

MINUTES

STATE OF NORTH CAROLINA
COUNTY OF HENDERSON

BOARD OF COMMISSIONERS
WEDNESDAY, MARCH 18, 2020

The Henderson County Board of Commissioners met for a regularly scheduled meeting at 9:30 a.m. in the Commissioners' Meeting Room of the Historic Courthouse on Main Street, Hendersonville, NC.

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

Also present were: Director of Business and Community Development John Mitchell, Engineer Marcus Jones, Emergency Management/Rescue Coordinator Jimmy Brissie, Wellness Clinic Director Jamie Gibbs, HCSO Account Technician Lisa Ward, HR Director Karen Ensley, Risk Manager Ann Marie Calloway, IT Director Mark Seelenbacher, Recreation Director Carleen Dixon, Capital Projects Manager Thad Ninnemann, Construction Manager David Berry, Public Health Director Steve Smith, Budget Manager Megan Powell, Project Engineer Natalie Berry & PIO Kathy Finotti – videotaping, Deputy Mike Marsteller as security.

CALL TO ORDER/WELCOME

Chairman Hawkins called the meeting to order and welcomed all in attendance. He noted the agenda would be condensed for safety due to Covid 19 pandemic and Hendersonville High School would be the only item discussed due to time sensitivity of the project.

INVOCATION

The invocation was provided by County Manager Steve Wyatt.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the American Flag was led by Chairman Hawkins.

Discussion/Adjustment of Consent Agenda

Commissioner Messer made the motion to approve Consent Agenda with the addition of Ratification and Affirmation of Proclamation of Emergency. All voted in favor and the motion carried.

CONSENT AGENDA consisted of the following:

Minutes

Draft minutes were presented for board review and approval of the following meeting(s):

March 2, 2020 - Regularly Scheduled Meeting

Motion:

I move the Board approves the minutes of March 2, 2020.

Tax Collector's Report

Collections Specialist Luke Small had presented the Tax Collector's Report to the Commissioners dated March 5, 2020 for information only. No action was required.

DATE APPROVED: April 15, 2020

Henderson County Annual Bills (Real and Personal Property):

2019 Beginning Charge:	\$84,275,773.18
Discoveries & Imm. Irreg.:	\$1,254,883.64
Releases & Refunds:	(\$988,080.56)
<u>Net Charge:</u>	<u>\$84,542,576.26</u>
Unpaid Taxes:	\$1,977,362.75
Amount Collected:	\$82,565,213.51



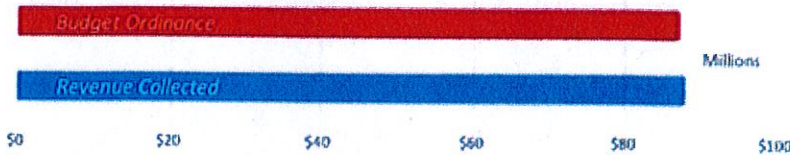
Henderson County Registered Motor Vehicles (As Collected by NC DMV):

Net Charge:	\$4,510,203.76
Unpaid Taxes:	\$10,906.57
Amount Collected:	\$4,499,297.19

99.76%

Henderson County FY20 Budget Analysis:

	<u>Budget Ordinance</u>		<u>Revenue Collected</u>
Ad Valorem:	\$86,093,532.00	Ad Valorem:	\$87,064,510.70
Prior Years:	\$1,035,000.00	Prior Years:	\$795,138.91
Budget Total:	\$87,128,532.00	YTD Revenue:	\$87,859,649.61



County Financial Report/Cash Balance Report – January 2020

The January 2020 County Financial and Cash Balance Reports were provided for the Board’s review and approval.

The following are explanations for departments/programs with higher budget to actual percentages for the month of January:

- Dues/Non-Profit Contributions – payment of 3rd quarter Board approved appropriations.
- Emergency Management – includes payments to other agencies for FEMA grant reimbursements
- Emergency Medical Services – payment of Board approved capital purchases
- Rescue Squad – payment of 3rd quarter Board approved appropriations
- Agri-Business – excess operating expenditures to be covered by membership fees
- Mental Health – payment of 3rd quarter Board approved maintenance of effort (MOE)
- Public Education – payment 7 of 10 of annual appropriation made to the public school system

The project to date deficit in the Hendersonville High School Project (2019) is due to the payment of architect fees and other expenditures for the project in the Capital Projects Fund to be reimbursed from a future financing.

Year to Date Net Revenues over expenditures for the Solid Waste Landfill Fund is due to Board approved capital outlay and maintenance and repair of equipment.

