

**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
SEPTEMBER 26, 2022
5:30PM**

Members Present: Moses Bell (Chair), Shirley Greene, Mikel Trapp

I. Call To Order

Mr. Bell called the meeting to order at 5:31pm.

II. Invocation

Invocation was led by Vice Chair Greene

III. Ordinance No. 799

Mr. Bell asked Deputy Administrator Williams to read the recommendations for the Rural Stabilization Funds. Mrs. Williams said Fairfield County would receive \$351,477 through the fund. The recommendations were as follows:

1. \$100,000 for a land development study - the County's zone ordinance had to be revised and updated as a part of the comprehensive plan update. There was an increased interest in new development in the county. They wanted to use the funding to update the county's road development and land disturbance standards so they could be prepared as new development came.
2. Hiring a County Engineer @ \$120,000 to include pay and benefits - the County Engineer would perform professional civil engineering work in the design development review and /or coordination of County road paving and maintenance projects, manage the County C fund grant program (the federal retirement fund for transportation projects) and assist with other County capital improvement projects as necessary. Currently, the work was contracted with an outside consulting firm. Bringing the position in-house would reduce costs. The engineer would report directly to the County Administrator but would work closely with the Director of Public Works on any road projects.
3. Gateway signage design @ \$50,000 - the monies would be used to solicit proposals for a landscape architect or engineer to design gateway signage at the Fairfield border on I-77. The design would include a cost estimate for the construction and installation of a gateway sign. It was for the initial design of gateway signage.
4. Housing study @ \$40,000 - they would solicit proposals for a study of housing opportunities with Fairfield County. The study would incorporate items from the comprehensive plan that was currently

being updated that were related to anticipated growth and development along with looking at where they would have infrastructure from the wastewater treatment plant as well as existing infrastructure. The results of the study would include recommendations regarding where to guide residential growth in Fairfield County in a manner that allowed the County to support residential growth but also preserve their rural character.

5. Class and Comp Study @ \$20,000 – it went along with administration's efforts to update the County's Human Resources policy and procedures. The study would review internal equity and pay relationships between positions and compare the County's pay schedule with similar organizations of their size. The study would help the County with employment recruitment, retention, and containing their labor costs.

Mrs. Williams said the total for the recommendations was \$330,000 and left a contingency balance of about \$57,000, if needed.

Mr. Bell said it was important to have contingency monies in the event the costs of the recommendations increased.

Motion made by Councilwoman Greene to forward the Rural Stabilization recommendations to full Council, seconded by Councilman Trapp. ***The motion carried 3-0.***

IV. ADJOURN

At 5:42pm, Councilwoman Greene made a motion to adjourn, seconded by Councilman Trapp. ***The motion carried 3-0.***

Kim W. Roberts, Ed. D.
Clerk to Council

Moses W. Bell
Chairman