

# AGENDA

## CITY OF HENDERSONVILLE CITY COUNCIL – REGULAR MEETING

FEBRUARY 7, 2019 – 5:45 P.M.

Council Chambers - City Hall

1. Call to Order
2. Invocation
3. Pledge of Allegiance: Led by Serenity Feliciano, Recipient of Mayor’s Civic Achievement Award
4. Public Comment Time: *Up to 15 minutes is reserved for comments from the public for items not listed on the agenda*
5. Consideration of Agenda
6. Consideration of Consent Agenda: *These items are considered routine, noncontroversial in nature and are considered and approved by a single motion and vote.*
  - A. Consideration of Minutes: January 3, 2019 Regular Meeting
  - B. Consideration of Mid-Year Budget Report and Budget Amendments
  - C. Consideration of Resolution Adopting an Order Directing the Tax Collector to Collect Taxes and an Order to Advertise Tax Foreclosures
  - D. Consideration of an Order Directing the Tax Collector to Advertise Delinquent Taxes
  - E. Consideration of Tax Releases/Refunds
  - F. Consideration of A Resolution of Intent to Close Lily Drive and a Portion of West Barnwell Street, Unopened and Unimproved Rights-of-Way
  - G. Consideration of a Certificate of Sufficiency for Voluntary Satellite Annexation of approximately 0.414 acres Located on Bradshaw Avenue
  - H. Consideration of a Special Event Permit for “Bike for the Blue”
  - I. Consideration for Utility Line Extensions:
    - i. Water Service: Cottages at Stone Creek
    - ii. Water and Sewer Service: Cottages at Cypress Run
  - J. Consideration of a Request by the Henderson County Public Schools System for the Use of Berkeley Mills Park Baseball Field and Concession Stand and to Waive the Fees for Players in Exchange for Materials and Labor

K. Consideration of a contract with Hart & Hickman, PC for the Mud Creek Dump 2019 Additional Assessment Activities and Associated Budget Amendment

**7. Employee Recognitions:**

- A. Outstanding Employee
- B. Service Excellence Quarterly MVPs
- C. Service Excellence MVP of the Year
- D. Government Finance Officers Association (GFOA) Distinguished Budget Award
- E. Introduction of New Police Officers

**8. Public Hearing – Consideration of a Zoning Ordinance Text Amendment of Section 16-4-4 Standards for Animal Boarding Facilities**

*Presenter: Planner Daniel Heyman*

**9. Presentation of Audit**

*Presenter: David Phillips, CPA, Partner with Greene Finney, LLP*

**10. Consideration of Request to Henderson County for School Resource Officer Funding**

*Presenter: City Manager John Connet*

**11. Consideration of Request by Fire Department for an Amendment to Chapter 22 of the Code of Ordinances to allow a Third-Party Inspection Reporting System (Compliance Engine)**

*Presenter: Fire Marshal Justin Ward*

**12. Update on Police Station Headquarters**

*Presenters: Assistant City Manager Brian Pahle and Police Chief Herbert Blake*

**13. Report on Recently Established Quarterly Transportation Meeting and an Update on the Current NCDOT Projects in Henderson County**

*Presenter: Senior Planner Matt Champion*

**14. Consideration of Boundary Line Resolution**

*Presenter: City Attorney Samuel Fritschner*

**15. Reports/Comments by Mayor and City Council Members**

**16. Staff Reports**

- A. Report on Contingencies
- B. Surplus Property Disposal Report
- C. Investment Report

**17. Appointments to Boards/Commissions**

*Presenter: City Clerk Tammie Drake*

**18. New Business**

**19. Closed Session to discuss matters relating to the location or expansion of industries or other businesses in the area as provided under NCGS §143-318.11(a)(4) and to establish or instruct the staff or negotiating agent concerning the position to be taken by or on behalf of the City Council in negotiating the price and other material terms of a contract for the acquisition of real property by purchase, option, exchange, or lease as provided under NCGS §143-318.11(a)(5)**

**20. Adjourn**





# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Tammie Drake

**Department:** Admin

**Date Submitted:** 01.18.19

**Presenter:** Mayor Barbara Volk

**Date of Council Meeting to consider this item:** 02.07.19

**Nature of Item:** Presentation Only

## Summary of Information/Request:

**Item #** 03

Mr. JC Schwab, Executive Director of the Henderson County Boys and Girls Club, presented a request to Mayor Volk to recognize a youth for a "Civic Achievement Award" at our monthly Council meetings.

Mayor Volk suggested the chosen youth be recognized, awarded a certificate, and the youth will lead the Council and public in the "Pledge of Allegiance".

Mr. Schwab explained program staff at the Boys & Girls Club nominate a member each month to be selected for the Youth of the Month Program. The list is narrowed down to the top four finalist. Each staff member will have a chance to vote.

Listed below are some of the determining factors we evaluate:

- Service to club or community
- Character - honest, acts fairly
- Respect - youth that is respectful of everyone
- Solves problems in a positive way.

Budget Impact: \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? <sup>N/A</sup> If no, describe how it will be funded.

N/A

## Suggested Motion:

**Attachments:**

Certificate



# Mayor's Civic Achievement Award

*Be It Hereby Known That*



## **Serenity Feliciano**



Has Given Exceptional Service to the Boys and Girls Club of Henderson County

For showing responsibility, acting unselfishly and displaying good citizenship, this token of CIVIC ACHIEVEMENT is hereby awarded. Your leadership is a great influence on those around you. You are a part of what makes the City of Hendersonville the wonderful place it is to live, work and visit.

Signed and presented this seventh day of February, 2019.

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Barbara G. Volk, Mayor



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Adam Murr & Brian Pahle

**Department:** Admin

**Date Submitted:** 01/22/2019

**Presenter:** Adam Murr & Brian Pahle

**Date of Council Meeting to consider this item:** 02/07/2019

**Nature of Item:** Council Action

**Summary of Information/Request:**

**Item #** 06b

The City has completed its mid-year budget report for fiscal year 2018-2019. Each year the City conducts this report to adjust/amend the budget as deemed necessary by the City Council. Many items in the report are minor and only require budget adjustments which are approved through the budget office. However, there are some items that require budget amendments which are approved by City Council. In the attached document you will find a list of major recommended changes with their respective budget amendments and adjustments. A detailed report on every account is available and will be provided upon request. This report has been reviewed with the City Manager.

The following Funds will be impacted:

General Fund.....10 = \$74,800	Increase
Main Street MSD Fund.....20 = \$16,306	Increase
7th Avenue MSD Fund.....21 = \$0	No Increase or Decrease
Water & Sewer Fund.....60 = \$219,391	Increase
Stormwater Fund.....67 = \$25,000	Decrease
Environmental Services Fund...68 = \$11,203	Increase

All of these funds are in balance and all increases are within the City's capacity to fund.

**Budget Impact:** \$ Described in report. \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? <sup>N/A</sup> If no, describe how it will be funded.

**Suggested Motion:**

I move to approve the mid-year budget report and the attached budget amendments.

**Attachments:**

- Mid-Year Report
- Budget Amendments

TO: JOHN CONNET, CITY MANAGER  
CC: MAYOR AND CITY COUNCIL  
RE: MID-YEAR BUDGET REPORT  
DATE: 01/07/2019  
FROM: BRIAN PAHLE, ASSISTANT CITY MANAGER  
ADAM MURR, BUDGET & MANAGEMENT ANALYST  
KRYSTAL POWELL, ACCOUNTANT

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Attached is the Mid-Year revenue and expenditure report for the City of Hendersonville.

The report will include two Excel spreadsheets, one for revenues and one for expenditures, along with this document. This document will include a brief item by item overview of the financial issues in each fund including major recommended changes with expected outcomes. Minor changes will be addressed in the Excel documents and will be adjusted within the individual departments.

Each section is broken out by the following funds:

1. General Fund 10
2. Main Street MSD Fund 20
3. 7<sup>th</sup> Avenue MSD Fund 21
4. Water/Sewer Fund 60
5. Stormwater Fund 67
6. Environmental Services Fund 68

## General Fund

**Total Budget Increase = \$74,800**

### Revenues

#### Ad Val Tax | Account 100010-421800

Property Tax collections for the current year are at 80% collected as of mid-year (through 12/31/18). Collections are on track for our budgeted amount of \$8,559,971. No change is recommended for this revenue source.

#### Local Sales Tax Revenue | Account 100030-423000

Local sales and use tax collections are running par for the year FY18-19. After a quarter of collections we are at 24.1% of budget. Ideally, we would be at 25% collected or higher, however with three quarters left in the year, this is not a concern at this time. No change is recommended for this revenue source.

#### ABC Revenues | Account 100030-425000

The ABC Board is a component unit of the City of Hendersonville. Per state statute the ABC board is required to distribute in quarterly payments 50% of the prior year's annual net profit to the City, 25% to Henderson County, 24% to the Board of Education and 1% to the Library. Net profit is calculated after deducting operating and capital expenditures, required payments for law enforcement, alcohol education, and minimum set aside and working capital reserves as required by statute. The net profit for the period ending June 30, 2018, as reported in the Boards audited financial statements, was \$350,000. Therefore the required distribution to the City during fiscal year 2018 will be \$175,000. This is slightly higher than the \$150,000 budget. This account will be increased by \$25,000.

#### Utility Sales Taxes | Accounts 100030-433400, 433500, 433600 & 433700

The utility sales tax accounts are looking good for one quarter of collections. The telecommunications and video programming taxes are down slightly, however the electricity and piped natural gas sales taxes are coming in higher than the budgeted pace. For being one quarter into collections, we do not recommend any changes to these accounts at this time.

Firefighter's Relief Fund | Account 100040-449200

This account is paid out at the end of each year to provide payments due from the firefighters voluntary relief fund. This is a fund that is processed through the City but does not require City funding for its program implementation. This account will be increased by \$50,000 and correspondingly the Fire Department expense line will also be increased.

Parking Meter Revenue | Account 100060-461100

Parking meter revenue is up 40% over average collections from the last two years. The original budget was \$120,000. The past two years have come in greater than that budget number and had times where meters were out of service for parking lot improvements. The total collections to this point are \$97,001.25 which is substantially higher than the past two years, even with the planned out of service times. Seeing that the current collections are up, this budget will be increased by \$20,000 to provide an increase but still maintain some conservative forecasting.

Street Paving Cut – Customer | Account 100080-434750

When a customer (typically a gas company or other utility provider) requests a paving cut, there is a portion that is reimbursed to the City for the work. This account has not seen any revenue accrued to date. To maintain a conservative budget, this account will be decreased by \$10,000.

Parking Violations | Account 100080-443100

In prior years, we saw a high number of parking violations due to the enhanced enforcement efforts resulting from the parking studies. This year we have been short a downtown ambassador and may be seeing more adherence to the parking rules and regulations. It is estimated that total collections for FY18-19 will be \$55,000 which is lower than the \$70,000 budget. This account will be decreased by \$15,000 to reflect that.

Payment in Lieu of Sidewalks | Account 100080-447200

This account will be increased by \$4,800 to reflect actual dollars received for payments in lieu of sidewalks. Currently, there is not budget in this account.

In total the revenue budget will be increased by \$74,800 which will be respectively increased in the expenditure relief funds and contingencies accounts.

## Expenditures

The following table details the total proposed expenditure changes for the General Fund.

<b>ORG.</b>	<b>OBJ.</b>	<b>DESCRIPTION</b>	<b>INCREASE</b>	<b>DECREASE</b>
104120	539400	TRAVEL	3,000.00	-
104120	549750	PERMITS, LICENSE AND FEE	3,000.00	-
104120	549890	MISC EVENT EXPENSES	-	2,000.00
104310	512100	SALARIES & WAGES-REG	-	50,000.00
104340	512200	SALARIES & WAGES-O/T	30,000.00	-
104340	512800	SALARIES & WAGES - HALF	-	15,000.00
104340	518100	FICA TAX EXPENSE	-	10,000.00
104340	518200	RETIREMENT EXPENSE	-	5,000.00
104340	519600	FIREFIGHTERS RELIEF FUND	50,000.00	-
104370	512100	SALARIES & WAGES-REG	-	30,000.00
104510	512100	SALARIES & WAGES-REG	-	10,500.00
104510	512200	SALARIES & WAGES-O/T	8,000.00	-
104510	512900	SALARIES & WAGES-P/T	2,500.00	-
104520	512200	SALARIES & WAGES-O/T	5,000.00	-
104760	512200	SALARIES & WAGES-O/T	9,000.00	-
104760	512900	SALARIES & WAGES-P/T	22,000.00	-
104760	525100	GASOLINE & DIESEL	5,000.00	-
109621	574419	INTEREST - PW LOAN	31,650.00	-
109910	599100	CONTINGENCIES	28,150.00	-
<b>SUB-TOTAL</b>			<b>197,300.00</b>	<b>122,500.00</b>

The changes mostly provide funding for salary accounts that have overages from overtime. This is due to the high number of emergency weather events that have occurred so far in FY18-19, including hurricanes, floods, snow, and ice. Additionally, budget has been added for expenses incurred for the staff retreat and gasoline expected overages. Another \$31,650 will be added to the debt service org. group to reflect an interest only payment on the Public Works Maintenance Building loan.

In total we had enough budget available in other accounts from lapse salaries to cover the overages and add to the contingency account. This contingency may be needed to help fund an expected overage in the Main St. bathroom project budget. The \$50,000 in firefighter's relief funds will be covered by a corresponding increase on the revenue side of the balance sheet.

## **Main Street MSD Fund**

**Total Budget Increase = \$16,306**

### **Revenues**

#### Ad Val Tax | Account 200010-421700

Property Tax collections for the current year are at 83% collected as of mid-year (through 12/31/18). Collections are on track for our budgeted amount of \$232,098. No change is recommended for this revenue source.

#### Local Sales Tax Revenue | Account 200030-423000

Local sales and use tax collections are running par for the year FY18-19. After a quarter of collections we are at 24.4% of budget. Ideally, we would be at 25% collected or higher, however with three quarters left in the year, this is not a concern at this time. No change is recommended for this revenue source.

#### Miscellaneous Income | Account 200080-443900

An increase in revenue due to no budget being posted and the resulting income from the N.C. Apple Festival vendor permits. This budget will be increased by \$10,500.

#### Bearfootin' Bear Sales | Account 204755-443215

An increase in revenue due to increased bear sales for the Bearfootin' event. This account's budget will be increased by \$5,806.

In total the revenue budget will be increased by \$16,306 which will be respectively increased in the expenditure debt service interest, salaries and wages part-time, and contingencies accounts.

## **Expenditures**

### Salaries & Wages P/T | Account 204750-512900

An increase in the part-time salaries budget to provide additional funding for additional worked hours from part-time staff in relation to downtown events. This budget will be increased by \$7,000.

### Interest – PW Building Loan | Account 209621-574419

An increase of \$6,025 is needed to cover the interest only payment on the Main St. public restrooms project portion of the loan taken out for the Public Works maintenance building loan.

## **7<sup>th</sup> Avenue MSD Fund**

### **No Increase or Decrease**

#### **Revenues**

##### Ad Val Tax | Account 210010-421700

Property Tax collections for the current year are at 75% collected as of mid-year (through 12/31/18). Collections are on track for our budgeted amount of \$16,500. No change is recommended for this revenue source.

##### Local Sales Tax Revenue | Account 210030-423000

Local sales and use tax collections are running par for the year FY18-19. After a quarter of collections we are at 25.4% of budget. No change is recommended for this revenue source.

#### **Expenditures**

##### Salaries & Wages P/T | Account 214751-512900

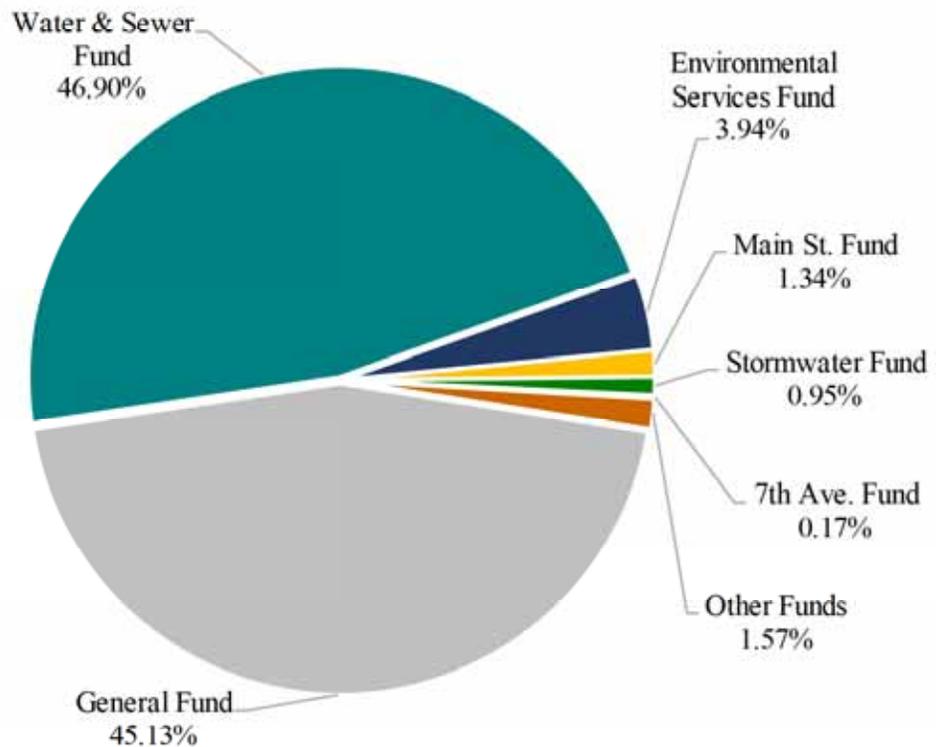
An increase in the part-time salaries budget to provide additional funding for additional worked hours from part-time staff in relation to downtown events. This budget will be increased by \$1,250 and funded through a decrease in the streets and traffic lights budget.

## Water & Sewer Fund

Increase \$219,391

The Water & Sewer Fund is the largest of the City's funds, comprising \$16,639,133 (46.90%) of the City's \$35,476,475 total budgeted expenditures for FY18-19 [Figure 1]. The Water & Sewer Fund uses its capacity primarily to complete capital equipment and project programs. Financial, environmental, political, and administrative factors all affect the revenues and expenditures of this fund. Debt capacity, droughts, cost allocations, and turnover are all more specific examples of the "big-picture" factors the budget office considers when budgeting for the Water & Sewer Department.

Figure 1. All Fund Expenditure Summary



## **Revenues**

### Water Sales | Account 600012-451100

Water sales are consistently the largest revenue source for the Water and Sewer Fund. To midyear FY18-19 the City has collected \$4,417,684, up from \$4,288,192 at the same point in FY18-19 and on-par with \$4,432,596 in FY16-17. In the latter half of this fiscal year, we can anticipate earning higher revenues from water customers with meter connections greater than  $\frac{3}{4}$  inches, residential customers consuming more than 6,000 gallons per bill, commercial customers consuming more than 40,000 gallons per bill. We can anticipate higher revenues from these customers due to implementation of customer rates recommended by a third party professional consultant. Overall, towards the end of this fiscal year, the Budget Office expects water sales revenue right at, or just over the budgeted \$9,927,336.

### Sewer Charges | Account 600013-451300

Sewer charges represent the second largest Water & Sewer Fund revenue, accounting for service charges to customers paying for City wastewater services. Sewer charges have gradually increased at mid-year; beginning at \$2,139,057 in FY16-17, decreasing to \$2,039,882 in FY17-18, and increasing to \$2,200,288 in FY18-19. Based on historic information, sewer revenues have been on-track to meet the budgeted \$5,268,915 target. It can be estimated with new sewer rates implemented in January 2019, sewer charge revenues will meet or exceed the budgeted amount by the end of the fiscal year. This is good news, as it may allow for hire savings for future capital improvements executed by our wastewater divisions.

### Septic Tank Disposal Charges | Account 600013-451350

Based on trends, this account is forecasted to exceed budgeted revenues by the end of the fiscal year. Collections for these charges have reached 76.8% of budget with only half a fiscal year complete. This budget will be amended up to account for this trend.

### Water Tap Fees | Account 600050-452100

Water Tap Fees at mid-year have exceeded revenue projections by approximately 42.5%. The Budget Office plans to amend this account upwards to meet this shift. These revenues are higher than budgeted due to a large number of customer connections to the Hendersonville water infrastructure.

### Reconnect Service Charge | Account 600050-452300

Reconnection of service revenues come from customers paying fees for the late payment and following reconnection of water and sewer service. These revenues have come in approximately 19.2% higher than the projected mid-year level. The original budget for these charges was \$55,550, with \$38,427 collected as of 12/31/2018. This account will be amended to account for this trend.

Sewer Tap Fees | Account 600055-453100

Sewer Tap Fee revenues have exceeded expectations for FY18-19. The original budget for this account was \$45,000. At mid-year, \$39,725 has been collected. Similar to water tap fees, we can assume this account has received higher levels of revenue due to higher than forecasted levels of development- specifically within City limits- as our sewer system does not extend far past our jurisdictional limits in most cases.

Customer Participation | Account 600080-434750

Customers provide a portion of the cost for relocating and replacing damaged pipes. There was originally a budget of \$1,000 in this account for FY18-19. At mid-year FY18-19; however, the City has received \$4,876 in this account. It is difficult to predict whether this trend will continue; however, this account will be adjusted based on the increased revenue collection.

Sale of Fixed Assets- W&S | Account 600080-443660

This account is for revenues collected from City sale of fixed assets. There was originally \$1,500 budgeted for this account for the current fiscal year. At mid-year FY18-19; however, \$19,557 has been collected.

Discounts Earned | Account 600080-443800

Discounts Earned tracks rebates from P-Card purchases. The total original budget was \$10,000. As of 12/31/2018, the account has a balance of \$9,264: 92.6% of the total fiscal year budget.

Miscellaneous Income | Account 600080-443900

Miscellaneous Income is at \$10,948 as of mid-year FY18-19. \$7,500 was originally budgeted for this account, meaning 146% of revenue has been collected as of 12/31/2018. This account will be adjusted up along with aforementioned accounts exceeding revenue collection expectations

Fund Balance Appropriation | Account 600090-499200

The original Fund Balance Appropriation for FY18-19 is \$819,187.

## Expenditures

### Salary and Wages

Expenditure increases in the Water and Sewer fund cover overages in salary accounts. Below is a list of salary accounts and their proposed increases to adjust for overages.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	INCREASE
607110 - 512200	SALARIES & WAGES - OVERTIME	\$ 450.00
607110 - 513500	SALARIES & WAGES- UNIFORM	\$ 163.00
607113 - 512200	SALARIES & WAGES - OVERTIME	\$ 2,156.00
607113 - 512900	SALARIES & WAGES - PART-TIME	\$ 1,800.00
607123 - 512900	SALARIES & WAGES - PART-TIME	\$ 21,000.00
607123 - 513500	SALARIES & WAGES- UNIFORM	\$ 1,300.00
607124 - 513500	SALARIES & WAGES- UNIFORM	\$ 1,192.00
607125 - 512200	SALARIES & WAGES - OVERTIME	\$ 4,200.00
607125 - 513500	SALARIES & WAGES- UNIFORM	\$ 1,137.00
607126 - 513500	SALARIES & WAGES- UNIFORM	\$ 2,927.00
607134 - 512100	SALARIES & WAGES- REGULAR	\$ 14,601.00
607134 - 512200	SALARIES & WAGES - OVERTIME	\$ 1,600.00
607134 - 513500	SALARIES & WAGES- UNIFORM	\$ 1,632.00
607136 - 513500	SALARIES & WAGES- UNIFORM	\$ 1,950.00
607110 - 512900	SALARIES & WAGES - PART-TIME	\$ 5,000.00

Many of the overages in Water & Sewer Fund salaries stem from overtime, part-time, and uniform expenditures. Overtime expenditure overages vary across departments; however, it is notable many weather related events, capital projects, and time-tracking improvements have created this increase. Part-time employee pay has exceeded budgeted amounts in various lines as we have needed the assistance of non-permanent employees in Water & Sewer Finance and Water & Sewer. One overage is forecasted to occur in regular revenues, resulting from higher than anticipated regular salaries in one department.

### Other Accounts

Other common operational expenditure overages will be corrected as suggested below.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	INCREASE
604250 - 529900	SUPPLIES & MATERIALS	\$ 327.00
607110 - 519000	PROF SERVICES	\$ 1,894.00
607110 - 535100	R & M BUILDINGS	\$ 19.00
607113 - 517200	CELLPHONE STIPEND	\$ 250.00
607123 - 539400	TRAVEL	\$ 451.00
607123 - 539500	TRAINING	\$ 410.00
607123 - 549750	PERMITS, LICENSE, AND FEES	\$ 20.00
607124 - 549100	DUES & SUBSCRIPTIONS	\$ 40.00
607136 - 539,400	TRAVEL	\$ 792.00
607136 - 569000	CONTRACTED SERVICES	\$ 59.00
607134-519000	PROF SERVICES	\$ 90,000.00
609900 - 999066	TRANSFER TO W&S CRF	\$ 64,021.00

## Stormwater Fund

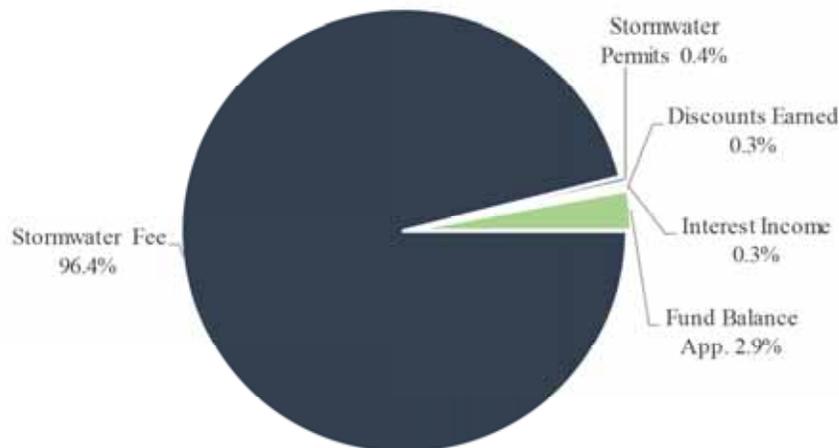
### Decrease \$25,000

The Stormwater Fund was established in FY16-17, beginning revenue collection in FY17-18. Due to the brevity of the Fund's existence, there is not sufficient data to provide accurate forecasts at this time. The Budget Office has made predictions based on prior and current year collection levels.

### Revenues

The Stormwater Fund primarily operates on a \$3.00 monthly fee assessed on customers within the City limits and extra-territorial jurisdiction (ETJ); this fee accounts for \$325,000 or 96.4% of the Fund's total revenue. Other minor revenue sources budgeted include Stormwater Permits, Discounts Earned, Interest Income, and a Fund Balance Appropriation. For FY18-19, the Fund was budgeted to collect a total of \$337,274. Budgeted revenue percentages are provided in the chart below [Figure 2].

Figure 2. Stormwater Budgeted Revenues FY18-



A breakdown of Stormwater Fund accounts and needed adjustments is included on the following page.

#### Stormwater Fee | Account 670014-451800

Stormwater fee revenue is collected on a monthly flat \$3.00 per customer basis from utility customers within the City limits and ETJ. This is the Fund's largest budgeted revenue source. The account has received \$125,300 of a budgeted \$325,000 (38.6%) as of FY18-19's mid-year. The Budget Office will continue to monitor this account for changes. An amendment will be made to lower this account's budgeted revenues for the year.

#### Stormwater Permits | Account 670050-443000

Stormwater permits are revenues collected from a \$520.00 one-time charge to new development. This account was budgeted at \$1,500 for the fiscal year. Thus far, one permit's revenues have been collected. This account will not need an adjustment, as there may be additional development this fiscal year

#### Other Revenue | Accounts 670070, 670080, and 670090

Accounts 670070-670090 are financial revenue accounts. These accounts will not be adjusted and are on-pace with estimates from the beginning of the fiscal year. Monitoring these accounts will continue.

### **Expenditures**

#### Capital Outlay-Stormwater | 674720-559500

The capital outlay stormwater account contains a budget for a capital project that is not fully expected to take place during FY18-19. This fund will be decreased to balance the stormwater expenditures with revenues. The Decrease will be \$25,000.

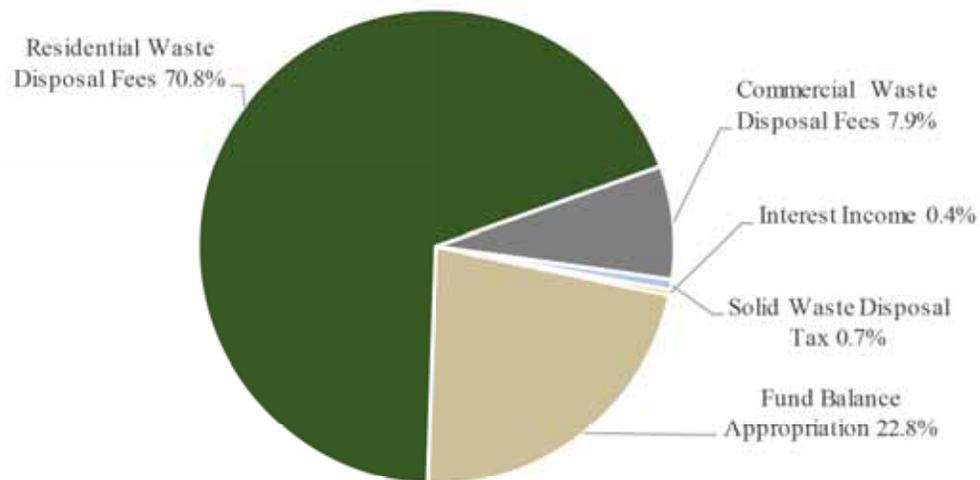
## Environmental Service Fund

Increase \$11,203

### Revenues

The Environmental Service Fund (ESF) operates primarily on user fee (utility) revenues and fund balance appropriations. The ESF currently collects revenues from user fees defined in the FY18-19 City of Hendersonville Budget Ordinance. Fees for waste pickup by the ESF range from \$12.00 to \$27.50 for standard waste pickup, with special pickups at a higher rate. As of mid-year FY18-19, the major revenues seem to be slightly low, but on track when observing year-over-year revenue trends. The City has collected 41.4% of budgeted residential waste fees and 49.5% of commercial waste fees. Revenues for FY18-19 anticipated to be collected are listed in the figure below [Figure 3].

Figure 2. Stormwater Budgeted Revenues FY18-19



A detailed summary of the suggested mid-year budget amendments for the environmental service fund is listed on the following pages.

Discounts Earned | Account 680080-443800

Discounts earned revenue was budgeted at \$200 at the beginning of FY18-19. This revenue source has exceeded budget by \$48 at mid-year and will be adjusted to reflect slightly higher than anticipated collection.

Miscellaneous Income | Account 680080-443900

Misc. Income revenue is at \$12,403 out of an initially budgeted \$1,200. This account will be adjusted up to account for higher than anticipated revenue collections.

**Expenditures**

Salaries & Wages- Overtime | Account 684250-512200

Overtime pay expended in this account has exceeded the budgeted amount of \$11,191 by \$2,768 (124.7%). Additional income from the Environmental Service Fund will be used to cover the increased overtime expenditure.

Gas & Diesel | Account 684710-525100

This account is slightly over 50% at mid-year and will be proactively adjusted to account for a slightly higher than predicted level of expenditure.

Telephone | Account 684710-532100

Telephone accounts in many of the City's funds are slightly over 50% at mid-year. This account is no special case and will be adjusted to account for the slight overage via the proposed amendment.

R&M Equipment | Account 684710-535200

This account is fully expended at mid-year and is proposed to receive additional budget resulting from higher than anticipated revenues.

**BUDGET AMENDMENT**

FUND: 10 | 20 | 21

ACCOUNT NUMBER		DESCRIPTION OF ACCOUNT	INCREASE	DECREASE	
ORG	OBJECT				
100030	425000	ABC REVENUES	25,000.00	-	
100040	449200	FIREFIGHTERS RELIEF FUND	50,000.00	-	
100060	461100	PARKING METER REVENUE	20,000.00	-	
100080	434750	STREET PAVING CUT	-	10,000.00	
100080	443100	PARKING VIOLATIONS	-	15,000.00	
100080	447200	PAYMENT IN LIEU OF SIDEWALKS	4,800.00	-	
104120	539400	TRAVEL	3,000.00	-	
104120	549750	PERMITS, LICENSE AND FEES	3,000.00	-	
104120	549890	MISC EVENT EXPENSES	-	2,000.00	
104310	512100	SALARIES & WAGES-REG	-	50,000.00	
104340	512200	SALARIES & WAGES-O/T	30,000.00	-	
104340	512800	SALARIES & WAGES - HALFTIME	-	15,000.00	
104340	518100	FICA TAX EXPENSE	-	10,000.00	
104340	518200	RETIREMENT EXPENSE	-	5,000.00	
104340	519600	FIREFIGHTERS RELIEF FUND	50,000.00	-	
104370	512100	SALARIES & WAGES-REG	-	30,000.00	
104510	512100	SALARIES & WAGES-REG	-	10,500.00	
104510	512200	SALARIES & WAGES-O/T	8,000.00	-	
104510	512900	SALARIES & WAGES-P/T	2,500.00	-	
104520	512200	SALARIES & WAGES-O/T	5,000.00	-	
104760	512200	SALARIES & WAGES-O/T	9,000.00	-	
104760	512900	SALARIES & WAGES-P/T	22,000.00	-	
104760	525100	GASOLINE & DIESEL	5,000.00	-	
109621	574419	INTEREST - PW LOAN	31,650.00	-	
109910	599100	CONTINGENCIES	28,150.00	-	
<b>FUND 10</b>		<b>TOTAL REVENUES</b>	<b>99,800.00</b>	<b>25,000.00</b>	<b>74,800.00</b>
		<b>TOTAL EXPENDITURES</b>	<b>197,300.00</b>	<b>122,500.00</b>	<b>74,800.00</b>
200080	443900	MISCELLANEOUS INCOME	10,500.00	-	
204755	443215	BEARFOOTIN BEAR SALES	5,806.00	-	
204750	512900	SALARIES & WAGES-P/T	7,000.00	-	
209621	574419	INTEREST - PW LOAN	6,025.00	-	
209910	599100	CONTINGENCIES	3,281.00	-	
<b>FUND 20</b>		<b>TOTAL REVENUES</b>	<b>16,306.00</b>	<b>-</b>	<b>16,306.00</b>
		<b>TOTAL EXPENDITURES</b>	<b>16,306.00</b>	<b>-</b>	<b>16,306.00</b>
214751	512900	SALARIES & WAGES-P/T	1,250.00	-	
214751	533900	STREET/TRAFFIC LIGHTS	-	1,250.00	
<b>FUND 21</b>		<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>TOTAL EXPENDITURES</b>	<b>1,250.00</b>	<b>1,250.00</b>	<b>-</b>

A budget amendment to reflect the results of the mid-year report for FY18-19. The mid-year report can be found as an item on the February 7th, 2019 City Council meeting.

  
 CITY MANAGER

Date: 1-23-19

APPROVED BY CITY COUNCIL:

DATE: 2/7/2019

**BUDGET AMENDMENT**

FUND: 60 | 66

ACCOUNT NUMBER		DESCRIPTION OF ACCOUNT	INCREASE	DECREASE
ORG	OBJECT			
600013	451400	SEPTIC TANK DISPOSAL	29,800.00	-
600050	451150	WATER SEWER LATE FEES	48,000.00	-
600050	452100	WATER TAP FEES	70,000.00	-
600050	452200	WATER CUSTOMER PART		2,020.00
600050	452300	DISCONNECT/RECONNECT ADMIN FEE	10,000.00	-
600055	453000	SEWER PERMITS & FEES	25,980.00	-
600055	453100	SEWER TAP FEES	20,000.00	-
600055	453200	SEWER CUSTOMER PART		2,020.00
600055	453400	SEWER SURCHARGES		5,050.00
600080	434750	CUSTOMER PARTICIPATION	4,040.00	-
600080	443660	SALE OF F/ASSETS-W/S	18,057.00	-
600080	443900	MISCELLANEOUS INCOME	3,450.00	-
600080	444400	RENTAL INCOME-NONTAXABLE		1,200.00
600090	444000	INSURANCE SETTLEMENTS	354.00	-
607110	512200	SALARIES & WAGES - OVERTIME	450.00	-
607110	513500	SALARIES & WAGES- UNIFORM	163.00	-
607113	512200	SALARIES & WAGES - OVERTIME	2,156.00	-
607113	512900	SALARIES & WAGES - PART-TIME	1,800.00	-
607123	512900	SALARIES & WAGES - PART-TIME	21,000.00	-
607123	513500	SALARIES & WAGES- UNIFORM	1,300.00	-
607124	513500	SALARIES & WAGES- UNIFORM	1,192.00	-
607125	512200	SALARIES & WAGES - OVERTIME	4,200.00	-
607125	513500	SALARIES & WAGES- UNIFORM	1,137.00	-
607126	513500	SALARIES & WAGES- UNIFORM	2,927.00	-
607134	512100	SALARIES & WAGES- REGULAR	14,601.00	-
607134	512200	SALARIES & WAGES - OVERTIME	1,600.00	-
607134	513500	SALARIES & WAGES- UNIFORM	1,632.00	-
607136	513500	SALARIES & WAGES- UNIFORM	1,950.00	-
604250	529900	SUPPLIES & MATERIALS	327.00	-
607110	519000	PROF SERVICES	1,894.00	-
607110	535100	R&M BUILDINGS	19.00	-
607113	517200	CELLPHONE STIPEND	250.00	-
607123	539400	TRAVEL	451.00	-
607123	539500	TRAINING	410.00	-
607123	549750	PERMITS, LICENNSE, AND FEES	20.00	-
607124	549100	DUES & SUBSCRIPTIONS	40.00	-
607136	539400	TRAVEL	792.00	-
607136	569000	CONTRACTED SERVICES	59.00	-
607134	519000	PROF SERVICES	90,000.00	-
607110	512900	SALARIES & WAGES - PART-TIME	5,000.00	-
609900	999066	TRANSFER TO W&S CRF	64,021.00	-
<b>FUND 60</b>		<b>TOTAL REVENUES</b>	<b>229,681.00</b>	<b>10,290.00</b>
		<b>TOTAL EXPENDITURES</b>	<b>219,391.00</b>	<b>-</b>
669900	998060	TRANSFER FROM W&S	64,021.00	-
669621	549999	MISC EXPENSE	64,021.00	-
<b>FUND 66</b>		<b>TOTAL REVENUES</b>	<b>64,021.00</b>	<b>-</b>
		<b>TOTAL EXPENDITURES</b>	<b>64,021.00</b>	<b>-</b>

Mid-Year budget amendments. The proposed amendments will adjust to increase and decrease revenues and expenditures where appropriate, as outlined by the Mid-Year Report Memo sent to the City Council and City Manager. These amendments occur each fiscal year and are intended to provide a more accurate record of the City's budgetary plan.