Year to Date Net Revenues over expenditures for the Cane Creek Water and Sewer District Fund is due to expenditures related to the Mud Creek Interceptor Project.

Motion:

I move that the Board of Commissioners approves the January 2020 County Financial Report and Cash Balance Report as presented.

Henderson County Public Schools Financial Reports – January 2020

The Henderson County Public Schools January 2020 Local Current Expense Fund / Other Restricted Funds and Capital Outlay reports were provided for the Board’s information.

Motion:

I move that the Board approves the Henderson County Public Schools January 2020 Financial Reports as presented.

2020.28 Resolution Honoring the Observance of “We Are Hope” Week in Henderson County Public Schools’ Middle & High Schools’ from March 30, 2020 through April 3, 2020

The Henderson County Board of Commissioners is requested to adopt a Resolution Honoring the Observance of “We Are Hope” Week in Henderson County Public Schools’ Middle and High Schools, March 30-April 3, 2020.

Motion:

I move that the Board adopts the Resolution Honoring the Observance of “We Are Hope” Week in Henderson County Public Schools’ Middle and High Schools from March 30th through April 3rd, 2020.

Amendment renewing lease with American Red Cross

A proposed Amendment was provided in the agenda packet extending the lease of the American Red Cross at 211 First Avenue East, Hendersonville (First Avenue entrance of the King Street building).

Motion:

I move the Board approves the Amendment of the Lease with the American Red Cross.

2020.29 95 Courthouse Skylight Contract

At the February 19, 2020 meeting, the 95 Courthouse skylights project was discussed during the Capital Projects Update. Staff noted that a vendor, JP Ross, had been identified that would replace the existing clear glass system at a price that was competitive with the previously approved Kalwall system. The Board directed Staff to move forward with the new replacement glass system with JP Ross, with the final contract to be brought back to the Board for approval.

Motion:

I move the Board approves the contract with JP Ross as presented. I further move the Board approves a Budget Amendment appropriating fund balance from the Capital Project Fund.

Revisions to the Animal Services Advisory Committee’ Bylaws

On January 30, 2020, the Animal Services Advisory Committee voted on revisions to their bylaws.

Motion:

I move that the Board approves the proposed changes to the Animal Services Advisory Committee’s bylaws.

Parks and Recreation – Position Request

The Board is requested to approve the addition of one (1) new permanent full-time position in the Parks and Recreation Department, effective March 28, 2020. The position to be added will replace an existing auxiliary maintenance assistant, currently in the FY20 budget. No additional funds are requested within the fiscal year, as the minimal budgetary impact will be offset with existing lapsed salary dollars.

Motion:

I move the Board approves one (1) new permanent full -time position within the Parks and Recreation Department, effective March 28, 2020.

Park Property Ordinance Exemption

The County has received a request from the Blue Ridge Amateur Radio Club to hold their summer “Field Day” at Jackson Park June 27th – 28th, 2020. Field Day is described as an activity that “combines public service, emergency preparedness, community outreach and technical skills all in a single event. Field Day has been an annual event since 1933 and remains the most popular event in ham radio.” This event simulates an emergency (hurricane, power grid down, etc.) and operates portable communications equipment using solar, battery and/or generator over an extended period of time.

Conducting the event from June 27th – 28th would involve use of park property overnight. To allow for this event, the Board is requested to grant a one-time exemption to Article 1, Chapter 19-4 of the Henderson County Code which prohibits camping or sleeping overnight in any area of the park or setting up tents for temporary shelter. This exemption, if granted, would cover the date and time specified on the application, and outlined above.

Motion:

I move that the Board grants an exemption to Article 1, Chapter 19-4 of the Henderson County Code, allowing for the use of Jackson Park overnight by the Blue Ridge Amateur Radio Club June 27th – 28th, 2020.

US DOJ 2020 Law Enforcement Mental Health and Wellness Act (LEMHWA) Program Grant

The Henderson County Wellness Clinic, Behavior Wellness Program is requesting permission to apply for the United States Department of Justice (US DOJ) 2020 Law Enforcement Mental Health and Wellness Act (LEMHWA) Program Grant. The grant funds will be designated to improve the delivery of and access to mental health and wellness for law enforcement through training and technical assistance, demonstration projects and implementation of promising practices related to peer support programs.

