

11-19-2002

**OCONEE COUNTY COUNCIL
RESOLUTION 2002-_____**

**A RESOLUTION ENDORSING THE IMMEDIATE SUSPENSION OF SUNDAY
WORK PROHIBITIONS UNDER SOUTH CAROLINA LAW DLRING THE
MONTH OF DECEMBER.**

WHEREAS, South Carolina Law provides that certain businesses may not open
until 1:30 p.m. on Sundays; and

WHEREAS, South Carolina Code Section 55-1-160 allows the County governing
body to suspend the application of Sunday work prohibitions while still protecting an
employee's right under State Law not to work on Sunday; and

WHEREAS, the governing body of Oconee County recognizes that sales during
the month of December often make the difference as to whether or not a business can
remain economically viable; and

WHEREAS, the governing body of Oconee County desires to assist businesses in
Oconee County in their economic success without jeopardizing an employee's religious
freedom.

NOW THEREFORE, BE IT RESOLVED BY OCONEE COUNTY COUNCIL, duly
assembled, on the 19th day of November, 2002 that the Oconee County Council endorses
the Ordinance Providing for the Suspension of Sunday Work Provisions under South
Carolina Law During the Month of December.

DONE, RATIFIED AND ADOPTED, on first and final reading by a vote of
_____ to _____.

ANN HUGHES,
Supervisor-Chairman
Oconee County Council

Attest:

Council Clerk

City of Westminster
P O Box 399
Westminster, SC 29693
(864) 647-3202 Fax (864) 647-3204

November 14, 2002

Mr. Brett Caulder
Oconee County Building Codes
415 S Pine Street
Walhalla, SC 29691

Dear Brett:

The City of Westminster respectfully requests that Oconee County Building Codes Office take over all aspects of selling permits and inspecting inside the city limits of Westminster. This would be in effect until such time as funds are available for the City of Westminster to hire and train a permanent building official. If you have a contract that the City of Westminster would need to sign, please forward it to us for review.

Thanks for your assistance in this matter.

Sincerely,



Vera Duke
Mayor

City of Westminster

Memo To: Amanda Ryletter

Memo From: Sissy Richardson

Re: Vote on Permits & Inspections

Date: November 19, 2002

At the 8/20/02 Regular Council Meeting, "a motion was made by Ted Moore, seconded by Reid Adams and carried with a unanimous vote to enter into talks with Oconee County to turn over permitting and inspections to them."

I certify that this is a true and accurate excerpt from said minutes.

Sissy Richardson
 City Clerk/Treasurer

GOLDIE & ASSOCIATES

engineering, environmental
and laboratory services

Post-It Fax Note	7571	Date	11/7	Page	1
To	Marianne Dillard	From			
Company		CO			
Project		Project			
Fax #	651-4142	Fax #			

Ms. Melissa Grant
415 E. Pine Street
Wahalla, SC 29691

November 7, 2002

Re: 5-Forks Landfill - Methane Remediation Plan
Goldie & Associates Project 22-19.6

Dear Ms. Grant:

Enclosed please find a bid tabulation for the above referenced project. We have reviewed their bid and it appears to be complete and balanced. We only received two bids. Seigle Grading Company submitted a low bid of \$95,305.00.

We have reviewed Seigle's current work schedule and it appears that they will have sufficient crews and equipment available to promptly begin the project and complete it on schedule.

This low bid is higher than we anticipated and the only two bidders that responded are grading contractors (We anticipated having more utility contractors bid the project. Utility contractors are generally more accustomed to working with trenches). The County could elect to re-bid the project, however, DHEC has already extended the deadline on the project to March 1, 2003. If the project is re-released to bid with a tighter construction schedule, then the County may not receive a lower bid. With this in mind, it is our recommendation that the County award the Five Forks Methane Remediation Project to Seigle Grading.

We appreciate the opportunity to assist the county with the Methane Remediation Project at the Five Forks Landfill. If we can be of any further assistance and provide you with further information, please let me know.

Sincerely,

Goldie & Associates



Alan Pope, P.E.
Project Manager

Call Marianne Dillard, Coconee County Procurement

CONTACT: 204-382-8851 FAX: 204-382-8852

Bid Tabulation
for
Five Forks Methane Remediation

8-Nov-02

No.	Item	Unit	Quantity	Seiga Grading		Phillips and Jordan, Inc.	
				Unit Price	Total Price	Unit Price	Total Price
1.	Mobilization	LS	1	\$1,000.00	\$1,000.00	\$28,000.00	\$28,000.00
2.	Install Trench w/ liners, stone, piping, and vents						
	0-15 feet	LF	111	\$85.00	\$9,435.00	\$33.00	\$3,663.00
	15-20 feet	LF	137	\$95.00	\$13,015.00	\$68.00	\$9,316.00
	20-25 feet	LF	92	\$105.20	\$10,290.00	\$100.00	\$9,800.00
	25-30 feet	LF	90	\$115.00	\$10,350.00	\$240.00	\$21,600.00
	30-35 feet	LF	117	\$125.00	\$14,625.00	\$350.00	\$41,450.00
	35-40 feet	LF	54	\$135.00	\$7,290.00	\$410.00	\$22,140.00
3.	Sediment & Erosion Control	LS	1	\$14,500.00	\$14,500.00	\$1,000.00	\$1,000.00
4.	Final Grading & Grassing (Trench Area & Spoil Area)	AC	1	\$7,500.00	\$7,500.00	\$7,000.00	\$7,000.00
5.	Modify Existing Monitoring Wells	EA	3	\$500.00	\$1,500.00	\$350.00	\$1,050.00
6.	Install GMW #11	LS	1	\$1,500.00	\$1,500.00	\$750.00	\$750.00
7.	Install GMW #13	LS	1	\$1,500.00	\$1,500.00	\$750.00	\$750.00
7.	Install GMW #12	LS	1	\$1,500.00	\$1,500.00	\$750.00	\$750.00
8.	Rebuild Existing Ditch	LS	1	\$4,500.00	\$4,500.00	\$5,500.00	\$5,500.00
Total				\$98,500.00	Total	\$158,129.00	

