

MINUTES

**STATE OF NORTH CAROLINA
COUNTY OF HENDERSON**

**BOARD OF COMMISSIONERS
WEDNESDAY, JANUARY 19, 2022**

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.

Those present were Chairman William Lapsley, Vice-Chair Rebecca McCall, Commissioner Mike Edney, Commissioner Daniel Andreotta, Commissioner David Hill, County Manager John Mitchell, Assistant County Manager Amy Brantley, Attorney Russ Burrell, and Clerk to the Board Denisa Lauffer.

Also present were: Director of Business and Community Development Christopher Todd, Finance Director Samantha Reynolds, Budget Manager/Internal Auditor Sonya Flynn, Engineer Marcus Jones, Recreation Director Carleen Dixon, Planning Director Autumn Radcliff, Chief Deputy Vanessa Gilbert, Emergency Management/Rescue Coordinator Jimmy Brissie, EMS Director Mike Barnette, Budget Analyst Jennifer Miranda, Social Services Director Jerrie McFalls, Construction Project Manager David Berry, Captain Todd McCrain, Register of Deeds Lee King, Library Director Trina Rushing, IT Director Mark Seelenbacher, Environmental Health Supervisor Seth Swift, Building Services Director Crystal Lyda, County Engineer Natalie Berry, PIO Kathy Finotti – videotaping, and Deputy John Ashe provided security

CALL TO ORDER/WELCOME

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

INVOCATION

The invocation was provided by Commissioner Andreotta

PLEDGE OF ALLEGIANCE

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

RESOLUTIONS AND RECOGNITIONS

2022.08 Resolution of Appreciation – Major Frank Stout

The Henderson County Sheriff's Office requested that the service badge and sidearm of Major Frank Stout be given to him in recognition of his retirement from the Henderson County Sheriff's Office.

Major Frank Stout joined the Henderson County Sheriff's Office in 2012, holding the ranks of Captain, Major, and Chief Deputy in addition to his 27 years with the North Carolina Highway Patrol. Major Stout's service and dedication to the Henderson County Sheriff's Office and service, and accomplishments in the field of law enforcement during his 37 years of service are hereby recognized and commended. To honor him and show my gratitude, the Sheriff's Office intends to present his service badge and service sidearm.

Sheriff Griffin made this request on behalf of the Henderson County Sheriff's Office pursuant to North Carolina General Statute 20-187.2(a)

Chairman Lapsley summoned Retired Major Frank Stout and Chief Deputy Vanessa Gilbert to the front of the room while he read the Resolution aloud.

Approved: February 7, 2022



**Resolution Honoring
Major Frank Stout**



**For Over 37 Years of Law Enforcement Service
and Awarding Him His Badge and Sidearm**

WHEREAS, Major Frank Stout joined the Henderson County Sheriff's Office as a benefit-eligible employee on March 8, 2012, and held the ranks of Captain, Major, and Chief Deputy; and

WHEREAS, prior to his service with Henderson County, Major Stout also served as a benefit-eligible sworn law enforcement officer with the North Carolina State Highway Patrol for over 27 years and was assigned to serve the citizens of Henderson County during a portion of his service; and

WHEREAS, Major Stout's service and dedication to the Henderson County Sheriff's Office and service, dedication, and accomplishments in the field of law enforcement during his over 37 years of service are hereby recognized and commended; and

WHEREAS, N.C.G.S. 20-187.2 provides that retiring officers of the Henderson County Sheriff's Office may receive, at the time of their retirement, the badge worn or carried by them during their service with Henderson County; and

WHEREAS, N.C.G.S. 20-187.2 further provides that the Henderson County Board of Commissioners may, in its discretion, award to a retiring officer the service sidearm of such retiring officer at a price determined by the Board of Commissioners, upon securing a permit as required by N.C.G.S. 14-402 et seq; and

WHEREAS, Major Stout has served as a member of the Henderson County Sheriff's Office for a period of over 9 years, has in excess of 10 years of creditable service with Henderson County, and retires from the Henderson County Sheriff's Office on November 30, 2021; and

NOW, THEREFORE, BE IT RESOLVED by the Henderson County Board of Commissioners as follows:

1. Sheriff Lowell Griffin is hereby authorized in accordance with the provisions of N.C.G.S. 20-187.2 to transfer to Major Stout the badge worn by him during his service with the Henderson County Sheriff's Office; and
2. Sheriff Griffin is hereby authorized in accordance with the provisions of N.C.G.S. 20-187.2 to transfer to Major Stout his service sidearm at no cost to the officer and upon him securing a permit required by N.C.G.S. 14-402.

BE IT FURTHER RESOLVED that the Henderson County Board of Commissioners recognizes and thanks to Major Stout for his dedicated service to Henderson County and its citizens.

Adopted this the 19th day of January 2022.

Chairman Lapsley made the motion to adopt the Resolution as presented. All voted in favor and the motion carried 5-0.

DISCUSSION/ADJUSTMENT OF AGENDA

Chairman Lapsley made the motion to adopt the agenda as presented. All voted in favor and the motion carried 5-0.

CONSENT AGENDA consisted of the following:

Minutes

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

January 3, 2022 - Regularly Scheduled Meeting

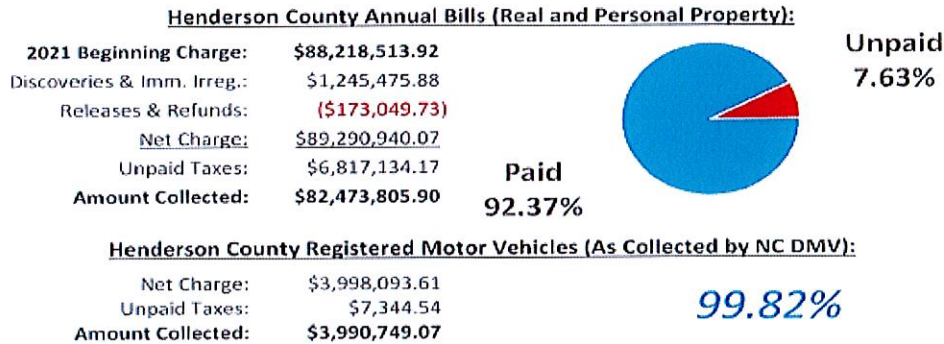
Motion:

I move the Board approve the minutes of January 3, 2022.

Tax Collector’s Report

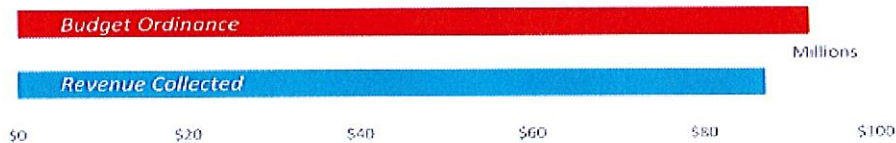
The attached report from the office of the Tax Collector was provided for the Board’s information.

Please find outlined below collections information through January 6, 2022 for 2021 real and personal property bills mailed on August 27th. Vehicles taxes are billed monthly by NC DMV.



Henderson County FY22 Budget Analysis:

	<u>Budget Ordinance</u>	<u>Revenue Collected</u>
Ad Valorem:	\$91,127,728.00	\$86,464,554.97
Prior Years:	\$980,000.00	\$526,033.04
Budget Total:	\$92,107,728.00	YTD Revenue: \$86,990,588.01



County Financial Report/Cash Balance Report – November 2021

The November 2021 County Financial and Cash Balance Reports were attached for the Board’s review and approval:

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

- Non-profit contributions – payment of 2nd quarter Board approved appropriations and timing of membership dues
- Information Technology – timing of payments for annual subscriptions and board approved purchases
- Emergency Management – timing of Board approved purchases
- Wellness – timing of payment for board approved contracted services
- Rescue Squad – payment of 2nd quarter Board approved appropriation
- Site Development – timing of Board approved purchases
- Agri-business – excess operating expenditures to be covered by membership fees
- Mental Health – payment of 2nd quarter Board approved appropriation
- Juvenile Justice – timing of provider appropriations
- Public Education – payment of 5th of 10 annual appropriations made to the public school system
- Debt Service – timing of annual debt service payments
- Non-Departmental – Occupancy tax transmittal trending above budgeted amounts

Year to Date Net Revenues under Expenditures for the Justice Academy Sewer Fund is due to the timing of budgeted minor equipment for the sewer fund.

Motion:

Move that the Board of Commissioners approve the November 2021 County Financial Report and Cash Balance Report as presented.

Henderson County Public Schools Financial Reports – November 2021

The Henderson County Public Schools November 2021 Local Current Expense Fund / Other Restricted Funds Report was presented for the Board’s information.

Motion:

Move that the Board of Commissioners approve the Henderson County Public Schools November 2021 Financial Reports as presented.

2022.09 Final Adoption - Re - Criminalization of Certain Ordinances

On January 3 the Board adopted the preliminary reading proposed changes to the County’s ordinances reacting to North Carolina Session Law 2021-138, which decriminalized all county and city ordinances adopted under the police power in North Carolina but allowed for the possibility of limited “re-criminalization” of certain (but not all) ordinances, at least to the extent of imposing a maximum \$500.00 fine for violations (no possibility of incarceration).

This is for second and final approval of the proposed changes, which re-impose criminal penalties for violations of the following:

- Animal ordinances
- Noise ordinance
- Parks and recreation areas (including sex offender-free zones)
- Weapons on certain posted county property and failure to keep projectiles on property
- Massage parlors
- Nuisances
- Violation of emergency plans or order

Motion:

I move that the Board give final approval and adopt the proposed ordinance amendments.

2022.10 Amendment to Animal Ordinance (Chapter 16 of the Henderson County Code)

On January 3, 2022, the Board voted to amend the Animal Ordinance, particularly with regard to “wolf hybrids”.

Section 16-1 of the Henderson County Code is amended by amending the definitions listed below, by striking the same, and by adopting in Lieu thereof the following:

(18) Dog – A canine of either sex.

(26) Hybrid – A “hybrid” is an animal that is the product of the breeding of a domesticated animal with a non-domesticated animal, but not including wolves.

(29) Inherently Dangerous Animal – Any love animal, including hybrids, which due to their inherent nature, may be considered dangerous to humans and include but is not limited to:

a. Canidae, including any member of the dog (canid) family not customarily domesticated by man, or any hybrids thereof, but not including with domestic dogs (Canis Familiaris) or hybrids of domestic dogs and wolves.

b. Felidae, including any member of the cat family weighing over 15 pounds not customarily domesticated by man, or any hybrids thereof, but not including domestic cats (Felis Cactus).

- c. Ursidae, including any member of the bear family, or any hybrids thereof.
- d. Venomous Reptiles.

Motion:

I move that the Board adopt the Ordinance Amendment.

2022.11 Contract Revision – First Contact Ministries

At the January 3, 2022 meeting, the Board approved a Budget Amendment for First Contact Ministries. The Board was requested to now adopt a revised funding agreement for the provision of contracted services.

Motion:

I move the Board approve the Funding Agreement for First Contact Ministries.

Notification of Vacancies

The Notification of Vacancies was provided for the Board’s information. They will appear on the next agenda under “Nominations.”

- 1. Henderson County Board of Equalization and Review– 1 vac.
Position #6
- 2. Home and Community Care Block Grant Committee – 1 vac.
Position #1

Purchase and Installation of Video Management System S2 Net VR (Security Cameras)

The Board was requested to approve the Haynes Technologies proposal and authorize staff to proceed with the procurement and installation of a Video Management System (S2 Net VR), Security Camera System, as detailed in the HCPS MRTS FY 2021-2022 Capital Outlay MRTS Planned Projects of Security Cameras for Middle Schools and High Schools.

The proposal received from Haynes Technologies is for a total price of \$541,680.00 versus the budget of \$750,000.00 for both Middle Schools and High Schools Security Camera Systems as detailed on the HCPS FY 2022 Budget Sheet.

Motion:

I move the Henderson County Board of Commissioners award the contract for the purchase and installation of a Video Management System (S2 NetVR) to Haynes Technologies for \$541,680.00.

Public Records Disposal Request – Finance

Finance Staff requested approval from the Board of Commissioners to destroy all records listed on the attached Public Records Disposal Request and Destruction Log in accordance with the County’s Records Retention Policy and the provisions of the N.C. Department of Cultural Resources Retention and Disposition Schedule as the period for retention of these records has expired.

Motion:

I move that the Board of Commissioners approve the Public Records Disposal Request and Destruction Log submitted by the Finance Department.

Chairman Lapsley made the motion to adopt the consent agenda as presented. All voted in favor and the motion carried 5-0.

NOMINATIONS AND APPOINTMENTS

1. Cemetery Advisory Committee – 1 vac.
Commissioner Edney nominated Sandy Rex for position #7.

Chairman Lapsley made the motion to accept the nomination of Sandy Rex for position #7. All voted in favor and the motion carried.

2. EMS Peer review Committee – 4 vac.
There were no nominations and this item was carried to the next meeting.

3. Henderson County Board of Equalization and Review – 1 vac.
There were no nominations and this item was carried to the next meeting.

4. Hendersonville Planning Board – 1 vac.
There were no nominations and this item was carried to the next meeting.

5. Hendersonville Zoning Board of Adjustment – 1 vac.
There were no nominations and this item was carried to the next meeting.

6. Home and Community Care Block Grant Advisory Committee – 2 vac.
There were no nominations and this item was carried to the next meeting.

7. Juvenile Crime Prevention Council – 3 vac.
There were no nominations and this item was carried to the next meeting.

8. Laurel Park Planning Board – 1 vac.
There were no nominations and this item was carried to the next meeting.

9. Laurel Park Zoning Board of Adjustment – 1 vac.
There were no nominations and this item was carried to the next meeting.

10. Nursing/Adult Care Home Community Advisory Committee – 10 vac.
There were no nominations and this item rolled to the next meeting.

Commissioner Edney made the motion that the Board go into closed session at 11:55 a.m. pursuant to N.C. Gen. Stat. §143-318.1 (a)(4)

- 1. Pursuant to N.C. Gen. Stat. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body.

Commissioner Edney made to motion to go out of closed session and return to open session at 1:00 p.m. All voted in favor and the motion carried 5-0.

BUDGET WORKSHOP

County Manager John Mitchell provided the Board with a financial update for the Fiscal Year 2021-2022.

**FY 2021-2022
FINANCIAL UPDATE**

- > FY 2021-2022 Expenditures
- > FY 2021-2022 Revenues
- > FY 2021-2022 Sales Tax Collections
- > Capital Reserve Fund

FY21-22 EXPENDITURES

County Department	BOC Adopted	Revisions (as of 12.31.21)	Revised Budget	\$ Expended (as of 12.31.21)	% Expended (as of 12.31.21)
Governing Body	\$553,209	\$152,812	\$706,021	\$375,294	53.2%
Dues & Non-Profits	\$496,765	(\$30,000)	\$466,765	\$232,459	49.8%
County Administration	\$1,126,420	\$0	\$1,126,420	\$564,622	50.1%
Human Resources	\$1,197,484	(\$38,400)	\$1,159,084	\$548,442	47.3%
Elections	\$988,805	\$49,514	\$1,038,319	\$392,129	37.8%
Finance	\$1,083,229	\$0	\$1,083,229	\$532,536	49.2%
Assessor	\$1,961,785	\$0	\$1,961,785	\$790,319	40.3%
Tax Collections	\$534,375	\$0	\$534,375	\$235,836	44.1%
Legal	\$910,391	\$0	\$910,391	\$406,797	44.7%
Register of Deeds	\$783,211	\$0	\$783,211	\$320,434	40.9%
Facility Services & Garage	\$5,554,030	\$32,268	\$5,586,298	\$2,433,509	43.6%
Court Facilities	\$153,000	\$0	\$153,000	\$65,844	43.0%
Information Technology	\$3,864,653	\$304,841	\$4,169,494	\$2,667,968	64.0%

FY21-22 EXPENDITURES

County Department	BOC Adopted	Revisions (as of 12.31.21)	Revised Budget	\$ Expended (as of 12.31.21)	% Expended (as of 12.31.21)
Sheriff	\$20,738,669	\$104,488	\$20,843,157	\$10,751,237	51.6%
Detention Facility	\$5,740,924	\$0	\$5,740,924	\$2,877,001	50.1%
Emergency Management	\$691,301	\$60,797	\$752,098	\$502,140	66.8%
Fire Services	\$777,147	\$0	\$777,147	\$269,328	34.7%
Building Services	\$1,247,606	(\$22,000)	\$1,225,606	\$572,678	46.7%
Wellness Clinic	\$1,109,469	(\$4,640)	\$1,104,829	\$655,338	59.3%
Emergency Medical Services	\$7,565,955	\$2,732	\$7,568,687	\$3,928,595	51.9%
Animal Services	\$748,905	(\$3,800)	\$745,105	\$362,418	48.6%
Rescue Squad	\$381,360	\$0	\$381,360	\$190,812	50.0%
Forestry Services	\$61,251	\$0	\$61,251	\$16,698	27.3%
Soil & Water Conservation	\$393,483	\$74,500	\$467,983	\$274,766	58.7%
Planning	\$882,162	\$0	\$882,162	\$413,700	46.9%
Code Enforcement	\$307,380	\$0	\$307,380	\$156,369	50.9%

FY21-22 EXPENDITURES

County Department	BOC Adopted	Revisions (as of 12.31.21)	Revised Budget	\$ Expended (as of 12.31.21)	% Expended (as of 12.31.21)
Site Development	\$253,859	\$3,600	\$257,459	\$139,159	54.1%
Heritage Museum	\$100,000	\$0	\$100,000	\$50,000	50.0%
Cooperative Extension	\$467,726	\$0	\$467,726	\$215,535	46.1%
Project Management	\$263,376	\$0	\$263,376	\$127,613	48.5%
Economic Development	\$700,825	\$30,000	\$730,825	\$203,375	27.8%
Agri-business	\$170,120	\$0	\$170,120	\$98,568	57.9%
Public Health	\$8,653,607	\$2,094,903	\$10,748,510	\$4,701,884	43.7%
Environmental Health	\$1,461,425	\$0	\$1,461,425	\$697,018	47.7%
Home & Community Care Grant	\$765,989	\$0	\$765,989	\$310,721	40.6%
Medical Services	\$90,000	\$0	\$90,000	\$41,550	46.2%
Mental Health	\$528,612	\$0	\$528,612	\$264,306	50.0%
ROAP (Rural Operating Assistance)	\$196,095	\$5,289	\$201,384	\$22,543	11.2%