In Henderson County, the Behavioral Wellness Team and EMS Personnel have devised and implemented a robust peer support model that has made a positive impact on county employees. The Behavioral Wellness Team members are diligently working to develop the same type of program in collaboration with the Henderson County Sheriff’s Office Peer Support Team. Due to the complex nature of professional role diversity at the Sheriff’s Office, the process for designing and implementing a strong, evidenced-based peer support program requires extensive consideration for each specific role. This development process is more time intensive than the process to develop a program for a single professional role.

The LEMHWA grant will provide funding to support the Peer Support Program Henderson County Sheriff’s Office and the Henderson County Behavioral Wellness Program are already working to accomplish. Available grant funding applicable to Henderson County includes:

- I.) Implementation and enhancement of peer support programs for law enforcement agencies. These peer-led programs will support officer resilience and wellness in a structured and strategic manner.
- II.) Development of peer activities designed to improve the mental wellness of law enforcement officers. These activities help law enforcement officers manage their mental wellbeing from a holistic approach to caring for themselves and peers.

The Community Oriented Policing Service (COPS) Office grant will provide technical assistance services to measure success of the projects and disseminate promising practices within law enforcement.

The Behavioral Wellness Team members have been working with county law enforcement officers to

enhance the established peer support program and have provided education, support services and resources to prevent trauma-related mental health issues and to maintain mental health wellness. The \$250,000 total grant funds will allow the Behavioral Wellness Team and the Henderson County Sheriff's Office Peer Support Team to refine and extend most effective services for officers.

This program does not require additional funding from the county.

Motion:

I move the Board approves the request to apply for the United States Department of Justice 2020 Law Enforcement Mental Health and Wellness Act (LEMHWA) Program Grant.

Detention Center Needs Assessment - Firm Selection

At the Board's January 15, 2020 meeting, the Board directed Staff to request proposals from qualified firms to conduct assessments of the 95 Courthouse and the Detention Center focusing on capacity issues. Staff subsequently developed and released separate Request for Qualifications for the facilities. The Request for Qualifications for the Detention Center Needs Assessment was posted on Wednesday, February 5, 2020. Proposals were due on Wednesday, February 19, 2020 by 5:00pm.

Two proposals were submitted for consideration. Those proposals were reviewed by representatives from the Sheriff's Department, Detention Facility, Project Management, and the County Manager's Office on Monday, February 24th. Following that review, the firm of Solutions for Local Government was unanimously selected as the most qualified firm to conduct the assessment.

Motion(s):

I move the Board selects Solutions for Local Government to conduct the Detention Needs Assessment and approves the Letter of Agreement and Work Plan Outline.

2020.30 Ratification and Affirmation of Proclamation of Emergency – Add on

On March 16, 2020, County Manager, on behalf of the Board and the Chairman, proclaimed an emergency pursuant to Article II of Chapter 76 of the County Code, and the North Carolina Emergency Management Act. This Resolution is to ratify and affirm the same.

Motion:

I move that the Board adopts the proposed proclamation.

DISCUSSION/ADJUSTMENT OF DISCUSSION AGENDA

Chairman Hawkins made the motion to adopt the discussion agenda minus Nominations, 2020 Solid Waste Master Plan, Construction Projects Update, and the Keep America Beautiful Update. All voted in favor and the motion carried.

HENDERSONVILLE HIGH SCHOOL GMP #3

John Mitchell stated at the February 4, 2019 meeting of the Board of Commissioners, the Board approved a contract for PFA and LS3P to design and proceed with renovating Hendersonville High School. Vannoy Construction (Vannoy) is acting as the Construction Manager at Risk (CMR) for the project. Part of the CMR process is to provide a Guaranteed Maximum Price (GMP).

The approved schedule is for the school to be completed in time for the fall term of 2023. To meet the schedule, the architects have broken the project into three separate bid packages: GMP-1, GMP-2 and GMP-3, which together will form the final Guaranteed Maximum Price (GMP).

GMP-1 and GMP-2 have already been approved by the Board and GMP-3 is the contract for the remainder

of the work on the High School project. Requests for proposals were properly advertised according to the North Carolina General Statutes, and bids were opened on February 12th and 18th. The total cost of the work is \$33,828,544. The final cumulative GMP total is \$50,970,717. This number is within the total approved budget.

Commissioner Edney asked if the press box was included in the scope of the project. The architects responded it was included as an alternate.

Commissioner Edney questioned use of modular units. The architects and Dr. John Bryant stated modular units will only be used for storage, and not for classrooms.

Commissioner Edney inquired if the School Board was 100% satisfied with the scope of the project. Dr. John Bryant answered yes.

It was consensus of the Board that the storm drain under the football field be investigated and addressed at a later date, with information brought back before the Board before a final decision is made.