Post-it® Fax No. 787	Site <i>11/8</i>	Order # <i>1</i>
To <i>Marvin Dillard</i>	Name <i>1</i>	
Company	Co.	
Phone #	Phone #	
Fax # <i>658-4142</i>	Fax #	

Five Forks Landfill Methane Remediation
 Goldie & Associates Project # 22-19-6
 September 3, 2002

Item	Unit	Quantity	Unit Cost	Total Cost
1. Mobilization	LS	1	<u>1,000.00</u>	<u>1,000.00</u>
2. Install Trench w/ liners, stone, piping, and vents				
0-15 feet	LS	111	<u>84.00</u>	<u>9,324.00</u>
15-20 feet	LS	137	<u>96.00</u>	<u>13,032.00</u>
20-25 feet	LS	88	<u>103.00</u>	<u>9,064.00</u>
25-30 feet	LS	90	<u>115.00</u>	<u>10,350.00</u>
30-35 feet	LS	117	<u>123.00</u>	<u>14,381.00</u>
35-40 feet	LS	54	<u>173.00</u>	<u>9,342.00</u>
3. Sediment & Erosion Control	LS	11	<u>1,800.00</u>	<u>19,800.00</u>
4. Fine Grading & Grassing (Trench Area & Spoil Area)	LS	11	<u>1,700.00</u>	<u>18,700.00</u>
5. Modify Existing Monitoring Wells	EA	2	<u>500.00</u>	<u>1,000.00</u>
6. Install GMW #1	LS	1	<u>1,500.00</u>	<u>1,500.00</u>
7. Install GMW #3	LS	1	<u>1,500.00</u>	<u>1,500.00</u>
8. Install GMW #2	LS	1	<u>1,500.00</u>	<u>1,500.00</u>
9. Rebuild Existing Ditch	LS	1	<u>4,500.00</u>	<u>4,500.00</u>
Total:				<u>98,508.00</u>

Notes:

- * Washed stone will be available at the County's Quarry at no charge to the Bidder. Bidder is responsible for transporting rock to the site. Contractor must submit an estimate of rock quantity to be used for the project. Once approved, changes will not be allowed without prior approval.
- * Quantities provided are estimates only. The Bidder must verify themselves with the accuracy of the estimated quantities listed in the bid by examination of the site and a review of the drawings and specifications, including addenda. After bids have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the quantities of WORK or the nature of WORK to be done.

Attn: Bob Smith - 864-653-0831



1719 Old Central Rd., Central, SC 29630
 Phone: 864-654-2904
 FAX: 864-653-6897

PROJECT: FIVE FORKS METHANE REN.
 #0202
 ESTIMATED QUANTITIES

-
1. ESTIMATED AMOUNT OF STONE FOR TRENCH----- 2000 tons.
 2. ESTIMATED AMOUNT OF RIP RAP FOR DITCH----- 300 tons.
 3. ESTIMATED AMOUNT OF CRUSHED RUN FOR ROAD --- 300 tons.

"When We Move, The Earth Moves."

Five Forks Landfill Methane Remediation
 Goldie & Associates Project # 22-15-6
 September 5, 2002

Item	Unit	Quantity	Unit Cost	Total Cost
1. Mobilization	LS	1	29,000.00	29,000.00
2. Install Trench w/liners, stone, piping, and vents				
0-15 feet	LF	113	52.00	5,883.00
15-20 feet	LF	187	68.00	12,716.00
20-25 feet	LF	98	100.00	9,800.00
25-30 feet	LF	90	240.00	21,600.00
30-35 feet	LF	157	380.00	59,460.00
35-40 feet	LF	50	410.00	20,500.00
3. Sediment & Erosion Control	LS	1	1,000.00	1,000.00
4. Final Grading & Grassing (Trench Area & Spot Area)	LS	1	7,000.00	7,000.00
5. Modify Existing Monitoring Wells	EA	3	360.00	1,080.00
6. Install GMW #11	LS	1	750.00	750.00
6. Install GMW #13	LS	1	750.00	750.00
7. Install GMW #12	LS	1	750.00	750.00
8. Rebuild Existing Ditch	LS	1	5,600.00	5,600.00
Total:				158,129.00

Notes:

* Washed stone will be available at the County's Quarry at no charge to the Bidder. Bidder is responsible for transporting rock to the site. Contractor must submit an estimate of rock quantity to be used for the project. Once approved, changes will not be allowed without prior approval.

Rock #11
 5,000 Tons
 # 57

* Quantities provided are estimates only. The Bidder must verify themselves with the accuracy of the estimated quantities listed in the bid by examination of the site and a review of the drawings and specifications, including addenda. After bids have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the quantities of WORK or the nature of WORK to be done.

