

D. Marche Pittman
County Manager

Jana L. Berg
County Attorney

Angé High
Clerk to the Board
Assistant to Manager



Tommy W. Melton
Chairman

Jake H. Johnson
Vice-Chairman

Shane Bradley
Commissioner

Ray D. Gasperson
Commissioner

Myron L. Yoder
Commissioner

POLK COUNTY
BOARD OF COMMISSIONERS' REGULAR MEETING
March 6, 2017 – 7:00 P.M.
R. Jay Foster Hall of Justice
Womack Building
Columbus, NC
AGENDA

1. Call to Order – Chairman Melton
2. Invocation – Chairman Melton
3. Pledge of Allegiance – Vice-Chairman Johnson
4. Approval of Agenda – Agenda items may be added and/or deleted at this time.
Motion to approve.
- √ 5. Consent Agenda
 - A) February 20, 2017, regular meeting minutes.
 - B) Approval of Tax Department written refund requests totaling \$204.51.

Motion to approve the consent agenda. Pages 1-4.
6. Citizen Comments on Agenda Items
7. Polk County Property Revaluation Update – Melissa Bowlin, Tax Administrator, and Brandon Highsmith, Property Appraiser will present the information.
- √ 8. Veteran's Services Director – Chairman Melton asked for this item to be placed on the agenda to discuss modifying the position to full time. Motion to approve.
Pages 5-7.
- √ 9. Fire & Rescue Advisory Committee (FRAC) – Bobby Arledge, Fire Marshal, will present the resolution and by-laws. Motion to approve. **Pages 8-15.**

10. Manager's Report – Polk County Law Enforcement Facility Construction Update – Paul Luzier, Mosely Architects will give the update.
- √ 11. Volunteer Board for Vote – Recycling Board – 1 application, 1 vacancy; Isothermal Planning and Development Commission- 1 application, 1 vacancy. **Pages 16-17.**
- √ 12. Volunteer Boards for Review – Board of Adjustment – 1 application, 1 vacancy; Mental Health Advisory Board – 1 application, 2 vacancies; Planning Board – 2 applications, 4 vacancies. **Pages 18-25.**
13. Citizen Comments on Non-Agenda Items
14. Commissioner Comments
15. Closed Session – Motion to go into closed session attorney-client privilege, G.S. 143-318.11(a) (3).
16. Return to Open Session – Motion to return to open session.
17. Adjournment – Motion to adjourn.

√ *Indicates information is included in the agenda packet.*

POLK COUNTY
BOARD OF COMMISSIONERS' REGULAR MEETING
February 20, 2017 – 7:00 P.M.
R. Jay Foster Hall of Justice
Womack Building
Columbus, NC
MINUTES

PRESENT: Chairman Melton, Vice-Chairman Johnson, Commissioner Bradley, Commissioner Gasperson and Commissioner Yoder. Also in attendance were County Manager Pittman, County Attorney Berg, Clerk to the Board High, media and citizens.

1. Call to Order – Chairman Melton called the meeting to order.
2. Invocation – Commissioner Yoder gave the invocation.
3. Pledge of Allegiance – Chairman Melton introduced a group of veterans he meets with regularly, thanked them for their service, and they led the pledge.
4. Approval of Agenda – County Manager Pittman asked for Agenda Item #11, be removed from the agenda, per Tryon International Equestrian Centers (TIEC) request. Commissioner Gasperson asked for discussion on zoning changes at TIEC be added as Agenda Item # 11a. County Attorney Berg asked that a closed session for the purpose of attorney-client privilege and economic development, G.S. 143-318.11(a)(3)(4), be added as Agenda Item # 16a.

Commissioner Yoder moved to approve the agenda as amended, seconded by Commissioner Gasperson and the motion carried unanimously.

5. Consent Agenda
 - A) February 4, 2017, work session minutes.
 - B) February 6, 2017, regular meeting minutes.
 - C) February 13, 2017, special meeting minutes.
 - D) Approval of Tax Department written refund requests totaling \$2,997.78.