Commissioner Lapsley made the motion to accept the Guaranteed Maximum Price #3 for the Hendersonville High School project. All voted in favor and the motion carried.

ADJOURN

Chairman Hawkins stated the Board of Commissioners and citizens of Henderson County appreciate the medical staff of Pardee Hospital and Advert Health, along with Jimmy Brissie, the County Manager, the Board of Education and organizations coming together during this pandemic. Thanks to everyone.

Chairman Hawkins made the motion to adjourn at 10:00 a.m. All voted in favor and the motion carried.

Attest:

Teresa L. Wilson, Clerk to the Board

Grady H. Hawkins, Chairman

Henderson County Tax Collector

200 NORTH GROVE STREET, SUITE 66
 HENDERSONVILLE, NC 28792
 PHONE: (828) 697-5595 | FAX: (828) 698-6153

Henderson County Board of Commissioners
 1 Historic Courthouse Square, Suite 1
 Hendersonville, NC 28792

Thursday, March 5, 2020

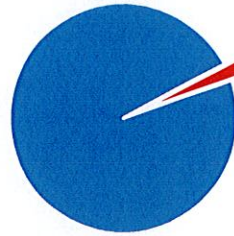
Re: Tax Collector's Report to Commissioners - Meeting Date March 18, 2020

Please find outlined below collections information through March 4, 2020 for 2019 real and personal property bills mailed on August 1, 2019. Vehicles taxes are billed monthly by NC DMV.

Henderson County Annual Bills (Real and Personal Property):

2019 Beginning Charge:	\$84,275,773.18
Discoveries & Imm. Irreg.:	\$1,254,883.64
Releases & Refunds:	(\$988,080.56)
<u>Net Charge:</u>	<u>\$84,542,576.26</u>
Unpaid Taxes:	\$1,977,362.75
Amount Collected:	\$82,565,213.51

Paid
97.66%



Unpaid
2.34%

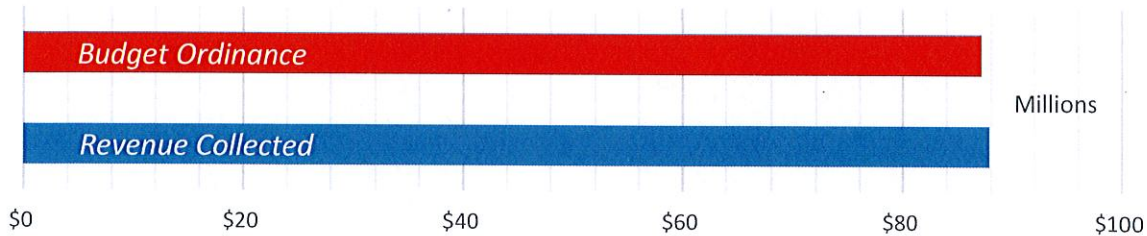
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Net Charge:	\$4,510,203.76
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Henderson County FY20 Budget Analysis:

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Prior Years:	\$1,035,000.00	\$795,138.91
Budget Total:	\$87,128,532.00	YTD Revenue: \$87,859,649.61



Respectfully Submitted,

Luke Small
 Deputy Tax Collector

Darlene Burgess
 Tax Administrator

HENDERSON COUNTY BOARD OF COMMISSIONERS

1 Historic Courthouse Square, Suite 1
Hendersonville, North Carolina 28792
Phone: 828-697-4808 • Fax: 828-692-9855
www.hendersoncountync.gov

GRADY H. HAWKINS
Chairman
WILLIAM G. LAPSLEY
Vice-Chairman

J. MICHAEL EDNEY
CHARLES D. MESSER
REBECCA K. MCCALL

Resolution Honoring the Observance of “We Are Hope” Week in Henderson County Public Schools’ Middle & High Schools March 30-April 3, 2020

WHEREAS, Substance and alcohol abuse negatively affects many areas of the brain, the liver, the heart, and other body parts and can cause adverse behavioral, psychological, and social consequences; and

WHEREAS, there were 70,237 drug overdose deaths in the United States in 2017, with opioids involved in 47,600 or 67.8% of these;¹ and

WHEREAS, substance and alcohol abuse continues to occur among children and youth in our society: in 2017, 12.1 percent of high school students in North Carolina smoked cigarettes, 44.1 percent used an electronic vape product, 26.5 percent drank alcohol, 36.5 percent used marijuana, 5.3 percent used cocaine, and 15 percent took prescription drugs without a doctor’s prescription, according to the Centers for Disease Control and Prevention’s 2017 Youth Risk Behavior Surveillance;² and

