goes to East Burke High School and uses the pool for the swim team. Ms. Ramsey said swimming gives kids an outlet and feels it is essential. Ms. Ramsey also used the pool when homeschooled and remembers when the bubble first went up. Ms. Ramsey urges the Council to think about this decision.

POOL – HALEY OXENTINE, 758 ABEES GROVE CHURCH RD, VALDESE: Ms. Oxentine shared that she is the Lady's Swim Team Coach for East Burke High School. Ms. Oxentine shared the timeline of the different pool bubble challenges they have experienced with maintenance issues. Ms. Oxentine said that East Burke has used the Valdese Aquatic Center for over 20 years and has had a long-standing relationship. Ms. Oxentine said their practice times are from 3:30 pm – 5:00 pm each day of the swim season, but if they have to go somewhere else, it would likely be 7:30 pm – 9:00 pm, and they would have to bus the students due to it being farther. Ms. Oxentine also said it could cost them more money, possibly leading them to close the program.

POOL – JEAN-MARIE COLE, 705 BERTIS ST, VALDESE: Ms. Cole remembers when the pool bubble went up, and she and her granddaughter have used it. Ms. Cole said there is no point in rehashing the past and that the bubble cannot be fixed anymore. Ms. Cole asked the Council to find a solution to continue year-round swimming. Ms. Cole feels our pool is multi-generational and a very good quality-of-life program. Ms. Cole said this affects many people, not just Valdese citizens.

PUBLIC SAFETY – BROOKE HEAVNER, 207 FOREST DR, VALDESE: Mr. Heavner shared that we have been talking about the Public Safety Building for at least two years. Mr. Heavner said that at the last meeting, we did not spend time talking about it, and he feels that the employees deserve a better building. Mr. Heavner feels we need to get our priorities right and care for the people who care for us. Mr. Heavner is not against the pool, but it is not a priority right now; it is the Public Safety Building, Old Rock School, and then fix the pool when we can. Mr. Heavner said we need to refocus and prioritize.

POOL – JENNY HUDSON, 412 FAET ST NW, VALDESE: Ms. Hudson said that the Council has a priority to do both, Public Safety Building and Pool bubble; you do not get to prioritize. Ms. Hudson thanked the Council for the Strategic Planning meetings and hoped something good would come out of it. Ms. Hudson said that as she watched the January meeting, she took away the focus of questioning how we got there, why we did not do this, why we used this fund or that fund, and questioning the past. Ms. Hudson said you can spend a lot of time focusing on why you got there, or you can turn that effort into coming up with a good solution to fix a problem in front of you and move forward. Ms. Hudson encouraged the Council to change their focus. Ms. Hudson talked about Town leadership and shared that we have some phenomenal Town leaders with good people in place. Ms. Hudson identified the values that David Andersen brings to the table from leadership, mentorship, and aquatics perspectives. Ms. Hudson encouraged the Council to listen to what David had to say. Ms. Hudson said she wanted to stress this because she was disturbed by how Ms. Angi was questioned last month regarding the Rock School. Ms. Hudson said if we treat our Town employees like that.... (Ms. Hudson's 5 minutes ran out.)

CONSENT AGENDA: (enacted by one motion) Councilman Harvey requested to remove item 6 F, Ordinance Declaring Road Closures for the Town of Valdese 2024 Annual Events, from the consent agenda.

APPROVED REGULAR MEETING MINUTES OF JANUARY 8, 2024

APPROVED CLOSED SESSION MINUTES OF JANUARY 8, 2024

APPROVED STRATEGIC PLANNING SESSION MINUTES OF JANUARY 17, 2024

APPROVED STRATEGIC PLANNING SESSION MINUTES OF JANUARY 24, 2024

APPROVED MEETING MINUTES OF JANUARY 29, 2024

APPROVED ACCEPTANCE OF EASEMENT – JAUBERT AVE.

(the above space is left blank for recording purposes)

Excise Tax: \$0.00

PREPARED BY/RETURN TO:

Timothy D. Swanson, Attorney
Young, Morphis, Bach & Taylor, LLP
Post Office Drawer 2428
Hickory, North Carolina 28603

STATE OF NORTH CAROLINA

BURKE COUNTY

**DEED OF EASEMENT
(Sewer/Water)**

This Deed of Easement is made this _____ day of _____, 2024, by and between **DIANNE BRITTAIN MOBLEY, DONALD M. BRITTAIN, and WILLIAM MICOL BRITTAIN**, residents of North Carolina having an address of 7395 Mobley Lane, Connelly Springs, North Carolina 28690 (collectively "Grantors"), and **TOWN OF VALDESE**, a municipal corporation duly organized and existing under the laws of the State of North Carolina located at 102 Massell Avenue SW, Valdese, North Carolina 28690, ("Grantee").

WHEREAS, Grantors are the owners of that certain tract or parcel of real property (the "Grantor Property") situated in Lovelady Township, Burke County, North Carolina, commonly known as 1000 Jaubert Avenue SE, Valdese, North Carolina 28690, Parcel ID No. 2743249363, which Grantor Property is more particularly described in Deed Book 715, Page 488, Burke County Registry; and

WHEREAS, Town Council for the Town of Valdese, Grantee, has determined that it is in the public interest to install, construct and maintain a perpetual, non-exclusive 25-foot wide sanitary sewer easement and a perpetual, non-exclusive 20-foot wide waterline easement over,

**TOWN OF VALDESE/MOBLEY
PERMANENT SEWER EASEMENT AND PERMANENT WATERLINE EASEMENT**

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across, under and through a portion of the Grantor Property for establishing, extending, enlarging, or improving water and sewer lines and systems in the Town of Valdese and to enter into certain covenants and agreement with Grantors in connection with said easements, all as more fully set forth in this Deed of Easement.

NOW, THEREFORE, Grantors, for and in consideration of the sum of **TEN AND NO/100 DOLLARS (\$10.00)** and other valuable consideration paid to Grantors by Grantee, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto the Grantee, its successors and assigns, a perpetual right and easement to construct, install, operate, maintain, repair and replace a perpetual, non-exclusive 25-foot wide sanitary sewer easement and a perpetual, non-exclusive 20-foot wide waterline easement, together with the attendant customary uses, including drainage and utilities, over, under, through, across, along and upon all that certain lot, tract, or parcel of the Grantor Property situated in Lovelady Township, Burke County, North Carolina, and more particularly described as follows, to-wit:

PERMANENT SEWER EASEMENT

Being all of that 25-foot wide sewer easement as shown on that certain Plat recorded in Plat Book _____, Page _____, Burke County Registry, entitled "TOWN OF VALDESE (WATER/SEWER EASEMENT-MOBLEY/BRITTAI N PROPERTY)," said plat being prepared by Dolphus E. Harmon, PLS L-3333, and being dated October 11, 2023, to which reference is hereby made for greater certainty in description.

Said Permanent Sewer Easement Area running perpendicular 12.5 feet on each side of the centerline described as follows:

Beginning at a point located North 64-07-22 West 115.50 feet from the southeast corner of the property of Dianne Brittain Mobley, Donald M. Brittain, and William Micol Brittain as described in Deed Book 715, Page 488 (Tract II); thence North 73-48-57 West 8.17 feet; thence from said point of beginning North 15-18-00 East 214.11 feet; thence North 15-27-26 East 154.16 feet to a point in the northern line of the property of Dianne Brittain Mobley, Donald M. Brittain, and William Micol Brittain as described in Deed Book 715, Page 488 (Tract II).

PERMANENT WATERLINE EASEMENT

Being all of that 25-foot wide waterline easement as shown on that certain Plat recorded in Plat Book _____, Page _____, Burke County Registry, entitled "TOWN OF VALDESE (WATER/SEWER EASEMENT-MOBLEY/BRITTAI N PROPERTY)," said plat being prepared by Dolphus E. Harmon, PLS L-3333, and being dated October 11, 2023, to which reference is hereby made for greater certainty in description.

Said Permanent Waterline Easement Area running perpendicular 12.5 feet on each side of the centerline described as follows:

Beginning at a point located South 83-22-50 West 10.14 feet from the northeast corner of the property of Dianne Brittain Mobley, Donald M. Brittain, and William Micol Brittain as described in Deed Book 715, Page 488 (Tract II); thence from said beginning South 03-00-53 East 71.08 feet; thence North 67-55-45 West 21.52 feet; thence North 69-33-19 West 56.91 feet; thence North 75-43-09 West 48.70 feet; thence North 78-26-19 West 34.79 feet; thence North 75-25-54 West 36.89 feet; thence North 71-49-15 West 37.07 feet to a point in the northwestern line of the property of Dianne Brittain Mobley, Donald M. Brittain, and William Micol Brittain as described in Deed Book 715, Page 488 (Tract II).

TO HAVE AND TO HOLD the said grant of right and easement unto them, Grantors, their successors and assigns forever.

Grantors acknowledge that the Grantee is acquiring the easements described herein for the purpose of constructing, installing, operating, maintaining, repairing and replacing water and sewer lines and systems within the described easements, and specifically grant unto Grantee the right to construct and maintain such structures or make the improvements on that grade according to such plans and specifications, as will, in Grantee's opinion, best serve the public purpose. Grantors further grant unto Grantee or its agents the right to exceed the easements to cut and fill slopes, construct drainage structures and erosion control structures beyond the described easements. The payment of the purchase price for the easements conveyed shall be considered full compensation for the easements, and for any diminution in value that may result to the remaining Grantor Property by virtue of proximity to the project, grade alignment, utility installation, or the alteration of drainage patterns and facilities.

The said grants shall include the right of ingress and egress over the easements on the Grantor Property for the purpose of constructing, maintaining, repairing and enlarging said water and sewer lines and systems or removing any obstruction interfering with the enjoyment of these lines and, in general, any rights and privileges which may be necessary for the permanent maintenance of said water and sewer lines and systems; provided, however, that nothing herein contained shall directly or indirectly be construed as authorizing Grantee or its successors or assigns to injure, damage or remove any structure upon said land, and Grantors herein expressly retain for themselves, their heirs and assigns, the right to construct and maintain any and all buildings they may desire upon the said premises, provided the water and sewer lines and systems are protected in the manner required by Grantee.

Grantee shall use its best efforts to minimize the removal of grass, shrubbery, plants, or other vegetation occasioned by Grantee in constructing, maintaining, or altering said water and sewer lines and systems.

Should one or more of Grantors be natural persons not joined by their respective spouses, it is conclusively presumed that the land conveyed is not the residence or business homestead of such Grantors. Should one or more of Grantors be a legal entity other than a natural person, it shall be conclusively presumed that the person signing on behalf of that party has been duly and legally authorized to so sign and there shall be no necessity for a seal or attestation.

TO HAVE AND TO HOLD the same, together with all the rights and appurtenances belonging thereto, unto Grantee, its successors and assigns forever, and Grantors are hereby bound, together with all heirs, executors, administrators, or successors, to warrant and forever defend the easements granted herein unto Grantee, its successors and assigns, against every person lawfully claiming the easement or any part thereof.

**THIS SPACE IS INTENTIONALLY LEFT BLANK.
SIGNATURES AND ACKNOWLEDGMENTS APPEAR ON THE FOLLOWING
PAGES.**

February 5, 2024, MB#32

IN TESTIMONY WHEREOF, the said Grantors have hereunto set their hand and seal the day and year first above written.

By: Dianne Brittain Mobley (Seal)
DIANNE BRITTAIN MOBLEY

STATE OF NORTH CAROLINA
COUNTY OF BURKE

I, Laurie Powell, a Notary Public of BURKE County, State of North Carolina, do hereby certify that DIANNE BRITTAIN MOBLEY personally came before me this day and signed the foregoing instrument as his or her act and deed.

Witness my hand and notarial stamp or seal, this 11th day of August, 2023.



Laurie Powell
Notary Public

My Commission Expires: 11/11/2024.

IN TESTIMONY WHEREOF, the said Grantors have hereunto set their hand and seal the day and year first above written.

By: Donald M. Brittain (seal)
DONALD M. BRITTAIN

STATE OF NORTH CAROLINA
COUNTY OF BURKE

I, Laurie Powell, a Notary Public of BURKE County, State of North Carolina, do hereby certify that DONALD M. BRITTAIN personally came before me this day and signed the foregoing instrument as his or her act and deed.

Witness my hand and notarial stamp or seal, this 11th day of August, 2023.



Laurie Powell
Notary Public

My Commission Expires: 11/11/2024.

February 5, 2024, MB#32

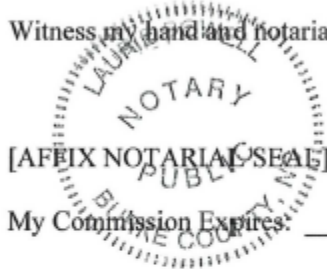
IN TESTIMONY WHEREOF, the said Grantors have hereunto set their hand and seal the day and year first above written.

By: William Micol Brittain (Seal)
WILLIAM MICOL BRITTAIN

STATE OF NORTH CAROLINA
COUNTY OF BURKE

I, Laurie Powell, a Notary Public of BURKE County, State of North Carolina, do hereby certify that WILLIAM MICOL BRITTAIN personally came before me this day and signed the foregoing instrument as his or her act and deed.

Witness my hand and notarial stamp or seal, this 11th day of August, 2023.



Laurie Powell
Notary Public

My Commission Expires: 11/11/2024

February 5, 2024, MB#32

ACCEPTANCE

Accepted by the Town Council for and on behalf of the Town of Valdese, North Carolina, this ____ day of _____, 2024.

THE TOWN OF VALDESE,
a North Carolina municipal corporation

By: _____ (Seal)
CHARLES WATTS, Mayor

Attest: _____
JESSICA LAIL, Town Clerk

Approved as to form on behalf of the Town of Valdese this ____ day of _____, 2024.

Attorney for the Town of Valdese

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public of _____ County, State of North Carolina, do hereby certify that JESSICA LAIL personally came before me this day and acknowledged that she is the Town Clerk of the TOWN OF VALDESE, a North Carolina municipal corporation, and that by authority duly given and as the act of the Town Council of the TOWN OF VALDESE, the foregoing instrument was signed in its name and by its Mayor, CHARLES WATTS, sealed with its corporate seal, and attested by her as its Town Clerk.

Witness my hand and notarial stamp or seal, this ____ day of _____, 2024.

Notary Public

[AFFIX NOTARIAL SEAL]

My Commission Expires: _____.

February 5, 2024, MB#32

APPROVED APPOINTMENT OF ABC BOARD CHAIRMAN, INTERIM TOWN MANAGER BRYAN STEEN Interim Town Manager Bryan Steen was appointed to the Valdese ABC Board, filling the unexpired term of Seth Eckard. The term expires on April 1, 2026.

Councilman Mears made a motion to approve the aforementioned items on the Consent Agenda minus Item 6 F (Ordinance Declaring Road Closures for the Town of Valdese 2024 Annual Events), seconded by Councilman Harvey. The vote was unanimous.

End Consent Agenda

ITEMS REMOVED FROM CONSENT AGENDA: One item 6 F, Ordinance Declaring Road Closures for the Town of Valdese 2024 Annual Events

ORDINANCE DECLARING ROAD CLOSURES FOR THE TOWN OF VALDESE 2024 ANNUAL EVENTS

Councilman Harvey has heard Merchants talk about this for several years, and one that has a store that is affected by it has to shut down every year during these special events. Councilman Harvey believes this needs to be done but wants to make sure that the Police and Public Works Department talks with the Merchants that are impacted by it and gives us an assurance to approve it.

Councilman Harvey made a motion to schedule a special Council meeting on Thursday, February 15, 2024, at 6:00 pm, in the Council Chambers to complete anything that is left over from items 6 F (Ordinance Declaring Road Closures for the Town of Valdese 2024 Annual Events), 7 D (Recruitment of a Town Manager Discussion), 7 F (Consideration of Approval of Contract for Old Rock School Renovations), 7 H (Consideration of Approving Resolution for the Sale of Town-Owned Property – Fat Ave.), seconded by Councilman Ward.

Discussion: Councilman Harvey said we need to move forward with these items and discuss them tonight, but we need more time to get more information and finalize them. Councilwoman Lowman is concerned about the Old Rock School grant and that we may lose it. Councilwoman Ward wants to know exactly what the Old Rock School contract numbers are. Councilwoman Lowman said we already have a Strategic Planning session with WPCOG scheduled for February 15, 2024, at 6:00 pm. Mayor Watts asked if we could have the special called meeting on Friday, February 16, 2024, at 3:00 pm. Council members were good with that date.

Vote: Councilman Harvey – Yes, Councilman Ogle – Yes, Councilwoman Ward – Yes, Councilwoman Lowman – No, Councilman Mears – No. The motion was approved.

Mayor Watts announced the motion carried, and the special meeting would be on Friday, February 16, 2024, at 3:00 pm, in the Council Chambers.

PRESENTATION OF HOYLE CREEK RESTORATION: Parks & Recreation Director David Andersen shared that this is State allocated funds for the Hoyle Creek stream restoration and sidepath, and no Town of Valdese funds are required for this project. Mr. Andersen said this was needed to help with the flooding problem along Hoyle Creek, decrease stream sediment deposits, and improve pedestrian safety. Mr. Andersen shared that this would be a part of the Wilderness Gateway State Trail so that we would be eligible for maintenance funding from the State for any large maintenance problems. Mr. Andersen reminded Council that the 2016 WalkRCV pedestrian plan identified the sidepath.

Councilman Harvey asked how this came about. Mr. Andersen shared that this was part of a discussion with the Town, with Representative Blackwell, Catawba River Keeper, and other individuals to see reduced flooding along the way. Councilman Harvey asked what the process was for getting started. Mr. Andersen said it would begin with an RFQ, and then we would go from there on selecting qualified individuals/firms. Councilman Mears asked what the next step would be. Mr. Andersen said the next step would be for the Council to accept the funding from the State.

Hoyle Creek Stream Restoration and Sidepath Budget Allocation

David Andersen, Director Parks and Recreation

What are we talking about?

- State awarded Town of Valdese \$2.2 Million in current state budget for Hoyle Creek Stream Restoration and Sidepath
 - Direct Allocation supported by Rep. Blackwell
 - Funds from North Carolina Water Resiliency Fund administered by NC Department of Public Safety
 - Catawba Riverkeeper/ Foothills Conservancy Support Project
 - The allocation from the state helps enhance other current and future funding requests
 - No Town of Valdese funds required



Why is this needed?

- Improve resiliency during flood events
 - Flood mitigation
 - Shift water away from roadway
 - Decrease sediment deposits in stream and at Lake Rhodhiss
 - Protect sewer infrastructure
- Provide pedestrian and cyclist safe path
 - Move pedestrians and cyclists off of the road where school buses, trucks to wastewater plant, and park visitors drive
 - More natural path for visitors without having to venture deep in to the park
- Routine maintenance provided by town staff with funding from state funds specifically for state trail maintenance for any larger repairs.



Piece of the Pedestrian Puzzle

- Complete restoration and sidepath at one time to take advantage of economies of scale
- Sidepath identified in the 2016 WalkRCV pedestrian plan (page 51)
- Fits within 2023 CORE plan under Goal 1.3
 - Advocate for and facilitate progress of state and regional trail projects.
 - Part of larger Wilderness Gateway State Trail
 - Part of the Burke River Trail
- Funds can also be leveraged as matches for additional grant funding for trailhead
 - Parks and Recreation Trust Fund Grant
 - Recreational Trails Grant



Councilman Mears made a motion to accept the funding, 2.2 million to create this pedestrian sidepath and Hoyle Creek restoration project, seconded by Councilwoman Lowman. The vote was unanimous.

Councilwoman Lowman thanked Representative Hugh Blackwell for helping with getting these funds.

POOL ENCLOSURE DISCUSSION Parks & Recreation Director David Andersen feels that the bubble needs to be removed from the pool for the remainder of this year and seek some additional forms of deck heat. Mr. Andersen said that he and his staff would do what they need to do to heat the water appropriately. Mr. Andersen believes we can retrieve some scrape metal from the bubble to assist with costs. Mr. Andersen would also like to move forward with a solution. Mr. Andersen has received questions on what other pools are used. Mr. Andersen shared that the City of Hickory uses the YMCA, City of Morganton utilizes Mountain View Aquatics Center(brick and mortar), and City of Lenoir uses Lenoir Aquatics & Fitness Center(brick and mortar). Both Morganton and Lenoir also have outdoor pools. Mr. Andersen said many patrons still want to be able to lay out in the sun and Mr. Andersen does not see a brick and mortar as a practical solution for us with both cost and what our patrons want. Mr. Andersen said that we have 660 average swimmers that utilize the space in the wintertime and it is hard to track who lives in the city limits and who does not. Councilwoman Lowman asked what kind of timeline we are looking at in these proposals. Mr. Andersen said one contractor would not give a time frame until the design and engineering work was completed and the other said once they get the site work prep completed they could have a structure completed in two weeks with the construction work prep being a month. Councilman Mears asked if the Park Master Plan that Scott Compton mention earlier would help us get grants. Mr. Andersen said absolutely. Councilwoman Lowman asked how long that would take and Mr. Andersen said we would have to discuss that with WPCOG. Councilman Harvey said that we have hard working employees and for the last two months, Ms. Angi and Mr. Andersen were the hardest working because they have been pursuing their passion and they are appreciated. Councilman Harvey would like the Parks and Recreation Commission to bring a recommendation to the Council during budget time on the best solution and pursue funding options. Councilwoman Lowman asked if we wait until budget time, would we have time to get this completed by winter. Mr. Andersen feels it would be difficult to pursue funding through grants. Interim Town Manager Bryan Steen recommended Mr. Andersen coming back at our next meeting with recommendation from the Parks & Rec Commission with potential cost estimates and any work that can be done between now to July 1, 2024.

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Councilman Mears made a motion as originally presented by Scott Compton with Parks & Rec Commission that we fund a new 10-year Park Master Plan that has expired, in the amount of \$25,000 from the unassigned fund balance, seconded by Councilwoman Lowman.

Discussion: Councilman Harvey asked who would do the Master Plan. Councilman Ogle shared that at the last Parks & Rec Commission meeting they requested that we provide \$20,000 in the Recreation budget to do this Master Plan and Councilman Ogle feels it needs to be done again. Councilwoman Ward asked if we could defer this motion to the February 16 meeting so that we have all the information and what it covers. Councilman Harvey asked if we start this would it help give us funding for grants. Councilman Mears said yes, you get certain points to have an updated Master Plan, which would move us up in ranking to secure grants. Councilman Harvey noted that this cost more than what the WPCOG did for the Town's strategic planning.

Vote: Councilman Mears – Yes, Councilwoman Lowman – Yes, Councilman Harvey – No, Councilman Ogle – No, Councilwoman Ward – No, Motion failed.

ADDED TO THE FEBRUARY 16, 2024, SPECIAL MEETING – CONSIDERATION OF UPDATED PARK MASTER PLAN Councilwoman Ward made a motion to add to the special agenda Consideration of an updated park master plan, seconded by Councilman Harvey.

Discussion: Councilman Ogle would like to know how much it cost, what all is covered, and who is responsible for it, in writing.

Vote: Councilman Harvey – Yes, Councilman Ogle – Yes, Councilwoman Ward - Yes, Councilman Mears – No, Councilwoman Lowman – No, Motion carried.

PUBLIC SAFETY BUILDING Assistant Town Manager/CFO Bo Weichel shared that in the agenda packet was a RFQ for the existing public safety building to obtain an architect. Mr. Weichel said that we would have to have a committee to review the submittals from the architect firms and then we start the interview process. Councilman Harvey would like to include the Charlotte and Raleigh/Durham area in the search. Mr. Weichel shared we can post it in the State Procurement website that will reach across the State.

Councilman Harvey made a motion to authorize the RFQ process and to expand to the Charlotte and Raleigh/Durham area, seconded by Councilwoman Ward. The vote was unanimous.

TABLED TO FEBRUARY 16, 2024, SPECIAL MEETING - RECRUITMENT OF A TOWN MANAGER DISCUSSION Interim Town Manager Bryan Steen asked that the Council direct staff in what way we should go with the Town Manager search. Councilman Harvey shared the Mr. Steen asked him to help track down executive search firms and he has received two proposals and is expecting two more to present on the February 16, 2024 special meeting.

ADDED TO THE FEBRUARY 16, 2024, SPECIAL MEETING – ORDINANCE DECLARING ROAD CLOSURES FOR THE TOWN OF VALDESE 2024 ANNUAL EVENTS Town Attorney Tim Swanson stated that we still have Consent Agenda Item 6 F Ordinance Declaring Road Closures for the Town of Valdese 2024 Annual Events hanging that we need to address.

Councilman Harvey made a motion to post pone item 6 F Ordinance Declaring Road Closures for the Town of Valdese 2024 Annual Events to the March 4, 2024, Council meeting so that the Main Street Committee can meet and talk about it. Mr. Swanson said that this item would appear on the Special Meeting agenda for February 16, 2024, but you could postpone it then. Councilwoman Ward seconded the motion. Councilman Mears agrees that we do need to talk to the business owners because some of the road closures have affected them.

Vote: The vote was unanimous.

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POTENTIAL VALDESE TOWN CHARTER AMENDMENT FOR FUTURE CONSIDERATION BY CITIZENS Councilman Harvey shared that he commented on this before and it is in the minutes and this is something we would look at farther down the road.

TABLED TO FEBRUARY 16, 2024, SPECIAL MEETING - CONSIDERATION OF APPROVAL OF CONTRACT FOR OLD ROCK SCHOOL RENOVATIONS Community Affairs Director Morrissa Angi shared the following PowerPoint presentation:

**Community Affairs
Old Rock School Renovations**

2024

**Contract with Houck Contracting, LLC
Old Rock School**

SGA|NW
Design Company

2424 Wilshire Blvd.
Suite 100
Charlotte, NC 28205 | 704.333.1688
sga@sganw.com

30 January 2024

Morrissa Angi
Town of Valdese Director of Community Affairs & Tourism
Old Rock School - Promotions - Arch Space Program - Events
PO Box 339
Valdese, NC 28680

Re: Old Rock School Renovations
SGA 1900 - 00023848-0

Dear Morrissa,

Enclosed please find the Certified Bid Tabulation from bids received on January 30, 2024, for the above referenced project. After review of all bids taken, we offer the following recommendation and comments. SGA|NW recommends a single prime construction contract be entered into with Houck Contracting LLC, the low bidder after consideration of base bid and potential acceptance of alternates.

Base Bid:	\$743,545.00
Alternate 1:	\$743,245.00
Alternate 2A:	\$733,275.00
Alternate 2:	\$64,575.00
Total:	\$1,278,600.00

We understand the Town will need to consider the alternates and funding to determine the final award scope and amount. Bid amounts may be held for 30 days. Once a determination is made, please let me know and we will submit a Notice of Intent to Award to Houck Contracting and can start preparing a construction contract.

If you have any questions, please do not hesitate to call.

Sincerely,
SGA|NW a design company

Marc W. Young, Esq.
Marc W. Young, Esq.

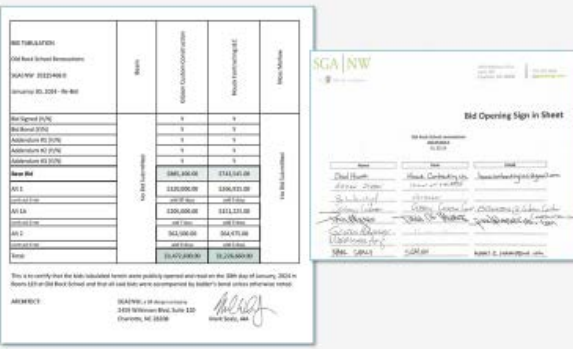
cc: Mr. Hodson
cc: Certified Bid Tabulation (Informational)

**SGA|NW certified low bid with
Houck Contracting, LLC.**


2



Contract with Houck Contracting, LLC
Old Rock School



Bid Tabulation Sheets & Sign In
 Bid 1 = Gibson Custom Construction = \$1,472,600
 Bid 2 = Houck Contracting, LLC = \$1,226,660



Contract with Houck Contracting, LLC
Old Rock School

Rural Transformation Fund Grant (Construction)

Base Bid: \$743,545	Lobby Janitor's Closet Concession Directors Office Corridor Front Lobby Restroom Expansion Doors-1 & 9 Third Floor Office Areas with HVAC	<i>Removed due to fire code compliance review, time constraints & cost</i>
Alternate 1: \$266,915	Auditorium - Flooring, lighting Stage Lift West Side Restrooms Training & Community Rooms Rear Entry Doors 2,3,4	Base + 1 = \$1,010,460
Alternate 1A: \$151,225	Auditorium Seating <i>(Cost Underwritten by local donor)</i>	Base + 1 & 1A = \$1,161,685
Alternate 2: \$64,975	Third Floor Restrooms	Base + All Alts = \$1,226,660

***Removing the 3rd floor = \$125,000-\$150,000 savings**

Construction Timeline - March - July 2024



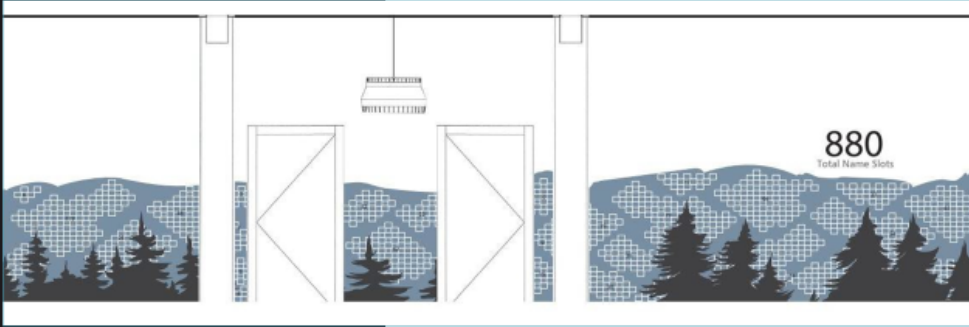
- Base Bid = \$743,545
- Alternate 1 = \$266,915
- Alternate 1A = \$151,225
(Seating underwritten by local donor)

(Alternate 2 = \$64,975 omitted)

= Estimated Project Cost of \$1,226,660

- \$125,000 to \$150,000 (3rd floor improvements)

= \$1,076,660 to \$1,101,660 total




Fundraising Option #1
Old Rock School

Artwork will be acrylic and feature the mountains bordering Valdese to the south. The installation will showcase students, community members and organizations who have made contributions to the Old Rock School during its 100 years.

880
Total Name Slots

Front Lobby Donor Wall



Fundraising Option #1
Old Rock School

Technical drawing showing dimensions and material specifications for the fundraising option #1 artwork. Dimensions include 2.5", 0.3", 3.125", and 1.8". Materials listed include First Surface Etched Vinyl, acrylic with second surface print, and 880 first surface routed name slots.

Front Lobby Donor Wall

Donor Wall		Black Listing	Bold Listing	Gold Listing	Business Listing (Bold)
		\$100	\$125	\$150	\$200
880	100% Sold	\$88,000	\$110,000	\$132,000	
440	50% Sold	\$44,000	\$55,000	\$66,000	
220	25% Sold	\$22,000	\$27,500	\$33,000	

Fundraising Option #1
Old Rock School

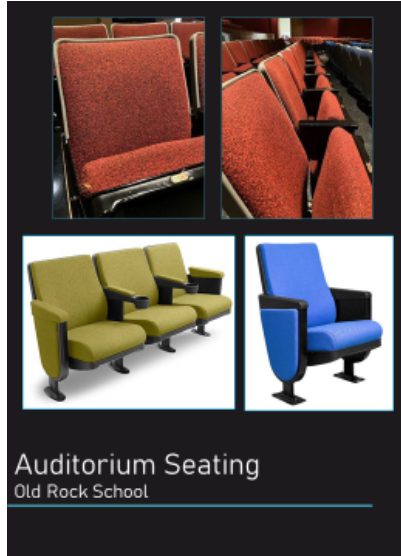
Who?

- Over 50 years of students attended + teachers
- Over 125 Bluegrass at the Rock Season Ticket Holders
- Community Members – Organizations

Events to Promote Fundraising:

- Festival Meet & Greet
- Grand Re-Opening
- Online – Websites
- Press Releases
- Social Media "Class of" Groups

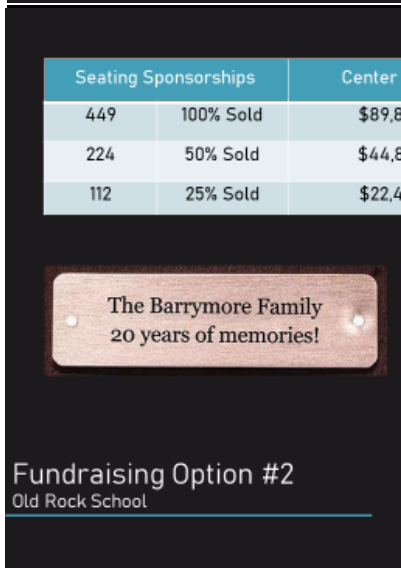
Front Lobby Donor Wall



Currently = 433 fixed with 40 moveable = 473
 Proposed = 449 fixed with option to add 30 moveable = 479

- Pros:
- Larger Seat Size (Additional 2" per seat)
 - Designated Handicap Seating Availability
 - Seating has been underwritten by a local donor
- Cons:
- Cost - Grants Funds cannot be used for Seating
 - Storing the old seats 5 months
 - Labor Costs to remove twice if seating is replaced at a later date
- Notes:
- Auditorium renovation will be complete with seating replacement
 - Seats have been included in CA 10-year CIP

Auditorium Seating



Seating Sponsorships		Center \$200	Balcony \$150	Wings \$100
449	100% Sold	\$89,800	\$67,350	\$44,900
224	50% Sold	\$44,800	\$33,600	\$22,400
112	25% Sold	\$22,400	\$16,800	\$11,200

Seat Sponsorships will include sponsor's name on a gold plaque.
 Estimated installation cost \$3,000 - \$3,500.
 Options for Row Sponsorships for businesses

Seat Sponsorships



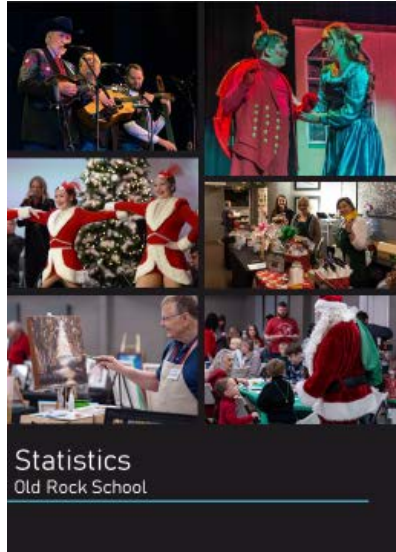
Auditorium Rentals (Not including add ons)		
Profit Weekend Rate	4-6 hours	6-12 hours
Now	\$600	\$700
After Renovations	\$800	\$1,000

Classroom Rentals (Not including add ons)		
6 Hours of use	With Aud. Rentals	
Now	\$60	\$20
After Renovations	\$75	\$40

Ticket Sales for featuring National Bluegrass Musicians		
Bluegrass at the Rock Concert Series		
Sell Out Show 449 Seats		
Now	\$30-\$35	\$13,470 - \$15,715
After Renovations	\$40-\$45	\$17,960 - \$20,205
Season Revenue Now	\$80,820 - \$94,290	
Season Revenue After Renovations	\$107,760 - \$121,230	

- Revenue increases for Old Colony Players & other local groups who use the auditorium for productions
- Venue renovation will leverage higher ticket sales = higher caliber of entertainment the ORS can host
- With rentals additional fees will also increase (concessions, setup, tech, merchandise, etc.)
- Increased Tourism = Increased Sales Tax & Patronage to local businesses
- Keeps ORS competitive with other venues in the region
 - Ticket costs, entertainment caliber & rentals

Seat Sponsorships

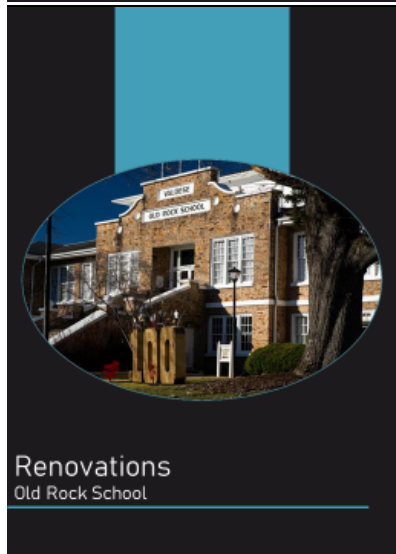


Statistics
Old Rock School

Old Rock School Annual Statistics Comparison

	2018	2019	2020	2021	2022	2023
Attendees	31,550	32,846	8,012	10,566	29,877	41,349
◆Events	424	425	184	321	303	358
16% growth from 2022 to 2023						
Bluegrass at the Rock Statistics						
October - April	2018-2019 6 Shows	2019-2020 6 Shows	2021-2022 7 Shows	2022-2023 6 Shows	2023-2024 5 Shows	
Attendees	1555	1226	1969	1453	1309	
Revenue	\$22,609	\$22,891	\$46,257	\$38,161	\$35,998	
◆of Season Ticket Holders	43	50	102	87	126	
Increase		16%	104%	-14%	45%	
23% growth in Season Ticket Holders from 2022 to 2024						

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Renovations
Old Rock School

Appalachian Regional Commission	\$60,000
+ Private Donation Match	\$60,000
	\$120,000

Equipment Upgrades

- Wi-Fi Upgrades
- Dressing Room/Classroom Space Cabinetry
- Tech Upgrades (5 Meeting Spaces)
- Sound Panels
- Furniture – Tables, Chairs, Lecterns
- Automatic Shades
- Smart TV's

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Construction Timeline – March – July 2024



Staff recommends the Town of Valdese enter into a contract with Houck Contracting, LLC. to include:

- Base Bid = \$743,545
- Alternate 1 = \$266, 915
- Alternate 1A = \$151,225
(Seating underwritten by local donor)

(Alternate 2 = \$64,975 omitted)

= Estimated Project Cost of \$1,226,660

- \$125,000 to \$150,000 (3rd floor improvements)

= **\$1,076,660 to \$1,101,660 total**

Ms. Angi shared that we should have the exact numbers from the contractor at the February 16, 2024 Special meeting. Councilman Mears asked if Ms. Angi was ready to make a recommendation tonight on what Council should do. Ms. Angi said that if you want an exact number, it should be tabled to February 16, 2024. Councilwoman Ward said it would be good to let the citizens see an exact number. Councilman Harvey stated that what Ms. Angi has presented is a model of how we should be doing things in this Town and thinks it is wonderful on how hard she has worked on this and this is in good shape. Councilman Mears asked Assistant Town Manager/CFO Bo Weichel if we had enough money in our unassigned fund balance to pull \$150,000 for this. Mr. Weichel stated that last year we had a little over 5 million in the fund balance so we do have enough money.

FY 24-25 AUDIT PROPOSALS AND APPROVAL OF FY 24-25 AUDIT CONTRACT: Assistant Town Manager/CFO Bo Weichel said that out of the audit proposal that we received he recommends going with Lowdermilk Church & Co. and if Council gives direction to proceed with them, a contract will be presented at the March 4, 2024 regular meeting.

AUDITOR	LOCATION	2024	2025	2026	TOTAL
RH Accounting, PLLC	Lexington	45,750 (audit fee) 5,100 (travel)	50,323 (audit fee) 5,100 (travel)	55,354 (audit fee) 5,100 (travel)	\$166,727
Martin Starnes Associates	Hickory	DECLINED			
Lowdermilk Church & Co.	Morganton	17,900	18,795	19,735	\$56,340
Burleson & Earley, P.A.	Asheville	DECLINED			
Misty Watson, P.A.	Boone	16,000 (16,100*)	16,500	17,000	\$49,600
Gould Killian CPA Group	Asheville	NO RESPONSE			
Sharpe Patel, PLLC	Raleigh	NO RESPONSE			
Bernard Robinson & Co.	Greensboro	NO RESPONSE			
Butler & Stowe	Gastonia	NO RESPONSE			
Thompson, Price, Scott, Adams & Co.	Whiteville	DECLINED			

Councilman Harvey made a motion to enter into a contract with Lowdermilk Church & Co., seconded by Councilwoman Lowman. The vote was unanimous.

TABLED TO FEBRUARY 16, 2024, SPECIAL MEETING - CONSIDERATION OF APPROVING RESOLUTION FOR THE SALE OF TOWN-OWNED PROPERTY-FAT AVE.: Assistant Town Manager/CFO Bo Weichel presented the Resolution authorizing the upset bid process to start the sale of town-owned property. Councilman Harvey asked if there are any other properties that the Town owns that we are not using. Councilman Harvey wants to look at all the properties we have available that we are not fully using on February 16, 2024, and then decide if we want to put this one up for upset bidding. Councilman Harvey noted that the asset value of this is about double the offer.

RESOLUTION AUTHORIZING UPSET BID PROCESS

Sale of 0.41 Acre Tract at 118 Fat Ave NE, Valdese, NC (REID: 693)

WHEREAS, the Town of Valdese (the "Town") is the owner of that certain tract or parcel of real property (the "Property") situated in Lovelady Township, Valdese, North Carolina commonly known as 118 Fat Ave, Valdese, North Carolina, PIN: 2743541703, REID: 693, which Property is more particularly described in Deed Book 2284, Page 883-885 as follows:

February 5, 2024, MB#32

BEGINNING on a point at the west edge of US Highway 70, the same being the southeast corner of the C.L. Parris Tract III property (Book 823, page 61, Burke County Registry) and runs with the west edge of US Highway 70, South 32° 31' West 103 .07 feet to a ½-inch iron pin set at the west edge of US Highway 70; thence with the north line of the Denise G. Cannon property the following two (2) courses and distances: (1) North 63° 57' 30" West 61.75 feet to a ¾-inch iron pipe set, (2) North 36° 38' 20" West total distance 144.44 feet to a point in the centerline of Fat Road (SR 1589); thence with the centerline of Fat Road the following two (2) courses and distances: (1) North 47° 38' 30" East 63.97 feet, (2) North 59° 6' 10" East 46.57 feet; thence with the south line of the C.L. Parris property South 41 ° 44' 30" East total distance 165.00 feet to the point of BEGINNING and containing 0.49 acres, more or less. The above description is taken from a survey entitled "Property of Roland Gonzalez and wife, Janice Gonzalez" prepared by Associates Surveyors dated October 16, 1996, revised October 28, 1996.

BACK REFERENCE: Tax Foreclosure File No. 15 CvD 426, in the office of the Clerk of Superior Court of Burke County. See Estate File Nos. 99 E 471 and 99 E 472 in the office of the Clerk of Superior Court of Burke County and Book 871, page 508, Burke County Registry

WHEREAS, North Carolina General Statute §160A-269 permits the Town to sell property by upset bid, after receipt of an offer for the property;

WHEREAS, on or about December 22, 2023, the Town received an offer to purchase the Property from Brian Shuping for \$8,500.00; and

WHEREAS, Brian Shuping has paid the required five percent (5%) deposit of his offer.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF VALDESE RESOLVES THAT:

1. The Town Council authorizes sale of the Property through the upset bid procedure of North Carolina General Statute §160A-269.
2. The Town Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the Property and the amount of the offer and shall state the terms under which the offer may be upset.
3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Town Clerk within ten (10) days after the notice of sale is published. At the conclusion of the 10-day period, the Town Clerk shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received 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 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 \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also 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 by certified check. The Town will return the 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, which it will do within thirty (30) days after the final upset bid period has passed;
 - (b) the buyer must pay the purchase price in certified funds at the time of closing;
 - (c) the Property shall be sold "as is" and subject to all existing easements;
 - (d) the Town will reserve easements for all town utility lines located on or under the Property; and
 - (e) the Property shall be conveyed by special warranty deed.
- 8. The Town reserves the right to withdraw the Property from sale at any time before the final high bid is accepted and the right to reject all bids at any time.

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THIS RESOLUTION IS ADOPTED this _____ day of _____, 2024.

THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

APPROVED CONSIDERATION OF AMENDMENT OF THE VALDESE TOWN COUNCIL RULES 31 AND 32(A) OF THE RULES OF PROCEDURES AND AMENDING SECTION 2-1021 OF THE TOWN OF VALDESE CODE OF ORDINANCES: Councilman Mears noted that this has been tweaked several times and this would include the Mayor and Council to be able to nominate appointments to Boards, Commissions, and Committees.

A RESOLUTION OF THE TOWN OF VALDESE TOWN COUNCIL AMENDING THE VALDESE TOWN COUNCIL RULES 31 and 32(a) OF THE RULES OF PROCEDURE AND AMENDING SECTION 2-1021 OF THE TOWN OF VALDESE CODE OF ORDINANCES

WHEREAS, the Town Council for the Town of Valdese operates pursuant to a Code of Ordinances (the "Ordinance") and Rules of Procedure (the "Rules of Procedure"); and

WHEREAS, Rule 33 of the Rules of Procedure provides that the Rules of Procedure may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the city charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal to or greater than two-thirds of all the actual membership of the council, excluding vacant seats, and not including the mayor; and

WHEREAS, pursuant to North Carolina General Statute 160A-75, no ordinance nor any action having the effect of any ordinance, except an ordinance on which a public hearing must be held pursuant to G.S. 160D-601 before the ordinance may be adopted, may be finally adopted on the date on which it is introduced except by an affirmative vote equal to or greater than two thirds of all the actual membership of the council, excluding vacant seats and not including the mayor unless the mayor has the right to vote on all questions before the council; and

WHEREAS, Town Council has determined that Rules 31 and 32(a) are unclear and are also potentially inconsistent and/or in conflict with Section 2-1021 of the Ordinance; and

February 5, 2024, MB#32

WHEREAS, Town Council desires to amend Rules 31 and 32(a) of the Rules of Procedure and further desires to adopt/amend Section 2-1021 of the Ordinance.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by at least two-thirds of all the actual membership of Town Council, that:

1. Rule 31 of the Rules of Procedure is hereby amended and replaced in its entirety to read as follows:

Rule 31. Appointments.

The council may consider, make appointments, and fill vacancies to other bodies, including its own committees, if any, only in open session. The council may consider and fill vacancies among its own membership only in open session.

Town staff liaisons to boards and commissions shall make recommendations to council and the mayor for appointments/reappointments to such temporary and standing committees, boards or other bodies created by council.

2. Rule 32(a) of the Rules of Procedure is hereby amended and replaced in its entirety to read as follows:

Rule 32. Committees and Boards.

(a) Establishment and Appointment. Council may establish such temporary and standing committees, boards or other bodies as are needed to help carry on the work of town government. Members of such committees, boards or other bodies may be nominated by council or the mayor and shall be appointed by council. Any specific provisions of law relating to particular committees and boards shall be followed.

3. Section 2-1021 of the Ordinance is hereby amended and replaced in its entirety to read as follows:

Section 2-1021 Committees generally.

Committees of town council shall be appointed by council. All reports of committees shall be in writing. Committee members shall receive such compensation for extra and special service as council may designate. Any committee member may be removed at any time by council, with or without cause. Any committee member who fails to attend the requisite number of meetings as set out in the attendance policy adopted by council and/or the committee shall be automatically removed from the committee. All vacancies shall be filled by council.

4. If any portion of this Section is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed severable, and such holding shall not affect the validity of the remaining portions hereof.

5. All Rules of Procedure and provisions of the Ordinance which are not in conformance with the provisions of this Resolution occurring herein are repealed as of the effective date of this Resolution.

6. The provisions of this Resolution shall become effective immediately upon adoption. THIS RESOLUTION IS ADOPTED this day of , 2024.

THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

/s/ Charles Watts, Mayor

ATTEST:
/s/ Town Clerk

February 5, 2024, MB#32

Councilman Mears made a motion to amendment of the Valdese Town Council Rules 31 and 32(a) of the Rules of Procedures and amending Section 2-1021 of the Town of Valdese Code of Ordinances, seconded by Councilwoman Lowman. The vote was unanimous.

ADDED TO THE FEBRUARY 16, 2024, SPECIAL MEETING

Councilman Harvey made a motion that we add, Consideration of Appointments to the Committees at the February 16, 2024, meeting, seconded by Councilman Mears. The vote was unanimous.

INTERIM MANAGER'S REPORT: Interim Town Manager Bryan Steen made the following announcements:

Council's Strategic Planning Session with WPCOG is scheduled for Thursday, February 15, 2024 at 6:00 p.m., at the Valdese Town Hall, Community Room.

