



**Town of Valdese
Town Council Meeting
Valdese Town Hall
102 Massel Avenue SW, Valdese
Monday, December 4, 2023
6:00 P.M.**

- 1. Call Meeting to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**

4. Informational Items:

- A. Communication Notes
- B. Reading Material

5. Open Forum/Public Comment

6. Oaths of Office Administered by Burke County Clerk of Superior Court Crystal Carpenter: Glenn Harvey - Ward 1, Gary Ogle - Ward 4, Heather Ward - Ward 5

7. 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 8.

- A. Approval of Regular Meeting Minutes of November 6, 2023
- B. Approval of Special Meeting Minutes of November 14, 2023
- C. Approval of Special Meeting and Closed Session Minutes of November 20, 2023

8. New Business

- A. Council Organizational Meeting
 - Mayor Pro Tem
- B. Public Safety Project Review
- C. Agreement with WPCOG for HR Services for Town Manager Search
- D. Budget Amendments
 - Agreement with WPCOG
 - Unified Development Ordinance
- E. Called Special Meeting on December 18, 2023 at 6:00 p.m.
 - Adoption of 2024 Town Council Meeting Schedule
 - Committee and Board appointments; new Committees (Members of any new committees to be appointed in January)
 - Town Manager Position
 - Public Safety Building
 - Amendment of Town Council Rules and Procedures
 - Budget Amendment (if applicable)
 - Closed Session Pursuant to NC General Statute 143-318.11(a)(6)

9. Mayor's Report

- A. Christmas in Valdese, Hatley Memorial Tree-Lighting and Christmas Carols by Valdese Elementary School at the Old Rock School, Hot Chocolate & Santa Visits, Thursday, December 7, 2023 at 6:00 p.m. Rain date December 8, 2023.
- B. OCP Production: It's A Wonderful Life, Show Dates December 8 - 9 and 14-16, 2023, 7:30 p.m., and December 10 & 17, 2023, 3:00 p.m.; visit www.oldcolonyplayers.com for more information and to purchase tickets.
- C. Mingle with Kris Kringle Breakfast, Saturday, December 9, 2023 at the Old Rock School, hosted by the Valdese Fire Department & Community Affairs.
- D. Special Called Council Meeting, Monday, December 18, 2023, at 6:00 p.m.
- E. Town Offices Will Be Closed December 25, 26 & 27, 2023, in Observance of Christmas and January 1, 2024, for New Year's Day

10. Mayor and Council Comments

- 11. Closed Session under NC General Statute 143-318.11(a)(3)** to consult with an attorney retained by the Town in order to preserve the attorney-client privilege between the Town attorney and the Town Council, which privilege is hereby acknowledged.

12. Adjournment

COMMUNICATION NOTES

To: Mayor Watts
Town Council

From: Town Clerk

Date: December 1, 2023

Subject: Monday, December 4, 2023 Council Meeting

7. Consent Agenda:

- A. Approval of Regular Meeting Minutes of November 6, 2023**
- B. Approval of Special Meeting Minutes of November 14, 2023**
- C. Approval of Special Meeting and Closed Session Minutes of November 20, 2023**

8. New Business:

A. Council Organizational Meeting

Council will appoint a new Mayor Pro Tem.

B. Public Safety Project Review

Enclosed in the agenda packet is a status report from Marty Beal, Architect with CBSA Architects, and renderings of the proposed Public Safety Building. Mr. Beal will be meeting to give an update. In addition, Assistant Town Manager/Finance Director Bo Weichel will provide a financial update.

C. Agreement with WPCOG for HR Services for Town Manager Search

Enclosed in the agenda packet is a contract agreement with the WPCOG for HR Services for the Town Manager search and an overview of the process. The agreement is in the amount of \$3,500.00. Mayor Watts will present at the meeting.

Requested Action: Mayor Watts recommends that Council approve the agreement with the WPCOG for HR Services for the Town Manager search in the amount of \$3,500.00, as presented.

D. Budget Amendments – Agreement with WPCOG & Unified Development Ordinance

Enclosed in the agenda packet are two budget amendments prepared by Assistant Town Manager/Finance Director Bo Weichel. These amendments will move funds to the appropriate accounts. Mr. Weichel will be at the meeting to present.

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

E. Called Special Meeting on December 18, 2023 at 6:00 p.m.

Mayor Watts will give notice of a called Special Council meeting on Monday, December 18, 2023, at 6:00 p.m. in the Town Council Chambers at Town Hall, 102 Massel Ave SW, Valdese, NC. Mayor Watts will share the purpose of the meeting.

- Adoption of 2024 Town Council Meeting Schedule
- Committee and Board appointments; new Committees
(Members of any new committees to be appointed in January)
- Town Manager Position
- Public Safety Building
- Amendment of Town Council Rules and Procedures
- Budget Amendment (if applicable)
- Closed Session Pursuant to NC General Statute 143-318.11(a)(6)

Requested Action: Mayor Watts recommends that Council approve the Special Called Meeting on Monday, December 18, 2023, at 6:00 p.m.

READING MATERIAL

**VALDESE FIRE DEPARTMENT - MONTHLY ACTIVITY REPORT
OCTOBER 1st-31st, 2023**

THE BELOW REPORT OUTLINES THE ACTIVITIES PERFORMED BY THE FIRE DEPARTMENT DURING THE MONTH OF OCTOBER, 2023. THE REPORT SHOWS THE AMOUNT OF TIME SPENT ON EACH ACTIVITY AND THE TYPE AND NUMBER OF EMERGENCY FIRE DEPARTMENT RESPONSES.

<u>ACTIVITY / FUNCTION</u>	<u>MONTHLY TOTAL</u>	
STATION DUTY	103 HOURS	
VEHICLE DUTY	101 HOURS	
EQUIPMENT DUTY	83 HOURS	
EMERGENCY RESPONSES (ON DUTY)	103 HOURS	
TRAINING (ON DUTY)	31 HOURS	
FIRE ADMINISTRATION	102 HOURS	
TRAINING ADMINISTRATION	5 HOURS	
MEETINGS	10 HOURS	
FIRE PREVENTION ADMINISTRATION	89 HOURS	
FIRE PREVENTION INSPECTIONS	58 HOURS	
<u>TYPE</u>	<u>NUMBER OF INSPECTIONS</u>	<u>VIOLATIONS</u>
ASSEMBLY	1	9
BUSINESS	1	0
DAYCARE	1	0
EDUCATIONAL	3	BCFM Report
FACTORY	1	20
HAZARDOUS	0	0
INSTITUTIONAL	1	0
MERCANTILE	0	0
RESIDENTIAL	0	0
STORAGE	0	0
FOSTER HOME	0	0
REINSPECTIONS	10	11
TOTAL:	18	40
PUBLIC RELATIONS	37 HOURS	
HYDRANT MAINTENANCE	20 HOURS	
SAFETY ADMINISTRATION	40 HOURS	
SAFE KIDS ADMIN/CRS INSPECTIONS	12 HOURS	
EXTRA DUTY FIRES	16 HOURS	
NON-DEPARTMENTAL DUTIES	0 HOURS	
EXTRA DUTY TRAINING	25 HOURS	
EXTRA DUTY FIRE/MED STANDBY	3 HOURS	
PHYSICAL TRAINING	21 HOURS	
EXTRA DUTY MEDICAL RESPONSES	45 HOURS	
VOLUNTEER FIREFIGHTER TRAINING	101 HOURS	
TOTAL TRAINING MANHOURS:	157 HOURS	

FIRE DEPARTMENT EMERGENCY RESPONSES:

