



# MINUTES

## BUDGET, FINANCE & ADMINISTRATION COMMITTEE

### February 14, 2017

#### MEMBERS, ALL OCONEE COUNTY COUNCIL

Ms. Edda Cammick District I, Chairwoman  
Mr. Wayne McCall, District II      Mr. Paul Cain, District III  
Mr. Julian Davis, District IV      Mr. Glenn Hart, District V

The Oconee County Budget, Finance & Administration Committee met Tuesday, February 14, 2017 at 5:30 PM in Council Chambers, Oconee County Administrative Offices, 415 South Pine Street, Walhalla, SC with Committee members Ms. Cammick; Mr. McCall; Mr. Cain and Mr. Davis, as well as Administrator Scott Moulder, County Attorney David Root, Public Information Officer Amanda Brock, and Katie Smith, Clerk to Council present.

**Press:** Pursuant to the Freedom of Information Act, notice of the meeting, date, time, place of meeting and agenda were posted on the bulletin board at the County Administrative Offices, 415 South Pine Street, Walhalla, SC, and the County Council website [[www.oconeese.com/council](http://www.oconeese.com/council)]. In addition it was made available [*upon request*] to the newspapers, radio stations, television stations and concerned citizens.

Member of the press present: Ray Chandler – Anderson Independent & Steven Bradley – Daily Journal.

**Call to Order:** Ms. Cammick called meeting to order at 5:33 p.m.

Mr. McCall made a motion, seconded by Mr. Davis, approved 4 - 0, to amend the agenda. Mr. Davis made a motion, seconded by Mr. McCall, approved 4 – 0, to recess the Budget, Finance and Administration Committee meeting.

The meeting was recessed at 5:34 p.m.

Mr. Hart arrived for Committee Meeting during the recess.

Mr. Cain made a motion, seconded by Mr. McCall, approved 5 – 0, [Mr. Hart now present to vote] to reconvene the meeting at 6:51 p.m.

#### **Approval of Minutes**

Mr. Cain made a motion, seconded by Mr. McCall, approved 5 – 0 to approve the minutes from the November 8, 2016 meeting as presented.

#### **Discussion Items**

#### **Strategic Planning Meeting Summary and Discussion**

Ms. Cammick opened the discussion utilizing a Power Point presentation [copy filed with these minutes] regarding several items discussed during the Strategic Planning Retreat held on February 3, 2017. The discussion encompassed several items, including but not limited to:

1. Unpaid Boat Taxes and Registration Fees

- It was the consensus of the Committee that the County Attorney should submit a letter to both the South Carolina Association of Counties and the Oconee County Legislative Delegation requesting state support for Counties for increased enforcement on unpaid boat taxes and outdated boat registrations.

## 2. Uninhabited / Dilapidated Structures

- Discussion regarding several options to alleviate uninhabited, dilapidated structures throughout the county including leins and the possibility utilizing the structures for training units for Fire Departments;
- Lack of Enforcement Officers presents a challenge presently, as the County does have three (3) sections in the Code of Ordinances that currently address unkempt properties
- The Committee further discussed adding an Enforcement Officer to address this issue, and who could possibly also be a supplemental Litter Control Officer. It was noted that an additional vehicle would be required, and specific certifications and trainings would be necessary.
- No action was taken on this matter.

## 3. Animal Ownership Licensing / Possible Tethering Law

- Chairwoman Cammick requested the County Attorney to conduct research regarding the possibility of enacting an animal ownership license fee.
- Mr. Cain brought up the possibility of enacting an animal tethering law as well, which could be utilized as a tool for law enforcement officers in the county
- Discussion continued that included the potential of utilizing the code enforcement officer previously discussed during the dilapidated structure discussion.

## 4. Westminster Magistrate Office

- The Committee recognized that the current Magistrate's Office in Westminster is in poor condition and does not provide adequate space for the needs of the public nor the office staff
- Mr. Davis noted that the City of Westminster wanted the Court to remain within the City, and that the use of space in the Westminster Fire Station is not feasible
- Discussion took place regarding potentially building a new office rather than renovate existing structures.
- Administrator Moulder stated that he would schedule a meeting with the Westminster Administrator, and would report back to Council the results of that meeting.
- It was the consensus of the Committee to revisit this specific item at a later date, when more information becomes available.