Bluegrass at the Rock presents: Darin & Brooke Aldridge, Saturday, February 10, 2024 at 7:30 p.m., at the Old Rock School

Next Agenda Review Council meeting is scheduled for Monday, February 26, 2024, 6:00 p.m., Council Chambers, Valdese Town Hall

MAYOR AND COUNCIL COMMENTS: Mayor Watts shared that he forwarded Council members an application of someone that wanted to serve on the facilities committee. Mayor Watts asked if citizens want to serve on the three new committees, who do they contact for that. Councilman Harvey said they should notify the Mayor or any Council member if they would like to serve on the committees. Councilman Harvey shared that the facilities review board is the only one that requires qualifications; the other two are task forces.

Councilman Mears thanked the citizens for their attendance at the January 17 & 24, 2024, strategic plan public input meeting.

CLOSED SESSION: Mayor Watts 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. At 8:33 p.m., Councilwoman Lowman made a motion, seconded by Councilman Mears. The vote was unanimous.

At 8:46 p.m., Councilman Ogle made a motion to return to Open Session, seconded by Councilwoman Lowman. The vote was unanimous.

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

The next meeting is a regularly scheduled meeting on Monday, March 4, 2024, 6:00 p.m., Valdese Town Hall.

Town Clerk

Mayor

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**TOWN OF VALDESE
TOWN COUNCIL STRATEGIC PLAN MEETING
THURSDAY, FEBRUARY 15, 2024, 6:00 P.M.**

The Town of Valdese Town Council met on Thursday, February 15, 2024, at 6:00 p.m. for the Council strategic planning session, led by the WPCOG. Members of the Council met at the Old Rock School, Waldensian Room, 400 Main St. W, Valdese, North Carolina. The following were present: Mayor Charles Watts, Mayor Pro Tem Gary Ogle, Councilwoman Rexanna Lowman, and Councilman Glenn Harvey. Also present were Interim Town Manager Bryan Steen, Town Clerk Jessica Lail, WPCOG Executive Director Anthony W. Starr, WPCOG Director of Community & Regional Planning Alison Adams, and WPCOG Staff.

Absent: Councilwoman Heather Ward, Councilman Paul Mears

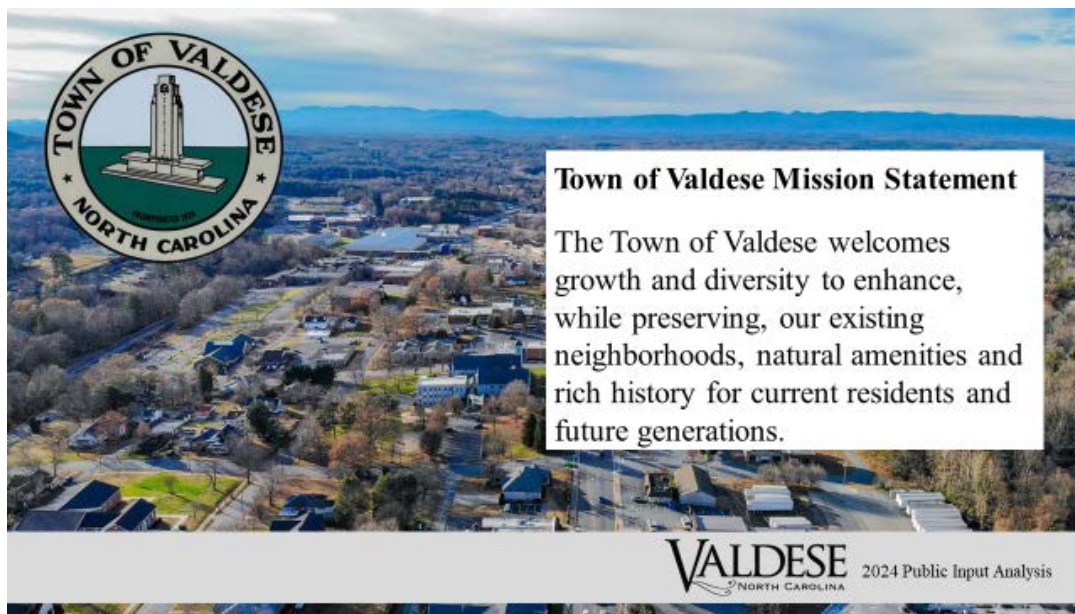
A quorum was present, but no action was planned.

At 6:00 p.m., Mayor Watts welcomed Council and thanked the WPCOG staff for all their hard work.

REVIEW OF PLANNING PROCESS AND GROUND RULES WPCOG Executive Director Anthony Starr went over the agenda for the night's meeting and the ground rules. Ground Rules: 1. Respect each other, 2. Only one person speaks at a time, 3. Listen for understanding, 4. Disagreement about issues is inevitable, attack the problem, not the person, 5. Speak for yourself and from your own experience, 6. Don't repeat the answers of others when listing ideas/issues, 7. Share "air time" as a group, keep comments as brief as possible, 8. Don't get offended if I cut you off, 9. Avoid distracting the group with side conversations, 10. Each person has equal say at this meeting, 11. Meeting time will be limited to about 8:40pm today for this planning session.

OVERVIEW OF PUBLIC INPUT RESULTS (INCLUDES RANKING EXERCISE)

- A. WPCOG Community & Regional Planning Director Alison Adams provided the following presentation showing the results from the surveys and public input meetings:



PURPOSE

The Town of Valdese Council requested Western Piedmont Council of Governments (WPFCOG) to perform a public input assessment to include - public forums, surveys, and data collection to obtain public input. The means of outreach included mailings, internet outreach, and group meetings to analyze the public's opinion of the strengths, weaknesses, opportunities, and threats (SWOT).

The Council finds the need to address public ideas and concerns as they move forward with a future action plan, fiscal year budget, and capital improvements.



Public Input Meeting

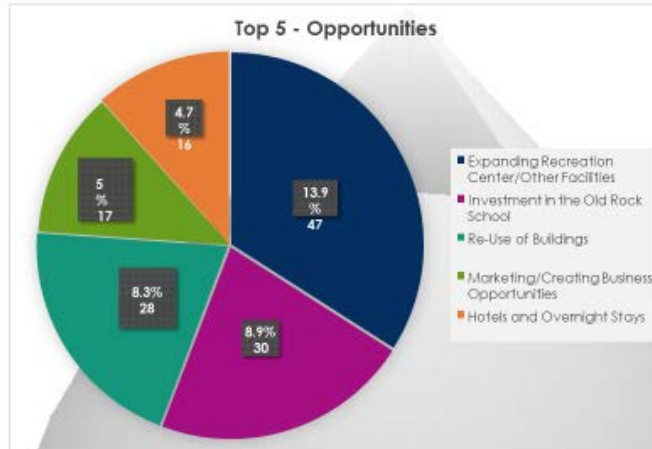
- Meetings held on January 17th and 24th at the Old Rock School.
- 90 people signed-in
- Participants participated in a SWOT (Strengths, Weaknesses, Opportunities and Threats) exercise.
- Participants were encouraged to fill out the public input survey either digitally or the one received in the mail.
- Each of the SWOT results were broken down by percent of votes within each category to identify common themes.



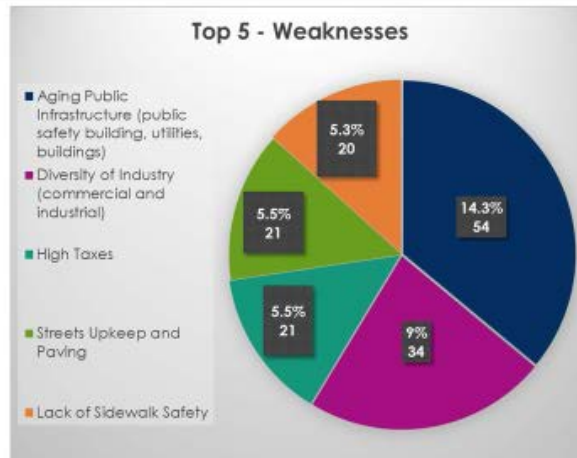
Public Input Meeting Results



Public Input Meeting Results



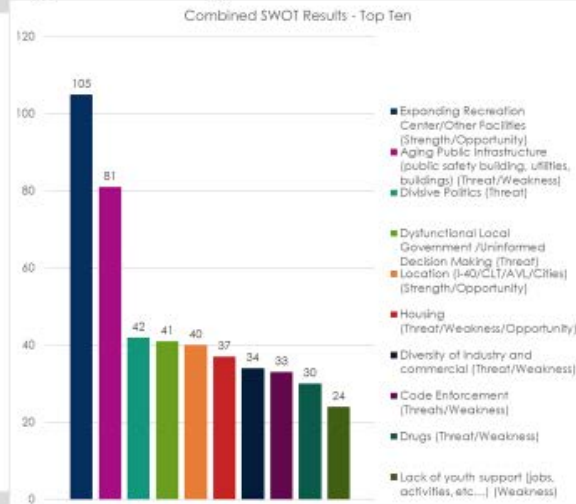
Public Input Meeting Results



Public Input Meeting Results



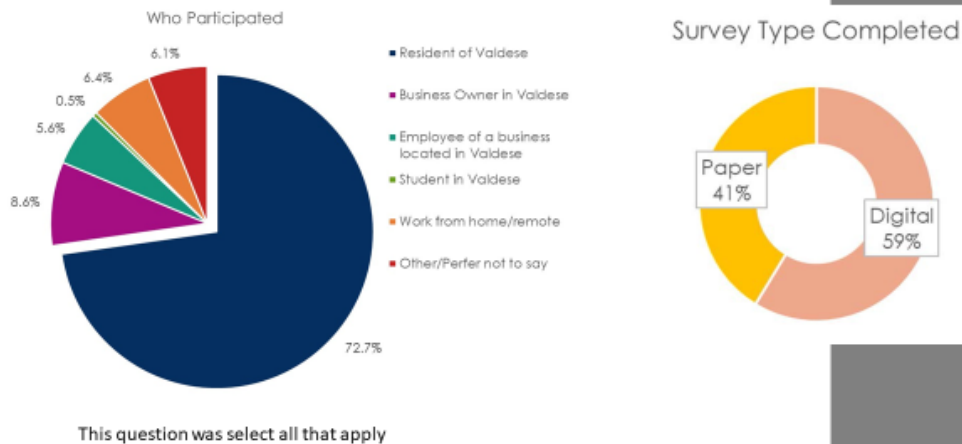
Public Input Meeting Results



Public Input Survey Results

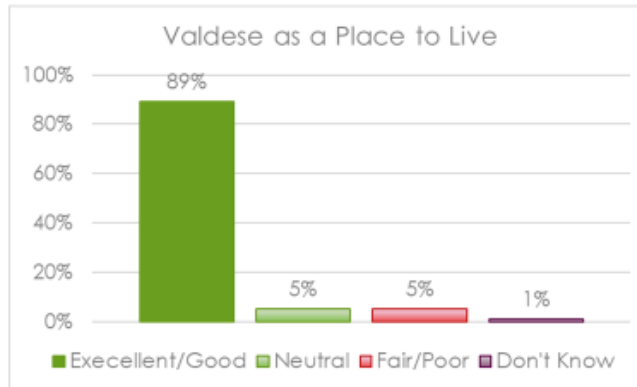
- Both a digital survey and a paper survey were administered to obtain feedback.
- 1,915 paper surveys were sent and 313 were received providing for a 16.3% response rate.
- Total of 218 digital surveys were completed. The total number of responses both digital and paper were 531.
- A total of 12 questions were asked of the participants – 9 rating scale questions and three open-ended questions.
- Results - comparisons from the paper to digital survey results were very similar. Top 3 to 4 responses were consistent between the two survey types.
- Analyzing the data – paired together the positives (excellent/good), the negatives (Fair/Poor), neutral and Don't know were analyzed individually.
- Written explanations were analyzed with AI technology to create a summarized consensus of the comments received.

Public Input Survey – Who Participated



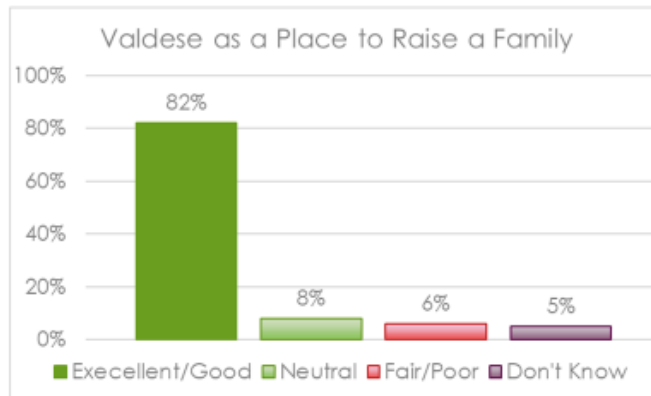
Public Input Survey – Question 1

How would you rate Valdese on the following?



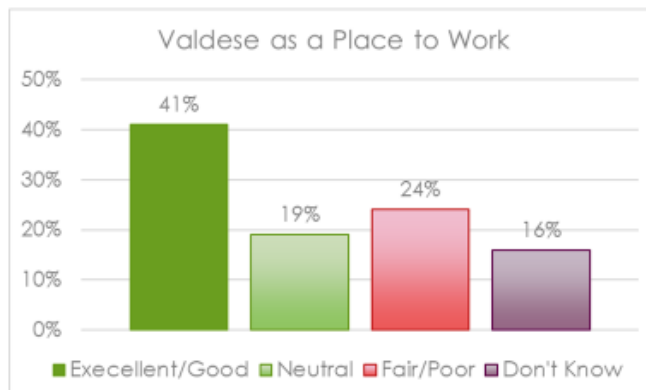
Public Input Survey – Question 1

How would you rate Valdese on the following?



Public Input Survey – Question 1

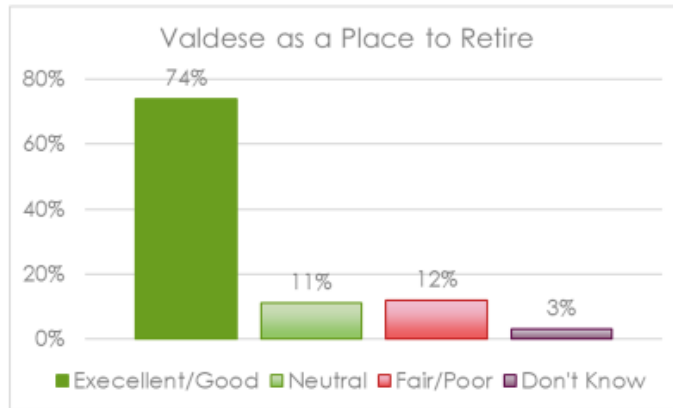
How would you rate Valdese on the following?



- Not all residence work or own a business in Valdese.
- Still a majority positive, but a higher distribution in fair/poor

Public Input Survey – Question 1

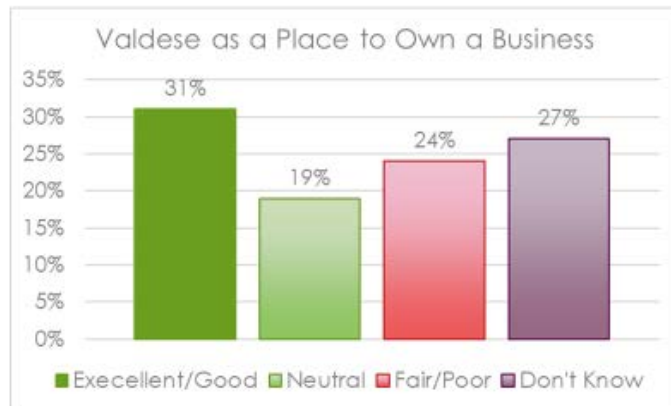
How would you rate Valdese on the following?



- 3% Don't know – imply majority of responses are retirees

Public Input Survey – Question 1

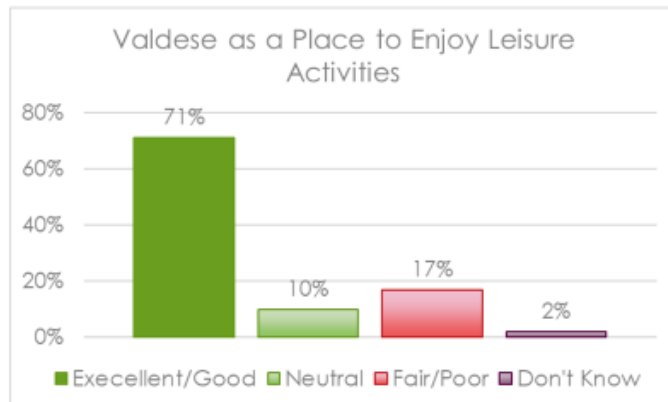
How would you rate Valdese on the following?



- Not all residence work or own a business in Valdese.
- Even distribution of answers.

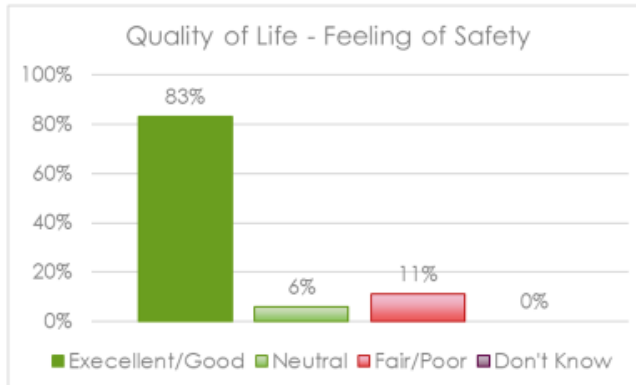
Public Input Survey – Question 1

How would you rate Valdese on the following?



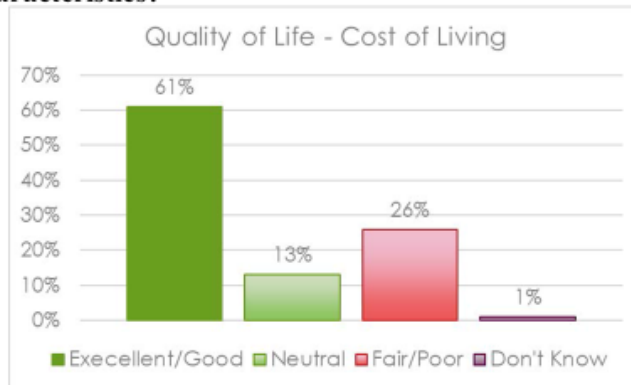
Public Input Survey – Question 2

How would you rate Valdese on the following Quality of Life Characteristics?



Public Input Survey – Question 2

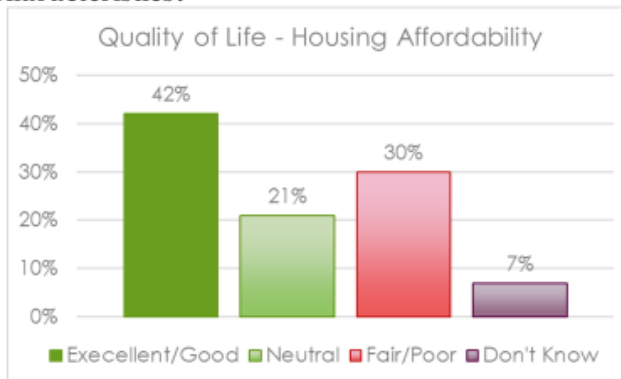
How would you rate Valdese on the following Quality of Life Characteristics?



- Indicates that some participants think cost of living is too high
- 74% are positive/neutral

Public Input Survey – Question 2

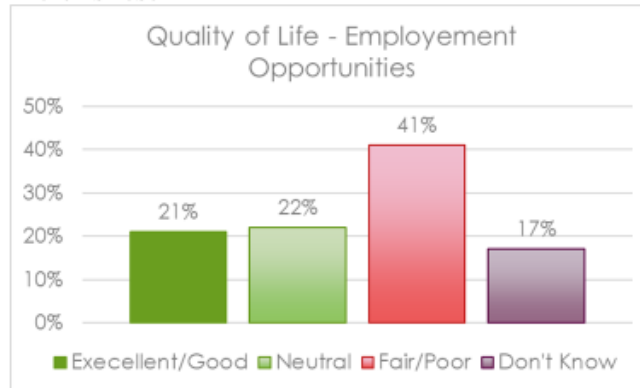
How would you rate Valdese on the following Quality of Life Characteristics?



- Indicates that some participants think housing is unaffordable; however, this is a nationwide issue and not Valdese specific
- 63% are Positive/Neutral

Public Input Survey – Question 2

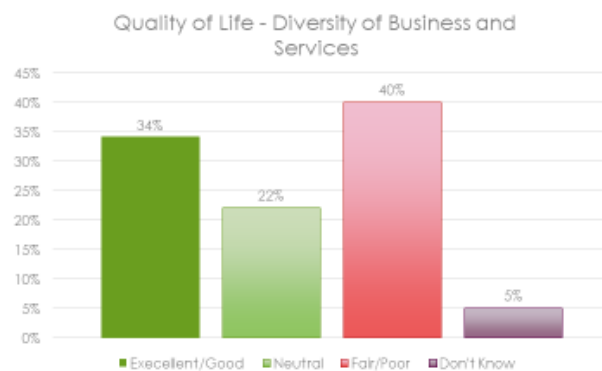
How would you rate Valdese on the following Quality of Life Characteristics?



- Indicates that participants can't find work in Town and are leaving to find a job.
- 17% - "Don't Know" are students, retirees and/or unemployed
- 43% Positive/Neutral and 41% Fair/Poor

Public Input Survey – Question 2

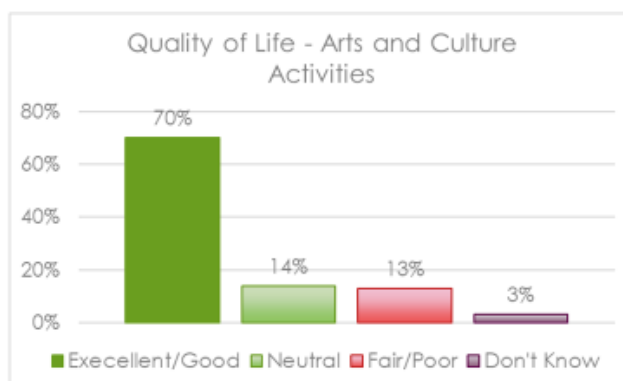
How would you rate Valdese on the following Quality of Life Characteristics?



- Indicates that participants are leaving town to spend money.
- Tax base and services are not diversified.
- 56% Positive/Neutral and 41% Fair/Poor

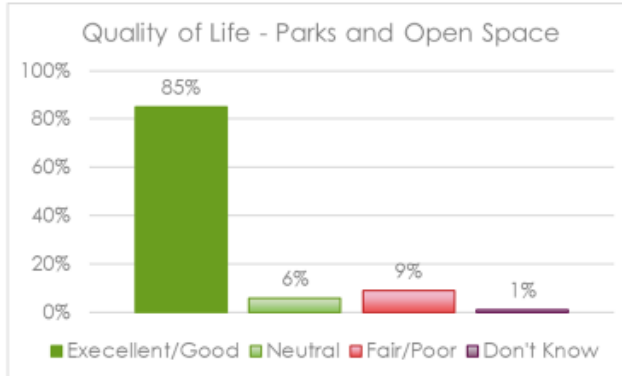
Public Input Survey – Question 2

How would you rate Valdese on the following Quality of Life Characteristics?



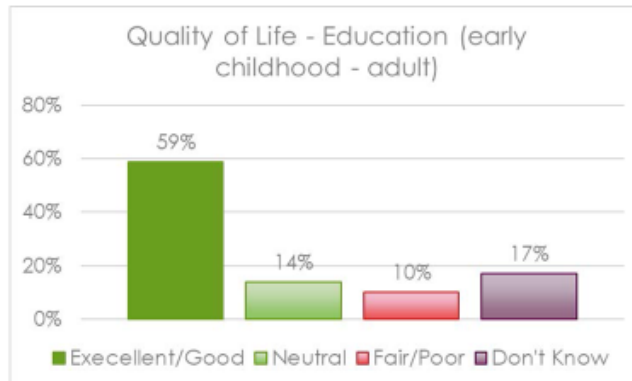
Public Input Survey – Question 2

How would you rate Valdese on the following Quality of Life Characteristics?



Public Input Survey – Question 2

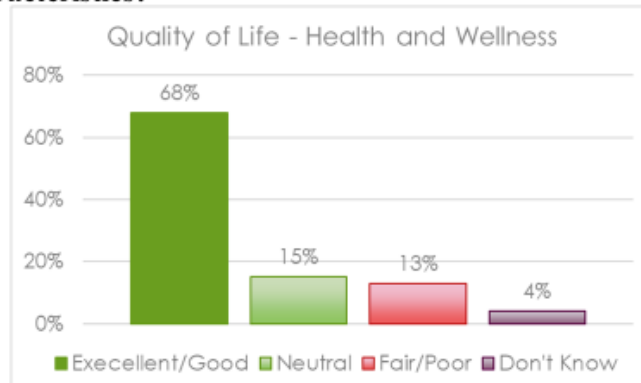
How would you rate Valdese on the following Quality of Life Characteristics?



- 17% Don't know – imply lack of families with children or retirees.

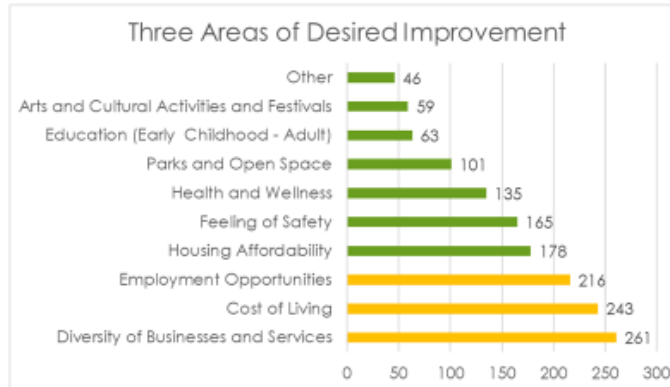
Public Input Survey – Question 2

How would you rate Valdese on the following Quality of Life Characteristics?



Public Input Survey – Question 3

From the list below, what are the top three quality of life characteristics that you would like to see improved upon?



Public Input Survey – Question 4

Briefly explain why you selected your three responses above:

Public Safety: A strong police presence is essential for community safety, yet there are concerns about the effectiveness of law enforcement and the dispatch system. Incidents the local criminal justice system's challenges for systemic improvements, to ensure safety and justice.

Health, Wellness, and Quality of Life: The lack of local health providers and the desire for more inclusive recreational and cultural activities point to significant gaps in wellness and quality of life. Community feedback emphasizes the importance of accessible health services, diverse, and inclusive activities for all residents.

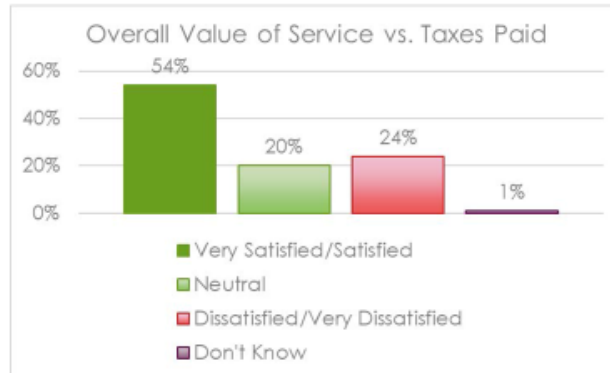
Public Input Survey – Question 4

Briefly explain why you selected your three responses above (continued...)

- **Economic Development and Employment:** The community calls for new businesses to fill vacant buildings and create jobs, aiming for a diverse local economy that reduces dependency on adjacent towns. There's also a focus on holistic economic development, incorporating affordable housing and diverse retail options to support local needs.
- **Infrastructure and Services:** Rising taxes, housing costs, and the cost of living are major concerns. There's a call for more efficient emergency services and improvements in community facilities, reflecting a demand for better value from local services and a more sustainable living environment.

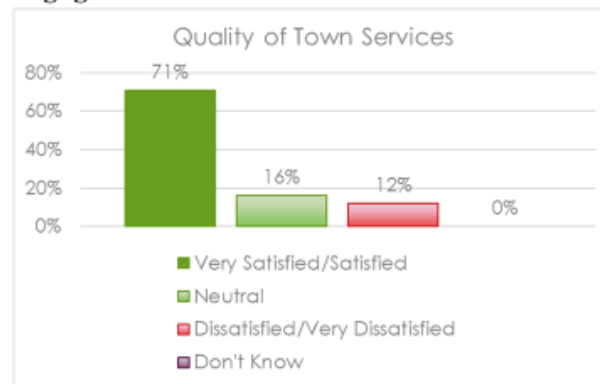
Public Input Survey – Question 5

How would you rate your satisfaction on the following governance and engagement indicators?



Public Input Survey – Question 5

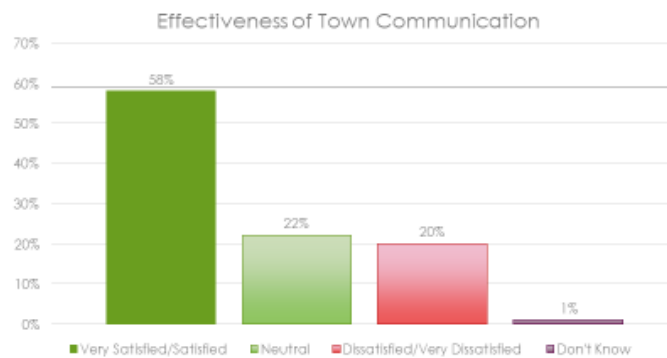
How would you rate your satisfaction on the following governance and engagement indicators?



• 71% of participants are satisfied.

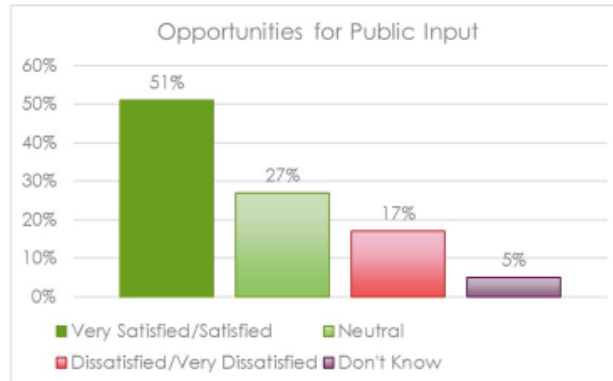
Public Input Survey – Question 5

How would you rate your satisfaction on the following governance and engagement indicators?



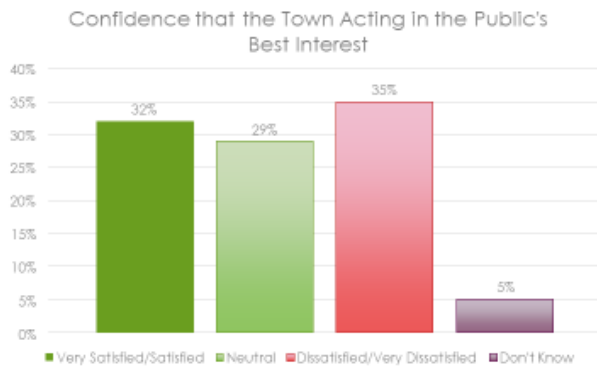
Public Input Survey – Question 5

How would you rate your satisfaction on the following governance and engagement indicators?



Public Input Survey – Question 5

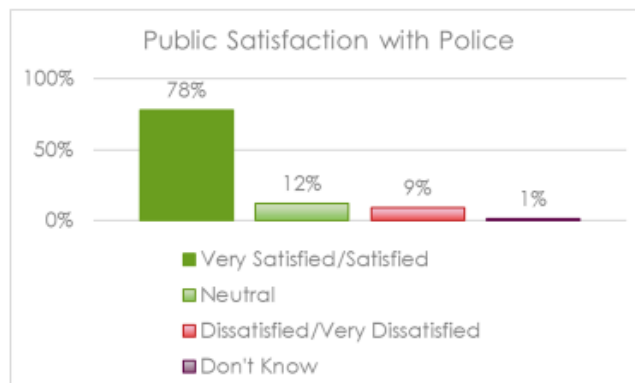
How would you rate your satisfaction on the following governance and engagement indicators?



- 29% neutral – unsure of future of Valdese
- 32% are satisfied
- 35% are representative of divisive politics

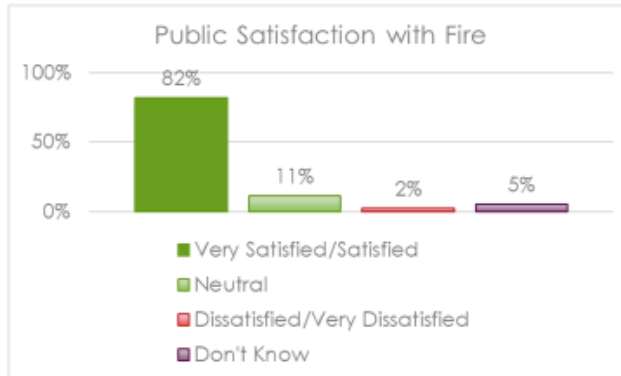
Public Input Survey – Question 6

How would you rate your satisfaction with the following services or amenities provided?



Public Input Survey – Question 6

How would you rate your satisfaction with the following services or amenities provided?



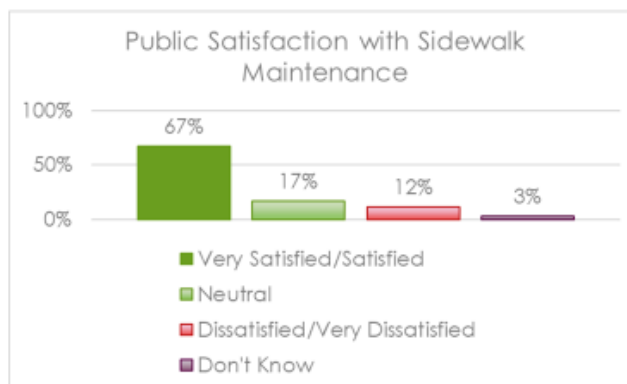
Public Input Survey – Question 6

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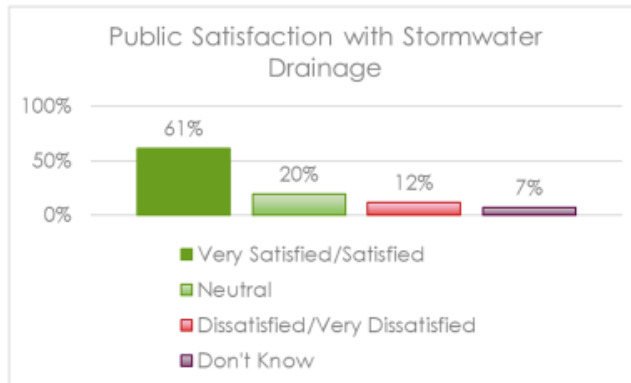
Public Input Survey – Question 6

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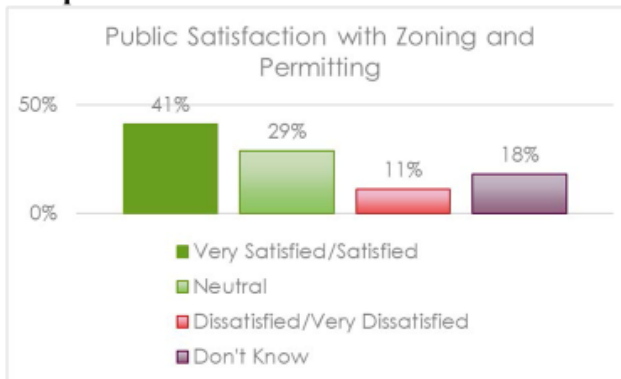
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Public Input Survey – Question 6

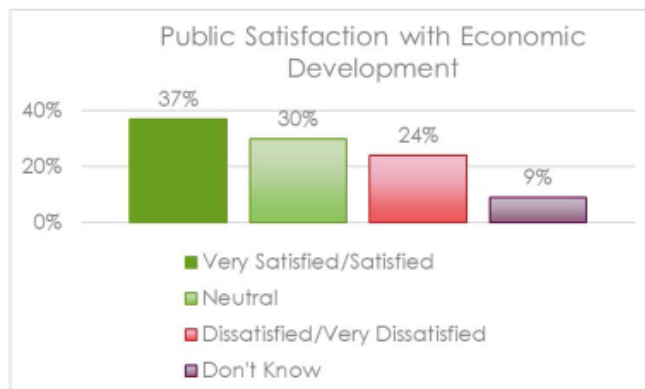
How would you rate your satisfaction with the following services or amenities provided?



- 18% of participants don't engage with this department and its corresponding services.

Public Input Survey – Question 6

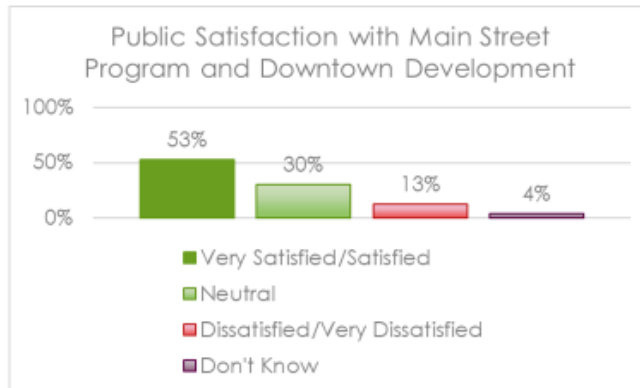
How would you rate your satisfaction with the following services or amenities provided?



- No definition of economic development provided – could mean the following:
- Industrial buildings
- Diversity of commercial business
- Diversity of Workforce
- Recruiting of large businesses
- More in-depth study needed

Public Input Survey – Question 6

How would you rate your satisfaction with the following services or amenities provided?



Public Input Survey – Question 6

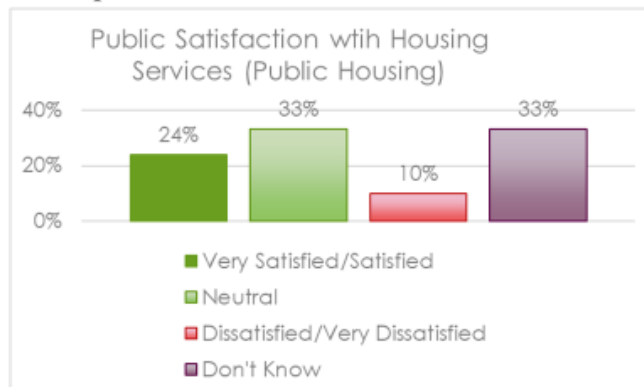
How would you rate your satisfaction with the following services or amenities provided?



- 30% “Don’t Know” – participant doesn’t have a small business or is not familiar with programs offered.
- Resource Inventory and public education opportunity.

Public Input Survey – Question 6

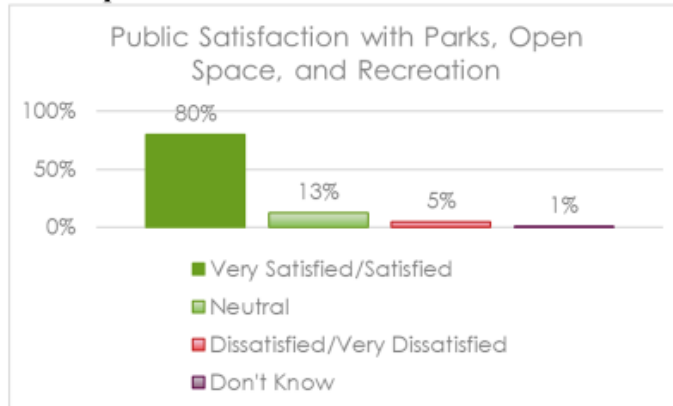
How would you rate your satisfaction with the following services or amenities provided?



- 33% “Don’t Know” – participant don’t rely on public housing.
- Lower negative responses to topic of public housing

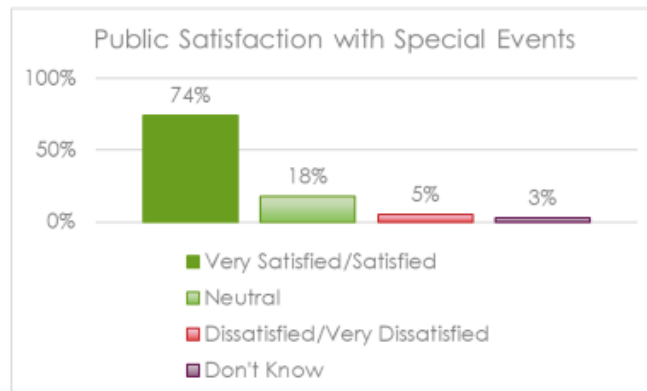
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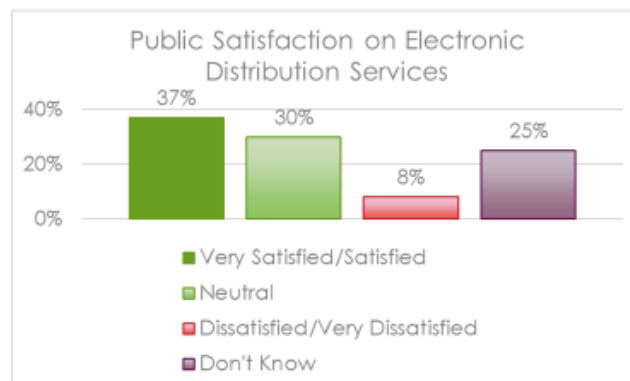
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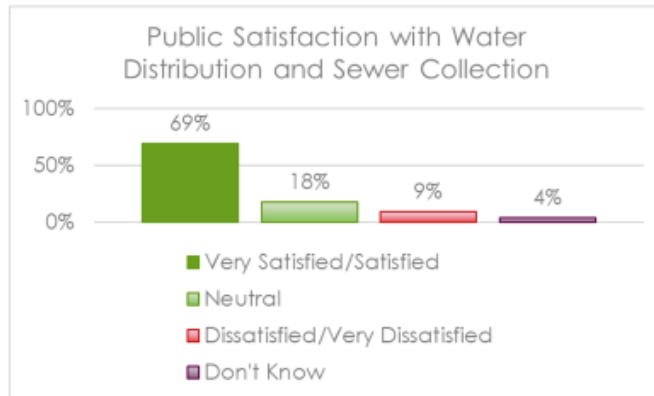
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Public Input Survey – Question 6

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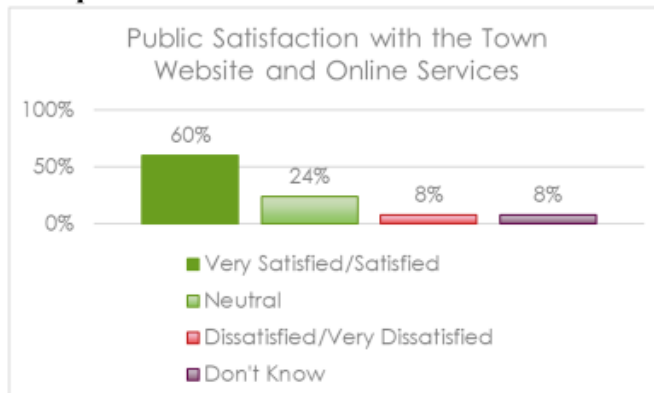
Public Input Survey – Question 6

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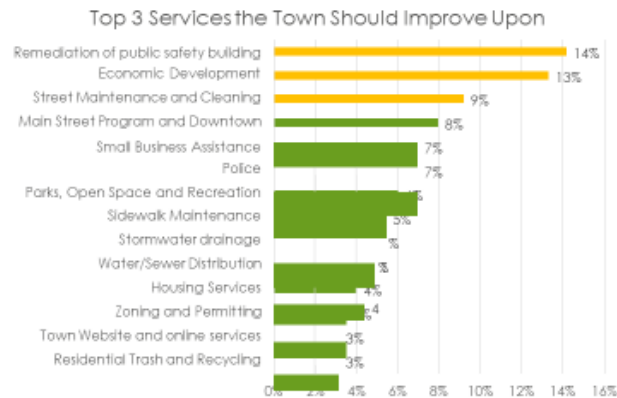
Public Input Survey – Question 6

How would you rate your satisfaction with the following services or amenities provided?



Public Input Survey – Question 7

From the list below, what are the top three services that the Town should improve?



Public Input Survey – Question 8

Briefly explain why you selected your three responses above in the space below?

- **Public Safety and Infrastructure:** There is an urgent call for new facilities for police and fire departments, highlighting the inadequacy of current buildings. Infrastructure concerns extend to sidewalk and street repairs, stormwater drainage, and water quality and pressure, emphasizing the need for comprehensive improvements.
- **Economic and Business Development:** Residents advocate for more diverse business opportunities, including food and beverage options, small businesses, and industrial jobs. The necessity of a vibrant downtown and effective economic strategies are needed to retain visitors and provide diverse shopping and entertainment options.

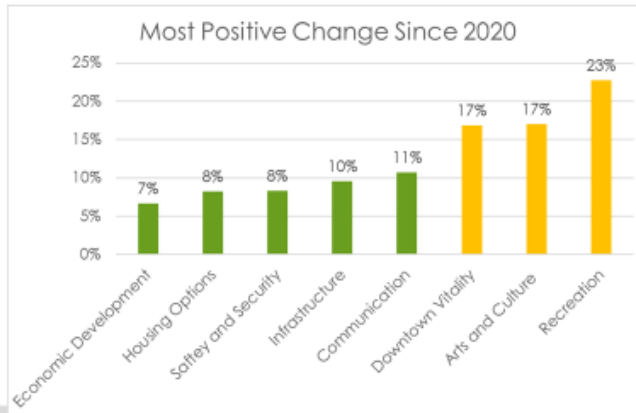
Public Input Survey – Question 8

Briefly explain why you selected your three responses above in the space below?

- **Community Services and Quality of Life:** Feedback praises parks and recreational facilities while suggesting expansions and improvements like the year-round operation of the swimming pool. Addressing safety through increased police presence and tackling the drug and homelessness issues is crucial for enhancing community wellbeing.
- **Environmental and Aesthetic Concerns:** A call for improved maintenance of public spaces, trash cleanup, and enforcement of zoning and maintenance codes to enhance the town's aesthetic appeal. This includes better management of environmental resources.

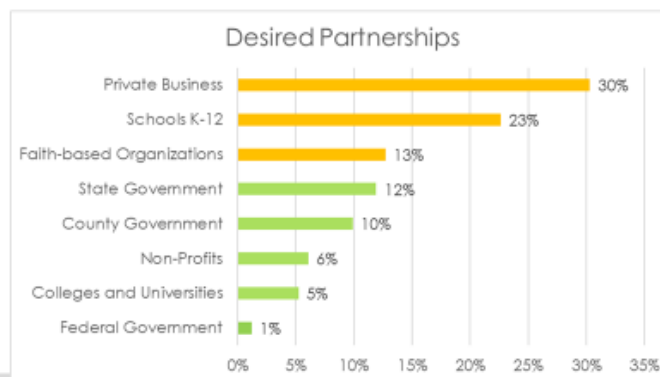
Public Input Survey – Question 9

Of the Town’s focus areas listed below, select the four areas where you’ve seen the most positive change since 2020.



Public Input Survey – Question 10

Partnerships are essential for continuing to move Valdese forward. Of the groups listed below, which is the most important for the Town to partner in the future?



Public Input Survey – Question 11

Please use the space below to share any feedback on anything related to town services, quality of life and the future of Valdese that we did not ask you in this survey.

- Governance and Trust in Leadership:** Significant concerns about the town council and leadership have been raised, including issues related to transparency and the impact of political division. Residents express a loss of confidence in decisions made, calling for greater alignment with the community's best interests.
- Public Services and Infrastructure:** There's a strong call for improvements in public safety facilities, road and sidewalk conditions, and the hiring of a permanent town manager. Residents emphasize the necessity of enhancing public infrastructure to meet community needs.

Public Input Survey – Question 11

Please use the space below to share any feedback on anything related to town services, quality of life and the future of Valdese that we did not ask you in this survey.

- **Community and Quality of Life:** Feedback highlights the importance of enhancing recreational facilities, addressing social issues like drugs and homelessness, and fostering a more cohesive community feeling to improve overall quality of life.
- **Economic and Development Concerns:** Residents call for more job opportunities and local business growth, including the diversification of entertainment and shopping options, to make Valdese a more attractive place to live and work.
- **Environmental and Aesthetic Concerns:** Environmental stewardship, town cleanliness, and the zoning and code enforcement are identified as critical areas for improvement to enhance the town's overall aesthetics.

