**Council Members**
District 1: Terry Graham
District 2: Charlene McGriff
District 3: Billy Mosteller, Secretary
District 4: Jose Luis
District 5: Steve Harper, Chair
District 6: Allen Blackmon
District 7: Brian Carnes, Vice-Chair

**County Administrator**
Dennis E. Marstall

**County Attorney**
Ginny L. Merck-Dupont

**Clerk to Council**
Sherrie Simpson

**August 16, 2023** | **4:00 PM** | **101 North Main Street Lancaster, SC 29720**

# LANCASTER COUNTY COUNCIL
# COMMITTEE OF THE WHOLE
## County Council Chambers, County Administration Building, 101 North Main Street, Lancaster, SC 29720

## AGENDA

1. **Call to Order - Chairman Steve Harper**

2. **Welcome and Recognition - Chairman Steve Harper**

3. **Pledge of Allegiance and Invocation - Council Member Jose Luis**

4. **Approval of Agenda**

   ***[deletion and additions of non-substantive matter]***

5. **Citizens Comments**

   ***[Lancaster County Council welcomes comments and input from citizens who may not be able to attend Council meetings in person. Written comments may be submitted via mail to ATTN: Sherrie Simpson, Post Office Box 1809, Lancaster, SC, 29721, by email to Sherrie Simpson at ssimpson@lancastersc.net or by online submission by selecting the "Citizens Comments" quick link located on the County website homepage at https://www.mylancastersc.org/. Comments must be no longer than approximately 3 minutes when read aloud. Comments received will be acknowledged during the Citizens Comments portion of the meeting. Comments will need to be received prior to 4:00 p.m. on the day before the meeting. Please use the same link above in order to submit input/comments for Public Hearings.]***

6. **Discussion and Action Items**

   **a.** Draft Investment Policies - Veronica Thompson

   **b.** Reeves Park: Town of Heath Springs' Request to Convey Ownership - Dennis Marstall

   **c.** Planning for the Future - Infrastructure Funding Strategies Dennis Marstall

   **d.** Amending Model Rules of Procedure for County Council

7. **Adjournment**

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

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

***Meetings are live streamed and can be found by using the following link:***
***https://www.youtube.com/@LancasterCoSCGov/streams***

# Agenda Item Summary

Ordinance # / Resolution #: Not Yet Assigned
Contact Person / Sponsor: Veronica C. Thompson, CFO/ Finance
Department: Finance
Date Requested to be on Agenda: 8/16/2023

**Council Action Requested:**
As the County's cash reserves grow, it is prudent to have a policy which addresses not only the protection of deposits and investments but also return on investments through diversification.

The Government Finance Officers Association (GFOA) recommends that all governments establish a comprehensive written investment policy, to be adopted by the governing body.

The PowerPoint presentation will provide proposed policy language that addresses the GFOA's recommended statements that were presented at the April 19, 2023, meeting.

**Points to Consider:**
The County currently has deposits held by First Citizens Bank and investment accounts held by the State Treasurer. On July 31, 2023, cash and investments totaled $116,103,156 (unaudited). The County pools certain funds to maximize investment earnings while other funds such as bond proceeds, CPST3, debt service, and ARPA are held in separate accounts.

Our current policy is limited, outdated and the objectives are not clear.

Staff will provide policy components that are more strategic to maximize idle cash yields, in short-term and long-term instruments, while protecting taxpayer resources in low risk investments.

The proposed policy will still maintain having cash on hand to address monthly payments and distributions, while also ensuring our investments can become available wiithin short-notice, should we need access to invested funds for operating issues.

**Funding and Liability Factors:**
- In accordance with SC Code 6-5-15 and 12-45-220, South Carolina Counties are restricted on the types of authorized investments and securing deposits.
- The state code gives the authority of the County Treasurer to invest and manage county funds.
- All County funds are secured and backed through collateralized requirements outside of the FDIC requirements

**Recommendation:**
The information is provided for discussion and the next step is to finalize a comprehensive investment policy. The county code will have to be amended by three readings of an ordinance.

**ATTACHMENTS:**

| Description | Upload Date | Type |
|---|---|---|
| Draft investment policies presentation | 8/14/2023 | Presentation |

Lancaster County South Carolina

# LANCASTER COUNTY

County Investment Policy Discussion
August 16, 2023

# GFOA – Investment Best Practices

GFOA BEST PRACTICES

Investment Policy

- GFOA recommends that all governments establish a comprehensive written investment policy, which should be adopted by the governing body.

Lancaster County
South Carolina

# Current County Investment Language

Sec. 2-223. - Investments.

