

**MINUTES**

**STATE OF NORTH CAROLINA  
COUNTY OF HENDERSON**

**BOARD OF COMMISSIONERS  
MONDAY, DECEMBER 14, 2020**

The Henderson County Board of Commissioners met for a special called meeting at 5:30 p.m. in the Commissioners' Meeting Room of the Historic Courthouse on Main Street, Hendersonville.

Those present were: Chairman William Lapsley, Vice-Chair Rebecca McCall, Commissioner Mike Edney, Commissioner David Hill, Commissioner Daniel Andreotta, County Manager Steve Wyatt, Assistant County Manager Amy Brantley, Attorney Russ Burrell and Clerk to the Board Teresa Wilson.

Also present were: Finance Director Samantha Reynolds, Director of Business and Community Development John Mitchell, Engineer Marcus Jones, Emergency Management/Rescue Coordinator Jimmy Brissie, Budget Manager Megan Powell, Planning Director Autumn Radcliff, Planner Janna Peterson, Social Services Director Jerrie McFalls, Purchasing Agent Doug Guffey, Budget Analyst Sonya Flynn, HR Director Karen Ensley, Project Engineer Natalie Berry & PIO Kathy Finotti – videotaping, Lieutenant Mike Marsteller as security.

**CALL TO ORDER/WELCOME**

Chairman Lapsley called the meeting to order and welcomed all in attendance.

**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 Lapsley.

**DISCUSSION/ADJUSTMENT OF DISCUSSION AGENDA**

*Commissioner Edney made the motion to adopt the discussion agenda with the addition of a closed session. All voted in favor and the motion carried*

**UPSET BID FOR TWO AMBULANCES**

Jimmy Brissie stated the purchase of 3 Type III Traumahawk Ambulances were approved in the FY2021 budget. As a result, two 2017 Ford AEV ambulances were declared surplus. These vehicles are considered surplus based upon NC General Statute 160A-269 Negotiated offer, Advertisement, and Upset Bids. The initial bid for both ambulances was from Northwestern Emergency Vehicles in the amount of \$18,000. The bid for EMS-202 was then upset by Blue Ridge Community college in the amount of \$21,000.00. The Board is requested to approve the highest bids received for both vehicles, which is as follows:

Organization Name	Equipment Description	Upset Bid Amount
Northwestern Emergency Vehicles	2017 Ford E-450 Type II AEV Ambulance (EMS-Z; VIN 1FDXE4FS6HDC04771)	\$18,000.00
Blue Ridge Community College	2017 Ford E-450 Type II AEV Ambulance (EMS-202 VIN 1FDXE4FS4HDC04770)	\$21,000.00

*Commissioner Edney made the motion that the Henderson County Board of Commissioners to accept the highest bid for EMS-202 submitted from Blue Ridge Community College in the amount of \$21,000.00 and the bid for EMS-Z from Northwestern Emergency Vehicles in the amount of \$18,000.00. All voted in favor and the motion carried.*

DATE APPROVED: January 20, 2021

**2045 COMPREHENSIVE PLAN - CONSULTANT SELECTION**

John Mitchell stated the County Comprehensive Plan (CCP), adopted July of 2004, provided a guideline for growth in the County. The Board of Commissioners (BOC) authorized staff to start the process on the CCP update in FY20. Due to issues with the COVID-19 outbreak that impacted our residents and public outreach efforts, the CCP process was delayed.

The adopted FY21 budget provided half of the necessary funding to hire a consultant with the remaining funding to be approved in FY22. The consultant is necessary to assist planning staff with the public outreach, plan development, website and virtual outreach, and project completion. The RFP for a planning consultant was released on October 1<sup>st</sup>.

The selection committee reviewed all the proposals, interviewed the top three consultant firms, checked references, and identified Houseal Lavigne as the recommended firm. This firm has experience working with a wide array of governments across the country, putting an emphasis on municipal coordination as a key stakeholder. They employ various data analyzation tools including growth modeling, a working knowledge of state legislation and new requirements in NC, an adept ability for public outreach on multiple platforms including hosting the webpage for the CCP process.

Board approval is required to authorize staff to proceed with the consultant selection and negotiate a contract. This will allow for the CCP update process to begin in January with adoption of the draft 2045 Plan targeted for Fall of 2022.

Once the contracts are signed, planning staff will work with the consultant to revise the project schedule and begin working with targeted stakeholders. Planning staff will update the Board throughout the process.

Steve Wyatt stated the Board has now reviewed the top 3 RFQ's. He has called on resources and spoken with Anthony Starr at the Western Piedmont Council of Governments, who recently finished a comprehensive plan for Caldwell County. Mr. Starr shared that their work plan for the year is full. The timeframe for the selection of a consultant is at the discretion of the Board. Staff has discussed doing the plan in-house, but this removes larger perspectives, requires more personnel, and the cost is unknown. An alternative might be for staff to contact other counties in North Carolina, and research how they went about their plan, and what resources were utilized.

Commissioner McCall feels, after reviewing the RFQ's. that Clarion has more experience locally. Their report centered on Henderson County.

Commissioner Hill would like for the Planning Department to reevaluate the three companies. He would also like a cost estimate to complete the plan inhouse.

Commissioner Andreotta questioned the statutory timeframe.

John Mitchell responded December 20, 2022, however we can use our current comprehensive plan, as it has been extended.

Commissioner McCall doesn't feel inhouse will work because more expertise is needed. It will only extend the timeframe.