B. Facilitated Council Discussion – Mr. Starr asked Council to identify key takeaways from the public input.

Councilwoman Lowman – Valdese is a safe place to live, citizens pleased with town services, employment opportunities are needed in Valdese, people are happy raising a family in Valdese, expressed concern about Public Safety Building, need streets paved

Councilman Ogle – Recreation is good, good police & fire, cultural activities at Rock School are good, schools are good in Valdese(DHS, HMS, Valdese Elem), cleanliness of town is terrific

Mayor Watts – Positivity, infrastructure needs work, people expect more of diversity of downtown businesses

Councilman Harvey – Enthusiasm of public forums, priorities from public were spot on, need more job created industries, need more affordable mid-range housing \$100,000 - \$300,000, need hotel rooms

C. Voting exercise for public input results – Mr. Starr asked the Council to identify their top three points regarding public input by placing a sticker dot by the item.

- 3 - Recreation is good
- 3 - Employment opportunities are needed in Valdese
- 3 - Need affordable housing

IDENTIFICATION OF STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS (SWOT) FOR THE TOWN (INCLUDES RANKING EXERCISE) Mr. Starr completed a SWOT exercise with the Council members.

A. Listing of SWOT now and for the next 3-5 years for the Town

STRENGTHS

Councilman Harvey – Community spirit, I-40 location, rich heritage/history, our new strategic plan

Mayor Watts – Town employees, proximity to hospital and schools, festivals and public events

Councilman Ogle – Recreation facility, industries are doing well, restaurants are good in Valdese

Councilwoman Lowman – Cultural activities, town services, Outdoor drama - From This Day Forward

WEAKNESSES

Councilwoman Lowman – aging infrastructure water/sewer lines (esp. clay pipes), permanent structure over our pool

Councilman Ogle – lack of affordable/low income/workforce housing

Mayor Watts – older industrial buildings that need to be demolished

Councilman Harvey – public safety building, maintenance/paving streets, centralized building management

OPPORTUNITIES

Councilman Harvey – extending the life of the Old Rock School, replace vacant buildings with economic development sites, engaging local industry in Town planning

Mayor Watts – grant funding, partnerships for housing (exp. Pine Crossing), expanding programs at Community Affairs (exp. Bluegrass festival)

Councilman Ogle – improve our Recreation

Councilwoman Lowman – need a hotel in town, structure over our pool so we can have year around swimming

Interim Town Manager Bryan Steen – Engaging citizen expertise

THREATS

Councilwoman Lowman – not addressing the public safety building, lack of affordable housing, getting qualified/experienced town manager

Councilman Ogle – aging infrastructure, inflation

Mayor Watts – inability to attract industry, demand for services vs revenue needed

Councilman Harvey – danger of committing to access long-term debt

- B.** Brief Discussion of the List – Mr. Starr went back over the each item and Council discussed.
- C.** Ranking Exercise to Identify Top SWOT Items – Council ranked each list to Identify top SWOT items.(4 votes in each category)

STRENGTHS

- 3 – Town employees
- 3 - Town services
- 2 – Recreation
- 2 - Cultural activities
- 2 - Proximity to hospitals/schools
- 2 - New strategic plan

WEAKNESSES

- 4 – Public safety building
- 4 - Need for permanent pool structure
- 3 – Lack of affordable/low income/workforce housing
- 3 - Aging water/sewer lines (esp. clay pipes)

OPPORTUNITIES

- 3 – Grant funding
- 3 - Replace vacant buildings with economic development sites
- 3 - Structure over pool

THREATS

- 4 – Not addressing public safety building
- 3 - Aging infrastructure

- 3 - Lack of affordable housing
- 3 - Getting qualified/experience town manager

IDENTIFICATION PROJECTS, POLICIES, INITIATIVES, AND GOALS (INCLUDES RANKING EXERCISE)

A. What projects, initiatives, policies, and goals should the town consider over the next 3-5 years?

Mr. Starr asked Council members to think of projects, initiatives, policies, and goals they would like to see in place over the next few years.

B. Listing of projects, policies, initiatives, and goals for the next 3-5 years

Councilman Harvey – hiring best town manager we can find, continue improving the Old Rock School (consider establishing a committee), recruit at least one new job creating industry with significant employees, continue repaving schedule started in 2023

Mayor Watts – addressing infrastructure (water/sewer & public safety building), recruitment/retention strategies of town employees, expand cultural affairs programs

Councilman Ogle – address the housing issue, how do we keep young people in Valdese

Councilwoman Lowman – tackle current public safety building issue, permanent structure over our pool

C. Brief discussion of the list – Mr. Starr went through the list and Council discussed each item.

D. Ranking Exercise to Identify Top Priorities – Each Council member got six votes.

- 4 - Hiring the best town manager
- 4 - Tackle public safety building issue
- 3 - Addressing infrastructure
- 3 - Recruitment/retention of employees
- 3 - Permanent structure
- 3 - Continue repave schedule started in 2023

WRAP-UP AND TAKE-AWAY DISCUSSION Mr. Starr asked the Council to share a take-away from the session.

Councilwoman Lowman, Councilman Ogle, Mayor Watts – pleased that everyone had pretty much the same answers

Councilman Harvey – he sees six things that needs to get done

Mr. Starr shared that they would be at the March 4, 2024 Council meeting to present the final strategic planning report.

ADJOURNMENT At 7:45 pm the public input session ended.

The next Agenda Review Council meeting is scheduled for Monday, February 26, 2024, 6:00 p.m.

Town Clerk
jl

Mayor

February 16, 2024, MB#32

**TOWN OF VALDESE
TOWN COUNCIL SPECIAL MEETING
FEBRUARY 16, 2024**

The Town of Valdese Town Council met on Friday, February 16, 2024, at 3:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue SW, Valdese, North Carolina. The Council meeting was live-streamed on YouTube @townofvaldese. The following were present: Mayor Charles Watts, Mayor Pro Tem Gary Ogle, Councilwoman Rexanna Lowman, Councilwoman Heather Ward, Councilman Glenn Harvey, and Councilman Paul Mears. Also present were: Interim Town Manager Bryan Steen, Town Attorney Tim Swanson, Town Clerk Jessica Lail, and various Department Heads.

Absent: None

A quorum was present.

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

TABLED ORDINANCE DECLARING ROAD CLOSURES FOR THE TOWN OF VALDESE 2024 ANNUAL EVENTS

MOTION: Councilman Harvey made a motion to table this to the March 4, 2024 meeting, seconded by Councilwoman Ward.

DISCUSSION: Councilman Harvey would like for Public Works and the Police Department to review the details of the detour of this plan with merchants and citizens who are affected by it. Councilman Mears asked if this was the same road closure map, we have had in the past and Mayor Watts said yes. Councilman Harvey shared that he has been hearing for years that we were ignoring some of the people affected by this and noted that we have a new business on one of the bypassed streets this year. Councilman Mears is concerned that when we close roads it affects businesses and the more they know the better for them.

VOTE: Councilman Mears – Yes, Councilman Harvey – Yes, Councilman Ogle – Yes, Councilwoman Ward – Yes, Councilwoman Lowman – No. Motion carried.

APPROVED RECRUITMENT OF A TOWN MANAGER DISCUSSION Interim Town Manager Bryan Steen shared that he has giving Council some options and Councilman Harvey has looked at some companies that do this as a line of work.

MOTION: Councilman Harvey made a motion to accept the proposal from Baker Tilly Executive Search Firm, subject to review and final approval of that contract and any related budget amendments by Town Council at the March 4, 2024 Council Meeting, and subject to approval of the form of the contract by the Town Attorney, seconded by Councilwoman Ward.

DISCUSSION: Councilman Harvey shared that Council received eight proposals, seven were exclusively executive search firms, and Councilman Harvey, Councilman Ogle, and Interim Town Manager Bryan Steen reviewed them together and narrowed it down to three professional search firms. Councilman Harvey said that they checked references for all three and all had outstanding references. Councilman Harvey shared that of the seven professional firms the one that has done the most recent searches in North Carolina and for Towns nearest in size to Valdese was Baker Tilly. Councilman Harvey said that the fee was in the amount of \$17,000.00, which was lowest of the other professional firms.

Councilwoman Lowman reviewed some of the Towns that Baker Tilly completed searches and the Towns are very large compared to Valdese. Councilwoman Lowman feels that \$17,000.00 is more than we should be paying and WPCOG will do the search for \$3,500.00 and include a national search for an additional

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\$2,049.00. Councilwoman Lowman is concerned about the amount of money we would spend using Baker Tilly.

Councilman Mears asked if Mr. Steen had a recommendation on a firm. Mr. Steen said that this is a Board decision depending on what level of recruitment you want to go to. Mr. Steen shared that this may be a step you have to go through in order to get a manager hired. Councilwoman Lowman asked who Burke County used when they hired a manager and Mr. Steen said it was WPCOG. Councilman Harvey highly recommends we go with Baker Tilly who is a dedicated professional, experienced, well-referenced search firm.

Councilwoman Ward is concerned using the WPCOG because we have had several managers retire in our area and we may get the leftovers at this point. Councilwoman Ward feels like a search firm would be more aggressive than the WPCOG.

Councilman Ogle feels this is the most important thing that the Council will have to do and thinks it is important to get a good manager.

Councilman Harvey shared that Baker Tilly would guarantee that if the candidate that Council selects leaves within two years, they will redo the search at no fee.

VOTE: Councilwoman Lowman – No, Councilman Harvey – Yes, Councilman Ogle – Yes, Councilwoman Ward – Yes, Councilman Mears – Yes. Motion carried.

APPROVED CONTRACT FOR OLD ROCK SCHOOL RENOVATIONS To obtain a copy of the 60-page contract, please contact the Town Clerk at the Valdese Town Hall.

Councilman Harvey made motion to accept the bid and award the contract for renovations of the Old Rock School to Houck Contracting, LLC in the total amount of \$1,093,549.60, consisting of the Base Bid (\$675,409.65), Alternate 1 (\$266,915.00), and Alternate1A (\$151,225.00), and approve Capital Project Ordinance Amendment #3-38 as submitted in the agenda packet to appropriate \$367,175.00 from the General Fund contingency (\$215,950.00) and Donations/Fundraiser Fund (\$151,225.00) to cover additional funds needed for the project, seconded by Councilman Mears. The vote was unanimous.

APPROVED RESOLUTION FOR THE SALE OF TOWN-OWNED PROPERTY-FAT AVE./INVENTORY OF TOWN-OWNED PROPERTY: Planning Director Larry Johnson asked the Council to adopt the resolution to authorize an upset bid. Mr. Johnson went through the history of the property again as was shared at the January 29, 2024 pre-agenda meeting. Mr. Johnson reminded Council that this is just to go through the upset bid process and at the end of the day, Council does not have to accept the offer.

RESOLUTION AUTHORIZING UPSET BID PROCESS

Sale of 0.41 Acre Tract at 118 Fat Ave NE, Valdese, NC (REID: 693)

WHEREAS, the Town of Valdese (the "Town") is the owner of that certain tract or parcel of real property (the "Property") situated in Lovelady Township, Valdese, North Carolina commonly known as 118 Fat Ave, Valdese, North Carolina, PIN: 2743541703, REID: 693, which Property is more particularly described in Deed Book 2284, Page 883-885 as follows:

BEGINNING on a point at the west edge of US Highway 70, the same being the southeast corner of the C.L. Parris Tract III property (Book 823, page 61, Burke County Registry) and runs with the west edge of US Highway 70, South 32° 31" West 103 .07 fee to a ½-inch iron pin set at the west edge of US Highway 70; thence with the north line of the Denise G. Cannon property the following two (2) courses and distances: (1) North 63° 57' 30" West 61.75 feet to a ¾-inch iron pipe set, (2) North 36° 38' 20" West total distance 144.44 feet to a point in the centerline of Fat Road (SR 1589); thence with the centerline of Fat Road the following two (2) courses

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and distances: (1) North 47° 38' 30" East 63.97 feet, (2) North 59° 6' 10" East 46.57 feet; thence with the south line of the C.L. Parris property South 41° 44' 30" East total distance 165.00 feet to the point of BEGINNING and containing 0.49 acres, more or less. The above description is taken from a survey entitled "Property of Roland Gonzalez and wife, Janice Gonzalez" prepared by Associates Surveyors dated October 16, 1996, revised October 28, 1996.

BACK REFERENCE: Tax Foreclosure File No. 15 CvD 426, in the office of the Clerk of Superior Court of Burke County. See Estate File Nos. 99 E 471 and 99 E 472 in the office of the Clerk of Superior Court of Burke County and Book 871, page 508, Burke County Registry

WHEREAS, North Carolina General Statute §160A-269 permits the Town to sell property by upset bid, after receipt of an offer for the property;

WHEREAS, on or about December 22, 2023, the Town received an offer to purchase the Property from Brian Shuping for \$8,500.00; and

WHEREAS, Brian Shuping has paid the required five percent (5%) deposit of his offer.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF VALDESE RESOLVES THAT:

1. The Town Council authorizes sale of the Property through the upset bid procedure of North Carolina General Statute §160A-269.
2. The Town Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the Property and the amount of the offer and shall state the terms under which the offer may be upset.
3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Town Clerk within ten (10) days after the notice of sale is published. At the conclusion of the 10-day period, the Town Clerk shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received 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 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 \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also 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 by certified check. The Town will return the 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, which it will do within thirty (30) days after the final upset bid period has passed;
 - (b) the buyer must pay the purchase price in certified funds at the time of closing;
 - (c) the Property shall be sold "as is" and subject to all existing easements;

- (d) the Town will reserve easements for all town utility lines located on or under the Property; and
 - (e) the Property shall be conveyed by special warranty deed.
8. The Town reserves the right to withdraw the Property from sale at any time before the final high bid is accepted and the right to reject all bids at any time.

This Space was Intentionally Left Blank. Signature Appears on Following Page.

THIS RESOLUTION IS ADOPTED this _____ day of _____, 2024.

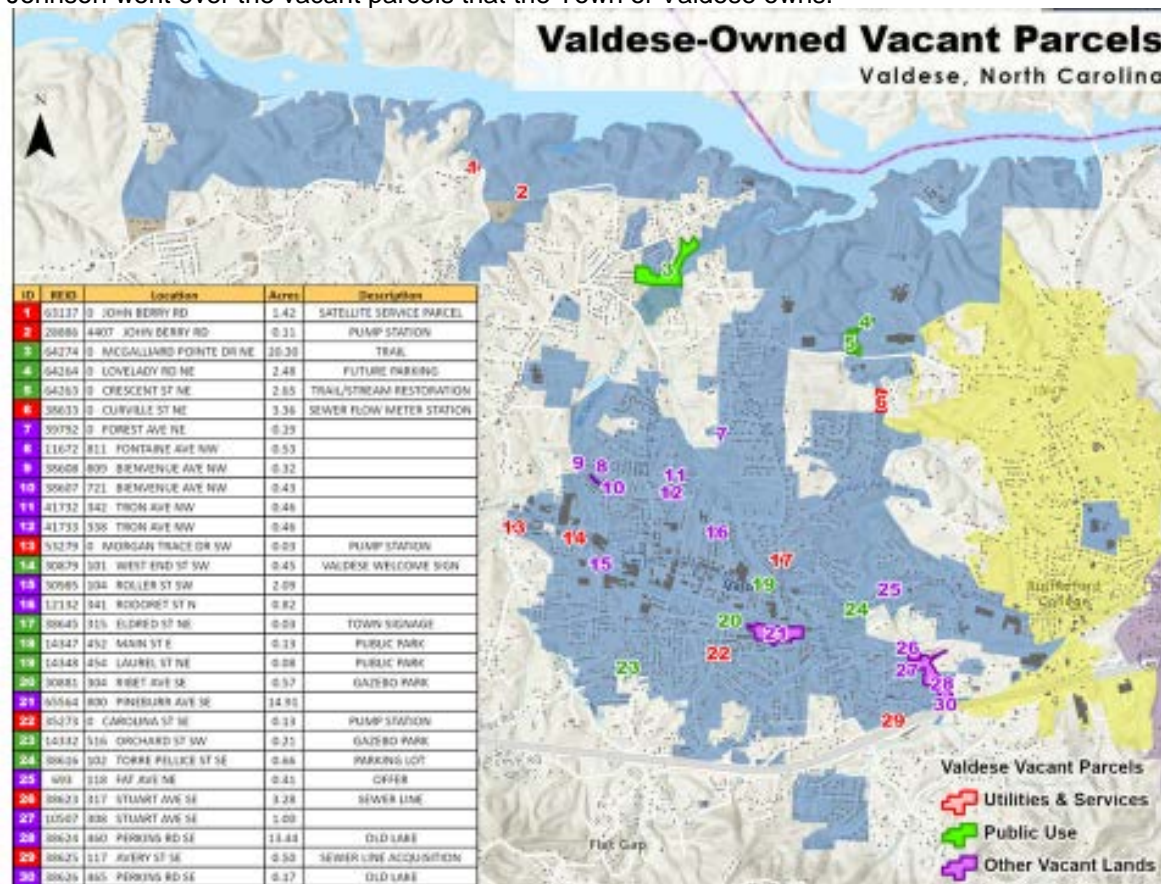
THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

MOTION: Councilwoman Lowman made a motion to approve the resolution authorizing upset bid process for the sale of 118 Fat. Ave., NW, Valdese, seconded by Councilman Mears.

DISCUSSION: Councilman Harvey shared that at the Strategic Planning Session it was brought up that we need more affordable housing and the person that has put in the initial bid will do that. Councilman Harvey hopes that we get more bids on this at least for \$10,234.62 like the one the Town paid for it back in 2017.

VOTE: The vote was unanimous.

Mr. Johnson went over the vacant parcels that the Town of Valdese owns.



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CONSIDERATION OF PARKS & RECREATION MASTER PLAN Parks & Recreation Director David Andersen shared the draft proposal from WPCOG for the Town of Valdese Comprehensive Parks and Recreation Plan. Mr. Andersen shared that this plan would take approximately 12 months to complete. Mr. Andersen noted that if we do consider the application for State grants, having a work in progress plan would be an advantage for us. Mr. Andersen said that we have not created a park in the Town without the assistance of a grant that requires or highly recommends the completion of a comprehensive plan. Mr. Andersen recommends that we engage the WPCOG for the comprehensive plan in the amount of \$23,000.00. Mayor Watts asked Scott Compton from the Parks & Rec Commission if he had anything to add. Mr. Compton said that they have done their due diligence in the eleven days allowed with firms and feel that the WPCOG will give us the baseline comprehensive plan that we need.

February 9, 2024

To: Valdese Town Manager and Town Council Members
 From: Alison Adams, WPCOG Community and Regional Planning Director
 Re: Town of Valdese Comprehensive Parks and Recreation Plan

The following proposal is in response to the Town of Valdese's desire to complete a Comprehensive Parks and Recreation Plan. The plan will consist of the following sections: demographics, public input, existing facilities, site plans/conceptual renderings, future recreation facilities/parks, cost estimates, and recommendations. As part of the process WPCOG will work with Town of Valdese staff to evaluate existing recreational facilities and parkland; develop estimates of parkland to be acquired; assess recreational facility development to address service shortfalls; develop cost estimates for facility improvements; provide all mapping for both the plan and public meetings; and develop and write the final plan. The plan will be completed over a 12-month period. WPCOG will also assist in developing 2025 grant applications for park and facility improvements based on recommendations included in the plan.

The plan will provide a road map for leadership that focuses on potential investments over the next ten years. Adoption of the plan also opens doors for major recreation funding opportunities, such as the Parks and Recreation Trust Fund (PARTF). By completing the plan, the Town will be well positioned to apply for a PARTF grant in 2025.

The cost of assembling the plan with the above items (covering staff time, supplies, and travel) is \$23,000. The amount can be paid on a quarterly basis or on a schedule preferred by the Town.

The project schedule for the plan is currently under development, and information on upcoming public input events will be forthcoming.

If you have any questions or would like to discuss this project further, please contact me at (704) 682-2681 or alison.adams@wpcog.org.

MOTION: Councilwoman Lowman made a motion that we go ahead and move forward with this proposal from the WPCOG in the amount of \$23,000.00, seconded by Councilman Ogle.

DISCUSSION: Councilman Ogle said he remembered having a contract from WPCOG when we voted on the Strategic Plan and wanted to know Mr. Swanson's thoughts on having a contract to review first. Mr. Swanson said that was correct and you could amend the motion to approve the contract with WPCOG subject to approval of the Town Attorney as to the form of the contract.

MOTION: Councilwoman Lowman made a motion to approve the contract with subject to the Town Attorney approval, seconded by Councilman Ogle.

DISCUSSION: Councilman Ogle is hoping we can do this at our next Council meeting so that our Attorney can look at it. Councilman Ogle was very pleased with what the WPCOG has done with the Strategic Plan.

Councilwoman Lowman stated that her motion was not moving it to March, it was to approve it today and then the Town Attorney will amend it.

Councilman Harvey addressed Mr. Scott Compton and thanked him for the work that his Commission is doing. Councilman Harvey said that the four Council members that were at the Strategic planning session agreed that we must have a pool solution this coming year. Councilman Harvey said if you look back at what WPCOG has done in the past, they had a contract proposal and this is one sheet of paper. Councilman Harvey cannot support giving \$23,000.00 to a company that has not given us an agreement or scope. Councilman Harvey does want them to proceed with a pool solution. Councilman Harvey asked if we approve the plan, would it help with anything on the solution to the pool and he does not understand the urgency on this item. Mr. Compton shared that in the private industry you receive a proposal with a price point that you agree upon, and then you receive a contract at that time. Mr. Compton said that they did not ask the WPCOG to give us a contract at this time.

MOTION: Councilman Harvey made a motion to table this until we have a definitive proposal, seconded by Councilwoman Ward.

DISCUSSION: Councilwoman Lowman does not understand the hatred towards the WPCOG because they have helped us for years. Councilwoman Ward said that it was not hatred; it is that we are only getting a couple of paragraph proposal and wants more detail. Councilman Harvey said he had nothing against WPCOG and they are great at planning. Councilwoman Lowman read the proposal from the WPCOG. Councilman Mears feels we should vote for this plan and move on as a vote of good faith.

VOTE: Councilman Mears – No, Councilman Ward – Yes, Councilman Ogle – No, Councilman Harvey – Yes, Councilman Lowman – No. The motion failed.

Town Attorney Tim Swanson asked if this would require a Budget Amendment. Mr. Andersen said that it would require a Budget Amendment.

AMENDED MOTION: Councilwoman Lowman made a motion to approve the contract with the WPCOG subject to Town Attorney approval and subject to approval of a Budget Amendment in the amount of \$23,000.00, seconded by Councilman Ogle.

VOTE: Councilman Mears – Yes, Councilwoman Ward – No, Councilman Ogle – Yes, Councilman Harvey – No, Councilwoman Lowman – Yes. The motion carried.

TABLED APPOINTMENTS TO NEW COMMITTEES Councilman Harvey identified nominees for the Facilities Review Committee, which is a standing committee, established to have five members. Councilman Harvey nominated for 1-year term, Greg Refour who has created, bought, and sold businesses and has extensive construction management, 2-year terms for Jerry Hyde, Field Superintendent for Mathews Construction Co., and Tessa Collinson, General Manager for Saft American, 3-year terms, Roger Heavner, 32 years facilities manager for a major utility company, previous licensed contractor/plumber, and lastly Glenn Harvey, a CEO who was responsible for constructing two large commercial buildings, renovating other large commercial buildings, demolition of an abandoned hotel, and renovating numerous small commercial buildings.

Councilwoman Lowman said that she does not have a copy of this committee and did not know the names until just now. Councilwoman Lowman said the names were not in the agenda packet. Town Attorney Tim Swanson recommended handling these appointments individual versus as a group. Councilman Mears would appreciate a resume or more information on these names. Mayor Watts said we usually have a bio on appointments made.

MOTION: Councilman Harvey made a motion to approve the following five members of the Facilities Review Committee, 1-year term Greg Refour, 2-year terms Jerry Hyde and Tessa Collinson, 3-year terms Roger Heavner and Glenn Harvey, there was no second. The motion failed.

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Mayor Watts asked if the people wishing to serve on the committees provide a bio and present those at the March 4, 2024, Council meeting.

MOTION: Councilman Mears made a motion that when the nominations are presented to the Council that we have some background information before making those appointments, seconded by Councilwoman Lowman.

DISCUSSION: Councilwoman Ward said that this was what she was saying earlier; she would like to have more information before voting on items.

VOTE: The vote was unanimous.

MOTION: Councilman Ogle made a motion to table this item until March 4, 2024 Council meeting, seconded by Councilman Harvey.

VOTE: The vote was unanimous.

Councilman Harvey thanked Morrissa Angi for bringing grant funds to the Town, WPCOG for their assistants on the grant process, all the citizens who we hope that will respond to the fundraising, and a special thanks to the party who stepped forward to donate money toward the Old Rock School project. Councilman Harvey finally thanked all the Valdese property owners because that is where the \$215,000 came from to make up the other short fall.

ADJOURNMENT: At 4:05 p.m., there being no further business to come before Council, Councilwoman Lowman made a motion to adjourn, seconded by Councilman Mears. The vote was unanimous.

The next meeting is a regularly scheduled meeting on Monday, March 4, 2024, 6:00 p.m., Valdese Town Hall.

Town Clerk

Mayor

jl



State of North Carolina – County of Burke
Town of Valdese Lease Agreement



THIS AGREEMENT, made and entered into this **First** day of **April 2024**, by and between the TOWN OF VALDESE, hereinafter called “Lessor” and **Dr. Kyle Barnes** hereinafter called “Lessee”; Lessor and Lessee are hereinafter referred to collectively as the “Parties”.

ARTICLE 1.00

Creation of Tenancy, Term and General Conditions

- 1.01 **DEMISE OF PREMISES:** Lessor, for and in consideration of the rentals hereinafter provided and in further consideration of the covenants, conditions, and provisions hereinafter contained, does hereby demise and lease unto Lessee the property (hereinafter called “Premises”) located in that building known as the Valdese Old Rock School, Main Street, Valdese, Burke County, North Carolina, and being Suite(s) **Storage Room** as described on the attached Exhibit “A,” together with the right of access and use to the common areas of the building and parking, subject to the restrictions hereinafter set out.
- 1.02 **TERM:** The Lessee shall have and hold the premises for a period of time commencing the **First** day of **April, 2024** and extending to the **31st** day of **March 2025**.
- 1.03 **RENT:** Lessee agrees to pay Lessor a monthly rent of **\$58.00**. The first month’s rent shall be due and payable at the time of execution of this Lease, with each subsequent monthly rent being due and payable on the first day of the month for each and every month thereafter during the Lease term. In addition, the Lessee shall pay to the Lessor a deposit in the sum equal to one month’s rent. Said sum will be held by the Lessor and applied as a payment or partial payment of any damages that might occur by reason of a default under this agreement.
- 1.04 **UTILITIES:** During the term of this Lease the Lessor shall provide heating and air conditioning Monday through Friday of each week from 8:00 A.M. until 5:00 P.M., and such other times in the Lessor’s sole discretion. The Lessee shall be responsible for all other utilities, including electricity (other than lights) and telephone.
- 1.05 **TAXES:** During the term of this Lease the Lessor shall pay any taxes which might come due on the real property, however, the Lessee shall be responsible for all taxes on the personalty located on the premises.
- 1.06 **GENERAL CONDITIONS:** This Lease is made by Lessor and accepted by Lessee subject to the following:

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1.01.1 All zoning regulations affecting the premises now or hereafter in force.
- 1.01.2 All ordinances, statutes, and regulations, and any presently existing violations thereof, whether or not of record.
- 1.01.3 The existing condition and state of repair of the premises.

ARTICLE 2.00

Use of Premises

2.01 CHARACTER OF USE:

- 2.01.1 The premises shall be used by the Lessee for a **Private Office & File Storage** and shall not be used by Lessee for any other purpose without the prior written consent of the Lessor.
- 2.01.2 Lessee covenants and agrees to comply with all legal requirements of the City, County, State and Federal Governments respecting any operation conducted, or any equipment installations or property located at the premises, and Lessee further covenants and agrees not to create or permit the creation of any nuisance on the premises, or to make any other offensive use thereof.

2.02 IMPROVEMENT AND ALTERATION OF PREMISES: Lessee shall not make, and shall not have the right to make any alterations, changes or improvements, structural, or otherwise in or to the premises without Lessor's prior written consent, provided, that if such consent is given, all such alterations, changes, and improvements shall be at Lessee's expense and shall become the property of Lessor at the termination of the Lease. The granting or denial of consent as provided for in this section shall be the subject of Lessor's sole and absolute discretion.

2.03 TRADE FIXTURES: Lessee will be permitted to install trade fixtures on the premises without necessity of written consent by Lessor, and shall be permitted to remove such fixtures upon the expiration of the Lease term, provided that the removal of such fixtures will not permanently damage the premises, and provided that Lessee shall return the premises to their condition at the commencement of this Lease.

ARTICLE 3.00

Condition of Premises

3.01 ACCEPTANCE OF PREMISES: Lessee acknowledges that the act of taking possession of the premises shall constitute conclusive evidence that Lessee has inspected and examined the premises, and that the same were and are in good and satisfactory condition.

3.02 MAINTENANCE: Lessee covenants and agrees to maintain said premises in their present condition, reasonable wear and tear excepted, during the term of this Lease or any extension thereof at Lessee's own cost and expense. Lessor shall maintain the roof, exterior walls, plumbing, heating and electrical

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System except to the extent that the same shall be damaged by the negligence, misuse or overuse by Lessee in which case Lessee shall make said repairs.

In addition, the Lessor shall be responsible for and maintain all common areas in the building, which shall consist of halls and restrooms. The Lessee and its guests may use such common areas, but will make no business use of or store any property in any common areas.

- 3.03 PARKING:** The Lessee and its guests and/or customers, may use the parking lot adjacent to the building between the hours of 7:30 A.M. and 6:00 P.M. on Monday through Friday, and such other times subject to regulations and restrictions as may be determined by the Lessor.
- 3.04 ACCESS:** The Lessee shall have access to the building between the hours of 7:30 A.M. and 6:00 P.M. on Monday through Friday (except on Holidays) and such other times subject to regulations and the Lessor may determine restrictions. The Lessor reserves the right to secure and lock the building and otherwise limit access, as it should determine advisable during other hours.
- 3.05 CONDITIONS UPON TERMINATION:** Upon the expiration, termination or acceleration of Lessee's obligations under this Lease, Lessee shall return the premises to a condition at least as good as their condition upon the commencement of this Lease, ordinary wear and tear accepted.

ARTICLE 4.00

Insurance, Liability of Parties

- 4.01 CASUALTY INSURANCE:** Lessor shall carry, at Lessor's expense, fire insurance with extended coverage insuring loss or damage to the premises. Lessee shall be responsible for insuring Lessee's personal property on the premises.
- 4.02 LIABILITY INSURANCE:** Throughout the continuance of this Lease, Lessee shall keep the premises insured, at Lessee's sole cost and expense, against claims for personal injury or property damage under a policy of general liability insurance, with a single limit of at least \$500,000.
- 4.03 INDEMNIFICATION:** The Lessee will protect, indemnify, save and hold harmless the Lessor, its officers, agents, servants, and employees, from and against any and all claims, demands, expense, and liability, arising out of injury or property which may occur on or in the demised premises or which may arise, or in any way grow out of any act or omission of the Lessee, its (his) agents, subcontractors, servants, and employees of the use and occupancy of the demised premises by the Lessee or anyone using or occupying said premises as a guest, patron, or invitee of Lessee.
- 4.04 WAIVERS:** Insofar as it may be permitted by the terms of the fire or extended coverage insurance policy carried by the Lessor or Lessee, each party hereby releases the other with respect to any claim (including a claim for negligence) that it might have against the other party for loss, damage or destruction with respect to its property by fire or other casualty (including rental value or business interruption, as the case may be) occurring during the term of this Lease. In the event one or both of the

^{77 of 282} parties insurance policies do not permit this waiver, such party will immediately give notice of such denial to the other party and upon such request shall cause the other party to be named in such policy or policies as one of the name insured.

ARTICLE 5.00

Termination, Default, Remedies

- 5.01 HOLDOVER TENANCY:** In the event that Lessee remains in possession after the expiration of the term hereof or the validly commenced extension thereof and without the execution of a new Lease, Lessee shall not acquire any right, title or interest in or to the premises and in such event Lessee shall occupy the premises as Lessee from month to month and be subject to all conditions, provisions, and obligations of this Lease in so far as the same shall be applicable.
- 5.02 DEFAULT OR BREACH OF COVENANT:** If Lessee shall fail to timely make any payment of rent herein provided for, or promptly perform any other covenant or obligation imposed upon it hereunder and shall fail to make good such Default within ten (10) days after written notice from the Lessor to Lessee, Lessor may enter the premises and expel Lessee therefrom without prejudice to any and all other remedies that may be available to Lessor under the laws.
- 5.03 REMEDIES ARE CUMULATIVE:** To the extent that the remedies provided for under this Lease are not clearly inconsistent, they shall be cumulative, and Lessor shall be entitled to pursue all or any part of the remedies provided herein. The remedies specified in this Lease are in addition to, and not in lieu of any remedies otherwise available to Lessor by law or in equity. Pursuit of any remedy by Lessor shall not constitute a binding election of such remedy or prevent Lessor from seeking other relief.
- 5.04 COSTS AND ATTORNEYS FEES:** In addition to any other damages sustained by Lessor as a result of Lessee's Default, Lessor shall be entitled to recover of Lessee all reasonable attorneys' fees and costs incurred in pursuit of Lessor's remedies.
- 5.05 ACCEPTANCE OF SURRENDER:** No act or conduct of Lessor, including without limitation, the acceptance of the keys to the premises shall constitute an acceptance of the surrender of the premises by Lessor before the expiration of the term. Only a Notice from Lessor to Lessee shall constitute acceptance of the surrender of the Premises and accomplish a termination of this Lease.

ARTICLE 6.00

Destruction or Taking of Premises

- 6.01 DAMAGE BY CASUALTY OR FIRE:** If said premises should be damaged or destroyed by casualty, explosion or fire, as to be unfit for Lessee's continued use, then this Lease shall thereupon be terminated and the rent for the month in which the damage occurred shall be apportioned and refunded to Lessee; but if said premises should be damaged or destroyed by casualty, explosion or fire, however caused or

78 of 282
by the elements, or any cause or happening and still be fit for Lessee's continued use, then the same shall be promptly restored by Lessor to their previous condition and a just and fair proportion of the rent herein reserved shall abate until the same have been completely restored, and a like proportion of any rent unpaid in advance shall be refunded to Lessee.

The Lessor may, following damage as above provided, elect to terminate this Lease by providing the Lessee with written notice of its election within ninety (90) days of the occurrence of the damage.

ARTICLE 7.00

Additional Provisions

- 7.01 ASSIGNMENT AND SUBLETTING:** Lessee shall not have the right to assign or sublet the within Lease or sublet the premises in whole or in part without first obtaining the written consent of the Lessor. No approval of assignment or subletting shall be effective until the prospective assignee or Sublessee shall have given Lessor Notice acknowledging familiarity with the terms of this Lease and evidencing agreement to be bound thereby. Any assignment or subletting in violation of this provision shall be void and the discretion of the Lessor as to whether to permit such assignment or sublease is absolute.
- 7.02 RIGHT OF ENTRY:** Lessor shall have the right at all reasonable times to enter and inspect the premises, and to take any action which Lessor reasonably believes to be necessary to protect the premises from damage.

ARTICLE 8.00

Special Provisions

- 8.01 RELATIONSHIP OF PARTIES:** It is specifically understood that the parties hereto have created a Lessor-Lessee relationship with respect to the demised premises and that the Lessor shall in no way control or be responsible for the acts of the Lessee with respect to the operations carried out on the demised premises. The Lessee specifically agrees to indemnify and hold harmless the Lessor from any loss by reason of operation on the premises and it is further agreed to erect a suitable sign to be placed in a visible located on the demised premises indicating the name and ownership of the business being rented upon the property and further the Lessee agrees not to take any action that might in any way indicate any involvement by Lessor in the Lessee's business except as hereinafter set out.

ARTICLE 9.00

Interpretation, Execution

- 9.01 GOVERNING LAW:** The laws and decisions of the State of North Carolina will govern and control the construction, enforceability, validity, and interpretation of this Lease and of all agreements, instruments and documents heretofore, now or hereafter executed by Lessee and delivered to Lessor pertaining or relating to this Lease or the transaction contemplated herein.

- 79-15382
- 9.02 MODIFICATION:** This Lease, together with the schedules and exhibits attached hereto, contains the full, final and exclusive statement of the Lease between Lessor and Lessee relating to the leasing of the premises and cannot be amended, altered, modified or terminated except by a written agreement signed by both Lessor and Lessee. The parties hereto specifically relinquish any rights they may have to orally rescind or otherwise terminate this Lease and acknowledge that they will not rely upon any such oral agreements.
- 9.03 SEVERABILITY:** If any clause or provision of this Lease is illegal, invalid or unenforceable under present or future laws effective during the term of extensions thereof, in that event it is the intention of the Parties hereto that the remainder of this Lease shall not be affected thereby.
- 9.04 CAPTIONS:** The caption of each Section is added as a matter of convenience only, and shall be considered of no effect in the construction of any provision of this Lease.
- 9.05 WORD USAGE:** Throughout this Lease, the masculine gender shall include the plural and vice versa, wherever the context requires such construction.
- 9.06 EFFECT UPON SUCCESSORS:** This Lease shall inure to the benefit of and shall be binding upon the heirs, executors, administrators, conservators, guardians, or other legal representatives and assigns of each party.
- 9.07 MULTIPLE SIGNATURES:** If there is more than one signer (exclusive of Lessor) of this Lease, whether as Lessee or a co-signer, their obligations will joint and several, and term “Lessee” will include each such party, jointly and severally.
- 9.08 QUIET ENJOYMENT:** The Lessor agrees that Lessee on paying the stipulated rental and keeping and performing the agreement and covenants herein contained, shall hold and enjoy the premises for the term aforesaid, subject however to the terms of this Lease, and further warrants that the use of the premises called for herein do not violate the terms of any zoning affecting the premises.

X_____

Town of Valdese

Bryan Steen, Interim Town Manager

Lessor

X_____

Dr. Kyle Barnes.

Dr. Kyle Barnes, Owner

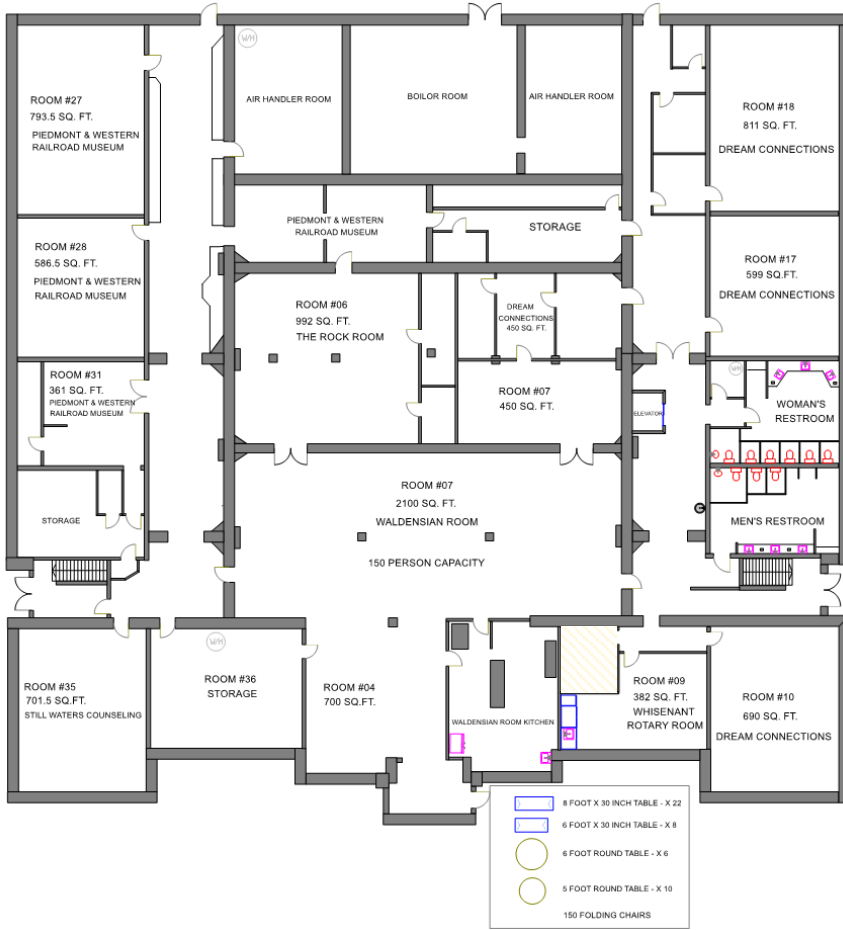
Lessee

X_____

Witness (Attest)

X_____

Witness



The of and	Governing Board Town Council
	Primary Government Unit Town of Valdese
	Discretely Presented Component Unit (DPCU) (If applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Lowdermilk Church & Co., LLP
	Auditor Address 121 North Sterling Street, Morganton, NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Bo Weichel	Assistant Town Manager/CFO	bweichel@valdesenc.gov

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

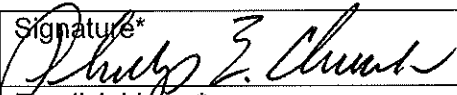
4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	Town of Valdese	
Audit Fee (financial and compliance if applicable)	\$	12530
Fee per Major Program (if not included above)	\$	
Additional Fees Not Included Above (if applicable):		
Financial Statement Preparation (incl. notes and RSI)	\$	5370
All Other Non-Attest Services	\$	
TOTAL AMOUNT NOT TO EXCEED	\$	17,900

Discretely Presented Component Unit	N/A	
Audit Fee (financial and compliance if applicable)	\$	
Fee per Major Program (if not included above)	\$	
Additional Fees Not Included Above (if applicable):		
Financial Statement Preparation (incl. notes and RSI)	\$	
All Other Non-Attest Services	\$	
TOTAL AMOUNT NOT TO EXCEED	\$	

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Lowdermilk Church & Co., LLP	
Authorized Firm Representative (typed or printed)* Phil Church	Signature* 
Date* 1-16-24	Email Address* phil.church@lowdermilkchurchcpa.com

GOVERNMENTAL UNIT

Governmental Unit*	
Town of Valdese	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Charles Watts	Signature*
Date	Email Address* mayor@valdesenc.gov

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by This Transaction:	\$ 17,900
Primary Governmental Unit Finance Officer* (typed or printed) Bo Weichel	Signature*
Date of Pre-Audit Certificate*	Email Address* bweichel@valdesenc.gov

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

Lowdermilk Church & Co., L.L.P.
Certified Public Accountants

121 North Sterling Street
Morganton, North Carolina 28655
Phone: (828) 433-1226
Fax: (828) 433-1230

January 16, 2024

To Honorable Mayor and Members of
the Town Council
Town of Valdese
Valdese, North Carolina

We are pleased to confirm our understanding of the services we are to provide for Town of Valdese, North Carolina for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Town of Valdese, North Carolina as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Valdese, North Carolina's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Valdese, North Carolina's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Information.
- 3) Law Enforcement Officers' Special Separation Allowance Schedules of Changes in Total Pension Liability and Total Pension Liability as a Percentage of Covered Payroll.
- 4) Local Government Employees' Retirement System Schedule of the Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions.
- 5) Schedule of Changes in Total OPEB Liability and Related Ratios.

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Valdese, North Carolina's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of Federal and State awards.
- 2) Combining and Individual Fund Financial Statements.
- 3) Budgetary Schedules.
- 4) Other Schedules.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of

assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

Improper revenue recognition.

Management override of controls.

The significant risk above were identified in the prior-period audit and we believe they are still relevant. However, planning has not been concluded and modifications may be made.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major Federal or State award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Valdese, North Carolina's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Valdese, North Carolina's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Town of Valdese, North Carolina's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of Federal and State awards, and related notes of Town of Valdese, North Carolina in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. We will also prepare the following based on information provided by you: AFIR, Data Collection Form and Unit Data Input Worksheet. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of Federal and State awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of Federal and State awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of Federal and State awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of Federal and State awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of

Federal and State awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of Federal and State awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of Federal and State awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of Federal and State awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of Federal and State awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of Federal and State awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of Federal and State awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of Federal and State award no later than the date the schedule of Federal and State awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of Federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of Federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of Federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on,

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the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of Federal and State awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lowdermilk Church & Co., L.L.P. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lowdermilk Church & Co., L.L.P. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Local Government Commission. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Phillip E. Church is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To ensure that Lowdermilk Church & Co., L.L.P.'s independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our audit ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$17,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. We are required to inform you that we charge interest at a rate of 18% per annum on all invoices over 30 days old.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the Town Council of the Town of Valdese, North Carolina. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

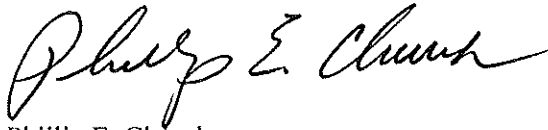
If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue reports, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2021 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town of Valdese, North Carolina and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Phillip E. Church
Partner

RESPONSE:

This letter correctly sets forth the understanding of Town of Valdese, North Carolina.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Bernard Robinson & Company, L.L.P.

Report on the Firm's System of Quality Control

November 2, 2021

To the Partners of Lowdermilk, Church & Co., L.L.P.
and the Peer Review Committee of the Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Lowdermilk, Church & Co., L.L.P. (the firm) in effect for the year ended May 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Lowdermilk, Church & Co., L.L.P. in effect for the year ended May 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lowdermilk, Church & Co., L.L.P. has received a peer review rating of *pass*.

Bernard Robinson & Company, L.L.P.

BERNARD ROBINSON & COMPANY, L.L.P.

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P.O. Box 19608 | Greensboro, NC 27419
P: 336-294-4494 • F: 336-294-4495

brccpa.com



Old Colony Players, Inc.

400 Main Street West Valdese North Carolina
 PO Box 112 Valdese NC 28690 | oldcolonyplayers.com | 828.522-1150
 Email: ftdfoutdoordrama@yahoo.com

Board of Directors

February 23, 2024

Board of Directors

Chair

Tammy Black

Vice Chair

Greg Mastin

Treasurer

Morrissa Angi

Secretary

Angela Cannon

Members

Sharon Bowman

Mindy Cook

John Heilman

Josh Lail

Susan Pollpeter

Susan Stevenson

Louis Vinay

Philip Brendel,

Ex- Officio

Rexanna Lowman

Ex-officio

General Manager

Edyth Pruitt

Bookkeeper

Karen Knight

Dear Valdese Town Council and Honorable Mayor,

Old Colony Players respectfully requests permission to sell beer and wine at our upcoming productions at the Fred B Cranford Amphitheatre and the Waldensian Room at the Old Rock School. The request would cover the following:

- Jimmy Buffet's Escape to Margaritaville showing April 25-27 and May 2-4, 2024, at the Fred B Cranford Amphitheatre
- From This Day Forward showing Fridays and Saturdays from July 12-August 10, 2024 at the Fred B Cranford Amphitheatre
- Assassins, a dinner theatre showing 23, 24, 25, 30, 31 and September 1, 2024, in the Waldensian Room at the Old Rock School
- The Legend of Sleepy Hollow showing October 18, 19, 22, 23, 24, 31 and Nov 1 & 2, 2024 at the Fred B Cranford Amphitheatre
- The Last 5 Years, a dinner theatre showing February 21, 22, 23, 28, 29, 2025, in the Waldensian Room at the Old Rock School.
- Something Rotten, April 24-26 and May 1-3, 2025, at the Fred B Cranford Amphitheatre.

Alcohol will be sold in a separate tent/table from our regular concessions. Signs will clearly identify "no alcohol beyond this point" at all entrances and exits to the seating area. Proposed alcohol sales will take place from house open through intermission. Alcohol sales will cease after intermission. This request was approved by the Board of Old Colony Players at their February 20, 2024 meeting.

Old Colony Players, Inc is a 501(C)(3) tax exempt nonprofit corporation and will apply for any and all special even permits through the North Carolina ABC Commission once your permission is obtained and will strictly enforce all guidelines required by the commission. Please contact me with any questions you may have. Thank you for your consideration in this matter and for all you do for our wonderful town.