<u>FIRE:</u>	<u>MONTHLY TOTAL</u>
FIRE ALARM	7
CARBON MONOXIDE ALARM	0
MUTUAL AID TO STATION 63	0
MUTUAL AID TO STATION 74	0
GAS LEAK	3
ODOR	0
ELECTRICAL HAZARD	0
FIRE/MEDICAL STANDBY	5
OUTSIDE FIRE	2
SERVICE CALL	0
STRUCTURE FIRE	1
VEHICLE FIRE	<u>1</u>
	19
<u>MEDICAL:</u>	
ABDOMINAL PAIN	1
ALLERGIC REACTION	0
ANIMAL BITE	0
ASSAULT	0
ASSIST EMS	3
BACK PAIN	1
CANCELLED ENROUT	0
CARDIAC	1
CHEST PAIN	4
CHOKING	0
CODE BLUE	0
DIABETIC	0
DOA	0
FAINTING	0
FALL	9
GUNSHOT	0
HEADACHE	0
HEMORRHAGE	3
MOTOR VEHICLE ACCIDENT	1
MEDICAL STANDBY	0
OTHER	8
OVERDOSE/INTOXICATED	2
PREGNACY	0
PSYCHIATRIC	5
RESPIRATORY	7
SEIZURE	1
SICK	10
STROKE	2
TRAUMATIC	0
UNCONSCIOUS	1
UNKNOWN	<u>0</u>
	59
<u>TOTAL RESPONSES:</u>	<u>78</u>

TRUMAN WALTON, CHIEF
VALDESE FIRE DEPARTMENT

Community Affairs & Tourism Monthly Stats

November 2023

Tourism Statistics

<i>visitvaldese.com Visits (Oct 30-Nov 19)</i>	5,493
--	-------

<i>townofvaldese.com Visits (Oct 30-Nov 19)</i>	5,495
---	-------

Top 5 Pages Viewed (townofvaldese): Utilities, Recreation, Town Hall, Events, Police Department

Facebook

<i># of followers</i>	17,677
-----------------------	--------

<i>Post Engagement (last 28 days)</i>	26,646
---------------------------------------	--------

<i>Post Reach (last 28 days)</i>	129,031
----------------------------------	---------

Facebook Reactions/Feedback (last 28 days)

Reactions: 5,126 Comments: 614 Shares: 480 Photo Views : 6,190 Link Clicks: 3,251

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

<i>Approximate # of Visitors to the Tourism/CA Office</i>	407
---	-----

Community Affairs Stats

Old Rock School Rental Breakdown

AUDITORIUM	6
------------	---

TEACHER'S COTTAGE	13
-------------------	----

WALDENSIAN ROOM	13
-----------------	----

CLASSROOMS	4
------------	---

MAJOR EVENT (ENTIRE SCHOOL)	2
-----------------------------	---

Major Events Held at the Old Rock School	Average Number of Attendees
--	-----------------------------

Christmas in November, Work in Burke FAFSA Session	825
--	-----

<i>Monthly Old Rock School Rentals</i>	38
--	----

Old Rock School Total Attendance	3,650
---	--------------

CA Summary for November 2023

November kicks off an exciting holiday event calendar for Valdese Community Affairs. The Malpass Brothers continued the '23-'24 Bluegrass at the Rock season with over 370 tickets sold for the November 4th show. Up next will be Appalachian Roadshow on December 2nd and ticket sales remain steady. The Christmas in November Craft Show was an incredible success with approximately 1,400 attendees and 80 handmade crafting vendors who took part in the event. The department partnered with multiple non profits to bring the event to fruition and received a great deal of positive feedback regarding the event. The Old Rock School has hosted several events throughout the month of November including the Merchant Appreciation Dinner, Work in Burke FAFSA information session, and several private gatherings. The Christmas Parade falls next in the holiday event lineup, with multiple participation forms coming in daily. The Grateful Gobbler was another successful partnership with Farris Insurance Agency, as the popular coloring contest took place for the third consecutive year.

VALDESE POLICE DEPARTMENT

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

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

Nov 30th, 2023

To: Mayor & Council
 From: Chief Moss
 Re: Boots on the ground

Progress reports: Boots on the Ground

<u>Location:</u>	<u>Officer Visits:</u>
McGalliard Falls	78 Visual Checks / Walk around
Old Rock School	82 Visuals Checks / Walk around
Children's Park	46 Visual Checks / Walk around
Community Center	63 Visual Checks / Walk around
Lakeside Park	26 Community Contact
Main St Extra Patrol	Nightly Door Checks
Business/Residential Contact	17 Community Policing
Family Fun Night	N/A Community Checks
Myra's Car show	N/A Community Checks

Our officer have logged 309 residential/business security checks, 561 extra patrols and 17 community policing contacts in 28 days for a total of 887 events related to the safety, security and public interest. These checks and extra patrols include all of the standard residential checks, business, and boots on the ground CAD logs. As of this date, our department has logged 19,863 events in CAD ranging from vehicle stops, security checks, to welfare checks and domestics.

**TOWN OF VALDESE
TOWN COUNCIL REGULAR MEETING
NOVEMBER 6, 2023**

The Town of Valdese Town Council met on Monday, November 6, 2023, at 6:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue SW, Valdese, North Carolina. The following were present: Mayor Charles Watts, Mayor Pro Tem Frances Hildebran, Councilwoman Rexanna Lowman, Councilman Tim Skidmore, Councilman Tim Barus, and Councilman Paul Mears. Also present were: Town Attorney Tim Swanson, Town Manager Seth Eckard, Assistant Town Manager/CFO Bo Weichel, 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: Mayor Pro Tem Frances Hildebran read the Rules & Procedures for Public Comment: Rule 5. Public Comment - Any individual or group who wishes to address the council shall inform the town clerk, Jessica Lail, any time prior to the start of the meeting, and provide their name, address and subject matter about which they wish to speak. Persons must be present if they wish to address the Council. Comments should be limited to five minutes per speaker. If the speaker's comments need to be addressed, upon the direction of the Council, someone from the management team will be in touch with you later. Please silence your cell phones.

Mayor Watts read Open Forum Guidelines: 1. Open Forum is not intended to require the Council or Staff to answer any impromptu questions. Speakers will address all comments to the entire Council as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted. 2. Speakers will maintain decorum at all times. Speakers are expected to be courteous and respectful at all times, regardless of who occupies Council chairs. These guidelines will help to ensure that a safe and productive meeting is held and that all those wishing to address Council will be afforded the opportunity.

LIFE IN VALDESE – JEANINE BARUS, 111 & 113 BARUS AVE., VALDESE: Ms. Barus shared that she is a second-generation Waldensian and has lived in this location her entire life. Ms. Barus shared stories of her father and uncle digging a waterline and installing a pipe when their well went dry one summer. Ms. Barus said that at that time, they were annexed into the town limits to tap into the main waterline and began paying for water. Ms. Barus shared all the services they started receiving over time that they had to pay for. Ms. Barus remembers her family cleaning the road after Hurricane Hugo and scraping the streets during snowstorms. Ms. Barus said that she lived for 52 years on a gravel street until she and her mother asked the Town to pave their road. They still had to pay for a third of the cost. Ms. Barus said that the property owners had to pay for all additional services during a time of revenue-neutral property tax in Valdese and stated that revenue-neutral will bring us back to the old ways. Ms. Barus feels that this election has pitted family against family, divided friends and neighbors, high school classmates, and even tried to divide the two sides of Town. Ms. Barus stated that the current Council is being blamed for the decisions made by the previous Council members. Ms. Barus feels that the Public Safety Building is a big project and does not agree with the placement and feels the Council should look at that again. Ms. Barus said it wasn't fair for those currently seated to be blamed for the past hold-up of the economy and COVID and feels strategic planning has taken place. Ms. Barus stated that one group wants more control of this project, for our Town to be run by a small group of consultants instead of elected officials, and for us to vote with the ringleader. Ms. Barus believes in a democratic process and that we can survive again.

ART EXHIBIT – ROSE MUELLER, 610 DIXIE AVE. NW, VALDESE: Ms. Mueller shared that she lives in the West part of the Town and wants the people who think that part of the Town is not beautiful to look around. Ms. Mueller shared that she is an artist inspired by what she sees in the Town. Ms. Mueller invited everyone to stop and see her artwork displayed in the Play It Again Records window at 150 West Main Street. Ms. Mueller asked that everyone take the time to look at the sunrises and sunsets in this beautiful Town and hoped that people would find inspiration.