  
 CITY MANAGER

Date: 2-22-19

APPROVED BY CITY COUNCIL:

DATE: 2/7/2019

**BUDGET AMENDMENT**

FUND: 67 | 68

ACCOUNT NUMBER			INCREASE	DECREASE
ORG	OBJECT	DESCRIPTION OF ACCOUNT		
670014	451800	STORMWATER FEE	-	25,000.00
674720	559500	CAPITAL OUTLAY - STORMWATER	-	25,000.00
<b>FUND 67</b>				
TOTAL REVENUES			-	25,000.00
TOTAL EXPENDITURES			-	25,000.00
680080	443800	DISCOUNTS EARNED	48.00	-
680080	443900	MISC INCOME	11,155.00	-
684250	512200	SALARIES AND WAGES - OVERTIME	6,000.00	-
684710	525100	GAS & DIESEL	3,500.00	-
684710	532100	TELEPHONE	700.00	-
684710	535200	R & M EQUIPMENT	1,003.00	-
<b>FUND 68</b>				
TOTAL REVENUES			11,203.00	-
TOTAL EXPENDITURES			11,203.00	-

Mid-Year budget amendments. The proposed amendments will adjust to increase and decrease revenues and expenditures where appropriate, as outlined by the Mid-Year Report Memo sent to the City Council and City Manager. These amendments occur each fiscal year and are intended to provide a more accurate record of the City's budgetary plan.

  
 CITY MANAGER

Date: 1-23-19

APPROVED BY CITY COUNCIL:

DATE: 2/7/2019



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Caitlin Elliott  
**Date Submitted:** Jan 24, 2019  
**Date of Council Meeting to consider this item:** Feb 7, 2019  
**Nature of Item:** Council Action  
**Department:** Finance  
**Presenter:** Caitlin Elliott

## Summary of Information/Request:

**Item #** 06c

Annual Order of Collection as per GS 105-321:

§ 105-321. Disposition of tax records and receipts; order of collection.

Before delivering the tax receipts to the tax collector in any year, the board of county commissioners or municipal governing body shall adopt and enter in its minutes an order directing the tax collector to collect the taxes charged in the tax records and receipts. A copy of this order shall be delivered to the tax collector at the time the tax receipts are delivered to him, but the failure to do so shall not affect the tax collector's rights and duties to employ the means of collecting taxes provided by this Subchapter.

**Budget Impact:** \$ none Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that City Council adopt the resolution adopting an order directing the tax collector to collect taxes per G.S. 105-321 (b).

**Attachments:**

Resolution 19-

**RESOLUTION ADOPTING AN ORDER DIRECTING  
THE TAX COLLECTOR TO COLLECT TAXES**

- Whereas, The City Council is required by G.S. 105-349 (e) to appoint a Tax Collector separate and apart from the treasurer or chief accounting officer of the City; and,
- Whereas, The Tax Collector, Caitlin Elliott, duly appointed by City Council has taken the oath of office as required by Article VI of the North Carolina Constitution; and,
- Whereas, The position of Tax Collector is bonded for the collection of taxes for the current year and all prior years now in the Tax Collector's hands for collection as by law required;
- Whereas, Tax receipts, upon the adoption of this order, are being simultaneously delivered to the duly appointed Tax Collector, as by law required;

NOW, THEREFORE, it is ordered that all tax receipts for the City of Hendersonville be herewith delivered to the Tax Collector and the following "Order of Collection", which is also adopted by the Council and which shall have the full force and effect of a judgement and execution against the real and personal property of all taxpayers within the City of Hendersonville shall be delivered to the Tax Collector:

**ORDER OF COLLECTION**

STATE OF NORTH CAROLINA  
CITY OF HENDERSONVILLE

To the Tax Collector of the City of Hendersonville:

You are hereby authorized, empowered and commanded to collect the taxes set forth in the tax records, filed in the Office of the Tax Collector for the City of Hendersonville and in the tax receipts herewith delivered to you, in the amount from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon real property of the respective taxpayers in the City of Hendersonville, and this Order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of taxpayers, for and on account thereof, in accordance with the law.

Adopted the seventh day of February 2019.

\_\_\_\_\_  
Barbara G. Volk, Mayor

ATTEST:

\_\_\_\_\_  
Tammie K. Drake, City Clerk

(Seal)



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Caitlin Elliott  
**Date Submitted:** Jan 29, 2019  
**Date of Council Meeting to consider this item:** Feb 7, 2019  
**Nature of Item:** Council Action

**Department:** Finance  
**Presenter:** Caitlin Elliott

**Summary of Information/Request:** **Item #** 06d

Annual Order to Advertise

As per NCGS § 105-369(a) the tax collector, Caitlin Elliott, is reporting the delinquent tax amounts for the 2018 tax year which are liens on real property. The City Council must order the tax collector to advertise the tax liens upon receipt of this report. Upon order from City Council to advertise the tax liens, the tax collector must send a notice to the owners of the affected parcels of property at least 30 days prior to the date the advertisement is to be published. Advertisements of tax liens shall be made during the period March 1 through June 30 at least one time in one or more newspapers having general circulation in the city. A detailed report of the delinquent taxes is available in the tax collector's office.

**Budget Impact:** \$ none Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move City Council order the tax collector to advertise delinquent taxes as required by NCGS 105-369(a).

**Attachments:**  
Delinquent Taxes Report

CITY COUNCIL:  
BARBARA G. VOLK  
Mayor  
STEVE CARAKER  
Mayor Pro Tem  
RON STEPHENS  
JERRY A. SMITH, JR.  
JEFF MILLER

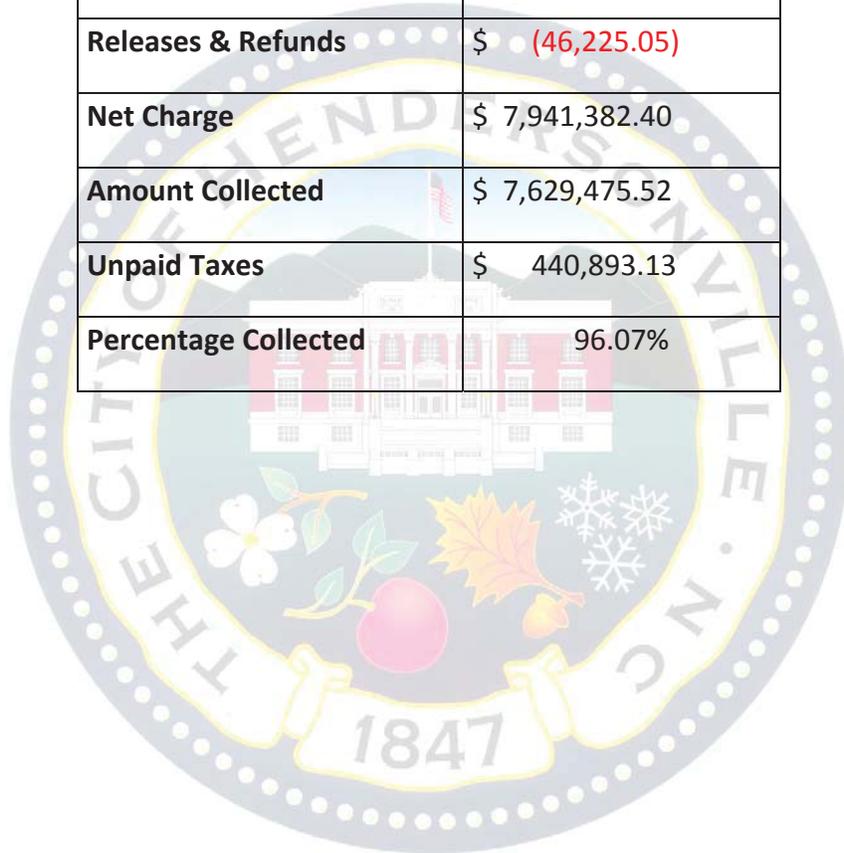
# CITY OF HENDERSONVILLE

*The City of Four Seasons*

OFFICERS:  
JOHN F. CONNET  
City Manager  
SAMUEL H. FRITSCHNER  
City Attorney  
TAMMIE K. DRAKE  
City Clerk

## TAX COLLECTOR

Tax Collection Summary as of January 29, 2019	
2018 Beginning Charge	\$ 7,976,160.55
Discoveries	\$ 11,446.90
Releases & Refunds	\$ (46,225.05)
Net Charge	\$ 7,941,382.40
Amount Collected	\$ 7,629,475.52
Unpaid Taxes	\$ 440,893.13
Percentage Collected	96.07%





# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Caitlin Elliott

**Department:** Finance

**Date Submitted:** Jan 25, 2019

**Presenter:** Caitlin Elliott

**Date of Council Meeting to consider this item:** Feb 7, 2019

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 06e

The Tax Collector, Caitlin Elliott, would like to submit for your approval the tax bill adjustments occurring between March 1, 2017 and January 25, 2019. These adjustments include all discoveries, releases, and refunds. Discoveries and releases are provided by the Henderson County Tax Department. Refunds are given for overpayment of a tax bill (usually occurring when a mortgage company and a customer both pay on the parcel) or for changes in the tax valuation that is provided by the county. Full supporting documentation is on file in the Tax Collector's office.

**Budget Impact:** \$ none Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that City Council approve the Tax Adjustments Report for Discoveries, Releases and Refunds as presented.

## Attachments:

Tax Adjustments Report

## Summary Total of Discoveries, Releases and Refunds

For transactions as of: March 1, 2017 thru January 25, 2019

	<b>Discoveries</b>	<b>\$</b>	<b>80,565.03</b>
	<b>Releases</b>	<b>\$</b>	<b>(120,202.34)</b>
	<b>Refunds</b>	<b>\$</b>	<b>(33,420.59)</b>
<b>Total Tax Bill Adjustments</b>		<b>\$</b>	<b><u>(73,057.90)</u></b>

Discoveries and Releases are provided by Henderson County

Refunds are given for overpayment of a tax bill or for changes in the tax valuation provided by the county

\* Complete documentation of above items can be obtained from the Tax Collector's office.

<b>Adjustment Descriptions</b>
<i>Clerical error G.S. 105-381(a)(1)(a): e.g. when there is an actual error in mathematical calculation.</i>
<i>Illegal tax G.S. 105-381(a)(1)(b): e.g. double taxation, situs mistakes, procedural defects, excess taxation, improper purposes, or incorrect name usage.</i>
<i>Tax levied for an illegal purpose G.S. 105-381(a)(1)(c): e.g. charging a tax that was later deemed to be impermissible under State law.</i>



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 1-15-19

**Presenter:** Susan G. Frady

**Date of Council Meeting to consider this item:** 2-7-19

**Nature of Item:** Council Action

**Summary of Information/Request:**

**Item #** 06f

File #P19-01-SCThe City has received an application from Sharon Stepp and Hendersonville Little Theatre, to close Lily Drive that is an unopened and unimproved right-of-way and a portion of West Barnwell Street that is unopened and unimproved located on PIN Numbers 9568-76-2275 and 9568-76-3519. A map survey and legal descriptions are included. The legal descriptions are described by tract E, F, A and D as shown on the preliminary plat.

Budget Impact: \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget?  N/A If no, describe how it will be funded.

**Suggested Motion:**

I move Council to adopt the Resolution of Intent for the closing of Lily Drive that is unopened and unimproved an a portion of West Barnwell that is unopened and unimproved as petitioned by Sharon Stepp and Hendersonville Little Theatre, Inc.

**Attachments:**

- Resolution of Intent
- Map
- Survey
- Legal Descriptions

**RESOLUTION OF INTENT**

A resolution declaring the intention of the City of Hendersonville City Council to consider closing Lily Drive that is unopened and unimproved R.O.W. and a portion of West Barnwell Street that is unopened and unimproved located on PIN number 9568-76-2275 and 9568-76-3519.

WHEREAS, NC General Statute (G.S.) 160A-299 authorizes the City Council to close public streets and alleys, and

WHEREAS, Sharon Stepp and Hendersonville Little Theatre, has petitioned the Council of the City of Hendersonville to close a portion of W. Barnwell Street that is unopened and unimproved and Lily Drive that is unopened and unimproved located on PIN numbers 9568-76-2275 and 9568-76-3519 and

WHEREAS, the City Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of a portion of W. Barnwell Street and Lily Drive..

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville:

1. A meeting will be held at 5:45 p.m. on the fourth day of April, 2019, in the Council Chambers of City Hall to consider closing a portion of West Barnwell Street and Lily Drive.
2. The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks.
3. The City Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of the Resolution of Intent.
4. The City Clerk is further directed to cause adequate notices of the Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

Adopted by the City Council at a meeting held on the seventh day of February, 2019.

\_\_\_\_\_  
Barbara G. Volk, Mayor

ATTEST:

\_\_\_\_\_  
Tammie K. Drake, City Clerk

(Seal)



City of Hendersonville  
January 2019

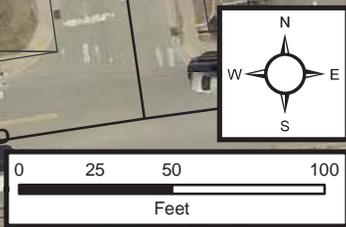
# Proposed Right-of-Way Closure Lily Dr. & Portion of W. Barnwell St. City of Hendersonville Existing Land Use

Proposed ROW  
to be Closed  
(All of Lily Drive)

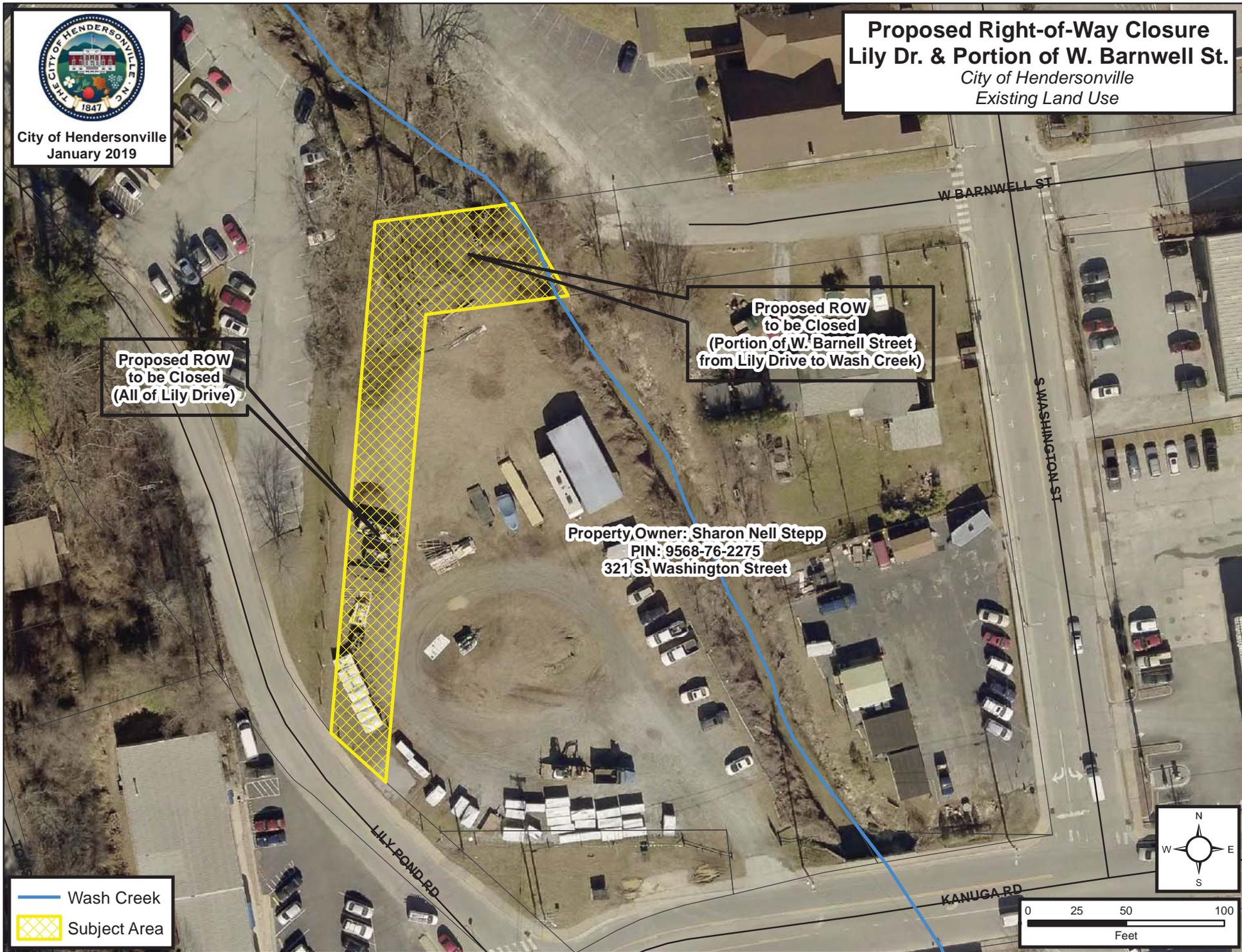
Proposed ROW  
to be Closed  
(Portion of W. Barnwell Street  
from Lily Drive to Wash Creek)

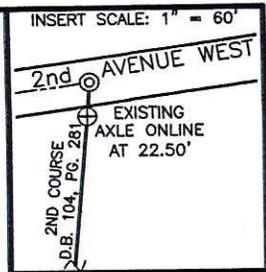
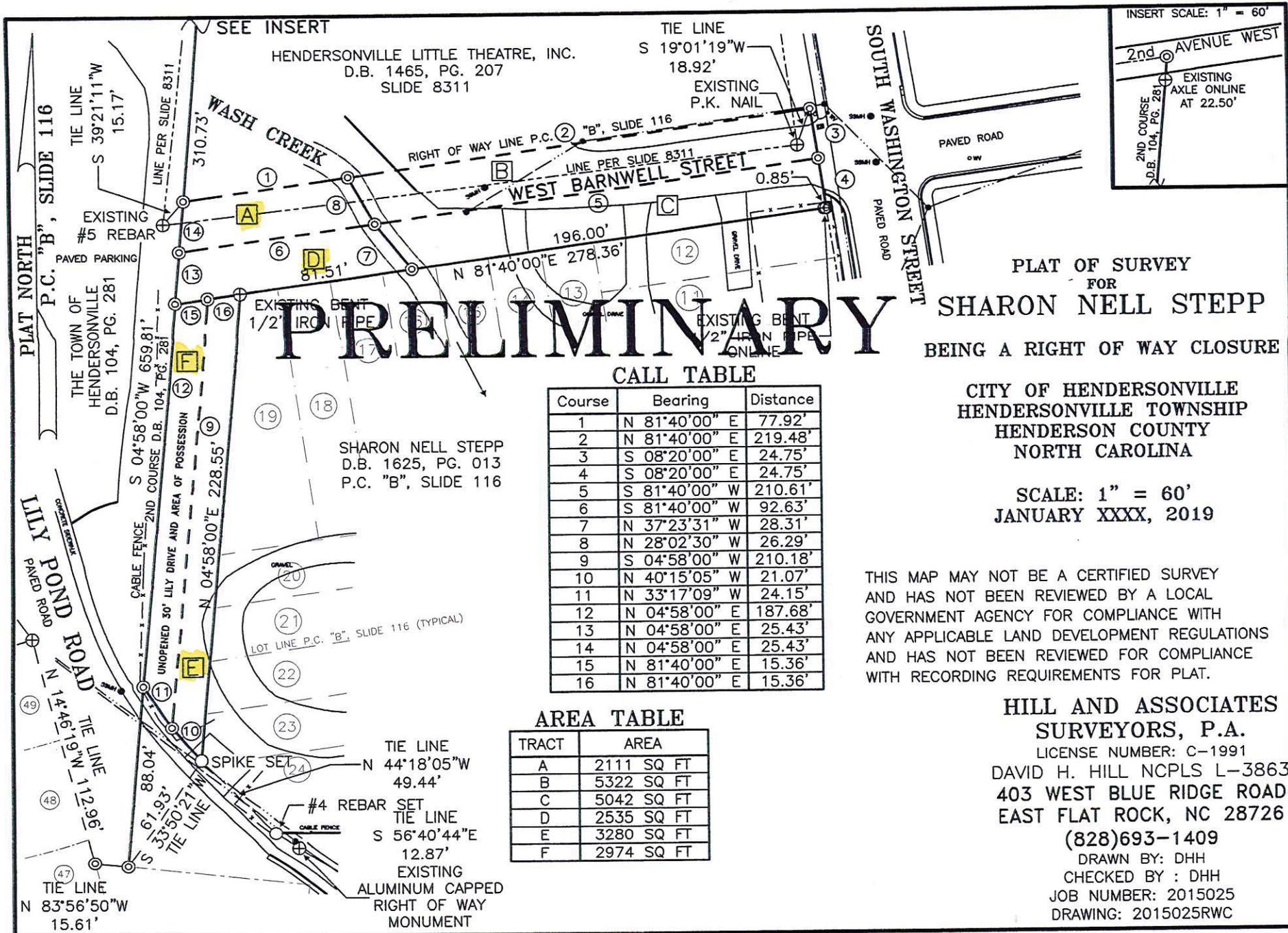
Property Owner: Sharon Nell Stepp  
PIN: 9568-76-2275  
321 S. Washington Street

-  Wash Creek
-  Subject Area



0 25 50 100  
Feet





# PRELIMINARY

PLAT OF SURVEY  
FOR  
**SHARON NELL STEPP**  
BEING A RIGHT OF WAY CLOSURE

CALL TABLE

Course	Bearing	Distance
1	N 81°40'00" E	77.92'
2	N 81°40'00" E	219.48'
3	S 08°20'00" E	24.75'
4	S 08°20'00" E	24.75'
5	S 81°40'00" W	210.61'
6	S 81°40'00" W	92.63'
7	N 37°23'31" W	28.31'
8	N 28°02'30" W	26.29'
9	S 04°58'00" W	210.18'
10	N 40°15'05" W	21.07'
11	N 33°17'09" W	24.15'
12	N 04°58'00" E	187.68'
13	N 04°58'00" E	25.43'
14	N 04°58'00" E	25.43'
15	N 81°40'00" E	15.36'
16	N 81°40'00" E	15.36'

AREA TABLE

TRACT	AREA
A	2111 SQ FT
B	5322 SQ FT
C	5042 SQ FT
D	2535 SQ FT
E	3280 SQ FT
F	2974 SQ FT

CITY OF HENDERSONVILLE  
HENDERSONVILLE TOWNSHIP  
HENDERSON COUNTY  
NORTH CAROLINA

SCALE: 1" = 60'  
JANUARY XXXX, 2019

THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLAT.

**HILL AND ASSOCIATES  
SURVEYORS, P.A.**  
LICENSE NUMBER: C-1991  
DAVID H. HILL NCPLS L-3863  
403 WEST BLUE RIDGE ROAD  
EAST FLAT ROCK, NC 28726  
(828)693-1409  
DRAWN BY: DHH  
CHECKED BY : DHH  
JOB NUMBER: 2015025  
DRAWING: 2015025RWC

2015025RWCE.txt

TRACT "E"

BEGINNING AT A POINT;

THENCE NORTH 81 DEGREES 40 MINUTES 00 SECONDS EAST A DISTANCE OF 15.36 FEET  
TO THE NORTHWEST CORNER OF DEED BOOK 1625, PAGE 013 ALSO THE CORNER OF THE SOUTHERN  
MARGIN OF BARNWELL STREET AND EASTERN MARGIN OF LILY DRIVE;

THENCE WITH THE WESTERN LINE OF DEED BOOK 1625, PAGE 013 AND EASTERN MARGIN OF  
LILY DRIVE SOUTH 04 DEGREES 58 MINUTES 00 SECONDS WEST A DISTANCE OF 228.55 FEET  
TO A POINT;

THENCE NORTH 40 DEGREES 15 MINUTES 05 SECONDS WEST A DISTANCE OF 21.07 FEET  
TO A POINT;

THENCE NORTH 04 DEGREES 58 MINUTES 00 SECONDS EAST A DISTANCE OF 210.18 FEET  
TO A POINT;

WHICH IS THE POINT OF BEGINNING,

HAVING AN AREA OF

3280 SQUARE FEET,

0.08 ACRES

2015025RWCF.txt

TRACT "F"

BEGINNING AT A POINT IN THE EASTERN LINE OF DEED BOOK 104, PAGE 281;  
THENCE NORTH 81 DEGREES 40 MINUTES 00 SECONDS EAST A DISTANCE OF 15.36 FEET  
TO A POINT;  
THENCE SOUTH 04 DEGREES 58 MINUTES 00 SECONDS WEST A DISTANCE OF 210.18 FEET  
TO A POINT;  
THENCE NORTH 33 DEGREES 17 MINUTES 09 SECONDS WEST A DISTANCE OF 24.15 FEET  
TO A POINT IN THE EASTERN LINE OF DEED BOOK 104, PAGE 281;  
THENCE WITH SAID LINE  
NORTH 04 DEGREES 58 MINUTES 00 SECONDS EAST A DISTANCE OF 187.68 FEET  
TO A POINT;  
WHICH IS THE POINT OF BEGINNING,  
HAVING AN AREA OF  
2974 SQUARE FEET,  
0.07 ACRES

2015025RWCA.txt

TRACT "A"

Beginning at a point in the Eastern line of Deed Book 104, Page 281 AND THE NORTHERN MARGIN OF THE RIGHT OF WAY FOR BARNWELL STREET AS SHOWN ON P.C. "B", SLIDE 116;

THENCE NORTH 81 DEGREES 40 MINUTES 00 SECONDS EAST A DISTANCE OF 77.92 FEET TO A POINT IN THE CENTERLINE OF WASH CREEK AND THE NORTHERN MARGIN OF SAID RIGHT OF WAY;

THENCE DOWN THE CENTERLINE OF WASH CREEK

SOUTH 28 DEGREES 02 MINUTES 30 SECONDS EAST A DISTANCE OF 26.29 FEET;

THENCE SOUTH 81 DEGREES 40 MINUTES 00 SECONDS WEST A DISTANCE OF 92.63 FEET TO A POINT IN THE EASTERN LINE OF DEED BOOK 104, PAGE 281;

THENCE WITH THE EASTERN LINE OF DEED BOOK 104, PAGE 281

NORTH 04 DEGREES 58 MINUTES 00 SECONDS EAST A DISTANCE OF 25.43 FEET TO A POINT;

WHICH IS THE POINT OF BEGINNING,

HAVING AN AREA OF

2111 SQUARE FEET,

0.05 ACRES

TRACT "D"

BEGINNING AT A POINT IN THE EASTERN LINE OF DEED BOOK 104, PAGE 281;  
THENCE NORTH 81 DEGREES 40 MINUTES 00 SECONDS EAST A DISTANCE OF 92.63 FEET  
TO POINT IN THE CENTERLINE OF WASH CREEK;  
THENCE WITH THE CENTERLINE OF WASH CREEK  
SOUTH 37 DEGREES 23 MINUTES 31 SECONDS EAST A DISTANCE OF 28.31 FEET  
TO A POINT IN THE NORTHERN LINE OF DEED BOOK 1625, PAGE 013;  
THENCE PARTIALLY WITH THE NORTHERN LINE OF DEED BOOK 1625, PAGE 013  
SOUTH 81 DEGREES 40 MINUTES 00 SECONDS WEST A DISTANCE OF 112.24 FEET  
TO A POINT IN THE EASTERN LINE OF DEED BOOK 104, PAGE 281;  
THENCE WITH THE EASTERN LINE OF SAID DEED  
NORTH 04 DEGREES 58 MINUTES 00 SECONDS EAST A DISTANCE OF 25.43 FEET  
TO A POINT;  
WHICH IS THE POINT OF BEGINNING,  
HAVING AN AREA OF  
2535 SQUARE FEET,  
0.06 ACRES



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 1/22/19

**Presenter:** Susan G. Frady, Development Asst Director

**Date of Council Meeting to consider this item:** 2-7-19

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 06g

File #P19-05 ANX

The City of Hendersonville has received a petition from Vicki D. Jones for a satellite annexation of PIN 9578-33-8633 which is approximately 0.414 acres on Bradshaw Avenue. Please refer to the attached map. This parcel is approximately 210 feet from the primary corporate limits.

Attached is the Clerk's Certificate of Sufficiency that the petition is valid. The next step in the annexation process is to accept the Clerk's certificate and set a date for the public hearing on the question of adoption of an ordinance of annexation.

Budget Impact: \$ 0 Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

## Suggested Motion:

I move Council to accept the City Clerk's Certificate of Sufficiency for Vicki Jones' petition and set March 7, 2019 as the date for the public hearing.

## Attachments:

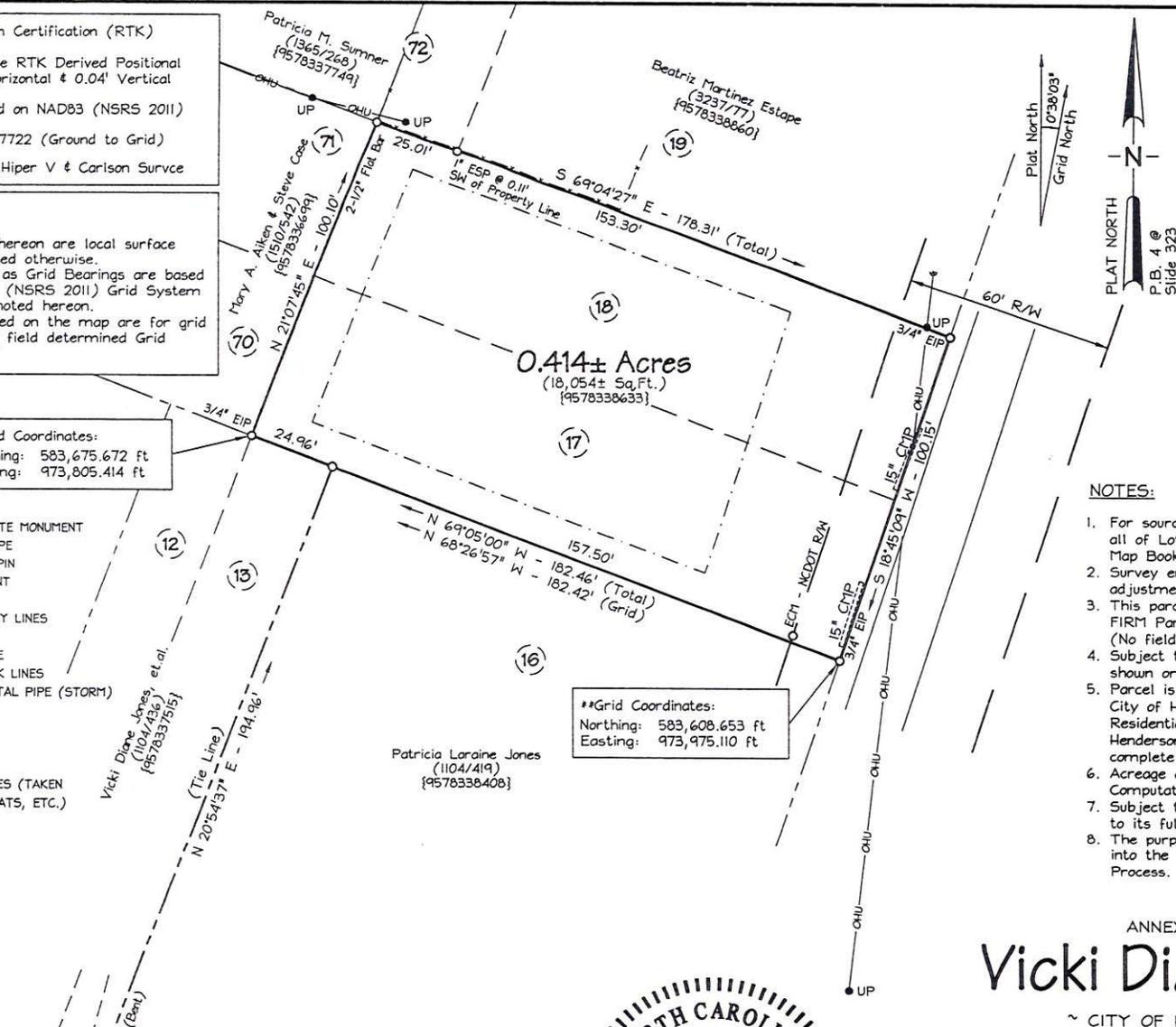
Maps  
Clerk's Certificate of Sufficiency

Global Positioning System Certification (RTK)  
 Positional Accuracy of the RTK Derived Positional Information was 0.02' Horizontal & 0.04' Vertical  
 Horizontal Positions Based on NAD83 (NSRS 2011)  
 Combined Factor: 0.99977722 (Ground to Grid)  
 Equipment Used: Topcon Hiper V & Carlson Survce

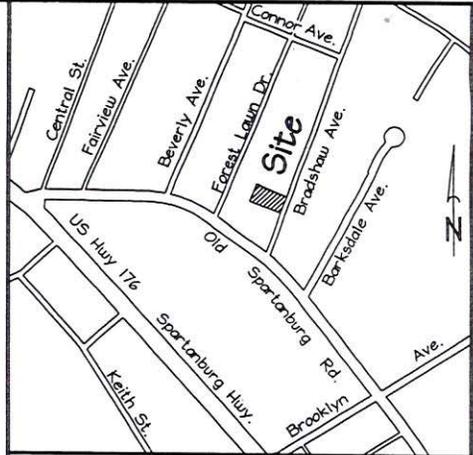
**NCGS Grid Notes:**  
 1. All distances shown hereon are local surface horizontal, unless noted otherwise.  
 2. All bearings denoted as Grid Bearings are based on the NCGS NAD83 (NSRS 2011) Grid System for the information noted hereon.  
 3. All coordinates denoted on the map are for grid distances and holding field determined Grid Coordinates.\*\*

\*\*Grid Coordinates:  
 Northing: 583,675.672 ft  
 Easting: 973,805.414 ft

- LEGEND:**
- ECM - EXISTING CONCRETE MONUMENT
  - EIP - EXISTING IRON PIPE
  - ESP - EXISTING STEEL PIN
  - - CALCULATED POINT
  - UP - UTILITY POLE
  - OHU — OVERHEAD UTILITY LINES
  - GUY WIRE
  - CHAIN-LINK FENCE
  - TYPICAL SETBACK LINES
  - CMP - CORRUGATED METAL PIPE (STORM)
  - R/W - RIGHT-OF-WAY
  - D.B. - DEED BOOK
  - P.S. - PLAT SLIDE
  - P.C. - PLAT CABINET
  - UNSURVEYED LINES (TAKEN FROM DEEDS, PLATS, ETC.)



\*\*Grid Coordinates:  
 Northing: 583,608.653 ft  
 Easting: 973,975.110 ft



**NOTES:**

1. For source of title see Deed Book 3273 at Page 379 and being all of Lots 17 and 18 of Forest Lawn Subdivision as shown on Map Book 4 at Page 65 (now Plat Cabinet B at Slide 323).
2. Survey error of closure does not exceed 1:10,000 before adjustment.
3. This parcel of land is located within Flood Zone X as per FIRM Panel No. 3700957800J, effective date October 2, 2008. (No field elevations were taken.)
4. Subject to easements for utilities, either recorded or unrecorded, shown or not shown, as applicable.
5. Parcel is located within the extraterritorial jurisdiction of the City of Hendersonville and is zoned R-15 (Medium Density Residential Zoning District). Please contact the City of Hendersonville's Development Assistance Department for complete zoning requirements.
6. Acreage of parcel shown hereon was determined by Coordinate Computation Method.
7. Subject to the right-of-way for Bradshaw Avenue (S.R. 1759) to its full legal limits, as applicable.
8. The purpose of the map is for consideration for acceptance into the City of Hendersonville boundary via the Annexation Process.

Old Spartanburg Road  
 (Paved Public Road)  
 (S.R. 1722)

Zoning:	Medium Density Residential (R-15)
Min. Lot Width:	85 feet @ Building Line
Front:	30 feet (From Road R/W)
Side:	10 feet
Rear:	15 feet
Max. Bldg. Height:	35 feet
Min. Lot Area:	15,000 square feet
Accessory Structures have a rear and side setback of five (5) feet, and a front setback of thirty (30) feet.	