- The county treasurer or designee shall promptly invest available county funds in accordance with the provisions of the county's investment policy. The county treasurer or designee shall minimize market risk while maintaining the highest possible yield. Investments shall be made in accordance with S.C. Code § 12-45-220 and tit. 6, chs. 5 and 6, as amended. At the end of each fiscal year, a report on investment performance shall be provided by the county treasurer or designee to the finance director. All investments must be reconciled monthly.

(Ord. No. 1075, § 1(Exh. A, § 7.104), 12-13-2010)

## STATE TREASURER'S WEBSITE:

### The Role of a County Treasurer

- The county treasurer serves as the county's banker, responsible for the safekeeping and investing of public funds. As the lawful custodian of county funds, this also includes the responsibility of receipt and disbursement of funds.

Lancaster County
South Carolina

# Cash and Investments

Cash is pooled (centralized/concentrated) in the General Fund

- July 2023 Cash and Investments (General Fund)- $116,103,316 (unaudited)
- This amount includes cash that belong to other funds ($55.1M), such as:
    - CPST2 (need budget amendment to transfer appropriate balance to CPST3 bank account)
    - Hospitality Tax
    - Stormwater
    - CTC
    - E-911
    - Capital Improvement Fund
    - Court Mandated Security Fund

- Other Cash Accounts reported separately-
    - ARPA
    - Debt Service
    - GO Bonds
    - CPST3
    - Tax Sale Trust

# GFOA Investment Policy Statements

Per the GFOA, the investment policy should include the following statements:

- Scope and investment objectives
- Roles, responsibilities, and standards of care
- Suitable and authorized investments
- Investment diversification
- Safekeeping, custody, and internal controls
- Authorized financial institutions, depositories, and broker/dealers
- Risk and performance standards
- Reporting and disclosure standards

Lancaster County South Carolina

# Investment Policy - Draft Language

- The Lancaster County Treasurer is responsible for the administration, management, and investment of the County's funds. It is the policy of the County to invest funds to minimize investment risk and provide the highest possible yield, while maintaining liquidity. Primary objectives: Safety, Liquidity, Return on Investments.
- The County Treasurer is to conform with all applicable state and other legal requirements.
- This policy applies to all financial assets of Lancaster County to include:
    - General Fund
    - Special Revenue Funds
    - Capital Project Funds
    - Bond Funds

Lancaster County South Carolina

# Investment Policy - Draft Language

- The County Treasurer is  the investment authority of the County who must invest in instruments authorized by SC Code 6-5-10 and 12-45-220.
- The County Treasurer or designee must exercise prudence, diligence, and care as a custodian of public trust.  Shall refrain from personal business activity that could conflict with the proper execution of the investment program or hinder their ability to make impartial investment decisions.
- The County Treasurer shall coordinate with the County CFO to determine cash flow needs.

Lancaster County South Carolina

## Investment Policy - Draft Language

- It is the policy of the County, to diversify its deposits and investments by financial institution, investment instrument, and maturity schedule. The objective of safety and liquidity is paramount.
- All deposits and investments shall be secured in accordance with SC Code 6-5-15.
- The investment portfolio will be reviewed annually by an external auditor. This provides assurance of compliance with policies and procedures.

Lancaster County South Carolina

# Investment Policy - Draft Language

- The County Treasurer will maintain a list of financial institutions authorized to provide investment services.  An annual review of the financial condition should be conducted.

# Agenda Item Summary

Ordinance # / Resolution #: Not Yet Assigned
Contact Person / Sponsor: Dennis Marstall / Administration
Department: Administration
Date Requested to be on Agenda: 8/16/2023

**Council Action Requested:**
Consider ownership and maintenance of Reeves Park in the Town of Heath Springs, per the Town of Heath Springs request.

**Points to Consider:**
The County Administrator received a letter (see attached) from the Town of Heath Springs formally requesting the County to take over ownership and maintenance of Reeves Park.

The letter states "several residents in that area are interested in making upgrades and improvements to the park and the Town does not have the funds available to perform these upgrades..."

The park is 1.3 acres and is located at 100 Vintage Way in Heath Springs (see attached parcel info).

The park is primarily used by the area youth, as it is tucked into a neighborhood setting.

The park primarily features a basketball court that is in disrepair.

Given the size of the park, there is not much opportunity for team activities to support our sports programs or do much programming outside of the basketball court.

**Funding and Liability Factors:**
There are no funds budgeted for maintenance of this park in the FY 2023-2024 budget and staff has not determined how it would be prioritized in future years.

Given the limited amenities in the park, the initial maintenance would be mowing and shrub or bush removal.

