

**BOARD OF
COMMISSIONERS
MARCH 15, 2021
5:00 PM**



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

-
1. Call to Order - Chairman Melton.
 2. Invocation - Commissioner Yoder.
 3. Pledge of Allegiance - Vice-Chairman Beiler.
 4. Chairman and Commissioner Comments
 5. Approval of Agenda
 - A. Motion to approve agenda.
 6. Consent Agenda
 - A. March 1, 2021 pubic hearings and regular meeting minutes.
 7. Citizen Comments for Agenda Items
 8. Memorandum of Understanding (MOU) YMCA of Greater Spartanburg - Manager Pittman, and Rick Callebs, Chief Executive Officer (CEO),YMCA of Greater Spartanburg.

Motion to approve the MOU with the YMCA of Greater Spartanburg.
 9. Polk County Requested Audit Proposals fiscal years ending June 30, 2021- June 30, 2023 – Sandra Hughes, Finance Director will present the information. Copies of the full proposals are available for review in the Finance office.

Motion to accept the FY21 audit proposal.
 10. Polk County Board of Commissioners' Meeting Schedule - Chairman Melton.

Motion to approve the revised meeting time, and update all approved meeting schedules to reflect the new regular meeting time, including the budget calendar.
 11. Volunteer Board Application(s) for Vote
 - A. One vacancy and one application for the Animal Control Board - Anita Williamson.

Motion to appoint.
 12. Citizen Comments Non-Agenda Items
 13. Adjournment

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 15, 2021 Regular Meeting

Agenda Item#: A.

ATTACHMENTS:

Description

draft minutes

Type

Cover Memo

Upload Date

3/9/2021

POLK COUNTY BOARD OF COMMISSIONERS
Public Hearings and Regular Meeting
March 1, 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, Attorney Berg, Clerk to the Board High, media and citizens. Clerk High participated remotely.

1. Public Hearings

- A. Call to Order the first Public Hearing Regarding an Installment Financing Agreement at the Polk County High School - Chairman Melton called the first public hearing to order. The purpose of the public hearing was to take public comments on an installment financing agreement for the HVAC and other improvements project at the Polk County High School (PCHS) in the principal amount not to exceed \$6,200,000, plus interest thereon. The public hearing was properly advertised in the Tryon Daily Bulletin.

Dave Scherping, Polk County Schools Assistant Superintendent gave a presentation explaining the PCHS HVAC project, a copy of which is hereby incorporated by reference into these minutes.

- B. Citizen Comments.

Pat Linnon spoke thanking all parties involved for considering the funding of this project, and recognizing its importance to the children of the community.

- C. Commissioner Comments.

Commissioner Yoder asked if the energy efficiency would save the school money in their overall utility budget. Mr. Scherping stated they are expecting it to stay around the same with the added square footage in the climate controlled areas, and the increased usage.

Commissioner Moore asked about the humidity issues, and utility rebates. Mr. Scherping said the humidity levels were severe enough to keep papers damp, and dehumidifiers needed to be emptied several times per day. He said utility companies have a system they use to determine the amount of rebates, if any, you receive, and it has yet to be determined for this project.

- D. Adjourn the first Public Hearing.

Commissioner Moore moved to adjourn the first public hearing, seconded by Commissioner Yoder and the motion carried unanimously.

- E. Call to Order the second Public Hearing - Chairman Melton called to order the second public hearing. The purpose of the public hearing was to take

public comment on the proposed new road name, Henson Hideaway Lane. The public hearing was advertised properly in the Tryon Daily Bulletin.

F. Citizen Comments.

No citizens spoke during the comment period.

G. Commissioner Comments.

The Commissioners had no comments.

H. Adjourn the second Public Hearing.

Vice-Chairman Beiler moved to adjourn the second public hearing, seconded by Commissioner Overholt and the motion carried unanimously.

2. Call to Order - Chairman Melton.

3. Invocation - Pastor Sean McKaig.

4. Pledge of Allegiance - Vice-Chairman Yoder.

5. Chairman and Commissioner Comments.

Chairman Melton welcomed the County Department Managers who were in attendance, and thanked everyone for taking time to come to the meeting. Commissioner Overholt thanked Mr. Greene and Mr. Scherping for coming to the meeting. He said the first high school football game was Saturday, and he knows the decisions the School Board and Mr. Greene and Mr. Scherping have to make everyday are tough decisions. He appreciates all they do, and is confident they always do what's best for the kids.

Commissioner Moore asked Mr. Greene when more restrictions would be lifted for school athletic programs. Mr. Greene stated they will be safe, and follow the rules, but the official ruling by the administration has yet to be made.