ANNEXATION MAP FOR:  
**Vicki Dianne Jones**

~ CITY OF HENDERSONVILLE ETJ ~  
 HENDERSONVILLE TOWNSHIP HENDERSON CO., N.C.  
 SCALE: 1" = 50'  
 JANUARY 2019

SURVEYED BY:  
**PATTERSON & PATTERSON**  
 ENGINEERING - SURVEYING - PLANNING  
**PAUL PATTERSON WILLIAM PATTERSON**  
 Professional Engineer/Land Surveyor Professional Land Surveyor  
 P.O. BOX 6114  
 HENDERSONVILLE, NC 28793-6114  
 TEL. & FAX: (828) 692-6629  
 pattpatt555@bellsouth.net

NC FIRM: F-0734

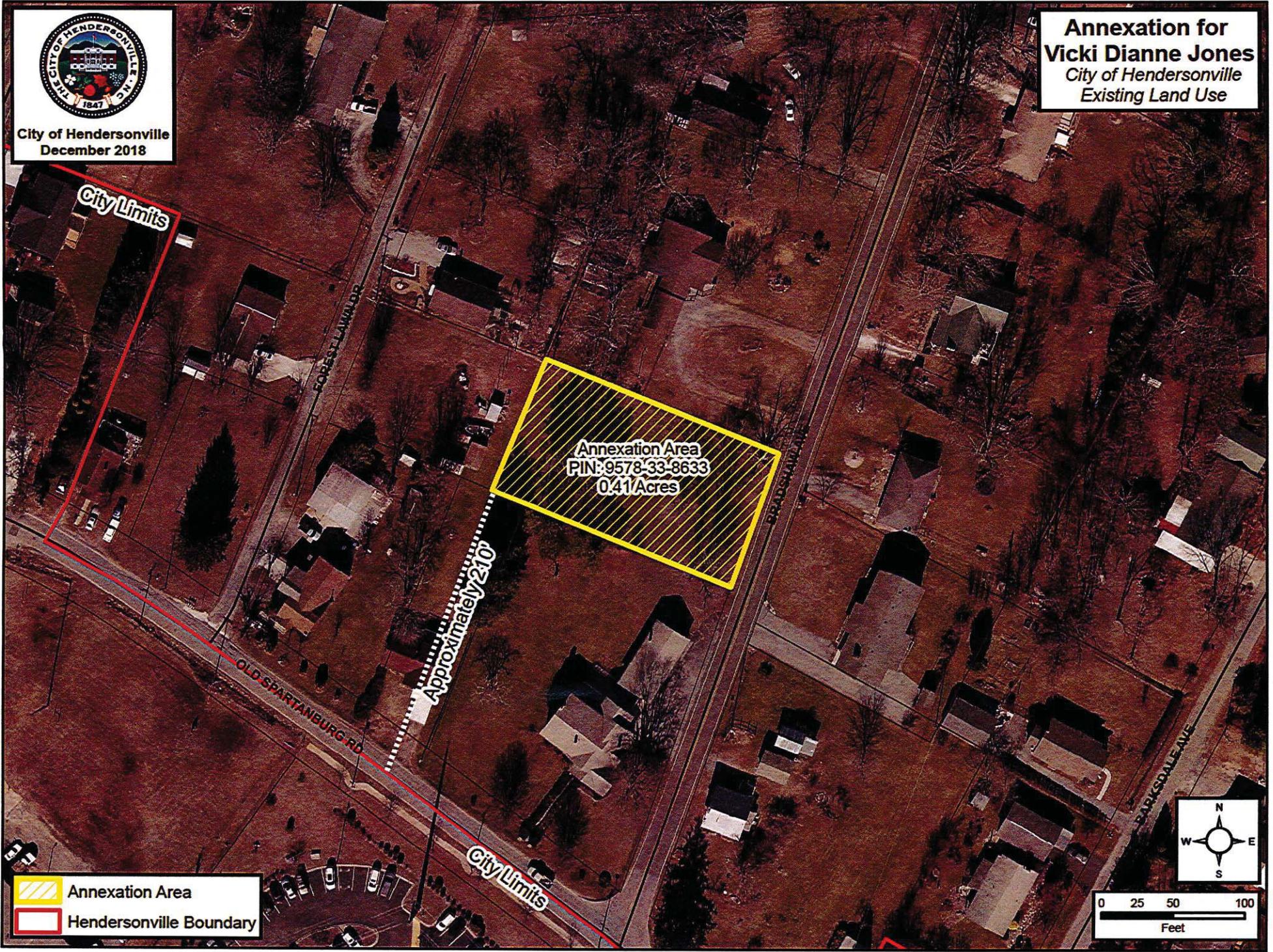
JOB NO.: 18-11-160-A

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City of Hendersonville  
December 2018

**Annexation for  
Vicki Dianne Jones**  
City of Hendersonville  
Existing Land Use



 Annexation Area  
 Hendersonville Boundary



0 25 50 100  
Feet

## CERTIFICATE OF SUFFICIENCY

**Re: Petition for Satellite Annexation  
Vicki D. Jones  
File No. P19-05-ANX**

To the Honorable Mayor and members of the City Council of Hendersonville, North Carolina:

I, Tammie K. Drake, City Clerk, begin first duly sworn, hereby certify an investigation has been completed of the above referenced petition for the satellite annexation of 0.414 acres on Bradshaw Avenue identified as tax parcel 9578338633.

A. According to the Development Assistance Department, the area described in the petition meets all of the standards set out in GS160A-58.1(b).

1. The map distance from the proposed satellite corporate limits is approximately 210 feet from the primary corporate limits.
2. No point on the proposed satellite corporate limits is closer to the primary corporate limits of another city than to the primary corporate limits of Hendersonville.
3. The area is situated so the City will, if City Council so determines, be able to provide the same services within the proposed satellite corporate limits that it provides within its primary corporate limits.
4. The area proposed for annexation is not a subdivision as defined in GS 160A-376.
5. The total area within the satellite corporate areas, including land involved in this petition, constitutes 4.3 percent of the area within the primary corporate limits.

B. The petition bears the names, addresses, and signatures of all owners of the real property within the area proposed for annexation.

C. A metes and bounds description is attached to the petition.

D. A map showing the area proposed for annexation with relation to the primary corporate limits of Hendersonville is attached to the petition.

Having made the findings stated above, I hereby certify the petition for satellite annexation presented by Vicki D. Jones is valid.

In witness whereof, I have here unto set my hand and affixed the seal of the City of Hendersonville, this 22 day of Jan., 2019.

Tammie K. Drake  
Tammie K. Drake, MMC, City Clerk



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 1-17-19

**Presenter:** Susan G. Frady

**Date of Council Meeting to consider this item:** 2-7-19

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 06h

Bike for the Blue: On January 17, 2019, the Special Events Committee met and reviewed an application from STAND TALL - Thank a Local Lawman for the Bike for the Blue event to be held on April 27, 2019 from 11:00 A.M. - 4:00 P.M.

The parade will begin at Harley Davidson of Asheville and end at Triskelion Brewing Company on 7th Avenue in Hendersonville. The riders will eat lunch at Triskelion and/or other restaurants on 7th Avenue.

The request is to close Maple Street from 7th Avenue to the alley (leaving the alley open) to park motorcycles during the portion of the event at Triskelion. The street will be closed from 11:00 A.M. - 4:00 P.M. A parade permit has been issued for the parade portion of this event by the Hendersonville Police Department.

Budget Impact: \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget?  N/A If no, describe how it will be funded.

## Suggested Motion:

I move Council approve the Special Event Permit for the Bike for the Blue Event.

Attachments:



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Rhonda Wiggins

**Department:** Admin

**Date Submitted:** January xx, 2019

**Presenter:** Lee Smith

**Date of Council Meeting to consider this item:** February 7, 2019

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 06li

Water Extension Request

Cottages at Stone Creek

This project requires an extension of the City of Hendersonville's water system to provide service to 15 lots, as well as 13 existing single-family residences located along McDowell Rd.

Water service will be provided by the addition of 2,694 lf of 8" DIP and 5 fire hydrants.  
Sewer service will be provided by individual septic systems.

This project is within the Zoning and Planning Jurisdiction of the Town of Mills River and has received approval dated January 22, 2019

Based on the above information, the Water and Sewer Department has the capacity to support this additional infrastructure and associated connections and hereby recommends approval of said project contingent upon final approval of construction plans and specifications by the Water and Sewer Department.

**Budget Impact:** \$ 0 Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

This project will be funded by the developer, Moore and Son Site contractors, Inc. of Mills River, NC

## Suggested Motion:

"I move to accept this Utility Extension Project and to authorize the City Manager to execute the associated Utility Extension Agreement on behalf of the City."

Attachments:



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Rhonda Wiggins

**Department:** Admin

**Date Submitted:** January 22, 2019

**Presenter:** Lee Smith

**Date of Council Meeting to consider this item:** February 7, 2019

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 06lii

Water and Sewer Extension Request

Cottages at Cypress Run

This project requires an extension of the City of Hendersonville's water and sewer system to provide service to 67 single family properties along Howard Gap Rd., near the intersection with Old Holbert Rd.

Water service will be provided by the extension of 2,265 lf of 6" DIP with 5 fire hydrants.  
Sewer service will be provided by the extension of 2,750 lf of 8" SDR 35 with 18 manholes.

This project is within the Zoning and Planning Jurisdiction of the City of Hendersonville, NC

Based on the above information, the Water and Sewer Department has the capacity to support this additional infrastructure and associated connections and hereby recommends approval of said project contingent upon final approval of construction plans and specifications by the Water and Sewer Department.

**Budget Impact:** \$ 0.00 Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

This project will be funded by the developer, Mountain Bean Growers, Inc/RDV Development, LLC of Mills River, NC

## Suggested Motion:

"I move to accept this Utility Extension Project and to authorize the City Manager to execute the associated Utility Extension Agreement on behalf of the City."

**Attachments:**



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Tom Wooten

**Department:** Public Works

**Date Submitted:** 1/17/2019

**Presenter:** Tom Wooten

**Date of Council Meeting to consider this item:** February 7, 2019

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 06j

The Henderson County Public School System (HCPS) has made a request to use Berkeley Mills Park Baseball Field from February 11th until May 6th for middle school baseball. Berkeley will be the home field for Hendersonville and Rugby while Blue Ridge Community College will be home field for Flat Rock and Apple Valley. Berkeley will be used for practice five days a week, with the first practice from 3:30 pm until 5:30 pm and the second practice from 5:30 pm until 7:30 pm. Once games begin, they will be played on Monday and Thursday starting at 4:30 pm with practices continuing on Tuesday, Wednesday, and Friday.

HCPS has requested for the City to waive the \$20 per player fee in exchange for HCPS providing materials and labor as described in the proposed agreement which is attached for your review. HCPS would also like to use the concession stand to have the option of selling concessions during their games.

**Budget Impact:** \$ NA Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

The budget impact is minimal since HCPS will be purchasing materials and providing labor toward maintenance of the field that the City would normally provide.

## Suggested Motion:

I move to allow the Henderson County Public School System to use Berkeley Mills Park Baseball Field for middle school baseball as stated in the attached agreement and to waive the \$20 per player rental fee.

## Attachments:

HCPS Ball Field Rental Agreement



**City of Hendersonville**  
**Public Works Department**  
305 Williams Street Hendersonville, NC 28792  
Phone: (828) 697-3084 Fax: (828) 697-3089

## **BALL FIELD RENTAL POLICIES AND FEES**

Thank you for your interest in renting one of the City's ball fields. The goal of our department is to make your rental activity as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following policies.

You are welcome to utilize the ball field from 6:00am to 10:00pm, with a reservation and permit. A permit is required for any use.

### **APPLICATION PROCESS**

**Applications will be approved according to the following priority:**

1. City Activities- activities originated by the City of Hendersonville, including recreation program;
  2. City Partnership Activities- activities that have been approved by the City Council; and
  3. General Public Activities- activities by non-profit groups, clubs, organizations, and individuals other than set forth above.
- **An application can be denied if:** 1) the ball field is not available; 2) the applicant has an unsatisfactory use record; 3) the rental does not meet applicable laws/rules; or 4) the rental could be detrimental to the best interest of the City, as determined by the Director of Public Works or other City Official.
  - **Each applicant shall be** at least 21 years of age and act or designate one person to act as the coordinator of all rental matters.
  - **Each application must contain complete information**, since City staff will not be responsible to supply any equipment, utilities, or additional services not listed on the approved application.

### **FEE SCHEDULE**

**Season Rate** is \$20 per player for a twelve week season. The teams are expected to prep the field prior to practice and games (dragging the infield, dirt work, line the field). City Staff will prep the field two times per week (mowing and dragging the infield) on a regular schedule. Additional prep work is available for \$75 per hour, two hour minimum (mowing, dragging the field, line marking, and dirt work). A practice and game schedule must be submitted along with a team roster.

**Tournament Rate** is \$150 per day. Teams are expected to prep the fields prior to each game. City Staff will prep the field two times per week (mowing and dragging the infield) on a regular schedule. Additional prep work is available for \$75 per hour, two hour minimum (mowing, dragging the field, line marking, and dirt work). A tournament consists of four games per day for four to six days.

**Camp Rate** is \$100 per day. Coaches and camp participants should prep the fields prior to field use. This rate includes field prep by the City two times per week (mowing and dragging the infield). Additional prep work is available for \$75 per hour, two hour minimum (mowing, dragging the infield, line marking and dirt

work). (No admission may be charged for the camp spectators). A camp consists of four to six hours of practice for four or five consecutive days.

- **All fees are due upon and as a condition of approval.** Fields will not be reserved without payment. Fees are due after final registration. Fees are subject to change, unless paid in full, prior to the effective date of a fee change.
  - **Light Key Deposit:** A \$25 (per key) cash deposit is required for rentals that require keys to operate field lighting. The keys must be returned within 24 hours of the last rental date to receive a refund.

## GENERAL POLICIES

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the revocation of current permits and denial of future field requests.

- **Rental Hours:** Ball fields may be rented each day from 6:00am to 10:00pm. Permitted hours must include time needed to enter and prepare field for use, remove or secure equipment, and vacate the field. Other users may be scheduled immediately prior to and following a reservation. Lights will be turned off by the renter immediately at the end of the permitted time. If city staff have to turn off the lights, an additional fee will be assessed to turn off the lights.
- **Applicant shall abide by all applicable laws**, including the prohibition of smoking and alcohol.
- **The City is not responsible for** personal injuries or for damaged or stolen property.
- **The City does not provide** portable mounds and other sports equipment. Additional field maintenance (in-field dragging, watering or line placement) beyond routine maintenance is available for an additional fee. Our regular field maintenance consists of mowing and in-field dragging twice per week plus watering as necessary.
- **Insurance Requirements:** All organizations, clubs, tournaments, and commercial groups renting a ball field must provide \$1 million of liability insurance coverage for the permitted dates. A certificate of liability insurance and an endorsement letter naming the City of Hendersonville as additionally insured must be submitted at least two weeks in advance of the first permitted date. Renters that cannot provide the correct insurance documents will have their permit revoked.
- **Styrofoam Products Prohibited:** The use of food service items comprised of expandable polystyrene, commonly referred to by the trade name “Styrofoam” is prohibited. The renter shall assume the responsibility for preventing the utilization and/or distribution of expandable polystyrene food service products, by any attendee or vendor (caterer) utilizing the City property or facility during the term of the rental agreement.
- **Notice of Non Use of Fields:** Any organization that has been allocated field space and does not intend to use it according to the permit issued shall notify the Public Work Department so the field may be re-allocated. Users may not sublease fields under any circumstance, nor allow shared or drop-in use by other users during their permitted time. Field use is for baseball unless previously approved by the Director of Public Works or City Council.
- **The City does not provide storage** at parks for rental activities. All equipment and supplies must be brought in by the applicant for the dates and times of the reservation only. Storage containers may not be brought into the park for operational supplies. Property and supplies are the responsibility of the applicant. The City is not responsible for lost, stolen or damaged equipment.
- **Vehicles are not permitted to drive on City fields.** This rule applies to coaches and other program

administrators who want to unload game equipment or supplies for the program. Please plan on bringing dollies or wagons to carry equipment and supplies into the park grounds. Vehicles are not allowed on the field for field preparation.

- **Tents:** Small tents (10' x 10') are approved for set up in pre-approved areas which do not cause trip hazards to the participants or general public.
- **All renters are responsible for controlling noise.** Amplified sound for private rentals is limited to the PA system at the field. No special permit is required for this level of sound. No other amplified sound of any other type including PA systems for announcements may be permitted.
- **Renter may temporarily hang banners** with prior approval from the Public Works Department. Banners may be hung on the ball field fences only during the permitted time and then remove them when vacating the field. All tape, hooks, zip ties, and strings used to attach the banners must also be removed and disposed of properly.
- **Crowd Control:** It is the responsibility of applicant to keep registered participants and their spectators from engaging in un-sportsmanly conduct, such as fighting or rude and abusive verbal confrontations. If field representatives or game officials of the league cannot control the situation, the applicant should contact Hendersonville Police Department for assistance. Off-duty Police Officers are available for hire through the Police Department (828) 697-3000 ext. 3051 (call between 7AM – 4PM to make arrangements).
- **Safety and Repairs:** Players warming up should not be stationed so that missed or overthrown balls can hit other park spectators, users or foot traffic. Any malfunctioning sprinklers, lights, or other mechanical park malfunctions should be reported to the City Staff immediately (828) 606-7682 or (828) 243-2282. Minor repairs may be reported by email us at [tledford@cityofhendersonville.org](mailto:tledford@cityofhendersonville.org). Please call 911 for emergencies.
- **Clean Up:** Renters must clean up around the field, parking areas, buildings and bleachers prior to vacating the property. Bathrooms must be picked up and cleaned. All recyclables must be placed in the recycling carts and trash placed in bags then placed in the trash carts. Trash cans must be emptied and new bags placed in the cans. If it is necessary for the City to provide cleaning services following the reserved activity, the renter will be charged an hourly fee of \$50 per hour (two hour minimum for after-hours clean up).
- **When fields must be closed** due to rain or other inclement weather, saturated field conditions due to irrigation problems, or for any damage due to vandalism or other conditions requiring immediate attention, applicants may be refunded or rescheduled if other dates are available and agreed upon by both parties. It is the applicant's responsibility to notify their participants and coaches to stay off the fields until further notified. Unplanned closures will be relayed to the renter.
- **Concessions:** Organizations are restricted from selling concessions without the written consent of the Public Works Director. No outside food and beverages are allowed by the spectators.
- **Parks close at 10pm.** Once the park is closed for the evening, vehicles will be under the authority of the Hendersonville Police Department and subject to ticketing and impound.
- **Sponsorships:** All sponsorships must be approved by the City of Hendersonville in writing prior to any signage or banners being installed on City Property. All sponsorships must comply with the City of Hendersonville Sponsorship Policy.

## CANCELLATIONS AND CHANGES TO APPROVED APPLICATIONS

- **All cancellations and changes must be submitted in writing** before any request will be considered.
- **A \$25 processing fee** will be charged for cancellations or changes made after a permit has been approved.
- **The City reserves the right to cancel an approved rental** in the unlikely event that the ball field cannot be used, or there is a conflicting activity.
- **The City reserves the right to terminate a rental activity**, without refund, if it is considered necessary by the Director of Public Works, his designate, or a Police Officer for the safety and welfare of the public and City.

## QUESTIONS OR NEED ASSISTANCE?

Please call the Public Works office at (828) 697-3084, if you have any questions or need assistance in any way. We wish you the best of success with your planned activity.

Emergencies – call 911.

Non-Emergencies or Routine Repairs – Call 697-3084 between 7AM – 4PM M-F. (Not urgent items such as chalk, line paint, toilet paper, paper towels needed or minor repairs.)

Equipment malfunction or game interfering problems – call (828) 243-2282 or (828) 606-7682. (Irrigation came on during a game or practice, lights malfunctioning, broken water line...)



# City of Hendersonville

## Public Works Department

305 Williams Street Hendersonville, NC 28792

Phone: (828) 697-3084 Fax: (828) 697-3089

### FIELD RENTAL APPLICATION

*Please read ball field rental information prior to completing application. Please Print Clearly or Type.*

**Applicant/Organization:** Henderson County Public Schools

**Main Contact:** Scott Rhodes **Address:** \_\_\_\_\_

**E-Mail:** wsrhodes@hcpsnc.org **Primary Phone:** (828) 697-4733

**Alternate Phone:** \_\_\_\_\_

**Rental Date(s):** February 11, 2019 – May 6, 2019 (calendars required) **games on**  
**Monday and Thursday, practice on Tuesday, Wednesday and Friday**

**Rental Time:** 3:30 pm am/pm to 7:30 pm am/pm (park close at 10pm)

**Type of Sport/Activity:** Middle School Baseball (Rugby and Hendersonville Home Field)

Practice     Game     Tournament     Clinic/Camp/Class

**Estimated Maximum Attendance:** 50-100

#### RELEASE FROM LIABILITY AND INDEMNIFICATION

In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to hold harmless the City, its officers, employees, and agents, against any and all claims, demands, causes of action, damages (including damages to City property), costs and liabilities, directly or proximately resulting from or caused by the use and occupation of the facility hereinabove described, whether such use is authorized or not or from any act of omission of applicant or any of its officers, agents, employees, guests, patrons, or invitees. The Applicant shall at its sole risk and expense, defend any and all suits, actions, or legal proceedings which may be brought against the City, its officers and employees in which in any way arise from or relate to Applicant's use of the above facility. Applicant shall also pay for any and all damages to any property of City including any damages for loss or theft of such property, done or caused by Applicant, its officers, agents, employees, guests, patrons and invitees. The undersigned hereby assumes full responsibility for, and the risk of, physical, mental and emotional injury due to the negligence of the City of Hendersonville, its officers, agents and employees. The undersigned recognizes for him or her, and any minors, which the events and occurrences to which this release applies can be dangerous and as a result of signing below, the undersigned is accepting those risks for him or herself, and for any minor participants for whom the undersigned can contract.

I have read, understand and agree to abide by the Recreation Rental Policies and Fees for the type of facility I am applying to rent and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. I understand that submittal of this application does not guarantee approval of my application.

**Applicant/Representative Signature:** W. Charles [Signature] **Date:** 1-14-19

## Additional Details for Berkeley Field:

HCPS will provide field paint, field chalk, and help with conditioner (as needed).

HCPS will replace field tarps and line striping machine as needed.

HCPS will provide labor to prep the fields, clean up trash and recycling, clean restrooms, and place trash and recycling in the appropriate carts for City collection.

HCPS can use the trap rake machine to work on the field as long as the Grounds Maintenance Supervisor provides training on how the machine works. No kids (18 and younger) are allowed to use the rake machine.

HCPS can use the concessions building to sell typical concessions items.

HCPS will solicit Pepsi for a new scoreboard.

HPCS can solicit advertising for the outfield fence, with approval by the City, with the understanding that revenue will be used to improve the field, stadium, dugouts, or concessions building.

City will provide mowing of the field twice per week, if possible.

City will provide trash and recycling collection, as needed.

City will provide trash bags, toilet paper, soap, hornet spray, zip ties for fence and fence padding.

City will provide steel or aluminum rakes, a manual tamp or soil packer, shovels, lutes, and the trap rake.

City will provide gas for the trap rake and will leave a gas can if allowed by OSHA standards.

City will provide road maintenance as needed.

City will provide repairs to the stadium as needed.

City will provide repairs to the irrigation system as needed.

City will provide repairs to the fence around the field as needed.

City will provide repairs to the field lights as needed and if funding is available.

City will provide repairs to the buildings as needed and if funding is available.



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Brent Detwiler

**Department:** Engineering

**Date Submitted:** 1/29/19

**Presenter:** Brent Detwiler

**Date of Council Meeting to consider this item:** 2/7/19

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 06k

Mud Creek Dump 2019 Additional Assessment:

As you recall portions of the Mud Creek Dump were discovered during the Jackson Park Sewer Interceptor project. Further investigations and assessments have followed over the last several years, and identified subsurface waste in two areas. NC DEQ has recently directed additional assessment work to be done including groundwater monitoring and sampling, soil cover sampling, waste characterization sampling, surface water and sediment sampling and landfill gas probe installation, screening and sampling. The data will be evaluated by DEQ to see if further investigation or work will be done.

The scope of work is in the process of being approved by DEQ and will be reimbursed. Hart & Hickman have submitted a proposal for the Mud Creek Dump 2019 Additional Assessment as described above. The proposal is attached and we welcome any questions that you may have.

**Budget Impact:** \$ 106,000 Is this expenditure approved in the current fiscal year budget? No If no, describe how it will be funded.

The City will be reimbursed by the NC DEQ Division of Waste Management's Inactive Hazardous Sites Branch for funds expended provided work was pre-approved by the Branch. Budget Amendment is included in the budget amendment item.

## Suggested Motion:

I hereby move to approve a proposal from Hart & Hickman, PC for completion of the Mud Creek Dump - Waste Boundary Delineation, Landfill Gas Evaluation and Soil Cover Evaluation and to authorize the City Manager to execute a contract for said work; as presented and recommended by staff.

## Attachments:

Hart & Hickman, PC Proposal for Mud Creek Dump - Additional Assessment Work Plan and Cost Proposal

**Via Email**

January 29, 2019

City of Hendersonville  
Engineering Department – Water and Sewer Projects  
145 Fifth Avenue East  
Hendersonville, NC 28792

Attn: Mr. Brent Detwiler, PE

Re: **Work Plan and Cost Proposal**  
**Mud Creek Dump – Additional Assessment Activities**  
Mud Creek Dump – NONCD0000798  
Hendersonville, North Carolina  
H&H Proposal No. 19-001

Dear Brent:

Hart & Hickman, PC (H&H) is pleased to present this work plan and cost proposal (Work Plan) to the City of Hendersonville (City) for additional assessment at the Mud Creek Dump (NONCD0000798) (Site or subject Site). The subject Site is located west of Mud Creek between William H. King Memorial Park and Lincoln Circle in Hendersonville, Henderson County, North Carolina. Previous assessment activities indicate that subsurface waste is present in two areas (Northern Waste Disposal Area and Southern Waste Disposal Area) at the Site. A Site location map is provided as Figure 1 and a Site map depicting the Site and surrounding area is provided as Figure 2.

The Work Plan outlines proposed assessment activities based on the North Carolina Department of Environmental Quality (DEQ) Pre-Regulatory Landfill Unit (Unit) Guidelines for Addressing Pre-Regulatory Landfills and Dumps dated November 2015 and supplemental information provided by the Unit in emails to the City dated September 13, 2018, November 1, 2018, November 26, 2018, and January 22, 2019.

### **1.0 Scope of Work**

This scope of work includes activities associated with the preparation of this work plan, proposed additional assessment activities, data evaluation and report preparations, risk assessment, and project management. Proposed additional assessment activities (Task 1 through Task 9) include the following:

- Task 1: Preparation of this work plan and cost estimate;
- Task 2: Clearing and utility locating;

- Task 3: Groundwater monitoring well installation;
- Task 4: Groundwater sampling;
- Task 5: Soil cover sampling;
- Task 6: Waste characterization sampling;
- Task 7: Surface water and sediment sampling;
- Task 8: Landfill gas probe installation, screening, and sampling;
- Task 9: Data evaluation, risk assessment, and report preparation; and
- Task 10: Project management.

Field days are assumed to be 12 hour field days which includes time for mobilization(s), field data evaluation, and shipment of samples collected for laboratory analyses.

The following sections outline the details of the proposed scope of work for the next phase of assessment activities associated proposed for the Site. In addition to performing the scope of work outlined for each subtask below, the following tasks will be addressed as part of the proposed field activities conducted.

- **Sampling Documentation**

All sample locations will be given unique identifiers and locations will be estimated in the field using a hand-held Trimble GeoXT Global Positioning System (GPS) unit capable of sub-meter accuracy using differential correction. In addition, H&H will document observed significant land disturbance.

- **Decontamination**

Non-dedicated equipment and tools will be decontaminated prior to use at each boring or sampling location, or following exposure to soil, groundwater, or waste material.

- **Investigation Derived Waste**

Drill cuttings and investigation derived waste (IDW) generated during proposed assessment activities will be inspected for unusual odors, staining, and field screened for volatile organic vapors using a calibrated photoionization detector (PID). Drill cuttings will be used to backfill soil borings unless obvious evidence of significant impacts is observed during field screening or a boring is advanced into the saturated zone.

Potentially impacted groundwater, soil, and waste will be containerized in 55-gallon steel drums, appropriately labeled, secured inside a chain link fence compound, and transported off-Site for disposal at a suitable permitted facility. Borings advanced into the saturated zone will be abandoned with hydrated bentonite or grout to the ground surface. Please note that containerized soil may need to be sampled for waste characterization and disposal purposes. Cost estimates for waste characterization analyses and drum disposal are not included in this

proposal. The City will be contacted to discuss sampling and disposal of containerized IDW if potentially impacted media are encountered.

## **2.0 Additional Assessment Activities**

### **Task 1 – Work Plan Preparation**

H&H has prepared this work plan and cost estimate for additional assessment activities at the Site as requested by the City. This subtask includes project scoping, bid collection, and technical proposal and cost estimate preparation. Upon completion and approval of this submittal, H&H will consider this task fulfilled.

### **Task 2 – Clearing, Proposed Sample and Utility Locating**

Prior to initiating drilling activities, H&H will contact North Carolina 811, the public utility locator to identify and mark underground utilities in the vicinity of the subject Site. H&H will contract with a field services company to clear paths through wooded areas in the vicinity of proposed monitoring well, soil boring, and landfill gas probe locations in order to access the proposed sample locations with drilling and support equipment. Trails will be cleared utilizing heavy equipment and a forestry mulcher to create approximately 8 foot wide paths to proposed locations in heavily wooded areas. Surficial disturbance in wooded areas will be minimized by utilizing mud mats and plywood boards to mobilize trail-blazing equipment.

H&H will mobilize to the Site before Site clearing activities to locate proposed sample locations using a hand-held Trimble GeoXT GPS capable of sub meter accuracy. Upon completion of clearing activities, H&H will contract with a private utility locating firm to screen for subsurface utilities in the vicinity of proposed sample locations utilizing ground penetrating radar (GPR) and electromagnetic (EM) survey techniques. In addition, H&H will direct the drilling subcontractor to advance each boring by hand to a minimum of five feet below ground surface (ft bgs) to further clear for unmarked subsurface utilities.

### **Task 3 – Groundwater Monitoring Well Installation**

H&H will install a total of 13 permanent groundwater monitoring wells (MW-2R and MW-7 through MW-18) using a track-mounted DPT drill rig capable of advancing borings using small diameter hollow or solid stem augers. Proposed monitoring well locations are shown on Figure 3. Five (5) monitoring wells (MW-7 and MW-14 through MW-17) will be installed in and around the Northern Waste Disposal Area and five (5) monitoring wells (MW-2R, MW-8 through MW-10, and MW-18)

will be installed in and around the Southern Waste Disposal Area. An additional three (3) monitoring wells will be installed upgradient of the Site to identify potential off-Site sources. Note that H&H will work with the City to determine groundwater monitoring well locations. As such, attempts will be made to place the wells on City-owned property, right-of-way, and/or easements.

During drilling, soil cuttings will be collected and logged for lithologic description field screened for the presence of staining and volatile organic vapors using a photo-ionization detector (PID). It is assumed that monitoring wells will be installed to approximately 20 ft bgs for costing purposes. Based on previous groundwater assessment activities conducted at the Site, we also assume that groundwater will be encountered prior to hollow stem auger refusal. Although not anticipated, if refusal is encountered prior to reaching the water table, you will be contacted to discuss alternative drilling methods and additional costs will likely be incurred.

Monitoring wells will be constructed with 10-15 feet of 2-inch diameter PVC 0.010-inch slotted pre-packed well screen set to bracket the water table, and completed with a minimum 3-foot grout seal in accordance with DEQ guidance. In the event that a 3 foot grout seal cannot be obtained due to a high water table, H&H will contact the City to discuss obtaining variance approval. Once the monitoring wells are installed, the wells will be allowed to equilibrate to static conditions and a decontaminated electronic water level indicator will be used to measure the depths to the water table relative to the ground surface. The wells will then be developed by removing a minimum of 3 to 5 well volumes and field parameters (pH  $\pm$  0.1 SU, specific conductivity varies no more than 5%, and turbidity is less than 10 NTU's) have stabilized.

During the field activities, monitoring well MW-2\* will be abandoned and subsequently replaced with proposed monitoring well MW-2R (note that cost for abandonment will be incurred by the City) Monitoring wells located either on private property or in areas which are frequently mowed will be completed as flush mount wells. The remaining wells will be completed with above ground steel protective covers.

For scheduling purposes, groundwater sampling will occur during Task 4 and after wells have had time to equilibrate.

#### **Task 4 – Groundwater Sampling**

H&H will conduct a groundwater sampling event at the site which will include site-wide gauging and the collection of groundwater samples from the 13 proposed monitoring wells (MW-2R and MW-7 through MW-18) and two previously installed monitoring wells (MW-4 and MW-6). Groundwater samples will be collected utilizing low flow/low stress purging techniques using a peristaltic pump and dedicated polyethylene tubing. The intake point of the pump tubing will be placed in the approximate mid-portion of the screened interval of the well and groundwater will be removed at a

rate no greater than 200 milliliters per minute. H&H will utilize a water quality meter to collect measurements of pH, temperature, dissolved oxygen, oxidation reduction potential, turbidity, and specific conductivity at 3-5 minute intervals during the purging process. Purging will be considered complete when the parameters stabilize (pH  $\pm$  0.1 SU, conductivity varies no more than 5%, and turbidity is less than 10 NTU's).

Groundwater samples will be analyzed for volatile organic compounds (VOCs) by EPA Method 8260B. All groundwater samples will be collected directly into laboratory supplied sample containers using the "soda straw" method to minimize volatile loss through the peristaltic pump head. The sample containers will be labeled with the sample identification, date, and requested analysis, and placed in a laboratory supplied cooler and iced.

For quality assurance purposes, one trip blank will be included in each sample shipment and one equipment rinse blank per week for analysis of VOCs by EPA Method 8260B will be collected. H&H will also collect one duplicate water sample per day during sample collection. All monitoring well locations will be estimated using a sub-meter GPS unit and surveyed by a North Carolina licensed surveyor.

### **Task 5 – Soil Cover Sampling**

H&H will collect soil cover samples from ten (10) previously sampled locations in the Northern Waste Disposal Area. Proposed soil cover boring locations are shown on Figures 4A and 4B. H&H will direct the drilling subcontractor to advance a soil boring adjacent to the previous boring location to a specified depth using stainless steel hand augers. Soils will be documented and inspected for unusual odors, obvious evidence of staining, and field screened for volatile organic vapors using a calibrated PID.

H&H will collect a sample the following previous soil cover sampling locations and associated depths: SC-35 (0-0.5'), SC-35 (1-1.5'), SC-38 (0-0.33'), SC-60 (0-0.5'), SC-60 (1-1.5'), SC-68 (0-0.5'), SC-68 (1-1.5'), SC-73 (0-0.25'), SC-77 (0-0.5'), SC-84 (0-0.5'), SC-86 (0-0.5'), SC-90 (0-0.5'), SC-90 (1-1.5'), SC-92 (0-0.5'), and SC-92 (1-1.5'). For quality assurance purposes, one equipment rinse blank will be collected per week for analysis of total chromium by EPA Method 6020 and hexavalent chromium by EPA Method 7196. H&H will also collect one duplicate soil cover sample per day during the field activities.

### **Task 6 – Waste Characterization Sampling**

H&H will collect waste characterization samples from five (5) previously sampled locations in the Northern Waste Disposal Area and two (2) previously sampled locations in the Southern Waste Disposal Area. Proposed waste characterization boring locations are shown on Figures 4A and 4B

(Northern Waste Disposal Area) and Figure 5 (Southern Waste Disposal Area). H&H will direct the drilling subcontractor to advance a soil boring adjacent to the previous waste characterization boring location to a specified depth using direct push technology (DPT)/macrocore sampling techniques. Continuous soil samples will be collected from either the center of the hand auger at each boring location or from macrocore liners, soils / waste will be documented and inspected for unusual odors, obvious evidence of staining, and field screened for volatile organic vapors using a calibrated PID.

H&H will collect a sample the following previous soil cover sampling locations and associated depths: WCB-2 (9-11'), WCB-6 (13-14'), WCB-9 (5-6'), WCB-12 (2.5-4'), WCB-15 (2.5-3.5'), WCB-17 (2.5-3.5'), and WCB-20 (3.5-5.5'). The samples will be analyzed for total chromium by EPA Method 6020 and hexavalent chromium by EPA Method 7196. For quality assurance purposes, one duplicate waste characterization sample will be collected per day during the field activities.

### **Task 7 – Surface Water and Sediment Sampling**

H&H will collect surface water and sediment samples from 13 previous sampled locations (SW-1/SS-1 through SW-13/SS-13) and one additional location (SW-14/SS-14) from an unnamed tributary upstream of Ashe Street. Proposed surface water and sediment sampling locations are shown on Figure 6. In general, surface water and sediment samples will be collected from downstream to upstream order sample locations. If any surface water sampling locations are found to be dry, a sample will be collected at the nearest upstream location.

H&H will utilize a water quality meter to collect measurements of pH, temperature, dissolved oxygen, oxidation reduction potential, turbidity, and specific conductivity of surface water samples. Surface water samples will be collected during base flow conditions. If surface water samples are highly turbid, they will be collected in a separate collection container and then decanted into the sample container. Sediment samples will be collected using an AMS Deep Dredge Sampler and will be sampled directly into laboratory containers.

Samples will be analyzed for VOCs by EPA Method 8260B and metals (antimony, arsenic, beryllium, cadmium, chromium, copper, iron, lead, manganese, mercury, nickel, selenium, silver, thallium, and zinc) by EPA Methods 6020/7470/7471. Additionally, SW-11/SS-11 and SW-13/SS-13 will be analyzed for hexavalent chromium by EPA Method 7196. For quality assurance purposes, one equipment rinse blank will be collected per week for analysis of all parameters listed above. In addition, a duplicate surface water and sediment sample will be collected per day for analysis of applicable parent sample parameters listed above and a trip blank will be included in each sample shipment and analyzed for VOCs by EPA Method 8260B.

## **Task 8 - Landfill Gas Probe Installation, Screening, and Sampling**

H&H will install two permanent landfill gas probes (GP-11 and GP-12) in the Northern Waste Disposal Area. Proposed landfill gas probe locations are shown on Figure 7. The landfill gas probes will be installed with DPT and/or hollow or solid stem auger drilling techniques. The probes will be installed to an estimated depth of 5-8 feet bgs with a 6-inch 0.010-inch stainless steel screen. The annular space of the boreholes will be filled with filter sand followed by a bentonite and grout seal to prevent short-circuiting of air from the surface. To facilitate screening and sampling, ¼-inch Teflon® tubing will be installed inside of the probe and connected to a 1-inch slip cap used to secure the probe point. The gas probe will be completed with an aboveground protective cover.

Note that landfill gas probes will be installed within the waste area at a depth no shallower than 5 feet bgs and at least two feet above the seasonal high groundwater table. If the groundwater table is less than 7 feet bgs, the landfill gas probes will not be installed.

After installation of the landfill gas probes, H&H will screen the newly installed landfill gas probes and two previously installed landfill gas probes (GP-6 and GP-8) for target landfill gases (methane, oxygen, carbon dioxide, carbon monoxide, hydrogen sulfide, and barometric pressure) and VOCs using a MiniRAE PID, GEM2000+, and hygrometer. H&H will calibrate each instrument in the field per the manufacturer's specifications and will conduct bump tests before, periodically during, and after the landfill gas survey to ensure proper calibration. Calibration procedures will be documented in the field as well as information detailing the equipment manufacturer, model number, serial number, date of factory calibration and maintenance, set up parameters, measurement units, detection limits, and types of calibration gas and their expiration dates. In addition, field logs will include the name of the person conducting the evaluation, a description of weather conditions, alternate forms of cross-contamination, as well as hourly ambient temperature, humidity, and barometric pressure readings. For quality assurance/quality control, duplicate readings will be collected from two locations. An upwind background reading will also be collected. For sample locations where readings show equal to or greater than 2% change between two readings, an additional reading will be collected from those sampling locations.

After screening of the landfill gas probes, a leak check will be conducted at each sample location by constructing a shroud around the sampling point, sampling fittings and sampling connections, and flooding the air within the shroud with helium gas. Helium within the shroud will be monitored using a helium gas detector. Using a syringe and three-way valve, the sample point will be purged and then vapor will be collected outside of the shroud into a Tedlar® bag and analyzed using the helium gas detector to ensure that helium concentrations are less than 10% of the concentration measured within the shroud.

Following a successful leak check, the landfill sub-slab soil gas samples will be collected into laboratory-supplied 1 liter (or greater volume) stainless steel Summa canisters connected to in-line flow controllers with a laboratory calibrated vacuum gauge. The flow controller will be connected to the sample tubing at each sampling point using a brass nut and ferrule assembly to form an air-tight seal. The flow regulator will be pre-set by the laboratory to regulate the intake rate to approximately 100 milliliters per minute. Once the sample train is assembled, the intake valve on the canister will be fully opened to begin collection of the sub-slab soil gas sample. Vacuum readings on the Summa canister will be recorded prior to and following the sampling period to ensure adequate sample volume was collected. A vacuum will be maintained within the canisters at the conclusion of the sampling event. To evaluate the reproducibility of the sample results, one duplicate sub-slab soil gas sample will be collected using a laboratory-supplied T-sampler which allows collection of two samples from a single sample port simultaneously.

