

AGENDA

www.townofvaldese.com

The purpose of this meeting is to provide members of Town Council and citizens with information regarding the upcoming regular Council meeting.

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

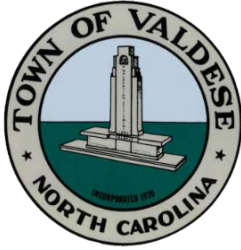
Public Comments will not be received during the January 27, 2025 meeting. However, a provision for public comments will be a part of the regular Council meeting on February 3, 2025, as required by GS. 160A-81.1.

Town of Valdese Town Council Pre-Agenda
102 Massel Avenue SW, Valdese, NC

Monday, January 27, 2025
6:00 p.m., Valdese Town Hall, Council Chambers

1. **Call Meeting to Order**
2. **Invocation** (*Led by the Valdese PD Volunteer Chaplains*)
3. **Pledge of Allegiance**
4. **New Business**
 - A. Review and discussion of February 3, 2025 Preliminary Agenda
 - B. Town Manager Search Presentation (*Presented by Anthony Starr, WPCOG*)
 - C. Consideration of a Town Manager Search Contract (*Presented by Anthony Starr, WPCOG*)
5. **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.
6. **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.



PRELIMINARY AGENDA
www.townofvaldese.com

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

Monday, February 3, 2025
6:00 p.m., Valdese Town Hall, Council Chambers

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

- 1. Call Meeting to Order**
- 2. Invocation**
- 3. Pledge of Allegiance** (*Led by the Valdese PD Volunteer Chaplains*)
- 4. Informational Items**
 - A. Communication Notes
 - B. Reading Material
- 5. Open Forum/Public Comment**
- 6. Consent Agenda**

All items below are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests. In which event, the item will be removed from the Consent Agenda and considered under Item 7.

- A. Approval of Pre-Agenda Meeting Minutes of January 6, 2025
 - B. Approval of Closed Session Minutes of January 6, 2025
 - C. Approval of Regular Meeting Minutes of January 13, 2025
 - D. Approval of Closed Session Minutes of January 13, 2025
- 7. New Business**
 - A.** Public Hearing – Proposed New Unified Development Ordinance (UDO) (*Presented by Ashley Young, WPCOG & Ben Hitchings, Green Heron Planning*)
 - B.** Public Hearing – Rezoning of 401 Morgan St. SE, Valdese (*Presented by Ashley Young, WPCOG*)

- C. Adoption of Community Development Block Grant-Infrastructure (CDBG-I) Documents *(Presented by Sherry Griffin)*
- D. Approval of RFQ for Engineering Services for the Berrytown Waterline Replacement Project *(Presented by WPCOG)*
- E. Presentation of Financial Update for Fiscal Year Ending June 30, 2024 *(Presentation by Lowdermilk Church & Co., LLP)*
- F. Approval of FY 25-26 Audit Contract - Lowdermilk Church & Co., LLP *(Presented by Bo Weichel)*
- G. Approval of Request from Valdese American Legion Ladies Auxiliary to Sell Alcohol at Town Sponsored Event *(Presented by Bo Weichel)*
- H. Approval of Request from Waldensian Style Wines to Sell Alcohol at Town Sponsored Events *(Presented by Bo Weichel)*
- I. Approval of Resolution Withdrawing Lovelady Rd Sidewalk Phase I Project Application *(Presented by Bo Weichel)*
- J. Budget Amendment – Wayne Owens Gymnasium Gutter & Fascia *(Presented by Bo Weichel)*
- K. Status of Ongoing or Approved Projects *(Presented by Bo Weichel)*
 - i. Public Safety Facilities Update
 - ii. Water Plant Upgrade Project/Lenoir Interconnect Project
 - iii. FY 24 Year-To-Date Financial Results
 - iv. Strategic Plan: Citizens Priorities
 - v. Status of Comprehensive Parks and Recreation Plan
 - vi. Town Manager Search Process *(Presented by Mayor Watts)*
- L. Potential Valdese Town Charter Amendment *(Council Discussion)*
- M. FY 25-26 Budget Plans and Schedule
 - i. Review of General Schedule *(Presented by Bo Weichel)*
 - ii. Plan for Review of Budget-Related Employee Benefits: Payroll Plan, Position Vacancies, Group Insurance Premium, Etc. *(Presented by Bo Weichel & Council)*
 - iii. Other Budget Planning Considerations *(Council Discussion)*