6. Approval of Agenda

A. Commissioner Moore moved to approve the agenda, seconded by Commissioner Yoder, and the motion carried unanimously.

7. Consent Agenda

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

A. February 15, 20201 regular meeting minutes.

B. Tax refund requests through February 2021 in the amount of \$797.90.

C. Sheriff Department Monthly Activity Report for January 2021.

8. Citizen Comments Agenda Items.

No citizens spoke during the agenda item comment period.

9. Annual Sheriff's Report - Sheriff Timothy Wright.

Sheriff Timothy Wright said in an effort to be accountable and transparent to the citizens of Polk County, he will continue to submit a monthly activity report to the Commissioners. He said tonight he will present the Polk County Sheriff's Office Annual Report for 2020, a copy of which is hereby incorporated by reference into these minutes. He reviewed the report, discussing the many different divisions and programs within his organization. He said all the vehicles have standardized equipment, and the patrol zone system has been working to provide the best coverage for the County. The Sheriff commended his staff for their professionalism, and performance over the past year, and said he could not do his job without all of them. He then asked two members of his staff to speak.

Cindy Wicklund, Director of Community Outreach, said a main goal of the Sheriff is to increase communication with citizens by using social media, newsletters, and a new program called the Citizens Academy to help accomplish this. She explained the Citizen Academy Program, had its first graduating class of seven citizens, and they will begin another session in April, as well as other citizen involvement programs and community events.

John J. Sauve, Staff Attorney & Public Information Officer, gave an overview of areas they have been working to improve internally this year. He said they are fully staffed, have developed a sixteen week training program for all new employees, adjusted the pay classification system, incorporated a working record management system, and are continuing professional development for all employees. He said they will continue these programs, and many others mentioned in the annual report, and by the end of next year will have their comprehensive strategic plan completed.

Chairman Melton said he is grateful Timothy Wright is our Sheriff. Vice-Chairman Yoder thanked the Sheriff and his staff for their presentation.

Commissioner Moore thanked the Sheriff for his report, and said he knows the citizens appreciate the transparency. Commissioner Yoder said having the Sheriff and his deputies in charge of the County's safety in an organized, professional way makes everyone in the community feel secure, and he appreciates all their hard work. Commissioner Overholt said the professionalism and transparency in the programs the Sheriff has implemented in our small community are making a big difference for the citizens of Polk County.

10. Resolution Making Certain Findings and Determinations Regarding the Installment Financing for the HVAC and other improvements project at Polk County High School for the County, and Requesting the Local Government Commission to Approve the Financing Agreement - To consider adopting the resolution subsequent to the public hearing. Chairman Melton will present the resolution.

Chairman Melton presented the resolution. Commissioner Moore moved to adopt the Resolution Making Certain Findings and Determinations Regarding the Financing of School Improvements Pursuant to an Installment Financing Agreement and Requesting the Local Government Commission to Approve the Financing Arrangement, seconded by Commissioner Yoder and the motion carried unanimously.

11. 2020 Uncollected (Delinquent) Tax Report.

Melissa Bowlin Tax Administrator said the tax department has collected 90.59% of the 2020 taxes levied, which is right on track with last years rate of 90.27%. She said the North Carolina General Statutes require the governing body to charge the tax administrator to advertise uncollected taxes each year. Chairman Melton asked her how the tax department collects the unpaid taxes. Ms. Bowlin explained the process. She said they mail written notices, try to contact the citizen to explain there are some options to help them, such as payment plans. She said if they are unable to contact the taxpayer, they then move to other measures such as garnishment, debt set off, bank attachments, and other means available. Commissioner Yoder moved to charge the Tax Administrator to advertise and collect the 2020 unpaid taxes by any and all means, seconded by Vice-Chairman Beiler and the motion carried unanimously.

12. Proposed New Road Name.

Commissioner Moore moved to approve the new road name Henson Hideaway Lane, seconded by Vice-Chairman Beiler and the motion carried unanimously.

13. Resolution of the Boards of Commissioners of Polk County, the City of Saluda and the Town of Tryon Seeking an Act to Modify the Polk County, City of Saluda and Town of Tryon Occupancy Tax.

Attorney Berg said the County started working with the Town of Tryon, and the City of Saluda in 2018 then the State Legislature stopped taking new tourism bills and everything was put on hold. She said we have the opportunity to begin the process again, if they choose, however the deadline for submission would be March 11, 2021. She said if the Commissioners choose to move forward, and adopt the resolution, both Tryon and Saluda would need to adopt it as well. Commissioner Yoder asked why the Town of Columbus was not included. Attorney Berg explained Columbus has a unique bill which allows them more flexibility in how they may use their funds, and they have chosen to opt out of this change. Commissioner Yoder moved to adopt the Resolution of the Boards of Commissioners of Polk County, the City of Saluda and the Town of Tryon Seeking an Act to Modify the Polk County, City of Saluda and Town of Tryon Occupancy Tax, seconded by Commissioner Overholt and the motion carried unanimously.