Upon completion of sample collection, the Summa canister's valve will be closed, and the regulator will be disconnected from the canister. The canisters will be placed in laboratory-supplied shipping containers, properly labeled, and shipped under standard chain-of-custody protocols to a qualified laboratory for analysis of select VOCs tetrachloroethylene (PCE), trichloroethylene (TCE), cis-1,2-dichloroethylene, naphthalene, and vinyl chloride by EPA Method TO-15. The laboratory will be requested to use reporting limits that are below DEQ Division of Waste Management (DWM) Residential Vapor Intrusion Sub-slab and Exterior Soil Gas Screening Levels (SGSLs). In addition, the laboratory will be requested to record and provide final vacuum readings upon receipt of the Summa canisters.

### **Task 9 - Data Evaluation and Report Preparation**

Upon completion of the proposed assessment activities and receipt of laboratory analytical results, H&H will prepare a report documenting the methods and results for each task including supporting tables and figures. The report will consist of the following:

Detailed description of methodologies and results including:

- Summary of the overall scope of work including any deviations from the DEQ approved work plan;
- Summary of groundwater monitoring well installation activities and results, including evaluation of historical groundwater analytical data using the DEQ Risk Calculator;
- Summary of soil cover sampling activities, results, and evaluation of historical soil cover analytical data using the DEQ Risk Calculator;
- Summary of waste characterization sampling activities results, and evaluation of historical waste characterization analytical data using the DEQ Risk Calculator;

- Summary of surface water and sediment sampling activities, results, and evaluation of historical surface water and sediment analytical data using the DEQ Risk Calculator; and
- Summary of landfill gas probe installation, screening, results, and evaluation of landfill gas analytical data using the DEQ Risk Calculator.

Tabular summaries of results will include:

- GPS coordinates for all sample locations;
- Groundwater monitoring well and landfill gas probe construction details; and
- Laboratory analytical results.

Supporting CAD generated figures will include the following:

- Most currently available USGS topographic map depicting contours within 1,000 feet of waste disposal boundaries. Topographic contours will be depicted on following supporting figures;
- A Site and Surrounding Area Map with locations of property boundaries, the interpreted horizontal extent of waste disposal based on results of previous assessment activities, Site structures and buildings, and additional information pertinent to future assessment activities;
- Soil boring location maps;
- Monitoring well location maps; and
- Soil and groundwater concentrations maps depicting locations and compounds detected at concentrations exceeding DEQ Preliminary Soil Remediation Goals (PRSGs) or 2L Standards.

The following raw data will be attached to the report as Appendices:

- Field notes documenting field activities;
- Instrument calibration information;
- Soil boring logs;
- Groundwater Sampling Logs;
- DEQ Risk Calculator documentation; and
- Analytical Data Sheets.

## **Task 10 – Project Management**

This subtask includes labor for scheduling personnel and subcontractors, correspondence with the laboratories, coordination with field personnel, the City and the Unit, evaluation of data collected in the field, development of Site-specific sampling forms and logs, pre-loading the GPS unit, and general laboratory completeness checks.

### 3.0 Schedule

The following table is our proposed schedule for the scope of work and consists of 15 total field days.

Schedule	Task	Task Description	H&H Staff On-Site	Subcontractors On-Site
Week 1 Days 1-2 (2 days)	Task 2	Clearing and Utility Locating	1	Utility Locator and Clearing Subcontractors
Week 1 Days 3-5 and Week 2 Days 1-2 (5 days)	Task 3	Groundwater Monitoring Well Installation	1	Driller
Week 2 Day 3 (1 day)	Task 5	Soil Cover Soil Sampling	1	Driller
Week 2 Day 4 (1 day)	Task 6	Waste Characterization Sampling	1	Driller
Week 2 Day 5 and Weeks 3 Day 1 (2 days)	Task 8	Landfill Gas Probe Installation, Screening, and Sampling	2 (second day only for second staff)	Driller (1 day only)
Week 3 Days 2-3 (2 days)	Task 4	Groundwater Sampling	2	-
Week 3 Day 4-5 (2 days)	Task 7	Surface Water and Sediment Sampling	2	-

H&H plans to begin coordination of field work within 15 working days of the approval of this work plan/cost proposal. The onset of field work will ultimately be contingent upon subcontractor availability and access agreements to private properties. H&H estimates the field investigation activities outlined above can be completed in approximately three weeks including mobilization and demobilization. It is anticipated a draft summary of analytical data tables and figures documenting the scope of work can be submitted to the City within six weeks after completion of field activities. A final report can be submitted within six weeks of receiving comments from the Unit and the City. Invoices for work authorized and performed under this proposal will be issued monthly to the City.

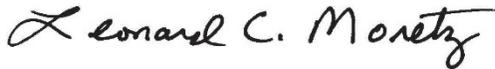
#### 4.0 Estimated Costs

H&H proposes to conduct the additional assessment activities at the Mud Creek Dump on a time and materials basis using the Unit's approved fee schedule. Please find the attached cost estimate *Cost Proposal – HVL-007* for a summary of these proposed costs.

We appreciate the opportunity to assist with this project. Should you have any questions or need additional information please do not hesitate to call us at (919) 847-4241.

Very truly yours,

**Hart & Hickman, PC**



Leonard C. Moretz, PG, RSM  
Senior Project Manager



Justin Ballard, PG  
Senior Project Geologist

#### Attachments

Figure 1: Site Location Map

Figure 2: Site Map

Figure 3: Proposed Monitoring Well Location Map

Figures 4A and 4B: Proposed Soil Cover / Waste Characterization Sample Location Map – Northern Waste Disposal Area

Figure 5: Proposed Waste Characterization Sample Location Map – Southern Waste Disposal Area

Figure 6: Proposed Surface Water and Sediment Sample Location Map

Figure 7: Proposed Landfill Gas Probe Location Map

Cost Proposal - HVL-007

Driller subcontractor quotes

Laboratory subcontractor quotes

Utility locating subcontractor quotes

Clearing subcontractor quotes

### AUTHORIZATION

The scope of work and costs presented in H&H's Proposal No. 19-001 and the terms and conditions of the previously signed Professional Services Agreement are acceptable. H&H is authorized to proceed with the scope of work.

By: \_\_\_\_\_

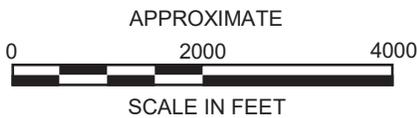
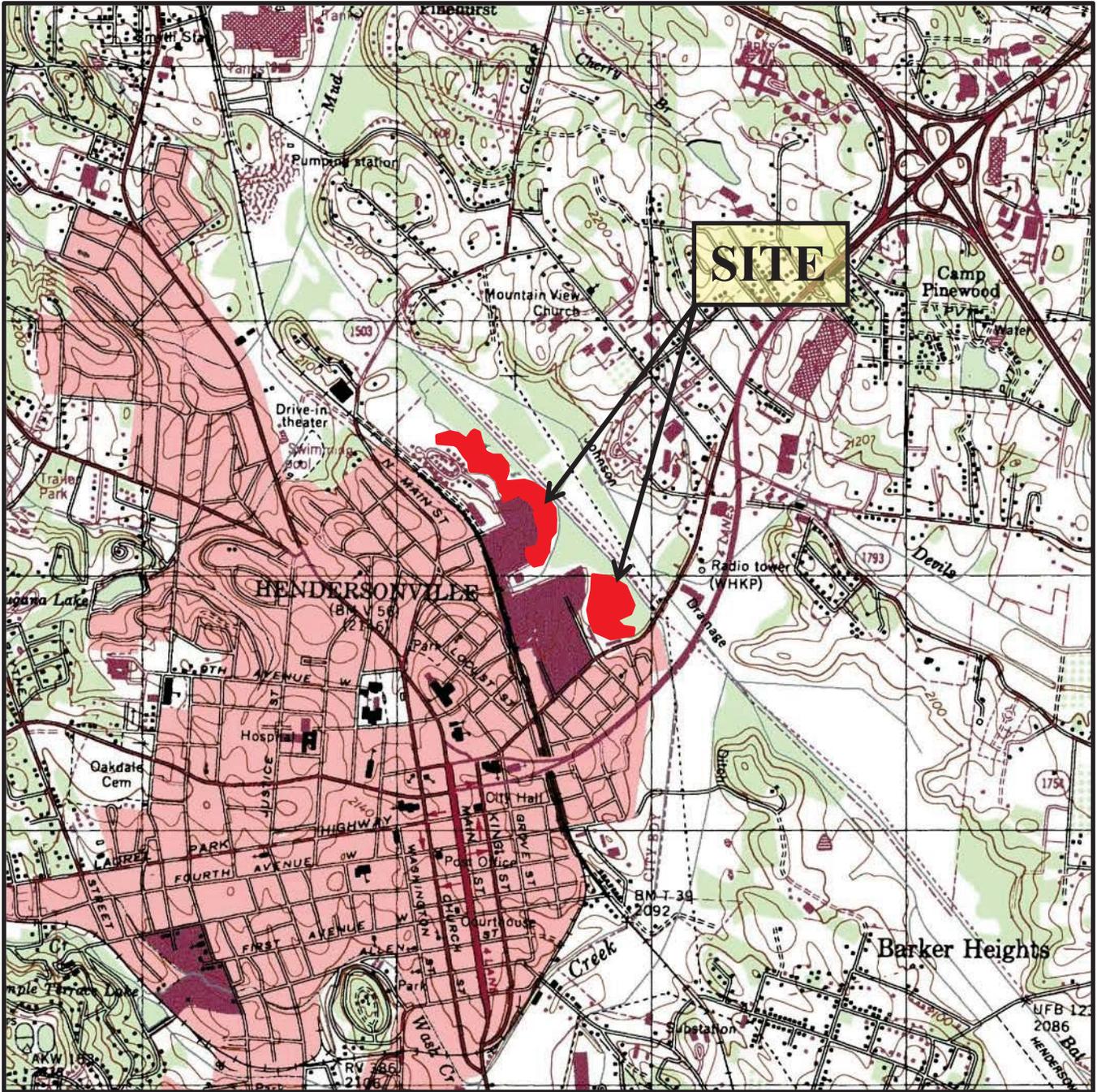
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For: \_\_\_\_\_

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## FIGURES

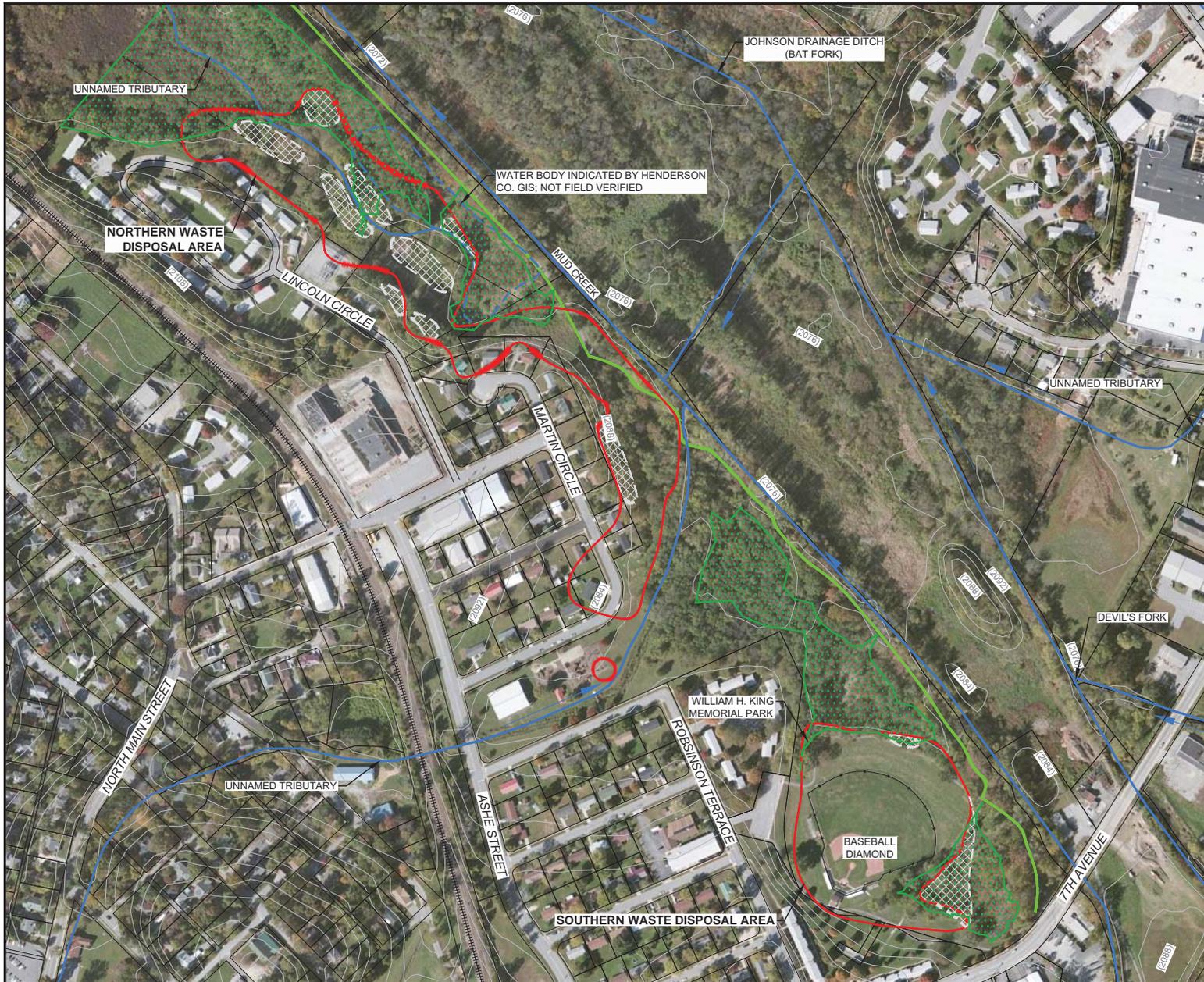


U.S.G.S. QUADRANGLE MAPS

HENDERSONVILLE, NC 1997

QUADRANGLE  
7.5 MINUTE SERIES (TOPOGRAPHIC)

TITLE	SITE LOCATION MAP	
PROJECT	MUD CREEK DUMP - NCD0000789 HENDERSONVILLE, NORTH CAROLINA	
 3921 Sunset Ridge Rd, Suite 301 Raleigh, NC 27607 919.847.4241 (p) 704.586.0373 (f) <b>SMARTER ENVIRONMENTAL SOLUTIONS</b> License #C-1269/#C-245 Geology		
DATE:	1-9-19	REVISION NO: 0
JOB NO:	HVL-005	FIGURE: 1



**LEGEND**

- BURIED WASTE DISPOSAL AREA
- PARTIALLY BURIED SURFACE DEBRIS
- FENCELINE
- SURFACE WATER BODY
- PROPERTY BOUNDARY
- RAILROAD TRACKS
- WETLANDS
- INDEX CONTOUR (FT ABOVE MSL)  
(2076)
- 4 FOOT CONTOUR INTERVAL
- OKLAWAHA GREENWAY
- SURFACE WATER FLOW DIRECTION

**NOTES:**

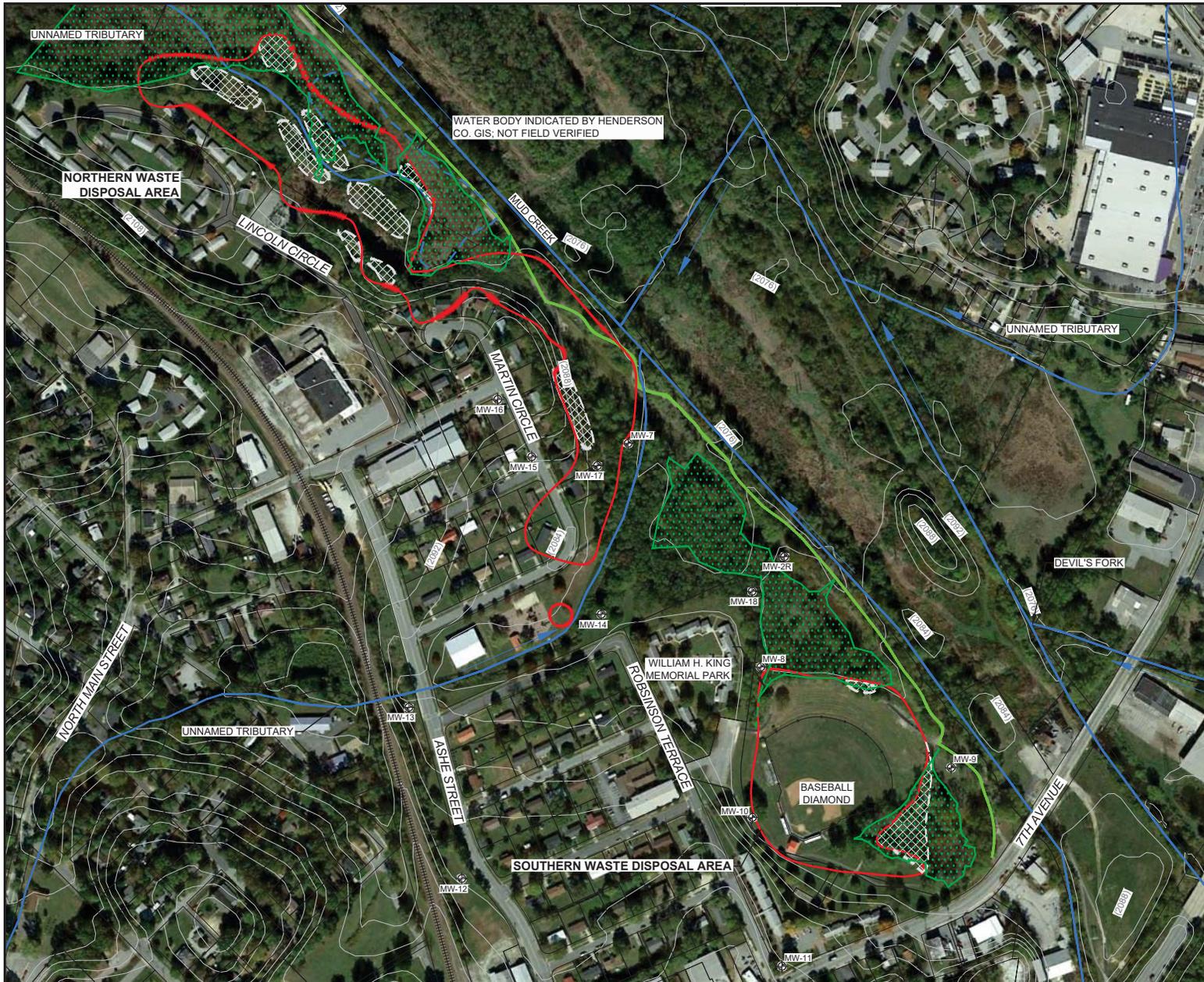
1. ELEVATION DATA PROVIDED BY USGS 2007 LIDAR SURVEY.
2. WASTE DISPOSAL BOUNDARIES DETERMINED BY H&H DURING ASSESSMENT ACTIVITIES CONDUCTED IN JUNE 2016, APRIL 2017, JANUARY 2018, & FEBRUARY 2018.
3. BASEMAP OBTAINED FROM HENDERSON COUNTY GIS DEPARTMENT.
4. WETLAND AREAS SHOWN REFLECTIVE OF DELINEATION ACTIVITIES CONDUCTED BY H&H & FIELD APPROVED BY THE USAGE ON MARCH 6, 2018.

APPROXIMATE  
 0 300 600  
 SCALE IN FEET

<b>TITLE</b>	SITE MAP
<b>PROJECT</b>	MUD CREEK DUMP - NONCD0000798 HENDERSONVILLE, NORTH CAROLINA
<b>DATE:</b> 4-9-18	<b>REVISION NO. 0</b>
<b>JOB NO. HVL-005</b>	<b>FIGURE NO. 2</b>

**hart hickman** 3921 Sunset Ridge Road, Suite 301  
 Raleigh, North Carolina 27607  
 919-847-4241 (p) 919-847-4261 (f)  
 License # C-1269 / #C-245 Geology  
SMARTER ENVIRONMENTAL SOLUTIONS

S:\AAA Master Projects\City of Hendersonville - HVL\HVL-005 Additional Assessment\Report\Figures\Figure.dwg, FIG. 2, 4/9/2018 2:27:07 PM, zbarlow



**LEGEND**

- BURIED WASTE DISPOSAL AREA
- PARTIALLY BURIED SURFACE DEBRIS
- FENCELINE
- SURFACE WATER BODY
- PROPERTY BOUNDARY
- RAILROAD TRACKS
- WETLANDS
- (2076) INDEX CONTOUR (FT ABOVE MSL)
- 4 FOOT CONTOUR INTERVAL
- OKLAWAHA GREENWAY
- SURFACE WATER FLOW DIRECTION
- + PROPOSED PERMANENT TYPE II MONITORING WELLS

**NOTES:**

1. ELEVATION DATA PROVIDED BY USGS 2007 LIDAR SURVEY.
2. WASTE DISPOSAL BOUNDARIES DETERMINED BY H&H DURING ASSESSMENT ACTIVITIES CONDUCTED IN JUNE 2016, APRIL 2017, JANUARY 2018, & FEBRUARY 2018.
3. BASEMAP OBTAINED FROM HENDERSON COUNTY GIS DEPARTMENT.
4. WETLAND AREAS SHOWN REFLECTIVE OF DELINEATION ACTIVITIES CONDUCTED BY H&H & FIELD APPROVED BY THE USAGE ON MARCH 6, 2018.



APPROXIMATE  
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**TITLE**  
PROPOSED MONITORING WELL LOCATION MAP

**PROJECT**  
MUD CREEK DUMP - NONCD0000798  
HENDERSONVILLE, NORTH CAROLINA

**hart hickman** 3921 Sunset Ridge Road, Suite 301  
Raleigh, North Carolina 27607  
919-847-4241(p) 919-847-4261(f)  
License # C-1269 / #C-245 Geology  
**SMARTER ENVIRONMENTAL SOLUTIONS**

DATE: 1-9-19	REVISION NO. 0
JOB NO. HVL-005	FIGURE NO. 3

\\HVF01\MasterFiles\AAA\_Master Projects\Cof Hendersonville - HVL\HVL\_007 Additional Assessment\Work Plan and Cost Proposal\Figures\1-4-19 Revised DWG\Figures\_1-4-19.dwg, FIG. 3, 1/9/2019 3:03:48 PM  
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- LEGEND**
- BURIED WASTE DISPOSAL AREA (DASHED WHERE INFERRED)
  - SURFACE WATER BODY
  - SURFACE WATER FLOW DIRECTION
  - ▨ WETLANDS
  - 
 PROPERTY BOUNDARY
  - +++++ RAILROAD TRACKS
  - (2076) INDEX CONTOUR (FT ABOVE MSL)
  - 4 FOOT CONTOUR INTERVAL
  - OKLAWAHA GREENWAY
  - SOIL COVER BORING LOCATION (H&H 2017)
  - SOIL COVER/ WASTE CHARACTERIZATION BORING LOCATION (H&H 2017)
  - PROPOSED SOIL COVER BORING LOCATION
  - PROPOSED SOIL COVER/ WASTE CHARACTERIZATION BORING LOCATION

- NOTES:**
1. ELEVATION DATA PROVIDED BY USGS 2007 LIDAR SURVEY.
  2. WASTE DISPOSAL BOUNDARIES DETERMINED BY H&H DURING ASSESSMENT ACTIVITIES CONDUCTED IN JUNE 2016, APRIL 2017, JANUARY 2018, & FEBRUARY 2018.
  3. BASEMAP OBTAINED FROM HENDERSON COUNTY GIS DEPARTMENT.
  4. WETLAND AREAS SHOWN REFLECTIVE OF DELINEATION ACTIVITIES CONDUCTED BY H&H & FIELD APPROVED BY THE USACE ON MARCH 6, 2018.



PROPOSED SOIL COVER/WASTE CHARACTERIZATION SAMPLING MAP - NORTHERN WASTE DISPOSAL AREA

PROJECT  
**MUD CREEK DUMP - NONCD0000798**  
**HENDERSONVILLE, NORTH CAROLINA**

**hart hickman** 3921 Sunset Ridge Road, Suite 301  
 Raleigh, North Carolina 27607  
 919-847-4241(p) 919-847-4261(f)  
 License # C-1269 / #C-245 Geology  
 SMARTER ENVIRONMENTAL SOLUTIONS

DATE: 1-9-19	REVISION NO. 0
JOB NO. HVL-005	FIGURE NO. 4A

\\HFS01\MasterFiles\AAA\_Master Projects\Cty of Hendersonville - HVL\HVL-007 Additional Assessment\Work Plan and Cost Proposal\Figures\1-4 - 19 Revised DWG\North WDA Figure\_14119.dwg, FIG-4A, 1/9/2019 2:59:06 PM, S:\vincent



\\HFS01\MasterFiles\AAA\_Master Projects\Cty of Hendersonville - HVL\HVL-007 Additional Assessment\Work Plan and Cost Proposal\Figures\1-4-19 Revised DWG\South WDA Figures.dwg FIG.5, 1/9/2019 3:03:31 PM  
 5/19/2019



- LEGEND**
- BURIED WASTE DISPOSAL AREA
  - CHAINLINK FENCE
  - SURFACE WATER BODY
  - SURFACE WATER FLOW DIRECTION
  - WETLANDS
  - PROPERTY BOUNDARY
  - (2076) INDEX CONTOUR (FT ABOVE MSL)
  - 4 FOOT CONTOUR INTERVAL
  - OKLAWAHA GREENWAY
  - WASTE CHARACTERIZATION BORING LOCATION (H&H 2017)
  - PROPOSED WASTE CHARACTERIZATION BORING LOCATION

- NOTES:**
1. ELEVATION DATA PROVIDED BY USGS 2007 LIDAR SURVEY.
  2. WASTE DISPOSAL BOUNDARIES DETERMINED BY H&H DURING ASSESSMENT ACTIVITIES CONDUCTED IN JUNE 2016, APRIL 2017, JANUARY 2018, & FEBRUARY 2018.
  3. BASEMAP OBTAINED FROM HENDERSON COUNTY GIS DEPARTMENT.
  4. WETLAND AREAS SHOWN REFLECTIVE OF DELINEATION ACTIVITIES CONDUCTED BY H&H & FIELD APPROVED BY THE USACE ON MARCH 6, 2018.

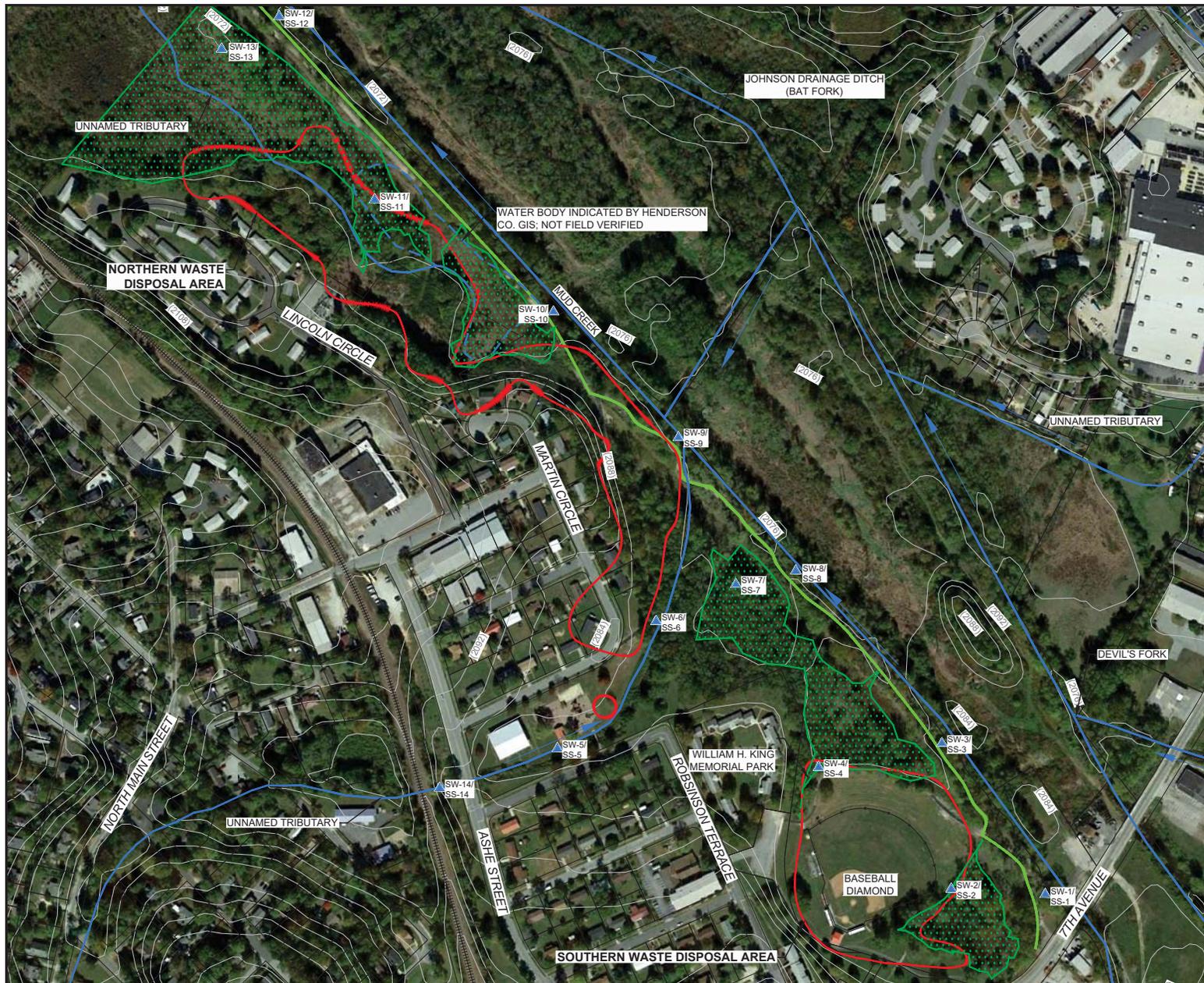


**TITLE**  
 PROPOSED WASTE CHARACTERIZATION SAMPLING MAP - SOUTHERN WASTE DISPOSAL AREA

**PROJECT**  
 MUD CREEK DUMP - NONCD0000798  
 HENDERSONVILLE, NORTH CAROLINA

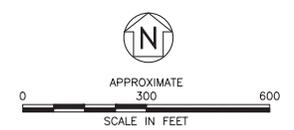
**hart hickman** 3921 Sunset Ridge Road, Suite 301  
 Raleigh, North Carolina 27607  
 919-847-4241(p) 919-847-4261(f)  
 License # C-1269 / #C-245 Geology  
 SMARTER ENVIRONMENTAL SOLUTIONS

DATE: 1-9-19	REVISION NO. 0
JOB NO. HVL-005	FIGURE NO. 5



- LEGEND**
- BURIED WASTE DISPOSAL AREA
  - FENCELINE
  - SURFACE WATER BODY
  - PROPERTY BOUNDARY
  - RAILROAD TRACKS
  - WETLANDS
  - (2076) INDEX CONTOUR (FT ABOVE MSL)
  - 4 FOOT CONTOUR INTERVAL
  - OKLAWAHA GREENWAY
  - SURFACE WATER FLOW DIRECTION
  - ▲ PROPOSED SURFACE WATER/ SEDIMENT SAMPLE LOCATION

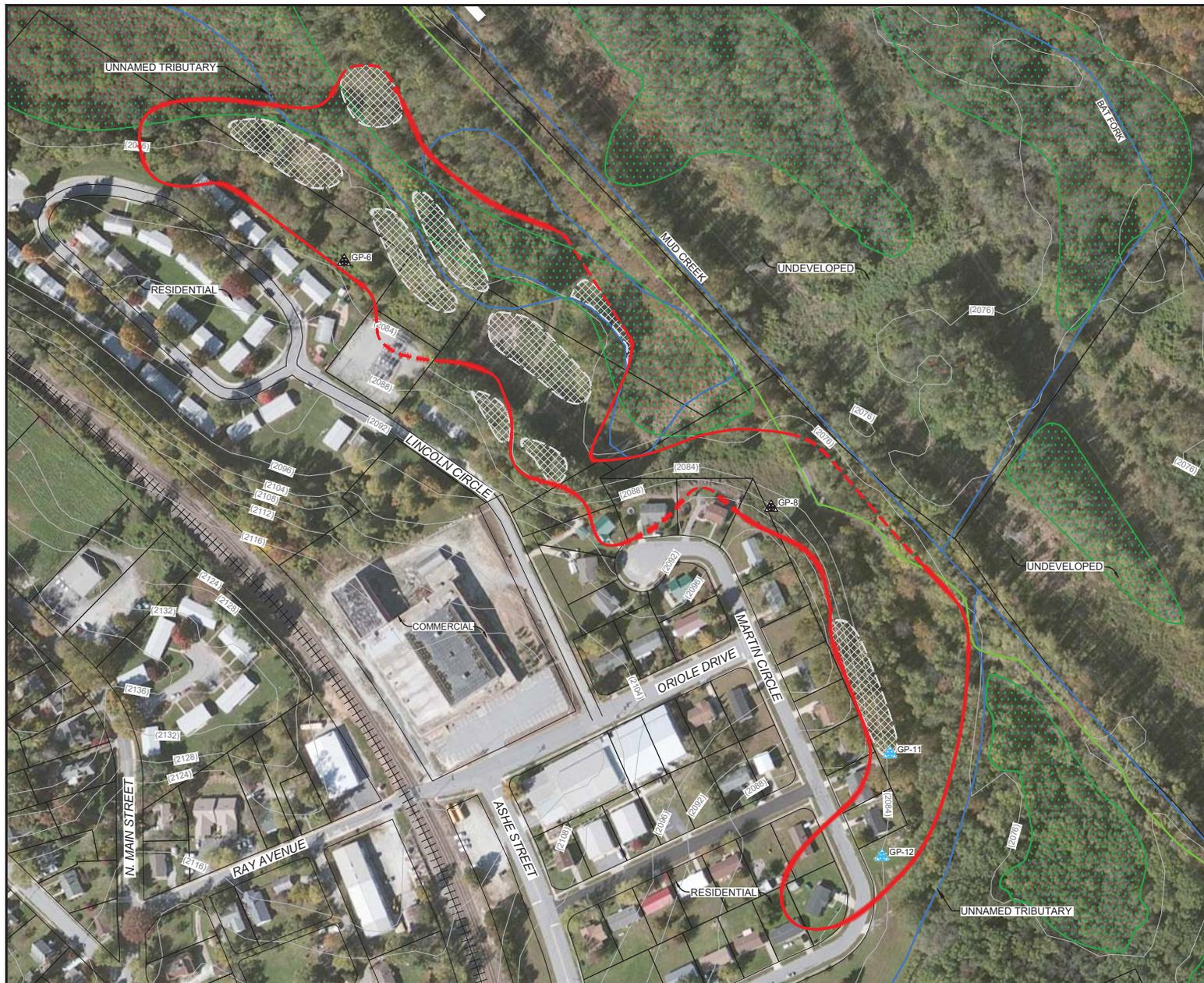
- NOTES:**
1. ELEVATION DATA PROVIDED BY USGS 2007 LIDAR SURVEY.
  2. WASTE DISPOSAL BOUNDARIES DETERMINED BY H&H DURING ASSESSMENT ACTIVITIES CONDUCTED IN JUNE 2016, APRIL 2017, JANUARY 2018, & FEBRUARY 2018.
  3. BASEMAP OBTAINED FROM HENDERSON COUNTY GIS DEPARTMENT.
  4. WETLAND AREAS SHOWN REFLECTIVE OF DELINEATION ACTIVITIES CONDUCTED BY H&H & FIELD APPROVED BY THE USACE ON MARCH 6, 2018.



<b>TITLE</b>	
PROPOSED SURFACE WATER & SEDIMENT SAMPLE LOCATION MAP	
<b>PROJECT</b>	
MUD CREEK DUMP - NONCD0000798 HENDERSONVILLE, NORTH CAROLINA	
<b>SMARTER ENVIRONMENTAL SOLUTIONS</b>	
<span style="font-size: small; vertical-align: middle;">3921 Sunset Ridge Road, Suite 301 Raleigh, North Carolina 27607 919-847-4241(p) 919-847-4261(f) License # C-1269 / #C-245 Geology</span>	
DATE: 1-9-19	REVISION NO. 0
JOB NO. HVL-005	FIGURE NO. 6

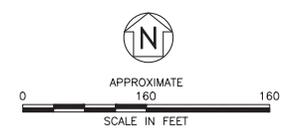
\\HHS01\MasterFiles\AAA\_Master Projects\Civ of Hendersonville - HVL\HVL-007 Additional Assessment\Work Plan and Cost Proposal\Figures\1-4-19 Revised DWG\Figures\_1\_4\_19.dwg, PLOT 6, 1/9/2019 3:13:35 PM

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- LEGEND**
- BURIED WASTE DISPOSAL AREA (DASHED WHERE INFERRED)
  - SURFACE WATER BODY
  - SURFACE WATER FLOW DIRECTION
  - ▨ WETLANDS
  - PROPERTY BOUNDARY
  - ||||| RAILROAD TRACKS
  - (2076) INDEX CONTOUR (FT ABOVE MSL)
  - 4 FOOT CONTOUR INTERVAL
  - OKLAWAHA GREENWAY
  - PARTIALLY BURIED SURFACE DEBRIS
  - ▲ LANDFILL GAS PROBE LOCATION (H&H 2017)
  - ▲ PROPOSED LANDFILL GAS PROBE LOCATION

- NOTES:**
1. ELEVATION DATA PROVIDED BY USGS 2007 LIDAR SURVEY.
  2. WASTE DISPOSAL BOUNDARIES DETERMINED BY H&H DURING ASSESSMENT ACTIVITIES CONDUCTED IN JUNE 2016, APRIL 2017, JANUARY 2018, & FEBRUARY 2018.
  3. BASEMAP OBTAINED FROM HENDERSON COUNTY GIS DEPARTMENT.
  4. WETLAND AREAS SHOWN REFLECTIVE OF DELINEATION ACTIVITIES CONDUCTED BY H&H & FIELD APPROVED BY THE USACE ON MARCH 6, 2018.



