



AGENDA
NOVEMBER 13, 2018



AGENDA
LAURENS COUNTY COUNCIL
NOVEMBER 13, 2018 – 5:30 P.M.
HISTORIC COURTHOUSE – PUBLIC SQUARE

1. Call to Order – Chairman Wood
2. Invocation – Councilman Tollison
3. Pledge of Allegiance
4. Approval of Agenda – November 13, 2018
5. Approval of Minutes of Previous Meetings:
 - a) October 23, 2018 - Regular Meeting
 - b) October 24, 2018 - Council Committee on Planning & Intergovernmental Affairs
 - c) November 8, 2018 – Scheduled (~~Cancelled~~) Council Committee Planning & Intergovernmental Affairs
6. Reports To Council:
 - a) Animal Control
7. Old Business:
 - a) Committee - Planning & Intergovernmental Affairs 10/24/18 - Posting of Transactions Online
 - b) Committee - Planning & Intergovernmental Affairs 10/24/18 - Procurement Card Policy
 - c) Committee - Planning & Intergovernmental Affairs 10/24/18 - Travel Policy
 - d) Committee - Planning & Intergovernmental Affairs 10/24/18 - Gas Card Policy
 - e) Committee - Planning & Intergovernmental Affairs 10/24/18 – Policy, Take Home County Vehicles
 - f) Public Hearing, Ordinance #853 - Amending Ordinance #830 section 3.3 Detitling Mobile Homes
 - g) Third Reading, Ordinance #853 - Amend Ordinance #830 section 3.3 Detitling Mobile Homes
 - h) Second Reading, Ordinance #854 amending Ordinance #831 Subdivisions
 - i) Funding Source, HVAC Hillcrest Project
8. New Business:
 - a) Resolution #2018-38 - Inducement Resolution “Project Autumn”
 - b) First Reading Ordinance #855- “Project Autumn”
 - c) Resolution #2018-39 JEDA Bonds for Bailey Manor Acquisition
 - d) Resolution #2018-40 Inducement Resolution “Project Gator”
 - e) First Reading Ordinance #856 – “Project Gator”
 - f) Approval – County Airport Capital Improvement Plan
 - g) Resolution #2018-41 – November 17, 2018 as “March of Dimes Day”
 - h) Request for approval, Fire Service, Replacing Joanna Ladder Truck
9. Public Comment- Fifteen (15) Minute Period for Public Comment *(Required to sign in prior to the meeting)*
10. County Council Comments
11. Executive Session:
 - Contractual Matter - EMS
 - Real Estate - EMS Headquarters
 - Contractual Matter – Solid Waste Transfer Station
- 11-a: Regular Session:
 - a.) EMS substation Relocation Request
12. Adjournment



MINUTES OF PREVIOUS MEETINGS:

- A) OCTOBER 23, 2018 - REGULAR
- B) OCTOBER 24, 2018 – CCC PLANNING & INTERGOVERNMENTAL AFFAIRS
- C) NOVEMBER 8, 2018 – SCHEDULED
(CANCELLED) CCC PLANNING & INTERGOVERNMENTAL AFFAIRS



MINUTES

OCTOBER 24, 2018 – 4:00 P.M.

LAURENS COUNTY COUNCIL COMMITTEE PLANNING AND INTERGOVERNMENTAL AFFAIRS HISTORIC COURTHOUSE – PUBLIC SQUARE

(ANDERSON, CHAIR – JONES AND PITTS)

ATTENDANCE - COUNCIL COMMITTEE MEMBERS PRESENT- Committee Chairman Diane Anderson; Council Committee Members Stewart Jones and David Pitts.

COUNTY COUNCIL MEMBERS IN ATTENDANCE – Joe Wood, Chairman of Council.

COUNTY ADMINISTRATIVE STAFF- Laurens County Administrator Jon Caime; Laurens County Clerk to Council Betty Walsh and County Attorney Sandy Cruickshanks. Lisa Kirk, Director of Finance and Billy Wilson, Vehicle Maintenance/Procurement.

DEPARTMENT HEADS PRESENT – Joey Avery, Director, E/911 – Communications; Greg Lindley, Director, County Fire Services and Vickie Cheek, Deputy Coroner.

PRESS – No Press.

MEETING NOTIFICATION - The County Council Committee Members and media were informed of the meeting in a timely manner. Postings of the Agenda were posted in County facilities on their bulletin boards and also posted on the County Web Site

CALL TO ORDER – County Council Committee Chairwoman Diane Anderson called the October 24, 2018 meeting of the County Council Committee on Planning and Intergovernmental Affairs to order at 4:00 P.M.

Committee Chairwoman Anderson offered prayer and all were asked to participate in the pledge of allegiance.

Committee Chairwoman Anderson stated that the purpose of the Committee Meeting was to review and make recommendation to the full Council on the procurement card policy along with the travel and gas cards. And, with hopes we can come from this meeting with a good product and not hurry through it.

COUNCIL COMMITTEE DISCUSSION:

- 1.) **PROCEDURES TO ENCOURAGE EFFICIENCY AND COST SAVINGS THROUGH THE USE OF PROCUREMENT CARDS** – Offering his recommendations, Administrator Caime said, “As a result of the attacks on our employees use of credit cards, our employees are now scared to use the cards that is resulting with decreased efficiency and increased costs to the taxpayers. Internal procedures will be created to encourage and increase the use of the procurement cards so efficiency and cost savings. Use of the cards creates financial rebates for the County. This policy is more of a position statement than a policy”.

Lisa Kirk, Finance Director said, “The County has now reached a goal of over a million dollar (\$1,000,000) amount using the cards and we will receive approximately seven thousand dollars (\$7,000) in rebates. The goal was reached recently due to the Detention Center using the card to pay utilities. This is not saying that we are going to spend more but, says that we are going to pay for things differently than we have in the past”.

Councilman Jones said, “I agree with the efficiency and transparency aspects of this. While reviewing the records back to 2012 to present, there has been a thirty percent (30%) increase in 2018 that is saying a projected one million dollars (\$1,000,000) plus with the purchasing cards. Why are we spending so much money with the cards? I have grave concerns with accountability.

It was found that eighty nine percent (89%) of the documents reviewed have documentation while eleven percent (11%) did not. That results in a lot of money, approximately one hundred twenty thousand dollars (\$120,000) spent with no accountability. I want this Council to have internal reviews in place and with a report on a monthly basis to the Council and posted online with the comment line available for the public to see. The perception of the expenses is big”.

Administrator Caime stated that the increase that was noted with the use of the cards is budget driven and using the cards actually eliminates inefficiency and late fees. Council Chairman Wood replied that the late fees are not cheap. Councilman Jones asked for a summary of the process. Administrator Caime replied that the process will get better and having the utilities automated will avoid the late fees. Using the cards avoids the inefficiency with the process of turning in bills to be paid. When we start posting these on line, the public will start asking questions.

Councilman Jones asked if there was a summary of all of the late fees, Administrator Caime said, “I have zero tolerance for late fees. We are getting better in Finance”.

Committee Chairwoman Anderson stated that we are getting way off of the scheduled agenda and are not here to discuss 2011. Councilman Jones said that he was only explaining where and why he was concerned.

- 2.) **PROCUREMENT CARD POLICY** – Committee Chairwoman Anderson asked if there was anything that Council wishes address about the policy presented. Councilman Jones said that he wanted to see a section in the policy that states that the Finance Department would be posting on the county web site.

Councilman Pitts questioned the use of purchase orders. Mrs. Kirk replied that any purchase over one thousand five hundred dollars (\$1,500) needs bids before securing a purchase order.

Councilman Pitts asked how many cards are issued to employees and that he felt that each Department should have just one card to be used for purchases. Mrs. Kirk replied that it was now at eighty three (83). Administrator Caime added that the number of cards has decreased from one hundred one (101) to eighty three (83). Councilman Pitts said, “That is way too many to be issued. There should be one (1) per department with an internal process of checking out the card for instore purchasing, I feel strongly that purchase orders was a better method to use than procurement cards and offers more clarity to any purchase. Right now, we are lacking internal controls. It’s obvious and you can call it what it is. What we have to do as a committee is to develop internal controls within a policy and for Council to approve and implement”. Mrs. Kirk replied, “In my opinion signing out a card is not as accountable as having employees with a card and being accountable for their use”. Councilman Pitts said, “Allow me to explain this to you. I run a two and a half million dollar (\$2,500,000) budget every year with one (1) card for seven (7) campuses. With this is one (1) bill and I manage what is on it. I then authorize a purchase order to pay what is on that one (1) card each month. We do not have a card for each school for operations”.

Administrator Caime said, “To add a positive note on to that, we now have a twenty percent (20%) reduction on those cards. I can appreciate your comments on ways that we can further review for putting into place here with the County”. Councilman Pitts replied, “Back to the purchase orders, if we talk to the Auditors, they are going to recommend the purchase order route because there is a better and clearer paper trail of purchases towards credit cards. We need to use and implement a better job of purchase orders method rather than circumventing the purchase orders with credit cards for convenience sake. So what I understand now is that anyone with a card can purchase without authorization anything under one thousand five hundred dollars (\$1,500)”. Mrs. Kirk replied, “Purchases can be made with approval of the Department Head. Most of what

we see are nickel and dime stuff with local vendors. Run to Robertson to pick up a screw or bolt for two dollars (\$2.00)". Committee Chairwoman Anderson said, "Then that is more of a reason to have an open account with end of month invoicing". Mrs. Kirk replied, "A charge account with a company is nowhere near accountable as a credit card with the name of an employee on it. That is still considered an open purchase order". Councilman Pitts replied, "We can agree to disagree on this. Because I have an open account with a vendor that is signed by every employee when purchases are made. I get an itemized invoice each month and match up tickets with invoice and then send a check for the total amount. Again, we can agree to disagree but this is my recommendation. Of the four hundred fifty (450) employees that we have, I do not want to make it more cumbersome and burdensome that we are spending more time writing this comment and that comment. We need to agree to be clear cut and simple, here are the rules. I have brought the business book that we have at the School District. Everybody knows it and it is clean, clear and simple for all intended purchases and travel reimbursements. This Council Committee needs to submit to the full Council something like this for approval".

Councilman Pitts asked what the status was as to posting the cards on the web? Administrator Caime noted that the full Council had tabled the action.

Councilman Pitts stated, "I've given my statement as a summary of what I think we should do". Committee Chairwoman Anderson said, "I tend to agree with you as I think what has been offered to us is a bit too much. It should be simple and no more than two or three (2 / 3) pages. There was a lot of repetition in the documents provided; the same thing was said three or more different ways". Councilman Pitts said, "There is one thing that we do is to have to wrestle with elected officials. Do we, as a County Council, have the right other than allocating the monies to authorize their purchases? This point needs to be clarified".

Administrator Caime said, "The policy that Lisa put together is a standard policy that a lot of counties use. I have asked for her to give you all a one page summary with a signature line".

Council Chairman Wood asked if any purchase orders were implemented now? Mrs. Kirk replied that there are some. Committee Chairwoman Anderson asked what laws are against offering purchase orders. Mrs. Kirk replied, "There are no laws against it but from an accountability standpoint and internal control, it does not have as much control as a credit card. Just anyone can walk into a store and say I need to charge this to the County. Committee Chairwoman Anderson said, "This is a small county and just like the credit cards, there is a list of those that have them. There can also be a list of departments and employees that have authorization to purchase with a purchase order. There are ways to document sales like this and if it is a local vendor they know who trades with them and who doesn't". Mrs. Kirk replied, "Signing and purchase orders does make it more cumbersome because of all the steps you have to follow in order to produce that check to the vendor. A lot of vendors do like the credit cards because they get their money right then". Councilman Pitts added that the vendors also have to pay a transaction fee to be able to offer credit card transactions. Councilman Jones stated that he had been contacted by local vendors that have said they would prefer an open account with the County.

Administrator Caime said, "What I'm hearing from this Committee is that they would prefer going back to the open purchase orders for local vendors and to move away from the credit cards. Committee Chairwoman Anderson said, "Councilman Pitts offered his suggestions to help the situations we have too many credit cards. Committee Chairwoman Anderson said, "I don't think we are saying that we need to move away from the credit cards, we want to see the number of cards decreased. We need efficiency with the time spent within the departments doing what they are supposed to be doing and giving us the eight (8) hours. Not double checking ourselves to be sure we have crossed all of our t's and dotted all of our i's".

Administrator Caime suggested talking about reducing the number of credit cards and asked what would be the downfall of reducing the number of cards. Mrs. Kirk replied that it would be more invoices. Administrator Caime asked about only having one card per department. Mrs. Kirk replied, “The County would better benefit then by stopping the credit card program. If we don’t put the credit cards into the hands of the people actually purchasing, we are then defeating the program. A department head is not out there putting in a toilet. A department head is not out there buying office supplies. It is usually the second in command”.

Mr. Wilson added that with the fire departments and EMS stations, there are cards for each location so they can purchase what they needs at the moment.

Councilman Pitts asked how many cards the Sheriffs Department and Detention Center have. Mrs. Kirk replied that the Detention Center has eleven (11) with the Sheriff’s Department having five (5); Roads and Bridges has six (6).

Councilman Pitts asked how things were purchased before credit cards were introduced. Mrs. Kirk replied, “When I first came to the County, we were doing purchase orders for anything over two hundred and fifty dollars (\$250). The States threshold at that time was one thousand five hundred dollars (\$1,500). With that, we moved to change everything to one thousand five hundred dollars (\$1,500) and implemented the credit cards. I had implemented the credit card previously with Piedmont Technical College with it running successfully. That would allow the Department Head to move on with the transaction without having to contact Mr. Wilson. Mr. Wilson could be anywhere and not able to get the purchase order printed. We get nothing done on our jobs for constantly having to fulfill purchase orders”.

Councilman Pitts asked if there was not a local bank offering a credit card. Mr. Wilson replied that departments did have at one time WalMart and Lowes credit cards. When this card was implemented, all of those were turned in and shredded.

Councilman Jones said, “With open accounts, do we get better discounts”? Mrs. Kirk replied, “As an example, there is a contract with Lowes for the State of South Carolina that if you use your credit card you get a seven and a half percent (7.5%) discount because they are able to save money with a quick turnaround”. Administrator Caime stated that he understood with Lowes as big of a company as it is, that they want their money right away. But, as to the local vendors, we can work with them and help them avoid the percentage that they have to pay to allow credit cards”.

Mr. Wilson added, “I have not seen a reduction or loss of any local vendors because of the credit cards”. Mrs. Kirk stated that the problem does not with Bank of America, it is our issue. Councilman Jones stated that there was not problems with local vendors but with travel and meals. Mrs. Kirk added that there is a lot of disputable travel.

Committee Chairwoman Anderson said, “We have heard and discussed from a variety of angles tonight. It is clearly noted that all are agreeing that card usage needs to be monitored more closely and with still more of a reduction in cards issued. I still want to add that for those that abuse and continue to abuse the cards, they need to be held more accountable with their actions”. Administrator Caime stated that he had told Finance to hold employees accountable and to remove the cards if it is continued.

COUNCILMAN PITTS made the MOTION that as of January 1, 2019 all purchases and credit card use, with account numbers redacted, will be posted online. COUNCILMAN JONES SECONDING; VOTE 3-0.

COUNCILMAN PITTS made the MOTION to take the recommendations to the full Council for their comments and possible approval at the November 13th meeting of Council, COUNCILMAN JONES SECONDDING; VOTE 3-0.

****A copy of the provided discussed policy is attached and is to be considered as part of these minutes.**

- 3.) **TRAVEL POLICY** – Administrator Caime stated that he had reviewed the Greenwood Policy for travel and noted that elected officials and County Council follows the same policy.

The County Attorney pointed out that a paragraph on page one under travel approval, is not a legal paragraph and should be eliminated as per citation #4-90-7, where it says that elected officials are not subject to that because you are creating another obstacle for them to go through in order for them to do their jobs.

County Council members will follow the same process as all County employees, in that all travel will require pre-clearance. This clearance will be attained from a vote of County Council in a properly called meeting prior to travel in which reimbursements are expected to be made. The County Administrator and the Chairman of County Council (or the Vice-Chairman for travel made by the Chairman) will serve as the reviewers of Council travel documents to determine the correct completion exclusively. The only recognized exception to this policy will be for South Carolina Association of County (SCAC) sponsored/affiliated events that are conducted within the boundaries of the State of South Carolina. For events that are SCAC sponsored/affiliated there are no pre-travel clearance requirements; however, all other requirements of this policy remain in full effect.

County Attorney Cruickshanks said that with that deleted, wording in the paragraph above it needs to be changed as well.

FROM: Elected Officials, excluding County Council Members, may sign their own travel vouchers, however, the required forms and documentation as detailed in this policy are still required.

TO: Elected Officials, ~~excluding~~ including County Council Members, may sign their own travel vouchers, however, the required forms and documentation as detailed in this policy are still required.

Two (2) attendees (Councilman Pitts and County Attorney Cruickshanks) actually turned in their credit cards saying that they did not need them.

Administrator Caime noted that local travel was not noted in this policy.

The Committee addressed from page 2, the following:

MEALS/PER DIEM

The County will not pay per diem for business travel for any reason. The County will only reimburse meal expenditures for business travel which requires an overnight stay. According to the IRS, same day travel or travel that does not require an overnight stay could be includable as taxable wages to the employee. Therefore the County will not be able to pay meal reimbursements for day trips.

Councilman Pitts stated the he was fine with all of that but he did not know how, and as an example, when Mr. Avery has an emergency management meeting, he pays for all of the meals

provided for the attendees. That should be allowed because that is a training for this County. That was not the intent of this policy to exclude a meal like that. Mrs. Kirk replied, "Our current policy does but Administrator Caime will have to address this since this was the policy he developed.

Councilman Pitts said, "The intent of all of this is individuals going to meetings. It's not for training. Having said that, that does not mean..... A County Department holding a meeting for employees – that does not need to happen. Somewhere this has got to state some common sense. If you go out for lunch, you are responsible for your meals. The County should not be paying for it".

Mrs. Kirk said, "That a one day travel, and we used to do this years ago, we had to actually create a ledger sheet of those that were reimbursed for meals. Every time we reimbursed someone for a meal, we had to add it up for the end of the year". Councilman Pitts stated, that is gone now in this policy. Administrator Caime said that in this policy, the County is not actually providing per diem. The current policy pays you per diem per meal even if you buy a pack of crackers. If you use the procurement card or your own card we will pay for an entire meal. This will restrict one to these amounts of meals. Councilman Pitts asked, are you saying that with this policy that your meal can be paid for using your procurement card; if so that needs to be cut out. Mrs. Kirk replied that the policy states that the travel policy needs to be abided by. What Council determines with the travel policy will determine the credit card use.

Councilman Wood interjected as an example – "across from my house, there was an older house the fire department used as training with owner permission. Soon a lady showed up with meals. I asked who paid for the meals and was told that they paid for it themselves. I provided a hundred dollar (\$100) bill to pay for their meals. They were out there training and having to pay for their own meals. The Council talked in detail about this before and Council gave Gregg Lindley the permission to provide drinks and food when fighting fires if needed".

Administrator Caime said, "That is the same thing that we do when Emergency Management and others hold these meetings and it is the same thing that we do when we ask Betty Ann to provide food during some of our meetings and receptions. Somebody has to pay for that. Either you all are going to have to pay out of pocket. The policy does state that the County pays for sponsored events. A little common sense will have to be used to determine what is catered".

Committee Chairwoman said, "I personally like the per diem because if I want something different that costs more, I will pay the difference myself".

Administrator Caime stated that the revision to this policy will say that your procurement card can not be used for meals and that receipts must be provided in order to get the per diem.

COUNCILMAN PITTS made a MOTION to allow reimbursements with paid receipts only and not to exceed the allowable per diem of thirty three dollars (\$33.00) per day. COUNCILMAN PITTS REDACTED HIS MOTION.

COUNCILMAN PITTS made the MOTION to approve the changes to be made by Administrator Caime within the procurement card policy towards the per diem reimbursements as provided to the full Council for approval. COUNCILMAN JONES SECONDING; VOTE 3-0.

- 4.) **GAS CARD POLICY** – Mr. Wilson provided the following as per the Fleet Fueling Policy:

Fleet Fueling Policy

Laurens County utilizes the Wright Express Fuel Card aka WEX Fleet. This is a fuel credit card and should be treated as such. Each card is assigned to a vehicle not an employee. The employee is issued a specific pin number. Please do not share your pin number if you do and the card is compromised you will be held responsible unless you can prove otherwise.

