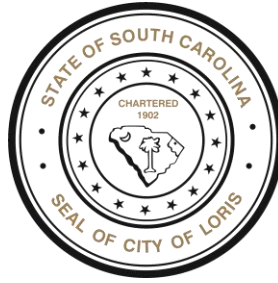


ANGEL R. NEIGHBOURS
INTERIM ADMINISTRATOR
TREASURER

JOHN C. ZILINSKY
ATTORNEY



CITY OF LORIS

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MICHAEL E. SUGGS
MAYOR

CITY COUNCIL

JOAN S. GAUSE
LEWIS C. HARDEE, JR.
ANDREA L. COLEMAN
KELLI D. GERALD
CARROLL D. PADGETT, JR.
TONYA F. SYKES

Notice of this Agenda was publicly posted, published, and forwarded as required by law.

AGENDA
REGULAR CITY COUNCIL MEETING
CITY HALL – COUNCIL CHAMBERS
MONDAY, AUGUST 4, 2025 – 6:00 P.M.

1. CALL TO ORDER:

- A. INVOCATION
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL

2. APPROVAL OF MINUTES:

- A. MAY 29, 2025 – PUBLIC HEARING
- B. JUNE 2, 2025 – REGULAR
- C. JUNE 16, 2025 – SPECIAL
- D. JULY 7, 2025 – REGULAR

3. COMMUNICATIONS:

- A. MAYOR'S REPORT
- B. ADMINISTRATOR'S REPORT
- C. COMMITTEE REPORTS
- D. DEPARTMENT HEAD'S REPORTS
 - 1. CODE ENFORCEMENT & PLANNING
 - 2. FIRE
 - 3. POLICE
 - 4. PUBLIC WORKS
 - 5. RECREATION

4. BUSINESS:

- A. PRESENTATION OF HOSPITALITY AUDIT REPORT: MARC WOOD, CPA OF SHEHEEN, HANCOCK & GODWIN, LLP, CERTIFIED PUBLIC ACCOUNTANTS, CAMDEN, SOUTH CAROLINA.
- B. DISCUSS AND APPROVAL OF MEMORANDUM OF AGREEMENT FOR THE PROVISION OF SECURE DETENTION SERVICES WITH THE SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE'S JUVENILE DETENTION COMPLEX FOR FISCAL YEAR 2025-2026.
- C. DISCUSS AND APPROVAL OF THE WACAMMAW REGIONAL COUNCIL OF GOVERNMENTS CONTRACT FOR PLANNING TECHNICAL ASSISTANCE FOR FISCAL YEAR 2025-2026.
- D. DISCUSS AND APPROVAL OF PROPOSED CONTRACT WITH ENTERPRISE FLEET MANAGEMENT.

5. PUBLIC & PRESS COMMENTS:

6. EXECUTIVE SESSION:

- A. PERSONNEL MATTERS
- B. CONTRACTUAL MATTERS
- C. LEGAL MATTERS

7. ADJOURNMENT:

**Recording of this meeting will be available the following day via our YouTube channel.
<http://www.youtube.com/@cityofloriscouncilmeetings6232>*

**MINUTES OF
PUBLIC HEARING ON REZONING REQUEST
LORIS CITY HALL – COUNCIL CHAMBERS
THURSDAY, MAY 29, 2025 – 6:00 P.M.**

PRESENT:	MAYOR	MICHAEL E. SUGGS
	COUNCIL	LEWIS C. HARDEE, JR. CARROLL D. PADGETT, JR. TONYA F. SYKES
ABSENT:	COUNCIL	ANDREA L. COLEMAN JOAN S. GAUSE KELLI D. GERALD
PRESENT:	INTERIM ADMINISTRATOR	ANGEL R. NEIGHBOURS
ABSENT:	ATTORNEY	JOHN C. ZILINSKY

CALL TO ORDER:

The public hearing was called to order by Mayor Suggs at 6:07 P.M. on Thursday, May 29, 2025.

INVOCATION:

The invocation was given by Councilman Hardee.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mayor Suggs.

ROLL CALL:

The roll was called by Planning and Zoning Director Meredith Holmes.

BUSINESS:

A. PUBLIC HEARING ON PC-202502-001—A REQUEST TO REZONE 1.19 ACRES FROM R-1 (RESIDENTIAL) TO C-2 (GENERAL BUSINESS) LOCATED ON THE SOUTHEAST SIDE OF U.S. HIGHWAY 701 SOUTH. PIN#: 186-08-04-0002, GARY LONES, AGENT.

Mayor Suggs stated that the notice of the public hearing had been advertised in the local newspaper and notice of the hearing had been posted on the property as required by the zoning

ordinance. The purpose of the hearing was to receive public input regarding the rezoning request. Mayor Suggs called on Planning and Zoning Director Meredith Holmes to give an overview of the rezoning request and the recommendation of the Planning Commission. Ms. Holmes explained that a discrepancy regarding the zoning of the particular property had been discovered. The zoning ordinance (Ordinance 07-03), enacted when the property was annexed into the city in 2003, shows the property zoned as R-1 (Residential). However, the official zoning map of the City of Loris shows the property zoned as C-2 (General Business) and has been designated C-2 on the official zoning map since at least 2009. The current property owners purchased the property believing it to be commercially zoned. The rezoning request was made in order to correct the discrepancy between Ordinance 07-03 and the official city zoning map and make a final determination as to the proper zoning of the property. Ms. Holmes noted that the city's comprehensive plan shows the future land use of the property fronting U.S. Highway 701 South to be commercially focused. The recommendation of the Planning Commission is to zone the property C-2 (General Business).

B. PUBLIC COMMENT

Carrie Lones of 417 Highway 762, Loris, S.C., an owner of the property and applicant for the rezoning request, gave additional background information regarding the property. She indicated that she and Gary Lones purchased the property for small-scale commercial development and now have a potential purchaser for the parcel. She would like to see the city grow in a responsible way. She asked Council to approve the rezoning request.

Michael Blanton of 801 Highway 701 South, Loris, S.C., an owner of nearby property indicated that his family has property located beside and behind the subject property and that he and other neighboring property owners do not want the property to be zoned commercial. The subject property was once part of the King Family Farm for over 100 years, and he believes that a family member sold the subject property under "false pretenses" and that the lawyers handling the sale of the property should have "done their homework." He urged Council to vote against the proposed rezoning of the property for commercial uses.

John Collins of 193 Lilly Lane, Loris, S.C., an owner of nearby property stated that he was concerned with noise and bright lights that could result from commercial development. He indicated that the area is now peaceful and he did not want that disturbed by development. He also stated that neighbors are concerned about the potential for increased traffic. He believes that commercial will not work on Highway 701 South, but residential uses are fine. He was also concerned that future widening of Highway 701 will make the lot smaller and thus not appropriate for commercial uses. He asked Council to vote against the proposed rezoning of the property for commercial uses.

Mayor Suggs asked Planning and Zoning Director Holmes if information was available regarding the Horry County Zoning designation for the properties adjacent to the subject property, but that

lie outside the city limits of Loris. Ms. Holmes responded that the adjacent properties were zoned CFA (Commercial Forest Agriculture) by Horry County and that various uses were permitted, such as agricultural, medical uses, repair and service, limited industrial, retail, and professional uses. No other members of the public offered comments regarding the proposed rezoning request.

Mayor Suggs stated that the rezoning request would be placed on the agenda for the next regular city council meeting to be held on June 2nd.

C. ADJOURNMENT

A motion was made by Councilman Hardee and seconded by Councilwoman Sykes to adjourn the Public Hearing. Mayor Suggs and all members present voted favorably. There being no further business, the Public Hearing was adjourned at 6:32 P.M.