WATER PIPES – JEAN MARIE COLE, 705 BERTIS ST., VALDESE: Ms. Cole has been reading the newspaper about the old lead pipes in many places in the country. Ms. Cole is curious if we are repaving streets, will we replace waterlines. Ms. Cole lives in the old part of the Town and wants to know if the Town has lead pipes and if there is a plan to replace them. Ms. Cole understands that she has to replace the line from her house to the meter, but what about the line in the street. Ms. Cole is concerned about her great-grandchildren living in her home. Ms. Cole would like to know what the plan is.

VALDESE – LINDA CABOT, 822 GARDIOL AVE., VALDESE: Ms. Cabot thanked the current Council and the past Council for their selfless service in providing all the amenities we enjoy by living in Valdese. Ms. Cabot feels that we think that all small towns are similar, and they are not. Ms. Cabot said that we have an exceptional small Town. We have superior employees, and our Officials are here for only one reason: to make our Town better. Ms. Cabot shared that she was taken care of with excellence whenever she had a request. Ms. Cabot said we have always been the beneficiaries of excellence, which shows. Ms. Cabot thanked our dedicated staff and elected Officials.

CONSENT AGENDA: (enacted by one motion)

APPROVED REGULAR MEETING MINUTES OF OCTOBER 9, 2023

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

End Consent Agenda

ITEMS REMOVED FROM CONSENT AGENDA: None

INTRODUCTION OF NEW EMPLOYEES: Public Works Director Allen Hudson introduced new Utility Field Technicians Dustin Hyler and Austin Sigmon.

RESOLUTION OF APPRECIATION FOR KAREN CLARK-CARUSO: Mayor Watts presented the following Resolution of Appreciation for retiring ABC Store Manager Karen Clark-Carusio:

WHEREAS, Karen Clark-Carusio for the past 13 years has served the Town of Valdese with distinction as a committed and dedicated General Manager with the Valdese ABC Board; and

WHEREAS, Karen's 13 years of service have been marked by exemplary dedication, integrity, and professionalism to serve the best interests of the community, our citizens, and the Valdese ABC Board; and

WHEREAS, Karen has earned the admiration and high regard of those with whom she has worked with and the members of the public with whom she has served these past 13 years; and

WHEREAS, Karen has served the Valdese ABC Board as General Manager; being appointed at the inception of the Board and serving in that capacity for the entirety of her tenure, establishing herself as a proven leader; and

WHEREAS, Karen has been instrumental as an advocate for the Town of Valdese in the adoption of a referendum allowing for the opening of a retail spiritous liquor establishment within town limits; and

WHEREAS, Karen has been instrumental as an advocate for the Town of Valdese in the adoption of a referendum allowing for "liquor by the drink" permittees to sell spiritous liquor in the Town of Valdese; and

WHEREAS, Karen has served as a true ambassador for North Carolina's alcohol control system, acting as a catalyst for the dissemination of information related to the benefits to our community and the public that it serves; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Valdese as we take this occasion to express honor, respect, and admiration to **Karen Clark-Carusio** for her outstanding contributions to the Valdese ABC Board and the Town of Valdese.

BE IT FURTHER RESOLVED, that the Town Council of the Town of Valdese, North Carolina, hereby expresses its sincere appreciation and gratitude to Karen Clark-Carusio for her service and leadership to

the Valdese ABC Board and the Town of Valdese during the past 13 years and extends congratulations and best wishes upon her retirement.

Adopted this the 6th day of November, 2023.

PROCLAMATION FOR NATIONAL APPRENTICESHIP WEEK: Mayor Watts presented the following Proclamation for National Apprenticeship Week:

**Valdese Town Council
Burke County, North Carolina**

WHEREAS, apprenticeships have been a cornerstone of skill development and workforce enrichment, contributing significantly to the growth and prosperity of our nation, state, and community; and

WHEREAS, the spirit of innovation and dedication exhibited by apprentices enhances the economic competitiveness of our town and state by fostering excellence and promoting continuous learning; and

WHEREAS, the collaboration between businesses, trade organizations, and educational partners highlights the power of partnerships in advancing workforce development; and

WHEREAS, apprenticeships are a strategy to ensure that opportunities are accessible to individuals from all walks of life; and

WHEREAS, Western Piedmont Community College's PACE program, in collaboration with numerous Burke County employers, has afforded our citizens opportunities to develop skills that lead to high wage jobs; and

WHEREAS, National Apprenticeship Week provides an opportunity to recognize apprentices, employers, colleges, and partners for contributing to a skilled workforce; and

WHEREAS, the celebrations during this week not only honor the achievements of apprentices but also inspire new generations to pursue vocational education and apprenticeship opportunities, bolstering our nation's workforce for the future; and

WHEREAS, the commitment to apprenticeship aligns with the Town of Valdese's mission of enhancing economic growth;

THEREFORE, we, the Valdese Town Council, do hereby proclaim November 13-19, 2023, as

NATIONAL APPRENTICESHIP WEEK

in the Town of Valdese, we encourage all citizens, businesses, educational institutions, and community organizations to join in celebrating apprenticeship programs and their positive impact on our town.

In witness whereof, we have hereunto set our hand and caused the seal of the Town of Valdese to be affixed this 6th day of November in the year 2023.

/s/ Charles Watts, Mayor

The President of Western Piedmont Community College, Dr. Joel Welch, and representatives from Meridian and Valdese Weavers, which participate in the program, were at the meeting to accept the Proclamation.

Mayor Watts thanked Dr. Welch for providing this program and feels it will be a wonderful asset to our community.

PROCLAMATION FOR BURKE COUNTY, NC NONPROFIT DAY (AKA 1BURKEGIVES): Katherine Christie, director of sales and marketing for Burke County Tourism Development and member of the 1BurkeGives planning team, shared that BC United Way hosts 1BurkeGives. Ms. Christie said that last year, 39 non-profits participated and raised \$100,000 in one day. She encouraged everyone to follow BC United Way on Facebook and contact BC United Way with questions.

Mayor Watts presented the following Proclamation:

**November 6, 2023, MB#32
Proclamation
Burke County, NC Nonprofit Day
(aka 1BurkeGives)**

Whereas, charitable nonprofit organizations throughout Burke County save taxpayers thousands of dollars through their services and contribute significantly to the high quality of life for all citizens; and

Whereas, these organizations are committed to serving the educational, cultural, civic, health, religious, human and animal services, recreational, philanthropic, environmental, and other diverse needs of Burke County; and

Whereas, the staff and volunteers of all Burke County nonprofit organizations are dedicated to upholding the highest standards of community service, donating their time and effort to making a difference in the lives of others; and

Whereas, Tuesday, November 28, 2023 observance of “Burke County, NC Nonprofit Day” (aka 1BurkeGives) provides a unique opportunity for the citizens of Burke County to join together in appreciation and support of the many contributions made by nonprofit organizations to our continued wellbeing while boosting awareness for continued growth.

Now, therefore, I, Charles Watts, Mayor of The Town of Valdese, do hereby proclaim Tuesday, November 28, 2023, as Burke County, NC Nonprofit Day (aka 1BurkeGives) and encourage all citizens to recognize the positive impact nonprofit organizations have on the quality of life of the citizens of Burke County.

/s/ Charles Watts, Mayor

APPROVED RESOLUTION AWARDING TOWN-ISSUED SERVICE SIDE ARM AND BADGE FOR

RETIRING POLICE CHIEF: Mayor Watts asked the Council if they had any questions on this item and noted that we would recognize retiring Police Chief Jack Moss at the Council meeting on December 4, 2023, closer to his retirement.