Cards are accepted at almost all branded stations across the country. Branded stations are considered as QT, Citgo, and Pilot etc. If you stop at a small “mom and pop” station check before fueling to make sure they accept WEX cards.

When fueling at the pump simply insert card it will ask for mileage and then your pin number.

Please be as accurate with your mileage as possible because this is where I pull my mileages for all of my reports. Statements are reviewed and spot checked each month for irregularities. Monthly balances will fluctuate depending on price per gallon and departmental call volumes.

If you damage or have lost your card please notify the Vehicle Maint. /Purchasing Dept. immediately and it will be deactivated and reissued.

Administrator Caime noted that several areas will require rewording to make it clearer. Specifically in the following paragraph:

Please be accurate with your mileage as possible because this is where I pull my mileages for all of my reports. Statements are reviewed and spot checked each month for irregularities. Monthly balances will fluctuate depending on price per gallon and departmental call volumes.

Councilman Pitts stated that he felt something should be added as to the gas types to use. Mr. Wilson noted that he does encourage those with fuel cards and county vehicles to use the unleaded fuels.

Councilman Pitts asked if the fuel cards was also going to be put online. Mr. Wilson replied that that would be rather difficult due to it being so very small in reporting. Councilman Pitts stated for it to also be online as we have said already, everything.

COUNCILMAN PITTS made the MOTION for the regular purchasing of unleaded gasoline and diesel where needed; and to post monthly online beginning January 1, 2019; COUNCILMAN JONES SECONDING; VOTE 3-0.

Mr. Wilson asked, “As far as the Sheriff’s Office is concerned, can we not just put the face bill online instead of each individual”? Councilman Pitts asked why? Mr. Wilson replied because you have deputies that fill up before and after their shifts. If individually, you will see them buying gas twice a day”. Councilman Pitts stated that it should be left on as is, individually. Committee Chairwoman Anderson agreed to leave it individually.

COUNCILMAN PITTS made a MOTION for all non-elected department heads in County owned vehicles, and involving future hires, to stop at the county line for personal use. COUNCILMAN JONES SECONDING.

An extensive dialogue was held by all when considering this motion. Mrs. Kirk noted for information purposes, that anyone that drives a county owned vehicle that is not an emergency response vehicle is charged three dollars (\$3.00) per day as an additional salary benefit that they

pay taxes on. The motion does not delineate the differences between elected officials versus staff from traveling outside the county for training or for personal use from and to work. Councilman Pitts said it does not mean that you can not do your day-to-day job. Councilman Pitts said that driving a county owned vehicle back and forth to work and living in say Newberry, can't be done. Mr. Wilson replied that the Sheriff's Office is the department where this is happening the most. Administrator Caime asked for consideration to say that county vehicles can not be used for personal use outside the County.

Committee Chairwoman Anderson said, "This is a point that Councilman Pitts is bringing to the table for discussion by the full Council. Allowing the full Council to make the decision".

The COMMITTEE VOTED 3-0.

- 5.) **POSTING OF PROCUREMENT CARD TRANSACTIONS ONLINE** - The was discussed and included in an earlier motion.

CONCLUSIVE COMMITTEE MOTIONS:

1.) **PROCUREMENT CARD POLICY:**

- a.) COUNCILMAN PITTS made the MOTION that as of January 1, 2019 all purchases and credit card use, with account numbers redacted, will be posted online. COUNCILMAN JONES SECONDING; VOTE 3-0.
- b.) COUNCILMAN PITTS made the MOTION to take the recommendations to the full Council for their comments and possible approval at the November 13th meeting of Council, COUNCILMAN JONES SECONDING; VOTE 3-0.

3.) **TRAVEL POLICY:**

- a.) The deletion of this paragraph per citation #4-90-7, where it says that elected officials are not subject to that because you are creating another obstacle for them to go through in order for them to do their jobs.

County Council members will follow the same process as all County employees, in that all travel will require pre-clearance. This clearance will be attained from a vote of County Council in a properly called meeting prior to travel in which reimbursements are expected to be made. The County Administrator and the Chairman of County Council (or the Vice-Chairman for travel made by the Chairman) will serve as the reviewers of Council travel documents to determine the correct completion exclusively. The only recognized exception to this policy will be for South Carolina Association of County (SCAC) sponsored/affiliated events that are conducted within the boundaries of the State of South Carolina. For events that are SCAC sponsored/affiliated there are no pre-travel clearance requirements; however, all other requirements of this policy remain in full effect.

- b.) County Attorney Cruickshanks said that with that deleted, wording in the paragraph above the following need to be changed as well.

FROM: Elected Officials, excluding County Council Members, may sign their own travel vouchers, however, the required forms and documentation as detailed in this policy are still required.

TO: Elected Officials, ~~excluding~~ including County Council Members, may sign their own travel vouchers, however, the required forms and documentation as detailed in this policy are still required.

- c.) COUNCILMAN PITTS made the MOTION to approve the changes to be made by Administrator Caine within the procurement card policy towards the per diem reimbursements as provided to the full Council for approval. COUNCILMAN JONES SECONDING; VOTE 3-0.

4.) **GAS CARD POLICY:**

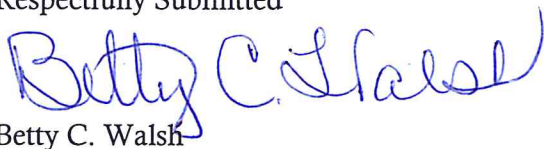
- a.) Rewording of this paragraph; “Please be accurate with your mileage as possible because this is where I pull my mileages for all of my reports. Statements are reviewed and spot checked each month for irregularities. Monthly balances will fluctuate depending on price per gallon and departmental call volumes”.
- b.) COUNCILMAN PITTS made the MOTION for the regular purchasing of unleaded gasoline and diesel where needed; and to post monthly online beginning January 1, 2019; COUNCILMAN JONES SECONDING; VOTE 3-0.
- c.) COUNCILMAN PITTS made a MOTION for all non-elected department heads in County owned vehicles, and involving future hires, to stop at the county line for personal use. COUNCILMAN JONES SECONDING; VOTE 3-0.

5.) **POSTING OF PROCUREMENT CARD TRANSACTIONS ONLINE:**

- a.) Discussed and motioned during the discussion of the procurement cards.
(COUNCILMAN PITTS made the MOTION that as of January 1, 2019 all purchases and credit card use, with account numbers redacted, will be posted online. COUNCILMAN JONES SECONDING; VOTE 3-0.)

ADJOURNMENT – Committee Chairman Pitts adjourned the meeting at 5:45 P.M.

Respectfully Submitted



Betty C. Walsh
Laurens County Clerk to Council



MINUTES
OCTOBER 24, 2018
LAURENS COUNTY COUNCIL
HISTORIC COURTHOUSE – COUNCIL CHAMBERS

ATTENDANCE: **COUNCIL MEMBERS PRESENT** - County Council Chairman Joe Wood and County Council Members: Diane Anderson, Stewart Jones, Garrett McDaniel and David Pitts.

COUNCIL MEMBERS ABSENT- Vice Chairman Keith Tollison (out of state / work) and Councilman Ted Nash (illness)

COUNTY STAFF: Laurens County Administrator, Jon Caime; Laurens County Clerk to Council, Betty Walsh and Laurens County Attorney, Sandy Cruickshanks.

STAFF ABSENT: None.

DEPARTMENT HEADS PRESENT: Debi Parker, Human Resources Manager; Andy Howard, Director, Laurens County Parks, Recreation and Tourism; Billy Wilson, Superintendent, Vehicle Maintenance/Procurement; Lesa Inabinette, Judge, Magistrate Courts; Chris Gurga, Manager, Solid Waste and Matt Pennington, Director, Laurens County EMS.

INVITED GUESTS –

PRESS: Vic MacDonald, *The Clinton Chronicle*; Iva Cadmus, WLBG Radio and John Clayton, *The Laurens County Advertiser*.

SCHEDULED AGENDA ITEMS – OCTOBER 23, 2018 – 1.) Call to Order; 2.) Invocation – Councilman Jones; 3.) Pledge of Allegiance; 4.) Approval of Agenda – October 23, 2018; 5.) Approval of Minutes – October 9, 2018 Regular Session; 6.) Reports To Council – NONE; 7.) Old Business: a.) Resolution #2018-36, Extending Ordinance #698 for the Temporary Suspension of Blue Laws to April 1, 2019; b.) ISO Corporate Sublease - Minor Modification; 8.) New Business: a.) First Reading, Ordinance #854 amending Ordinance #831 Subdivisions (in title only); 9.) Public Comment- Fifteen (15) Minute Period for Public Comment; 10.) County Council Comments; 11.) Executive Session: a.) Contractual Matter – Solid Waste Transfer Station; b.) Personnel Matter; 12.) Adjournment.

MEETING NOTIFICATION – The requesting general public, department heads and Press were informed of the meeting in a timely manner. Postings of the Agenda and Amended Agenda were posted in County facilities on their bulletin boards and also posted on the County Web Site.

PUBLIC COMMENT SIGN UPS – None.

CALL TO ORDER – Chairman Wood called the meeting to order at 5:30 P.M. Councilman Jones provided the invocation and all were invited to stand for the Pledge of Allegiance.

APPROVAL OF AGENDA –OCTOBER 23, 2018 – Chairman Wood asked for approval of the agenda with any additions to or deletions from the agenda.

The following was added to the Agenda:

- a.) Administrator Caime requested a report to Council from Billy Wilson on the Public Works;
- b.) Executive Session, Employment Matter, Public Works
- c.) Executive Session, Employment Matter, Reclassification of position.

COUNCILMAN MCDANINEL made the MOTION to approve the October 23, 2018 agenda with the additions; COUNCILMAN JONES SECONDING; VOTE 5-0

APPROVAL OF MINUTES - OCTOBER 9, 2018 REGULAR SESSION – COUNCILMAN JONES made the MOTION to approve the October minutes as presented. COUNCILMAN MCDANIEL SECONDING; VOTE 5-0.

REPORTS TO COUNCIL: ADDED AGENDA ITEM – Mr. Billy Wilson, Superintendent of Vehicle Maintenance and Procurement, approached Council providing updates on activity within the Public Works Department as follows:

- 1.) Litter/Humane – New kennels are complete with only cosmetic detail requiring completion (fencing and painting).
- 2.) Roads and Bridges – Due to the bad weather conditions, this department was getting to be about two (2) months behind; now there is a two to three (2-3) week delay time.
- 3.) Solid Waste – This Department is up and running very well.
- 4.) Buildings and Grounds – This Department is down with employees and continues to work hard with the staff that they have.
- 5.) Magistrates Office moves are completed with only cosmetic changes needed.
- 6.) E/911 Center – The vacant house next to this Department had overgrown trees and vines taking over and coming over to our tower structure. It took three (3) working days to clear having several departments coming together to make it happen.
- 7.) Hillcrest – Six (6) bids for roof construction were received and has been awarded with repairs starting next week or so. Completion is predicted to take two to three (2-3) weeks. Also, the HVAC situation will have bid openings soon as we just had pre-bid prepping with six (6) vendors attending.

Chairman Wood asked if it was still on track with the HVAC units to not be on the roof. Mr. Wilson replied that they will not be on the roof but will be staged around the building. Exhaust vents will be on the roof.

Councilman Pitts asked when the roof contract was awarded and how much. Mr. Wilson replied that it was awarded to Watts and Associates out of Columbia for five hundred eighty six thousand dollars (\$586,000).

- 8.) Historic Courthouse – We recently had an engineering firm conduct a walk thru and hope to have results soon.

Councilman Pitts questioned who the firm was and how it was conducted? Mr. Wilson replied that this was brought to Council by Mr. Russian and is to be only a study.

Councilman McDaniel questioned if they will actually be making the repairs and what will be the costs. Mr. Wilson replied that this was only a study by the engineering firm as to how to approach conserving the Historical Courthouse and that no costs have been provided.

- 9.) Detention Center – Mr. Wilson said, “We have two (2) generators out there - one (1) from when the Detention Center was built (1995) and one (1) when the addition was added. The original one has expired and needs to be replaced. The newer one will not carry the load for the older one. We’ve tried adding new parts to it and it is just not holding up. The cheapest would be forty two thousand dollars (\$42,000) and the most expensive would be fifty nine thousand dollars (\$59,000). We are

asking for the cheapest one at forty two thousand dollars (\$42,000). This would be a natural gas unit”.

Chairman Wood asked if inmate welfare money could be used to purchase the generator. Attorney Cruickshanks replied that he would have to research that.

Councilwoman Anderson asked if there was any monies available within their budget to purchase. Administrator Caime replied that the inmate account is north of a quarter million dollars.

Mr. Wilson added that they are presently using a rental unit now at a cost of three thousand dollars (\$3,000) per month.

Councilman Pitts asked for Administrator Caime to review the county budget, especially the Sheriff's Department, to see if there were any county funds that could be used and if so, to transfer the funds needed. Attorney Cruickshanks replied, “Per state statute, reclassification of funds can not be done. Especially the food and medical line items. That is the Sheriffs call and I will be glad to assist in researching”.

Attorney Cruickshanks asked if a bid process and contract has already been conducted. And, stated if not, we are getting way ahead of things now.

Councilman Pitts reminded Council that funds are being received from Newberry County for housing their inmates

COUNCILMAN PITTS made a MOTION to authorize the County Administrator to proceed per procurement, a generator for the Johnson Detention Center, not to exceed fifty nine thousand dollars (\$59,000 and, to be paid for out of even, inmate welfare, the Sheriffs budget or inmate funds from Newberry County. COUNCILWOMAN ANDERSON SECONDING; VOTE 5-0.

OLD BUSINESS:

- a.) **RESOLUTION #2018-36, EXTENDING ORDINANCE #698 FOR THE TEMPORARY SUSPENSION OF BLUE LAWS TO APRIL 1, 2019** – Attorney Cruickshanks said, “Per Section 53-1-160 of the Code, this temporarily suspends Sunday work, allowing businesses in the unincorporated areas of Laurens County to open prior to 1:30 P.M. on Sundays ending April 1, 2019.

COUNCILMAN PITTS made the MOTION to approve the Resolution with COUNCILMAN MCDANIEL SECONDING; VOTE 5-0.

- b.) **ISO CORPORATE SUBLEASE - MINOR MODIFICATION** – Attorney Cruickshanks said, “Valley National Bank is the lender to ISO Poly. They have an old lease back agreement with the County giving consent to borrow because the property remains in our name. This now needs to be converted to a simple fee. Council approved this in a different format two meetings ago and due to some changes to simplify things for ISO Poly, they have asked that we reapprove this. There is no obligation on the County's part and is a pure formality”.

COUNCILMAN PITTS made the MOTION to approve with COUNCILMAN JONES SECONDING; VOTE 5-0.

ATTORNEY CRUICKSHANKS EXCUSED HIMSELF FROM THE MEETING (6:00 P.M.)

NEW BUSINESS:

- a.) **FIRST READING, ORDINANCE #854 AMENDING ORDINANCE #831 SUBDIVISIONS (IN TITLE ONLY)** - Administrator Caime said, “There are several areas of the Subdivision Ordinance that needs reclassification as it relates to the subdivision of land. The intent of the wording is to promote better development and to prevent the addition of new tax payer funded roads for private developments”.
- 1.) The combination of existing or recombination of existing parcels that are already recoded allows land owners to clean up parcels of land that may have been subdivided in such a way that is no longer appropriate. This does not increase the number of parcels but allows for owners to have better lot configurations that meet their needs. This also allows parcel owners to purchase parts of adjacent lands and combine them with their own.
 - 2.) **Proposed Exemption wording** – “The combination of portions of previously platted lots were the total number of lots is not increased and the resultant lots are equal to the standards of this chapter”.
- b.) This allows for families to give land to other immediate family members. We have generational land owners here in Laurens County and it is a part of our community fabric that family desire to stay intact on land owned by families for several generations. This will allow that to happen.
- a.) **Proposed Exemption Wording**- A parcel of land that is divided into five or fewer parcels, each parcel being of sufficient size to meet the requirements of the health department and each parcel is deeded to a member of the owner’s immediate family. For the purposes of this paragraph, immediate family is defined as the owners spouse, mother, father, sister, children grandchildren”.

COUNCILWOMAN ANDERSON made the MOTION to approve the exemption wording with COUNCILMAN JONES SECONDING for discussion.

Councilman Pitts stated that he wanted a clear description / definition of family member.

COUNCIL VOTED 5-0.

PUBLIC COMMENT: None.

COUNTY COUNCIL COMMENTS:

- 1.) Councilman Jones acknowledged the note included in the agenda package towards Mrs. Angela Leopard, Treasurer’s Office. Mrs. Walsh added that Mrs. Leopard has kept up her certifications through the Gray Court Fire Department and currently resides on a State Agency Commission where she was asked to attend and help with the recent Hurricane Florence devastation in the lower part of the State.
- 2.) Chairman Wood asked what the status of the EMS land purchase was. Administrator Caime stated that he is working on the matter still and will provide Council with a full report soon.

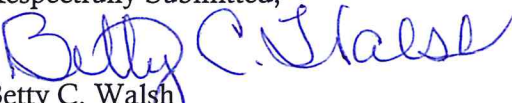
EXECUTIVE SESSION – Upon a MOTION by COUNCILMAN JONES and a SECOND from COUNCILMAN MCDANIEL; VOTE 5-0, Council moved into Executive Session at 6:11 P.M. to discuss: a.) Contractual Matter – Solid Waste Transfer Station; b.) Personnel Matter – County Employee Reclassifications; c.) Employment Matter – Employee – Public Works Department.

There was a COUNCIL CONSENSUS to reconvene in open session at 7:01 P.M.

- a.) Contractual Matter – Solid Waste Transfer Station - COUNCILMAN PITTS made the MOTION to allow the Administrator to continue with negotiations per option one (1) as it relates to Solid Waste. COUNCILMAN JONES SECONDING; VOTE 5-0.
- b.) Personnel Matter – County Employee Reclassifications - Chairman Wood assigned this to the County Council Committee on Planning and Intergovernmental Affairs.
- c.) Personnel Matter – Employee – Public Works Department - COUNCILMAN PITTS made the MOTION to allow a one-time allocation to the employee of three thousand dollars (\$3,000). COUNCILMAN MCDANIEL SECONDING; VOTE 5-0.

ADJOURNMENT – By CONSENSUS the meeting was adjourned at 7:05 P.M.

Respectfully Submitted,


Betty C. Walsh
Laurens County Clerk to Council



MINUTES
NOVEMBER 8, 2018 – 4: 30 P.M.

LAURENS COUNTY COUNCIL COMMITTEE
PLANNING AND INTERGOVERNMENTAL AFFAIRS
HISTORIC COURTHOUSE – PUBLIC SQUARE

(ANDERSON, CHAIR – JONES AND PITTS)

ATTENDANCE - COUNCIL COMMITTEE MEMBERS PRESENT- Committee Chairman Diane Anderson; Council Committee Member Stewart Jones

ABSENT – COUNCIL COMMITTEE MEMEBRS - Councilman David Pitts (conflict).

COUNTY COUNCIL MEMBERS IN ATTENDANCE – None.

COUNTY ADMINISTRATIVE STAFF- Laurens County Administrator Jon Caime; Laurens County Clerk to Council Betty Walsh and County Attorney Sandy Cruickshanks.

DEPARTMENT HEADS PRESENT – Joey Avery, Director, E/911 – Communications; Greg Lindley, Director, County Fire Services; Debi Parker, Human Resources Director; Lisa Kirk, Director of Finance; Andy Howard, Director of Parks, Recreation and Tourism and Billy Wilson, Vehicle Maintenance/Procurement

Dale Satterfield, Incoming Public Works Director.

PRESS – No Press.

MEETING NOTIFICATION - The County Council Committee Members and media were informed of the meeting in a timely manner. Postings of the Agenda were posted in County facilities on their bulletin boards and also posted on the County Web Site

CALL TO ORDER – At 4:35 P.M. County Council Committee Chairwoman Diane Anderson stated, “Since we do not have all present for this Committee meeting, I am postponing until another can be scheduled with all in attendance as I feel that the discussion items warrant a full Committee. I am sorry for the inconvenience to each of you that had a part of this meeting and had prepared for it”.

ADJOURNMENT – Committee Chairman Pitts adjourned the meeting at 4:45 P.M.

Respectfully Submitted

Betty C. Walsh
Laurens County Clerk to Council



OLD BUSINESS:
COMMITTEE - PLANNING &
INTERGOVERNMENTAL AFFAIRS
10/24/18 - POSTING OF
TRANSACTIONS ONLINE



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: _____

DEPARTMENT / AGENCY: _____

COUNCIL ACTION REQUESTED: _____

The Council Committee on Planning and Intergovernmental Affairs held a meeting on 10-24-18.

