

**BOARD OF
COMMISSIONERS
PUBLIC HEARING AND
REGULAR MEETING
MAY 15, 2023
5:00 PM**



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

-
1. Public Hearing
 - A. Call to Order the Public Hearing - Chairman Melton. The purpose of the public hearing is to take public comment on the proposed new road name, T Five Ranch Road. The public hearing was properly advertised in the Tryon Daily Bulletin.
 - B. Citizen Comments.
 - C. Commissioner Comments.
 - D. Adjourn Public Hearing.
 2. Call to Order the Regular Meeting - Chairman Melton.
 3. Invocation - Commissioner Moore.
 4. Pledge of Allegiance - Vice-Chairman Yoder.
 5. Approval of Agenda.
 - A. Items may be added or removed at this time.
Motion to approve agenda.
 6. Consent Agenda - Motion to approve the Consent Agenda.
 - A. Approval of May 1, 2023 Regular Meeting Minutes.
 - B. Approval of May 8, 2023 Special Meeting Minutes.
 - C. Tax Refund request in the amount of \$590.00.
 - D. Sheriffs Department Monthly Activity Report for April 2023.
 - E. Polk County Schools request to move Special Appropriation Funds in the amount of \$299,386 to use for general operations.
 - F. Vaya Health Quarterly Financial Reports for the period ending March 31, 2023.
Motion to approve the Consent Agenda.
 7. Citizen Comment on Agenda Items.
 8. Field Representative for US Congressman Chuck Edwards - Tommy Laughter.
 9. Charters of Freedom - Ronald Lewis.

10. YMCA Committee Update and Recommendation - Michael Baughman, Committee Chairman.

Motion to approve the Capital Campaign Contract with Convergent Nonprofit Solutions for six months.

Motion to appropriate fund balance to transfer to the Capital Project Fund for the YMCA Project in the amount of \$77,023.

Motion to approve the amended Capital Project Budget Ordinance.

11. Polk County Schools (No County funds being requested) - Brandon Schweitzer, Ed. D., Director of Operations.

A. Needs-Based Public School Capital Fund (NBPSCF) Requests.

1. Form of Agreement

Motion to approve the Form of Agreement.

2. Annual Report FY 22-23

Motion to approve the Annual Report of the Tryon Elementary PreK Expansion to the NBPSCF.

B. Public School Building Repair and Renovation Fund (PSBRRF)

1. Application

Motion to approve the project application, approve the request, and approve the budget in the amount of \$177,900 from the NC Education Lottery Public School Building Repair & Renovation.

12. New Polk County Road Name - T Five Ranch Road (off Peniel Road in Columbus Township) - Chairman Melton.

Motion to approve the road name as presented.

13. Citizen Comments on Non-Agenda Items.

14. Chairman and Commissioner Comments.

15. Adjournment

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: A.

ATTACHMENTS:

Description	Type	Upload Date
Public Hearing Notice	Cover Memo	5/5/2023



NOTICE OF PUBLIC HEARING

Notice is hereby given that at 5:00 p.m., on Monday, May 15, 2023, in the R. Jay Foster Hall of Justice, Womack Building, 40 Courthouse Street, Columbus, NC 28722, the Polk County Board of Commissioners will hold a public hearing to receive citizen input on the following list of proposed road names to be adopted in Polk County:

T Five Ranch Rd. (Private Road off SR1137)) Township: Columbus Township

For additional information about this Public Hearing, contact the County Manager's office, at (828) 894-3301.

Kristy A. Tipton
Clerk to the Board of Commissioners

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: A.

ATTACHMENTS:

Description	Type	Upload Date
5.1.2023 Draft Regular Meeting Minutes	Cover Memo	5/10/2023

POLK COUNTY BOARD OF COMMISSIONERS
Regular Meeting
May 1, 2023 - 5:00 PM
R. Jay Foster Hall of Justice - Womack Building Columbus, NC
Columbus, NC
MINUTES

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

1. Call to Order - Chairman Melton.
2. Invocation - Chairman Melton.
3. Pledge of Allegiance - Commissioner Moore.
4. Approval of Agenda

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

Commissioner Moore moved to shift the July 2023-December 2023 Board of Commissioners Meeting Schedule and Resolution to the June 5th meeting, seconded by Commissioner Beiler and the motion carried unanimously.

5. Consent Agenda - Motion to approve the Consent Agenda.
 - A. Approval of April 3, 2023 Regular Meeting Minutes.
 - B. Tax Refund Requests in the amount of \$1,102.12.
 - C. Sheriffs Department Monthly Activity Report for March 2023.
 - D. Budget Addition in the amount of \$10,000 (Grant from the Polk County Community Foundation) to provide funding for part-time staff to support the Farmer's Markets.
 - E. Amend Project Budget Ordinance for Columbus Children's Library in the amount of \$2,148. (Paid by Friends of the Library)
 - F. Budget Amendment in the amount of \$74,265 for Sheriff salary overage due to transfer to assist Jail with OT wages paid and to Communications to renew the contract with Priority Dispatch.
 - G. Schedule a public hearing for proposed new road name to be considered on Monday, May 15, 2023 at 5:00 pm in the R. Jay Foster Hall of Justice.

Commissioner Beiler moved to approve the consent agenda as amended,

seconded by Vice-Chairman Yoder and the motion carried unanimously.

6. Citizen Comments on Agenda Items.

There were none.

7. YMCA Feasibility Study Report - Rick Kiernan, Convergent Nonprofit Solutions.

Michael Baughman, YMCA Committee Chairman, introduced Rick Kiernan with Convergent Nonprofit Solutions. Mr. Kiernan gave a presentation, a copy of which is hereby incorporated into these minutes for reference. The presentation was based on the Final Report which was compiled using information gathered from interviews with 61 people in Polk County and surrounding areas. The report gauged potential financial support and identified potential campaign leadership for a future capital campaign. Michael Baughman will plan to attend a future meeting to present the YMCA Committees recommendations moving forward.

8. North Carolina Department of Internet Technology (NCDIT) / GREAT Grant Agreement - Manager Pittman.

Manager Pittman presented the Great Grant/NCDIT Agreement for approval. He said the agreement is a three party contract in which NCDIT will be the lead in tracking progress. \$250,000 was previously allocated by the County and in return will receive over \$12 million in broadband investment in Polk County.

Commissioner Moore moved to approve the agreement and grant the County Manager signatory authority, seconded by Commissioner Beiler and the motion carried unanimously.

9. Solid Waste request to convert a current part-time regular position to a full-time regular position - Travis Ballard, Solid Waste Director.

Mr. Ballard requested to convert a part-time accounts receivable position to a full-time position which will allow him more time for his duties, which is a key position between his department and the finance department. He said no new funding will be necessary for this position. Manager Pittman said the funds are all housed in the solid waste enterprise fund and no general fund tax money goes toward the position.

Commissioner Beiler moved to approve converting a part-time regular position to a full-time regular position, seconded by Vice-Chairman Yoder and the motion carried unanimously.