14. Volunteer Board Application(s)

A. Commissioner Moore moved to appoint Michael Meissner to the

Recreation Advisory Board, seconded by Vice-Chairman Beiler and the motion carried unanimously.

15. Citizen Comments Non-Agenda Items.

One citizen spoke on non-agenda items.

16. Adjournment

Vice-Chairman Beiler moved to adjourn, 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

March 15, 2021 Regular Meeting

Agenda Item#: 7.

ATTACHMENTS:

Description	Type	Upload Date
YMCA MOU	Cover Memo	3/9/2021

Suggested Motion:

Motion to approve the MOU with the YMCA of Greater Spartanburg.

MEMORANDUM OF UNDERSTANDING
BETWEEN POLK COUNTY
AND
YMCA OF GREATER SPARTANBURG

This MEMORANDUM OF UNDERSTANDING ("MOU") is by and between POLK COUNTY, a political subdivision of the State of North Carolina and body politic and corporate, organized and existing under the laws of the state of North Carolina ("County") and the YMCA OF GREATER SPARTANBURG, a South Carolina nonprofit ("YMCA") (collectively the "Parties").

RECITALS

WHEREAS, the County operates a swimming pool and other recreational facilities for community recreational uses; and

WHEREAS, YMCA has successfully operated recreational facilities and recreation programs, including pools, of a similar size, scale, and complexity or larger; and

WHEREAS, YMCA has demonstrated the business skills, knowledge, and experience necessary to supervise staff (including but not limited to certified lifeguards) and manage all operational requirements such as payroll and benefits management; accounts payable and receivable; cash management; and independent operator insurance; and

WHEREAS, the County determined that leasing and providing for the joint use of certain County owned recreational facilities to YMCA and contracting with YMCA for operating those County owned facilities would result in the most benefit to the County.

NOW THEREFORE, the County and YMCA do hereby enter into this Memorandum of Understanding for the purposes of providing for the terms and conditions under which the YMCA will operate certain County recreation programs and will lease and jointly use certain County owned facilities.

TERMS

- 1) YMCA and County will enter into a lease, joint use and maintenance agreement for the following County owned facilities under the following terms and conditions:
 - a) Stearns Gym Office Space: The YMCA will lease one room with office space and storage on a year-round basis until a YMCA facility is built.
 - b) Stearns Gym classrooms, art room, and gym: YMCA will lease these spaces during Summer Day Camp and the time for preparation and clean up before and after, March 15-September 30. Polk County Parks and Recreation will have these spaces cleared during this time.
 - c) Stearns Gym: YMCA will lease the Stearns Gym year-round for youth sports i.e. basketball and volleyball. Practices and games will have preference over other programs such as pickleball.
 - d) Gibson Park Pool: YMCA will lease the pool from March 15-September 30 to begin any seasonal preparations needed, operate the pool during the open season, and close the space after the season ends.
 - e) Searcy Field: YMCA will have access to Searcy Field as needed for camp and/or youth sports. The county will also have access to it as needed.
 - f) Recreation Complex: YMCA will have access to the Recreation Complex as needed for camp and/or youth sports. The county will also have access to it as needed.
- 2) YMCA will operate the following County recreation programs and other programs as may be added by the parties:
 - a) Gibson Park Pool Daily Operations
 - b) Gibson Park Pool Swim Lessons
 - c) Gibson Park Pool Parties
 - d) Summer Day Camp
 - e) Fall Youth Soccer
 - f) Spring Youth Soccer
 - g) Fall Youth Volleyball
 - h) Winter Youth Basketball
 - i) Summer Adult Basketball
 - j) Baseball and Softball Programs
 - k) Homeschool Gym Meetup
- 3) In operating the County owned facilities and recreation programs the YMCA shall meet the following standards:
 - a) YMCA will ensure that its personnel are screened in accordance with the County's adopted Volunteer Guidelines.