OCONEE COUNTY ENGINEERING

Oconee County, South Carolina
365 Airport Road
Seneca, SC 29678
864-882-2959

November 19, 2002

To: Oconee County Council

The following report is a collaborative effort between the Oconee County Engineer, Freeman White Architects, The Oconee County Sheriff's Office and the Oconee County Supervisor to investigate the potential for the Existing Courthouse to be used to house the program planned for the new Law Enforcement Center. The original study prepared by F.J. Clark in conjunction with the planning for the new courthouse was also reviewed. The following is a summary of our observations:

- 1) **The old courthouse is too small to accommodate the Sheriff's Office program**
 - a) According to the F.J. Clark study, the old courthouse has 31,135 gross square feet and a net usable area of 20,520 square feet, an efficiency factor of 1.5
 - b) According to the F.J. Clark study, plans for the old courthouse call for it to be occupied by Probate Court, Public Defender, Guardian Ad Litem, and Workman's Compensation. The present net area requirements for these functions is 13,860 square feet, leaving only 6,720 square feet for Sheriff's Office use. Area requirements for these court related functions projected to the year 2020 call for 24,875 net square feet, which is more than presently exists in the building.
 - c) The program requirements for the Sheriff's Office portion of the LEC call for a gross area of 38,106 square feet and a net usable area of 24,425 square feet, substantially more than the 6,720 net square feet that is presently available for use by the Sheriff.
 - d) The shortage of space at the old courthouse means that a substantial addition would need to be built there or that Sheriff's operations would need to be split between two locations.
 - e) The proposed new LEC has 44,794 gross sf, if the 6,720 net sf at the old courthouse were used for the Sheriff, a new LEC building of about 35,000 sf will still be needed. If the Sheriff's Office were to occupy the entire old courthouse, a new LEC building of about 15,000 sf would still be required. In either case the Sheriff's Office would be split between two locations, creating severe operational inefficiencies.
- 2) **The plan of the old courthouse is not conducive for use as a LEC**
 - a) Interior partitions are masonry and will be very difficult to change. Some of the partition walls are load bearing and must stay in place to maintain the structural integrity of the building.
 - b) The present plan is most conducive to small offices that open off of a public corridor, not for the larger office suites requiring secure access that is needed for the Sheriff's Office.
- 3) **The building will require substantial renovation at considerable cost and schedule delay**
 - a) The following systems need replacement
 - i) Roof
 - ii) Windows
 - iii) HVAC
 - iv) Plumbing
 - v) Electrical
 - vi) Data and communication
 - vii) Fire alarm
 - viii) Ceilings

- b) The following systems should be added:
 - i) Elevator
 - ii) Fire sprinkler
 - c) The following items need substantial work:
 - i) Asbestos removal or encapsulation.
 - ii) Exterior wall repairs
 - iii) Interior wall repair at window and substantial roof leaks
 - iv) Door hardware needs to be changed to be ADA compliant
 - v) Toilets need to be replaced to be ADA compliant
 - vi) Wooden interior partitions need to be replaced with non-combustible construction
 - vii) Corridors and doors need to be modified to meet fire ratings.
 - d) The construction documents for the new LEC are approximately 95 % complete, with construction scheduled for completion in December 2004. To use the old courthouse, an additional nine months will be needed for design, three months bidding and eighteen months for demolition and upfit, putting completion at June of 2005, a delay of six months.
- 4) **Parking at the courthouse will be inadequate for Sheriff's vehicles and public**
- a) Sheriff's Office needs 115 spaces by the year 2015, 155 by 2025, in addition to parking needed for the court
 - b) Available parking, including on-street parking, is 214 spaces. Total required by the city of Walhalla for the new courthouse is 331, a deficit of 117 spaces.
 - c) If Sheriff's needs are added, there will be a need of 446 spaces and only 214 available, a deficit of 232 spaces.

The following attachment from Chief Deputy Pruitt outlines the operational and logistical challenges associated with utilizing the Old Courthouse for a Law Enforcement Center. If you have any questions, please let me know.

Sincerely,

Robert D. Banks
County Engineer

Attachment: *Pruitt Letter*

cc: Ann Hughes, Supervisor
Steve Pruitt, Chief Deputy

OCONEE COUNTY SHERIFF'S OFFICE

415 SOUTH PINE STREET
WALHALLA, SC 29691-2145
Phone (864) 638-4117

James E. Singleton, Sheriff

TO : Robert Banks, County Engineer
FROM : Chief Deputy Steve Pruitt
RE : Relocation Of Sheriff's operations to old courthouse
DATE : 11/15/02

You requested that I examine and report on how the operations of the Sheriff's Office would be affected if we were moved to the old courthouse. Your request is a result of inquiries from some members of county council about future utilization of the old courthouse, possibly as space for some or all Sheriff's operations, except for Detention. Here are my observations:

- 1) When our building plans began over one year ago with the comprehensive needs analysis, our mandate from county council was that we develop a public safety "campus" concept in which all county public safety services were located within close proximity *for the benefit and convenience of the citizens of our county, and to foster better cooperation among the agencies (Sheriff and Communications, Emergency Management and Rescue, Rural Fire Control and EMS)*. Land was purchased next to the Law Enforcement Center for this purpose. Moving some of our operations to the courthouse would confuse the public about where they needed to go for help and it would further complicate and even weaken working relationships among agencies.
- 2) Generally, whether we are discussing working relationships among different agencies or the work flow efficiency within the various offices or divisions of a particular department, face-to face in person communications is still often the best way to maintain good working relationships and to prevent and resolve problems. Telephones, FAXs, e-mails, interoffice mail, etc. don't always avoid and may even cause miscommunications and misunderstandings. Attempting to manage a law enforcement agency of 116 personnel with vital operations spread out over detached physical locations is unnecessarily complicated and inefficient. Disjointed operations can result in civil liability and hazards to citizens and officers. An effective law enforcement operation relies on closely cooperating units (patrol, warrant service, civil process, court services, traffic safety, community services, criminal investigations, narcotics, training, detention, communications, and administrative support and records).