10. Citizen Comments on Non-Agenda Items.

There was one citizen comment on non-agenda items.

11. Volunteer Board Application(s)

- A. Applications for Consideration: Linda Greensfelder, Library Board of Trustees. Julie Ann Arrington, Shane Bradley, and Anthony Johnson - Saluda Fire District Tax Commission.

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

12. Chairman and Commissioner Comments.

The Commissioners all thanked the public for attending. Chairman Melton reminded everyone of the Special Meeting on Monday, May 8, 2023, at 9:00 am for the County Manager to present the 2023/2024 Budget.

13. Adjournment

Vice-Chairman Yoder moved to adjourn, seconded by Commissioner Beiler and the motion .

Attest:

POLK COUNTY BOARD OF
COMMISSIONERS

Kristy A Tipton
Clerk to the Board

Tommy W. Melton
Chairman

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: B.

ATTACHMENTS:

Description	Type	Upload Date
Draft Meeting Minutes	Cover Memo	5/9/2023

POLK COUNTY BOARD OF COMMISSIONERS
Special Meeting
May 8, 2023 - 9:00 AM
R. Jay Foster Hall of Justice - Womack Building Columbus, NC
Columbus, NC
MINUTES

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

1. Call to Order - Chairman Melton.
2. Invocation - Chairman Melton.
3. Pledge of Allegiance - Vice-Chairman Yoder.
4. Approval of Agenda.

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

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

Absent: Moore

5. Agenda Item(s)

A. Presentation of FY 2023/24 Balanced Budget – Manager Pittman.

Manager Pittman thanked Sandra Hughes, Finance Director, and her staff for helping to put together the budget information and presented the recommended, balanced budget for the Fiscal Year 2022/2023 to the Commissioners for their review and consideration.

He read the first page of the budget message:

"I hereby submit the following recommended budget for Fiscal Year 2023-2024 in the amount of \$41,307,888.00. The budget is balanced in accordance with the requirements of the Local Government Budget and Fiscal Control Act. The recommended tax rate for the 23-24 fiscal year is .5343 and does include a real property rate tax increase of two cents for Polk County Schools Operations as requested by the Polk County School Board. Justification for this rate increase is below in the Polk County Schools Section of the message, as well as a document submitted by Polk County Schools in the budget packet.

Due to the unknown financial implications of a recession and the impact it may or may not have on sales tax allocation, I have purposefully not included any increased growth rate in Sales Tax (above current year actuals) nor have I appropriated significant fund balance to cover capital costs as I have done in prior years.

I feel comfortable with the flat sales tax allocation projections, but we will need to keep in mind that if our projections aren't sustainable due to a fluctuating economy, we will need to go to fund balance next year and re-evaluate spending as a result in the next fiscal year (24-25). "

- B. Schedule Public Hearing to receive citizen comment on the FY 2023/24 Budget on Monday, June 5, 2023 at 5:00 pm in the R. Jay Foster Hall of Justice in the Womack Building located in Columbus, NC.

Commissioner Overholt moved to schedule the public hearing as stated, seconded by Vice-Chairman Yoder and the motion carried unanimously.
Absent: Moore

6. Commissioner Comment(s)

The Chairman and Commissioners collectively thanked Manager Pittman and staff for their hard work.

7. Adjournment

Commissioner Beiler moved to adjourn, seconded by Vice-Chairman Yoder and the motion carried unanimously.
Absent: Moore

Attest:

POLK COUNTY BOARD OF
COMMISSIONERS

Kristy A Tipton
Clerk to the Board

Tommy W. Melton
Chairman

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: C.

ATTACHMENTS:

Description

Type

Upload Date

Tax Refund Request

Cover Memo

5/10/2023

Memorandum

To: Polk County Board of Commissioners

From: Melissa O'Loughlin, Polk County Tax Administrator

Date: 5/15/2023

Re: Refund Request

<u>Taxpayer</u>	<u>Parcel</u>	<u>Amount</u>	<u>Reason</u>
Nesbitt Vanessa		\$ 590.00	Double payment

TOTAL: \$ 590.00

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: D.

ATTACHMENTS:

Description	Type	Upload Date
SO Activity Report	Cover Memo	5/10/2023



Activity Report - April 2023

<i>CALLS FOR SERVICE</i>				
Alarms (Residential/Commercial)	19		Harassment/Stalking	10
Animal Complaint/Livestock	119		Intoxicated Person Report/Driver	1
Assault/Abuse	5		Involuntary Commitment/Mental Subject	16
Assist FD/EMS/Rescue	16		Larceny Report/Shoplifting	14
Assist Law Enforcement Agency	33		Missing Person Report	2
Assist Motorist/Public	29		911 Follow Up/Hang up	46
Assist Other/Outside Agency	12		Property Damage	3
Breaking & Entering	4		Property (Recovered/Found/Abandoned)	4
Citizen Contact/Call by Phone	54		Shots Fired (Report/Complaint)	9
Civil Related/Custody Dispute	13		Special Activity/Event	4
Communicating Threats	2		Stolen Vehicle	2
DOA	3		Suspicious Activity (Person/Vehicle)	80
Disturbance (Fight/Noise/Dispute)	12		Traffic Control/C&R Driver	19
Domestic Related	17		Trespassing	16

Drug Related	3		Vandalism	2
Escort (Funeral/Public)	1		Warrant/Process Service/Search Warrant	87
Follow-Up Investigation	12		Welfare Check	27
Fraud/Forgery Report	4			

<i>ANIMAL CONTROL</i>	
Animals Picked up <i>*see notes below</i>	43
Bite Report	11
*1 Livestock, 2 Wildlife	

<i>LOBBY</i>	
Fingerprinting	46
Telephone Calls	558
In Person	617

<i>ARRESTS</i>	
Misdemeanor	24
Felony	19

<i>OTHER</i>	
Weapons Seized	2
Traffic Stops	144
Citations Issued	25
Charges by Citation	32
Checkpoint	6

<i>CIVIL</i>	
Civil Summons & Complaint	12
Domestic Protection Order	1
Order to Appear & Show Cause	0
Order to Appear/Show Cause-Child Support	2
Other	11
<i>TOTAL</i>	26

<i>SECURITY CHECKS</i>	
Residence	88
Business	1122
Church	283
School	107

<i>TOTAL</i>	<i>1600</i>
---------------------	--------------------

<i>DETENTION CENTER</i>	
Inmates Admitted	65

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: E.

ATTACHMENTS:

Description	Type	Upload Date
Polk Schools Check Request	Cover Memo	5/10/2023

Polk County Schools

Check Request Form (revised 08/01/2019)

Page 19 of 46

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: F.

ATTACHMENTS:

Description	Type	Upload Date
VAYA Lettter	Cover Memo	5/5/2023
Fiscal Monitoring Report	Cover Memo	5/5/2023
Spendable Cash	Cover Memo	5/5/2023

Suggested Motion:

Motion to approve the Consent Agenda.