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

6. Citizen Comments on Agenda Items – George Baston spoke how he has utilized SCORE throughout his years working with youth, and he would encourage the County's support of this organization.
7. ~~Service Corps of Retired Executives~~ SCORE – Bill Kerns, Chairman of the Polk County Chapter and Vice-Chairman of the Western North Carolina Chapter of SCORE, explained they are now know just as SCORE, no longer an acronym. There are over 300 chapters and 10,000 members nationally, and currently the Polk County SCORE has 13 members that have volunteered over 2,000 hours serving as mentors to the local business community and individuals interested in starting a business. They have worked closely with other local organizations, such

as the Economic & Tourism Development Commission (ETDC), Isothermal Community College, and Chamber of Commerce and expressed gratitude to Polk County for past support.

8. FY 2017/18 Budget Calendar – Vice-Chairman Johnson moved to approve the budget calendar, seconded by Commissioner Yoder. Discussion ensued and Commissioner Gasperson suggested the FY 2017/18 budget calendar be amended wherein the work session scheduled for May 15, 2017 will begin at 1:00 pm instead of 3:00 pm. Vice-Chairman Johnson moved to amend his motion to change the starting time on May 15, 2017 to 1:00 pm, with a first and second on the floor, the motion carried unanimously.
9. Power Easement Request – County Attorney Berg presented the easement request from Duke Energy Carolinas, LLC for the Polk County Law Enforcement Facility. She stated it is a standard utility easement request and she would recommend approval. Commissioner Gasperson moved to approve the easement, seconded by Commissioner Yoder, and the motion carried unanimously.
10. Medical Services Agreement – County Attorney Berg presented the proposed agreement between the Polk County Detention Center for the benefit of the Polk County Sheriff's office and St. Luke's Hospital for the Commissioners review. She explained once St. Luke's Hospital approves the agreement it will be brought back to the Commissioners for their approval. No action was taken at this time.
11. ~~Tryon International Equestrian Center (TIEC) – Discuss Development Agreement revision and Zoning Ordinance amendments; schedule two public hearings.~~ This item was removed from the Agenda.
- 11a. Zoning Changes at Tryon International Equestrian Center (TIEC) – The Commissioners discussed moving forward rezoning the contiguous parcels owned by TIEC. Commissioner Gasperson moved to direct the Planning Board to make a recommendation to zone contiguous parcels owned by TIEC and to recommend the Equestrian Zoning District, seconded by Vice-Chairman Johnson and the motion carried unanimously.
12. Manager's Report – County Manager Pittman introduced the new Consolidated Human Services Agency Director, Joshua Kennedy. Mr. Kennedy will begin his employment with Polk County on March 7, 2017.
13. Volunteer Board for Vote – Trudy Faulkner and Archie Hardy were appointed to the Council on Aging by unanimous vote.
14. Volunteer Boards for Review – The commissioner's reviewed 1 application received for 1 vacancy on the Recycling Board and 1 application received for 1 vacancy on the Isothermal Planning and Development Commission.
15. Citizen Comments on Non-Agenda Items – Sky Conard voiced concerns regarding the Turner Shoals Dam inspections and repairs.

16. Commissioner Comments – The Commissioners thanked the Veterans and SCORE members for coming to the meeting. They also thanked the citizens and media for attending and welcomed Mr. Kennedy to the county.

16a. Closed Session – Commissioner Bradley moved to go into closed session for the purpose of attorney client privilege and economic development, G.S. 143-318.11(a)(3)(4), seconded by Vice-Chairman Johnson and the motion carried unanimously.

Return to Open Session – Commissioner Bradley moved to return to open session, seconded by Vice-Chairman Johnson, and the motion carried unanimously.

17. Adjournment – Commissioner Bradley moved to adjourn the meeting, seconded by Commissioner Yoder and the motion carried unanimously.