**Town of Valdese
North Carolina**

Resolution Awarding City-Issued Service Side Arm and Badge Pursuant to North Carolina General Statute 20-187.2 A

WHEREAS, Chief Jack W. Moss will retire from the Valdese Police Department on Dec 31st, 2023; and

WHEREAS, Chief Jack W. Moss was a dedicated law enforcement officer to the citizens of North Carolina and Town of Valdese since Aug 10th 1994; and

WHEREAS, North Carolina General Statute 20-187.2 (a), permits The Town of Valdese to donate the badge worn at no cost, and to the sell service-issued side arm to retiring law enforcement officers, at a price determined by the Town Council Members; and

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

1. Chief Jack W. Moss service weapon and badge be declared surplus property; and
2. The Mayor of Valdese, Charles Watts, is authorized to present Chief Jack W. Moss his Town of Valdese Police Department issued badge at no cost, upon his retirement; and
3. The Mayor of Valdese Charles Watts, is also authorized to sell a Glock, Model 21 Gen 4, Serial Number AHBL-235 pistol at a set price of \$1.00 to Chief Jack W. Moss upon his retirement.

Adopted this 6th day of November 2023.

/s/ Charles Watts, Mayor

ATTEST:

/s/ Town Clerk

Councilman Barus made a motion to accept the Resolution Awarding Town-Issued Service Side Arm and Badge for the Police Chief upon his Retirement, seconded by Councilwoman Lowman. The vote was unanimous.

APPROVED BUDGET AMENDMENT: Public Works Director Allen Hudson shared that we had some issues with the storm drain on Micol Ave., requiring a budget amendment. Councilman Mears asked if we were on target with the paving project, and Mr. Hudson said we were finished. Councilwoman Hildebran asked if this was our only overage, and Mr. Hudson said yes.

Valdese Town Council Meeting

Monday, November 6, 2023

Budget Amendment #

2-10

Subject:

2023 Street Paving change order

Description:

Changes for work not included in contract scope:
 Driveway add and credit on Skie Circle: \$(3,718.53)
 Mill/patching on Columbo St: \$5,975.00
 Waterline relocation for proper storm drainage on Micol Ave: \$10,971.75
 POWELL BILL FUND BALANCE WILL BE USED

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
10.3991.000	Powell Bill Fund Balance		2,554
	Total	\$0	\$2,554

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.5700.154	Drainage and Storm Sewer	2,554	
	Total	\$2,554	\$0

Section II:

Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for their direction.

Councilwoman Hildebran made a motion to approve the Budget Amendment in the amount of \$2,554 for the Micol Street paving project, seconded by Councilman Barus. The vote was unanimous.

MANAGER'S REPORT: Town Manager Seth Eckard asked Fire Chief Truman Walton to talk about the recent burn ban. Chief Walton shared that yesterday at 5 pm, we went under two separate burn bans. Chief Walton shared that one is from the NC Forest Service covering any burning outside 100 feet from any resident. The second is from the BC Fire Marshal's office, covering anything within 100 feet of an occupied dwelling. Chief Walton said we would be under a burn ban until we get considerable rain. Chief Walton said the only outdoor legal burning would be inside an enclosed BBQ grill.

Town Manger Seth Eckard asked Water Resources Director Greg Padgett to talk about the drought status. Mr. Padgett shared the following information: The Catawba-Wateree Drought Management Advisory Group (CW-DMAG) announced yesterday, Nov. 1, that warm and dry weather conditions have placed the Catawba-Wateree River Basin in Stage 1 of the group's Low Inflow Protocol (LIP). Stage 1 is a drought stage that requires the first phase of operational adjustments at Duke Energy's hydroelectric facilities. Voluntary water conservation by all water users is strongly encouraged including Valdese.

Due to warm temperatures and below average rainfall since earlier this year, water storage in the 11 reservoirs in the Catawba-Wateree River Basin has decreased and stream flows that feed the reservoirs are well below normal.

The LIP is the drought management protocol major users of the water from the Catawba- Wateree River Basin use to share responsibility and set priorities to conserve the limited water supply during drought conditions. Stage 1 is the second of five drought stages outlined in the protocol and it requests voluntary water conservation by water users across the basin. Residents using water from a Duke Energy lake for landscape irrigation are asked to limit watering to Tuesdays and Saturdays.

During drought conditions, Duke Energy's hydroelectric plants continue to operate but at reduced levels to progressively decrease downstream flows and preserve water storage in the lakes.

At Stage 1, Duke Energy will increase surveillance of its public boating access areas along the lakes. To ensure the safety of boaters and protect property, some boat ramps will close temporarily due to declining lake levels. Any closures will be listed on the Duke Energy Lakeview app and Duke-Energy.com/Lakes.

CW-DMAG was established in 2006 to monitor drought status and to recommend coordinated actions for CW-DMAG members. CW-DMAG members include the area's public water suppliers and several large industrial users withdrawing water from the river and lake system, North Carolina and South Carolina resource agencies, other federal agencies and Duke Energy.

CW-DMAG and the LIP resulted from Duke Energy's relicensing process for the Catawba- Wateree Hydroelectric Project. The LIP is part of Duke Energy's federal operating license issued by the Federal Energy Regulatory Commission (FERC). CW-DMAG meets at least monthly when conditions reach Stage 0 or greater of the LIP. For more information about CW-DMAG and the LIP, visit duke-energy.com/community/lakes/drought-management-advisory/catawba-wateree-dmag.

Mr. Padgett said that hopefully everyone has received a Code Red alert today from the Town about the current drought situation. Mr. Padgett encouraged citizens to sign up for Code Red and look at the information that is on our Town's website. Mr. Padgett shared what it means for us to be in Stage 1. In Stage 1, Voluntary Reductions, all water users will be asked to reduce their normal water use by 5%. Customer education and outreach programs will encourage water conservation and efficiency measures including: irrigating landscapes at a maximum of two days per week, a maximum of one inch per week; preventing water waste, runoff and watering impervious surfaces; reduction of residential vehicle washing; washing only full loads in clothes and dishwashers; using spring-loaded nozzles on garden hoses; and identifying and repairing all water leaks. Mr. Padgett feels that we will be entering into Stage 2 in a few months and said there are five stages. Mr. Padgett read this was the first time in 17 years that skipped Stage 0 and went straight to Stage 1.

Town Manager Seth Eckard shared:

Christmas in November Craft & Gift Show at the Old Rock School is scheduled Friday, November 10, 2023, 4:00 pm – 8:00 pm & Saturday, November 11, 2023, 9:00 am – 2:00 pm

Annual Town Council/Valdese Merchants Association Dinner, Tuesday, November 14, 2023, 6:30 pm at the Old Rock School, Waldensian Room

Town Offices Closed on November 10 in Observance of Veterans Day & November 23 & 24, 2023 in Observance of Thanksgiving

Valdese Christmas Parade, Saturday, December 2, 2023, 10:00 a.m., Honoring Grand Marshal Bruce Hawkins

Bluegrass at the Rock: Appalachian Road Show, December 2, 2023, at 7:30 p.m. Visit www.townofvaldese.com for ticket information.

MAYOR AND COUNCIL COMMENTS: Councilwoman Hildebran complimented Karen Caruso on her management of the Valdese ABC Store. She said she has been involved with it throughout her term on the council, and Ms. Caruso has presented before the Council with professionalism, expertise, and grace. She thanked her.

Councilwoman Hildebran has had several people tell her that there is a lot of speeding on Lake Rhodhiss Drive going to Lakeside Park. She wants to bring this to Police Chief Jack Moss's attention.

Councilman Barus shared that he had gone to the Pine Crossing Apartments for a walk-through and that it looked beautiful. Town Manager Seth Eckard said they are expected to have their first resident in January 2024. Councilman Barus also shared that we got confirmation that Tron Place was a go. Mr. Eckard shared that grading should happen in the next six months.

Mayor Watts shared that this year's Treat in the Streets attracted the biggest crowd and thanked the Town employees and businesses for their work and resources. He stated that Valdese is such a success because we all work together, which is what it takes.