Longer terms needs would be to replace the concrete pad for the existing basketball court.

Area residents have expressed an interest in having upgraded parking, a playground, shelter or pavilion and other amenities to enhance the park. All of those features have significant cost implications.

**Recommendation:**
This is information to present the Town's letter of request to County Council to provide initial feedback.

**ATTACHMENTS:**

| Description | Upload Date | Type |
|---|---|---|
| Letter from the Town of Heath Springs | 8/7/2023 | Letter |
| GIS Parcel Information | 8/14/2023 | Backup Material |

*Town of* *Heath Springs*
*Celebrating 130 Years of Community Service*
*Post Office Box 100 • Heath Springs, SC 29058*
803-273-2066 • Fax 803-273-3478

July 20, 2023

Dennis Marstall, Town Administrator
101 N. Main Street
Lancaster, SC 29720

Lancaster County Council
101 N. Main Street
Lancaster, SC 29720

Re: Reeves Park in the Town of Heath Springs

Dear Mr. Marstall:

At a recent council meeting of the Town of Heath Springs the Town Council spoke with representatives from Lancaster County and from the Parks and Recreation Commission regarding the condition of Reeves Park in the town limits of Heath Springs, and explored the willingness of the County to accept ownership and maintenance of this park.

The Town Council has voted unanimously to transfer ownership of the Reeves Park from the Town of Heath Springs to Lancaster County, provided the County is willing to accept ownership and maintenance of the park. Several residents in that area are interested in making upgrades and improvements to the park and the Town does not have the funds available to perform these upgrades and is pleased to transfer ownership so that the County can provide this service.

Please contact me if you have any questions or if I can be of further assistance.

Sincerely,

Wanda Fudge Kilpatrick

Wanda Fudge Kilpatrick
Town Administrator

# Experiencing Lancaster County, SC through GIS Technology

## Parcel Summary

| | |
|---|---|
| **Parcel ID** | 0133P-0B-025.01 |
| **Account #** | 23253 |
| **Millage Group** | 01H - HeathSprings - Town of Heath Springs |
| **Land Size** | 1.3 ACRES |
| **Location Address** | 100 VINTAGE WAY<br>Heath Springs 29058 |
| **Zoning** | HSPRGS : Town of Heath Springs |
| **Neighborhood** | 14 |
| **Property Use Code** | Exempt (EX) |
| **Plat Book** | |
| **Plat Page** | 0000 |
| **Block#** | |
| **Lot#** | |

## Scanned Property Card

Property Card

**Note: Property Cards are current as of 4/1/2020 and are no longer updated**

## Owner Information

HEATH SPRINGS TOWN OF
TOWN HALL
HEATH SPRINGS SC 29058

## Land Information

| Land Use | Number of Units | Unit Type | Land Type | Frontage | Depth | AgUse Value |
|---|---|---|---|---|---|---|
| Exempt (EX) | 1.30 | ACRES | SITE | 0 | 0 | $0 |

## Commercial Building Information

| | |
|---|---|
| **Style** | / 00 |
| **Gross Sq Ft** | |
| **Finished Sq Ft** | |
| **Perimiter** | |
| **Stories** | |
| **Interior Walls** | |
| **Exterior Walls** | |
| **Quality** | () |
| **Roof Type** | |
| **Roof Material** | |
| **Exterior Wall1** | |
| **Exterior Wall2** | |
| **Foundation** | |
| **Interior Finish** | |
| **Ground Floor Area** | |
| **Floor Cover** | |
| **Full Bathrooms** | 0 |
| **Half Bathrooms** | 0 |
| **Heating Type** | |
| **Year Built** | 0 |
| **Year Remodeled** | |
| **Effective Year Built** | 0 |
| **Condition** | |

| Code | Description | Sketch Area | Finished Area | Perimeter |
|---|---|---|---|---|
| TOTAL | | | | |

## Sales Information

| Sale Date | Sale Price | Instrument Number | Deed Book | Deed Page | Sale Qualification | Vacant or Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|
| 6/7/1982 | $0 | | E006 | 2613 | Qualified | Improved | | HEATH SPRINGS TOWN OF |

