

MINUTES

STATE OF NORTH CAROLINA
COUNTY OF HENDERSON

BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 4, 2019

The Henderson County Board of Commissioners met for a special called meeting at 1:00 p.m. (planning workshop continuation) in the Commissioners' Meeting Room of the Historic Courthouse on Main Street, Hendersonville.

Those present were: Chairman Grady Hawkins, Vice-Chairman William Lapsley, Commissioner Rebecca McCall, Commissioner Charlie Messer, Commissioner Mike Edney, County Manager Steve Wyatt, Assistant County Manager Amy Brantley, Attorney Russ Burrell and Clerk to the Board Teresa Wilson.

Also present were: Budget Manager Megan Powell, Finance Director Samantha Reynolds, Director of Business and Community Development John Mitchell, Engineer Marcus Jones, Planning Director Autumn Radcliff, Tax Administrator Darlene Burgess, Parks and Recreation Director Carleen Dixon, Library Director Trina Rushing, Construction Manager David Berry, Sheriff Lowell Griffin, Chief Deputy Vanessa Gilbert, Captain Bengy Bryant, Social Services Director Jerrie McFalls, Program Administrator Social Work Kevin Marino, Program Administrator Economic Benefits Sandra Morgan, Administrative Officer Joe Maxey, Public Health Director Steve Smith, Compensation, Benefits & HRIS Manager Mary Alice Jackson, Elections Director Beverly Cunningham, Registrar of Deeds Lee King, IT Director Becky Snyder, Wellness Manager Jamie Gibbs, Building Services Director Crystal Lyda, 911 Director Lisha Stanley, Environmental Health Supervisor Seth Swift, Major Steve Carter, Animal Services Director Brad Rayfield, Facility Services Manager Jerry Tucker, Code Enforcement Director Toby Linville, Soil and Water Conservation Director Jonathan Wallin, Cooperative Extension Director Terry Kelley, Emergency Management/Rescue Coordinator Jimmy Brissie, Budget Analyst Sonya Matthews, Project Engineer Natalie Berry, PIO Kathy Finotti – videotaping, and Deputy Chris Barber as security.

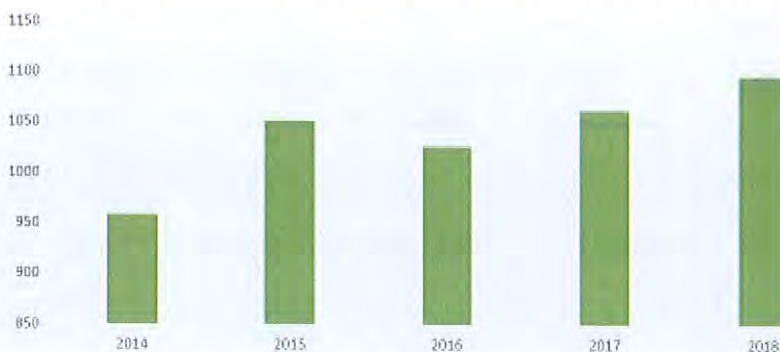
CALL TO ORDER/WELCOME

Chairman Hawkins called the special called meeting to order and welcomed all in attendance. This meeting was scheduled in order to continue the budget work session and hear expectations and plans for the next four years from departments.

Departmental Presentations

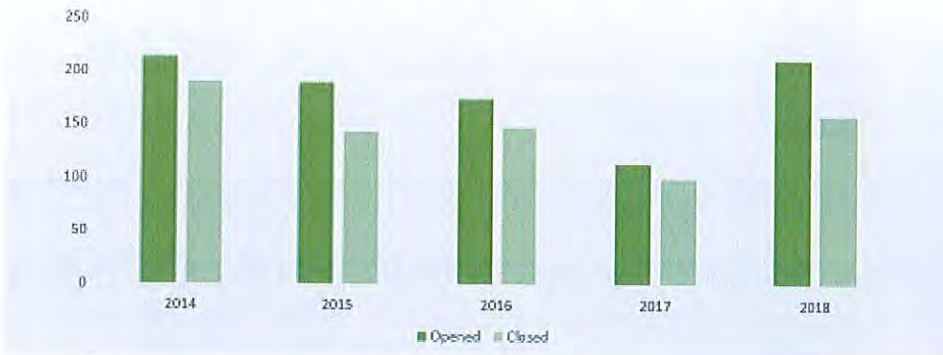
Code Enforcement – Toby Linville

Previous 5 Years Zoning Permits



DATE APPROVED: February 20, 2019

Previous 5 Years Nuisance Cases



Toby Linville stated in Code Enforcement’s future budget they identified three positions.

- 1) Code Enforcement Officer / FY 19-20 / Part-time for the Town of Mills River Ordinance enforcement
- 2) Permit Specialist / FY 20-21 / Full-time permit specialist for field investigation focus
- 3) Code Enforcement Officer / FY 22-23/ Full-time CEO for additional call volume (if the upward trend continues)

In 2008 Code Enforcement lost 1.5 positions, and permits are back up to the numbers they were back then as the economy has grown.

Capital Projects

| Project Name | Project Description | Anticipated Fiscal Year |
|-------------------|---|-------------------------|
| Door Replacement | Replace exterior doors and add keypad entry at King Street building. Funding is included in Planned Projects. | FY 20-21 |
| Software | Permitting and Inspection Software with Tablet Compatibility. Funding is included in IT. | FY 20-21 |
| Vehicle – Replace | 4x4 quad cab pickup to replace 2005 Chevy Trailblazer | FY 20-21 |

William Lapsley questioned if an agreement has been made with Mills River for Code Enforcement.