Sincerely,

Edyth Potter Pruitt

Edyth P. Pruitt

General Manger, Old Colony Players, Inc.

(828)413-3730

ftdfoutdoordrama@yahoo.com



TOWN OF VALDESE
NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

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

AN ORDINANCE DECLARING ROAD CLOSURE
FOR TOWN OF VALDESE SPECIAL EVENTS

WHEREAS, the Town of Valdese desires to schedule an Independence Day Celebration, Annual Waldensian Festival; Treats in the Streets; and the Annual Valdese Christmas Parade; and

WHEREAS, part of US 70/Main Street in Valdese will need to be closed for each of these special events; 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:

2024 Independence Day Celebration (Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St) on June 28, 2024 from 5:00 PM until 12:00 AM.

2024 Waldensian Festival Kickoff Celebration (Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St) on August 9, 2024 from 5:00 PM until 12:00 AM.

2024 Waldensian Festival Celebration (Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St) on August 10, 2024 from 5:00 AM until 8:00 PM.

2024 Valdese Treats in the Streets (Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St) on October 31, 2024 from 3:30 PM until 6:30 PM.

2024 Valdese Christmas Parade (Description of Closure: 1.19 mi. US 70 Main St from Hoyle St to Eldred St) on December 7, 2024 from 9:30 AM until 12 Noon.

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

THIS, the 4th day of March, 2024.

Charles Watts, Mayor

ATTEST:

Town Clerk

Parade Detour Signage and Road Closure Notice

Main St. (US 70) will be closed from Hoyle St to Eldred St. The Detour route will use Hoyle St, Pineburr Av, and Eldred St. Detour signage will be placed as follows.

Eastbound Detour

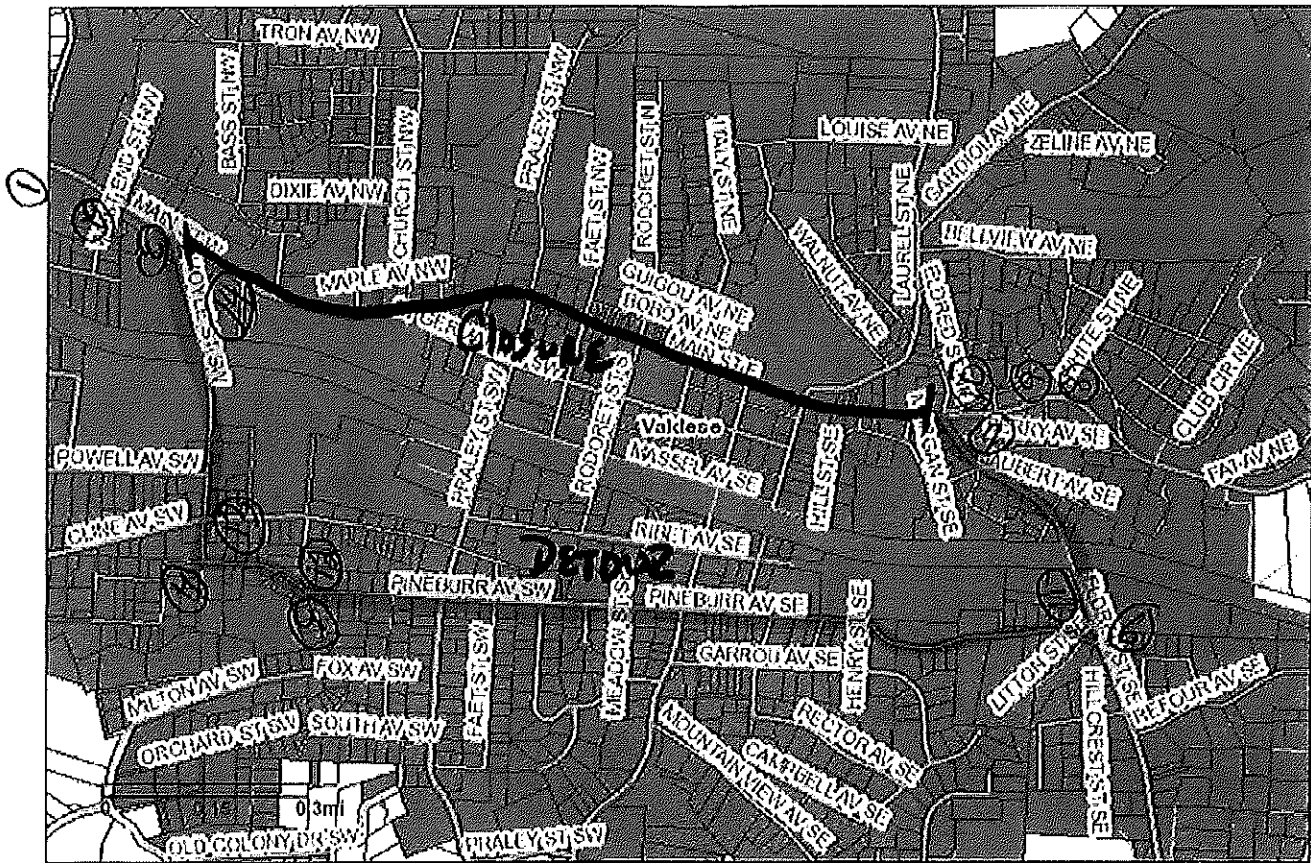
1. Main St and Sterling St (eastbound) -- Road Closed Ahead
2. Main St and West End St (eastbound) -- Detour Ahead
3. Main St and Hoyle St (eastbound) -- Detour Right
4. Hoyle St and Pineburr Ave -- Detour Left
5. Pineburr Ave and Orchard St -- Detour Left
6. Eldred St and Pineburr -- Detour Left
7. Main St and Eldred -- Detour Right

Westbound Detour

8. Main St 1000 feet prior to Eldred St (Westbound)-Road Closed Ahead
9. Main St. 500 feet prior to Eldred St (Westbound)-Detour Ahead
10. Main St and Eldred St (Westbound) -- Detour Right
11. Eldred St and Pineburr -- Detour Right
12. Pineburr Ave and Orchard St -- Detour Right
13. Hoyle St and Pineburr Ave-Detour Right
14. Main St and Hoyle St -- Detour Left

***** During closure period intersections will be manned with either REACT personnel or Valdese Police Officer*****

Note: Sign locations are indicated by number on the map.



Burke County, NC

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.

<http://www.webgis.net> Anderson & Associates, Inc. <http://www.endassoc.com>

init: start
init: done



February 19, 2024

Mayor Charles Watts
Valdese Town Council
Town of Valdese
102 Massel Avenue South West
Valdese, NC 28690

Baker Tilly US, LLP
205 N. Michigan Avenue, 28th Floor
Chicago, IL 60601
United States of America

bakertilly.com

Delivered electronically to mayor@valdesenc.gov, GHarvey@valdesenc.gov, bsteen@valdesenc.gov, timothys@hickorylaw.com

Dear Mayor Watts:

This letter agreement (the "Agreement") documents the Town of Valdese's ("you/r" or "Client") engagement of Baker Tilly US, LLP ("we" or "Baker Tilly") to conduct an executive search for a Town Manager (the "Project"). This Agreement defines the parties' respective obligations for the Project. Our proposal dated February 8, 2024, attached hereto as Exhibit A, is incorporated by reference.

Scope, Objectives and Approach

The scope and phases of this engagement are set forth in Exhibit A.

Project Timing and Budget

1. The Project will commence upon your execution of this Agreement and will remain in effect for the period necessary for successful completion of the Project.
2. If you terminate this Agreement before completion, without cause, Baker Tilly shall invoice you for any unpaid portion of the total fee set forth in Exhibit A. Notwithstanding anything in this Agreement to the contrary, in the event of termination of this Agreement for cause, Baker Tilly shall only be entitled to any unpaid portion of the total fee set forth in Exhibit "A" that is earned based on percentage of work completed as of the date of termination. For purposes of this Agreement, cause shall mean Baker Tilly's material breach of any provision of this Agreement, including Exhibit "A" incorporated herein by reference, if such breach cannot be cured or is curable and remains uncured for a period of fifteen (15) days following receipt of written notice thereof detailing such breach.

Client's Obligations

1. You agree that you are responsible for candidate selections and that you will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state or local law.
2. If you decide to not hire a candidate as a result of a criminal or credit history report, you agree to comply with the FCRA with regard to any pre- or post-adverse action notices and requirements.
3. You agree to respond to drafts of documents and reports in a timely manner. Failure to do so on your part will protract timelines and can negatively influence the outcome of the process.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge, or

experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon a failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide services according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in this Agreement unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

Terms and Conditions

1. To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under this Agreement shall not exceed the fees paid to Baker Tilly under the portion of this Agreement to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Agreement even if the other party has been advised of the possibility of such damages.
2. Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Agreement are material bargained for bases of this Agreement and that they have been taken into account and reflected in determining the consideration to be given by each party under this Agreement and in the decision by each party to enter into this Agreement.
3. Neither this Agreement nor any rights or obligations hereunder shall be assigned or delegated by Baker Tilly without your prior written consent. This Agreement shall be modified only by a written agreement duly executed by you and Baker Tilly. Should any of the provisions hereunder be found to be invalid, void, or voidable by a court, the remaining provisions shall remain in full force and effect.
4. Copies of all hard copy documents associated with the recruitment will be retained for three (3) years from the anniversary date of the hiring of the candidate. Retention of records beyond three (3) years must be requested in writing before the conclusion of the Project.
5. Subject to the express acknowledgement by the parties that the Client is a public body under North Carolina law and is therefore subject to the North Carolina "Public Record Act" and "Open Meetings Law", the Parties agree to maintain the confidentiality of all applicant information in accordance with G.S. 160A-168.
6. Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

[Signature Page to Follow]

Acknowledgment

If this Agreement correctly sets forth your understanding, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

Anne Lewis, Practice Leader | Managing Director

Client Signature:

Name: _____

Title: _____

Date: _____



February 8, 2024

Town of Valdese

Proposal to provide a responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next Town Manager



February 8, 2024

Councilman Glenn Harvey, Ward 1
Valdese Town Council
Town of Valdese
102 Massel Avenue South West
Valdese, NC 28690

Baker Tilly US, LLP
8219 Leesburg Pike, Suite 800
Tysons, VA 22182
T: +1 (703) 923 8300
F: +1 (703) 923 8330
bakertilly.com

Delivered electronically to GHarvey@valdesenc.gov

Dear Councilman Harvey:

This proposal marks the beginning of a valuable relationship we plan to build with the Town of Valdese (the Town). Based on what we have learned from you, we are confident we are the right fit to serve you in selecting your next Town Manager with forward-thinking executive recruitment services so you can keep your focus where it belongs: serving your community. Our proposal describes our unique proposition to meet your key objectives.

We believe that our record of successfully placing qualified and accomplished professionals, along with our extensive experience providing executive recruitment services to towns, cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options for selecting a recruitment firm. However, we believe that our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top-level executives in similar roles set us apart. Additionally, we offer the following unique features:

<p>The right firm</p> <p>Valdese will benefit from the qualifications, technology tools and expansive resources of our top 10 accounting and advisory firm, delivered with personalized attention and responsive service.</p>	<p>The right experience</p> <p>We are structured around specialized practice groups, allowing us to provide focused training and continuing education to our team members. Our understanding of your organization, paired with targeted public sector executive recruitment experience, will help you thrive now and as you evolve.</p>	<p>The right team</p> <p>Your handpicked team of Value Architects™ includes technical and industry-specialized team members who understand your organization’s needs, challenges and opportunities. You will receive a tailored recruitment approach designed to meet your needs and exceed your expectations.</p>	<p>The right value</p> <p>We provide high-quality service for a fair and reasonable fee. Our significant level of project team leader involvement translates into a responsive, efficient recruitment and the ability to deliver value throughout the engagement.</p>
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- Customized profile development:** Working with the members of the Town Council and designated staff, we develop a customized candidate profile based on the required, desired and preferred qualifications, traits and attributes you seek in the individual you interview or hire for your next Town Manager. We strive to understand how the Town of Valdese’s current and anticipated needs and organizational priorities will shape your recruiting and selection requirements. We collaborate with you to develop a nationwide or regional marketing, recruiting and outreach campaign. This approach will effectively allow us to identify, attract and recruit highly qualified candidates for your review.

Town of Valdese, North Carolina
February 8, 2024

- **Recorded video interviews:** We ask selected candidates (semi-finalists) to complete a recorded, one-way video interview using questions developed from your “candidate profile,” which gives your review team an additional tool to evaluate the semi-finalists before inviting them to a face-to-face interview.
- **Online application management:** We use NeoGov as our online application system. It provides for efficient management of applications and allows us to communicate in real time with applicants, engaging and informing them of each step in the search process. Within this system, we can access, review and evaluate prior applicants or individuals who have expressed interest in similar positions. Generally, these individuals may not be actively seeking a job but may be open to “the right opportunity.” This is another benefit and advantage we provide our clients, enabling us to access more passive job seekers.

This proposal details our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to the Town of Valdese.

As your Value Architects™, we are determined to support you in achieving your mission to identify your next Town Manager. Thank you for the opportunity to serve you. Our team is excited to earn your trust, and, as always, we look forward to discussing your questions and feedback.

Very truly yours,

BAKER TILLY US, LLP



Anne Lewis, Managing Director

+1 (703) 923 8214 | anne.lewis@bakertilly.com

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Baker Tilly is responsive, interactive and produces the results they say they will. We are very pleased with the services they provide and consider Baker Tilly a leader among accounting and advisory firms.

Controller



The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. © 2024 Baker Tilly US, LLP.

Baker Tilly US, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Executive summary

What makes Baker Tilly different from other firms? Our solution truly begins by listening to what the Town of Valdese needs.

Understanding your needs to help achieve your objectives and mission

We understand the Town of Valdese is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next Town Manager. We further understand your interim Town Manager has experience and is willing to team up on the work needed to conduct a search.

Baker Tilly public sector executive recruiters will collaborate with you or your designated staff to understand the traits, attributes, capabilities and overall qualifications that are most important to your organization for this recruitment. The information we gather helps us customize colorful and informative marketing, recruitment and outreach strategies, and materials that present the Town of Valdese as a thriving municipal organization that is and remains a high-quality community. This family-friendly community offers a vibrant downtown district, safe neighborhoods and numerous community and cultural events. The Town welcomes growth and diversity to enhance while preserving its existing neighborhoods, natural amenities, and rich history for current residents and future generations.

We recognize there is significant competition for experienced local government managers, leaders and executives today. For this reason, we collaborate with you to develop recruitment strategies that include aggressive marketing, recruiting, and candidate outreach campaigns. Successful recruitment often depends upon reaching successful executives who may not necessarily be searching for new employment opportunities or waiting for the right opportunity. Thus, we use our existing resources, successful methods and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. We believe these efforts are essential to ensuring that your Town Council receives and can select from many qualified candidates.

Baker Tilly manages and tracks applicant information and provides regular communication, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide your Town Council with comprehensive details and information about each candidate we present. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We also can provide you with a fully customized interview process to include suggested questions, interview day scheduling and planning as you deem necessary or appropriate. Additionally, the lead consultant is available virtually to the Town Council or its designee before and after each interview session and can facilitate your employment offer, and negotiations with the individual you select as a finalist.

Our highly regarded executive recruitment process

State and local government clients like the Town of Valdese are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs. The following table details how we plan to address your needs in a valuable way.

TASKS	PROCESS
1. Recruitment brochure development and advertising	<ul style="list-style-type: none"> We schedule and meet with the Town Council and key stakeholders virtually or via telephone, as instructed, to understand your leadership vision, strategic direction and candidate expectations, then use the information we gather to develop a candidate profile, which will require your input and final approval. We consider the profile our search baseline.
2. Execution of recruitment strategy and identification of quality candidates	<ul style="list-style-type: none"> Using your approved profile, we develop a colorful, informative and appealing brochure. Then, we embark on a national or regional targeted marketing, recruitment and outreach campaign to identify individuals who best match your desired profile. Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects we identify by building a detailed query into our searchable applicant database. Using our applicant tracking system, we communicate with all applicants about the process, established timelines and the next steps.
3. Screening of applications, review of semi-finalists and selection of finalists	<ul style="list-style-type: none"> Once we identify those applicants who most closely match your desired profile, we assign them several tasks, including our due diligence and candidate questionnaires. We also provide selected applicants with a link that will take them to our one-way video interview portal. The candidates complete a one-way video interview, answering questions designed to give us an additional perspective on each applicant's candidacy related to your desired profile. Once we gather the responses from the items listed above, we prepare and provide an electronic (PDF) Semi-Finalists Report listing 10 to 12 applicants who best appear to meet your desired profile. This report includes a list of all applicants and copies of resumes, cover letters, due diligence and candidate questionnaire responses. We then ask you to identify four or five, plus one alternate, as finalists.
4. Background report checks, reference checks, social media presence, academic verifications	<ul style="list-style-type: none"> We secure authorization from each finalist to conduct a comprehensive background records check and reports. We obtain a list of up to 10 current or former supervisors, peers or direct reports from each finalist to contact as references. We provide a report summarizing all responses to our customized reference questionnaire. We verify academic credentials and professional certifications. We conduct an exhaustive review of social and electronic media sites and other publications to identify any information relevant to the hiring of the finalists you interview. We provide a comprehensive reference check and report for each finalist.
5. Final interview process	<ul style="list-style-type: none"> Once you identify your finalists, we collaborate with your designated staff to design, prepare and provide technical support to ensure a smooth, effective and efficient interview process. If requested, we work with the selected finalist and your designated staff to finalize an employment agreement.

THERE ARE NUMEROUS BENEFITS TO UTILIZING BAKER TILLY FOR YOUR RECRUITMENT NEEDS

We strive to distinguish ourselves from peer organizations.

Why Baker Tilly is ideally suited to serve Valdese

Baker Tilly has distinguished itself from public sector executive recruitment peers in many ways. What makes Baker Tilly different from other firms? **Our executive recruitment solution truly begins with your needs.** The Town of Valdese deserves to collaborate with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications makes us the right fit to serve the Town — today and for years to come.

WHAT WE UNDERSTAND THE TOWN NEEDS	HOW WE WILL DELIVER
Carefully structured process supported by technology	<ul style="list-style-type: none"> • Comprehensive and seamless process refined by years of interaction with local government, not-for-profit employers, and prospective candidates. • Leverage the search process with technology tools, including a video interview system and online application platform. • Efficient management of candidate information and providing the Town Council with information about each candidate's professional work history, their motivation for the position, and ability to respond extemporaneously to video questions.
Public sector recruiting specialization and experience	<ul style="list-style-type: none"> • Experienced executive recruitment professionals passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. • Successfully recruited more than 1,700 executive-level positions within cities, towns, counties, school districts and public and not-for-profit organizations since 2000.
Thorough candidate evaluation	<ul style="list-style-type: none"> • Active recruitment of qualified candidates, drawing from our extensive personal and professional connections with capable individuals, assuring the Town of its access to established managers and rising stars. • Thorough evaluation of the final candidates, including detailed information from references and a careful review of background records to ensure sound professional and personal character.
Diversity in executive recruitment	<ul style="list-style-type: none"> • Committed to diversity in executive recruitment as a reflection of our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. • Ensure diversity is a focus of our recruitment strategy and candidate pools through involvement with the National Forum for Black Public Administrators (NFBPA) and their Corporate Advisory Council, the Local Government Hispanic Network and other organizations.
Delivering value for the Town's budget	<ul style="list-style-type: none"> • Full-service engagement includes advertising, preparation of a recruitment brochure, background, reference, and academic verification checks. • Work closely to meet the Town's needs and any unexpected circumstances that may arise during your recruitment to expedite the recruitment, but not at the expense of finding high-quality candidates.
Transparency and confidentiality	<ul style="list-style-type: none"> • No preconceived notions or expectations about the Town and prospective candidates. • Work closely with the Town to make sure the process is transparent.

WHAT WE UNDERSTAND THE TOWN NEEDS	HOW WE WILL DELIVER
	<ul style="list-style-type: none"> • Ensure applications are kept confidential, where permitted by state and local laws, to ensure candidates can express interest without jeopardizing current employment to maximize the number of qualified applicants.
<p>Keeping the Town involved and minimizing disruption</p>	<ul style="list-style-type: none"> • Comprehensive process incorporates the active participation of the Town Council at key steps in the process. • Keep decision-makers fully advised and informed of all aspects of the process without requiring them to expend substantial time or put aside other pressing issues. • Town staff can focus on their primary and assigned functions and collaborate when available, all while Baker Tilly manages the search process.

BAKER TILLY DIFFERENTIATES ITSELF FROM OTHER EXECUTIVE RECRUITMENT FIRMS
Valdese will benefit from our understanding of best practices within the executive recruitment space.

Meeting your needs with our resources

Our firm has the reputation, resources and reach to address the challenges you face as a public sector organization — both now and in the future.

Offering our resources: Baker Tilly at a glance

We dedicate ourselves to delivering efficiency, quality, creativity, innovation and forward-thinking solutions to public sector clients. Baker Tilly is passionate about enhancing and protecting our clients' impact, which is a collective effort by everyone across our firm. **Our public sector team maintains a separate practice group of approximately 350 team members devoted to serving clients like you.** The Town of Valdese will receive an exceptional executive recruitment experience. Below are some key facts about our firm.



550+
administration
recruitments



1,700+
recruitments
since 2000



50+
office locations
across the U.S.



250+
workplace and
culture awards

COMPREHENSIVE EXPERIENCE TO SERVE YOU

Valdese will receive support and guidance from a respected firm that continues to grow.

Celebrating more than 90 years serving our valued clients

As a future-looking firm, we celebrate more than 90 years in the marketplace by honoring our roots and continuing to shape our future. We embrace the fact that business can't stand still — and we won't stand still. As we help our clients identify new needs and opportunities, we innovate and change to work better.



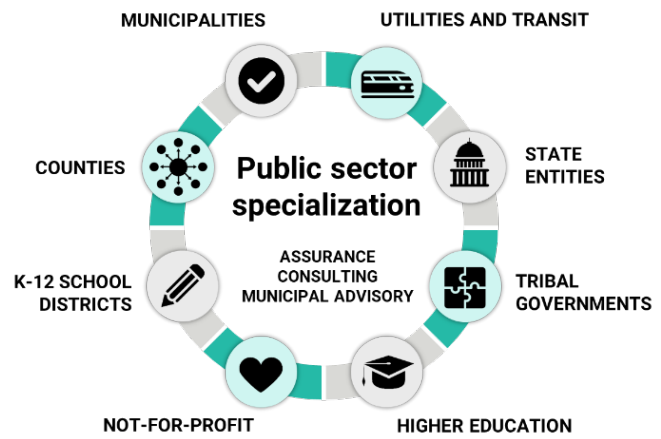
Our roots took hold in 1931 in Waterloo, Wisconsin, where we began as a public accounting firm specializing in canning factory audits. Since that time, we have grown with more than 40 different business combinations, each with its own rich history, expanding our presence coast to coast and globally and expanding our scope across industries, services and areas of expertise. One thing has not changed over time: **our shared passion for enhancing and protecting our clients' impact.**

As we reimagine our lasting impact, we remain grounded in our timeless core values. Through dedication, creativity and adaptability, Baker Tilly will become more connected to our clients, our people, our communities and our profession.

Public sector specialization

Baker Tilly has served local governments since our establishment more than 90 years ago. We are one of the few professional services firms with a state and local government practice dedicated entirely to serving governmental clients.

Unlike many of our contemporaries, Baker Tilly is organized by industry, not service line. What does this mean for Valdese? It means you will be served by a carefully selected team that blends our government-focused professionals with experienced specialists in executive recruitment projects. The Town will collaborate with knowledgeable professionals who understand your challenges and provide innovative solutions to help you overcome them.



State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other industries. State and local governments were among Baker Tilly's first customers. Recognizing this complexity and eager to serve as a true **Value Architect™** to the industry, Baker Tilly formalized its dedicated public sector specialization more than **60** years ago.

More than 350 Baker Tilly professionals — including nearly 30 partners and principals — focus directly on serving state and local governments, providing hundreds of thousands of client service hours annually to the public sector. **Our practice serves 4,000 state and local government entities nationwide**, including cities, towns, counties, municipalities, school districts, public utilities and transit organizations. Your team is ready to help you find solutions to the obstacles that stand between you and your goals.

Public sector: Experience that matters

<p>4,000 public sector clients</p>	<p>90+ years of industry experience</p>	<p>Serving clients nationwide</p>

SUPPORTING STATE AND LOCAL GOVERNMENTS WITH SPECIALIZED EXPERTISE

Valdese will benefit from the insight Baker Tilly has gained from serving thousands of public sector clients across the United States.

MEETING YOUR NEEDS WITH OUR RESOURCES

Sharing our culture of values with the Town of Valdese to serve as the foundation of our lasting relationship

Our core values infuse our culture and drive the way we plan to work with the Town. They are what we believe in and what we expect from each other. They guide our decisions, inspire our actions and impact how we do business. They are shorthand for what we stand for — and what we stand against. Our core values are fundamental and timeless and come to life through our own experiences and personal expression. These core values are highlighted below.

 <p>BELONGING</p> <p>We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. We commit to a diverse and inclusive workplace upheld by fairness, compassion and equality.</p>	 <p>COLLABORATION</p> <p>We are at our best when we work together. We build on our collective strength to achieve more than we can as individuals.</p>	 <p>INTEGRITY</p> <p>We do the right thing, for the right reason, every day. Honesty, trust and keeping our promises are paramount to our success.</p>	 <p>PASSION</p> <p>We put forth our best effort every day for the benefit of our people, clients and firm. There is a sense of urgency and relentless energy in everything we do. We love our profession and take great pride in it.</p>	 <p>STEWARDSHIP</p> <p>We invest for the future with the intention of leaving everything better. We strive to make a positive difference and leave a proud legacy.</p>
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SHARED CULTURES, VALUES, PHILOSOPHIES AND GOALS

Valdese and Baker Tilly have a strong cultural fit, and our commonalities will lay the foundation for trust, open communication, a seamless project approach and an enduring relationship.

Belonging is a core value at Baker Tilly. It is who we are rather than what we do. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality. Inclusiveness and belonging empower us to achieve better business results. For more information on our firm’s commitment to diversity, inclusion and belonging please refer to **Appendix A**.

Organizational management and human capital services

OUR COMBINED SERVICES INCLUDE:	
• Executive recruitment	• Process improvement
• Executive coaching	• Strategic and business planning
• Executive performance assessment	• Service sharing and service consolidation
• Organization assessments	• Management services
• Organization development	• Financial planning, budgeting and analysis
• Performance management	

MEETING VALDESE’S HUMAN CAPITAL NEEDS

Baker Tilly provides a full array of organizational management and human capital services designed to meet the unique needs of state and local governments.

Serving the Town of Valdese effectively from anywhere

Baker Tilly goes to market by industry and service specialization, so we assign team members based on skill set and geographic location. Each team member selected to serve the Town will bring individual strengths that directly benefit your engagement. Based on our understanding of your needs, we can provide the best service by managing our relationship with the Town out of our Tysons, Virginia office based on a similar experience serving organizations like Valdese.

Your engagement team has the technology tools to support the Town in meeting objectives from anywhere. None of this is new to our Baker Tilly professionals. We have led a borderless client service approach for many years and are adept at providing a seamless remote experience for all clients, whether they are down the street or on the other side of the country. Every Baker Tilly professional receives a laptop and remote access credentials to connect to our internal network resources from outside the office.

We leverage Microsoft Teams, our web conferencing software, to host remote meetings. It is almost as good as being in the same room and saves everyone time, cost and carbon footprint. This approach has been very successful for similar clients, and we will make sure it is successful for you.

The Baker Tilly executive recruitment team will work closely with the Town's designated point of contact to develop methods to complete all aspects of our established search processes using existing technologies and ensure the overall safety of all involved, which may require virtual or telephonic meetings or interviews. Notwithstanding, we will creatively collaborate with your organization to gather and provide you with critical information essential to your hiring decisions.



Proactive, ongoing dialogue: Frequent informal conversations, regular status meetings and periodic phone calls as questions arise help us to stay current with your needs and avoid last-minute surprises. As the engagement progresses, we will share findings, ideas and suggestions..



Accessibility and responsiveness, with access to a local office: Responsiveness is at the heart of our relationship, and your team members are committed to responding to most engagement requests within one business day.



Leveraging technology: Baker Tilly invests in innovation and technology tools to support real-time communication – both internally among Baker Tilly team members and with you as our client. Collaboration software tools such as Microsoft Teams allow for remote check-ins and the ability to work together anywhere, anytime and on any device.

Providing executive recruitment services

Our relationship-driven approach is led by an engagement team that delivers a cost-effective, quality engagement for Valdese. We will deliver executive recruitment solutions that address the Town's underlying complexities and your unique opportunities.

The Baker Tilly executive recruitment process

Task 1: Kickoff, marketing, recruitment and outreach

Developing a comprehensive recruitment brochure that includes a profile of the ideal candidate is an essential first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the candidate's success in the Town Manager position. The recruitment brochure will also include a profile that captures the essence of the Town of Valdese as a highly attractive venue for the successful candidate to live and work.

Your recruitment will be national and inclusive in nature, as we pursue a candidate pool of diverse, experienced and talented individuals.

To prepare the recruitment brochure, the engagement team leader will meet with the Town Council, Town staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your Town Manager. We meet individually (or collectively, depending upon your preference) with members of the Town Council to broaden our understanding of the position's leadership and management requirements, current issues, your strategic priorities and expectations for the Town Manager.

Information from these meetings and our review of the job description and other Town documents is used to prepare a position and candidate profile. The Town will approve the completed profile before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates. [See example of a recruitment brochure in **Appendix B.**]

The project team will also work with the Town to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates.

If required, our team will place ads in relevant professional publications, and websites and coordinate with Town staff to include information about the search on the Town's social media platforms. Baker Tilly also has a high-traffic website with an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will consist of national, state, regional and local elements determined during our initial meetings with the Town's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to promote the Town Manager position further.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

ADVERTISEMENTS FOR THE POSITION COULD BE PLACED WITH:

- International City/County Management Association
- National Forum for Black Public Administrators
- Careers in Government (careersingovernment.com)
- North Carolina City and County Management Association and similar associations in neighboring states
- North Carolina League of Municipalities and similar associations in neighboring states
- Emerging Local Government Leaders
- University alumni programs
- LinkedIn and other social media

BAKER TILLY PLACES ADS IN PROFESSIONAL PUBLICATIONS, WEBSITES AND LOCAL PRINT MEDIA

We will work with Valdese to develop an advertising and marketing strategy to notify potential candidates about your Town Manager position.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Position profile and recruitment brochure development	<ul style="list-style-type: none"> Baker Tilly meets with the Town to receive information regarding the Town's budgets, organizational charts, images, logos, etc. Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline) 	2 weeks
Approve brochure, begin advertising and distribute marketing letter	<ul style="list-style-type: none"> Brochure sent to Town for final approval Begin advertising and distribution of recruitment brochure 	2 weeks

Task 2: Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task 1, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of Town Manager. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, potential candidates presented with the opportunity directly and in the proper manner may apply. We take pride in locating highly qualified candidates nationwide based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by creating a customized database utilizing our extensive, interactive applicant database for the Town Manager position. This will allow the Baker Tilly team to customize applicant flow and tracking, communicate with applicants and conduct database inquiries for candidates based on characteristics important to the Town, such as geographic location, particular experience, expertise and credentials.

Each candidate submitting a resume is sent a timely acknowledgment by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and professionalism with which they are treated during our recruitments.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Execution of recruitment strategy and candidate outreach	<ul style="list-style-type: none"> • Online data collection and profile development • Development of an interactive, searchable applicant database for recruitment of your Town Manager • Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy • Utilization of an extensive applicant database to identify applications and review the applicant pool for competencies/demographics 	4-5 weeks

Task 3: Screening of applicants and recommendation of semi-finalists

During Task 3, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine an overall match to your desired profile. We will then narrow the list to 10 to 12 semifinalists for your review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider. The finalists will be selected based on written questionnaires, early due diligence information, consultant phone interviews, and recorded and one-way video interviews.

Another unique aspect of our recruitment process is using a web-based one-way video interview. Each finalist has limited time to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. Each finalist then has 30 seconds to start responding and up to three minutes to respond to each of about three questions. This tool allows our team to understand better each candidate's ability to "think quickly." The one-way videos also allow us to evaluate the professional demeanor of each applicant. Our team will provide the Town Council and the designated staff with a link to review.

You will have access to our Applicant List, which will provide pertinent data for each applicant.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Applicant screening and recommendation of semi-finalists	<ul style="list-style-type: none"> • Baker Tilly compares applications to the approved candidate profile developed in our searchable applicant database • Most promising applicants are asked to complete candidate questionnaires and provide due diligence information • Media, internet and social media scan for information pertinent to future employment • Top candidates identified as semi-finalists • Semi-finalist report is prepared, including the brochure, applicant list, cover letter and resume of candidates to be considered • Baker Tilly and the Town Council review video interviews • Project team leader meets with the Town Council to review recommended semi-finalists • Town Council selects finalists for on-site interviews 	2-3 weeks

PROVIDING EXECUTIVE RECRUITMENT SERVICES

Task 4: Conducting background checks, reference checks and academic verifications

Once the Town Council has identified a list of “finalists,” Baker Tilly begins conducting reference checks, background records checks and academic verifications. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant’s qualifications, management style, leadership traits or characteristics and professional work performance.

BACKGROUND CHECKS WILL INCLUDE INFORMATION FROM THE FOLLOWING AREAS:

• Consumer credit	• Bankruptcy
• City/county – criminal	• State district Superior Court – criminal
• City/county – civil litigation	• State district Superior Court – civil litigation
• Judgment/tax lien	• Federal district - criminal
• Motor vehicle driving record	• Federal district – civil litigation
• Educational verification	• Sex offender registry

REFERENCE CHECKS, BACKGROUND RECORDS CHECKS AND ACADEMIC VERIFICATIONS

Valdese will receive a report that thoroughly verifies each finalist’s background.

To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews and the time we can provide you with our Final Report.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Design final process with the Town for on-site interviews with finalists	<ul style="list-style-type: none"> Baker Tilly confirms interviews with candidates 	1-2 days
Background checks, reference checks and academic verifications	<ul style="list-style-type: none"> Baker Tilly completes background records checks, reference checks and academic verifications of finalists 	2-3 weeks

Task 5: Final interview process

Upon completing Task 4, we will work with your Town Council and designated staff to develop the final interview process. We customize the process according to your needs, desired outcomes, position functions, preferences and directives. This may include steps that are important to you, our client. As such, the final interview process may consist of meetings with the department heads and the opportunity for a meet and greet with community members and individual tours of the Town. We work with your organization to adjust all aspects of our process as you deem necessary and appropriate.

Before the interviews, we provide documentation on each finalist and a summary of our comprehensive/customized reference checks, background report checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The engagement team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. If asked, we will help the Town Council develop a compensation package and related employment considerations and negotiate an employment agreement.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Final Report prepared and delivered to the Town	<ul style="list-style-type: none"> Final Report is prepared, including brochure, schedule, cover letter, resume, candidate questionnaire, suggested interview questions, and candidate assessment form 	1 day
On-site interviews with finalists	<ul style="list-style-type: none"> Interviews are scheduled The recruitment project team leader attends client interviews and is available to participate during deliberations of candidates if requested 	1-2 days
Offer made/accepted	<ul style="list-style-type: none"> If requested, Baker Tilly participates in candidate employment agreement negotiations Baker Tilly notifies candidates of the decision Baker Tilly confirms the final process; close out items with the Town of Valdese 	1-2 days

Providing optional post-placement activities

A successful executive search creates an opportunity to solidify the leadership bond between Valdese’s elected officials and the new Town Manager. We offer the following fee-based supplementary services to encourage growth and positive change.

SUPPLEMENTARY POST-PLACEMENT SERVICES	
Six-month check-in	A facilitated session allows the new Town Manager and the Town Council to discuss progress, goals and vision. It is usually structured as a half-day session and can form the basis for future performance evaluations.
Executive coaching	Coaching can help improve communication, leadership, prioritization and other skills needed for peak performance. It also provides professional and personal counsel to a new manager.
Performance evaluation plan	An annual performance review process led by a third-party facilitator ensures valuable feedback, constructive dialogue and agreement on priorities. It can also strengthen the council/manager relationship.
Management system review	A structured review of the organization’s management system identifies ways to increase efficiency and effectiveness. It is especially helpful for new town managers because it provides an objective agenda for improvement.

We are happy to discuss these services with you and prepare a proposal for any desired services.

Recruiting a diverse candidate pool for the Town of Valdese

Baker Tilly’s recruiting strategy for Valdese reflects our firm’s core values and commitment to diversity, inclusion, belonging and societal impact. Our work begins long before we start collaborating with you to find the right candidate for your Town Manager position. We cultivate relationships with diverse networks of leaders who can bring new perspectives and experiences to the role.

Our firm is a corporate member of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network. We serve on NFBPA’s National Corporate Advisory Council and regularly participate in its membership events. As in every recruitment, we will call on our established

PROVIDING EXECUTIVE RECRUITMENT SERVICES

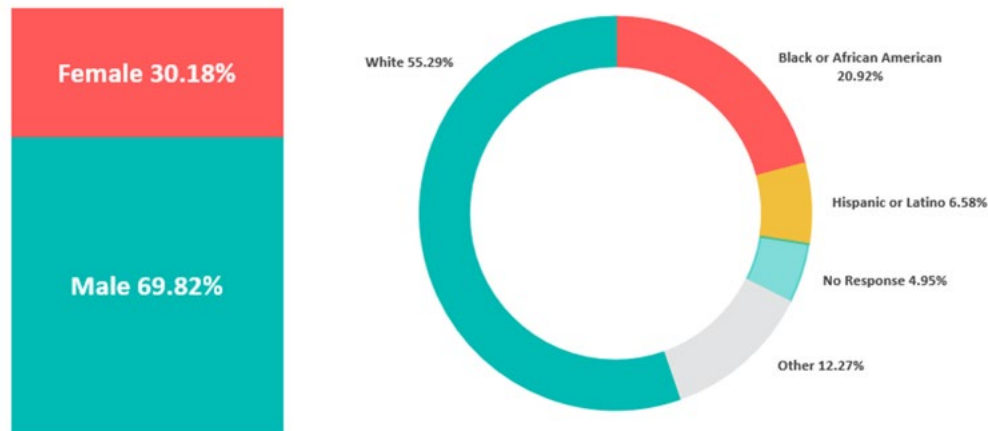
networks to find candidates from a wide range of backgrounds, including those traditionally underrepresented in public sector hiring, and encourage them to consider Valdese's opportunity. Based on our performance record, prospective candidates trust that the Baker Tilly executive recruitment team will fairly consider each application based on their qualifications and the established profile.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation or any other legally protected status. As a leader in the executive recruitment industry, we take positive actions to prevent and remedy any discriminatory effects of business and employment practices.

Recruiting for diversity requires intentional and proactive efforts. These include:

- Advertising job postings that are inclusive and free from bias, using gender-neutral language and avoiding language that could discourage some populations from applying
- Reaching out to a wide range of communities and organizations and using various recruiting channels to help expand the slate of candidates
- Providing a welcoming and inclusive workplace culture within your town to attract and retain diverse talent

This past year, 95% of our applicants provided their race, and 98% shared their gender during the recruiting process. We saw a 3.05% increase in the number of Black/African American applicants, a 4.11% increase in the category of other races, and a 5.82% increase in female applicants over the same timeframe in 2022. The demographic breakdown of 852 candidates presented to our clients was as follows:



DIVERSITY IN RECRUITMENT

As evidenced by positive trends in our applicant diversity data, we are committed to broadening the candidate pool for your position by reaching out to a wide range of communities, organizations and prospective candidates.

Co-developing a timeline to meet Valdese’s deadlines

A typical timeline is 100-120 days from project kickoff to extending an offer of employment. The Baker Tilly project team leader will discuss your anticipated or desired timeline during the initial kickoff meeting. We intend to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. For this proposal, target dates are to be determined. Once you approve, and based on mutual agreement, we will provide actual dates in our service agreement. The following is an example of a timeline for an executive recruitment process.

EXECUTIVE RECRUITMENT PROCESS BREAKDOWN				
Project task	Month 1	Month 2	Month 3	Month 4
1. Profile development, advertising and candidate outreach	█ █ █ █ █			
2. Applicant screening and recommendation of semi-finalists		█ █ █ █ █		
3. Comprehensive background checks, academic verifications and reference checks completed for finalists			█ █ █	
4. On-site Interviews with finalists				█
5. Employment offer made/accepted				█ █

COMMITMENT TO SUCCESSFULLY DELIVER RECRUITMENT SERVICES TO MEET YOUR REQUIREMENTS

Valdese’s time is valuable. We will co-develop a timeline to provide the Town’s executive recruitment services on time.

Your Value Architects™

Valdese will work with a consistent team of Value Architects™ who understand your organization and can add value from day one. The combination of your engagement team's executive recruitment experience and service knowledge translates into tangible results for the Town.

Aligning key engagement team members with your goals

Within Baker Tilly, our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many disciplines comprising the Town of Valdese organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and individualized touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2000, our combined consultant team has conducted more than 1,700 executive searches.

1,700+ recruitments

Your engagement team has conducted more than 1,700 successful recruitment projects since 2000.

The Baker Tilly engagement team will collaborate with the Town Council and others designated as your technical advisor. As such, we conduct our recruitment process effectively, efficiently, transparently and professionally, consistent with “best practices” in the public sector executive recruitment space. Our agenda is clear; “our agenda is your agenda.” Our objective is to generate a list of highly qualified candidates and assist you with the screening and evaluation of these candidates to identify your next Town Manager.

We have structured the Baker Tilly engagement team to draw upon our 90-plus years of collective service to the public sector and to leverage Baker Tilly's experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. Our 45+ years of consulting experience, coupled with our unique approach and personal touch, drives our internal standard for delivering outstanding services and leading-edge results.

Your handpicked team of professionals offers a collaborative focus supported by the breadth and depth of our firm's national resources. We believe in strong personal relationships, which means a personal interest in the Town of Valdese from some of our most experienced team members.

Engagement team members are introduced on the following pages, and complete resumes are available in **Appendix D**.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR VALDESE

Engagement leadership



Anne Lewis — Managing director

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
+1 (703) 923 8214 | anne.lewis@bakertilly.com

Anne leads Baker Tilly's public sector executive recruitment team. Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She was also responsible for parks, recreation and community services, information technology, animal services, general services and legislative programs. She specializes in providing executive recruitment services to local governments and nonprofits. Anne holds a Master of Science and a Bachelor of Science from Shenandoah University.

Consulting team



Art Davis — Director

5440 West 110th Street, Suite 300, Overland Park, KS 66211
+1 (816) 868 7042 | art.davis@bakertilly.com

Art is a director in Baker Tilly's executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and other local government positions in Kansas and Texas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits. Art earned a Master of Public Administration from the University of Kansas and a Bachelor of Arts in political science and public administration from William Jewell College.



Patricia Heminover — Director

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101
+1 (651) 223 3058 | patty.heminover@bakertilly.com

Patty has been with the firm since 2010. She has more than 20 years of public education experience, most recently as superintendent of South St. Paul Schools in South St. Paul, Minnesota. She brings considerable experience developing budgets, leading organizational and process improvements, and successfully overseeing conflict resolution. Patty was South St. Paul Schools' director of human resources and finance before serving as its superintendent. She served for three years as the co-superintendent of schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its director of human resources and business services for six years. Patty has received a School Finance Award and technology leadership awards and helped establish Minnesota's first K-12 International Baccalaureate School District. She earned a Master of Education Administration from Minnesota State University.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR VALDESE



Yolanda Howze, MPA, IPMA-SCP, SPHR, SHRM-SCP — Director

205 North Michigan Avenue, 28th Floor, Chicago, IL 60601
 +1 (312) 240 3401 | yolanda.howze@bakertilly.com

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience—primarily in municipal government. Yolanda was assistant to the city manager/director of human resources with the City of University City, Missouri and director of human resources with the City of Bellaire, Texas. Before joining Baker Tilly, Yolanda was a senior consultant II with Gallagher's Human Resources Compensation & Consulting practice. She was responsible for managing projects and providing consulting services to public sector and higher education clients in all aspects of classification and compensation systems and other areas of human resources. As a human resources leader, Yolanda's experience and competencies include full cycle recruiting and retention (including executive recruiting), total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development, and safety and risk management. Yolanda earned a dual Bachelor of Arts in psychology and organizational leadership from Maryville University in St. Louis and a Master of Arts in public administration and policy analysis from Southern Illinois University-Edwardsville. Yolanda is also a Senior Certified Human Resources Professional—SPHR, SHRM-SCP, IPMA-SCP. Her peers selected her as the 2015 Texas Municipal Human Resources Association (TMHRA) Human Resources Professional of the Year.



Carol Jacobs — Managing Director

18500 Von Karman Ave, 10th Floor, Irvine, CA 92612
 +1 (949) 809 5588 | carol.jacobs@bakertilly.com

Carol is a managing director with Baker Tilly. She has held a wide range of roles across local government and consulting, including multiple stints as a city manager, and served most recently as assistant city manager of the City of Newport Beach, California. In that role, she had responsibility for functions as varied as fire, library, harbor, information technology, utilities and homelessness, with service as interim finance director and harbormaster. Carol also served as city manager for the Southern California cities of Eastvale and Stanton; as interim city manager for the City of Grand Terrace, California; and in a series of roles with increasing responsibility for the City of Costa Mesa, California. Carol's consulting experience includes managing a financial solutions practice area that served local governments, with responsibility for managing client needs, preparing financial studies, and conducting management and organizational reviews.



Edward G. Williams, Ph.D. — Director

17 Cowboys Way, Suite 800, Frisco, TX 75034
 +1 (214) 842 6478 | edward.williams@bakertilly.com

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and municipal government, community and educational institutions. His areas of expertise include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development, classification, compensation, benefits administration, performance management, employee recognition, employee wellness and benefits administration. He has served

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR VALDESE

as director of human resources and organizational development for the City of Missouri City, deputy personnel director for the State of Missouri and training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in Educational Leadership and Policy Analysis from the University of Missouri, an Educational Specialist degree in Higher Educational Administration, a Master of Higher Education Administration, and a Bachelor's in Education from the University of Missouri. He is bilingual and proficient (reading, writing and speaking) in Spanish.

Supporting team



Karen Edwards, SHRM-CP — Senior recruitment analyst

+1 (813) 915-5616 | karen.edwards@bakertilly.com

Karen is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements. She has more than 30 years of experience in human resources, administrative positions and customer service. Karen earned a Bachelor of Science in business administration - human resource management from Western Governors University and is a Society for Human Resources certified professional.



Michelle Lopez — Manager

+1 (651) 223 3061 | michelle.lopez@bakertilly.com

Michelle is a manager with Baker Tilly's executive recruitment practice group. Known for her attention to detail and organizational skills, Michelle is crucial in ensuring that recruitment projects are completed thoroughly and on time. She has more than ten years of experience as a critical support staff member. Her colleagues appreciate her customer service skills and determination to ensure clients and candidates remain informed and engaged throughout the recruitment process. Her responsibilities include organizing assignments and workflows, coordinating information and resources, and identifying, analyzing, and implementing solutions to ensure her team and clients always have the latest recruiting tools at their disposal. She is currently pursuing a Bachelor of Science degree in organizational leadership.



Diane Segulia — Recruitment analyst

+1 (651) 223 3094 | diane.segulia@bakertilly.com

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. She is a team player who prides herself on delivering high-quality work. Diane joined Baker Tilly in 2015 as the receptionist. She joined the executive recruitment practice group as an administrative assistant in October 2019 and began her role as a recruitment analyst in June 2022. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources, and collaborating with candidates and clients through all phases of an executive recruitment.



Carrie Thompson — Recruitment analyst

+1 (703) 923 8040 | carrie.thompson@bakertilly.com

Carrie is a recruitment analyst with Baker Tilly's executive recruitment practice group. She has more than four years of experience in recruiting coordination, including interview scheduling and candidate communication. She facilitates smooth sailing

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR VALDESE

during the recruitment process. Carrie runs reports, coordinates outreach and organizes essential documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success. Carrie earned a Bachelor of Arts in communication with a concentration in media production and criticism from George Mason University.