**PROPOSED LANDFILL GAS PROBE LOCATION MAP**

PROJECT  
**MUD CREEK DUMP - NONCD000798**  
 HENDERSONVILLE, NORTH CAROLINA

**hart hickman** 2923 South Tryon Street-Suite 100  
 Charlotte, North Carolina 28203  
 704-586-0007(p) 704-586-0373(f)  
 License # C-1269 / #C-245 Geology  
 SMARTER ENVIRONMENTAL SOLUTIONS

DATE: 1-9-19	REVISION NO. 0
JOB NO. HVL-004	FIGURE NO. 7

**COST PROPOSAL**  
**HVL-007**

**Task 1 - Work Plan and Cost Estimate Preparation**

**Labor**

Personnel Level	Unit Rate	# Units	Cost
Senior	\$116.00	8	\$928.00
Project	\$100.00	24	\$2,400.00
Staff	\$85.00	20	\$1,700.00
CAD	\$65.00	6	\$390.00

**Subtotal** **\$5,418.00**

**Task 2 – Clearing and Utility Locating**

**Labor**

Personnel Level	Unit Rate	# Units	Cost
Staff (field)	\$85.00	24	\$2,040.00
Staff (prep)	\$85.00	4	\$340.00

**Expendables and Reimbursables**

Utility Locating Subcontractor	\$1,200.00	1	\$1,200.00
Clearing Subcontractor	\$2,885.00	1	\$2,885.00
Mileage (Tasks 2 - 8)	\$0.555	980	\$543.90
Per Diem (per person/per day) (Tasks 2 - 8)	\$130.00	10	\$1,300.00
Field Expendables (Tasks 2 - 8)	\$30.00	15	\$450.00
Trimble GeoX GPS Unit (Tasks 2 - 8)	\$150.00	7	\$1,050.00

**Subtotal** **\$9,808.90**

**Task 3 – Groundwater Monitoring Well Installation**

**Labor**

Personnel Level	Unit Rate	# Units	Cost
Staff (field)	\$85.00	60	\$5,100.00
Staff (prep)	\$85.00	6	\$510.00

**Expendables and Reimbursables**

**Subcontractors**

Drilling Subcontractor	\$32,844.00	1	\$32,844.00
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**Equipment**

MiniRae PID	\$125.00	7	\$875.00
IDW fencing materials	\$250.00	1	\$250.00

**Subtotal** **\$39,579.00**

**Task 4 - Groundwater Sampling**

**Labor**

Personnel Level	Unit Rate	# Units	Cost
Staff (field)	\$85.00	24	\$2,040.00
Technician (prep)	\$70.00	24	\$1,680.00
Staff (prep)	\$85.00	4	\$340.00
Technician (prep)	\$70.00	4	\$280.00

**Expendables and Reimbursables**

**Laboratory Analysis**

Volatile organic compounds (VOCs) by Method 8260B - water	\$72.00	20	\$1,440.00
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**Equipment**

Peristaltic pump	\$49.00	2	\$98.00
Hach 2100Q Turbidimeter	\$30.00	2	\$60.00
pH/conductivity/temperature meter	\$30.00	2	\$60.00
Water level meter	\$30.00	2	\$60.00
Teflon Tubing (600 ft.)	\$1.75	375	\$656.25
Silicone Tubing (30 ft.)	\$1.80	8	\$14.40
Sales Tax (tubing)	\$48.62	1	\$48.62

**Subtotal** **\$6,777.27**

**Task 5 – Soil Cover Soil Sampling**

<b>Labor</b>				
	<b>Unit Rate</b>	<b># Units</b>	<b>Cost</b>	
<b>Personnel Level</b>				
Staff (field)	\$85.00	12	\$1,020.00	
Staff (prep)	\$85.00	2	\$170.00	
<b>Expendables and Reimbursables</b>				
<b>Laboratory Analysis<sup>1</sup></b>				
Total chromium by Method 6020 - soil	\$12.00	17	\$204.00	
Hexavalent chromium by Method 7196 - soil	\$60.00	17	\$1,020.00	
Total chromium by Method 6020 - water	\$12.00	1	\$12.00	
Hexavalent chromium by Method 7196 - water	\$28.00	1	\$28.00	
<b>Equipment</b>				
MiniRae PID	\$125.00	1	\$125.00	
			<b>Subtotal</b>	<b>\$2,579.00</b>

**Task 6 – Waste Characterization Sampling**

<b>Labor</b>				
	<b>Unit Rate</b>	<b># Units</b>	<b>Cost</b>	
<b>Personnel Level</b>				
Staff (field)	\$85.00	12	\$1,020.00	
Staff (prep)	\$85.00	1	\$85.00	
<b>Expendables and Reimbursables</b>				
<b>Laboratory Analysis<sup>1</sup></b>				
Total chromium by Method 6020 - soil	\$12.00	9	\$108.00	
Hexavalent chromium by Method 7196 - soil	\$60.00	9	\$540.00	
<b>Equipment</b>				
MiniRae PID	\$125.00	1	\$125.00	
			<b>Subtotal</b>	<b>\$1,878.00</b>

**Task 7 – Surface Water and Sediment Sampling**

<b>Labor</b>				
	<b>Unit Rate</b>	<b># Units</b>	<b>Cost</b>	
<b>Personnel Level</b>				
Staff (field)	\$85.00	24	\$2,040.00	
Technician (prep)	\$70.00	24	\$1,680.00	
Staff (prep)	\$85.00	4	\$340.00	
Technician (prep)	\$70.00	4	\$280.00	
<b>Expendables and Reimbursables</b>				
<b>Laboratory Analysis</b>				
VOCs by Method 8260B - water	\$68.00	19	\$1,292.00	
Total metals by Method 6020 plus Mercury by Method 7471 - water	\$96.00	17	\$1,632.00	
Hexavalent chromium by Method 7196 - water	\$28.00	4	\$112.00	
VOCs by Method 8260B - soil	\$72.00	16	\$1,152.00	
Total metals by Method 6020 plus Mercury by Method 7471 - soil	\$96.00	16	\$1,536.00	
Hexavalent chromium by Method 7196 - soil	\$60.00	3	\$180.00	
<b>Equipment</b>				
pH/conductivity/temperature meter	\$30.00	2	\$60.00	
AMS Deep Dredge sediment sampler	\$25.00	2	\$50.00	
Sales Tax (equipment)	\$3.63	1	\$3.63	
			<b>Subtotal</b>	<b>\$10,357.63</b>

**Task 8 - Landfill Gas Probe Installation, Screening, and Sampling**

<b>Labor</b>				
	<b>Unit Rate</b>	<b># Units</b>	<b>Cost</b>	
<b>Personnel Level</b>				
Staff (field)	\$85.00	24	\$2,040.00	
Technician (prep)	\$70.00	24	\$1,680.00	
Staff (prep)	\$85.00	4	\$340.00	
Technician (prep)	\$70.00	4	\$280.00	
<b>Expendables and Reimbursables</b>				
<b>Laboratory Analysis</b>				
Select VOCs (PCE, TCE, cis-1,2-DCE, vinyl chloride, and naphthalene) by Method TO-15	\$250.00	5	\$1,250.00	
<b>Equipment</b>				
MiniRae PID	\$125.00	1	\$125.00	
GEM 2000+	\$155.00	1	\$155.00	
Hygrometer	\$75.00	1	\$75.00	
Helium detector	\$85.00	1	\$85.00	
Helium	\$40.00	2	\$80.00	
Sales Tax (equipment)	\$22.84	1	\$22.84	
			<b>Subtotal</b>	<b>\$6,132.84</b>

**Task 9- Data Evaluation, Risk Assessment, and Report Preparation**

**Labor**

Personnel Level	Unit Rate	# Units	Cost
Senior	\$116.00	12	\$1,392.00
Project	\$100.00	30	\$3,000.00
Staff	\$85.00	40	\$3,400.00
Staff (risk assessment of historical analytical data)	\$85.00	100	\$8,500.00
Draftsperson/CAD	\$65.00	16	\$1,040.00
Word Processor/Clerical	\$49.00	6	\$294.00

**Subtotal** **\$17,626.00**

**Task 10 - Project Management**

**Labor**

Personnel Level	Unit Rate	# Units	Cost
Senior	\$116.00	8	\$928.00
Project	\$100.00	46	\$4,600.00
Word Processor/Clerical	\$49.00	6	\$294.00

**Subtotal** **\$5,822.00**

**Total** **\$105,978.63**

**Notes:**

1. Up to two (2) duplicate samples are included to cover potential sampling overlap between Tasks 5 and 6.

**DRILLER SUBCONTRACTOR QUOTES**

# Carolina Soil Investigations, LLC

132 Gurney Road  
Olin, NC 28660

Office: (704) 539-5279

# Estimate

Date	Estimate #
1/3/2019	769

Client Information:
Hart & Hickman 3921 Sunset Ridge Rd, Ste 301 Raleigh, NC 27607

### Project Location:

Landfill  
Hendersonville, NC

Contact Name: Lisa Nickels

Qty	Description	Rate	Total:
260	Total Feet: auger installation of [13] Type II 2" well(s) to 20 ft (no macro cores included)	50.00	13,000.00
13	well(s) developed with pump and tubing	100.00	1,300.00
1	daily charge for Geoprobe or hand augering of [7] soil borings up to 60 ft total	1,600.00	1,600.00
20	Total Feet: installation of [2] permanent land fill gas probes to 10' bgs	40.00	800.00
3	mobilizations for geoprobe / supplies / skid steer	350.00	1,050.00
10	decons .....1 per day	150.00	1,500.00
8	day(s) per diem for [4] men	700.00	5,600.00
<span style="border: 1px solid red; padding: 2px;">20</span> <del>12</del>	55 gal. drum(s)	50.00	<del>600.00</del> <span style="border: 1px solid red; padding: 2px;">1,000.00</span>
10	daily rental charge(s) for track skidsteer loader	500.00	5,000.00
1	drum enclosure with tie-downs / pallets and locks	<del>1,500.00</del>	<del>1,500.00</del>
1	charge for on-site mobilization due to large site layout including difficulty moving / difficult access	5,000.00	5,000.00
NOTE: If needed soil samples of temp wells will be \$20.00 per ft			
www.carolinasoilinvestigations.com		<b>Total: <del>\$36,950.00</del></b>	

**\$35,850.00**

estimate expires in 90 days



**PRICE ESTIMATE**

**CLIENT: Hart & Hickman**  
**PROJECT MANAGER: Lisa Nickels**  
**PROJECT NAME: Landfill-Hendersonville, NC**  
**DATE: December 13, 2018**

<b>WORK DESCRIPTION</b>	<b>AMOUNT</b>	<b>QTY</b>	<b>TOTAL</b>
<b>GEOPROBE CREW:</b>			
Daily rate including mob, demob, soil borings, monitor wells, steamcleaning & all labor	\$ 1,700.00/day	10	\$17,000.00
<b>MATERIALS:</b>			
Macrocore liners	\$ 5.00/each	6	\$ 30.00
Permanent monitor wells - (13) 2-inch, 20-feet, 10'-15'/0.010" machine slot screens	\$ 10.00/foot	260	\$ 2,600.00
Permanent soil gas probes - (2) 1/4-inch, 10-feet, 6"/0.010" SS slot screens, Teflon tubing, valve	\$ 250.00/ea	2	\$ 500.00
Flushcover/abovegrade surface completion	\$ 200.00/each	15	\$ 3,000.00
Portland cement	\$ 11.00/bag	9	\$ 99.00
<b>STEAMCLEANING:</b>			
Equipment	\$ 75.00/day	10	\$ 750.00
Water tank	\$ 50.00/day	10	\$ 500.00
Decon pit	\$ 200.00/ea	1	\$ 200.00
<b>MOBILIZATION:</b>			
Per Diem (2 man crew)	\$ 200.00/day	10	\$ 2,000.00
<b>OTHER:</b>			
Skid steer (carry materials/tools to well locations, stage drums)	\$ 2,000.00/week	2	\$ 4,000.00
<del>Fence install/removal</del>	<del>\$ 750.00/each</del>	<del>1</del>	<del>\$ 750.00</del>
UN1A2 55 gallon drums	\$ 65.00/each	20	\$ 1,300.00
<b>TOTAL COST ESTIMATE:</b>			<b>\$32,729.00</b>
			<b>\$31,979.00</b>

# A E DRILLING SERVICES, LLC

## COST ESTIMATE

**From:** Randy Phillips  
A. E. Drilling Services, LLC  
30 Grant Park Place  
Piedmont, SC 29673  
Ph./Fax: 864-288-1986 / 864-288-2272  
Email: [rphillips@aedrilling.com](mailto:rphillips@aedrilling.com)

**To:** Rebecca Deal  
Hart & Hickman

[rdeal@harthickman.com](mailto:rdeal@harthickman.com)

**Date:** Friday, January 25, 2019

**Project:** Landfill well installation  
**Location:** Hendersonville, NC

**AE Proposal No.:** AE10831.0119

*Scope ; Install 13 wells to 20' X 2", two soil borings to 11' & 14', five soil borings to 6' with hand auger, two gas probes with 6" ss screen and 1/4" Teflon tubing and above grade completions. Drum all IDW and stage on pallets.*

Work Description:	Quantity	Price	Total
Mobilization (each)	1	\$ 700.00	\$700.00
7822 Geoprobe day rate with crew (per day)	10	\$1,800.00	\$18,000.00
2" well material (per foot)	260	\$ 15.00	\$3,900.00
Flush Surface completions(each)	5	\$ 100.00	\$500.00
Above grade surface completions (each)	10	\$ 150.00	\$1,500.00
Soil gas probe material	1	\$ 100.00	\$100.00
Soil sample liners (each)	6	\$ 6.00	\$36.00
Drums (each)	20 drums @ \$75= \$1,500	<del>\$ 75.00</del>	\$2,250.00
Temporary Decon Pad (each)	1	\$ 300.00	\$300.00
Decon unit (per day)	10	\$ 250.00	\$2,500.00
Well development supplies	1	\$ 100.00	\$100.00
Per diem, 3 man crew (per day)	9	\$ 412.00	\$3,708.00
<b>Subtotal</b>			<del>\$33,594.00</del>
<b>Contingency:</b>			<b>\$32,844.00</b>
Out of scope Activities, Difficult Access, Standby time, site training (hr.)		\$250.00	as needed
Workers comp Waiver of Subrogation (per year)		\$250.00	as needed
Bollards (each)		\$80.00	as needed

*AE Drilling is not responsible for any drilling permits.*

*AE Drilling is not responsible for any utility or obstacle locating.*

*There will be an added charge of \$250.00 if Insurance Waiver of Subrogation is required.*

Thank you very much for considering A E Drilling Services, LLC (AEDS) for this project. A complete statement of our qualifications, including experience and projects, is available for your review on our website ([www.aedrilling.com](http://www.aedrilling.com)).

Please contact me with any questions.

Respectfully Submitted,  
A. E. DRILLING SERVICES, LLC

*Randy Phillips*

Randy Phillips  
Vice President

**LABORATORY SUBCONTRACTOR QUOTES**



Con-Test Analytical Laboratory  
39 Spruce Street  
East Longmeadow, MA 01028  
Tel: 413-525-2332  
Fax: 413-525-6405  
www.contestlabs.com

December 10, 2018

Lisa Nickels  
Hart & Hickman - Raleigh, NC  
3921 Sunset Ridge Rd., Suite 301  
Raleigh, NC 27607  
lnickels@harthickman.com

Reference: B20181205 HVL-007

Dear: Lisa Nickels

We are pleased to provide our analytical proposal including pricing and qualifications as specified for this project.

Founded in 1984, Con-Test Analytical Laboratory is a full service environmental testing laboratory with capabilities in nearly all soil, air and water analysis. Con-Test has experienced, seasoned staff and state of the art instrumentation to provide quality analytical services. By balancing response and prompt turnaround with precise and reliable analyses, data integrity is ensured. Our value-added service includes expertise in technical and customer service, reflected in a diverse customer base.

At Con-Test, our owners are involved in the day-to-day operations and client representation. In addition, experienced Project Managers are assigned to your project. Your internal Project Manager will serve as your advocate and liaison with the company. They will oversee your projects to completion with requisite attention to detail, including meeting critical turnaround times, technical support, and client services requests.

Con-Test is committed to quality, reliability in data deliverables and excellence in client services. We thank you in advance for the opportunity to partner with you on this project. Please let us know how we can be of further service. If you have any questions pertaining to this proposal please contact me directly at 413-525-2332.

Dale J. Quesnel  
Administration



Con-Test Analytical Laboratory  
 39 Spruce Street  
 East Longmeadow, MA 01028  
 Tel: 413-525-2332  
 Fax: 413-525-6405  
 www.contestlabs.com

Prepared For:  
 Lisa Nickels  
 Hart & Hickman - Raleigh, NC  
 3921 Sunset Ridge Rd., Suite 301  
 Raleigh, NC 27607  
 lnickels@harthickman.com

Prepared By:  
 Dale J. Quesnel  
 Effective Date: December 05, 2018  
 Expiration Date: December 05, 2019

**Project: B20181205 HVL-007**

## Analytical Services Quotation

### Pricing Summary

Matrix	Method	TAT	Quantity	Unit Price	Extended Price
<b>Water</b>					
8260 Standard North Carolina	SW-846 8260B	5	44	\$68.00	\$2,992.00
Chromium 6020 Total	SW-846 6020B	5	1	\$12.00	\$12.00
Hexavalent Chromium (CR+6) by SW846 7196A	SW-846 7196A	5	6	\$28.00	\$168.00
Metals Digestion		5	25	\$0.00	\$0.00
NC IHS Metals		5	18	\$96.00	\$1,728.00
Sample Disposal		5	69	\$0.00	\$0.00
<b>Soil</b>					
8260 Standard North Carolina	SW-846 8260B	5	16	\$72.00	\$1,152.00
Chromium 6020 Total	SW-846 6020B	5	24	\$12.00	\$288.00
Hexavalent Chromium Soil		5	27	\$60.00	\$1,620.00
Metals Digestion		5	67	\$0.00	\$0.00
NC IHS Metals		5	16	\$96.00	\$1,536.00
Sample Disposal		5	83	\$0.00	\$0.00
Solids, Percent by SM2540G	SM 2540G	5	83	\$0.00	\$0.00
<b>Air</b>					
Individually Certified Canister	-	5	4	\$75.00	\$300.00
TO-15	EPA TO-15	5	4	\$175.00	\$700.00
<b>Additional Items</b>					



Con-Test Analytical Laboratory  
 39 Spruce Street  
 East Longmeadow, MA 01028  
 Tel: 413-525-2332  
 Fax: 413-525-6405  
 www.contestlabs.com

**Bid Total:** \$10,496.00

Bid Notes

**ADDITIONAL CHARGES THAT MAY APPLY**

Archived Report Retrieval	\$ 50.00	
CLP Package		15 % of invoice
Courier fees - If applicable	\$ -	Quote
Credit Card Use		3% of invoice
Custom EDD Processing		Quote
DI Water	\$ 16.00	per gallon
Disposing of all returned unused bottles	\$ 3.00	per container
DQA		15 % of invoice
Encore Sampler	\$ 15.00	each
Extract & Hold samples	\$ 38.00	per Analysis
Ghost Wipe Kits:	\$ 1.50	each
Level 4 Data Packages		15 % of invoice
Minimum Invoice	\$ 75.00	
MS/MSD will be charged as a regular sample		
On Hold Samples	\$ 11.00	per sample
Overnight Shipping Fee	\$ -	Quote
PCB Florisil Clean up (Enhanced)	\$ 50.00	per sample
PCB Sulfur Clean Up	\$ 6.00	per sample
Pulverizing/Crushing/Reduction of Samples	\$ 10.00	per sample
QAPP Development	\$ -	Quote
Same day Courier pick up Cancellation Fee - no samples to be picked up	\$ 50.00	
Sample Cancellation Fee (After Extraction)	\$ 38.00	per Analysis
Sample Cancellation Fee (In Progress)		Quote
Sample Cancellation Fee (No Work Started)	\$ 27.00	per sample
Sample Compositing	\$ 5.00	per sample
Sample Filter Fee	\$ 5.00	per sample
Shipping Fee	\$ -	Quote
SMART Reporting	\$ 100.00	per report
State Reporting Forms - Document Fee	\$ 25.00	
Terra Cores	\$ 1.50	each
Waste Disposal fee	\$ 2.70	per sample

*\*Subcontracted analysis pricing & TAT subject to change.*



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### **Rush Surcharges**

Con-Test understands the need for rapid and dependable turnaround time. Therefore, the following turnarounds and corresponding surcharges are offered:

- 0 Business Day Turnaround -- 200.00% Surcharge
- 1 Business Day Turnaround -- 100.00% Surcharge
- 2 Business Day Turnaround -- 75.00% Surcharge
- 3 Business Day Turnaround -- 50.00% Surcharge
- 4 Business Day Turnaround -- 25.00% Surcharge
- 5 Business Day Turnaround -- 0.00% Surcharge
- 7 Business Day Turnaround -- 0.00% Surcharge
- 10 Business Day Turnaround -- 0.00% Surcharge



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**Turnaround Pricing**

**8260 Standard North Carolina by SW-846 8260B**

0 days	1 day	2 days	3 days	4 days	5 days
\$204.00	\$136.00	\$119.00	\$102.00	\$85.00	\$68.00
7 days	10 days				
\$68.00	\$68.00				

**Chromium 6020 Total by SW-846 6020B**

0 days	1 day	2 days	3 days	4 days	5 days
\$36.00	\$24.00	\$21.00	\$18.00	\$15.00	\$12.00
7 days	10 days				
\$12.00	\$12.00				

**Hexavalent Chromium (CR+6) by SW846 7196A by SW-846 7196A**

0 days	1 day	2 days	3 days	4 days	5 days
\$84.00	\$56.00	\$49.00	\$42.00	\$35.00	\$28.00
7 days	10 days				
\$28.00	\$28.00				

**Hexavalent Chromium Soil by varies**

0 days	1 day	2 days	3 days	4 days	5 days
\$180.00	\$120.00	\$105.00	\$90.00	\$75.00	\$60.00
7 days	10 days				
\$60.00	\$60.00				

**Individually Certified Canister by -**

0 days	1 day	2 days	3 days	4 days	5 days
\$225.00	\$150.00	\$131.25	\$112.50	\$93.75	\$75.00
7 days	10 days				
\$75.00	\$75.00				

**Metals Digestion by Tracking Only**

0 days	1 day	2 days	3 days	4 days	5 days
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 days	10 days				
\$0.00	\$0.00				



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**NC IHS Metals by varies**

0 days	1 day	2 days	3 days	4 days	5 days
\$288.00	\$192.00	\$168.00	\$144.00	\$120.00	\$96.00
7 days	10 days				
\$96.00	\$96.00				

**Sample Disposal by Tracking Only**

0 days	1 day	2 days	3 days	4 days	5 days
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 days	10 days				
\$0.00	\$0.00				

**Solids, Percent by SM2540G by SM 2540G**

0 days	1 day	2 days	3 days	4 days	5 days
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 days	10 days				
\$0.00	\$0.00				

**TO-15 by EPA TO-15**

0 days	1 day	2 days	3 days	4 days	5 days
\$525.00	\$350.00	\$306.25	\$262.50	\$218.75	\$175.00
7 days	10 days				
\$175.00	\$175.00				



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Prepared For:  
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Prepared By:  
Dale J. Quesnel

Project:

## Project Specifics

### Sample Media:

Sample containers, coolers, chain of custodies and labels will be supplied free of charge. Twenty-four hours notice is generally required for bottle preparation. Con-Test will either ship or deliver bottles to your facility. Shipments requiring priority delivery due to insufficient lead-time for ground shall be charged to the client. Sample containers may be requested by phone, e-mail or website (www.contestlabs.com). Primary project managers and back up customer service representatives are available to respond to bottle orders.

### Sample Pick Up/Courier Service:

The laboratory has full time courier service to facilitate sample return to the laboratory. Courier service/overnight delivery will be supplied free of charge to client locations or sites within range. Sample Pick-up requests may be made by phone, e-mail or on our website. Primary project managers and back-up customer service representatives are available to schedule sample pick-ups as needed.

### Turnaround:

Turnaround time is based on business days unless noted otherwise. The laboratory has several layers of staff responsibility to track and prioritize samples, combining the efforts of production manager, supervisors and analysts to ensure that turnaround times are met. In addition, the laboratory has updated instrumentation to keep pace with the demands of client turnaround requests with back up and surplus instruments available. Con-Test has the capacity, experience and production know-how to handle the largest of projects and strictest of turnarounds.



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**Data Deliverables:**

Standard data deliverables apply unless otherwise note in quotation (Routine QA/QC and detection limits). Con-Test has a large variety and development capabilities of electronic data deliverables (EDDs) available including pdf, Excel, Equis, GIS and other custom formats.

Independent of state or site location, the MA Data Enhancement program and CT RCP have augmented our quality program at Con-Test by enhancing “Good Laboratory Practice”. We are currently prepared for any CT RCP and MA MCP project requiring Data Enhancement and have completed thousands of these projects for many clients to date.

Unless otherwise stated, Equipment Blanks, Performance Standard Samples, Trip Blanks, Duplicates and MS/MSD's will be billed as regular samples.

**Holding Samples:**

On request from the client, Con-Test will hold samples (that are not being immediately analyzed) with appropriate storage conditions. There will be a sample fee for samples held and not analyzed.

**Website Deliverables:**

This powerful tool allows clients access to electronic data over a secure network. Data may be downloaded directly through the data interface at [www.contestlabs.com](http://www.contestlabs.com). This is a convenient and fast way to obtain data. In addition, clients may check status of project on a parameter-by-parameter basis.

**Terms and Conditions:**

Laboratory prices are fixed for a one-year period, unless otherwise agreed upon by the laboratory. Prices are subject to change after this period. Payment terms are net Thirty (30) days from date of invoice. Invoices will be submitted with each analytical report for services rendered.

Any projects performing in the state of CT may be subject to CT state sales tax.

Please include your proposal number on your project chain of custody.



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**Analysis Details**

Analyte	MDL	Reporting Limit
<b>TO-15 in Air (EPA TO-15)</b>		
Acetone	0.69	2.0 ppbv
Benzene	0.021	0.050 ppbv
Benzyl chloride	0.011	0.050 ppbv
Bromodichloromethane	0.018	0.050 ppbv
Bromoform	0.022	0.050 ppbv
Bromomethane	0.034	0.050 ppbv
1,3-Butadiene	0.032	0.050 ppbv
2-Butanone (MEK)	0.078	2.0 ppbv
Carbon Disulfide	0.034	0.50 ppbv
Carbon Tetrachloride	0.016	0.050 ppbv
Chlorobenzene	0.024	0.050 ppbv
Chloroethane	0.030	0.050 ppbv
Chloroform	0.019	0.050 ppbv
Chloromethane	0.034	0.10 ppbv
Cyclohexane	0.036	0.050 ppbv
Dibromochloromethane	0.017	0.050 ppbv
1,2-Dibromoethane (EDB)	0.020	0.050 ppbv
1,2-Dichlorobenzene	0.024	0.050 ppbv
1,3-Dichlorobenzene	0.026	0.050 ppbv
1,4-Dichlorobenzene	0.030	0.050 ppbv
Dichlorodifluoromethane (Freon 12)	0.022	0.050 ppbv
1,1-Dichloroethane	0.015	0.050 ppbv
1,2-Dichloroethane	0.019	0.050 ppbv
1,1-Dichloroethylene	0.020	0.050 ppbv
cis-1,2-Dichloroethylene	0.020	0.050 ppbv
trans-1,2-Dichloroethylene	0.020	0.050 ppbv
1,2-Dichloropropane	0.018	0.050 ppbv
cis-1,3-Dichloropropene	0.018	0.050 ppbv
trans-1,3-Dichloropropene	0.018	0.050 ppbv
1,2-Dichloro-1,1,2,2-tetrafluoroethane (F	0.025	0.050 ppbv
1,4-Dioxane	0.32	0.50 ppbv
Ethanol	0.89	2.0 ppbv
Ethyl Acetate	0.037	0.050 ppbv
Ethylbenzene	0.029	0.050 ppbv
4-Ethyltoluene	0.030	0.050 ppbv
Heptane	0.029	0.050 ppbv



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### Analysis Details

Analyte	MDL	Reporting Limit
Hexachlorobutadiene	0.023	0.050 ppbv
Hexane	0.088	2.0 ppbv
2-Hexanone (MBK)	0.030	0.050 ppbv
Isopropanol	0.061	2.0 ppbv
Methyl tert-Butyl Ether (MTBE)	0.025	0.050 ppbv
Methylene Chloride	0.061	0.50 ppbv
4-Methyl-2-pentanone (MIBK)	0.024	0.050 ppbv
Naphthalene	0.038	0.050 ppbv
Propene	0.050	2.0 ppbv
Styrene	0.031	0.050 ppbv
1,1,2,2-Tetrachloroethane	0.022	0.050 ppbv
Tetrachloroethylene	0.028	0.050 ppbv
Tetrahydrofuran	0.033	0.050 ppbv
Toluene	0.026	0.050 ppbv
1,2,4-Trichlorobenzene	0.034	0.050 ppbv
1,1,1-Trichloroethane	0.019	0.050 ppbv
1,1,2-Trichloroethane	0.021	0.050 ppbv
Trichloroethylene	0.020	0.050 ppbv
Trichlorofluoromethane (Freon 11)	0.029	0.20 ppbv
1,1,2-Trichloro-1,2,2-trifluoroethane (Freon 113)	0.030	0.20 ppbv
1,2,4-Trimethylbenzene	0.032	0.050 ppbv
1,3,5-Trimethylbenzene	0.031	0.050 ppbv
Vinyl Acetate	0.024	1.0 ppbv
Vinyl Chloride	0.032	0.050 ppbv
m&p-Xylene	0.058	0.10 ppbv
o-Xylene	0.031	0.050 ppbv
surr: 4-Bromofluorobenzene (1)		
Bromochloromethane (1)		ppbv
1,4-Difluorobenzene (1)		ppbv
Chlorobenzene-d5 (1)		ppbv



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**Analysis Details**

Analyte	MDL	Reporting Limit
<b>8260 Standard North Carolina in Water (SW-846 8260B)</b>		
Acetone	9.7	50 µg/L
Acrylonitrile	0.58	5.0 µg/L
tert-Amyl Methyl Ether (TAME)	0.11	0.50 µg/L
Benzene	0.12	1.0 µg/L
Bromobenzene	0.15	1.0 µg/L
Bromochloromethane	0.22	1.0 µg/L
Bromodichloromethane	0.30	0.50 µg/L
Bromoform	0.21	1.0 µg/L
Bromomethane	0.94	2.0 µg/L
2-Butanone (MEK)	2.4	20 µg/L
tert-Butyl Alcohol (TBA)	2.2	20 µg/L
n-Butylbenzene	0.15	1.0 µg/L
sec-Butylbenzene	0.13	1.0 µg/L
tert-Butylbenzene	0.12	1.0 µg/L
tert-Butyl Ethyl Ether (TBEE)	0.095	0.50 µg/L
Carbon Disulfide	1.0	4.0 µg/L
Carbon Tetrachloride	0.25	5.0 µg/L
Chlorobenzene	0.16	1.0 µg/L
Chlorodibromomethane	0.10	0.50 µg/L
Chloroethane	0.28	2.0 µg/L
Chloroform	0.22	2.0 µg/L
Chloromethane	0.55	2.0 µg/L
2-Chlorotoluene	0.12	1.0 µg/L
4-Chlorotoluene	0.14	1.0 µg/L
1,2-Dibromo-3-chloropropane (DBCP)	0.37	5.0 µg/L
1,2-Dibromoethane (EDB)	0.15	0.50 µg/L
Dibromomethane	0.16	1.0 µg/L
1,2-Dichlorobenzene	0.17	1.0 µg/L
1,3-Dichlorobenzene	0.17	1.0 µg/L
1,4-Dichlorobenzene	0.15	1.0 µg/L
trans-1,4-Dichloro-2-butene	0.31	2.0 µg/L
Dichlorodifluoromethane (Freon 12)	0.28	2.0 µg/L
1,1-Dichloroethane	0.16	1.0 µg/L
1,2-Dichloroethane	0.19	1.0 µg/L
1,1-Dichloroethylene	0.21	1.0 µg/L
cis-1,2-Dichloroethylene	0.15	1.0 µg/L



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Analyte	MDL	Reporting Limit
trans-1,2-Dichloroethylene	0.15	1.0 µg/L
1,2-Dichloropropane	0.13	1.0 µg/L
1,3-Dichloropropane	0.13	0.50 µg/L
2,2-Dichloropropane	0.21	1.0 µg/L
1,1-Dichloropropene	0.13	2.0 µg/L
cis-1,3-Dichloropropene	0.12	0.50 µg/L
trans-1,3-Dichloropropene	0.11	0.50 µg/L
Diethyl Ether	0.22	2.0 µg/L
Diisopropyl Ether (DIPE)	0.18	0.50 µg/L
1,4-Dioxane	26	50 µg/L
Ethylbenzene	0.13	1.0 µg/L
Hexachlorobutadiene	0.59	0.60 µg/L
2-Hexanone (MBK)	1.5	10 µg/L
Isopropylbenzene (Cumene)	0.12	1.0 µg/L
p-Isopropyltoluene (p-Cymene)	0.15	1.0 µg/L
Methyl tert-Butyl Ether (MTBE)	0.090	1.0 µg/L
Methylene Chloride	3.2	5.0 µg/L
4-Methyl-2-pentanone (MIBK)	1.5	10 µg/L
Naphthalene	0.12	2.0 µg/L
n-Propylbenzene	0.13	1.0 µg/L
Styrene	0.15	1.0 µg/L
1,1,1,2-Tetrachloroethane	0.12	1.0 µg/L
1,1,2,2-Tetrachloroethane	0.16	0.50 µg/L
Tetrachloroethylene	0.27	1.0 µg/L
Tetrahydrofuran	1.1	10 µg/L
Toluene	0.17	1.0 µg/L
1,2,3-Trichlorobenzene	0.14	5.0 µg/L
1,2,4-Trichlorobenzene	0.19	1.0 µg/L
1,3,5-Trichlorobenzene	0.17	1.0 µg/L
1,1,1-Trichloroethane	0.13	1.0 µg/L
1,1,2-Trichloroethane	0.24	1.0 µg/L
Trichloroethylene	0.20	1.0 µg/L
Trichlorofluoromethane (Freon 11)	0.15	2.0 µg/L
1,2,3-Trichloropropane	0.22	2.0 µg/L
1,1,2-Trichloro-1,2,2-trifluoroethane (Freon 113)	0.20	1.0 µg/L
1,2,4-Trimethylbenzene	0.18	1.0 µg/L
1,3,5-Trimethylbenzene	0.13	1.0 µg/L



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Analyte	MDL	Reporting Limit
Vinyl Chloride	0.13	2.0 µg/L
m+p Xylene	0.26	2.0 µg/L
o-Xylene	0.13	1.0 µg/L
surr: 1,2-Dichloroethane-d4		
surr: Toluene-d8		
surr: 4-Bromofluorobenzene		
Pentafluorobenzene		µg/L
1,4-Difluorobenzene		µg/L
Chlorobenzene-d5		µg/L
1,4-Dichlorobenzene-d4		µg/L



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**Analysis Details**

Analyte	MDL	Reporting Limit
<b>8260 Standard North Carolina in Soil (SW-846 8260B)</b>		
Acetone	0.023	0.10 mg/Kg
Acrylonitrile	0.0025	0.0060 mg/Kg
tert-Amyl Methyl Ether (TAME)	0.00070	0.0010 mg/Kg
Benzene	0.00070	0.0020 mg/Kg
Bromobenzene	0.00080	0.0020 mg/Kg
Bromochloromethane	0.0014	0.0020 mg/Kg
Bromodichloromethane	0.00060	0.0020 mg/Kg
Bromoform	0.0014	0.0020 mg/Kg
Bromomethane	0.0042	0.010 mg/Kg
2-Butanone (MEK)	0.018	0.040 mg/Kg
tert-Butyl Alcohol (TBA)	0.021	0.040 mg/Kg
n-Butylbenzene	0.00070	0.0020 mg/Kg
sec-Butylbenzene	0.0010	0.0020 mg/Kg
tert-Butylbenzene	0.00090	0.0020 mg/Kg
tert-Butyl Ethyl Ether (TBEE)	0.00060	0.0010 mg/Kg
Carbon Disulfide	0.0043	0.0060 mg/Kg
Carbon Tetrachloride	0.00080	0.0020 mg/Kg
Chlorobenzene	0.00070	0.0020 mg/Kg
Chlorodibromomethane	0.00070	0.0010 mg/Kg
Chloroethane	0.0015	0.020 mg/Kg
Chloroform	0.00070	0.0040 mg/Kg
Chloromethane	0.0064	0.010 mg/Kg
2-Chlorotoluene	0.00080	0.0020 mg/Kg
4-Chlorotoluene	0.00080	0.0020 mg/Kg
1,2-Dibromo-3-chloropropane (DBCP)	0.0011	0.0020 mg/Kg
1,2-Dibromoethane (EDB)	0.0010	0.0010 mg/Kg
Dibromomethane	0.00060	0.0020 mg/Kg
1,2-Dichlorobenzene	0.00070	0.0020 mg/Kg
1,3-Dichlorobenzene	0.00070	0.0020 mg/Kg
1,4-Dichlorobenzene	0.00080	0.0020 mg/Kg
trans-1,4-Dichloro-2-butene	0.0021	0.0040 mg/Kg
Dichlorodifluoromethane (Freon 12)	0.0013	0.020 mg/Kg
1,1-Dichloroethane	0.00070	0.0020 mg/Kg
1,2-Dichloroethane	0.0013	0.0020 mg/Kg
1,1-Dichloroethylene	0.0011	0.0040 mg/Kg
cis-1,2-Dichloroethylene	0.00080	0.0020 mg/Kg