FY21-22 EXPENDITURES

County Department	BOC Adopted	Revisions (as of 12.31.21)	Revised Budget	\$ Expended (as of 12.31.21)	% Expended (as of 12.31.21)
Social Services	\$15,657,150	\$0	\$15,657,150	\$6,852,524	43.8%
DSS – Federal & State	\$3,954,283	\$284,823	\$4,239,106	\$1,707,926	40.3%
DSS – General Assistance	\$101,000	\$0	\$101,000	\$26,326	26.1%
Juvenile Justice Grant	\$218,745	\$0	\$218,745	\$135,365	61.9%
Veteran’s Services	\$79,978	\$0	\$79,978	\$28,800	36.0%
Public Library	\$3,516,368	\$74,066	\$3,590,434	\$2,000,333	55.7%
Recreation	\$2,404,070	(\$10,518)	\$2,393,552	\$1,141,987	47.7%
County Debt Service	\$5,666,043	\$0	\$5,666,043	\$3,437,003	60.7%
Non-Departmental	\$614,696	\$2,675,000	\$3,289,696	\$1,865,623	56.7%
Transfers to Other Funds	\$2,275,323	\$111,830	\$2,387,153	\$1,247,662	52.3%
TOTAL	\$107,992,259	\$5,952,105	\$113,944,364	\$55,853,089	49.0%

FY21-22 EXPENDITURES

	BOC Adopted	Revisions (as of 12.31.21)	Revised Budget	\$ Expended (as of 12.31.21)	% Expended (as of 12.31.21)
HC Public School System					
Current Expense	\$31,428,000	\$205,460	\$31,633,460	\$18,856,800	59.6%
Debt Service	\$11,275,450	\$0	\$11,275,450	\$3,792,991	33.6%
MRTS	\$4,934,424	\$0	\$4,934,424	\$2,467,212	50.0%
TOTAL	\$47,637,874	\$205,460	\$47,843,334	\$25,117,003	52.5%
Blue Ridge Community College					
Current Expense	\$4,748,181	\$0	\$4,748,181	\$2,374,091	50.0%
Debt Service	\$3,440,461	\$0	\$3,440,461	\$1,803,975	52.4%
MRTS	\$3,289,616	\$0	\$3,289,616	\$1,644,808	50.0%
TOTAL	\$11,478,258	\$0	\$11,478,258	\$5,822,874	50.7%
GENERAL FUND TOTAL	\$167,108,391	\$6,157,565	\$173,265,956	\$86,792,965	50.1%

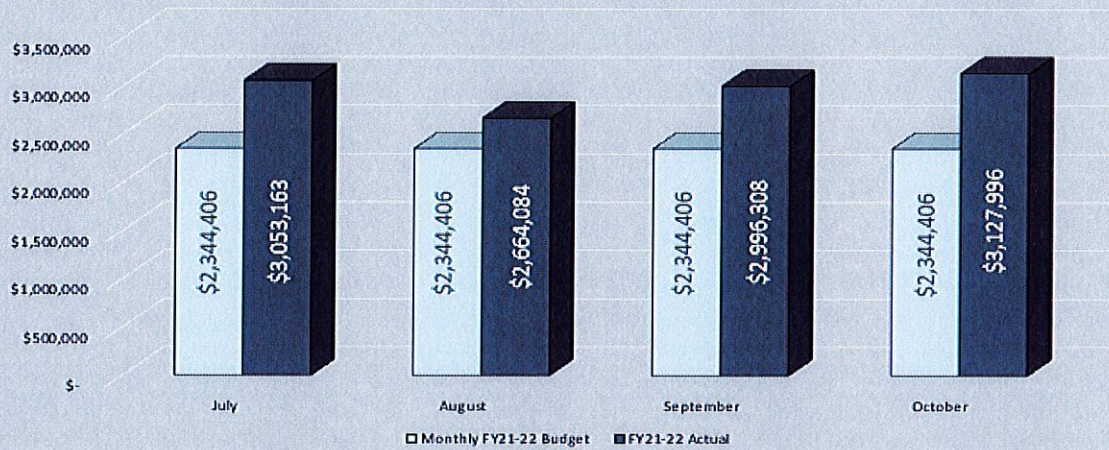
FY21-22 REVENUES

	BOC Adopted	Revisions (as of 12.31.21)	Total Revised Budget	\$ Received (as of 12.31.21)	% Received (as of 12.31.21)
Ad Valorem Taxes - Current Year	\$91,127,728	\$0	\$91,127,728	\$76,691,672	84.2%
Ad Valorem Taxes - Prior Years	\$980,000	\$0	\$980,000	\$642,530	65.6%
Local Option Sales Taxes (4 Months)	\$28,132,879	\$0	\$28,132,879	\$8,921,775	31.7%
Other Taxes and Licenses	\$1,349,000	\$2,710,000	\$4,059,000	\$2,810,048	69.2%
Unrestricted Intergovernmental	\$50,000	\$0	\$50,000	\$3,420	6.8%
Restricted Intergovernmental	\$15,730,050	\$2,415,166	\$18,145,216	\$8,896,228	49.0%
Permits and Fees	\$1,652,020	\$0	\$1,652,020	\$1,449,151	87.7%
Sales and Services	\$7,541,691	\$207,187	\$7,748,878	\$3,985,016	51.4%
Investment Earnings	\$753,000	\$0	\$753,000	\$174,946	23.2%
Other Revenues	\$1,493,240	\$58,360	\$1,551,600	\$777,448	50.1%
Transfers from Other Funds	\$2,740,152	\$0	\$2,740,152	\$1,370,076	50.0%
General Fund Revenues	\$151,549,760	\$5,390,713	\$156,940,473	\$105,722,310	67.4%
Fund Balance Appropriated	\$15,435,776	\$746,414	\$16,182,190	\$0	0.0%
Restricted Fund Balance	\$122,855	\$20,438	\$143,293	\$0	0.0%
TOTAL General Fund Revenues	\$167,108,391	\$6,157,565	\$173,265,956	\$105,722,310	61.0%

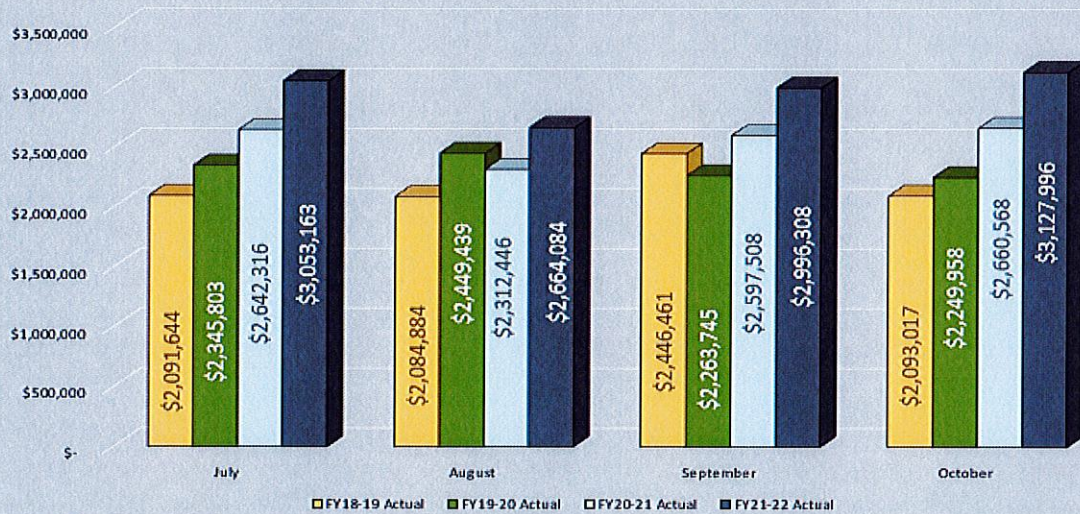
FY21-22 SALES TAX REVENUES - BUDGET

Local Option Sales Tax Budget = \$28,132,879

Year to Date Variance = \$2,463,927



FY21-22 SALES TAX REVENUES - ACTUAL



CAPITAL RESERVE FUND

Capital Reserve Fund Established in FY 2007		Deposit/Appropriation	Running Balance
FY 2007	Deposit - Sale of Land Development Building	\$1,337,195	\$1,337,195
FY 2008	Deposit - Transfer from General Fund	\$1,400,000	\$2,737,195
FY 2009	Appropriation - Detention Center Generator	(\$300,000)	\$2,437,195
FY 2010	Deposit - Transfer from General Fund	\$772,677	\$3,209,872
	Appropriation - Compressed Natural Gas Project	(\$35,000)	\$3,174,872
FY 2011	Appropriation - Parks and Recreation Projects	(\$156,249)	\$3,018,623
	Appropriation - Tuxedo Mill Demolition	(\$143,324)	\$2,875,299
	Appropriation - Law Enforcement Center	(\$1,058,347)	\$1,816,952
	Deposit - Progress Energy (Bent Creek Easement)	\$8,500	\$1,825,452
FY 2012	Appropriation - Boyd Property	(\$750,000)	\$1,075,452
	Deposit - Sale of Nuckolls Building	\$700,000	\$1,775,452
FY 2013	Appropriation - Parks and Recreation Projects	(\$535,039)	\$1,240,413
	Deposit - Transfer from General Fund (Recreation)	\$200,000	\$1,440,413
	Appropriation - Parks and Recreation Projects	(\$26,848)	\$1,413,565
FY 2014	Appropriation - 1995 Courthouse Congressional Office	(\$26,899)	\$1,386,666
	Appropriation - 1995 Courthouse Renovations	(\$1,000,000)	\$386,666

CAPITAL RESERVE FUND

Capital Reserve Fund Established in FY 2007		Deposit/Appropriation	Running Balance
FY 2015	Deposit - Transfer from General Fund (Recreation)	\$400,000	\$786,666
	Deposit - Transfer from General Fund (Debt Service)	\$923,463	\$1,710,129
	Deposit - P&I Software	\$75,000	\$1,785,129
	Deposit - Transfer from General Fund (Conditional School Funding)	\$166,183	\$1,951,312
	Appropriation - Tuxedo Park	(\$177,269)	\$1,774,043
	Appropriation - Dana Park	(\$195,978)	\$1,578,065
FY 2016	Deposit - P&I Software	\$75,000	\$1,653,065
FY 2017	Deposit - P&I Software	\$75,000	\$1,728,065
	Appropriation - Transfer P&I Software Reserve to Project Fund	(\$75,000)	\$1,653,065
	Appropriation - Transfer to Debt Service Fund (FY15 Debt Roll-Off)	(\$923,463)	\$729,602
FY 2018	Deposit - P&I Software	\$75,000	\$804,602
	Appropriation - Transfer P&I Software Reserve to Project Fund	(\$225,000)	\$579,602
	Deposit - Sale of 6th Avenue Clubhouse & Fairground Property	\$407,573	\$987,175
	Appropriation - CNG Compressor	(\$252,243)	\$734,932
	Deposit - Transfer from General Fund (FY18 LETC Debt Service)	\$749,593	\$1,484,525
	Deposit - Transfer from General Fund (DSS Software)	\$621,452	\$2,105,977

CAPITAL RESERVE FUND

Capital Reserve Fund Established in FY 2007		Deposit/Appropriation	Running Balance
FY 2015	Deposit - Transfer from General Fund (Recreation)	\$400,000	\$786,666
	Deposit - Transfer from General Fund (Debt Service)	\$923,463	\$1,710,129
	Deposit - P&I Software	\$75,000	\$1,785,129
	Deposit - Transfer from General Fund (Conditional School Funding)	\$166,183	\$1,951,312
	Appropriation - Tuxedo Park	(\$177,269)	\$1,774,043
	Appropriation - Dana Park	(\$195,978)	\$1,578,065
FY 2016	Deposit - P&I Software	\$75,000	\$1,653,065
FY 2017	Deposit - P&I Software	\$75,000	\$1,728,065
	Appropriation - Transfer P&I Software Reserve to Project Fund	(\$75,000)	\$1,653,065
	Appropriation - Transfer to Debt Service Fund (FY15 Debt Roll-Off)	(\$923,463)	\$729,602
FY 2018	Deposit - P&I Software	\$75,000	\$804,602
	Appropriation - Transfer P&I Software Reserve to Project Fund	(\$225,000)	\$579,602
	Deposit - Sale of 6th Avenue Clubhouse & Fairground Property	\$407,573	\$987,175
	Appropriation - CNG Compressor	(\$252,243)	\$734,932
	Deposit - Transfer from General Fund (FY18 LETC Debt Service)	\$749,593	\$1,484,525
	Deposit - Transfer from General Fund (DSS Software)	\$621,452	\$2,105,977

CAPITAL RESERVE FUND

Capital Reserve Fund Established in FY 2007		Deposit/Appropriation	Running Balance
FY 2021	Appropriation - DSS Document Management System (10.21.20)	(\$105,631)	\$4,737,683
	Appropriation - 1995 Courthouse Congressional Office (12.7.20)	(\$30,000)	\$4,707,683
	Appropriation - Garrison Property Purchase (1.20.21)	(\$1,175,226)	\$3,532,457
	Appropriation - Etowah Walking Trail (1.20.21)	(\$80,000)	\$3,452,457
	Deposit - Garrison Property Purchase Differential	\$1,892	\$3,454,349
	Appropriation - Oklawaha Greenway Flooding Study (2.17.21)	(\$15,000)	\$3,439,349
	Appropriation - VFW Purchase (4.5.21)	(\$52,715)	\$3,386,634
	Deposit - Garrison Property Down Payment	\$5,000	\$3,391,634
FY 2022	Deposit - Transfer from General Fund (County Capital)	\$1,644,808	\$5,036,442
	Appropriation - VFW Assessment Expenses (1.3.22)	(\$20,000)	\$5,016,442
		BALANCE	\$5,016,442

Capital Financing Debt Schedules

Outstanding Debt Principal – Education, Outstanding Debt Principal – County, Retiring Debt Service – Education, Retiring Debt Service – County, Debt Service Fund

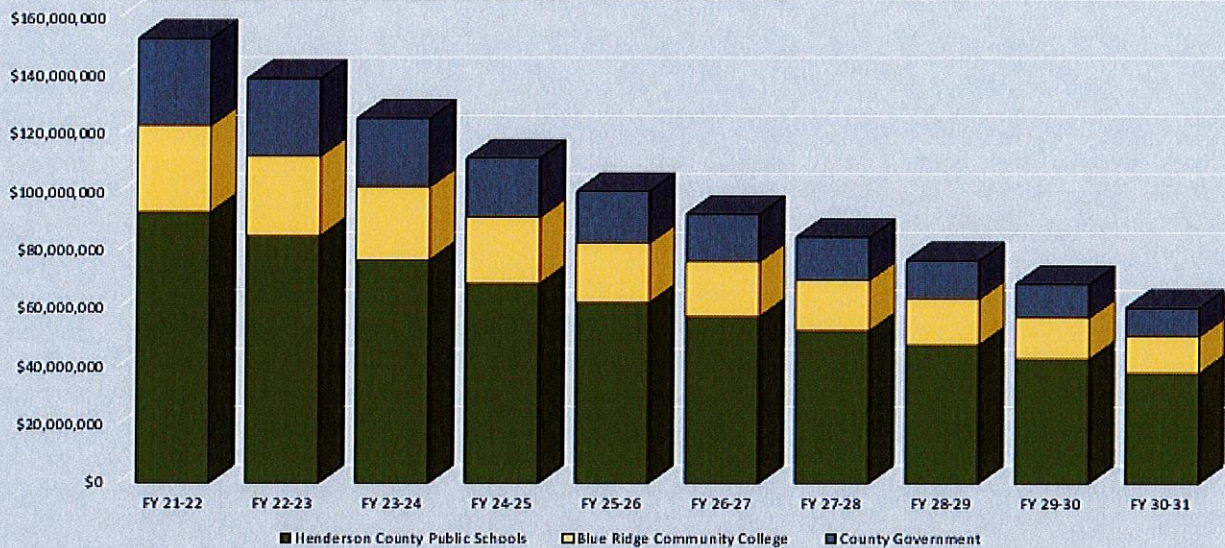
OUTSTANDING DEBT PRINCIPAL - EDUCATION

Henderson County Public Schools	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Hendersonville High School	\$ 47,265,000	\$ 44,635,000	\$ 42,005,000	\$ 39,375,000	\$ 36,750,000	\$ 34,125,000	\$ 31,500,000	\$ 28,875,000	\$ 26,250,000	\$ 23,625,000
Edneyville Elementary	\$ 19,475,000	\$ 18,255,000	\$ 17,035,000	\$ 15,815,000	\$ 14,595,000	\$ 13,375,000	\$ 12,155,000	\$ 10,935,000	\$ 9,720,000	\$ 8,505,000
2016 Innovative High School	\$ 14,600,000	\$ 13,625,000	\$ 12,650,000	\$ 11,675,000	\$ 10,700,000	\$ 9,725,000	\$ 8,750,000	\$ 7,775,000	\$ 6,800,000	\$ 5,825,000
2013 Refinancing Bonds	\$ 3,261,920	\$ 2,416,840	\$ 1,591,000	\$ 785,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012 Refinancing Bonds	\$ 2,013,600	\$ 1,322,400	\$ 650,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2008 Hillandale/Mills River	\$ 6,400,000	\$ 4,571,429	\$ 2,742,858	\$ 914,286	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL HC PUBLIC SCHOOLS	\$ 93,015,520	\$ 84,825,669	\$ 76,674,258	\$ 68,564,426	\$ 62,045,000	\$ 57,225,000	\$ 52,405,000	\$ 47,585,000	\$ 42,770,000	\$ 37,955,000
Blue Ridge Community College	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Health Sciences Education Center	\$ 7,056,667	\$ 6,690,000	\$ 6,305,000	\$ 5,901,667	\$ 5,480,000	\$ 5,036,667	\$ 4,571,667	\$ 4,081,667	\$ 3,570,000	\$ 3,035,000
2013 Refinancing Bonds	\$ 3,350,080	\$ 2,482,160	\$ 1,634,000	\$ 806,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Patton Renovation/New Buildings	\$ 19,355,000	\$ 18,275,000	\$ 17,200,000	\$ 16,125,000	\$ 15,050,000	\$ 13,975,000	\$ 12,900,000	\$ 11,825,000	\$ 10,750,000	\$ 9,675,000
TOTAL BRCC	\$ 29,761,747	\$ 27,447,160	\$ 25,139,000	\$ 22,833,027	\$ 20,530,000	\$ 19,011,667	\$ 17,471,667	\$ 15,906,667	\$ 14,320,000	\$ 12,710,000
TOTAL EDUCATION DEBT PRINCIPAL	\$ 122,777,267	\$ 112,272,829	\$ 101,813,258	\$ 91,397,453	\$ 82,575,000	\$ 76,236,667	\$ 69,876,667	\$ 63,491,667	\$ 57,090,000	\$ 50,665,000

