

Pickens County Council Planning Retreat  
Special Called  
January 14, 2017  
8:30 AM

County Council met in special session for a planning retreat at the Pickens County Airport, located at 240 Liberty Road in Liberty, S.C., with Chairman Roy Costner presiding. Agendas, bearing date, time, and location of meeting were mailed to Council members and local news media on January 11, 2017.

Council Members in Attendance:

Ensley Feemster  
Roy Costner  
Chris Bowers  
Carl Hudson  
Wes Hendricks  
Trey Whitehurst (Absent)

Staff in Attendance:

Ken Roper, County Attorney  
Crystal A. Alexander, Clerk to Council  
Gerald Wilson, County Administrator  
Ralph Guarino, Finance Director  
Ray Farley, Economic Development Director  
Rick Clark, Sheriff  
Drew Sisco, Prison Director

**WELCOME AND CALL TO ORDER:**

Chairman Roy Costner called the planning meeting to order and thanked everyone for their participation.

**OVERVIEW OF RECREATION FUNDING:**

The County Attorney, Ken Roper, provided Council with an overview of recreational funding to include, but not limited to: the purpose of the recreation funds to be allocated for recreational use; the previous seven member board (formed in 1993) that managed the process, similar to the Accommodations Tax (ATAX) board, by requiring applications to request funding that had to be approved by the full council; the process evolving over time to individual council members authorizing disbursement decisions with some disbursements funding projects that were good for the County, but tenuously connected to recreation; the rule that is in place that requires a full vote of council to purchase real property with recreation funds; the current recreation fund balance per district; a complaint received by Ken Roper regarding fund disbursements from recreation funds that the County Attorney recommended discussing in Executive Session; staff's recommendation for an ordinance to reform the fund and ensure complete compliance.

- Chairman Roy Costner called for a motion to convene into Executive Session, as defined by S.C. Code of Laws, Section 30-4-70 (a)(2)-Contractual/Legal, to discuss *recreation funds-outstanding contracts*, recognizing himself for the motion to adjourn to Executive Session. Motion was seconded by Councilman Ensley Feemster and unanimously passed to convene in Executive Session for the stated purposes.

**ACTION AS NEEDED VIA EXECUTIVE SESSION:**

Chairman Roy Costner called the Public Session back to order and advised of the following motions:

**a. CONSIDERATION OF FIRST READING IN TITLE ONLY OF AN ORDINANCE TO DEVELOP A PROCEDURE FOR PICKENS COUNTY RECREATION FUNDS:**

- Motion was made by Chairman Roy Costner and seconded by Vice Chairman Chris Bowers to constitute first reading in title only of the ordinance, as presented.
- Motion to amend to unfreeze recreation funds was made by Councilman Carl Hudson, seconded by Councilman Ensley Feemster and unanimously passed (5-0).
- Motion carried (5-0) to constitute first reading in title only of the ordinance, as amended.

**OVERVIEW OF FOOD PROPOSAL FOR JAIL AND STOCKADE:**

Chairman Roy Costner changed the order of the agenda, to discuss the food proposal for the jail and stockade and the consideration to approve resolution no. 2017-01, to better accommodate present staff.

-Sheriff Rick Clark and Drew Sisco provided Council with an overview of the food proposal for Trinity Services Group, Inc., current vendor for commissary services. This proposal reflected a cost savings of approximately \$70,000/year.

- After much discussion, a motion to approve the proposal, as presented, and enter into a contract with Trinity Services Group, Inc. was made by Chairman Roy Costner. Motion was seconded by Councilman Carl Hudson. Councilman Wes Hendricks inquired on the duration of the contract and any termination clause; and further recommended this information be documented in the contract.

-The County Administrator, Gerald Wilson, referenced a 60 day out.

**CONSIDERATION TO APPROVE RESOLUTION NO. 2017-01 TO SUPPORT AND COMMIT TO THE STEPPING UP INITIATIVE TO REDUCE THE NUMBER OF PEOPLE WITH MENTAL ILLNESSES IN JAILS:**

- Motion was made by Vice Chairman Chris Bowers, seconded by Councilman Wes Hendricks and unanimously passed to adopt Resolution No. 2017-01, as presented.

**COUNCIL GOALS AND OBJECTIVES - ROUND TABLE DISCUSSION**

Council discussed the goals and objectives for 2017 and compiled the list below, in no particular order; with the understanding this list is a working document that may change throughout the year.