Mr. Linville responded they do not have an agreement but discussions are being held. At this time Mills Rivers does not have a nuisance ordinance they are working on one with hope to have it approved this coming fiscal year. They have reached out to the County asking if we will be able to help them with enforcement if their council approves the ordinance. They will put some money toward this but do not have the work for a full position.

County Manager Steve Wyatt stated there are on-going issues there that we have been alerted to, and Mills River has reached out to us. On-going conversations continue with Mills River. Previously there had been some issues also with Laurel Park and with the changed management he is unsure if they still exist. This may be an opportunity to keep in mind.

Soil and Water Conservation – Jonathan Wallin

Jonathan Wallin stated during their four-year budget planning process the Henderson County Soil and Water Board would recommend that the County study the feasibility of constructing a Henderson County Ag Center

to consolidate agricultural related county, state and federal agencies into a one-stop shop. They believe a lot of this can be offset as the Study would consider the current lease payments from non-county agencies.

Commissioner Edney questioned which agencies would be a part of the consolidation.

Mr. Wallin responded Soil and Water Conservation District, USDA Farm Service Agency, and the USDA Natural Resource Conservation Service. Other Counties also pull in the NC Forrest Service. Iredell County, Moore County, Haywood County, Union County and Yadkin have facilities.

Commissioner Lapsley asked how this study would be done.

County Manager Steve Wyatt stated with needs assessments someone such as the Solutions for Local Government, in which the County has contracted in the pas, will put together a feasibility plan. This is a potential for additional revenue streams from federal agencies that are leasing. NC State University would be the hub and the other agencies would follow. A consultant would look at the type of space and structure needed.

Mr. Wallin, responding to Commissioner McCall, stated a study was done back in the 90s and for whatever reason at that time it did not work out. It came up again in budget discussions.

County Manager Steve Wyatt explained if the Board is interested, it will not cost the County anything to get a proposal. This could probably be done within 30 days or so in order to get a realistic scope and cost.

It was the consensus of the Board to get a proposal.

Planning – Autumn Radcliff

Planning Department Responsibilities

- Applications and legal requirements set by statue
 - Rezoning, text amendments, subdivisions, vested rights, improvement guarantees, ROW closures, road name assignments, historic landmark designations
- Plat reviews, E911 addressing, mapping, statistical information, Apple Country Transit Management, housing, and grant oversight
- Long range and short term planning
- Assisting other department with their planning needs
- Staff and/or representative to various boards
 - (Planning, TAC, HRC, TRC, MPO-TCC, and specific planning committees)

Completed Planning Projects/Plans

- 5 Adopted Community Plans
 - (Etowah/Horseshoe, Edneyville, Dana, GRTZ - Green River /Tuxedo/Zirconia), and East Flat Rock
- Historic Landmark Ordinance
- Cane Creek Sewer Mapping Project
- Westfeldt Park Greenway Extension (RTP/DWR Grants)
- Balfour School Initiative/Display at Emergency Services Headquarters
- Henderson County Greenway Master Plan (pending adoption)
 - Oklawaha and Mud Creek Greenway Feasibility Studies (ongoing)

Anticipated Projects/Plans

- Update County Comprehensive Plan

- Requires completion of Cane Creek Master Sewer Plan Update, City of Hendersonville Master Sewer and Water Plan Update and 2020 Census Demographics
- Complete remaining Community Plans
 - (Hoopers Creek, North-Central, Crab Creek, Gerton/Bat Cave, and Pisgah Area)
- Parks and Recreation Comprehensive Plan
 - Greenway related projects

FY 19-20 / Consultant related work needed on a joint project to draft a Parks and Recreation Master Plan. (Includes conceptual plans, rendering facility needs assessment.)

Planning Department Capital Expenditures

- Based on the current needs and anticipated planning projects, several additional expenses are identified:
 - Replacement vehicles
 - Permitting and Inspection Software
 - iPad for director and drone usage

FY 19-20 / iPad for Planning Director and Drone usage

- Additional staff/job description evaluation

FY 19-20 / Administrative Assistant 1 (Part-Time)

FY 20-21 / Planner 1

- King Street Building updates (shared by multiple departments): entry door replacements for security and new phone system upgrade

FY 20-21 / Door replacement / Replace exterior doors at King Street building.

FY 19-20 / Vehicle Replace / Small 4x4 SUV to replace 2001 Black Ford Escape PL004

FY 20-21 / Vehicle Replace / Small 4x4 SUV to replace 2001 Blue Ford Escape PL005

FY 20-21 / Software / Permitting and Inspection Software with tablet compatibility.