April 28, 2023

RE: Vaya Health Quarterly Report to the Communities for Period Ending March 31, 2023

Dear County Representatives:

Enclosed you will find a financial update for Vaya Health for the most recent quarter ending March 31, 2023. Included in this email are the following documents:

- Fiscal Monitoring Report
- Total Spendable Cash Report, which provides greater clarity of cash availability after reserving 30 days of cash for operations and accounts payable. Note that this is a more conservative calculation than the State solvency metric which does not allow for certain working capital needs. Also note that a significant amount of cash is restricted for Medicaid Risk Reserve and may be spent only in the case of insolvency to pay claims for providers.

Note that Vaya's prior year numbers reflect audited Financial Statements as of June 30, 2022, and include a pro-rata share of Cardinal's projected remaining fund balance, risk reserve, and prepaid funding for certain future contractual commitments, much of which was required to meet risk reserve requirements, fund consolidation efforts, and serve the expanded 31 county population. This funding is being reported on the revenue line entitled "IGT Cardinal Income".

We also continue to acknowledge the ongoing impact of the Public Health Emergency into this fiscal year for both Vaya and partnering physician practices. Service expenditure rates to providers were kept at enhanced levels through November 30, five months after the sunset of the public health emergency funding Vaya received in capitation. This extension and investment contributed to margin shortfalls through the period.

Over the upcoming quarters, management will continue the high-quality focused health care management of our regional population in the 31 counties served by Vaya, and continuing to strategically prepare for the new Tailored Plan go-live now targeted for October 1, 2023.

Should you have any additional questions or comments, please do not hesitate to contact me via email (larry.hill@vayahealth.com) or phone (828-225-2785, Ext. 4743).

Sincerely,

Larry E. Hill
Executive VP and CFO, Vaya Health

Fiscal Monitoring Report

LME / MCO NAME: VAYA HEALTH FOR THE PERIOD ENDING: March 31, 2023

of month in the fiscal year (July = 1, August = 2, . . . , June = 12) =====> 9

	(1)	(2)	(3)	(4)	(5)	(6)
	PRIOR YEAR		CURRENT YEAR 2022-2023			
	2021-2022					
	BUDGET	ACTUAL	BUDGET	ACTUAL	BALANCE	ANNUALIZED
				YR-TO-DATE	(Col. 3-4)	PERCENTAGE
1. REPORT OF BUDGET VS. ACTUAL						
REVENUE						
Interest Earned	52,000	82,769	45,000	2,396,674	(2,351,674)	7101.26%
IGT Cardinal Income	7,730,727	99,411,564	10,500,000	-	10,500,000	-
Appropriation of Fund Balance	3,860,084	-	-	-	-	-
Other Local	8,055,724	7,058,082	2,633,521	6,547,868	(3,914,347)	331.51%
Total Local Funds	19,698,535	106,552,415	13,178,521	8,944,542	4,233,979	90.50%
County Appropriations (by County, includes ABC Funds):						
Alexander County	50,000	50,000	50,000	37,500	12,500	100.00%
Alleghany County	109,709	109,709	60,000	45,000	15,000	100.00%
Ashe County	189,566	189,566	189,566	142,175	47,392	100.00%
Avery County	89,600	89,600	89,600	67,200	22,400	100.00%
Buncombe County	600,000	600,000	600,000	450,000	150,000	100.00%
Caswell County	48,599	-	5,000	-	5,000	0.00%
Caldwell County	127,138	121,101	121,138	94,151	26,987	103.63%
Chatham County	206,725	219,348	413,450	297,338	116,113	95.89%
Cherokee County	75,000	75,000	75,000	56,250	18,750	100.00%
Clay County	15,000	15,000	15,000	11,250	3,750	100.00%
Franklin County	54,850	61,580	118,600	93,238	25,363	104.82%
Graham County	6,000	6,000	6,000	4,500	1,500	100.00%
Granville County	56,400	66,273	116,846	90,183	26,663	102.91%
Haywood County	109,000	105,382	112,000	81,887	30,113	97.48%
Henderson County	528,612	528,612	528,612	396,459	132,153	100.00%
Jackson County	123,081	123,081	123,081	92,311	30,770	100.00%
Macon County	106,623	106,623	106,623	79,967	26,656	100.00%
Madison County	30,000	30,000	30,000	22,500	7,500	100.00%
McDowell County	67,856	67,856	67,856	50,892	16,964	100.00%
Mitchell County	18,000	18,000	18,000	13,500	4,500	100.00%
Person County	72,642	58,746	143,383	112,708	30,675	104.81%
Polk County	78,991	79,001	79,491	59,640	19,851	100.04%
Rowan County	246,000	262,846	492,000	369,000	123,000	100.00%
Stokes County	30,000	28,470	9,000	-	9,000	0.00%
Swain County	-	8,223	30,000	20,518	9,482	91.19%
Transylvania County	99,261	99,261	99,261	74,446	24,815	100.00%
Vance County	83,050	95,238	170,099	131,401	38,698	103.00%
Watauga County	171,194	171,194	171,194	128,396	42,798	100.00%
Wilkes County	236,612	237,238	237,612	177,609	60,003	99.66%
Yancey County	26,000	26,000	26,000	19,500	6,500	100.00%
Total County Funds	3,655,507	3,648,948	4,304,412	3,219,518	1,084,894	99.73%
DMH/DD/SAS State and Federal Funding	101,810,310	98,525,521	98,059,211	91,442,603	6,616,608	124.34%
DHB Capitation Funding (Medicaid)	531,633,113	551,537,037	864,280,060	486,386,497	377,893,563	75.04%
DHB Risk Reserve Funding (Medicaid)	2,700,000	2,704,626	-	9,518,191	(9,518,191)	-
All Other State/Federal Funds	1,845,000	2,197,322	2,775,000	2,482,606	292,394	119.28%
Total State, Federal and Medicaid Funds	637,988,423	654,964,506	965,114,271	589,829,897	375,284,374	102.66%
TOTAL REVENUE	661,342,465	765,165,869	982,597,205	601,993,957	380,603,247	81.69%
EXPENDITURES:						
Administration	105,734,497	102,718,356	163,348,944	124,401,474	38,947,470	101.54%
LME Provided Services (Service Support)	4,020,390	3,442,520	3,713,228	2,682,228	1,031,000	96.31%
Provider Payments (State Funds)	67,787,962	70,173,410	72,301,677	63,214,214	9,087,463	116.57%
Provider Payments (Federal Funds)	25,378,724	23,211,459	18,168,977	19,652,191	(1,483,214)	144.22%
Provider Payments (County Funds)	3,655,507	3,515,270	4,304,412	2,873,103	1,431,309	89.00%
Provider Payments (Medicaid)	453,300,763	466,557,858	719,741,445	423,645,558	296,095,887	78.48%
Permanent Supported Housing and Back at Home Payments	1,464,622	1,138,871	1,018,521	623,288	395,233	81.59%
TOTAL EXPENDITURES	661,342,465	670,757,744	982,597,205	637,092,056	345,505,148	86.45%
Net Income or (Loss) (from Operations and Risk Reserve)		94,408,125		(35,098,099)		
Less Risk Reserve Revenue		(2,704,626)		(9,518,191)		
NET INCOME OR (LOSS) FROM OPERATIONS		91,703,499		(44,616,290)		
2. FUND BALANCE						
Restricted Fund Balance for Risk Reserve		89,527,107		99,045,298		
Restricted Fund Balance - State Statute, Prepaids & Investment in Fixed Assets		27,883,747		32,943,137		
Unrestricted Fund Balance (including Board Commitments)		74,931,479		25,255,578		
TOTAL FUND BALANCE		192,342,333		157,244,013		
3. CURRENT CASH POSITION						
Current Cash in Bank (Including Risk Reserve)				265,429,511		
Less Risk Reserve Cash				(99,045,298)		
TOTAL OPERATING CASH				166,384,213		*See additional Document
4. ESTIMATED SERVICES INCURRED BUT NOT REPORTED/PAID (IBNR)						
				39,650,575		