ATTEST:

POLK COUNTY BOARD
OF COMMISSIONERS

Angé High
Clerk to the Board


Tommy W. Melton
Chairman

Memorandum

To: Polk County Board of Commissioners
From: Melissa Bowlin, Polk County Tax Administrator
Date: 2/27/2017
Re: Refund Request

<u>Taxpayer</u>	<u>Parcel</u>	<u>Amount</u>	<u>Reason</u>
Mary Gibbs	p48-179	204.51	Over payment

TOTAL: **\$204.51**

	<p>Job Class Title: Veteran's Services Director</p> <p>Department: Veteran's Services</p> <p>Salary Grade: 22 (\$31,234; \$39,982; \$51,181)</p> <p>Work Schedule: Full-time Regular: (37.5 hours/week)</p> <p>FLSA Classification: Exempt</p>
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Veteran's Services Director

General Statement of Duties

Performs responsible administrative technical work administering the Veterans Service Program. An employee in this class is responsible for assisting veterans, widows and dependents in obtaining federal and state benefits. Work requires the employee to counsel, prepare and submit claims, process paperwork, and prepare reports. Guides include the Veterans Administration (VA) manual (state and federal) and website; Veterans Benefits manual, pamphlets, brochures and handbooks. Sound judgment, confidentiality and public contact skills are required in order to perform tasks. Work is performed under the general supervision of the CHSA Director and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

- ❖ Interviews veterans, widows and dependents.
- ❖ Advises veterans, widows and dependents of their rights and obtainable benefits under Federal and State law.
- ❖ Counsels, advises of documents that are required and assists with completion of forms.
- ❖ Processes applications for service-connected disability benefits, pension, death benefits, home loans, educational and training benefits, health care benefits, etc.
- ❖ Requests discharges for veterans and verifies correction to discharges.
- ❖ Requests medals and processes appeals for veterans.
- ❖ Makes home visits to veterans, widows and dependents to discuss benefits and complete forms and reports.
- ❖ Investigates claims of widows and dependents; gathers supporting evidence and processes claims.
- ❖ Publicizes veteran's activities and benefits available; makes presentations at veteran's organizations and other groups.
- ❖ Attends various meetings to keep abreast of changes in laws and benefits.
- ❖ Travels to offsite locations to administer veteran's service program.
- ❖ Prepares budget for veteran's services and monitors expenditures.
- ❖ Prepares periodic reports.
- ❖ Performs other related duties as required, and special projects as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- ❖ Thorough knowledge of veterans' programs and benefits and applicable laws and regulations to access benefits.
- ❖ Thorough knowledge of community organizations, agencies and facilities related to veterans affairs.
- ❖ Ability to understand, interpret and apply technical rules, directives and regulations.
- ❖ Ability to solve problems within scope of responsibility.
- ❖ Ability to supervise and direct the work of employees.
- ❖ Ability to communicate effectively, both orally and in writing.
- ❖ Ability to establish and maintain effective working relationships with County officials, employees and the general public.
- ❖ Thorough working knowledge of computers.
- ❖

Desirable Education and Experience

- Graduation from an accredited college with a two year degree in business administration, public administration or related degree and considerable experience in veterans service work; or, equivalent combination of education and experience.
- Veteran status is preferred.
- Must possess a valid NC driver's license.
- Must complete VA Accredited Representative recertification annually.

Physical Activities and Requirements

- Must be able to physically perform the basic life operational support functions of walking, kneeling, talking, hearing and repetitive motions.
- Must be able to perform sedentary work exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Must possess visual acuity necessary to prepare and analyze data and figures, and the dexterity necessary to operate a computer terminal.