ATTEST:

ANGEL R. NEIGHBOURS
INTERIM CITY ADMINISTRATOR

MICHAEL E. SUGGS, MAYOR

ANDREA L. COLEMAN, COUNCIL

JOAN S. GAUSE, COUNCIL

KELLI D. GERALD, COUNCIL

LEWIS C. HARDEE, JR., COUNCIL

CARROLL D. PADGETT, JR., COUNCIL

TONYA F. SYKES, COUNCIL

**MINUTES OF
REGULAR CITY COUNCIL MEETING
LORIS CITY HALL – COUNCIL CHAMBERS
MONDAY, JUNE 2, 2025 – 6:00 P.M.**

PRESENT:	MAYOR	MICHAEL E. SUGGS
	COUNCIL	ANDREA L. COLEMAN JOAN S. GAUSE KELLI D. GERALD LEWIS C. HARDEE, JR. CARROLL D. PADGETT, JR. TONYA F. SYKES
PRESENT:	INTERIM ADMINISTRATOR	ANGEL R. NEIGHBOURS
PRESENT:	ATTORNEY	JOHN C. ZILINSKY

CALL TO ORDER:

The council meeting was called to order by Mayor Suggs at 6:00 pm on Monday, June 2, 2025.

INVOCATION:

The invocation was given by Councilman Padgett.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Suggs.

ROLL CALL

The roll was called by Planning and Zoning Director Meredith Holmes.

COMMUNICATIONS:

A. MAYOR’S REPORT:

Mayor Suggs reported that during May the preparation of the 2025-2026 fiscal year budget had been a priority, and it is close to being finalized, and the city is on target to approve final reading prior to July 1st. Several projects to improve infrastructure are moving forward. The SCDOT project on Highway 701 is further along than the SC Highway 9 project, but both appear to be on

target for completion in a few months. The two main sewer line replacement and upgrade projects are moving forward as scheduled and are being funded by grants received from the state.

Wayne Fox from our Code Enforcement and Building Department, City Attorney John Zilinsky, and Mayor Suggs met with several Horry County officials, including County Councilmen Mark Causey and Danny Hardee, to discuss working together on major projects that affect both Loris and Horry County. One of the main topics was stormwater management and the need for easements from property owners along the major drainage ditches that flow through Loris. Mayor Suggs urged residents owning property along the ditches to contact Mr. Fox.

The City's Carillon system has been repaired and chimes each hour, and was used on Memorial Day to play a patriotic song each hour during the afternoon.

The Memorial Day Wreath Ceremony was Saturday, May 24th, at the State Theater Building. It was a very nice and solemn tribute to those who gave their lives defending our nation. Mayor Suggs thanked those city council members and city staff who attended and thanked Kevin Braswell for organizing the event, and thanked the Loris Historical Society for making the venue available.

Loris Chamber of Commerce Executive Director Samantha Norris reported that the Memorial Day Ceremony held on Saturday prior to Memorial Day was a nice event, and the speaker did a wonderful job reminding everyone of the true meaning of Memorial Day. Ms. Norris urged everyone to attend next year and would like to find ways to promote the event to increase attendance. The chamber will soon be filming commercials in the downtown area to promote Loris. Some upcoming events include the Annual Chamber Banquet, the Entrepreneur Fair, and Downtown Tuesdays, which are scheduled to be held during the summer, but not every Tuesday. Ms. Norris also reminded everyone to attend the Fundraiser scheduled for Tuesday, June 17th, from 6:00 pm until 8:00 pm to assist Tabor City Firefighter Donnie Strickland, who is battling health issues. The fundraiser will include a car cruise-in and a boot drive

B. ADMINISTRATOR'S REPORT:

Interim Administrator Neighbours advised Council that the May 31st year-to-date financial report was completed and a copy had been distributed to each councilmember. The budget for fiscal year 2025-2026 is nearing completion. Administrator Neighbours gave an update on Phase 1 of the sewer line replacement project, which is nearing completion and is in the area from Pinewood Drive running to near the wastewater treatment plant on Bayboro Street. Phase 2 will begin soon and will run from Rogers Road to Bayboro Street. The project is being funded by a grant from the state. Also, Administrator Neighbours indicated that a Personnel and Finance Committee meeting will likely need to be scheduled during June.

C. COMMITTEE REPORTS:

There were no committee meetings scheduled since the May 5th council meeting.

D. DEPARTMENT HEAD'S REPORTS:

Mayor Suggs advised that written reports were prepared by each department and provided in the council meeting packet.

1. **CODE ENFORCEMENT & PLANNING** – Planning and Zoning Director Meredith Holmes stated that she had no additional information, other than that the department experienced one of its busiest months ever in May.
2. **FIRE** – Chief Jerry L. Hardee had no updates to the written report submitted to Council. Mayor Suggs asked if the smoke and carbon monoxide detectors were still available. Chief Hardee responded that the detectors are available free of charge and will be installed in citizens' homes by members of the fire department. Anyone in need of a detector may request one by completing an application. Applications are available at the fire department and city hall.
3. **POLICE** – Chief Gary Buley reported that he had no additions to his written report.
4. **PUBLIC WORKS** – No additions to the written report.
5. **RECREATION** – No additions to the written report.

BUSINESS:

- A. SECOND READING OF ORDINANCE 01-25: AN ORDINANCE GRANTING UNTO THE SOUTH CAROLINA PUBLIC SERVICE AUTHORITY, A BODY CORPORATE AND POLITIC, A FRANCHISE TO OWN, OPERATE, AND TO MAINTAIN WITHIN THE CORPORATE LIMITS OF THE CITY OF LORIS AN ELECTRIC UTILITY LIGHT AND POWER PLANT, TRANSMISSION AND DISTRIBUTION SYSTEM.**

Attorney John Zilinsky explained that this was a renewal of the existing franchise agreement that has been in existence since at least the 1960s. The ordinance is for a thirty (30) year renewal term. Anna Strickland of Santee Cooper was in attendance. A motion was made by Councilman Hardee, seconded by Councilwoman Gause, to approve on second reading Ordinance 01-25. Mayor Suggs and all members voted favorably. Motion passed.

- B. SECOND READING OF ORDINANCE 02-25: (A-202503-001) AN ORDINANCE TO ANNEX 0.58 LEGAL ACRES INTO THE CORPORATE LIMITS OF THE CITY OF LORIS AS R 1.4 (RESIDENTIAL)**

**LOCATED ON THE NORTHERN SIDE OF RUSS ROAD (COUNTY ROAD) PIN#: 177-10-01-0013
TMS#: 048-00-02-019 JOSEPH TANNER COX, ET. AL. OWNERS.**

Planning and Zoning Director Meredith Holmes read Ordinance 02-25 by title only and gave details of the property to be annexed. A motion was made by Councilman Padgett, seconded by Councilwoman Gerald, to approve on second reading Ordinance 02-25. Mayor Suggs and all members voted favorably. Motion passed.

C. SECOND READING OF ORDINANCE 03-25: (A-202504-001) AN ORDINANCE TO ANNEX 2.04 LEGAL ACRES INTO THE CORPORATE LIMITS OF THE CITY OF LORIS AS C-2 (COMMERCIAL, GENERAL) LOCATED ON THE SOUTHEASTERN CORNER OF U.S. 701 NORTH & FOX BAY ROAD (S-26-570) PIN#: 176-12-01-0009 TMS#: 048-07-02-090 L. SMITH, AGENT, OWNER THOMAS C. JOHNSON, TRUSTEE.

Planning and Zoning Director Meredith Holmes read Ordinance 03-25 by title only and gave details of the property to be annexed. A motion was made by Councilman Hardee, seconded by Councilwoman Sykes, to approve on second reading Ordinance 03-25. Mayor Suggs and all members voted favorably. Motion passed.

