BOARD OF COMMISSIONERS SPECIAL MEETING AGENDA
DECEMBER 17, 2021
2:00 PM

R. Jay Foster Hall of Justice - Womack Building Columbus, NC

1. Call to Order - Chairman Melton.
2. Invocation - Commissioner Beiler.
3. Pledge of Allegiance - Chairman Melton
4. Chairman and Commissioner Comment(s).
5. Approval of Agenda

   A. Items may be added or removed at this time.

   Motion to approve or amend agenda.

6. Consent Agenda - Motion to approve the consent agenda.

   1. December 6th, 2021 Regular Meeting Minutes.
   2. 2022 Agenda Items, Meeting Rules, Procedures and Decorum and January 2022 - June 2022 Board of Commissioners' Regular Meeting Schedule.
   3. Commissioner Moore reappointment to Foothills Transportation Advisory Committee Board.

   Motion to approve the consent agenda.

7. Citizen Comments on Agenda Items.
8. Agenda Item(s)

   A. Polk County Employee Recognition Awards - Manager Pittman and Tommy Oakman, Human Resources Officer

   B. Employee Retention Initiative - Manager Pittman

   Motion to approve budget amendment.

   C. Womack Building Restoration Project Update - Ange' High, Projects, Services & Public Information Director

   Motion to approve budget amendment.

9. Citizen Comments on Non-Agenda Items.
10. Adjournment

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

December 17, 2021 Regular Meeting

Agenda Item#: A.

Suggested Motion:
Motion to approve or amend agenda.

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

December 17, 2021 Regular Meeting

Agenda Item#: 1.

ATTACHMENTS:

Description	Type	Upload Date
12.6.21 Draft Minutes	Cover Memo	12/13/2021

POLK COUNTY BOARD OF COMMISSIONERS
Regular Meeting Agenda
December 6, 2021 - 5:00 PM
R. Jay Foster Hall of Justice Womack Building Columbus, NC
Columbus, NC
MINUTES

PRESENT: Chairman Melton, Vice-Chairman Beiler, Commissioner Moore, Commissioner Overholt, and Commissioner Yoder. Also in attendance were County Manager Pittman, County Attorney Berg, Clerk to the Board Tipton, media, and citizens.

1. Call to Order - Chairman Melton.

2. Invocation - Vice-Chairman Beiler.

3. Pledge of Allegiance - Commissioner Overholt.

4. Chairman and Commissioner Comments.

   Chairman Melton introduced Clerk Tipton. The Commissioners wished everyone a Merry Christmas and a Happy New Year and commended the county and towns on their festive decorations and the hard work that went into it.

5. Approval of Agenda

   Commissioner Moore moved to approve the agenda as written, seconded by Commissioner Overholt and the motion carried unanimously.

6. Consent Agenda - Motion to approve the consent agenda.

   A. November 1, 2021 Regular Meeting Minutes.

   B. Tax refund requests through November 30, 2021 in the amount of $704.32.

   C. Sheriff Department Monthly Activity Report for October 2021.

   D. Schedule Special Meeting December 17, 2021, 2:00 pm, R Jay Foster Hall of Justice, Employee Service Recognition Presentation.

   E. 2020 Local Water Supply Plan Resolution.

   F. Solid Waste Budget Amendment to appropriate $83,567.98 from SW fund balance for insurance proceeds received last year, but not spent until this year.

   G. Transportation Department Updated Title VI Program Plan and Transportation Grants and Financial Management Policy and Procedures.

H. North Carolina Department of Cultural Resources, Division of Archives - 2021 Records Retention and Disposition Schedule Resolution, copy available for review upon request.

Commissioner Overholt moved to approve the consent agenda, seconded by Vice-Chairman Beiler and the motion carried unanimously.

7. Citizen Comments on Agenda Items.

Three citizens spoke on agenda items.

8. E911 Communications Renovation Project.

Jeremy Gregg, 911 Communications Director reviewed the current facility and its need for improvements. He said the 2022 Public Safety Answering Point (PSAP) Grant requires a 50% match by the county, and they would use American Rescue Plan Act (ARPA) funds.

Commissioner Yoder moved to adopt the Polk County 911 Grant / ARPA Project Budget Ordinance, seconded by Vice-Chairman Beiler and the motion carried unanimously.