Director/Veteran's Services ~ Salary Grade 22, Steps 1 through 11

	A	B	C	D	E	F	G	H
1	Step	Salary	with 15% FICA	Health Ins	Total Salary		Thru June, 2017 (9 pay cycles)	
2		MINIMUM						
3	1	\$ 31,234.00	\$ 35,919.10	\$ 5,753.76	\$ 41,672.86		\$ 14,424.92	
4								
5	2	\$ 32,015.00	\$ 36,817.25	\$ 5,753.76	\$ 42,571.01		\$ 14,736.11	
6								
7	3	\$ 32,815.00	\$ 37,737.25	\$ 5,753.76	\$ 43,491.01		\$ 15,054.46	
8								
9	4	\$ 33,636.00	\$ 38,681.14	\$ 5,753.76	\$ 43,834.90		\$ 15,736.18	
10								
11	5	\$ 34,477.00	\$ 39,648.55	\$ 5,753.76	\$ 45,402.31		\$ 15,716.18	
12								
13	6	\$ 35,339.00	\$ 40,639.85	\$ 5,753.76	\$ 46,393.61		\$ 16,144.39	
14								
15	7	\$ 36,222.00	\$ 41,655.30	\$ 5,753.76	\$ 47,409.06		\$ 16,410.83	
16								
17	8	\$ 37,128.00	\$ 42,697.20	\$ 5,753.76	\$ 48,450.96		\$ 16,771.49	
18								
19	9	\$ 38,056.00	\$ 43,764.40	\$ 5,753.76	\$ 49,518.16		\$ 17,140.90	
20								
21	10	\$ 39,007.00	\$ 44,858.05	\$ 5,753.76	\$ 50,611.81		\$ 17,519.47	
22		MIDPOINT						
23	11	\$ 39,982.00	\$ 45,979.30	\$ 5,753.76	\$ 51,733.06		\$ 17,907.60	
24								
25	12							
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27	13							
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31	15							

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF POLK COUNTY, NORTH CAROLINA
ESTABLISHING
THE FIRE RESCUE ADVISORY COMMITTEE (FRAC)
AND BYLAWS**

WHEREAS, the Polk County Fire Chief's Association met, considered affirmatively voted for the creation of a fire and life safety advisory group whose mission would be to act as a liaison body between the individual fire and rescue departments and the County Board of Commissioners and to advise the County Board of Commissioners on implementation of strategies for attaining and maintaining the best fire and rescue services feasible to the citizens of Polk County; and

WHEREAS, the Board of Commissioners of Polk County have determined that it is in the best interests of all citizens of Polk County that the Board establish the Fire Rescue Advisory Committee.

NOW THEREFORE, be it resolved by the Board of County Commissioners of Polk County, North Carolina to create a life safety advisory group with the following bylaws:

Article I: Name and Mission

Section 1. The name of this fire and life safety advisory group, appointed to serve the Polk County Board of County Commissioners, shall be the Polk County Fire and Rescue Advisory Committee (hereafter referred to as the Fire and Rescue Advisory Committee).

Section 2. The mission of the Fire and Rescue Advisory Committee shall be to act as a liaison body between the individual fire and rescue departments and the County Board of Commissioners and advise the County Board of Commissioners on implementation of strategies for attaining and maintaining the best fire and rescue services feasible to the citizens of the County. The Polk County Board of Commissioners recognizes that each fire and rescue department is a private non-profit corporation and as such, is governed by a Board of Directors, as set forth by state and federal statutes, therefore the Fire and Rescue Advisory Committee is empowered as advisory only.

Article II: Purpose

Section 1. The purpose of the Fire and Rescue Advisory Committee shall be to serve the fire and life safety interest of the citizens of Polk County as defined as follows:

Section 2. To review and make recommendations for fire and rescue service delivery funding and capital or lease purchase expenditures. Evaluate funding request and submit annual budget recommendations for fire and rescue services to the County Board of Commissioners.

Section 2.1. Advise the County on fire and rescue legislation, codes, municipal annexation, ordinances and related administration issues including, but not limited to, fire protection water delivery systems, fire and rescue vehicle road access and minimum levels of volunteer/paid staffing for fire and rescue service delivery.

Section 2.2. Advise the County on matters relating to fire protection contracts with the individual fire and rescue departments.

Section 2.3 Make recommendations on matters relating to fire district ratings, fire district boundaries, communications, insurance, fire district expansions, and other matters affecting fire and rescue service delivery.

Article III: Membership and Composition

Section 1. The Fire and Rescue Advisory Committee shall be comprised of seven voting members and one ex officio non-voting member appointed by the Polk County Board of Commissioners.

Section 2. Three at large members shall be appointed from the unincorporated County Community. Appointees shall not be affiliated with Polk County government nor have been affiliated members of such organization for the past three years. To be eligible, the applicant must own real property or business personal property that is subject to the Fire District Tax and must be a full-time resident of Polk County for at least five years.

Section 2.1 Three at large members shall be appointed from candidates submitted to the Board of County Commissioners by the Polk County Fire Chief's Association. Appointees will serve the fire protection delivery system without regard to jurisdiction or affiliation. To be eligible, the applicant must be subject to the Fire District Tax and a full-time resident of Polk County for at least five years.