Project Management – Natalie Berry

HENDERSON COUNTY - PROJECT MANAGEMENT -WATER RESOURCES (SITE DEVELOPMENT)

Division overview

- Programs
 - Soil Erosion and Sedimentation Control
 - Stormwater Phase 2 Post Construction Run-off (Quality)
 - Stormwater (Quantity)
 - Flood Damage Prevention
 - Water Supply Watershed

Other responsibilities

- Henderson County Technical Review Committee (meets 2 times per month – if needed)
- Mills River Technical Review Committee (meet 1 time per month – if needed)
- Review all building permits for requirements of responsible programs listed above (daily)
- Engineering Projects (as needed)
- Hold a Seat on the NC Sediment Control Commission (Since 2014) (Representing all Soil Erosion Local Programs in NC - Meeting 4 times per year)

Overview of responsibilities - Soil Erosion and Sedimentation Control

- Soil Erosion and Sedimentation Control review and enforcement (state program)
 - City of Hendersonville
 - Town of Fletcher
 - Village of Flat Rock
 - Town of Laurel Park
 - Town of Columbus (Polk County)

- Henderson County (unincorporated areas)
 - Review plans for land disturbance (one acre or more)
 - Review plans for steep slope 1/2 acre (21,780 sf) of land disturbance (16% to 25% slope)
 - Review plans for steep slope 1/4 acre (10,890 sf) of land disturbance (over 25% slope)
 - Review grading permit for clearing brush (Henderson county unincorporated areas only)
 - Inspection of permitted sites (approximately 2 times per month)
 - Investigate complaints received regarding sediment in all jurisdictions listed above.

Overview of responsibilities - General Stormwater

Stormwater Quantity Projects (increases in impervious surfaces of 20,000 SF or greater) (9-1-2009) (Quantity)

- Town of Fletcher (enforcing their ordinance) only
 - Review development plans proposed on vacant parcels
 - Review redevelopment plans proposed, if exceed the SF listed above
 - Inspection of permitted sites (approximately 2 times per month)
 - Investigate complaints regarding permitted projects

Overview of responsibilities - Flood Damage Prevention

Flood Damage Prevention review and enforcement (Federal Program) (7-1-2005)

- Henderson County Unincorporated Areas
 - Review plans for any development in Special Flood Hazard Area (SFHA)
 - Review plans for fill in SFHA (limited to 20% on parcels recorded prior to 2005)
 - Review plans for special fill permit (no-rise and public hearing reqd) (parcels prior to 2005)
 - Inspection of permitted sites (approximately 2 times per month)
 - Review flood insurance requirements with general public/insurance agents/potential buyer
 - Investigate complaints received regarding development within the SFHA (typically 30 complaints per year are received until the last two years – From July 2017 to January 2018 - 69 complaints were received) (This year from July 2018 to January 2019 - 123 complaints were received)

Erosion Control reviews and enforcement are also done for the Town of Columbus in Polk County.

Stormwater Phase II post construction runoff review and enforcement are provided for Henderson County, the Town of Fletcher, Village of Flat Rock and the Town of Laurel Park.

Flood damage prevention reviews and enforcement are done for Henderson County only.

Water Supply, Watershed review and enforcement are provided for Henderson County, the Town of Mills River, and the Town of Laurel Park.

Overview of responsibilities - Water Supply Watershed

Water Supply Watershed review and enforcement (state program)

- Town of Mills River
- Henderson county (unincorporated areas)
 - Review development plans proposed on vacant parcels
 - Review redevelopment plans proposed (when additional impervious surface exceeds 1500 sf or more)
 - Inspection of permitted sites (approximately 2 times per month)
 - Investigate complaints received regarding permitted projects in the jurisdictions listed above.

Current staffing

- 1 - Project engineer (full-time)
- 1 - Erosion control technician (part-time auxiliary)
Three days per week (22.5 hours)
(8-2018 until 2-2019)

FY19-20 / Erosion Control Technician / Due to increased growth in private development, erosion complaints have experienced a substantial uptick. In the past we received 30+ complaints a year and now are in the excess of 30 per month.

Active Development Project

- 48 Soil Erosion and Sediment Control projects
 - 36 plans (one acre or more of land disturbance)
 - 2 plans (one acre or more of land disturbance) – Town of Columbus
 - 2 grading plans (clearing brush)
 - 8 steep slope plans (over 16% slope of natural grade)
 - 30 Stormwater Phase 2 Post Construction Run-off projects
 - 11 Flood Damage Prevention projects
 - 9 Water Supply Watershed projects
 - 28 Erosion/Stormwater complaints

Review fees - (July 1, 2018 – January 9, 2019)

Soil Erosion and Sedimentation Control

- Review fees – \$19,905.00 vs FY 2018 - \$26,605.00

Stormwater Phase 2 Post-Construction Run-off

- Review fees – \$5,445.00 vs FY 2018 – \$6,960.00

Flood Damage Prevention

- Review fees – \$1,300.00 vs FY 2018 - \$1,100.00

Water Supply Watershed

- Review fees – \$2,000.00 vs FY 2018 - \$2,015.00
- Town of Columbus
- Services Provided - \$396.00 vs FY 2018 - \$745.00

County Manager Steve Wyatt stated several years ago Polk County asked for assistance. With the increase of work we may have to expand the department based on demand. He questions if Polk County is using resources that we can no longer afford to offer, and if they are paying their way. We are being a good neighbor but we need to think about Polk County taking care of themselves at this point. Service for Henderson County comes first. He asked if doing the work in Polk County was taking away from resources here or hindering us.

Natalie Berry responded yes.

Steve Wyatt noted that it is time to revisit the arrangement with Polk County because business for Henderson County has increased significantly.

Natalie Berry stated Henderson County has been helping for 6 years and in the last 2 years Polk County's development has increased. Prior to the increase it was not an issue.

Steve Wyatt asked the Board to think about making other arrangements with Polk County send them notice that we can no longer offer assistance.