**Vaya Health Total Spendable Cash
As of March 31, 2023**

Total Operating Cash (Excluding Risk Reserve)	166,384,213
Less Accounts Payable and IBNR	(96,794,510)
Plus Accounts Receivable	11,236,860
Less Annual Leave Payout Liability	(5,065,297)
Less Other Post Employment Benefits Liability	(4,804,000)
Less 30 Days Cash	(69,754,605)
Spendable Cash	1,202,660

In accordance with G.S. 122C-124.2(e)(3), the Risk Reserve's purpose is to pay outstanding liabilities (unpaid claims) to providers in cases of insolvency and not intended to be used for operating costs. These resources are not available for payment of non-provider claims and may not be accessed by the LME MCO without written consent from DHHS.

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: 10.

ATTACHMENTS:

Description	Type	Upload Date
Letter from Committee Chair	Cover Memo	5/12/2023
Agreement	Cover Memo	5/11/2023
Draft Campaign Budget	Cover Memo	5/11/2023
Budget Amendment	Cover Memo	5/10/2023
Amended Capital PBO	Cover Memo	5/10/2023

Suggested Motion:

Motion to approve the Capital Campaign Contract with Convergent Nonprofit Solutions for six months.

Motion to appropriate fund balance to transfer to the Capital Project Fund for the YMCA Project in the amount of \$77,023.

Motion to approve the amended Capital Project Budget Ordinance.



Dear Commissioners:

On behalf of the Polk County YMCA Development Committee, I am writing to first acknowledge and thank you for your support of our committee's work thus far. We are nearing the fundraising phase of our project. We have heard back from our fundraising consulting partner, Convergent Nonprofit Solutions, that a campaign goal between \$3.5 million and \$5 million is achievable in this community. Frankly, I think we can do even better than that. In order to execute this campaign, we need a partner; one that has demonstrated results in leading campaigns of this size for YMCA projects in other communities of our size.

I am writing with unanimous approval from our committee with the recommendation that you approve this proposed contract from Convergent Nonprofit Solutions. We're confident that with Convergent's help and your continued ongoing support we can make an indelible, positive impact on the citizens of Polk County, NC.

A YMCA in Polk County is an idea whose time has come.

Sincerely,

-Michael

G. Michael Baughman, Chair

Polk County YMCA Development Committee



Capital Campaign Management Agreement

Prepared for:



Polk County, NC

May 2023

Capital Campaign Management Agreement

This document outlines the agreed-upon terms for campaign management services that Convergent Nonprofit Solutions, LLC (hereafter “Convergent”) will provide to Polk County to help manage its fundraising campaign.

OVERVIEW & IMPLEMENTATION PLAN

The purpose of this fundraising campaign is to raise funds to build a new YMCA facility in Polk County, NC. The campaign goal is initially set between \$3.5 million and \$5 million. This amount is subject to change based on assessed feasibility, adjusted project cost estimates, program and project refinement activities, campaign prospect assessments and evaluations, the degree of success with early major funding prospects, and other practical and strategic considerations.

Convergent will provide half-time, on- and off-site campaign management services.

Convergent estimates this fundraising campaign will require 15 months to reach its goal. Polk County is engaging Convergent to initially manage the first six months of this fundraising campaign and will then evaluate progress and determine how to proceed for the next nine months of this fundraising campaign.

In planning and executing the campaign for the first six months, the Convergent team will manage all campaign-related functions, including the following:

- ✿ Recruiting and engaging a campaign leadership team
- ✿ Instituting a process to determine target ask amounts for all prospects
- ✿ Managing the development of all campaign collateral and marketing materials
- ✿ Managing campaign-related educational, public relations, marketing, communications, and media strategies
- ✿ Directing all campaign meetings, campaign leadership committee meetings, and appropriate reporting and strategy sessions
- ✿ Attending prospect meetings, with or without campaign leadership team accompaniment, and making professional presentations and proposals
- ✿ Following up with and obtaining decisions from each solicited prospect
- ✿ Maintaining a detailed campaign budget and submitting regular summary reports

The anticipated process and 15-month timeline for the fundraising campaign are set forth below. This process and timeline can be revised by mutual agreement of Convergent and the Polk County leadership team to meet specific needs, preferences, circumstances, and developments as the campaign unfolds.

Convergent will complete the Quiet Phase below during this initial six-month engagement.

Quiet Phase

- ✿ Revise and finalize new multi-year strategic action plan
- ✿ Develop detailed case statement providing rationale for investment
- ✿ Provide detailed return on investment (ROI) analysis for new projects/programs
- ✿ Develop campaign collateral materials, including a marketing brochure
- ✿ Establish a campaign marketing plan in coordination with Client marketing staff and/or vendors
- ✿ Research, identify and evaluate prospects, including foundations
- ✿ Solicit the YMCA Development Committee to ensure their early investment and engagement in the campaign
- ✿ Enlist team of campaign leaders *beyond the Board of Directors* to formalize a campaign cabinet
- ✿ Prepare and present customized investment proposals to the top prospects with strategic help from campaign leaders
- ✿ Interview and set strategy meetings with select key business leaders, families, and individuals

Public Phase

- ✿ Hold a high-profile campaign kick-off event
- ✿ Conduct in-person solicitations strategically leveraging volunteer participation to aid in opening doors and scheduling appointments
- ✿ Follow-up to secure and document pledge decisions
- ✿ Track all campaign pledges in a customized database
- ✿ Mail thank you notes summarizing pledge details to investors

Post-Campaign

- ✿ Hold victory celebration event
- ✿ Transfer campaign database and detailed records to staff
- ✿ Deliver *Campaign Wrap-up or Transition Report*
- ✿ Provide “best practices” investor relations plan to keep all funders informed and to ensure that pledge payments are paid on-time and in full throughout the pledge period
- ✿ Provide recommended solutions for post-campaign engagement via periodic site visits and ongoing counsel as needed throughout multi-year program cycle

- 
- ✿ Provide Investor Satisfaction Survey halfway through investment period to determine if program of work or communication strategies need adjustments

CLIENT OBLIGATIONS

Convergent and Polk County both have key interests at stake in this project and are fully committed to collaborative success. Both parties will work together in genuine partnership in the best interests of the campaign. Specifically, Polk County agrees to the following:

- ✿ To adhere to the Convergent process as outlined in Convergent's Campaign Commencement documents.
- ✿ To provide part-time administrative support for the campaign. This person will support both the Convergent Campaign Director as well as the Campaign Leadership Team.
- ✿ To provide dedicated, professional staff for calling and scheduling efforts in advance of and during the campaign's public phase to schedule prospect appointments (typically 15-20 hours per week). If a sufficient scheduler cannot be identified/provided, Convergent may enlist its engagement specialists to assist for an additional fee.
- ✿ To meet with the Convergent Campaign Director on a regular basis (biweekly at minimum) for status updates, strategizing, and problem solving.
- ✿ To help open doors and provide introductions to current and prospective donors and volunteer leaders.
- ✿ To participate in key campaign meetings with current and prospective donors as well as current and prospective volunteer leaders.
- ✿ To review and provide timely feedback on campaign materials including, but not limited to, the Case Statement, Prospect Evaluation List, campaign brochure, Convergent's Organizational Value Proposition®, solicitation and enlistment letters, and other materials.
- ✿ To be accessible and responsive to the Campaign Director and use best efforts to adhere to the established campaign timelines and schedules.
- ✿ To raise any perceived issues or obstacles to potential success in a forthright and timely manner.
- ✿ To provide necessary support and all desired interfaces (web, digital, etc.) for receiving and booking pledges, and invoicing and receipting all pledges. *Convergent does not provide services related to payment processing, bookkeeping, or invoicing.*
- ✿ To celebrate upon campaign success!

MANAGEMENT FEE

Convergent's management fee for managing the Polk County campaign is \$16,500 per month payable in monthly installments, plus expenses (airfare, car rental, lodging, per diem, report printing, parking, etc.). The monthly fee represents a periodic payment for the ongoing implementation of our campaign management process, rather than a strict fee for time arrangement. Therefore, it is not dependent on the number of days or weeks in each calendar month and is inclusive of all holidays and days that Polk County is closed for business. However, if Convergent or one of its agents, contractors, or affiliates initiates time away from the project (for example, Project Director vacation), that time will be added to the end of the campaign timeline or this engagement, whichever comes first at no additional fee to compensate.

Convergent can screen your existing donor list using its wealth analytics systems to give you guidance on an individual's potential capacity to invest in your organization. Convergent can also use its wealth analytics systems to provide you with a list of individuals who are potential investors for your campaign. You will receive individual records to best meet your potential investor profile up to a maximum of 200 records.

Payments are due at the beginning of each month of service and should be made payable to Convergent Nonprofit Solutions, LLC. Any invoices unpaid more than 15 days after the invoice due date will incur a late charge of 1% per month of the unpaid balance, accruing until paid.

If the campaign exceeds the agreed upon estimated timeline outlined in this Agreement for any reason, the fee or scope of work may need to be altered by mutual agreement. If Polk County opts to reduce the scope of Convergent's campaign management or add additional time, the following options are available: full-time management at \$26,500/month or a daily rate of \$2,000.

CAMPAIGN-RELATED EXPENSES

Out-of-pocket travel expenses incurred by Convergent's agents, contractors, or affiliates will be reimbursed by Polk County directly to said agents, contractors, or affiliates upon submission of an expense report and appropriate supporting documentation. Such travel expenses will include necessary travel, lodging, transportation and per diem during any on-site travel to and from Polk County's location at a rate of \$59 per day (or the current federal Government Services Administration rate for meals and incidentals.) Convergent will develop a travel expense budget to be approved by Polk County. Convergent, its agents, contractors, or affiliates will be responsible for staying within the approved travel expense budget and will provide a monthly expense summary to track and account for spending.

Polk County will pay directly for any other necessary and mutually agreed upon campaign-related expenses, including on-site administrative support, office supplies, postage, printing, public events, campaign brochure, collateral production, etc. *There may be opportunities to significantly reduce these expenses further through the use of existing resources and the procurement of in-kind contributions.*

TIMING

Project implementation will begin immediately upon receipt of the first monthly management fee of \$16,500 and this signed Letter of Agreement. Campaign organization, development, and full implementation is anticipated to take 15 months.

Polk County is initially engaging Convergent for the first six months of this fundraising campaign. The initial six-month engagement will begin May 22, 2023 and conclude November 21, 2023.

CUSTODY & CONTROL OF FUNDS

Convergent and its representatives will at no time have control or custody of funds, contributions, or donations. All funds will be controlled at all times by Polk County. Compensation to Convergent for services is not related to the contributions received. Polk County has control and approval over the content and volume of all solicitations at all times.

GOVERNMENT FEES & TAXES

Polk County will be responsible for paying any governmental fees or taxes related to implementation of this Agreement that might apply under municipal, county, or state law.

REGISTRATION COMPLIANCE

Convergent will maintain compliance with all applicable state registration requirements. A copy of this Agreement may be submitted by Convergent to state regulators along with any other required documentation. We will notify your office if there is any paperwork that your organization is required to submit to maintain compliance with the state of Polk County.

PERMISSION TO USE NAME

Polk County authorizes Convergent to use its name in campaign collateral materials to solicit funds for fundraising activities throughout the state of North Carolina and beyond, as is necessary.

CONVERGENT PROJECT DIRECTOR EMPLOYMENT

Polk County agrees not to solicit any Convergent Project Director for employment either during the term of this Agreement or for a period of one year after the Agreement's termination or expiration. If the client hires a Convergent Project Director before the termination or expiration of the agreement, or within a period of one year thereafter, the client agrees to additionally compensate Convergent \$90,000.00 or one year's salary, whichever is greater.

MODIFICATION OF TERMS

Polk County reserves the right to make adjustments to the scope of work and provide Convergent 30-day's notice of any changes to management structure (i.e., scaling from full-time management to half-time management, scaling from half-time management to quarter-time management, etc.). Should such changes be made, Convergent reserves the right to assign a different Project Director if scheduling makes the current Project Director unable to complete the campaign.

INSURANCE / INDEMNIFICATION

Each party hereto will indemnify, defend, and hold the other harmless, and their respective agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising out of its acts and deeds and those of its own agents, servants and employees. The party seeking indemnification shall immediately notify the other party of any incident, claim or lawsuit of which the party requesting indemnification becomes aware and shall fully cooperate in the defense of such claim.

TERMINATION OF AGREEMENT

Either party may cancel this Agreement at any time by providing 30 days written notice. In such an event, the balance of the contracted fees from the time the 30-day cancellation notice has taken effect until the original conclusion of the contract will be waived. All monies, in-kind services/goods, and pledges of both that are secured as of the date of Convergent's departure will remain the property of Polk County.



If Polk County unreasonably refuses Convergent’s guidance and counsel or fundamentally deviates from Convergent’s proven process without Convergent’s consent, Convergent may consider exercising its right to terminate this Agreement.

EXECUTION OF LETTER OF AGREEMENT

This Agreement is the final and complete expression of all agreements between Convergent Nonprofit Solutions, LLC and Polk County. It may not be changed orally but only by an agreement in writing signed by each party.