## Assessed Values

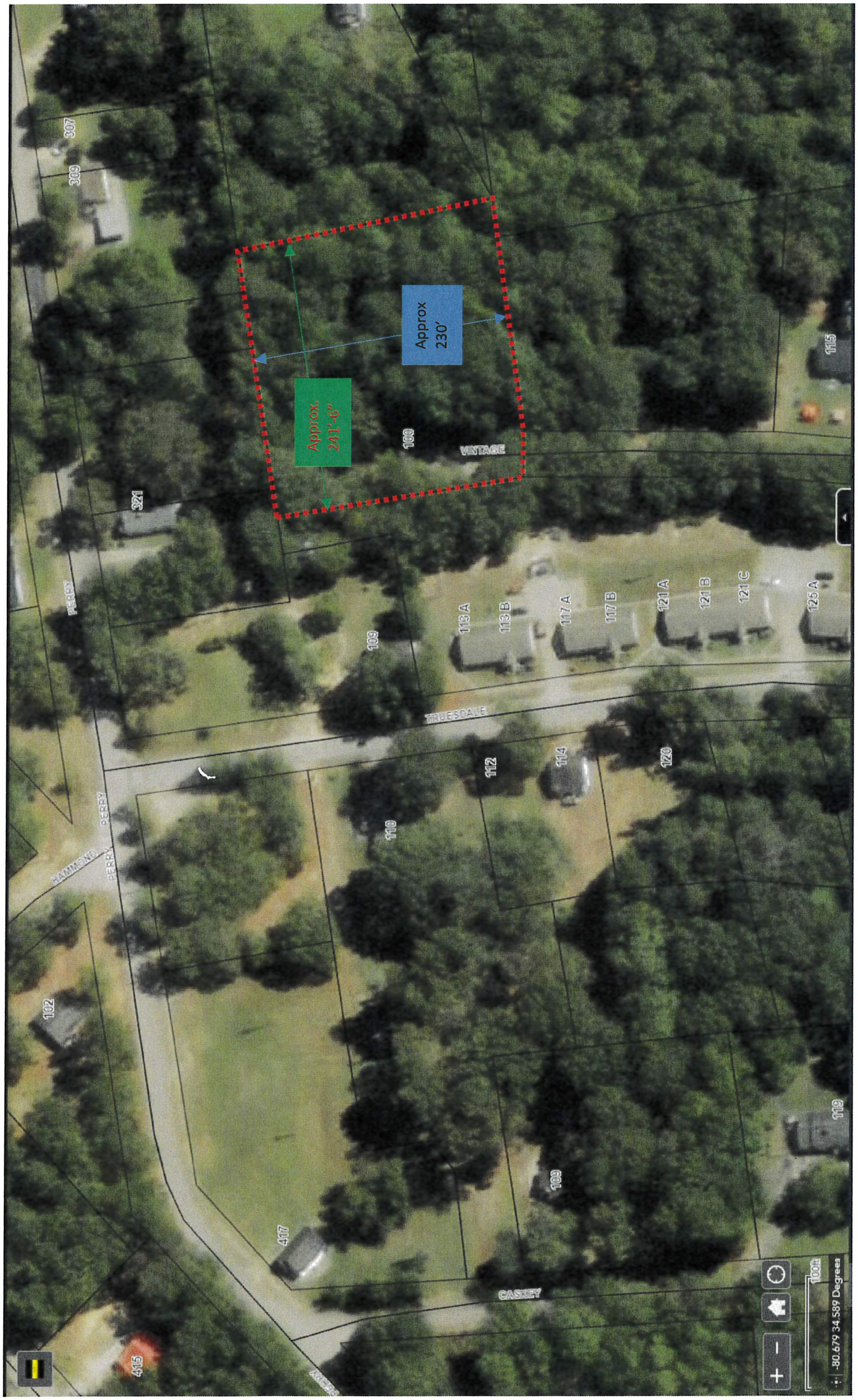
| | | 2022 | 2021 | 2020 | 2019 |
|---|---|---|---|---|---|
| | Market Land Value | $15,800 | $15,800 | $15,800 | $15,800 |
| + | Market Improvement Value | $0 | $0 | $0 | $0 |
| + | Market Misc Value | $0 | $0 | $0 | $0 |
| = | **Total Market Value** | **$15,800** | **$15,800** | **$15,800** | **$15,800** |
| | Taxable Land Value | $15,800 | $15,800 | $15,800 | $15,800 |
| + | Taxable Improvement Value | $0 | $0 | $0 | $0 |
| + | Taxable Misc Value | $0 | $0 | $0 | $0 |

| | | 2022 | 2021 | 2020 | 2019 |
|---|---|---|---|---|---|
| - | Ag Credit Value | $0 | $0 | $0 | $0 |
| = | **Total Taxable Value** | ***$15,800** | ***$15,800** | ***$15,800** | ***$15,800** |
| | Assessed Land Value | $0 | $0 | $0 | $0 |
| + | Assessed Improvement Value | $0 | $0 | $0 | $0 |
| + | Assessed Misc Value | $0 | $0 | $0 | $0 |
| = | **Total Assessed Value** | **$0** | **$0** | **$0** | **$0** |

*This parcel is subject to the value cap

**No data available for the following modules:** Building Information, Mobile Home Information, Accessory Information, Photos, Sketches.