Chairman Hawkins feels we need to also look at municipalities.

Cooperative Extension – Terry Kelley

Personnel

FY 19-20 / Agricultural Program Assistant Part-Time / A program assistant is needed to help with on-farm demonstrations that require data collection, monitoring and maintenance, as well as act as a project coordinator for Master Gardeners.

FY 19-20 / Additional Day for Livestock Agent / Adds and additional day in Henderson County for the livestock agent shared with Buncombe and Polk Counties.

FY 19-20 / FCS Program Assistant / Education for children on proper nutrition protocols, which is paramount to their growth into healthy adults.

Capital Projects

FY 19-20 – FY 20-21 / Annual 8th Grade School Tour / Joint effort with the BOE for a field trip for 8th graders to North River Farms and the Mountain Horticultural Crops Research and Extension Center to better understand where their food comes from, the research that goes into producing food and the jobs available that impact the agriculture sector – from scientists to bankers to accountants.

FY 19-20 / Livestock Scale / Portable livestock scale to support programs to help our livestock producers produce a higher quality product and get a higher price for their herd.

FY 19-20 / Commercial Kitchen / Addition of a commercial kitchen to the County Extension office which would allow clientele to process products produced at their farms. Currently clientele use a private company in Asheville.

FY 20-21 / Ford Transit Connect XL Cargo Van / Cargo can for Bullington Gardens which is supported by Cooperative Extension and the Henderson County Public Schools. They frequently haul plants and supplies for the greenhouse and gardens and generally need an assigned vehicle for those and other purposes.

FY 20-21 / Storage Building / Request a 20x30' addition with a concrete slab to be used as storage for tables, chairs, sound equipment, Farm City Day equipment and other items.

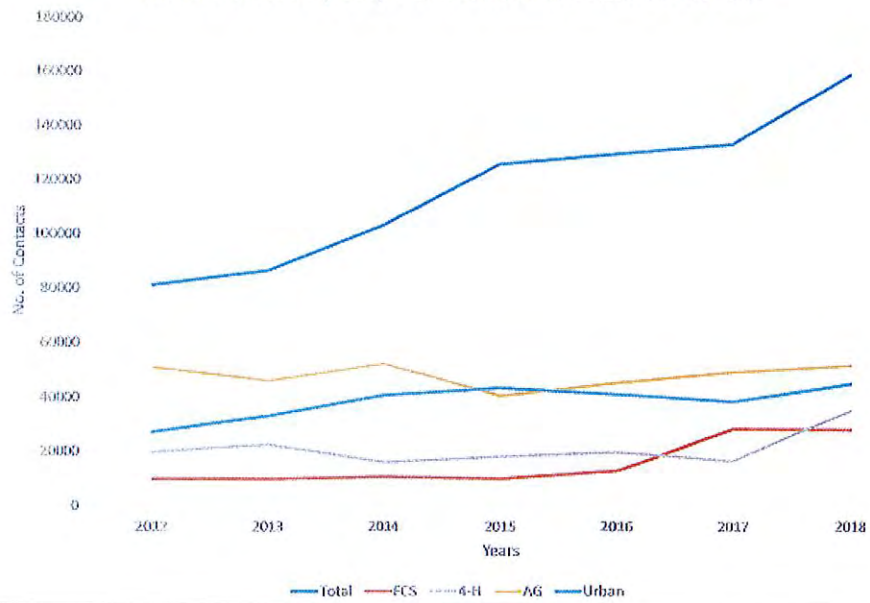
FY 21-22 / Trailer Replacement / Replacement of an older trailer that was used in previous years to transport equipment used in on-farm demonstrations.

FY 21-22 / Van Replacement / Replacement of the 7-passenger van which has over 100,000 miles.

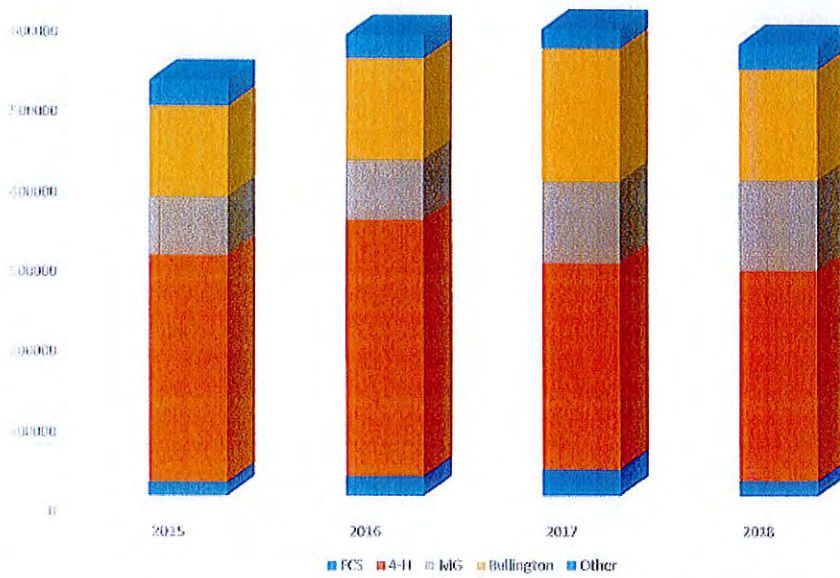
FY 22-23 / Assembly Room / The existing assembly room is used on the average of 1.5 times per day during a regular work week. These groups can range in size from 15 to 70. There are often meetings that cannot be held in our building because of the limited seating availability which would be alleviated with a facility that would seat 100 -150 people.