3) The following specific interrelationships exist between agencies and divisions:

- a) The Emergency Management Director has stated on numerous occasions, and we agree, that Communications and the Emergency Operations Center need to be co-located in the same building due to the Duke Power siren warning system.
- b) Records and Communications need to be contiguous. The Records Bureau is an eight hour per weekday operation and Communications is a 24 / 7 operation. Communications often needs to get arrest warrants from Records after hours. Some Records personnel are cross-trained in dispatch duties. They also exchange other hard-copy data necessary for entering criminal justice information into the computer.
- c) Criminal Investigations and Patrol functions need to be co-located with Communications. Investigators and patrol officers frequently need hard-copy criminal histories, driver's license histories and tag information from dispatch (communications) for investigative purposes.
- d) Investigators and Records need to be co-located for the convenience of the public. Victims who come to Records to pick up report copies often request to speak to investigators.
- e) Investigators need to be co-located with the Detention Center. They frequently have to interview or interrogate arrestees. Transporting them to another location is time-consuming and dangerous.
- f) Evidence storage and processing needs to be in the same building as Investigators and Uniform Patrol officers. Investigators and Patrol officers frequently have to submit evidence for processing and/or safekeeping.

An efficient and effective law enforcement operation depends on teamwork and cooperation. This teamwork and cooperation are in large part a result of personal relationships based on mutual trust. Daily person-to-person contacts that build and sustain this trust cannot be replaced by technology. Separating any of our operations would damage or destroy this vital element.

- 4) The comprehensive needs analysis recognized serious space deficiencies in all of our operations except Detention. Two areas of special concern are Communications and Evidence Processing & Storage. 911 Communications is a vital link between citizens and public safety agencies. However, our equipment is obsolete and prone to breakdown. Space requirements for a new 911 facility are very specialized, requiring raised computer flooring to conceal wiring and spacious equipment rooms. Improper evidence processing and storage can result in dismissed criminal cases, the release of guilty persons and civil liability. This area requires space for storage and processing of hazardous materials (drugs, and evidence contaminated with disease-causing body fluids). This space includes ventilated hoods, drying cabinets and floor drains.

Thank you for this opportunity to provide information about this issue. Please call if you have further questions.

MINUTES OF THE PARKS & RECREATION COMMISSION
Monday, November 18, 2002
5:00 P.M.

Present were: Tim Mays, Ken Davis, Mike Lemmons, Pat Cromer and
Brenda Bachert

The meeting was called to order by Mr. Mays and business discussed is as follows:

Fair Oak Youth Center Request:

Extension of ball field to 300 feet, which will allow children over age of 12 years old to play.

Grading of field

Tree and stump removal

Addition of five (5) truckloads of soil and grading. \$5,700.00

Total request \$5,700.00

**** Upon motion by Mr. Lemmons, seconded by Mr. Cromer and unanimously carried, the Commission approved the recommendation to County Council for recreation funds to the Fair Oak Youth Center in the amount of \$5,700.00.**

Account Number: Recreational Youth Fund District V
010-202-30905

Dixie Youth Update:

The commission is very pleased with the positive responses Ms. Satterfield has received through telephone conversations with local recreation directors and the State Director of Dixie Youth. Mr. Mays has also had positive response from the state director who will schedule time to come visit the area and discuss matters further.

Upon motion by Mr. Lemmons, seconded by Mr. Cromer and unanimously carried the commission will ask Ms. Satterfield to draft a letter to Dixie Youth Group and forward it to the local recreation directors for their signature.

Upon motion by Mr. Davis, seconded by Mr. Lemmons and unanimously carried, the commission will also ask Ms. Satterfield to draft a letter from the Parks and Recreation Commission to Mr. Buddy Herring asking that he include recreation in future planning studies.

Fair Play Recreation Facility:

Mr. Mays and Mr. Herring recently met with Supervisor Ann Hughes to discuss the future of the Fair Play Recreation Facility. Ms. Hughes recommended that the commission approach County Council with a request that they look at the viability of the facility, address the reverter clause and whether the facility can be restored for use by the residents of the county.

Upon motion by Mr. Davis, seconded by Mr. Lemmons and unanimously carried, the commission will make a recommendation to County Council that they look at the Fair Play Recreation Facility and all matters deemed necessary in determining it's viability.

County Director:

Upon motion by Mr. Lemmons, seconded by Mr. Cromer and unanimously carried, the commission will recommend to County Council they consider the creation of a County Recreational Director position.

Next Meeting:

The next meeting of the Parks & Recreation Commission will be held on Monday, January 20, 2003.

The meeting was adjourned at 5:50 p.m.

Brenda Bachert

OCONEE COUNTY
FUNDS APPLICATION
FOR
ORGANIZED YOUTH RECREATION

1. APPLICANT

Name of Organization

Fair-Oak Youth Center

Address

PO Box 122 Fair Play SC 29643

2. DISTRICT FUNDS REQUESTED

Amount of funds requested \$ 5,700.00

Itemized budget for District Funds are requested (attach additional sheets if necessary)

3. NARRATIVE PROJECT DESCRIPTION

Grading for field extension

- tree & stump removal

- Grading & soil hauling

4. APPROXIMATE DATES OF PROJECT

Beginning 11/02 Ending 12/02

5. APPLICANT CATEGORY

Non-profit Organization: Incorporation date 1957

(Must be recognized by the State of South Carolina)

Eleemosynary Organization under IRS Code: IRS# to file

Date of Determination Letter on file
Does your organization perform an independent audit? Yes No
Name of Auditor or Audit Committee Academy

I have read the guidelines for Oconee County District and City Funds request and do hereby agree to comply with all rules and requirements. I understand failure to comply may result in a loss of funding for the project.