D. FIRST READING OF ORDINANCE 04-25: (PC-202502-001) AN ORDINANCE TO RE-ZONE 1.19 ACRES FROM R-1 (RESIDENTIAL) TO R-2 (GENERAL BUSINESS) LOCATED ON THE SOUTHEASTERN SIDE OF U.S. HIGHWAY 701 PIN#: 186-08-040002 TMS#: 048-00-04-003.

Planning and Zoning Director Meredith Holmes read Ordinance 04-25 by title only and gave details of the property to be rezoned. This property was annexed into the city in 2003 as R-1 (Residential), but on the official zoning map, the property has been shown as C-2 (General Business) since at least 2009. A public hearing was held on May 29th. A motion was made by Councilwoman Gerald, seconded by Councilwoman Coleman, to approve on first reading Ordinance 04-25. Mayor Suggs and all members except Councilwoman Sykes voted favorably. Councilwoman Sykes voted against the motion to rezone the property to C-2 (General Business). Motion passed, 6-1.

E. FIRST READING OF ORDINANCE 05-25: AN ORDINANCE TO ADOPT A BUDGET FOR THE CITY OF LORIS, SOUTH CAROLINA, FOR THE FISCAL YEAR 2025-2026, BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026.

Mayor Suggs reported that the budget for the 2025-2026 fiscal year is balanced and will be finalized prior to the June 30th deadline. A public hearing on the budget will be held on June 26th. A motion was made by Councilwoman Gause, seconded by Councilman Padgett, to approve on first reading Ordinance 05-25. Mayor Suggs and all members voted favorably. Motion passed.

F. RESOLUTION 05-25: A RESOLUTION ADOPTING A SECTION 504 GRIEVANCE PROCEDURE AND REASONABLE ACCOMMODATIONS POLICY FOR THE CITY OF LORIS.

Interim Administrator Angel Neighbours gave an overview of the 504 Grievance Procedure and explained that this was a policy that each municipality was mandated to have in place and that the city's policy had not been updated in several years. The 504 Grievance Policies are established to ensure compliance with the Americans with Disabilities Act (ADA). A motion was made by Councilman Hardee, seconded by Councilwoman Gerald, to approve Resolution 05-25. Mayor Suggs and all members voted favorably. Motion passed.

G. RECEIVE PLANNING COMMISSION REPORT: RE: (A-202504-0025) STATUS OF PETITION FOR ANNEXATION OF 359.97 COMBINED TOTAL ACRES LOCATED EAST OF HERITAGE ROAD (S-568), SOUTH OF LORIS LIONS ROAD (S-1305), AND WEST OF HIGHWAY 66 (S-666) PIN#: 185-00-00-0018 TMS#: 059-00-01-026 & PIN#: 185-00-00-0041 OWNER: HERITAGE LAKES HOLDING VENTURES, LLC.

The Planning Commission presented a written report indicating that the Commission had voted to defer the matter indefinitely at the request of the developer. City Council received the report as information and will take no action until a further recommendation, if any, is received from the Planning Commission.

H. AUTHORIZATION TO APPROVE CONTRACT WITH HORRY COUNTY REGARDING MUNICIPAL COURT SERVICES AND APPOINTMENT OF COUNTY MAGISTRATE TO SERVE AS MUNICIPAL JUDGE.

Mayor Suggs reported that for many years the city had utilized the services of a county magistrate as municipal judge through a contractual arrangement with Horry County. The current city Judge, Magistrate Aaron Butler, has reached the mandatory retirement age of 72 and must retire this year. The Personnel and Finance Committee met to discuss the continuation of a contract with Horry County and had a recommendation for Council. Councilwoman Gerald, a member of the Personnel and Finance Committee, reported that Magistrate William N. Hutson was willing to serve as Loris Municipal Court Judge, and the committee met with him regarding the position and recommended that he be approved as our next municipal judge. A motion was made by Councilwoman Gerald, seconded by Councilman Padgett, to continue the contractual arrangement with Horry County allowing a magistrate to serve as Loris Municipal Judge and that Magistrate William N. Hutson be appointed as Loris Municipal Judge effective upon the retirement of Judge Butler and further that Interim Administrator Angel Neighbours be authorized to signed the contract with Horry County. Mayor Suggs and all members voted favorably. Motion passed.

I. DISCUSSION AND AUTHORIZATION OF EXPENDITURE OF HOSPITALITY FUNDS FOR THE REPAIR AND/OR PURCHASE OF HOLIDAY/SEASONAL DECORATIONS FOR DOWNTOWN.

Mayor Suggs informed Council that during the summer months the holiday decoration vendors have sales and items can be purchased at savings not available as the holidays get closer. Also, the City finds each year that some of the decorations have issues that need to be repaired. To address the purchase of additional decorations and be in a position to save money from summer sales prices, Mayor Suggs stated that he believed that it would be prudent to authorize an amount of money from the Hospitality Tax fund to be made available for the purchase of additional decorations and/or to repair our existing decorations. After some discussion by Council, it was agreed that a budget not to exceed \$30,000.00 would be established at this time for the purchase and/or repair of holiday and seasonal decorations for downtown. A motion was made by Councilman Hardee, seconded by Councilwoman Gause, to authorize a maximum expenditure of \$30,000.00 from the Hospitality Tax fund for the purchase and/or repair of holiday and seasonal decorations, and that Interim Administrator Angel Neighbours be authorized to make the expenditures as needed. Mayor Suggs and all members voted favorably. Motion passed.

PUBLIC & PRESS COMMENTS:

Stacie Lane of Highway 701 North, Loris, wanted to make everyone aware that Horry County is proposing to relocate the ambulance/medic unit from its Pinewood Drive station in the heart of Loris to a proposed new fire station in the Goretown Community outside of the city. She urged City Council and local residents to discuss this matter with Horry County officials in hopes that they will reconsider and allow the ambulance to remain stationed inside the city limits.

Joseph Gay of 3508 Hardee Avenue, Loris, expressed his concerns that Hardee Avenue was a dirt street, but the surrounding streets were paved. He also asked about cleaning ditches that he believed were not large enough to accommodate the needed drainage. He also asked about the possibility of more frequent police patrols in his neighborhood. Mayor Suggs explained that the majority of the streets within the city are owned either by Horry County or the State of South Carolina, and thus, they are primarily responsible for addressing paving needs. Mayor Suggs indicated to Mr. Gay that he had talked to members of the County Transportation Committee about the possibility of securing funding to do some paving within the city. Police Chief Buley responded regarding the police patrols and indicated that he would address increasing patrols with his officers.

Todd Harrelson of 3806 Liberty Street, Loris, stated that when he served as mayor that he had discussions with Horry County regarding locating the county ambulance in the Loris Fire Station. Mayor Suggs and other members of council who served with Mr. Harrelson responded that they had no knowledge of the matter, and the issue had never been brought before a committee or the full council for any discussion. Mr. Harrelson responded that Fire Chief Hardee told the county that he would not allow the ambulance in the fire station, and the discussions stopped. Chief Hardee responded emphatically that he had never been approached by Mr. Harrelson about locating an ambulance in the fire station, nor invited to any meetings that may have been held with county officials and had no input in any discussions. He requested that the county

officials be invited to a meeting to verify this. Mayor Suggs stated that the fire chief works at the direction of City Council, and if the issue had come before Council, the fire chief would have to carry out the decision of Council.

EXECUTIVE SESSION:

Mayor Suggs announced that there were no items to be discussed in executive session.

ADJOURNMENT:

A motion was made by Councilwoman Gause, seconded by Councilman Hardee, to adjourn. Mayor Suggs and all members voted favorably. There being no further business the meeting was adjourned at 6:37 P.M.