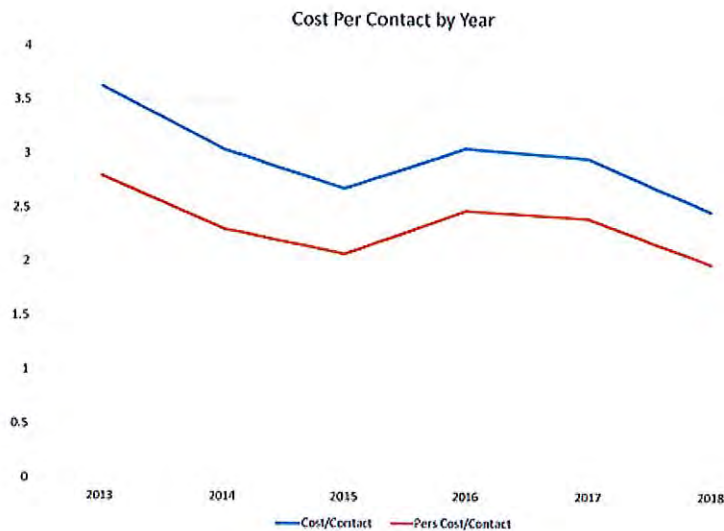
FY 22-23 / Henderson County Ag Center / Study the feasibility of constructing a Henderson County Ag Center to consolidate agricultural related county, state, and federal agencies into a one-stop shop. Study would consider the current lease payments from non-county agencies.

Henderson County Cooperative Extension Contacts 2012-2018



Value of Volunteer Hours by Program 2015-2018





Library – Trina Rushing

The Library continues to perform above peers in comparable systems across the state. They are open more hours, have more visits per capita, and our circulation of materials continues to trend upward.

How we measure up

| Data Points | Henderson Co. | NC Average | % Difference |
|-----------------------------------|---------------|------------|--------------|
| Hours Open | 13,556 | 12,026 | 12% |
| Library Visits | 571,475 | 465,447 | 20% |
| Library Visits Per Capita | 5.18 | 2.91 | 56% |
| Registered Users Per Capita | 0.57 | 0.54 | 5% |
| Circulation Per Capita | 8.33 | 4.08 | 68% |
| Circulation Per Open Hour | 67.18 | 55.09 | 20% |
| Circulation Per Visit | 1.61 | 1.36 | 17% |
| Total Circulation | 910,636 | 481,892 | 62% |
| Reference Transactions Per Capita | 1.00 | 0.50 | 67% |
| (*FY16-17 verified data - IMLS) | | | |

Contributing Factors to Success

- Support from Commissioners, County Admin & community
- NC Cardinal Consortium (11% usage increase since 2015)
- Student Access Library Card Initiative (Every student in HCPS has library card)
- Focused Strategic Initiatives:
 - Literacy: Early Childhood, Health, Adult ESL/ABE, Digital, Financial
 - Workforce Development: Goodwill, career resource guide
 - Economic Development: WNC Score, NC Live small business development tools
- Community Partners: HCPS, BRLC, Safelight, Goodwill, Smart Start, El Centro, NC Cooperative Extension, YMCA, Hands On,
- Staff: Evolving services to meet community needs. Actively engaging patrons inside libraries & throughout community.

Looking Ahead

Anticipated needs over the next 4 years fall into 2 main categories:

Personnel = 5 FTE Staff

Facilities = Repairs & Updates to Existing Libraries

One of the most significant staffing challenges facing the Library stems from the practice of utilizing volunteers to supplant, as opposed to supplement, the work of librarians and library staff. While volunteers are asked to adhere to the same policies and codes of confidentiality as staff, it is difficult to hold them to the same standards as an employee. The Library strictly adheres to NC State Statute §125-19 regarding confidentiality of library user records. We have found over the years that this confidentiality is difficult to maintain when using volunteers to staff service desks, thereby gaining access to user records on a daily basis. Additionally, as 'veteran' volunteers age out they are being replaced by a new generation of individuals with a very different idea of volunteerism. This new generation is not interested in signing up for the same shift each week, but instead wishes to volunteer 'as time allows'. This model works well for positions involving shelving books, repairing books, cleaning DVDs or even preparing crafts, but does not work well when the position is critical to staffing a desk in order to keep the library open. As you can see from this chart, it is a daily juggling act for some branch managers to fill shifts and keep their doors open when volunteers call out. Critical positions such as this should be performed by paid staff with assigned hours.

Personnel / Branch Library Assistants: 2.52 FTE

| FY: | Count: | Impact: |
|----------|--------|----------|
| FY 19-20 | 1 | \$42,330 |
| FY 20-21 | 1 | \$43,250 |
| FY 21-22 | .52 | \$22,982 |

| Volunteers Calling Out for Scheduled Shift | | | |
|--|-----|-----|-----|
| Branch | Oct | Nov | Dec |
| Edneyville | 27 | 16 | 14 |
| Etowah | 11 | 11 | 17 |
| Fletcher | 29 | 24 | 28 |
| Green River | 22 | 15 | 18 |
| Mills River | 3 | 4 | 1 |
| Total | 92 | 70 | 78 |

Challenges:

- § 125-19. Confidentiality of library user records.
- Adherence to County/Library policy and procedures
- No accountability to show up for 'scheduled' shift
- Branch Closures due to lack of staffing

The proposed 2.52 FTE will alleviate the need to use volunteers to staff branch libraries.