Contact Name Dusty Bradshaw
Title Vice President Signature Dusty Bradshaw
Phone Number (s) 972-2317 Date _____
972-9838

Alternate Contact Rebecca Campbell
Title Treasurer Signature Rebecca Campbell
Phone Number (s) 972-3790 Date _____

Additional Comments:
This will allow for play by Rose
older than 2 years old

To: Ann H. Hughes, Supervisor
Opal Green, Council Clerk

From: Vickie L. Satterfield, Parks & Recreation

SUBJ: Council Meeting Tuesday, November 19, 2002

DATE: November 13, 2002

CC: Parks & Recreation Commission
Brenda Bachert
Sean McGuffee
Phyllis Lombard, Finance Director
County Council

As you know, Lindsey will be sworn in to the South Carolina Bar next week and I have requested vacation on Monday, November 18 and Tuesday, November 19.

The Parks & Recreation Commission will meet on Monday at 5:00 p.m. to consider a request from Fair-Oak Youth Center in the amount of \$5,700.00 (copy attached) and it should be taken from District V Funds account #010-202-30905-00000 if approved by County Council. Brenda Bachert will be meeting with them on Monday. I will ask Brenda to provide you with a copy of the minutes of the P & R Meeting before County Council meets.

Opal Green has offered to take the request to County Council on Tuesday.

Sean McGuffee and Brenda Bachert will be available on Monday and Tuesday if there are any problems and of course you may reach me on my cell phone (864) 324-1110.

I have notified all commission members of the meeting, notified the news media and posted it on the bulletin board.

Many thanks!



Vickie L. Satterfield, Deputy Director

415 South Pine Street
Walhalla, SC 29691

November 13, 2002

News
Release

The Oconee County Parks and Recreation Commission will meet on Monday, November 18, 2002 at 5:00 p.m. in the Conference Room (#27) located at 415 South Pine Street, Walhalla, South Carolina. Fair Oak Youth Center will address the commission to request District V Funds for organized youth sports.

OCONEE COUNTY
FUNDS APPLICATION
FOR
ORGANIZED YOUTH RECREATION

1. APPLICANT

Name of Organization

FAIR-OAK Youth Center

Address

PO Box 122 Fair Play SC 29643

2. DISTRICT FUNDS REQUESTED

Amount of funds requested \$5,700.00

Itemized budget for District Funds are requested (attach additional sheets if necessary)

3. NARRATIVE PROJECT DESCRIPTION

Grading for field extension

- Tree & stump removal

- Grading & soil hauling

4. APPROXIMATE DATES OF PROJECT

Beginning 11/02 Ending 12/02

5. APPLICANT CATEGORY

Non-profit Organization; Incorporation date 1997

(Must be recognized by the State of South Carolina)

Charitable Organization under IRS Code: IRS# no file

Date of Determination Letter On file
Does your organization perform an independent audit: Yes No
Name of Auditor or Audit Committee Accountants

I have read the guidelines for Oconee County District and City Funds request and do hereby agree to comply with all rules and requirements. I understand failure to comply may result in a loss of funding for the project.

Contact Name Dusty Bradshaw
Title Vice President Signature Dusty Bradshaw
Phone Number (s) 978-2317 Date _____
571-9838

Alternate Contact Rebecca Campbell
Title Treasurer Signature Rebecca Campbell
Phone Number (s) 822-3790 Date _____

Additional Comments:
This will allow for play by Rose-
older than 12 years old

INTEROFFICE MEMORANDUM

TO: SALLIE SMITH, CLERK OF COURT
FROM: ROBERT BANKS *RB*
SUBJECT: COURTHOUSE FURNISHINGS
DATE: 6/6/02
CC:

I have attached your budget requests showing which items would likely be funded from the Capital Expenditures account for the courthouse construction. The items identified are what would be typically considered "furnishings", not equipment.

Council could consider funding these other items out of the courthouse furnishings account, but you will need to verify this with Mrs. Hughes.

Let me know if you need any additional info.

COURT
638-4280

SALLIE C. SMITH
CLERK OF COURT
P.O. BOX 678
WALHALLA, S. C. 29691
FAX (864)638-4282

FAMILY COURT
(864) 638-4280

2002-2003 BUDGET
JUSTIFICATIONS
PAGE #2

To: Robert [unclear]

