

# Lancaster County Council Infrastructure and Regulation Committee Regular Meeting Amended Agenda

Tuesday, January 9, 2018

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. Approval of Minutes from the November 14, 2017 I&R Committee regular meeting – pgs. 3-7
5. Discussion / Action Items
  - a. Library Board: Discussion of RFQ for Architectural Services. – *Rita Vogel*
  - b. Operation Rudolph boxes at the convenience sites. – *Jeff Catoe – pg. 8*
  - c. Discussion of the status of closing the County road system. – *Jeff Catoe/John Weaver – pgs. 9-10*
  - d. Discussion of need for part-time assistance at Animal Shelter related to T/N/R program – *Steve Willis/Alan Williams/Jeff Catoe – pg. 11*
  - e. Preliminary request by Town of Kershaw to buy AJ Recreational Center and 4 acres of land – *Mitch Lucas and Mark Dorman*
  - f. Verbal update on projects at Buford and AJ Recreational Center playground – *Hal Hiott*
  - g. Discussion of review fees for Stormwater and Ordinance 2017-1455 – *Scott Edgar*
  - h. Pending Projects – *Larry Honeycutt*

**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.mylancasterc.org](http://www.mylancasterc.org)*



## **Minutes of the Lancaster County Council Infrastructure and Regulation (I & R) Committee Regular Meeting**

101 N. Main Street, Lancaster, SC 29720

Tuesday, November 14, 2017

Council Members present were Larry Honeycutt, Terry Graham and Billy Mosteller. Also present were John Weaver, Steve Willis, Sherrie Simpson and various department heads. A quorum of the Lancaster County I & R 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**

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

### **Approval of the agenda**

John Weaver stated that pursuant to SC Code Section 30-4-80(A), an item may be added to the agenda once the meeting has been called into session upon a 2/3 vote of the members. He further stated that two time sensitive items, neither of which involves final action being taken, need to be added to the agenda: (1) the Lancaster County Airport five year Capital Improvement Plan, presented by Ken Holt and (2) Ordinance 2014-1299, which deals with roads, and presented by Jeff Catoe and John Weaver. He noted that if the agenda is amended, Mr. Holt has asked to present first because of a business commitment and Mr. Catoe and Mr. Weaver will present last under the Discussion/Action Items.

Terry Graham moved that the agenda be amended to add the discussion of the Airport Capital Improvement Plan and to add the discussion of Ordinance 2014-1299 regarding roads and that Mr. Holt be allowed to present the Airport Capital Improvement Plan as the first discussion/action item on the agenda. Seconded by Billy Mosteller. The motion passed by unanimous vote of 3-0.

## **Citizens Comments**

There were no citizens that came forward for comments.

## **Approval of Minutes**

Billy Mosteller moved to approve the minutes from the October 10, 2017 I & R Committee regular meeting as written. Seconded by Terry Graham. The motion passed by unanimous vote of 3-0.

## **Discussion / Action Items**

### **Lancaster County Airport Five Year Capital Improvement Plan.**

Ken Holt from Holt Consulting Company, LLC, stated that the Federal Aviation Administration (FAA) deadline for submittal of the Lancaster County Airport Five Year Capital Improvement Plan is January 1, 2018 and that the Airport Commission approved the plan earlier today. He reviewed the proposed Capital Improvement Plan for the Lancaster County Airport, attached as Schedule A.

Billy Mosteller moved to send the Lancaster County Airport Capital Improvement Plan to full Council with a favorable recommendation from the I & R Committee. Seconded by Terry Graham. The motion passed by unanimous vote of 3-0.

### **Resolution regarding Trap/Neuter/Return project**

Resolution Title: A Resolution To Support A Free Roaming Cat Program In Lancaster County To Implement the Trap, Neuter, And Return Method As An Effective Way To Deal With Stray And Feral Cats.

Steve Willis explained that this Resolution will put the County on record as supporting Trap/Neuter/Return (T/N/R) methodology and will make T/N/R an official policy. Terry Graham moved to send the Resolution regarding Trap/Neuter/Return to full Council with a favorable recommendation from the I & R Committee. Seconded by Billy Mosteller. The motion passed by unanimous vote of 3-0.

