

# Lancaster County Council Administration Committee

Monday, November 14, 2016

**County Council Conference Room  
Council Administration Building  
101 N. Main Street  
Lancaster, SC 29720**

1. **Call to Order – Committee Chair Brian Carnes** 5:30 p.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Minutes of the October 13, 2016 meeting – pgs. 1 - 3**
4. **Citizens Comments**
5. **Discussion / Action Items**
  - a. Discussion of renewal of external audit proposal – *Veronica Thompson*
  - b. Health and Wellness grant – *Steve Willis* pgs. 4 - 9
  - c. Discussion of capitalization threshold for CIP items – *Steve Willis (from Council package)*
6. **Adjournment**

*Anyone requiring special services to attend this meeting should contact 285-1565 at least 24 hours in advance of this meeting.*

***Lancaster County Council Public Safety Committee agendas are posted at the Lancaster County Administration Building and are available on the Website: [www.mylancastersc.org](http://www.mylancastersc.org)***



MINUTES OF THE LANCASTER COUNTY COUNCIL ADMINISTRATION  
COMMITTEE

COUNTY ADMINISTRATION BUILDING  
COUNCIL CONFERENCE ROOM  
101 N. MAIN STREET, LANCASTER

Members of the Lancaster County Council Administration Committee

Brian Carnes, Committee Chairman – District 7

Bob Bundy, Council Member – District 3

Charlene McGriff, Council Member – District 2

**Thursday, October 13, 2016**

Council Members present were Brian Carnes and Charlene McGriff. Also present was Councilman Steve Harper, Steve Willis, John Weaver, Veronica Thompson, Kimberly Hill, Debbie Hardin, Chelsea Gardner various Department heads and spectators. A quorum of Lancaster County Administration Committee was present for the meeting.

The following press was notified of the meetings by e-mail or by fax in accordance with the Freedom of Information Act: Lancaster News, Kershaw News Era, The Rock Hill Herald, Fort Mill Times, Cable News 2, Channel 9 and the local Government Channel. The agenda was also posted in the lobby of the County Administration Building the required length of time and on the county website.

### **Call to Order**

Chairman Brian Carnes called the meeting to order at 5:00 p.m.

### **Approval of the Agenda**

Charlene McGriff moved to approve the amended agenda. Passed 2-0

### **Minutes of the September 15, 2016**

Motion was made by Charlene McGriff to approve the minutes of the September 15, 2016 meeting. Passed 2-0.

### **Citizens Comments**

No one spoke during Citizens comments.

### **Discussion/ Action Items**

### ***Brookchase General Obligation Bond Ordinance***

Legal counsel discussed locking in low rates for this bond. For several years Lancaster County has been issuing annual bond anticipation notes for this project. During this time the principal has been reduced each year. Charlene McGriff made a motion to send this forward with a favorable recommendation; motion passed unanimously.

### ***Historic Jail discussion***

Steve Willis provided an update on the project; the architect is working with the low bidder to revamp the scope of work to fit the budget. It was noted that we have an opportunity to potentially house the USDA in that facility. Once the exterior renovation scope of work is completed staff will work on a scope for an interior upfit.

### ***Hospitality Tax discussion***

Steve Willis provided information about potentially partnering with the City of Lancaster regarding the collection of the Hospitality Tax. The City has been collecting that tax for a number of years and has experience in the field. Councilman Steve Harper expressed concern with having an outside entity handling collections. Charlene McGriff echoed the concern. The consensus was that county staff handle the collections. Veronica Thompson provided information on the process and will begin to work on handling collections internally.

### ***Budget Amendments discussion***

John Weaver discussed the Collins Road funding. While there was a Resolution regarding the split of the development funding, Ordinance 960 governs rather than a Resolution. Charlene McGriff noted that it would be a full Council decision on how to appropriate the funds in question and that was the consensus of the Committee.

### ***Request for funding from Indian Land Fire and Pleasant Valley Fire***

#### ***Departments***

This information was provided to the Administration Committee since it would involve funding. The Public Safety Committee has tabled this matter. It was noted that Fleet Operations has been delayed for a second opinion and that funding might be available this fiscal year if Council so desired. No action was taken as this matter is awaiting further consideration by the Public Safety Committee.