8. Interim Manager’s Report

- A. Bluegrass at the Rock presents: Joe Mullins & The Radio Ramblers, Saturday, February 8, 2025 at 7:30 p.m., at the Old Rock School
- B. Invitation to 177th Waldensian Edict of Emancipation & Falobonfire Event, Saturday, February 15, 2025 at 5:30 p.m. Event hosted by Waldensian Heritage Museum at the Old Rock School.
- C. Next Agenda Review Council meeting is scheduled for Monday, February 24, 2025, 6:00 p.m., Council Chambers, Valdese Town Hall

- D. OCP Production: The Last Five Years, Show Dates: February 28 – March 9, 2025, Fridays, Saturdays at 7:30 p.m. & Sundays 2:30 p.m., Location TBD
Visit www.oldcolonyplayers.com for more information and to purchase tickets.
- E. Next Regular Council meeting is scheduled for Monday, March 3, 2025, 6:00 p.m., Council Chambers, Valdese Town Hall

9. Mayor and Council Comments

10. Adjournment

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Town of Valdese

AGENDA MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: Adoption of UDO

Meeting: Council Meeting - February 3

Presenter: Ben Hitchings, Green Heron Planning LLC; Ashlev Young, WPCOG Senior Planner/Valdese Interim Planner

ITEM OF INTEREST:

Adoption of Unified Development Ordinance (UDO) which combines and replaces the Town's current Zoning Ordinance, Subdivision Regulations, and Flood Damage Prevention Ordinance.

BACKGROUND INFORMATION:

Communities across North Carolina have been adopting UDOs to combine planning and development ordinances into a single, easy-to-use document, clarify guidelines with improved text and better graphics, and address persistent code issues and changes to state law.

Over the past two years, Green Heron Planning, LLC, Ben Hitchings, has worked with former planning director, Larry Johnson, and Town Attorney, Tim Swanson, to develop the Town's UDO by doing the following: (1) Combine the Town's existing Zoning Ordinance, Subdivision Regulations, and Flood Damage Prevention ordinance into a single, easy-to-use document; (2) Create summary tables to provide a quick reference on the Development Review Procedures, Permitted Uses, and Dimensional Standards established by the Town; (3) Clarify and update the ordinance standards and procedures to remove conflicting language and help comply with current state and federal law; and (4) Update and modernize the development standards to address community land use and development issues on selected topics.

The result is a document that, once adopted by the Town Council, will be easier to use and better meet the current planning and development needs of the Town. UDOs are living documents that often change with the evolving needs of the community. As a result, the Town should make periodic updates to the UDO to meet the needs of the community.

BUDGET IMPACT:

None

RECOMMENDATION / OPTIONS:

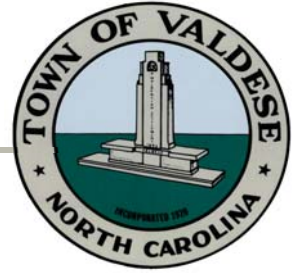
Staff recommends adoption of the UDO with the provision that the UDO shall be effective for all new development, including any proposed additions or enlargements to existing development, upon adoption by the Town Council. For existing unaltered development, the UDO shall become effective on July 1, 2025. +

LIST OF ATTACHMENTS:

Technical Memorandum and List of Major UDO Revisions
Red Line Document of UDO

Town of Valdese

AGENDA MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: Rezoning Request

Meeting: Council Meeting - February 3

Presenter: Ashley Young, WPCOG Senior Planner, Valdese Interim Planner

ITEM OF INTEREST:

Rezoning Request for 401 Morgan St SE from M-1 to R-8

BACKGROUND INFORMATION:

The property is currently zoned for manufacturing use but is being utilized as a daycare facility. The previous daycare owner sold the property to a new owner, who plans to continue operating the daycare. To secure an operating permit from the NC Department of Health and Human Services (NC DHHS), the new owner will need to bring the property into conformity with the Town of Valdese Zoning Ordinance. This will require rezoning the property from M-1 Manufacturing to R-8 Residential, which permits daycare facilities with a conditional use permit. Under the updated Unified Development Ordinance (UDO), the Board of Adjustment will review and approve the conditional use permit following the property's rezoning.

This case was heard during the December Planning Board meeting and was unanimously recommended to Council for approval.

Staff finds the requested rezoning to R-8 to be consistent with the Future Land Use Map adopted under the Valdese Vision: A Land Use Action Plan for the Future.

BUDGET IMPACT:

None

RECOMMENDATION / OPTIONS:

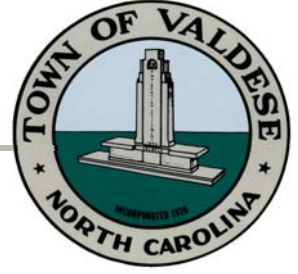
Staff recommends approval of the rezoning request to R-8 Residential

LIST OF ATTACHMENTS:

Staff Report - Rezoning Application 401 Morgan St SE

Town of Valdese

AGENDA MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: Required Documents for the Community Development Block Grant Project

Meeting: February 3, 2025

Presenter: Sherry Long Griffin, WPCOG Special Projects Manager

ITEM OF INTEREST:

Berrytown Waterline Replacement Project

BACKGROUND INFORMATION:

In Spring 2024, the Town of Valdese applied to the NC Department Environmental Quality for a \$3,000,000 Community Development Block Grant- Infrastructure (CDBG-I) grant to upgrade the 2" waterline to a 6" waterline to serve the citizens of the Berrytown community. Also included in the request was funds for fire hydrants and new connections to the houses from the main waterline. On July 26, 2024 the Town received notification of funding for the project in the amount of \$2,236,775, which is less than what was requested. The reduction was due on part to the amount of funding available.

In order to keep the scope of the project the same as originally proposed, the Town applied to the NC Department of Commerce Rural Economic Development Division for additional funds needed to complete the project. In December the Town received notification of an additional \$1,000,000 Community Development Block Grant Neighborhood Revitalization (CDBG-NR) funds to complete the project.

The CDBG program require the adoption the thirteen Plans, Policies, Procedures and Resolutions in order to administer the program. The following items are attached: Citizens Participation Plan; Procurement Policy and Plan, Violence Against Women Act; Analysis of Impediments and Fair Housing Plan; Anti-Displacement and Relocation Plan; Conflict of Interest and Code of Conduct Plan; Equal Employment Opportunity Policy and Plan; Excessive Force Policy; Language Access Plan; Equal Housing Opportunity Resolution and Fair Housing Complaint Procedure; Section 504 Self-Evaluation Survey; Section 504 Grievance Procedure; Section 3 Action Plan Resolution.

BUDGET IMPACT:

No budget impact

RECOMMENDATION / OPTIONS:

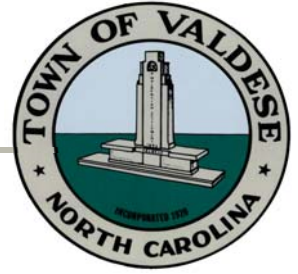
The Town Council adopts the attached Policies, Plans and Procedures for the Community Development Block Grant Program.

LIST OF ATTACHMENTS:

See list above under Background information.

