

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

February 7, 2024**8:30 AM****101 North Main Street
Lancaster, SC 29720**

**LANCASTER COUNTY COUNCIL
Del Webb Library, 7641 Charlotte Highway, Indian
Land, SC 29707**

WORKSHOP MINUTES

Council Members Present: Brian Carnes, Billy Mosteller, Charlene McGriff, Terry Graham, and Jose Luis.

Council Member Absent: Allen Blackmon, Steve Harper.

Staff Members/Others present: Dennis Marstall, County Administrator; Ginny Merck-Dupont, County Attorney; Lauren Hill, Deputy Clerk to Council/Administrative Assistant; Stephany Snowden, Deputy County Administrator; Allison Hardin, Development Services Director; Sabrena Harris, Chief Financial Officer; Jamie Privuznak, Budget Director; Brenda Thompson, Communications and Marketing Director; Lisa Parker, Human Resources Director; Jeff Catoe, Public Services Director; Scott Hernandez, Information Technology Director; Brad Carnes, Assessor, who left the meeting after his Fiscal Year 2025 Re-Assessment Process presentation; Brian Fulk, Economic Development Director, who left the meeting after his Economic Development presentation; Frannie Heizer with Burr Forman, who left the meeting after her Bond Capacity/Investment Update presentation; Brian Nurick with Compass Municipal Advisors, who joined the meeting via Teams during the Bond Capacity/Investment Update presentation; and the press.

A quorum of Lancaster County Council was present for the meeting. The following press were notified of the meeting by e-mail in accordance with the Freedom of Information Act: *The Lancaster News*, *Kershaw News Era*, *The Rock Hill Herald*, Cable News 2, Channel 9 and the local government channel. The agenda was posted in the lobby of the County Administration Building and also on the County website the required length of time. The power point presentation utilized during the meeting is attached to the written minutes in the Clerk to Council's office.

Call to Order - Chairman Steve Harper

Vice Chairman Brian Carnes called the Retreat Workshop to order at approximately 8:30 a.m.

Welcome and Recap - Dennis Marstall, County Administrator

Dennis Marstall recapped the Council Retreat Workshop that was held on January 31, 2024, and noted that the Auditor's Discussion and Analysis and the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023, was provided to each Council member. The Auditor's Discussion and Analysis handout is attached as Schedule A to the written minutes in the Clerk to Council's office and the Annual Comprehensive

Financial Report for the Fiscal Year Ended June 30, 2023, is attached as Schedule B to the written minutes in the Clerk to Council's office. Mr. Marstall also provided an overview of the Budget Kickoff meeting that was held with County staff on February 5, 2024. Council and staff reviewed the Lancaster County Subdivision Development Summary that can be found on the Planning Department's page on the County's website.

Sabrena Harris led an Ice Breaker game with Council.

Approval of the Agenda

Charlene McGriff moved to approve the agenda. Seconded by Billy Mosteller. The motion to approve the agenda Passed by a vote of 5-0; Absent: Blackmon, Harper.

Rules of Procedure Follow Up - Ginny Merck-Dupont, County Attorney

Brian Carnes stated that he needed a motion to lay the Rules of Procedure Follow Up item on the table. Charlene McGriff stated that she so moved. Seconded by Billy Mosteller.

There was no discussion from Council. The motion to lay the Rules of Procedure Follow Up on the table Passed by a vote of 5-0; Absent: Blackmon, Harper.

Discussion Topics

Fiscal Year 2025 Re-Assessment Process - Brad Carnes, Assessor

Brad Carnes reviewed the Fiscal Year 2025 Re-Assessment Process via the County's PowerPoint presentation that is attached to the written minutes in the Clerk to Council's office. Mr. Carnes stated that the reassessment is required by State law once every five years. Mr. Carnes reviewed the role of the Assessor's office and key services that are provided, the mass appraisal process for property reassessment, the reassessment activity schedule and timeline, and the appeals process. It was noted that there was a Reassessment Guidebook located on the Assessor's page on the County's website that can be reviewed by citizens.

Enterprise Resource Planning (ERP) Overview - Stephany Snowden, Deputy County Administrator

Stephany Snowden presented an Enterprise Resource Planning (ERP) Overview via the County's PowerPoint presentation that is attached to the written minutes in the Clerk to Council's office. Ms. Snowden reviewed a list of current software programs that County departments were using and the downside to using older software. Ms. Snowden stated that a software solution integrating core County processes across various functions within the County would increase operational efficiency and transparency by providing staff with the tools to provide County Council, elected officials, department directors, and the public with real time financial information which would integrate the County's tax collections, procurement, human resources, budget, and citizen engagement functions into seamless transactions. Ms. Snowden reviewed the integration and implementation process for Sciens Consulting, an Enterprise Resource Planning software.