A motion was made by Councilman Pitts to put all credit card transactions and check registers online starting 1.1.19. Seconded by Councilman Jones and passed 3-0.

More Detailed Description:

FINANCIAL AMOUNT REQUESTED _____

SOURCE OF FUNDING: _____

(PLEASE – attach subject matter document pages as necessary)



OLD BUSINESS:

COMMITTEE - PLANNING &
INTERGOVERNMENTAL AFFAIRS
10/24/18 - PROCUREMENT CARD
POLICY



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: _____

DEPARTMENT / AGENCY: _____

COUNCIL ACTION REQUESTED: _____

The Council Committee on Planning and Intergovernmental Affairs held a meeting on 10-24-18.

A motion was made by Councilman Pitts to approve the P Card Policy. Seconded by Councilman Jones and passed 3-0.

More Detailed Description:

FINANCIAL AMOUNT REQUESTED _____

SOURCE OF FUNDING: _____

(PLEASE – attach subject matter document pages as necessary)



State of South Carolina
Office of Comptroller General

1200 Senate Street
305 Wade Hampton Office Building
Columbia, South Carolina 29201

Telephone: (803) 734-2121
Fax: (803) 734-1765
E-Mail: cgoffice@cg.sc.gov

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL

WILLIAM E. GUNN
CHIEF OF STAFF

October 18, 2018

Mr. W. Jon Caime
County Administrator
Laurens County
P. O. Box 445
Laurens, South Carolina 29360-0445

Dear Mr. Caime:

The State's Purchasing Card Program has had another good year.

Your County will be receiving a rebate of \$7,147.12 for using State Purchasing Cards (P-cards) as a "payment method" on qualifying purchases that you otherwise would have paid by check in FY 2017-18. In addition to earning rebates, the County benefits from reduced administrative and processing costs by using the cards for authorized purchases.

These reduced costs result from decreasing the number of payments you otherwise would be making to individual vendors for numerous small purchases by making a combined monthly payment to Bank of America. Bank of America, in turn, pays the individual vendors each month for purchases appearing on your monthly statements.

As with any financial instrument, it is essential that you maintain strong controls on card use and that you perform regular reviews of your internal controls to safeguard against improper use. These measures will help to ensure that use of your cards complies with applicable procurement laws, regulations, and policies.

Please be aware that rebates you earn as a result of items included in your spending volume that were procured with Federal funds might be subject to crediting the Federal Government either as a cost reduction or cash refund (OMB circular A-87) and that your agency is responsible for appropriately making that determination.

Thank you for participating in this program.

Sincerely,

Richard Eckstrom
Comptroller General

RE/jds

Laurens County Purchasing Card Program Policy
September 25, 2018

Draft Copy

LAURENS COUNTY PURCHASING CARD PROGRAM POLICY

GENERAL POLICIES AND PROCEDURES

Policies and guidelines will be changed to meet the needs of the purchasing card program.

Introduction

Welcome to the Laurens County/State of South Carolina VISA Purchasing Card Program. Laurens County is participating in this program as a political subdivision of the State of South Carolina. The program is designed to help you better manage low-dollar routine purchases and to bring benefits to you in performing your job, the County and our vendors. Those individuals who have buying responsibility in departments are encouraged to be the departmental cardholder.

What is the Purchasing Card?

The Purchasing Card is a VISA credit card issued by Bank of America. It is a flexible purchasing tool that offers an alternative to the existing County purchasing processes and provides for an efficient and effective method of payment for items purchased under \$1,500. Purchases must follow the Laurens County Procurement Policy Ordinance. The card is to be used only for official County purchases.

The VISA Purchasing Card will enable you to purchase non-restricted commodities, by telephone or in person, directly from vendors. Some of the items that can be charged on the Purchasing Card are supplies, registration fees, and travel expenses. It will eliminate the need to issue check request forms for payment. Charges to your County accounts will be posted to the Bank of America Works Online Program. The VISA Purchasing Card will be issued in the employee's name and have SC County of Laurens embossed on the face of the Card.

The Purchasing Card program brings many benefits to:

1. Cardholders – You will be able to purchase items directly from vendors without having to prepare a Check Request form or submit invoices for payment. This will streamline the purchasing process and can improve the turnaround time on the receipt of your order. It will significantly reduce the administrative workload and processing costs related to the purchase and payment of goods.
2. The County – The Purchasing Card provides a cost-efficient, alternative method for purchasing low-dollar items. A built-in card feature makes the program easy to control and manage and reduces processing costs at all levels by reducing the number of Check Request Forms and checks issued. The Purchasing Card enables all departments to focus on high yield value added activities.
3. Vendors – The Purchasing card is welcomed by vendors who accept VISA. When they accept the card for County business purposes, vendors will not need to send monthly invoices to the County, and they will receive payment directly from the VISA provider within 48 hours.

Purchasing Cards are limited to certain types of allowable County business transactions.

A list of possible items and services which can/cannot be charged on the County Purchase Card is as follows:

ALLOWABLE CHARGES

All Supplies

Employee: Travel, i.e., hotel rooms or holding reservations, meals, auto rental

Airline Tickets

Registration Fees

Shipping Charges and Postage

Membership Dues

Subscriptions

Computer Software

Books

Printing

Postage

Utilities

Hardware

Telephone & Cell Phone Charges

Internet Providers

Medical Supplies

Lodging

Parking

Catering for County sponsored event

** Credits must be returned to cards

NON ALLOWABLE CHARGES

No services unless approved by Finance (due to IRS guidelines)

Out of town meals for County travel are not permitted to be charged without preapproval from the

County Administrator

Gift Cards

Alcoholic beverages

Equipment

Cash Advances

Fuel unless approved by Fleet Manager

Purchases over \$1,500 without prior approval from Finance Director or Procurement Director

GENERAL PROCEDURES AND GUIDELINES

- Purchasing Cards cannot be used for cash advances or the purchase of items that can be used as cash, i.e. gift cards, gift certificates, etc.
- Purchasing Cards will only be issued to individuals, in the individual's name.
- Cardholder must be an employee of Laurens County.
- Purchasing Cards will not be transferable between individuals or County Budgets.
- A default County account number (department/fund) will be assigned to each Purchasing Card.
- Each Cardholder will be assigned to a Departmental Liaison.
- Departmental Approver may not approve his/her Billing Statement.

- Departmental Liaison may be assigned as an auditor for more than one department/fund.
- The Finance Office will assign a Purchasing Card Coordinator.
- Employee's Department Head/Business Officer must approve the request for a card, assign the default account number, assign the Departmental Liaison for the Cardholder and submit information to the County Purchasing Card
- Department Head approval delegates transaction authority to the Cardholder.
- Bank of America will be paid once a month from accounts payable account.
- Departmental bills will be mailed to directly to the cardholder.
- Liaisons will have the capability to enter account number for payment, identifying transactions subject to use tax.
- Departments will be responsible to assure credit card charges are accurate in the Bank of America Works Software. These transactions are then upload to the Smartfusion Financial Software and posted based on the account number in the Works software.

PARTIES INVOLVED

Agency - Laurens County arranges with the card issuer, Bank of America, for the issuance of Purchasing Cards to approved County employees and agrees to accept departmental liability for the employees' use of the cards.

Cardholder - an employee of the County who is approved by his/her Department Head to use the Purchasing Card to execute purchase transactions on behalf of the County.

Card Issuer - Bank of America's services were contracted for by the State of South Carolina, to issue VISA Purchasing Cards to County employees, to bill the County for all purchases made on the cards, and to collect payment from the County on behalf of the vendors.

Department Head - County official who must approve employee's request for a Purchasing Card, assign Departmental Liaison, designate default account number for purchases on the Purchasing Card, and submit application to the County Purchasing Card Coordinator. Each Department Head will assign transaction authority to the Cardholder.

Departmental Liaison - an employee in each department that is responsible for proper use of the Purchasing Card within that department. Each Cardholder will be assigned a Departmental Liaison and the Liaison will be responsible for reviewing the transaction of individual Cardholders to make sure the transactions are classified as an appropriate county expense.

Purchasing Card Coordinator – the central coordinator located in the County's Finance Office who coordinates the Purchasing Card program for the County and acts as the County's intermediary in correspondence with the card issuer.

Vendor - the merchant from whom a Cardholder is making a purchase.

CARDHOLDER RESPONSIBILITIES

The Cardholder must only use the Purchasing Card for legitimate County business purposes. Misuse of the card will subject Cardholder to disciplinary action in accordance with County Policies and Procedures relating to disciplinary action and termination for cause. The Cardholder must:

- Ensure the Purchasing Card is used only for legitimate County business purposes.
- Maintain the Purchasing Card in a secure location at all times.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed \$1,500, unless an exemption has been granted.
- Adhere to the Laurens County Procurement Policy Ordinance and other applicable County policies.
- Obtain all sales slips, register receipts, and agendas and provide same to Departmental Liaison for reconciliation, and allocation of transactions in the Works application.
- Approve the charges made to the Purchasing Card. The approval certifies that the purchase meets the County guidelines for approval for payment.
- Notify Departmental Liaison of the account number which should be charged on an individual transaction.
- Attempt to resolve disputes or billing errors directly with the vendor and notify Bank of America if the dispute or billing error is not satisfactorily resolved.
- Ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent Cardholder Memo Statement.
- Not accept cash in lieu of a credit to the Purchasing Card account.
- Immediately report a lost or stolen card to Bank of America at 1-800-538-8788 (24 hours a day, 365 days a year).
- Immediately notify Departmental Liaison and/or County Purchasing Card Coordinator of a lost or stolen Purchasing Card at the first opportunity during business hours.
- Return the Purchasing Card to Departmental Liaison upon terminating employment with the County or transferring to a different Department within the County.
- Ultimate responsibility for use/misuse of cards rests with the cardholder.

DEPARTMENTAL LIAISON RESPONSIBILITIES

Each Department Head must designate one or more Departmental Liaisons for his/her department. The Department Head will assign a Departmental Liaison for each Purchasing Card application approved for his/her employees. The Departmental Liaison must receive training before any individuals in the department may receive a Purchasing Card. Responsibilities include:

- Collecting vendor receipts and purchasing card receipts from Cardholders and reconciling to Bank of America billing statements.
- Retaining all charge slips and receipts for audit by internal and external auditors.
- Require approval of charges made to the Purchasing Card. The approval certifies that the purchase meets the County guidelines for approval for payment.

- Entering and/or updating the account number information on Works software within five business days of the transaction.
- Attempting to resolve any disputes with vendor and/or Bank of America not resolved by Cardholder.
- Notifying County Purchasing Card Coordinator in 3 to 5 days of any unresolved disputes, noting the reason for dispute.
- Requesting the County Purchasing Card Coordinator to change default account for individual cards as needed and approved by Department Head.
- Notifying County Purchasing Card Coordinator of lost or stolen cards. Requesting County Purchasing Card Coordinator to cancel a Cardholder's card e.g. (terminated employees, transferring departments, loss of purchasing card privileges) as approved by Department Head.
- Collecting canceled cards from Cardholders and forwarding to County Purchasing Card Coordinator.

COUNTY PURCHASING CARD COORDINATOR RESPONSIBILITIES

The County Finance Office will assign a coordinator to be responsible for the over-all Purchasing Card program. Responsibilities include:

- County liaison with Bank of America.
- Utilizing Works Software from Bank of America.
- Reviewing department approved applications for completeness of required information.
- Having Cardholder sign Cardholder agreement, signifying agreement with the terms of the Purchasing Card program.
- Submitting completed application to Bank of America and receiving Purchasing Card from Bank of America.
- Training Departmental Liaisons before releasing Purchasing Cards.
- Training Cardholder before releasing Purchasing Card.
- Handling disputed charges/discrepancies not resolved by Cardholder or Departmental Liaison.
- Initiating changes of Purchasing Card default account number upon request of Department Liaison as approved by Department Head.
- Securing revoked Purchasing Cards and submitting information to Bank of America.
- Electronically notifying Cardholders and Departmental Liaison of Bank of America transactions needing approval and advising them of cut-off date for approvals. If transactions are not approved prior to cut-off date, cards will be suspended for a minimum of three months.
- Processing upload of bill for charging individual departments.
- Reviewing usage of Purchasing Card data for appropriateness.

The County Purchasing Card Coordinator is required to close an account if the Cardholder: (a) transfers to a County department, (b) moves to a new job in which the Purchasing Card is not required, (c) terminates County employment or (d) for any reason which will also subject Cardholder to disciplinary action in accordance with County Policies and Procedures relating to disciplinary action and termination for cause.

CARDHOLDER ELIGIBILITY

Criteria to receive a County Purchasing Card is as follows:

- Applicant must be a full-time or part-time permanent employee of the County.
- The Department Head must approve applicant's request for a Purchasing Card.
- Applicant must be assigned a Departmental Liaison selected by his/her Department Head.

CARDHOLDER LIABILITY

The Purchasing Card is a departmental corporate charge card which will not affect the Cardholder's personal credit, however, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as County Policies and Procedures relating to the expenditure of County funds. Ultimate responsibility for use /misuse of cards rests with the cardholder. Failure to comply with the program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures may include termination and criminal prosecution.

CARDHOLDER TERMINATION

The County Purchasing Card Coordinator is required to close an account if the Cardholder: (a) transfers to different County department, (b) moves to a new job in which the Purchasing Card is not required, (c) terminates County employment or (d) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with County Policies and Procedures relating to disciplinary action and termination for cause.

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service violating policy, law or regulation pertaining to the County.
- The Cardholder splits a purchase to circumvent the limitations of the Laurens County Procurement Policy Ordinance.
- The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Laurens County Procurement Policy Ordinance.
- The Cardholder fails to provide Departmental Liaison with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the Purchasing Card policies and procedures including but not limited to the Travel Policy and Guidelines.

LOST, MISPLACED OR STOLEN PURCHASING CARDS

Cardholders are required to immediately report any lost or stolen Purchasing Card to Bank of America toll-free at 1-800-538-8788 (24 hours a day, 365 days a year). The Cardholder must also immediately notify his/her Department Liaison and/or the County Purchasing Card Coordinator about the lost or stolen card at the first opportunity during normal business hours.

SPENDING CONTROLS

The Purchasing Card is to be used only for the purchase of items normally allowed for small purchases. Laurens County general spending parameters for each VISA purchasing card issued is set at \$1,500 per transaction. The purchasing Card must adhere to the County purchasing policies and procedures. The Finance Director in conjunction with the Department Head will adjust limits as determined by demonstrated need.

ERRONEOUS DECLINES

Should the Purchasing Card be erroneously declined by a vendor, the Cardholder should immediately contact the County Purchasing Card Coordinator for assistance. If purchase is being made outside of normal County business hours, the employee must find an alternate payment method or terminate the purchase and contact the County Purchasing Card Coordinator during normal County hours.

CREDITS

Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.

UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder/Departmental Liaison should -

- Contact Bank of America at 1-800-352-4027 directly for assistance.
- Mail or fax to Bank of America at 1-888-678-6046 a signed "Dispute Form" to document the reason for the dispute if form is requested by Bank of America.
- Contact the County Purchasing Card Coordinator for assistance if an acceptable resolution is not obtained.
- The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when the credit appears on the Bank of America billing.

SECURITY AND STORAGE

Purchasing Cards

Cardholders should always treat the County Purchasing Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded.

Program Documentation

The Departmental Liaison assigned to each Purchasing Card will maintain the Cardholder's vendor receipts/packing slips/charge slips. Once approved by the Department Head, the documentation is forwarded to

the Accounts Payable Office. The County Purchasing Card Coordinator will maintain all other documentation concerning the Purchasing Card program. This documentation includes, but is not limited to, applications, Cardholder agreements, reconciliation of accounting statements, Works programs, and copies of transmittals and correspondence with Bank of America.

PURCHASING CARD SET UP, MAINTENANCE, AND CLOSURE

All contact with Bank of America for card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the County Purchasing Card Coordinator who is located in Finance Office.

Card Set Up

- County employee completes a County Purchasing Card application and submits to his/her Department Head for completion and approval.
- Department Head completes the application by providing the name of the Departmental Liaison and default account number to be assigned to the card.
- Department Head signature approval delegates transaction authority to the Cardholder.
- Approved application is to be sent to the County Purchasing Card Coordinator.
- County Purchasing Card Coordinator reviews application for completeness and submits application to Bank of America in format approved by Bank of America.
- Upon receipt of the Purchasing Card from Bank of America, the County Purchasing Card Coordinator will conduct a training session with the Cardholder or offer a tutorial on the Purchasing Card prior to issuing the card.
- Cardholder signs Cardholder Agreement signifying agreement with the terms of the Purchasing Card program.

Card Maintenance

Purchasing Card Coordinator will use all available tools of Bank of America's Works software for the maintenance of cards.

Closure

· Lost or Stolen Cards

Cardholder must immediately report the lost/stolen card to Bank of America at 1-800-538-8788. Cardholder must also notify the County Purchasing Card Coordinator who will follow up with Bank of America.

· Terminated or Transferred Employees

Departmental Liaison is to secure Purchasing Cards from terminated employees and employees who transfer to another County department. The Departmental Liaison will immediately notify the County Purchasing Card Coordinator by phone of the termination or transfer. A request for closing the Cardholder account will be submitted to Bank of America by the County Purchasing Card Coordinator within 2 days of receiving the notification. All Purchasing Cards are to be returned to the County Purchasing Card Coordinator for disposal.

· Other Card Revokes/Closures

County Purchasing Card Coordinator will notify Bank of America immediately of all revocations and closures.

RECONCILIATION, APPROVAL & ALLOCATION OF BILLING

Receipt and Payment of Bank of America Billing

- Bank of America will mail a billing statement to the County within seven (7) days after the close of the billing cycle of each month.
- Finance Director will review bill for any obvious errors in charges or unposted payments. If none are noted, payment in full will be made to Bank of America.

Allocation of Purchasing Card Charges to County Departments

- A default County account number will be assigned to each Purchasing Card issued.
- Within one business day of the receipt of the transactions, an email will be sent to the Departmental Liaison from Bank of America that there is a transaction awaiting approval.
- Weekly the County Purchasing Card Coordinator will remind Cardholders and Departmental Liaisons of the availability of transactions awaiting processing.
- Departmental Liaisons are required to approve all charges made to the Purchasing Card. The approval certifies that the purchase meets the County guidelines for approval for payment.
- Departmental Liaisons will charge account number.
- Departmental Liaisons will identify transactions requiring payment of use tax.
- Departmental Liaisons will process electronic bill in advance of the designated default cut-off date established by the County Purchasing Card Coordinator.
- Departmental Liaisons will assemble and forward Cardholders statements, charge slips and receipts to Accounts Payable Office for documentation for audits performed by internal and external auditors. Receipts for purchases must be maintained for 5 years.
- County Purchasing Card Coordinator will process upload of the departmental charges to accounting for charging individual departments.
- The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on the Bank of America billing.
- County Purchasing Card Coordinator will reconcile the detailed billing statement to amount paid Bank of America.

AUDIT

Laurens County's internal control procedures and guidelines are as follows:

Cardholder will:

- Submit vendor receipt/packing slip and charge slip to Department Liaison. If order is by telephone/fax, the Cardholder should supply a copy of the order blank or a description of order to Departmental Liaison.

- Approve the charges made to the Purchasing Card. The approval certifies that the purchase meets the County guidelines for approval for payment.
- Assign alternate account number for purchases to be charged if different than the default account number assigned to the Purchasing Card.
- Provide comment in Bank of America Works Software on every transaction.

Department Liaison will:

- Match Cardholder receipts to billing.
- Require approval of charges made to the Purchasing Card. The approval certifies that the purchase meets the County guidelines for approval for payment.
- Enter alternate account number when applicable.
- Enter analytical for cost sharing to grants when applicable.
- Process charges in Bank of America Works for the department in advance of the default deadline for approvals established by the County Purchasing Card Coordinator.
- Forward all receipts to the Accounts Payable Office for any audit by internal and external auditors. Receipts for purchases are to be maintained according to the records retention schedule from the South Carolina Department of Archives.

County Purchasing Card Coordinator will:

- Process upload of departmental charges to accounting for charging individual departments.
- Upload to individual County department/funds is to be for the total amount of the billing.
- Make periodic audits of card use and charges for appropriateness through the use of Works on-line reporting system. Areas to be monitored include, but are not limited to compliance with Laurens County Procurement Policy Ordinance, compliance with Purchasing Card regulations, and compliance with County regulations. Non-use of card usage will be monitored.