VALDESE WILL RECEIVE TANGIBLE RESULTS WITH BAKER TILLY

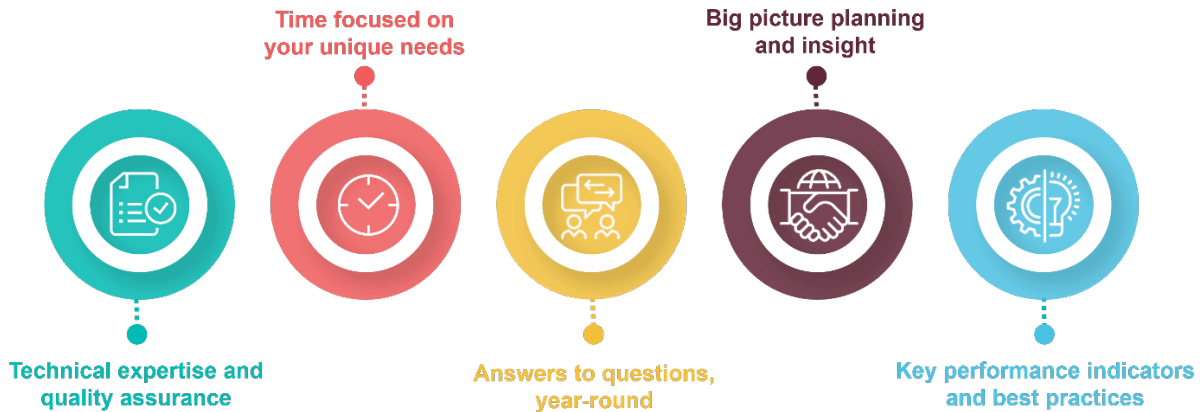
All engagement team members are committed to Valdese’s success. Their public sector experience and service expertise translates into tangible results for the Town.

Building trust with our client-focused approach to staffing to demonstrate how important you are to our firm

The Town of Valdese will benefit from our unique approach to staffing, which emphasizes significant engagement leadership involvement throughout the entire engagement process. Unlike other firms, Baker Tilly provides our top staff and most experienced team members to serve your organization. You can expect an open line of communication with and access to your senior team leaders year-round. This promotes an efficient, effective engagement.

We will be responsive to your needs, quickly resolve challenges and build trust. You can expect to receive technical insights and an approach customized to your unique structure, culture, timing and strategic goals.

The graphic below details how we will build trust with Valdese.



COLLABORATING WITH YOU AS YOUR TRUSTED TEAM

Your engagement team will be deeply involved in the engagement and develop an in-depth working knowledge of Valdese and processes to deliver value throughout our relationship.

Cultivating an engaging culture to offer a consistent public sector team that will serve you for many years

We view our commitment to staff continuity as the cornerstone of building a lasting relationship with Valdese. You can expect to see the same engagement team members for additional recruitment services in the future.



Exceptional professionals thrive at Baker Tilly because we foster an engaging culture through diversity and inclusion, work-life balance, continuous learning opportunities, career advancement and employee recognition. As evidence of our team member-focused culture, Baker Tilly proudly presents a variety of recognitions and awards.

EVIDENCE OF OUR TEAM MEMBER-FOCUSED CULTURE AND COMMITMENT TO EXCELLENCE








Baker Tilly was included in **People Magazine's 2022 Companies That Care list**, which recognizes companies who put their employees and communities first






Recognized as **one of America's Best Large Employers** in 2021 and 2022 by Forbes

Received **250+ culture awards and workplace recognitions** firmwide





Ranked as a **top 10 accounting and advisory firm for workplace prestige and quality** on Vault Accounting's Accounting 50 list; **culture** is the number one reason that team members join our ranks and stay at our firm



Baker Tilly has again been certified as one of the **Best Workplaces in Consulting and Professional Services** – one of only 25 companies recognized on this list



CULTIVATING AN ENGAGING CULTURE
 Our commitment to attracting and retaining a top-quality workforce benefits Valdese through engaged team members and staff continuity.

Valuable perspectives

We are always happy to provide references because it is important for you to talk with the organizations we serve. Our similar client base equals experience-derived insights for Valdese.

Demonstrating successful relationships with similar clients

Anne Lewis is the designated project leader for your Town Manager executive search. We encourage you to connect with the clients below to learn more about the value of their relationship with Baker Tilly and to verify the quality of work we have consistently delivered to each client as part of these recently completed executive recruitment projects. Each client will offer a unique perspective as you consider your own needs.

TOWN OF CARRBORO, NORTH CAROLINA

Name	Julie Eckenrode	Title	Human Resources Director
Phone	+1 (919) 918 7308	Email	jeckenrode@townofcarrboro.org
Services	Selection of Town Manager (in progress), Town Clerk (2024), Assistant Town Manager (2023), Fire Chief (2023), Public Works Director (2023), Housing & Community Services Director (2023), Recreation, Parks and Cultural Services Director (2023) and Town Manager (2021)		

CITY OF BREVARD, NORTH CAROLINA

Name	Kelley Craig	Title	Human Resources Director
Phone	+1 (828) 885 5608	Email	Kelley.craig@cityofbrevard.com
Services	Selection of City Manager (2022)		

CITY OF KINSTON, NORTH CAROLINA

Name	Rhonda Barwick	Title	City Manager
Phone	+1 (252) 939 3111	Email	Rhonda.Barwick@ci.kinston.nc.us
Services	Selection of Police Chief (2023) and City Manager (2022)		

TOWN OF MOREHEAD CITY, NORTH CAROLINA

Name	Gerald A. "Jerry" Jones	Title	Mayor
Phone	+1 (252) 726 6848, ext. 135	Email	mayorjones@moreheadcitync.org
Services	Selection of Town Manager (2022, 2017 & 2012)		

PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

At Baker Tilly, relationships matter. Our Value Architects™ have a record of successfully enhancing and protecting similar clients' impact — resulting in experience-based insights for Valdese.

Providing similar services to clients

Below is a list of relevant public sector executive recruitments delivered by the Baker Tilly team.

LIST OF RELEVANT PROJECTS: PRESENT — 2019				
Year	Client	State	Project	Pop.
Current	Carrboro	NC	Town Manager	21,230
Current	Columbia Heights	MN	City Manager	21,961
Current	Denton	TX	City Secretary	136,195
Current	Lexington	VA	City Manager	7,400
Current	Manassas	VA	City Manager	42,668
Current	Marceline	MO	City Manager	2,123
2023	Belle Meade	TN	City Manager	2,912
2023	Beloit	WI	City Manager	36,657
2023	Bemidji	MN	City Manager	14,570
2023	Carrboro	NC	Assistant Town Manager	21,230
2024	Carrboro	NC	Town Clerk	21,230
2023	Corpus Christi	TX	Assistant City Manager	323,733
2023	Fargo	ND	City Administrator	121,889
2023	Fernley	NV	City Manager	22,343
2023	Freeport	ME	Town Manager	8,737
2023	Greenbelt	MD	City Manager	24,921
2023	Highland Park	TX	Town Administrator	8,993
2023	Huber Heights	OH	City Manager	43,439
2023	Midland	TX	City Manager	132,520
2023	Morehead City	NC	City Manager	9,556
2023	Perrysburg	OH	City Administrator	21,730
2023	Portland	ME	City Manager	66,595
2023	Spartanburg	SC	Assistant City Manager	38,732
2023	Warrenton	VA	Town Manager	10,057
2023	West Fargo	ND	City Administrator	38,626
2023	Wyoming	MI	City Manager	76,501
2022	Apex	NC	Assistant Town Manager	58,780
2022	Beaumont	TX	City Manager	118,428
2022	Belton	MO	City Manager	23,480
2022	Blue Springs	MO	City Administrator	54,850
2022	Branson	MO	City Administrator	10,000
2022	Brevard	NC	City Manager	7,900
2022	Buda	TX	City Manager	15,108
2022	Denton	TX	City Manager	136,195
2022	Evans	CO	City Manager	22,165
2022	Golden	CO	City Manager	20,399

VALUABLE PERSPECTIVES

LIST OF RELEVANT PROJECTS: PRESENT — 2019

Year	Client	State	Project	Pop.
2022	Harrisonburg	VA	City Manager	54,033
2022	Hastings	NE	City Administrator	25,152
2022	Hutchinson	KS	City Manager	40,006
2022	Joplin	MO	Assistant City Manager	50,386
2022	Kinston	NC	City Manager	20,083
2022	La Marque	TX	City Manager	16,627
2022	Minnetrista	MN	City Administrator	7,621
2022	Oak Hill	TN	City Manager	4,587
2022	Oakland	CA	Deputy City Administrators	440,646
2022	Overland Park	KS	City Manager	191,278
2022	Plain City	OH	Village Administrator	4,065
2022	Port Arthur	TX	Assistant City Manager	53,937
2022	Salisbury	NC	City Manager	33,727
2022	Shorewood	MN	City Administrator	7,974
2022	Spicer	MN	City Administrator	1,188
2022	Staunton	VA	City Manager	25,750
2022	Westminster	CO	City Manager	116,317
2022	Willmar	MN	Assistant City Admin/City Operations Director	19,628
2021	Carrboro	NC	Town Manager	21,230
2021	Clearwater	FL	City Manager	115,159
2021	College Park	MD	City Administrator	32,196
2021	Corpus Christi	TX	Assistant City Manager	323,733
2021	Evansville	WI	City Administrator/Finance Director	5,378
2021	Grand Rapids	MI	Deputy City Manager (limited)	192,294
2021	Greeley	CO	City Manager	105,888
2021	Inver Grove Heights	MN	City Administrator	34,344
2021	Kimball	NE	City Administrator	2,578
2021	Long Grove	IL	Village Manager	7,956
2021	Louisville	CO	City Manager	20,860
2021	Moline	IL	City Administrator	41,902
2021	Riverside	OH	City Manager	25,093
2021	Rockville	MD	Deputy City Manager	66,940
2021	Shakopee	MN	Assistant City Administrator	40,731
2021	Sidney	OH	City Manager	20,590
2021	Stonecrest	GA	City Clerk	54,202
2021	Woodlawn	OH	Village Manager	3,365
2020	Clayton	OH	City Manager	13,269
2020	Fairmont	MN	City Administrator	10,126
2020	Front Royal	VA	Town Manager	15,239

LIST OF RELEVANT PROJECTS: PRESENT — 2019

Year	Client	State	Project	Pop.
2020	Herington	KS	City Manager	2,304
2020	Kansas City	MO	City Manager	488,943
2020	Lake Ozark	MO	Asst City Admin/Community Eco Dev Director	1,792
2020	Maple Plain	MN	City Administrator	1,807
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317
2020	Middletown	OH	City Manager	48,121
2020	Missouri City	TX	City Manager	74,705
2020	Moose Lake	MN	City Administrator	2,798
2020	Oakdale	MN	City Administrator	28,083
2020	Rochester	MN	City Administrator	114,011
2020	Scottsbluff	NE	City Manager	14,874
2020	Springdale	OH	Assistant City Administrator	11,223
2020	St. Joseph	MO	City Manager	74,959
2019	Beeville	TX	City Manager	12,937
2019	Cloquet	MN	City Administrator	11,938
2019	Forest Park	OH	City Manager	18,723
2019	Hobbs	NM	City Manager	37,764
2019	Lake Lotawana	MO	City Administrator	2,099
2019	Minerva	OH	Village Administrator	3,640
2019	Norman	OK	City Manager	122,843
2019	Paris	TX	City Manager	24,800
2019	Park City	KS	City Administrator	7,499
2019	Port Arthur	TX	City Manager	53,937
2019	Santa Fe	NM	City Manager	83,776
2019	Willmar	MN	City Administrator	19,628

Value for fees

Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving the Town of Valdese's mission.

Delivering a professional fee estimate for the Town of Valdese

We are excited about the opportunity to work with Valdese and have prepared the below fee estimate to meet the Town's needs and objectives. Our fees allow for thorough and insightful advice from experienced professionals without unnecessary add-ons or startup charges.

The all-inclusive professional fee includes the cost of professional services by the engagement team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, candidate background, reference and academic verification checks. Baker Tilly will not be on-site during this recruitment. Baker Tilly is not responsible for candidates' travel expenses to client location for on-site interviews. Clients generally manage these matters directly with the finalists.

Baker Tilly will bill for this engagement in four installments: 30% upon execution of this agreement, 30% at Phase I, 30% at Phase II, and 10% upon acceptance of an employment offer by the finalist. The fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice the Town for any unpaid portion of the fee.

Feel free to direct all questions regarding the professional fee and project-related expenses to Anne Lewis via email at anne.lewis@bakertilly.com or via phone at +1 (703) 923 8214.

PROPOSED SERVICES	
Phase I	
Task 1 — Candidate profile development/advertising/marketing	
Task 2 — Identify quality candidates	
Phase II	
Task 3 — Screening of applications and submission of recommended semi-finalists to the client	
Task 4 — Reference checks, background checks and academic verifications	
Phase III	
Task 5 — Preparation for final process/interviews with finalists	
Conclusion	
Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist	
TOTAL ALL-INCLUSIVE FEE*	\$16,995 (reduced from standard \$26,950 fee)

OPTIONAL SERVICES FOR CONSIDERATION	FEE
<p>On rare occasions, a client desires the delivery of additional search-related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the project team leader to your organization. Baker Tilly will bill Valdese at an hourly rate of \$300, plus expenses for additional work requested explicitly by your organization outside this project’s scope or as described in the proposed scope. Before beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required before commencing any additional services.</p>	<p>\$300 per hour plus expenses</p>

BAKER TILLY CAN PROVIDE OPTIONAL SERVICES

Valdese may benefit from the additional services we offer. No additional services will be billed without the express consent and agreement with the Town.

Negotiations

If selected, we will provide the Town of Valdese with our standard engagement terms. Should the Town wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Supporting the Town of Valdese with our value-for-fees approach

We will provide the highest quality service for a fair and reasonable fee. Below is an overview of our value-for-fees approach and how it benefits you.

 <p>A team that works with a similar client base and is ready to lead a smooth recruitment</p>	 <p>Frequent check-ins and timely responses to your inquiries</p>	 <p>Controlled costs through a service approach designed for your organization</p>	 <p>Knowledge retention through a commitment to staff continuity</p>
 <p>High level of experienced manager involvement for a successful recruitment</p>	 <p>Practical, flexible and collaborative approach designed for your unique needs</p>	 <p>Full range of service solutions to grow with your needs</p>	 <p>Use of innovative technology and software tools to support real-time communication and efficiencies</p>

COMMITMENT TO VALUE FOR FEES

Valdese can expect exceptional service paired with a fair, competitive fee arrangement that allows us to deliver continuous value throughout our relationship.

Appendix A: Prioritizing diversity, inclusion, belonging and societal impact (DIBS)

Prioritizing diversity, inclusion, belonging and societal impact (DIBS)



**MEET SHANE LLOYD,
DIBS STRATEGY LEADER**

In his role as chief diversity officer at Baker Tilly, Shane oversees our company's DIBS initiatives and serves on influential national diversity and inclusion boards.

At Baker Tilly, DIBS is who we are rather than simply what we do. We celebrate and value the identities, perspectives and contributions of every person. As we empower our team members to grow and bring their talents to the table, we discover opportunities to achieve better results for Valdesee. We hire people who bring new perspectives and experiences, including our Chief Diversity Officer, Shane Lloyd, who joined Baker Tilly as DIBS strategy leader in 2021.

Baker Tilly's DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging. This cross-section of leaders across our firm oversees our strategy — from inclusion-related communications to accountability measures for our key diversity goals and coordination of our DIBS ecosystem.

Our new, ambitious goals center around our structural pillars of diversity, inclusion, belonging and societal impact — embedding this work ever more deeply into the day-to-day workings of our business. Our DIBS ecosystem includes an array of groups, initiatives and deep networks of committed team members. [Learn more here.](#)

DIBS communities and signature initiatives

Activate team member network



Our core value of belonging reflects our commitment to creating a diverse and inclusive workplace for everyone. Bolstering this core value is Activate, our newest team member network. Activate's mission is to unite and empower team members who are neurodiverse or have physical disabilities to reach their full potential and contribute to a more accessible workplace.

Growth and Retention of Women (GROW)



Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions and enhances the retention of women at all firm levels.

NexGen: Joining workforce generations



With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm's progress while promoting an overall investment in our future.

PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace.

Supporting Opportunity, Advancement and Recognition (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Within SOAR, our team member-led Black, Latinx and Asian American and Pacific Islander (AAPI) communities provide spaces for conversation, relationship-building and engagement.

Baker Tilly Foundation



As a firm, we have made our position clear: We stand against racism and discrimination in any form. Our Baker Tilly Foundation supports causes within key pillars, including human services organizations that advance well-being, equity and inclusion.

Appendix B: Sample brochure



TOWN MANAGER

CARRBORO, NORTH CAROLINA

First Review of Applications: November 28, 2023



PUBLIC SECTOR EXECUTIVE RECRUITMENT

142 of 282 THE COMMUNITY

The Town of Carrboro, North Carolina (pop. 21,230; 6.5 sq. miles) boasts a vibrant, diverse, and well-educated community known for its progressive vibe. Located in Orange County with neighboring Chapel Hill to the west, Carrboro is part of the Raleigh-Durham Research Triangle Park area, anchored by three major research universities: North Carolina State University, Duke University, and University of North Carolina at Chapel Hill. The Town has numerous cultural amenities, a convenient fare-free public transportation system, and a strong sense of community pride and engagement.

Originality is a way of life in this Town, from its one-of-a-kind stores and dining options, to live music and a vibrant arts scene. The Town hosts events such as its very own Carrboro Day, the Carrboro Music Festival, the Carrboro Film Festival, and the annual West End Poetry Festival which contribute to the Town's thriving artistic economy. Since 2010, Carrboro has been certified as a Silver Level Bicycle Friendly Community, continuing to be part of just over 100 communities across the nation to receive this designation.

The Town has a reputation as one of the most progressive communities in the South. Carrboro was the first municipality in North Carolina to elect an openly gay Mayor in 1995 and was also the first in the state to grant domestic partner benefits to same-sex couples. The Black Lives Matter murals around Carrboro highlight and advocate for values that are important to Carrboro.

Carrboro is known for its well-managed growth, commitment to resident input and cultural diversity, an economic base of locally owned businesses, and walkability for residents and visitors. Carrboro is a forward-thinking Town with a welcoming community that strives for innovation, connectivity, and sustainability. Much of the vitality of the Town is generated by resident involvement and participation in local government through a variety of boards, commissions, and committees.

The Chapel Hill - Carrboro City Schools (CHCCS) serves students in the Chapel Hill and Carrboro Townships. CHCCS remains one of the top-ranked public school districts in the United States and North Carolina.

Now is a great time to join the Town of Carrboro as it begins the implementation of its award-winning Carrboro Connects Comprehensive Plan 2022-2042, which is a common vision for the future of Carrboro and a set of goals and strategies to meet that vision with climate action and racial equity as pillars of the plan.



THE ORGANIZATION

Carrboro operates under the council-manager form of government. The Town Council consists of a mayor and six council members. The mayor is elected every two years, presides at all meetings of the Town Council, and votes on all issues to the same extent as any other member of the council. The council members are elected for staggered terms of four years. All elections are at-large and nonpartisan. The November election will bring tremendous change to Carrboro with a new mayor and three new Council seats.

The Town Manager oversees the Town's full-service operations and advises the Council on all matters related to the planning, development, and operating status of the Town departments: Finance, Human Resources, Police, Fire, Public Works, Recreation, Parks and Cultural Resources, Planning, Zoning, and Inspections, Economic Development, Information Technology, and Housing and Community Services. Carrboro employs 175 FTEs. The total Town budget for FY 2023-24 is \$81.1M including a six percent increase in the General Fund.



THE POSITION

The Town Manager is responsible for overseeing all Town services, ensuring the implementation of Town Council policies, and, along with the Assistant Town Manager, leading Department Directors. Additionally, the Town Manager serves as an advisor to the Town Council, providing impartial feedback on policy matters and preparing the annual budget for the Council's consideration. Council members and residents rely on the Town Manager to provide prompt constituent services, deliver comprehensive and unbiased information, present the pros and cons of available options, and anticipate long-term implications.

The successful candidate will possess a unique set of qualities and skills to guide the community in a positive direction. As the Town Manager, the selected candidate will confidently and precisely handle operational decisions. They will also be responsible for ensuring the principles of racial equity and climate action are seamlessly integrated into Council discussions.

This role requires a keen balance between meticulous attention to detail and maintaining a broader perspective, avoiding becoming overly process-driven at the expense of the bigger picture. The Town Manager must also foster and strengthen relationships with key community partners and actively engage with residents and businesses on pertinent issues. The ideal candidate will be unwavering in their commitment to making significant decisions for the greater good of Carrboro. They will embody the principles of servant leadership and actively increase diversity within the Town's workforce. The Town Manager's role includes both fostering team cohesion and holding the staff accountable as they work together toward the Town's progress.

DESIRED CAPABILITIES

The Town Manager will inherit an organization with a strong culture and guiding values; therefore, the Town Manager needs to exemplify high ethical standards in keeping with the leadership responsibilities of the position. The Town Manager will be a dynamic leader who is enthusiastic and compassionate, possessing a broad view of the world in general and knowing how to guide and influence solutions to issues arising in the Town. The successful candidate will:

In addition, the ideal candidate will:

- Convey a deep passion and enthusiasm for the Town of Carrboro in its entirety and be prepared to be fully ingrained in the fabric of the community.
- Bring visionary leadership to the forefront, inspiring and catalyzing the development and implementation of actionable plans, and advocating for and empowering employees, emphasizing their morale and retention.
- Be characterized by unwavering determination and a straightforward communication style.
- Be direct in their ability to communicate in a clear and no-nonsense manner, never hesitating to speak candidly and honestly, even when facing difficult situations or delivering unpleasant news.
- Encourage cross-functional collaboration, creativity, and initiative among departments with support from department directors to develop leadership skills and retain talent.
- Interact effectively with people from different cultural backgrounds, protected classes, and other aspects of human diversity.
- Navigate the political environment while remaining apolitical.
- Possess a resolute demeanor to make tough decisions or address challenging issues that serve the best interest of the Town of Carrboro.
- Be accessible to Town Council, employees, community leadership, and members of the public.
- Engage in intergovernmental relations and collaborative partnerships with our university partners, other local governments - regionally and statewide - and public and private organizations, while protecting the interests of Carrboro.
- Demonstrate an awareness and understanding of the value of creative environmental preservation and conservation and how that contributes to the development of a sustainable community.
- Be fair, firm, or flexible, as required.

LEADERSHIP OPPORTUNITIES

Advance the Town's Interests. The Town Manager will be diplomatic and politically perceptive, respecting the roles in the council-manager form of government and guiding the Council through the transition following the November elections. The Town Manager will develop relationships and build trust, be an effective communicator, and be a strong advocate for the Town and its employees. These skillsets will help the Town Manager deal with challenges head-on and work with staff and Town Council to address stormwater issues, increase the availability of affordable housing, design long-term parking solutions, and provide options to diversify the Town's tax base.

Lead and manage special projects. Carrboro's capital project fund for FY2023-2024 is \$41.4 million and includes the construction of greenways throughout the Town, completion of the 203 Project, and the reconditioning of three existing Town buildings. The 203 Project, a joint Carrboro and Orange County development, will house the Orange County Southern Branch Library, the Orange County Skills Development Center, the Town's recreation, parks, cultural programs, and other activities. The Town Manager will provide high-level management or consultation to these projects and facilitate and align the five-year capital improvement plan with annual budgets along with new technology to increase transparency, track progress, and roll out a new financial model.

Press Forward on Diversity and Racial Equity. The Town of Carrboro envisions being a community where race does not determine outcomes, all residents have equitable opportunities and resources, and participation in community events, programs, and advisory boards represents community demographics. Carrboro strives to be an inclusive and open-minded organization that has a culture created by its diverse staff, which serves the public through a social (racial) justice lens. In 2018, Carrboro became a member of the Government Alliance on Race and Equity (GARE) to standardize and further this work. The Town Manager will embrace the value that diversity brings to Carrboro and ensure that the Town provides opportunities for outreach to all segments of the community, allowing residents and staff to be heard. The successful candidate will have experience in providing government services in ways that do not create inequities.

Sustainability. The Town Manager will take a broad view of sustainability from both a community economic and environmental perspective to advance the Town's climate action goals through two plans - the Energy and Climate Protection Plan and the Community Climate Action Plan.

Fiscal Health and Economic Development. The Town Manager will advise the Town Council on the fiscal impacts of policy decisions and keep an eye on the Town's long-term fiscal health. Downtown Carrboro is primed for major redevelopment while supporting the established local businesses. There are opportunities for building and infrastructure improvements and mixed-use development. The next Town Manager will bring together partners to creatively approach and provide non-traditional, entrepreneurial options. The Town will need to work with economic development stakeholders to reimagine the retail, restaurant, and lodging sectors in Carrboro. The Town Manager will collaborate on regional issues with partners including the Triangle J Council of Governments, to achieve more together than if the Town worked on an initiative alone.

EDUCATION AND EXPERIENCE

The position requires a bachelor's degree from an accredited college or university in public or business administration or a related field, and progressively responsible senior-level administrative management experience in a comparable organization. A master's degree in public or business administration or a related field is a plus, and ICMA-Credentialed Manager designation is strongly preferred. An equivalent combination of education and management experience will be considered. The ideal candidate should have a proven track record of leading the achievement of strategic goals, maintaining transparent communication, practicing sound financial management, fostering productive community partnerships, and actively engaging with residents. The successful candidate will incorporate an equity, diversity, and inclusion framework into policymaking and implementation, community relations, and staff management.

COMPENSATION AND BENEFITS

The salary range for this position is \$160,000 – \$201,000 depending upon qualifications and experience. The Town also provides a generous benefits program including health insurance, annual, sick, holiday, personal, and paid parental leave, and includes a 3% contribution to a 401(k) and participation in the North Carolina Local Governmental Employees Retirement System. Town employees receive a debit card from a medical expense reimbursement program (MERP). It is preloaded with \$6,500 for an individual or \$13,000 for employees with dependents. Click here for more information on the Town of Carrboro's excellent benefits package. Residency in the Town is required within six months after appointment as Town Manager.

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://www.governmentjobs.com/careers/bakertilly>

This position is open until filled; however, first review of resumes occurs on **November 28, 2023**. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact Anne Lewis at anne.lewis@bakertilly.com.

For more information about the Town of Carrboro, please visit <https://www.townofcarrboro.org/> and <https://www.visitcarrboro.com>.

It is the policy of the Town of Carrboro to foster, maintain, and promote equal employment opportunity. The Town is committed to diversity and inclusion in the workplace. The Town shall select employees on the basis of the applicant's qualifications for the job. No applicant or employee shall be deprived of employment or adversely affected on the basis of age, race, color, religion, sex, national origin, political affiliation, non-disqualifying disability, sexual orientation, marital status, genetic information, gender identity, or gender expression.



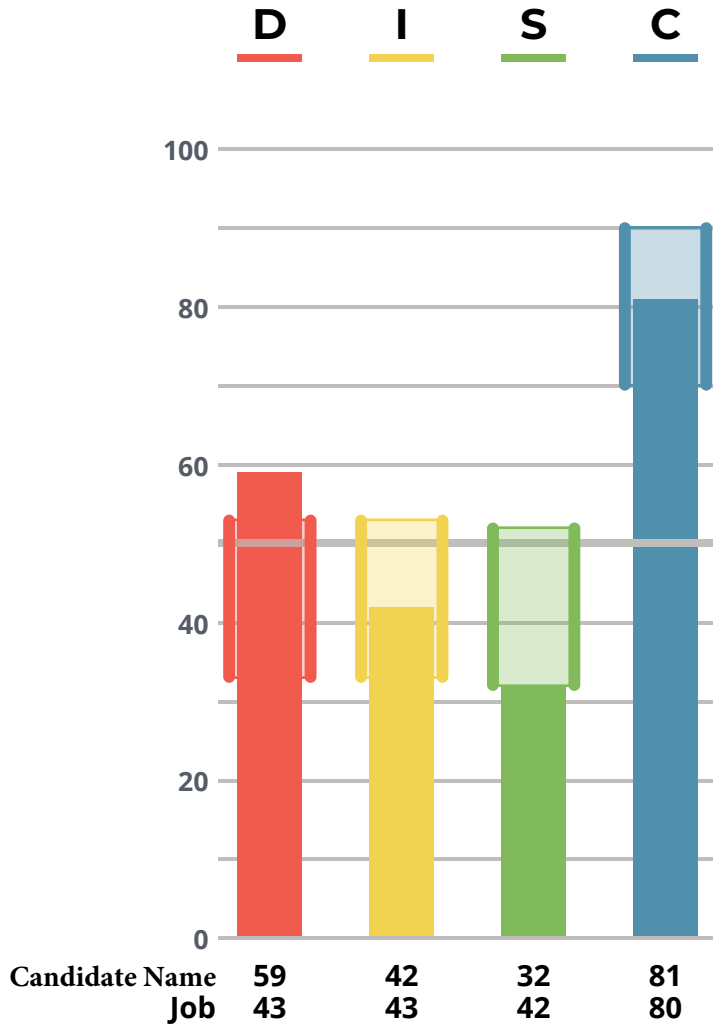
Appendix C: Sample TTI report


Workplace Behaviors®



Candidate Name

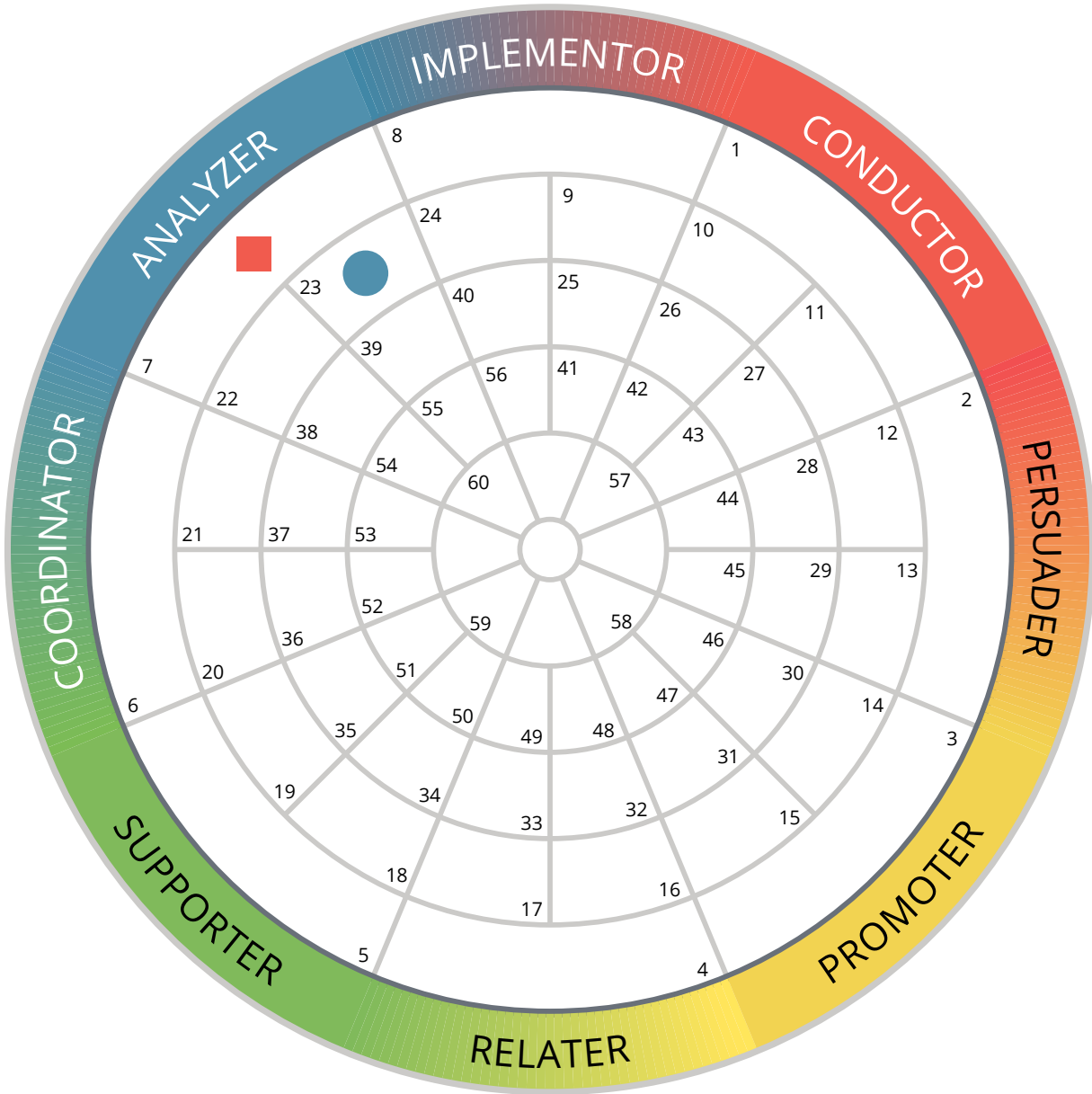
The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



 Job Range (20 point range)



The Success Insights® Wheel














- Job - (7) ANALYZER
- Candidate Name - (23) IMPLEMENTING ANALYZER












Comparison Analysis

For Consulting And Coaching

Job Competencies Hierarchy	Zone Range	Person
1. Time and Priority Management	79 — 100	62 
2. Self Starting	87 — 100	61 
3. Decision Making	94 — 100	88 
4. Personal Accountability	85 — 100	58 
5. Diplomacy	72 — 100	66 
6. Teamwork	74 — 100	67 
7. Project Management	82 — 100	69 

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	58 — 100	46 
2. Harmonious	36 — 58	24 
3. Altruistic	35 — 59	21 
4. Structured	36 — 58	46 

Job Behavioral Hierarchy	Zone Range	Person
1. Organized Workplace	81 — 100	85 
2. Analysis	54 — 80	80 
3. Persistence	62 — 80	65 
4. Following Policy	61 — 80	70 

 Exact match
  Fair compatibility
 Good compatibility
  Poor compatibility
  Over-focused

Candidate Name

Appendix D: Engagement team member resumes

MANAGING DIRECTOR

Anne Lewis

Anne Lewis leads Baker Tilly's public sector executive recruitment team and brings nearly 20 years of local management experience.



Baker Tilly US, LLP

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Suite 800
Tysons, VA 22182
United States

T: +1 (703) 923 8214

anne.lewis@bakertilly.com

bakertilly.com

Education

Bachelor of Science, business administration and management
Shenandoah University
(Winchester, Virginia)

Master of Science, organizational leadership and public administration
Shenandoah University
(Winchester, Virginia)

Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
 - Taskforce on recruitment guidelines handbook
 - Taskforce on women in the profession
 - Taskforce on internship guidelines
- Government Finance Officers Association (GFOA)
- Virginia Local Government Management Association (VLGMA), former member of the executive board
- Virginia Women Leading Government
- National Public Employer Labor Relations Association (NPELRA)

Community involvement

- Shenandoah University Alumni Association, executive committee
- Shenandoah Apple Blossom Festival®, board of directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

DIRECTOR**Art Davis**

Art Davis, a director with Baker Tilly, has pursued his passion for improving local government and creating great communities for over 30 years.

**Baker Tilly US, LLP**

5440 W 110th St
Suite 300
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United States

T: +1 (816) 912 2036
art.davis@bakertilly.com

bakertilly.com

Education

Bachelor of Arts in political science
and public administration
William Jewell College
(Liberty, Missouri)

Master of Public Administration
University of Kansas
(Lawrence, Kansas)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- More than 18 years of experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- International City/County Management (ICMA), member since 1984

DIRECTOR**Patricia Heminover**

Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.

**Baker Tilly US, LLP**

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Suite 3025
St. Paul, MN 55101
United States

T: +1 (651) 223 3058
patty.heminover@bakertilly.com

bakertilly.com

Education

Bachelor of Science, consumer science, business administration
Minnesota State University – Mankato

Mini MBA program, human resources management
University of Saint Thomas (Saint Paul, Minnesota)

Master of Education, administration
Minnesota State University – Mankato

Patty has been with the firm since 2010. Before joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, and director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, member
- State Negotiators Association, Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

DIRECTOR

Yolanda Howze, M.P.A., IPMA-SCP, SPHR, SHRM-SCP

Yolanda Howze, a director with Baker Tilly, brings more than 25 years of public sector experience, including 20 years as a multifaceted and competent human resources leader.

**Baker Tilly US, LLP**

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28th Floor
Chicago, IL 60601-5927
United States

T: +1 (312) 240 3401

yolanda.howze@bakertilly.com

bakertilly.com

Education

Dual Bachelor of Arts in
psychology and organizational
leadership

Maryville University
(St. Louis, Missouri)

Master of Arts in public
administration and policy analysis
Southern Illinois University
Edwardsville (SIUE)

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience, primarily in municipal government.

Having worked in the public sector for more than 25 years, Yolanda is passionate about her craft and being of service to others, which, in addition to her employment experience, she has demonstrated through professional conference presentations/speaking events and serving on local and regional boards and committees including IPMA-HR, as well as other community involvement.

Specific experience

- Human capital professional and administrator executive
- Executive recruitment, total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development and safety and risk management

Industry involvement

- International Public Management Association - Human Resources (IPMA-HR)
- Society for Human Resource Management (SHRM)
- Texas Municipal Human Resources Association (TMHRA)
- IPMA-HR Texas Chapter, (former) Conference Program Committee
- IPMA-HR Central Region, (former) vice president ('10)
- IPMA-HR Central Region, (former) former Secretary-treasurer ('09-'10)
- IPMA-HR Greater St. Louis Chapter, (former) president

Continuing professional education

- International Public Management Association-Human Resources (IPMA-HR)
- IPMA-HR Greater St. Louis Chapter
- Human Resources Certification Institute (HRCI)
- Society for Human Resources (SHRM) certified [professional](#)

MANAGING DIRECTOR

Carol Jacobs, ICMA-CM

Carol Jacobs is a managing director with Baker Tilly's public sector advisory practice.



Baker Tilly US, LLP

18500 Von Karman Ave
 10th Floor
 Irvine, CA 92612
 United States

T: +1 (949) 809 5588
carol.jacobs@bakertilly.com

bakertilly.com

Education

Master of Public Administration
 with an emphasis in finance
 Bachelor of Arts in
 communications
 California State University,
 Fullerton

Carol has held a wide range of roles across local government and consulting, including multiple stints as a city manager and working directly with local governments as a consultant performing financial analyses, management and organizational reviews.

Her consulting experience includes managing a financial solutions practice area that served local governments, with responsibility for managing client needs, preparing financial studies, and conducting management and organizational reviews.

Carol's skills and expertise include leadership, strategic planning, fiscal management, public works, economic and community development, customer service and community engagement with an emphasis on problem-solving.

Industry involvement

- International City/County Managers Association, credential manager (retired)
- California City Manager Foundation
- Women Leading Government

DIRECTOR**Edward G. Williams, Ph.D.**

Edward Williams brings character, competence and expertise to every project.

**Baker Tilly US, LLP**

17 Cowboys Way
Suite 800
Frisco, TX 75034
United States

T: +1 (214) 842 6478

edward.williams@bakertilly.com

bakertilly.com

Education

Bachelor of Arts, Education
University of Missouri
(Kansas City, Missouri)

Master of Higher Education
Administration
University of Missouri
(Kansas City, Missouri)

Ph.D., Educational Leadership
and Policy Analysis
University of Missouri
(Kansas City, Missouri)

Languages

English
Spanish

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and local government, community and educational institutions.

Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

SENIOR RECRUITMENT ANALYST**Karen Edwards, SHRM-CP**

Karen Edwards, a senior recruitment analyst with Baker Tilly, has been with the firm since 2021.

**Baker Tilly US, LLP**

8626 N Himes Ave
Tampa, FL 33614
United States

T: +1 (813) 915-5616

karen.edwards@bakertilly.com

bakertilly.com

Education

Bachelor of Science in business
administration - human resource
management
Western Governors University

Karen is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements.

Specific experience

- More than 30 years of experience in human resources, administrative positions and customer service
- Proficient in analyzing data, creating and implementing standard operating procedures and preparing presentations and reports
- Adept at identifying inefficiencies to enhance organizational performance and streamlining office operations
- History of success adapting in dynamic environments to effectively manage multiple projects simultaneously

Continuing professional education

- Society for Human Resources (SHRM) certified professional

MANAGER

Michelle Lopez

Michelle Lopez, a manager at Baker Tilly, has been with the firm since 2017.

**Baker Tilly US, LLP**

30 E Seventh St
Suite 3025
St. Paul, MN 55101
United States

T: +1 (651) 223 3061
michelle.lopez@bakertilly.com

bakertilly.com

Education

Associate in Arts, liberal arts
Minneapolis Community College
(Minneapolis, Minnesota)

Bachelor of Science, project
management (in progress)
Colorado State University – Global
Campus

Michelle assists in the organizational management of the executive recruitment process. Her primary focus is to ensure that the recruitment process runs smoothly from start to finish by collaborating closely with internal team members, clients and candidates. Michelle is responsible for coordinating the recruitment process workflow, establishing timelines and monitoring progress. She is also responsible for managing communication channels, ensuring that everyone involved is informed of critical developments and updates.

Specific experience

- More than ten years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

RECRUITMENT ANALYST**Diane Segulia**

Diane Segulia, a recruitment analyst at Baker Tilly, has been with the firm since 2015.

**Baker Tilly US, LLP**

30 E Seventh St
Suite 3025
St. Paul, MN 55101
United States

T: +1 (651) 223 3094

diane.segulia@bakertilly.com

bakertilly.com

Education

University of Minnesota – partial
credits (Minneapolis, Minnesota)

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources and collaborating with candidates and clients through all phases of an executive recruitment.

Specific experience

- More than ten years of administrative support experience in public sector and private sector organizations
- Compiling and organizing candidate materials
- Coordinating with candidates throughout the recruitment process
- Conducting reference checks for potential candidates
- Coordinating and scheduling interviews
- Recruitment marketing research and organization

RECRUITMENT ANALYST**Carrie Thompson**

Carrie Thompson, a recruitment analyst with Baker Tilly, has been with the firm since 2021.

**Baker Tilly US, LLP**

8219 Leesburg Pike
Suite 800
Tysons, VA 22182
United States

T: +1 (703) 923 8040

carrie.thompson@bakertilly.com

bakertilly.com

Education

Bachelor of Arts in communication
with a concentration in media
production and criticism
George Mason University

Carrie facilitates smooth sailing during the recruitment process. She runs reports, coordinates outreach and organizes essential documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success.

Specific experience

- More than 15 years of customer service experience for multiple industries
- More than four years of experience in recruiting coordination, including interview scheduling and candidate communication
- Expertise in marketing and position advertising via LinkedIn
- Reference and extensive background checks for potential candidates

Community involvement

- Mission trip volunteer with Herndon United Methodist Church

**TOWN OF VALDESE
RESOLUTION AMENDING 2024 TOWN COUNCIL MEETING SCHEDULE**

WHEREAS, pursuant to Section 2-1011 of the Town of Valdese Code of Ordinances, there shall be a regular meeting of the council at the town hall, on the first Monday in each month, at 6:00 p.m., unless another place, date or time shall be designated.

NOW, THEREFORE, BE IT RESOLVED that the Town of Valdese Town Council adopts the following Meeting Schedule for 2024:

<i>Council Chambers, Unless Noted</i>		<i>Council Chambers, Unless Noted</i>	
2024 REGULAR MONTHLY MEETINGS		PUBLIC FORUMS AND REVIEW MEETINGS (Informal review of agendas/town news)	
January 8		January 29	Review Feb Agenda
February 5		February 26	Review Mar Agenda
March 4		March 18	Citizen Budget Priorities <i>(WPCOG Strategic Planning Results)</i>
April 1		March 25	Review April Agenda
April 22	Council Budget Review	April 29	Review May Agenda
May 6		May 29	Review June Agenda
June 3			
June 24	2024-25 Budget Hearing	(June 24 for July Mtg. is a Public Meeting)	
August 5		July 29	Review August agenda
September 9		Sept 4	Review Sept Agenda
October 7		September 30	Review Oct Agenda
November 4		Oct 28	Review Nov Agenda
December 2		Nov 25	Review Dec Agenda

This 4th day of March 2024.

Charles Watts, Mayor



The Town of Valdeese

Request for Qualifications

Jimmy C. Draughn Aquatic Center Structure TOWN OF VALDEESE

Request Number 24-005

SECTIONS WITHIN THIS REQUEST:

- a. Notice and Contact Information
 - b. Request for Qualifications
 - c. Statement of Qualifications Content Requirements
 - d. Sample SOQ Evaluation Form
 - e. Special Terms and Conditions
-

Project Title:

Request Number:

Jimmy C. Draughn Aquatic Center Structure

24-005

NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

Notice is hereby given that the Town of Valdese is conducting a qualification based selection process to retain a proponent for professional services in the design and renovation of the Jimmy C. Draughn Aquatic Center Structure.

The Town of Valdese invites interested firms/teams to submit a written Statement of Qualifications (SOQ) relating to this solicitation. Proponents are invited to review the information and to submit their SOQ in accordance with the criteria established within this RFQ. A Project Screening Committee will evaluate firms'/teams' qualifications and experience with similar projects. The Town will rank the submittals and create a short list of firms/teams to interview before selecting the best qualified firm/team. The firms/teams determined to be best qualified through review of the submitted SOQs will be invited to interview with a project committee and the firm/team being most qualified will be selected for negotiations to complete the project. Should negotiations become unsuccessful, the second ranked firm/team will be invited to enter negotiations.

Written questions regarding this RFQ must be received by March 20, 2024, no later than 5:00 PM.

Email questions are acceptable but must contain the wording **“Draughn Aquatic Structure RFQ Question”** in the subject line. Questions may then be responded to as an amendment to this document and posted to the solicitation within an anticipated five (5) working days after questions deadline. Oral statements or instructions shall not constitute an amendment to this RFQ.

All submittals must be received by the deadline specified herein. Any submittals received after the due date and time specified will not be considered. The Town of Valdese reserves the right to reject any or all submittals, or to withhold awarding a contract for any reason it may determine, and to waive or not to waive any informalities in any submittal. **Contact with Town Council, Town Manager’s Office or other influential individuals to the selection process regarding this RFQ is expressly forbidden and shall be grounds for immediate rejection from the process.** All information regarding the content of the specific submittals will remain confidential until sealed proposals are opened.

POINT OF CONTACT:

David Andersen, Director
Town of Valdese Parks and Recreation
312 Massel Avenue Southeast
Valdese, NC 28690
Mail: PO Box 339
Valdese, NC 28690
dandersen@valdesenc.gov
828-874-6733

Project Title:

Request Number:

Jimmy C. Draughn Aquatic Center Structure

24-005

<p>Submittals must be received before the deadline and they may be mailed to:</p> <p>Town of Valdese – Administration Post Office Box 339 Valdese, NC 28690 Attention: David Andersen</p> <p>Or delivered to:</p> <p>Town of Valdese – Parks and Recreation 312 Massel Avenue Southeast Valdese, NC 28690 Attention: David Andersen</p>	<p>Submittal Deadline:</p> <p>12:00 PM</p> <p>March 28, 2024</p>
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NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

I. DEFINITIONS

- A. "The Owner" means officers or employees of the Town of Valdese.
- B. "Proponent" means the person or firm/team responding.
- C. "Statement of Qualifications" or "SOQ" means the submission received from a Proponent in response to this RFQ.
- D. "Request for Qualifications" or "RFQ" means the entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

II. BACKGROUND

The Town of Valdese currently operates the Jimmy C. Draughn Aquatic Center. The Town built the pool in 1999 and previously utilized an air-supported structure to allow year-around operation. The Town wishes to build a new structure to continue to allow for year-around aquatics operation.

III. SCOPE OF SERVICES

The Town desires to have a design professional determine the best implementation for a structure to cover the 10 lane pool at the Jimmy C. Draughn Aquatic Center. The Town anticipates a contract that will include scheduling, cost estimation, architectural design, civil site design for utility infrastructure, permitting, specification, bid document preparation and bidding, project administration/inspection to final certification, occupancy, and as built drawings, for the facility.

IV. SUBMISSION INSTRUCTIONS

- A. No contact shall be made with Valdese Town Council as this shall be grounds for dismissal of RFQ submittal.
- B. All questions should be submitted in writing to the Point of Contact listed above.
- C. SOQs will be received prior to deadline by email, in person at Town Hall, or by mail (information at beginning of RFQ).

