

Lancaster County Council Administration Committee Regular Meeting Amended Agenda

Thursday, May 17, 2018

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

1. Call to Order – Committee Chair Charlene McGriff 6:00 p.m.
2. Approval of the agenda *[deletions and additions of non-substantive matters]*
3. Citizens Comments
4. Consent Agenda
 - a. Approval of Minutes from the April 12, 2018 Administration Committee regular meeting – *pgs. 3-5*
 - b. Approval of Minutes from the April 19, 2018 Administration Committee special meeting – *pgs. 6-8*
5. Discussion / Action Items
 - a. Grant Application during FY 2018-19 for Airport Apron Rehabilitation – addition of Independent Fee Estimate/REILS request – ***Ken Holt/Paul Moses – pg. 9***
 - b. Discussion of Airport TUG for FY 2018-2019 budget - ***Steve Willis/Paul Moses***
****(See note)***
 - c. Discussion of results of study of potential expansion of Indian Land Recreation site – ***Steve Willis/Hal Hiott***
 - d. Finalization of proposed project list for Parks and Recreation Bond – ***Steve Willis/Hal Hiott – pg. 10***
 - e. Discussion of Bailes Ridge EMS site – ***John Weaver***
****(See note)***

f. Discussion of Barnett Medical Center – *John Weaver*
**(See note)*

g. Monthly Report – *Kim Belk*

6. Adjournment

**(The agenda was amended to include Discussion / Action Items 5b, 5e and 5f)*

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

*Lancaster County Council Administration Committee agendas are posted at the Lancaster County
Administration Building and are available on the Website: www.mylancastersc.org*



Members of Lancaster County Council
Administration Committee

Charlene McGriff, District 2, Chairwoman
Steve Harper, District 5
Terry Graham, District 1

DRAFT

**Minutes of the Lancaster County Council Administration Committee
Regular Meeting**

101 N. Main Street, Lancaster, SC 29720

Thursday, April 12, 2018

Council Members present were Charlene McGriff, Steve Harper, Terry Graham, Billy Mosteller and Larry Honeycutt. Also present were Allen Blackmon, Steve Willis, John Weaver, Veronica Thompson, Kim Hill, Sherrie Simpson, Chelsea Gardner and various department heads and staff. A quorum of the Lancaster County Administration Committee was present for the meeting.

The following press were notified of the meeting by e-mail 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 posted in the lobby of the County Administration Building and also on the county website for the required length of time.

Call to Order

Chairwoman Charlene McGriff called the meeting to order at approximately 6:00 p.m.

Approval of the agenda

Steve Harper moved to approve the agenda. The Committee approved the agenda by unanimous vote of 3-0.

Citizens Comments

There were no citizens that came forward for comments.

Approval of Minutes

Terry Graham moved to approve the minutes from the March 15, 2018 Administration Committee regular meeting. The Committee approved the March 15, 2018 Administration Committee regular meeting minutes by unanimous vote of 3-0.

Discussion / Action Items

Office space for Soil and Water Conservation District.

Steve Willis explained that the Soil and Water Conservation District staff are looking for office space. The County will have office space at the Historic Jail once the renovations are complete. He noted that they would need 2 offices and they would not pay rent or utilities. He further explained that the building has to be temperature controlled anyway and that the County provides office space currently for Clemson extension, etc.

Steve Harper moved that the County provide 2 offices, chosen by the County Administrator, at the Historic Jail for the Soil and Water Conservation District and that the County pay the water, sewer and electricity and that the Soil and Water Conservation District pay for their own liability insurance, phone, internet and cleaning and that the County Attorney draft a lease to that effect with the term length being at the pleasure of Council and that this item be moved to full Council with a favorable recommendation from the Administration Committee. Seconded by Terry Graham. The motion passed by unanimous vote of 3-0.

Information on Impact Fees for consideration by Council.

