

# Lancaster County Council Infrastructure and Regulation Committee Meeting Agenda

Tuesday, March 14, 2017

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

1. **Call to Order Regular Meeting – Committee Chair Larry Honeycutt** 3:00 p.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Citizens Comments**
4. **Consent Agenda – pgs. 2-9**
  - a. Approval of the following I&R committee meeting minutes:
    - Tuesday, February 14, 2017 I&R Committee Meeting
    - Tuesday, March 2, 2017 I&R Committee Work Session Meeting
5. **Discussion / Action Items**
  - a. Discussion of Animal Shelter – *Larry Honeycutt*
  - b. Trap/Neuter/Release program – *Steve Willis – pg. 10*
  - c. Update on Pool Resurfacing Project and spending leftover funds – *Katherine Walters – pg. 11*
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 Infrastructure and Regulation Committee agendas are posted at the Lancaster County Administration Building and are available on the Website: [www.mylancastersc.org](http://www.mylancastersc.org)*



Members of Lancaster County Council  
I & R Committee

*Larry Honeycutt, District 4, Chairman*  
*Terry Graham, District 1*  
*Billy Mosteller, District 3*

**Minutes of the Lancaster County Council Infrastructure and Regulation  
Committee Meeting**

101 N. Main Street, Lancaster, SC 29720

Tuesday, February 14, 2017

**DRAFT**

Council Members present were Larry Honeycutt, Terry Graham and Billy Mosteller. Also present were Steve Willis, John Weaver, Sherrie Simpson, various Department Heads and citizens. A quorum of the Lancaster County I & R Committee was present for the meeting.

The following press was notified of the meeting 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 and on the county website for the required length of time.

**Call to Order**

Chairman Larry Honeycutt called the meeting to order at 3:00 p.m.

**Approval of the agenda**

Billy Mosteller moved to approve the agenda as written. Seconded by Terry Graham. Passed 3-0.

**Citizens Comments**

Janine Gross, 15155 Legend Oaks Court, Indian Land, SC, spoke as a representative of Lancaster Animal Shelter Supporter (LASS) regarding the conditions of the Animal Shelter and communication with the LASS Board.

## **Consent Agenda**

Terry Graham moved to approve the Consent Agenda: minutes of the December 13, 2016 meeting and minutes of the January 10, 2017 meeting. Seconded by Billy Mosteller. Passed 3-0.

## **Discussion / Action Items**

**Resolution 0952-R2017 regarding support for Lindsay Pettus Greenway.**

**Resolution Title: A Resolution Denoting Support For The Lindsay Pettus Greenway.**

Steve Willis stated that there is already a proclamation making the County a partner with the Lindsay Pettus Greenway and the intent of the resolution is to financially support this Greenway with the hospitality tax money and it will be for unspecified funding in the future at the discretion of county council. It will be part of next budget year.

Billy Mosteller moved for a favorable recommendation of Resolution 0952-R2017 to County Council at the February 27, 2017 meeting. Seconded by Terry Graham. Passed 3-0.

### **Introduction of Veterinarian.**

Dr. Hill is a veterinarian in Indian Land. She spoke regarding the current problems at the animal shelter and how they can be improved. She provided a handout attached as Schedule A. She explained that the design of a shelter should promote health and contain diseases. She stated that the current fee schedule for the shelter is not self-sustaining.

Terry Graham asked if money should be invested in the current shelter. Dr. Hill explained that a lot of money could be spent at the existing shelter without accomplishing goals.

### **Discussion of new Animal Shelter.**

Larry Honeycutt stated that he will seek advice this month from various citizens and community agencies regarding a new animal shelter. By the next committee meeting in March, he will present recommendations for plans for a new animal shelter in a new location. He would like a committee member's motion made in March to find an architecture firm to determine the estimated cost for a new shelter. He would like the architecture firm to make the presentation for the new shelter in April.