Section 2.2 One member shall be appointed from candidates submitted to the Board of County Commissioners by the six Fire and Rescue Advisory Committee members appointed in accordance with Article III, Section 2 and Section 2.1.

Section 2.3 One member shall be the Polk County Fire Marshall which shall be a non-voting ex officio member.

Section 2.4 Replacements for members will be as prescribed in Article III, Section 2, Section 2.1 and Section 2.2

Section 2.5 Members of the Advisory Committee shall not have any financial conflict of interest in the operations of any fire and rescue department.

Article IV: Appointments

Section 1. With the exception of the *ex officio* Fire Marshall member, all members shall be voting members who will be appointed to three-year terms expiring on staggered years on June 30th. Members will serve at the pleasure of the County Board of Commissioners.

Section 1.1 The Fire Marshall shall be appointed to serve as a non-voting member in an *ex officio* capacity and shall serve at the pleasure of the County Board of Commissioners.

Section 1.2 To provide for the terms of the regular voting members to be staggered, the initial appointees shall be appointed as follows:

- One member appointed from candidates submitted to the Board of County Commissioners by the six Fire and Rescue Advisory Committee members appointed in accordance with Article III, Section 2 and Section 2.1 shall serve a one-year term;
- Three at large members appointed from the unincorporated County Community shall serve two-year terms; and
- Three at large members appointed from candidates submitted to the Board of County Commissioners by the Polk County Fire Chief's Association shall serve three-year terms.

Section 2. Members may be re-appointed by the County Board of Commissioners for one additional term, the total of which will not exceed two consecutive full terms.

Section 2.1 The Board of County Commissioners may, at its discretion, extend a member's term beyond two terms when it finds that it is in the best interest of the citizens of the County or, the Fire and Rescue Advisory Committee.

Section 2.2 Any person appointed by the County Commissioners to fill an unexpired term shall be appointed to serve for the duration of the term in accordance with Article III, Section 2, Section 2.1 or Section 2.2.

Section 2.3 All appointments shall comply with all established rules and procedures of the County Board of Commissioners for committee appointments to its Boards and Committees.

Section 2.4 All members will be required to attend an orientation program sponsored by the Polk County Fire Chief's Association and attend different fire and rescue department meetings.

Article V. Officers

Section 1. The officers of the Fire and Rescue Advisory Committee will be comprised of a Chairperson, Vice-Chairperson and Secretary. The officers will serve as the Executive Committee of the Fire and Rescue Advisory Committee.

Section 1.1 All business/meetings conducted by the Fire and Rescue Advisory Committee shall comply with the North Carolina Open Meetings Law.

Section 2. Officers shall be elected by a majority vote of the members of the Fire and Rescue Advisory Committee at the July meeting of each year, and shall assume office at the July meeting.

Section 3. Elected officers will serve for a one-year term and may serve consecutive or successive terms.

Article VI. Meetings

Section 1. The Fire and Rescue Advisory Committee will meet as needed to accomplish the mission of the Committee, as designated by the Chairperson, but no less than quarterly. The Fire and Rescue Advisory Committee normally meets on the third Thursday of each quarter at 7:00 p.m.

Section 1.2 The members shall be notified of the time, place, and changes or cancellations of all meetings in writing or by phone at least five (5) business days prior to the meeting.

Section 1.3 An agenda of business will be submitted to the members of the Fire and Rescue Advisory Committee, the Fire Chief's Association and the Fire Departments no less than five (5) business days prior to the next scheduled meeting.

Section 1.4 A summary of the meetings minutes shall be taken at each meeting and distributed to the Fire and Rescue Advisory Committee, the Fire Chief's Association and the Fire Departments no less than five (5) business days prior to the next scheduled meeting.

Section 1.5 A quorum will be required to conduct business. A simple majority of the full Fire and Rescue Advisory Committee is required to be present to attain a quorum of members.

Section 1.6 A recommendation to the County Board Commissioners for the removal of a member from the Fire and Rescue Advisory Committee, the removal of an officer, or for member disciplinary action will require a two thirds majority affirmative vote of all members of the Fire and Rescue Advisory Committee.