### ***Monthly budget report – information only.***

**Adjournment**

Councilwoman Charlene McGriff moved to adjourn the meeting. Seconded by Committee Chairman Brian Carnes. Passed 2-0.

Respectfully Submitted:

Approved by Committee Chair

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Chelsea Gardner  
Deputy Clerk to Council

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Brian Carnes, Council Member

DRAFT

## Agenda Item Summary

Ordinance # / Resolution#:	Information Item
Contact Person / Sponsor:	Lauren Thomas
Department:	Health & Wellness Commission
Date Requested to be on Agenda:	November Administration Committee November 28, 2016 Council meeting

**Issue for Consideration:**

Grant application from Health and Wellness.

**Points to Consider:**

This is a grant request from the Health and Wellness Commission.

This is a 100% grant. No action is needed by Council; this is presented as information only.

A copy of the grant application is attached as information.

**Funding and Liability Factors:**

\$1,500 in grant funding. This is a 100% grant with no local match.

**Council Options:**

N/A, this is for information only.

**Staff Recommendation:**

N/A, this is for information only.

**Committee Recommendation:**

N/A, this is for information only.





## **Application for 2016 Every Body Walk! Micro Grants**

America Walks and the Every Body Walk! Collaborative are excited to announce the second year of Micro Grant Funding. This program will award grantees up to \$1,500.00 for projects related to increasing walking and walkability.

Walkable communities lead to improved safety and health for community members of all backgrounds. They encourage broad involvement by all in the design and planning process, and are places where safe, accessible and delightful opportunities to be physically active are available to everyone. Neighbors in walkable communities are engaged with each other and schools, jobs and other valuable resources are within close proximity to where people live.

Most importantly, walking and walkability can help to bridge community divides and overcome existing disparities. To make and keep walking and walkability a priority in neighborhoods and communities so these benefits are available to all, a strong, connected group of local advocates and dedicated organizations are needed. This grant program aims to support and grow this network of advocates and organizations.

Funded projects will increase walking and benefits of walkability in communities, work to develop the walking movement by growing the number and diversity of people and organizations pushing for more walkability, and they should make walking safe, easy, and enjoyable for all community members.

The online application can be completed through this [link](#). **Applications are due November 18th by 5pm Eastern.**

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### **CONTACT INFORMATION**

**Name of Person Completing Application:** Steve Willis

**Organization to Receive Grant:** Lancaster County on behalf of Eat Smart Move More Lancaster

**Relation of Contact Person to Organization:** County Administrator

**Email Address:** [swillis@lanastercountysc.net](mailto:swillis@lanastercountysc.net)

**Mailing Address:** 101 N. Main Street, Lancaster SC 29720

# AMERICA WALKS

**Does your organization have 501(c)3 nonprofit status or will your organization be working with a non-profit that will administer the funds for them at no cost? YES**

**Please select the sector that best describes your primary job or professional affiliation:**  
**Established Organization**

## **ABOUT THE GRANTEE**

**Briefly describe your community, its demographics and a couple of key data points about the pedestrian activity or challenges faced by your residents. \***

Lancaster County, South Carolina is growing community with a population of over 85,000 residents. Like many southern, rural communities that experienced growth in the 1960's and 1970's, Lancaster County has major roads and cityscape areas that were designed with cars in mind, not people. Only half (55%) of residents live reasonably close to a location for physical activity (2016 County Health Rankings). However, in recent years, a push for community amenities like greenways and trails have taken shape in Lancaster County. In addition, the community has seen a decrease in the percentage of adults who report no leisure-time physical activity from 32% in 2009 to 24% in 2012 (CDC BRFSS).

**Please provide a brief description of the organization. \***

The work of this project will be organized and managed by members of the Eat Smart Move More committee (ESMM). This coalition meets monthly and is a subcommittee of the Lancaster County Health & Wellness Commission (HWC). The fiscal agent of this grant will be Lancaster County.

ESMM and HWC consist of multiple partners, including representation from citizens, representatives of local businesses, the Lancaster County School District, Springs Hospital, Mid-Carolina AHEC, the Council on Aging, the University of South Carolina - Lancaster, and the Department of Social Services.