Steve Willis stated that Impact Fees will be brought before Council again after the budget process. He suggested the Impact Fees be used in Indian Land and the money would have to be used for designated purposes in that area. Larry Honeycutt asked if Impact Fees could be used throughout the County. Terry Graham stated that Impact Fees should be restricted to Indian Land. Steve Harper suggested waiting until after a major development has come to Lancaster and then to use Impact Fees throughout the County. Larry Honeycutt stated that developments will spring up around the new schools.

Terry Graham moved that this item be sent to full Council for information without a recommendation from the Administration Committee. Seconded by Steve Harper. The motion passed by unanimous vote of 3-0.

Review of the 2018-2019 FY Budget.

Steve Willis discussed the Administrator's Recommended Budget. He stated that there are two (2) statutory things that the budget has to include: (1) payment increases for the Retirement System and (2) payment increases for the State Health Plan. He explained that the budget also has money reserved for salary adjustments and he noted that the compensation study should be completed at the end of the month. He noted that revenues are trending better and that if Council determines

that a millage increase is warranted then other programs/projects can be added at a later date. He stated that the number one (1) funding priority beyond salaries and increases in the State Retirement and the State Health Plan is a Growth Manager position. Charlene McGriff stated that the Committee will want to see the job description and job duties related to that position.

Kim Hill reviewed the recommended major increases to the budget for the upcoming fiscal year and those recommendations are attached as Schedule A. She explained that the recommended budget is balanced with a millage increase.

Terry Graham asked if the Animal Shelter and Garage will be paid out of fund balance. Steve Willis responded that those projects will be funded through a bond.

She noted that the goal for the next meeting is to go over a recommended prioritized list of projects.

Adjournment

Steve Harper moved to adjourn the Committee meeting. Seconded by Terry Graham. The motion to adjourn passed by unanimous vote of 3-0. The Committee meeting adjourned at approximately 7:10 p.m.

Respectfully Submitted:

Approved by the Administration Committee

Sherrie Simpson
Clerk to Council

Charlene McGriff, Chairwoman



Members of Lancaster County Council
Administration Committee

Charlene McGriff, District 2, Chairwoman
Steve Harper, District 5
Terry Graham, District 1

DRAFT

**Minutes of the Lancaster County Council Administration Committee
Special Meeting**

101 N. Main Street, Lancaster, SC 29720

Thursday, April 19, 2018

Council Members present were Charlene McGriff, Steve Harper, Terry Graham and Billy Mosteller. Also present were Steve Willis, Veronica Thompson, Jamie Gilbert, Kim Hill, Sherrie Simpson, Chelsea Gardner and various department heads and staff. A quorum of the Lancaster County Administration Committee was present for the meeting.

The following press were notified of the meeting by e-mail 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 posted in the lobby of the County Administration Building and also on the county website for the required length of time.

Call to Order

Chairwoman Charlene McGriff called the meeting to order at approximately 6:00 p.m.

Approval of the agenda

Terry Graham moved to amend the agenda to allow the Economic Development Director to make an announcement. Steve Willis stated that he also had two (2) updates for the Committee and that he would give them after the announcement from the Economic Development Director. The motion to amend the agenda was seconded by Steve Harper. The Committee approved the amended agenda by unanimous vote of 3-0.

Citizens Comments

There were no citizens that came forward for comments.

Discussion / Action Items

Announcement by the Economic Development Director.

Jamie Gilbert stated that one of the goals for the County was to become a member of one of the State's regional economic development organizations. He explained that the I-77 Alliance met and has extended an invitation for Lancaster County to join the Alliance.

Steve Willis stated that he has authorized Jamie Gilbert to accept the invitation on behalf of Lancaster County.

Before beginning the review of the Administrator's Recommended Budget, Steve Willis noted that the School Board did not appropriate any more money for the TAP grant for the sidewalks. He explained that there are no further funding sources for this project, but the County is checking to see if the scope of work for the sidewalks could be smaller and, therefore, the grant match could possibly remain the same. Steve Willis also announced that the United States Department of Agriculture (USDA) wants to keep their Lancaster office open and that now they would like to rent 3 or 4 offices at the Historic Jail. He explained that he would have more clarification on this change of office space after meeting with the USDA and Soil and Water Conservation staff.