**Revisiting the concept of Impact Fees in the panhandle.**

Steve Willis explained that he would like for the Committee to review the information on using Impact Fees north of South Carolina Highway 5. He stated that he would like for the information to be reviewed before the Committee reconsiders this issue next year. He noted that this information has come before the Committee before, but was put on the back burner due to other issues. He reminded the Committee members that there are four areas for which Impact Fees can be utilized: (1) Library, (2) Parks and Recreation, (3) Fire and (4) EMS. He stated that the Catawba Council of Governments (COG) can provide an update to the Committee regarding the use of Impact Fees if they would like and the Committee members agreed that this review would be beneficial.

**Discussion of 2018 calendar (Final adoption will be held at the November 27<sup>th</sup> Council Meeting).**

Steve Willis explained that he would like for the Committee to review the 2018 calendar and provide input and/or suggest changes. He stated that the only difference from the 2017 to 2018 calendar thus far are: (1) the Planning Commission meeting time has been changed from 6:30 p.m. to 6:00 p.m. and (2) the Community Relations Commission has changed its meeting place to the Marine Corps League Lodge.

**Verbal update on hour changes for the County Recycling Centers.**

Jeff Catoe stated that the hours for the County Recycling Centers have been changed due to daylight savings time. He explained that the change was made because the County doesn't want their employees to have to work in the dark and it does save the County some money on wages. He noted that the changes have already been advertised in the newspaper.

**Update on Municipalities and Parks and Recreation.**

Steve Willis explained that as of June 30, 2018, the City of Lancaster will quit contributing money to Parks and Recreation. The City will maintain the small pocket parks within the City rather than the County maintaining them. He noted that the County will lose some revenue due to this change.

Hal Hiott stated that he is concerned about losing this revenue because the money from the City was used to fund the equipment replacement schedule. Larry Honeycutt asked how many parks will be effected by the change. Hal Hiott stated that he will get a list of the City parks.

**Update on Animal Shelter.**

Nicholas Miller stated that the County has received five responses for the Request For Qualifications (RFQ) for architectural services for the animal shelter. He further stated that a panel has already been selected to evaluate the companies that responded. He noted that the panel will most likely interview some of the candidates. He stated that a company will be



selected and then the fee will be negotiated. He also stated he will forward the bid tabs to the Committee members, as requested.

#### **Ordinance 2014-1299 and Roads.**

John Weaver stated that in December of 2014, the County passed Ordinance 2014-1299, which is attached as Schedule B. He explained that the Ordinance established three categories of roads for acceptance into the public road system. Jeff Catoe reviewed the roads in the following categories: (1) Legacy roads, which were built prior to 2008 and prior to the passage of Ordinance 915, attached as Schedule C, and which are not of concern for the current discussion; (2) post Ordinance 915 roads, which were built between the end of 2008 and the beginning of 2015, which are the roads of concern for the current discussion; and (3) roads within a Planned Development District or a residential subdivision or cluster subdivision overlay community which were built after January 1, 2015 and came into the system as private roads, which are not the roads of concern for the current discussion. John Weaver stated that the roads in Category 2 (post Ordinance 915 roads) had to comply with the standards set forth in Ordinance 915, attached as Schedule C, in order for the County to accept the roads as County roads. These standards had to be met by December 31, 2017. He explained that Page 1 of the handout, attached as Schedule D, lists the roads that have been accepted as County roads even though the County has not yet received the deeds. He stated that the current question before the Committee is who will take ownership of the roads on Page 3 of the handout, attached as Schedule D, if the Ordinance 915 standards are not met by December 31, 2017.

Terry Graham asked if the County has spoken with all of the developments on the list. Jeff Catoe indicated that he has spoken with someone for each development on the list and asked for an estimate of how long the development will need in order to meet the Ordinance 915 standards. Billy Mosteller asked if the Homeowners Associations also know about the problem. Jeff Catoe again indicated that most do know about the situation.

John Weaver stated that the County has discussed sending a certified letter to the developers stating that the standards have to be met by December 31, 2017 and list what will happen if the standards are not met. He further stated that the HOA's will receive a copy of the letter. He noted that Council will have to determine what the consequence will be for not meeting the standards. Larry Honeycutt asked for staff suggestions and John Weaver suggested that a draft letter be prepared outlining that developments can request an extension by coming to a Council meeting in January and requesting the extension in person and that they must present their letter of credit when they request the extension.