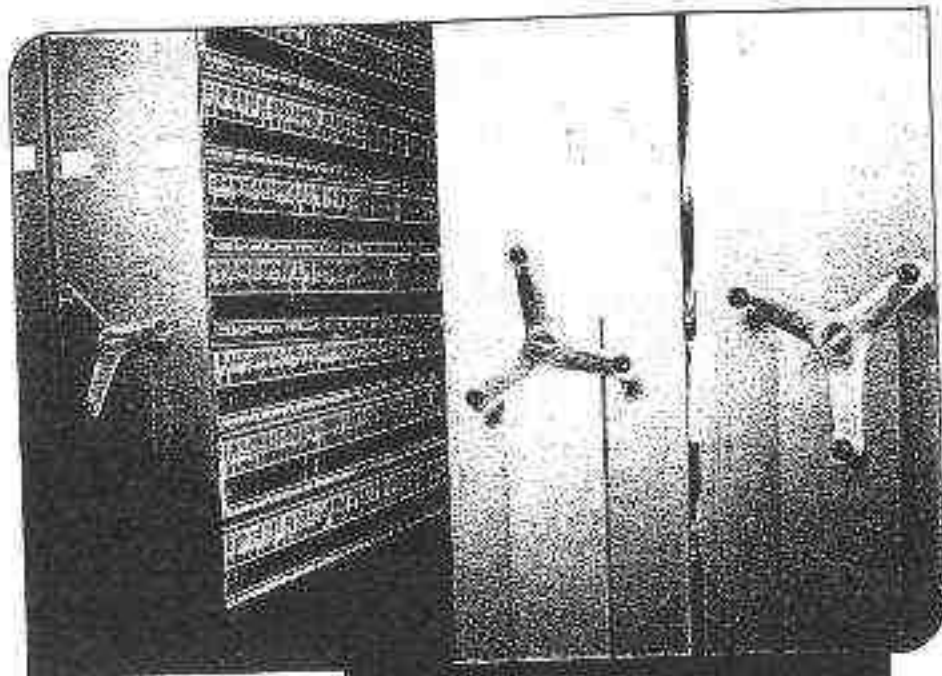
<u>30966</u>	<u>INSURANCE/Errors & Omissions</u>	\$	<u>2544.00</u>
	Errors and Omissions policy that this office has had since 1957. Premium for 2001-02 was \$2120.00. This is thru "Lloyd's of London" and my agent, Trapp Agency in Columbia advises a 20% increase due to the Sept. 11 tragedy.		
<u>40031</u>	<u>OFFICE EQUIPMENT</u>	\$	<u>2,866.00</u>
	3 calculators @ about \$65 each for teller windows Fax (plain paper) about \$150.00 for 4th floor ✓ 1 OneSkel ² garment rack about \$250.00 ✓ 1 Fax stand about \$250.00 1 Refrigerator with ice-maker for 4th floor about \$530.00 1 ice-machine-for-3rd-floor-(Family Court)-about-\$-n/a ✓ 2 Stools for teller windows (Clerk's Office) @ \$170 each tax and freight applicable to all above		
<u>40032</u>	<u>OPERATIONAL</u>	\$	<u>5,500.00</u>
	DESK/OFFICE SUPPLIES: pens, pencils, tape, books, tapes, freight, discs, legal pads, ribbons(all types), markers, diskettes, all type envelopes, UPS/FEDEX/scala, staplers, rubberbands, calendars, checks, computer paper, copier paper, receipts, journals, journal sheets, file folders, books, binders, indexes, printing and for any other type of office supplies needed that may arise for the operation of Clerk of Court Office		
<u>50840</u>	<u>CAPITAL EXPENDITURES EQUIPMENT</u>	\$	<u>20,336.00</u>
	Ice Machine for new Courthouse/Family Court floor (to be also used for other courts) about \$1500.00-\$1800.00 Fee for moving filing system which includes tracks & mobile filing cabinets affixed to tracks and to be moved by Fab Products/Greenville \$ 12,308.00 ✓ Additional Tracks and Double-sided cabinets \$3128 **CARRIED FROM 01/02 (for new Courthouse) <i>see letter attached.</i>		
	One (1) computer for Drive-in Window area	\$	<u>1,200.00</u>
	Three Printers (3) for Drive-in Window & 2 Tellers	\$	<u>1200.00</u>
	Two (2) time clocks @about \$650 each	\$	<u>1,300.00</u>

* ITEMS UNDERLINED WILL BE INCLUDED IN COURTHOUSE FURNISHINGS.

101-501-S0901-00155 FEDERAL FUNDING EXCLUSIVE FOR FAMILY COURT..\$14,414
As per code sec. 20-7-1315 must be exclusively budgeted for Family Court. Spending justification not required.

EXPRESS-TRAC™

value high-density storage solution



Value Storage Solution

Store files, supplies, electronic media or reference materials with TAB's EXPRESS-TRAC mobile system. It's ideal for any office environment where space is at a premium. Shelving is placed on moving carriages creating an aisle only when and where needed. This can increase your storage capacity by as much as 100%. EXPRESS-TRAC carriages travel on a track and rail system designed for easy movement. The track and rail is set flush into a modular deck system (patent(s) applied for), eliminating tripping hazards caused by exposed track systems. This unique snap-together deck is installed directly on top of the existing floor in your office. In addition to the efficient installation, the up-front investment can be up to 20% less than traditional mobile systems.

EXPRESS-TRAC Features

- Increases storage capacity while using less space
- High-density, multi-media storage in one area
- Ergonomic Safety Handle facilitates easy access to stored materials
- System configuration can be altered as storage needs change
- Unique non-grouted deck provides quiet and seamless installation with less disruption to your organization
- Lock options keep your stored materials secure

TAB Mobile Systems offer a wide range of contemporary design possibilities, with color and texture choices to create visual harmony in any environment. The styles extend from standard steel to optional fabric or laminate end-panels.

Certified, factory-trained personnel install every TAB Mobile System. This insures that your storage system operates safely, efficiently and continuously.