OUTSTANDING DEBT PRINCIPAL - COUNTY

Henderson County	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Emergency Services HQ	\$ 9,395,000	\$ 8,765,000	\$ 8,135,000	\$ 7,505,000	\$ 6,875,000	\$ 6,250,000	\$ 5,625,000	\$ 5,000,000	\$ 4,375,000	\$ 3,750,000
Health Sciences Education Center	\$ 14,113,333	\$ 13,380,000	\$ 12,610,000	\$ 11,803,333	\$ 10,960,000	\$ 10,073,333	\$ 9,143,333	\$ 8,163,333	\$ 7,140,000	\$ 6,070,000
2013 Refinancing Bonds	\$ 2,204,000	\$ 1,633,000	\$ 1,075,000	\$ 520,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2012 Refinancing Bonds	\$ 2,181,400	\$ 1,432,600	\$ 704,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2010 LLC/Court Services	\$ 2,000,000	\$ 1,500,000	\$ 1,000,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COUNTY GOVERNMENT	\$ 36,403,850	\$ 32,101,733	\$ 28,734,600	\$ 25,364,600	\$ 21,984,833	\$ 19,307,000	\$ 17,611,333	\$ 15,872,333	\$ 14,083,333	\$ 12,251,000
TOTAL DEBT PRINCIPAL	\$ 152,671,000	\$ 138,983,429	\$ 125,337,858	\$ 111,726,286	\$ 100,410,000	\$ 92,560,000	\$ 84,645,000	\$ 76,655,000	\$ 68,605,000	\$ 60,485,000
FY DEBT PRINCIPAL CHANGE	\$ (16,079,571)	\$ (13,687,571)	\$ (13,645,571)	\$ (13,611,572)	\$ (11,316,286)	\$ (7,850,000)	\$ (7,915,000)	\$ (7,990,000)	\$ (8,050,000)	\$ (8,120,000)

OUTSTANDING DEBT PRINCIPAL



RETIRING DEBT SERVICE - EDUCATION

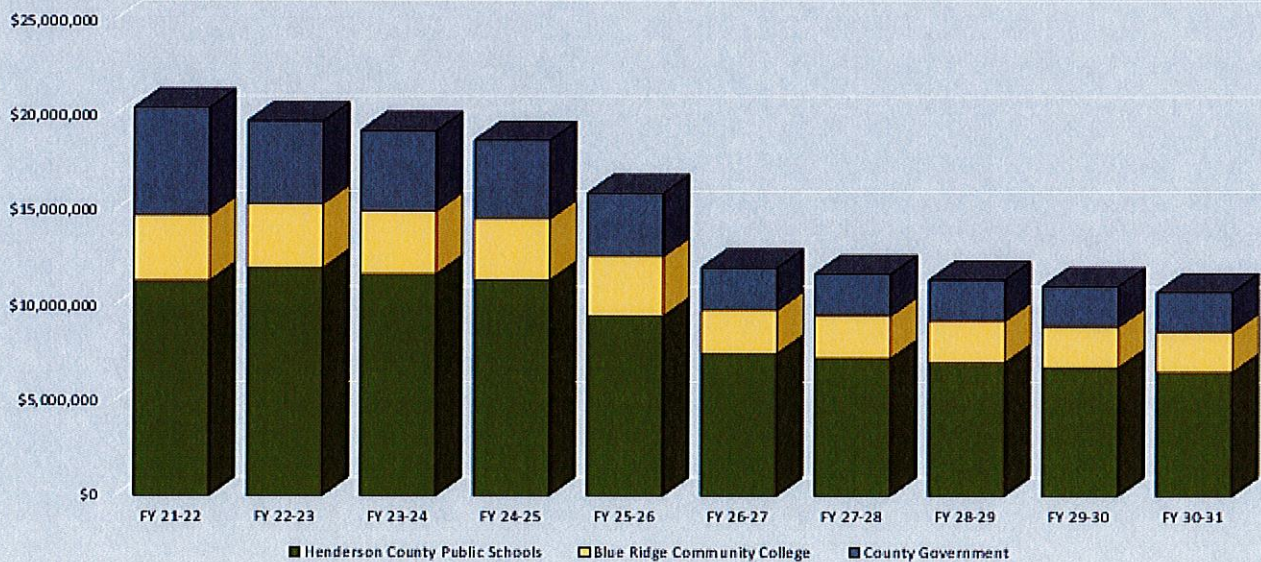
Henderson County Public Schools	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Hendersonville High School	\$ 4,750,488	\$ 4,645,288	\$ 4,540,088	\$ 4,434,888	\$ 4,324,688	\$ 4,193,438	\$ 4,062,188	\$ 3,930,938	\$ 3,799,688	\$ 3,668,438
Edneyville Elementary	\$ 2,159,069	\$ 2,098,069	\$ 2,037,069	\$ 1,976,069	\$ 1,915,069	\$ 1,854,069	\$ 1,793,069	\$ 1,732,069	\$ 1,666,069	\$ 1,605,319
2016 Innovative High School	\$ 615,750	\$ 1,576,125	\$ 1,549,313	\$ 1,512,750	\$ 1,464,000	\$ 1,415,250	\$ 1,366,500	\$ 1,317,750	\$ 1,269,000	\$ 1,220,250
2013 Refinancing Bonds	\$ 937,450	\$ 902,151	\$ 866,119	\$ 829,740	\$ 793,031	\$ -	\$ -	\$ -	\$ -	\$ -
2012 Refinancing Bonds	\$ 766,783	\$ 731,069	\$ 698,184	\$ 663,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2008 Hillandale/Mills River	\$ 2,027,910	\$ 1,981,006	\$ 1,934,103	\$ 1,887,200	\$ 926,012	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
TOTAL HC PUBLIC SCHOOLS	\$ 11,275,450	\$ 11,951,708	\$ 11,642,876	\$ 11,321,925	\$ 9,440,800	\$ 7,480,757	\$ 7,239,757	\$ 6,998,757	\$ 6,752,757	\$ 6,512,007
Blue Ridge Community College	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Health Sciences Education Center	\$ 661,374	\$ 661,832	\$ 661,373	\$ 662,015	\$ 661,740	\$ 661,782	\$ 660,740	\$ 661,865	\$ 661,048	\$ 660,773
2013 Refinancing Bonds	\$ 962,787	\$ 926,534	\$ 889,528	\$ 852,166	\$ 814,464	\$ -	\$ -	\$ -	\$ -	\$ -
Patton Renovation/New Buildings	\$ 1,811,300	\$ 1,778,900	\$ 1,741,500	\$ 1,698,500	\$ 1,655,500	\$ 1,612,500	\$ 1,569,500	\$ 1,526,500	\$ 1,483,500	\$ 1,440,500
Professional Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL BRCC	\$ 3,440,461	\$ 3,372,266	\$ 3,297,401	\$ 3,217,681	\$ 3,136,704	\$ 2,279,282	\$ 2,235,240	\$ 2,193,365	\$ 2,149,548	\$ 2,106,273
TOTAL EDUCATION DEBT SERVICE	\$ 14,715,911	\$ 15,323,974	\$ 14,940,277	\$ 14,539,606	\$ 12,577,504	\$ 9,760,039	\$ 9,474,997	\$ 9,192,122	\$ 8,902,305	\$ 8,618,280

RETIRING DEBT SERVICE - COUNTY

Henderson County	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Emergency Services HQ	\$ 1,038,913	\$ 1,013,713	\$ 988,513	\$ 963,313	\$ 931,813	\$ 895,313	\$ 864,063	\$ 832,813	\$ 801,563	\$ 770,313
2016 GF Linamar Land Purchase	\$ 947,071	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Sciences Education Center	\$ 1,322,747	\$ 1,323,663	\$ 1,322,746	\$ 1,324,030	\$ 1,323,480	\$ 1,323,563	\$ 1,321,480	\$ 1,323,730	\$ 1,322,096	\$ 1,321,546
2013 Refinancing Bonds	\$ 633,413	\$ 609,562	\$ 585,215	\$ 560,635	\$ 535,831	\$ -	\$ -	\$ -	\$ -	\$ -
2012 Refinancing Bonds	\$ 830,682	\$ 791,984	\$ 756,365	\$ 718,551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2010 LEC/Court Services	\$ 620,000	\$ 596,000	\$ 572,000	\$ 548,000	\$ 524,000	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Mud Creek Interceptor *	\$ 263,217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COUNTY GOVERNMENT	\$ 5,666,043	\$ 4,344,932	\$ 4,234,839	\$ 4,124,529	\$ 3,325,124	\$ 2,228,876	\$ 2,195,543	\$ 2,166,543	\$ 2,133,659	\$ 2,101,859
TOTAL DEBT SERVICE	\$ 20,381,954	\$ 19,668,906	\$ 19,175,116	\$ 18,664,135	\$ 15,902,628	\$ 11,988,915	\$ 11,670,540	\$ 11,358,665	\$ 11,035,964	\$ 10,720,139
TOTAL ANNUAL DEBT SERVICE CHANGE	\$ 243,567	\$ (713,048)	\$ (493,790)	\$ (510,981)	\$ (2,761,507)	\$ (3,913,713)	\$ (318,375)	\$ (630,250)	\$ (634,576)	\$ (638,526)
TOTAL CUMULATIVE CHANGE (FROM FY19)	\$ 2,740,152	\$ 2,290,327	\$ 1,796,531	\$ 1,285,550	\$ (1,475,957)	\$ (5,389,670)	\$ (5,708,045)	\$ (6,019,920)	\$ (6,342,621)	\$ (6,658,446)

* Mud Creek Interceptor Debt Service amount for FY22 had an off-setting revenue from MSD. Amount is not included in the total cumulative change.

DEBT SERVICE SCHEDULE



DEBT SERVICE FUND

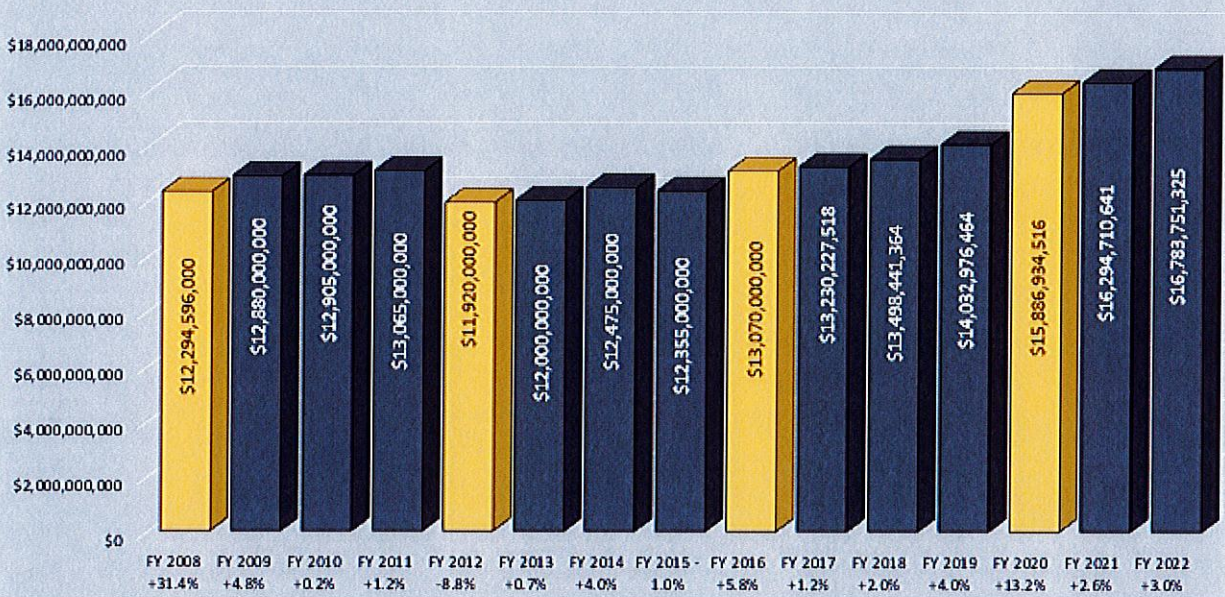
Debt Service Fund Established in FY 2015		Deposit/Appropriation	Running Balance
FY 2015	Deposit – Debt Service Roll-Off	\$923,463	\$923,463
FY 2016	Deposit – Debt Service Roll-Off	\$590,997	\$1,514,460
FY 2017	Deposit – Debt Service Roll-Off	\$1,927,650	\$3,442,110
	Deposit – General Fund Debt Service Variance	\$1,490,131	\$4,932,241
FY 2018	Deposit – Debt Service Roll-Off	\$509,649	\$5,441,890
	Deposit – General Fund Debt Service Variance	\$2,000,000	\$7,441,890
	Appropriation – School Capital Project Fund	(\$800,000)	\$6,641,890
FY 2019	Deposit – School Capital Project Fund	\$800,000	\$7,441,890
FY 2020	Appropriation – General Fund Debt Service	(\$1,153,960)	\$6,287,930
	Deposit – General Fund Debt Service Variance	\$1,794,589	\$8,082,519
FY 2021	Appropriation – General Fund Debt Service	(\$2,635,051)	\$5,447,468
FY 2022	Appropriation – General Fund Debt Service	(\$2,740,152)	\$2,707,316
	Deposit - BRCC Debt Service from MRTS	\$1,811,300	\$4,518,616
		Current Balance	\$4,518,616

Financial Forecast

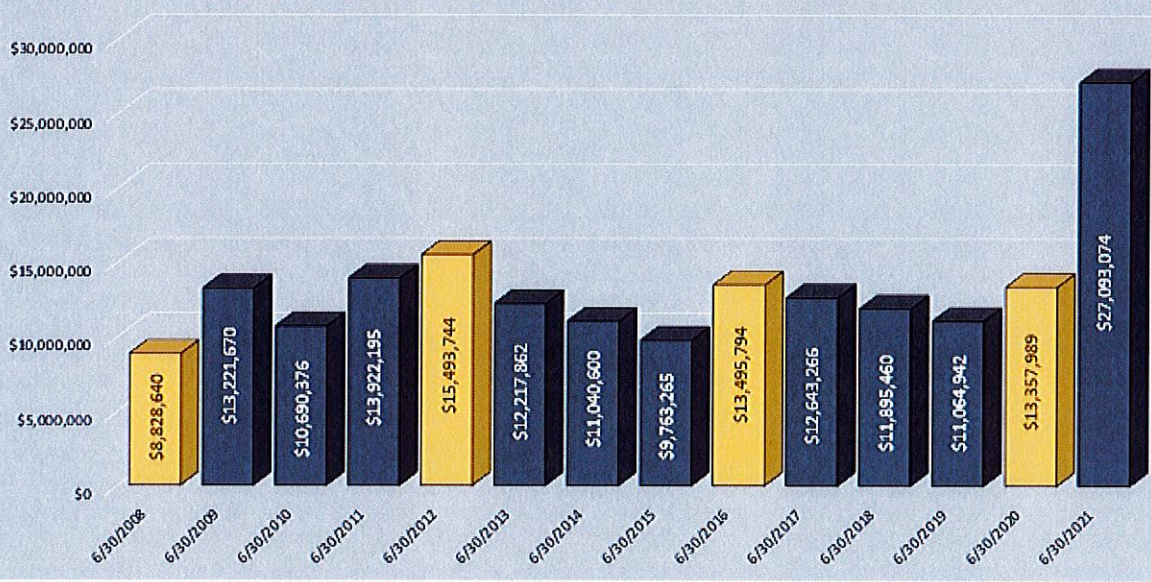
Historic Budget Information, Henderson County Revaluation Cycle, Fund Balance History, Comparable County Tax Rates, FY 2022-2023 Financial Forecast

REVISED BUDGET EXPENDITURES				
FY 2021-2022 VARIANCE				
	FY 2020-2021	FY 2021-2022	\$ VARIANCE	% VARIANCE
COUNTY				
• Operations and Maintenance	\$112,896,244	\$108,278,351	-\$4,617,893	-4.1%
• Debt Service	\$8,339,473	\$5,666,043	-\$2,673,430	-32.1%
HENDERSON COUNTY PUBLIC SCHOOLS				
• Operations and Maintenance	\$30,828,000	\$31,633,460	\$805,460	2.6%
• Debt Service	\$12,250,274	\$11,275,450	-\$974,824	-8.0%
• MRTS	\$1,632,050	\$4,934,424	\$3,302,374	202.3%
BLUE RIDGE COMMUNITY COLLEGE				
• Operations and Maintenance	\$4,498,181	\$4,748,181	\$250,000	5.6%
• Debt Service	\$2,302,993	\$3,440,431	\$1,137,438	49.4%
• MRTS	\$800,000	\$3,289,616	\$2,489,616	311.2%
TOTAL BUDGET	\$173,547,215	\$173,265,956	-\$281,259	-0.2%