Town of Valdese

AGENDA MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Paul Teaque, WPCOG

Subject: RFQ process for Berrytown Waterline Replacement Project

Meeting: February 3, 2025

Presenter: Paul Teaque, WPCOG

ITEM OF INTEREST:

RFQ process to procure an engineer for the Community Development Block Grant Berrytown Waterline Replacement Project

BACKGROUND INFORMATION:

The Town of Valdese has received \$2,236,775 in Community Development Block Grant- Infrastructure (CDBG-I funds) and \$1,000,000 in Community Development Block Grant Neighborhood Revitalization (CDBG-NR) funding.

This project will replace approximately 8,215 LF of 2" waterline with 6" waterline to serve 81 households, and install fire hydrants along Berry School Avenue, Berrytown Avenue, Berrytown Street, Bost Johnson Avenue, Bost Johnson Avenue Extension, and CV Johnson Drive.

BUDGET IMPACT:

Community Development Block Grant funds will pay 100% of the costs associated with the engineering contract.

RECOMMENDATION / OPTIONS:

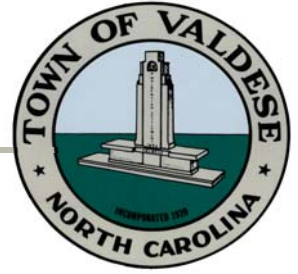
Instruct WPCOG and Town staff to proceed with the RFQ advertisement to procure an engineering firm to the design, bid and supervise construction of the Berrytown Waterline Replacement Project.

LIST OF ATTACHMENTS:

Request for Qualifications for Engineering Services for the Berrytown Waterline Replacement Project

Town of Valdese

COUNCIL MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: Annual Audit

Meeting: 2/3/2025

Presenter: Lowdermilk Church & Co., LLP

ITEM OF INTEREST:

Financial update for fiscal year ending June 30, 2024

BACKGROUND INFORMATION:

The Town's audit has been submitted, reviewed, and accepted by the Local Government Commission (LGC).

The final step in the annual audit process is for the Town's audit firm, Lowdermilk Church & Co., LLP, to provide a financial update.

They will also be available to answer any financial audit related questions.

Any financial advisory or opinion related questions on the health of the Town's finances should be directed to the CFO.

BUDGET IMPACT:

None

RECOMMENDATION / OPTIONS:

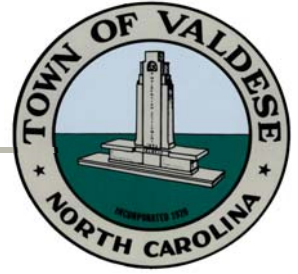
None

LIST OF ATTACHMENTS:

Audit report for fiscal year ending June 30, 2024

Town of Valdese

COUNCIL MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: Annual Audit

Meeting: 2/3/2025

Presenter: Bo Weichel, Interim Town Manager

ITEM OF INTEREST:

FY 2024-25 Annual Audit Contract

BACKGROUND INFORMATION:

Last year the Town solicited an RFP process to retain auditing and financial statement services for the following three (3) years. Lowdermilk Church & Co. was the awarded CPA firm based on their price and excellent results for the Town in prior years.

The North Carolina Local Government Commission (LGC) does not enforce formal bid requirements for auditing services due to the professional relationship formed between auditors and clients over an extended work history. The Secretary of the Local Government Commission approves all local government contracts for audit or audit-related work. Which must be presented annually to the governing board for adoption.

Lowdermilk Church & Co. offers a competitive rate for their services and is widely known for their professional staff and service throughout the local government community. The proposed fees for the Town for fiscal years ending June 30, 2025 is \$18,250. This price reflects an increase of \$350 over the prior year.

BUDGET IMPACT:

None

RECOMMENDATION / OPTIONS:

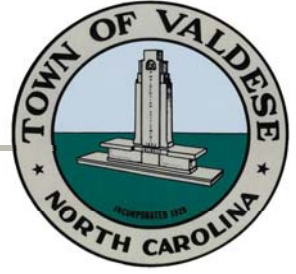
Accept and approve the audit contract for FY ending June 30, 2025 with Lowdermilk Church & Co., LLP.