ACCOUNTABILITY

Monitoring & Review Process

Purchasing Card transactions are subject to the monitoring & review process of Procurement Services. Cardholders and/or liaisons may be requested to provide additional explanations for questioned transactions.

VIOLATIONS OF THE PURCHASING CARD PROGRAM POLICY

Violations of purchasing card program policy or guidelines may be self-reported, detected by cardholder liaison or in the County or departmental monitoring/compliance programs.

Violations of program policy or guidelines will result in notification of violation to the cardholder and Department Head.

Any of the following action(s) will be the result based on the severity of the violation:

- Inquiry to the cardholder for explanation of the use of the purchasing card for a questionable transaction.

- Suspension of the purchasing card until assurances have been made by the Department Head that measures have been taken to avoid a reoccurrence of the violation by the cardholder and cardholder has attended training on the purchasing card policies and guidelines

Termination of the purchasing card

Disciplinary action in accordance with the County Policy and Procedures relating to disciplinary action and termination for cause.

Repayment of the transaction with personal funds

Actions for purchasing card transactions which are violations of the Laurens County Procurement Policy Ordinance will be handled as an unauthorized procurement.

Unauthorized Procurement

An unauthorized procurement is an act obligating Laurens County in a contract by any person not authorized to do so in accordance with Laurens County Procurement Policy Ordinance:

- Personal purchases not used for County business but paid for with County funds.
- Any single purchase over \$1500.00 not listed on the exemption list nor requisitioned through Procurement for mandatory competitive bid solicitations.
- Split orders with a single vendor where the monetary total exceeds \$1500 and not listed on the exemption list nor sent through Procurement for mandatory competitive bid solicitations.
- Non-compliance of using State of S.C. established contracts when applicable.

When a transaction has been determined to be an unauthorized procurement and payment has already been made, the following steps need to be taken by the employee who made the purchase.

The employee who made this purchase will have to send a letter of explanation to the Director of Finance stating the facts and circumstances surrounding the purchase of the items and what corrective actions are being taken to prevent this from happening again. The letter should be routed through the appropriate administrative channels.

When a transaction has been determined to be an unauthorized procurement and payment has not been made, the following steps need to be taken by the employee who made the purchase.

The employee who made this purchase will have to send a letter of explanation to the Director of Procurement, stating the facts and circumstances surrounding the purchase of the items and what corrective actions are being taken to prevent this from happening again, action taken against the individual committing the act, and documentation that the price is fair and reasonable.

The letter should be routed through the appropriate administrative channels. Once this unauthorized procurement has been reviewed and ratified, a purchase order will be issued.

Procurement Transactions- Guideline

1. All transactions for tangible items under \$1,500 should be charged on the Bank of America Procurement Card if the vendor accepts the visa card. No services should be charged on the Procurement card.
2. Any transactions over \$1,500 but not exceeding \$5,000 requires a minimum of two quotes and requires a purchase order from the Procurement Director.
3. Any transactions over \$5,000 but not exceeding \$25,000 requires a minimum of three quotes and requires a purchase order from the Procurement Director.
4. Any transactions over \$25,000 requires a minimum a formal competitive sealed bid to be handled by the Procurement Director. Please contact the Procurement Office for any transaction over \$25,000. Per the Procurement Ordinance approve by County Council in 2008, the Finance Director must also approve any purchase over \$25,000 to ensure funds availability.
5. All equipment purchases of any item over \$5,000 must be authorized by the Procurement Director and Finance Director. There are special guidelines for equipment per the Fixed Asset Policy passed by County Council in 2008. They will determine the availability of funds and that all approvals are in place for the purchase. A purchase order is required on all equipment purchases.
6. If a vendor comes on-site for any services performed, a Certificate of Liability Insurance for Worker's Compensation coverage must be obtained prior to the vendor beginning work on county property. This certificate should be forwarded to the Procurement Office. No payment will be made to the vendor by Accounts Payable until this information is received.
7. Any new vendor is required to submit a W-9 prior to payment of invoices by the Accounts Payable Office. This should be received from the vendor prior to any service being performed by the vendor. No payment will be made to the vendor by Accounts Payable until the W-9 is received.
8. All invoices should be mailed to: **Laurens County Finance Office
Attn: Accounts Payable
PO Box 1788
Laurens, SC 29360**
9. Once the items or service on the purchase order have been received by the department, the department will access the CSI Purchasing Module and receipt the items on the purchase order. The Accounts Payable Clerk will run a receiving report, match the purchase order to the invoice and pay the vendor. Should any discrepancy occur, the A/P Clerk will notify the department for adjustments through the Procurement Office. Once the purchase order, the receiving document and the invoice match, a check will be produced by A/P. This is the appropriate internal control guideline to ensure accountability of payment to vendors. Appropriate training will be given to those employees responsible for this task. The deadline to submit any payments to Accounts Payable Office is 5:00 p.m. every Tuesday unless otherwise notified by Finance Office.
10. All checks will be mailed from the Accounts Payable office for all vendors. If a vendor wishes to pick up a check, proper identification is required and they will sign the supporting documentation that they have received the payment. All checks will be mailed by 4:30 pm every Friday with the exception of holidays where the county offices are closed. Should the holiday occur on Friday, all checks will be mailed on the last working day prior to that Friday.

I have read and understand the information listed in these guideline. I understand that this is just a guideline to follow concerning procurement and that it is my responsibility to read and follow the Procurement Code Ordinance approved by County Council in 2008.

Employee Signature

Date

Procurement Card- Training

1. No service can be charged on the card. The card should be utilized for only tangible items. Examples of tangible items are supplies, uniforms, repair parts, medical supplies, etc. The only exception is for a registration to attend a conference and hotel room charges. Out of town meals for County travel is not permitted to be charged to the Procurement Card without preapproval from the County Administrator. No fuel should be charged on the card.
2. The cardholder must turn in detailed receipts with each statement issued by Bank of America. There is no exception to the rule. It is mandatory for the audit. The Bank of America statement and receipts should be approved by the cardholder and their department head. These should be forwarded to the Accounts Payable Office no later than one week after they are received.
3. Please remember all open accounts should be closed if the company takes a Visa card. Any local charge accounts currently open with any vendors that accept a Visa card should be closed. This does not apply to services, only tangible items.
4. The transaction limit is \$1,500. You may not charge more than this amount per transaction due to the guidelines for competitive bidding. You cannot split an order to circumvent the Procurement Code. If this practice is detected, your card will be placed on hold until a ratification letter is completed and approved by the County Administrator.
5. No grant items should be charged on the card unless the company will not take a purchase order. A copy of any grant expenditures should be sent to the Grants Coordinator for our reports that we are required to complete for our external audit staff.
6. Travel guidelines must be followed for any charges on the Purchasing Card. Agendas for meetings are required to be submitted with the detailed receipt. Please state on the back of the receipt the purpose of the expense.
7. No equipment can be purchased with the card. Any equipment over \$5,000 must go through the Purchasing Director. This is a part of our Fixed Asset Accountability Policy that has been approved by County Council.
8. All transactions should be reviewed and corrected in the Works software by noon each Friday. At 3:00 pm every Friday the file will be created to export the charges to CSI. If you notice an incorrect account number after this time and need for a correction to be made, please send an email to request the change. A detailed description of each transaction is required in the comments area on Bank of America Works Program.
9. Each cardholder will confirm with a signature that they have been trained in how to utilize the Bank of America Procurement Card Program.
10. Please log in to your account with Bank of America. Once you log in you may view all transactions and related information, training videos and documentation. If you are a Manager, you will see not only your transactions but the transactions in which you will need to approve.
11. Please refer to Quick Reference Guides for additional instructions on utilizing the Works software.

FOR REFERENCE:

ALL PROCUREMENT CARD CHARGES ARE SUBJECT TO FOIA. EACH TIME YOU USE YOUR CARD REMEMBER THAT THE CHARGE COULD BE MADE PUBLIC THROUGH THE MEDIA.

IF VIOLATIONS OF THE CARDHOLDER'S MANUAL OCCUR ON A REGULAR BASIS, A HOLD WILL BE PLACED ON THE CARD UNTIL ALL POLICIES ARE FOLLOWED BY THE CARDHOLDER.

I have read and understand the guidelines and policies pertaining to the Bank of America Procurement Card Program.

Cardholder's Signature

Date



OLD BUSINESS:

COMMITTEE - PLANNING &
INTERGOVERNMENTAL AFFAIRS
10/24/18 - TRAVEL POLICY



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #:_____

DEPARTMENT / AGENCY:

COUNCIL ACTION REQUESTED:_____

The Council Committee on Planning and Intergovernmental Affairs held a meeting on 10-24-18.

A motion was made by Councilman Pitts to approve the Travel Policy. Seconded by Councilman Jones and passed 3-0.

More Detailed Description:

FINANCIAL AMOUNT REQUESTED _____

SOURCE OF FUNDING: _____

(PLEASE – attach subject matter document pages as necessary)

PROPOSED TRAVEL POLICY

PURPOSE:

This policy has been developed under the authority of Laurens County Council and in accordance with Sec. 4-9-30(7) of the South Carolina Code. It is intended to provide guidance and procedures regarding Laurens County travel expenditures.

TRAVEL APPROVAL:

All Laurens County employee travel and related expenditures must be approved by a Department Head or the County Administrator prior to travel in order to determine the business need, requirement or benefit to the County.

All in state travel must be approved by the respective department heads for their employees in advance of travel. All out of state and all travel by department heads must be approved by the County Administrator in advance of travel.

Approval must be documented by signature on the Travel Voucher. Verbal approval, email approval or any other method of approval is not sufficient; the signature of the department head or the County Administrator must be on the form. This requirement of approval is necessary on all travel even if funded by grants.

Elected Officials, including County Council members, may sign their own travel vouchers. However, the required forms and documentation as detailed in this policy are still required.

REQUIRED FORMS

The "Laurens County Pre-Travel Voucher" form will be used for all employee or elected official travel. An electronic form is available by contacting Accounts Payable in the Finance Department. All expenses related to travel must be included on this form including any that will be paid for using a Purchasing Card. Meal reimbursement requests made after travel will be made on the "Laurens County Post-Travel Voucher" form.

PROCEDURES

A completed travel voucher, signed by the traveler, may be completed electronically then scanned along with documentation and emailed to the department head or the County

This policy in no way alters the at-will employment of any employee | This is not a contract

Administrator for approval/signature. The department head or County Administrator will review to ensure that there is a valid business reason for the travel and that all documentation is present, and then will forward the approved form and supporting documents to Accounts Payable. Items which require the County Administrator approval may be emailed or sent interoffice, along with supporting documentation to the County Administrator for facilitation of signature.

Supporting documentation of the training course or reason for travel must be attached to the travel form and the form must be approved in advance of travel. An example of supporting documentation includes the conference agenda. The supporting documentation must show the location and dates of the event as well as whether any meals will be provided.

If several employees are traveling together a separate travel voucher must be completed for each employee traveling. If carpooling only one employee will receive fuel reimbursement. Use of a County Vehicle is encouraged instead of use of a private vehicle.

Travel Vouchers received by Accounts Payable without proper approvals or documentation will not be processed and will be returned to the employee to obtain the proper signatures or support. It will be the employee's responsibility to ensure that the approvals are obtained prior to travel.

Travel Vouchers not approved in advance of travel will be rejected and the expenditures will not be reimbursed.

MEALS/PER DIEM

The County will pay per diem for business travel. The County will only pay the meal per diem expenditures for business travel which requires an overnight stay. According to the IRS, same day travel or travel that does not require an overnight stay could be includable as taxable wages to the employee. Therefore the County will not be able to pay meal reimbursements for day trips.

An overnight stay would be allowable if the destination is over 70 miles from the employee's Laurens County Office location AND the course or function is two or more days in duration. If the course or function is not two or more days in duration but is at least 8 hours in duration, the destination must be over 90 miles from the employee's Laurens County office location in order to qualify for per diem. When there are multiple routes to a location, the employee should use the shortest route to calculate mileage.

The County will only pay the per diem for meals up to the rates listed below. The number of

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meals must be approved ahead of time on the Pre-Travel Voucher. After travel, the employee must turn in an approved Post-Travel voucher requesting the per diem.

Employees will NOT be reimbursed for expenditures exceeding the allowable rates below. The maximum amounts that are allowable under the County's travel policy for overnight travel are shown in the tables below.

When departing on an overnight trip, your departure time must be at or before the following, in order to qualify for the meal:

Meal:	Maximum reimbursement	Leave at or before:
Breakfast	\$7.00	6:00 a.m.
Lunch	\$9.00	12:00 Noon
Dinner	\$18.00	6:00 p.m.

When returning from an overnight trip, your return time must be at or **after** the following, in order to qualify for the meal:

Meal:	Maximum reimbursement	Return at or after:
Breakfast	\$7.00	7:00 a.m.
Lunch	\$9.00	1:00 p.m.
Dinner	\$18.00	7:00 p.m.

There will not be a per diem paid for any meals which are provided by the course or function sponsor. If the hotel provides breakfast with the cost of the room, the per diem will not be paid for that meal.

MILEAGE:

The County will pay the standard IRS mileage rate per mile for any authorized travel for County business. Please refer to the IRS website at <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates> for the most current IRS business mileage rate, or contact Accounts Payable in the Treasurer's Department to obtain the current rate.

This policy in no way alters the at-will employment of any employee | This is not a contract

Overnight stay requirements do not apply to mileage reimbursements. Mileage should be requested in advance on the Laurens County Pre-Travel Voucher if possible. If this is not possible, the employee should include an estimate for approval and then turn in approved documentation after travel with a copy of the Pre-Travel Voucher. Support for the number of miles traveled should be attached. Examples include a Google Maps printout documenting travel miles. If multiple routes are available to the destination, the shortest distance should be used for reimbursement purposes.

Origination address is the shorter distance of:

- The Laurens County office where the employee normally works or
- The distance from the employee home to the travel destination

In lieu of a mileage advance or reimbursement, County employees are encouraged to use a County fleet vehicle when possible. All employees driving County vehicles must have taken the driver safety course given by the County risk manager. Employees may contact the County vehicle manager to obtain a fleet vehicle for their travel.

When two or more employees are traveling to the same destination a County Fleet vehicle should be used for the traveling group when possible and/or carpooling should be utilized.

Employees who are issued a County vehicle must drive that vehicle for any in town or out of town business travel and will not be reimbursed for mileage for any travel.

HOTEL EXPENSES:

Hotel expenses may be charged on a Laurens County purchasing card. However, the hotel expenses must be approved on the completed travel voucher before the hotel expense is reserved or paid for. Please note on the travel voucher the amount that will be charged on the purchasing card.

The County will pay for hotel expenses only if an overnight stay is required for County business or training purposes. An overnight stay would be allowable if the destination is over 70 miles from the employee's Laurens County office location AND the course or function the employee is attending is two or more days in duration. If the course or function is not two or more days in duration but is at least 8 hours in duration, the destination must be over 90 miles from the employee's Laurens County office location in order to qualify for a hotel stay. On a multi-day function the County will not pay for a hotel stay on the last day of the conference unless the destination is over 150 miles from the employees Laurens County office location AND the course or events end after four p.m. The County will pay for hotel

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stays only for the period required for the business travel.

The County encourages that the employee choose to stay at the host hotel for conferences and events when possible and cost effective.

Employees who wish to stay in a hotel in advance of a conference or after a conference has adjourned must provide supporting documentation of the business purpose.

Employees may not charge additional nights on a County purchasing card and then reimburse the County. Additional nights must be charged to the employee's personal credit card.

The County will pay for internet costs while at a hotel in order to allow employees to send work related emails while traveling. If the hotel provides breakfast with the cost of the room, per diem is not allowed for that meal.

The County will only pay for one standard room rate per employee per night. The County will not pay above the standard room rate for any of the following types of items related to hotel stays: **telephone, local or long distance calls, suite rooms, laundry services, any type of television or movies, extra pillows, roll-out cots, sofa beds, room service or any type of food, coffee or water, valet parking, or extra for any type of room view.**

Exceptions to this policy may be approved on a case-by-case basis by the County Administrator.

**LAURENS COUNTY
TRAVEL PRE-AUTHORIZATION FORM**

DEPARTMENT REQUESTING TRAVEL:		NUMBER _____	NAME _____		
EMPLOYEE NAME _____		POSITION _____			
DEPARTURE DATE _____		RETURN DATE _____			
MODE OF TRAVEL:		<input type="checkbox"/> AIR	<input type="checkbox"/> COUNTY VEHICLE	<input type="checkbox"/> PERSONAL CAR	<input type="checkbox"/> OTHER _____
CONFERENCE/EVENT NAME/LOCATION _____ _____					
ATTACH A COPY OF TENTATIVE AGENDA or CONFERENCE INFORMATION					
PURPOSE OF TRAVEL _____ _____					
ESTIMATE:	MEALS	_____	ADVANCE REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT \$ _____		
	LODGING	_____			
	REGISTRATION	_____			
	OTHER	_____			
	TOTAL ESTIMATED COST	\$ _____			
BUDGETED / NON-BUDGETED TRAVEL _____					
FUNDS ARE AVAILABLE WITHIN ACCOUNT NUMBER _____					
*JUSTIFICATION, IF NON-BUDGETED _____ _____ _____					
*REQUESTS THAT WERE NOT APPROVED IN THE CURRENT BUDGET OR REQUESTS RESULTING IN AN OVER-EXPENDITURE WILL REQUIRE SUBMISSION OF JUSTIFICATION					
EMPLOYEE SIGNATURE		_____	DATE _____		
SUPERVISOR APPROVAL		_____	DATE _____		
FINANCE APPROVAL		_____	DATE _____		
ADMINISTRATOR APPROVAL		_____	DATE _____		

LAURENS COUNTY
Travel Reimbursement

NAME		<small>Date</small>
DATE OF TRAVEL:		
FROM ACCOUNT:		
DESTINATION / PURPOSE:		
APPROVED BY:		

Reimbursement Detail

Date of Travel									
Time of Departure									
Time of Arrival									
Hotel Expense									\$ -
Tips									\$ -
Parking									\$ -
Misc. (must attached documentation)									\$ -
Breakfast per diem									\$ -
Lunch per diem									\$ -
Dinner per diem									\$ -
Miles driven per day									\$ -
Mileage Rate	\$ 0.545	\$ 0.545	\$ 0.545	\$ 0.545	\$ 0.545	\$ 0.545	\$ 0.545	\$ 0.545	\$ 0.545
Mileage Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Please see travel reimbursement policy for complete guidelines on travel reimbursement.

Mileage reimbursement is 54.5 cents per mile for FY 2019

Meals:	\$ 7.00	Breakfast
	\$ 9.00	Lunch
	\$ 18.00	Dinner
	<u>\$ 34.00</u>	

An agenda must be attached.



OLD BUSINESS:

COMMITTEE - PLANNING &
INTERGOVERNMENTAL AFFAIRS
10/24/18 - GAS CARD POLICY

AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

Fleet Fueling Policy

Laurens County utilizes the Wright Express Fuel Card aka WEX Fleet. Employees should recognize this card is a fuel credit card and should be treated as such. Each card is assigned to a vehicle not an employee. The employee is issued a specific pin number. Employees shall not share their pin number as each employee will be held responsible for fuel purchased with their pin number.

Cards are accepted at almost all branded stations across the country. Branded stations are considered as QT, Citgo, and Pilot etc. If an employee uses a small "mom and pop" station the employee should ensure before fueling that the station accepts WEX cards.

When fueling at the pump, insert card and the machine will ask for vehicle mileage and the employee pin number. Only the purchase of regular gas or diesel is allowed with the use of this card. This card is only to be used for purchase of fuel for County vehicles and equipment. Routine audits are performed to detect fraud and miss-use.

Employees must input the accurate mileage on the vehicle at the time of fuel purchase. Fuel statements and reports are reviewed and audited each month for irregularities or potential fraud.

Damaged or lost cards need to be reported to the Vehicle Maint. /Purchasing Dept. immediately. These accounts will be deactivated and a new card issued.



OLD BUSINESS:

COMMITTEE - PLANNING &
INTERGOVERNMENTAL AFFAIRS
10/24/18 – POLICY, TAKE HOME
COUNTY VEHICLES



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: _____

DEPARTMENT / AGENCY: _____

COUNCIL ACTION REQUESTED: _____

The Council Committee on Planning and Intergovernmental Affairs held a meeting on 10-24-18.

A motion was made by Councilman Pitts to disallow personal use of County Vehicles across the County line for all future hires. Seconded by Councilman Jones and passed 3-0.