HENDERSON COUNTY REVALUATION CYCLE



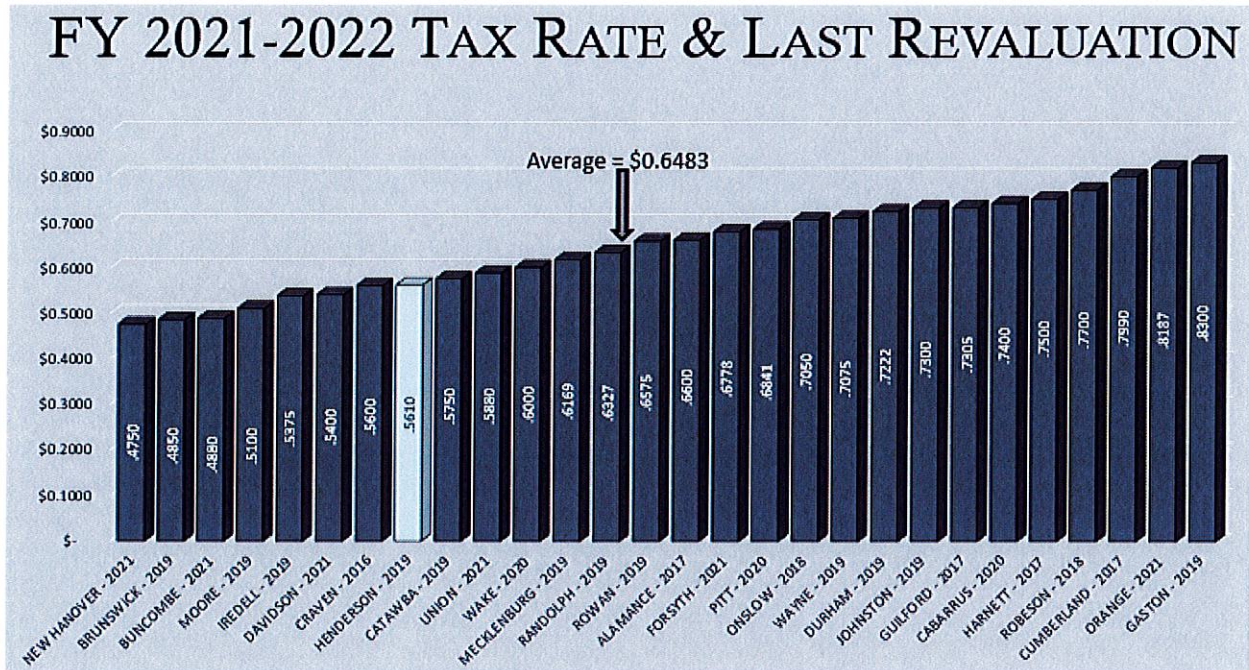
FUND BALANCE HISTORY - OVER 12% POLICY



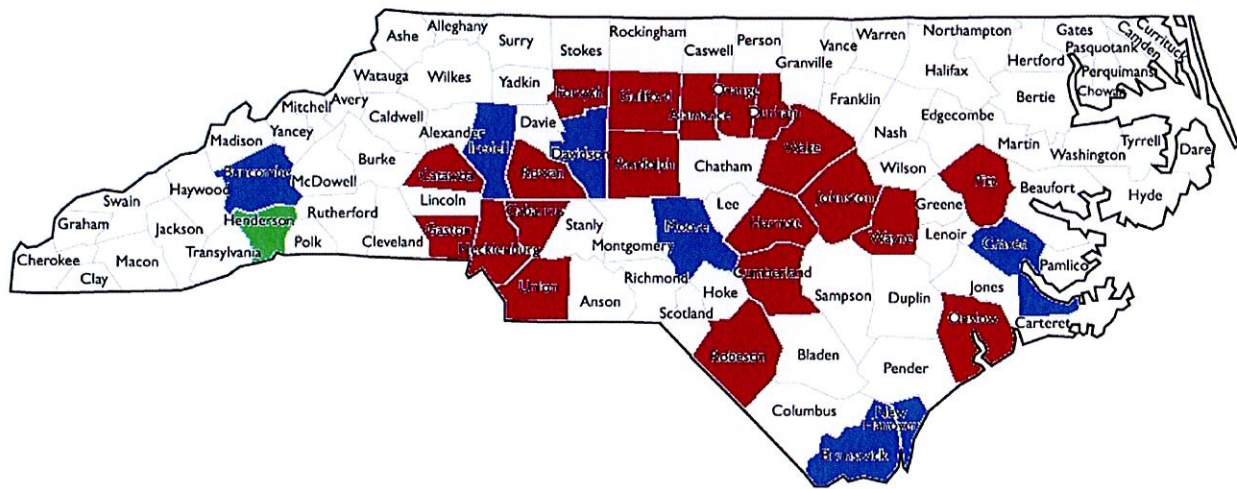
FY 2022-2023 FINANCIAL FORECAST

Total available fund balance over the Board's 12% Policy as of July 1, 2021

\$27,093,074



Map of Comparison Counties



FY 2021-2023 Tax Rate

- ❑ The tax rate of \$0.561 per \$100 of valuation is the 8th lowest tax rate of the 28 urban counties – those with a population over 100,000 – and the 23rd lowest of all 100 counties in North Carolina.
- ❑ Among 28 Urban North Carolina counties:
 - ❑ Highest rate is \$0.8300
 - ❑ Lowest rate is \$0.4750
 - ❑ Average rate is \$0.6483
- ❑ Among all 100 North Carolina counties:
 - ❑ Highest rate is \$1.0000
 - ❑ Lowest rate is \$0.3300
 - ❑ Average rate is \$0.6717

FY 2022-2023 FINANCIAL FORECAST

Projected Revenues for FY 22-23	\$ 157,000,000
Base Budget for FY 22-23 <small>(Current FY22 Revised = \$173,265,956)</small>	\$ 178,000,000
Amount needed to make budget	(\$ 21,000,000)

FY 2022-2023 FINANCIAL FORECAST

Fund Balance available over 12%	\$27,093,074
Amount needed to make budget	(\$ 21,000,000)
Projected variance	\$6,093,074

Updates and Emerging Issues

Henderson County Public Schools, Blue Ridge Community College, 95 Courthouse/Detention Center Conceptual Plan, VFW Renovations, Edneyville Elementary Sewer Update

Superintendent Dr. John Bryant – Henderson County Public Schools 2022-2023 Budget Request



2021 – 2022 Total Budget Allocation

Local Appropriation for 2021 – 2022

Current Expense	\$28,928,000
Capital Outlay (Annual Maintenance/Safety Enhancements)	\$1,500,000
Capital Outlay (Maintenance, Repairs, Technology, Safety)	\$4,892,792
Total Appropriation	\$35,320,792

2021 – 2023 Capital Outlay [MRTS]

FY22 Site	Project	Category	Anticipated Cost
Middle Schools	Security Camera Systems	Safety and Security	\$350,000
High Schools	Security Camera Systems	Safety and Security	\$400,000
Deferred MRTS PY	Roofing and Paving	Annual Maintenance	\$650,000
East Henderson	Building Roof (Old Gym)	Scheduled Replacement	\$200,000
West Henderson	Renovation and Addition	New Construction	\$2,000,000
Technology	Chromebooks	Project Empower	\$300,000
Transportation	Bus Garage	Advanced Planning and Design	\$325,000
Maintenance	Warehouse	New Construction	\$350,000
Central Office	Contingency/Strategic Capital	All Projects	\$317,792
TOTAL BUDGET:			\$4,892,792
FY23 Site	Project	Category	Anticipated Cost
Elementary Schools	Security Camera Systems	Safety and Security	\$700,000
Transportation	Bus Garage	New Construction	\$3,000,000
Technology	Chromebooks	Project Empower	\$300,000
Various	Paving	Annual Maintenance	\$500,000
Central Office	Contingency/Strategic Capital	All Projects	\$392,792
TOTAL BUDGET:			\$4,892,792

Funding Category	FY22	FY23
Continuation Budget	\$28,928,000	\$29,940,480
Current Expense/ <u>Uncontrollables</u> @ 3.5% <i>(State Retirement System/Insurance/State Salary Schedules/Charter Schools), Instructional/Programmatic/Student Services</i>	\$1,012,480	\$1,047,916
Capital Outlay	\$1,500,000	\$1,500,000
Total Budget	\$31,440,480	\$32,488,396
Capital Outlay [MRTS]	\$4,892,792	\$4,892,792

2022 – 2023 Budget Request Priorities

Current Expense Uncontrollables (@\$795,000*)
(State Retirement System/Insurance/State Salary Schedules/Charter Schools)

State Increase to Minimum Wage (@\$390,000)
(FY22 \$13.00/hour – FY23 \$15.00/hour)

0.25% Increase to Local Supplement (@\$310,000)
Certified Staff 8.75 % to 9.00%
Non-Certified Staff 6.50% to 6.75%

Blue Ridge Community College – Dr. Laura Leatherwood



Reflecting on 2021

- Capital projects
- Enrollment Growth
- Engaging Adults Initiative
- Free College
- Workforce Development
- New and Expanded Programs
- Expansion of Health Care Programs
- Special Appropriations
- Grants

Enrollment Growth

- Fall 2017 to Fall 2019: 6.7% increase
- Fall 2019 to Fall 2020: 2.3% increase
- Fall 2020 to Fall 2021: 9.1% increase

Spring 2022 looks to be the highest enrollment in history!

New and Expanded Programs

Horticulture Business Certificate
Automotive Electric Drive Certificate
Additional Career and College Promise offerings
Electrical Apprenticeship
Drone Operator
Non-Destructive Testing QA/QC (welding) – Manufacturing
Tool & Die
Construction, Electrical, Plumbing, Masonry, HVAC
Supply Chain Management



Expansion of Health Care Programs

Nursing	Home Care Aide
Respiratory Therapy	Medication Aide
Central Sterile Processing	Psychiatric Technician
Medical Assistant	Pharmacy Technician
Nurse Aide I and II	Phlebotomy
Dialysis Technician	MRI Tech & Ultrasound Tech

Special Appropriations

\$250,000: Equipment for the Public Safety Training Facility (formerly known as POPAT)

\$300,000: Startup funds for Skilled Trades (Construction, Electrical, Plumbing, HVAC, & Masonry)

Secured Grants - \$1.6 million

Outstanding Grant Requests:

Grant	Supports	Amount
GoldenLeaf Foundation	Greenhouse	\$1,000,000
John M. Belk Endowment	Engaging Adults	75,000
North Carolina Community College System	Engaging Adults	50,000
EDA American Rescue Plan: Good Jobs Grant	Nursing and Allied Health Expansion	5,000,000

Budget Requests

2022-23 Capital Improvements

\$ 6,785,537

2022-23 Operating

\$ 5,648,655

Master Facilities Plan

Maintenance Building, Student Union, Fletcher Bldg.

\$67,700,000

CLOSED SESSION

The Board is requested to go into closed session pursuant to N.C. Gen. Stat. §143–318.11(a) for the following reason(s):

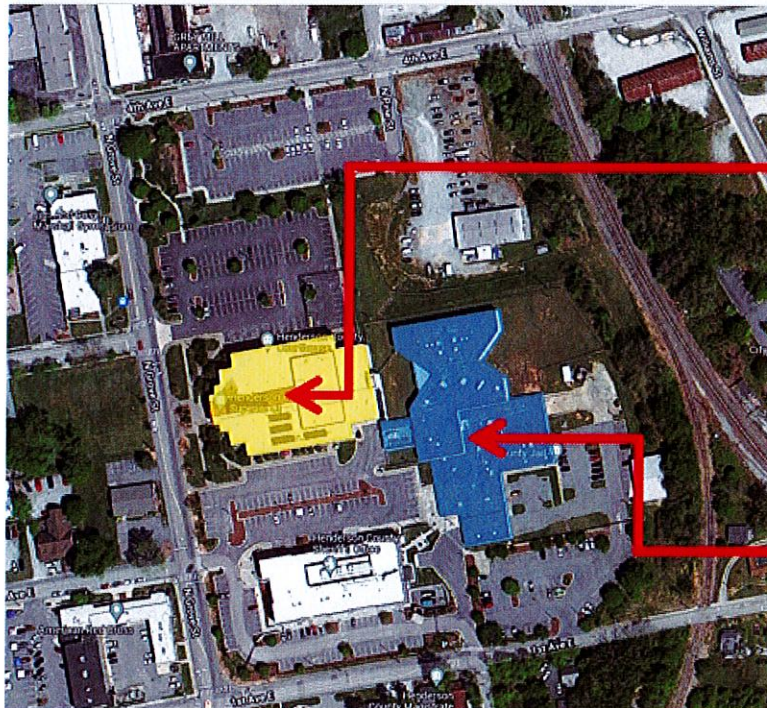
- 1. Pursuant to N.C. Gen. Stat. §143–318.1 I(a)(4)** to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body.

Commissioner Edney made the motion that the Board go into closed session pursuant to N.C. Gen. Stat. §143–318.11(a)(4), for the reasons set out in the Board’s agenda packet. All voted in favor and the motion carried 5-0.

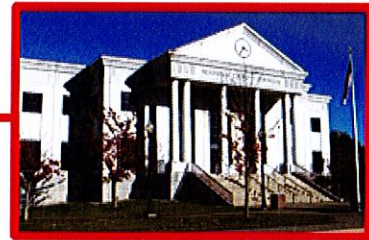
The Board reconvened back into open session

95 COURTHOUSE/DETENTION CENTER

Marcus Jones introduced Steve White, Matt Hemphill, Bill Boghosian, and Kenny Burns, representatives from Fentress Architects, that were present to discuss the 95 Courthouse and Detention Center conceptual plans/options



COURTHOUSE



3 OPTIONS:

- Renovation (99,000GSF)
- Full court addition/reno (94,000 GSF annex)
- Partial court reno/addition

DETENTION CENTER

- Needs Assessment and Condition Report (64,000 GSF reno/addition)

FENTRESS ARCHITECTS | FENTRESS, INC.

Detention Center Programming Plan

OUR TASK:

To develop the Program Of Requirements (POR) that will lead to development of blocking and stacking diagrams illustrating the organization of the proposed jail expansion and its relation to the courthouse



Detention Center Programming Plan

TASK:

Tour the current jail and courthouse and review the previously prepared reports with stakeholders to confirm and/or determine the following space needs.



Space Needs Assessment

2.1. PERSONNEL

- The number of personnel in the Sheriff's Office is expected to increase over the planning period to handle the additional workload.
- The Sheriff's Office anticipates increases in staffing to handle the workload that is integrally tied to increases in population and development in the area, as well as to respond to initiatives within the offices.

The following table displays staffing projections for the Sheriff's Office.

Table 2-1. Detention Center – Current and Projected Staffing

Position	Current (2022)	Year					
		2025 (new Jail)	2030	2035	2040	2045	2050
Captain	1	1	1	1	1	1	1
Lieutenant	1	1	1	1	1	1	1
Sergeant	7	7	7	7	7	7	7
Corporal	6	6	6	6	6	6	6
Lance Corporal	4	8	8	8	8	8	8
Officers	28	48	48	48	48	48	48
Transportation	4	6	6	6	6	6	6
Kitchen Staff	4	6	6	6	6	6	6
Administrative Assistant	1	2	2	2	2	2	2
Total	56	85	85	85	85	85	85

- The Detention Center will continue to operate with only 1 Jail Administrator (Captain)
- The Detention Center will continue to operate with only 1 Operations Lieutenant
- The Detention Center will continue to operate with 7 Sergeants (4 shift supervisors, 1 transportation, 1 administrative, 1 I.C.E.)
- The Detention Center will continue to operate with 6 Corporals (4 shift supervisors, 1 transportation, 1 administrative)

During current command restructuring, the sheriff is in the process of creating the rank of Lance Corporal, this will NOT add a position to the following "Detention Officers Line".

- Detention Officers 8 per shift (32 total) or 28 officers with 4 Lance Corporals; will increase to: Detention Officers 48 with 8 Lance Corporals (56 total)
- Transport Officers will increase by 2 (from 4 to 6 in the expanded jail)
- Kitchen Staff will increase by 2 (from 4 to 6 in the expanded jail)
- Administrative Assistants will increase by 1 (from 1 to 2 in the expanded jail)

Staffing numbers beyond the opening of the "New Jail" remain constant based on expansion to 408 beds. The number of beds will not grow in the remaining years without more construction; yet ALL the beds could conceivably be filled immediately after becoming operational.

Existing Space:

Due to the growth in population, workload, and staffing, the existing Henderson County Detention Center will not be able to meet the operational demands placed upon it without some type of renovation and additional space. The detention center was designed in 1993 and construction was completed in 1995. It is currently in its 26th year of service.

Building Space Program

PROGRAM OF REQUIREMENTS

The program of requirements addresses the operational components of the Henderson County Jail. These components are:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Vehicle Sallyport • Intake • Booking • Remote Court Holding • Release • Transportation • Magistration • Male Housing • Female Housing • Control • Laundry | <ul style="list-style-type: none"> • Kitchen • Canteen • Medical • Staff Space • Program Space • VIP Group • SRT • Warehouse • Administration • Circulation |
|---|---|

To fulfill the space needs identified in the program of requirements, 51,752 s.f. of the current jail will remain unchanged, 8,525 s.f. of the current jail will be reorganized/renovated and 61,112 s.f. of new building additions will be needed. The total square footage of the jail as programmed is 121,389 s.f. Three options have been developed to illustrate how this can be achieved and are presented in color coded plans.



Henderson County
Building 121
Date: 12/20/21

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO			REMARKS
			New Addition	EXISTING TO BE RENOVATED	EXISTING TO REMAIN AS IS	
Vehicle Sallyport						
Existing Sallyport					2,613	
New Vehicle Sallyport	1	40 x 68	2720			Two drive thru lanes with 14'x20' O.H. floor one drive thru lane with 10'x14' O.H. floor that doubles as diagonal parking area near intake down disk this is an extension of the current sallyport
Secure Corridor/Security Vestibule separating vehicle sallyport from intake and transportation areas	1	6 x 136		816		
Sub-Total (NSF)			2,720			
Circulation, Walls, Chases, etc. (Grossing Factor) @ 10%			272			
Total Gross S.F. this Area			2,992	816	2,613	
Intake						
Existing Intake					760	
Decontamination Room	1	8 x 8	64			
Open Waiting Area	1	8 x 20	160			
Intake Desk	1	12 x 20	240			
Single Person Holding Cell	2	7 x 10	140			
X-Ray Machine	1	10 x 19	190			
Breathalyzer Room	2	10 x 10	200			
Magistration Counter / Workstation	4	7 x 5	140			
Officer Restroom	1	8 x 8	64			
Sub-Total (NSF)			1,198			
Circulation, Walls, Chases, etc. (Grossing Factor) @ 100%			1,198			
Total Gross S.F. this Area			2,396	0	760	
Booking						
Existing Booking					2,011	
Booking Desk	1	12 x 30	360			6 stations adjacent to Magistration
Fingerprint/Photo Identification	2	5 x 5	50			
Medical Evaluation	1	10 x 18	180			two workstations
Single Holding Cells	4	7 x 10	280			negative pressure
8 Person Holding Cells	4	30 x 30	1,200			negative pressure
Padded Safety Cell	4	7 x 10	280			flushing floor drain
Dress in/Strip Search	4	9 x 12	432			shower / toilet / laundry
Issue Storage	1	9 x 12	108			
Inmate Property Storage	1	25 x 60	1,500			residential size washer / dryer work tables mobile filing system
Inmate Records	1	16 x 20	320			
Staff Restroom	1	8 x 8	64			
Sub-Total (NSF)			4,774			
Circulation, Walls, Chases, etc. (Grossing Factor) @ 100%			4,774			
Total Gross S.F. this Area			9,548	0	2,011	

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO			REMARKS
			New Addition	EXISTING TO BE RENOVATED	EXISTING TO REMAIN AS IS	
Remote Court Holding						
Single Holding Cell	2	7 x 10	140			
8 Person Holding Cell	4	10 x 30	1,200			
Sub-Total (NSF)			1,340			
Circulation, Walls, Chases, etc. (Grossing Factor) @ 80%			1,072			
Total Gross S.F. this Area			2,412	0	0	
Release						
Release Desk	1	12 x 10		120		2 stations adjacent to booking desk, inmate Property, inmate Records and Public Lobby
4 Person Holding Cell	2	10 x 15		300		
Sub-Total (NSF)			0	420		
Circulation, Walls, Chases, etc. (Grossing Factor) @ 80%			0	420		
Total Gross S.F. this Area			0	420	0	

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO			REMARKS
			New Addition	EXISTING TO BE RENOVATED	EXISTING TO REMAIN AS IS	
Transportation						
16 Person Holding Cell	2	20 x 30		1,200		
Officer Station	1	5 x 10		50		
Dressing Room	2	9 x 8		144		
Sub-Total (NSF)			0	1,394		
Circulation, Walls, Chases, etc. (Grossing Factor) @ 80%			0	1,394		
Total Gross S.F. this Area			0	1,394	0	