LIST OF ATTACHMENTS:

LGC-205 form (Contract to Audit Accounts)

Town of Valdese

AGENDA MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: Town of Valdese Alcohol Request Letters

Meeting: February 8, 2025

Presenter: Bo Weichel

ITEM OF INTEREST:

Annual alcohol request letters for Independence Day, Waldensian Festival and the Christmas in November Craft Show. The parties the letters are from are requesting Town Council permission to sell beer or wine at the events listed.

BACKGROUND INFORMATION:

The Valdese American Legion Ladies Auxillary requests to sell beer at the Valdese Independence Day Celebration on 7/4/25 on Main Street in the designated beer garden area. All patrons will be id verified and wristbanded. The Legion will secure all required permitting throught NC ABC commission.

- The Valdese American Legion Ladies Auxillary has sold beer for the Indeppence Day Celebration for several years. This event serves as a fundraiser for their organization as outlined in their request letter.

Waldensian Style Wines requests to sell wine and wine slushies at the Spring Craft Market, Valdese Indeppence Day Celebration, Waldensian Festival, and Christmas in November Craft Show. Waldensian Style Wines will verify id's and will wristband those who purchase wine. Waldensian Style Wines will secure all required permitting throught NC ABC commission.

-Waldensian Style Wines is a locally owned winery and has sold wine at Valdese events for several years. The events generate revenue for their business and helps continue the preservation of "Waldensian Style Wine."

BUDGET IMPACT:

None

RECOMMENDATION / OPTIONS:

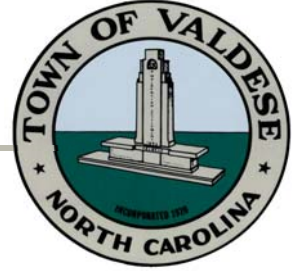
Approve request letters

LIST OF ATTACHMENTS:

- Letter from Valdese American Legion Ladies Auxillary
- Letter from Eddie Zimmerman - Waldensian Style Wines

Town of Valdese

AGENDA MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: Withdraw of application

Meeting: 2/3/2025

Presenter: Bo Weichel

ITEM OF INTEREST:

Lovelady Rd. Sidewalk Phase I project, BL-0140A

BACKGROUND INFORMATION:

Per the desire of Town Council not to pursue this project at the January 2025 meeting, a resolution is required to allow the WPCOG to withdraw the application.

BUDGET IMPACT:

None. Project was going to require \$286,200 from General Fund Reserves as well as fronting \$1,144,800 for the project until reimbursement was provided.

RECOMMENDATION / OPTIONS:

Approve the resolution to withdraw the application.

LIST OF ATTACHMENTS:

Resolution- Withdraw Lovelady Rd Sidewalk Phase I

Town of Valdese

AGENDA MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: Budget amendment 8-10: Wayne Owens Gymnasium Gutter and Fascia

Meeting: February 3, 2025

Presenter: Bo Weichel, Interim Town Manager

ITEM OF INTEREST:

Gutter and fascia board along eastern side of Wayne Owens gymnasium.

BACKGROUND INFORMATION:

Valdese Parks and Recreation staff recently observed water entering the bowling alley. Subsequent investigation by a local contractor revealed that the gutter along the adjacent gymnasium has detached from the fascia board due to fascia rot.

To prevent further water damage to the bowling alley, immediate repairs are necessary to replace the fascia materials, prevent further rot, and reattach the gutter.

BUDGET IMPACT:

Repairs not to exceed \$5,600.

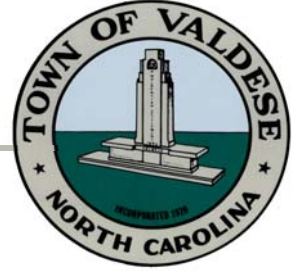
RECOMMENDATION / OPTIONS:

Proceed with soliciting additional of quotes and a budget amendment for repairs not to exceed \$5,600

LIST OF ATTACHMENTS:

Four (4) images of gutter and bowling alley wall and ceiling

Town of Valdese COUNCIL MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council
From: Bo Weichel, Interim Town Manager
Subject: Public Safety Facilities
Meeting: 2/3/2025
Presenter: Bo Weichel, Interim Town Manager

ITEM OF INTEREST:

Public Safety Facilities project update

BACKGROUND INFORMATION:

Currently still in the Request for Qualifications (RFQ) process.