Council took a break in the meeting at approximately 10:20 a.m. and the meeting resumed and was called back to order at approximately 10:35 a.m.

Personnel Policy Update - Lisa Parker, Human Resources Director, and Ginny Merck-Dupont, County Attorney

Lisa Parker presented a Personnel Policy Update via the County's PowerPoint presentation that is attached to the written minutes in the Clerk to Council's office. Ms. Parker reviewed the history of the personnel policy and the

proposed revisions. She noted that elected officials and their staff are not required to follow the County's adopted personnel policy, as they implement their own departmental policies. Ginny Merck-Dupont and Council discussed the process of adopting and codifying the updated personnel policy by either Ordinance or Resolution. Council and staff discussed the remote work policy and location policy.

Council took a break for lunch at approximately 11:33 a.m. and the meeting resumed and was called back to order at approximately 12:00 noon.

Economic Development - Assets and Opportunities - Brian Fulk, Economic Development Director

Brian Fulk presented an Economic Development Assets and Opportunities overview via the County's PowerPoint presentation that is attached to the written minutes in the Clerk to Council's office. Mr. Fulk reviewed the population growth that Lancaster County had experienced over the years. Mr. Fulk discussed employment vacancies in the County and compared it to statistics from surrounding counties. Mr. Fulk also reviewed several properties that are available for developers and businesses to take over and showed an advertisement example for a property available for development in the County. The Quality-of-Life video that was advertised on the Economic Development department's website was also presented.

Bond Capacity / Investment Update - Frannie Heizer, Burr Forman, and Brian Nurick, Compass Municipal Advisors

Frannie Heizer and Brian Nurick (via Teams) presented a Bond Capacity/Investment Update via the County's PowerPoint presentation that is attached to the written minutes in the Clerk to Council's office. Dennis Marstall stated that the goal was to be a AAA rated County Government. Frannie Heizer and Brian Nurick reviewed the County's debt service, capital projects, hospitality, and local option sales tax revenues. They also discussed an 8% program and millage stabilization and an implementation plan and millage target for such a program. Mr. Nurick recommended that taking a more stabilized approach toward debt management would allow the County to have a true capital improvement plan.

Legislative Overview - Dennis Marstall, County Administrator

Dennis Marstall presented a Legislative update via the County's PowerPoint presentation that is attached to the written minutes in the Clerk to Council's office. Mr. Marstall reviewed a list of pre-filed bills that included items such as the Private Property Protection Act, Impact Fees, Property Tax Increase Threshold, etc. He also reviewed other legislative items such as the Open Carry without Training Act (H. 3594) and Cell Phones in Prison (H.4002). Mr. Marstall highlighted the Counties Connect conference that would be held on February 20 and 21, 2024, in Columbia, South Carolina.

Open Session and Wrap-Up - Dennis Marstall, County Administrator

Brian Carnes stated that he needed a motion to bring the Council Rules of Procedures to the table. Charlene McGriff stated that she so moved. Seconded by Terry Graham. The motion to bring the Council Rules of Procedures to the table Passed by a vote of 5-0; Absent: Blackmon, Harper.

Ginny Merck-Dupont presented the Council Rules of Procedures via the County's PowerPoint presentation that is attached to the written minutes in the Clerk to Council's office. Ms. Merck-Dupont followed up on the Rules and Procedures decision making process that was discussed at the Council Retreat Workshop held on January 31, 2024. Council expressed their opinions on how to approach revising and preparing an updated Council Rules of Procedure. Ms. Merck-Dupont also reviewed the County's Boards and Commissions General Provisions and noted that Council's Rules of Procedure would apply to all Boards and Commissions where a majority of the memberships were appointed by Council. It was noted that some Boards and Commissions may statutorily require their own Rules of Procedure (i.e. Board of Zoning Appeals).

Adjournment

Dennis Marstall thanked everyone for their attendance for the 2024 Council Retreat Workshops.

Terry Graham moved to adjourn the Council Retreat Workshop. Seconded by Charlene McGriff. The motion to adjourn Passed by a vote of 5-0; Absent: Blackmon, Harper.

There being no further business to discuss, the meeting adjourned at approximately 2:51 p.m.

Respectfully Submitted:

Lauren Hill

Lauren Hill
Deputy Clerk to Council

Approved by Council on March 11, 2024

A handwritten signature in dark ink, appearing to read "B Mosteller", is written over a horizontal line.

Billy Mosteller, Secretary