ATTEST:

ANGEL R. NEIGHBOURS
INTERIM CITY ADMINISTRATOR

MICHAEL E. SUGGS, MAYOR

ANDREA L. COLEMAN, COUNCIL

JOAN S. GAUSE, COUNCIL

KELLI D. GERALD, COUNCIL

LEWIS C. HARDEE, JR., COUNCIL

CARROLL D. PADGETT, JR., COUNCIL

TONYA F. SYKES, COUNCIL

**MINUTES OF
SPECIAL CITY COUNCIL MEETING
LORIS CITY HALL – COUNCIL CHAMBERS
MONDAY, JUNE 16, 2025 – 6:00 P.M.**

PRESENT:	MAYOR	MICHAEL E. SUGGS
	COUNCIL	ANDREA L. COLEMAN KELLI D. GERALD LEWIS C. HARDEE, JR. CARROLL D. PADGETT, JR. TONYA F. SYKES
ABSENT:	COUNCIL	JOAN S. GAUSE
PRESENT:	INTERIM ADMINISTRATOR	ANGEL R. NEIGHBOURS
ABSENT:	ATTORNEY	JOHN C. ZILINSKY

CALL TO ORDER:

The special city council meeting was called to order by Mayor Suggs at 6:00 pm on Monday, June 16, 2025.

INVOCATION:

Just prior to the invocation, Mayor Suggs stated that the community had experienced the loss of the following individuals over the period of just a few days and asked that their families be remembered:

Diane Hardee, wife of Fire Chief Jerry Hardee
Harry McDowell, former Horry County Magistrate and Loris Municipal Judge
Ernest Prince, brother of Loris Volunteer Fireman Paul Prince
Andrew Brisbon, local barbershop operator and talented gospel singer
Shorty Conner, local merchant and owner of Shorty's Grill
Also, Loris Police Chief Gary Buley's grandfather passed away in New York.

The invocation was then given by Councilman Hardee.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mayor Suggs.

ROLL CALL:

The roll was called by Planning and Zoning Director Meredith Holmes.

BUSINESS:

A. DISCUSSION OF REPAIRS AND UPGRADES TO, OR REPLACEMENT OF, THE LORIS VOLUNTEER FIRE DEPARTMENT AERIAL TRUCK

Mayor Suggs stated that the meeting was necessary because the fire department's 1984-model aerial truck is out of service due to maintenance issues. An opportunity has presented itself to possibly purchase a used 1999-model aerial truck. A decision must be made whether to repair the 1984 truck or possibly purchase a replacement. Mayor Suggs then asked Fire Chief Jerry Hardee to give an overview of our options and address any questions Council may have.

Chief Hardee reported that the City's 1984 aerial truck is currently receiving maintenance at the C.W. Williams Company in Rocky Mount, North Carolina. The company representatives indicate that the department's truck is in good shape for its age and if fully repaired should have a service life of at least five to ten years.

Councilman Padgett asked how much the current repairs will cost. Chief Hardee state that currently the City owes approximately \$18,000.00 for the repairs already made. However, a problem was found with the waterway from the pump to the top of the aerial platform causing a large amount of water loss during pump operations. This problem must be fixed to make the truck fully operational. Councilman Padgett asked what additional costs would be incurred to repair the waterway. Chief Hardee stated that the estimate is approximately \$40,000.00 in additional costs and that the parts would have to be manufactured by a company in South Dakota and shipped to C.W. Williams Company's repair facility in Rocky Mount, North Carolina. Other than the problem with the waterway, the truck is operational.

Chief Hardee stated that a fire department in Upper Macungie Township, Pennsylvania has a 1999 American LaFrance aerial truck that is for sale. The truck was completely reconditioned and upgraded in 2017 at a cost of over \$300,000.00. Chief Hardee and Fire Marshal Robert Rudelitch have been in contact with the department, and it may be willing to accept an offer of \$33,000.00 to \$35,000.00 for the truck. This may be an option instead of repairing our truck because the cost of the 1999 truck is potentially less than the cost to fully repair the department's aerial truck. There is at least one other fire department interested in the used truck in Pennsylvania, so the purchase the truck, if Loris submits a bid, is not guaranteed.

Chief Hardee said that if the used truck was purchased, the City would have the option of selling the 1984 aerial truck but, because of its age, may not get much interest or much money out of it. Another option would be to keep the truck and repair it at a later time because with the growth of the area we may have to consider building a second fire station and having two aerial trucks would be advantageous.

Chief Hardee told Council that if they wish to move forward with making an offer on the 1999 American LaFrance aerial truck in Pennsylvania, an offer letter will need to be sent by the Mayor to the fire department, and their governing board will have to vote to accept the offer. Further, Chief Hardee recommended that any offer be contingent on the truck passing an aerial certification inspection and that the truck be inspected by members of our fire department to check its condition and to determine if it meets our department's needs.

A motion was made by Councilman Hardee and seconded by Councilwoman Gerald to authorize Mayor Suggs to move forward with a letter of intent outlining the City's offer to purchase the 1999 American LaFrance aerial platform truck from the Upper Macungie Township, Pennsylvania Fire Department for a price of \$33,000.00. During discussion of the motion, Councilman Padgett asked Interim City Administrator Angel Neighbours if the City's finances would allow the department's 1984 aerial truck to be repaired and be paid for within the next three to four months. Administrator Neighbours responded that she would have to check before committing to the availability of an additional \$40,000.00 for repairs. Mayor Suggs and all members voted favorable. Motion passed.

A motion was then made by Councilman Padgett and seconded by Councilwoman Sykes to authorize the repair of the waterway on the department's 1984 aerial truck. Councilman Padgett cited the uncertainty of winning the bid on the truck in Pennsylvania and the necessity of the fire department to have a fully operational aerial truck as the reason for his motion. Councilmembers Hardee, Gerald, Padgett and Sykes voted in favor of the motion. Councilwoman Coleman and Mayor Suggs voted against the motion. Motion passed 4-2.

PUBLIC COMMENT:

No members of the public present at the meeting offered comments.

EXECUTIVE SESSION:

Mayor Suggs indicated that there were no items for executive session.

ADJOURNMENT:

There being no further business, a motion was made by Councilman Hardee and seconded by Councilwoman Coleman to adjourn. Mayor Suggs and all members present voted favorably. There being no further business, the special council meeting was adjourned at 6:23 pm.

ATTEST:

ANGEL R. NEIGHBOURS
INTERIM CITY ADMINISTRATOR

MICHAEL E. SUGGS, MAYOR

ANDREA L. COLEMAN, COUNCIL

JOAN S. GAUSE, COUNCIL

KELLI D. GERALD, COUNCIL

LEWIS C. HARDEE, JR., COUNCIL

CARROLL D. PADGETT, JR., COUNCIL

TONYA F. SYKES, COUNCIL

**MINUTES OF
REGULAR CITY COUNCIL MEETING
LORIS CITY HALL – COUNCIL CHAMBERS
MONDAY, JULY 7, 2025 – 6:00 P.M.**

PRESENT:	MAYOR	MICHAEL E. SUGGS
	COUNCIL	ANDREA L. COLEMAN JOAN S. GAUSE KELLI D. GERALD LEWIS C. HARDEE, JR. CARROLL D. PADGETT, JR. TONYA F. SYKES
PRESENT:	INTERIM ADMINISTRATOR	ANGEL R. NEIGHBOURS
PRESENT:	ATTORNEY	JOHN C. ZILINSKY

CALL TO ORDER:

The council meeting was called to order by Mayor Suggs at 6:00 pm on Monday, July 7, 2025.

INVOCATION:

The invocation was given by Councilman Padgett.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Suggs.