Next step is for Statements of Qualifications to be received by January 31st deadline.
Number of SOQ's received will be reported at the February 3rd meeting.

Project Timeline goals:

Hard Copies Statement of Qualifications due	January 31, 2025
Review Statements of Qualification	February 3-11, 2025
Interview final selections	February 24-28, 2025
Selected firm notified and proposed	
Phase I contract delivered to the Town	March 3-14, 2025
Contract review by legal counsel	March 17-21, 2025
Phase I contract adoption by Town Council	April 7, 2025

BUDGET IMPACT:

None

RECOMMENDATION / OPTIONS:

None

LIST OF ATTACHMENTS:

None

Town of Valdese COUNCIL MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: UPDATE - Water Plant Upgrades project

Meeting: 2/3/2025

Presenter: Bo Weichel, Interim Town Manager

ITEM OF INTEREST:

An update to the progress of Water Treatment Plant Upgrades project (Capital Fund 54)

BACKGROUND INFORMATION:

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.

Progress and Current Status:

- Research and review of existing WTP record drawings has begun to accurately draw the existing structures
- Drafting work for existing filters, and sedimentation basins has begun
- Electrical review of existing systems and equipment has begun
- Development of preliminary electrical loads and calculations also started
- Preliminary equipment sizing and manufacturer contacts is also completed
- Routing study for the interconnect line is under way, initial review with Lenoir staff has been conducted and general alignment of the HDD crossing planned
- Lenoir staff will review potential booster station sites and evaluate properties for purchase and easements in the coming weeks

BUDGET IMPACT:

None

RECOMMENDATION / OPTIONS:

None

LIST OF ATTACHMENTS:

None

Town of Valdese COUNCIL MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council
From: Bo Weichel, Interim Town Manager
Subject: FY 24-25 Year to Date Financials
Meeting: 2/3/2025
Presenter: Bo Weichel, Interim Town Manager

ITEM OF INTEREST:

An update to the financial standing of the General Fund and Utility Fund July-December 50% of the budget year.

BACKGROUND INFORMATION:

GENERAL:

Total expenditures = 52.94% (compared to 55.02% prior year)

Total revenues = 60.49% (compared to 60.59% prior year)

Items to note:

- Administration Salary 43.32% (\$29k under budget) - due to Town Manager Position
- Ad Valorem Tax revenue 71.81%. \$210,491 less tax revenue compared to prior year.
January will have January collection data around mid February from the County.
- Sales tax revenue 50.72% - on track with budget estimate. Have noticed a decrease from prior year of 1.3% overall
- ORS facility Rentals and Auditorium revenue 34.78% - compared to 51.88% prior year - this is mainly due to the renovation project. This was anticipated and it is expected to make a full recovery.
- Rec Community Center revenues 37.65% - compared to 46.12% prior year - this is mainly due to the pool being down for the past few months. This will be offset by a savings in part time labor (lifeguards).

UTILITY:

Total expenditures = 38.33% (compared to 50.96% prior year) - this will increase next six months due capital items

Total revenues = 48.48% (compared to 49.74% prior year)

Items to note:

- Water and Sewer revenues are 52.50% and 54.80% respectively, compared to 52.84% and 54.43% prior year.
This shows we charging the correct rates and budgeting the correct amounts.

BUDGET IMPACT:

None

RECOMMENDATION / OPTIONS:

None

LIST OF ATTACHMENTS:

None

Town of Valdese COUNCIL MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: UPDATE - Parks and Rec Comprehensive Plan

Meeting: 2/3/2025

Presenter: Bo Weichel, Interim Town Manager

ITEM OF INTEREST:

An update to the progress of the Parks and Rec comprehensive plan being performed by WPCOG.