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO			REMARKS
			New Addition	EXISTING TO BE RENOVATED	EXISTING TO REMAIN AS IS	
Magistration						
Existing Magistration					1,189	
Public Entry Vestibule	1	7 x 10	70			
Public Lobby	1	10 x 20	200			
Secure Public Service Area	1	10 x 20	200			
Lobby Restroom	2	8 x 8	128			
Magistrate Open Office Area	1	20 x 20	400			4 work stations 2 pass through to Intake 1 pass through to Booking access to Bondman Area
Bondman Area	2	8 x 8	128			
Magistrate Sleeping Room	1	10 x 12	120			
Staff Restroom	1	8 x 14	112			showers / toilet / laundry
Staff Breakroom	1	12 x 12	144			refrigerator, sink, microwave
Sub-Total (NSF)			1,507			
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%			1,051			
Total Gross S.F. this Area			2,553	0	1,189	



Henderson County
Building 121
Date: 12/20/21

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO			REMARKS
			New Addition	EXISTING TO BE RENOVATED	EXISTING TO REMAIN AS IS	
Male Housing - 24 Bed Pods (Ground Floor)						
Existing Male Housing					15,088	
Pod 1 - Ground Floor						
Single Cells	8	104 s.f. each	832			16 additional single cells located on mezzanine
Showers	6	5 x 5	150			
Toilets / Lavatories	6	4 x 5	120			
Dayroom - 48 person Capacity	1	35 s.f. per person	1,680			
Mop Sink	1	5 x 7	35			
Multi-Purpose Room	1	14 x 15	210			
Security Vestibule	1	8 x 8	64			
Exercise	1		300			
Sub-Total (NSF)			3,544			
Circulation, Walls, Chases, etc. (Grossing Factor) @ 50%			6,782			
Total Gross S.F. this Area			20,346	0	15,088	
Pod 2 - Ground Floor						
Single Cells	8	104 s.f. each	832			16 additional single cells located on mezzanine
Showers	6	5 x 5	150			
Toilets / Lavatories	6	4 x 5	120			
Dayroom - 48 person Capacity	1	35 s.f. per person	1,680			
Mop Sink	1	5 x 7	35			
Multi-Purpose Room	1	14 x 15	210			
Security Vestibule	1	8 x 8	64			
Exercise	1		300			
Sub-Total (NSF)			3,544			
Circulation, Walls, Chases, etc. (Grossing Factor) @ 50%			6,782			
Total Gross S.F. this Area			20,346	0	15,088	
Pod 3 - Ground Floor						
Single Cells	8	104 s.f. each	832			16 additional single cells located on mezzanine
Showers	6	5 x 5	150			
Toilets / Lavatories	6	4 x 5	120			
Dayroom - 48 person Capacity	1	35 s.f. per person	1,680			
Mop Sink	1	5 x 7	35			
Multi-Purpose Room	1	14 x 15	210			
Security Vestibule	1	8 x 8	64			
Exercise	1		300			
Sub-Total (NSF)			3,544			
Circulation, Walls, Chases, etc. (Grossing Factor) @ 50%			6,782			
Total Gross S.F. this Area			20,346	0	15,088	
Pod 4 - Ground Floor						
Single Cells	8	104 s.f. each	832			16 additional single cells located on mezzanine
Showers	6	5 x 5	150			
Toilets / Lavatories	6	4 x 5	120			
Dayroom - 48 person Capacity	1	35 s.f. per person	1,680			
Mop Sink	1	5 x 7	35			
Multi-Purpose Room	1	14 x 15	210			
Security Vestibule	1	8 x 8	64			
Exercise	1		300			
Sub-Total (NSF)			3,544			
Circulation, Walls, Chases, etc. (Grossing Factor) @ 50%			6,782			
Total Gross S.F. this Area			20,346	0	15,088	

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO			REMARKS
			New Addition	EXISTING TO BE RENOVATED	EXISTING TO REMAIN AS IS	
Male Housing - 24 Bed Pods (Mezzanine)						
Existing 2nd Floor Male Housing					9,869	
Pod 1 - Mezzanine						
Single Cells	16	104 s.f. each	1,664			
Pod 2 - Mezzanine						
Single Cells	16	104 s.f. each	1,664			
Pod 3 - Mezzanine						
Single Cells	16	104 s.f. each	1,664			
Pod 4 - Mezzanine						
Single Cells	16	104 s.f. each	1,664			
Sub-Total (NSF)			6,656		9,869	
Circulation, Walls, Chases, etc. (Grossing Factor) @ 125%			8,320			
Total Gross S.F. this Area			14,976	0	9,869	

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO			REMARKS
			New Addition	EXISTING TO BE RENOVATED	EXISTING TO REMAIN AS IS	
Female Housing						
Existing Female Housing					7,855	
Single Cells	8	7 x 10	560			
Shower Area	2	5 x 5	50			
Sub-Total (NSF)			610		7,855	
Circulation, Walls, Chases, etc. (Grossing Factor) @ 125%			763			
Total Gross S.F. this Area			1,373	0	7,855	

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO			REMARKS
			New Addition	EXISTING TO BE RENOVATED	EXISTING TO REMAIN AS IS	
Control						
Existing Central Control					280	no work required
Existing Pod Control	1				380	no work required
New Pod Control	1	16 x 20	320			
New Pod Control Restroom	1	8 x 8	64			
Sub-Total (NSF)			384		660	
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%			269			
Total Gross S.F. this Area			653	0	660	

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO			REMARKS
			New Addition	EXISTING TO BE RENOVATED	EXISTING TO REMAIN AS IS	
Laundry						
Existing Laundry					548	
Soiled Linen Cart Area	1	6 x 6	36			
Commercial Washer	5	4 x 6	120			80 lb capacity each
Commercial Dryer	5	4 x 6	120			120 lb capacity each
Soap Dispensing / Storage	1	8 x 10	80			
Folding Area	1	8 x 12	96			
Clean Linen Storage	1	7 x 30	210			
Clean Linen Cart Area	1	6 x 6	36			
Sub-Total (NSF)			698		548	



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Circulation, Walls, Chases, etc. (Grossing Factor) @ 90%				
Total Gross S.F. this Area	0	698	548	

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO		REMARKS
			New Addition	EXISTING TO BE RENOVATED	
Kitchen					
• Existing Kitchen				3,083	no work required
• Increase Dry Storage	1	6 x 24		144	
• Increase Freezer Capacity	1	6 x 20		120	
Sub-Total (NSF)				264	
Circulation, Walls, Chases, etc. (Grossing Factor) @ 40%					
Total Gross S.F. this Area	0	264	3,083		

Canteen					
• Existing Canteen				312	
• Canteen Workroom	1	10 x 12		120	near truck dock
Sub-Total (NSF)				120	
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%					
Total Gross S.F. this Area	0	120	312		

Medical					
• Existing Medical				728	
• Inmate Waiting Area	1	7 x 8		56	
• Exam Area	2	8 x 10		160	
• Inmate Toilet / Shower Area	1	5 x 12		60	
• Nurses Office	1	14 x 16		224	
• Drug Storage	1	5 x 5		25	
• Equipment Storage	1	9 x 15		135	
• Medical Records	1	9 x 15		135	mobile Ming system
• Staff Restroom	1	8 x 8		64	
Sub-Total (NSF)				859	
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%					
Total Gross S.F. this Area	0	859	728		

Staff Space					
• Existing Staff Space				1,140	
• Locker Rooms	2	16 x 20	640		
• Shower	2	5 x 8	80		
• Restroom	2	8 x 15	240		
• Breakroom	1	14 x 16	224		
Sub-Total (NSF)			1,184		1,140
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%			829		

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Total Gross S.F. this Area	2,013	0	1,140	
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Program Space				
• Existing Program Space				572
Sub-Total (NSF)				572
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%				
Total Gross S.F. this Area	0	0	572	

ROOM / SPACE NAME	# OF ROOMS	PROPOSED SIZE	SPACE ALLOCATED TO		REMARKS
			New Addition	EXISTING TO BE RENOVATED	
VIP Group					
• Existing VIP Area					1,650
• Open Office Space	1	20 x 20	400		
• Storage	1	10 x 12	120		
• Restroom	1	8 x 8	64		
Sub-Total (NSF)			584		1,650
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%			409		
Total Gross S.F. this Area	993	0	1,650		

SNF					
• Existing SRT Area					1,311
• Open Space / Locker Area	1	16 x 20	320		
• Storage	1	10 x 12	120		
• Restroom	1	8 x 8	64		
Sub-Total (NSF)			504		1,311
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%			353		
Total Gross S.F. this Area	857	0	1,311		

Warehouse					
• Open Space	1	20 x 25		500	
Sub-Total (NSF)				500	
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%					
Total Gross S.F. this Area	0	500	0		

Administration					
• Existing Administration				1,568	
• Reception	1	8 x 8		64	open workstation
• Large Office	2	11 x 13		286	
• Standard Office	8	10 x 11		880	
• Conference Room	1	13 x 15		195	
• Break Room	1	12 x 12		144	
• Storage	1	7 x 10		70	
• Restroom	2	8 x 8		128	
• Janitor	1	5 x 7		35	
• IT Room	1	9 x 12		108	
• Entry Lobby	1	12 x 12		144	
• Attorney/Inmate Visitation	3	9 x 9		243	
Sub-Total (NSF)				2,297	1,568
Circulation, Walls, Chases, etc. (Grossing Factor) @ 70%					
Total Gross S.F. this Area	0	2,297	1,568		

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Circulation					
• Existing Circulation					795
• New Circulation Corridor	1	7 x 200		1,400	cuts through existing Male Housing pods for improved circulation
Sub-Total (NSF)				1,400	795
Circulation, Walls, Chases, etc. (Grossing Factor) @ 40%					
Total Gross S.F. this Area	0	1,400	795		
Total Building S.F.	61,112	8,768	51,752		
Grand Total Building S.F.			121,632		

TOTAL DETENTION CENTER AREAS

NEW BUILDING ADDITION: 61,112 GSF
EXISTING RENOVATED: 8,768 GSF
EXISTING TO REMAIN: 51,752 GSF

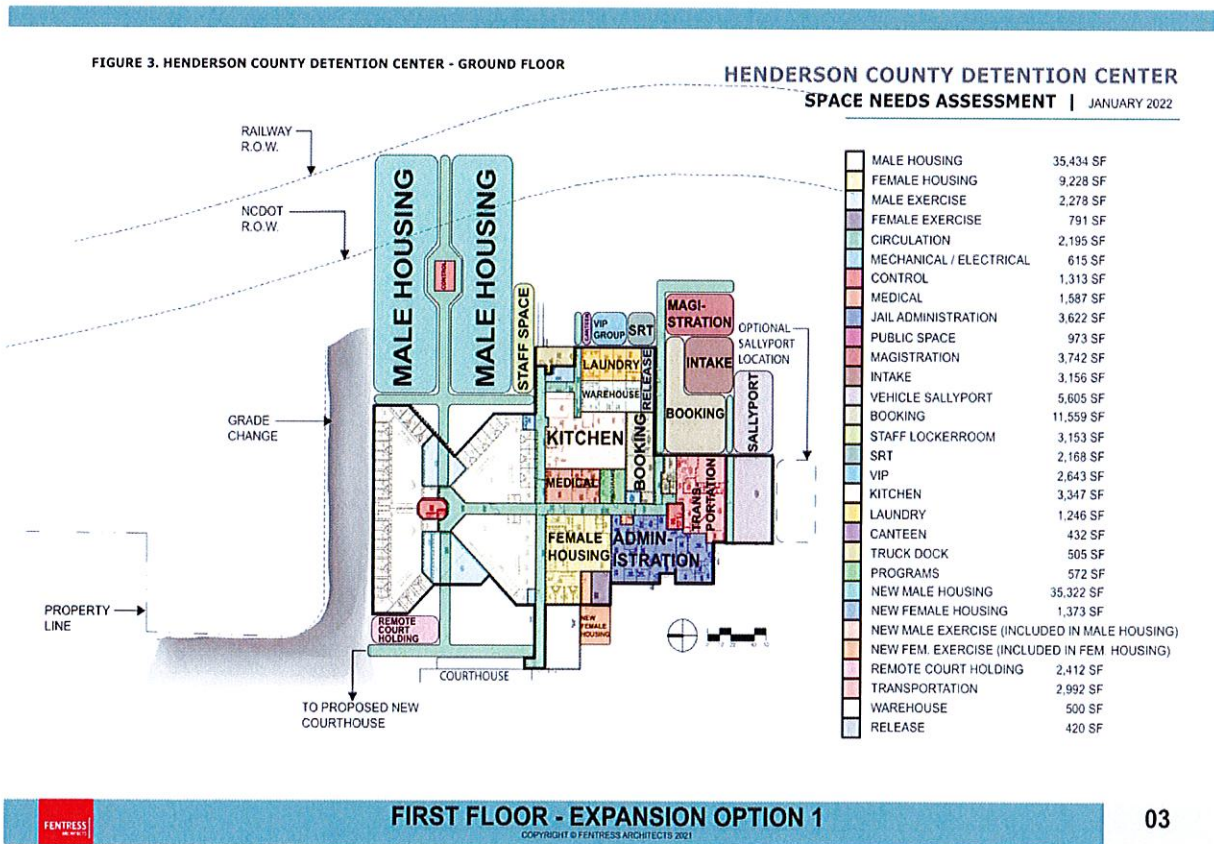
TOTAL BUILDING SIZE: 121,632 GSF

OPTION 1

- **SALLYPORT** - A new vehicle sallyport will be added to the existing vehicle sallyport which will remain and be renovated.
- **INTAKE** - A new intake area will be added.
- **BOOKING** - A new booking area will be added.
- **REMOTE COURT HOLDING** - A new remote court holding area will be added.
- **RELEASE** - A new release area will be created in renovated existing space.
- **TRANSPORTATION** - A new transportation area will be created in renovated existing space.
- **MAGISTRATION** - A new magistration area will be added.
- **MALE HOUSING** - Existing male housing will remain and new male housing added.
- **FEMALE HOUSING** - Existing female housing will remain and new female housing added.
- **CONTROL** - Existing control will remain and new control will be added at new male housing.
- **LAUNDRY** - A new laundry will be created in renovated existing space.
- **KITCHEN** - the kitchen will remain where it is currently located. A new freezer and dry storage will be created in renovated existing space.
- **CANTEEN** - A new canteen will be created in renovated existing space.
- **MEDICAL** - A new medical area will be created in renovated existing space.
- **STAFF SPACE** - A new staff space area will be added.
- **PROGRAM SPACE** - The current program space will remain where it is currently located.
- **VIP GROUP** - A new VIP Group space will be added.
- **SRT** - A new SRT space will be added.
- **WAREHOUSE** - A new warehouse will be created in renovated existing space.
- **ADMINISTRATION** - Administration will remain in its current location and be expanded into existing adjacent space.
- **CIRCULATION** - A new circulation corridor will be created in renovated existing space.

Construction of Option 1 is contingent upon elimination of the NC DOT right of way for a future city street as per plot slide 1570. Without elimination of this right of way, there does not appear to be sufficient land area to construct the new male housing illustrated in the Option 1 bubble diagram.

The estimated probable cost of construction for Option 1 is \$44,720,000.

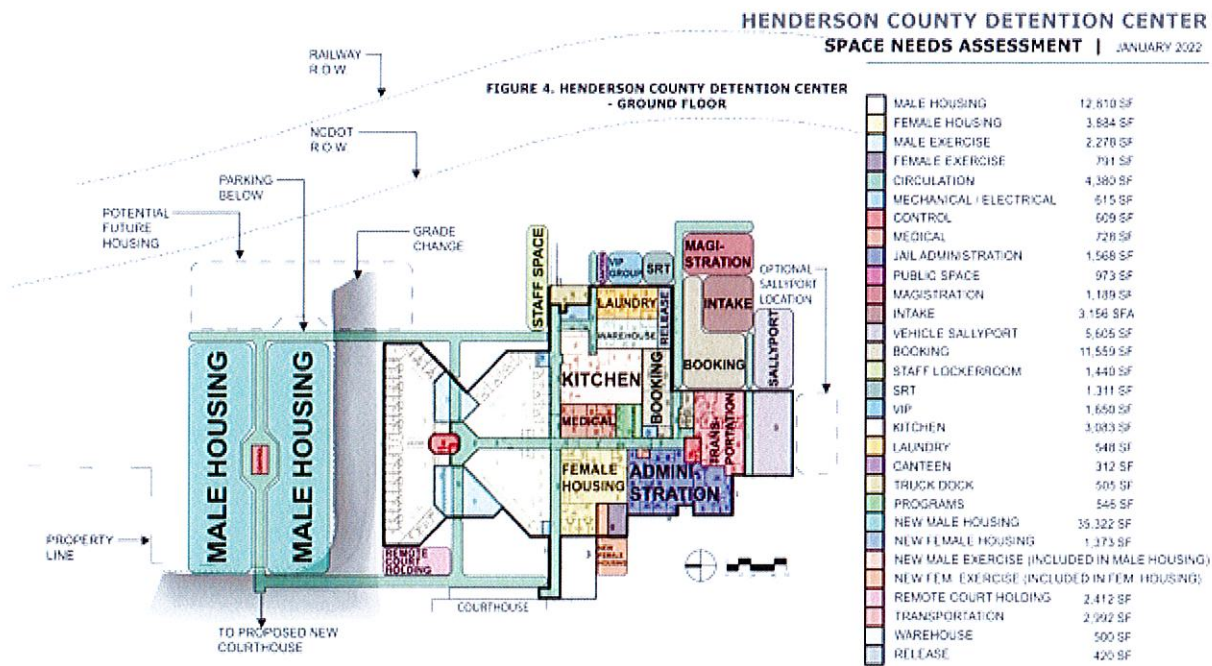


OPTION 2

- **SALLYPORT** – A new vehicle sallyport will be added to the existing vehicle sallyport which will remain and be renovated.
- **INTAKE** – A new intake area will be added.
- **BOOKING** – A new booking area will be added.
- **REMOTE COURT HOLDING** – A new remote court holding area will be added.
- **RELEASE** – A new release area will be created in renovated existing space.
- **TRANSPORTATION** – A new transportation area will be created in renovated existing space.
- **MAGISTRATION** – A new magistration area will be added.
- **MALE HOUSING** – Existing male housing will remain and new male housing added.
- **FEMALE HOUSING** – Existing female housing will remain and new female housing added.
- **CONTROL** – Existing control will remain and new control will be added at new male housing.
- **LAUNDRY** – A new laundry will be created in renovated existing space.
- **KITCHEN** – the kitchen will remain where it is currently located. A new freezer and dry storage will be created in renovated existing space.
- **CANTEEN** – A new canteen will be created in renovated existing space.
- **MEDICAL** – A new medical area will be created in renovated existing space.
- **STAFF SPACE** – A new staff space area will be added.
- **PROGRAM SPACE** – The current program space will remain where it is currently located.
- **VIP GROUP** – A new VIP Group space will be added.
- **SRT** – A new SRT space will be added.
- **WAREHOUSE** – A new warehouse will be created in renovated existing space.
- **ADMINISTRATION** – Administration will remain in its current location and be expanded into existing adjacent space.
- **CIRCULATION** – A new circulation corridor will be created in renovated existing space.