*It was consensus of the Board to have staff evaluate cost and personnel needs to complete an inhouse comprehensive plan and bring the information back to the Board in February.*

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**2045 COMPREHENSIVE PLAN – PLAN UPDATE**

Chairman Lapsley shared his observations since late 70's early 80's of history of Henderson County's Economic Development plan. He remembered when I-26 only ran to Saluda, a group was formed that fought the widening of I-26 and growth itself, and he did not think there was a community development plan.

A Public – Private Partnership was formed in the 90's with a committee of 100. A growth policy was adopted with emphasis on Manufacturing, Agriculture, Tourism, and Retirement Services. He thought the First Comprehensive Plan was adopted in 2000.

Commissioner Edney noted a Comprehensive Plan was adopted in 1977 and 1993.

Chairman Lapsley hopes the citizens understand that a comprehensive plan is for the community. Some of the major elements involved are Manufacturing, Agriculture, Natural Resources, Recreation, Housing, Transportation, Water & Sewer, Public Schools and Growth Management. We must evaluate how we did with the previous plan based on the last 20 years and must make sure the public and municipalities are behind us. The Comprehensive Plan is completed in order to make our county economically sustainable and to make sure our citizens receive necessary services.

**JANUARY BUDGET WORKSHOP**

Chairman Lapsley stated he feels the top community services are Public Schools, Sheriff & Detention Center, Social Services, Fire District Funds, Public Health Services, Emergency Services, Blue Ridge Community College, Public Libraries and Recreation. He feels less time needs to be spent in the budget workshop and small items that don't drive the budget do not necessarily need to be discussed. Chairman Lapsley suggests focusing on the nine budget drivers allowing staff to deal with others, and submittal of questions by the Board to the County Manager in writing by January 8, 2021. Each department could provide a brief review of their budget.

Commissioner Edney feels the longer process is for transparency, more detail is better, and that the new commissioners need the detail rather than having to dig for the details themselves.

Commissioner McCall likes the idea of submitting questions prior to the workshop.

Commissioner Hill does not feel the Board needs to micro-manage. The public needs to be able to see, hear and review everything.

Commissioner Andreotta agrees with more detail and transparency.

*It was consensus of the Board to continue with budget workshop as in prior years.*

**REVISIONS TO THE STANDARD BOARD AGENDA**

Chairman Lapsley questioned rules for Informal Public Comment.

Russ Burrell stated the Board is required to allow public comment during at least one meeting per month. The timeframe of 30 minutes maximum was adopted by prior commissioners. The Board can choose to limit the time per speaker and the maximum time allotted at each meeting at their discretion. This does not affect public hearings, where everyone is given a chance to speak.

*It was consensus to handle Informal Public Comment case by case at each meeting.*

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Chairman Lapsley asked that discussion items be split between old business and new business. He would like to add commissioner updates, and once per month allow General Assembly updates.

*Chairman Lapsley made the motion to adopt the changes to the standard agenda as discussed. All voted in favor and the motion carried.*

### **REVIEW OF BOARD AND COMMITTEE ASSIGNMENTS**

Chairman Lapsley stated the list of Boards and Committees is being provided for the Board's approval.

Commissioners have reviewed the following list of commissioner representatives and the consensus was to appoint the slate of representatives as follows:

1. Agriculture Advisory Board – Rebecca McCall
2. AgHC – Rebecca McCall
3. Vaya Health Commissioner's Advisory Committee – Bill Lapsley
4. Environmental Advisory Committee – Daniel Andreotta
5. Fire and Rescue Advisory Committee – David Hill
6. French Broad River MPO/Transportation Advisory Committee – Daniel Andreotta/Rebecca McCall
7. Governmental Financing Corporation – Bill Lapsley/Rebecca McCall
8. Henderson County Board of Health - Bill Lapsley
9. Henderson County Historic Courthouse Corporation dba/ Heritage Museum – Rebecca McCall
10. Henderson County Partnership for Economic Development – Bill Lapsley (Rebecca McCall – backup)
11. Henderson County Planning Board – Rebecca McCall
12. Henderson County Transportation Advisory Committee – Daniel Andreotta /Rebecca McCall
13. Henderson Tourism Development Authority – David Hill
14. Hendersonville Water & Sewer Advisory Committee – Daniel Andreotta
15. Hospital Corporation Board of Directors – Mike Edney
16. Joint College Facility Committee - Mike Edney/David Hill
17. Joint School Facilities – Mike Edney/David Hill
18. Juvenile Crime Prevention Council – Mike Edney
19. Land-of-Sky Regional Council - Bill Lapsley
20. Library Board of Trustees – Rebecca McCall
21. Local Emergency Planning Committee (LEPC) - Mike Edney
22. Local Government Committee of Cooperative Action (LGCCA) – Rebecca McCall/Bill Lapsley
23. Mountain Area Workforce Development Board – Daniel Andreotta
24. MSD Board of Directors – Bill Lapsley
25. North Carolina Association of County Commissioners – Rebecca McCall
26. Nursing/Adult Care Home Community Advisory Committee – Rebecca McCall
27. Recreation Advisory Board – David Hill
28. Social Services Board – Bill Lapsley
29. Walk of Fame Steering Committee – Mike Edney

*Commissioner Edney made the motion that the Board appoints the slate of representatives as presented. All voted in favor and the motion carried.*

### **CLOSED SESSION – Add on**

The Board is requested to go into Closed Session for the following reason:

1. Pursuant to N.C. Gen. Stat. § 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

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*Commissioner Edney made the motion to go into closed session pursuant to N.C. Gen. Stat. §143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. All voted in favor and the motion carried.*

**ADJOURN**

*Commissioner Andreotta made the motion to adjourn at 8:20 p.m. All voted in favor and the motion carried.*

Attest:

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Teresa L. Wilson, Clerk to the Board

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William Lapsley, Chairman