Project Title:

Request Number:

Jimmy C. Draughn Aquatic Center Structure

24-005

- D. SOQs submitted via fax are not acceptable and will not be considered.
 - E. Proponents will be evaluated on experience and qualifications. Project fee related information is not requested (excepting Section II, subsection D, paragraph 1) and will not be used in the evaluation process. Receiving project fee related information will be grounds for dismissal of the RFQ submittal. Firms/Teams shall submit their standard rates for positions involved in the Project.
 - F. Clearly indicate on the envelope the name of the Proponent and the name of the Project for which the SOQ is being submitted.
 - G. Refer to the section SOQ Content Requirements for detailed instructions.
 - H. There will not be a pre-proposal conference for this project.
 - I. There will not be a public opening of the SOQs with Proponents present.
- V. COST OF SUBMISSION AND OWNERSHIP OF SOQ**
- A. The Town of Valdese is not responsible for any costs incurred by Proponents in preparing, submitting, or presenting their SOQs.
 - B. Except as otherwise provided in this RFQ, all SOQs become the property of the Town upon submission and will not be returned.

STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

This section specifies in detail the form and minimum content requirements for information required to be submitted in each SOQ. Proponents may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

I. SUBMITTAL FORMAT

- A. Original (loose), five (5) bound copies and a PDF provided by email is required of each submittal. The material should be in sequence and related to the solicitation. The sections of the submittal shall be tabbed to match SOQ and be clearly identifiable. Failure to include all requested information will result in the proponent being nonresponsive and may result in the rejection of the proponent's submittal.
- B. Cover letter expressing interest in the available project. It shall also identify a principal and secondary individual as point of contact for any future correspondence and be a maximum of two pages.
- C. Page size of the SOQ shall be 8 ½" x 11" with a minimum font size of 10. A maximum of two (2) 11" x 17" pages will be allowed (one (1) page if double sided). Note: this will count towards the page limit.
- D. No more than 20 pages single sided or 10 pages double sided. Note: divider tabs (if used), Cover Letter and Table of Contents do not count towards the page limit and shall not include pertinent information to be evaluated.

II. SOQ CONTENT

Please provide the following in this order:

- A. Cover Letter/Letter of Interest (does not count toward page limit; two (2) page maximum)

Project Title:

Request Number:

Jimmy C. Draughn Aquatic Center Structure

24-005

1. Principal and secondary contact for the project including mailing address, email, phone numbers, and appropriate license numbers. At least one of these individuals shall have the ability to negotiate Contract conditions for the Proponent.
 2. Provide a statement of interest, including a narrative describing the firm’s unique qualifications and answering the specific question “why should the Town select your firm/team for this project?”
- B. Table of Contents Page (does not count toward page limit)
- C. Firm Profile
1. Provide general information about the Proponent, which needs not be specific to this RFQ. Include history of the firm, years in business, office locations, number of staff, types of services provided and specialist areas of expertise. Indicate office location from which services will be provided. This includes any subconsultants.
 2. Statement that the Proponent is licensed to provide required professional services in the State of North Carolina.
 3. Statement (confirmation) of current general liability insurance as required to provide services.
- D. Experience and Qualifications of the Proposed Team
1. Provide a minimum of three similar aquatics projects or general municipal projects (completed within the last five years) for which your team was responsible and which you consider to be a demonstration of your team’s design ability, including project title, reference (name, phone, email) location, design fees, engineers cost estimate, bid amount, approximate construction cost, year completed, and members of proposed team included with project and their role on it. Include information on how actual project construction cost compared to engineers cost estimate. Provide a narrative explaining any differences.
 2. Please provide a minimum of three (3) unique municipality references (should references in item D (1) above be duplicated, may provide a reference without a project).
 3. Submit qualifications on the team and explain why your team is especially well qualified to perform the required services.
 - a. Provide the experience of the proposed team on similar aquatics projects. Identify type and location of similar work to illustrate work quality and the role of each proposed team member. Show how the experience relates to the categories outlined.

NOTE: Projects used as examples of similar work shall be clearly noted if the work was done by individuals while employed by other firms.
 The only projects which you may claim without attribution are those projects actually produced by your firm/team. Improper or misleading credit for projects, in our view, is an adverse reflection on a firm’s integrity and may be grounds for rejection of those projects from your experience or record or dismissal of the entire RFQ submittal.
- E. Experience and Qualifications of Proposed Team Members (this information will count toward page limit).
1. Provide an organizational chart demonstrating your team’s leadership, key team members and any proposed sub-consultants along with project roles. Identify projects, if any, where team in SOQ worked together on projects.

Project Title:

Request Number:

Jimmy C. Draughn Aquatic Center Structure

24-005

2. Provide experience and qualifications of key team members via resumes, who will be responsible for this project (with any critical sub-consultant). Include work experience, education, licenses, registrations, or certifications applicable to the proposed work.
 3. Identify team experience on similar projects and the extent of team involvement including time commitment.
 4. Indicate office location of each team member.
- F. Project Approach
1. Proponents shall provide a description of their approach, including any information that may differentiate your team. Your approach should include (not necessarily in this order), at a minimum, the following:
 - a. Technical approach
 - b. Project management approach, including assigning personnel (manloading) to a project of this size, duration, and how such relates to the proposed scope of services (including sub-consultants)
 - c. Project cost estimating
 - d. Budget and schedule control
 - e. Quality management
 - f. Your expectations of Town during design process
- G. Interview
- If selected for an interview, firm/team shall present project vision and preliminary thoughts as part of the interview presentation.

Project Title:

Request Number:

Jimmy C. Draughn Aquatic Center Structure	24-005
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SAMPLE OF EVALUATION FORM

The Town of Valdese will rate submitted SOQs based on, but not limited to, the criteria below:

Overall reputation of firm/team
Key team members – experience and qualifications
Project references specific to this type of service
Experience with applicable regulatory agencies and permitting
Experience in providing these services to local governments
General project understanding and approach
Innovation and/or alternative engineering methods, quality of designs including plans and specifications, accuracy of cost estimates
Proposed schedule
Unique qualities that would make firm/team best suited for project

SPECIAL TERMS AND CONDITIONS

I. SOFTWARE COMPATIBILITY: For the purposes of aiding the Proponent in the performance of their obligation under this Contract, the Town shall furnish upon request all relevant data in the Town’s possession and shall direct Town officers, agents, and employees to render all reasonable assistance to Proponent in connection with Proponent’s performance under this Contract. The provision of such aid, assistance, information or services as received from the Town shall in no way relieve the Proponent from obligations under this Contract. The Town does not warrant the compatibility of Town furnished data, either electronic or in any form, with the Proponent’s software. All costs associated with data conversion or software upgrades and conversions shall be borne by the Proponent.

II. INSURANCE PROVISIONS

COVERAGE AFFORDED	LIMITS OF LIABILITY
Workers Compensation	Statute
Employer’s Liability	\$100,000
Commercial General Liability	\$1,000,000 – Bodily Injury
Professional Liability	\$1,000,000 (minimum)

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- III. KEY PERSONNEL:** It is essential that the Proponent provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract. The Proponent agrees to assign specific individuals to the key positions.

The Proponent agrees that once assigned to work under this Contract, key personnel shall not be removed or replaced without written notice to the Town.

If key personnel are not available for work under this Contract for a continuous period exceeding ten (10) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Proponent shall immediately notify the Town, and shall, subject to the concurrence of the Town, replace such personnel with personnel of substantially equal ability and qualifications.

Selected Proponent must be able to appropriately staff the project within ten (10) days of Town Council award.

- IV. OTHER CONTRACTS:** The Town may enter into Contracts for additional work related to this project. The Proponent shall fully cooperate with other contractors, design firms, and with Town employees to accommodate such other work. The Proponent shall not commit or permit any act that interferes with the performance of such work by other contractors.

- V. COMPENSATION AND METHOD OF PAYMENT:** In consideration of the performance of the services described in the Scope of Services, the Town shall pay the Proponent in accordance with the negotiated contract rates, and the Proponent shall charge the Town only in accordance with those same rates. The Town will pay the Proponent following the submission of deliverables, as per contract, and of itemized invoice(s). Each itemized invoice must bear a written certification by an authorized Town representative confirming the services for which payment is requested.

Pool Structure Timeline

Target Date	Event
March 4th	Approval to Release RFQ
Early April	Interview Firms
May 6th	Present Contract for a Design Firm
July 1st	Release bid package
July 25th	Formal Bid Opening
August 5th	Approve Contract to Licensed GC
November 1st	Pool Structure complete / opened

Budget Amendment # 11-10

Subject: Town Manager search

Description: This amendment covers the cost of the Manager search by Baker Tilly

Proposed Action:

BE IT ORDAINED by the Council of the Town of Valdese that, pursuant to Section 15 of Chapter 159 of the General Statutes of North Carolina, the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section I:

The following revenues available to the Town will be increased:

Account	Description	Decrease/ Debit	Increase/ Credit
10.3990.000	General Fund Balance Appr.		17,000
Total		\$0	\$17,000

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.4200.040	Professional Services	17,000	
Total		\$17,000	\$0

BA

Section II:

Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for their direction.

Artfully
Performing since 1967

Old Colony Players

*Old Colony Players
A Year In Review*

Artfully
Performing since 1967

Old Colony Players

*The mission of Old Colony Players is to
preserve Waldensian cultural heritage, promote
quality theatre,
and celebrate diverse artistic expression.*

Old Colony Players is a 501-c3 non-profit corporation



OUR 2023 SEASON

Crazy Little Thing Called Death
A murder mystery done in conjunction with
Waldensian Heritage Venues
February 2023
2 sold out performances
Locally written



Beauty and the Beast Jr

At the Old Rock School

January 2023

30 amazing Actors

All under the age of 18

18 of which were new to OCP

or to the stage

2109 Patrons who came to see this show

Over 60% were from outside of Burke

County



Shrek, The Musical

April 2023

At the Fred B Cranford Amphitheatre

30 performers, 7 new to OCP

or to the stage

1006 patrons

Over 70% of audiences were from

outside of Valdese



From This Day Forward 2023

56th consecutive season

At the Fred B Cranford Amphitheatre

Making us the longest consecutively running outdoor drama in NC

2 rain out nights

Over 600 patrons and volunteers attending

From many places across the country.

35 cast and crew- 11 new to OCP

Our only "Paid" show for actors.

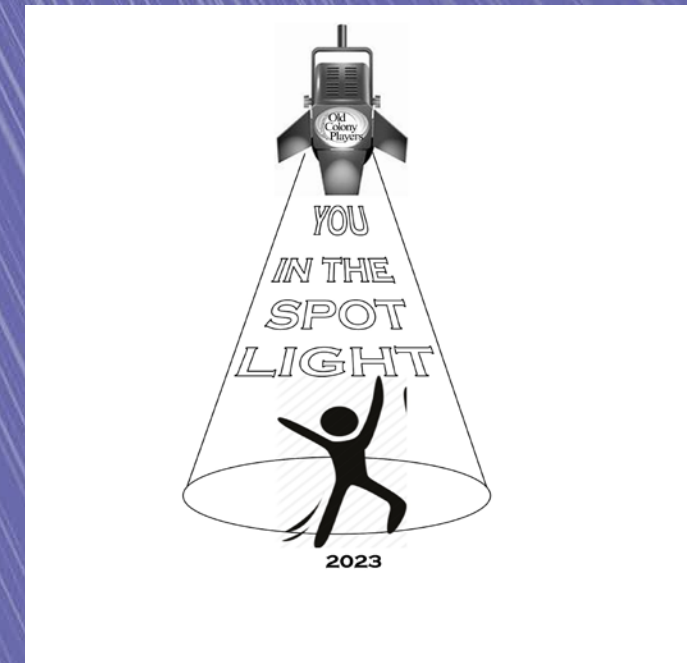
OCP Summer Camp- You in the Spotlight June 2023

25 students- 5 amazing teachers

In music, dance and drama

Hoping to expand our reach to the youth of the community

Subsidized with a grant from the Community Foundation of Burke



“Psych”

September 2023

A hilarious dinner theatre experience in the Waldensian Room
3 dinner performances, 1 matinee
150 attendees
50% from out of Burke County



©Morgan Hatley's True Photography 2023

Young Frankenstein, the Musical

October 2023

At the Fred B Cranford Amphitheatre

6 performances/ 500 patrons
19 performers- 4 new to OCP



©Morgan Hatley's True Photography 2023

It's a Wonderful Life

Dec 2023

At the Old Rock School

7 performances –

700 patrons and volunteers

27 performers- 8 new faces



- We are proud to be the only continuously running community theatre in Burke County and to find ways to bring people to Valdese to enjoy not only our shows but the rest of the wonderful things Valdese brings

- Where do our audiences come from?

Over 75% of our audiences are from outside of Valdese, making OCP a destination attraction for those who do not know our wonderful town.

For the Outdoor drama, we have had people from all over the country and even overseas.

For our other productions, patrons regularly come from as far as Asheville, Winston Salem and Charlotte and every point in-between.

- Where do our actors come from?
Our actors are a diverse group.

Actors travel from Hickory, Lenoir, Boone, Marion, Cherryville, Lincolnton, Shelby and Statesville as well as many people in our local acting community.

We have a wonderful core group who work with almost every show, but we have had 45 people this year alone who have joined our casts and crews who had never worked with Old Colony Players before.

As a community theatre, all actors and most of the crew are volunteers. Each of them give at least 150 hours of their time at the theatre per production.

From This Day Forward is only production for which actors are paid.
Pay range is from \$150-\$400 for the whole summer

- How much does it cost to put on a production?
Depending on the production, the rights run anywhere
from \$120-\$285 per performance.

The average cost of rights/music for a major musical is over \$3500.

Add to that the cost of production staff, costuming, sets,
musicians, and props, and productions
cost anywhere from \$3000- \$10,000 to produce.

On top of show costs, of course the regular costs of doing business still apply.

Revenues from shows only pay a portion of our operating costs,
so we are incredibly dependent and grateful to our community for support.

We are grateful to our members who give freely to enhance our mission,
and to the businesses who we partner with to generate mutually beneficial revenue.

What's new at OCP

- We have done a major upgrade to the amphitheatre stage structure thanks to a generous grant from Rostan Family Foundation and continue to upgrade our sound system for our patrons.



- We were the recipient of the “hometown neighbors” grant from Bimbo Bakeries of Valdese. They added a beautiful concession stand for the amphitheatre and a concrete pad around the bottom of the tech shack.



- We are continuing to attract actors and audiences from outside our immediate area and are excited about all the new people we are able to bring into our community.
- We are seeking to continue to bring quality theatre and a well-rounded season that brings our community together and attracts new people to Valdese to enjoy not only our shows,
 - but the rest of what Valdese has to offer.
- We are looking forward to the upgrades at the Old Rock School which will bring in new excitement for our facilities

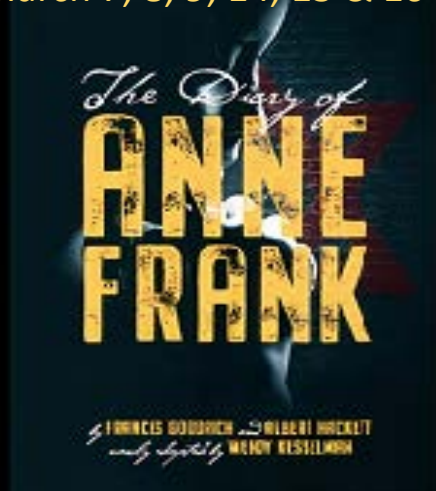
January
February
Old Rock
School



Disney
**THE LITTLE
MERMAID**
JR

What's Coming Up in 2023

March 7, 8, 9, 14, 15 & 16



Pioneer Hall at Waldensian Presbyterian Church



April 25, 26, 27 &
May 2, 3 and 4

At the Fred B Cranford
Amphitheatre

56th Consecutive Season

*From This Day
Forward*
Historic Outdoor Drama
Presented by Old Colony Players

*Fridays and Saturdays
July 12 through
August 10*



You in the Spotlight
Summer Camps
Date TBA- June/July

**Dinner Theatre
TBA**

**August 23, 24, 25, 30, 31 and Sept 1
In the Waldensian Room**

October show
TBA

At the Amphitheatre
October 18- Nov 2

Christmas Show
TBA

December 6- 15
(Old Rock School)



Thank You

To the Town Council,

The town employees

The Old Rock School and Tourism department Staff

And especially, our community for all your support.

*Without you, our "Dreams" would not be possible
and our stories would remain silent.*

YOU are the community in community theatre.

OldColonyPlayers.com

ARBOR DAY 2024 PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, 2024 is the 152nd Anniversary of the holiday and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut our heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the Town of Valdese has received the prestigious Tree City USA award for the past 36 years.

NOW, THEREFORE, I, Charles Watts, Mayor of the Town of Valdese, North Carolina, do hereby proclaim Friday, March 15, 2024, as the 152nd Anniversary celebration of; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

This 4th day of March, 2024.

Charles Watts, Mayor

AGREEMENT BETWEEN THE
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS AND
TOWN OF VALDESE
FOR THE PROVISION OF TECHNICAL ASSISTANCE
VALDESE PARKS AND RECREATION PLANNING
MAY 1, 2024 – JUNE 30, 2025

This AGREEMENT (the “Agreement”) is made and entered into on this the ____ day of _____, 2024, by and between the Western Piedmont Council of Governments (“Planning Agency”) and Town of Valdese, North Carolina (“Local Government”) (each individually a “Party”, and collectively, the “Parties”).

WHEREAS, the Planning Agency is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the Planning Agency on April 17, 1972. Technical assistance shall consist of the provision of services as described in **EXHIBIT “A”**, a copy of which is attached hereto and incorporated herein by this reference; and

WHEREAS, the Local Government has requested the Planning Agency to provide such technical assistance to the Local Government; and

WHEREAS, the Planning Agency desires to cooperate with the Local Government in every way possible to the end that the proposed activities are carried out in an efficient and professional manner.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Purpose of Agreement.** The essential purpose of this Agreement will be to identify the current state of the parks and recreation facilities in the Town of Valdese and make reasonable recommendations to address the current and future parks and recreation needs of the Town of Valdese. The master parks and recreation plan contemplated in this Agreement will only be completed after a thorough inventory by the Planning Agency of existing parks, facilities, research on current park and recreation trends and standards, and input from the public, staff and council.
2. **Personnel.** That during the period of this Contract, the Planning Agency will furnish the necessary trained personnel to the Local Government to accomplish the purpose of this Agreement outlined in Section 1 above within the time for performance outlined in Section 6 below.
3. **Travel/Printing.** Normal travel and training for Planning Agency staff is included in the scope of services provided under this Agreement and no additional travel is expected unless requested by the Local Government. The Local Government will pay for expenses related to conferences, conventions, seminars, or other unexpected expenses related to the Local Government's planning program, or if it is beneficial to both parties, the costs will

be shared on an agreed-upon ratio.

The Local Government will also pay for expenses related to printing of report(s), mailing other costs not related to normal travel and staffing costs associated with personnel furnished by the Planning Agency.

4. **Compensation.** The Local Government will pay the Planning Agency an amount of \$23,000 (twenty-three thousand dollars) for all services related to administration of the project as defined in the attached Scope of Services, **EXHIBIT “A”**. It is expressly understood and agreed that total compensation shall not exceed the sum specified without prior approval of both agencies. Twenty-five percent (25%) of the work will be completed each quarter. The Planning Agency will invoice the Local Government after July 1, 2024, within the fiscal budget year of 2025, at a rate of \$5,750 (Five thousand, seven hundred and fifty dollars) per quarter based on percentage of work completed.
5. **Termination/Modifications.** The Local Government may terminate this Agreement, with or without cause, by giving the Planning Agency a thirty days’ written notice. The Planning Agency may terminate this Agreement for default under Section 4 of this Agreement if such default is not cured within sixty (60) days from the Local Government’s receipt of written notice specifying such default and demanding that the same be cured. In the event this Agreement is terminated, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared under this Agreement shall, at the option of the Local Government, become its property, and the Planning Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials in direct proportion to the extent of services actually completed.
6. **Time of Performance.** The Planning Agency shall ensure that all services required herein should be completed and all required reports, maps, and documents submitted during the period beginning May 1, 2024, and ending June 30, 2025. Time is of the essence.
7. **Interest of Members, Officers, or Employees of the Planning Agency, Members of the Local Government, or Other Public Officials.** No member, officer, or employee of the Planning Agency or its agents; no member of the governing body of the locality in which the program is situated; and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The Planning Agency shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.
8. **Nondiscrimination Clause.** No person in the United States shall on the grounds of race,

color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination with any program or activity funded.

9. **Age Discrimination Act of 1975, as amended.** No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
10. **Section 504, Rehabilitation Act of 1973, as amended.** No qualified disabled person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
11. **Access to Records and Record Retainage.** All official project records and documents must be maintained during the operation of this project and for a period of three years following closeout.
12. **Amendment.** This Agreement and each of the terms and provisions hereof may only be amended, modified, waived, or supplemented by an agreement in writing signed by each parties.

Signatures Appear on the Following Page.

IN WITNESS WHEREOF, the Planning Agency and the Local Government have executed this Agreement as of the date first above written.

LOCAL GOVERNMENT:
THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

ATTEST: _____ (Seal)
CHARLES WATTS, Mayor

JESSICA LAIL, Town Clerk

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

BO WEICHEL, Chief Financial Officer

PLANNING AGENCY:
WESTERN PIEDMONT COUNCIL OF
GOVERNMENTS

ANTHONY STARR, Executive Director

WPCOG Board Chair

EXHIBIT “A”

TOWN OF VALDESE
PARKS AND RECREATION PLANNING
SCOPE OF SERVICES - WORK PROGRAM
MAY 1, 2024 – JUNE 30, 2025

The following work program and budget are presented as descriptive of the work and dollar amounts requested in the Agreement concerning planning activities by the Western Piedmont Council of Governments (“WPCOG”) for the Town of Valdese.

Work Program Process:

1. WPCOG will locate and clearly identify existing park and recreation facilities and, with citizen, staff and council input, evaluate and make recommendations regarding priorities for the improvement and/or expansion of these facilities. The inventory of existing parks and recreation should be developed in GIS data sets. The data sets will be used to generate maps within the master plan.
2. WPCOG will identify, analyze, and make recommendations on how the Town of Valdese might partner with other agencies and municipalities to maximize and leverage resources for the Town’s citizens and programs.
3. WPCOG will identify and evaluate current utilized property and undeveloped facilities or open spaces owned by the Town of Valdese and make recommendations as to potential for utilization to serve the community through further recreation services and provide general cost estimates for these projects.
4. Using relevant data from the existing parks and recreation plan and input from citizens, staff and council, WPCOG will develop objective criteria, evaluate, and make recommendations for future priorities for new land acquisition and park/facility construction. Recommendations should include prioritization of both land acquisition and facility construction.
5. WPCOG will identify potential greenway connectors along right-of-ways and provide cost estimates for these projects.
6. WPCOG will evaluate current and projected demographic, sociological, and equity factors pertinent to the Town of Valdese, including population composition, population growth projections and trends, economic factors, and land use patterns and attempt to identify trends that might affect the delivery of recreation and leisure services in the Town of Valdese and make recommendations on how to address them.
7. WPCOG will identify existing programming, events, tourism, and maintenance operations and will identify growth trends related to current and future programming, events, tourism, and maintenance operations and make strategic recommendations on how to navigate enhancement or expansion of these services.
8. WPCOG will identify personnel benchmarks and growth patterns, provide prioritization, and need justifications for each personnel addition, and provide analysis on how the Town can elevate revenue resources directly related to the essential job function of each position.
9. WPCOG will administer a digital survey that measures the public interest in Parks and recreation as well as the public’s desire for future recreational opportunities. WPCOG

will meet with Parks and Recreation staff to finalize the digital survey content prior to release.

10. WPCOG will collect the results from the public input survey.
11. WPCOG will hold two public input meetings. The first meeting will be used to collect information from citizens, staff and council. The second meeting will take place after the plan has been developed and will be used to obtain input about the plan and its recommendations. The Town will secure the location and will publicize the public input meetings. In addition, WPCOG will schedule and hold such other meetings with staff and council (or its committees) to obtain the input and feedback necessary to identify future needs, such as new or modified facilities, programs, and/or events and to develop the plan.
12. WPCOG will write the plan as outlined in the scope.
13. WPCOG will review the draft plan with the Recreation Director and staff to address any concerns or needed changes.
14. WPCOG will present the final document to the Town Council. After reviewing and providing input, the Town Council will be asked to adopt the plan.

The scope of the plan will include:

- An introduction summarizing the plan's purpose and goals and the recreation roles of the Town and other recreational providers.
- Population trends and projections
- Inventory of existing parks, facilities, programs, and special events
- Review of the recreational needs assessment –
 - Public input analysis
 - State and National assessment (trends and needs)
 - Identification of recreation facilities and park types (educational component)
 - Evaluation of park land needs and facility needs.
- Goals and recommendations
 - Proposals/recommendations
 - Priorities
- Action Implementation Plan
 - Economic development initiatives
 - Funding opportunities, strategies, and sources
 - Operating budget/Capital improvements program

Deliverables:

- A recreation public input survey and results
- A Comprehensive Recreation Plan that will address all items included in the scope.
- A Capital Improvements Program that includes recommendations and associated costs
- A list of grant funding, partnership, and resource opportunities
- Maps showing parks, facilities, and connections to park related opportunities.
- Drone photography of key locations associated with the Recreation Plan
- Two to three renderings of a proposed improvement identified during the plan's development.
- Two public input meetings – one at the beginning of the process and another at the end (prior to the Council's review).

- One final presentation to Council for adoption



VALDESE
NORTH CAROLINA

Parks and Recreation
Plan Proposal

PURPOSE

- To create a Comprehensive Recreation Plan which will assess the Town's existing recreational facilities, programs and special events and identify new opportunities based on the plan's recreation needs assessment.
- Conduct an online public needs assessment to identify opportunities for recreational improvements, programing expansion, and new facilities.
- The Comprehensive Recreation Plan will allow the Town of Valdese to apply for grant funding to support the identified initiatives, recommendations and goals outlined within the Plan.

PROCESS

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1. WPCOG will draft a digital survey and meet with Parks and Recreation staff to finalize prior to release.
2. WPCOG will collect the data from the public input survey and analyze the results.
3. WPCOG will hold a public input meeting to collect information from participants. The Town will secure the location and will publicize the public input meeting.
4. WPCOG will work with Town staff to assess existing facilities (centers, parks, and connective infrastructure), programs, and events.
5. WPCOG will work with Town staff after obtaining public input results to identify future needs such as new facilities, programs, and events or modifications to existing.
6. WPCOG will write the plan as outlined in the scope.
7. WPCOG will hold a second public input meeting to obtain feedback about the plan and its recommendations.
8. The Town will secure the location and will publicize the second meeting.
9. WPCOG will review the draft plan with the Recreation Director and staff to address any concerns or needed changes.
10. WPCOG will present the final document to the Town Council. After reviewing and providing input, Town Council will be asked to adopt the plan.



The plan will include:

- An introduction summarizing the plan's purpose and goals and the recreation roles of the Town and other recreational providers
- Population trends and projections
- Inventory of existing parks, facilities, programs and special events
- Review of the recreational needs assessment –
 - Public input analysis
 - State and National assessment (trends and needs)
 - Identification of recreation facilities and park types (educational component)
 - Evaluation of park land needs and facility needs
- Goals and recommendations
 - Proposals/recommendations
 - Priorities
- Action Implementation Plan
 - Economic development initiatives
 - Funding opportunities, strategies and sources
 - Operating budget/Capital improvements program

DELIVERIABLES

The Town of Valdese will receive the following:

- A recreation public input survey and results
- A Comprehensive Recreation Plan that will address all items included in the scope
- A Capital Improvements Program that includes recommendations and associated costs
- A list of grant funding, partnership and resource opportunities
- Maps showing parks, facilities, and connections to park related opportunities
- Drone photography of key locations associated with the Recreation Plan
- Two to three renderings of a proposed improvement identified during the plan's development
- Two public input meetings – one at the beginning of the process and another at the end (prior to Council's review).
- One final presentation to Council for adoption



197 of 282 CONTRACT

The cost of the Comprehensive Plan is \$23,000, including all of the processes and deliverables outlined in this presentation. A private consultant would most likely be three times the cost.

WPCOG is owned by the 24 local governments in the four-county area (Catawba, Burke, Caldwell and Alexander).

WPCOG is here to serve our local governments with little to no profit. We are a regional government agency that was established in 1968 to aid with the collective planning efforts of our region.

The project is slated to begin July 1, 2024 with a completion date of June 30, 2025.

The adoption of this plan will allow WPCOG to support the Town by developing grant applications for projects identified in the plan.

BACKGROUND – DEVELOPMENT OF FIRST COMPREHENSIVE PARKS AND RECREATION PLAN

2012 TOWN COUNCIL BUDGET RETREAT - \$10,000 COST RECOMMENDED TO DEVELOP COMPREHENSIVE PARKS AND RECREATION PLAN

March 19, 2012, Budget Retreat, MB #30

Mr. Morse offered a brief update on the old high school and said the old band building would need to be demolished and a quote was received for \$7,500. He said there was still a challenge on the back wall that needed to support the dirt bank.

DEPARTMENT HEAD PRESENTATIONS:

Parks & Recreation Director Doug Knight

Down 1 percent in revenues since February 28 and had a loss of concessions

They have cut utilities by turning heat off in bubble at night

Community Center lighting project – utilities down 16 percent for a \$11,000 savings

Newsletter was available at the center and would be available on the website

Surveys were still coming in

Would like to increase membership

Minor renovations needed in fitness center and party room

Long-Term Joint Comprehensive Master Plan for Parks and Recreation - \$10,000 for WPCOG

Mr. Morse recommended looking at equipment replacement at McGalliard Falls Park

2013 TOWN COUNCIL ACCEPTED COMPREHENSIVE PLAN

June 3, 2013, MB#30

REPORT ON COMPREHENSIVE PARKS AND RECREATION MASTER PLAN (Copy of plan on file in the Office of Recreation Director.) Recreation Director Doug Knight thanked Council for the opportunity to go through the process. The Recreation Commission unanimously approved the plan and recommends Council approval. He introduced WPCOG Representative Sam Erwin and thanked him for all his hard work on the plan. Mr. Knight also thanked Ms. LuAnn Bryan, Recreation Resources Service, for her work on the plan. Mr. Erwin offered a brief overview of the plan. Mr. Erwin said this was the first recreation plan for Valdese. The plan gives you a vision for up to 15 years. The plan can be amended at any time. A major part of the plan was obtaining information from the public. They conducted surveys, they met with the Recreation Commission, and they held three public meetings. The three things citizens wanted were: 1) Improvements to the swimming pool, either another 'bubble' or a permanent structure and most favored a permanent structure. 2) Citizens wanted more room to exercise, such as an expansion over the bowling alley area. (A feasibility study was conducted about the exercise room over the bowling alley and it was recommended to go another direction.) 3) As the population is getting older, citizens want to see more walking trails and greenways. Citizens would like to see a park on Lake Rhodhiss with canoe access. Also, citizens would like a passive park in the downtown area with a splash pad. They would also like to see a larger park that included a walking trail and a golf course. A golf course is inexpensive to build and it is a great activity. A 40-acre park with a bike trail or even a mountain biking trail would draw people to Valdese. There was interest in a dedicated soccer field. The town has ample ball fields. The plan was divided into three phases over 15 years and the most expensive was the swimming pool. A plan is needed to obtain grant funds.

THE 2013 PLAN'S "NEAR-TERM" 2013-2018 RECOMMENDATIONS FOLLOW...

VII. Cost Background

The renovation of existing parks and creation of new parks will involve significant funding over the next 15 years. Most of the funding will involve renovation of existing facilities at the Valdese Recreation Center. In some cases, projects are already budgeted and they are ongoing. Currently, a study is being conducted to determine the feasibility of constructing another floor on top of the existing bowling alley roof. If the results come back favorable, the Town can then get an estimate on constructing the additional space. For a future park downtown and on the lake several options are available. Since it cannot be determined at this time which option will be chosen, these conceptual costs are shown separate from the cost estimate. With limited resources, the Town felt that it would be best to phase improvements and future facilities over the next 15 years.

Cost Estimate

Short Term (Years 0-5)	Cost
1) Tiger Gym	
New Flat Roof	\$ 8,000
New Flat Roof (2)	\$ 24,000
Refurbish Restrooms	\$ 25,000
Create Indoor Volleyball Court	\$ 3,000
2) Football Field	
Resurface Walking Track	On going
3) Children's Park	
New Roof Picnic Shelter	\$ 5,000
Level Playground	\$ 7,500
4) McGalliard Falls Park	
Additional Picnic Shelter	\$ 30,000
Relocate Restrooms	\$ 75,000
New Roof Concession Stand	\$ 4,000
Replace Picnic Tables 15@\$600	\$ 9,000
Construct Walking Trail to Lake Rhodhiss	\$ 49,000
(6,300 LF x \$3.25) + 90' Pedestrian Bridge @ \$315 LF)	
Purchase Playground Equipment	\$ 40,000
5) Valdese Recreation Center	
Replace Swimming Pool (Permanent Structure)	\$1,700,000
Resurface Swimming Pool	\$ 75,000
Replace Gymnasium Floor	\$ 65,000
**Feasibility Study to Expand Building Out Over Existing Roof	Ongoing
TOTAL COST SHORT TERM PHASE	\$2,119,500

Town of Valdese Comprehensive Parks and Recreation Plan



April 2013

Town of Valdese Comprehensive Parks and Recreation Plan

Prepared for:

Town of Valdese

Prepared by:

**Western Piedmont Council of Governments
Samuel W. Erwin, Environmental Administrator**

April 2013

Town of Valdese Comprehensive Park and Recreation Plan

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Section I Introduction

Section Overview

Background

Methodology

Acknowledgements

Town of Valdese

Comprehensive Parks and Recreation Plan

I. Introduction

Background

The Town of Valdese is a small town located in Burke County and the foothills of North Carolina. The Town has been involved with and supported recreation since the opening of the Valdese Recreation Center in the 1950's. Since that time, several parks have been constructed. The Town has a Recreation Department with a full-time Director. They also have a Parks and Recreation Commission that is appointed by the Town and makes recommendation regarding recreation in the Town.

Over the last several years, the Town has realized that it has some older facilities that will need renovating and there are new facilities that citizens would like to see built in the Town. In 2012, the Town hired the Western Piedmont Council of Governments to develop a comprehensive town-wide parks and recreation plan that would serve as a blueprint for renovation and development over the next 15 years. WPCOG staff has worked with both the Recreation Director and the Advisory Committee on the development of this plan.



Valdese Recreation Center Bowling Alley

Methodology

The Town realized that for this plan to be successful there had to be public input. During the plan development, the project team met with the Valdese Recreation Director and attended several meetings of the Parks and Recreation Commission. A town-wide survey was developed and 89 people responded. In addition, three advertised focus group meetings were conducted to gather input. The input gained helped the project team to determine what facilities needed to be addressed and the priority for development or renovation.

Acknowledgements

Doug Knight – Valdese Recreation Director

Valdese Parks and Recreation Commission – Gary Delp, Councilman; Carl Beck; Linda Brinkley; Jerry Baker; Chip Cooper; Jim Epley; Mike Shoupe; and David Brown

Valdese Planning Director – Larry Johnson

Western Piedmont Council of Governments staff – Scott Miller, Laurie Locicero, Tom Bell, and Daniel Ezell

LuAnn Bryan – Recreation Resources Service

Section II Demographics

Section Overview

This section of the study looks at the town's growth from 2000 to 2010 and compares it to other governmental units. It also looks at what age groups in Valdese have population increases and which groups have population decreases.

Demographics

II. Demographics

The population in the Town of Valdese in 2010 was 4,490 and in 2000 it was 4,485. This represents an increase of only 5 people or 0.1%. During the same period, Burke County where Valdese is located, increased 2.0% and the Hickory MSA increased 6.9%.

Table 1.
Population Change (2000-2010)

Place	2000	2010	Change 2000-2010	% Increase 2000-2010
Valdese	4,485	4,490	5	0.1
Burke Co.	89,148	90,912	1,764	2.0
Hickory MSA	341,851	365,497	23,646	6.9
N. Carolina	8,049,313	9,535,483	1,486,170	18.5
U.S.A	281,421,900	308,745,538	27,323,638	9.7

US Census

From 2000 to 2010, the largest increase in age groups was from 45 to 59 which showed an increase of 151 people. Also, there was an increase for ages 60 and over from 2000 to 2010 of 71 people. On the other hand, from 2000 to 2010, for ages 10 and under, the population dropped from 597 to 523 for a loss of 74 people. For ages 10 to 19, the population increased by 15 people. The biggest loss was for ages 20 to 44 which was 1,426 in 2000 and 1,268 in 2010. This was a loss of 158 people. These statistics show that the Town of Valdese is aging and there was a loss in population from 2000 to 2010 for ages 44 and younger.

Table 2.
Valdese Population Change Age Groups (2000-2010)

Age Group	2000	2010	Change + or (-)
Under 10	597	523	(-74)
10-19	546	561	15
20-44	1426	1268	(-158)
45-59	790	941	151
60 and over	1126	1197	71
Total	4,485	4,490	5

US Census

The tables show that Valdese has an aging population. The loss of people in ages 20 to 44 from 2000 to 2010 is the largest group population loss. The decrease could be

attributed to the poor economy in the area and that the young people are going to areas where the economy is stronger. The only young group that increased in population was ages 10-19. This age group was born before the economic troubles of the late 2000's. The older population is steadily increasing in Valdese and recreation activities should be geared for this group.

Section III Public Input

Section Overview

This section of the study looks at how Valdese involved a broad range and representative number of citizens in preparing the plan.

Background

Valdese Parks and Recreation Commission

Survey

Focus Group Meetings

Summary

III. Public Input

Background

The Town of Valdese realized the importance of public input during the process of developing this plan. The project team developed a two-page survey that was distributed town-wide asking citizens' pertinent questions regarding current and future recreation in the Town. There were 89 responses to the survey.

Three pre-advertised focus group meetings were held by the Town over a two-day period in December 2012. The input gathered from citizens attending was used to determine priorities for development and renovation at the existing parks and for development needs for future parks.

Valdese Parks and Recreation Commission

Throughout the project, the Project Team worked with the Valdese Parks and Recreation Commission, an advisory committee appointed by the Town. The Commission evaluates current policies and makes recommendations for future recreation policies in the Town.

The project team met three times during the project with the Commission. At the meetings, the schedule was reviewed and project elements were discussed. The Commission reviewed the recommendations for the existing facilities and gave input regarding park land and acreage needed for future facilities.

Survey

In October 2012, the Project Team developed a two page survey to be distributed in Valdese which asked for citizen preferences to recreation parks, facilities and other recreation issues. The Recreation Department distributed the survey town-wide and eighty nine people responded. The survey and results can be seen on the following pages.

Town of Valdese Recreation Survey

Thank you for taking the time to complete this important survey. Please check the response that most closely matches your opinion. YOUR RESPONSES ARE CONFIDENTIAL. Please return the survey to the office at the Valdese Recreation Center by Wednesday, November 7.

1. **How many persons living in your household (counting yourself) are ?**
 Under age 10 _____ Age 25-34 _____ age 55-64 _____
 Age 10-19 _____ Age 35-44 _____ Age 65-74 _____
 Age 20-24 _____ Age 45-54 _____ Age 75+ _____

2. **Do you live in the Town of Valdese?**
 Yes _____ No _____

3. **Overall, how would rate the physical condition of parks in Valdese?**
 (1)Excellent _____ (3) Fair _____
 (2)Good _____ (4) Poor _____

4. **Please list the programs that you or members of your household have participated in that are offered by the Valdese Recreation Department.**

5. **How would you rate the overall quality of programs that you and members of your household have participated in?**
 (1) Excellent _____ (3) Fair _____
 (2) Good _____ (4) Poor _____

6. **Please check ALL the ways you learn about parks and recreation programs and activities?**
 (1) Program Guide _____ (6) Town newsletter _____
 (2) Newspaper _____ (7) Flyers and brochures _____
 (3) From parks and recreation staff _____ (8) Website _____
 (4) Radio _____ (9) Other: _____
 (5) From Friends and neighbors _____

7. **What facilities have you used? Please list.**

8. **Following are potential repair/improvements that could be made at the parks? Please indicate the facilities listed below that you would SUPPORT being developed or renovated at the parks by checking the column beside the name.**

Football Field

Resurface Walking Track	
Lighting for Field	

Tiger Gym

Refurbish Bathrooms	
---------------------	--

Refurbish Area Downstairs for Storage	
Provide Indoor Volleyball	

McGalliard Falls Park

Grade ball fields level	
Repair Parking lot at Fletcher Ball Field	
Replace deteriorating picnic tables	
Repair/Restore Tennis Courts	
Replace Tennis Courts with Another Recreation Use	
Locate New Picnic Shelter	
Restore Old Grist Mill	
Install Playground Equipment	
Construct Disc Golf Course	
Construct Walking Trail/Greenway	
Revamp/Replace Restroom facilities	

Children’s Park

Repair Outfield of Ball field	
Restore Playground Borders & surface	
Create Outdoor Education Area/Signage Along Creek	

Valdese Recreation Center

Renovate Locker Rooms	
Modernize Bowling Alley	
Replace Gym Floor	
Replace Pool Bubble or Build Permanent Pool Structure?	
Expand Building for Fitness studios/Racquetball	
Install Air-Conditioning in gymnasium	

New Parks or Facilities

Create New Parkland near Downtown	
Create New Parkland near Lake Rhodhiss	
Create an Area for Mountain Biking	
New Soccer Fields	

Any other suggestions for facilities or improvements not listed:

9. **In Priority, which four facilities or improvements would you be most willing to fund with tax dollars**

	1st
	2 nd
	3rd
	4th

10. **The costs to build, renovate and operate facilities over and above the availability of grants and donations should be paid for by:**

- (1) Property Taxes _____
- (2) Bonds _____
- (3) User Fees _____
- (4) Sales Taxes _____

Town of Valdese Recreation Survey Results

A Recreation Survey was recently completed in the Town of Valdese with 89 people responding to the survey. The results are shown below.

1. **How many persons living in your household (counting yourself are ?)**

1) Age 45-54	<u>42</u>
2) Age 10-19	<u>35</u>
3) Age 35-44	<u>34</u>
4) Under Age 10	<u>27</u>
5) Age 55-64	<u>27</u>
6) Age 25-34	<u>23</u>
7) Age 20-24	<u>17</u>
8) Age 65-74	<u>13</u>
9) Age 75+	<u>2</u>

2. **Do you live in the Town of Valdese?**

1) Yes	<u>44</u>
2) No	<u>43</u>

3. **Overall, how would you rate the physical condition of parks in Valdese?**

1) Good	<u>54</u>
2) Fair	<u>18</u>
3) Excellent	<u>9</u>
4) Poor	<u>2</u>

4. **Please list the programs that you or members of your household have Participated in that are offered by the Valdese Recreation Department.**

1) Pool (swim lessons, swim team, aquasize and adult swim lesson)	<u>49</u>
2) Fitness/Weight Room	<u>20</u>
3) Exercise (walking, zumba, and yoga)	<u>16</u>
4) Bowling (bowling, bowling league and bowling lessons)	<u>10</u>
4) Soccer	<u>10</u>
6) Gym (basketball, youth basketball)	<u>9</u>
7) Football	<u>8</u>
8) Baseball and T-Ball	<u>7</u>
9) Tennis and Tennis Team	<u>4</u>
10) Futsal	<u>3</u>

5. **How would you rate the overall quality of programs that you and members Or your household have participated in?**

1) Excellent	<u>37</u>
2) Good	<u>37</u>
3) Fair	<u>4</u>

- 4) Poor 0
- 6. Please check ALL the ways you learn about parks and recreation programs activities.**
- | | |
|------------------------------------|-----------|
| 1) From Parks and Recreation Staff | <u>55</u> |
| 2) From Friends and Neighbors | <u>44</u> |
| 3) Website | <u>24</u> |
| 4) Flyers and Brochures | <u>24</u> |
| 5) Program Guides | <u>13</u> |
| 6) Newspaper | <u>10</u> |
| 7) Town Newsletter | <u>10</u> |
| 8) Radio | <u>8</u> |
| 9) Facebook | <u>7</u> |
- 7. What facilities have you used? Please list.**
- | | |
|------------------------------|-----------|
| 1) Pool | <u>35</u> |
| 2) Fitness Center | <u>26</u> |
| 3) McGalliard Falls Park | <u>23</u> |
| 4) Childrens Park | <u>18</u> |
| 5) Football Track | <u>16</u> |
| 6) Valdese Recreation Center | <u>13</u> |
| 7) Gym | <u>11</u> |
| 8) Tiger Gym | <u>6</u> |
| 9) Bowling | <u>6</u> |
| 10)Tennis Courts | <u>6</u> |
- 8. Following are potential repair/improvements that could be made at the parks? Please indicate that facilities listed below that you would SUPPORT Being developed or renovated at the parks by checking the column beside the name.**
- | | |
|--|-----------|
| 1) Construct Walking Trail/Greenway at McGalliard Falls Park | <u>52</u> |
| 2) Expand Valdese Rec. Building for Fitness Studio/Racquetball | <u>49</u> |
| 3) Replace Pool Bubble or Build Permanent Structure | <u>48</u> |
| 4) Resurface Walking Track Football Field | <u>44</u> |
| 5) Refurbish Restroom Tiger Gym | <u>42</u> |
| 6) Install Playground Equipment at McGalliard Falls Park | <u>41</u> |
| 7) Replace Deteriorating Picnic Tables McGalliard Falls Park | <u>39</u> |
| 8) Lighting for Football Field | <u>36</u> |
| 9) Restore Playground Borders & Surface Childrens Park | <u>34</u> |
| 9) Renovate Locker Rooms Valdese Recreation Center | <u>34</u> |
| 9) Install Air-Conditioning in Gym Valdese Recreation Center | <u>34</u> |
| 12) Modernize Bowling Alley | <u>33</u> |

9. In Priority, which four facilities or improvements would you be most willing to fund with tax dollars. 4 points for 1st, 3 points for 2nd, 2 points for 3rd and 1 point for 4th

1) Pool Valdese Recreation Center	<u>62</u>
2) Walking Trail/Greenway McGalliard Park	<u>46</u>
3) Expand Recreation Center for fitness/Racquet Ball	<u>41</u>
4) New Parkland near Downtown	<u>21</u>
5) Install Air-Conditioning in Gym Valdese Recreation Center	<u>18</u>
5) Renovate Locker Rooms Valdese Recreation Center	<u>14</u>
7) Create an Area for Mountain Biking	<u>14</u>
8) Playground Equipment McGalliard Falls Park	<u>11</u>
8) Create New Parkland Near Lake Rhodhiss	<u>11</u>
8) Resurface Walking Track Football Field	<u>11</u>
11) Install Lights for Football Field	<u>9</u>
12) Resurface Gym Floor Valdese Recreation Center	<u>8</u>

Improvements to the parks as a whole were also prioritized with the same point values.

1) McGalliard Falls Park	<u>57</u>
2) Valdese Recreation Center	<u>50</u>
3) Childrens Park	<u>37</u>
4) Tiger Gym	<u>17</u>
5) Football Field	<u>16</u>
6) New Parks	<u>8</u>

10. The cost to build, renovate and operate facilities over and above the availability of grants and donations should be paid for by:

1) User Fees	<u>48</u>
2) Property Taxes	<u>37</u>
3) Bonds	<u>36</u>
4) Sales Tax	<u>28</u>

As can be seen by the survey, the three most popular programs that citizens participated in were the pool, fitness weight room, and exercise including walking. The pool and the fitness center were the most used facilities. The three most popular facilities that citizens would support renovating or developing were a walking trail/greenway at McGalliard Falls Park, expanding the Valdese Recreation Center Building for Fitness Studio/Racquetball, and replacing the pool bubble or building a permanent structure. Citizens were most willing to fund the above three facilities with tax dollars and they felt that user fees and property taxes were the way to pay for the renovation and development. It is apparent from the survey that citizens want a greenway trail at McGalliard Park, the pool renovated/replaced with a permanent structure and expansion of the fitness center over the existing building roof.

Focus Group Meetings

As a further way to gather public input, three pre-advertised public focus group meetings were conducted by the Town. The first meeting was held on December 3 and the remaining meetings were held on December 4. At each of the meetings, project staff updated the audience on the plan, reviewed the analysis of existing facilities, and the survey, and led discussion among the participants on what programs and facilities they would like to see in Valdese. Programs and facilities discussed at the three meetings are listed below.