ROLL CALL

The roll was called by Planning and Zoning Director Meredith Holmes.

Mayor Suggs informed Council that an item had been inadvertently left off of the meeting agenda. That item is to receive the report from the City’s Planning Commission regarding a rezoning request for approximately 18.8 acres near Broad Street and Meadow Street (Parcel No. 186-00-00-0023 – Request No. PC-202401-003). Because the item requires no action from City Council, it can be added by a majority vote of Council. A motion was made by Councilwoman Gause, seconded by Councilwoman Gerald, to add this item to the agenda. Mayor Suggs and all members voted favorably. Motion passed. The item will be added to the end of the business portion of the agenda and will be item “H”.

APPROVAL OF MINUTES:

A. MAY 5, 2025 – REGULAR COUNCIL MEETING

The Minutes of the May 5, 2025, Regular City Council Meeting were presented for approval. A motion was made by Councilman Padgett, seconded by Councilwoman Sykes, to approve the Minutes of the May 5, 2025, Regular City Council Meeting. Mayor Suggs and all members voted favorably. Motion passed.

B. JUNE 26, 2025 – BUDGET HEARING

The Minutes of the June 26, 2025, Budget Hearing were presented for approval. A motion was made by Councilwoman Gerald, seconded by Councilwoman Coleman, to approve the Minutes of the June 26, 2025, Budget Hearing. Mayor Suggs and all members voted favorably. Motion passed.

C. JUNE 26, 2025 – SPECIAL COUNCIL MEETING

The Minutes of the June 26, 2025, Special Council Meeting were presented for approval. A motion was made by Councilwoman Gause, seconded by Councilwoman Sykes, to approve the Minutes of the June 26, 2025, Special Council Meeting. Mayor Suggs and all members voted favorably. Motion passed.

COMMUNICATIONS:

A. MAYOR'S REPORT:

Mayor Suggs reported that he had several positive comments regarding the lighted old glory patriotic display exhibited by the city for the first time this year to celebrate the July 4th holiday.

June was a very busy month at City Hall as the 2025-2026 fiscal year budget was finalized with second reading being held on June 26th. Operations under the new budget began July 1st.

On June 13th, Mayor Suggs attended the State Firefighters Association meeting in Myrtle Beach. Loris was recognized as a Fire Safe Community for the year 2024. This was possible due to the efforts of our firefighters to promote fire safety through educational programs, the free installation of smoke and carbon monoxide detectors and meeting other standards. This is the department's first Fire Safe Community Award and the department is working to achieve this again in 2025.

The City was notified that the fire department received a grant from the United States Department of the Interior for a slip-on skid unit that will be mounted on one of the department's brush trucks. The skid unit holds all of the equipment necessary for fighting brush fires.

Mayor Suggs reminded Council that the Horry County League of Cities will meet Thursday, July 24th in Loris at 6:00 pm. He urged all councilmembers to attend.

Loris Chamber of Commerce Executive Director Samantha Norris was not present at the council meeting.

B. ADMINISTRATOR'S REPORT:

Interim Administrator Angel Neighbours reported that the demolition and clean-up of the former site of Loris High School is almost complete and a final walk through with the contractor will be done this month. Also, Phase 1 of the sewer line replacement project is almost complete. The first phase addressed the main sewer line from Meeting Street to Bayboro Street. Phase 2 will begin soon and will replace the main sewer line on the South side of the city.

C. COMMITTEE REPORTS:

There were no committee meetings scheduled during June due to the hearings and special meetings held to complete the budget.

D. DEPARTMENT HEAD'S REPORTS:

Mayor Suggs advised that written reports were prepared by each department and provided in the council meeting packet.

1. **CODE ENFORCEMENT & PLANNING** – Planning and Zoning Director Meredith Holmes stated that, in addition to her written report, she wanted to inform Council that the department has been working on a proposed stormwater ordinance, which is being reviewed by City Attorney John Zilinsky and should soon be ready for review by the appropriate council committee.
2. **FIRE** – Chief Jerry Hardee informed Council that the bid placed in the amount of \$33,000.00 for the purchase of the used aerial truck from Upper Macungie Township in Pennsylvania had been accepted. The next step is to have the truck inspected by an independent third-party inspector from Consolidated Fleet Services. If the truck passes the aerial certification test, Chief Hardee will travel to Pennsylvania to inspect the truck and, if it is suitable for our department, will finalize the purchase. Also, notice was received from the U.S Department of the Interior regarding the grant award for the brush truck skid unit. The City will have to go through the required bidding process for the unit, and it is hoped the unit can be purchased by September.

Mayor Suggs congratulated Chief Hardee and the department for achieving the Fire Safe Community Designation for 2024.

3. **POLICE** – No additions to the written report.
4. **PUBLIC WORKS** – No additions to the written report.

5. RECREATION – No additions to the written report.

BUSINESS:

A. SECOND READING OF ORDINANCE 06-25: AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF ORDINANCES: CHAPTER 14, ELECTIONS—SECTION 14-5, C AND D.

Planning and Zoning Director, Meredith Holmes, read Ordinance 06-25 by title only. A motion was made by Councilman Hardee, seconded by Councilwoman Gause, to approve on second reading Ordinance 06-25. Mayor Suggs and all members voted favorably. Motion passed.

B. DISCUSSION OF POSSIBLE PURCHASE OF MANLIFT AERIAL WORK PLATFORM.

Mayor Suggs explained that from time to time an aerial work platform has to be used by the City, and for several years the City has rented one as needed. Interim Administrator Neighbours explained to Council a way the City could possibly purchase a lift and save money in the long run by avoiding the expensive rental costs. A used lift can be purchased for approximately \$24,408.00. A similar, brand-new lift would cost the City in excess of \$80,000.00. After speaking with the City's independent auditor, it has been determined that because the lift will be used primarily during the holiday season decorating the downtown that one-half of the cost can be paid from hospitality funds and the remaining half from the general fund.

Councilman Padgett stated that he thought it would be to the City's advantage to own a lift and have it available as needed and asked if the used lift was certified. Administrator Neighbors state that the used lift would be sold by an equipment rental company and such companies have regular maintenance and maintain certifications on the equipment. A motion was made by Councilman Padgett, seconded by Councilman Hardee, to approve the purchase of the used aerial work platform for the price of \$24,408.00 with half of the funds coming from the Hospitality Tax account and half from the City's General Fund. Mayor Suggs and all members voted favorably. Motion passed.

C. DISCUSSION OF PROPOSED CONTRACT WITH ENTERPRISE FLEET MANAGEMENT.

City Attorney John Zilinsky stated that language in the proposed contract regarding indemnification must be clarified because the City cannot contract regarding liability due to the coverage requirements of the state insurance reserve fund. He asked that the discussion of the proposed contract with Enterprise Fleet Management to be deferred so that further discussions can be held with the company. No councilmember expressed an objection to deferring the matter. Therefore, the agenda item was deferred to allow Attorney Zilinsky an opportunity to further negotiate with Enterprise Fleet Management.

D. CONSIDER ACCEPTANCE OF DEED OF CONVEYANCE FROM D.R. HORTON FOR MEADOW WALK – PHASE 1 PUMP STATION AND UTILITY INFRASTRUCTURE.

Attorney Zilinsky informed Council that the installation of the utility infrastructure has been completed in Phase 1 of the Meadow Walk Subdivision on Highway 45. Upon completion, the utility infrastructure and easements are supposed to be turned over to the City. By accepting the deed from the developer, D.R. Horton, the infrastructure and easements become property of the City. Mayor Suggs stated that it was standard practice for municipalities to accept the utility systems following installation by a developer and final inspection. Attorney Zilinsky confirmed that to be correct. A motion was made by Councilman Hardee, seconded by Councilwoman Coleman, to accept the deed of conveyance from D.R. Horton, Inc. Mayor Suggs and all members voted favorably. Motion passed.