9. Polk County 2021 Annual Financial Report.

Kari Dunlap from Martin Starnes & Associates PA presented the annual financial information. She stated that there were no red flags and that the audit is still awaiting Local Government Commission (LGC) approval. She encouraged the commissioners to read the Manager's Discussion and Analysis (MD&A). Chairman Melton thanked the finance director and County Manager for their hard work.

10. County Employee Compensatory Time Discussion.

Manager Pittman said as in previous years, when the county receives a good audit report and has a surplus, the Board has chosen to pay off the debt of employee compensatory (comp) time. He said this years payout would be $147,749.

Commissioner Yoder moved to pay the employee compensatory time balance in the amount of $147,749, seconded by Commissioner Moore and the motion carried unanimously.

11. Updated Employer premium rates beginning January 2022 for NC State Health Plan.

Manager Pittman said on December 2, 2021, the county received notice the employer contribution rate for the State Health Plan premiums would be increasing for 2022. He said this would have a $317,000 annual impact on the annual budget. He explained as this was unforeseen, a $132,185 appropriation from the capital reserve fund would be needed to cover the increase in employee healthcare premiums.

Commissioner Yoder moved to approve the budget amendment for $132,185, seconded by Commissioner Overholt and the motion carried unanimously.

12. Polk County Retention Resolution.

Manager Pittman stated due to the continued job openings and the need to pay Emergency Services for overtime hours, he is asking the board to amend the Polk County Retention Resolution through the pay period ending June 6-19, 2022.

Commissioner Overholt moved to approve the amendment to the Recruitment and Retention Resolution, seconded by Commissioner Moore and the motion carried unanimously.

13. Emergency Medical Services (EMS) - Michael Crater, EMS Director.

Michael Crater, EMS Director, provided the Board with quotes to purchase two new cardiac monitors. He requested using ARPA funds for the purchase. Mr. Crater said this purchase would help mitigate COVID cases in our community by having disposable probes to reduce patient contact. Units will also be used for COVID patients needing advanced airway care to monitor cardiac rhythms, oxygen saturation, exhaled carbon dioxide, and blood pressure/heart rate.

Commissioner Yoder moved to approve the purchase of two cardiac monitors for EMS using ARPA funds, seconded by Vice-Chairman Beiler and the motion carried unanimously.

14. Amend ARPA grant project ordinance.

Sandra Hughes, Finance Director requested the approval of the budget amendment to move funds for the NC911 grant to update the 911 Communication Center and to appropriate funds to capital assets for the purchase of two cardiac monitors.

Commissioner Overholt moved to amend ARPA Grant Project Ordinance, seconded by Commissioner Yoder and the motion carried unanimously.

15. House of Flags Museum Update - Robert Williamson, Curator/Treasurer, Board of Directors.

Robert Williamson, Curator for the House of Flags Museum provided a brief back story and current update on the museum. He said over the past eighteen months they have cut hours and limited services. Mr. Williamson said the House of Flags Museum may be unable to sustain and be forced to discontinue operations in 2022 without volunteers, donations, or grants. He thanked the Commissioners for helping to get the information about their needs to the public.

16. Columbus Library Operating Hours Revision.

Marcie Dowling, Library Director requested a change in the Columbus Campus hours of operation. She said the shift will allow optimal service during peak hours and the Library Board of Trustees were in full support of the schedule change.

Commissioner Moore moved to approve the Polk County Library-Columbus Campus schedule revision, seconded by Vice-Chairman Beiler and the motion carried unanimously.

17. Board of Elections Update - Cliff Marr, Director of Elections.

Cliff Marr, Elections Director spoke on behalf of the bipartisan Polk County Election Board and gave a presentation a copy of which is hereby incorporated by reference into these minutes. about their desire to partner with the Commissioners to proactively plan for their future needs.

18. Parks and Recreation Trust Fund (PARTF) Grant Approval.

Laura Baird, Interim Recreation Director presented the NC PARTF Little White Oak Mtn. Trail Network-Phase I project agreement for approval. The agreement covers a three-year period, from November 1, 2021, to October 21, 2024.

Commissioner Moore moved to accept the PARTF-Little White Oak Mtn.Trail Network-Phase I Project Agreement, seconded by Commissioner Yoder and the motion carried unanimously.