Mayor Watts personally thanked each Veteran who is here tonight and all the Veterans who live in Town.

ADJOURNMENT: At 6:47 p.m., there being no further business to come before Council, Councilwoman Hildebran made a motion to adjourn, seconded by Councilwoman Lowman. The vote was unanimous.

The next regular Council meeting is scheduled for Monday, December 4, 2023.

Town Clerk
jl

Mayor

**TOWN OF VALDESE
TOWN COUNCIL ANNUAL JOINT DINNER MEETING WITH VALDESE MERCHANTS
NOVEMBER 14, 2023**

The Town of Valdese Town Council met jointly with the Valdese Merchants for the Annual Dinner Meeting on Tuesday, November 14, 2023, at 6:00 p.m., at the Old Rock School, Waldensian Room.

The following were present: Mayor Charles Watts, Councilwoman Rexanna Lowman, and Councilman Paul Mears. Also present were Town Clerk Jessica Lail and Community Affairs Director Morrissa Angi.

Absent: Mayor Pro Tem Frances Hildebran, Councilman Tim Barus, Councilman Tim Skidmore, Town Manager Seth Eckard, and Assistant Town Manager/CFO Bo Weichel

A quorum was not present; however, no action was planned.

At 6:30 p.m., Mayor Watts called the meeting to order and welcomed everyone. Mayor Watts expressed his appreciation for the Valdese Merchants. Rev. Dr. Josh Lail, Pastor of Valdese First Baptist Church, offered the invocation.

RECOGNITION OF MEMBERS OF THE VALDESE TOWN COUNCIL: Mayor Watts introduced our current Council present, Councilman Paul Mears and Councilwoman Rexanna Lowman. Mayor Watts also introduced the Council Elect, Glenn Harvey – Ward 1, Gary Ogle – Ward 4, and Heather Ward – Ward 5.

MERCHANT INTRODUCTIONS: Mayor Watts asked the Merchants present to introduce themselves and explain what they do. There were approximately 30 Merchants in attendance.

COMMUNITY AFFAIRS MERCHANT ASSISTANCE PROGRAM: Community Affairs Director Morrissa Angi reviewed the following handout, which offers ways for the Community Affairs Department to help support the Merchants, for free.

The Town of Valdese Community Affairs Department offers a variety of ways to market your business, showcase your events and partner with the Town for special projects. Below you will see a variety of ways to promote your business and get support completely for FREE. The Town of Valdese Community Affairs Department will be happy to help offer advice for the best ways to get involved with the community.

Advertising opportunities FREE for business owners:

- *E-Newsletter*

This electronic newsletter is sent to over 6,000 subscribers each month. Businesses can send any image they wish to include. This can be as simple as a business card or as elaborate as an event flyer. Look for email invites or see notification on the Downtown Valdese Businesses Facebook Page.

Email Campaign average open rate = 17-28% - Our open rate is 36%

- *Website Listing*

The Town of Valdese has 2 websites. One for government information and one for tourism. On the tourism site, visitvaldese.com you will find listings for businesses of all sorts downtown. Search for your business – if it needs edits, new images, links etc. please let us know. If your business is not listed, we will be happy to add it.

The visitvaldese.com site receives on average 2,000+ views per week. In peak event times, such as the Waldensian Festival, as many as 9,000+.

- *Business Spotlight*

The Town of Valdese has a large following on Facebook of 17,500+. The Community Affairs Office posts weekly “Business Spotlights” features. These features showcase businesses in Valdese – what they offer and where they are located.

The average feature receives the following scores: Engagement 180+ & Post Reach 2,668+

- *Social Media Groups*

What is there to do in Valdese? – Facebook Group – Anyone can post events happening in Valdese.

Downtown Valdese Businesses – Use this group to share issues between business owners. Announcements are also shared here such as road closures, event dates, and invitations.

- *Event Collaboration*

The Community Affairs Office enjoys partnering with local businesses for special events. If you have an idea to promote your business with, contact us. Examples of current collaborations include – Furrocious Pet Costume Contest with Barkside Pet Grooming, Grateful Gobbler Coloring Contest with Farris Insurance, and Rock N' Bowl with Valdese Rec & WSVM.

Contacts for building issues and improvements:

- Façade Grants – townofvaldese.com – Valdese Main Street Program - \$2,500 match program for building façade improvements – lighting, awnings, windows, doors, signage.
Contact: Morrissa Angi – mangi@valdesenc.gov – 828-874-6773
- Inspections – Safety Concerns
Contact: Valdese Fire Marshal – Levi Henry – lhenry@valdesenc.gov – 828-879-2111

Contacts for concerns, complaints, suggestions:

Mayor, Charlie Watts – mayor@valdesenc.gov – 828-879-2125

Town Council – Contact Information at townofvaldese.com

Town Manager, Seth Eckard – seckard@valdesenc.gov – 828-879-2116

Where can you find updates?

Website: visitvaldese.com | townofvaldese.com

Social: Facebook.com/valdesenc | Instagram.com/valdesenc

Monthly E-Newsletter: signup at townofvaldese.com

Emergency Updates: CodeRED – signup at townofvaldese.com

Mailing: Signup for mailed newsletters – quarterly & by special announcement – Inserted in water bills

Mayor Watts invited everyone to enjoy dinner that was catered by Timberwoods.

At 7:37 p.m., Mayor Watts adjourned the meeting.

The next meeting is a regularly scheduled Council Meeting on Monday, December 4, 2023, 6:00 p.m.

Town Clerk

Mayor

jl

**TOWN OF VALDESE
TOWN COUNCIL SPECIAL MEETING
NOVEMBER 20, 2023**

The Town of Valdese Town Council met on Monday, November 20, 2023, at 6:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue SW, Valdese, North Carolina. The following were present: Mayor Charles Watts, Mayor Pro Tem Frances Hildebran, Councilman Tim Skidmore, Councilwoman Rexanna Lowman, Councilman Tim Barus, and Councilman Paul Mears. Also present were: Town Attorney Tim Swanson, Town Manager Seth Eckard, Assistant Town Manager/CFO Bo Weichel, Town Clerk Jessica Lail, and various Department Heads.

Absent: None

A quorum was present.

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

RESOLUTIONS OF APPRECIATION Mayor Watts presented the following Resolutions to the outgoing Councilmembers.

Resolution of Appreciation for Frances Hildebran

WHEREAS, Frances Hildebran embarked on her dedicated service to the Town of Valdese on January 7, 1980, as the Administrative Assistant and Town Clerk, diligently serving for 24 years until her retirement on June 1, 2004; and

WHEREAS, Frances Hildebran resumed her devoted commitment to the Town of Valdese as Councilwoman for Ward 4 on December 5, 2011; and

WHEREAS, Frances Hildebran has exemplified unwavering dedication over the past 12 years as a conscientious and devoted Councilmember, consistently advocating for the betterment of the community and staff; and

WHEREAS, her 12 years of service have been characterized by an outstanding commitment to the welfare of the community, tirelessly working towards its cultural and aesthetic advancement by serving on the Library Board of Trustees and Citizens for Affordable Housing; and

WHEREAS, Frances Hildebran contributed significantly to various boards and commissions, including serving as United Way Campaign Chairman, United Way Board of Directors – Past President, Burke County Chamber Leadership Burke, Burke Women’s Fund, Community Foundation of Burke County Committees, Habitat for Humanity Board of Directors, and the Street Paving Committee, showcasing her commitment to diverse community causes; and

WHEREAS, her tenure as Mayor Pro Tem showcased Frances Hildebran’s steadfast dedication and leadership; and

WHEREAS, Frances Hildebran played an integral role in the planning and development of key projects, including the New Town Hall building, Valdese Family Splash Park, Valdese Lakeside Park, and renovations of the Community Center & gymnasium; and

WHEREAS, Frances Hildebran has earned the admiration and high regard of those with whom she has encountered, and she also earned the affection of her fellow public servants.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Valdese that this occasion is embraced to express the upmost honor, respect, and deep admiration to **Frances Hildebran** for her exceptional and enduring contributions to the Council, Staff, and Citizens of Valdese.