E. CONSIDER REQUEST BY D.R. HORTON FOR REDUCTION OF IMPROVEMENT GUARANTEE FOR MEADOW WALK – PHASE 1.

Attorney Zilinsky explained that by installing and conveying the infrastructure in Phase 1 of the Meadow Walk Subdivision to the City, D.R. Horton, Inc. had fulfilled their obligation under the improvement guarantee for Phase 1, and it would be proper for Council to authorize the reduction of the Letter of Guarantee. The original amount of the guarantee was \$2,392,001.25 and the remaining guarantee, if the reduction is granted, will be \$244,822.69. A motion was made by Councilwoman Gerald, seconded by Councilman Padgett, to approve the reduction of the improvement guarantee for Meadow Walk Phase 1. Mayor Suggs and all members voted favorably. Motion passed.

F. CONSIDER ACCEPTANCE OF IMPROVEMENT GUARANTEE BY D.R. HORTON FOR INFRASTRUCTURE FOR MEADOWWALK – PHASE 2.

Planning and Zoning Director Meredith Holmes explained that the procedure for the improvement guarantee for Meadow Walk Phase 2 as being identical to the procedure used for Phase 1. The Phase 2 infrastructure project is not as large as Phase 1; therefore, the amount of the improvement guarantee will be less. Attorney Zilinsky informed Council that the Phase 2 improvement guarantee will be in the amount of \$565,284.38. A motion was made by Councilman Hardee, seconded by Councilwoman Gause, to accept the improvement guarantee by D.R. Horton, Inc. for Meadow Walk Phase 2. Mayor Suggs and all members voted favorably. Motion passed.

G. RECEIVE PLANNING COMMISSION REPORT: (PC-202504-001) REQUEST TO REZONE APPROXIMATELY 3.8 ACRES FROM R-1.4 (RESIDENTIAL) to C-2 (GENERAL BUSINESS) LOCATED ON THE SOUTHERN SIDE OF MAIN STREET (SC-9) PIN#: 176-09-04-0002 (OWNER WAGDI MITRY)

The Planning Commission presented a written report indicating the Commission recommends approval of the request to rezone the 3.8-acre parcel on the South side of West Main Street to

C-2 (General Business). City Council received the report as information and will schedule a public hearing on the request as required by the City's zoning ordinance.

H. RECEIVE PLANNING COMMISSION REPORT: (PC-202401-003) REQUEST TO REZONE APPROXIMATELY 18.8 ACRES FROM IND (INDUSTRIAL) to PD (PALNNED DEVELOPMENT) LOCATED ON THE SOUTHERN SIDE OF MAIN STREET (SC-9) PIN#: 186-00-00-0023 (AGENT-BOLTON & MENK)

The Planning Commission presented a written report indicating the Commission recommends approval of the request to rezone the 18.8-acre parcel located at the corner of Broad Street and Meadow Street to PD (Planned Development). City Council received the report as information and will schedule a public hearing on the request as required by the City's zoning ordinance.

PUBLIC & PRESS COMMENTS:

Lenell Black of 120 Fox Glen Drive, Loris, expressed concerns about flash flooding and drainage issues. Her concerns centered around a neighbor placing what appeared to be an automobile part in a ditch that acts like a dam and causes drainage issues. She would like the City to work on getting ditches cleaned. Also, she believes that the SCDOT road project on Highway 701 may have contributed to some of the recent drainage problems.

Loretta Smith of 190 Fox Bay Road, Loris, reiterated the concerns of Ms. Black. Ms. Smith stated that new developers need to contribute to finding a solution to the drainage issues. She indicated that she had spoken to both Palmetto Paving and the SCDOT and both of those entities say they have not contributed to the drainage problems.

Mayor Suggs responded, stating that it will take a cooperative effort by the state, county and city to improve drainage in our area.

EXECUTIVE SESSION:

Interim Administrator Neighbours indicated to Council that there was one personnel item that needed to be addressed in executive session. A motion was made by Councilwoman Gerald, seconded by Councilwoman Gause, to enter executive session to discuss a personnel matter. Mayor Suggs and all members voted favorably. Motion passed.

Upon returning from executive session, a motion was made by Councilwoman Gause, seconded by Councilwoman Gerald to exit executive session and reconvene in open session. Mayor Suggs and all members voted favorably. Motion passed.

Mayor Suggs announced that in executive session Council discussed a personnel matter and that no action was taken in executive session.

ADJOURNMENT:

A motion was made by Councilman Hardee, seconded by Councilwoman Coleman to adjourn. Mayor Suggs and all members voted favorably. There being no further business the meeting was adjourned at 7:14 P.M.

ATTEST:

ANGEL R. NEIGHBOURS
INTERIM CITY ADMINISTRATOR

MICHAEL E. SUGGS, MAYOR

ANDREA L. COLEMAN, COUNCIL

JOAN S. GAUSE, COUNCIL

KELLI D. GERALD, COUNCIL

LEWIS C. HARDEE, JR., COUNCIL

CARROLL D. PADGETT, JR., COUNCIL

TONYA F. SYKES, COUNCIL

3. COMMUNICATIONS:

D. DEPARTMENT HEAD'S REPORT

Department reports not included in this packet will be provided during the City Council meeting.

**MEMORANDUM OF AGREEMENT
FOR THE DETENTION OF YOUTH**

THIS AGREEMENT is made this 1st day of July, 2025, by and between the South Carolina Department of Juvenile Justice (SCDJJ), by and through its duly authorized employee, and the governing body of City of Loris, hereinafter referred to as City of Loris, by and through its duly authorized official and/or employee.

WHEREAS, the South Carolina Constitution and state and federal law, mandate that youth who are held in detention be confined in separate and distinct facilities from adults similarly confined; and

WHEREAS, City of Loris does not operate or manage its own detention facility for youth; and

WHEREAS, SCDJJ operates a detention facility for youth, along with an array of other residential placements for youth, who are awaiting their return to another jurisdiction or state, or awaiting their adjudication and/or dispositional hearings in the Family Courts of this State, which have passed all necessary state inspections or approvals, and are suitable for the detention of youth; and

WHEREAS, the General Assembly has mandated that "the governing body of the law enforcement agency having original jurisdiction (over) where the offense occurred" and that "[l]ocal governments utilizing the juvenile detention services provided by the Department of Juvenile Justice" be responsible for paying a portion of the costs of the detention services provided by SCDJJ for youth who are charged with committing crimes within the governing body's jurisdictional limits or ordered by the Family Court to be detained.

NOW THEREFORE, in consideration of the mutual promises contained herein, it is agreed as follows:

SCDJJ will admit into its Juvenile Detention Complex in Columbia, and detain such youth in this Complex, subject to its design/operational capacity and any limitations set forth in Section 63-19-830(A), those youth who are charged with committing offenses within the jurisdictional limits of the above listed entity and who have been/are:

1. qualified to be placed in secure detention (as determined by Section 63-19-820(B)), which the local law enforcement entity wishes to have detained prior to a detention hearing before the Family Court; or
2. ordered to be taken into custody and detained by the Family Court or other lawful authority; or
3. 16 years old or younger who have been waived to the Court of General Sessions to be tried as adults; or
4. 16 years old and charged as an adult with committing a Category A-D felony or any felony offense which provides for a maximum term of imprisonment of fifteen years or more (applicable only to crimes alleged to have occurred prior to 7/1/2019).