- b) YMCA will endeavor to ensure that the highest level of safety and security is maintained in the County owned facilities and ancillary facilities.
 - c) The County and YMCA will strive to provide innovative quality programming and events to include instructional lessons, fitness programs, and competitions for County users and other participants.
 - d) The Parties will work cooperatively to ensure that they provide exceptional customer service and demonstrate a commitment to excellence to County users and other participants of various ages and skill levels.
 - e) The YMCA will operate the pool and facilities in accordance with adopted rules and regulations.
 - f) The Parties will ensure the pool facilities will be maintained with appropriate filtration, sanitizing and chlorinating systems and will be repaired as necessary to keep the facilities open and operating within all appropriate safety parameters and required federal and state regulations. Polk County will provide chemicals and supplies for proper maintenance of the pool and YMCA shall service the pool facilities.
 - g) YMCA will cooperate with the County in developing and providing operational reports (e.g. financial, program utilization, equipment/pool safety checks, water quality tests, program attendance) as requested from time to time by the County and will ensure that its personnel are appropriately licensed and/or certified.
- 4) YMCA shall operate county recreation facilities and programs in accordance with the provisions provided herein. Fees charged by YMCA for such programs and facilities shall be reasonably calculated to generate the maximum potential use of the facilities and programs, minimize County funding and expenses, and sustain the operation of county recreation facilities and programs:
- 5) Polk County will be responsible for:
- a) Facility maintenance needs and costs
 - b) Utilities, including phone, internet, electric, and gas
 - c) Preparing the spaces for YMCA rental in a timely manner
 - d) Assisting the YMCA with management for the first year of the agreement
 - e) Assisting the YMCA with arranging Use Agreements with Polk County Schools and other area facilities for use in programming.
- 6) The Parties shall reasonably cooperate with one another to achieve the objectives and purposes of this MOU. All terms and issues set forth in this MOU are subject to further discussion or revision.

YMCA OF GREATER SPARTANBURG

POLK COUNTY, NORTH CAROLINA

By:_____

By:_____

Title: _____

Title: _____

Date:_____

Date:_____

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 15, 2021 Regular Meeting

Agenda Item#: 8.

ATTACHMENTS:

Description	Type	Upload Date
Contract to Audit	Cover Memo	3/9/2021

Suggested Motion:

Motion to accept the FY21 audit proposal.

Polk County Finance
 Audit RFP's
 Received by March 8, 2021

March 9, 2021

Marche,

The Board will need to formally choose a firm to award this year's "Contract to Audit".
 I have the proposals for the Board's review. Please let me know if you have any questions.
 Gould Killian has done our audit for the last 5 years and did not send in a new bid. It is my
 recommendation that we select Martin Starnes & Associates.
 Thanks! Sandra

Polk County requested 3 year audits proposals on February 15, 2021 from 5 area firms

Accounting Firm	Audit Office Location	FY21 Firm Year 1	FY22 Estimated Year 2	FY23 Estimated Year 3	Experience in NC full audit; listed *some current Counties
1-Martin Starnes & Assoc.	Hickory, NC	\$ 64,200	\$ 66,000	\$ 66,450	23 *(Caldwell, Catawba, Henderson, Jackson Macon, Transylvania, Wilkes)
Base Cost (637 hours; 5 programs)		\$ 60,000	\$ 61,800	\$ 62,250	<i>Auditor's major programs and required procedures</i>
Each additional major program		\$ 3,000	\$ 3,000	\$ 3,000	
Annual Financial Information Report		\$ 1,200	\$ 1,200	\$ 1,200	
2-Mauldin & Jenkins	Columbia, SC	\$ 66,000	\$ 67,500	\$ 69,000	5 (Gates, Halifax, Madison, Montgomery & Orange)
Base Cost (450 hours; 5 programs)		\$ 62,000	\$ 63,500	\$ 65,000	<i>Auditor's major programs and required procedures</i>
Each additional program (\$3k-\$6k)		\$ 3,000	\$ 3,000	\$ 3,000	
Annual Financial Information Report		\$ 1,000	\$ 1,000	\$ 1,000	
3-Gould Killian CPA Group	No Response				
4-Elliot Davis	NO Response				
5-Dixon Hughes Goodman	No Response				

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

March 15, 2021 Regular Meeting

Agenda Item#: 9.

ATTACHMENTS:

Description	Type	Upload Date
Meeting Schedule	Cover Memo	3/10/2021

Suggested Motion:

Motion to approve the revised meeting time, and update all approved meeting schedules to reflect the new regular meeting time, including the budget calendar.



Polk County Board of Commissioners
Regular Meeting Dates
January – June 2021

MEETING DATE	AGENDA ITEM DEADLINE
January 4, 2021	Tuesday, December 29, 2020
* January 19, 2021	Wednesday, January 13, 2021
February 1, 2021	Tuesday, January 26, 2021
February 15, 2021	Tuesday, February 9, 2021
March 1, 2021	Tuesday, February 23, 2021
March 15, 2021	Tuesday, March 9, 2021
*March 29, 2021	Tuesday, March 23, 2021
*April 12, 2021	Ordinance Work Session
April 19, 2021	Tuesday, April 13, 2021
May 3, 2021	Tuesday, April 27, 2021
*May 10, 2021	Special Meeting 9:00 am
*May 17, 2021	Budget Work Session
May 17, 2021	Tuesday, May 11, 2021
*May 18, 2021	Budget Work Session
*June 7, 2021	Budget Work Session
June 7, 2021	Tuesday, June 1, 2021
June 21, 2021	Tuesday, June 15, 2021

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 Building Columbus, North Carolina