Tommy Melton, Board of Commissioners ChairmanDate

POLK COUNTY

Marche Pittman, County ManagerDate

POLK COUNTY

Rick Kiernan, PrincipalDate

CONVERGENT NONPROFIT SOLUTIONS, LLC

Polk County YMCA DRAFT Campaign Budget (Initial 6 Months)

	Campaign Expense	BUDGET	TOTAL EXPENSE INCURRED	AMOUNT REMAINING
1	Office Rent/Equipment/Software	\$0	\$0.00	\$0.00
2	Office Supplies	\$500	\$0.00	\$500.00
3	Campaign Coordinator	\$0	\$0.00	\$0.00
4	Postage & Mailings	\$1,000	\$0.00	\$1,000.00
5	Design, Print, Multi-Media	\$3,000	\$0.00	\$3,000.00
6	Public Kick-Off Event	\$0	\$0.00	\$0.00
7	Campaign Director Ride Share	\$420	\$0.00	\$420.00
8	Campaign Director Lodging	\$0	\$0.00	\$0.00
9	Campaign Director Auto Rental	\$6,000	\$0.00	\$6,000.00
10	Campaign Director Gas	\$900	\$0.00	\$900.00
11	Campaign Director Per Diem	\$3,540	\$0.00	\$3,540.00
12	Campaign Director Team Travel	\$3,600	\$0.00	\$3,600.00
13	Contingencies	\$500	\$0.00	\$500.00
	TOTALS	\$19,460	\$0.00	\$19,460.00

Approved: _____

Date: _____

- 1 **Office Rent/Equipment/Software:** Client provides office space at no charge. Client provides Project Team access to printer, copier, and other equipment at no charge. Any equipment purchased remains property of Client.
- 2 **Office Supplies:** Client provides basic office supplies at no charge. Budget amount to cover expenses incurred while away from Client office(s).
- Campaign Coordinator:** Campaign will need readily available administrative support for solicitation appointment setting, package preparation, meeting arrangements/scheduling, occasional letter preparation, campaign committee updates, and a myriad of other campaign operational details. Assistance needed is estimated at about 15 hours per week at \$15 - \$18/hour. Calculated using 24 weeks x \$16.50 x 15 hours/week. YMCA of Greater Spartanburg will provide administrative support at no charge.
- 3
- Postage & Mailings:** Campaign postage, FedEx, and other mailing costs. Although many communications will be electronic, a modest postage budget is allocated for invitations to kick-off event, small group briefings, campaign coalition recruitment, committee notifications, and prospect pledge acknowledgements (\$1000 for first six months, \$1500 total)
- 4
- Design, Print, Multi-Media:** For first six months (\$3000; \$4000 total). Budget includes the design and production/printing of all necessary campaign literature and collaterals (i.e. letterhead, envelopes, business cards, RSVP cards, presentation folders, pledge cards, brochures, etc.). It assumed that such materials will be produced by an outside vendor. Does not include costs associated with sales tools such as videos.
- 5
- Public Kick-Off Event:** This takes place after the first six months. Budget includes a Public Kick-Off Event and a series of small group briefings and cultivation events and/or meal meetings which will be held including the Convergent Project Team, campaign volunteer leaders, Client staff, and donor prospects. In these instances, funds are budgeted for meals or refreshments (\$4000).
- 6
- Campaign Director Ride Share (e.g. Uber):** Budget assumes Campaign Director will Uber from home to rental agency.
- 7
- Campaign Director Lodging:** Budget assumes hotel lodging while Campaign Director is on-site. Calculated at 128 nights x \$160/night. If the Client or an investor has a vacation home or apartment they will provide in-kind, this expense can be eliminated. Tryon Equestrian Center is providing lodging at no charge.
- 8
- Campaign Director Auto Rental:** Budget assumes Campaign Director will rent in Columbia weekly (2 weeks per month for six months at \$500 per week).
- 9
- Campaign Director Gas (on-site):** Budget assumes one tank of gas per week Campaign Director is on-site. Calculated at 12 weeks x \$75.
- 10
- Campaign Director Per Diem:** Set rate per day on-site to cover Campaign Director's meals and other various incidentals. Calculated at 60 days x \$59/day.
- 11
- Campaign Director Team Travel:** Periodic visits from Convergent's management for Commencement Meeting, Evaluation Task Force Meeting, Public Kick-Off Event, Campaign Wrap-Up Presentation, or additional support as needed. Includes flights, lodging, mileage, parking/tolls, and per diem. \$5,000 total for the full campaign; \$3,600 for first six months.
- 12
- Contingencies:** Miscellaneous unexpected expenses encountered during the study (\$500 first six months; \$1000 total)
- 13

POLK COUNTY FINANCE

BUDGET AMENDMENT: CAPITAL RESERVE FUND BALANCE

DATE: 5/15/2023 BOC Meeting BATCH #: _____ LINE _____
Dept.: Capital Reserve Fund

Amendment # : 15-F Fund balance

<u>INCREASE EXPENSE</u>		<u>INCREASE FUND BALANCE APPROPRIATED</u>	
GL ACCOUNT #		GL ACCOUNT #	
22-8168-9800-0	Trans Out \$ 77,023 (To Capital Project Fund)	20-3931-0000	Fund Balance Approp \$ (77,023)
	<u>77,023</u>		<u>(77,023)</u>

EXPLANATION: To appropriate fund balance to transfer to the Capital Project Fund for the YMCA project (set aside in Capital Reserve for E & D projects - moves 100%)

Date approved & entered into the BOC minutes

COUNTY MANAGER

FINANCE OFFICER

**Polk County Finance
Capital Reserve Fund
FY23**

<u>Fund Balance at June 30, 2022</u>	\$ 2,690,724
--------------------------------------	--------------

FY 23 As of 12/31/22

Revenues

General Fund approp.	\$	-	Reserve for dam repair
General Fund approp.	\$	-	Reserve for Old Jail renovation
Transfer-in from GF-	\$	-	Check from Duke Power-reserve for Wolverine Trail Rd
Reserve for Econ Dev	\$	-	DogWood Trust
School sales-tax set-aside	\$	-	True-up (when necessary)
School sales-tax set-aside	\$	-	School Sales Tax - FY22
Interest		128.07	FY23 YTD
Total	\$	128	

Expenditures

Transfer to 41 - Jail Renovation	100,000	11/21/22 BOC from FY20 GF Transfer
Transfer to School Capital (GF)	150,095	11/21/22 BOC Sales tax set-aside funds
Transfer to 54-Regional Water	45,000	9/6/22 BOC Dam funds used
Undesignated fund balance		
Total	295,095	

Revenue over Expenditures/(Loss)	<u>\$ (294,967)</u>
----------------------------------	---------------------

Ending Fund Balance, FY23	\$ 2,395,758
----------------------------------	---------------------