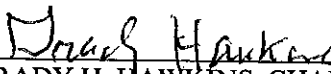
WHEREAS, student leaders in Henderson County Public Schools’ six high schools and four middle schools have joined with local Henderson County coalition HopeRx in educating their peers on alcohol, tobacco, marijuana and prescription drug use and abuse; and

WHEREAS, students at Apple Valley Middle, Flat Rock Middle, Hendersonville Middle, Rugby Middle, East Henderson High, Henderson County Career Academy, Henderson County Early College, Hendersonville High, North Henderson High, and West Henderson High are pledging to be and remain substance-free;


NOW, THEREFORE, BE IT RESOLVED, by the Henderson County Board of Commissioners, that March 30-April 3, 2020, be observed in Henderson County Public Schools’ middle and high schools as “We Are Hope” substance abuse awareness week.

Adopted this eighteenth day of March 2020.

ATTEST:



GRADY H. HAWKINS, CHAIRMAN
HENDERSON COUNTY BOARD OF COMMISSIONERS



TERESA L. WILSON, CLERK TO THE BOARD

¹ <https://www.cdc.gov/drugoverdose/data/statedeaths.html>

² <https://nccd.cdc.gov/YouthOnline/App/Results.aspx?LID=NC>

**FIRST AMENDMENT TO LEASE AGREEMENT
(EXTENSION OF TERM)**

This Amendment is made effective as of the date signed by both of Landlord and Tenant (the "Effective Date") by and between **County of Henderson**, a body corporate and politic of the State of North Carolina, (the "Landlord"), and **The American National Red Cross**, a nonprofit corporation, a Federally chartered instrumentality of the United States, and a body corporate and politic under the laws of the United States (36 U.S.C. §§ 300101-300111 (2007)), (the "Tenant"), under that certain Lease Agreement dated January 24, 2018, for the Premises consisting of approximately 1,993 square feet located at 211 First Avenue East, (Suite E911 Room), Hendersonville, NC (the "Lease"). Capitalized terms used but not defined herein shall have the meanings ascribed to them in the Lease.

The Lease expires on **June 30, 2020**, and Landlord and Tenant desire to extend the Term as hereinafter set forth.

In consideration of the following mutual covenants and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant, intending legally to be bound, agree as follows:

1. Extension of the Lease Term. The Term of the Lease is hereby extended for a period of thirty-six (36) months commencing on July 1, 2020 and expiring on June 30, 2023.

2. Modification of the Rent. Base Rent shall be payable in accordance with the following schedule:

<u>LEASE PERIOD</u>	<u>ANNUAL RENT</u>	<u>MONTHLY RENT</u>
Months 01 – 36	\$3,000.00	\$250.00

3. Renewal Options. Tenant's shall have the right to Extend the Term of this Lease for two (2) additional periods of three (3) years each ("Extension Period"). Tenant rights to extend shall be exercised by giving Notice (the "Option Notice") to Landlord not later than ninety (90) days prior to Expiration Date of the current Lease Term or any extension thereof.

Renewal Option Rent shall be based and in accordance with the following Option Rental schedule.

<u>OPTION PERIOD</u>	<u>LEASE PERIOD</u>	<u>ANNUAL RENT</u>	<u>MONTHLY RENT</u>
#1	Months 01 - 36	\$5,400.00	\$450.00
#2	Months 01 – 36	\$7,200.00	\$600.00

4. Tenant's Address for Notice. The Lease is hereby amended such that Tenant's address for notice is the following:

Director, Lease Administration
The American National Red Cross
9450 SW Gemini Drive, #75048
Beaverton, OR 97008-7105

With an email copy to: Real.Estate@redcross.org

And for issues requiring legal notice (e.g., default), a copy to:

Office of the General Counsel
The American National Red Cross

431 18th Street, NW
Washington, DC 20006
Attention: Real Estate Counsel

5. Termination Rights. To avoid any confusion and per the terms of the Original Lease, Tenant's termination rights shall continue to be applicable during this Lease extension term. In the event Tenant exercises their Renewal Options as referenced within this 1st Amendment, both Parties shall have the on-going right to terminate this Lease (at anytime), by providing 180 day prior written notice to the other Party.

6. No Broker. The parties each confirm to the other that no broker or agent procured this Amendment and that no commission, finder's fee, or any other compensation of any kind or nature is due to any such person or firm.

7. No Default. The parties each confirm to the other that as of the effective date of this Amendment, there is no default under the Lease, and nothing has occurred to their knowledge that, with the passage of time, would constitute a default under the Lease.