Persons 17 years old and older who are charged as adults will not be admitted to SCDJJ's Juvenile Detention Complex. Acceptance and retention of detainees in its Juvenile Detention Complex will

be on a space available basis and will be in accordance with admission and detention criteria established by SCDJJ. In addition, City of Loris agrees to remove any detainees accepted and detained under criteria 3 and 4 above, on or within one week after that detainee's 17th birthday.

City of Loris agrees to assign an open Purchase Order Number _____, to be effective from July 1, 2024 to June 30, 2025.

City of Loris agrees to comply with Section 63-19-1610 of the South Carolina Code of Laws which provides, "local governments utilizing the juvenile detention services provided by the Department of Juvenile Justice must pay the department a per diem of fifty dollars a day per child." Accordingly, City of Loris will pay SCDJJ \$50.00 per 24-hour day per child. (Detention periods of between from 1 to 23 hours shall be charged as a ½ day charge of \$25.00). City of Loris will make payments to SCDJJ on a monthly basis as the costs accrue.

In addition, City of Loris agrees to comply with Proviso 67.17 as contained in the Fiscal Year 2025-2026 budget:

67.17. (DJJ: Capital Expenditure Charge) Local governments utilizing the juvenile detention services provided by the Department of Juvenile Justice shall pay a capital expenditure charge of \$125 per day per child not to exceed 25 days to the department for new admissions after July 1, 2025, to cover capital expenditures and investments in the facilities that house such juveniles. This capital expenditure is in addition to the per diem charge of \$50 that offsets operating expenses. If full funding is not received from the local governments, then the remainder of the funds due shall be transferred to the department from the local government fund on behalf of such local governments. The transfer to the department on behalf of the local government shall be deemed to have been distributed to the local government.

Accordingly, City of Loris will pay SCDJJ an additional \$125.00 per day per child for the first 25 days the child is detained. A child being detained any portion of a day will result in a \$125.00 charge for that day. City of Loris will make payments to SCDJJ on a monthly basis as the costs accrue.

SCDJJ agrees to bill City of Loris on a monthly basis; said bills to be sent on or before the 15th day of the month after the month where the costs are incurred. City of Loris agrees to make payment to SCDJJ on or before the first (1st) day of the following month. If City of Loris fails to make payment within 30 days of receipt of an invoice for detention services, SCDJJ may take any and all available measures to collect on the outstanding debt.

Pursuant to South Carolina Code Section 63-19-360, the "local law enforcement agency having jurisdiction where the offense was committed" shall be responsible for transporting all youth to and from DJJ's Juvenile Detention Complex. However, a local law enforcement entity may enter into agreements with other local law enforcement agencies or other entities for transporting of a youth to and from SCDJJ's Juvenile Detention Complex, and the fact that a particular local law enforcement agency or entity transports a youth to or from SCDJJ shall not be determinative as to which law enforcement agency has jurisdiction over the offense committed or necessarily obligate the governing board of the transporting entity to pay for the cost of that youth detention.

In accordance with state law relating to Juvenile Detention and consistent with the criteria outlined in SCDJJ Policy 408 (Community Detention Screening and Detention Hearing Process), no youth shall be placed in and/or transported to a SCDJJ detention facility until law enforcement has notified SCDJJ and SCDJJ has conducted a detention screening, or until a Family Court Judge has determined that placement in secure detention is appropriate.

City of Loris shall provide the SCDJJ Juvenile Detention Complex with all relevant information pertaining to the youth, including medical history/limitations/pre-existing conditions, known psychological and psychiatric problems, charges pending before the court, and completed screening or detention forms if such records or information are in the possession of, or otherwise known to, the transporting law enforcement agency.

SCDJJ's Juvenile Detention Complex shall have the right to refuse admission when a youth is presented for placement without an appropriate detention order signed by the Court or detention referral papers, completed and signed by a SCDJJ employee or screening agent. SCDJJ's Juvenile Detention Complex shall also have the right to refuse admission when a youth is deemed inappropriate by the Complex for placement due to age, not meeting referral/admissions criteria, indications of alcohol or other drug intoxication, medical condition which requires emergency or immediate medical care or treatment or for any other reason which puts the Complex at risk, should such a youth be accepted.

SCDJJ shall not be financially responsible for the cost of medical care provided to a youth detained in its Juvenile Detention Complex for any injury, illness, condition, or medical need that pre-existed the youth's admission to its Detention Complex.

Detention services provided by SCDJJ shall commence upon execution of this contract and terminate, unless this contract is reauthorized and renewed, on July 1, 2026. Either party may cancel this agreement upon thirty (30) days' written notice.

APPROVED:

Administrator/Manager
(or other Authorized Official)

L. Eden H. Hendrick

L. Eden Hendrick, Director
South Carolina Department of Juvenile Justice

Date

July 1, 2025
Date

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS
PLANNING TECHNICAL ASSISTANCE CONTRACT
WITH THE CITY OF LORIS, SC

THIS CONTRACT, entered into as of this _____ day of _____, 2025, between the City of Loris (herein called the “City”) and Waccamaw Regional Council of Governments (herein called the “Contractor”).

WITNESSETH THAT:

WHEREAS, the City desires to engage the Contractor to render certain technical or professional planning services; and

WHEREAS, the Contractor desires to provide planning services and technical assistance to the City;

WHEREAS, both parties agree to enter into a contract for services for July 1, 2025 – June 30, 2026 and the City Administrator is authorized to execute a contract on behalf of the City with the Contractor.

NOW, THEREFORE, the parties here do mutually agree as follows:

- I. **Employment of Contractor.** The City hereby agrees to engage the Contractor, and the Contractor hereby agrees to perform the services set forth in this Contract.
- II. **Scope of Services**
 - A. **Planning / General Education / Technical Assistance / Information.** The Contractor will provide City staff, the Planning Commission (PC), Board of Zoning Appeals (BZA), and City Council with general information related to planning, planning training, zoning, land development, and other planning and development related topics. Information will include aspects of relevant state laws, material pertaining to the City’s ordinances, and related matters.
 - B. **Provide policy guidance on the Unified Zoning & Land Development Ordinance** with the exception of content that requires engineering, stormwater, floodplain management, or building code expertise.
 - C. Provide support for planning and zoning administration to include the following:
 - 1) **Assistance with the development and implementation of administrative forms and procedures** to adequately administer the Unified Zoning & Land Development Ordinance. The forms and procedures will clarify which instrument is appropriate based upon the request received, will outline a standardized procedure for responding to a request, will ensure the appropriate administrative official, board or commission, or City Council receives the information necessary to act upon the request, and will provide a tracking mechanism for the procedure followed in addressing the request. The Contractor will utilize the City’s administrative forms and procedures, once developed and adopted, and will assist the City staff with the use of the forms and procedures.
 - 2) **Annexation, rezoning and text amendment petitions.** The Contractor will assist staff in developing a staff review and recommendation on petitions. City staff will present the recommendations to the Planning Commission and will present recommendations to City Council. The Contractor will be available to assist with these presentations upon request of the City Administrator or his designee.