Commissioner Yoder moved to adopt the Grant Project Budget Ordinance, seconded by Commissioner Overholt and the motion carried unanimously.

19. Polk County Schools Budget Amendment.

Sandra Hughes, Finance Director requested approval of budget amendments for Polk County Schools HVAC Project.

Commissioner Yoder moved to approve the transfer from Capital Reserve to the school General Capital Fund in the amount of $171,056, seconded by Commissioner Overholt and the motion .

Commissioner Overholt moved to approve the transfer from Capital Reserve to school HVAC Capital Project and also to amend the HVAC Project Budget Ordinance, seconded by Commissioner Yoder and the motion carried unanimously.

20. Volunteer Board Application(s)

A. The following applications were received for consideration to serve on a Polk County Volunteer Board: Agricultural Advisory Board - Diane Davis, Ray Gasperson and Carl Pleasants.

Vice-Chairman Beiler moved to approve the volunteer board applicants as presented, seconded by Commissioner Overholt and the motion carried unanimously.

21. Citizen Comments on Non-Agenda Items.

Two citizens spoke on non-agenda items.

22. Adjournment

Commissioner Moore moved to adjourn the meeting, seconded by Commissioner Yoder and the motion carried unanimously.

Attest:	POLK COUNTY BOARD OF COMMISSIONERS
______________________________	______________________________
Ange High Clerk to the Board	Tommy W. Melton Chairman

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

December 17, 2021 Regular Meeting

Agenda Item#: 2.

ATTACHMENTS:

Description	Type	Upload Date
Meeting Rules and Procedures	Cover Memo	12/13/2021
Meeting Decorum BOC	Cover Memo	12/9/2021
Meeting Decorum Citizens	Cover Memo	12/9/2021
BOC Regular Meeting Schedule Jan. 2022 - Jun. 2022	Cover Memo	12/10/2021

MEETING PROCEDURE

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Chairman & Commissioner Comments
5. Approval of Agenda
6. Consent Agenda
7. Citizen comments*
8. Agenda items
9. Adjournment

MEETING RULES

1. Meetings will be held the 1st and 3rd Monday of each month at 5:00PM, unless otherwise authorized by a majority BOC vote.

2. Agenda items which require a vote must have a motion and a second before being allowed on the floor for discussion.

3. Votes are to be made by a raise of the hand and by voice when meeting in person. When participating in a meeting remotely, you are to state your name before you audibly state your vote. For votes, the voice shall be audible enough to be heard, and understood by the Clerk to the Board, and those participating. A non-indication or a non-vote is the same as a "yes" vote. To abstain from a vote is also considered a "yes" vote. (All guidelines for remote meetings will follow GS 166A-19.24, which authorizes any public body to conduct remote meetings in accordance with the rules set out in the act, as well as with the provisions of the open meetings law).

4. The Clerk to the Board shall record all votes by name as "in favor" or "against".

5. *A time period will be allotted for citizens to comment on agenda and non-agenda items. Comments should be pertinent to the County's business, and will be limited to four minutes per speaker. Comment may be made in person at meetings open to public, or submitted in writing to the Clerk to the Board. No video, or audio citizen submissions will be allowed. All written comments must be received by 12:00 pm the day of the meeting. (Note: If the need arises, it will be left to the Chairman's discretion to designate a group spokesperson.) Closed Session minutes are to be voted in a timely manner at a Closed Session meeting.

6. Staff members and Department Heads are not required to attend meetings unless it is part of their duty and/or on the agenda, however they are free to attend at their choosing.

AGENDA ITEMS PROCEDURE

1. Items for the agenda must be submitted to the Clerk to the Board by 5:00PM on the Tuesday before the next BOC meeting. An item should not be added later unless it is approved by the Chairman or the Vice-Chairman if the Chairman is not available.
2. The Clerk to the Board should have the agenda prepared and packets ready for each Commissioner by 5:00PM on Thursday before the next BOC meeting. *(NOTE: Packets will be ready for the press on Friday.)*
3. The Clerk to the Board is required to keep full and accurate minutes of all official meetings, including closed session. If a Commissioner would like any part of the minutes verbatim, they should make this request to the Clerk within one day after that meeting.
4. There will be a limit of two personal items per Commissioner on the agenda. In the event an item is not approved, a Commissioner must wait for a period of three meetings. At the 4th meeting the item may be added back to the agenda.
5. The Clerk to the Board shall post the agenda for the next BOC meeting on the Polk County Government website on Friday before the next BOC meeting and on the county bulletin board.
6. Applications for Board Vacancies will be presented to the Board for vote. The County Manager's office will inform the new board member and the Chairman of the Volunteer Board of the vacancies filled.
7. Rules of debate between the Board of Commissioners and decorum between citizens attending the board meetings are attached.