December 3, 1:00 pm - Focus Group Meeting – 7 participants

- It would be nice to light the walking track at the football field since it is the only walking track in Valdese.
- Participants expressed a desire for indoor volleyball at Tiger Gym.
- Participants wanted to see a greenway trail at McGalliard Falls Park. Several participants said it would be nice to have a trail so people would not have to drive to the Morganton Greenway.
- It was suggested that the Town talk to Duke Energy about leasing land for trails.
- A mountain biking trail and other trails would be big in Valdese and it could give them a brand to attract people from other areas. Efforts in Lenoir were mentioned along with possible grants.
- Participants felt a disc golf course would be good for the Town.
- There was much discussion regarding the picnic shelter and playground equipment at McGalliard Falls Park. An Adventure Playground was mentioned as a possibility at the park.
- Participants felt that it was not worth the money to rehabilitate the tennis courts at McGalliard Falls Park. There were other sites for tennis and the existing courts at McGalliard Falls Park could be used for another activity.
- Everyone agreed that the playground at Childrens Park needs leveling. There needs to be more parking and a water park along the creek would be a possibility.
- There was considerable discussion regarding whether the existing pool bubble should be replaced or a permanent structure built. It was pointed out the bubble had a life of 10 years and it cost \$120,000 to restore the inside membrane. Most of the participants felt that a permanent structure would be a better investment and the Town should look at something that had a large door opening and allowed sunlight.
- Everyone felt that the heavily use fitness room was too small. If a second floor could be structurally added above the bowling alley, that would allow for more fitness and yoga areas.
- Everyone was in agreement that there are enough ballfields in the town; however, there are no dedicated soccer fields.
- Future park land and facilities generated discussion. The Town should look for land on Lake Rhodhiss to develop a passive park. From the park, they could have trails that lead to the water plant and wastewater treatment plant. There needs to

be a park near downtown. A splash pad is a huge need and perhaps the pad and soccer fields could be located near downtown.

- The sidewalk from Laurel Street to Lovelady Road needs to be added to the sidewalk plan. When completed, this would give citizens a safe route from the wastewater treatment plant on the lake to downtown.

December 4, 12:30 pm – Focus Group Meeting – 9 participants

- Everyone felt that it would be waste of money to restore the tennis courts at McGalliard Falls Park
- Some participants suggested putting a playground where the tennis courts are located.
- Everyone felt that a walking trail at McGalliard Falls Park would be great.
- A spray park like Martha's Park in Morganton would be great.
- It would be good to renovate the old grist mill at McGalliard Falls Park. Perhaps this could be project for the Rotary or Lions Clubs.
- Everyone felt that it would be good to renovate the picnic and playground areas at Childrens Park.
- Try to find a better place for parking at Childrens Park.
- Similar to the first focus group meeting, there was lots of discussion on whether to replace the bubble or build a permanent structure at the pool. People felt that it should be a glass structure with a door that opened. An example of a pool in Greenville, SC was mentioned. The consensus was if you're going to spend the money, fix it right and do a permanent structure.
- Everyone loved the idea of creating more space with a second floor over the bowling alley for fitness rooms and classes such as yoga.
- The Town should look to Blue Ridge Health Care, Carolina Orthopedics and others as possible funding partners.
- It was suggested that parking was a problem at the Recreation Center and it needed to be redesigned.
- Everyone was in agreement on the need for a park with public access on the lake and a park near the downtown.
- There are enough ballfields but dedicated soccer fields are needed.
- Participants felt the town should market what they have and brand it as a family friendly community. Community gardens would be a nice addition.

December 4, 6:00 pm – Focus Group Meeting – 10 participants

- There was a consensus that the tennis courts at McGalliard Falls Park should not be renovated. A dog park was suggested as a new recreation use where the courts are currently located.
- New picnic tables are needed at McGalliard Falls Park.
- Participants felt that a walking trail at McGalliard Falls Park would be great and perhaps it could connect to Lake Rhodhiss.

- Another possibility for a walking trail was from Childrens Park to Lake Rhodhiss following sewer line easements.
- There are many of runners in Valdese, and additional areas to walk would bring in more seniors to the town.
- Perhaps the old grist mill at McGalliard Falls Park could be restored with volunteers such as the Rotary or Lions Club.
- Some participants felt that lights and renovation needs to be done at Fletcher Ball Fields and there should be a playground adjacent to the ball fields.
- It was mentioned that there are no dedicated soccer fields in Valdese.
- It was suggested that a soccer field could be built at Childrens Park
- An outdoor education center could be constructed along the creek at Childrens Park with assistance from the Agricultural Extension
- The future of the swimming pool generated discussion. Participants felt that a glass permanent structure that opened on one end would be nice. The pool needs to be resurfaced. A permanent structure would need a huge fan to dissipate heat to the outside. A therapy pool and having an open shop to sell aquatic equipment were also suggested.
- Everyone agreed that more area was needed for fitness and the idea of putting a second floor over the bowling alley was good if it was feasible.
- The bowling alley is used a lot and lanes are in great shape.
- Access to the parks is critical and the town should have alternative transportation routes. There is a need to have bike lanes and the missing link of sidewalk from downtown to the wastewater treatment plant should be completed.
- Participants felt that if Valdese could develop trails it could give them an identity similar to Morganton for ballfields.
- A park is needed downtown that could also have a farmers market. A spray park would also be good near downtown.
- Composting toilets at parks would reduce vandalism.

Summary

From the input gathered from the survey and the focus group meetings, several things became apparent. The top three things citizens would like to see at existing parks are (1) a trail from McGalliard Falls Park to the Wastewater Treatment Plant, (2) a permanent structure for the pool instead of another bubble and (3) expansion of the fitness area at the recreation center by adding a second floor over the bowling alley.

Citizens also felt that there were enough ballfields in the Town but a dedicated soccer field should be constructed. The tennis courts at McGalliard Falls Park should not be renovated. Perhaps that area could become another use such as skate board area, dog park or playground.

There was a consensus for public access to Lake Rhodhiss. Everyone agreed that a passive park was needed, and the uses could range from walking trail, canoe/kayak access, picnic shelter, playground equipment, disc golf and mountain biking area. The

amount of land needed would vary depending on the facilities. If mountain biking were included, a larger tract would be needed.

Everyone agreed that a park was needed downtown. The park could have a farmers market, splash pad water area for kids, disc golf, picnic shelter and playground. There was growing support for a downtown park as the focus meeting concluded.

Section IV Existing Facilities

Section Overview

This section of the study looks at the five existing recreation facilities in the Town of Valdese that are owned, operated and maintained by the Parks and Recreation Department. Observations and recommendations from the study follow each facility. The existing facilities are reviewed to avoid unnecessary duplication for future facilities at parks and to recommend renovations as necessary. The recommendations are broken down into three phases. These are short term (1-5 years), intermediate (6-10) years and long term (11-15 years). In addition, other facilities open to the public but not operated and maintained by the Recreation Department are listed. The section is broken down into the following:

Tiger Gym

Football Field

Childrens Park

McGalliard Falls Park

Valdese Recreation Center

Other Facilities

Section IV Existing Facilities

Tiger Gym

Tiger Gym is the gymnasium that was used by the old Valdese High School. It is an older structure that is owned by the Town and used by the Parks and Recreation Department. Current uses include basketball and indoor soccer.

RECOMMENDATIONS:

SHORT TERM

As previously mentioned, the gymnasium is an older structure that has not had any renovation in recent years.

- 1) **NEW FLAT ROOF** This project has been previously planned and should be completed over the next year.
- 2) **REFURBISH RESTROOMS** The restrooms have not been renovated in recent years and these should be updated.
- 3) **NEW FLAT ROOF (2)** The other section of the flat roof will need to be replaced within the next five years.
- 4) **CREATE INDOOR VOLLEYBALL COURT** From the survey and the focus group meetings, there was interest in having indoor volleyball. This would be a low-cost activity and would require purchasing net standards.



Tiger Gym

INTERMEDIATE

- 1) **AIR-CONDITIONING** The facility currently does not have air-conditioning which limits its use during the warmer months.

LONG TERM

- 1) **RENOVATE DOWNSTAIRS** The downstairs should be renovated to provide extra storage for the Parks and Recreation Department

Football Field

The football field was once used by the old Valdese High School for football. The field is owned by the Burke County School system and a verbal agreement exists between the Town and schools for the Town to use the field. There are two current uses at the facility. The Parks and Recreation Department uses the field for its organized football program and it serves as a walking track for the Town's citizens. It is the only walking track in Valdese. A concession stand and press box are also located at the field.

RECOMMENDATIONS:

SHORT TERM

- 1) **REFURBISH WALKING TRACK.** There are many sections of the track that have cracks from age. These areas need to be resurfaced.



Football Field

INTERMEDIATE

- 1) **INSTALL LIGHTING** Currently, there is no lighting at the track which limits the use of the field to daylight hours for organized programs. Installing lights would provide more flexibility for scheduling organized football games.

Childrens Park

Childrens Park is located along US 70 in east Valdese. The 5.8 acre park has creeks surrounding the south, west, and north borders of the park. The creeks and the steep terrain on the south side of the park limit future activities at the park. The current uses include t-ball field with lighting, playground equipment and one picnic shelter with restrooms.

RECOMMENDATIONS:

SHORT TERM

- 1) **NEW ROOF FOR PICNIC SHELTER** The Parks and Recreation Department hopes to replace the roof in the next year.

- 2) **LEVEL PLAYGROUND** There are areas in the playground that are not level and it can be difficult for participants to use playground equipment. This issue was discussed at the focus group meetings.

INTERMEDIATE

- 1) **OUTFIELD NEEDS RESURFACING** Areas in the outfield are not level due to settling of the ground. This unlevel surface can cause balls hit into the outfield to make erratic bounces which makes it more difficult to field the ball.



Childrens Park

- 2) **DEVELOP OUTDOOR EDUCATION AREA** There is an area located near the creek that could be developed into an outdoor education classroom. Students could learn about water quality. Classrooms similar to this are being used in other areas such as the Lenoir Greenway. The Town could work with the school system and other groups to develop the area which would include signage and would be located near the entrance to the park

LONG TERM

- 1) **DETERMINE IF PARK SUITABLE FOR FUTURE FACILITIES** There may be adjacent property available that would make locating new facilities at the park easier.

McGalliard Falls Park

McGalliard Falls Park is located in the northern part of Valdese and is split by McGalliard Creek which runs north to south through the park. The west side of the park includes passive recreation activities while the east side known as Fletcher Ball Fields includes several ball fields. The Parks and Recreation Department uses these fields for programmed league sports.



Current uses at the McGalliard Falls Park include four tennis courts, two picnic shelters on the west side of park connected to restrooms, horseshoes, individual picnic tables, outdoor volleyball court, and an observation deck overlooking McGalliard Falls.

Fletcher Ball Fields includes two lighted little league ball fields that are also used for soccer, a concession stand, restroom facilities, one individual picnic table and an observation deck overlooking McGalliard Falls.

RECOMMENDATIONS:

SHORT TERM

- 1) **ADDITIONAL PICNIC SHELTER AND RELOCATE RESTROOMS ON PARK SIDE.** The restrooms at the picnic shelter on the McGalliard Falls side of the park are out of sight from the public and are a constant problem for vandalism. In addition, the picnic shelters that connect to the restrooms need repairing. A new picnic shelter with restrooms should be located in an area that is in view of the public and the Valdese Police Department which patrols the area. The new shelter/restrooms could be located near the creek but they must be located out of the floodplain.



Existing Picnic Shelter

- 2) **REPLACE PICNIC TABLES** There are thirty individual picnic tables located at both sides of the park. These need to be replaced since the wooden structures are rotting. Some are more deteriorated than others. Fifteen of the thirty should be replaced in the next five years. The majority of these tables are located at the existing picnic shelter. The new tables should be made out of a composite material that is resistant to the elements.
- 3) **PURCHASE PLAYGROUND EQUIPMENT** A need for playground equipment at the park was expressed at the focus group meetings and from the survey. Installing playground equipment would make the park more useable for families. The playground equipment should be located near the picnic shelter and out of the floodplain.
- 4) **REPLACE ROOF ON CONCESSION BUILDING** The roof on the concession building at Fletcher Ball Fields should be replaced in the next five years.
- 5) **CONSTRUCT WALKING TRAIL TO LAKE RHODHISS** Currently, the Town has an easement with Crescent Resources for a sewer line that follows McGalliard Creek from the park to the Town of Valdese Waste Water Treatment

Plant (WWTP) at Lake Rhodhiss. This area is an ideal location for a long distance trail that would provide spectacular scenery. The trail would be approximately 6,300 LF in length and would be a natural surface trail. A small area at the WWTP property would need to be dedicated to provide access to users. There would be minimal grading required since the easement already exists. There would be one creek crossing on McGalliard Creek. Currently, people using the easement for walking cross the creek by walking on a large sewer pipe that spans the creek. With the development of a formal trail, a pedestrian bridge would need to be constructed. The cost of the bridge would be dependent on where it is located and how it would impact the floodplain of McGalliard Creek. A bridge would need to be a least 90 feet in length. Currently, a hunting club leases property adjacent to the sewer easement and the Town should check to make sure there will be no safety issues with the adjacent property users.

Construction of a trail to the lake was one of the most popular topics on the survey. There was also widespread support at the focus group meetings held in December.

INTERMEDIATE

- 1) **RESURFACE PARKING LOT AT FLETCHER BALL FIELDS** The parking lot at Fletcher Ball Fields is showing age and it needs to be resurfaced in the future. There are cracks in the pavement and other areas that will need refurbishing with asphalt.



Fletcher Ball Fields

- 2) **RESURFACE BALL FIELDS** The outfields of the two ball fields have settled over the years and they need to be leveled and resurfaced in the future. This can cause balls hit into the outfield to make an erratic bounces, which makes it more difficult to field the ball.
- 3) **RELOCATE TENNIS COURTS** From the public input received from the survey and the focus group meetings, it became apparent that there was little interest in renovating the four tennis courts at the park. Besides the cost involved, citizens felt that there were enough tennis courts available for users without the courts at McGalliard Falls Park. The courts are in need of repair and at some point in the future they will not be useable. At that point, they should be closed. From the public input, many ideas of facilities that could be located at the site of the current courts were mentioned. These include playground equipment, outdoor basketball courts, dog park and skate board area.

- 4) **REPLACE REMAINING INDIVIDUAL PICNIC TABLES** In first phase, the fifteen most deteriorated individual picnic tables would be replaced. In this phase the remaining fifteen tables would be replaced. The tables are located throughout the park.

LONG TERM

- 1) **RESTORE GRIST MILL** An old grist mill is located along the eastern bank of McGalliard Creek in the park and below the falls. The mill has not functioned in many years and a major renovation would be required to bring it back to working order. Citizens at the focus group meetings and from the survey responded that they would like to see the mill restored. It would be a valuable asset to the park and could attract visitors. However, they realize that it would be expensive. The restoration could become a long term project of a civic club or foundation and between donations and volunteer labor, the mill someday could be brought back to working order.

Valdese Recreation Center

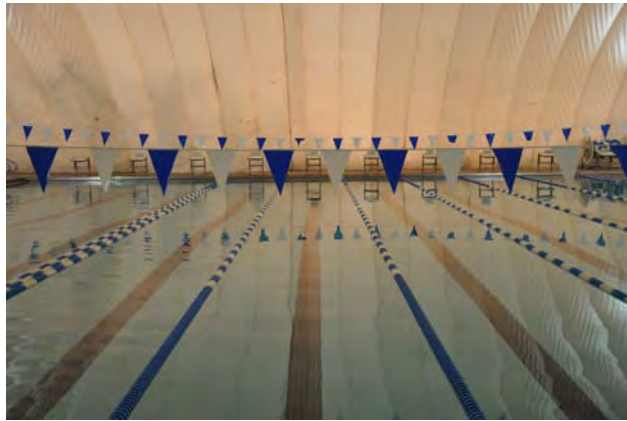
The Valdese Recreation Center was built in 1938 with private funds and is the center point for recreation in the Town. Besides recreation facilities, it also provides offices for the Parks and Recreation Department.

RECOMMENDATIONS:

SHORT TERM

- 1) **RESURFACE SWIMMING POOL** The swimming pool surface coat needs resurfacing. The surface has become rough and pitted. As this will only get worse, the resurfacing should occur in the next couple of years.
- 2) **REPLACE GYMNASIUM FLOOR** The floor in the gymnasium is showing wear from usage. It has been resurfaced in the past but the wood has been sanded as much as is possible and can only have new coats of urethane added to protect the surface.
- 3) **REPLACE SWIMMING POOL WITH PERMANENT STRUCTURE** More than ten years ago, the Town constructed a fabric cover over the existing outdoor pool which made it a year-round pool. The cover has served the Town well over the years. However, the material is showing age and major work will need to be done to the cover in the next couple of years. Every season that the liner is put up and taken down also causes wear to the liner. From the survey, it was learned that the pool is one of the more popular recreation facilities in the town. It is well

used by people of all ages. At the three focus group public input meetings, the majority of participants felt that the Town should replace the bubble with a permanent structure that has the capability to allow air and light in during the



Valdese Recreation Center Swimming Pool

warmer months. In the long run, this would provide less up keep and maintenance and the Town would not have to replace the cover every ten years. There are several permanent structure pools in other areas that encompass building techniques so the swimmer does not feel that they are in an enclosed structure particularly in warmer weather. Greenville, South Carolina has a

permanent enclosed pool structure that provides lots of light and allows large doors on one end to be opened during the warmer months. This allows sun bathers and others to use the area outside the doors for sunbathing. A permanent structure would also need a large fan system to dissipate the heat generated in the summer to the outside.

- 4) **EXPAND BUILDING OUT OVER EXISTING ROOF OF BOWLING ALLEY**
From the survey and public input meetings, it became apparent that fitness and exercise classes are one of the most popular activities that the Valdese Parks and Recreation Department offers to the public. Presently, the facilities for exercise fitness classes are at capacity and there is a need for more rooms for the activities. The Valdese Recreation Center does not have any existing space that can

accommodate the additional rooms needed. An alternative would be to expand the existing building out over the existing roof of the bowling alley. There would be a considerable amount of potential square footage available on the existing roof. The first



Potential Expansion Area

step the Town would need to take would be to have an engineering firm look at the existing building and roof and determine whether the roof could support a second floor over the bowling alley which is partially underground. If it determined to be feasible, the Town should determine the amount of square footage it needs then get a cost estimate to construct the addition. The other

alternative would be to build a separate structure near the existing recreation center that would accommodate exercise and fitness classes. This would require finding a parcel of land to construct the building. A separate building for exercise and fitness classes would not be as convenient for users as having the classrooms in the existing Valdese Recreation Center.

INTERMEDIATE

- 1) **REPLACE ROOF OVER GYMNASIUM** In the next five to ten years the roof over the gymnasium will need to be replaced.
- 2) **RENOVATE THE LOCKER ROOMS** The lockers are deteriorating and will need to be replaced. The showers and toilets in both the men's and women's locker rooms need to be rehabilitated.
- 3) **REMODEL OFFICE** The office that serves the staff of the Parks and Recreation Department needs remodeling. New paint is needed and the work space needs to be reconfigured to better accommodate staff.
- 4) **INSTALL AIR CONDITIONING IN GYMNASIUM** There is no air conditioning in the gymnasium and the heat limits its use during warmer months.

LONG TERM

- 1) **UPDATE BOWLING ALLEY** The bowling alley has been a part of the Valdese Recreation Center for many years and remains a popular activity for residents as evidenced by the survey and the focus group meetings. In the long term, the bowling alley will need to be updated to bring it up to current standards. The scoring machines will need to be updated and the tables will need to be replaced.

Other Facilities

There are several other facilities in the Town that are not operated or maintained by the Parks and Recreation Department but provide recreation activities to the public. These are as follows:

- 1) **Old Rock School**

The Old Rock School is owned by the Town of Valdese and features concerts and meeting rooms that are available to groups. The school serves as the headquarters for the Valdese Tourism and Community Affairs Department that coordinates events at the school.

2) Trail of Faith

The Trail of Faith is a non profit group that focuses on the history of the Waldensians in the Valdese area. The group has restored buildings the public can tour and they sponsor “From This Day Forward” an outdoor drama. The group has a bocce court that is open to the public.

3) Waldensian Presbyterian Church

The church has a bocce and outdoor basketball court that is open to the public. These facilities are in the downtown area.

4) Burke County Schools

The Valdese Parks and Recreation Department sponsors a yearly basketball tournament and uses gymnasiums throughout the county that are owned by the Burke County School system.

Section V Site Plans

Section Overview

This section looks at the recommended renovations and development for the existing parks in Valdese. Proposed renovations and development are shown on maps for each park. This section is broken down into the following:

Exhibit 1, Existing Parks

Exhibit 2, Tiger Gym & Football Field – Recommendations

Exhibit 3, Childrens Park – Recommendations

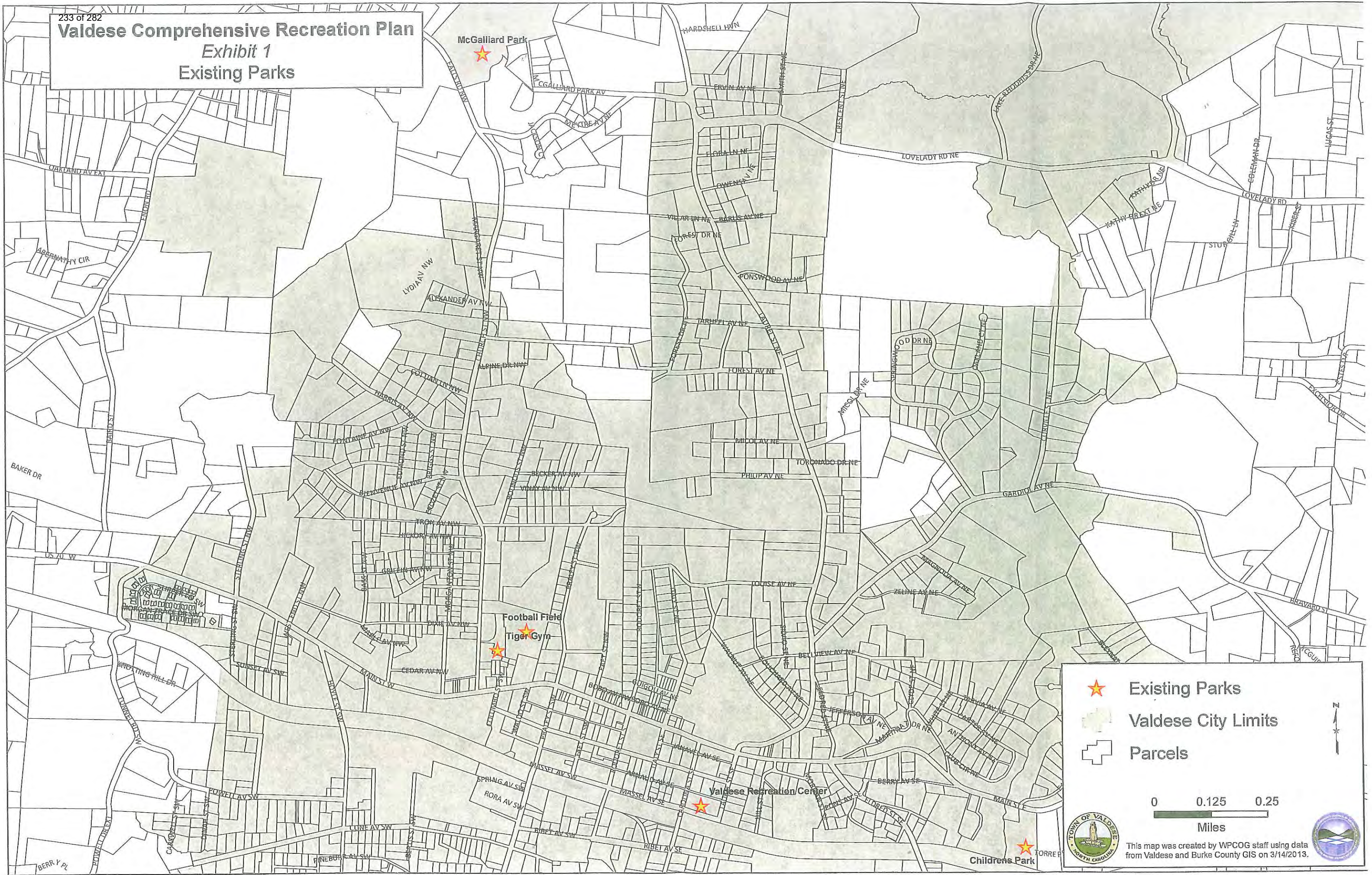
Exhibit 4, McGalliard Falls Park – Recommendations

Exhibit 5, Valdese Recreation Center - Recommendations

Valdeese Comprehensive Recreation Plan

Exhibit 1

Existing Parks



- Existing Parks
- Valdese City Limits
- Parcels

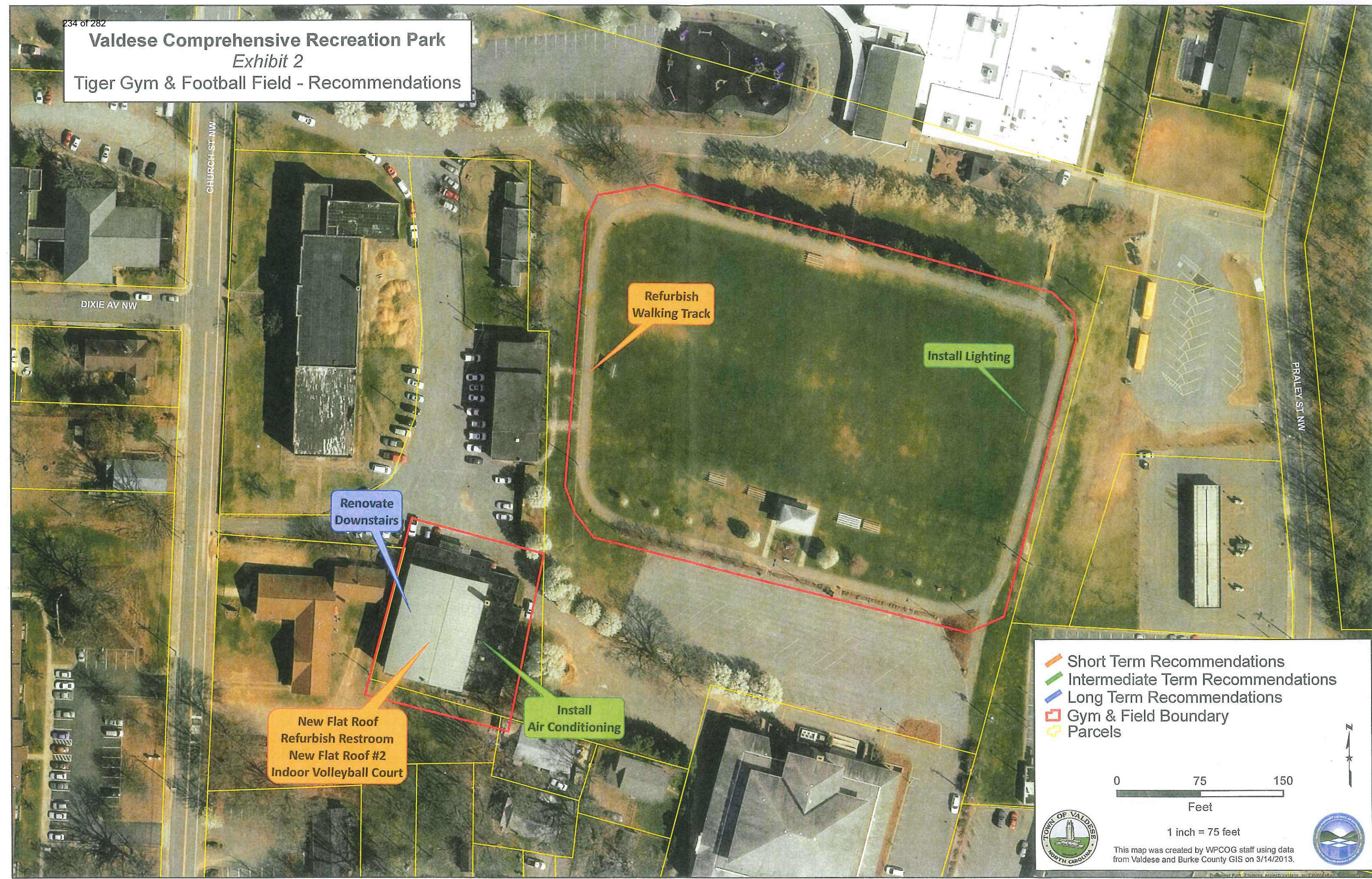
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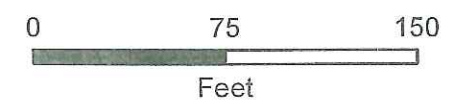
This map was created by WPCOG staff using data from Valdese and Burke County GIS on 3/14/2013.



Valdese Comprehensive Recreation Park Exhibit 2 Tiger Gym & Football Field - Recommendations



- ▬ Short Term Recommendations
- ▬ Intermediate Term Recommendations
- ▬ Long Term Recommendations
- Gym & Field Boundary
- Parcels



1 inch = 75 feet

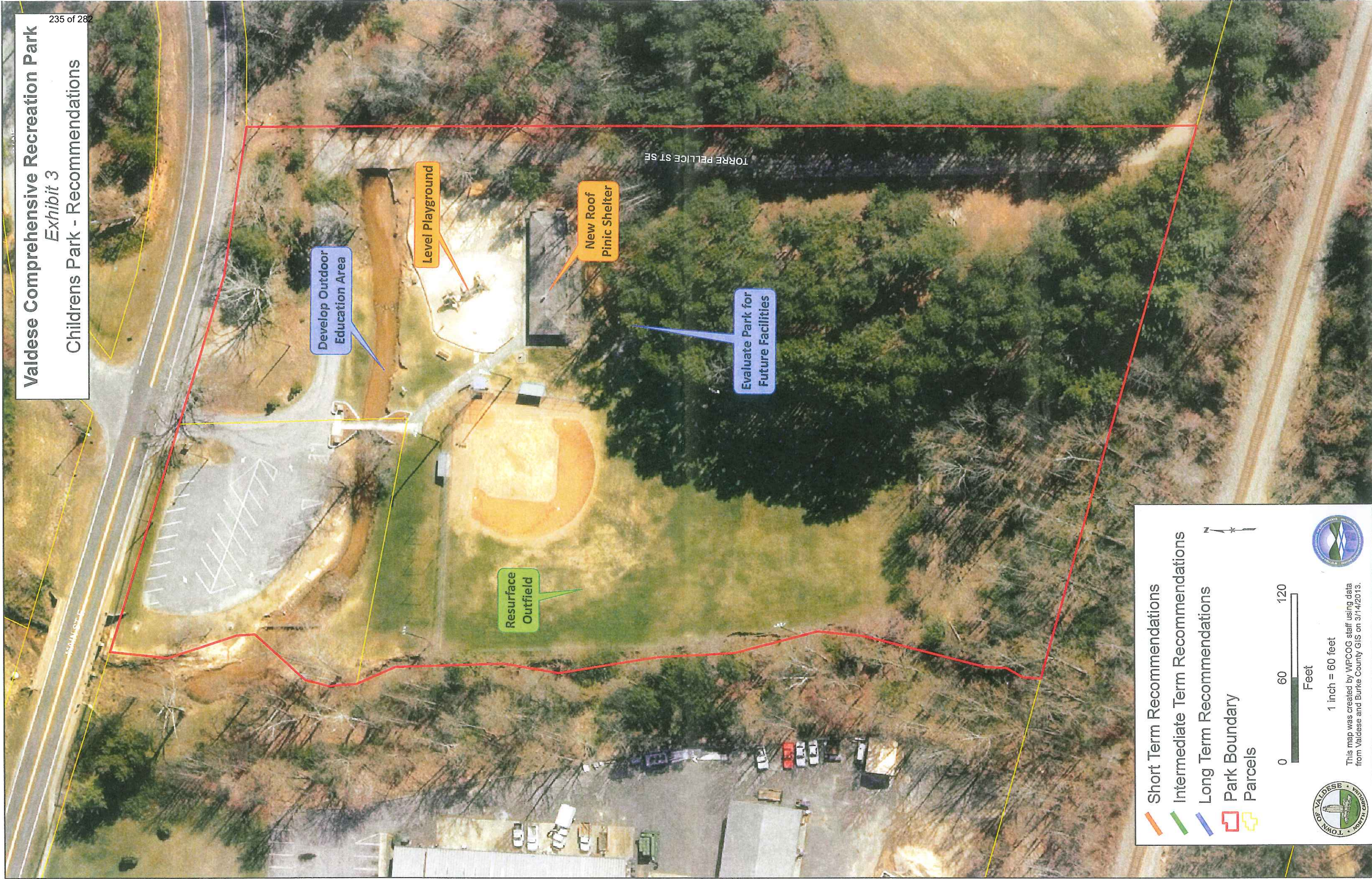


This map was created by WPCOG staff using data from Valdese and Burke County GIS on 3/14/2013.



Valdese Comprehensive Recreation Park
Exhibit 3
Childrens Park - Recommendations

235 of 282






Short Term Recommendations
Intermediate Term Recommendations
Long Term Recommendations
Park Boundary
Parcels

0 60 120
 Feet






1 inch = 60 feet

This map was created by WPCOG staff using data from Valdese and Burke County GIS on 3/14/2013.

Valdeese Comprehensive Recreation Park Exhibit 4 McGalliard Falls Park - Recommendations





-  Short Term Recommendations
-  Intermediate Term Recommendations
-  Long Term Recommendations
-  Park Boundary
-  Parcels

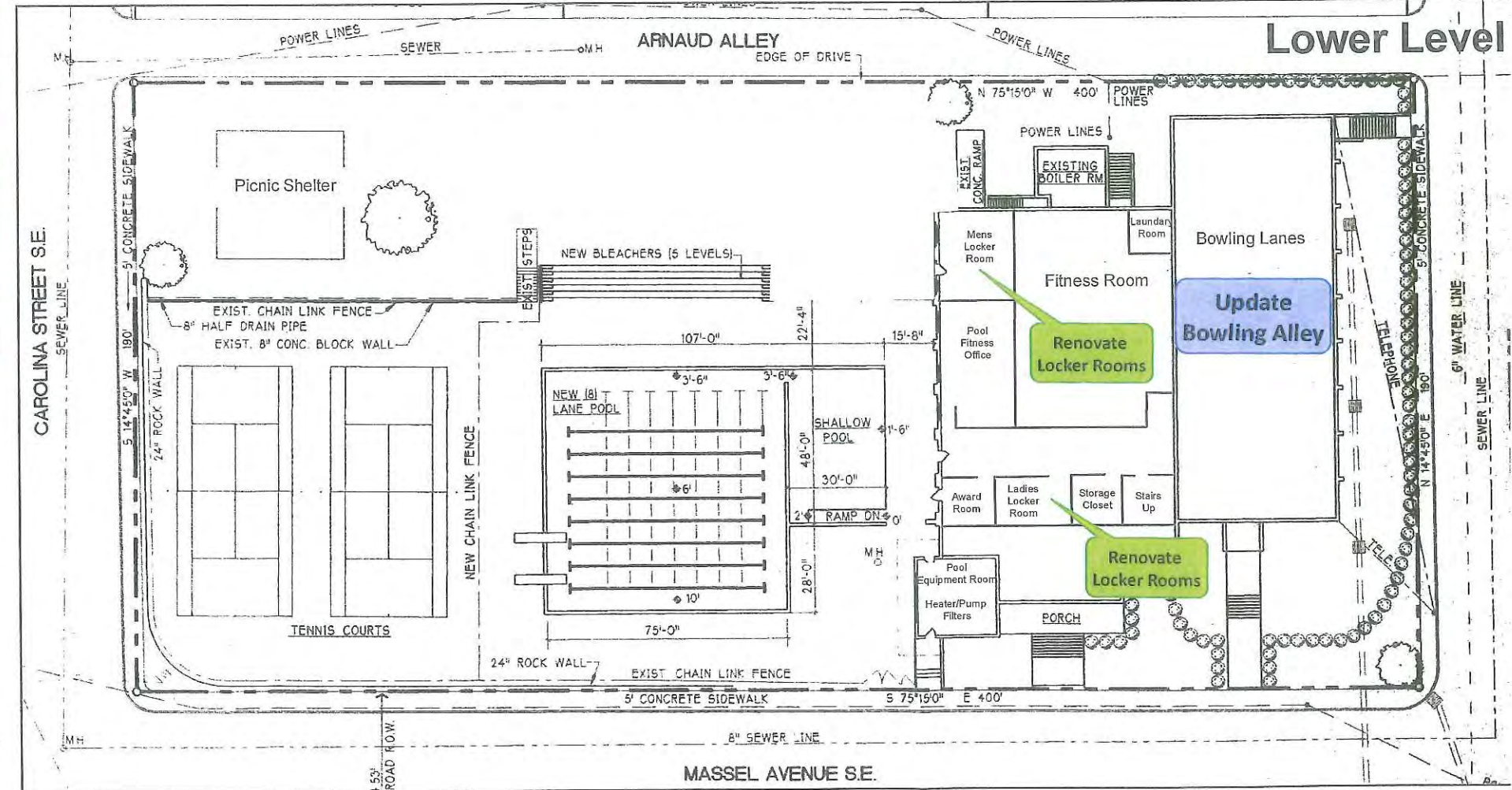
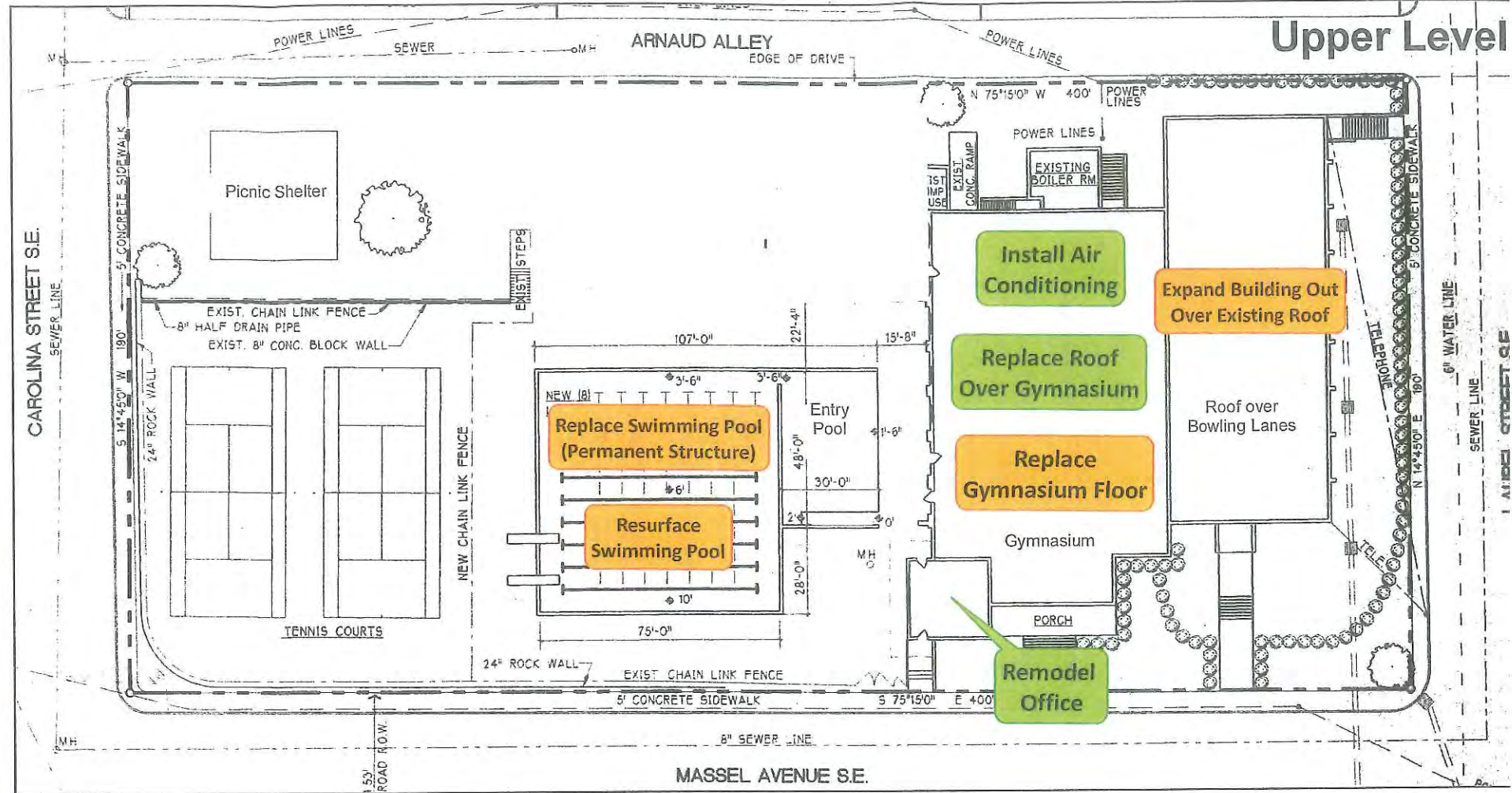
0 150 300
Feet Feet Feet

1 inch = 85,368 feet

This map was created by WPCOG staff using data from Valdese and Burke County GIS on 3/14/2013.

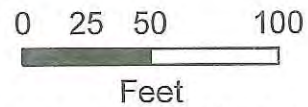



237 of 282
Valdese Comprehensive Parks and Recreation Plan
Exhibit 5
Valdese Recreation Center



- ▬ Short Term Recommendations
- ▬ Intermediate Term Recommendations
- ▬ Long Term Recommendations

Parcels



This map was created by WPCOG staff using data from Valdese and Burke County GIS on 3/14/2013.



Section VI Future Parks

Section Overview

This section looks at new parks the Town will need in the future. There are options on parks depending on the size of available property and the faculties that are planned for the parks.

Background

Downtown Park Options

Lake Rhodhiss Park Options

Dedicated Soccer Fields

Section VI. Future Parks

Background

From the town-wide survey and the focus group meetings, it was clear that the residents would like to see a park located near the downtown and a park located on Lake Rhodhiss. The Town does not have available property at these sites and has not approached property owners about acquiring land. This section looks at future facilities and the amount of land needed for a park downtown and on Lake Rhodhiss. Two options are presented for each park and the amount of land available determines the facilities planned.

There was a consensus against building new ballfields. With the popularity of soccer, citizens felt that a dedicated soccer field(s) was needed, instead of adapting the existing ball fields for soccer. Future parks constructed would be in the long-term recommendations (11-15 years).

Downtown Park Options

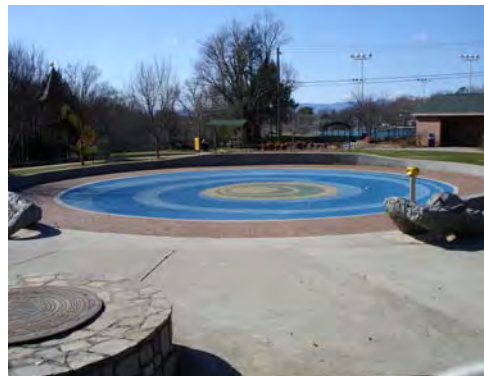
There are two options for a downtown park. The difference would be the size (acreage) and the number of facilities in the park. In the long term, the type of park the Town builds near the downtown will depend on what land parcels are available at the time of development and available funding. The two options for a park near the downtown are a small 2-acre park and a larger 9-acre park.

SMALL TWO-ACRE PARK

A small 2-acre park would be easier to develop than a larger park and land may be easier to obtain. This park would have a kids' splash pad, a picnic shelter, playground equipment and adequate parking. There are similar small parks in the region that have kids' splash pads. Martha's Park in Morganton has a splash pad, playground equipment and picnic shelter. It is located downtown on 1.4 acres.

- Kids Splash Pad

Interest was expressed at focus group meetings for a splash pad for kids in the Town to



Splash Pad Martha's Park

use. Many park departments are adding these features to their parks in a order to update them. These splash pads do not require much space and are a seasonal activity during the warmer weather months. The splash pad would require a reliable source of water, and being located near the downtown would ensure that it could be connected to the municipal water supply

- Picnic Shelter/Restrooms

A picnic shelter could be erected at this park. A medium size (20'x 40') structure would be large enough to accommodate groups and could also serve families with kids using the splash pad and playground equipment. The Town may want to charge a user fee to large groups that would like to reserve the shelter. Restrooms may be needed depending on location of the park and the availability of nearby restrooms.

- Playground Equipment

Since this small park will be suited for families with kids, playground equipment would be a compatible use. The equipment purchased should meet the current consumer safety standards and there should be an adequate fall zone around the equipment.

LARGE NINE-ACRE PARK

A larger 9+ acre park near the downtown would contain most of the facilities of the smaller park with the exception of a kids splash pad. The proposed activities would depend on the terrain of the site but they should have playground equipment, a picnic shelter, and a walking track. Depending on the terrain, a disc golf course could be added to the site. The size of the site would allow for other facilities to be added as needed in the future.

- Picnic Shelter/Restrooms

As with the smaller downtown park, a picnic shelter could also be constructed at the larger park. The structure should be large enough to accommodate groups and families. Restrooms may be needed depending on location of park and availability of nearby restrooms. The Town may want to consider a user charge to large groups that want to reserve the shelter.

- Playground Equipment

Playground equipment that is purchased should meet current consumer safety standards and there should be an adequate fall zone around the equipment. Depending on the terrain of the park, there may be opportunities to install playground equipment at more than one location in the park.

- Walking Track

Currently, the only walking track in town is the track around the football field. On the survey and at the focus group meetings, interest was expressed in more walking opportunities for the citizens. A ½ mile long and 6 feet wide walking track could be easily constructed with a 9+ acre site. The track should be paved and not have a slope greater than 6% to comply with the Americans with Disabilities Act (ADA).

- Disc Golf

Disc golf is an activity that is increasing in popularity at parks across the region. It is enjoyed by young and old alike. In Burke County, there are currently three courses at Hildebran Town Park, Bethel Park and Catawba Meadows Park in Morganton. In the focus group meetings, interest was expressed to construct a disc golf course. The existing parks in Valdese do not have adequate space to construct a course. Disc golf courses are fairly inexpensive to construct and in many instances vendors will help with the design and cost. The largest expense is the pads and baskets. Many parks are finding that areas they thought were undevelopable are great locations for courses. Typical courses in the region have 9 and 18 holes. The size course is dependent on the amount of land available and terrain.



Disc Golf Basket

Lake Rhodhiss Park Options

From the survey and the focus group meetings, there was much interest in developing a park on Lake Rhodhiss. Citizens felt that such a park could be a regional park that could attract visitors from other areas. The Town limits extend to the lake and there is no public access to the lake. The only public access on the south shore of Lake Rhodhiss is at the Duke Energy Rhodhiss Access Area above Rhodhiss Dam, approximately 6 miles downstream from the Town limits. Land is steeper near or on the lake than it would be near downtown; therefore, it would be hard to find a fairly level parcel near the lake to construct ballfields and soccer fields. The amount of grading required would be expensive and it could create sedimentation problems for Lake Rhodhiss and the Town's water supply. A park built on Lake Rhodhiss needs to be a passive park with minimal grading. The two options for a park on Lake Rhodhiss are similar. The smaller park would be approximately 15 acres while a larger park would be approximately 40 acres to accommodate a dedicated mountain biking trail.

SMALL 15-ACRE PARK

A small 15-acre park would have several advantages over a larger park on the lake. The acquisition cost would be less than for a 40 acre parcel and it may be easier to locate a smaller tract of land. The 15 acre park would have a picnic shelter, walking trail, canoe/kayak launch or take-out, playground equipment and parking. Depending on the terrain and availability of space, a disc golf course also could be constructed.

- Picnic Shelter/Restrooms

A picnic shelter with restrooms should be constructed at the park. Families will be visiting the park and many will want to picnic. The structure should be large enough to accommodate groups and restrooms should be included. The Town may want to consider a user charge to large groups that want to reserve the shelter.

- Playground Equipment

Playground equipment purchased should meet current consumer safety standards and there should be an adequate fall zone around equipment. Depending on the terrain at the park, there may be opportunities to install playground equipment at more than one location. With the rustic & natural setting of the lake, an adventure playground could be installed. An adventure playground would not include typical swings and slides but may include items such as rope climbs, tree houses and rock climbs.