TAB

See Knowledge Behind the Document

11-1-02

Oconee County Voter Registration Election Commission

BOARD MEMBERS
ROBERT O. BROCK, CHM.
FLORA M. RILEY
LINDA R. CRENSHAW
EDNA P. IHITZ
JOHN R. HARRIS

415 S. PINE STREET
WALHALLA, SOUTH CAROLINA 29691-2146
PHONES: 638-4196-4198
FAX: (864) 638-4197

JOY A. BROOKS
Director

October 31, 2002


The Honorable Ann H. Hughes
Oconee County Supervisor
415 South Pine Street
Walhalla, SC 29691

Dear Mrs. Hughes:

At this time, I respectfully request your consideration in the matter regarding moving our office to a larger area. My first choice being the area at the old Court House, presently occupied by Sally Smith and the Clerk of Court. The entrances to this area would meet our needs for elderly or handicapped voters. The large vault area would more than meet the legal requirements for security and storage of ballots and voting machines. We could also better provide privacy for our voters while voting absentee.

At this time, we are extremely out of compliance in many of these issues. Unfortunately, these issues were never addressed with our County Election Commission, the State Election Commission, or the U.S. Department of Justice, when it was decided to move our office to its current location several years.

Any consideration in this matter would be so greatly appreciated, I look forward to discussing this further at a time of your convenience.

Sincerely,

Joy A. Brooks

CC: Election Commission

11-1 AR - CC: Council Members -

[Handwritten signature]

To: Oconee Council Members,

Subsequent to the County Council's decision to reject the flag selected by the Arts and Historical Commission, considerable support for that flag has been voiced and a great deal of dissatisfaction given over the Council's decision. It is unfortunate that the County Council yielded to a small minority group and used a small questionable technicality to overturn a flag selection made by a group of conscientious and qualified judges. The Council has acted in a very impulsive manner and did not make any effort in a true evaluation of the selected flag or in the determination of the wishes of the majority of the people who they are supposed to represent. The Council has the power to act in any prejudicial manner they themselves desire, but it certainly is not the right thing to do and does not provide the Council with any semblance of integrity. No matter what the Council Member's leaning's may be, it is the wishes of the majority of people they represent that should govern their actions. In view of the overwhelming favorable support shown by so many people of the flag selected by the Arts and Historical Commission, it would only be honorable and ethical of the Council to re-evaluate their earlier decision on this matter and hopefully support the contest judges selection.

Points to Consider:

- 1) At the recent Ceremonial Industrial Park dedication and in the pro-election position of most election candidates, a great amount of emphasis was devoted toward the desire to attract businesses into the County. In keeping with this viewpoint, wouldn't it make sense to select a flag having a "Golden Corner" element that would project attractiveness of the County and one that would instill a positive appeal? A Company publicizing itself as locating in the "Golden Corner County" of S.C. projects a vision of prestige, future business opportunity and success. It would also certainly help to promote the idea that this County can offer business advantages for a location in the only "Golden Corner" County in S.C. Wouldn't any Flag Selection that popularizes the "Golden Corner" name, now so strongly linked with Oconee County, be an appropriate symbol that offers any business an image enhancement and thereby help influence them to move to Oconee County?
- 2) Also, shouldn't a flag be selected that would have a true unique County Native to represent the natural beauty and history of the county as would be offered by the Oconee Bell? We should all recognize and acknowledge the wonderfulness of this plant and give it the honor it deserves. It has been a resident of Oconee County for thousands of years and has been associated with the County from the formation of the State of S.C. and Oconee County to the present. It has flourished, even though it was heavily assaulted by the Duke Power Project creating Lake Keowee. In spite of this event, Oconee County still contains 95% of the World's Oconee Bell population. Indeed, the Oconee Bell has demonstrated it is not only tenacious and strong, but is also a beautiful plant for which Oconee County can be extremely proud. It truly reflects the character, hardiness, and beauty of the County and its people. California has the rose for its Rose Bowl, Texas has its yellow rose, and Oconee County has its Oconee Bell. Since we already have the "Golden Corner on our highway entry signs, perhaps we should add "Home of the Oconee Bell" with an appropriate Oconee Bell Flower.

E. Kolze 11-19-02

November 19, 2002]

MEMO TO: Ms. Hughes and County Council

Last Friday the State certified the vote count on the change of government referendum and Oconee County will be going to a Council/Administrator form. Given that situation, this is my request of Ms. Hughes, Supervisor to begin now to turn over the supervision of county matters to control of Council. The following are some of the reasons:

1. Ms. Hughes appears to not have experience and training in business management. This is contrary to my interpretation of her assurance to me, prior to her election, that she was in fact qualified for the position of Supervisor. Attached is a copy of the job description held by Ms. Hughes previous to her election as Supervisor. This job description declares no supervisory experience and describes a lower-level clerical position in Procurement supported only by completion of a class in Procurement.
2. Ms. Hughes, as Supervisor, has not been able to excel beyond her present limitations in management of personnel or property. For example:
 - a. County re-assessment of property appears to be illegal with some assessments based upon 1994 figures, some assessments omitted and others with arbitrary figures.
 - b. The County Airport Manager lives in Georgia and appears to drives a county car home. This county employee ran for a Senate seat in Georgia with apparent approval of the Supervisor as he stated in a local radio interview that he hoped to retain his Oconee County job while driving to the Georgia State Legislature in Atlanta and that he expected to legislate on behalf of Oconee County, South Carolina residents to help protect their water rights.
 - c. Reports given at Council meetings and observation of county buildings, roads and other infrastructure indicate deferred maintenance and lack of attention.
 - d. Important material is not presented timely as shown by not making a copy of the Budget available to the public prior to a public hearing on same.
3. Ms. Hughes has shown disregard for the health, safety and welfare of the general population as follows:
 - a. Annual report from Solid Waste appears incomplete as to current liability regarding carcinogens at the Five Forks and Seneca Land Fills.
 - b. Ms. Hughes was instrumental in the early release of an apparently intoxicated man from the county drunk tank prior to the man completing a "drying out period".
4. "Open" government and accountability was a campaign promise of Ms. Hughes prior to her election and she has not delivered on either promise.