Construction of Option 2 is similar to Option 1 but would place the new male housing area to the north of the current jail in the Sheriff's Office impound property. This option would be necessary if the proposed right of way for future city street cannot be eliminated as noted in Option 1. The finish floor of the both the new housing area and the current jail should be maintained for efficient circulation. This presents an opportunity to create a parking area below the proposed addition in this.

The estimated probable cost of construction for Option 2 is \$52,220,000.

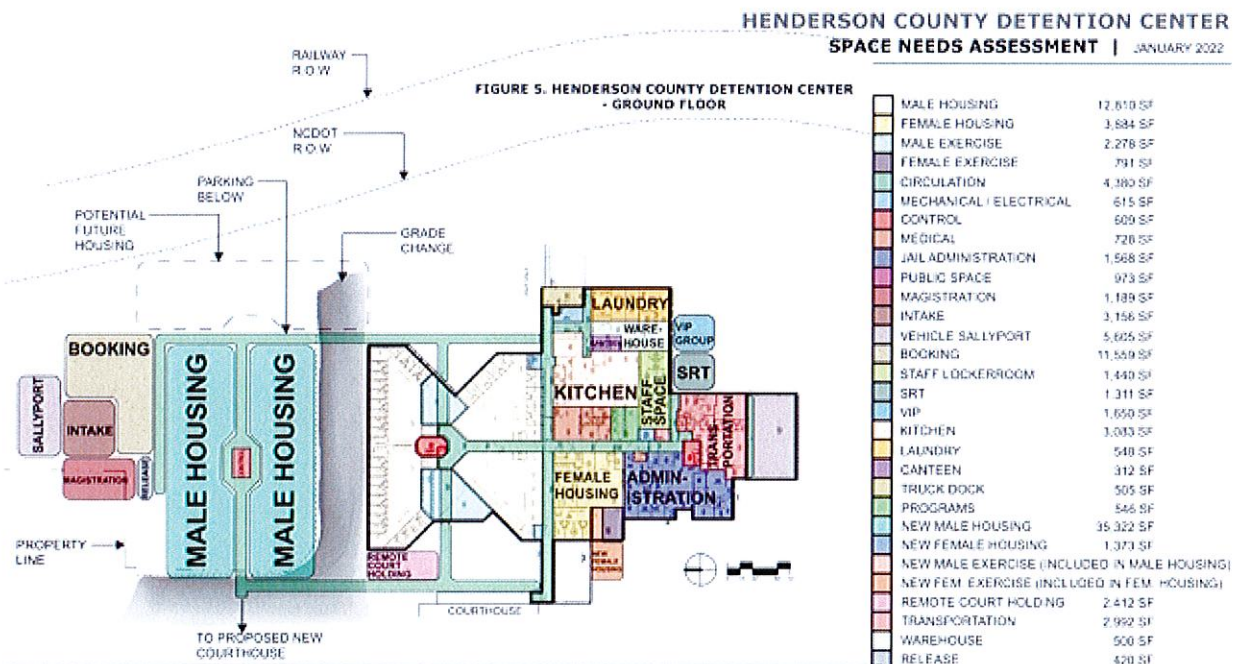


OPTION 3

- **SALLYPORT** – A new vehicle sallyport will be added. The existing vehicle sallyport will remain and be renovated.
- **INTAKE** – A new intake area will be added.
- **BOOKING** – A new booking area will be added.
- **REMOTE COURT HOLDING** – A new remote court holding area will be added.
- **RELEASE** – A new release area will be added.
- **TRANSPORTATION** – A new transportation area will be created in renovated existing space.
- **MAGISTRATION** – A new magistration area will be added.
- **MALE HOUSING** – Existing male housing will remain and new male housing added.
- **FEMALE HOUSING** – Existing female housing will remain and new female housing added.
- **CONTROL** – Existing control will remain and new control will be added at new male housing.
- **LAUNDRY** – A new laundry will be created in renovated existing space.
- **KITCHEN** – the kitchen will remain where it is currently located. A new freezer and dry storage will be created in renovated existing space.
- **CANTEEN** – A new canteen will be created in renovated existing space.
- **MEDICAL** – A new medical area will be created in renovated existing space.
- **STAFF SPACE** – A new staff space area will be added.
- **PROGRAM SPACE** – The current program space will remain where it is currently located.
- **VIP GROUP** – A new VIP Group space will be added.
- **SRT** – A new SRT space will be added.
- **WAREHOUSE** – A new warehouse will be created in renovated existing space.
- **ADMINISTRATION** – Administration will remain in its current location and be expanded into existing adjacent space.
- **CIRCULATION** – A new circulation corridor will be created in renovated existing space.
- **SALLYPORT** – Construction of Option 3 would locate the new Vehicle Sallyport, Intake, Booking, Magistration, release and new Male Housing in the area north of the current jail in the Sheriff's Office impound property.

This option is presented as an alternative to Option 2 due to the proposed right of way for future city street issue. This option presents an opportunity to create a parking area below the proposed addition in this area.

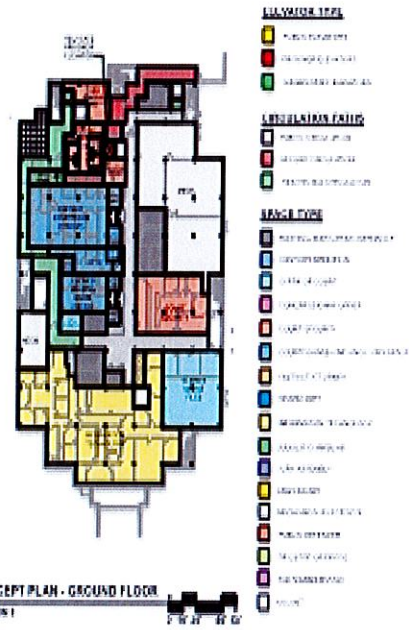
The estimated probable cost of construction for Option 3 is \$56,720,000.



Updated Courthouse Housing Strategies

Option 1 - District and Superior Court *remain entirely* within existing building

PROGRAM OF REQUIREMENTS (POR) ANALYSIS - OPTION 1	
Component	SF Required
Building Lobby/General Public Areas	7,323
Judges And Related Staff	4,065
Courtrooms And Ancillary Spaces	31,060
Grand Jury Suite	1,368
Jury Assembly	1,739
Clerk's Office	11,289
Information Technology	4,723
Court Security	1,526
Other Services (including Congressional Offices)	3,715
Building Maintenance	1,482
DGSF	68,454
Grossing Factor @ 65%	
Total GSF Required	105,314
<i>GSF Available in Existing Building</i>	<i>99,100</i>



Henderson County – 95 Courthouse Needs Assessment

Updated Courthouse Housing Strategies

Option 1 - District and Superior Court *remain entirely* within existing building

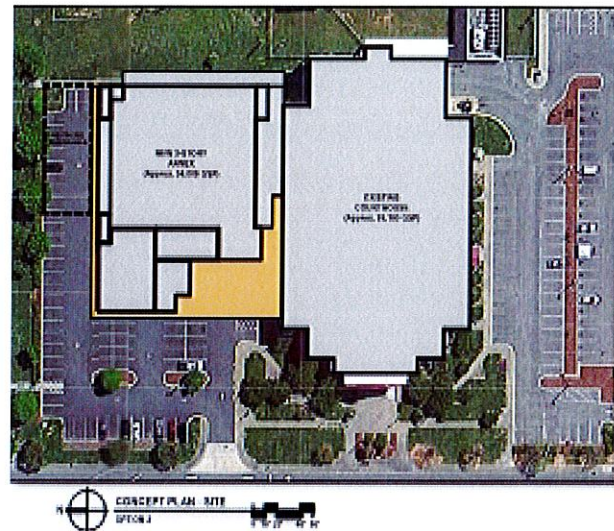
Benefits	Compromises
<ul style="list-style-type: none"> Existing building fully occupied by the District and Superior Court Expanded security screening area provided Clerk's office projected space needs accommodated More functional hearing room for Small Claims IT server room would not need to be relocated 	<ul style="list-style-type: none"> May be cost-prohibitive Creates inefficiencies due to the loss of proximity to other court components and county agencies One additional required courtroom could not be provided One new courtroom would be undersized New courtrooms would have sightline restrictions Secure prisoner circulation and restricted judge would not be provided to courtroom 4 Clerk's office would remain fragmented Jury assembly area poorly located

Henderson County – 95 Courthouse Needs Assessment

Updated Courthouse Housing Strategies

Option 2 - District and Superior Court *relocate entirely* from existing building

Program of Requirements (POR) Analysis - Option 2	
Component	GSF Required
Annex Components	
Building (with Normal ADA Area)	1,075
Judge and Clerk's Office	1,000
Conference and Admin Spaces	11,000
Food Service Area	1,000
Sanitation Area	1,000
Clerk's Office	11,000
Construction	1,500
Utility Services	1,000
Building Maintenance Support	1,000
GSFP	21,575
Remaining within 0.50%	
Total GSF Required for Annex	21,575
Existing Building Components	
Building (with Normal ADA Area)	1,000
Judge and Clerk's Office	8,000
Public Defense Office	1,500
Prisoner of Service	1,000
Law Administration	5,000
Information Technology	1,000
Congressional Office	2,000
Building Maintenance Support	100
GSFP	20,500
Use of existing building	99.8%
Remaining within 0.50%	
Approximate GSF available for other county agencies	21,500

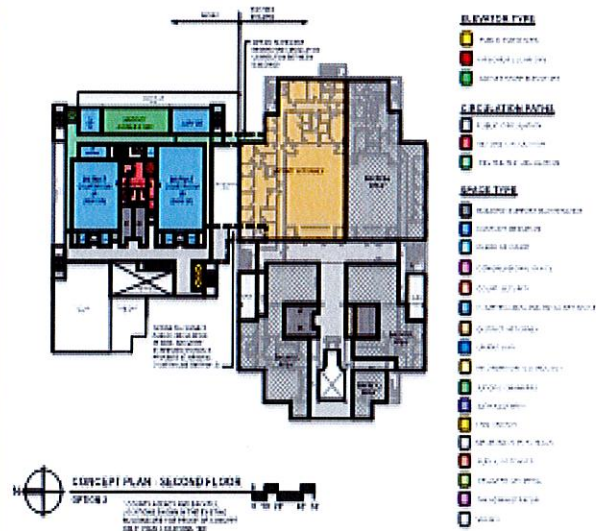


Henderson County – 95 Courthouse Needs Assessment

Updated Courthouse Housing Strategies

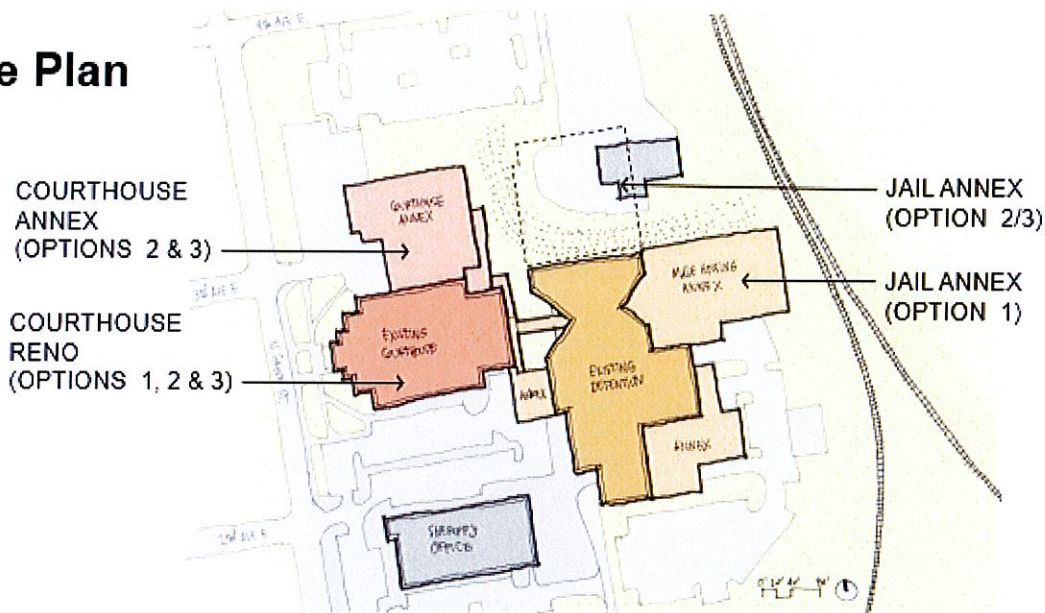
Option 2 - District and Superior Court *relocate entirely* from existing building

Benefits	Compromises
<ul style="list-style-type: none"> Program requirements fully met Separation of secure, restricted, and public circulation paths fully provided Proper holding areas for prisoners Clerk's office space needs fully met within contiguous space More functional hearing room for Small Claims Space available to consolidate other county operations IT server room would not need to be relocated Separate entrances for the annex and county office building would reduce foot traffic at each entry 	<ul style="list-style-type: none"> Existing surface parking area would be displaced Additional "one time" costs would be incurred for relocation of other county agencies



Henderson County – 95 Courthouse Needs Assessment

Site Plan



Courthouse – Preliminary Cost Estimate

Cost/GSF Multipliers *

	LOW	HIGH
Renovation Cost	\$230/GSF	\$284/GSF
New Construction Cost	\$467/GSF	\$565/GSF

*construction costs only; does not include relocation costs, furniture, A/E fees, CR technology, site testing, etc.

OPTION 1: District and Superior Court remain entirely within existing building (CORE Score 89.2)

90,345 GSF Renovation	\$20.8 M	-	\$25.7M **
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** PLUS costs for tenant relocations, renovations, and/or rent in other buildings

OPTION 2: District and Superior Court relocate entirely from existing building (CORE Score 97.4)

99,100 GSF Renovation	\$22.8 M	-	\$28.1M
94,315 GSF New Construction	\$44.0 M	-	\$53.3M
Site/Landscaping Allowance	\$ 1.0 M	-	\$ 1.5M
	\$67.8 M	-	\$82.9 ***

*** PLUS cost for tenant relocation from other buildings; MINUS rent savings and/or operational cost savings (per year) for underperforming buildings

OPTION 3: District and Superior Court partially relocate from existing building (Core Score 97.4)

99,100 GSF Renovation	\$21.7 M	-	\$26.8M
63,400 GSF New Construction	\$29.6 M	-	\$35.8M
Site/Landscaping Allowance	\$ 1.0 M	-	\$ 1.5M
	\$52.3M	-	\$64.1M

Detention Center – Preliminary Cost Estimate

Cost/GSF Multipliers *

	LOW	HIGH
Renovation Cost	\$230/GSF	\$284/GSF
New Construction Cost	\$467/GSF	\$565/GSF

*construction costs only; does not include relocation costs, furniture, A/E fees, CR technology, site testing, etc.

OPTION 1: Expansion is to the East and requires deletion of NC DOT R.O.W.

60,520 GSF Renovation	\$ 7.3 M	-	\$9.1 M
61,112 GSF New Construction	\$29.4 M	-	\$34.6M
Site Landscape Allowance	\$ 0.5 M	-	\$1.0 M
	\$37.2 M	-	\$44.7M

OPTION 2: Male Housing Expansion to the North

60,520 GSF Renovation	\$ 7.3 M	-	\$ 9.1M
61,112 GSF New Construction	\$29.4 M	-	\$34.6M
Site/Landscaping Allowance	\$ 7.0 M	-	\$ 1.5M
	\$43.7 M	-	\$52.2M

OPTION 3: Same as Option 2 plus new Sallyport, Magistration, etc. and Parking under to the north

60,520 GSF Renovation	\$ 7.3 M	-	\$ 9.1 M
61,112 GSF New Construction	\$29.4 M	-	\$34.6 M
New Parking/Site/Landscaping Allowance	\$10.4 M	-	\$ 13.0M
	\$47.1 M	-	\$56.7 M

Suggested Judicial Complex – Total Cost

Detention Center OPTION 1:

<u>Total Construction Cost</u>	\$37.2 M	-	\$44.7 M
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District and Superior Court OPTION 2:

<u>Total Construction Cost</u>	\$67.8 M	-	\$82.9 M
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TOTAL Comprehensive Project Construction Cost:

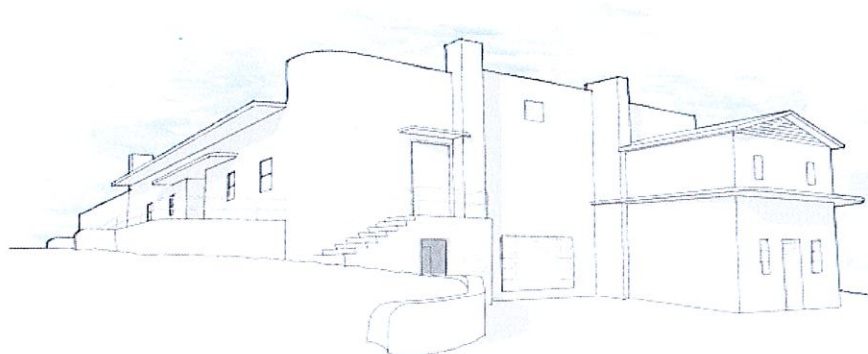
<u>Total Construction Cost</u>	\$105 M	-	\$127.6M
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Next Steps

- **Future Phases of Work**
 - **Full Site Analysis**
 - **Security Analysis**
 - **Existing Conditions Report of Courthouse**
 - **Concept Design, Phasing Diagrams, Cost Estimate and Schedule**
 - **Design Phases: SD / DD / CD**
 - **Construction**

VFW RENOVATIONS

Lindsay Roden, Architect with McMillan|Pazdan|Smith, provided an update on the VFW renovation project.