It is the director's goal, and duty, to ensure that every resident of Henderson County has access to, and an understanding of the services provided by their public library. While we have made great strides over the past few years through the Student Access initiative and partnerships with community organizations such as Safelight and the Mission to ensure that their clients have library cards, there are many more individuals who still need to be reached. Additionally, just because one has a library card does not guarantee that they are aware of all of the services that card has to offer.

Due to a lack of bilingual staff, as well as a lack of understanding by many in the Latino community regarding what the public library has to offer, we continue to underserve that community. A Community Engagement Specialist who is bilingual would help bridge that gap.

Many library services have gone digital, leaving those with limited digital literacy skills underserved as well. This position would also go out into the community to teach these skills where needed and show them how to use those newly learned skills to utilize library resources.

Librarian I: Bilingual Community Engagement Specialist: 1 FTE

| FY: | Count: | Impact: |
|----------|--------|----------|
| FY 19-20 | 1 | \$57,074 |

| | | |
|---------------------------|---------|--------------------------|
| # of ESL residents | 11,500 | 10% of population |
| # of bilingual staff | 1 | Etowah Branch Manager |
| # of library card holders | 94,249* | 20,000+ not being served |

*Inactive cardholders currently being purged

Challenges:

- Reaching community members who can't come to library
- Language barrier with Spanish-speaking community
- Bringing awareness to available resources
- Limited digital literacy skills with segments of population

The proposed 1 FTE will organize library presence and informational sessions throughout the County to provide underserved residents with knowledge and skills to fully utilize library **services**.

Library Courier: .52 FTE

| FY: | Count: | Impact: |
|----------|--------|----------|
| FY 19-20 | .52 | \$20,800 |

Challenges:

- Increased usage means more crates needing transport
- Limited van space means more trips required
- 15 hr/wk auxiliary position not enough time to complete deliveries

The proposed .52 FTE will allow for regularly scheduled transit of requested items between libraries.

Social Worker 1: 1 FTE

| FY: | Count: | Impact: |
|----------|--------|----------|
| FY 20-21 | 1 | \$51,652 |

Challenges:

- Increased behavioral/mental health needs
- Increased requests for referral services
- Library staff with limited human services training

The proposed 1 FTE will help to train staff to establish a trauma-informed library environment while meeting the patrons where they are to connect them with needed services.

Until FY19 the courier position was completed by Facility Services. A full-time facilities staff member would both transport materials to branch libraries and clean the facility while there. In October 2018 the cleaning remained with facility services, but the courier aspect of that position was moved to the library as a 15 hour auxiliary position. After testing this schedule for a few months, we have found that 15 hours is not quite enough to adequately complete deliveries to all branches. The proposed .52 FTE will provide an additional 4.5 hours per week to complete deliveries.

The last position requested in this 4-year cycle is a Social Worker who would maintain an office at the Library and assist both staff and patrons on a daily basis. As you are aware, individuals needing services (be that behavioral or mental health, substance abuse, or basic needs such as food, clothing and shelter, is on the rise. The Library is a primary gathering place for these individuals on a daily basis. Library staff do their best to assist these individuals, but a Library degree does not fully provide one with the skills to adequately identify and address these needs. A trained Social Worker would be able to train staff to establish a more trauma-informed library environment, meet patrons where they are to connect them with needed services, collaborate with other community agencies to bring a variety of health-related programs to the library, and serve as a liaison to both DSS and other service agencies.

County Manager Steve Wyatt stated this position is very different and new. The Library staff deals with some really interesting and unique challenges. It is not unusual to be dealing with folks that it's not really the library that they need. They go to the library, which is a public place, and there are friendly people. He does not see this as the library getting into the social work field, but if the Board is interested in seeing how this might work, we envision someone working for and reporting to social services, but being stationed at the main library and visiting the other libraries. We have needs and challenges there but they are possibly intermittent and not consistent. The level of demand will need to be discussed.

The Board discussed different ideas of security such as resource officers, city police, and sheriff's officers. It was noted that people have been banned from the library.

Steve Wyatt will revisit security by the Sheriff's office.

Facilities – Main Library



FY19-20
Secure Access to 2nd floor
Impact: \$2,000

Community members regularly ride elevator to 'see what's up there'.
Safety concern for staff working in offices.



FY20-21
Replace windows & repair exterior facade on 1970
portion of building.
Impact: \$400,000

Windows not energy efficient & leak during storms.
Facade crumbling.



FY21-22
Remove risers in Children's Auditorium
Impact: \$25,000

Risers unsafe for young children & take up significant floor
space.



FY22-23
Update 2 public restrooms, built in 1992
Impact: \$50,000

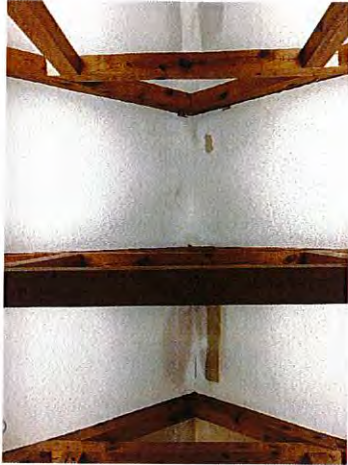
Restrooms over 15 years old. Showing considerable wear.