The HWC is the advisory body to Lancaster County Council and serves as the coordinating and educational body for the people of Lancaster County in matters concerning community health and well-being. Council members identify health issues in the county, coordinate existing services, and establish additional services or programs to meet those needs.

**Please provide a brief overview of the size and scope of the organization, including the number of full-time employees and other existing resources available to support this project. \***

Existing resources that will be leveraged for this project:



# AMERICA WALKS

- Strong relationships with health providers in the community from the Children's Clinic and Barnett Family Medicine
- Students taking University of South Carolina Lancaster's Spring 2017 HPEB 553 course
- An in-kind partnership with Cabarrus Health Alliance. This agency implemented a similar walking prescription in their community and has agreed to provide technical assistance in the project's implementation.

**Briefly describe 2 things you or your organization have worked on in the past related to walking or walkable communities. \***

ESMM was established in 2014 with multiple new partners at the table. In less than two years, the ESMM subcommittee has increased the community's capacity by supporting:

- The construction of enhanced parks, trails, and outdoor spaces. In 2014, ESMM actively promoted the construction of a 3.5 mile natural path trail in the upper corridor of Lancaster County (the Twelve Mile Creek Trail). ESMM is actively advocating for a 5 mile paved greenway within the city of Lancaster (the Lindsay Pettus Greenway).
- The concept of walkable communities. In 2015, ESMM created a walking trail resource guide that highlights existing infrastructure that supports walking. ESMM has also conducted a walkability assessment in 2016 in downtown Lancaster, which highlights the need for improved safety and connectivity of streets and sidewalks within the city limits of Lancaster.

## **ABOUT THE PROJECT/PROGRAM**

**Please select one of the following that best describes your project. \***

Promoting Benefits of Walking or Walkability

**Please describe the project or strategy that you will implement. Indicate why this is a good project for your community and what you think the benefits of successfully implementing it will be. \***

Within 12 months of receiving funding from this micro-grant, walking prescriptions will become an integrated part of three (3) health providers' clinical practice in Lancaster County.



# AMERICA WALKS

Walking prescriptions will mean that physical activity will be a standard part of patient-provider conversation, and will be integrated into the clinic's existing culture and workflow. Physical activity prescriptions will be tailored doses based on the patient's health status and current physical activity level. Walking prescriptions will be encouraged by health providers as an easy and inexpensive way for patients to reach their exercise goals.

In addition, it will encourage patients to reflect upon the existing assets in their community that support their need for physical activity. Patients will be referred to resources through ESMM's Walking Trails Brochure where they can "fill their prescription" within the community.

## **How would you define a successful project? \***

Within 3 months of receiving funding from America Walks, ESMM will accomplish the following implementation goals:

- Prescription pads and training will be designed in consultation with Cabarrus County, NC, which has implemented a similar model.
- Prescription pads and brochures will be printed for at least three (3) primary care clinics.
- ESMM members and USCL students will be trained to disseminate material to clinic sites and provide guidance to participating health providers.
- Three (3) health providers will be trained to assess, prescribe, and refer patients to community resources to fill their walking prescriptions.

Within 6 months of being trained and equipped with walking prescriptions, participating health providers will report the following outcomes:

- An increase in time spent promoting the benefits of walking with their patients.
- An increase in the number of walking prescriptions given to patients.
- An increase in the number of patients who self-report they are walking more or consistently being physically active in their community.

## **How do you plan to evaluate the project and its success? \***

The project's implementation goals will be measured with a self-monitoring tool created by ESMM and administered by February 2017. The project's anticipated outcomes will be measured with a retrospective pre/post evaluation tool given to participating health providers and administered ESMM by August 2017.

In addition, we plan to present our project evaluation findings to at least three (3) community groups, including the Lancaster County Council, the Board of Directors for the Lindsay

# AMERICA WALKS

Pettus Greenway, and the Lancaster Rotary Club by October 2017. Community feedback and project findings will be submitted to America Walks by October 2017.

**Please provide information on the budget for this project. How will you use the resources (materials, staff, etc.)? \***

The \$1500 of funding provided by America Walks will be solely used to print Walking Prescriptions and Walking Trails brochures.

**Do you agree to provide a video tape or photo documentation of your project? Yes**

Submitted by:  
Lauren Thomas  
District 7 Representative  
Lancaster County Health & Wellness Commission