Review of the 2018-2019 FY Budget.

Kim Hill stated that at the last meeting she reviewed the changes to the General Fund. She and the Committee members discussed various changes to the General Fund and the Committee members asked questions to clarify the various changes. The Committee and staff discussed the need to budget for basic maintenance for the Recreation Department and the grounds crew, which the Committee requested be monitored closely.

Steve Willis reviewed the priority list of additional budget requests for 2018-2019, which is attached as Schedule A, and he noted that the funding for these projects/programs would require a millage increase. He noted that the One-Time costs line item would be for vehicles associated with a position. Terry Graham moved to accept the recommendations from the Administrator and staff regarding funding all of the items/ positions on the priority list for Fiscal Year 2018-2019 with the understanding that the Community and Development Services Director position's job description and scope need further development. Seconded by Steve Harper. The motion passed by unanimous vote of 3-0.

Kim Hill reviewed the major changes to the other funds for the fiscal year 2018-2019 proposed budget, attached as Schedule B.

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Adjournment

Steve Harper moved to adjourn the Committee meeting. Seconded by Terry Graham. The motion to adjourn passed by unanimous vote of 3-0. The Committee meeting adjourned at approximately 7:26 p.m.

Respectfully Submitted:

Approved by the Administration Committee

Sherrie Simpson
Clerk to Council

Charlene McGriff, Chairwoman

Agenda Item Summary

Ordinance # / Resolution#:	Discussion Item
Contact Person / Sponsor:	Paul Moses/ Ken Holt (engineer)
Department:	Airport
Date Requested to be on Agenda:	May I&R Committee/ May Administration Committee

Issue for Consideration:

Grant application during FY 2018-19 for Airport Apron Rehabilitation.

Points to Consider:

The grant would cover rehabilitation of the Airport Apron. Costs are discussed below.

The FAA has a new requirement for grants above \$100,000. We now must obtain an Independent Fee Estimate for the project. This is a third party review to make sure the engineering costs and estimates are within reason. Mr. Holt has provided Procurement Official Nicholas Miller with potential vendors.

The project would enhance the use of the Airport. Mr. Holt will be present at I&R to discuss project specifics.

Funding and Liability Factors:

Current cost estimates for project – FAA share (90%) \$122,846/ SC Aeronautics share (5%) \$6,825/ Lancaster County share (5%) \$6,825. Total project budget is \$136,496.

The cost estimate to obtain the Independent Fee Estimate is \$3,000 to \$5,000.

Council Options:

At the appropriate time to either approve or reject the FAA grant.

Staff Recommendation:

Proceed with the FAA grant process.

Committee Recommendation:

To be determined.

Agenda Item Summary

Ordinance # / Resolution#:	Discussion/ Action Item
Contact Person / Sponsor:	Steve Willis/ Hal Hiott
Department:	Administration/ Parks and Recreation
Date Requested to be on Agenda:	May Administration Committee/ May I&R Committee

Issue for Consideration:

Finalization of proposed project list for Parks and Recreation Bond. I need to finalize the list so that John can craft the necessary ordinance for Council's consideration in June.

Points to Consider:

This would be a bond referendum for voter consideration. It would fund a number of Parks and Recreation type projects.

Because this would be a voter approved bond this amount would not count against our bonded indebtedness.

Funding and Liability Factors:

The total bond would total \$10.8 million in projects. John, working with our bond attorneys at McNair, would finalize the amount to include bond issuance costs. It is anticipated this bond would create 2.25 mils in debt service millage, or \$9.00 per year on a \$100,000 home.

The projects include:

Indian Land Recreation Center Addition - \$4,500,000

Harrisburg Road Soccer Complex - \$2,500,000

Lindsay Pettus Greenway Phase 1 - \$2,500,000

Barr Street Auditorium Renovations - \$200,000

Heath Springs Soccer Complex - \$1,100,000

Council Options:

At the appropriate time approve or reject the ordinance calling for the referendum.

Staff Recommendation:

Proceed with the ordinance calling for the referendum.

Committee Recommendation:

To be determined.