Facilities – Fletcher Library / FY19-20 / Impact: \$17,000



Repair roof leak & stairwell walls and ceiling (on-
going)

Interior stairwell wall & ceiling repair underway;
roof still needs addressing as there is also a leak
above the reference books inside the building



Scrape & repair flaking ceiling throughout building

Children's room ceiling; both flaking and dampness due to heating/cooling issues within building



Install ceiling fans

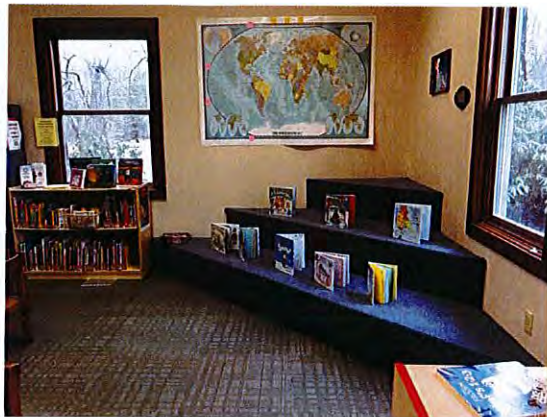
Main corridor of building. Requesting ceiling fans to help correct temperature and air flow issues.

Facilities / Edneyville



FY19-20 / Enclose porch for year-round use / Impact: \$100,000

Usage of the Edneyville facility for community meetings and events has increased 70% over the past 3 years. That building has 2 small study rooms to accommodate tutors/students, but does not offer a meeting room for larger groups. Enclosing the porch would provide the library with a space for larger groups to gather, as well as additional programming space for library events.



FY21-22 / Remove risers / Impact: \$12,000

The risers is in the corner of the main area of the building is where story times and other youth events take place. While the expansion of programming at that facility to include babies and toddlers has fulfilled a need in that community, it has also alerted us to the safety hazards associated with young children climbing on the risers. We now line them with books in an effort to keep children off them and safe from potential falls.

Facilities / Etowah



FY20-21 / Replace cork flooring / Impact: \$25,000

Cork flooring typically has a 10-year life span, which we are rapidly approaching. The flooring has a number of issues, including cracks, fading and pest control.

Recreation – Carleen Dixon

1. Overview of Needs in Parks & Recreation
2. Review of FY 19-20
 1. Operational Planning Levels
 2. Staffing Levels
 3. Capital Projects

Needs in Parks & Recreation

Update aging park playground equipment to meet current safety and access requirements



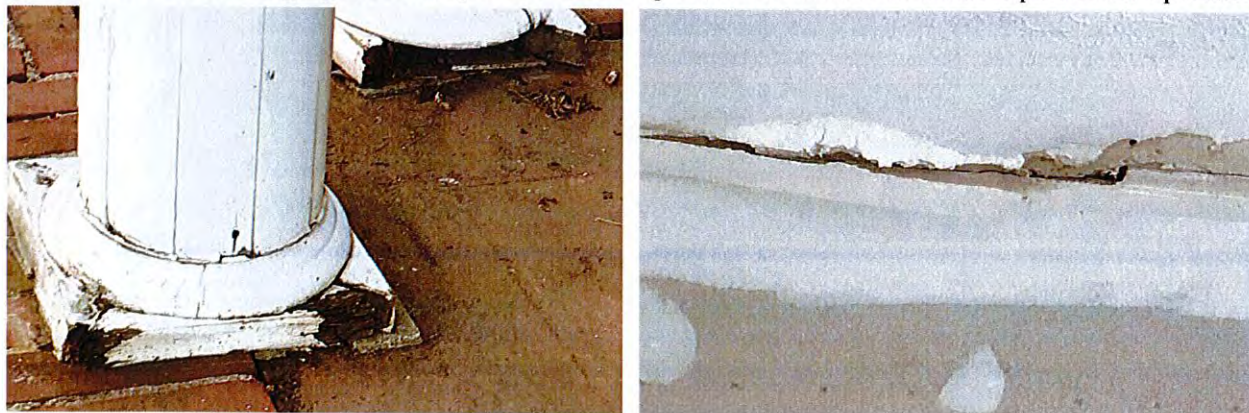
Replace Ballfield Fencing, Backstops and Dugouts that have not already been updated.



Relamp older light system. They are replacing approximately 65 lights per season, 20 ballasts and 2 panels; we spent \$37,500 in last year. If they upgrade to a newer technology of lights we will use less power and have a 5 year guarantee.



Jackson Park House is aging and in desperate need of repairs to continue to be a viable part of our operations.



They have a number of locations in our Parks System that are a challenge to access for many people. We would like to start making improvements to enable everyone to use our great parks and facilities.



In Edneyville they are dealing with failing materials and a soccer field where the bank is washing out.



Etowah Park gets a lot of use from the community and the walking path is failing and the maintenance storage is a hazard and eye sore.



Parks staff are needed to help us accomplish these projects and to keep up with all the programs and maintenance. As unemployment rates have dropped it has been extremely hard to find individuals willing to work part-time.

The majority of this work burden has been moved to our 5 full-time staff to maintain all 13 parks 7 days a week.