BE IT FURTHER RESOLVED, that the Town Council of the Town of Valdese, North Carolina, extends its heartfelt appreciation and gratitude to **Frances Hildebran** for her exemplary leadership and guidance to the Town of Valdese during her remarkable 36 years of service as Town Clerk and Ward 4 Councilmember and extends congratulations and best wishes as she embarks on a new chapter in her life.

Adopted this 20th day of November, 2023.

/s/ Charles Watts, Mayor

Resolution of Appreciation for Timothy Skidmore

WHEREAS, Timothy Skidmore began his service as Councilman for Ward 5 on October 3rd, 2022; and

WHEREAS, Timothy Skidmore has admirably served the Town of Valdese for the past year, demonstrating unwavering commitment and dedication as a Councilmember; and

WHEREAS, Timothy Skidmore, for the past 24 years, has notably presided as the President of the Piedmont & Western Railroad Club, actively fostering the talents and enthusiasm of local railroad enthusiasts in Western North Carolina; and

WHEREAS, under Timothy's steadfast leadership, the club flourished, providing a vibrant and inclusive platform for individuals passionate about the rich history and innovation within the realm of railroads; and

WHEREAS, Timothy Skidmore served on numerous boards and commissions, including the Parks & Recreation Commission, Railroad Committee, and Valdese Housing Authority; and

WHEREAS, Timothy Skidmore played an integral role in the development and planning phases of key community projects, including the Valdese Lakeside Park fishing pier and kayak launch, as well as the renovation of the Valdese Community Center and gymnasium; and

WHEREAS, Timothy Skidmore effectively advocated for and secured a substantial \$7 million grant from the NC General Assembly, enhancing the Valdese Water Plant; and

WHEREAS, Timothy Skidmore has garnered widespread admiration, earning respect not only from his peers but also from all he has encountered during his tenure.

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

BE IT FURTHER RESOLVED, that the Town Council of the Town of Valdese, North Carolina, hereby expresses its appreciation and deep gratitude to **Timothy Skidmore** for his leadership and guidance to the Town of Valdese as its Ward 5 Councilmember and extends congratulations and best wishes as he begins a new chapter in his life.

Adopted this 20th day of November, 2023.

/s/ Charles Watts, Mayor

Resolution of Appreciation for Timothy Barus

WHEREAS, Timothy Barus began his service as Councilman for Ward 1 on January 9th, 2023; and

WHEREAS, Timothy Barus has admirably served the Town of Valdese during the past year, demonstrating unwavering commitment and dedication as a Councilmember; and

WHEREAS, Timothy Barus, a proud 5th Generation Waldensian, has displayed a profound love for the Town of Valdese, reflected in his steadfast commitment to its betterment; and

WHEREAS, Timothy Barus has demonstrated exceptional leadership by actively participating in numerous boards and commissions, including VEDIC, Old Rock School Board of Advisors, and Old Colony Players; and

WHEREAS, Timothy Barus played an integral role in the development and planning phases of key community projects, including the Valdese Lakeside Park fishing pier and kayak launch, as well as the renovation of the Valdese Community Center and gymnasium; and

WHEREAS, Timothy Barus effectively advocated for and secured a substantial \$7 million grant from the NC General Assembly, enhancing the Valdese Water Plant; and

WHEREAS, Timothy Barus's service extends beyond the local level, having served our country with honor in the United States Army's 25th Infantry.

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

BE IT FURTHER RESOLVED, that the Town Council of the Town of Valdese, North Carolina, hereby expresses its appreciation and deep gratitude to **Timothy Barus** for his leadership and guidance to the Town of Valdese as its Ward 1 Councilmember and extends congratulations and best wishes as he begins a new chapter in his life.

Adopted this 20th day of November, 2023.

/s/ Charles Watts, Mayor

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 6:09 p.m., Councilwoman Hildebran made a motion to recess into Closed Session, Councilman Mears seconded the motion. The vote was unanimous.

At 6:29 p.m., Councilwoman Lowman made a motion to return to Open Session, seconded by Councilwoman Hildebran. The vote was unanimous.

CONSIDERATION OF TOWN MANAGER CONTRACT:

Councilman Mears made a motion to terminate without cause the employment contract of our Town Manager Seth Eckard, effective 5:00 p.m., Friday, December 1, 2023, seconded by Councilman Barus. The vote was unanimous.

BUDGET AMENDMENT: Assistant Town Manager/CFO Bo Weichel explained that this budget amendment was needed because Mr. Eckard's accrued vacation payout was not anticipated during the budget planning.

Valdese Town Council Meeting

Monday, November 20, 2023

Budget Amendment # 3-10

Subject: Special Council Meeting

Description: Accrued vacation

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.		12,500
Total		\$0	\$12,500

Amounts appropriated for expenditure are hereby amended as follows:

Account	Description	Increase/ Debit	Decrease/ Credit
10.4200.020	Salaries & Wages	11,610	
10.4200.050	FICA Tax	890	
Total		\$12,500	\$0

Section II:

Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for their direction.

Councilman Skidmore made a motion to amend the budget to reflect accrued vacation time as presented by the Finance Director, seconded by Councilwoman Hildebran. The vote was unanimous.

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

The next regular Council meeting is scheduled for Monday, December 4, 2023, at 6:00 p.m.

Town Clerk
jl

Mayor

November 30, 2023

Valdese Public Safety
Status Report

Notice to Pause Work	11/13/2023
Report to Town Council	12/4/23
Status of work	Holding at 90%

Drawing Completion for Agency Review

Based upon restart - resume work mid-December.
Drawing progression during December will be slow due to holidays & required end of year vacations.
Drawings prepared for review end of January.
USDA
NCDOI
NCDEQ
Town of Valdese Zoning
Burke County Building Inspection
Modify drawings based upon drawing review comments.
Receive Bids in April/May

Why Delay

Consultant groups experience heavy workloads.
Labor shortage
Replace production staff.
Lengthy Replacement Search - Delay
Replaced with Inexperience Staff - Delay
Training Curve - Delay