Adopted 2/18/2013
Amended 8/4/14
Amended 12/5/2016
Amended 12/3/18
Amended 12/7/2020
Amended 12/17/2021

Rules of Debate: Meeting Decorum Between Polk County Board of Commissioners

1. Every Commissioner desiring to speak should address the Chair, and upon said recognition by the Chair, should confine discussion to the question under debate, avoiding all personalities and indecorous language.

2. Commissioners shall refrain from: attacking a member's motives; speaking adversely on a prior motion not pending; speaking while the Chair or other Board members are speaking; speaking against their own motions; and disturbing the Board.

3. A member once recognized should not be interrupted when speaking unless said member is being called to order. The member should then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member shall be at liberty to proceed.

4. A member shall be deemed to have yielded the floor when he or she has finished speaking. A member may claim the floor only when recognized by the Chair.

Adopted 12/3/12

Rules of Debate: Meeting Decorum Between Polk County Board of Commissioners and Citizens

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceeding or the peace of the Commission, or disturb any person having the floor. No person shall refuse to obey the orders of the Chair of the Commission. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Commission shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chair and given the opportunity to conclude remarks on the subject in a decorous manner. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chair, unless permission to continue or again address the Commission is granted by the Chair.

2. If the Chair or the Commission declares an individual out of order, they will be requested to relinquish the podium. If the person does not do so they are subject to removal from the Commission Chambers or other meeting room and may be removed by the Sheriff.

3. Any person who becomes disruptive or interferes with the orderly business of the Commission may be removed from the Commission Chambers or other meeting room for the remainder of the meeting.

Polk County Board of Commissioners
Regular Meeting Dates
January – June 2022

MEETING DATE	AGENDA ITEM DEADLINE
*January 4, 2022	*Wednesday, Dec. 29, 2021
*January 18, 2022	*Wednesday, January 12, 2022
February 7, 2022	Tuesday, February 1, 2022
February 21, 2022	Tuesday, February 15, 2022
March 7, 2022	Tuesday, March 1, 2022
March 21, 2022	Tuesday, March 15, 2022
April 4, 2022	Tuesday, March 29, 2022
April 18, 2022	Tuesday, April 12, 2022
May 2, 2022	Tuesday, April 26, 2022
May 16, 2022	Tuesday, May 10, 2022
June 6, 2022	Tuesday, May 31, 2022
June 20, 2022	Tuesday, June 14, 2022

All meetings, unless otherwise specified with an * are held on the
first and third Monday of each month at 5:00pm in the
R. Jay Foster Hall of Justice Womack BuildingColumbus, North Carolina

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

December 17, 2021 Regular Meeting

Agenda Item#: B.

ATTACHMENTS:

Description	Type	Upload Date
Budget Amendment	Cover Memo	12/13/2021

Suggested Motion:
Motion to approve budget amendment.

POLK COUNTY FINANCE
BUDGET AMENDMENT: GENERAL FUND BALANCE
DATE: 12/6/2021 BOC Meeting
Dept.: Various

BATCH #: ____________ LINE________

Amendment # : 10-F Fund balance

INCREASE EXPENSE

GL ACCOUNT #		
10-Various-1210-0	GF Salaries	$ 107,388
20-Various-1210-0	CHSA Salaries	$ 43,612
		151,000

INCREASE FUND BALANCE APPROPRIATED

GL ACCOUNT #		
10-3991-0000	Fund Balance Approp	$ (151,000)
		(151,000)

EXPLANATION: To fund an additional 2.5% salary scale increase bringing the total increase to 7.5%

Date approved & entered into the BOC minutes

COUNTY MANAGER

FINANCE OFFICER

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

December 17, 2021 Regular Meeting

Agenda Item#: C.

Action Requested:
Budget Amendment details will be presented at meeting.

Suggested Motion:
Motion to approve budget amendment.