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Analyte	MDL	Reporting Limit
trans-1,2-Dichloroethylene	0.00090	0.0020 mg/Kg
1,2-Dichloropropane	0.0013	0.0020 mg/Kg
1,3-Dichloropropane	0.00070	0.0010 mg/Kg
2,2-Dichloropropane	0.00090	0.0020 mg/Kg
1,1-Dichloropropene	0.00090	0.0020 mg/Kg
cis-1,3-Dichloropropene	0.00070	0.0010 mg/Kg
trans-1,3-Dichloropropene	0.00070	0.0010 mg/Kg
Diethyl Ether	0.0018	0.020 mg/Kg
Diisopropyl Ether (DIPE)	0.00060	0.0010 mg/Kg
1,4-Dioxane	0.058	0.10 mg/Kg
Ethylbenzene	0.00080	0.0020 mg/Kg
Hexachlorobutadiene	0.0010	0.0020 mg/Kg
2-Hexanone (MBK)	0.011	0.020 mg/Kg
Isopropylbenzene (Cumene)	0.00070	0.0020 mg/Kg
p-Isopropyltoluene (p-Cymene)	0.00080	0.0020 mg/Kg
Methyl tert-Butyl Ether (MTBE)	0.00090	0.0040 mg/Kg
Methylene Chloride	0.0071	0.020 mg/Kg
4-Methyl-2-pentanone (MIBK)	0.0076	0.020 mg/Kg
Naphthalene	0.00070	0.0040 mg/Kg
n-Propylbenzene	0.00070	0.0020 mg/Kg
Styrene	0.00060	0.0020 mg/Kg
1,1,1,2-Tetrachloroethane	0.0018	0.0020 mg/Kg
1,1,2,2-Tetrachloroethane	0.00090	0.0010 mg/Kg
Tetrachloroethylene	0.0013	0.0020 mg/Kg
Tetrahydrofuran	0.0022	0.010 mg/Kg
Toluene	0.00080	0.0020 mg/Kg
1,2,3-Trichlorobenzene	0.00060	0.0020 mg/Kg
1,2,4-Trichlorobenzene	0.00080	0.0020 mg/Kg
1,3,5-Trichlorobenzene	0.00070	0.0020 mg/Kg
1,1,1-Trichloroethane	0.0010	0.0020 mg/Kg
1,1,2-Trichloroethane	0.0012	0.0020 mg/Kg
Trichloroethylene	0.0010	0.0020 mg/Kg
Trichlorofluoromethane (Freon 11)	0.0011	0.010 mg/Kg
1,2,3-Trichloropropane	0.0011	0.0020 mg/Kg
1,1,2-Trichloro-1,2,2-trifluoroethane (Freon 113)	0.00090	0.010 mg/Kg
1,2,4-Trimethylbenzene	0.00080	0.0020 mg/Kg
1,3,5-Trimethylbenzene	0.00060	0.0020 mg/Kg



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**Analysis Details**

Analyte	MDL	Reporting Limit
Vinyl Chloride	0.0011	0.010 mg/Kg
m+p Xylene	0.0017	0.0040 mg/Kg
o-Xylene	0.00070	0.0020 mg/Kg
surr: 1,2-Dichloroethane-d4		
surr: Toluene-d8		
surr: 4-Bromofluorobenzene		
Pentafluorobenzene		mg/Kg
1,4-Difluorobenzene		mg/Kg
Chlorobenzene-d5		mg/Kg
1,4-Dichlorobenzene-d4		mg/Kg
<b>Zinc 6020 Total in Water (SW-846 6020B)</b>		
Zinc	4.9	10 µg/L
<b>Thallium 6020 Total in Water (SW-846 6020B)</b>		
Thallium	0.056	0.20 µg/L
<b>Silver 6020 Total in Water (SW-846 6020B)</b>		
Silver	0.075	0.50 µg/L
<b>Selenium 6020 Total in Water (SW-846 6020B)</b>		
Selenium	1.4	5.0 µg/L
<b>Nickel 6020 Total in Water (SW-846 6020B)</b>		
Nickel	1.2	5.0 µg/L
<b>Mercury 7470/7471 Total in Water (SW-846 7470A)</b>		
Mercury	0.000034	0.00010 mg/L
<b>Manganese 6020 Total in Water (SW-846 6020B)</b>		
Manganese	0.45	1.0 µg/L
<b>Lead 6020 Total in Water (SW-846 6020B)</b>		
Lead	0.24	1.0 µg/L
<b>Iron 6020 Total NC Only in Water (SW-846 6020B)</b>		
Iron	38	50 µg/L
<b>Copper 6020 Total in Water (SW-846 6020B)</b>		
Copper	0.90	5.0 µg/L
<b>Chromium 6020 Total in Water (SW-846 6020B)</b>		
Chromium	0.43	1.0 µg/L
Chromium	0.43	1.0 µg/L



Con-Test Analytical Laboratory  
 39 Spruce Street  
 East Longmeadow, MA 01028  
 Tel: 413-525-2332  
 Fax: 413-525-6405  
 www.contestlabs.com

**Analysis Details**

Analyte	MDL	Reporting Limit
<b>Cadmium 6020 Total in Water (SW-846 6020B)</b>		
Cadmium	0.068	0.50 µg/L
<b>Beryllium 6020 Total in Water (SW-846 6020B)</b>		
Beryllium	0.059	0.40 µg/L
<b>Arsenic 6020 Total in Water (SW-846 6020B)</b>		
Arsenic	0.36	0.40 µg/L
<b>Antimony 6020 Total in Water (SW-846 6020B)</b>		
Antimony	0.096	1.0 µg/L
<b>Zinc 6020 Total in Soil (SW-846 6020B)</b>		
Zinc	0.26	2.5 mg/Kg
<b>Thallium 6020 Total in Soil (SW-846 6020B)</b>		
Thallium	0.0012	0.016 mg/Kg
<b>Silver 6020 Total in Soil (SW-846 6020B)</b>		
Silver	0.0020	0.022 mg/Kg
<b>Selenium 6020 Total in Soil (SW-846 6020B)</b>		
Selenium	0.020	0.21 mg/Kg
<b>Nickel 6020 Total in Soil (SW-846 6020B)</b>		
Nickel	0.046	1.2 mg/Kg
<b>Mercury 7470/7471 Total in Soil (SW-846 7471B)</b>		
Mercury	0.0025	0.025 mg/Kg
<b>Manganese 6020 Total in Soil (SW-846 6020B)</b>		
Manganese	0.040	1.3 mg/Kg
<b>Lead 6020 Total in Soil (SW-846 6020B)</b>		
Lead	0.016	0.50 mg/Kg
<b>Iron 6020 Total NC Only in Soil (SW-846 6020B)</b>		
Iron	0.35	2.5 mg/Kg
<b>Copper 6020 Total in Soil (SW-846 6020B)</b>		
Copper	0.059	1.2 mg/Kg
<b>Chromium 6020 Total in Soil (SW-846 6020B)</b>		
Chromium	0.096	1.2 mg/Kg
Chromium	0.096	1.2 mg/Kg



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 East Longmeadow, MA 01028  
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**Analysis Details**

Analyte	MDL	Reporting Limit
<b>Cadmium 6020 Total in Soil (SW-846 6020B)</b>		
Cadmium	0.0032	0.095 mg/Kg
<b>Beryllium 6020 Total in Soil (SW-846 6020B)</b>		
Beryllium	0.0054	0.068 mg/Kg
<b>Arsenic 6020 Total in Soil (SW-846 6020B)</b>		
Arsenic	0.0082	0.050 mg/Kg
<b>Antimony 6020 Total in Soil (SW-846 6020B)</b>		
Antimony	0.10	0.54 mg/Kg
<b>Hexavalent Chromium (CR+6) by SW846 7196A in Water (SW-846 7196A)</b>		
Hexavalent Chromium	0.0010	0.0040 mg/L
<b>Solids, Percent by SM2540G in Soil (SM 2540G)</b>		
% Solids		% Wt
<b>pH by SW846 9045C solid in Soil (SW-846 9045C)</b>		
pH		pH Units
<b>ORP SM2580 A in Soil (SM2580 A)</b>		
Oxidation/Reduction Potential		mV
<b>Hexavalent Chromium (CR+6) by SW846 7196A in Soil (SW-846 7196A)</b>		
Hexavalent Chromium	0.040	0.16 mg/Kg



SGS North America Inc.  
 4405 Vineland Road, Suite C-15  
 Orlando, Florida 32811  
 407-425-6700

**Client:** Hart & Hickman, PC  
 3921 Sunset Ridge Road, Suite 301  
 Raleigh, NC 27607  
 Phone: (919) 723.2503 Fax:

**Client Contact:** Lisa Nickels  
**Project Name:** Hendersonville, NC  
**Quote Date:** 12/5/2018  
**Quote Number:** SB12\_2018\_305

Test Code	Parameter	Method	Matrix	Unit Cost	Quantity	Extended Cost
<b>Water</b>						
V8260STD	Volatile Organics	SW846 8260B	AQ	\$55.00	44	\$2,420.00
PM13ICPMS	ICPMS PM13 Metals (SbAsBeCdCrCuPbNiSeAgTlZnHg)	SW846 6020/7000	AQ	\$105.00	18	\$1,890.00
FEMS	Iron, ICP-MS (price included in PM13)	SW846 6020	AQ	\$0.00	18	\$0.00
MNMS	Manganese, ICP-MS (price included in PM13)	SW846 6020	AQ	\$0.00	18	\$0.00
CRMS	Chromium, ICP-MS	SW846 6020	AQ	\$25.00	1	\$25.00
METDIG	Metals Digestion for Cr		AQ	\$0.00	1	\$0.00
XCR	Hexavalent Chromium <sup>^</sup>	SW846 7196A	AQ	\$25.00	6	\$150.00
<b>Subtotal:</b>						<b>\$4,485.00</b>
<b>Soil</b>						
V8260STD	Volatile Organics	SW846 8260B	SO	\$55.00	16	\$880.00
MEOHKIT	5035 Kit for 8260		SO	\$8.00	16	\$128.00
PM13ICPMS	ICPMS PM13 Metals (SbAsBeCdCrCuPbNiSeAgTlZnHg)	SW846 6020/7000	SO	\$105.00	16	\$1,680.00
FEMS	Iron, ICP-MS (price included in PM13)	SW846 6020A	SO	\$0.00	16	\$0.00
MNMS	Manganese, ICP-MS (price included in PM13)	SW846 6020A	SO	\$0.00	16	\$0.00
CRMS	Chromium, ICP-MS	SW846 6020A	SO	\$25.00	24	\$600.00
METDIG	Metals Digestion for Cr		SO	\$0.00	24	\$0.00
XCRA	Hexavalent Chromium	SW846 3060A/7196A	SO	\$65.00	27	\$1,755.00
<b>Subtotal:</b>						<b>\$5,043.00</b>
<b>Air</b>						
VTO15SL	Volatile Organics (Special List: PCE, TCE, cis-1,2-DCE, Vinyl chloride, and Naphthalene)	EPA T015	AIR	\$180.00	4	\$720.00
VSUMMACERT	Summa Canister Individual Certification		AIR	\$95.00	4	\$380.00
ENVIRO	Environmental / Recycling surcharge			\$0.00		
<b>Subtotal:</b>						<b>\$1,100.00</b>
<b>TOTAL:</b>						<b>\$10,628.00</b>

## Project Specifications

- \* Rush Turnaround Surcharges (Business Days): 1 Day Add 100%, 2 Day Add 75%, 3 Day add 50%,
- \* Deliverable: Commercial B
- \* Certifications: NC No. 573;
- \* Printed, Unbound copies of analytical reports are available for \$75 each.
- \* Rush analytical services require prior laboratory approval.
- \* Standard payment terms are NET 30 days from invoice date. Interest accrued at 1.5%/month on unpaid balances thereafter.
- \* Please review SGS's Terms and Conditions ( <https://www.sgs.com/en/terms-and-conditions>). Submission of samples indicates acceptance of these terms and conditions unless otherwise agreed upon by both parties. SGS retains ownership and rights to all data provided to client prior to payment.
- \* Prices include standard electronic data deliverables (EDD), E-hardcopy (pdf) report and use of Lablink®
- \* Standard 5 business days (M-F excluding holidays) Turnaround Time
- \* This quotation is valid for sixty (60) days
- \* Samples submitted, placed on HOLD and not analyzed will be charged \$15 per sample
- \* Samples extracted and placed on HOLD will be billed at 50% of the full analysis price
- \* SGS reserves the right to charge for report and/or EDD reissues due to client change requests after reports have been issued. This includes, but is not limited to, changes in sample IDs, reporting requirements, reporting limits, or analyte lists
- \* Prices include sampling kits (excluding Terracore and Encore kits) and courier service (within service area and during standard business hours).
- \* SGS reserves the right to add charges beyond the initially quoted prices to recover the costs of additional sample cleanup and instrument downtime caused by extremely contaminated matrices. Clients will be notified of these additional charges prior to submittal of the invoice.
- \* Additional charges will apply for extended storage.
- \* Rush fees may apply for samples received with limited holding time remaining.
- \* ^Hexavalent Chromium only has a 24hr hold time, Samples should be collected after 1pm and shipped to lab, the same day as sample collection.
- \* ^Please notify your SGS project manager when aqueous Hexavalent Chromium samples are being collected.
- \* If a flow controller is needed, the cost is an additional \$10 per sample.
- \* TO15 analysis will take place at SGS in Dayton, New Jersey.

**Quote Prepared By:** Sue O. Bell

**Phone:** (407) 425-6700

**E-Mail:** Susan.Bell@sgs.com

## Acceptance of Quote and Terms

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Compound List Report

Product: V8260STD Volatile Organics  
Matrix: AQ Aqueous

Page 1 of 2

Aug 06, 2018 01:11 pm

Method List:	VAIX8260 AQ	Method Ref:	SW846 8260B	LF25784
Report List:	V8260 ALL	VOA 8260 List		LF23573
RL/MDL Factor:	1			

Compound	CAS No.	RL	MDL	Units
Acetone	67-64-1	25	10	ug/l
Benzene	71-43-2	1.0	0.31	ug/l
Bromobenzene	108-86-1	1.0	0.37	ug/l
Bromochloromethane	74-97-5	1.0	0.45	ug/l
Bromodichloromethane	75-27-4	1.0	0.24	ug/l
Bromoform	75-25-2	1.0	0.41	ug/l
2-Butanone (MEK)	78-93-3	5.0	2.0	ug/l
n-Butylbenzene	104-51-8	1.0	0.23	ug/l
sec-Butylbenzene	135-98-8	1.0	0.24	ug/l
tert-Butylbenzene	98-06-6	1.0	0.31	ug/l
Carbon Disulfide	75-15-0	2.0	0.53	ug/l
Carbon Tetrachloride	56-23-5	1.0	0.36	ug/l
Chlorobenzene	108-90-7	1.0	0.20	ug/l
Chloroethane	75-00-3	2.0	0.67	ug/l
Chloroform	67-66-3	1.0	0.30	ug/l
o-Chlorotoluene	95-49-8	1.0	0.22	ug/l
p-Chlorotoluene	106-43-4	1.0	0.31	ug/l
Dibromochloromethane	124-48-1	1.0	0.28	ug/l
1,2-Dibromo-3-chloropropane	96-12-8	5.0	1.0	ug/l
1,2-Dibromoethane	106-93-4	2.0	0.28	ug/l
Dichlorodifluoromethane	75-71-8	2.0	0.50	ug/l
1,2-Dichlorobenzene	95-50-1	1.0	0.32	ug/l
1,3-Dichlorobenzene	541-73-1	1.0	0.22	ug/l
1,4-Dichlorobenzene	106-46-7	1.0	0.26	ug/l
1,1-Dichloroethane	75-34-3	1.0	0.34	ug/l
1,2-Dichloroethane	107-06-2	1.0	0.31	ug/l
1,1-Dichloroethylene	75-35-4	1.0	0.32	ug/l
cis-1,2-Dichloroethylene	156-59-2	1.0	0.28	ug/l
trans-1,2-Dichloroethylene	156-60-5	1.0	0.22	ug/l
1,2-Dichloropropane	78-87-5	1.0	0.43	ug/l
1,3-Dichloropropane	142-28-9	1.0	0.31	ug/l
2,2-Dichloropropane	594-20-7	1.0	0.24	ug/l
1,1-Dichloropropene	563-58-6	1.0	0.34	ug/l
cis-1,3-Dichloropropene	10061-01-5	1.0	0.29	ug/l
trans-1,3-Dichloropropene	10061-02-6	1.0	0.21	ug/l
Ethylbenzene	100-41-4	1.0	0.36	ug/l
Hexachlorobutadiene	87-68-3	2.0	0.30	ug/l
2-Hexanone	591-78-6	10	2.0	ug/l
Isopropylbenzene	98-82-8	1.0	0.22	ug/l
p-Isopropyltoluene	99-87-6	1.0	0.21	ug/l
Methyl Bromide	74-83-9	2.0	0.59	ug/l
Methyl Chloride	74-87-3	2.0	0.50	ug/l
Methylene Bromide	74-95-3	2.0	0.37	ug/l
Methylene Chloride	75-09-2	5.0	2.0	ug/l

# Compound List Report

Product: V8260STD Volatile Organics  
Matrix: AQ Aqueous

Page 2 of 2

Aug 06, 2018 01:11 pm

Method List:	VAIX8260 AQ	Method Ref:	SW846 8260B	LF25784
Report List:	V8260 ALL	VOA 8260 List		LF23573
RL/MDL Factor:	1			

Compound	CAS No.	RL	MDL	Units
4-Methyl-2-pentanone (MIBK)	108-10-1	5.0	1.0	ug/l
Methyl Tert Butyl Ether	1634-04-4	1.0	0.23	ug/l
Naphthalene	91-20-3	5.0	1.0	ug/l
n-Propylbenzene	103-65-1	1.0	0.29	ug/l
Styrene	100-42-5	1.0	0.22	ug/l
1,1,1,2-Tetrachloroethane	630-20-6	1.0	0.28	ug/l
1,1,2,2-Tetrachloroethane	79-34-5	1.0	0.30	ug/l
Tetrachloroethylene	127-18-4	1.0	0.22	ug/l
Toluene	108-88-3	1.0	0.30	ug/l
1,2,3-Trichlorobenzene	87-61-6	2.0	0.61	ug/l
1,2,4-Trichlorobenzene	120-82-1	2.0	0.50	ug/l
1,1,1-Trichloroethane	71-55-6	1.0	0.25	ug/l
1,1,2-Trichloroethane	79-00-5	1.0	0.47	ug/l
Trichloroethylene	79-01-6	1.0	0.35	ug/l
Trichlorofluoromethane	75-69-4	2.0	0.50	ug/l
1,2,3-Trichloropropane	96-18-4	2.0	0.63	ug/l
1,2,4-Trimethylbenzene	95-63-6	1.0	0.32	ug/l
1,3,5-Trimethylbenzene	108-67-8	1.0	0.27	ug/l
Vinyl Acetate	108-05-4	10	2.0	ug/l
Vinyl Chloride	75-01-4	1.0	0.41	ug/l
m,p-Xylene		2.0	0.47	ug/l
o-Xylene	95-47-6	1.0	0.26	ug/l

66 compounds reported in list V8260

# Compound List Report

**Product:** V8260STD Volatile Organics

**Matrix:** SO Solid

Jul 13, 2018 11:49 am

<b>Method List:</b> VAIX8260 SO	<b>Method Ref:</b> SW846 8260B	LF26162
<b>Report List:</b> V8260 ALL	VOA 8260 List	LF23573
<b>RL/MDL Factor:</b> 1		

Compound	CAS No.	LOQ	LOD	MDL	Units
Acetone	67-64-1	50	25	10	ug/kg
Benzene	71-43-2	5.0	2.0	1.2	ug/kg
Bromobenzene	108-86-1	5.0	2.0	1.0	ug/kg
Bromochloromethane	74-97-5	5.0	2.0	1.5	ug/kg
Bromodichloromethane	75-27-4	5.0	2.0	1.0	ug/kg
Bromoform	75-25-2	5.0	2.0	1.0	ug/kg
2-Butanone (MEK)	78-93-3	25	15	7.3	ug/kg
n-Butylbenzene	104-51-8	5.0	2.0	1.0	ug/kg
sec-Butylbenzene	135-98-8	5.0	2.0	1.0	ug/kg
tert-Butylbenzene	98-06-6	5.0	2.0	1.0	ug/kg
Carbon Disulfide	75-15-0	5.0	2.0	1.0	ug/kg
Carbon Tetrachloride	56-23-5	5.0	2.0	1.0	ug/kg
Chlorobenzene	108-90-7	5.0	2.0	1.0	ug/kg
Chloroethane	75-00-3	5.0	3.5	2.0	ug/kg
Chloroform	67-66-3	5.0	2.0	1.3	ug/kg
o-Chlorotoluene	95-49-8	5.0	2.0	1.0	ug/kg
p-Chlorotoluene	106-43-4	5.0	2.0	1.0	ug/kg
Dibromochloromethane	124-48-1	5.0	2.0	1.0	ug/kg
1,2-Dibromo-3-chloropropane	96-12-8	5.0	3.5	1.9	ug/kg
1,2-Dibromoethane	106-93-4	5.0	2.0	1.0	ug/kg
Dichlorodifluoromethane	75-71-8	5.0	3.5	2.0	ug/kg
1,2-Dichlorobenzene	95-50-1	5.0	2.0	1.0	ug/kg
1,3-Dichlorobenzene	541-73-1	5.0	2.0	1.0	ug/kg
1,4-Dichlorobenzene	106-46-7	5.0	2.0	1.2	ug/kg
1,1-Dichloroethane	75-34-3	5.0	2.0	1.8	ug/kg
1,2-Dichloroethane	107-06-2	5.0	2.0	1.0	ug/kg
1,1-Dichloroethylene	75-35-4	5.0	2.0	1.0	ug/kg
cis-1,2-Dichloroethylene	156-59-2	5.0	2.0	1.4	ug/kg
trans-1,2-Dichloroethylene	156-60-5	5.0	2.0	1.0	ug/kg
1,2-Dichloropropane	78-87-5	5.0	2.0	1.0	ug/kg
1,3-Dichloropropane	142-28-9	5.0	2.0	1.0	ug/kg
2,2-Dichloropropane	594-20-7	5.0	2.0	1.0	ug/kg
1,1-Dichloropropene	563-58-6	5.0	2.0	1.0	ug/kg
cis-1,3-Dichloropropene	10061-01-5	5.0	2.0	1.0	ug/kg
trans-1,3-Dichloropropene	10061-02-6	5.0	2.0	1.0	ug/kg
Ethylbenzene	100-41-4	5.0	2.0	1.0	ug/kg
Hexachlorobutadiene	87-68-3	5.0	2.0	1.3	ug/kg
2-Hexanone	591-78-6	25	15	7.5	ug/kg
Isopropylbenzene	98-82-8	5.0	2.0	1.0	ug/kg
p-Isopropyltoluene	99-87-6	5.0	2.0	1.0	ug/kg
Methyl Bromide	74-83-9	5.0	3.5	2.0	ug/kg
Methyl Chloride	74-87-3	5.0	3.5	2.0	ug/kg
Methylene Bromide	74-95-3	5.0	2.0	1.0	ug/kg
Methylene Chloride	75-09-2	10	5.0	4.0	ug/kg

# Compound List Report

**Product:** V8260STD Volatile Organics  
**Matrix:** SO Solid

Jul 13, 2018 11:49 am

<b>Method List:</b> VAIX8260 SO	<b>Method Ref:</b> SW846 8260B	LF26162
<b>Report List:</b> V8260 ALL	VOA 8260 List	LF23573
<b>RL/MDL Factor:</b> 1		

Compound	CAS No.	LOQ	LOD	MDL	Units
4-Methyl-2-pentanone (MIBK)	108-10-1	25	15	7.5	ug/kg
Methyl Tert Butyl Ether	1634-04-4	5.0	2.0	1.0	ug/kg
Naphthalene	91-20-3	5.0	3.5	2.0	ug/kg
n-Propylbenzene	103-65-1	5.0	2.0	1.0	ug/kg
Styrene	100-42-5	5.0	2.0	1.0	ug/kg
1,1,1,2-Tetrachloroethane	630-20-6	5.0	2.0	1.0	ug/kg
1,1,2,2-Tetrachloroethane	79-34-5	5.0	2.0	1.0	ug/kg
Tetrachloroethylene	127-18-4	5.0	2.0	1.3	ug/kg
Toluene	108-88-3	5.0	2.0	1.0	ug/kg
1,2,3-Trichlorobenzene	87-61-6	5.0	3.5	1.4	ug/kg
1,2,4-Trichlorobenzene	120-82-1	5.0	3.5	1.0	ug/kg
1,1,1-Trichloroethane	71-55-6	5.0	2.0	1.0	ug/kg
1,1,2-Trichloroethane	79-00-5	5.0	2.0	1.0	ug/kg
Trichloroethylene	79-01-6	5.0	2.0	1.0	ug/kg
Trichlorofluoromethane	75-69-4	5.0	3.5	2.0	ug/kg
1,2,3-Trichloropropane	96-18-4	5.0	3.5	1.3	ug/kg
1,2,4-Trimethylbenzene	95-63-6	5.0	2.0	1.0	ug/kg
1,3,5-Trimethylbenzene	108-67-8	5.0	2.0	1.0	ug/kg
Vinyl Acetate	108-05-4	25	20	16	ug/kg
Vinyl Chloride	75-01-4	5.0	2.0	1.0	ug/kg
m,p-Xylene		10	4.0	1.1	ug/kg
o-Xylene	95-47-6	5.0	2.0	1.0	ug/kg

66 compounds reported in list V8260

**UTILITY LOCATING SUBCONTRACTOR QUOTES**



Probe Utility Locating, LLC  
 PO Box 135  
 Huntersville, NC 28070

# COST ESTIMATE

**PREPARED FOR**  
 Hart & Hickman  
 3921 Sunset Ridge Rd  
 Suite 301  
 Raleigh, NC 27607

**ESTIMATE NUMBER** 1328  
**ESTIMATE DATE** 12/19/2018  
**VALID FOR** 90 Days

**PROJECT MANAGER** Justin Ballard  
**PROJECT NAME** HVL-005 - Mud Creek Dump

DESCRIPTION	QTY	RATE	AMOUNT
<b>Private Utility Locating (Day Rate; Includes Mobilization)</b>	1	1,200.00	1,200.00
<b>ESTIMATED TOTAL</b>			<b>\$1,200.00</b>

The site is identified as Mud Creek Dump (NONCD0000798), located in Hendersonville, NC.

Scope:  
 Locate and mark underground utilities in the vicinity of 20 proposed boring locations at the site.

Accepted By \_\_\_\_\_

Date \_\_\_\_\_

Probe Utility Locating, LLC uses electromagnetic (EM) and ground penetrating radar (GPR) methods to locate and mark private underground utilities such as electrical, CATV, phone, water, natural gas, storm sewer and sanitary sewer. Small-diameter, non-metallic utilities such as fiber optic and natural gas / PVC pipes can only be located if a metallic tracer line is buried with the utility. Probe Utility Locating, LLC is not responsible for locating or marking public utilities. It is the responsibility of the client to have public utilities marked through the 811 One-Call service.

December 21, 2018

**Hart & Hickman**

**Attn: Justin Ballard**

**Phone: 252.548.9191**

**Email: [jballard@harthickman.com](mailto:jballard@harthickman.com)**

**Project: Hendersonville, NC**

GPRS appreciates the opportunity to provide this proposal. I encourage you to visit our website ([www.gprsinc.com](http://www.gprsinc.com)) and contact any of the numerous references listed. Our insurance certificate and W-9 can also be downloaded [here](#). Please feel free to contact me if you have any questions, or if you need additional information.

### **SCOPE OF WORK**

We understand the scope to be to search for underground utilities in the vicinity of 15 soil boring locations. We will attempt to locate any utilities within a radius of approximately 10' from each proposed location. We will attempt to trace any utilities for which there are structures visible from the work area. The client will be responsible to provide drawings or notify GPRS of any utilities known to be entering the work area for which there are no apparent surface features or structures that are visible from the work area. Interior locations will be scanned with both GPR antennas listed below. The areas should be laid out, marked, and cleared of obstructions prior to our arrival in order to avoid additional charges. Please visit [www.simspec.org](http://www.simspec.org) for an overview of our industry-leading best practices that will be applied to this project.

### **EQUIPMENT**

- **400 MHz GPR Antenna.** The antenna is mounted in a stroller frame which rolls over the surface. The surface needs to be reasonably smooth and unobstructed in order to obtain readable scans. Obstructions such as curbs, landscaping, and vegetation will limit the feasibility of GPR. The data is displayed on a screen and marked in the field in real time. GPR works by sending pulses of energy into a material and recording the strength and the time required for the return of the reflected signal. Reflections are produced when the energy pulses enter into a material with different electrical properties from the material it left. The strength of the reflection is determined by the contrast in signal speed between the two materials. The total depth achieved can be as much as 8' or more with this antenna but can vary widely depending on the conductivity of the materials. Conductive soil types such as clay may limit our depths to 3' or less. As depth increases, targets must be larger in order to be detected and nonmetallic targets can be especially difficult to locate. Depths provided should always be treated as estimates as their accuracy can be affected by multiple factors. For more information, please visit: [Link](#)
- **Electromagnetic Pipe Locator.** The EM locator can passively detect the electromagnetic fields from live AC power or radio signals travelling along some conductive utilities. It can also be used in conjunction with a transmitter to connect directly to accessible, metallic pipes, risers, or tracer wires. A current is sent through the pipe or tracer wire at a specific frequency and the resulting EM field can then be detected by the receiver. A utility's ability to be located depends on a variety of factors including access to the utility, conductivity, grounding, interference from other fields, and many others. Depths provided should always be treated as estimates as their accuracy can be affected by multiple factors. For more information, please visit: [Link](#)
- **Traceable Rodder.** The rodder has a copper wire encased in 5/16" of fiberglass. The line is pushed through accessible pipes before placing a current on the wire which is then traced from the surface. The maximum traceable depth is 10' depending on the soil conditions and the maximum distance is 300'. The line can be pushed through a pipe with direct access such as a sewer line at cleanout or a storm drain catch basin. It may not be able to be pushed through deeper pipes within manholes and conduits will not be accessed by GPRS. The signal cannot be located through metallic pipes. For more information, please visit: [Link](#)

### **OPTIONAL EQUIPMENT**

- **GPS.** This handheld GPS unit offers accuracy down to 4 inches, however, the accuracy will depend on the satellite environment and obstructions and should not be considered to be survey-grade. Features can be collected as points, lines, or areas and then exported into Google Earth or overlaid on a CAD drawing. For more information, please visit: [Link](#)



MAP OF SCAN AREA

No map was provided for this project.

**PROJECT COSTS**

SERVICE	SCOPE	PRICE	
SCANNING/FIELD MARKINGS	Described on Page 1	\$1,000	
MOBILIZATION	Included at no charge	\$0	
<b>TOTAL</b>		<b>*\$1,000</b>	
OPTIONAL SERVICES (INITIAL IF DESIRED)			
WRITTEN REPORT	Basic report of findings with photos and example data.	Initial _____	\$200
CAD DRAWING	Findings will be drafted in AutoCAD with an aerial image background. A linework version will also be provided if the client provides an existing drawing. Results are not survey-grade accuracy.	Initial _____	\$600

\*This price assumes that we will be given access to perform the work during normal weekday business hours (6am-5pm). As-builts and any other applicable drawings should be made available to GPRS prior to the project. A thorough utility search can only be completed if GPRS is given access to all utility structures, interior and exterior. This service is never a replacement for the use of the state One Call system (811). All of our technicians have OSHA-10 safety training or greater. Site-specific safety training is not included in this quote. Please notify us if this project requires additional safety training.

**TERMS & CONDITIONS**

- Customer agrees to meet and perform all requirements described in this document and has fully read and understands all items listed within this document.
- Our goal is to provide you with the answers to your questions regarding what lies below the surface. Customer acknowledges it understands that our results are based upon the quality of the data retrieved which is determined by a variety of factors, including, but not limited to, the limitations listed in the "Equipment" section of this document. These limitations are inherent to all locating equipment. The decision to proceed with drilling, excavation or any destructive methods is left entirely up to the customer.
- GPRS cannot accept liability for damages or associated costs that are determined to be a result of limitations either unforeseen or covered in this document. For damages that are determined to be due to the negligence of GPRS, GPRS will work directly with customer to come to an equitable resolution for both parties. These terms and conditions supersede any other previous terms and conditions either oral or written.
- If GPRS provides maps or CAD drawings, please note that the map is not survey quality. These are representations of GPRS' utility findings performed on a previous date. The GPRS scan performed was of limited scope and utilities outside this scope are not shown.
- Payment is due upon receipt of invoice.
- If for some reason the technician arrives on site and the work is cancelled there will be a charge of \$500.00 per requested technician.

**ACCEPTED AND AGREED:**

Billing Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Company Phone/Email: \_\_\_\_\_ PO#: \_\_\_\_\_ Job#: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CLEARING SUBCONTRACTOR QUOTES**

Eastern Solutions, LLC  
10909 Rozzelles Ferry Rd  
Charlotte, NC 28214 US  
(803) 746-5180  
www.esenvequipment.com



ENVIRONMENTAL EQUIPMENT RENTAL  
& FIELD SUPPORT SERVICES

## ESTIMATE

### ADDRESS

Rebecca Deal  
Hart & Hickman, PC - Charlotte  
2923 S Tryon St  
Suite 100  
Charlotte, NC 28203

### SHIP TO

Rebecca Deal  
Hart & Hickman, PC -  
Charlotte  
2923 S Tryon St  
Suite 100  
Charlotte, NC 28203

ESTIMATE # 1583

DATE 12/19/2018

### P.O. NUMBER

Hendersonville

### START DATE

TBD

ACTIVITY	QTY	RATE	AMOUNT
<b>Forestry Cutter Clearing Services</b> Per client email; scope is for 1 day of forestry cutting work.	1	2,050.00	2,050.00
<b>Daily Truck Charge &gt; 100 Miles and &lt; 200 Miles RT</b>	1	125.00	125.00
<b>Perdiem - Meals Only (10 hr or greater work days)</b>	2	35.00	70.00
<b>Fuel Surcharge</b>	1	100.00	100.00T
<b>Travel (2 Man Crew) - Hourly Rate</b>	6	90.00	540.00

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SUBTOTAL 2,885.00  
TAX (0%) 0.00  
TOTAL **\$2,885.00**

Accepted By

Accepted Date



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Brian Pahle

**Department:** Admin

**Date Submitted:** 01/22/19

**Presenter:** Brian Pahle

**Date of Council Meeting to consider this item:** 02/07/19

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item #** 07a

Recognition of an outstanding employee.

**Budget Impact:** \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? <sup>N/A</sup> If no, describe how it will be funded.

**Suggested Motion:**

N/A

**Attachments:**

N/A



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Administration

**Date Submitted:** 1/9/2019

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 2/7/2019

**Nature of Item:** Presentation Only

## Summary of Information/Request:

**Item #** 07b

For the October through December, quarter, the Service Excellence Design Team selected those listed below as the quarterly winners.

Engine 2 responded to a reported gas leak at a residence on Blue Goose Court. An elderly couple stated that when they started their vehicle they noticed an odor of gas. Jon and his crew could have referred the couple to someone else, but decide to fix the gas line so that the couple could drive it to a repair shop. This is a great example of excellent customer service. Jon Ward, Will Justice, Corban Hosley & Paul Kaplan

Josh Hoard and Allen Cliff (Public Works) volunteered to travel to New Bern to assist with Hurricane Florence recovery efforts. They both worked 12 hour days for the week to load debris with the knuckle boom truck. We appreciate their willingness to assist another municipality in their time of need.

After learning an elderly handicapped member of the PD "Reassurance Program" was snowed in and couldn't get his wheelchair out, Monica Howard and Amber Glisson (Police) jumped in to help. They went to his house and shoveled out his sidewalk and drive so that he could get out.

**Budget Impact:** \$ NA Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

NA

## Attachments:

Attached is a list of all of the nominations that were considered by the Service Excellence Design Team for the Quarterly recognitions. As you will see, it is a difficult task.

## OCTOBER - DECEMBER MVPs 2018

At Station 1, on Saturday, 10/27, Capt. **Tim Cagle**, Lt. **Bradley**, Lt. **Deso**, Eng. **Womack**, Eng. **Herring**, Eng. **Swain**, FF **G. Justice**, FF **Dunne**, FF **Putnam**, and FF **Thomas** hosted the Friends of Santa organization, who help children with cancer and their families through their emotional and financial hardship. These members of the HFD were excellent representatives of the department and the City by taking any measure to make sure these families had a wonderful experience. They took the time to assure their safety and enjoyment, interacting with them and giving them tours and demonstrations of some of the things they do every day to keep us all safe.

Amber is a great asset to the City of Hendersonville, she is always willing to help her co-workers while completing her own tasks- has had a lot of added on responsibilities and works hard to get them completed. I have never seen her not busy and also has a lot of patience and takes time with each customer which I know makes them feel important. **Amber Layton**

A gentleman who apparently was just released from Pardee Hospital came into City Hall looking for the Henderson County Sheriff's Department. I was somewhat confused and seeking assistance from HCSD. Instead of just sending this person to HCSP, Adam told it upon himself to contact HCSD and provide them enough information to where the dispatched a deputy to City Hall. Adam then escorted the individual to the HPD lobby to wait on the HCSD Deputy. **Adam Murr**

Captain Nicholson worked hard to design and build a prop for the fire education/prevention skit that is used to teach fire safety to the elementary school children in our city. Captain Nicholson took it upon himself to draw, build and paint a house for the skit. This house is used as the neighbor's house that the kids run to in order to have their neighbor call 911. **Dustin Nicholson**

Engine 2 responded to a reported gas leak at a residence on Blue Goose Court. An elderly couple stated that when they started their vehicle they noticed an odor of gas. Jon and his crew could have referred the couple to someone else, but decide to fix the gas line so that the couple could drive it to a repair shop. This is a great example of excellent customer service. **Jon Ward**

Justin and his team have been researching compliance data managing firms in order to assist the Fire Department with compliance management. Justin noted that my team would also benefit from the database management tool and incorporated us into the discussions and webinars. Such great communication and teamwork! **Justin Ward**

Amy made a selfless act to provide office space for the City's new Communications Manager position. She was flexible and made her office available while moving her work space to the Council chambers. **Amy Knight**

A gentleman's car ran out of gas near the intersection of 64 and Dana Rd. James, Brandon and Austin took the time in the pouring rain to direct traffic and push the man's car down the road and into the gas station. **James Clugh, Brandon Smith Austin Williams**

Josh and Allen volunteered to travel to New Bern to assist with Hurricane Florence recovery efforts. They both worked 12 hour days for the week to load debris with the knuckle boom truck. We appreciate their willingness to assist another municipality in their time of need. **Josh Hoard, Allen Cliff**

Larry, Timmy & Jeremy lent a helping hand when we had a sludge truck driver spill bio solids on the road. I called Larry and he sent the sweeper truck with Jeremy and Timmy to aid in the clean-up. Awesome job. **Larry Reeves, Timmy Hensley, Jeremy Buckner**

We have had vacant positions on the Board of Adjustment which have been difficult to fill making it hard to establish a quorum. Terri took the initiative to reach out to someone who may be willing to serve on the Board. We received the application and the Council appointed her. Well done, Terri. **Terri Swann**

Marlee has been leading pre-construction meetings for private development projects that have water and sewer components. After the pre-construction meeting for Groves at Town Center, the owner's representative went out of his way to compliment me on Marlee and what a great job she has done at streamlining our processes. He said that of all of the places they build apartments, Hendersonville is by far the easiest to work with and that Marlee has been a great addition to our City. **Marlee Page**

After learning that Paul Cunningham, an elderly handicapped member of our "Reassurance Program" was snowed in and couldn't get his wheelchair out, Monica and Amber jumped in to help. They went to his house and shoveled out his sidewalk and drive so that he could get out. **Monica Hoard, Amber Glisson**

Stephen Bell saw that the representative from Carolina Headgear was having some trouble carrying large heavy boxes into the operations center in the rain. He stepped up and helped her carry a box in and take it to Cindy's office. When he heard her say she had more he volunteered to help her carry in the remainder of the boxes. She was very appreciative of his willingness to help her out. Stephen took the initiative to go the extra mile and exhibited a great attitude and willingness to help others. **Stephen Bell**

Words can't describe how much Tammie helped with the United Way Campaign this year. From the aspect of computer/HUB support, the City launched several new uses for the HUB and Tammie was willing to invest the time to figure out how to make it work. Thank you Tammie!! **Tammie Drake**

Today during a routine medical call, I witnessed Lt. Kleppe go out of his way to show compassion and empathy to a patient who had an extended wait period for EMS to arrive. EMS was very busy and Lt. Kleppe engaged the patient in talking about his past career as a pilot, talking in detail about the planes he flew and making the gentleman feel very valued. It was just a medical call, but Lt. Kleppe went above and beyond to make the patient feel important and not think about his current situation. **Thomas Kleppe**

On Friday December 7, seventy second graders toured the first and fourth floors of the Police Department. Todd and Matt showed great enthusiasm and restraint in dealing with all these students.