If Council decides to change this policy we may need to change ordinance 736 (Vehicle Use Policy and Procedure). Any action taken by Council will have to be revisited in the near future to address changes to ordinance 736.

It is the County Administrators recommendation that we go through the process of nullifying ordinance 736 and adopt this policy through a resolution.

More Detailed Description:

FINANCIAL AMOUNT REQUESTED _____

SOURCE OF FUNDING: _____

(PLEASE – attach subject matter document pages as necessary)

STATE OF SOUTH CAROLINA)
)
COUNTY OF LAURENS)

ORDINANCE #736

**AN ORDINANCE TO REPEAL, RESCIND AND DECLARE NULL AND VOID,
ORDINANCE #261 AND OTHER MATTERS APPERTAINING THERETO**

WHEREAS, Laurens County Council on December 14, 1987 enacted Ordinance #261 entitled "Motor Vehicle Use Policy" which established, among other things, certain regulations, restrictions and limitations on the use of county owned vehicle; and

WHEREAS, Laurens County Council, at the time of enactment of said Ordinance believed that such action was necessary and applicable and in the best interest of the public health and safety of the citizens of Laurens County; and

WHEREAS, Laurens County Council has determined that the use of county vehicles is best served by policy and procedure rather than ordinance due to changing and fluid circumstances and as such the need for an ordinance to address these matters are no longer necessary or required and should be rescinded and repealed, in toto.

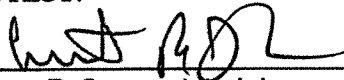
NOW, THEREFORE, based upon the findings set forth below, Laurens County Council, pursuant to the authority granted by the Constitution of the State of South Carolina and the General Assembly of this State, hereby repeals, rescinds and does declare Ordinance #261 to be null, void and of no further force or effect.


1. **PURPOSES:** It is the stated purpose of this Ordinance to protect the general health, safety and public welfare of the citizens of Laurens County, South Carolina and to comply with the laws and Constitution of this State.
2. **AUTHORITY:** This Ordinance is adopted under the authority and process granted by the General Assembly of the State of South Carolina and the Constitution of this State. Jurisdiction shall be exclusively within Laurens County.
3. **APPLICABILITY:** The provisions of this Ordinance shall apply to all unincorporated areas of Laurens County, South Carolina.
4. **LANGUAGE:** The language used in this Ordinance, if used in the present tense, shall include the future tense. Words used in the singular shall include the plural, and the plural the singular, unless, however, the context clearly indicates the contrary. The use of the word "shall" is mandatory and the word "may" is permissive.
5. **EFFECTIVE DATE:** The effective date of this Ordinance shall be upon three (3) readings as required by law.
6. **SEVERABILITY:** Should any paragraph, clause, phrase, or provision of this Ordinance be judged invalid or held unconstitutional by a Court of competent jurisdiction, such declaration shall not effect the validity of any other section of the Ordinance as a whole or any part or provision thereof, other than the part so decided to be invalid or unconstitutional. All meanings, enforcement and interpretations shall be pursuant to the laws of the State of South Carolina.

BE IT SO ORDAINED by Laurens County Council duly assembled.

SIGNATURES ON FOLLOWING PAGE


ATTEST:



Ernest B. Segars, Administrator
Laurens County Council
Laurens County, South Carolina



Betty C. Walsh, Clerk
Laurens County Council
Laurens County, South Carolina

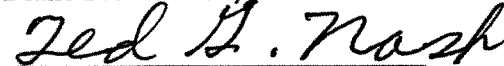
First Reading: April 10, 2012
Second Reading: April 24, 2012
Third Reading: June 26, 2012
Public Hearing: June 26, 2012

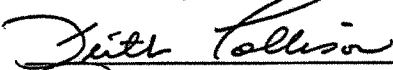
LAURENS COUNTY COUNCIL:

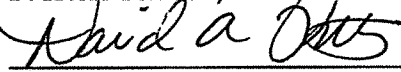

James A. Coleman, Chairman

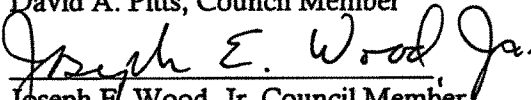

Edward A. McDaniel, Vice Chairman


Diane B. Anderson, Council Member


Ted G. Nash, Council Member


P. Keith Tollison, Council Member


David A. Pitts, Council Member


Joseph E. Wood, Jr. Council Member



LAURENS COUNTY VEHICLE USE POLICY & PROCEDURE

Title: Vehicle Use Policy and Procedure
Effective Date: July 1, 2012
Revision Date(s) Initial Policy – Ordinance #261 – 1987
Rescinded by Ordinance #736 - 2012

- I. **Purpose** - The purpose and intent of this policy is to provide for safe, efficient and effective use of all county vehicles. It is intended to provide regulations and procedures for effective vehicle management. Laurens County promotes the safety of all employees and citizens through this policy. These procedures are in addition to all Federal, State and local transportation laws and guidelines.

When using county vehicles, employees should be aware that they are representatives of Laurens County Government and that their conduct is a reflection of the entire organization.

Any abuse of the provisions of this policy or failure to comply may result in disciplinary actions up to and including suspension or dismissal from employment. County Vehicle privileges may also be suspended or terminated.

- II. **Vehicle Definition** - Vehicles shall include any automobile, motorcycle, boat, truck, tractor, heavy equipment, or any other motorized vehicle which is owned, leased, or in possession or in control of Laurens County.

- III. **Vehicle Authorization** – All County Vehicles are to be used only for County business purposes and driven by authorized county employees. A Vehicle User Agreement will be signed by all employees and maintained in their personnel file in Human Resources.

- A. **Incidental Stops** - Personnel assigned county vehicles shall use the vehicles for county business purposes only. Personal use is limited to incidental stops which are approved as long as the stop is in line with the shortest practical distance between two approved points. Personal use is restricted to obtaining meals and approved breaks. These personal uses are approved insofar as the most practical and closest source is utilized. Incidental use of a County issued vehicle as described in this paragraph shall be approved, in writing, by the employee Supervisor.

- B. **Twenty four (24) Hour Usage (Take Home)** - A Twenty-four (24) Hour Usage Authorization Form (See Exhibit A) must be completed before employees are assigned vehicles on a twenty four (24) hour basis. The authorization form should be prepared by the Department Head and forwarded to the County Administrator for approval. Justifications for twenty four (24) hour usage must be due to Economic Savings, Emergency Response, or need for Special Equipment.

- C. In accordance with IRS guidelines, a non-cash, taxable fringe benefit of three dollars (\$3.00) per day shall be included in the employee's reported compensation for tax purposes. Employees provided with a vehicle are responsible for maintaining proper documentation of use and for submitting use records to the Finance (Payroll) Department. Personnel who are classified as "emergency" are exempt from this requirement. Emergency Personnel include the following:

1. Sheriff's Office;
2. Detention Center;
3. Fire Prevention;
4. Emergency Management Office;
5. Coroner.



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- D. Business Hour Usage - Business hour use vehicles will be assigned to personnel by Department Heads for county business purposes only.
- E. Overnight Usage - County vehicles taken home overnight shall be locked and parked in a safe location, which is in close proximity to the employee's residence. County vehicles shall not be kept overnight at residences outside of Laurens County unless approved by the County Administrator and/ or the appropriate appointed / elected official.
- F. Personal Vehicles - Personal vehicle use may be allowed in the performance of county business when a county vehicle is not otherwise appropriate or available. Employees who use personal vehicles for County business are responsible for maintaining adequate insurance to meet at least legal minimum insurance requirements. The mileage reimbursement rate approved in the annual budget is intended to cover all costs related to vehicle operation. Accurate mileage records must be maintained and submitted to Finance for reimbursement.
- G. Authorized Passengers are:
 - 1. Laurens County employees;
 - 2. Persons having official business with Laurens County at time of said trip;
 - 3. Other persons that may travel with the driver from any approved site to another approved site as long as the particular trip is in line with the shortest practical distance between the two approved points or meets the criteria for limited personal use described in Section III (A).

(NOTE: Laurens County does not carry medical payment coverage, underinsured motorist coverage and only provides minimum limits on uninsured motorist on their vehicles. Injuries to employees in the course and scope of their duties would be covered under the Workers Compensation program. If the county driver was at fault for the accident, non-employees would have a claim against the counties liability coverage. If the other party was at fault the only coverage that could apply is minimum limits uninsured motorist.)

- H. Cargo – Any items carried in a county passenger vehicle must meet all of the following criteria:
 - 1. Be of a size and weight that they in no way offer any danger to or the ability to harm, damage, or cause to depreciate any county vehicle;
 - 2. Be normally handled by one (1) individual without the aid of any special loading equipment or any special parking needs. All county vehicles designed to carry larger loads would be an exception to this criteria.
 - 3. Alcoholic beverages or any controlled drugs (illegal) are not permitted in County vehicles at any time. Law Enforcement Personnel, as approved by the Sheriff, may transport alcoholic beverages or drugs that have been lawfully confiscated.



LAURENS COUNTY VEHICLE USE POLICY & PROCEDURE

Title: Vehicle Use Policy and Procedure
Effective Date: July 1, 2012
Revision Date(s) Initial Policy – Ordinance #261 – 1987
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V. Driver Requirements:

- A. All drivers who operate vehicles owned by Laurens County are responsible for proper care, use and safety of county property.
- B. Drivers must adhere to the following minimum responsibilities:
 - 1. Possess and maintain a valid State Driver's License which is appropriate to the class of vehicle they will be operating.
 - 2. Where a Commercial Driver's License is necessary, drivers will also be subject to random drug / alcohol testing.
 - 3. Notify their Supervisor and Human Resources of any change in driver's license status within twenty four (24) hours. If an employee is found to have a suspended license, the employee's driving privileges will be taken away and the employee will be subject to disciplinary measures.
 - 4. Practice safe and defensive driving by observing all public safety traffic laws and driving courtesy. Follow all suitable safety procedures including wearing seat belts. Failure to do so will result with disciplinary measures.
 - 5. Complete county sponsored driver training*, within ninety (90) days of hire date or ninety (90) days from date of job reassignment from a non-driving position to a driving position. Initial course is eight (8) hours and a four (4) hour refresher course shall be completed every three (3) years. Additional specialty training will be required by employees of the Sheriff's Office, Laurens County Emergency Medical Services (EMS), Emergency Management and Fire Prevention.
 - 6. Submit with employment application a ten (10) year driving history from the South Carolina DMV or other appropriate state agency and be subject to the safety sensitive random drug screen pool of employees if their position requires driving a county vehicle.
 - 7. Ensure that all vehicles are used for authorized purposes only.
 - 8. Follow the established accident reporting procedures.
 - 9. Accept legal responsibility for violations and fines resulting from actions of driver and report violations to immediate supervisor in writing.
 - 10. Refrain from transporting excessive loads of unsecured cargo.
 - 11. Pay for parking of county vehicles in situations where free parking is not provided. Parking charges will be reimbursed if conducting official county business. Violators are personally responsible for tickets or other fines resulting from illegal parking.



LAURENS COUNTY VEHICLE USE POLICY & PROCEDURE

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12. Use off-street parking, if available, for those vehicles assigned on a twenty four (24) hour basis and driven to and from a place of residence.
13. Employees shall not drive while under the influence of alcohol, controlled substances, smoke or use other tobacco products in county vehicles.
14. It shall be the responsibility of the person assigned a vehicle to see that the vehicle receives proper maintenance and care and to report any damage or breakdown of vehicular equipment immediately. All maintenance requests shall be submitted to Laurens County Vehicle Maintenance Department. Mechanical problems due to operator neglect may result in disciplinary action. It shall be the responsibility of the operator to keep his / her own vehicle as clean as practical at all times. Personnel who are assigned a vehicle should monitor all fluid levels daily.

*Employees must complete driver training which is scheduled by Laurens County.

VI. Human Resources Requirements - The Human Resources Department is responsible for acquiring and maintaining the following documentation in the applicant's / employee's personnel files. This list pertains to driving requirements only.

1. Copy of Driver's License;
2. Training certificate from driver training;
3. Any documentation relating to vehicle accidents or driving violations;
4. Signed understanding of contents of county vehicle policy and vehicle user agreement and if necessary a copy of the twenty four (24) hours usage authorization form.
5. Current ten (10) year Motor Vehicle Driving Record is to be provided by the applicant at time of application. Employees will be responsible for providing current motor vehicle records every tenth (10th) year at evaluation time, if their position requires driving. Employees and applicants will be responsible for any costs associated with obtaining this record.

VII. Department Head / Supervisor Requirements - Before an applicant is hired, the ten (10) year motor vehicle driving record should be reviewed to ensure suitability for positions requiring use of county vehicles. Periodic review of a driver's Motor Vehicle Record (MVR) is helpful in monitoring overall driver performance and in predicting future problems. This review process also needs to be followed every third (3rd) year at evaluation time for employees who are required to drive a county vehicle.

Department heads are assigned the responsibility of completing and obtaining approval of the twenty four (24) hour vehicle authorization form for any employees assigned a vehicle for twenty four (24) hours use. Department Heads / Supervisors should also ensure that all accidents are reported in a timely manner.



LAURENS COUNTY VEHICLE USE POLICY & PROCEDURE

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VIII. Risk Management Requirements:

- A. Maintain and administer an aggressive program for county employees that seek to reduce vehicular collisions and liability claims against the County.
- B. Maintain complete records on county collisions, property damage, and liability claims, and provide the County Administrator and his /her staff with meaningful reports on program progress.
- C. Schedule regular Safety Committee meetings to review all vehicle accidents and safety hazards and make recommendations for improvements.
- D. Provide a Driving Course for county employees and maintain records on their attendance and need for retraining.

IX. Marking - It is the policy of Laurens County that all county vehicles are marked only with permanent official County decals approved and placed on county vehicles by Vehicle Maintenance personnel.

X. Vehicle Record Management - The Laurens County Vehicle Maintenance Supervisor will maintain an information system for all county vehicles, which will record at least, but not be limited to, the oil and fuel use, mileage and maintenance history.

XI. Safety Equipment - Seat belts shall be installed in all vehicles and must be worn by the driver and all passengers at all times.

XII. Mobile Communications:

- A. Mobile communications equipment in county vehicles is to be used for county business only.
- B. Personnel shall use hands free features on mobile phones or calls shall be made with the vehicle parked. Calls with the vehicle in motion are to be kept as brief as possible and should not interfere with the driver's concentration of vehicle operations.
- C. While driving during County business hours or for County-related purposes, no employee, other than in an emergency situation, shall operate a cell phone, blackberry or other such electronic device while the County vehicle is in motion. This policy applies to the operation of both personal vehicles and County owned vehicles. Violation of this policy may result in discipline up to and including termination.

XII. Accident Reporting:

- A. Each Department Head is responsible for instituting and reporting accident investigations, which involve county vehicles and his / her department personnel. Reports will be submitted in writing to Risk Management no later than twelve (12) hours after the accident occurred. If an accident occurs on a weekend or holiday, the written accident report should be submitted to Risk Management no



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later than 9:00 A.M. on the first business day following the accident. A first report of injury should be submitted for employee injuries for workers compensation purposes.

- B. Any employee involved in any type of automobile accident while operating a county vehicle which results in personal injury and/or damage to property shall complete each of the following steps unless prevented by injury.
1. Stop as soon as it is safe to do so and turn off engine.
 2. Call 911 for police and if necessary for medical assistance. Guidelines for worker's compensation injuries should be followed, depending on the severity of injuries of the county employee. **The Laurens County Sheriff's Department shall not conduct the on-scene investigation of accidents involving Laurens County owned vehicles.**
 3. Do not move vehicle unless directed by law enforcement.
 4. Do not comment or give information regarding responsibility to other driver(s) or bystanders. An investigating law enforcement officer will ask pertinent questions for determination of fault.
 5. Notify your Supervisor immediately. As soon as the employee is able they should provide a detailed statement of the accident to Risk Management. The FR-10 Proof of Insurance form from the investigating officer and a TR-310 Uniform Traffic Collision report should also be submitted to Vehicle Maintenance Manager as soon as possible.
 6. Notify the Vehicle Maintenance Department at 984-5199. If the county vehicle cannot be driven, then it shall be towed as directed by the Vehicle Maintenance Manager. The Vehicle Maintenance Supervisor will give additional instructions when notified.
 7. Obtain the name and insurance company of other drivers, and provide all required information to the officer investigating the incident. Names and addresses of witnesses are also helpful.
 8. Cards containing the name of the County's insurer are located in vehicle glove compartments.
 9. If the accident results in a fatality and/or three (3) or more people are hospitalized, the County Risk Manager must be informed immediately. If such an accident occurs at night or on holidays or weekends, ask 911 to contact the County Risk Manager.
 10. Any employee driving a vehicle who has an accident will be drug and alcohol tested.



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XIII. Accident Review

- A. The Laurens County Safety Committee has established an *Accident Review Subcommittee*. This committee reviews all accidents and losses involving Laurens County vehicles, employees, on the job injuries and property damage, and presents its findings to the full Safety Committee for review. The accident committee has the right to request appropriate information from supervisors or employees in order to adequately review the accident.
- B. The Subcommittee will present its findings and recommendations to the Safety Committee, which will determine what recommendations, should be made to the County Administrator, Department Head and the driver. Department Heads may take disciplinary action in accordance with current personnel policies.

Passed and approved on the 26th day of June, 2012.

COUNTY COUNCIL OF LAURENS COUNTY, SOUTH CAROLINA

By: _____

James A. Coleman
James A. Coleman,
Chairman, Laurens County Council

By: _____

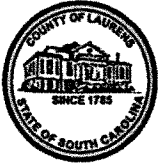
Ernest B. Segars
Ernest B. Segars,
Administrator of Laurens County

(SEAL)

ATTEST:

Betty C. Walsh

Betty C. Walsh,
Clerk of Laurens County Council



LAURENS COUNTY VEHICLE USE POLICY & PROCEDURE

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LAURENS COUNTY EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

TO WHOM IT MAY CONCERN:

I, the undersigned employee of Laurens County, acknowledge that I have received a written copy of the revised "Laurens County Vehicle Use Policy and Procedure" for Laurens County.

I also acknowledge that I have been briefed on the conditions of this policy and that I do understand the terms of this policy and agree to abide by them.

I also understand that any violation of this policy would include, but are not limited to:

- 1.) Oral Reprimand;
- 2.) Written Reprimand;
- 3.) Suspension of Employment;
- 4.) Termination of Employment;
- 5.) Inclusive of possible grounds for criminal prosecution.

EMPLOYEE SIGNATURE:

Signature

Date

Name Printed

WITNESS:

Signature

Date

Name Printed

Employee Copy



LAURENS COUNTY VEHICLE USE POLICY & PROCEDURE

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- 1.) Oral Reprimand;
- 2.) Written Reprimand;
- 3.) Suspension of Employment;
- 4.) Termination of Employment;
- 5.) Inclusive of possible grounds for criminal prosecution.

EMPLOYEE SIGNATURE:

Signature

Date

Name Printed

WITNESS:

Signature

Date

Name Printed

Employee Personnel File



LAURENS COUNTY VEHICLE USE POLICY & PROCEDURE

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CERTIFICATE OF RECEIPT

I, _____, hereby acknowledge that I have received a copy of the Laurens County Vehicle Use Policy & Procedure, and I understand that it is my obligation and responsibility as a condition of my employment to read this policy and to comply with its terms.

EMPLOYEE SIGNATURE:

Signature

Date

Name Printed

WITNESS:

Signature

Date

Name Printed

Employee Personnel File



LAURENS COUNTY VEHICLE USE POLICY & PROCEDURE

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OUT OF COUNTY USE AUTHORIZATION

I, _____, hereby acknowledge that I have received a copy of the Laurens County Vehicle Use Policy & Procedure, and I understand that it is my obligation and responsibility as a condition of my employment to read this policy and to comply with its terms.

Twenty four (24) Hour Usage (Take Home) - A Twenty-four (24) Hour Usage Authorization Form must be completed before employees are assigned vehicles on a twenty four (24) hour basis. The authorization form should be prepared by the Department Head and forwarded to the County Administrator for approval. Justifications for out of county usage must be due to Economic Savings, Emergency Response, or need for Special Equipment.

Out of County Usage – An out of county Usage Authorization Form must be completed before employees are assigned vehicles on a twenty four (24) hour basis. The authorization form should be prepared by the Department Head and forwarded to the County Administrator for approval. Justifications for out of county usage must be due to Economic Savings, Emergency Response, or need for Special Equipment.