- 3) **Planned Development requests.** City staff will conduct and the Contractor will attend an initial meeting with the developer to explain City requirements and procedures, as well as to provide general guidance. The Contractor will review preliminary development plans and provide comments to the City staff. The Contractor will not distribute said written comments unless specifically authorized by the City Administrator or his designee.
- 4) **Zoning Map.** Provide the City with an up-to-date version of the Zoning map upon the approval of any rezoning requests, and host a web map of said zoning map.
- 5) **Plat / Site Plan review.** The Contractor will review plat / site plan applications and provide staff with a written recommendation for review by City staff. For any application that is denied, the Contractor will coordinate with staff to develop written reasons for the denial. For any application that requires Planning Commission approval, City staff may request to coordinate with the Contractor to develop a recommendation to present to the Planning Commission. Contractor recommendations will be provided to the City in writing no less than seven (7) days prior to a meeting in which it will be reviewed by the Planning Commission or Board of Zoning Appeals. City staff will present the report to the Planning Commission unless Contractor is otherwise authorized before said meeting.
- 6) **Certificates of Zoning Compliance.** Upon request from City staff, the Contractor will assist in reviewing applications for certificates of zoning compliance and help render a decision. For any application that is denied, the Contractor will work with City staff to provide written reasons for the denial.
- 7) **Appeals and Variances.** The Contractor will assist City staff in reviewing and developing a recommendation on petitions for appeals and variances. City staff will present the recommendations to the Board of Zoning Appeals.
- 8) **Other tasks, as negotiated.** The Contractor will provide other planning and zoning-related tasks as agreed upon by the City and the Contractor. Such tasks may include the implementation of strategies from the City's Comprehensive Plan and the drafting of single-subject text amendments to the zoning and/or land development regulations.

D. Provide staff support to the Planning Commission, Board of Zoning Appeals, and City Council.

- 1) The Contractor will coordinate with City staff to review meeting agendas for Planning Commission and the Board of Zoning Appeals, as needed.
- 2) The Contractor will work with City staff to draft reports and recommendations for matters appearing before the Planning Commission or Board of Zoning Appeals. The City shall provide the Contractor at least fourteen (14) days to review any plats or other applications for consideration at Planning Commission or the Board of Zoning Appeals. Contractor's reports will be provided to City staff at least seven (7) days prior to any scheduled meeting in which the plat or application shall be presented. The Contractor will also help City staff draft Planning Commission reports and recommendations to submit to City Council, as needed. For the Board of Zoning Appeals, the Contractor will help City staff draft conclusions of the Board, as needed.
- 3) Upon the request of the City Administrator or designee, the Contractor may attend meetings and work sessions of the Planning Commission and Board of Zoning Appeals. The City shall provide the Contractor with at least seven (7) days' notice prior to any meeting that the Contractor is expected to attend and provide planning technical assistance.

- 4) Upon the request of the City Administrator or designee, the Contractor will attend City Council meetings and work sessions to provide information on planning-related issues.
- 5) Upon the request of the City Administrator or designee, the Contractor will attend public hearings of City Council related to planning or development issues to provide general assistance, technical guidance, or recommendations.
- 6) The Contractor will respond to the direction of City staff only. Any direction or questions from citizens, developers, applicants, or the media will be directed back to City Staff, unless responses are authorized in advance by the City Administrator or designee.

III. Responsibilities of the City of Loris

- A. **Zoning administration.** City staff will manage the day-to-day operations. City staff shall maintain administrative forms and will provide them to citizens upon request. City staff will provide general information to the public and refer to the Contractor as needed. For matters in which City staff desires advice from the Contractor, the staff member is encouraged to seek technical assistance from the Contractor. The City shall be responsible for maintaining records of applications and rendered decisions of City officials and staff, including, but not limited to meeting minutes. The City shall maintain an up-to-date copy of the Zoning Map, Zoning Ordinance, Land Development Regulations Unified Zoning & Land Development Ordinance, Comprehensive Plan, standard forms and applications, and Planning Commission and Zoning Board of Appeals annual meeting calendars on the City's website for public viewing and access by the Contractor and the public.
- B. **Preparation and distribution of meeting notices and advertisements.** City staff will provide the Contractor with study material and reports at least one week prior to any Planning Commission, Board of Zoning Appeals, or City Council meeting, work session, or public hearing requiring the Contractor's attendance. It will be the responsibility of City staff, however, to provide distribution of meeting notices, agendas, and supporting materials. The Contractor will assist with text for meeting notices and advertisements upon request; however, it will be the responsibility of City staff to submit notice or advertisement to the media. It will also be the City's responsibility to cover the costs of any advertisement expenses. The City shall be responsible for the noticing requirements.
- C. **Meeting facilities.** It will be the responsibility of the City to reserve facilities for Planning Commission or Board of Zoning Appeals meetings, work sessions, and public hearings, as well as to ensure that meeting facilities are open and set up. Following a meeting, it is the responsibility of City staff to ensure that a facility is secured. This is especially important for an evening meeting, taking place outside of the normal City Hall hours of operation. It is expressly prohibited for the Contractor to assume responsibility for facility security or to possess a key to a City facility or a code to any facility locks or alarm systems.
- D. **Financial management.** City staff will be responsible for managing any payment received for application or permit fees. The Contractor is expressly prohibited from receiving any funds on behalf of the City.

IV. Contractor Personnel

- A. The Contractor shall provide a professional planner, with a suitable background and education to be fully successful, as the primary staff person for the effort. Student interns and junior planners may be utilized for certain tasks and functions; however, any work undertaken by students shall be under the supervision and review of professional staff.
- B. The Contractor retains the right to assign different personnel to this project in the event work requirements or changes in personnel necessitate such action. If changes are made, the

Contractor shall take action necessary to ensure that qualified professional planners are assigned to the project so that tasks are completed in a competent, professional, and timely manner, with as little disruption to the process as possible.

- V. **Term of Performance.** Contractor shall provide services to the City for the 2026 fiscal year, starting July 1, 2025 and ending June 30, 2026. Services are to commence as soon as practicable after the issuance of a notice to proceed by the City (signed contract).
- VI. **Compensation.** For the above services, the City shall pay the Contractor \$30,000.00 for Contractor staff time and expenses. The Contractor shall promptly notify the City if staff time and expenses are anticipated to exceed \$30,000 and shall obtain written permission from the City Administrator prior to completing additional work in exceedance of the base contract. Preauthorized hours worked in exceedance of the base contract will be billed at a rate of \$130 per hour.
- VII. **Method of Payment.** The City will receive quarterly invoices in the amount of \$7,500 each. Any billing for preauthorized work in excess of the base contract will be billed with the final invoice. The City shall pay the Contractor within thirty (30) days of receipt of an invoice.
- VIII. **Advisory Capacity of Contractor.** It is expressly understood, as a condition of this Contract, that the services of the Contractor are advisory, technical, and supportive in nature. The Contractor shall not assume the role of the Zoning Administrator; however, Contractor will provide planning technical assistance and assist in administration of the Unified Zoning & Land Development Ordinance as requested by the City Administrator or his designee. Such final determinations and actions, enforcement-related or otherwise, shall at all times remain the responsibility of the City.
- IX. **Duty to Defend.** Services rendered under this contract are advisory in nature. The Contractor shall take no action on behalf of the City. The City shall defend the Contractor, its employees, officials, and agents (utilizing attorneys and other professionals reasonably approved by the Contractor) against any claims, suits, actions, or proceedings related to losses and liabilities that arise out of the performance of Contractor's services under this contract.
- X. **Termination of Contract.**
- A. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract giving written notice to the Contractor of such termination and specifying the effective date thereon, at least five (5) days before the effective date of such termination.
 - B. The Contractor shall reserve the right to terminate the contract for failure of payment, or any other reasonable cause, upon written notice to the City of such termination and specifying the effective date thereon, at least five (5) days before the effective date of such termination.
 - C. The Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed.
 - D. The Contractor also reserves the right to terminate for convenience with a thirty (30) day written notice.
 - E. The City shall retain exclusive rights to and shall receive all work products completed for which payment has been made up to the termination of the contract.
- XI. **Applicable Law.** South Carolina law shall govern the terms and performance under this contract.

(Signature page to follow)

ATTEST:

**Waccamaw Regional Council
of Governments**

Print: _____

By: Sarah P. Smith, Executive Director

ATTEST:

City of Loris

Print: _____

By: Angel R. Neighbours,
Interim City Administrator