Six different groups were led thru the areas taking most of the morning. I appreciate their willingness to undertake such duties. **Todd Letterman, Matthew Capps**

On garbage truck #09, Miguel noticed one of the lift welds on the back of the truck was broken on both sides and could have caused severe damage. He tool ownership to see that the right people knew of the issue. **Miguel Hernandez**

Diane Rhoades from 323 Blythe St called in giving these gentlemen much praise for the quick action and quality work they done at her residence. Zach and Brandon did a great job fixing the problem and repairing the job site. **Zach Cody, Brandon Smith**

Our Dept. is a collection center for the Blue Ridge Humane Society's Holiday Pet Supply Drive. When Lt. Deso saw the empty collection container, he took it upon himself to visit local businesses and received donations of large bags of pet food and supplies. To me this shows Lt. Deso's level of compassion, not only on a daily basis through his work with citizens but also for the sometimes forgotten pets that provide comfort and unconditional love. Lt. Deso's actions can teach us all a little bit about kindness. **Ray Deso**

#### **PAST MVPs 2018**

On Wed. May 16th with both Spartanburg Hwy and Greenville Hwy impassable and very heavy traffic on the south end of town, Kyle and Adam recognized the need for additional traffic control at Main and Caswell and stopped their service truck, got out and helped secure the intersection and direct traffic until Public Works could arrive. They weren't asked, just saw a need and stopped to help what was a very difficult traffic jam. **Adam Rice, Kyle Kirchner**

On July 24, 2018 I was conducting a drug investigation that resulted in an arrest and seizure of drugs. The suspect and evidence were brought back to the police department. Without asking, Detective Cantwell took photographs, packaged and recorded all evidence on an evidence sheet while I was interviewing the suspect. Detective Cantwell also stayed late to make sure I did not need any other help in the event the interview gave intelligence that needed to be acted upon. This is the second time Detective Cantwell has done this and it has not gone unnoticed and is much appreciated. **Robert Cantwell**



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Connet  
**Date Submitted:** 1/10/2019  
**Date of Council Meeting to consider this item:** 2/7/2019  
**Nature of Item:** Presentation Only

**Department:** Administration  
**Presenter:** John Connet

### Summary of Information/Request:

**Item #** 07c

In 2018, 140 MVP nominations were submitted and each quarter three were chosen as Quarterly MVPs. From these, the Service Excellence Design Team selected three Public Works employees to share MVP of the Year as it was a group effort.

Cheryl Jones, a city resident in Towne Forest, called to thank Chris Merbitz, Miguel Hernandez, and Anthony Schaeffer for taking the time to dance and entertain her daughter while performing their normal duties. Ms. Jones daughter enjoys seeing the solid waste truck come by her house and this crew stopped what they were doing to brighten this little girl's day.

Between the three of them, they received 11 MVP nominations in 2018.

Chris and Miguel have asked that Anthony receive the full \$500.

**Budget Impact:** \$ NA Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

NA

### Attachments:

Quarterly MVPs 2018

**Jonathan Owen** (Water & Sewer) There was a stranded motorist that was blocking a lane of traffic at the intersection of 1st and N. Grove. Jonathan was off the clock but he pulled over to ask the motorist if he needed assistance and then helped him push his car off the street to safety. Jonathan is always very helpful and polite to everyone.

**Chris Merbitz, Miguel Hernandez, Anthony Schaeffer** (Public Works). Ms. Cheryl Jones, a Town Forest subdivision resident, called to thank Chris, Miguel and Tony for taking time to dance and entertain her daughter while performing their normal duties. Ms. Jones daughter enjoys seeing the solid waste truck come by her house and this crew stopped what they were doing to brighten this little girl's day.

**Justin Ward and Paul Kaplan** (Fire) Justin and Paul have been attending MDA Camp for years to serve and help those in need. While at the camp these two gentleman are assigned to a camper who has some type of disability. They are basically "parents" for the week and help their assigned camper have a great time and enjoy a week of fun and excitement. This is a challenging week for both members. They never complain and they go above and beyond to represent Hendersonville at MDA camp.

**Keith Fogo**, Engineering, took the initiative to solve a problem that a property owner was having with stormwater runoff. The issue was the result of runoff along a NCDOT road near an area of sidewalk construction in 2011. Keith worked with Timmy Hensley, Public Works, and crew to coordinate the work, check in on multiple occasions with the property owner and made sure it was completed correctly. Ruth Whitmire, Administrator for the Montessori School, wrote a letter praising the efforts and the courtesy of all the workers.

Following vandalizing of the Berkeley Park dugouts with spray paint, **Deon Mendosa**, Public Works, was asked to paint over it. Seeing that the fix did not look good, he took it upon himself to paint the entire dugouts, inside and out. An excellent example of a worker taking pride in his work and going the extra mile.

While performing hydrant maintenance, **Lt Thomas Kleppe, Engineer Terry Martin and Firefighter Tillotson** recognized a local homeless person they previously interacted with on a medical call, crossing the road and looking distressed while walking. It had been raining for days and the individual was limping badly due to wet shoes. Lt Kleppe bought him lunch and sat with him while he ate his meal, while Eng. Martin and FF Tillotson, after they completed their task, purchase dry socks and food for the individual. The man was very grateful and overwhelmed by the generosity. It was an excellent opportunity to provide the gentleman with information on the local shelter and clinics.

**Jorja Ursin** being the City Receptionist is dealing with the public all day on the phone or in person. She does her job with a fantastic attitude and a smile, even on her worst days she puts the public first. Jorja takes the time to listen to people to find out exactly what they are needing. If it is something the City can not help them with she goes above and beyond to get them to the proper person. She cares about her job and also her co-workers and goes above and beyond every day in her job.

After working a busy 24 hour Shift, **Capt. Josh Poore, Eng. Terry Martin, FF Jeremy Wallin and FF Tanner McCrain** volunteered to assist Mrs. Vera Hendrix (widow of Fire Chief F.C. Hendrix). With failing health, she would be moving into an assisted living facility. These Firefighters, on their own time, loaded up trucks with her belongings and moved them into her room at the facility. They then stayed to re-arrange furniture and make up her bed so she would feel at home on her arrival.

Fire Engineer **Billy Ray Praytor** demonstrated excellence customer service while on an incident assisting a stranded motorist. The elderly gentlemen was having car problems. Realizing the motorist had run out of gas, Engineer Praytor walked to the gas station and purchased a gas can and gas. Once the vehicle was running, Engineer Praytor provided further assistance by purchasing an additional amount of gas so the gentleman could go pick up his daughter across town. All this with his own money.

Engine 2 responded to a reported gas leak at a residence on Blue Goose Court. An elderly couple stated that when they started their vehicle they noticed an odor of gas. Jon and his crew could have referred the couple to someone else, but decide to fix the gas line so that the couple could drive it to a repair shop. This is a great example of excellent customer service. **Jon Ward**

Josh and Allen volunteered to travel to New Bern to assist with Hurricane Florence recovery efforts. They both worked 12 hour days for the week to load debris with the knuckle boom truck. We appreciate their willingness to assist another municipality in their time of need. **Josh Hoard, Allen Cliff**

After learning that Paul Cunningham, an elderly handicapped member of our "Reassurance Program" was snowed in and couldn't get his wheelchair out, Monica and Amber jumped in to help. They went to his house and shoveled out his sidewalk and drive so that he could get out. **Monica Hoard, Amber Glisson**



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Adam Murr

**Department:** Admin

**Date Submitted:** 01/22/2019

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 02/07/2019

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item #** 07d

The City of Hendersonville has received the Government Finance Officers Association's Distinguished Budget Presentation Award for the fifth consecutive year. City Manager John Connet will recognize Assistant City Manager Brian Pahle and Budget & Management Analyst Adam Murr for their work on the FY 2017 - 2018 Budget Document.

**Budget Impact:** \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? <sup>N/A</sup> If no, describe how it will be funded.

N/A

**Suggested Motion:**

N/A - Presentation only

**Attachments:**

1. Press Release
2. Distinguished Budget Presentation Award



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

## **FOR IMMEDIATE RELEASE**

January 3, 2019

**For more information, contact:**

**Technical Services Center**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [budgetawards@gfoa.org](mailto:budgetawards@gfoa.org)**

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Hendersonville, North Carolina**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Adam C. Murr, Budget & Management Analyst**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

*Government Finance Officers Association is a major professional association servicing the needs of more than 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C.*

Washington, DC Office

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Hendersonville  
North Carolina**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Movill*

Executive Director



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Chief Herbert Blake

**Department:** Admin

**Date Submitted:** 01/28/2019

**Presenter:** Chief Herbert Blake

**Date of Council Meeting to consider this item:** 02/07/2019

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 07e

The Hendersonville Police Department would like to recognize the following individuals:

Reserve Police Officer Josh Fisher started with HPD on January 19, 2019. Josh attended Basic Law Enforcement Training at Blue Ridge Community College and worked as a Reserve Police Officer at Laurel Park Police Department. He is married to Jessica and has one son, Isaac.

Police Officer Alicia Lockhart started with HPD on July 28, 2018 as a Basic Law Enforcement Training student at Blue Ridge Community College and graduated from the Basic Law Enforcement Training class in January. Alicia graduated from Polk County High School in 2011 and Western Community College with a Bachelor's degree in Social Work in 2015.

Police Officer Ezekiel Johnston started with HPD on August 18, 2018. Zeke graduated Basic Law Enforcement Training from McDowell Community College on August 17, 2018. Zeke graduated from Owen High School in 2015. He is married to Shelby and they have a son, Joshua.

**Budget Impact:** \$ No Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

N/A

### Suggested Motion:

N/A

**Attachments:**

none



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 1-14-19

**Presenter:** Daniel Heyman, Planner

**Date of Council Meeting to consider this item:** 2-7-19

**Nature of Item:** Council Action

**Summary of Information/Request:**

**Item #** 08

File #P18-33-ZTA

The City is in receipt of an application from Andrew Riddle for a zoning text amendment to the standard pertaining to Animal Boarding Facilities.

**Budget Impact:** \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? <sup>N/A</sup> If no, describe how it will be funded.

**Suggested Motion:**

Suggested MOtions are on page 5.

**Attachments:**

Memo  
Ordinance

## MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Development Assistance Department

**RE:** Text Amendment of Article XVI Special Requirements for Certain Uses Section 16-4 Standards Pertaining to Animal Boarding Facilities.

**FILE #:** P18-33-ZTA

**DATE:** February 7, 2019

### PROJECT HISTORY

The Development Assistance Department has received an application from Andrew Riddle for a zoning text amendment to the standards pertaining to Animal Boarding Facilities.

The applicant has proposed to add new standards for indoor animal boarding facilities and to reduce the required setback from residential uses and zoning districts for facilities that meet such requirements.

Listed below are proposed changes to the Zoning Ordinance. Additions are underlined and deletions are ~~struck-through~~.

#### **Article XVI Special Requirements For Certain Uses**

**Section 16-4 Standards.** As stated herein, the following standards apply to the indicated use when such use is either a special use, a conditional use or a permitted use subject to special requirements. These standards are in addition to other applicable development standards contained in this ordinance.

**Section 16-4 Standards** is hereby amended as follows:

**16-4-4 Animal Boarding Facilities.** The standards in this section shall apply to facilities, such as animal kennels and animal shelters, where the primary purpose is the boarding of household pets. It shall not apply to boarding facilities incidental to the operation of an animal hospital or clinic or to pet stores.

- a) No animal boarding facility shall be operated without all necessary licensure, certification or other form of permission from the state and any other governmental agency with jurisdiction over its operation. Loss of such permission shall be grounds for revocation of any conditional use permit or conditional zoning district authorizing an animal boarding facility.
- b) No animal boarding facility shall be located within 500 feet of the nearest lot line of a residential use or a residential zoning district, except that an animal boarding facility with exclusively indoor housing facilities may reduce such setback to 200

feet from the nearest residential structure, subject to the following special requirements:

- 1) The boarding facility must have a staff member present 24 hours a day when animals are being boarded.
  - 2) At no time are animals permitted to be outdoors unsupervised.
  - 3) All other requirements of this section are met.
- c) Animal boarding facilities shall be adequately buffered to prevent sounds from constituting a nuisance to neighboring properties.
  - d) Housing facilities for animals shall be structurally sound and shall be maintained in good repair, shall be designed so as to protect the animals from injury, shall contain the animals, and shall restrict the entrance of other animals.
  - e) Electric power shall be supplied in conformance with the state electrical codes adequate to supply lighting and heat as may be required by this section. Water shall be supplied at sufficient pressure and quantity to clean indoor housing facilities and primary enclosures of debris and excreta.
  - f) Food and bedding shall be stored at facilities adequate to provide protection against infestation or contamination by insects or rodents. Refrigeration shall be provided for the protection of perishable foods.
  - g) The applicant shall establish procedures for the safe and sanitary removal and disposal of animal and food waste, bedding, dead animals and debris and shall abide by such procedures. Disposal facilities shall be maintained in a sanitary condition, free from the infestation or contamination of insects or rodents or disease, and from obnoxious or foul odors.
  - h) Washroom facilities, including sinks and toilets, shall be provided for animal caretakers.
  - i) Indoor housing facilities shall be adequately ventilated to provide for the health of animals contained therein and to assist in the removal of foul and obnoxious odors. Provision shall be made so that the volume of air within any enclosed indoor facility shall be changed three times or more each hour. This may be accomplished through the location and periodic opening of doors and windows. If fans or ventilating equipment are used, they shall be constructed in conformance with current standards of good engineering practice with respect to noise and minimization of drafts.
  - j) Indoor housing facilities for animals shall have sufficient natural or artificial lighting to permit routine inspection and cleaning at any time of day. In addition, sufficient natural or artificial lighting shall be supplied in the area of sinks and toilets to

provide for the hygiene of animal caretakers.

- k) Interior wall, ceiling and floor surfaces of indoor housing facilities shall be constructed of materials which are resistant to the absorption of moisture and odors, or such surfaces shall be treated with a sealant or with paint when such materials are not originally resistant to moisture or odors. Floor surfaces shall not be unsealed wood. In addition, interior walls shall be constructed so that the interface with floor surfaces is sealed from the flow or accumulation of moisture or debris.
- l) Indoor housing facilities shall contain a drainage system which shall be connected to a sanitary sewer or septic tank system which conforms to the standards of the state building code and shall be designed to rapidly remove water and excreta in the cleaning of such indoor housing facility under any condition or weather or temperature.
- m) Outdoor facilities shall be constructed to provide shelter from excessive sunlight, rain, snow, wind or other elements. In addition, such facilities shall be constructed to provide sufficient space for the exercise and movement of each animal contained therein.
- n) All outdoor facilities shall be constructed to provide drainage and to prevent the accumulation of water, mud, debris, excreta or other materials, and shall be designed so that all animal and food wastes are directed into an approved sanitary sewer system or septic tank.
- o) All outdoor facilities shall be constructed with adequate walls or fences to contain the animals kept therein and to prevent entrance of other animals.
- p) Primary enclosures for animals shall be constructed and maintained so as to provide sufficient space to allow each animal to turn about freely and to easily stand, sit and lie in a comfortably normal position.
- q) Facilities shall be operated in compliance with regulations adopted pursuant to the Animal Welfare Act, N.C.G.S. §19A-20, et seq., as it may be amended from time to time.
- r) No animal boarding facility shall be operated at any time after it has been designated by a public health official pursuant to city, state or federal statutes or regulations concerning health, as being infested with insects, rodents or disease which may endanger the public health, until the health officer having jurisdiction shall have certified that the condition has been corrected and the premises then comply with applicable health standards and regulations.

## **APPLICABLE ZONING DISTRICTS**

Animal Boarding Facilities are currently a Conditional Use in the C-2 Secondary Business, C-3 Highway Business, and I-1 Industrial Zoning Districts. Conditional Use permits are subject to review by the Zoning Board of Adjustment.

Animal Boarding Facilities are also permitted in the PCDCZD Planned Commercial Development, and PMDCZD Planned Manufacturing Development Conditional Zoning Districts. Both of these districts require a conditional rezoning by City Council.

## **ZONING ORDINANCE GUIDELINES**

Per Section 11-4 of the City's Zoning Ordinance, the following factors shall be considered by City Council prior to adopting or disapproving an amendment to the text of the City's Zoning Ordinance:

1. Comprehensive Plan consistency. Consistency with the Comprehensive Plan and amendments thereto.
2. Compatibility with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject property.
3. Changed conditions. Whether and the extent to which there are changed conditions, trends or facts that require an amendment.
4. Public interest. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern that benefits the surrounding neighborhood, is in the public interest and promotes public health, safety and general welfare.
5. Public facilities. Whether and the extent to which adequate public facilities and services such as water supply, wastewater treatment, fire and police protection and transportation are available to support the proposed amendment.
6. Effect on natural environment. Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment including but not limited to water, air, noise, storm water management, streams, vegetation, wetlands and wildlife.

## **PLANNING BOARD**

The Planning Board reviewed this application on January 14, 2019. The Planning Board voted unanimously to recommend that City Council adopt the proposed ordinance

amending the City of Hendersonville Zoning Ordinance Article XVI Special Requirements for Certain Uses Section 16-4 Standards Pertaining to Animal Boarding Facilities.

### **SUGGESTED MOTIONS**

#### **For Recommending Approval:**

I move that City Council adopt the proposed ordinance amending the City of Hendersonville Zoning Ordinance Article XVI Special Requirements for Certain Uses Section 16-4 Standards Pertaining to Animal Boarding Facilities.

**[PLEASE STATE YOUR REASONS]**

#### **For Recommending Approval With Modifications:**

I move that City Council adopt the proposed ordinance amending the City of Hendersonville Zoning Ordinance Article XVI Special Requirements for Certain Uses Section 16-4 Standards Pertaining to Animal Boarding Facilities with the following modifications.

**[PLEASE STATE THE MODIFICATIONS AND YOUR REASONS]**

#### **For Recommending Denial:**

I move City Council not to adopt the proposed ordinance amending the City of Hendersonville Zoning Ordinance Article XVI Special Requirements for Certain Uses Section 16-4 Standards Pertaining to Animal Boarding Facilities.

**[PLEASE STATE YOUR REASONS]**

**AN ORDINANCE AMENDING ARTICLE XVI SPECIAL REQUIREMENTS FOR CERTAIN USES SECTION 16-4 STANDARDS PERTAINING TO ANIMAL BOARDING FACILITIES.**

**WHEREAS**, the General Assembly of the State of North Carolina has granted authority to municipalities to adopt, administer and enforce zoning and subdivision regulation ordinances, building codes, and minimum housing standards and other related measures, and

**WHEREAS**, the General Assembly of the State of North Carolina has granted authority to municipalities to amend, supplement, change, modify or repeal zoning regulation ordinances, and

**WHEREAS**, the City of Hendersonville understands the need to serve all members of the community, and

**WHEREAS**, the City of Hendersonville supports organizations that supply services to those in need, and

**WHEREAS**, the City of Hendersonville desires to amend those regulations with regards to animal boarding facilities.

NOW, THEREFORE, be it ordained by the City Council of the City of Hendersonville:

7. Article XVI Special Requirements For Certain Uses, Section 16-4 Standards, Subsection 16-4-4 Animal Boarding Facilities is hereby amended to include the following:

**16-4-4 Animal Boarding Facilities.**

- b) No animal boarding facility shall be located within 500 feet of the nearest lot line of a residential use or a residential zoning district, except that an animal boarding facility with exclusively indoor housing facilities may reduce such setback to 200 feet from the nearest residential structure, subject to the following special requirements:
  - 1) The boarding facility must have a staff member present 24 hours a day when animals are being boarded.
  - 2) At no time are animals permitted to be outdoors unsupervised.
  - 3) All other requirements of this section are met.
8. Any person violating the provisions of this ordinance shall be subject to the penalties set forth in Section 9-8 of the Zoning Ordinance.

9. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.
10. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.
11. The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions, or otherwise cure any existing zoning violations.
12. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Barbara Volk, Mayor

Attest:

\_\_\_\_\_  
Tammie K. Drake, CMC, City Clerk

Approved as to form:

\_\_\_\_\_  
Samuel H. Fritschner, City Attorney



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Buchanan

**Department:** Finance

**Date Submitted:** 1/22/2019

**Presenter:** David Phillips

**Date of Council Meeting to consider this item:** 2/7/19

**Nature of Item:** Presentation Only

## Summary of Information/Request:

**Item #** 09

Presentation of Annual Audit by David Phillips, CPA, partner with Greene, Finney LLP

**Budget Impact:** \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? No  If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

## Attachments:

Greene Finney Presentation



Hendersonville  
North Carolina

Financial Audit Presentation  
Year Ended June 30, 2018



CITY OF HENDERSONVILLE, NC  
2018 FINANCIAL AUDIT

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**OPINION**

- The City's responsibility:
  - Maintain effective internal controls
    - There are limitations on internal controls.
    - Regular risk assessment is important, including assessing the risk of fraud.
  - Financial Statements
    - Accuracy, completeness, and propriety of balances, amounts, and disclosures
    - Received the GFOA Award for Excellence in Financial Reporting for the 28th consecutive year.



## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

- Greene Finney's responsibility:
  - Opinion – reasonable assurance that financial statements are materially correct
    - Does not address the financial condition of the Organization
  - Purpose of the audit is not to detect fraud. We cannot take responsibility for finding fraud, if it existed.
- Issued unmodified opinion



## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

### • General Fund

- Total fund balance decreased \$0.1M
- Restricted fund balance of \$2.5M for Stabilization by State Statute.
- Assigned fund balance of \$0.6M as appropriated in the FY 2019 Budget.
- Nonspendable fund balance of \$0.5M for prepaids and land held for sale/redevelopment.

GENERAL FUND

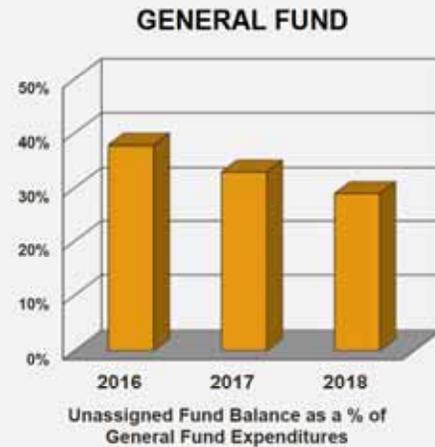




## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

### • General Fund

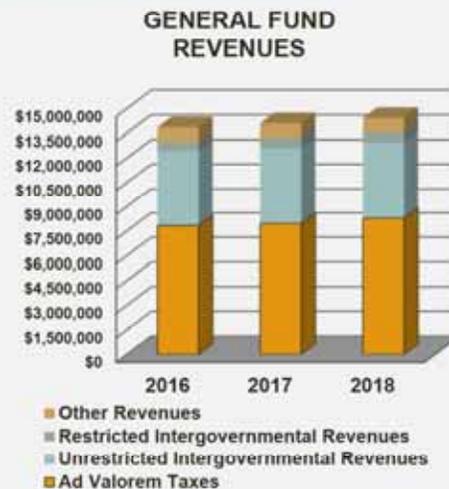
- Unassigned fund balance is \$4.0 million, which is 29% of 2018 actual expenditures and 25% of 2019 budgeted expenditures
- The City's minimum fund balance policy requires 25% - 35% of budgeted expenditures



## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

### General Fund Revenues:

- \$14.4M for 2018:
  - \$8.3M in ad valorem taxes
  - \$4.6M in unrestricted intergovernmental revenues (i.e. local option sales tax, utility sales tax, etc.)
  - \$0.6M in restricted intergovernmental revenues (i.e. Powell Bill, grants, etc.)
  - \$0.9M for all other revenues
- \$0.3M (2%) increase from 2017
  - Increase primarily due to higher ad valorem tax revenues of \$0.3M (tax rate increase of .01)
- \$0.2M (2%) over budget
  - Ad valorem tax revenues over budget by \$0.2M
  - Unrestricted and restricted intergovernmental revenues over budget by \$0.1M
  - Sales and services and investment earnings were under budget by \$0.1M





## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

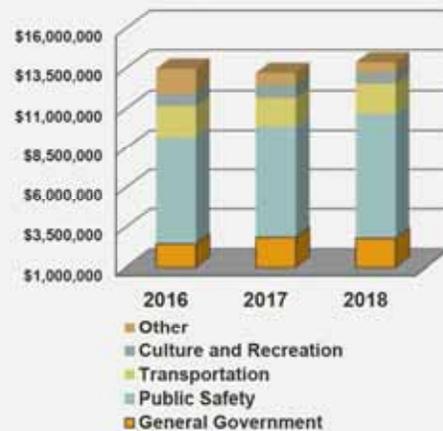
### General Fund Expenditures:

- \$13.9M for 2018:
  - \$2.8M in general government
  - \$7.9M in public safety
  - \$1.9M in transportation
  - \$0.7M in culture and recreation
  - \$0.6M in other expenditures
- \$0.7M (5%) increase from 2017
  - Increase in wages and benefits (primarily due to pay and class study, COLA, pay for performance adjustment, and higher costs of benefits).
- \$0.8M (5%) under budget
  - General government \$0.2M under budget
  - Public safety \$0.3M under budget
  - Other expenditures \$0.3M under budget

### General Fund Net Transfers Out:

- \$0.7M for 2018 – primarily transferred to the debt service fund to service debt.

### GENERAL FUND EXPENDITURES



## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

**Water and Sewer Fund (Modified Accrual)** had a decrease in fund balance of approximately \$4.7M.

- Revenues of \$15.5M, expenditures of \$15.7M, and other financing uses of \$4.4M.
- Expenditures were primarily for salaries, benefits, and other operating expenses.
- Capital asset additions of \$5.1M primarily related to water/sewer system projects (i.e. French Broad River Intake, Etowah, Hwy 280 Water Line, High Service Pump Station, etc.) and depreciation expense of \$3.0M.

**Environmental Service Fund (Modified Accrual)** had a decrease in fund balance of approximately \$0.2M.

- Revenues of \$1.2M and expenditures of \$1.4M.
- Expenditures were primarily for salaries, benefits, and other operating expenses.
- Capital asset additions of \$0.1M primarily related to the purchase of a truck and depreciation expense of \$0.1M.



## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

### Other Items of Note:

- Total capital assets were \$101.3 million at June 30, 2018 – increase of \$1.8 million from June 30, 2017:
  - Total capital asset additions of \$6.9 million which consisted mainly of:
    - Land and Easements - \$0.5M
    - Water/Sewer Projects - \$4.0M
    - Machinery and Equipment and Other Capital Assets - \$2.4M
  - Depreciation expense of \$4.8M and disposals of \$0.3M
  - Construction in progress is \$3.8 million at June 30, 2018 which primarily relates to the North Main Street Sidewalk project, Old Tracey Grove Road Bridge Replacement project, Grounds Maintenance Building, and various Water/Sewer projects.



## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

### Other Items of Note:

- Total long-term obligations outstanding at June 30, 2018 were \$32.9 million – decrease of \$4.0 million from June 30, 2017:
  - Issuance of 2017 general obligation refunding bond for \$1.4M.
  - Principal and refunding payments of \$4.7M made during 2018.
  - Other decreases of \$0.7M relating to compensated absences, pension liabilities, and other postemployment benefit liability.
- Total debt service payments in FY 2019 on outstanding debt and installment purchase contracts is expected to be \$3.2M (\$2.6M in principal and \$0.6M in interest).
- The City adopted GASB Statement No. 75 “*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*” for the year ended June 30, 2018. As a result, the City’s net position on the government-wide financial statements decreased by approximately \$1.7M.



## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

### **AUDITING/ACCOUNTING UPDATE:**

- **Future Significant Changes in Auditing Principles:**
  - None.
- **Future Significant Changes in Accounting Principles:**
  - In January 2017, the GASB issued Statement No. 84 "*Fiduciary Activities*" to provide new guidance on accounting for fiduciary activity and will become effective in FY 2020. We will need to review the City's activities, including special revenue and capital projects funds, to determine whether they qualify as such, or should be moved to a different fund type.
  - In June 2017, the GASB issued Statement No. 87 on "*Leases*" which will be applicable for the City for FY 2021. This will require that any significant leases with a lease term greater than one year to be recorded on the City's statements of net position (treated very similar to debt).



## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

### **Management Letter**

- Required communications to management and those charged with governance – no comments.

### **Compliance**

- No audit findings were noted for FY 2018.
- A state single audit was required for FY 2018. No issues were noted on the program tested:
  - Powell Bill (State)



## CITY OF HENDERSONVILLE, NC 2018 FINANCIAL AUDIT

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### **Summary**

- Unmodified opinion on the Financial Statements from Greene Finney, LLP.
- Good financial condition as of June 30, 2018.



**A RESOLUTION REQUESTING THE FUNDING OF SCHOOL RESOURCE OFFICERS FOR HENDERSON COUNTY SCHOOLS LOCATED WITHIN THE CITY LIMITS**

**WHEREAS**, the Hendersonville City Council has determined it is in the best interest of students attending schools located in the City limits of the City of Hendersonville to have full-time protection of School Resource Officers (SROs) to further school safety, and

**WHEREAS**, the City of Hendersonville City Council has a history of supporting SROs as a high priority, and

**WHEREAS**, Henderson County Public Schools currently provides \$37,838 to fund the Hendersonville High School SRO position; and

**WHEREAS**, the Henderson County Board of Commissioners has committed to fund SRO positions for all other schools located within Henderson County, and

**WHEREAS**, As Henderson County taxpayers, our citizens deserve the same level of financial support for SROs as the citizens who live in other parts of the Henderson County.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby formally request an additional annual financial contribution in the amount of \$201,445 from Henderson County for the continued placement of four Hendersonville Police Officers to serve as School Resource Officers in Henderson County Schools within the corporate limits of Hendersonville.

**AND FURTHER**, The City is committed to provide an additional SRO, at no cost to Henderson County, to provide a second officer at Hendersonville High School and supplement the work of the law enforcement officers at the other Hendersonville Schools.

Adopted at a regular meeting of the Hendersonville City Council held the seventh day of February 2019.

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Barbara G. Volk  
Mayor, City of Hendersonville

ATTEST:

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Tammie K. Drake, City Clerk

	HHS	HMS	HES	BDES	Total Cost	Extra	Total with Extra
Average Cost Per Officer							
Cost likely to increase year to year							
Salary	\$ 38,758.60	\$ 38,758.60	\$ 38,758.60	\$ 38,758.60	\$ 155,034.40	\$ 38,758.60	\$ 193,793.00
Overtime	\$ 2,290.21	\$ 2,290.21	\$ 2,290.21	\$ 2,290.21	\$ 9,160.84	\$ 2,290.21	\$ 11,451.05
FICA	\$ 3,140.23	\$ 3,140.23	\$ 3,140.23	\$ 3,140.23	\$ 12,560.92	\$ 3,140.23	\$ 15,701.15
Retirement	\$ 5,541.59	\$ 5,541.59	\$ 5,541.59	\$ 5,541.59	\$ 22,166.36	\$ 5,541.59	\$ 27,707.95
Med/Life Insurance	\$ 8,450.26	\$ 8,450.26	\$ 8,450.26	\$ 8,450.26	\$ 33,801.04	\$ 8,450.26	\$ 42,251.30
Worker's Comp Insurance	\$ 1,213.47	\$ 1,213.47	\$ 1,213.47	\$ 1,213.47	\$ 4,853.88	\$ 1,213.47	\$ 6,067.35
					\$ -		\$ -
Equipment (Minus Vehicle) not annual cost	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 28,000.00	\$ 7,000.00	\$ 35,000.00
Training Cost (annually)	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 4,800.00	\$ 1,200.00	\$ 6,000.00
<b>Total Average Cost Per Officer</b>	<b>\$ 67,594.36</b>	<b>\$ 67,594.36</b>	<b>\$ 67,594.36</b>	<b>\$ 67,594.36</b>	<b>\$ 270,377.44</b>	\$ 67,594.36	\$ 337,971.80
							\$ -
							\$ -
Time Allocation							\$ -
SRO Duties School Year	82.00%	82.00%	82.00%	82.00%	\$ 221,709.50	82.00%	\$ 277,136.88
SRO Duties Summer Months	5.00%	5.00%	5.00%	5.00%	\$ 13,518.87	5.00%	\$ 16,898.59
Training	3.00%	3.00%	3.00%	3.00%	\$ 8,111.32	3.00%	\$ 10,139.15
City Duties	10.00%	10.00%	10.00%	10.00%	\$ 27,037.74	10.00%	\$ 33,797.18
Ask from Henderson County					\$ 221,709.00		
					\$ 13,518.87		
					\$ 4,055.66		
Subtotal					\$ 239,283.53		
Minus HCPS Contribution	\$ 37,838.00				\$ 201,445.53		
Tax Rate Savings					\$ 0.0118		
City Contribution					\$ 31,093.41	\$ 98,687.77	
Tax Rate Contribution						\$ 0.0058	



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Justin Ward

**Department:** Fire

**Date Submitted:** 01/24/2019

**Presenter:** Fire Marshal Justin Ward

**Date of Council Meeting to consider this item:** 2/7/2019

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 11

Staff is requesting a Code amendment to Chapter 22 to allow a third party inspection reporting system. This system will allow all required monthly, quarterly, and annual system inspections, test, and maintenance as required by the North Carolina Fire Code and their respective referenced National Fire Protection Association standards to be provided to the City of Hendersonville through an approved third party inspection reporting system. This amendment requires the reporting parties to pay any fees associated with that service to the city's third party service provider.

This item has been taken before the Business Advisory Committee on January 14, 2019. During the BAC meeting the process of how the system works and fees associated with a 3rd party vendor were explained. The BCA offered positive feedback in relation to life safety aspect it will bring to their businesses.

Budget Impact: \$ N/A Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

## Suggested Motion:

I move City Council to adopt the ordinance amending Chapter 22 of the Code of Ordinances as presented and recommended by staff.

**Attachments:**

Ordinance

**AN ORDINANCE RELATING TO FIRE PROTECTION AND PREVENTION;  
AMENDING CHAPTER 22 OF THE CITY CODE OF HENDERSONVILLE**

Be it ordained by the City Council of the City of Hendersonville:

- 1. Chapter 22 of the Code of Ordinances of the City of Hendersonville, concerning Fire Protection and Prevention is hereby amended by adding the following section:

Sec. 22-73. – Third party inspection reporting system.  
Records of all required monthly, quarterly, and annual system inspections, test, and maintenance as required by the North Carolina Fire Code and their respective referenced National Fire Protection Association standards shall be provided to the City of Hendersonville through an approved third-party inspection reporting system and reporting parties shall pay any fees associated with that service to the city's third party service provider.

[Key: deletions are ~~struck through~~; additions are underlined]

- 2. Any person violating the provisions of this ordinance shall be subject to the penalties set forth in Section 1-6 of the City Code of Ordinances.
- 3. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.
- 4. If any section, subsection, paragraph, sentence, clause phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.
- 5. The enactment of this ordinance shall in no way affect the running of any amortization provisions or enforcement actions or otherwise cure and existing violations.

This ordinance shall be in full force and effect beginning with the new permit year on February 7, 2019.

Adopted this seventh of February 2019.

Attest:

\_\_\_\_\_  
 Barbara G. Volk, Mayor, City of Hendersonville

\_\_\_\_\_  
 Tammie K. Drake, MMC, City Clerk

Approved as to form:

\_\_\_\_\_  
 Samuel H. Fritschner, City Attorney



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Brian Pahle

**Department:** Admin

**Date Submitted:** 01/22/19

**Presenter:** Brian Pahle & Chief Blake

**Date of Council Meeting to consider this item:** 02/07/19

**Nature of Item:** Presentation Only

## Summary of Information/Request:

**Item #** 12

An update presentation on the Hendersonville Police Department construction project.

Budget Impact: \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget?  N/A If no, describe how it will be funded.