## 5. Corridor Planning / Traffic Management

- It was requested that this matter be sent to the Planning Commission for a recommendation to be considered by Council; it was then noted that the Planning Commission had previously reviewed and recommended the adoption of the Corridor Plan.
- Discussion was held regarding traffic issues, driveway variances, parking lot requirements and the general safety and aesthetics of certain high-density areas.
- It was generally agreed upon that the traffic along US Highway 123 near SC 93 was the primary concern of the Committee

- The Committee asked the Administrator to locate a consultant to conduct a traffic flow analysis report for review by the Committee before a final determination is made.
6. Current Road Approval Process
- It was the consensus of the Committee to send this specific item to the Transportation Committee for potential procedural changes and recommendations.
7. Government Processes Are Slow
- The Committee determined that examining specific issues regarding government processes should be done on an individual basis for possible resolutions to be both efficient and practical.
8. Tri-County Technical College Not Meeting the Educational Needs of Industries
- Ms. Cammick requested an itemized list regarding this concern to be drafted, with the stated intention of presenting the challenges to the Oconee Business Education Partnership for possible resolutions.
9. Recreation Funding
- Mr. Davis stated that the municipalities within the County provide recreational opportunities to all youth in the County, and not just within the municipalities themselves.
  - The Committee recognized that a cost analysis hasn't been conducted in several years regarding recreational expenditures for the Cities.
  - The Committee asked the County Administrator to provide a cost analysis for review and discussion in the near future.
10. Enhancing County Parks / ADA Compliance
- Neither High Falls nor Chau Ram County parks are ADA Compliant.
  - The Administrator stated that preliminary cost estimates for the ADA upgrades for the parks is an approximate \$350,000 for both parks
  - Upgrading facilities at County Parks would increase revenue, the Committee concurred. The possibility of utilizing ATAX funding to offset general fund expenditures was discussed.
  - The Administrator was asked provide a detailed budget estimate for the necessary upgrades to the parks, for further consideration and eventual direction.
11. Better Use of Technology
- The Committee held a general discussion of the various softwares and programs utilized by the Register of Deeds, Community Development, Assessor, Auditor and Treasurer's Offices.
  - The Administrator noted that the most pressing need for technological upgrades exists in the Register of Deeds office, and the estimate for the necessary upgrades is approximately \$200,000
  - The use of technology to enhance Oconee County in various ways was also discussed by the Committee.
  - No action was taken on this matter.
12. Investment into County-Owned Facilities
- Chairwoman Cammick stated that specific needs should be identified and prioritized for maintenance and upgrades for County-owned facilities.

- The Committee discussed various county-owned facilities, including but not limited to: the lack of landscaping / exterior aesthetics at the Pine Street Administrative Offices; non-ADA compliant facilities at several county locations; aging HVAC units, lighting upgrades; and other minor but necessary upgrades at several County facilities.
- The Committee also discussed the possibility of utilizing inmate labor in conjunction with staff to perform maintenance and upgrades to keep costs at a minimum.

### 13. Administrative Management Restructure

- It was to the agreement of the Committee that an Administrative Management Restructure is warranted.
- The Committee requested the Administrator and the County Attorney to draft the necessary documents for the creation of a position suitable to suit the needs of the Administration.

### **Discussion Regarding Possible Funding Options**

Ms. Cammick noted that funding the list of items the Committee discussed was going to take some effort and “thinking outside of the box.” She noted that:

1. An accurate estimate for the ADA Compliance upgrades at Chau Ram would be necessary before a decision could be reached regarding this matter;
2. Software upgrades appear to be most urgent in the Register of Deeds Office, the Committee asked Mr. Moulder to perform the due diligence required for Council to make a determination as to what upgrades would be best utilized by the public and the department; and
3. The requested Management Restructure plan presented by Mr. Moulder was generally agreed upon, and Ms. Cammick asked Mr. Moulder and County Attorney Mr. Root to begin the necessary steps to present the Position description to Council in the near future.

Finally, Ms. Cammick stated that she would type up the discussion items and would send to the Committee members.

### **FY 2017-2018 Budget Process Discussion**

Mr. Moulder noted that the meeting had run long, and presented to the Committee the draft FY2018 Oconee County Administrator’s Recommended Budget [copy filed with these minutes].

### **Other Business**

None discussed at this meeting.

### **Adjourn**

Mr. Hart made a motion, approved unanimously, to adjourn the meeting at 8:31 p.m.

Respectfully Submitted:

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Amanda F. Brock  
Interim Clerk to Council