Reserve for E&D (balance)	(77,023)	FY13 receipt;FY17 E&D waterline (\$35,000);FY18 Creamery(\$34125) and sale
Reserve for Wolverine Trail Rd	-	FY20 Duke Power easement purchase ;FY21 trans'd for Land Purchase
Reserve for Jail Renovation	-	FY20 GF appropriation; FY23 spending (transfer to 41)
Reserve for School Capital	(862,203)	FY20 - FY23 set aside and spending
Reserve for dam repair	(1,452,535)	FY10-23 GF appropriation & spending
Undesignated Fund Balance	\$ 3,997	Increased by interest only

COUNTY OF POLK, NORTH CAROLINA

PROJECT BUDGET ORDINANCE YMCA - Polk Campus

BUDGET EXPENDITURES

			<u>Original Budget</u>	<u>7/19/2021</u>	<u>Amended 5/15/2023</u>
Planning-Contract Svc	41-6120-4400-0	\$	110,000	\$	187,023

Total Expenditures		\$	<u>110,000</u>		
--------------------	--	----	----------------	--	--

REVENUES

General Fund Appropriation	41-3330-0800	\$	110,000	\$	110,000
Capital Reserve Transfer In	41-3981-9822				77,023

Total Revenues		\$	<u>110,000</u>	\$	<u>187,023</u>
----------------	--	----	----------------	----	----------------

To establish Project Ordinance for a YMCA Polk County Recreation Facility

5/15/23 - Capital Reserve remaining funds previously set aside for E & D

Date approved & entered into the BOC minutes

COUNTY MANAGER

FINANCE OFFICER

-Project Ordinance: YMCA

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: 11.

ATTACHMENTS:

Description	Type	Upload Date
Form of Agreement	Cover Memo	5/10/2023
Annual Report	Cover Memo	5/10/2023
Application	Cover Memo	5/10/2023

FORM OF AGREEMENT – FY 2021-22
NEEDS-BASED PUBLIC SCHOOL CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY

Per North Carolina **GS 115C-546.12**, a county receiving grant funds through the Needs-Based Public School Capital Fund must enter into an agreement with the Department of Public Instruction detailing the use of the grant funds.

County: Polk
Address: 40 Courthouse Street, PO Box 308
Columbus, NC 28722
Contact Person: Sandra Hughes
Title: County Finance Director
Phone: 828-894-3302
Email: shughes@polknc.org

LEA: Polk County Schools (750)
Address: 125 East Mills Street
Columbus, NC 28722
Contact Person: Brandon Schweitzer
Title: Director of Operations
Phone: 828-894-3051
Email: bschweitzer@polkschools.org

Construction Project Title: Tryon Elementary PreK Expansion
Project Location: 100 School Pl., Tryon, NC 28782
Short Description of Construction Project: The project consist of a five (5) classroom addition to the existing structure for the purpose of housing the Pre-K program. (Approx. 11,500 sq/ft)

Estimated Start Date of Construction: 5/1/2023 Estimated Completion Date: 2/16/2024

Amount of Grant Funds Awarded: \$1,300,000.00 Amount of Local Matching Funds: \$100,000
Source of Local Matching Funds: Local Capital Funding

We, the undersigned, agree to abide by the following provisions in order to receive periodic disbursement of grant funds for the referenced construction project in accordance with **GS 115C-546.12**:

- 1) We will seek planning assistance and plan review from the School Planning Section of the Department of Public Instruction (DPI) for the project in accordance with **GS 115C-521**.
- 2) For each requested grant fund distribution, we will submit a **Distribution Request Form** plus supplementary documentation to describe, at a minimum, the progress of construction, the amount of grant funds expended, and the amount of local matching funds expended. We understand that local matching funds must be expended proportionally along with grant funds as the project progresses.
- 3) Annually, on or before April 1 of each year during the course of the project, we will submit an **Annual Report** detailing the progress of construction, the amount of grant funds expended, and the amount of local matching funds expended. Further, we will submit a **Final Report** within 90 days following completion of the project construction (i.e., after final completion and final payments) to provide a summary of construction and payment activities.
- 4) We certify that the local matching funds are derived from non-State and non-Federal funds.
- 5) We certify that the project site will be owned in fee simple by the Local Board of Education in accordance with **GS 115C-521** prior to construction.

(Signature – Chair, County Commissioners)

(Date)

5/8/2022

(Signature – Chair, Local Board of Education)

(Date)

(Signature – State Superintendent of Public Instruction)

(Date)

ANNUAL REPORT

NEEDS-BASED PUBLIC SCHOOL CAPITAL FUND NORTH CAROLINA EDUCATION LOTTERY

Report Date: _____

Per North Carolina **GS 115C-546.14**, on or before April 1 of each year, a Needs-Based Public School Capital Fund (NBPSCF) grant recipient shall submit to the State Superintendent of Public Instruction an annual report for the preceding year that describes progress of the project for which the grant was received.

County: Polk LEA: Polk County Schools (750)
Address: 40 Courthouse St., PO Box 308 Address: 125 E. Mills St.
Columbus, NC 28722 Columbus, NC 28782

Construction Project Title: Tryon Elementary PreK Expansion
Project Location: 100 School Pl., Tryon, NC 28782
Short Description of Construction Project: The project consists of a five (5) classroom addition to the existing structure for the purpose of housing the Pre-K program. (Approx. 11,500 sq/ft)
Project Delivery Method (check one): ☒ Design / Bid / Build ☐ Design / Build ☐ Design / CM at Risk

Design Contract

Design Firm: Pinnacle Architecture
Date of Design Contract: 10/10/2022
Contract Amount: \$225,000

Construction Contract

General Contractor / CM@R: Champion Construction
Date of Construction Contract: 3/14/2023
Contract Amount: \$2,910,310

Project Schedule

Bid Date (check one: ☒ actual ☐ estimated): 2/14/2023
Construction Start Date (check one: ☒ actual ☐ estimated): 5/1/2023
Estimated Construction Completion Date: 2/16/2024

Project Expenditures

Total Grant Amount: \$ 1,300,000
Amount of Grant Funds Allocated to Disbursing Account to Date: \$ 1,300,000
Date/Amount of First Grant Allocation (Disbursement): NA / \$ NA
Date/Amount of Most Recent Grant Allocation (Disbursement): NA / \$ NA
Amount of Grant Funds Expended to Date: \$ 0 Percent of Total Award: 0 %
Total Local Funding: \$ 100,000 Required Local Match (if any): \$ 65,000
Amount of Local Funding Exp. to Date: \$ 0 Percent of Total Match Exp. To Date: 0 %

Project Status (check one item in the applicable project phase that best describes the current project status):

Design Phase: ☐ Schematic Design (SD) ☐ Design Development (DD) ☐ Construction Document (CD)
Bid Phase: ☐ Bidding ☐ Construction Contract Negotiations
Construction Phase: ☒ up to 25% complete ☐ over 25% to 50% complete ☐ over 50% to 75% complete
☐ over 75% to 95% complete ☐ Final Punch List ☐ Substantial Completion

Additional Remarks : _____

(Signature – Chair, County Commissioners)
Date: _____
Phone: _____
Email: _____


(Signature – Chair, Local Board of Education)
Date: 5/8/2023
Phone: 828-894-3051
Email: mashworth@polkschools.org

**DISTRIBUTION REQUEST
PUBLIC SCHOOL BUILDING
REPAIR & RENOVATION FUND
NORTH CAROLINA EDUCATION LOTTERY**

DPI USE ONLY

Approved By: _____

Date: _____

Date of Request: 5/8/2023

County: Polk Contact Person: Brandon Schweitzer
Address: 40 Courthouse St., PO Box 308, Columbus, NC 28722 Title: Director of Operations
LEA: Polk County Schools (750) Phone: 828-894-1023
Address: 125 E. Mills St., Columbus, NC 28722 Email: bschweitzer@polkschools.org

Project Title: PCHS Floor Renovation
Project Address: 1681 E. NC 108 Hwy
Columbus, NC 28722
Type of Facility: High School

The Public School Building Repair & Renovation Fund was established by S.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-546.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.