Steve Willis explained that more than 30 days would be needed to identify a consultant due to the procurement process. He discussed operational issues at the current animal shelter. He provided a handout, attached as Schedule B, regarding information on the Aiken animal shelter and information on the conditions at the Lancaster Animal Shelter. John Weaver stated that the procurement office can put out a Request For Proposals (RFP) for an animal

shelter. The responses may not be back by April but an update could be provided to the Committee as to what has been completed.

Terry Graham stated that he would like to visit Chesterfield County to look at their animal shelter and to determine how their county obtained funding for the animal shelter. The Committee members will visit different counties to obtain information on animal shelters.

### **Fleet Operations building renovation/construction.**

Steve Willis explained that this item was tabled in 2016. He discussed using the previous plan of architect Ben Montgomery to consider utilizing the existing space for Building Maintenance and Fleet Operations space.

Billy Mosteller stated that he is not for moving forward with the current plan but would like to see the Committee move forward on this project. He moved that a Request For Proposals (RFP) be advertised and that Jeff Catoe, Steve Willis and John Weaver review the responses and make recommendations to the Committee regarding the most qualified architect and cost estimates. Seconded by Terry Graham. Passed 3-0.

Larry Honeycutt stated that it would be ideal if land was purchased where a garage and animal shelter could be located and have a master complex.

### **Two Items of Unfinished Business**

#### **Resolution 0949-R2017.**

Resolution Title – A Resolution noting the current condition of Taxahaw Road and Steele Hill Road in relation to earlier Resolutions requesting No Through Truck Traffic signage be installed by the South Carolina Department of Transportation.

The committee agreed to have consultant Bill Coleman conduct a study to see if there is an engineering reason why the signs should not be removed now that the State has fixed the roads. Jeff Catoe stated that the roads have been upgraded and, that according to the consultant, there are no engineering problems with the roads that would require the signs be kept in place. Steve Willis explained that a sign could be put up by local ordinance but it is not enforceable. Terry Graham stated that he is opposed to taking the signs down on Steele Hill Road. Terry Graham moved that Steve Willis be authorized to write a letter to the Department of Transportation concerning Steele Hill Road and Taxahaw Road. Seconded by Billy Mosteller. Passed 3-0.

### **Information Update on Pool.**

Katherine Walters provided an information update on the pool for the Recreation Department. The bid opening was last week and the proposals are being reviewed. An update will be provided at the next meeting regarding the budget.

**DRAFT**

**Adjournment**

Billy Mosteller moved to adjourn the committee meeting. Seconded by Terry Graham.  
Passed 3-0.

Respectfully Submitted:

Approved by the I & R Committee

Sherrie Simpson  
Clerk to Council

\_\_\_\_\_  
Larry Honeycutt, Chairman

**Shelter Improvement Points**

1. Design
  - a. Sealed floors that can be disinfected
  - b. Quarantine incoming animals
  - c. Ventilation and air exchange
  - d. Individual kennels for pets – no “general population”
2. Fees
  - a. Adoptions
  - b. Reclaims
  - c. Donations and fundraisers go directly to shelter
3. Shelter Medicine Vet
  - a. Protocols
  - b. Spays/neuters
  - c. Exams
  - d. Adoptable or not
  - e. Quarantines
  - f. Vaccines
4. Current Situation
  - a. If surgeries were done in the shelter now, pets would die due to conditions
  - b. Humans are going home sick due to poor air quality
  - c. Not enough kennels and runs and cat kennels are too small
5. Shelters in the Area to Visit
  - a. Char-Meck Animal Control (NC)
  - b. York County Animal Control
  - c. Chesterfield Animal Control
6. Resources
  - a. <http://www.sheltervet.org/additional-resources>
  - b. [http://www.aspcapro.org/sites/pro/files/shelter\\_medicine\\_resources.pdf](http://www.aspcapro.org/sites/pro/files/shelter_medicine_resources.pdf)
  - c. <http://www.humaneforpets.com/resources/resources-for-shelter-professionals/>

**Steve Willis**

---

**From:** Steve Willis  
**Sent:** Saturday, February 11, 2017 5:20 PM  
**To:** Larry Honeycutt (lhoney@comporium.net); Terry Graham; Billy Mosteller; Jeffery D. Catoe; Alan Williams  
**Subject:** I&R Committee Memo Update

Committee members,

I will have a hard copy update at the meeting but here is the info from Aiken:

In existing memo - Aiken County constructed a new facility in 2013-2014 for \$2.2 million. It is 19,000 square feet with three buildings. Last year it had an intake of \_\_\_ animals. It has a staff of 8 FTE's and \_\_\_ inmates. This is supplemented with volunteers. The departmental budget for the current FY is \$826,926.