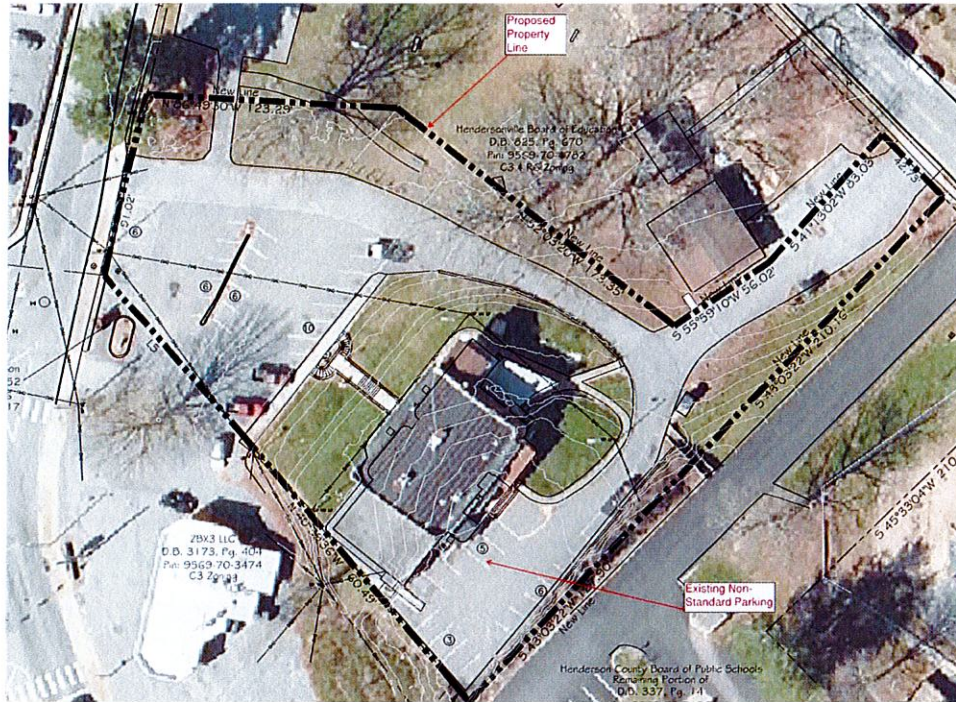


VFW RENOVATION PROJECT UPDATE



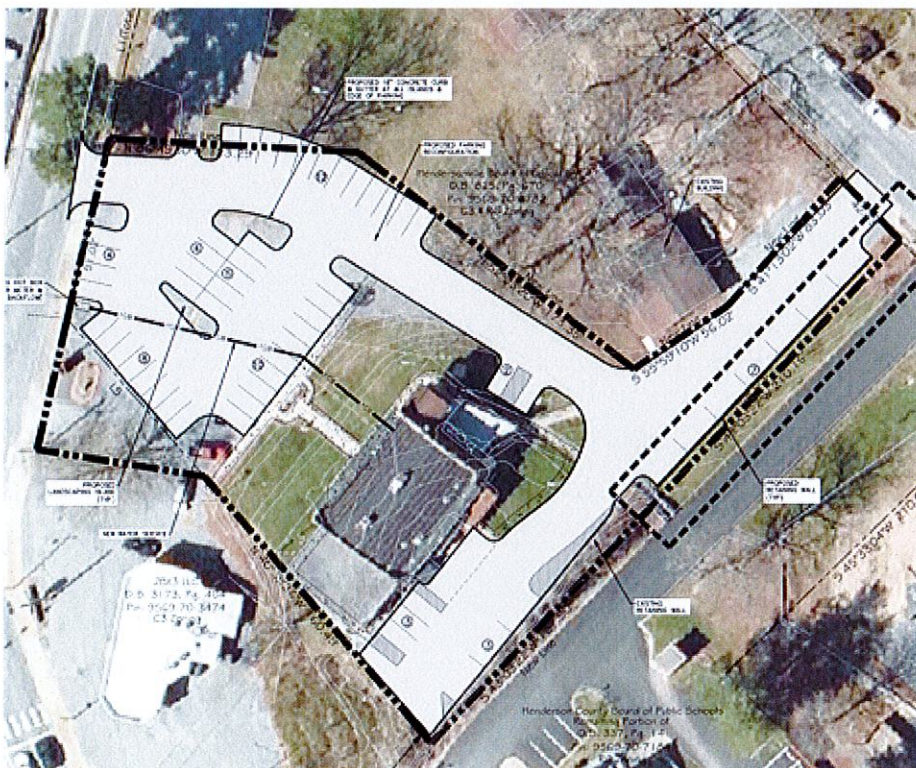
Progress Update

- Incorporated Henderson County Feedback
- Refined Design of Building and Site
- Developed Schematic Drawings
- Prepared Schematic Cost Estimate



SITE PLAN - EXISTING

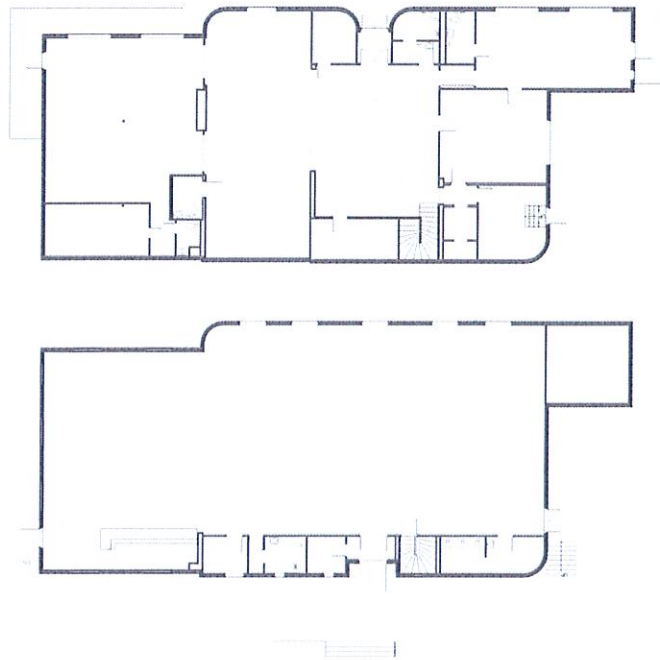
- No accessible parking to the lower level.
- Non-standard drive aisles width.
- Non-standard parking spaces.
- Not enough parking spaces for the desired use.



PROPOSED SITE PLAN

- Accessible parking
- Standard drive aisles width.
- Standard parking spaces.
- 51-58 parking spaces





EXISTING PLANS

- Non-compliant ADA restrooms
- Non-functional kitchen equipment
- Non-compliant interior stair.
- Non-compliant electrical
- Accessibility issues on lower level.



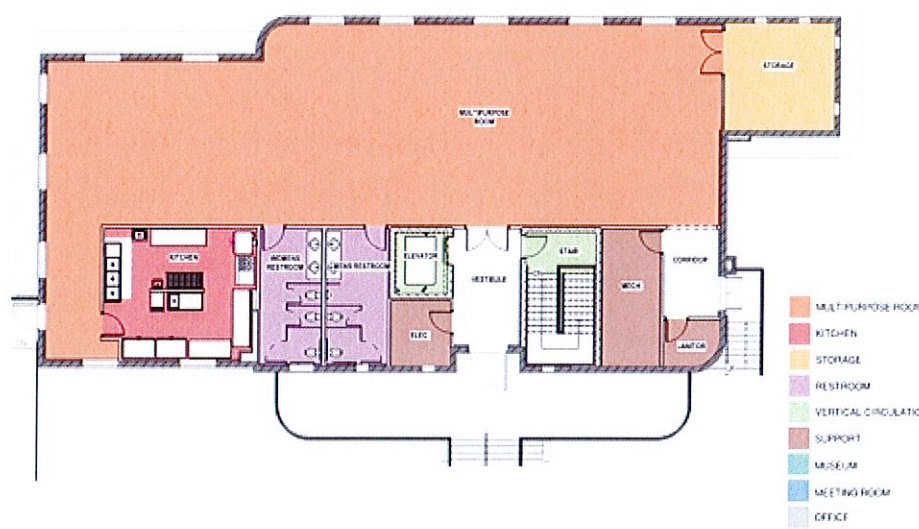
PROPOSED LEVEL 1



- Accessible restrooms.
- Code compliant interior stair.
- Elevator
- Large and small community gathering areas.
- Parks and Rec Office
- Veteran Services Offices
- VFW Meeting Room + storage
- Museum/Display area for Veteran Services Artifacts



PROPOSED LEVEL 2



- Accessible restrooms.
- Code compliant interior stair.
- Elevator
- Assembly area for 120+
- Catering/warming kitchen
- Finish upgrades
- New Furniture, technology



STATEMENT OF PROBABLE COST

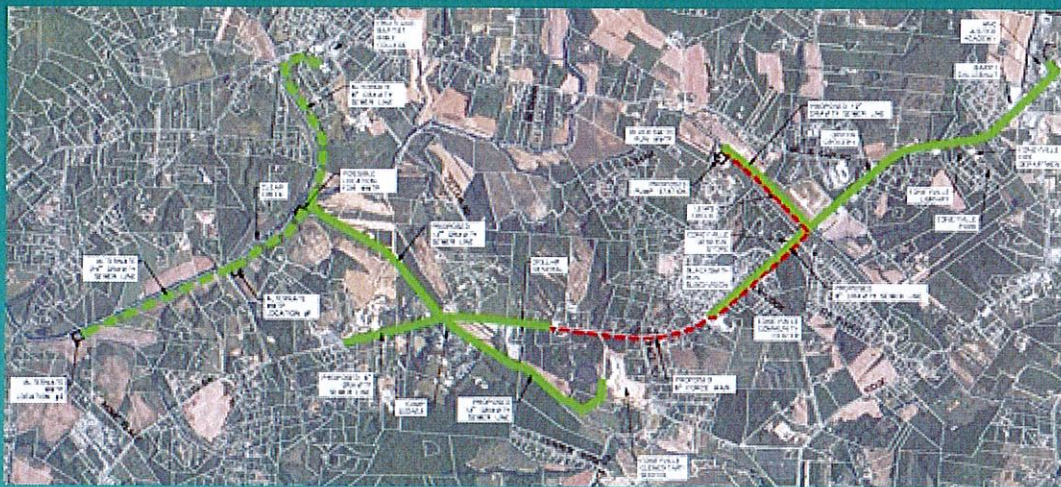
- \$3,532,363.00 Construction Cost (inclusive of Construction Mgmt & Contingencies)
- \$75,000.00 HazMat Abatement Allowance
- \$389,000.00 (FFE) (Inclusive of Kitchen Equipment, Furniture, Technology)
- \$40,000.00 Owner Soft Costs (survey, testing, permits, etc)
- \$212,000.00 Design Fees (6%)

- **\$4,248,363.00 Total Project Costs**

Edneyville Elementary Sewer

The Board directed staff to perform a rate study for the Edneyville Sewer Project. WGLA Engineering with Raftelis Financial Consultants was retained to complete the study. Will Buie, with WGLA Engineering, and Will Kerr, with Raftelis Financial Consultants, presented the Board with the findings of the study.

Edneyville Sewer Option 5A (Alternate WWTP Locations)



Edneyville Sewer Estimated Costs

- ◆ Updated option 5A overall estimated project cost - \$14.0 million
- ◆ Gravity Sewer Service to Fruitland - \$1.3 million
- ◆ Updated option 5A with WWTP at Alternate Location #1 - \$17.6 million (includes gravity sewer to Fruitland)
- ◆ Updated option 5A with WWTP at Alternate Location #2 - \$20.6 million (includes gravity sewer to Fruitland)

Edneyville Sewer Likely Users

- ◆ List of Likely Customers: County/Public Facilities and Private Users
- ◆ Estimated Average Daily Flow: 71,253 GPD
- ◆ Peaking Factor for Flow: 106,880 GPD
- ◆ Account for Natural Growth (assume 1.5%/Year)
- ◆ Treatment Facility Would Likely Be 150,000 GPD Expandable in 150,000 Gallon Increments
- ◆ Discharge Permit Would Likely be 450,000 GPD

Edneyville Sewer Annual Revenue Requirement

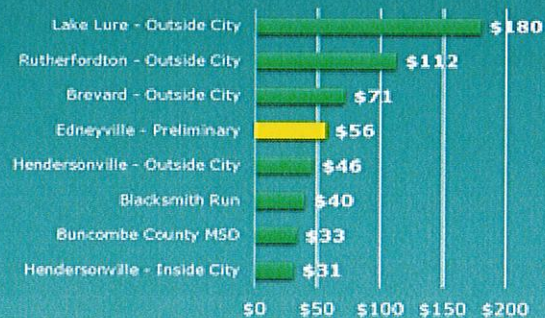
- **Operating Costs**
 - Annual recurring cost
 - Roughly \$100,000 per year
 - + 10% O&M Contingency
- **Capital Costs**
 - New system so immediate R&R needs should be low
 - Free cash flow and building a reserve are critical for financial sustainability
 - Proposed roughly \$50,000 annual reserve contribution
 - Can be used for unforeseen expenses or future R&R

Description	Annual Cost
Pump Station Maintenance (inspection, power, etc.)	\$ 20,000
Contract Operation of WWTF	30,000
WWTF Power, Chemicals, etc.	20,000
Inspections & Maintenance of Collection System	20,000
Annual Equipment Repairs & Maintenance	5,000
Billing Cost	10,000
O&M Contingency (10%)	10,500
Capital/Reserve Contribution	50,000
Total	\$165,500

Edneyville Sewer Rate Considerations

- Monthly fixed charge and volumetric charge
 - Volume charge based on water consumption
- Preliminary rate calculation
- *Key: Balance long term financial sustainability with impact to customers*

**Local/Regional Sewer Service Benchmarking
(4,000 Gal Customer)**



Summary/Next Steps

- Commissioners select project scope
- Meet with NCDEQ to discuss a possible discharge permit to Clear Creek.
- Based on feedback from NCDEQ, officially request speculative limits for a new discharge to Clear Creek.
- Begin alternatives analysis and environmental studies necessary for permit application submittal.
- Submit NPDES permit request.

Chairman Lapsley emphasized that the decision this Board makes is a big decision for our community. Vice-Chair McCall asked the Edneyville residents that were members of the audience to make a statement. Fred Pittillo, an Edneyville Resident, stated that if the County does not do something regarding the sewer, he foresees the City of Hendersonville sewer creeping closer to Edneyville. He stated that Fletcher and Mills River are already taken care of with water and sewer availability. He feels this is a critical time now with what happens in those communities.


Vice-Chair McCall made the motion to move forward with the preliminary work required for County Engineer Jones to return to the Board with a proposed scope for an American Recovery Plan Act-compliant project using Option 5A as presented, using the Option 2 location for the treatment facility.

Chairman Lapsley stated that this was a big day for Henderson County.

Commissioner Discussion

ADJOURN


Denisa A. Lauffer, Clerk to the Board


William Lapsley, Chairman

During the January 19, 2022, regular meeting, the Board enacted the following:

- 2022.08 Resolution of Appreciation – Major Frank Stout**
- 2022.09 Final Adoption – Re-Criminalization of Certain Ordinances**
- 2022.10 Amendment to Animal Ordinance (Chapter 16 of the Henderson County Code)**
- 2022.11 Contract Revision – First Contact Ministries**



Resolution Honoring Major Frank Stout



For Over 37 Years of Law Enforcement Service and Awarding Him His Badge and Sidearm

WHEREAS, Major Frank Stout joined the Henderson County Sheriff's Office as a benefit-eligible employee on March 8, 2012 and held the ranks of Captain, Major and Chief Deputy; and

WHEREAS, prior to his service with Henderson County, Major Stout also served as a benefit-eligible sworn law enforcement officer with the North Carolina State Highway Patrol for over 27 years and was assigned to serve the citizens of Henderson County during a portion of his service; and

WHEREAS, Major Stout's service and dedication to the Henderson County Sheriff's Office and service, dedication, and accomplishments in the field of law enforcement during his over 37 years of service are hereby recognized and commended; and

WHEREAS, N.C.G.S. 20-187.2 provides that retiring officers of the Henderson County Sheriff's Office may receive, at the time of their retirement, the badge worn or carried by them during their service with Henderson County; and

WHEREAS, N.C.G.S. 20-187.2 further provides that the Henderson County Board of Commissioners may, in its discretion, award to a retiring officer the service sidearm of such retiring officer at a price determined by the Board of Commissioners, upon securing a permit as required by N.C.G.S. 14-402 et seq; and

WHEREAS, Major Stout has served as a member of the Henderson County Sheriff's Office for a period of over 9 years, has in excess of 10 years of creditable service with Henderson County, and retires from the Henderson County Sheriff's Office on November 30, 2021; and

NOW, THEREFORE, BE IT RESOLVED by the Henderson County Board of Commissioners as follows:

1. Sheriff Lowell Griffin is hereby authorized in accordance with the provisions of N.C.G.S. 20-187.2 to transfer to Major Stout the badge worn by him during his service with the Henderson County Sheriff's Office; and
2. Sheriff Griffin is hereby authorized in accordance with the provisions of N.C.G.S. 20-187.2 to transfer to Major Stout his service sidearm at no cost to the officer and upon him securing a permit required by N.C.G.S. 14-402.

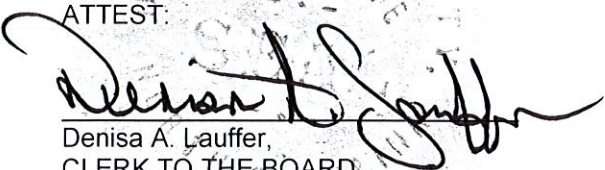
BE IT FURTHER RESOLVED that the Henderson County Board of Commissioners recognizes and thanks Major Stout for his dedicated service to Henderson County and its citizens.

Adopted this the 19th day of January 2022.



CHAIRMAN
William G. Lapsley,
HENDERSON COUNTY BOARD OF COMMISSIONERS

ATTEST:



Denisa A. Lauffer,
CLERK TO THE BOARD

**Henderson County
North Carolina**

Before the Board of Commissioners

ORDINANCE AMENDMENTS

BOARD OF COMMISSIONERS ENACTMENT 2022-09

WHEREAS, the North Carolina General Assembly has adopted Session Law 2021-138, which decriminalized all violations of county ordinances in North Carolina, but allowed the re-criminalization of certain such ordinances; and,

WHEREAS, the Board of Commissioners of Henderson County, after consultation with the Henderson County Sheriff's Office, is of the opinion that the re-criminalization of certain of its ordinances provides Henderson County law enforcement officers with a powerful and appropriate tool in certain circumstances;

THEREFORE, the Board of Commissioners of Henderson County hereby ORDAINS as follows:

Part 1 General

Section 1-14.A. of the Henderson County Code is amended by striking the same, and by adopting in lieu thereof the following:

1-14 Violations and Penalties

Any of the below-stated actions or a combination thereof may be pursued for any violation of this Henderson County Code.

A. Criminal penalties. Violations of provisions codified in this Code shall be Class 3 misdemeanors under the law of North Carolina where so stated, and shall be punished as stated in N.C. Gen. Stat. §14-4(a) and in such provisions. Each day's violation shall be treated as a separate offense.

1. Warning ticket. Upon the violation of a particular provision of the Henderson County Code, an individual may be issued a warning ticket. Such warning ticket shall identify the particular violation of the Code and shall state the time, date and place of the violation. Such warning ticket shall further state that if the individual commits further violations following the date of the warning ticket, Henderson County may seek a criminal sanction for such violations.

2. Arrest or citation. Upon the violation of a particular provision of

this Henderson County Code, a law enforcement officer having jurisdiction may charge the offender with a misdemeanor committed in the officer's presence, by arrest or citation, as set forth in N.C.G.S. Chapter 15A.

3. Warrant. Upon the violation of a particular provision of this Henderson County Code, Henderson County, by and through an enforcement agent may request from a magistrate that a warrant be issued for the arrest of the individual.