I feel that the health, safety and general well being of my family and myself are in jeopardy given the present management style of Ms. Hughes in her capacity as elected Supervisor.

Susie Cornelius
Mountain Rest

2803-0006 00002567

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

n

nr

491

CURRENT - CLASS AC10 AGENCY H12 SLDT 0001

PREVIOUS - CLASS 0760 AGENCY H12 SLDT 0001

CLERSON UNIVERSITY

ACADEMIC AFFAIRS/DCIT/COMPUTER CENTER

ANN HIGGERS

PERILLATON/ANDERSON

EPJ

ADMIN SPEC C/051300/0036

PROG ANLST I/284500/0019

1/23/95
APPROVAL DATE
W
ACTION

W
TITLE

00261001

POSITION STATUS MERIT SYSTEM STATUS

15A
APPROVAL
1/10/95
DATE

SOURCE OF FUNDING		
STATE	FEDERAL	OTHER
<i>05200</i>	<i>11111</i>	<i>04100</i>

F F/2 *051700* AGENCIES / WEX *111500*

AGENCY FIELD NO. *033* CITY *11111*

RECLASSIFICATION

PROCUREMENT OFFICER 1

REQUESTED CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What knowledge, skills, and abilities are needed by an employee upon entry to this job? Where / how would an individual normally acquire these knowledge, skills and abilities?
Working knowledge of Procurement Principles and Practices.
Working knowledge of the rules, regulations and provision of the Consolidated Procurement Code.
2. Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion. Expected to choose the appropriate course of action to procure the goods and/or services needed by DCIT and staff. Expected to cultivate and maintain good working relationship with vendors.
3. Supervisor's comments: Data employee has completed the course/class work needed for certification as a C titled Procurement Officer. The other 3 are in the CP Purchasing Department.

APPROVAL DATE: *1/10/95*
APPROVAL: *W*
TITLE: *111500*

STATE OF SOUTH CAROLINA

POSITION DESCRIPTION

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

1. JOB PURPOSE:

Under general supervision, performs routine and complex procurement duties. Complex procurement duties involve multi-budget center in a multi-platform environment for approximately 150 employees.

2. JOB TASKS:

ESSENTIAL JOB TASKS

- | | Percentage of Time |
|--|--------------------|
| Procures goods and/or service from term contract vendors off | 50 |
| a) Compares state contracts to vendor preferred and justifies going contract for multi-platform environment computer equipment, software, and computer repair parts. | |
| b) Determines continuance of multi-year office greenery contract, general office equipment maintenance contracts (fax, copier, typewriter, camera, pc's) and multi-platform computer equipment maintenance and paging services. | |
| c) Negotiates by telephone and vendor appointment to obtain bids for emergency purchase orders, e.g., refilling of halon tanks. Purchasing is notified of low bid and a bid is verbally awarded. Follow-up is with an on-line requisition. | |
| Obtains bids and awards contracts to suggest alternate routes | 25 |
| a) For all non-contract goods or services, bids are obtained, reviewed with requestor and a vendor is determined for the award. If the low bid vendor is not awarded the contract, justification for rejection must be valid. | |
| b) Advises agency personnel of alternate routes for procurements, e.g., look for other vendors that can provide requested products; look for alternate products that can meet requestor's needs. | |
| Reviews specifications for bid procurements. (Continued on Attached Sheet) | 5 |

3. SUPERVISORY RESPONSIBILITIES:

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES	NUMBER
(1) _____	_____
(2) _____	_____
(3) _____	_____
TOTAL NUMBER OF EMPLOYEES SUPERVISED: _____	0

4. COMMENTS:

5. THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY:

Kathy Miller

(PLEASE PRINT)

6. THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB.

John S. Jones

(INCUMBENT'S SIGNATURE)

10/02/95

DATE

Requested Reclassification: Procurement Officer I
Position 2803-0006

2. JOB TASKS CONTINUED:

Reviews specifications for bid procurements.

- a) Specifications are thoroughly reviewed with the requestor.
- b) Vendors are contacted by telephone, faxed, or by written bid with detailed specifications. Bids are reviewed. Specifications are reviewed with the requestor and a decision of the vendor is determined if the specifications are met.

Sole Source Procurements.

5

- a) When a sole source is requested, research verifies that the particular item is indeed available from one vendor only (usually this occurs when sole-sourcing software).
- b) An on-line sole-source requisition is submitted.

Consults with State Procurement when necessary.

5

- a) Calls to check status of State bid requisition (over \$150,000).

Maintains vendor listing and interviews potential vendors.

5

- a) Confers with cold-call vendors (drop-ins or phone calls).
- b) Confers with vendors by appointment.

Advises DCIT personnel with procurement questions and/or problems.

5

- a) Checks status of purchase requisitions on-line.
- b) Advises DCIT personnel when a purchase order is issued; to whom and for how much.
- c) Works with vendor and requestor to resolve delivery problems and/or deadlines, return merchandise due to shipping damage or faulty equipment.

CLEMSON UNIVERSITY
95 OCT 25 PM 1:59
STATE ARCHIVES
COLUMBIA, MISSOURI

NOV 18 1995
11:01 AM '95

95 OCT 11 11:01 AM '95

CLEMSON UNIVERSITY