8. Ratification. Except as otherwise expressly modified by the terms of this Amendment, the Lease remains unchanged and shall continue in full force and effect. All terms, covenants, and conditions of the Lease not expressly modified herein are hereby confirmed and ratified, and, as amended hereby, constitute valid and binding obligations of Landlord and Tenant enforceable according to the terms thereof. In the event of a conflict between the Lease and this Amendment, the terms of this Amendment shall control.

[Signature Page Follows]

IN WITNESS WHEREOF, Landlord and Tenant have executed and delivered this Amendment to Lease Agreement to be effective as of the date first set forth above.

LANDLORD:

COUNTY OF HENDERSON

Signature: Grady Hawkins

Print Name: Grady Hawkins

Title: Chairman

Date: 3.18.20

TENANT:

THE AMERICAN NATIONAL RED CROSS



solutions 4 local government
planning • operations • training • facilitation

February 25, 2020

LETTER OF AGREEMENT

Ms. Amy Brantley, Assistant County Manager
1 Historic Courthouse Square, Suite #2
Hendersonville, NC 28792

Re: Detention Center Space Needs Assessment

Dear Amy:

The enclosed Work Plan Outline summarizes the format and major tasks and activities that we propose and will undertake to identify and adequately document the information necessary to complete the referenced *Detention Center Space Needs Assessment*.

I have attempted to organize the activities in the approximate sequence that they will occur. Of course, some activities may occur simultaneous with others. It is intended that the tasks and activities described provide the performance criteria for this agreement. In so doing, I acknowledge that I will comply with all relevant portions of Uniform Guidance and E-Verify provisions as required by the County.

At this time, I anticipate completion of the tasks identified in the enclosed outline, through Task 13, to take approximately 16 weeks. And, as noted, we will be available for a formal presentation of the report's findings to the Board of County Commissioners at such time as requested by the County.


Our proposed fee to produce this study and provide the County with the required and necessary documentation, including all identified tasks and on-site meetings, related project expenses for travel, communications, and document production is, *and will not exceed*, \$28,520.00. Services will be billed monthly based on the percent of work complete.

If the foregoing terms meet with the County's approval, please return one signed copy of this letter, at your convenience, to the address listed below.

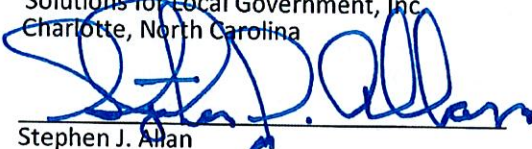
I am very much looking forward to working with you and with Henderson County once again.

Sincerely,
SOLUTIONS FOR LOCAL GOVERNMENT, INC.

OWNER:
Henderson County
Hendersonville, North Carolina



(Signature)
Title: Chairman
Date: 3.18.20

CONSULTANT:
Solutions for Local Government, Inc.
Charlotte, North Carolina


Stephen J. Allan
President
Date: 25 FEBRUARY 2020

Enclosure

<p>8. Facility Requirements [Current 2020-2025]</p>	<p>8.1 Identify options to address <i>existing</i> facility needs</p> <ul style="list-style-type: none"> ▪ Booking & Sallyport Area ▪ Female Housing ▪ Male Housing; classification & distribution ▪ Medical Housing ▪ Other, as identified <p>8.2 Identify method(s) for development of existing space needs</p> <ul style="list-style-type: none"> ▪ Existing building renovations ▪ Building addition(s) ▪ New space-on site ▪ New space-offsite, location TBD ▪ Combination and/or other <p>8.3 Quantify estimated space requirements for options identified</p> <ul style="list-style-type: none"> ▪ Inmate housing ▪ Housing support spaces ▪ Staff & staff support spaces ▪ Other, as identified ▪ Spreadsheet of NSF/space & number of each type <p>8.4 Illustrate graphically the spaces identified for development</p> <ul style="list-style-type: none"> ▪ Adjacency relationships between spaces ▪ Circulation requirements among & between spaces ▪ Sightlines & access/egress control points
<p>9. Facility Requirements [Future 2025-2050]</p>	<p>9.1 Identify options to address <i>future</i> facility needs</p> <ul style="list-style-type: none"> ▪ Inmate beds ▪ Support space ▪ Staff space ▪ Public space ▪ Other, as identified <p>9.2 Identify method(s) for development of <i>future</i> space needs</p> <ul style="list-style-type: none"> ▪ Existing building renovations ▪ Building addition(s) ▪ New space-on site ▪ New space-offsite, location TBD ▪ Combination and/or other <p>9.3 Quantify estimated space requirements for options identified</p> <ul style="list-style-type: none"> ▪ Inmate housing ▪ Housing support spaces ▪ Staff & staff support spaces ▪ Other, as identified ▪ Spreadsheet of NSF/space & number of each type