Information from Aiken received Friday:

The Animal Shelter is part of a larger component called Code Enforcement that includes the Shelter, Animal Control, Litter Enforcement, Zoning Enforcement, Delinquent Tax, and a dispatcher for the field staff. The actual Shelter staff consists of a Director, Administrative Assistant and a part-time Administrative Assistant, Adoption Coordinator and two part-time Coordinators, two Kennel Technicians, two Custodians and three part-time Custodians, and three Veterinarian Technicians. This is a total of 10 full time staff and six part-time staff. (This changed this year as they don't use inmates.) The Veterinarian is a contract employee. The part-time staff took the place of inmates and they are assisted by FOTAS – Friends of the Animal Shelter. The vet cost was \$65,000 and they are asking for an increase to assist with their TNR program. In 2016 they had 1,076 owner surrender animals, 103 returned from adoption, and 3,610 that were seized/ stray.

Information on air quality at Shelter – Ryan had air quality testing done and the results showed nothing unexpected. With it being a animal shelter there are certainly odors and a higher than normal hair/ mold/ etc. count which is not unexpected given the occupancy. Ryan has arranged to have all of the HVAC ductwork and exhaust fans cleaned and sprayed with an antimicrobial agent this week. The agent is EPA certified and will not affect humans or animals and the contractor will coordinate with Alan. We will be looking at a timer system for the exhaust system to help keep air moving in the kennel/ work areas. That should eliminate odor issues associated with stagnant air. The existing HVAC system was never designed for a modern animal shelter. We are exploring a separate HVAC system for the front office and segregating the existing system to animal and work areas only.

Thanks,  
 Steve

Steve Willis, County Administrator  
 County of Lancaster  
 PO Box 1809  
 Lancaster, SC 29721-1809  
 803.416.9300 (voice) / 803.285.3361 (fax)  
 swillis@lanastercountysc.net



Members of Lancaster County Council  
I & R Committee

*Larry Honeycutt, District 4, Chairman*  
*Terry Graham, District 1*  
*Billy Mosteller, District 3*

**Minutes of the Lancaster County Council Infrastructure and Regulation  
Committee Work Session Meeting**

101 N. Main Street, Lancaster, SC 29720

Tuesday, March 2, 2017

Council Members present were Larry Honeycutt, Billy Mosteller, and Terry Graham. Also present were John Weaver, and Jeff Catoe. A quorum of the Lancaster County I & R Committee was present for the meeting.

The following press was notified of the meeting 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 and on the county website for the required length of time.

**Call to Order**

Chairman Larry Honeycutt called the meeting to order at 3:00 p.m.

**Citizens Comments**

There were no citizens that came forward for comments.

**Consent Agenda**

- a. Approval of the following I&R committee work session meeting minutes:
  - Tuesday, February 28, 2017

Terry Graham made the motion to approve the minutes from the February 28, 2017 meeting. Seconded by Billy Mosteller. Passed 3-0.

**DRAFT**

**Executive Session**

**a. Employment Matter – SC Code Section 30-4-70(a)(1)**

Terry Graham made the motion to go into Executive Session. Seconded by Billy Mosteller. Passed 3-0.

Terry Graham made the motion to come out of Executive Session. Seconded by Billy Mosteller. Passed 3-0.

Terry Graham made the motion for the County Attorney, John Weaver to contact Waters and Company and coordinate with Art Davis about the top three applicants. The motion was seconded by Billy Mosteller. Passed 3-0.