## Suggested Motion:

N/A

**Attachments:**

Presentation

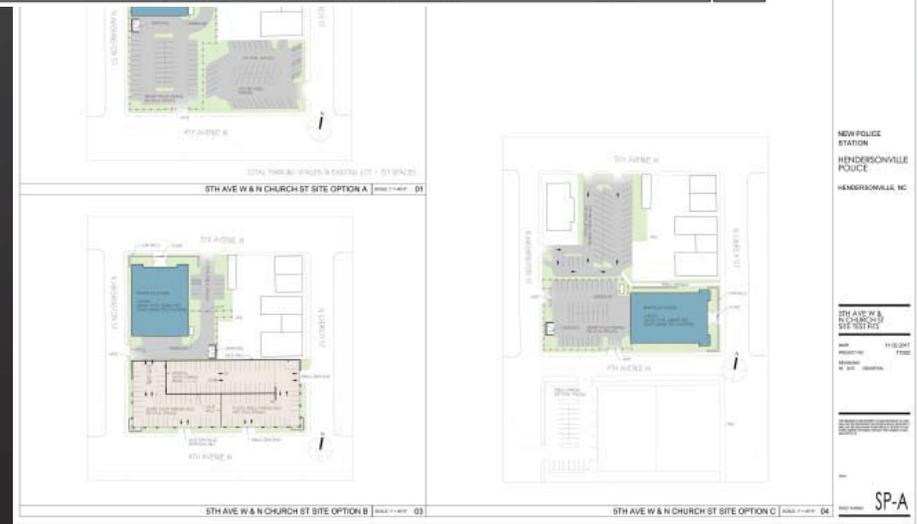
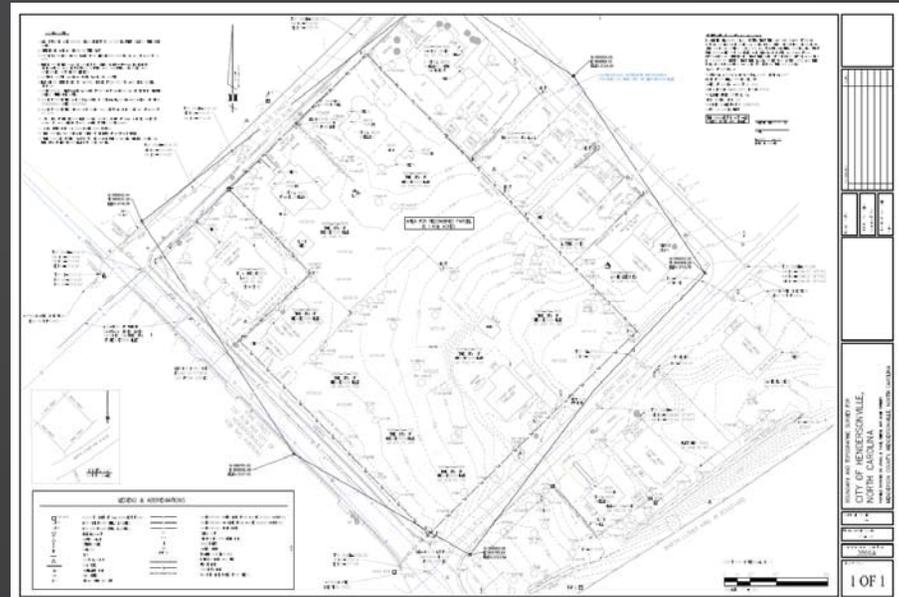


CITY OF  
HENDERSONVILLE  
*Police  
Headquarters  
Project*

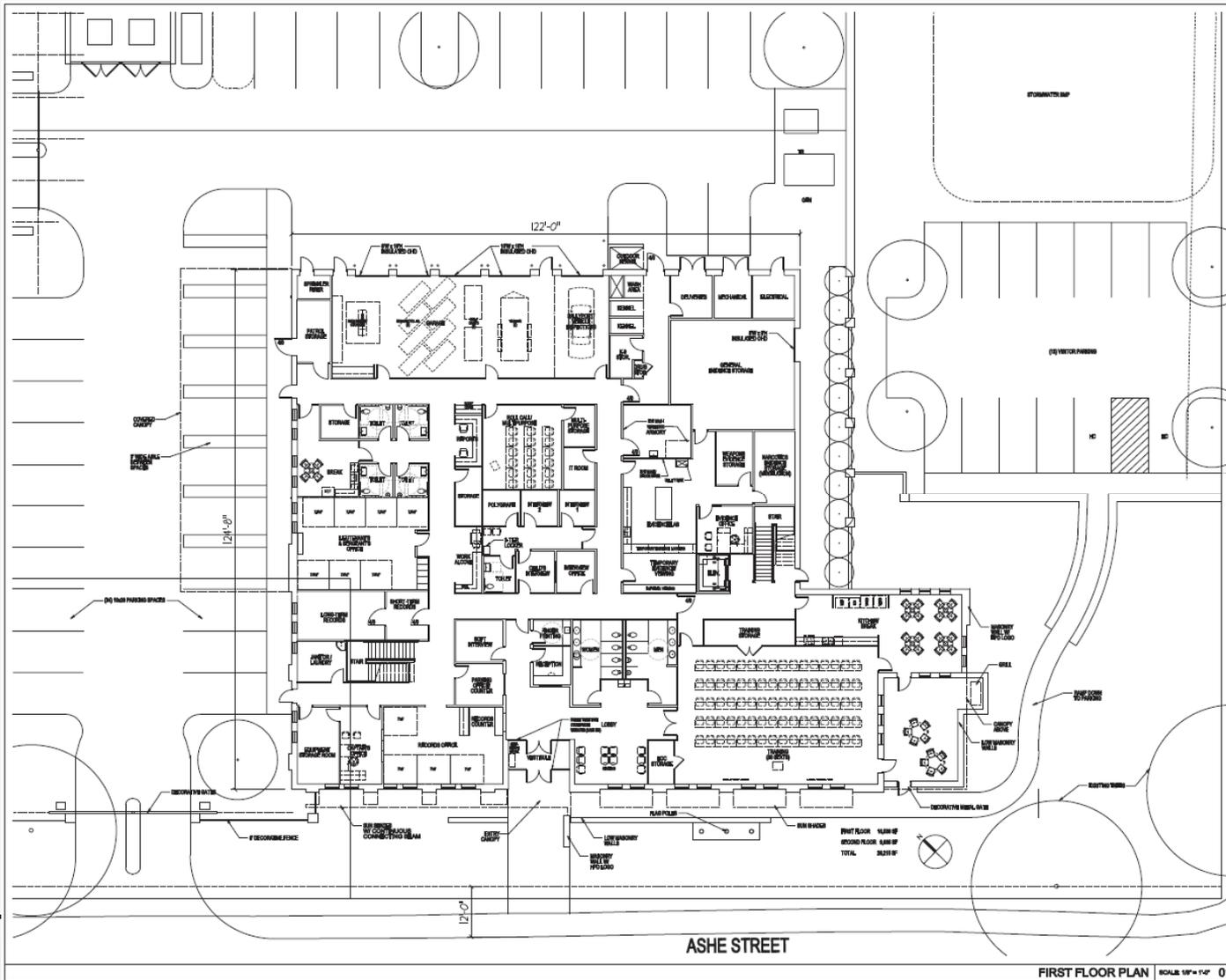


# BACKGROUND

- 2015 Space Needs Study | ADW Architects
- 2016 Explored Cust. Service and PD Options (Mill, old Wingate bldg., etc...)
- 2017 City Council Authorizes PD CPO
- 2017 PD Test Site Fits | ADW Architects
- 2017 Ashe St. Site Selected
- 2018 Programming | ADW Architects
- 2018 CMaR Selected
- 2018 [Schematic Design](#)
- 2019 Preliminary Budget | Edifice Contractors and ADW Architects







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 WASHINGTON, NORTH CAROLINA 27587  
 704.276.1810  
 www.adwarchitects.com

HENDERSONVILLE  
 POLICE HQ  
 HENDERSONVILLE, NC

SCHEMATIC DESIGN  
 PROPOSED FIRST  
 FLOOR PLAN

DATE: 12.17.2018  
 PROJECT NO: 17002  
 ARCHITECT: ADW ARCHITECTS  
 IN CHARGE: SERGIO PEREZ

THIS DOCUMENT IS A SCHEMATIC DESIGN AND NOT A CONTRACT DOCUMENT. IT IS NOT TO BE USED FOR CONSTRUCTION OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF ADW ARCHITECTS. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

SCALE: 1/8" = 1'-0"  
**A100**

FIRST FLOOR PLAN



**adw**architects  
 environments...life  
 architecture planning interior

900 W. BROADWAY SUITE 310  
 28162 WILSON, NORTH CAROLINA  
 919.437.1100  
 276.376.1310  
 www.adwarchitects.com

HENDERSONVILLE  
 POLICE HQ  
 HENDERSONVILLE, NC

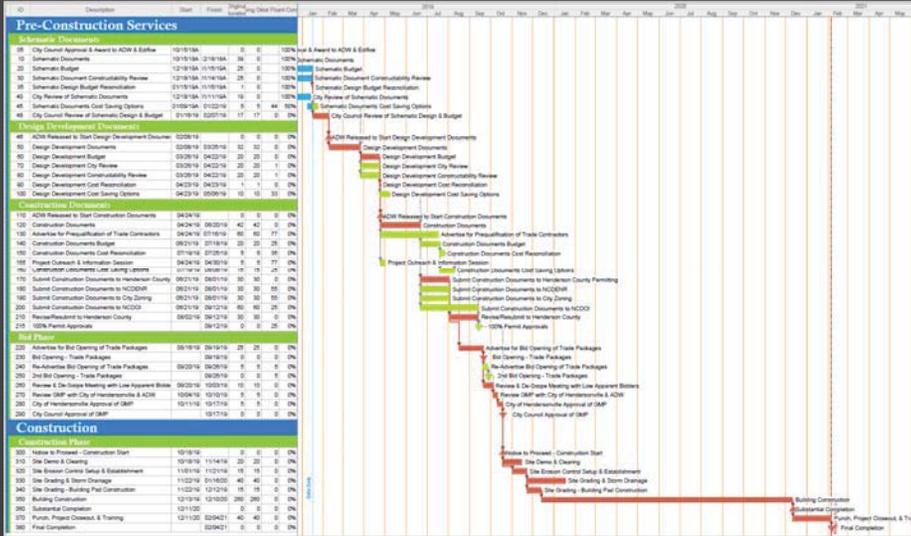
SCHEMATIC DESIGN  
 PROPOSED SECOND  
 FLOOR PLAN

DATE 12.17.2018  
 PROJECT NO 17002  
 REVISIONS  
 NO DATE DESCRIPTION

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NO. 1  
 A101

SECOND FLOOR PLAN SCALE 1/8" = 1'-0" 01



Where we are as of  
02/07/19...

- Design & Construction Schedule
- Property Acquisition
- Cost Estimate
- Opportunities

## DESIGN & CONSTRUCTION SCHEDULE

- Completed Schematic Design | Jan. 2019
- Next Step Design Development/Constructability Review | Feb. 2019
- Construction Documents/Permits | April – Aug. 2019
- Bid/GMP/Notice to Proceed | Nov. 2019
- Construction | Nov. 2019 – Feb. 2021

## PROPERTY ACQUISITION

- Acquired all Parcels
- ≈ \$475,000

## COST ESTIMATE

- Prelim. Budget ≈ **\$11.5m**
  - Prof. Services \$1.2m
  - Land \$0.5m
  - Construction \$8m
  - Soft Costs \$1.2m
  - Contingencies \$0.6m

# OPPORTUNITIES

- This program includes areas that can be modified
- Programmed for 30 year need
- Architect has provided list of alternatives
- Major program changes provide biggest cost savings
- Other needs
- Current Building = 26,215 sq. ft.

## Existing Strategic Plan

Project	Annual Cost	Reval. Needed	Citizen Impact
Base Deficit	\$ 661,600	9.00%	\$ 88.20
PW-Bldg.	205,816	2.75%	26.95
7th Ave.	126,000	1.75%	17.15
<b>SUB-TOTAL</b>	<b>993,416</b>	<b>13.50%</b>	<b>132.30</b>

## PD Options

Project	Annual Cost	Reval. Needed	Citizen Impact
20 YR @ \$11.5m	\$ 1,035,000	14.00%	\$ 137.20
20 YR @ \$8.5m	765,000	10.25%	100.45
40 YR @ \$11.5m	690,000	9.25%	90.65
40 YR @ \$8.5m	510,000	7.00%	68.90

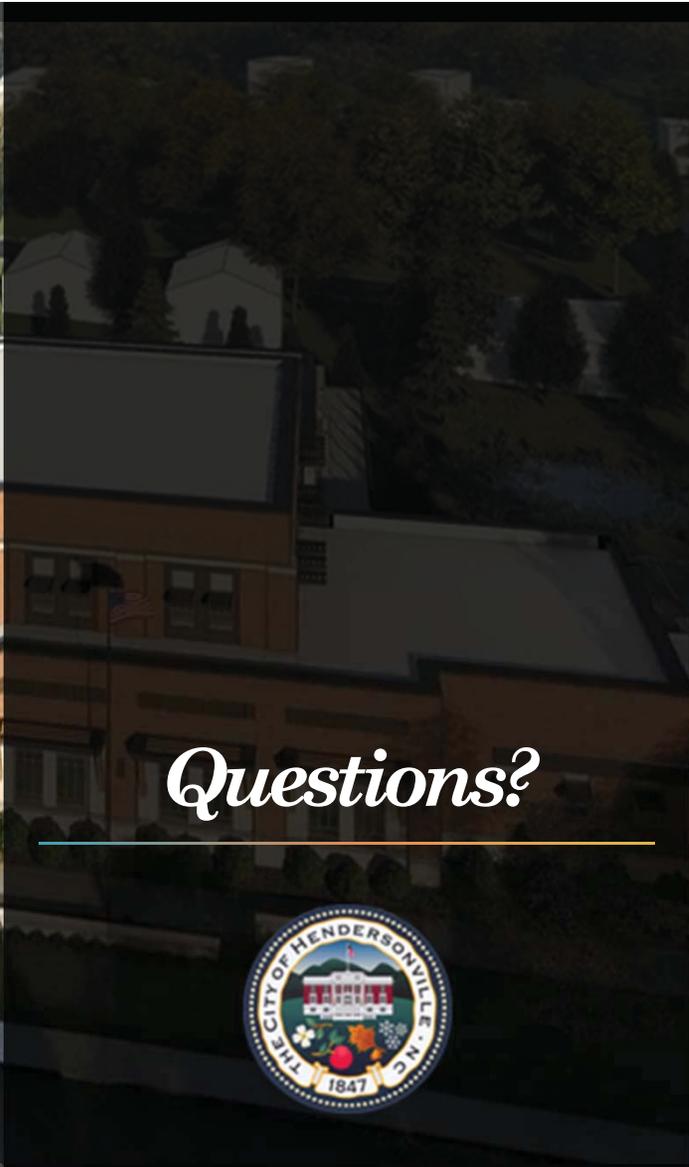
## Existing + PD Options

Project	Annual Cost	Reval. Needed	Citizen Impact
20 YR @ \$11.5m	\$ 2,028,416	27.50%	\$ 269.50
20 YR @ \$8.5m	1,758,416	23.75%	232.75
40 YR @ \$11.5m	1,683,416	22.75%	222.95
40 YR @ \$8.5m	1,503,416	20.50%	201.20

\*Citizen Impact = \$200,000 Assessed Value (residential home annual cost)

\*20 YR = Conventional Loan @ 4.00% Interest Rate

\*40 YR = USDA Loan @ 3.50% Interest Rate



*Questions?*





# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Matt Champion

**Department:** Development Asst Dept

**Date Submitted:** 01/16/2019

**Presenter:** Matt Champion

**Date of Council Meeting to consider this item:** February 7, 2019

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item #** 13

To discuss the recently established Quarterly Transportation Meeting and provide an update on the current NCDOT projects in Henderson County.

Budget Impact: \$ N/A Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

**Suggested Motion:**

N/A

**Attachments:**

PowerPoint presentation.



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Sam Fritschner

**Department:** Legal

**Date Submitted:** 28 January 2019

**Presenter:** Sam Fritschner

**Date of Council Meeting to consider this item:** 7 February 2019

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item # 14**

The City engaged a surveyor as part of its development of a utility easement for the Education and Research Consortium of the Western Carolinas, Inc. In doing his work the surveyor discovered a near impossibility to determine the portion of the boundary line between the Maple parking lot and Miller's Laundry, as it leaves King Street in an essentially perpendicular (westward) direction.

Working with Jeff Miller, president of Miller's Laundry, and the surveyor we have tentatively reached agreement as to a proposed boundary line on the portion of the line between the two properties, subject to final approval by the City Council and Miller's Laundry.

A proposed resolution with accompanying draft agreement is attached for the Council's consideration.

It is anticipated that Mr. Miller will excuse himself from any part of the consideration, discussion and voting on this resolution.

**Budget Impact:** \$ 0 \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? <sup>N/A</sup> If no, describe how it will be funded.

### Suggested Motion:

I move adoption of the resolution authorizing execution of the boundary line agreement with Millers Laundry.

### Attachments:

Proposed resolution and draft agreement.

RESOLUTION # \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE EXECUTION OF A BOUNDARY LINE AGREEMENT WITH MILLER'S LAUNDRY AND CLEANERS, INC.**

WHEREAS Miller's Laundry and Cleaners, Inc. is the owner of certain real property in Hendersonville situated on King Street between Fourth Avenue and Fifth Avenue, often referred to as "Miller's Laundry"; and

WHEREAS the City of Hendersonville is the owner of certain real property in Hendersonville situated on King Street at Fifth Avenue, often referred to as the "Maple Parking Lot," and

WHEREAS a number of surveyors, attempting to determine the exact location of the property boundary line between The Maple lot and Miller's Laundry; and

WHEREAS the City Council deems it to be in the best interest of the City of Hendersonville to establish a clear boundary line between the aforesaid parcels; and

WHEREAS the City Council has engaged a registered surveyor, with the tentative agreement of the officers of Miller's Laundry and Cleaners, Inc., to establish henceforth a certain boundary line between the aforesaid parcels; and

NOW, THEREFORE, BE IT THEREFORE RESOLVED that the City Council does hereby authorize and direct the city manager to execute on behalf of the City the attached Boundary Line Agreement and to record the same with the Register of Deeds once it has been fully executed and acknowledged.

This resolution shall be effective upon its adoption.

Adopted this seventh day of February 2019.

---

Barbary Volk  
Mayor Pro Tem and acting Mayor, City of Hendersonville

NORTH CAROLINA  
HENDERSON COUNTY

BOUNDARY LINE AGREEMENT

THIS BOUNDARY LINE AGREEMENT is made and entered into this the \_\_\_\_ day of February 2019, by and between Miller's Laundry and Cleaners, Inc. ("Miller's"); and the City of Hendersonville (the "City");

WITNESSETH:

WHEREAS, Miller's is the owners of that real property described in that deed recorded in Deed Book 426 at Page 315, Henderson County Registry; and,

WHEREAS, the City is the owner of that real property described in that deed recorded in Deed Book 561 at Page 169, Henderson County Registry; and

WHEREAS, certain questions have arisen as to the exact location of the boundary line between the parties; and

WHEREAS, the parties desire to locate with certainty the boundary line between the parties which is questionable.

NOW, THEREFORE, THIS BOUNDARY LINE AGREEMENT.

The City does hereby bargain, sell, convey, confirm and quitclaim unto Miller's, its representatives, successors and assigns, all of that property north of the line described as shown on Exhibit A attached hereto and made a part hereof by this reference.

Miller's does hereby bargain, sell, convey, confirm and quitclaim unto the City, its representatives, successors and assigns, all of that property south of the line described as shown on Exhibit A attached hereto and made a part hereof by this reference.

TO HAVE AND TO HOLD, the aforesaid parcel of land together with all privileges and appurtenances thereunto in any wise appertaining, unto the parties, their heirs and assigns, forever.

Done in the place and on the date first above written.

The City of Hendersonville

by: \_\_\_\_\_  
John F. Connet, City Manager

Miller's Laundry and Cleaners, Inc.

by: \_\_\_\_\_  
Jeffery L. Miller, President

STATE OF NORTH CAROLINA  
COUNTY OF HENDERSON

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, certify that John F. Connet, in his capacity as City Manager of the City of Hendersonville, appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this \_\_ day of February 2019.

\_\_\_\_\_  
Notary Public

My commission expires:

STATE OF NORTH CAROLINA  
COUNTY OF HENDERSON

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, certify that Jeffery L. Miller personally came before me this day and acknowledged that he is president of Miller's Laundry and Cleaners, Inc., and that he, as president, being authorized to do so, executed the foregoing on behalf of the corporation.

Witness my hand and official seal, this the \_\_\_\_ day of February 2019.

\_\_\_\_\_  
Notary Public

My commission expires:



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Adam Murr

**Department:** Admin

**Date Submitted:** 01/12/2019

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 02/07/2019

**Nature of Item:** Presentation Only

## Summary of Information/Request:

**Item #** 16a

In accordance with State Statute 159-13 (b) (3) it is required that all expenditures resulting from a contingency appropriation budget adjustment be reported to the governing board at its next regular meeting and recorded in the minutes.

The following contingency appropriations were made:

- 1) Fund 10 | \$1,324 | Worker's Comp. Insurance
- 2) Fund 60 | \$1,190 | Worker's Comp. Insurance
- 3) Fund 60 | \$490 | TASC Wire Transfer- W&S Finance
- 4) Fund 60 | \$7,275 | 14" Check Valve at Water Treatment Plant Transfer Pump Station

Budget Impact: \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget?  N/A If no, describe how it will be funded.

## Suggested Motion:

N/A- Report Only

Attachments:

N/A



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Admin

**Date Submitted:** 01.18.19

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 02.07.19

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item #** 16b

Staff Report:

In accordance with the City of Hendersonville Surplus Property Policy it is required that all items approved by the City Manager must be reported to the governing at their next City Council meeting.

Equip # 26-01  
Status Active  
Year 1998 Make Ford, Model LT8501  
Description REAR LOADER REFUSE TRUCK  
Department Sanitation  
Account # 68-4710  
Tag # 55717T  
VIN or Serial Num1FDYW86F9WVA07290

Budget Impact: \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget?  Yes If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

NA

Attachments:



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Buchanan

**Department:** Finance

**Date Submitted:** 11-12-15

**Presenter:** John Buchanan

**Date of Council Meeting to consider this item:** Feb 7, 2019

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item #** 16c

Per the City Investment policy, the investment officer will provide the City Manager and City Council an investment report including a management summary that provides an analysis of the status of the current investment portfolio and a detail listing of the individual transactions executed. (listed on the First Citizens Bank Statement attached).

Investment Report/Management Summary:

As of December 31, 2018 the City's cash and investments consists of the following :

U.S. Treasuries	\$ 495,350.00
Government Agencies:	\$ 13,120,562.50
Municipal & NC:	\$ 3,525,109.50
Commercial Paper:	\$ 1,965,716.67
NCCMT( FCB Cash):	\$ 337,411.11
NCCMT Term Account:	\$ 2,233,288.33
Central Depository:	\$3,668,342.02
Total	\$ 25,345,780.13

**Budget Impact:** \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget?  N/A If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

**Attachments:**

Investment report, First Citizens December Statement, NCCMT Term account December Statement





FIRST-CITIZENS BANK & TRUST COMPANY  
AS CUSTODIAN  
FOR THE CITY OF HENDERSONVILLE  
ACCOUNT NO. 71-0655-01-0

FINANCIAL STATEMENT FOR THE PERIOD  
12/01/18 THROUGH 12/31/18

RELATIONSHIP OFFICER  
DARREN S. MORTON 1-877-685-0576

FIRST CITIZENS WEALTH MANAGEMENT IS A JOINT MARKETING MARK OF FIRST-CITIZENS BANK & TRUST COMPANY, MEMBER FDIC, FIRST CITIZENS INVESTOR SERVICES, INC., MEMBER FINRA/SIPC, AN SEC-REGISTERED BROKER-DEALER AND INVESTMENT ADVISOR; AND FIRST CITIZENS ASSET MANAGEMENT, INC., AN SEC-REGISTERED INVESTMENT ADVISOR.

CLIENT ACCOUNTS FOR WHICH FCB EXERCISES SOLE INVESTMENT DISCRETION BEAR THE COSTS OF ALL BROKER COMMISSIONS, INCLUDING THE PORTION OF THE BROKER COMMISSION USED TO PURCHASE RESEARCH AND OTHER PRODUCTS OR SERVICES ("SOFT DOLLAR BENEFITS"). TRADES EXECUTED WITH THE SELECTED BROKER ARE IN ACCORDANCE WITH ALL APPLICABLE LAWS AND CONSISTENT WITH FCB'S BEST EXECUTION PRACTICES.

CITY OF HENDERSONVILLE  
ATTN: JOHN BUCHANAN  
145 5TH AVENUE EAST  
HENDERSONVILLE NC 28792



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ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
AS CUSTODIAN  
FOR THE CITY OF HENDERSONVILLE

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CASH RECONCILEMENT  
FOR PERIOD 12/01/18 THRU 12/31/18

PAGE 1

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
AS CUSTODIAN  
FOR THE CITY OF HENDERSONVILLE

BALANCES AT BEGINNING OF PERIOD			.00
RECEIPTS			
INCOME	SCHEDULE D	23,355.58	
SALES AND REDEMPTIONS	SCHEDULE G	300.00	
		-----	
TOTAL RECEIPTS			23,655.58
DISBURSEMENTS			
EXPENSES	SCHEDULE E	300.00-	
PURCHASES	SCHEDULE F	23,355.58-	
		-----	
TOTAL DISBURSEMENTS			23,655.58-
			-----
CASH BALANCE END OF PERIOD			.00



SUMMARY OF ASSETS  
AS OF 12/31/18 PAGE 2

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
AS CUSTODIAN  
FOR THE CITY OF HENDERSONVILLE

	MARKET VALUE	COST BASIS	UNREALIZED GAIN/LOSS	CURRENT ACCRUAL
CASH	.00	.00	.00	.00
DIRECT GOVERNMENT SECURITI	496,125.00	495,350.00	775.00	769.23
GOVERNMENT AGENCIES	13,017,526.53	13,120,562.50	103,035.97-	55,624.05
COMMERCIAL PAPER	1,965,716.67	1,965,716.67	.00	13,458.33
OTHER INVESTMENTS	3,540,936.81	3,862,520.26	321,583.45-	54,446.13
TOTAL INVESTMENTS	19,020,305.01	19,444,149.43	423,844.42-	124,297.74
	19,020,305.01	19,444,149.43	423,844.42-	124,297.74



SCHEDULE A - STATEMENT OF ASSETS  
AS OF 12/31/18 PAGE 3

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
AS CUSTODIAN  
FOR THE CITY OF HENDERSONVILLE

UNITS/ CUSIP NUMBER	TICKER UNIT/MKT PRC	MARKET VALUE	COST BASIS	UNREALIZED GAIN/LOSS	CURRENT ACCRUAL
CASH					
CASH		.00	.00		.00
CASH		.00	.00	.00	.00
DIRECT GOVERNMENT SECURITIES					
500,000 912828-3H-1	UNIT19 99.225	496,125.00	495,350.00	775.00	769.23
UNITED STATES TREASURY NOTE DTD 11/30/17 1.750% DUE 11/30/2019					
DIRECT GOVERNMENT SECURITIES					
		496,125.00	495,350.00	775.00	769.23
GOVERNMENT AGENCIES					
1,000,000 3130A9-FK-2	FEDE19 99.672	996,720.00	1,000,000.00	3,280.00-	2,811.11
FEDERAL HOME LOAN BANK DTD 09/29/16 1.100% DUE 03/29/2019 CALLABLE 03/29/17 @ 100.00					
2,000,000 3133EH-QJ-5	FEDE20 98.611	1,972,220.00	2,000,000.00	27,780.00-	15,798.61
FEDERAL FARM CREDIT BANK DTD 07/06/17 1.625% DUE 07/06/2020 CALLABLE 07/06/2018 @ 100.00					
1,750,000 3133EJ-RL-5	FEDE20 100.025	1,750,437.50	1,749,562.50	875.00	2,479.16
FEDERAL FARM CREDIT BANK DTD 06/11/18 2.550% DUE 06/11/2020					
1,150,000 3134GA-X3-3	FEDE19 99.293	1,141,869.50	1,150,000.00	8,130.50-	7,235.41
FEDERAL HOME LOAN MORTGAGE CORP. DTD 01/30/17 1.500% DUE 07/30/2019 CALLABLE 01/30/18 @ 100.00					
2,000,000 3134GB-FM-9	FEDE19 99.191	1,983,820.00	1,997,000.00	13,180.00-	8,198.88
FEDERAL HOME LOAN MORTGAGE CORP. DTD 03/30/17 1.570% DUE 09/27/2019 CALLABLE 12/27/17 @ 100.00					
1,335,000 3136G2-GR-2	FEDE20 98.697	1,317,604.95	1,335,000.00	17,395.05-	3,504.37
FEDERAL NATIONAL MORTGAGE ASSOC. DTD 04/28/15 1.500% DUE 04/28/2020 CALLABLE 04/28/17 @100.00					
3,889,000 3136G3-BB-0	FEDE19 99.122	3,854,854.58	3,889,000.00	34,145.42-	15,596.51
FEDERAL NATIONAL MORTGAGE ASSOC. DTD 03/16/16 1.375% DUE 09/16/2019 CALLABLE 09/16/16 @100.00					
GOVERNMENT AGENCIES					
		13,017,526.53	13,120,562.50	103,035.97-	55,624.05



SCHEDULE A - STATEMENT OF ASSETS  
AS OF 12/31/18 PAGE 4

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
AS CUSTODIAN  
FOR THE CITY OF HENDERSONVILLE

UNITS/ CUSIP NUMBER	TICKER UNIT/MKT PRC	MARKET VALUE	COST BASIS	UNREALIZED GAIN/LOSS	CURRENT ACCRUAL
COMMERCIAL PAPER					
2,000,000 46640Q-SU-6	JP MORGAN SECURITIES COMMERCIAL DTD 08/31/18 DUE 05/28/2019 PAPER	1,965,716.67	1,965,716.67		13,458.33
	COMMERCIAL PAPER	1,965,716.67	1,965,716.67	.00	13,458.33
OTHER INVESTMENTS					
190,000 266705-C3-4	DURHAM COUNTY NORTH CAROLINA DTD 11/10/10 3.505% DUE 11/01/2019 BUILD AMERICA BONDS-DURHAM CNTY	100.442	190,839.80	205,625.60	14,785.80- 1,109.91
660,000 346622-7Y-3	FORSYTH COUNTY NORTH CAROLINA DTD 09/02/10 3.548% DUE 04/01/2020 BUILD AMERICA BOND - SER C	100.766	665,055.60	716,489.40	51,433.80- 5,854.20
1,585,000 367298-XK-7	GASTON COUNTY NORTH CAROLINA DTD 05/24/16 5.000% DUE 02/01/2020	103.443	1,639,571.55	1,818,201.05	178,629.50- 33,020.83
665,000 367298-XL-5	GASTON COUNTY NORTH CAROLINA DTD 05/24/16 5.000% DUE 02/01/2021	106.475	708,058.75	784,793.10	76,734.35- 13,854.16
337,411.110 99936K-MI-4	NORTH CAROLINA CAP MANAGMNT NCCMT FD # 47	1.000	337,411.11	337,411.11	607.03
	OTHER INVESTMENTS		3,540,936.81	3,862,520.26	321,583.45- 54,446.13
----- 19,061,411.110	NET ASSETS	----- .998	19,020,305.01	19,444,149.43	----- 423,844.42- ----- 124,297.74
TOTAL ASSETS + ACCRUALS			19,144,602.75		



SCHEDULE D - INCOME  
FOR PERIOD 12/01/18 THRU 12/31/18

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ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
AS CUSTODIAN  
FOR THE CITY OF HENDERSONVILLE

DATE	DESCRIPTION	CASH
	INTEREST INCOME	
	FEDERAL FARM CREDIT BANK	
	DTD 06/11/18 2.550% DUE 06/11/2020	
12/11/18	INT 06/11/18 TO 12/11/18 ON 1750000	22,312.50
	NORTH CAROLINA CAP MANAGMNT NCCMT	
	FD # 47	
12/03/18	INT TO 11/30/18	1,043.08
		-----
	TOTAL INTEREST INCOME	23,355.58
		-----
	TOTAL INCOME	23,355.58



SCHEDULE E - DISBURSEMENTS  
FOR PERIOD 12/01/18 THRU 12/31/18

PAGE 6

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
AS CUSTODIAN  
FOR THE CITY OF HENDERSONVILLE

DATE	DESCRIPTION	CASH
	EXPENSES	
12/14/18	MONTHLY FEE TO 11/30/18	300.00-
	TOTAL EXPENSES	300.00-
	TOTAL DISBURSEMENTS	----- 300.00-



SCHEDULE F - PURCHASES  
FOR PERIOD 12/01/18 THRU 12/31/18

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ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
AS CUSTODIAN  
FOR THE CITY OF HENDERSONVILLE

DATE	SECURITY	DESCRIPTION	UNIT PRICE	BROKER COMMISSION	OTHER COSTS	TOTAL CASH
12/31/18	CASH EQUIVALENT 99936K-MI-4	PURCHASES (2) 12/01/18 TO 12/31/18 NORTH CAROLINA CAP MANAGMNT NCCMT	1.000	.00	.00	23,355.58-
		TOTAL CASH EQUIVALENT				----- 23,355.58-
		TOTAL PURCHASES				----- 23,355.58-



SCHEDULE G - SALES AND REDEMPTIONS  
 FOR PERIOD 12/01/18 THRU 12/31/18

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
 AS CUSTODIAN  
 FOR THE CITY OF HENDERSONVILLE

DATE	SECURITY	DESCRIPTION	BROKER COMMISSION	PROCEEDS	COST	REALIZED GAIN/LOSS
		CASH EQUIVALENTS				
		NORTH CAROLINA CAP MANAGMNT NCCMT				
12/31/18	99936K-MI-4	SALES (1) 12/01/18 TO 12/31/18	.00	300.00	300.00-	.00
		TOTAL CASH EQUIVALENTS		300.00	300.00-	.00
		TOTAL SALES AND REDEMPTIONS		300.00	300.00-	.00



MARKET VALUE RECONCILEMENT  
 FOR PERIOD 12/01/18 THRU 12/31/18

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY  
 AS CUSTODIAN  
 FOR THE CITY OF HENDERSONVILLE

MARKET VALUE BEGINNING OF PERIOD		19,072,635.53
INCREASES		
REALIZED GAINS/LOSSES	SCHEDULE G	.00
MARKET APPRECIATION		
END OF PERIOD		423,844.42-
BEGINNING OF PERIOD		460,963.53-
		-----
		37,119.11
INCOME EARNED		
ENDING ACCRUAL		124,297.74
BEGINNING ACCRUAL		112,505.21
INCOME COLLECTED	SCHEDULE D	23,355.58
		-----
TOTAL INCOME EARNED		35,148.11
		-----
TOTAL INCREASES		72,267.22
DECREASES		
EXPENSES	SCHEDULE E	300.00-
		-----
TOTAL DECREASES		300.00-
		-----
MARKET VALUE END OF PERIOD		19,144,602.75



c/o Capital Management of the Carolinas, LLC  
 1520 South Boulevard, Suite 230  
 Charlotte, NC 28203

# MONTHLY STATEMENT

12/01/18 through 12/31/18

Page 1 of 2

Account Number

62074109

Contacting Us



CLIENT SERVICES

1-800-222-3232

8:30 a.m. - 4:30 p.m. ET

S

CITY OF HENDERSONVILLE  
 ATTN JOHN BUCHANAN  
 145 5TH AVE E  
 HENDERSONVILLE NC 28792-4328

3597/P

**Market Value as of 12/31/18**

**\$2,233,288.33**

## PORTFOLIO SUMMARY

	<i>Month-to-Date</i>
Beginning Value	\$1,598,566.53
+ Additions	0.00
- Withdrawals	0.00
+/- Change in Value	634,721.80
<b>Ending Value</b>	<b>\$2,233,288.33</b>

The Change in Investment Value information provided in the Portfolio Summary section of this statement is for informational purposes only and should not be used for tax purposes. Your monthly dividend/capital gain amounts can be found in the Dividend and Capital Gain Summary section of your statement.

## ACCOUNT SUMMARY

<i>Fund/Account</i>	<i>Beginning Value as of 12/01/18</i>	<i>Ending Value as of 12/31/18</i>	<i>Shares Held as of 12/31/18</i>	<i>NAV as of 12/31/18</i>	<i>% of Total</i>
NORTH CAROLINA CAPITAL MGT TRUST-TERM / 62074109	\$1,598,566.53	\$2,233,288.33	230,711.604	\$9.68	100.00%
<b>Total Accounts</b>		<b>\$2,233,288.33</b>			

FMR... \*97110\* . 0737172006 . 04219 . 04219 . CNISMFO1 . NNCNCR000003597 / SITE





c/o Capital Management of the Carolinas, LLC  
 1520 South Boulevard, Suite 230  
 Charlotte, NC 28203

# MONTHLY STATEMENT

12/01/18 through 12/31/18

Page 2 of 2

## DIVIDEND AND CAPITAL GAIN SUMMARY

<i>Fund / Account</i>		<i>Dividend</i>	<i>Short-Term Capital Gain</i>	<i>Long-Term Capital Gain</i>	<i>Total</i>
<b>NORTH CAROLINA CAPITAL MGT TRUST-TERM / 62074109</b>					
Dividend Option - Reinvest	Current Period	\$4,021.80	\$0.00	\$0.00	\$4,021.80
Capital Gain Option - Reinvest	Fiscal YTD 06/30/18	15,210.31	0.00	0.00	15,210.31
<b>Total</b>	<b>Current Period</b>	<b>\$4,021.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,021.80</b>
	<b>Fiscal YTD 06/30/18</b>	<b>\$15,210.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,210.31</b>

## ACCOUNT DETAIL *(for funds with account activity this period)*

**62074109**

CITY OF HENDERSONVILLE

<i>Fund Name (Number)</i>	<i>Symbol</i>	<i>CUSIP</i>
<b>NORTH CAROLINA CAPITAL MGT TRUST-TERM (620)</b>	<b>XAOHX</b>	<b>658191200</b>

### ACTIVITY

<i>Confirm Date</i>	<i>Trade Date</i>	<i>Transaction Description</i>	<i>Dollar Amount</i>	<i>Share Price</i>	<i>Shares this Transaction</i>	<i>Total Shares Owned</i>
		BEGINNING BALANCE AS OF 12/01/18	\$1,598,566.53	\$9.68		165,141.170
12/18/18	12/18/18	EXCHANGE FROM 47	630,700.00	9.68	65,154.959	230,296.129
		SALES CHRGE PERCENT 0.00				
12/28/18	12/27/18	SPECIAL DIV PAID 0.001	230.30	9.68	23.791	230,319.920
		SALES CHRGE PERCENT 0.00				
12/31/18	12/31/18	REINVESTED DIVIDEND	3,791.50	9.68	391.684	230,711.604
		SALES CHRGE PERCENT 0.00				
		ENDING BALANCE AS OF 12/31/18	\$2,233,288.33	\$9.68		230,711.604



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Tammie Drake

**Department:** Admin

**Date Submitted:** 01.18.19

**Presenter:** Tammie Drake

**Date of Council Meeting to consider this item:** 02.07.19

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 17

Appointments:

Tree Board: There are two vacant positions due to the resignations of Wes Kocher and Wes Burlingame. At your January meeting, you received the application of Debbie Roundtree who would like to serve on the Tree Board. Since that meeting, you have also received an application from Alan Krueger.

Environmental Sustainability Board: There are three vacant City positions on this Board and 1 vacant position for outside-City rep. At your January meeting, you received the application of a City resident, Beth Stang, who would like to serve on the ESB.

Vacancies:

Business Advisory Committee: 1 vacancy

Walk of Fame Steering Committee: 1 vacant position

Budget Impact: \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget?  N/A If no, describe how it will be funded.

## Suggested Motion:

I nominate Debbie Roundtree for an open position on the Tree Board. This term will expire December 2020.

I nominate Beth Stang for an open position on the Environmental Sustainability Board. This term will expire June 2019.

Attachments:

Board membership lists



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Brian Pahle

**Department:** Admin

**Date Submitted:** 01/22/19

**Presenter:** Brian Pahle

**Date of Council Meeting to consider this item:** 02/07/19

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 19

I would like to hold a Closed Session in accordance NCGS 143-318.11(a) (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property.

Budget Impact: \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget?  N/A If no, describe how it will be funded.

## Suggested Motion:

I move that the City Council enter Closed Session in accordance with NCGS 143-318.11(a) (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property.

**Attachments:**

N/A