DEPARTMENT HEAD SIGNATURE:

_____ Signature	_____ Date
_____ Name Printed	

ADMINISTRATOR SIGNATURE:

_____ Signature	_____ Date
_____ Name Printed	

Employee Copy



OLD BUSINESS:

PUBLIC HEARING, ORDINANCE #853 –
THIRD READING, ORDINANCE #853
AMENDING ORDINANCE #830
SECTION 3.3 DETITLING MOBILE
HOMES



AGENDA ITEM - REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

DATE OF REQUEST: November 5, 2018 (FOR NOVEMBER 13, 2018 COUNTY COUNCIL MEETING)

DEPARTMENT / AGENCY: LEGAL

NAME: A. "SANDY" CRUICKSHANKS, IV, LAURENS COUNTY ATTORNEY

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE:  _____

SUBJECT MATTER REQUESTED (please be as specific as possible):

PUBLIC HEARING AND THIRD READING - ORDINANCE 853 – AMENDING ORDINANCE 830 BY *DELETING* THE FOLLOWING LANGUAGE FROM SECTION 3.3: "Home must be underpinned with brick, masonry, or concrete, which is supported by a continuous footing as required in the most recently adopted International Residential Code."

STAFF RECOMMENDS APPROVAL OF ORDINANCE 853.

FINANCIAL AMOUNT REQUESTED: ---

SOURCE OF FUNDING: ---

(PLEASE – attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____

DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____

DATE RESPONSE DUE: _____

COUNCIL ACTION: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF LAURENS)

ORDINANCE #854

AN ORDINANCE TO AMEND ORDINANCE 831 BY DELETING CERTAIN
LANGUAGE CONCERNING DETITLING MANUFACTURED HOMES

WHEREAS, Laurens County Council on April 25, 2017, enacted Ordinance 830 which established regulations regarding the parking, location, and permitting of manufactured homes and the penalty for violations thereof for Laurens County, South Carolina; and

WHEREAS, pursuant to and by the provisions contained therein, Laurens County Council is vested with the powers and the authority to enact amendments for the continued enforcement and execution of the intent and purposes of Ordinances; and

WHEREAS, Laurens County Council has determined that certain language should be deleted from Ordinance 830 to allow for easier detitling of manufactured housing allowing the home to become a permanent part of the real property and the owner to begin paying *ad valorem* taxes on the structure, as well as the land.

NOW, THEREFORE, BE IT ORDAINED BY THE LAURENS COUNTY COUNCIL, duly assembled, pursuant to the authority granted by the laws of the State of South Carolina and further pursuant to the provisions for amendments as set for in the legislation of this body, Ordinance 830 is hereby amended as set forth herein below:

1. PURPOSES: It is the stated purpose of this Ordinance to protect the general health, safety, and welfare of the citizens of Laurens County, South Carolina, and to set forth specific elements of Ordinance 830 and the enforcement therein contained with the ultimate goal of replacing the existing ordinance with a consolidated and updated ordinance.
2. AUTHORITY: This amending Ordinance, together with the original Ordinance 830, is adopted under the authority and process granted by the General Assembly of the State of South Carolina and the Constitution of the State. Jurisdiction is exclusively within Laurens County.
3. APPLICABILITY: The provisions of this amending Ordinance, together with the original Ordinance 830, shall apply to all unincorporated areas of Laurens County, South Carolina, and those municipalities which, by written agreement, contract to have these provisions administered within their municipal limits.
4. LANGUAGE: The language used in the amendment, being consistent with the language used in the original Ordinance 830, if used in the present tense, shall include the future tense. Words used in the singular shall include the plural, and the plural the singular, unless, however, the context clearly indicates the contrary. The use of the word "shall" is mandatory and the word "may" is permissive.

5. AMENDMENT: The following language shall be deleted from Ordinance 830 Section 3.3:

Home must be underpinned with brick, masonry, or concrete, which is supported by a continuous footing as required in the most recently adopted International Residential Code.

6. REAFFIRMATION: Except as herein amended, changed, altered, or modified, the provisions of Ordinance 830 are hereby restated and reaffirmed, unless hereinafter repealed or replaced as set forth herein..
7. SEVERABILITY: Should any paragraph, clause, phrase or provision of this Ordinance or Ordinance 830 be judged invalid or held unconstitutional by a Court of competent jurisdiction, such declaration shall not effect the validity of any other section of the Ordinance as a whole or any part or provision thereof, other than the part so decided to be invalid or unconstitutional. Interpretations shall be pursuant to the laws of the State of South Carolina.
8. GENERAL PROVISIONS: Whenever the provisions of this Ordinance impose a more restrictive standard than are required in or under any other law, regulation or ordinance, the requirements herein contained shall prevail. This Ordinance may be amended as prescribed by law.

BE IT SO ORDAINED by Laurens County Council.

(SIGNATURE PAGE FOLLOWS)

DONE, RATIFIED AND ADOPTED this 13th day of November, 2018.

LAURENS COUNTY COUNCIL:

Joseph E. Wood, Jr, Chairperson

P. Keith Tollison, Vice Chairperson

Diane B. Anderson, Council Member

Stewart O. Jones, Council Member

Garrett C. McDaniel, Council Member

Ted G. Nash, Council Member

David A. Pitts, Council Member

ATTEST:

Jon Caime, Administrator
Laurens County Council
Laurens County, South Carolina

Betty C. Walsh, Clerk
Laurens County Council
Laurens County, South Carolina

First Reading: September 11, 2018
Second Reading: October 9, 2018
Public Hearing: November 13, 2018
Third Reading: November 13, 2018



OLD BUSINESS:

SECOND READING, ORDINANCE #854
AMENDING ORDINANCE#831
SUBDIVISIONS



OLD BUSINESS:

SECOND READING, ORDINANCE #854
AMENDING ORDINANCE#831
SUBDIVISIONS



AGENDA ITEM - REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

DATE OF REQUEST: November 5, 2018 (FOR NOVEMBER 13, 2018 COUNTY COUNCIL MEETING)

DEPARTMENT / AGENCY: LEGAL

NAME: A. "SANDY" CRUICKSHANKS, IV, LAURENS COUNTY ATTORNEY

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE: [Signature]

SUBJECT MATTER REQUESTED (please be as specific as possible):

2ND READING - ORDINANCE 854 – AMENDING ORDINANCE 831 (SUBDIVISIONS) BY ADDING TWO (2) EXEMPTIONS.

STAFF RECOMMENDS SECOND READING APPROVAL OF ORDINANCE 854.

FINANCIAL AMOUNT REQUESTED: SEE THE ATTACHED

SOURCE OF FUNDING: SEE THE ATTACHED

(PLEASE – attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____

DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____

DATE RESPONSE DUE: _____

COUNCIL ACTION: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF LAURENS)

ORDINANCE #854

AN ORDINANCE TO AMEND ORDINANCE 831 BY ADDING TWO EXEMPTIONS

WHEREAS, Laurens County Council on April 25, 2017, enacted Ordinance 831 which established regulations regarding residential subdivisions for Laurens County, South Carolina, and

WHEREAS, pursuant to and by the provisions contained therein, Laurens County Council is vested with the powers and the authority to enact amendments for the continued enforcement and execution of the intent and purposes of Ordinances; and

WHEREAS, Laurens County Council has determined that certain language should be added to Ordinance 831 to allow for clearer understanding of subdivision of properties,

NOW, THEREFORE, BE IT ORDAINED BY THE LAURENS COUNTY COUNCIL, duly assembled, pursuant to the authority granted by the laws of the State of South Carolina and further pursuant to the provisions for amendments as set for in the legislation of this body, Ordinance 831 is hereby amended as set forth herein below:

1. PURPOSES: It is the stated purpose of this Ordinance to protect the general health, safety, and welfare of the citizens of Laurens County, South Carolina, and to set forth specific elements of Ordinance 831 and the enforcement therein contained with the ultimate goal of replacing the existing ordinance with a consolidated and updated ordinance.
2. AUTHORITY: This amending Ordinance, together with the original Ordinance 831, is adopted under the authority and process granted by the General Assembly of the State of South Carolina and the Constitution of the State. Jurisdiction is exclusively within Laurens County.
3. APPLICABILITY: The provisions of this amending Ordinance, together with the original Ordinance 831, shall apply to all unincorporated areas of Laurens County, South Carolina, and those municipalities which, by written agreement, contract to have these provisions administered within their municipal limits.
4. LANGUAGE: The language used in the amendment, being consistent with the language used in the original Ordinance 831, if used in the present tense, shall include the future tense. Words used in the singular shall include the plural, and the plural the singular, unless, however, the context clearly indicates the contrary. The use of the word "shall" is mandatory and the word "may" is permissive.

5. AMENDMENT: The following language shall be added to Ordinance 831:

Exemption 1: "The combination or recombination of portions of previously platted lots where the total number of lots is not increased and resultant lots are equal to the standards of this chapter." The combination of existing parcels or recombination of existing parcels that are already recorded allows land owners to clean up parcels of land that may have been subdivided in such a way that is no longer appropriate. This does not increase the number of parcels, but allows for owners to have better lot configurations that meet their needs. This also allows parcel owners to purchase parts of adjacent lands and combine them with their own.

Exemption 2: "A parcel of land that is divided into five (5) or fewer parcels, each parcel being of sufficient size to meet the requirements of the health department, and each parcel is deeded to a member of the owner's immediate family. For the purpose of this paragraph, immediate family is defined as the owner's spouse, mother, father, sister, brother, children, or grandchildren." This allows for families to give land to other immediate family members. We have generational land owners in Laurens County, and it is a part of our community fabric that families desire to stay intact on land owned by families for several generations. This allows that to happen.

6. REAFFIRMATION: Except as herein amended, changed, altered, or modified, the provisions of Ordinance 831 are hereby restated and reaffirmed, unless hereinafter repealed or replaced as set forth herein..
7. SEVERABILITY: Should any paragraph, clause, phrase or provision of this Ordinance or Ordinance 831 be judged invalid or held unconstitutional by a Court of competent jurisdiction, such declaration shall not effect the validity of any other section of the Ordinance as a whole or any part or provision thereof, other than the part so decided to be invalid or unconstitutional. Interpretations shall be pursuant to the laws of the State of South Carolina.
8. GENERAL PROVISIONS: Whenever the provisions of this Ordinance impose a more restrictive standard than are required in or under any other law, regulation or ordinance, the requirements herein contained shall prevail. This Ordinance may be amended as prescribed by law.

BE IT SO ORDAINED, by Laurens County Council.



NEW BUSINESS

RESOLUTION #2018-38 - INDUCEMENT
RESOLUTION "PROJECT AUTUMN"



AGENDA ITEM - REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

DATE OF REQUEST: NOVEMBER 6, 2018 (FOR NOVEMBER 13, 2018 COUNTY COUNCIL MEETING)

DEPARTMENT / AGENCY: LEGAL

NAME: A. "SANDY" CRUICKSHANKS, IV, LAURENS COUNTY ATTORNEY

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE:  _____

SUBJECT MATTER REQUESTED (please be as specific as possible):

SEE THE ATTACHED PROPOSED RESOLUTION 2018-38 – INDUCEMENT RESOLUTION FOR PROJECT AUTUMN.

STAFF RECOMMENDS APPROVAL OF RESOLUTION 2018-38.

FINANCIAL AMOUNT REQUESTED: N/A

SOURCE OF FUNDING: N/A

(PLEASE – attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____

DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____

DATE RESPONSE DUE: _____

COUNCIL ACTION: _____

STATE OF SOUTH CAROLINA)

RESOLUTION NO. 2018-38

COUNTY OF LAURENS)

A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN INDUCEMENT AGREEMENT BY AND BETWEEN LAURENS COUNTY, SOUTH CAROLINA AND PROJECT AUTUMN, A COMPANY CODE NAME FOR A DELAWARE CORPORATION, WHEREBY, UNDER CERTAIN CONDITIONS, LAURENS COUNTY WILL EXECUTE A FEE IN LIEU OF TAX AGREEMENT WITH RESPECT TO AN INDUSTRIAL PROJECT IN THE COUNTY WHEREBY THE PROJECT WOULD BE SUBJECT TO PAYMENT OF CERTAIN FEES IN LIEU OF TAXES, AND WHEREBY PROJECT AUTUMN WILL BE PROVIDED CERTAIN CREDITS AGAINST FEE PAYMENTS IN REIMBURSEMENT OF INVESTMENT IN RELATED QUALIFIED INFRASTRUCTURE; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, Laurens County, South Carolina (the "*County*"), acting by and through its County Council (the "*County Council*"), is authorized and empowered, under and pursuant to the provisions of Title 12, Chapter 44 (the "*FILOT Act*"), Title 4, Chapter 1 (the "*Multi-County Park Act*"), Code of Laws of South Carolina 1976, as amended (the "*Code*"), to enter into agreements with industry, to offer certain privileges, benefits and incentives as inducements for economic development within the County; to acquire, or cause to be acquired, properties as may be defined as "projects" in the Act and to enter agreements with the business or industry to facilitate the construction, operation, maintenance and improvement of such projects; to enter into or allow financing agreements with respect to such projects; and to accept any grants for such projects through which powers the industrial and business development of the State will be promoted, whereby the industry would pay fees-in-lieu-of-taxes with respect to qualified industrial projects; to provide credits against payment in lieu of taxes for reimbursement in respect of investment in certain infrastructure serving the County or the project, including improved or unimproved real estate and personal property, including machinery and equipment, used in the manufacturing or industrial enterprise (collectively, "*Infrastructure*"); through all such powers, the industrial development of the State of South Carolina (the "*State*") will be promoted and trade developed by inducing manufacturing and commercial enterprises to locate or remain in the State and thus utilize and employ the manpower, products and resources of the State and benefit the general public welfare the County by providing services, employment, recreation or other public benefits not otherwise provided locally; and

WHEREAS, Project Autumn, a company code name for a Delaware corporation (the "*Company*") has requested that the County assist in the acquisition and installation of machinery, equipment, furnishings and other tangible personal property to constitute an expansion to its existing manufacturing or industrial facility in the County (collectively, the "*Project*"), which will result in expected investment by the Company in the Project of at least \$2,500,000 in non-exempt investment by December 31 of the fifth year after the first year which any portion of the Project is first placed in service; and

WHEREAS, the Company has requested that the County enter into a fee in lieu of tax agreement with the Company, thereby providing for certain fee in lieu of tax and special source credit incentives with respect to the Project, all as more fully set forth in the Inducement Agreement (as hereinbelow defined) attached hereto and made a part hereof; and

WHEREAS, the County has determined on the basis of the information supplied to it by the Company that the Project would be a "project" and "economic development property" as such terms are defined in the FILOT Act and that the Project would serve the purposes of the FILOT Act; and

WHEREAS, pursuant to the authority of Section 4-1-170 of the Multi-County Park Act and Article VIII, Section 13 of the South Carolina Constitution (collectively, the "*Multi-County Park Authority*"), the County intends to cause the site on which the Project to be located, to the extent not already therein located, in a multi-county industrial and business park (a "*Park*") established by the County pursuant to qualifying agreement with an adjoining South Carolina county (the "*Park Agreement*"); and

WHEREAS, the County has determined and found, on the basis of representations of the Company, that the Project is anticipated to benefit the general public welfare of the County by providing services, employment, recreation or other public benefits not otherwise provided locally; that the Project will give rise to no pecuniary liability of the County or any incorporated municipality or a charge against the general credit or taxing power of either; that the purposes to be accomplished by the Project, *i.e.*, economic development, creation of jobs, and addition to the tax base of the County, are proper governmental and public purposes; that the inducement of the location of the Project within the County and State is of paramount importance; and that the benefits of the Project will be greater than the costs; and the County has agreed to effect the delivery of an Inducement Agreement on the terms and conditions hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED, by the County Council as follows:

Section 1. (a) Pursuant to the authority given to County Council by the South Carolina Constitution, the Code, the FILOT Act and the Multi-County Park Act, and subject to the enactment of required legislative authorizations by the County Council, and for the purpose of providing development incentives for the Project through the payment by the Companies of fees in lieu of taxes with respect to the Project pursuant to Section 12-44-40 of the Act, and for the purpose of providing for the provision special source credits against payments in lieu of taxes made by the Company pursuant to a Park Agreement in order to allow reimbursement to the company for a portion of its investment in qualified Infrastructure within the meaning and purposes of Section 4-29-68 of the Code, there is hereby authorized to be executed an Inducement Agreement between the County and the Company pertaining to the Project, the form of which is now before the County Council (the "*Inducement Agreement*") so as to establish, among other things, that the County and the Company will be parties to a fee in lieu tax (and special source credit) agreement (the "*Fee Agreement*").

(b) The County Council will use its best efforts to take all reasonable acts to ensure that the Project will continuously be included within the boundaries of the Park or another qualified multi-county industrial or business park in order that the tax benefits contemplated hereunder and afforded by the laws of the State for projects located within multi-county industrial or business parks will be available to the Company for at least the term of the Fee Agreement.

Section 2. The provisions, terms and conditions of the Fee Agreement shall be prescribed and authorized by subsequent ordinance(s) of the County Council, which, to the extent not prohibited by law, shall be consistent with the terms of this Resolution.

Section 3. All orders, resolutions and parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed. This resolution shall take effect and be in full force from and after its passage by the County Council.

Section 4. The authorization of the execution and delivery of the documents related to the Inducement Agreement and Fee Agreement and all other related documents or obligations of the County is subject to the compliance by the County Council with the provisions of the Home Rule Act regarding the procedural requirements for adopting ordinances and resolutions.

Section 5. It is the intention of the County Council that this resolution shall constitute an inducement resolution with respect to the Project, within the meaning of the FILOT Act.

DONE in meeting duly assembled this 13th day of November, 2018.

LAURENS COUNTY, SOUTH CAROLINA

Joseph E. Wood, Jr. Chairman of County Council

W. Jon Caime, County Administrator

Attest:

Betty C. Walsh, Clerk to County Council



NEW BUSINESS

FIRST READING ORDINANCE #855-
"PROJECT AUTUMN"



AGENDA ITEM - REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

DATE OF REQUEST: NOVEMBER 6, 2018 (FOR NOVEMBER 13, 2018 COUNTY COUNCIL MEETING)

DEPARTMENT / AGENCY: LEGAL

NAME: A. "SANDY" CRUICKSHANKS, IV, LAURENS COUNTY ATTORNEY

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE:  _____

SUBJECT MATTER REQUESTED (please be as specific as possible):

SEE THE ATTACHED PROPOSED ORDINANCE 855 – 1st READING – PROJECT AUTUMN.

STAFF RECOMMENDS FIRST READING APPROVAL OF ORDINANCE 855.

FINANCIAL AMOUNT REQUESTED: SEE THE ATTACHED

SOURCE OF FUNDING: SEE THE ATTACHED

(PLEASE – attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____

DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____

DATE RESPONSE DUE: _____

COUNCIL ACTION: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF LAURENS)

ORDINANCE 855

AN ORDINANCE AUTHORIZING A FEE-IN-LIEU OF TAX AND INFRASTRUCTURE CREDIT ARRANGEMENT PURSUANT TO A FEE-IN-LIEU OF TAX AGREEMENT BETWEEN LAURENS COUNTY, SOUTH CAROLINA AND PROJECT AUTUMN, A COMPANY CODE NAME FOR A DELAWARE CORPORATION; AND OTHER MATTERS RELATING TO THE FOREGOING.