Part 2 **Animals**

2.01 A new section 16-1(45A) is added, as follows:

(45A) Unlawful – As used herein, the phrase “it shall be unlawful” shall be interpreted to denote a misdemeanor violation pursuant to N.C. Gen. Stat. §14-4, with a maximum fine of \$50 per violation unless otherwise stated, in addition to any civil penalties set forth in this Chapter.

2.02 Section 16-19.A. is modified by striking the same, and by adopting in lieu thereof the following:

16-19. Violations and Fines

A. Misdemeanor. The violation of any provision of this Chapter shall be a misdemeanor and any person convicted of such violation shall be punishable as provided in N.C. Gen. Stat. §14-4. Each violation of this Chapter (or if a continuing violation, each day in which the violation continues) is a separate offense. Each violation for each animal is a separate offense.

2.03 Section 16-19.E. is modified by adding the following at the end thereof.

The penalty for any person convicted of such interference as set out in this subsection shall be \$500.00 per occurrence.

2.04 Section 16-25.D. is modified by striking the same, and by adopting in lieu thereof the following:

D. Willful Abandonment. Any person found to be willfully releasing animals into the community, including but not limited to leaving animals by the side of the road, releasing animals into parks or leaving animals in parking lots shall be guilty of a misdemeanor pursuant to N.C. Gen. Stat. §14.4, and shall be subject to a fine not to exceed \$500.

2.05 Section 16-51.A. is modified by striking the same, and by adopting in lieu thereof the following:

A. The failure by an owner to vaccinate under this Article is a misdemeanor

pursuant to N.C. Gen. Stat. §14-4, and shall be subject to a fine not to exceed \$50 per day. The owner's duty to vaccinate begins when the dog or cat is four months of age, and continues for the animal's life.

2.06 Article IV of Chapter 16 is hereby deleted.

Part 3 **Miscellany**

3.01 Section 18-6.A. is modified by striking the same, and by adopting in lieu thereof the following:

A. Misdemeanor. The violation of any provision of this Chapter shall be a misdemeanor and any person convicted of such violation shall be punishable as a misdemeanor as provided in N.C. Gen. Stat. §14-4.

3.02 Section 18-6.C. is hereby deleted.

3.03 Section 19-13.C. is modified by striking the same, and by adopting in lieu thereof the following:

A. Misdemeanor. The violation of any provision of this Article shall be a misdemeanor and any person convicted of such violation shall be punishable as a misdemeanor as provided in N.C. Gen. Stat. §14-4.

3.04 Section 19-52 is modified by striking the same, and by adopting in lieu thereof the following:

A. Misdemeanor. The violation of any provision of this Article shall be a misdemeanor and any person convicted of such violation shall be punishable as provided in N.C. Gen. Stat. §14-4.

3.05 Section 20-7 is modified by striking the same, and by adopting in lieu thereof the following:

Violations and Penalties. Any person, firm or corporation violating any provision of this chapter shall be subject to civil penalties of \$50.00 for each violation, with each day of violation being treated as a separate violation.

3.06 Section 23-6 is modified by striking the same, and by adopting in lieu thereof the following:

Misdemeanor. The violation of any provision of this Chapter shall be a misdemeanor and any person convicted of such violation shall be punishable as a misdemeanor as provided in N.C. Gen. Stat. §14-4.

3.07 Section 23-11 is modified by striking the same, and by adopting in lieu thereof the following:

Misdemeanor. The violation of any provision of this Article shall be a misdemeanor and any person convicted of such violation shall be punishable as provided in N.C. Gen. Stat. §14-4.

3.08 Section 43-8 is modified by striking the same, and by adopting in lieu thereof the following:

Violations and Penalties. Any person, firm or corporation violating any provision of this chapter shall be subject to civil penalties of \$50.00 for each violation, with each day of violation being treated as a separate violation.

3.09 Section 44-7 is modified by striking the same, and by adopting in lieu thereof the following:

Violations and Penalties. Any person, firm or corporation violating any provision of this chapter shall be subject to civil penalties of \$50.00 for each violation, with each day of violation being treated as a separate violation.

3.10 Section 50-10 is modified by striking the same, and by adopting in lieu thereof the following:

Misdemeanor. The violation of any provision of this Chapter shall be a misdemeanor and any person convicted of such violation shall be punishable as a misdemeanor as provided in N.C. Gen. Stat. §14-4.

3.11 Section 51-17 is modified by striking the same, and by adopting in lieu thereof the following:

Violations and Penalties. Any person, firm or corporation violating any provision of this chapter shall be subject to civil penalties of \$50.00 for each violation, with each day of violation being treated as a separate violation.

3.12 Section 52.12.A. is modified by striking the same, and by adopting in lieu thereof the following:

Misdemeanor. The violation of any provision of this Chapter shall be a misdemeanor and any person convicted of such violation shall be punishable as a misdemeanor as provided in N.C. Gen. Stat. §14-4.

3.13 Section 76-8 is modified by striking the same, and by adopting in lieu thereof the following:

Misdemeanor. The violation of any provision of this Chapter shall be a misdemeanor and any person convicted of such violation shall be punishable as a misdemeanor as provided in N.C. Gen. Stat. §14-4.

3.14 Section 76.22 is modified by striking the same, and by adopting in lieu thereof the following:

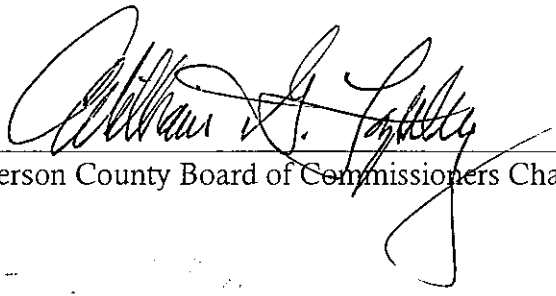
Misdemeanor. The violation of any provision of this Chapter shall be a misdemeanor and any person convicted of such violation shall be punishable as a misdemeanor as provided in N.C. Gen. Stat. §14-4.

3.15 Section 77-13 is modified by striking the same, and by adopting in lieu thereof the following:

Violations and Penalties. Any person, firm or corporation violating any provision of this chapter shall be subject to civil penalties of \$50.00 for each violation, with each day of violation being treated as a separate violation.

Adopted on first reading on January 3, 2022.

Adopted in second and final reading on January 19, 2022.


Henderson County Board of Commissioners Chair

**Henderson County
North Carolina**

Before the Board of Commissioners

ORDINANCE AMENDMENTS

BOARD OF COMMISSIONERS ENACTMENT 2022-10

WHEREAS, the Board of Commissioners of Henderson County desire to amend their Code of Ordinance, as in the best interest of the residents of the County, as follows;

THEREFORE, the Board of Commissioners of Henderson County hereby ORDAINS as follows:

Section 16-1 of the Henderson County Code is amended by amending the definitions listed below, by striking the same, and by adopting in lieu thereof the following:

(18) Dog – A canine of either sex.

...

(26) Hybrid - A "hybrid" is an animal which is the product of the breeding of a domesticated animal with a non-domesticated animal, but not including wolves.

...

(29) Inherently Dangerous Animal- Any live animal, including hybrids, which due to their inherent nature, may be considered dangerous to humans and include but is not limited to:

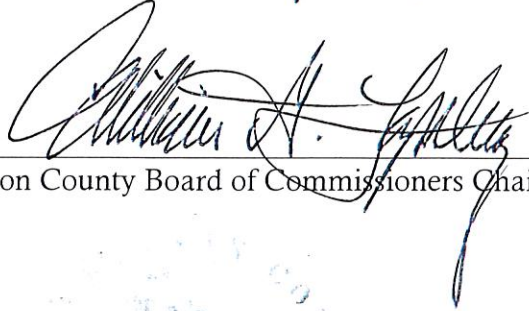
a. Canidae, including any member of the dog (canid) family not customarily domesticated by man, or any hybrids thereof, but not including either domestic dogs (Canis Familiaris) or hybrids of domestic dogs and wolves.

b. Felidae, including any member of the cat family weighing over 15 pounds not customarily domesticated by man, or any hybrids thereof, but not including domestic cats (Felis catus).

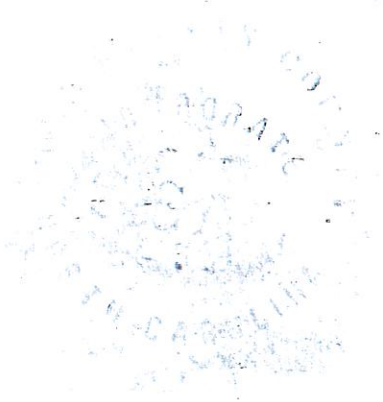
c. Ursidae, including any member of the bear family, or any hybrids thereof.

d. Venomous Reptiles.

Adopted on January 19, 2022.



Henderson County Board of Commissioners Chair





Destructions Log

Agency	Henderson County		
Division	Finance	Section	Branch
Location(s) of Records	Henderson County Finance Department and Henderson County Human Services Building (storage)		

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media		Date of Destruction	Method of Destruction	Authorization for Destruction
				(Paper, Electronic)	P/E			
4.26 - Debt Financing	3 Years	FY2018		P		TBD	Shred/Destroy	
4.2 - Accounts Receivable	3 Years	FY2018		P		TBD	Shred/Destroy	
4.19 - Check Stubs	3 Years	FY2018		P		TBD	Shred/Destroy	
4.43 - Monthly Budget Reports	3 Years	FY2018		P		TBD	Shred/Destroy	
4.44 - Paid checks, bills, & vouchers	3 Years	FY2018		P		TBD	Shred/Destroy	
4.6 - Financial Audit workpapers	3 Years	FY2018		P		TBD	Shred/Destroy	
4.8 - Bank statements & canceled checks	3 Years	FY2018		P		TBD	Shred/Destroy	
4.8 - Deposit slips, receipts, reconciliations	3 Years	FY2018		P		TBD	Shred/Destroy	
4.18 - Check registers	3 Years	FY2018		P		TBD	Shred/Destroy	
4.21 - Cost Allocation Plans	3 Years	FY2018		P		TBD	Shred/Destroy	

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>
Telephone (919) 814-6900
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823



Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
4.22 – Credit/debit card slips	3 Years	FY2018		P		TBD	Shred/Destroy	
4.24 – Daily cash reports	3 Years	FY2018		P		TBD	Shred/Destroy	
4.33 – Expenditure reports	3 Years	FY2018		P		TBD	Shred/Destroy	
4.38 – Investment records	3 Years	FY2018		P		TBD	Shred/Destroy	
4.39 – Paid invoices	3 Years	FY2018		P		TBD	Shred/Destroy	
4.49 – Purchase Orders	3 Years	FY2018		P		TBD	Shred/Destroy	
4.54 – Travel reimbursements	3 Years	FY2018		P		TBD	Shred/Destroy	

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>
Telephone (919) 814-6900
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823

NOT-FOR-PROFIT FUNDING AGREEMENT

NORTH CAROLINA
HENDERSON COUNTY

SUBSTANCE ABUSE RECOVERY RESOURCE NAVIGATOR AGREEMENT

THIS AGREEMENT is entered into as of July 1, 2021, by and between First Contact Ministries, Inc., a North Carolina Corporation ("FCM"), the Henderson County Sheriff's Office ("HCSO"), and Henderson County, a body corporate and politic of the State of North Carolina (the "County").

Basis for the Agreement

- A. The County established a Task Force on Substance Abuse in 2018. Among its recommendations was for the County to work in conjunction with law enforcement to "ascertain the best approach to educating and directing known abusers into a program that could lead to recovery and an exit from the criminal justice system."
- B. FCM is willing to continue a program, in which the Detention Center of the HCSO and FCM will work in conjunction to direct substance abusers toward placement appropriate to their circumstances.

Agreement

1. Responsibilities of FCM:

- A. FCM will evaluate all identified substance abusers to ascertain details regarding their substance abuse upon their release from custody.
- B. FCM will guide such persons in setting goals for their substance abuse recovery behavioral needs, and to provide them information as to resources which may be available to them after the end of their detention in meeting such goals.
- C. FCM will coordinate its efforts with those of the Health Resource Navigator of the Henderson County Jail Health Program.
- D. The contract goals for FCM will be as follows:
 - (1) To meet with 90% of the detainees in HCDF referred by the Health Resource Navigator of the Henderson County Jail Health Program during such detainee's detention.

- (2) That 20% of the former detainees in HCDF after the end of their detention will actually follow up with referrals regarding substance abuse care. FCM will engage in appropriate follow-up contact with former detainees with identified substance abuse problems after the end of their detention to determine if the former detainees followed up with substance abuse referrals and if they need additional assistance.
2. Responsibilities of Henderson County: To pay to FCM the total sum of \$200,000.
3. The term of this Agreement shall be through June 30, 2022.
4. Miscellaneous Terms:
 - A. Independent Contractor: The relationship of the parties under this Agreement shall be that of an independent contractor, and not that of an agent, employee, partner, or joint venture. Neither party shall exercise control over the manner in which the other party performs its duties hereunder except as provided in this Agreement to assure compliance with this Agreement. It is specifically agreed and understood by and between the parties to this Agreement, that the Employee(s) shall not, by virtue of the appointment or any acts hereunder, become an employee of Henderson County, and that the Employee(s) are in no way entitled to any county employee benefits or coverage under Henderson County's Workers' Compensation Insurance.
 - B. Indemnification: Each party shall indemnify and hold harmless the other party from and against any and all claims, liabilities, damages, fines, penalties, taxes, costs, and expenses, including reasonable attorney's fees and cost of settlement, which it may suffer, sustain, or become subject to as a result of any act or omission of the indemnifying party, its officers, employees, agents, or servants in performing its duties under this Agreement.
 - C. As North Carolina General Statute §143-133.3 prohibits the County from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 of Chapter 64 of the North Carolina General Statutes, FCM shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if FCM utilizes a subcontractor, FCM shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
 - D. The following standard provisions for County not-for-profits agreements apply:
 - (1) FCM shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement without prior written consent of the County.
 - (2) In connection with the performance of this Agreement, pursuant to N.C. Gen. Stat. §143-422.2(a), FCM shall not discriminate against any employee, applicant for employment or program participant because

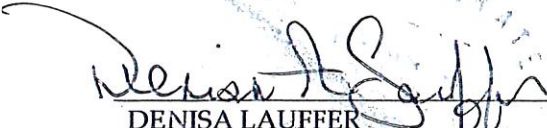
of race, religion, color, sex, age, handicap, or national origin or because of their limited English language proficiency.

- (3) FCM shall maintain all accounts, books, ledgers, journals, and records in accordance with generally accepted accounting principles, practices, and procedures.
- (4) FCM shall submit to the COUNTY a semi-annual status report in January 2022, and an annual status report in July 2022, of all program activities including a summary of the accomplishment of stated goals and objectives.
- (5) FCM shall provide an accounting of funds paid to it hereunder. This accounting shall demonstrate that funds allocated to FCM have been used for the purpose(s) specified herein. The accounting report shall be submitted to the County within 30 days of the end of the term. Further, the County shall be entitled to audit FCM's expenditure of County funds at the County's discretion. Any excess funds or funds not used for the expressed purpose(s) stated herein must be returned to Henderson County within thirty (30) days of Henderson County's request for said funds.
- (6) The County shall be entitled to conduct an evaluation of the FCM programs and activities particularly as it relates to the accomplishments of established goals and objectives and the measurement of services being delivered.
- (7) All books and records shall be maintained by the FCM for a period of at least three years from the date of the final payment under this Agreement and shall be made available for audit or evaluation upon request during regular business hours of the FCM.
- (8) FCM must adhere to a Drug-Free Workplace Policy in accordance with the Drug-Free Workplace Policy of 1988 (41 U.S.C. 70 I).
- (9) Neither the County nor HCSO are in any way responsible for the administration and supervision of FCM's officers, employees, and agents, which persons it is agreed are not officers, employees, or agents of Henderson County.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their name by their duly authorized officers; their seals to be hereto affixed the day and year first above written.

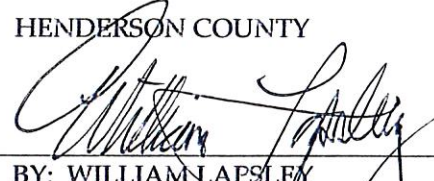
ATTEST:

HENDERSON COUNTY



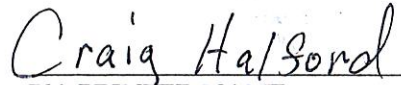
DENISA LAUFFER
Clerk to the Board of Commissioners

1/24/2022
Date



BY: WILLIAM LAPSLEY
Chairman, Board of Commissioners

1/24/2022
Date



BY: PRINTED NAME
Authorized Agency Official

1/13/22
Date



BY: AUTHORIZED SIGNATURE

1/13/22
Date

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

SAMANTHA REYNOLDS
County Finance Director

Date

MINUTES

**STATE OF NORTH CAROLINA
COUNTY OF HENDERSON**

**BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 7, 2022**

The Henderson County Board of Commissioners met for a regularly scheduled 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 Daniel Andreotta, Commissioner David Hill, County Manager John Mitchell, Assistant County Manager Amy Brantley, Attorney Russ Burrell, and Clerk to the Board Denisa Lauffer.

Also present were: Director of Business and Community Development Christopher Todd, Finance Director Samantha Reynolds, Budget Manager/Internal Auditor Sonya Flynn, Engineer Marcus Jones, Tax Director Darlene Burgess, Sheriff Lowell Griffin, Planning Director Autumn Radcliff, Emergency Management/Rescue Coordinator Jimmy Brissie, Budget Analyst Jennifer Miranda, Assistant Engineer Deb Johnston, and PIO Kathy Finotti – videotaping, Deputies Robert Mertz and Michelle Hensley provided security.

CALL TO ORDER/WELCOME

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

INVOCATION

The invocation was provided by Commissioner Andreotta.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the American Flag was led by Emma Barber, Leaders in Training 4-H Club.

RESOLUTIONS AND RECOGNITIONS

Recognition of Dr. Laura Leatherwood, Community College president of the year.

Chairman Lapsley read the recognition of Dr. Leatherwood aloud.

The Henderson County Board of Commissioners was requested to recognize Dr. Laura Leatherwood upon being named 2022 President of the Year by the State Board of Community Colleges for North Carolina. The award, established in 2001, recognizes outstanding leadership and commitment to the community college mission from the presidents of the 58 institutions of the North Carolina Community College System.

In her nearly five years at Blue Ridge Community College, Dr. Leatherwood has forged strong partnerships within the community to assist with integrating the education and workforce sectors in Henderson and Transylvania counties. With Dr. Leatherwood diligently working to bring new technology, buildings, and associate degrees to Blue Ridge, the college has increased its enrollment each year during her tenure. Blue Ridge Community College experienced the highest student count in its history in fall 2021.

Congratulations to Dr. Laura Leatherwood, but the real winners are the current and prospective students of Blue Ridge Community College, the businesses in Henderson and Transylvania counties, and the