Construction Cost Update

\$9,200,000

Renderings

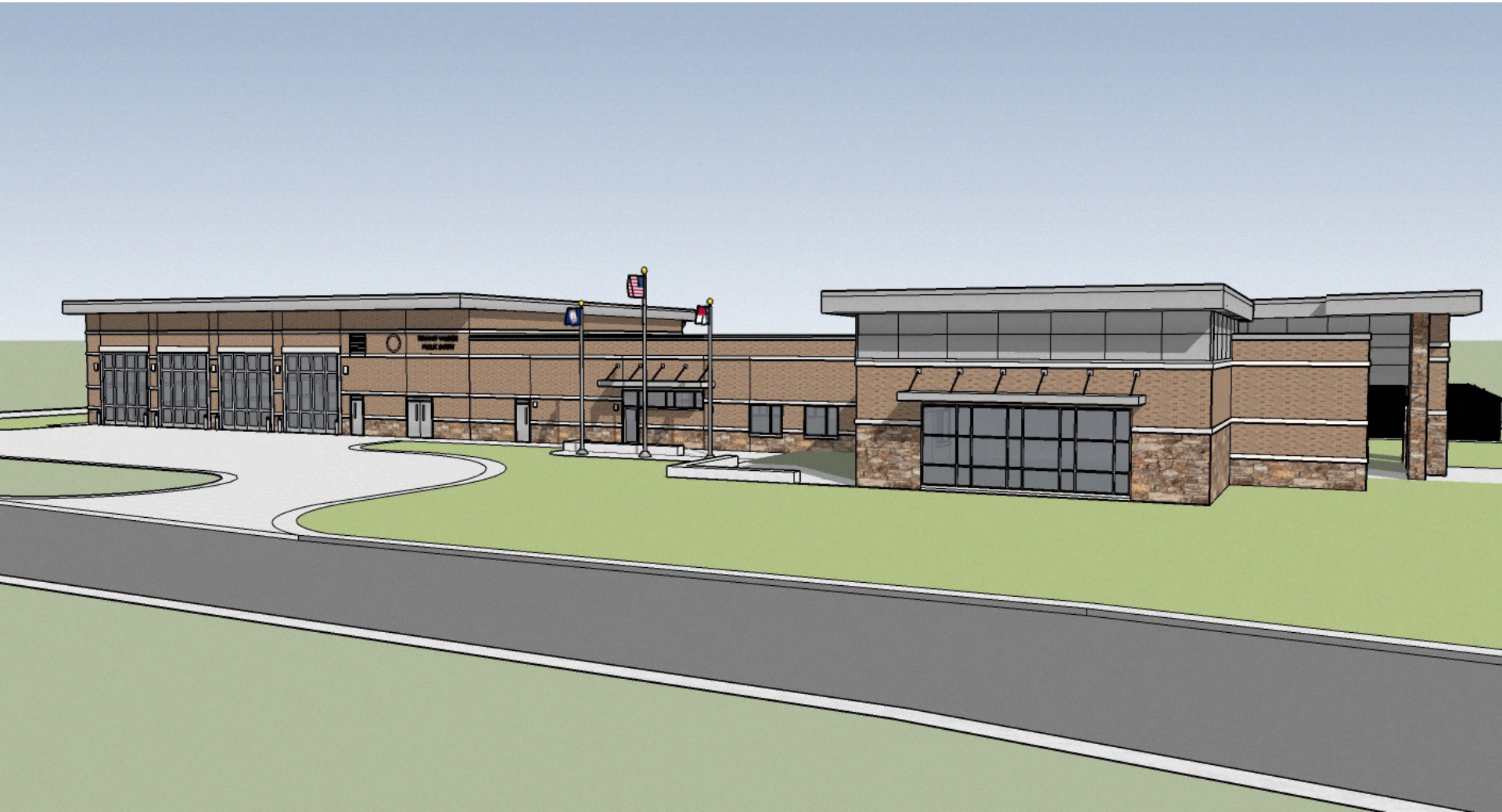
Base Bid
Alternate Bids
Stone Base
Bi-parting (Stacking) Equipment Bay Doors
Trench Drain in Equipment Bays / Sallyport













Financial Update - CBSA Contract
PUBLIC SAFETY FACILITY

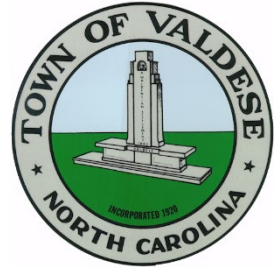
<i>BASIC SERVICES</i>	Contract	Contract Amount	Billed	Amount Paid
Schematic Design	15%	\$ 50,850	100%	\$ 50,850
Design Development	20%	\$ 67,800	100%	\$ 67,890
Construction Documents	40%	\$ 135,600	35%	\$ 47,460
Procurement	5%	\$ 16,950	0%	\$ -
Construction	19%	\$ 64,410	0%	\$ -
Closeout	1%	\$ 3,390	0%	\$ -
BASIC service totals	100%	\$ 339,000		\$ 166,200

<i>SUPPLEMENTAL SERVICES</i>		
Contract Lump Sum \$92,200		
Programming		\$ 16,200
Survey		\$ 6,500
USDA Reports/Requirements		\$ 27,000
Owner Meetings		\$ 2,700
SUPPLEMENTAL service totals		\$ 52,400

<i>REIMBURSABLE EXPENSES</i>	
Contract Lump Sum \$13,400	
None to Date	\$ -

<i>AMENDMENTS</i>	
8/2/21 Add'l Survey work	\$ 7,250

Total of green subtotals above \$ 225,850



Valdese, North Carolina Town Manager Search Overview

Key Steps & Points:

- Confidentiality is very important and required by law. Only WPCOG staff, Mayor, Council, and the Town Attorney should see info about the candidates.
- Applications accepted until the position is filled but allow until February 5, 2024 before selecting persons to interview. A minimum period of 30 days to advertise is recommended.
- WPCOG (Anthony Starr, David Pugh and Tasmin Mack) receive and review applications based on criteria established by the Town Council.
- WPCOG will identify the top 8-10 candidates based on Town Council established criteria and provide those applications with observations and key attributes for each of the top candidates. The Council will receive all applications.
- WPCOG staff do not tell the Town Council who to interview or who to hire. WPCOG staff will provide insight about the candidates and assist in the evaluation. However, it is up to the Mayor and Council to decide which candidate is the best fit for the town.
- The Town Council selects 3-5 candidates (in closed session) they wish to interview using consensus or informal voting. The WPCOG will contact the selected candidates and schedule them for interviews.
- WPCOG will provide a list of standard questions for all interviewees and also provide suggested topics or questions customized for each candidate based on their qualifications or additional information that is needed. The Council will review questions and offer changes prior to the interviews.
- WPCOG will provide recent budget and financial information to each person interviewed. The interviews will begin with the candidate providing a 10-15 minute PowerPoint presentation about the town's finances while pretending they are the town manager. The Mayor and Council will then conduct a standard interview with the candidate. The presentation provides greater insight about each candidate's presentation skills, charisma, personality, and analytical abilities.
- All interviews held during closed sessions of the Council per N.C. General Statute 143-318.11 (a) (6). WPCOG will observe the interviews and offer insight and relevant comments to the Council.
- Council selects the top candidate and WPCOG conducts more intensive background check and returns findings to the Council. If desired, the WPCOG will set up a second round of interviews for candidates.
- Council determines their top candidate and negotiates terms of employment with that person.
- Once the candidate & Council agree to the terms of employment, the Council votes in open session to appoint that person as town manager with an effective date and annual salary amount. Approval of an employment agreement occurs at that time, if applicable. It is recommended that the town attorney and mayor or council member lead any employment agreement negotiations.
- WPCOG will assist the new town manager with the transition by serving as a resource for insight and advice.
- WPCOG recommends that the Council continue, in lieu of adjourning, it's regular meeting for the interviews for dates to be determined. This avoids extra advertising costs for public notices of the meetings but complies with the NC Open Meetings Law.



Search Timeline

Approximate Dates

November 29, 2023

December 2024

December 18, 2024

January 3, 2024

February 5, 2024

February 14, 2024

Late February 2024

March 2024

Late March/April 2024

Late March/April 2024

Late March/April 2024

April 2024

May 2024

Key Steps

Closed session (informal meeting) with incoming Valdese Council to discuss process overview

Interview department heads for feedback regarding manager needs and attributes (optional step)

Council meeting (closed session) for WPCOG staff to review desired position attributes and recommended hiring range

Position advertisement distributed

Application final cut-off date

WPCOG finalizes its review of applications & recommends 8-10 candidates for further consideration (application materials delivered to the Council)

Council meeting in closed session to select 3 to 5 candidates for interviews – at town hall

Two evening meetings for interviews (4:30-9pm) in closed session @ WPCOG; Best candidate or candidates identified

Potential second round of interviews (informal meal) for 1-2 candidates

Background/reference checks (usually about 5-7 days for this task)

Informal offer made and negotiations of employment terms/agreement

Special called Council meeting; new town manager formally appointed and announced; employment agreement formally approved; new town manager gives notice to current employer

New town manager begins work (allows overlap with interim town manager who would work as a management consultant until budget adoption)



Western Piedmont
Council of Governments

Creative Regional Solutions Since 1968

A Proposal for:

Town of Valdese Manager Search

Prepared for:

Valdese Town Council

Prepared by:

**Western Piedmont Council of Governments
PO Box 9026
Hickory, NC 28603**

November 29, 2023

**AGREEMENT BETWEEN THE
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS AND
TOWN OF VALDESE FOR
HR SERVICES FOR TOWN MANAGER SEARCH
DECEMBER 4, 2023 TO MAY 31, 2024**

This **AGREEMENT**, entered into on the 4th day of December, 2023, by and between the Western Piedmont Council of Governments (hereinafter referred to as the “WPCOG”) and the Town of Valdese (hereinafter referred to as the “Client”);
WITNESSETH THAT:

WHEREAS, the WPCOG is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the WPCOG on April 17, 1972. Technical assistance shall consist of the provision of services as described in **EXHIBIT A.**, which is herein made part of this Agreement;

WHEREAS, the Client has requested the WPCOG to provide such technical assistance to the Client; and

WHEREAS, the WPCOG desires to cooperate with the Client in every way possible to the end that the proposed activities are carried out in an efficient and professional manner;

NOW, THEREFORE, the parties (WPCOG and Client) hereto do mutually agree as follows:

1. **Personnel.** That during the period of this Agreement, the WPCOG will furnish the necessary trained personnel to the Client to perform work as shown in **EXHIBIT A.**, page 4, of this agreement. The Project Manager will be Anthony W. Starr, Executive Director for the WPCOG.
2. **Travel/Printing.** Normal travel and training for WPCOG staff is included in this Proposal and no additional travel is expected unless requested by the Client.

The Client will also pay for expenses related to printing of report(s), mailing and postage costs (only for unusual and special circumstances beyond normal billing/finance), and other costs not related to normal travel and staffing costs associated with personnel furnished by the WPCOG.

3. **Compensation.** That for the purpose of providing the funds for carrying out this Agreement, the Client will pay the WPCOG a fee of \$3,500.00 (three thousand five hundred dollars). This fee will be invoiced in one payment of \$3,500.00 (three thousand five hundred dollars) upon completion of the executive search (Client will be invoiced for the service fee plus any additional cost for advertisement, meals, drug screenings, criminal background checks, credit record checks, and other client directed expenses).

4. **Termination/Modifications.** The Client may terminate the Agreement by giving the WPCOG a thirty (30) day written notice. Furthermore, if there is a need to amend the proposal outlined in **EXHIBIT A.**, either party may do so with the written consent of the other.
5. **Time of Performance.** The WPCOG shall ensure that all services required herein shall be provided during the period beginning December 4, 2023 and ending May 31, 2024.
6. **Interest of Members, Officers, or employees of the WPCOG, Members of the Client Agency, or Other Public Officials.** No member, officer, or employee of the WPCOG 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 exercises any functions or responsibilities with the respect to the program during his/her 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 the said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The WPCOG shall incorporate, or cause to be incorporated, in such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.
7. **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 in whole or in part with funds available under the Housing and Community Development Act of 1974, section 109.
8. **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 the discrimination under any program or activity which receives or benefits from federal financial assistance.
9. **Section 504, Rehabilitation Act of 1973, as amended.** No qualified handicapped person shall, on the basis handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to the discrimination under any program or activity which receives or benefits from federal financial assistance.

IN WITNESS WHEREOF, the WPCOG and the Client have executed this **AGREEMENT** as of the date first above written.

**CLIENT:
TOWN OF VALDESE**

**WPCOG:
WESTERN PIEDMONT COUNCIL
OF GOVERNMENTS**

By: _____
Valdese Mayor

By: _____
Executive Director

Attest: _____
Clerk to the Board

Attest: _____
Director of Admin Services/ HR

Pre-audit Statement:

This instrument has been pre-audited in the manner prescribed by the Local Government Budget and Fiscal Control Act.

By: _____
Local Government Finance Officer

**EXHIBIT A
TOWN OF VALDESE
TECHNICAL ASSISTANCE:
HR SERVICES FOR TOWN MANAGER SEARCH
DECEMBER 4, 2023 TO MAY 31, 2024**

I. WORK PROGRAM/BUDGET

This is an Exhibit attached to and made part of the December 4, 2023 AGREEMENT between the Western Piedmont Council of Governments (WPCOG) (hereinafter referred to as the “WPCOG”) and the Town of Valdese (hereinafter referred to as “Client”) providing for technical assistance related to human resources services related to an executive director search. The basic services of the WPCOG are stipulated as indicated below.

II. WORK PROGRAM/SCOPE OF SERVICES

The intent of this Agreement is for the WPCOG to deliver Technical Assistance in human resources administration, consistent with applicable federal, state laws and accounting practices for the time period beginning December 4, 2023 through May 31, 2024. Leveraging experience and resources possessed by WPCOG staff, the WPCOG will administer the Client’s search to evaluate candidates for the position of Executive Director.

III. DESCRIPTION OF SERVICES PROVIDED

The following activities are illustrative of the services to be provided by the WPCOG to the Client:

- A.** Be responsible for the recruitment and collection of the application materials:
 - 1. Be responsible for the recruitment of candidates and advertisement of the position with feedback from the Client.
 - 2. Be responsible for the collection of application materials and providing notebooks with applicant materials.
 - 3. Review and identify the top applicants according to the desired attributes communicated by the Client. WPCOG will provide candidate summaries for the top applicants. All applications will be provided to the Client.

- B.** Conduct and facilitate a one-day assessment center with the following features/activities:
 - 1. Provide a schedule for the day(s) of the assessment center.
 - 2. Provide questions for the interviews.
 - 3. Provide instructions for candidates and board members.
 - 4. Develop and provide a scenario for a PowerPoint presentation by each candidate.
 - 5. The assessment center will accommodate 3 to 5 candidates chosen by the Client.
 - 6. WPCOG will schedule the candidates for the components of the assessment center on a date(s) approved by the Client.
 - 7. The WPCOG will provide the questions and evaluation tools for the Client.

8. The WPCOG will also assist with the review of top candidates and provide candidate summaries and feedback for selection to participation in the assessment center.
9. The WPCOG will provide verbal observations and insight to the Client concerning the performance of the candidates during the assessment center.
10. The WPCOG will provide feedback regarding the recruitment materials prepared by the Client.
11. Conduct drug screening, reference checks, and background checks of the selected candidate.

C. The Client shall:

1. Provide an approved date and location for the assessment center (WPCOG office is available to the Client).
2. Review and approve the candidates for the assessment center.
3. Review and approve the questions for the interviews.
4. Review and approve the scenario for the PowerPoint.
5. Be responsible for negotiations of employment terms with the favored candidate(s).

V. FEES

The WPCOG proposes to provide the services described in Section III for a fee of \$3,500.00 (three thousand five hundred dollars) invoiced with one payment at the completion of the services (Client will be invoiced for the service fee plus any additional cost for advertisement, meals, drug screenings, criminal background checks, credit record checks, and other client directed expenses).

Budget Amendment # 5-10

Subject: Contract with WPCOG for Town Manager Search

Description: This amendment covers the unexpected expense of a Town Manager search contracted through the Council of Governments

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.		3,500
Total			\$0	\$3,500

Amounts appropriated for expenditure are hereby amended as follows:

Account		Description	Increase/ Debit	Decrease/ Credit
10.4200.040		Professional Services	3,500	
Total			\$3,500	\$0

Section II:

Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for their direction.

Budget Amendment # 4-10

Subject: Unified Development Ordinance

Description: Funds (\$45,967) for this contract with Green Heron Planning, LLC was budgeted in the prior fiscal year. Upon closing the books at fiscal year end (June 30, 2023) the project and contract had not yet been completed. The unused funds rolled into fund balance. This amendment pulls the unpaid funds back into the current budget for appropriation.

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.		33,717
Total			\$0	\$33,717

Amounts appropriated for expenditure are hereby amended as follows:

Account		Description	Increase/ Debit	Decrease/ Credit
10.4900.740		Capital Outlay-Planning	33,717	
Total			\$33,717	\$0

Section II:

Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, to the Budget Officer and the Finance Officer for their direction.