(1 of 2)
LC_Parcels:
PIN 0133P-0B-025.01
ACRES 1.30
OWNER_NAME HEATH SPRINGS TOWN OF
O_NAME_CON
OWNER_ADDR TOWN HALL
OWNER_CITY HEATH SPRINGS
OWNER_STAT SC
OWNER_ZIP 29058
PROP_LOCAT OFF PINE ST
SALE_PRICE 0
SALE_MONTH 6
SALE_DAY 7
SALE YEAR 1982
Zoom to
100
VINTAGE
109
113 A
113 B
117 A
TRUESDALE
112
114
40ft
-80.678 34.590 Degrees


Approx
230'
Approx.
241'-6"
VINTAGE
TRUESDALE
PERRY
HAMMOND
CASKEY
100
307
309
321
109
113 A
113 B
117 A
117 B
121 A
121 B
121 C
125 A
115
110
112
114
120
102
417
415
119
100ft
-80.679 34.589 Degrees

# Agenda Item Summary

Ordinance # / Resolution #: Not Yet Assigned
Contact Person / Sponsor: Dennis Marstall / Administration
Department: Administration
Date Requested to be on Agenda: 8/16/2023

**Council Action Requested:**
Provide input to further explore the creation of an Infrastructure Investment Fund and developing a Transportation Sales Tax Proposal

**Points to Consider:**
The County has significant infrastructure needs on the horizon, particularly related to roads, and the County continues to struggle to keep up with growth or make needed investments in infrastructure.

There has been an ongoing Council discussion related to whether or not growth is paying for itself, or how can developers better support funding the infrastructure needs that growth is impacting.

The recent announcement that the regional transportation planning organization (RFATS) is exploring the widening of Hwy 521 for 8 miles from the NC State line is an opportunity to better address congestion on that roadway, but may require a local match of funds to help advance it to reality.

The local schools announced the purchase of land in the Indian Land area to build a new school and is looking for more land, which will put pressure on the undersized roads in the area.

As a way to implement better infrastructure planning and identify funding sources, County Council received information at the January Retreat about the availability of a local sales tax for transportation.

Staff will highlight that option again, as well as present a concept to develop an Infrastructure Investment Fund that developers and others can contribute to help fund future infrastructure needs.

**Funding and Liability Factors:**
Road projects are expensive and can cost $500,000 a mile or more to upgrade or expand. Given the significant number of road isues that need to be addressed throughout the county, outside of the CTC process, there is no dedicated or significant funding to even begin to address the costs for these projects.

As a way to plan or the future and identify funding support, Council can consider presenting a transportation sales tax referendum for voter consideration.

**Recommendation:**
Provide feedback and input on exploring the creation of an Infrastructure Investment Fund and developing a Transportation Sales Tax Proposal.

# Agenda Item Summary

Ordinance # / Resolution #: Ordinance 2023-?
Contact Person / Sponsor: Dennis E. Marstall / County Administrator and Ginny Merck-Dupont / County Attorney
Department: Attorney
Date Requested to be on Agenda: 8/16/2023

**Council Action Requested:**
Whether to amend the Lancaster County Code to enhance several aspects of existing Lancaster County procedures for County Council operations.

**Points to Consider:**
It was discovered that certain aspects of the County Council Model Rules that were included in prior iterations of the Rules were deleted, such as the Standing Committees, during a recent update in 2020 to address-COVID related issues to effectively run local government during the pandemic.

Since that time, other questions has arisen where the Rules of Procedure are silent, such as how a vote of abstain by a Councilmember is recorded.

There are many other process and procedures that the County Council has been operating under that are not as clear or defined to help Council and staff know how to formally proceed, regarding functions of the Council.

Staff has reviewed rules utilized by other County Councils as well as the prior Rules of Procedure for County Council in order to outline the components that the County Council might want to ensure are articulated in the Lancaster County Rules of Procedure.

A suggested list of potential amendments to the current Rules of Procedure is attached and includes items such as guidelines/requirements for meetings; setting of the agenda; meeting decorum; voting; requests to staff; adoption of certain technical codes and regulations.

**Funding and Liability Factors:**
Not applicable.

**Recommendation:**
Provide staff guidance on whether or not Council would like to see some additions and revisions to the County Council Rules of Procedure.

**ATTACHMENTS:**

| Description | Upload Date | Type |
| --- | --- | --- |