WHEREAS, Laurens County, South Carolina (the "County"), acting by and through its County Council (the "County Council"), is empowered under and pursuant to the provisions of the Code of Laws of South Carolina 1976, as amended, (the "Code") and specifically, Title 12, Chapter 44 of the Code (the "Act"): (i) to assist investors in acquiring, enlarging, improving, and expanding certain types of industrial and commercial projects; (ii) to enter into agreements, including fee-in-lieu of tax agreements for the payment of certain fees-in-lieu of *ad valorem* taxes, with such investors to induce such investors to construct and thereafter operate, maintain, and improve such projects; and (iii) to covenant with such investors to accept certain payments-in-lieu of *ad valorem* taxes with respect to the project (the "FILOT"); through all of which the economic development of the State of South Carolina will be promoted and trade developed by inducing manufacturing and certain other business enterprises to locate in and remain in the State of South Carolina, and thus utilize and employ the manpower and resources of the State of South Carolina, and

WHEREAS, the County, acting by and through County Council, is further authorized by Titles 4 and 12 of the Code to provide special source revenue financing, secured by and payable solely from revenues of the County derived from payments in-lieu of taxes pursuant to Article VIII, Section 13 of the South Carolina Constitution, and Sections 4-1-170 and 12-44-50 of the Code for the purpose of defraying the cost of designing, acquiring, constructing, improving, or expanding (a) the infrastructure serving the County or the Project (as hereinafter defined) or (b) for improved or unimproved real estate and personal property including machinery and equipment used in the operation of a manufacturing or commercial enterprise in order to enhance the economic development of the County, within the meaning of Section 4-29-68 of the Code ("Infrastructure"); and

WHEREAS, the County intends to cause the site upon which the Project is located, to the extent not already located therein, to be located in a multi-county industrial and business park (the "Park") established by the County pursuant to a qualifying agreement with an adjoining South Carolina county (the "Park Agreement") pursuant to the provisions of Article VIII, Section 13 of the South Carolina Constitution and Sections 4-1-170, 4-1-172 and 4-1-175 of the Code (the "Joint-County Industrial and Business Park Act"); and

WHEREAS, the County is authorized by Section 12-44-70 of the Act and Section 4-1-175 of the Joint-County Industrial and Business Park Act to authorize and issue, for the purposes outlined in Section 4-29-68 of the Code, certain credits against revenues received and retained under Article VIII, Section 13 of the South Carolina Constitution with respect to properties and projects located within a Park ("Infrastructure Improvement Credits"); and

WHEREAS, Project Autumn, a company code name for a corporation organized and existing under the laws of the State of Delaware (the "Company"), has represented to the County that the Company intends to acquire certain machinery, apparatus, and equipment for use and operation at an existing manufacturing facility in the County (the "Project"); and

WHEREAS, the property on which the Project is located is or shall be included within the Park; and

WHEREAS, pursuant to provisions of the Park Agreement, the Company is or will be obligated to make or cause to be made payments in-lieu of tax to the County for property it owns or leases which is located within the Park, which payments in-lieu of tax are to be distributed according to the Park Agreement to a county adjoining the County and to the County, in the total amount equivalent to the *ad valorem* property taxes that would have been due and payable but for the location of the property owned or leased by the Company within the Park; and

WHEREAS, based on representations by the Company that the Project will represent a capital investment in the County of not less than Two Million Five Hundred Thousand Dollars (\$2,500,000) during the period beginning with the first day that personal property comprising the Project is purchased or acquired and ending five (5) years after the last day of the property tax year during which the Project is first placed in service, in order to enhance the economic development of the County, the County desires to assist the Company in locating the Project within the County;

WHEREAS, pursuant to certain negotiations heretofore undertaken between the County and the Company with respect to the Project (i) the County agreed to enter into a FILOT arrangement with the Company, and to provide certain Infrastructure Improvement Credits to the Company for qualifying investment in infrastructure pursuant to Section 12-44-70 of the Act and Section 4-1-175 of the Joint-County Industrial and Business Park Act for the purposes outlined in Section 4-29-68 of the Code for the Project; and (ii) the Company agreed to make payments-in-lieu of tax to the County ("FILOT Payments") with respect to the Project in the Park as authorized in the Act; and

WHEREAS, the County has given due consideration to the economic development impact of the Project, has found that the Project and the payments-in-lieu of taxes would be directly and substantially beneficial to the County, the taxing entities of the County, and the citizens and residents of the County, and that the Project would directly and indirectly benefit the general public welfare and serve a public purpose of the County by providing services, employment, recreation, promotion of tourism, or other public benefits not otherwise provided locally; and, that the Project gives rise to no pecuniary liability of the County or any incorporated municipality, or a charge against the general credit or taxing power of either; and, that the purposes to be accomplished by the Project, i.e., economic development and welfare, creation of jobs, promotion of tourism, and addition to the tax base of the County, are proper governmental and public purposes and that the inducement of the location of the Project within the County and State is of paramount importance and that the benefits of the Project will be greater than the cost; and

WHEREAS, the County and the Company have agreed to the specific terms and conditions of such FILOT arrangement and special source revenue financing as set forth in that certain fee-in-lieu

of tax agreement between the County and the Company (the "FILOT Agreement"), which is to be in substantially the form presented to this meeting and filed with the Clerk to County Council; and

WHEREAS, pursuant to the provisions of the FILOT Agreement, the Company will be obligated to make payments-in-lieu of taxes to the County, as required by the Act; and

WHEREAS, the acquisition and construction of the Project will serve the intended purposes and in all respects conform to the provisions and requirements of the Act; and

WHEREAS, it appears that the draft FILOT Agreement now before this meeting is in appropriate form and is an appropriate instrument to be executed and delivered by the County for the purposes intended; and

NOW, THEREFORE, BE IT ORDAINED by Laurens County, South Carolina, in meeting duly assembled, as follows:

Section 1. As contemplated by the Act and based on the representations of the Company as recited herein, it is hereby found, determined and declared by the County Council, as follows:

- (a) The Project will constitute a "project" as said term is referred to and defined in the Act, and will subserve the purposes and in all respects conform to the provisions and requirements of the Act;
- (b) It is anticipated that the Project will benefit the general public welfare of the County by providing employment, services, recreation and other public benefits not otherwise provided locally;
- (c) Neither the Project, nor any documents or agreements entered into by the County in connection therewith will constitute or give rise to any pecuniary liability of the County or a charge against its general credit or taxing power;
- (d) The purposes to be accomplished by the Project, i.e., economic development, creation or retention of jobs, and addition to the tax base of the County, are proper governmental and public purposes;
- (e) The benefits of the Project to the public are greater than the costs to the public;
- (f) The FILOT Agreement will require the Company to make FILOT Payments in accordance with the provisions of the Act; and
- (g) The FILOT Payments referred to in item (f) above shall be calculated as specified in Section 5.01 of the FILOT Agreement.
- (h) The County will use its commercially reasonable efforts to take all reasonable acts to ensure that the Project will continuously be included with the boundaries of the Park or another qualified multi-county industrial park in order that the tax benefits contemplated hereunder and afforded by the laws of the State for projects located within multi-county industrial or business parks will be available to the Company for at least the term of the Fee Agreement.

Section 2. The form, terms, and provisions of the FILOT Agreement presented to this meeting and filed with the Clerk to County Council be and they are hereby approved, and all of the terms, provisions, and conditions thereof are hereby incorporated herein by reference as if the FILOT Agreement were set out in this Ordinance in its entirety. The Supervisor of the County and the Clerk to County Council be and hereby are authorized, empowered, and directed to execute, acknowledge, and deliver the FILOT Agreement in the name and on behalf of the County, and thereupon to cause the FILOT Agreement to be delivered to the Company. The FILOT Agreement is to be in substantially the form now before this meeting and hereby approved, or with such changes therein as shall not materially adversely affect the rights of the County thereunder and as shall be approved by the officials of the County executing the same, upon the advice of the County Attorney, their execution thereof to constitute conclusive evidence of their approval of any and all changes or revisions therein from the form of FILOT Agreement now before this meeting.

Section 3. Pursuant to Section 12-44-55(B) of the Act, the County hereby agrees that no recapitulation information, as set forth in Section 12-44-55(A) of the Act is required to be provided by the Company in the FILOT Agreement, or in any other documents or agreements in connection with the fee-in-lieu of tax arrangement between the Company and the County, to the extent that and so long as the Company makes all reports and filings required by the Act and provides copies thereof to County officials as required by the Act within one (1) month of the date of proper filing. The Company shall file a copy of the South Carolina Department of Revenue form PT-443 with the County after the execution of the FILOT Agreement by the County and the Company.

Section 4. In consideration of the Company's Two Million Five Hundred Thousand Dollars (\$2,500,000) investment in the Project at the Project site, the financing of the infrastructure of the Project through infrastructure improvement credits ("Infrastructure Improvement Credits") equal to fifteen percent (15%) of the FILOT payments for the Project in the Park, but only with respect to and to the extent of the FILOT payments made on behalf of the Project in the Park, for the first ten (10) years of FILOT payments on behalf of the Project in the Park are hereby approved under the terms and conditions set forth in Section 12-44-70 of the Act; and all of the foregoing terms, provisions, and conditions related to Infrastructure Improvement Credits, as provided in the FILOT Agreement, are hereby approved.

Section 5. The obligation to provide Infrastructure Improvement Credits is a limited obligation of the County payable by the County solely from, and secured by a pledge of, the FILOT payments made by the Company with respect to the Project in the Park. The obligation to provide Infrastructure Improvement Credits is not and shall never constitute an indebtedness of the County within the meaning of any state constitutional provision (other than the provisions of Article X, Section 14(10) of the South Carolina constitution) or statutory limitation and shall never constitute or give rise to a pecuniary liability of the County or a charge against its general credit or taxing power. Nothing in this Ordinance or the FILOT Agreement, as amended, shall be construed as an obligation of or commitment by the County to expend any of its funds for such financing other than the FILOT Payments made by the Company with respect to the Project in the Park and retained by the County.

Section 6. The Chairman of the County Council, the County Administrator and the Clerk to the County Council, for and on behalf of the County, are hereby each authorized and directed to do any and all things necessary or proper to effect the execution and delivery of the FILOT Agreement, and the performance of all obligations of the County under and pursuant to the FILOT Agreement. The

Chairman of the County Council, the County Administrator and the Clerk to County Council, and any other proper officer of County, be and each of them is hereby authorized and directed to execute and deliver any and all documents and instruments and to do and to cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated by this Ordinance.

Section 7. The provisions of this Ordinance are hereby declared to be separable and if any section, phrase, or provision shall for any reason be declared by a court of competent jurisdiction to be invalid or unenforceable, such declaration shall not affect the validity of the remainder of the sections, phrases, and provisions hereunder.

Section 8. All orders, resolutions, ordinances, and parts thereof in conflict herewith are, to the extent of such conflict only, hereby repealed and this Ordinance shall take effect and be in full force from and after its passage and approval.

[END OF ORDINANCE, EXECUTION PAGE TO FOLLOW]

DRAFT 1ST READING 11.13.2018

WITNESS our hands and seals this _____ day of _____, 20____.

LAURENS COUNTY, SOUTH CAROLINA

Joseph E. Wood, Jr., Chairman of County Council

W. Jon Caine, County Administrator

ATTEST:

Betty C. Walsh, Clerk to County Council

First Reading: November 13, 2018

Second Reading: _____, 20____

Third Reading: _____, 20____

Public Hearing: _____, 20____



NEW BUSINESS

- A) RESOLUTION #2018-39 JEDA BONDS
FOR BAILEY MANOR ACQUISITION



AGENDA ITEM - REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

DATE OF REQUEST: November 5, 2018 (FOR NOVEMBER 13, 2018 COUNTY COUNCIL MEETING)

DEPARTMENT / AGENCY: LEGAL

NAME: A. "SANDY" CRUICKSHANKS, IV, LAURENS COUNTY ATTORNEY

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE: [Handwritten Signature]

SUBJECT MATTER REQUESTED (please be as specific as possible):

SEE THE ATTACHED PROPOSED RESOLUTION 2018-39 – JEDA BONDS FOR BAILEY MANOR ACQUISITION

STAFF RECOMMENDS APPROVAL OF RESOLUTION 2018-39.

FINANCIAL AMOUNT REQUESTED: N/A

SOURCE OF FUNDING: N/A

(PLEASE – attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____

DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____

DATE RESPONSE DUE: _____

COUNCIL ACTION: _____

STATE OF SOUTH CAROLINA)
)
LAURENS COUNTY)

RESOLUTION 2018-39

**A RESOLUTION OF LAURENS COUNTY,
SOUTH CAROLINA**

**RELATING TO THE ISSUANCE BY THE SOUTH CAROLINA JOBS-
ECONOMIC DEVELOPMENT AUTHORITY OF ITS ECONOMIC
DEVELOPMENT REVENUE BONDS, IN ONE OR MORE SERIES,
TAXABLE OR TAX-EXEMPT, IN THE PRINCIPAL AMOUNT OF NOT
EXCEEDING \$9,000,000**

WHEREAS, the South Carolina Jobs-Economic Development Authority (“Authority”), acting by and through its Board of Directors, is authorized and empowered under and pursuant to the provisions of Title 41, Chapter 43 of the Code of Laws of South Carolina 1976, as amended (“Act”), to (i) utilize any of its program funds to establish loan programs for the purpose of reducing the cost of capital to qualified business enterprises in order to promote and develop the economic welfare of the State of South Carolina (“State”) and thus provide maximum opportunities for the creation and retention of jobs and improvement of the standard of living of the citizens of the State and (ii) act in conjunction with other persons and organizations, public or private, in the promotion and advancement of industrial, commercial, agricultural, and recreational development in the State;

WHEREAS, the Authority is further authorized by Section 41-43-110 of the Act to issue revenue bonds, as defined in the Act, payable by the Authority solely from a revenue producing source and secured by a pledge of said revenues in order to provide funds for any program authorized by the Act;

WHEREAS, Montage Living, a South Carolina nonprofit corporation and tax-exempt organization, and one or more of its affiliated or related entities, including ML Woodbridge Clinton, LLC (collectively, “Borrower”), has applied to the Authority to issue not exceeding \$9,000,000 of the Authority’s economic development revenue bonds (“Bonds”) in one or more series, taxable or tax-exempt, to (i) finance a portion of the costs of (A) acquiring and rehabilitating a 54-unit senior living community (“Facility”) consisting of assisted and independent living facilities in Laurens County, South Carolina (“County”) and (B) expanding the Facility by approximately 20 assisted living units; (ii) fund certain accounts and funds related to the Facility and the Bonds, (iii) finance capitalized interest, and (iv) provide for certain fees and expenses to be incurred in connection with the issuance of the Bonds (collectively, (i), (ii), (iii) and (iv), the “Project”);

WHEREAS, the Facility will be initially owned and operated by the Borrower and is located at 300 & 302 Jacobs Highway, Clinton, South Carolina 29325;

WHEREAS, the Borrower has represented to the County that it anticipates that the Project will benefit the State, generally, and the County in particular, through the capital investment in the County resulting from the Project and the creation of new job opportunities (both direct and indirect) for people from the County and surrounding areas, with a resulting alleviation of unemployment, an increase in payrolls and tax revenues, and other public benefits, including the provision of affordable and decent housing, incident to the operation of the Facility not otherwise provided locally; and

WHEREAS, for purposes of complying with Section 147(f) of the Internal Revenue Code of 1986, as amended, and Section 5f.103-2(f) of the Treasury Regulations, as amended (collectively, “Federal Tax Regulations”) and the Act, prior to the issuance of the Bonds by the Authority, and after a public hearing held following reasonable public notice, the Bonds must be approved by the applicable elected representatives of the governmental unit having jurisdiction over the area in which the Facility is located;

WHEREAS, the County is the governmental unit having jurisdiction over the area in which the Facility is located and the County Council ("Council") is applicable representative body of the County;

WHEREAS, prior to any deliberations regarding this Resolution, Council held a public hearing, at which all interested persons were given a reasonable opportunity to express their views. The public hearing was duly noticed by publication of the Notice of Public Hearing in a newspaper having general circulation in the County, not less than 15 days prior to the date hereof.

NOW, THEREFORE, BE IT RESOLVED by Council of the County as follows:

Section 1. As required by the Act, and based solely on information received from the County by the Borrower, Council finds that (a) the Project will serve the purposes of the Act; (b) the Project is anticipated to benefit the general public welfare of the State and County by providing services, employment, or other public benefits not otherwise provided locally; (c) the Project will give rise to no pecuniary liability of the County or any incorporated municipality, or a charge against its general credit or taxing power; (d) the amount of Bonds required to finance the Project is not exceeding \$9,000,000; and (e) the documents to be delivered by the Borrower and the Authority with respect to the Bonds will provide, among other things, (i) for the amount necessary in each year to pay the principal of and interest on the Bonds, (ii) the reserve funds, if any, to be established with respect to the retirement of the Bonds and the maintenance of the Facility (and, if any such reserve funds are established, the amount necessary to be paid each year into such funds), and (iii) that the Borrower shall maintain the Facility and carry all proper insurance with respect thereto.

Section 2. For purposes of satisfying the Federal Tax Regulations, the Project and the Bonds are hereby granted "public approval." The Bonds are not an obligation or liability of the County.

Section 3. The Chairman, the County Administrator and the Clerk to Council, or their designees, are each hereby authorized and directed to execute such documents as may be necessary to evidence the County's approvals defined in the Federal Tax Requirements and the Act.

Section 4. All orders and resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed, and this Resolution shall take effect and be in full force and effect from and after its adoption.

[Signature Page Follows]

Adopted at the regular meeting of Laurens County Council on November 13, 2018.

LAURENS COUNTY, SOUTH CAROLINA

Joseph E. Wood, Jr.
Chair, Laurens County Council

W. Jon Caime, County Administrator

(SEAL)

ATTEST:

Betty C. Walsh, Clerk to County Council

Approved as to form:

A. "Sandy" Cruickshanks, IV County Attorney



NEW BUSINESS

RESOLUTION #2018-40 INDUCEMENT
RESOLUTION "PROJECT GATOR"



AGENDA ITEM - REQUEST SHEET -- COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

DATE OF REQUEST: NOVEMBER 6, 2018 (FOR NOVEMBER 13, 2018 COUNTY COUNCIL MEETING)

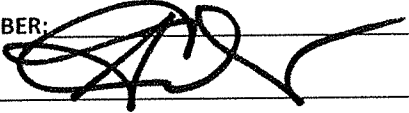
DEPARTMENT / AGENCY: LEGAL

NAME: A. "SANDY" CRUICKSHANKS, IV, LAURENS COUNTY ATTORNEY

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE:  _____

SUBJECT MATTER REQUESTED (please be as specific as possible):

SEE THE ATTACHED PROPOSED RESOLUTION 2018-40 -- INDUCEMENT RESOLUTION FOR PROJECT GATOR.

STAFF RECOMMENDS APPROVAL OF RESOLUTION 2018-40.

FINANCIAL AMOUNT REQUESTED: N/A

SOURCE OF FUNDING: N/A

(PLEASE -- attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____

DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____

DATE RESPONSE DUE: _____

COUNCIL ACTION: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF LAURENS)

RESOLUTION 2018-40

**INDUCEMENT RESOLUTION PROVIDING FOR A
FEE IN LIEU OF TAX AGREEMENT
BETWEEN LAURENS COUNTY AND PROJECT GATOR**

WHEREAS, Laurens County, South Carolina (the "County"), acting by and through its County Council (the "County Council") is authorized and empowered under and pursuant to the provisions of Title 12, Chapter 44, Code of Laws of South Carolina, 1976, as amended (the "Act"), to enter into a fee in lieu of tax agreement (the "Fee Agreement") with respect to a project which requires the industry to make a payment of a fee in lieu of taxes, through which powers the industrial development of the State of South Carolina and the County will be promoted and trade developed by inducing manufacturing and commercial enterprises to locate and remain in the State of South Carolina and the County and thus to utilize and employ the manpower, products, and natural resources of the State of South Carolina to benefit the general public welfare of the County by providing services, employment, and other public benefits not otherwise provided locally; and

WHEREAS, Project Gator, a South Carolina limited liability company, on its own or together with one or more of its subsidiaries, affiliates, successors, assigns, sponsors, lessors, and others (collectively, the "Company"), desires to invest capital in the County in order to establish a manufacturing facility in the County (the "Project"), provided that approvals of various incentives contemplated for the Project are formalized by the State and/or County; and

WHEREAS, the Project is anticipated to result in an investment of at least \$12,300,000 and the creation of forty-four (44) new, full-time jobs in the County; and

WHEREAS, the Company has requested that the County enter into a Fee Agreement, thereby providing for a fee in lieu of tax ("TILLOT") and infrastructure and/or special source revenue credits ("SSRCs") with respect to the Project; and

WHEREAS, the County has determined on the basis of the information supplied to it by the Company that the Project would be a "project" and "economic development property" as such terms are defined in the Act and that the Project would serve the purposes of the Act; and

WHEREAS, pursuant to the authority of Section 4-1-170 of the Code of Laws of South Carolina, 1976, as amended and Article VIII, Section 13 of the South Carolina Constitution, the County agrees to use its best efforts to ensure that the Project is located in a multi-county industrial and business park established, or to be established, by the County (the "Park") pursuant to a qualifying agreement with one or more contiguous South Carolina counties (the "Park Agreement").