- Walking Trail

On the survey and at the focus group meetings, a need for more walking trails was expressed. A park on Lake Rhodhiss would be an excellent location for such a trail. A 1+ mile trail could be constructed on the site and could follow the perimeter of the park. The trail should have a natural surface and follow the terrain. The cost of the trail would vary depending on how many bridges were required. Every effort should be made to make the trail ADA compatible. Depending on the location of the park, it could connect to other areas such as McGalliard Falls Park.

- Canoe/Kayak Access

There is only one public access area on the south shore of Lake Rhodhiss, Rhodhiss Access Area. It is located approximately six miles from Valdese near Rhodhiss Dam. Other public access sites are Castle Bridge Access Area and Conley Creek Access Area, both located on the north shore of Lake Rhodhiss. Both access areas are a considerable distance from Valdese.

The need for a public park with public access to the lake was expressed through the survey and at the focus group meetings. Canoeing and kayaking have grown in popularity in recent years with a steady increase in fishing and recreational kayaks. The Upper Catawba River is a state designated river trail with 31 access points located over the 91 miles of river trail from Marion to Lake Lookout Shoals. If Valdese creates a park on the lake with canoe/kayak access, the site could become part of the Upper Catawba River Trail.



Canoe/Kayak Launch

River accesses are fairly inexpensive to build and usually consist of large timbered steps to the water. Before constructing an access area, the Town would need to check with Duke Energy to check to see if any permits need to be obtained.

- Disc Golf Course

Disc golf is growing in popularity at parks in the region. Valdese does not have a course although there are three existing courses in the County. Disc golf courses are fairly inexpensive to develop and can be constructed in areas of parks where no other types of facilities can be constructed. If a disc golf course is created at one of the existing parks or a future downtown park, the town should evaluate whether another course is needed for a park on Lake Rhodhiss.

LARGE 40-ACRE PARK

Another option for the Town would be to develop a larger 40+ acre park on Lake Rhodhiss. The larger park would have the same activities as the small 15-acre park with the exception of a mountain bike trail.

- Picnic Shelter/Restrooms

A picnic shelter with restrooms should be constructed at the larger park. Because of the larger size of the park, additional picnic shelters could be erected as needed. The structures should be large enough to accommodate groups and restrooms should be included. The Town may want to consider a user charge to large groups that want to reserve the shelter.

- Playground Equipment

Any equipment purchased should meet current consumer safety standards. Depending on the terrain, there may be opportunities to install playground equipment at more than one location. With the rustic setting, the Town may want to look at installing

an adventure playground. These playgrounds include rope climbs, tree houses and rock climbs.

- Walking Trail

From the survey and focus group meetings, walking was determined to be a popular activity and more walking trails are needed. A walking trail would be similar in design to the smaller lake park option in that it would be a natural surface trail and would follow the terrain. Depending on the location of the park, it could be possible to connect to other areas such as McGalliard Falls Park. It should be possible to create a 1-to 2-mile trail. The costs of a walking trail would depend on terrain and the number of bridges required.

- Canoe/Kayak Access

There is only one public access area on the south shore of Lake Rhodhiss and none are located near the Town of Valdese. As with the 15-acre park option, a canoe/kayak access should be built on any park the Town may construct on the Lake. Canoe/kayak put-ins and take-outs are fairly inexpensive to build and usually consist of large timbered steps to the water. There are numerous existing examples that the Town could use such as those along the Morganton greenway.

- Disc Golf

Disc Golf is one of the fastest growing recreational activities in our region. There are three courses in Burke County and Valdese does not have a course. Disc golf courses are fairly inexpensive to develop and can be constructed in areas of parks where no other types of facilities can be developed. If a disc golf course is created at one of the existing parks or at a future downtown park, the Town should evaluate where another course is needed for a park on Lake Rhodhiss.

- Mountain Biking

Mountain Biking is a recreational activity that is growing in popularity. During the focus group meetings, much support was expressed for a mountain biking area in the Town. Mountain biking enthusiasts travel great distances to ride trails. This sport could be an activity that would attract people that live outside of Valdese to the Town, thus helping boost the local economy. In the region, the City of Newton recently completed a mountain bike course at its new Jacobs Fork Park. The City of Lenoir is planning a mountain bike course in the City. Other areas where people go to mountain bike are Pisgah National Forest, Tsali Recreation Area and the new Rocky Knob Park in Watauga County. According to the State Trails



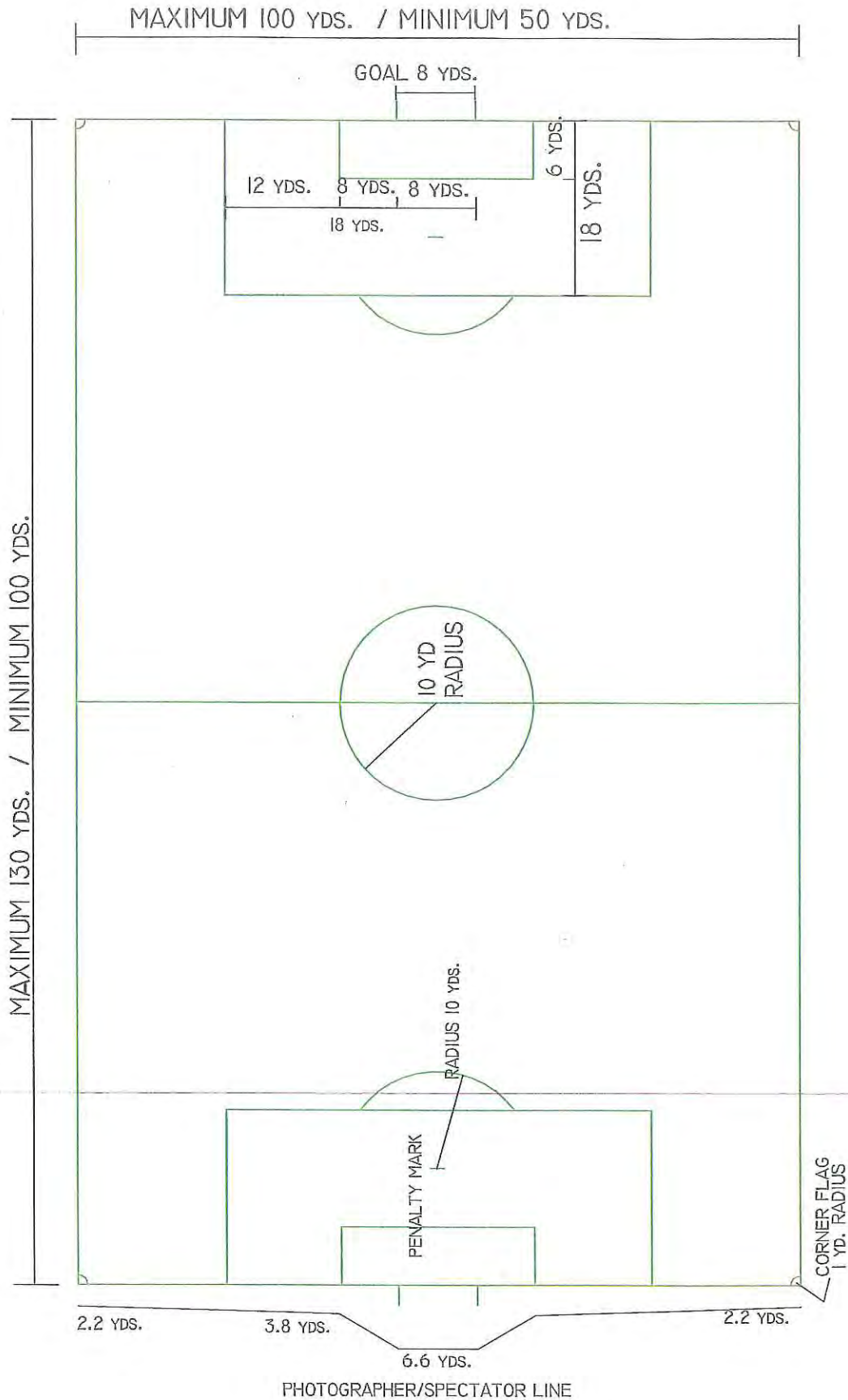
**Mountain Biking
Jacob Fork Park**

Program, it takes 25 acres to develop one mile of mountain biking trail. Thus, for a park to include a 1-mile mountain biking trail would require at least 25 acres dedicated to the activity. None of the existing parks in Valdese have adequate space for such a park. With the varied terrain, the Lake Rhodhiss area would be an excellent location to develop a mountain bike trail. Walking and mountain bike trails should be separate since the two activities would conflict with a shared trail. The mountain bike trail would require maintenance, and the Town may be able to get assistance from local bicycling organizations.

Dedicated Soccer Fields

Currently, there is not a dedicated soccer field in the Town of Valdese. For soccer games, the Town has to use ballfields that are not designed for soccer. There appears to be a great deal of interest in soccer as expressed by the survey and the focus group meetings. The present standard outdoor soccer dimensions are a minimum of 100 yards long by a minimum of 50 yards wide. These dimensions are shown Exhibit 6 on the next page. It would take one acre to develop a soccer field. To adequately develop two soccer fields with parking would require approximately two acres for soccer fields and one acre for parking. Soccer fields must be level. Currently, the Town of Valdese does not have any areas at existing parks that could be developed into soccer fields. If interest in soccer continues, the Town in the long-term should purchase property for a dedicated two-field park with parking which would require three acres.

Exhibit 6, Soccer Field Dimensions



OUTDOOR SOCCER

Section VII Cost Estimate

Section Overview

The facility improvements planned for the Town are divided into three phases over the next fifteen years. This section provides a cost estimate for each phase as well as the total cost to renovate and develop the parks.

Background

Cost Estimate

VII. Cost Estimate

Background

The renovation of existing parks and creation of new parks will involve significant funding over the next 15 years. Most of the funding will involve renovation of existing facilities at the Valdese Recreation Center. In some cases, projects are already budgeted and they are ongoing. Currently, a study is being conducted to determine the feasibility of constructing another floor on top of the existing bowling alley roof. If the results come back favorable, the Town can then get an estimate on constructing the additional space. For a future park downtown and on the lake several options are available. Since it cannot be determined at this time which option will be chosen, these conceptual costs are shown separate from the cost estimate. With limited resources, the Town felt that it would be best to phase improvements and future facilities over the next 15 years.

Cost Estimate

Short Term (Years 0-5)	Cost
1) Tiger Gym	
New Flat Roof	\$ 8,000
New Flat Roof (2)	\$ 24,000
Refurbish Restrooms	\$ 25,000
Create Indoor Volleyball Court	\$ 3,000
2) Football Field	
Resurface Walking Track	On going
3) Children's Park	
New Roof Picnic Shelter	\$ 5,000
Level Playground	\$ 7,500
4) McGalliard Falls Park	
Additional Picnic Shelter	\$ 30,000
Relocate Restrooms	\$ 75,000
New Roof Concession Stand	\$ 4,000
Replace Picnic Tables 15@\$600	\$ 9,000
Construct Walking Trail to Lake Rhodhiss (6,300 LF x \$3.25) + 90' Pedestrian Bridge @ \$315 LF)	\$ 49,000

	Purchase Playground Equipment	\$ 40,000
5)	Valdese Recreation Center	
	Replace Swimming Pool (Permanent Structure)	\$1,700,000
	Resurface Swimming Pool	\$ 75,000
	Replace Gymnasium Floor	\$ 65,000
	**Feasibility Study to Expand Building Out Over Existing Roof	Ongoing
	TOTAL COST SHORT TERM PHASE	\$2,119,500

Intermediate (Years 6-10)

1)	Tiger Gym	
	Install Air Conditioning	\$ 15,000
2)	Football Field	
	Lighting	\$ 250,000
3)	Childrens Park	
	Resurface Outfield	\$ 5,000
	Develop Outdoor Education Area Near Creek	\$ 2,000
4)	McGalliard Falls Park	
	Replace Picnic Tables 15 @ \$600	\$ 9,000
	Resurface Parking Lot At Fletcher Ball Fields	\$ 40,000
	Resurface Ball Fields	\$ 5,000
	Relocate Tennis Courts	On Going
5)	Valdese Recreation Center	
	Replace Roof Over Gymnasium	\$ 50,000
	Renovate Locker Rooms	\$ 100,000
	Remodel Office	\$ 20,000
	Install Air Conditioning	\$ 15,000
	TOTAL COST INTERMEDIATE PHASE	\$ 511,000

Long Term (Years 11-15)

1)	Tiger Gymnasium	
	Renovate Downstairs	\$ 15,000

2)	McGalliard Falls Park Restore Old Grist Mill	\$ 75,000
3)	Valdese Recreation Center Update Bowling Alley	\$ 50,000
4)	Dedicated Soccer Fields (2 fields and parking)	\$ 70,000
	TOTAL COST LONG TERM PHASE	\$ 210,000
	TOTAL COST VALDESE RECREATION PLAN	\$2,840,500

Future Park Options

Downtown Park

•	2 Acre Park		
	Acquire 2 acres (@\$10,000 per acre)	\$ 20,000	
	Kids Splash Pak	\$ 45,000	
	Picnic Shelter/Restrooms	\$ 95,000	
	Playground Equipment	\$ 40,000	
	Parking (20 spaces paved)	\$ 20,000	
	TOTAL COST		\$ 220,000
•	9 Acre Park		
	Acquire 9 acres (@\$10,000 per acre)	\$ 90,000	
	Picnic Shelter/Restrooms	\$ 95,000	
	Playground Equipment	\$ 40,000	
	Walking Trail (2,640 ft @5.00 a foot)	\$ 13,200	
	Disc Golf (18 hole course)	\$ 36,000	
	Parking (20 spaces paved)	\$ 20,000	
	TOTAL COST		\$ 294,200

Lake Rhodhiss Park

•	15 Acre Park	
	Acquire 15 acres (@ \$10,000 per acre)	\$150,000
	Picnic Shelter/Restrooms	\$ 95,000
	Adventure Playground	\$ 85,000
	Walking Trail ((5280 ft @\$5.00 a foot)	\$ 26,400
	Disc Golf (18 hole course)	\$ 36,000
	Canoe/Kayak Access	\$ 10,000

Parking (25 spaces paved)	\$ 25,000	
TOTAL COST		\$427,400
• 40 Acre Park		
Acquire 40 acres (@ \$10,000 per acre)	\$400,000	
Picnic Shelter/Restrooms	\$ 95,000	
Adventure Playground	\$ 85,000	
Walking Trail (10,560 ft @\$5.00 a foot)	\$ 52,800	
Disc Golf (18 hole course)	\$ 36,000	
Canoe/Kayak Access	\$ 10,000	
Mountain Biking (5,280 ft @\$5.00 a foot)	\$ 26,400	
TOTAL COST		\$705,200

** A feasibility study is being conducted by an engineering firm to determine whether the existing roof over the bowling alley can support an additional floor for the additional space needed for the fitness program. If the results of the study show that the roof can support the additional floor, the Parks and Recreation Department should consult with a building contractor to determine the construction cost.

Section VIII Recommendations

Section Overview

This section provides a strategy for the Town to implement the plan. Recommendations are grouped into three phases over the next fifteen years. The recommendations are as follows:

Short Term Recommendations (Years 1-5)	Recommendations 1-16
Intermediate Recommendations (Years 6-10)	Recommendations 17-28
Long Term Recommendations (Years 11-15)	Recommendations 29-31

VIII. Recommendations

The recommendations in the plan are summarized in this section. They have been assigned target dates for implementation and grouped according to target dates. The recommendations are grouped into the following phases: Short Term (Years 1-5), Intermediate (Years 6-10), and Long Term (Years 11-15)

The Town of Valdese should use this summary as a guide and planning tool to prioritize the recommendations, set annual goals, prepare budgets, and set specific dates. The recommendation summary can also be used as a check off list for accomplishing the recommendations.

Short Term Recommendations (Years 1-5)

Tiger Gym

1. New Flat Roof
2. New Flat Roof #2
3. Refurbish Restrooms
4. Create Indoor Volleyball Court

Football Field

5. Resurface Walking Track

Childrens Park

6. New Roof Picnic Shelter
7. Level Playground

McGalliard Falls Park

8. Additional Picnic Shelter and Relocate Restrooms
9. Replace 15 Picnic Tables
10. Purchase Playground Equipment
11. Replace Roof On Concession Building
12. Construct Walking Trail to Lake Rhodhiss

Valdese Recreation Center

13. Resurface Swimming Pool
14. Replace Gymnasium Floor
15. Replace Swimming Pool With Permanent Structure
16. Expand Building Out Over Existing Roof Of Bowling Alley

Intermediate Recommendation (Years 6-10)

Tiger Gym

17. Install Air Conditioning

Football Field

18. Install Lighting

Childrens Park

19. Resurface Outfield
20. Develop Outdoor Education Area Near Creek

McGalliard Falls Park

21. Replace 15 Remaining Picnic Tables
22. Resurface Parking Lot At Fletcher Ball Fields
23. Resurface Ball Fields
24. Relocate Tennis Courts

Valdese Recreation Center

25. Replace Roof Over Gymnasium
26. Renovate Locker Rooms
27. Remodel Office
28. Install Air Conditioning

Long Term Recommendations (Year 11-15)

Tiger Gym

29. Renovate Downstairs

McGalliard Falls Park

30. Restore Old Grist Mill

Valdese Recreation Center

31. Update Bowling Alley

Dedicated Soccer Fields

32. Construct 2 dedicated soccer fields

Downtown Park

33. There are two options. Construct either a 2 acre or 9 acre park

Lake Rhodhiss Park

34 There are two options. Construct either a 15 acre or 40 acre park)

Section IX Appendix

This section contains a listing of various funding sources that are available to the Town of Valdese. There are several options that are available for assistance through foundations, and state and federal governments.

Funding and Resource Guide

Parks, Open Space, Land Preservation

NC Department of Environmental and Natural Resources

Extensive list of funding and tax credit resources

NC Department of Commerce

Invaluable economic statistics and funding opportunities in areas such as Heritage Tourism, Economic Impact/Tourism Research and Community Development

North Carolina Rural Economic Development Center

The center is dedicated to the development of innovative strategies to improve the lives of rural North Carolinians, with a special focus on economic opportunities for citizens with low to moderate incomes.

Parks and Recreation Trust Fund

The fund provides dollar-for-dollar matching grants to local governments for park and recreation purposes. Funding is available for acquisition, development or renovation.

NC Dept of Transportation Enhancements Fund (TEA21)

There are twelve funding categories including acquisition, landscaping, bicycle and pedestrian facilities.

North Carolina Trails Program

- Adopt-A-Trail Grant awards funds annually to government agencies, non-profit organizations, and private trail groups for such projects as trail building, trail signage and facilities, trail maintenance, and trail information brochures and maps.
- Recreation Trails Program (RTP) trail grant program funded by Congress with money from the federal gas taxes paid on fuel used by off-highway vehicles. Its intent is to meet the trail and trail-related recreational needs identified by the Statewide Comprehensive Outdoor Recreation Plan (SCORP). The grant applicants must be able to contribute 20% of the project cost with cash or in-kind contributions.

Urban & Community Forestry Grant Program

This is a federally funded program, which awards matching funds to encourage citizen involvement in creating and sustaining urban and community forestry programs. Municipalities, counties, regional agencies, interest groups, educational facilities and private organizations are eligible to apply for funding for projects that enhance and promote the urban forest.

The North Carolina Natural Heritage Trust Fund

This fund provides assistance to purchase land that has significant aquatic or plant communities. These properties can be used for passive parks.

Resource Conservation & Development

Provides leadership in a partnership effort to help people conserve, improve, and sustain our natural resources and environment. There are nine regional offices serving North Carolina counties.

The Trust for Public Land

TPL helps conserve land for recreation and spiritual nourishment and to improve the health and quality of life of American communities.

Other Resources

Eat Smart, Move More NC Funding Opportunities

Sponsored by the Division of Health and Human Services, and Department of Public Health.

Blue Cross Blue Shield Foundation of North Carolina

The foundation supports programs that increase access to health services for the uninsured, provides health education, promotes healthy lifestyles and supports health initiatives that target children, older adults and minorities

Z. Smith Reynolds Foundation

The foundation makes grants in North Carolina for non-profit, tax-exempt charitable organizations and institutions.

Shade Structure Grant Program

Grant opportunity for common areas without shade trees.



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN



P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

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

March 4, 2024

MEMO

To: Mayor and Council

From: Town Clerk

Subject: Nominations for Boards/Commissions/Committees Received

I have received the following nominations to serve on the Town of Valdese Boards/Commissions/Committees. Please find attached detailed information about each nominee.

1. Facilities Review Board – Five Appointments needed

- Appointment – Greg Refour 1-year term
- Appointment - Jerry Hyde 2-year term
- Appointment – Tessa Collinson 2-year term
- Appointment – Roger Heavner 3-year term
- Appointment – Glenn Harvey 3-year term

2. Drug and Homeless Advisory Task Force – Five Appointments needed

- Appointment – Reverend Josh Lail
- Appointment – Sergeant William Beck
- Appointment – Annette Skidmore
- Appointment – Mark Queen
- Appointment – Heather Ward

3. Efficiency Task Force – Five Appointments needed

- Appointment – Rick McClurd
- Appointment – Tim Page
- Appointment – Eddie Perrou
- Appointment – Steve Perry
- Appointment – Gary Ogle

4. ABC Board – One Appointment needed

- Reappointment - WT Sorrell
- Appointment – Angela Hoffman

FACILITIES REVIEW BOARD NOMINATIONS

Facilities Review Board

Scope: A standing board that will advise the manager and council in the management, maintenance, improvements, or construction of the Town's properties. Since this board will oversee real property, much as the planning board oversees land use, the manager and initial members will develop a charter structured similar to the Planning Board.

Members: Five (5) members with extensive experience in construction or management of the professions and trades involved with both renovation and new construction. Citizens are welcome to submit nominations to the proposing council members Ward, Ogle, and Harvey.

NOMINATIONS – See Bios/Applications attached

Nominations made by Councilman Harvey

1. Appointment – Greg Refour 1-year term
2. Appointment - Jerry Hyde 2-year term
3. Appointment – Tessa Collinson 2-year term
4. Appointment – Roger Heavner 3-year term
5. Appointment – Glenn Harvey 3-year term



TOWN OF VALDESE
Application for Appointment to Boards and Committees

Committee: Facilities Review Committee

Scope: to advise and make recommendations to the Town Council regarding the management, maintenance, improvement, and/or construction of Town-owned properties and facilities.

Name: Edward Gregory Refour
Residence or Business address: 909 Tarvia Ave NE, Valdese NC 28690
Phone Numbers: mobile: 828-438-7288 Email:
If Resident of Valdese, Ward: 1 How many years: 72 Years in Valdese

If owner or manager of Valdese property or business, please describe:

Presently Refour Rentals, Inc. with properties in Valdese and Ocean Isle Beach

Brief Statement of Interest:

Along with owning, buying, and selling several Alray Tire businesses, I gained experience in the hiring and management of numerous employees, acquiring properties, and hiring construction companies and would be honored to contribute my experience in service to the town where I was born and raised. My Alray Tire businesses were located in Morganton, Valdese, Lenoir, Talorsville, and Cherryville. During my formative years, I had the opportunity to work for the Waldensian Bakery and Burke Mills upwards of sixty hours a week while attending WPCC. After selling my businesses and retiring at age 63, I partnered with another lifelong Valdese resident to acquire and renovate eighteen homes in the category that would be considered "affordable housing."

The renovation of those local homes involved contracting with numerous local trades and subcontractors.

Education and Employment:

Highest Level of Education: Associate Degree in Accounting
Employer: Occupation
Business Address: Business Phone:
Other Organizations:

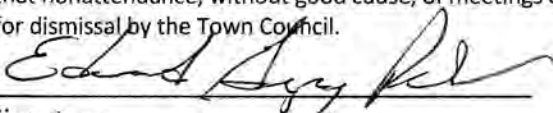
Return to: Town of Valdese – Town Hall, Attn: Clerk to the Board
P.O. Box 339, Valdese, NC 28690
Email: jlail@valdesenc.gov

Public Records Statement:

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I certify that the facts contained in this application are true and correct to the best of my knowledge. I understand that nonattendance, without good cause, of meetings of the board or committee on which I serve may be grounds for dismissal by the Town Council.


Signature

24 February 2024
Date

TOWN OF VALDESE

Application for Appointment to Boards and Committees



Committee: Facilities Review Committee

Scope: to advise and make recommendations to the Town Council regarding the management, maintenance, improvement, and/or construction of Town-owned properties and facilities.

Name: [Jerry T Hyde](#)

Residence or Business address: [313 Rodoret St N](#)

Phone Numbers: mobile: [home: 828-879-8610](#) Email: jteehyde@gmail.com

If Resident of Valdese, Ward: [5](#) How many years: [35](#)

If owner or manager of Valdese property or business, please describe:

Brief Statement of Interest:

[I have been married to Valdese native, Vickie McGuire for 42 years and have 2 grown children. I enjoy fishing, mostly trout and small mouth. My hobbies include building fly rods, and tying flies. When at home I like to work in the yard and out of necessity, work on remodeling projects on our 85 year old house. I like to swim and cycle. I have lived here since 1970 and have participated in School programs thru the school system and recreation department. Valdese is a great place to live and raise children.](#)

Education and Employment:

Highest Level of Education: [High School + 1.5 years](#)

Employer: [Matthews Construction Co., Inc.](#) Occupation [Project Superintendent](#)

Business Address: [210 1st Ave S Conover, NC](#) Business Phone: [828-464-7325](#)

Other Organizations:

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Signature [Jerry T Hyde](#)

[2/26/2024](#)
Date



TOWN OF VALDESE
Application for Appointment to Boards and Committees

Boards and Committees:

1st Choice: Facilities Review Committee

2nd Choice:

Information About Me:

Full Name: Tessa Collinson

Age:

Marital Status:

Name of Spouse:

Current Address: 313 Crescent St., NE Valdese NC 28690

Phone Number: 828-879-5016

Email: tessa.collinson@saft.com

If Resident of Valdese, Ward ___:

How many years:

If owner or manager of Valdese property or business, please describe:

General Manager, Connecticut Smart Energy Division, Saft-America

Education and Employment:

Highest Level of Education: Postgraduate

Employer: Saft-America

Occupation General Manager

Business Address: 313 Crescent St., Valdese Business Phone: 828-879-5016

Other Organizations: Previously, General Manager and Purchasing Director, Saft Limited, Newcastle on Tyne, UK

Return to: Town of Valdese – Town Hall
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P.O. Box 339
Valdese, NC 28690
Email: jlail@valdesenc.gov

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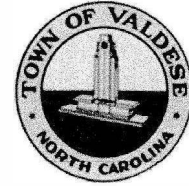
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Signature

2/28/2024

Date



TOWN OF VALDESE
Application for Appointment to Boards and Committees

Committee: Facilities Review Committee

Scope: to advise and make recommendations to the Town Council regarding the management, maintenance, improvement, and/or construction of Town-owned properties and facilities.

Name: Roger Steven Heavner
Residence or Business address: 1004 Curville St NE, Valdese NC 28690
Phone Numbers: mobile: 828-302-0750 Email: rsheavner@embarqmail.com
If Resident of Valdese, Ward: 2 How many years: 22

If owner or manager of Valdese property or business, please describe:

Brief Statement of Interest:

Born and raised in Valdese, it would be my pleasure to serve on this committee, drawing on my career and personal work experiences since returning from Air Force service in Viet Nam. With 30+ years in Project Management for a large public utility, CenturyLink and former versions of it;my work consisted of new construction, extensive renovations, roof replacements, HVAC projects, and emergency generators. Some of these projects exceeded \$1 million. In addition, I have held licenses as a NC General Contractor and NC Plumbing Contractor.

Post graduate education included a Masters Certificate in Project Management from George Washington University School of Business and Public Management .

Highest Level of Education: BS Industrial Management
Employer: Occupation
Business Address: Business Phone:
Other Organizations: Waldensian Presbyterian Church and LPDA Property Committees; American Legion Post 234, Post Commander; Lovelady Masonic Lodge - 50 years.

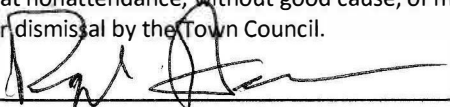
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Signature

26 February 2024

Date



TOWN OF VALDESE
Application for Appointment to Boards and Committees

Committee: Facilities Review Committee

Scope: to advise and make recommendations to the Town Council regarding the management, maintenance, improvement, and/or construction of Town-owned properties and facilities.

Name: Glenn Harvey

Residence or Business address: 801 Micol Ave NE

Phone Numbers: mobile: 828-879-8936 Email: gharvey@valdesenc.gov

If Resident of Valdese, Ward: 1 How many years: 18

If owner or manager of Valdese property or business, please describe:

Brief Statement of Interest:

As CEO of international technical associations, responsible for all real estate and facility activities including hiring architects and contractors to construct of 20,000 SF and 46,500 SF commercial buildings in RTP NC; acquisition and renovation of Raleigh properties of 45,000SF 301 Hillsborough St, acquisition and demolition of 303 Hillsborough St. Renovation of 36,000SF 735 Ceramic Place in Westerville OH. Privately acquired and renovated Raleigh NC properties: 604 N.Blount (5 unit - historic preservation project), 620 W. Lane (4 unit), 618 W. Lane (3 unit), 617 W. Lane (commercial).

Education and Employment:

Highest Level of Education: MBA

Employer: Retired Occupation Retired

Business Address: NA Business Phone: NA

Other Organizations:

Waldensian Presb. Church; LPDA, Ruffed Grouse Society

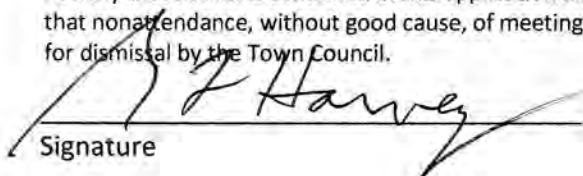
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Signature

22 February 2024
Date

DRUG AND HOMELESS ADVISORY TASK FORCE

Drug and Homeless Advisory Task Force

Scope: to address homelessness and the physical and mental issues underlying our drug and crime issues; coordinating efforts of churches, local agencies, and an evolving Burke County initiative to advise the Town Council these matters.

Period of Service: One year, subject to the Task Force's conclusion about whether to have a standing board or committee in this area.

Members: A minimum of five (5) members with special interests or experience in related areas who, in turn, may expand the task force membership for additional help or expertise. Citizens are welcome to submit nominations to the proposing council members Ward, Ogle, and Harvey.

NOMINATIONS - Bios attached

Nominations made by Councilwoman Ward

1. Appointment – Reverend Josh Lail
2. Appointment – Sergeant William Beck
3. Appointment – Annette Skidmore
4. Appointment – Mark Queen
5. Appointment – Heather Ward

TOWN OF VALDESE

Application for Appointment to Boards and Committees



Boards and Committees:

1st Choice:

2nd Choice:

Information About Me:

Full Name:

Age:

Marital Status:

Name of Spouse:

Current Address:

Phone Number:

Email:

If Resident of Valdese, Ward ____:

How many years:

If owner or manager of Valdese property or business, please describe:

Education and Employment:

Highest Level of Education:

Employer:

Occupation

Business Address:

Business Phone:

Other Organizations:

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 Attn: Clerk to the Board
 P.O. Box 339
 Valdese, NC 28690
 Email: jlail@valdesenc.gov

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Signature

Date



TOWN OF VALDESE
Application for Appointment to Boards and Committees

Boards and Committees:

1st Choice: Drug and homeless task force

2nd Choice:

Information About Me:

Full Name: William Beck

Age: 43

Marital Status: Married

Name of Spouse: Lisa Beck

Current Address: 4185 Ball Alley Creek Rd Valdese NC 28690 United States

Phone Number: (828) 390-9520

Email: Wbeck@valdesenc.gov

If Resident of Valdese, Ward ___:

How many years:

If owner or manager of Valdese property or business, please describe:

Education and Employment:

Highest Level of Education: 12

Employer: Valdese police department

Occupation: Law enforcement

Business Address: 121 Faet St Valdese NC

Business Phone: (828) 390-9520

Other Organizations:

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Email: jlail@valdesenc.gov

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Signature

2/28/24

Date



TOWN OF VALDESE
Application for Appointment to Boards and Committees

Boards and Committees:

1st Choice: Drug and Homeless Task Force

2nd Choice:

Information About Me:

Full Name: Annette Lambert Skidmore Age: 64
Marital Status: Married Name of Spouse: Tim Skidmore
Current Address: 312 Becker Avenue Valdese NC
Phone Number: (828)612-3631 Email: annette@valnett.com
If Resident of Valdese, Ward 5: How many years: 37
If owner or manager of Valdese property or business, please describe:

Education and Employment:

Highest Level of Education: Masters Ed. CCC-Speech-Language Pathologist
Employer: Retired Occupation 40 years as Speech-Language
Business Address: NA Business Phone: NA
Other Organizations:

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Annette L. Skidmore
Signature

2/28/2024
Date



TOWN OF VALDESE
Application for Appointment to Boards and Committees

Boards and Committees:

1st Choice: Drug and Homeless Task Force

2nd Choice:

Information About Me:

Full Name: Heather

Age: 42

Marital Status: Married

Name of Spouse: Michael Ward

Current Address: 400 Bass St Nw

Phone Number: 8283909541

Email: Hward@valdesenc.gov

If Resident of Valdese, Ward ___:

How many years:

If owner or manager of Valdese property or business, please describe:

Home

Education and Employment:

Highest Level of Education: College

Employer: Warehouse 18 Venue

Occupation: Event Specialist

Business Address:

Business Phone:

Other Organizations:

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Signature

2/29/24

Date

EFFICIENCY TASK FORCE

Efficiency Task Force

Scope: To assist the Interim Town Manager in an in-depth analysis of each town operation, as the manager develops the 2024-25 Annual Budget.

Period of Service: through the development and adoption of the 2024-25 budget which must be adopted by June 30, 2024.

Members: Five (5) individuals with in-depth experience in enterprises or complex operations, as senior managers, financial officers, or project leaders. It is anticipated that members will be recruited through visits with local manufacturing company CEOs or plant managers. Citizens are welcome to submit nominations. Additional nominees for task force appointment may be submitted to the proposing council members Ward, Ogle, and Harvey.

NOMINATIONS – Bios attached

Nominations made by Councilman Ogle

1. Appointment – Rick McClurd
2. Appointment – Tim Page
3. Appointment – Eddie Perrou
4. Appointment – Steve Perry
5. Appointment – Gary Ogle

Town of Valdese Efficiency Task Force Nominations

To serve a 1 Year Term to end with a Final Recommendation Report to Town Council

Qualification:

- Experience in managing operations, businesses or projects involving employees and resources.

<p>Nominees:</p>	
<p>Rick McClurd</p>	<p>Current Occupation: Owner of A & M Sound Systems</p> <p>Past Occupations/ Experience/ Qualifications:</p> <ul style="list-style-type: none"> • Corning in Information Systems. – Retired (27 years of service). -Computer room supervisor, Support Services. - All Phone and network communications <p>Other Experience/Qualifications: Vedic Committee Member</p>
<p>Tim Page</p>	<p>Current Occupation: Owner/ Operator of Alray Tire Center, Valdese</p> <p>Past Occupations/ Experience/ Qualifications:</p> <ul style="list-style-type: none"> • Deputy Secretary – Dept. of Business and Professional Regulations – Supervised over 1500 employees. • Independent Consultant • Dept. of Agriculture – Federal Government • Owner – Landscape Company
<p>Eddie Perrou</p>	<p>Current Occupation: Owner of EBP Services LLC Consulting</p> <ul style="list-style-type: none"> • work with food companies in North and South Carolina to improve the quality of existing products and to introduce new products into the market. • involves solving complex organizational inefficiencies, team building, goal setting, and teaching managers how to communicate more effectively within their organizations.

	<p>Past Occupations/Experience/Qualifications:</p> <ul style="list-style-type: none"> • 2013 - 2018 Director of Sales, DuPont, Wilmington DE <ul style="list-style-type: none"> ○ Built a sales team by recruiting, training, and retaining the top people in the food industry. • 1993 -2013 Danisco, Copenhagen Denmark. • 1973-1993 Waldensian Bakeries, Valdese NC <ul style="list-style-type: none"> ○ Directed the efforts of the supervisors and the 120 plus employees. • Burke County Board of Education -Served as Vice Chairman 1989-1991 -Chairman 1991-1993 • Grandfather was an original settler of Valdese and I currently serve as President of the local organization known as the LPDA.
<p>Steve Perry</p>	<p>Current Occupation: Owner/Operator, East End Barber Shop (30 years)</p> <p>Past Occupations/Experience/Qualifications:</p> <ul style="list-style-type: none"> • Small Business owner • Brigham Medical
<p>Gary Ogle</p>	<p>Current Valdese Town Councilman serving as Council Representative on the committee</p>

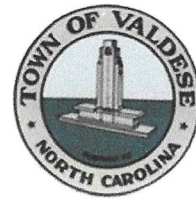
VALDESE ABC BOARD NOMINATIONS

VALDESE ABC BOARD

3-year term

NOMINATIONS – See Bios/Applications attached

1. Reappointment - WT Sorrell (Nominated by Councilman Mears)
2. Appointment – Angela Hoffman (Nominated by Councilwoman Ward)

TOWN OF VALDESE**Application for Appointment to Boards and Committees****Boards and Committees:**1st Choice: Valdese ABC Board2nd Choice:**Information About Me:**

Full Name: Willie Thomas Sorrell III

Age: 80

Marital Status: Married

Name of Spouse: Helen

Current Address: 102 Oakland Court, Valdese NC 28690

Phone Number: 828-234-1111

Email: wtsorrell1@gmail.com

If Resident of Valdese, Ward 2 :

How many years: 26

If owner or manager of Valdese property or business, please describe:

Own my home at above address in Springwood Development

Education and Employment:

Highest Level of Education: B.S. Degree in Education from N.C. State University

Employer: Semi Retired

Occupation Part-time with Engineering Co

Business Address: Home

Business Phone: 828-234-1111

Other Organizations: Current ABC Board Member, Licensed Private Pilot, Licensed General Contractor

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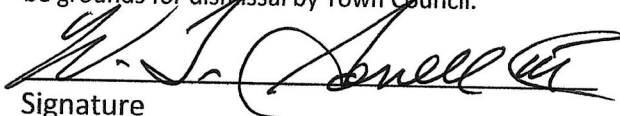
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 Signature

2-27-24

Date

My name is Willie Thomas (W.T.) Sorrell, III, and I have been a life-long resident of North Carolina. I graduated from NCSU in 1965 with a BS degree in Education. For 2 years, I taught Vocational Agriculture. After that, I managed a large Swine Operation for a year, and then I managed an FCX Farm Store meeting the needs of area farmers in eastern N.C. I also studied for and earned both my Contractor's License and my Pilot's License.

In 1971, I began my career with the U.S. Department of Agriculture, working as an Assistant County Supervisor with the Farmers Home Administration in Person County N.C. In this position I analyzed the farming operations and financial needs of farmers and provided credit for the purchase of land, equipment, and production inputs for crop and livestock production. Additionally, I analyzed the financial abilities of rural families and provided housing financing for low- and moderate-income homeowners. In 1981, I was promoted to County Supervisor with the Agency to oversee all Agency programs for Rockingham County N.C., supervising a staff of 9.

In 1983 I moved to Hickory, N.C. to take a position with the Agency as Assistant District Director. In this role I analyzed the financial needs, ability to service credit, and provided funding for the financing of Multi-Family apartment complexes along with Public Bodies and Non-Profit Corporations needs and abilities to service debt for all types of infrastructure projects. I continued in this role as an Area Loan Specialist for 25 years. I provided these financial services to municipalities in a 15-county area in Northwestern N.C. which included Burke and Catawba Counties. I move to Rutherford College in 1984, and resided there until I built my present home in Springwood development in 1996 in Valdese, N.C. While living in Rutherford College, I served as the Planning Board Chairman for about 10 years, served as Town Council member, and finished out a term of Mayor when the existing Mayor resigned.

In 2008, I accepted the position of Area Director for Region 2 of Rural Development Agency. This was a name change for the Agency I had always worked for, and I had responsibility for administration of all USDA-Rural Development Programs in the 15-county area, supervising a staff of 15.

I retired after 42 years of Federal Service in 2013. I continue to reside in Valdese with my wife, and today I work part time for an Engineering and Consulting firm helping municipalities with planning and infrastructure projects in Northwestern N.C. In addition, during this time, as a member of the Waldensian Presbyterian Church, I accepted and held the role and responsibility of Building Committee Chairman and member of Session for 3 years.

I have served on the Valdese ABC Board for 2 terms. I am proud of the progress we have made in that time, as we have finally been able to become profitable. I would be happy to serve another term if that is the desire of the Town Council.

Dear council member,

My name is John Heilman. I have served in the position of vice chair of the Valdese ABC Board for the past four years I have been on the board. This letter reflects my views and no one else's.

As I see it, the goals of the ABC Board are simple ones:

- To offer the citizens of Valdese excellent customer service at the store,
- To keep dollars in Valdese by offering a vibrant, clean, and well managed store,
- To maintain a positive sales growth rate,
- To give back to the Town of Valdese by sharing the "profits" through generous disbursements made throughout the year.

I am proud to say that the Valdese ABC store offers the best customer service in a four-county area. (It may be more than a four-county area, I just haven't visited more ABC stores) If you don't believe it, come by to try us out. We make every effort to accommodate our customers' wishes by placing special orders on items we don't normally stock. Our general manager is extremely knowledgeable, especially with the bourbon, tequila, and vodka selections, and will discuss it with you until all your questions are answered. Our general staff is always personable and respectful with the public and, yes, even to those not on the ABC board.

Plus, the staff takes pride in how the store is presented. It is always clean. Stocking of product goes on continuously during the day. Customers are always greeted with a smile and a hello.

The above is subjective, but the numbers don't lie.

Since 2017, our sales **doubled** from \$1,015,860.00 in 2017 to \$2,083,808 in 2023 with sales on track to exceed \$2,144,000.00 in 2024.

In 2023, sales increased 12.44 % over the 2022 sales number, compared to an average of 5.5% in five neighboring counties. So far in 2024, sales have increased 11.8% for the year (over the same prior year period).

Why does this matter to the TOV? Because of these year-in-and-year-out increases in sales, it allows us to send disbursements to the Town of Valdese to use as they wish. Those disbursements started in 2018 and continue through today, totaling \$607,894.00. If sales projections hold, another \$208,825.00 for this year could go to the town. **A total of \$807,391.00 over the last six years.**

Of course, this growth and the resulting disbursements cannot be pinned down to one cause but three rise above the rest.

- One is the beforementioned, customer service. Simply, no one does it better.
- Two, is the leadership the ABC store has enjoyed in the general manager position. First with Karen Caruso who poured everything she had into the store and now with Chris Leonhardt who continues to build and enhance our growth. Chris was hired in 2022 to take Karen's place when she retired last fall.
- Three, the stability of the ABC Board. I'm the newest one on the board at 4 years. WT Sorrell has been here 6 years. Seth Eckard resigned from the board after moving on from town employment. We have not experienced a lot of churn on the board and this stability has led directly to growth.

Now, I'm not naïve. I realized that many factors have contributed to the growth we have seen. But I must point out that this board has fostered a sense of workplace security and consistency that allows the store to experiment with diverse ways of doing things which have impacted growth and the amount of dollars directly flowing into the TOV coffers.

I am hearing rumors that some on the TOV council wish to replace WT Sorrell on the board when his term expires in March.

For the life of me, **I do not understand why any town council would want to fix something that is not broken.**

We are a small board of three. A third of this board is already out and replaced by the temporary current town manager. Mr. Steen is very impressive, but he is still temporary and will only be replaced by someone else when the permanent town manager arrives. If WT is replaced, that would mean 2/3s of the board would be new in the course of only four months. Currently, the store's staff has confidence in the present board. Replacing 2/3s of the board will only create uncertainty and anxiety from the general manager to the part timers who wonder what is going to happen next.

Again, why fix something that is not broken!

Everyone at the store works well together as our sales and disbursements indicate. With the replacement of 2/3 of the board, the council is jeopardizing the very income benefiting the town. If \$200,000.00 of disbursements are gone each year, would a tax increase be necessary to compensate for the lost income?

Again, why fix something that is not broken!

Finally, WT has been instrumental in the growth of the store. **All these numbers are from the time he served on the board.** He played a critical role in hiring our current general manager, who is doing gangbusters. WT is a leader on the board promoting a secure and safe working environment that has allowed the store to post record sales. Within our board meetings, we are apolitical and have only one goal in mind: To do what is best for the TOV and her citizens.

Again, why fix something that is not broken! Please re-appoint WT Sorrell for another term.

I owned a pharmacy for close to 40 years. During that time, when a process or procedure worked, we stuck with it and enjoyed the benefits it brought. When it was no longer obtaining the results we wanted, we only then made a change. Why make a change now and risk losing all the benefits going to the very citizens you were elected by.

Again, why fix something that is not broken! Please re-appoint WT Sorrell for another term.

John Heilman,

Vice Chair, TOV ABC Board

500 Campbell Ave, Valdese

TOWN OF VALDESE

Application for Appointment to Boards and Committees



Boards and Committees:

1st Choice: ABC Board

Information About Me:

Full Name: Angela McClurd Hoffman Age: 56
Marital Status: Divorced Name of Spouse: None
Current Address: 208 Hill Street SE, Valdese, NC
Phone Number: 828-502-9581 Email: hoff81566@gmail.com
If Resident of Valdese, Ward 1 How many years: 31
If owner or manager of Valdese property or business, please describe: My house

Education and Employment:

Highest Level of Education: Associates in Fine Arts
Employer: Burke County Public Schools Occupation: Teacher Assistant for Online Learning/ISS
Business Address: 3695 East Burke Boulevard, NC 28612 Business Phone: 828-397-5541
Other Organizations: Bookkeeper for Ramsey’s Service Center 10 Years

Return to: Town of Valdese – Town Hall
Attn: Clerk to the Board
P.O. Box 339
Valdese, NC 28690
Email: jjail@valdesenc.gov

Public Records Statement:

Agreement to the Public Records Statement and a Digital Signature are required to submit your application.

I understand that any information submitted becomes a public record, is NOT confidential, and is subject to North Carolina Public Records Law. This information will be used by the Town Council in making appointments to boards and committees, and it may be used as news release information to identify you to the community.

Upon appointment to serve as a board or committee representative, I understand that I must be impartial and responsible to the board or committee on which I serve. Any board or committee representative’s conduct deemed unacceptable by Town Council may result in the dismissal of the representative. I agree to this policy.

Signature: I certify that the facts contained in this application are true and correct to the best of my knowledge. I understand that nonattendance, without good cause, of meetings of the board or committee on which I serve may be grounds for dismissal by Town Council,

Angela McClurd Hoffman 2/28/2024

Signature Date

TOWN OF VALDESE
WATER TREATMENT PLANT UPGRADES PROJECT
CAPITAL PROJECT BUDGET ORDINANCE
DWI PROJECT NO.: SRP-D-134-0038

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 Treatment Plant Upgrades Project (SRP-D-134-0038)** consisting of the construction or alteration and improvement of raw water pumps, raw water piping and control valves, modification of the flash-mix basins and replacement of the flash mixers, replacing the existing flocculators, modification of the existing chemical feed systems, adding tube settlers to the sedimentation basins, rehabilitation of the existing filters, adding an air-scour system to the existing filters, process and sample line piping, miscellaneous site work and all related appurtenances. This project's scope of work is intended to improve the viability of aged existing treatment facilities and in conjunction with a corresponding project for a water line interconnect with the City of Lenoir.

The project is funded through a North Carolina State budget appropriation of \$7,000,000 to be administered by the Division of Water Infrastructure (DWI). DWI charges a 3% mandatory fee to appropriate the funding which is taken upfront and reflected in this project ordinance.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the program 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>
State Appropriation	6,790,000	54.3480.000

	\$ 6,790,000	
	=====	

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

<u>Source</u>	<u>Amount</u>	<u>Assigned Account Number</u>
Construction	\$ 5,357,900	54.8100.760
Contingency	479,100	54.8100.900
Design	488,000	54.8100.040
Bidding & Award	28,000	54.8100.043
Funding Admin	40,000	54.8100.041
Construction Services	397,000	54.8100.045

	\$ 6,790,000	
	=====	

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(s), grant agreement(s) 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 4th day of March, 2024.

Charles Watts, Mayor

Jessical Lail, Town Clerk