**Adjournment**

Terry Graham made the motion to adjourn the meeting. Seconded by Billy Mosteller. Passed 3-0.

Respectfully Submitted:

Approved by the I & R Committee

Chelsea Gardner  
Deputy Clerk to Council

---

Larry Honeycutt, Chairman

## Agenda Item Summary

Ordinance # / Resolution#:	Discussion Item
Contact Person / Sponsor:	Steve Willis/ Alan Wilson
Department:	Admin/ Animal Shelter
Date Requested to be on Agenda:	March Meeting

### **Issue for Consideration:**

Discussion of Trap/ Neuter/ Release (T/N/R) program.

### **Points to Consider:**

Whether or not we implement such a program will have a tremendous impact on what size and type of shelter we construct.

If we do not implement T/N/R we will need a large holding area for cats and we need to plan on continued expenditures for cat euthanasia.

If we adopt T/N/R then we need to budget for the medical procedures but limit holding areas, and expenses, for cats. This would pretty much take us out of the cat business as the only cats we would hold would be ones with a microchip or a collar, indicating a loose pet. Otherwise the cat would be tested for feline AIDS and leukemia (put down if positive) and if healthy they would be altered and returned to their home area within 48 hours.

If a cat is trapped and has been ear-tipped on their left ear (the universal sign of a T/N/R cat) the Animal Control Officer would release the cat and not bring it in.

### **Funding and Liability Factors:**

This needs to be discussed as Alan would need to obtain surgical pricing from our vets. Long-term we would need a small surgical area for the vets to work in as that would reduce transport costs. The spay neuter suite could also be used for dogs.

If we don't deal with holding and adopting cats, we can focus on dogs where we already have a low euthanasia rate.

### **Council Options:**

Not ready at this time.

### **Staff Recommendation:**

Allow staff to explore the T/N/R option and bring this to the Committee. As it would significantly change the type of facility that would be needed, delay planning for a new facility until we see what would be needed if we implement T/N/R. We recommend adoption of the T/N/R model.

### **Committee Recommendation:**

To be determined.

## Agenda Item Summary

Ordinance # / Resolution#:

Contact Person / Sponsor: Katherine Walters

Department: Recreation

Date Requested to be on Agenda: March 14, 2017

### **Issue for Consideration:**

The pool resurfacing bid has come under budget and we hope no other repairs are needed once the project is underway. After completion of the project and it's still under the budget amount (\$100,000), would County Council consider spending the remaining amount that is budgeted for life jackets and various repairs/updates to the building structure/bath house? A list of projects/repairs in order of priority and estimated costs will be provided at the meeting as I am waiting on a few more cost estimates. I have spoken to City Administrator Flip Hutfles and he is very confident city council will approve this as the money has already been allocated for upgrades to the pool.

### **Points to Consider:**

The purchase of life jackets would ensure extra safety at the pool. Many public pools across the nation have this program in place. Due to the increased number of patrons at the pool, I added extra certified lifeguards to place on duty to warrant the most safety possible. Implementing the life jacket program would reduce lifeguard wages. Staff would develop an inventory cycle so that the life jackets are inspected and cleaned after each use and re-evaluate them at the end of the summer. A life jacket should last for several years.

The building/bath house repairs/renovations include purchasing non-slip matting/floor tiles to prevent slips and falls, purchase signage to install at the road (same style sign that is in front of our recreation centers), add gutters across pool deck side to prevent water from entering the building, add bathroom stall doors as all that's there now is a shower curtain, replace sinks and toilets as necessary and possibly paint the inside, along with addressing further termite damage.

### **Funding and Liability Factors:**

Monies have already been allocated to the pool resurfacing project and the extra amount leftover would cover many if not all of these projects/repairs.

### **Council Options:**

Approve or deny to spend monies leftover from pool resurfacing project on life jackets and other pool building/bath house repairs/renovations.

### **Staff Recommendation:**

Staff recommends approving to spend these extra funds since it is already in budget and all monies are going towards improving the pool.

### **Committee Recommendation:**