- a) Economic Development
- b) Jail Project
- c) Review of overall operations for efficiency and cost effectiveness
- d) Compile needs assessment for all departments in the County
- e) Animal Control
- f) Tri-County Technical College
- g) Compensation study implementation
- h) Fire District as a whole (*compensation, organization, fire fees, etc.*)
- i) Roads-including fees that go to the municipalities
- j) Sewer (*review of proposed sewer plan to include further evaluation and due diligence*)
- k) Partner with Clemson University relative to economic development
- l) Revisit joining Upstate Alliance
- m) Repurposing Holly Springs Elementary (*County and School Board*)
- n) Tourism (*direction, branding as a whole, structure for creating an overall marketing/tourism, create board that will manage the auditorium, etc.*)
- o) Boards and Commission vacancies
- p) Appointment of council representatives for boards and commissions
- q) Communication improvement (*boards, municipalities, etc.*)
- r) Sheriff's Office participation at the Clemson games
- s) Budget

- t) Jail Fees (*lodging fees for municipalities*)

**FINANCIAL UPDATE:**

**a. CURRENT AND FUTURE NEEDS:**

The Finance Director, Ralph Guarino, provided an overview on the following items: budget calendar for the 2017-2018 fiscal year; and overview of the County's debt; the general fund schedule of revenues, expenditures, and changes in fund balance; the [proposed Fiscal Policy](#) that includes amendments to the *Accounting and Financial Reporting* numbers 5, 6 and 7, referenced below:

5. Pickens County will mail all vendor checks through the United States Postal Service or through an Automated Clearing House system (ACH). An exception for this policy will be if the Administrator states in writing with detailed explanation for the reason the check must be picked up to the Finance Department.  
**Rationale:** This will limit the possibility of fraud or embezzlement for the County.
  6. Pickens County will issue accounts payable checks on a weekly basis for disbursement. Invoices for payments must be received in the Finance department at least two weeks prior to the date the check will be issued. Invoices must include the purchase order number, signature from the authorized department representative, and date the item(s) or service(s) were in a timely and efficient manner.
  7. Travel and training reimbursements for County employees must be turned in within 90 days from the date of the travel and/or training event. All reimbursements after this date will not be reimbursed by the County.  
**Rationale:** This will ensure the financial statements are recorded in a timely and efficient manner.
- Chairman Roy Costner called for a motion to convene into Executive Session, as defined by S.C. Code of Laws, Section 30-4-70 (a) (1)-Personnel, to discuss no. 7 of the *Accounting and Financial Reporting* section in the proposed Fiscal Policy. Chairman Roy Costner made the motion to adjourn to Executive Session after a short recess. Motion was seconded by Vice Chairman Chris Bowers and unanimously passed to convene in Executive Session for the stated purposes.

**ACTION AS NEEDED VIA EXECUTIVE SESSION:**

Chairman Roy Costner called the Public Session back to order and advised of the following motions:

- Motion was made by Vice Chairman Chris Bowers to approve the Fiscal Policy, as recommended by staff, and further amend the policy to add the exception phrase to *Accounting and Financial* section number 6 like referenced in number 5; and to eliminate any pending request under item number 7 to the effective date of the last audit. Motion was seconded by Councilman Wes Hendricks and unanimously passed (5-0) to adopt the Fiscal Policy as amended.

**b. FINANCIAL ADVISOR UPDATE:**

Ralph Guarino provided an update on the financial advisor selection of First Tryon Advisors. Mr. Guarino further explained the options Council has as it relates to the bond and jail project.

- The Council directed the staff to prepare and provide the following: a written recommendation, from the Finance Director, relative to financing/bond(s); a comparison summary of one-third, two-thirds and 100% financed to include cost to the taxpayer and return on investment.

**EXECUTIVE SESSION: S.C. Code of Laws, Section 30-4-70 (a)**

Chairman Roy Costner called for a motion to convene into Executive Session as defined by S.C. Code of Laws, Section 30-4-70 (a). Chairman Roy Costner further stated that each issue would be discussed as the Law provides.

- Motion was made by Chairman Roy Costner, seconded by Councilman Ensley Feemster and unanimously passed to convene in executive session for the stated purposes.

Legal Issues-Section 30-4-70 (a) (2)

- MRR Pickens LLC
- Civil Cases
- Jail

Economic Development-30-4-70 (a) (5)

- Project Northern Light
- Project United
- Multi-County Park with Oconee County

**ACTION AS NEEDED VIA EXECUTIVE SESSION:**

Legal Issues-Section 30-4-70 (a) (2)

- MRR Pickens LLC – **No Action**
- Civil Cases – **No Action**
- Jail – **No Action**

Economic Development-30-4-70 (a) (5)

- Project Northern Light – **No Action**
- Project United – **No Action**
- Multi-County Park with Oconee County –**Action as follows:**  
Motion was made by Vice Chairman Chris Bowers for first reading of [Ordinance No. 527](#). Motion was seconded by Councilman Wes Hendricks and unanimously passed (5-0) to constitute first reading.

**QUESTION AND ANSWER SESSION**

**ADJOURN:**

Hearing no further Council business, Chairman Roy Costner called for a motion to adjourn. Motion was made by Vice Chairman Chris Bowers, seconded Councilman Wes Hendricks and unanimously passed. Pickens County Council stood adjourned at 4:02 p.m.

Respectively Submitted:

Approved:

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Crystal A. Alexander, Clerk to Council

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Roy B. Costner, III, Chairman of  
Pickens County Council