NOW, THEREFORE, BE IT RESOLVED by the County Council as follows:

Section 1. The County Council hereby finds that: (i) the Project is anticipated to benefit the general public welfare of the County by providing services, employment, recreation, or other public benefits not otherwise adequately provided locally; (ii) the Project gives rise to no

pecuniary liability of the County or a charge against its general credit or taxing power; (iii) the purposes to be accomplished by the Project are proper governmental and public purposes and the inducement of the location of the Project within South Carolina is of paramount importance and the benefits of the Project to the public are greater than the cost (which latter finding has been made using an appropriate cost-benefit analysis); and (iv) it has evaluated the Project considering all relevant and required factors, including, but not limited to, the anticipated dollar amount and nature of the investment to be made and the anticipated costs and benefits to the County, and all other criteria prescribed by law.

Section 2. The County hereby agrees to enter into a fee in lieu of tax arrangement with the Company under the Act. The County agrees to provide for a fee in lieu of *ad valorem* taxes ("FILOT") for a period of 30 years for each component of the Project placed in service during the investment period (the "FILOT Term") under the Act. The FILOT shall be calculated using a 6% assessment ratio and a fixed millage rate equal to the lowest millage rate allowable under the Act for a period of 30 years for each component of the Project placed in service during the investment period.

Section 3. The further details of the FILOT and the SSRCs shall be prescribed by subsequent ordinance of the County to be adopted in accordance with South Carolina law and the rules and procedures of the County.

Section 4. The County agrees to use its best efforts to ensure that the Property is already located in or to include the Property in a Park for at least the longer of a 30-year period or the period of time the FILOT arrangement is in place.

Section 5. This resolution shall constitute an inducement resolution for this Project within the meaning of the Act.

Section 6. This resolution shall constitute "preliminary approval" pursuant to Section 12-44-110(2) of the Act by which property may be placed in service prior to the execution of a FILOT agreement but still constitute economic development property under the Act.

Section 7. All orders, resolutions, and parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed. This resolution shall take effect and be in full force from and after its passage by the County Council.

Adopted this ____ day of ____, 2018.

LAURENS COUNTY, SOUTH CAROLINA

Signature: _____

Name: Joseph E. Wood, Jr.

Title: Chairman of County Council

ATTEST:

Signature: _____ (SEAL)

Name: Betty Ann C. Walsh

Title: Clerk to County Council



NEW BUSINESS

FIRST READING ORDINANCE #856 –
“PROJECT GATOR”



AGENDA ITEM - REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

DATE OF REQUEST: NOVEMBER 6, 2018 (FOR NOVEMBER 13, 2018 COUNTY COUNCIL MEETING)

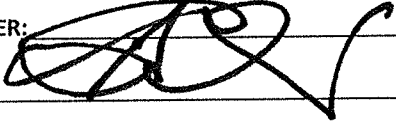
DEPARTMENT / AGENCY: LEGAL

NAME: A. "SANDY" CRUICKSHANKS, IV, LAURENS COUNTY ATTORNEY

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE:  _____

SUBJECT MATTER REQUESTED (please be as specific as possible):

SEE THE ATTACHED PROPOSED ORDINANCE 856 – 1st READING – PROJECT GATOR.

STAFF RECOMMENDS FIRST READING APPROVAL OF ORDINANCE 856.

FINANCIAL AMOUNT REQUESTED: SEE THE ATTACHED

SOURCE OF FUNDING: SEE THE ATTACHED

(PLEASE – attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____

DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____

DATE RESPONSE DUE: _____

COUNCIL ACTION: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF LAURENS)

ORDINANCE 856

ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF A FEE AGREEMENT BY AND BETWEEN LAURENS COUNTY, SOUTH CAROLINA AND PROJECT GATOR PROVIDING FOR A PAYMENT OF A FEE IN LIEU OF TAXES AND OTHER MATTERS RELATED THERETO.

WHEREAS, Laurens County, South Carolina (the "County") acting by and through its County Council (the "County Council") is authorized and empowered pursuant to the provisions of Title 12, Chapter 44 of the Code of Laws of South Carolina, 1976, as amended (the "Act"), to enter into fee agreements with any industry, with said agreements identifying certain properties of such industries as economic development property, through which powers the industrial development of the State of South Carolina (the "State") and the County will be promoted and trade developed by inducing manufacturing and commercial enterprises to locate, remain, and expand in the State and the County and thus utilize and employ the manpower, products, and natural resources and benefit the general public welfare of the State and County by providing services, employment, or other public benefits not otherwise adequately provided locally; and

WHEREAS, a company presently identified as Project Gator (the "Company") intends to invest in the establishment of a facility through the acquisition of land, a building, and improvements thereon (the "Land and Building"); the construction of improvements thereon and/or therein; and/or the acquisition of personal property, including, but not limited to, machinery, equipment, and furniture to be installed on and/or in the Land and Building, which would constitute a project within the meaning of the Act and which are eligible for inclusion as economic development property, the cost of which is estimated to be \$12,300,000.00 (the "Project") and which is expected to create 44 new, full-time jobs in the County, all as more fully set forth in the Fee Agreement attached hereto, and provided that approvals of various incentives contemplated for the Project are formalized by the State and County; and

WHEREAS, pursuant to an Inducement Resolution dated as of _____, the County authorized the execution of an agreement providing for fee in lieu of tax payments; and

WHEREAS, the Company has caused to be prepared and presented to this meeting the form of the Fee Agreement by and between the County and the Company (the "Fee Agreement") which provides for fee in lieu of tax payments utilizing a 6% assessment ratio for a period of 30 years for the Project or each component thereof placed in service during the initial investment period and any investment period extension to which the County and the Company agree and the issuance of a 5-year, 45% special source revenue credit; and

WHEREAS, it appears that the Fee Agreement, which is now before this meeting, is in appropriate form and is an appropriate instrument to be executed and delivered by the County for the purposes intended.

NOW, THEREFORE, BE IT ORDAINED by the County Council in a meeting duly assembled as follows:

Section 1. In order to promote industry, develop trade, and utilize and employ the manpower, products, and natural resources of the State of South Carolina by assisting the Company to expand or locate an industrial facility in the State of South Carolina, the Fee Agreement is hereby authorized, ratified, and approved.

Section 2. It is hereby found, determined, and declared by the County Council, as follows:

- (a) The Project will constitute a "project" as said term is referred to and defined in the Act, and the County's actions herein will subserve the purposes and in all respects conform to the provisions and requirements of the Act.
- (b) The Project and the payments in lieu of taxes set forth herein are beneficial to the County, and the County has evaluated the Project based upon all criteria prescribed by law, including the anticipated dollar amount and nature of the investment to be made and the anticipated costs and benefits to the County.
- (c) The Project is anticipated to benefit the general public welfare of the County by providing services, employment, recreation, or other public benefits not otherwise adequately provided locally.
- (d) The Project gives rise to no pecuniary liability of the County or any incorporated municipality or a charge against the general credit or taxing power of either.
- (e) The purposes to be accomplished by the Project, i.e., economic development, creation of jobs, and addition to the tax base of the County, are proper governmental and public purposes.
- (f) The inducement of the location or expansion of the Project within the County and State is of paramount importance.
- (g) The benefits of the Project to the public will be greater than the costs.

Section 3. The form, terms, and provisions of the Fee Agreement presented to this meeting are hereby approved, and all of the terms, provisions, and conditions thereof are incorporated herein by reference as if the Fee Agreement were set out in this Ordinance in its entirety. The Chairman of the County Council and/or the County Administrator are authorized, empowered, and directed to execute, acknowledge, and deliver the Fee Agreement in the name of and on behalf of the County, and thereupon to cause the Fee Agreement to be delivered to the Company. The Fee Agreement is to be in substantially the form now before this meeting and hereby approved, with such changes therein as shall not be materially adverse to the County and as shall be approved by the officials of the County executing the same, upon the advice of Counsel to the County, such official's execution thereof to constitute conclusive evidence of

such official's approval of any and all changes or revisions therein from the form of the Fee Agreement now before this meeting.

Section 4. The Chairman of the County Council and/or the County Administrator, for and on behalf of the County, are hereby authorized and directed to do any and all things necessary to effect the execution and delivery of the Fee Agreement and the performance of all obligations of the County under and pursuant to the Fee Agreement.

Section 5. The provisions of this Ordinance are hereby declared to be separable, and if any section, phrase, or provision shall for any reason be declared by a court of competent jurisdiction to be invalid or unenforceable, such declaration shall not affect the validity of the remainder of the sections, phrases, and provisions hereunder.

Section 6. All orders, resolutions, ordinances, and parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and this Ordinance shall take effect and be in full force from and after its passage and approval.

(SIGNATURE PAGE TO FOLLOW)

STATE OF SOUTH CAROLINA)
)
COUNTY OF LAURENS)

Signature: _____
Name: Joseph E. Wood, Jr.
Title: Chairman of County Council

That the foregoing constitutes a true, correct, and verbatim copy of an Ordinance adopted by the County Council. The Ordinance was read and received a favorable vote at three public meetings of the County Council on _____, _____ and _____. At least one day passed between first and second reading, and at least seven days passed between second and third readings. A public hearing was held on _____, and notice of the public hearing was published in the *Clinton Chronicle* and *Laurens Advertiser* on _____. At each meeting, a quorum of County Council was present and remained present throughout the meeting.

The Ordinance is now in full force and effect.

Signature: _____
Name: Betty Ann C. Walsh
Title: Clerk to County Council



NEW BUSINESS

APPROVAL – COUNTY AIRPORT
CAPITAL IMPROVEMENT PLAN



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: _____

DEPARTMENT / AGENCY: Airport 513 Airport Commission Date of Request: 11/7/18

COUNCIL ACTION REQUESTED: Council Approval is being sought for the CIP to be submitted to the FAA for Grant Funding. This must be submitted yearly and approved yearly by Council

Short Description of Item for Consideration: The Council's approval is necessary to remain eligible for yearly FAA appropriations and to remain eligible for FAA and State Grant Funding for the county Airport.

More Detailed Description (if needed): A change from Last years CIP include moving the Airport Layout Plan (ALP) sooner, This is in response to increased demand for additional hangar space being requested, multiple requests for JET A fuel on the field, the recommendation of Terminal Improvements from the State aeronautics commission, and the general consensus from the commission that all of these things should be planned for and not be knee jerk reaction when the opportunities arise to do these items. The closure of the Spartanburg Airport relocated many aircraft to the Laurens Airport where many of the transient plane owners were very impressed and showed interest in Hangar space, one transient would like to relocate his business, a pilot training school, and we have had several inquiries from Economic Development in Laurens and Clinton about the possibility of providing Jet A fuel, questions that they have fielded from interested businesses. The Commission would like these locations to be identified and planned for when funding and/or opportunity comes available.

FINANCIAL AMOUNT REQUESTED No funds requested at this time.

SOURCE OF
FUNDING: NA

(PLEASE – attach subject matter document pages as necessary)

CIP Attached

AIRPORT CAPITAL IMPROVEMENT PLAN
FY 2020 - 2024 (including FY 2018 & FY 2019 for reference)

Last Updated: 11/05/2018

LAURENS COUNTY AIRPORT (LUX)

Fiscal Year	Description	Project Total Cost	Eligible Federal Share (90%)				Eligible State Share	Sponsor Share
			Carryover	Entitlements	Discretionary and/or State Apportionment	Total		
2018	CARRYOVER NPE FUNDS INTO FY 2018		\$0					
	AVAILABLE FEDERAL FUNDS FOR FY 2018		\$0	\$150,000		\$150,000		
	Terminal Area Landside Pvmnts Rehab: Construction (Phase 2- Reimbursement)	\$0	\$0	\$111,529	\$0	\$111,529	\$0	-\$111,529
	ANNUAL TOTAL:	\$0	\$0	\$111,529	\$0	\$111,529	\$0	-\$111,529
2019	CARRYOVER NPE FUNDS INTO FY 2019		\$38,471					
	AVAILABLE FEDERAL FUNDS FOR FY 2019		\$38,471	\$150,000		\$188,471		
	ALP Update (Full Planning Effort) (previous update performed in 2004)	\$200,000	\$38,471	\$141,529	\$0	\$180,000	\$10,000	\$10,000
	ANNUAL TOTAL:	\$200,000	\$38,471	\$141,529	\$0	\$180,000	\$10,000	\$10,000
2020	CARRYOVER NPE FUNDS INTO FY 2020		\$8,471					
	AVAILABLE FEDERAL FUNDS FOR FY 2020		\$8,471	\$150,000		\$158,471		
	Airfield Lighting Rehabilitation - Design & Bidding	\$144,000	\$8,471	\$121,129	\$0	\$129,600	\$7,200	\$7,200
	ANNUAL TOTAL:	\$144,000	\$8,471	\$121,129	\$0	\$129,600	\$7,200	\$7,200
2021	CARRYOVER NPE FUNDS INTO FY 2021		\$28,871					
	AVAILABLE FEDERAL FUNDS FOR FY 2021		\$28,871	\$150,000		\$178,871		
	Airfield Lighting Rehabilitation - Construction	\$1,018,500	\$28,871	\$150,000	\$737,779	\$916,650	\$50,925	\$50,925
	ANNUAL TOTAL:	\$1,018,500	\$28,871	\$150,000	\$737,779	\$916,650	\$50,925	\$50,925
2022	CARRYOVER NPE FUNDS INTO FY 2022		\$0					
	AVAILABLE FEDERAL FUNDS FOR FY 2022		\$0	\$150,000		\$150,000		
	Perimeter Safety/Security Fencing (+14,000 LF)-Design/Bid/Construct	\$928,500	\$0	\$150,000	\$685,650	\$835,650	\$46,425	\$46,425
	ANNUAL TOTAL:	\$928,500	\$0	\$150,000	\$685,650	\$835,650	\$46,425	\$46,425
2023	CARRYOVER NPE FUNDS INTO FY 2023		\$0					
	AVAILABLE FEDERAL FUNDS FOR FY 2023		\$0	\$150,000		\$150,000		
	Jet-A Fuel Farm System (10,000 gallons) and Containment	\$200,000	\$0	\$150,000	\$30,000	\$180,000	\$10,000	\$10,000
	ANNUAL TOTAL:	\$200,000	\$0	\$150,000	\$30,000	\$180,000	\$10,000	\$10,000
2024	CARRYOVER NPE FUNDS INTO FY 2024		\$0					
	AVAILABLE FEDERAL FUNDS FOR FY 2024		\$0	\$150,000		\$150,000		
	Land Acquisition in Approaches for Future Development	\$250,000	\$0	\$150,000	\$75,000	\$225,000	\$12,500	\$12,500
	ANNUAL TOTAL:	\$250,000	\$0	\$150,000	\$75,000	\$225,000	\$12,500	\$12,500
	CARRYOVER NPE FUNDS INTO FY 2025		\$0					



NEW BUSINESS

RESOLUTION #2018-41 – NOVEMBER
17, 2018 AS “MARCH OF DIMES DAY”

STATE OF SOUTH CAROLINA

COUNTY OF LAURENS

)
)
)

RESOLUTION #2018-37



“2018 PREMATURETY AWARENESS DAY PROCLAMATION”

WHEREAS, March of Dimes leads the fight for the health of all moms and babies. March of Dimes does this by supporting research, leading programs and providing education and advocacy, and;

WHEREAS, March of Dimes has developed a collaborative model to study and prevent premature birth through groundbreaking research at six (6) Prematurity Research Centers, and;

WHEREAS, March of Dimes is committed to mobilizing the nation by amplifying the voices of women and families, and;

WHEREAS, Six thousand three hundred ninety five (6,395) babies are born prematurely each year in the State of South Carolina, representing 11.2 percent of all state births, and;

WHEREAS, South Carolina received a grade of “D” and a disparity index ranking of 1.23 on the March of Dimes 2018 Premature Birth Report Card, and;

WHEREAS, in South Carolina, March of Dimes has worked extensively to invest in local projects that further the March of Dimes mission, support national and state objectives and support our movement to give every mother and baby a fair chance, and;

WHEREAS, the month of November is recognized as Prematurity Awareness Month and November 17th is recognized as World Prematurity Day to raise awareness.

NOW, THEREFORE, the Laurens County Council hereby extends special recognition to March of Dimes Laurens County and proclaim November 17, 2018, Prematurity Awareness Day.

LAURENS COUNTY COUNCIL:

Joseph E. Wood, Jr, Chairman

P. Keith Tollison, Vice Chairman

Diane B. Anderson, Council Member

Stewart O. Jones, Council Member

Garrett C. McDaniel, Council Member

Ted G. Nash, Council Member

David A. Pitts, Council Member

ATTEST:

Betty C. Walsh, Clerk to Council
Laurens County Council
Laurens County, South Carolina

Date: _____



NEW BUSINESS

REQUEST FOR APPROVAL, FIRE
SERVICE, REPLACING JOANNA
LADDER TRUCK



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council.

Agenda Item #: _____

DEPARTMENT / AGENCY: FIRE

COUNCIL ACTION REQUESTED: _____

Approve moving forward with a purchase of the replacement for the Joanna Ladder Truck \$250,000 to replace an aging 1983 model ladder truck at Joanna FD. This ladder truck is currently out of service due to failing aerial testing. It is a critical piece of equipment to service this section of the County in particular the large industries and as a backup to the City of Clinton.

Funds will come from the reserves of the fire SPTD.

More Detailed Description:

FINANCIAL AMOUNT REQUESTED _____

SOURCE OF FUNDING: _____

(PLEASE – attach subject matter document pages as necessary)



NEW BUSINESS

REGULAR SESSION:
EMS SUBSTATION RELOCATION
REQUEST



AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

DATE OF REQUEST: 10-29-18

DEPARTMENT / AGENCY: Laurens County EMS

NAME: Matt Pennington

ADDRESS: 321 S. Harper St

CITY: Laurens STATE: SC ZIP: 29360

PHONE NUMBER: 864-984-1574 EMAIL: mpennington@co.laurens.sc.us

SIGNATURE: 

SUBJECT MATTER REQUESTED (please be as specific as possible): Move the trailer located at 3363 Harris Bridge Rd, Woodruff (Laurens County) to Springdale Dr. This property is already owed by Laurens County.

FINANCIAL AMOUNT

REQUESTED \$9,774.00

SOURCE OF FUNDING: General Fund

(PLEASE – attach subject matter document pages as necessary)

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE RECEIVED: _____

DATE OF ASSIGNMENT: _____ DATE OF AGENDA: _____

DATE RESPONSE DUE: _____

COUNCIL ACTION: _____

Vendor	Description	Cost
Alan's Mobile Home Movers	Unblock, untie, disconnect water, sewer, power, take down vinyl skirt. Deliver, reblock, level, tie down, reconnect only water, sewer, power (no lines), we do lines if needed, Vapor Barrier.	\$3,500.00 + any extra block or parts to reset back up to code. We reuse all block and parts with mobile home now.
Alan's Mobile Home Movers	New Vinyl Skirt	\$1,250.00 up to 36in. height
City of Clinton	¾ in Water Tap	\$1,050.00
City of Clinton	4in Sewer Tap	\$1,050.00
LCWSC	Capacity fee	\$975.00
City of Clinton	Account Set up	\$45.00
City of Clinton	Inspection Fee	\$25.00
City of Clinton	Deposit if needed	\$250.00
County of Laurens	Parking area for employees and ambulance.	? \$0.00
	Incidentals	20%
	TOTAL	\$9,774

Excerpts from surveys from employees regarding recruitment and retention.

"... We could use a new HQ and medic 2 is a demoralizing station to run out of."

"... Finding just about any other accommodations other than the current situation at Medic 2 would be a huge morale booster."

"Renovating stations"

"... Get us out of Clinton FD PLEASE!!!!!! Renovate current stations."

".... Update all of the stations."

"New stations"

"... M2 entire station is run on 3 outlets one of which is not dangling out of wall. Everything is plugged in power strips and extension cords."

These are some comments from a survey that was conducted through survey monkey. These comments are straight from the horse's mouth. I have attached a few pictures so that you can see the conditions of Medic 2 (Clinton) station. The only lights they have are lamps, and like stated above, "... the entire station is run on 3 outlets"

The crew quarters are located up stairs in the far back corner of the building, often the trustees wake our crews up early in the mornings while working out just outside the door. Our crews have no privacy when it comes to restrooms and showers. They have to share restrooms with trustees and showers with the fire department. The shower room for the FD is one large shower room with multiple showers (like gym showers).

We require our crews to respond to emergencies quickly, we require the crews to be enroute to their calls within 2 minutes between the hours of 0730-2330, and 2 minutes between 2330-0730. It is impossible to get from their location and to the truck in that time frame without rushing sometimes running which puts our employees at a higher risk of injury. Our employees do not have access to a kitchen other than the one used by the trustees. However, in the past we have had some issues regarding being accused of taking food and leaving a mess. But, as you know when the crews receive a call they must respond and often will not return for several hours.