BACKGROUND INFORMATION:

The town entered in to a contract with the WPCOG in March 2024 to complete a comprehensive parks and recreation plan between May 2024 and June 2025.

More specifics on the plan scope and deliverables are contained in the attached agreement.

With regards to plan components seeking town staff and citizen input, WPCOG staff met with full time parks and recreation staff and the Valdese Parks and Recreation Commission during the summer of 2024.

The WPCOG staff members created a survey and collected both online and in-person/paper responses which were available for pick up at the community center. Online surveys were made available via social media and through QR codes posted at facilities and during programming. The survey responses were collected over the course of August and September, 2024. There were 321 responses.

Additional informal, drop-in meetings for feedback from citizens will be provided on Tuesday, January 28 and Saturday, February 1 at the Splash Pad building at 11am and 10am respectively. Citizens will have a chance to review survey responses and offer additional feedback at these meetings.

Once the public drop-in meetings are completed – WPGOG will begin drafting chapters of the plan, conducting inventories at parks, etc.

Per the contract, the estimated completion date is June 30, 2025



BUDGET IMPACT:

The contract with the WPCOG was for \$23,000.

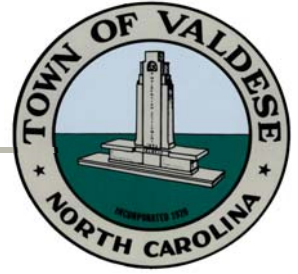
RECOMMENDATION / OPTIONS:

None

LIST OF ATTACHMENTS:

Agreement with WPCOG for the Provision of Technical Assistance- Valdese Parks and Recreation Planning

Town of Valdese COUNCIL MEMO



Resolution Ordinance Contract Discussion Information Only

To: Valdese Town Council

From: Bo Weichel, Interim Town Manager

Subject: Budget Schedule

Meeting: 2/3/2025

Presenter: Bo Weichel, Interim Town Manager

ITEM OF INTEREST:

FY 25-26 Budget Schedule

BACKGROUND INFORMATION:

Review of schedule January - June for budget process

BUDGET IMPACT:

None

RECOMMENDATION / OPTIONS:

None

LIST OF ATTACHMENTS:

Budget schedule and milestones for FY2025-26 budget development and adoption.

Town of Valdese
FY 25-26 Budget Preparation Schedule

2025 Dates	Item
January 14-22	Department heads meet with Interim Manager for mid-year budget review. Budget kickoff with Interim Manager. Discuss big picture goals.
End of January	Interim Manager prepares formatted worksheets for each Department and distributes operating worksheet
February 6	Utility Fund CIP and Rate Study draft begins with meetings, data sharing, etc.
March 1	Department operational draft budget worksheet due (NCGS 159-10 requests due to Manager / Budget Officer before April 30)
March 11-14	Interim Manager reviews operating draft budget with each Department Head
March 18-28	Interim Manager provides feedback on operating and capital budgets and adjusts
End of March	Utility Fund CIP and Rate Study draft reviewed by Interim Manager in preparation for Budget Review #1
April 15-16	Budget Review #1 with Council (review services, employee benefits, etc.) Town Hall Council Chambers
mid April - early May	Feedback from Council during Review #1 incorporated into budget draft
May 12	Budget Review #2 with Council (present fined tuned budget draft)
mid May	Feedback from Council during Review #2 incorporated into proposed budget
May 23	Manager's budget message due for proposed budget
May 28	Proposed budget completed and submitted for June agenda packet Proposed budget is also delivered separately to Council to meet NCGS 159-11 (NCGS 159-11 Budget with budget message shall be submitted to governing board no later than June 1)
June 2	Council Meeting-Budget Presented to Council and Set Public Hearing Date (Time/Place of public hearing to be published with budget information available to the public)
June 23	Council Meeting-Budget Public Hearing and Budget Ordinance Adoption (NCGS 156-13 Not earlier than 10 days after the day the budget is presented to the board and not later than June 30th, the Board shall adopt a budget ordinance)