Brief Project Description (include est. start/end dates): Repair and restoration of existing hallway/commons area floors due to wear.

Estimated Costs:

Planning and Design Services.....	\$0
New Construction – Facility Enlargement	\$0
New Construction – Addition(s)	\$0
Existing Construction – Facility Improvements	\$0
Existing Construction – Facility Repairs	\$0
Existing Construction – Facility Renovations	\$177,900.00
TOTAL	\$177,900.00

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$ 177,900.00 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature – Chair, County Commissioners)

(Date)



5/8/2023

(Signature – Chair, Board of Education)

(Date)

PRINT FORM

CLEAR FORM

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

May 15, 2023 Regular Meeting

Agenda Item#: 12.

ATTACHMENTS:

Description	Type	Upload Date
New Road Memo	Cover Memo	5/9/2023

Suggested Motion:

Motion to approve the road name as presented.

Memorandum

To: Polk County Board of Commissioners

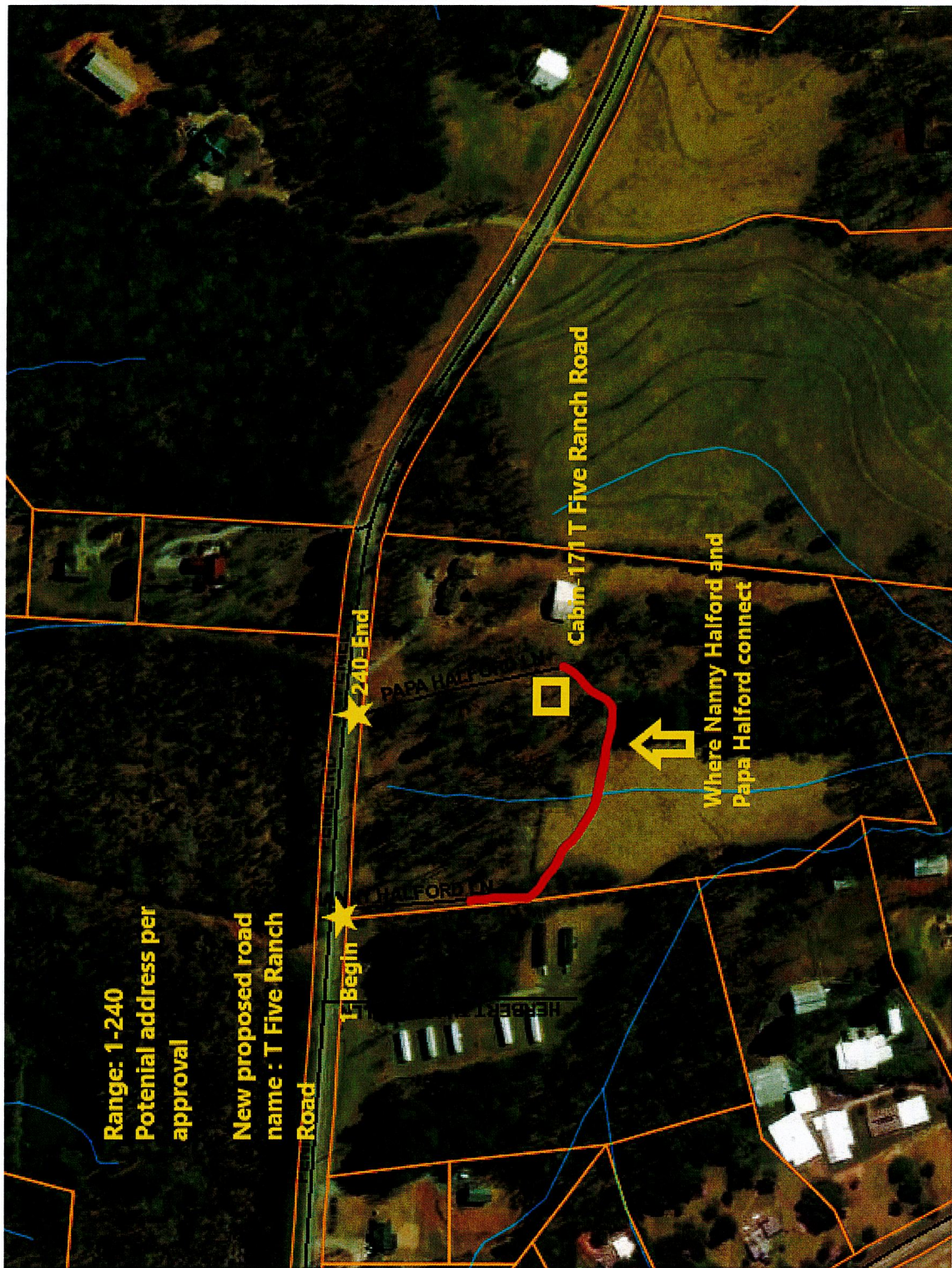
From: Melissa O'Loughlin, Polk County Tax Administrator

Date: April 5, 2023

Re: New Road Name

T Five Ranch Road is the first choice of three names suggested from the citizen. The citizen/owner has requested that the existing roads, Nanny Halford and Papa Halford located on P86-28 become one road and adopt the new name: T Five Ranch Road

One permit has been issued for a cabin to be built with more structures to follow in the near future.



New Road/Driveway Request

List 3 desired choices with reason for each name: (Example: Family name, Favorite Destination)

Note: All 3 choices must be different names, NOT separate suffixes such as Cove, Trail, Way, Lane

1. T Five Ranch
2. T Five Acres
3. T Five Meadows

All neighbors **MUST** sign in agreeance with the choices listed above.

	Name	Address	Date
1.	<u>n/A</u>		
2.			
3.			
4.			

Note: Road names are **NOT** guaranteed until approved by the Board of Commissioners.

Ordinance Regulating Addressing and Road naming or Re-naming in Polk County, North Carolina upon request.

The below signature does hereby attest that the information in this document is true and correct to the best of their knowledge.

x Theresa Thompson Theresa Thompson (Signature)

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

Notary printed name _____ Notary Signature _____

My Commission Expires: _____

(Seal)