Terry Graham moved that the County sending a draft letter outlining the procedure for an extension request be moved to full Council with a favorable recommendation from the I & R Committee. Seconded by Billy Mosteller. The motion passed by unanimous vote of 3-0.

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### Adjournment

Billy Mosteller moved to adjourn the meeting. Seconded by Terry Graham. The motion to adjourn passed by unanimous vote of 3-0. The I&R Committee meeting adjourned at approximately 4:36 p.m.

Respectfully Submitted:

Approved by the I & R Committee

Sherrie Simpson  
Clerk to Council

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Larry Honeycutt, Chairman

## Agenda Item Summary

Ordinance # / Resolution#:

Contact Person / Sponsor: Jeff Catoe

Department: Public Services

Date Requested to be on Agenda: January 9, 2018

### **Issue for Consideration:**

Verbal update on Operation Rudolph boxes

### **Points to Consider:**

Collection is working fine at 3 prior approved sites (Kershaw, Heath Springs, and Erwin Farm). Sites have had no issues with maintenance of the boxes.

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

No funding provided by Lancaster County

### **Council Options:**

This is simply for commentary only. I&R requested a 6 month update after trial period.

### **Recommendation:**

None.



## Agenda Item Summary

Ordinance # / Resolution#:	Discussion Item
Contact Person / Sponsor:	John Weaver/ Jeff Catoe
Department:	Legal/ Public Services
Date Requested to be on Agenda:	January I&R Committee

### **Issue for Consideration:**

Discussion of the status of closing the County road system.

### **Points to Consider:**

County Attorney John Weaver and Public Services Director Jeff Catoe have been hard at work resolving the final roads that were pending. A list of subdivisions, and the status of their roads, is attached.

We still need to resolve the status of several business park roads. It is not anticipated this will take long.

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

N/A at this point. As we finalize the County road inventory list we will find that our paved road mileage has increased significantly. In future budgets we will need to budget for paved road maintenance, which is far more expensive than our traditional dirt road maintenance from the past.

### **Council Options:**

There may be some roads to discuss with Council but by and large our Attorney and Public Services Director have done a phenomenal job of addressing the roads within our current staff authority. They will be commended for their efforts.

### **Staff Recommendation:**

Discussion only at this point.

### **Committee Recommendation:**

To be determined.

## Road List for I&R Meeting

### Subdivision Roads

The following subdivision roads have been accepted:

Burnside / Wakefield

Audubon Lake

Estates at Audubon lake

Fox Ridge

Rosemont

Shelly Woods

The following subdivision roads have not been accepted:

Ashley Glen

Reid Pointe

Springview at Bailes Ridge

The following Post-915 roads are not complete and will be accepted in the future:

Queensbridge (Pulte)

BridgeMill (Pulte)

### Business Park Roads

Red Ventures (formerly 521 Corporate Center)

Heath Springs Business Park

Kershaw Business Park

Northfield Drive

Edgewater Corporate Park

McMillan Park

## Agenda Item Summary

Ordinance # / Resolution#:	Discussion Item
Contact Person / Sponsor:	Steve Willis/ Alan Williams/ Jeff Catoe
Department:	Admin/ Animal Shelter/ Public Services
Date Requested to be on Agenda:	January I&R Committee/ January Admin Committee

### **Issue for Consideration:**

Discussion of need for part-time assistance at Animal Shelter related to the T/N/R program.

### **Points to Consider:**

We have commenced the Trap/ Neuter/ Return (T/N/R) program for cats. The program is working well but we have underestimated the amount of resources needed.

We also need to look at adding a part-time staff position for transport while we do not have a medical area. The trips to the vet are consuming around 3 hours per day which is cutting into our ability to provide needed services at the Shelter.

I would like to request consideration of adding a 20 hour (4 hours per day) position at the Animal Shelter.

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

Kim estimates the cost for the part-time position would be \$6,000 for the rest of this fiscal year. Moving forward the recurring cost would be approximately \$12,900 per year.

### **Council Options:**

Approve or reject the request for additional personnel.

### **Staff Recommendation:**

Approve the request.

### **Committee Recommendation:**

To be determined.