<p>PHASE IV - RECOMMENDATIONS 10. Existing & Future Space Needs</p>	<p>9.4 Illustrate graphically the spaces identified for development</p> <ul style="list-style-type: none">▪ Adjacency relationships between spaces▪ Circulation requirements among & between spaces▪ Sightlines & access/egress control points <p>10.1 based upon the information developed in the foregoing included tasks; specific recommendations will include:</p> <ul style="list-style-type: none">▪ Descriptions of and basis for space(s) needed to address <i>existing</i> facility deficits▪ Additional Detention Center personnel necessary to supervise & manage spaces added▪ Description of and basis for space(s) to provide <i>future</i> facility needs▪ Additional Detention Center personnel necessary to supervise & manage spaces added▪ A suggested timeline for the incremental phasing of the development of future facilities/spaces (2025-2050)▪ Discussion with accompanying recommendations of how existing facility space needs, when developed, will integrate with the development of future space(s)
<p>11. Probable Costs</p>	<p>11.1 Research and prepare initial estimates of the probable costs of each facility project recommended</p> <p>11.2 Where appropriate (typically dependent on project size), breakout and provide estimated component (planning, design, construction) costs for each project</p> <p>11.3 Overlay costs identified for each project with its corresponding location on the time line schedule, (10.1)</p>
<p>12. Management Review</p>	<p>11.4 Document probable cost information for distribution and presentation at the Management Review Meeting</p> <p>12.1 Gather and organize research data, assessment findings, growth projections, and data developed during Tasks 1-11 and prepare <i>initial</i> summary of content to be included in the final study for review:</p> <ul style="list-style-type: none">▪ Existing space▪ Major facility issues noted▪ Space needs identified▪ Growth projections▪ Graphic illustrations▪ Relative site maps, building, and space diagrams▪ Recommendations; facility projects & timeline▪ Probable costs▪ Other, as identified

4. Collate, print, bind, and deliver to the County eight (8) copies of the final report document.
5. A copy of the final report document, together with the Board of County Commissioners presentation materials will be provided the County in electronic format.

Fees

The costs that make up the proposed fee are based on:

- Man-hours; both on-site and "in-office", and
- Project related expenses for travel, per diem, communications, materials preparation, and document production.

At this time, it is estimated that the tasks and activities necessary to complete this project will require between 250-260 man-hours.

Therefore, based on the stated project requirements and the major tasks and project deliverables identified in the Work Plan Outline provided, our fee, *including* all related project expenses for travel, per diem, document production and printing, are estimated at, and *will not exceed*; \$28,520.00.

Our practice is to bill monthly (typically on or about the 1st) based on the percentage of the work completed during the previous month. Once the fee is agreed upon, we *do not* add service or administrative fees, or any form of miscellaneous overhead charges to our billing at any time during the project.

In addition, we will withhold billing the final 10 percent of our fee until you have received the agreed upon copies of the report document and are satisfied with the work that has been done.

Schedule

Based upon the Work Plan Outline presented here, a schedule of 16 weeks is suggested to accomplish Tasks 1-13. The formal presentation to the Board of County Commissioners would of course occur at such time as requested by the County.

Additional Firm Information

Solutions for Local Government, Inc. is a legal, *Sub-Chapter 'S'* Corporation, authorized and registered with the North Carolina Secretary of State; SOSID: 0624915.

Federal IRS Employer Identification Number: 81-0546253

Our business location is;

2301 Valencia Terrace
Charlotte, NC 28226

Telephone: 704.366.9719
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**LINE-ITEM TRANSFER REQUEST
HENDERSON COUNTY**



Department: Capital Reserve Fund

Please make the following line-item transfers:

What expense line-item is to be increased?

Account	Line-Item Description	Amount
<u>215400 - 598040</u>	<u>Transfer to Capital Project Fund</u>	<u>\$118,550</u>
<u>405400 - 535100 - 2003</u>	<u>M&R Buildings and Grounds</u>	<u>\$118,550</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

What expense line-item is to be decreased? Or what additional revenue is now expected?

Account	Line-Item Description	Amount
<u>214400-401000</u>	<u>Fund Balance Appropriated</u>	<u>\$118,550</u>
<u>404400 - 402100 - 2003</u>	<u>Transfer from Capital Reserve Fund</u>	<u>\$118,550</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification: Please provide a brief justification for this line-item transfer request.
 Appropriation from the Capital Reserve Fund for replacement of the skylights at the 95 Courthouse.
 Approved by the Board March 18, 2020.