OPERATIONAL PLANNING NEEDS

| <u>Project</u> | <u>FY</u> | <u>Anticipated Impact</u> |
|-----------------------------------|-----------|------------------------------|
| 1 Tournament Hosting | All Years | 22,000/year 88,000/total |
| 2 Summer Day Camps | All Years | 40,120/year 160,480/total |
| Anticipated New Programming Needs | | 248,480 |

STAFFING LEVELS NEEDED FY 19-20

| <u>Project</u> | <u>Anticipated Impact</u> |
|--------------------------------------|---------------------------|
| 1 2 – Park Technician 1 | 92,062 |
| 2 1 – Park Technician 2 | 48,838 |
| 3 1 – Recreation Program Coordinator | 54,068 |
| 4 1 – Recreation Program Lead (Aux) | 16,366 |
| 5 1 – Park Custodian (Aux) | 13,362 |
| Anticipated Staffing Needs FY 19-20 | 224,696 |

JACKSON PARK CAPITAL PROJECTS - ANTICIPATED FY 19-20

| <u>Project</u> | <u>Anticipated Impact</u> |
|---|---------------------------|
| 1 Playground Replacement (by Shelter 4) | 375,000 |
| 2 Replace Ballfield Fencing/Backstops (Fields 4, 5, 6 & 7) | 200,000 |
| 3 Replace Ballfield Dugouts (Fields 1, 2, 3, 4, 5, 6 & 7) | 300,000 |
| 4 Relamping lights on Ballfields (Fields 4, 5, 6, 7, 8 & 9) | 70,000 |
| 5 Jackson Park House Facility Repairs (Interior, Exterior & Systems to house) | 230,000 |
| 6 Rehab current Bike Park to a safe and usable condition | 100,000 |
| Anticipated Capital Need in Jackson Park FY 19-20 | 1,275,000 |

ATHLETIC AND ACTIVITY CENTER, EAST FLAT ROCK & EDNEYVILLE COMMUNITY CENTER PARK CAPITAL PROJECTS / ANTICIPATED FY 19-20

| <u>Project</u> | <u>Anticipated Impact</u> |
|--|---------------------------|
| 1 Athletics and Activity Center – Fencing and seating on hillside with bleachers added | 35,000 |
| 2 Athletics and Activity Center – Dance Room Entrance; improve safety by leveling (remove concrete, grade and resurface to meet ADA) | 10,000 |
| 3 East Flat Rock Park– Improve ADA parking and access to park and restrooms | 100,000 |
| 4 East Flat Rock Park – Replace current chain link fence along highway with a more secure solid fence to improve safety and visibility | 50,000 |
| 5 East Flat Rock Park – Improve access to park at upper parking by creating a main entrance that will improve visibility and safety | 200,000 |
| 6 Edneyville Community Center – replace the failing fascia/patio material around bldg. | 13,000 |
| 7 Edneyville Community Center – stabilize the soccer field where bank is washing out | 40,000 |
| Anticipated Capital Need for these 3 Parks in FY 19-20 | 448,000 |

ETOWAH, HICKORY NUT GORGE & OVERALL PARK CAPITAL PROJECTS - ANTICIPATED FY 19-20

| <u>Project</u> | <u>Anticipated Impact</u> |
|---|---------------------------|
| 1 Etowah – Replace the failing walking trail | 250,000 |
| 2 Etowah – Add a maintenance storage facility | 175,000 |
| 3 Etowah – Fix drainage problems on all 4 fields due to underground springs that naturally occur here | 750,000 |
| 4 Hickey Nut Gorge – Repair rock wall and steps | 15,000 |
| 5 Hickory Nut Gorge – Trail Repairs | 10,000 |
| 6 Wayfinding at Jackson Park | 150,000 |
| 7 Wayfinding at Athletics and Activity Center | 20,000 |
| 8 V-Plow for snow removal at Park Facilities | 6,000 |
| Anticipated Capital Needs for these Parks in FY 19-20 | 1,376,000 |

COMMISSIONER DISCUSSION

Commissioner Mike Edney

- Larger facility for the Wellness Clinic
- Review Employee (Law Enforcement) retirement
- Incorporate road recommendations into the small area plans
- Complete Baker/Barber collection cataloging and make available on-line

Commissioner Bill Lapsley

- Add School Resource deputies for county schools within Hendersonville municipality
- Work with municipalities for county-wide maintenance of water system and a better governance model for sewer needs
- Continued efforts for relationship with MSD of Buncombe County

Commissioner Charlie Messer

- Larger facility for Wellness Clinic
- Review Employee Compensation Package
- Work with municipalities for county-wide maintenance of water system and a better governance model for sewer needs
- Continued efforts for relationship with MSD of Buncombe County

Commissioner Rebecca McCall

- Addition of five bus shelters
- Evaluate departmental process for efficiency
- Departments look at better collaboration of resources
- One-Stop Ag Center
- Proactive of maintenance (especially HCPS)

Chairman Hawkins

- Review debt service schedules to minimize impact on future debt principal interest payments
- Supports Environmental Health position
- Add School Resource deputies for county schools within Hendersonville municipality
- Voting machines for Board of Elections
- Personnel for Attorney's Office
- Complete greenway through Jackson Park and add bike paths between Jackson Park and Blue Ridge Community College

ADJOURN

Commissioner Lapsley made the motion to adjourn at 3:25 p.m. All voted in favor and the motion carried.

Attest:

Teresa L. Wilson, Clerk to the Board

Grady Hawkins, Chairman