Article VII Miscellaneous

Section 1. Policies and Procedures: The Fire and Rescue Advisory Committee shall prepare and maintain a Policies and Procedures document for the administration of the Fire and Rescue Advisory Committee business. The policies, procedures or functions of the Committee, contained in said document, once approved by the Board of Commissioners, will serve as an addendum to these Bylaws.

Section 1.2 Amendments: The Bylaws, addenda or revisions may be amended or repealed and new Bylaws adopted by the affirmative vote of two-thirds of the total membership at any regular or special meeting called for that purpose. Advised changes, deletions or additions to the Bylaws will require the subsequent approval of the Polk County Board of Commissioners and the Polk County Fire Chief's Association. The Bylaws shall be effective upon approval of the County Board of Commissioners and the Polk County Fire Chief's Association.

Section 1.3 Attendance at meetings: Fire and Rescue Advisory Committee members missing three consecutive, regular meetings in a calendar year will be subject to an appointment review by the Board of Commissioners to determine if removal of the member is necessary or not, considering the circumstances which are existing at that time.

Section 1.4 Administrative and clerical expenses for the Polk County Fire and Rescue Advisory Committee will be provided by the Polk County Board of Commissioners.

These By-laws become effective upon adoption by the Polk County Board of Commissioners and the Polk County Fire Chief's Association.

Adopted by Board of Commissioners on this the ____ day of _____, 2017.

Tommy Melton, Chairman
Polk County Board of Commissioners

Attest:

Ange' High, Clerk to the Board

Adopted by the Polk County Fire Chief's Association on the ____ day of _____,
2017.

Geoffrey Tennant, President

Bobby Arledge, Secretary

Resolution of the Polk County Fire and Emergency Services Chief Officers Association

Whereas, it has come to the attention of the Polk County Fire and Emergency Services Chief Officers Association that there is proposal to eliminate the individual fire tax commissions and to replace them with a single body of seven members known as the FRAC;

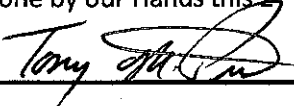
And Whereas, the make-up of the FRAC board would include three persons appointed by the Board of County Commissioners and three persons selected by the Association as well as one member selected by the other six members, and the Fire Marshal, who shall serve in an ex officio capacity as a non-voting member;

And Whereas, each of the six fire departments and the Polk County Rescue Squad would prepare their respective annual budgets and submit the same to the FRAC which would in turn meet with each department to review the individual presentations;

And Whereas, the FRAC would then be responsible for presenting the budgets of each individual agency to the Board of Commissioners for their consideration;

Now Therefore, be it resolved that the chief officers of the six fire departments and the Polk County Rescue Squad who serve the people of Polk County by a vote of 13 in Favor and 2 Against endorse the concept of the FRAC and express their willingness to work with the Board of Commissioners in creating and staffing this agency.

Done by our Hands this 2nd day of February, 2017.




Tony M. Priester, Chief Town of Columbus Fire Department



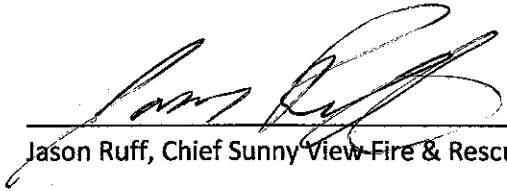
Michael Herman, Chief Green Creek Fire Department



Phillip Ravan, Chief Mill Spring Fire Department



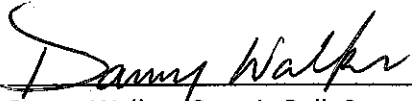
Anthony Hamilton, Chief Saluda Fire & Rescue Department



Jason Ruff, Chief Sunny View Fire & Rescue Department



G. M. Tennant, Interim Fire Chief Tryon Fire Department



Danny Walker, Captain Polk County Rescue Squad

**Volunteer board
applications are
available for review
upon request.**

**Contact Angé High,
Clerk to the Board,
@ 828-894-3301 Ext. 221.
ahigh@polknc.org**