<u>Budget</u>	<u>3/18/2020</u>
Authorized by Department Head	Date
_____	_____
Authorized by Budget Office	Date
_____	_____
Authorized by County Manager	Date
_____	_____

For Budget Use Only

Batch # _____

BA # _____

Batch Date _____

STATE OF NORTH CAROLINA

COUNTY OF HENDERSON

**PROCLAMATION OF STATE OF EMERGENCY
FOR HENDERSON COUNTY**

Pursuant to the authority granted to North Carolina counties under the North Carolina Emergency Management Act (Article I of Chapter 166A of the North Carolina General Statutes), and also pursuant to authority granted by Article II of Chapter 76 of the Henderson County Code, the following findings and proclamation is hereby made:

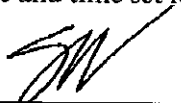
Findings:

- A. COVID-19 is a serious communicable disease that can result in serious illness or death; and,
- B. COVID-19 has been found in North Carolina, and the Centers for Disease Control has warned of the high public health threat caused by COVID-19; and,
- C. A national state of emergency has been proclaimed by the President of the United States; and,
- D. The Governor of North Carolina has proclaimed a statewide state of emergency, and has banned mass gatherings involving more than one hundred persons.
- E. Consultation has been made with the City of Hendersonville, the Town of Laurel Park, the Town of Fletcher, the Town of Mills River and the Village of Flat Rock.

NOW, therefore, in compliance with the proclamations of the President of the United States and the Governor of North Carolina, and after consultation with public health authorities, the undersigned hereby proclaims a state of emergency now exists in Henderson County. In accordance with this proclamation:

- 1. A State of Emergency is hereby declared within Henderson County, North Carolina. This declaration, and the directives included within it, includes all the unincorporated areas of Henderson County, and, with the consent of the City of Hendersonville, the Town of Laurel Park, the Town of Fletcher, and Town of Mills River and the Village of Flat Rock, in the incorporated areas of those municipalities.
- 2. I hereby order all Henderson County law enforcement officers under the command of the Henderson County Sheriff, Lowell Griffin, and all county emergency service and public safety resources at the direction of the County's Emergency Services Director, Jimmy Brissie, to cooperate in the enforcement and implementation of the provisions of this Declaration, all applicable local ordinances, state and federal laws, and the Henderson County Emergency Operations Plan.
- 3. I hereby order this declaration: (a) to be distributed to the news media and other organizations calculated to bring its contents to the attention of the general public; (b) to be filed with Clerk to the Henderson County Board of Commissioners; and (c) to be distributed to others as necessary to ensure proper implementation of this declaration.
- 4. This declaration shall take effect on March 14, 2020, at 6:00 p.m., and shall remain in effect until modified or rescinded.

PROCLAIMED the date and time set forth above.



STEVE WYATT

County Manager of Henderson County on behalf of
Grady Hawkins, Chairman of the Board of Commissioners, and
The Board of Commissioners of Henderson County

Henderson County
North Carolina

Before the Board of Commissioners

Resolution

BOARD OF COMMISSIONERS ENACTMENT 2020- 30

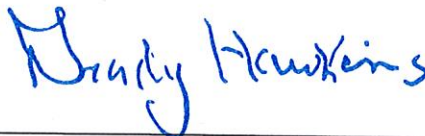
WHEREAS, the COVID-19 disease has created a substantial risk of life to vulnerable populations in Henderson County; and,

WHEREAS, the COVID-19 disease has also created substantial and unprecedented challenges for Henderson County and its government; and,

WHEREAS, the County Manager of Henderson County, on behalf of the Board of Commissioners of Henderson County and its Chairman, proclaimed a State of Emergency in Henderson County effective March 14, 2020, at 6:00 p.m.

NOW, THEREFORE, BE IT RESOLVED that the proclamation of a State of Emergency stated above is hereby ratified and affirmed.

Adopted this the 18th day of March, 2020.



GRADY HAWKINS, Chairman
Henderson County Board of Commissioners

ATTEST:



TERESA WILSON
Clerk to the Board of Commissioners

DURING THE MARCH 18, 2020 MEETING, THE BOARD ENACTED THE FOLLOWING

2020.29 95 Courthouse Skylight Contract – Budget Amendment

2020.30 Ratification and Affirmation of Proclamation of Emergency – Add on