



A SPECIAL CALLED MEETING WILL BE CONDUCTED BY THE JASPER COUNTY COUNCIL.

Meeting Date: Monday, June 30, 2025, AT 5PM

Place: Council Chambers, Jasper County Clementa C. Pinckney
Government Bldg.
358 3rd Avenue Ridgeland, SC 29936

Watch In Person or Live via YouTube at:

https://www.youtube.com/channel/UCBmloqX05cKAsHm_ggXCJIA

For more information, call 843-717-3696. Instructions may also be found
at the Jasper County website www.jaspercountysc.gov



JASPER COUNTY COUNCIL
SPECIAL CALLED MEETING
Jasper County Clementa C. Pinckney Government Bldg
358 3rd Avenue Ridgeland, SC 29936
Monday, June 30, 2025
Agenda

5:00PM

1. Call to Order by Chairman Kemp

Clerk's Report of Compliance with the Freedom of Information Act.

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the meeting and the meeting agenda were posted at least 24 hours prior to the meeting on the County Council Building at a publicly accessible place, on the county website, and a copy of the agenda was provided to the local news media and all person's or organizations requesting notification.

2. Pledge to the Flag and Invocation

3. Approval of Agenda

Citizen Comments

4. Kimberly Burgess – Consideration of Resolution [#R-2025-39](#) a Resolution Authorizing the Award of Funds For Requests for Local Accommodations and Hospitality Taxes. (*Tabled at the 06.16.2025 meeting*)

5. Kimberly Burgess – Consideration of Resolution [#R-2025-43](#) approving positions and pay grades within Jasper County as follows:

1. Project Manager for Engineering Services (Engineering Services Dept. 83)
2. Code Enforcement Generalist (Community Risk Reduction Dept. 47)
3. Paralegal (County Attorney Dept. 102)
4. Cyber Security Engineer (Information Technology Dept. 49)
5. Deputy County Administrator (Administration Dept. 51)
6. Administrative Assistant (Veterans Affairs Dep. 68)
7. Two Deputies for Security at Government Complex (Sheriff Office Dept. 57)
8. Recreation Program Coordinator, PT or FT (Parks & Recreation Dept. 78)

6. Wanda Giles – Consideration of Resolution [#R-2025-44](#) to Reappoint Two Representatives to Serve on the Lowcountry Workforce Development Board.

7. **Kimberly Burgess** – Consideration of the **3rd reading** of Ordinance **#O-2025-14** to provide for the levy of tax for public purposes in Jasper County for the fiscal year beginning July 1st, 2025 and ending June 30th 2026 and to make appropriations for said purposes; to adopt and approve the Jasper County capital and operations budget for fiscal year 2025-2026, to adopt and approve the Jasper County School District capital and operations budget for fiscal year 2025–2026; to provide for the levy of taxation for fiscal year 2025–2026; to limit the disbursements by the county treasurer to those appropriated by law; to provide that expenditures not exceed appropriations; to authorize tax anticipation notes; to make authorization of certain transfers; to provide for additional appropriations and borrowing; to codify Jasper County rates and fees; to provide for lapsing funds and continuing appropriations for subsequent years; to require certain agencies and departments to file accountings; to require the treasurer to sign general fund checks; to provide special rules for travel and training disbursements; to provide for travel reimbursements; to provide compliance with act no. 317 of 1990; to provide certain benefits to council members; to provide for county commission and committee stipends; to provide for jury mileage; to adopt property values; and to provide for effective date of this ordinance, and matters related thereto. (*1st reading 05.19.2025; Public Hearing 06.02.2025*)

8. **Andrew Fulghum** – Consideration of the **1st reading** of an ordinance to authorize a Comprehensive Agreement and Lease between Jasper County and Jasper Animal Rescue Mission (JARM) for the use of that real property located at 401 Carters Mill Road, Ridgeland, South Carolina, and provision of services to operate the County animal shelter.

9. **Kimberly Burgess** – Consideration of a Special Services Contract with Crowley, Wechsler & Associates, LLC for the Compilation and Preparation of the Annual Comprehensive Financial Report for the Year Ended June 30, 2025.

10. **Chairman Kemp** – Consideration of the **1st reading** of an ordinance to amend and add a new subsection to the Jasper County SC Code of Ordinances, Chapter 26 Taxation, Article 1 in General.

11. Adjourn

*****Council may act on any item appearing on the agenda including items discussed in executive session.***

Special Accommodations Available Upon Request to Individuals with Disabilities, please contact the Jasper County ADA & Civil Rights Coordinator, ***Tisha Williams*** in person at 358 Third Avenue, Ridgeland, South Carolina, by telephone at ***(843) 717-3690*** or via email at ***jcadministrator@jaspercountysc.gov*** no later than 48 hours prior to the scheduled meeting.

AGENDA

ITEM:

Citizen Comments

AGENDA

ITEM # 4

**STATE OF SOUTH CAROLINA
JASPER COUNTY**

RESOLUTION NUMBER R-2025 - 39

RESOLUTION OF JASPER COUNTY COUNCIL

**A RESOLUTION AUTHORIZING THE AWARD OF FUNDS FOR REQUESTS
FOR LOCAL ACCOMMODATIONS AND HOSPITALITY TAXES FOR
FISCAL YEAR BEGINNING JULY 1, 2025.**

WHEREAS, the County of Jasper estimates that the total Local Accommodations Tax Funds to be received in Fiscal Year 2026 is \$210,000; and

WHEREAS, the County of Jasper estimates that the total Local Hospitality Tax Funds to be received in Fiscal Year 2026 is \$560,000; and

WHEREAS, the County of Jasper estimates that the total cash surplus carry-forward from Fiscal Year 2025 is \$1,504,179 including interest; and

WHEREAS, the County wishes to award local organizations and event sponsors Local Accommodations and Local Hospitality Tax funds to promote tourism within the unincorporated portions of Jasper County; and

WHEREAS, the Jasper County Council requires each recipient of Jasper County local accommodation tax funds and local hospitality tax funds to acknowledge the source of the funding on promotional material(s) for the event or organization; and

WHEREAS, the Jasper County Council finds the recommended requests and expenditures comply with applicable State laws and County ordinances regarding the use of Local Accommodations Tax and Local Hospitality (see Exhibit A); and

NOW, THEREFORE, BE IT RESOLVED THAT the Jasper County Council,
in Council, assembled, hereby awards the Local Accommodations Tax and Local
Hospitality fund requests in the amount of \$986,197 to and for the following:

<u>Organization</u>	<u>Purpose of Request</u>	<u>Recommended Amount</u>
Blue Heron Nature Center	Local Billboard for Nature Center	\$ 7,000
Blue Heron Nature Center	Marketing and Advertising for Motorcoach Tours	\$ 4,900
Friends of Honey Hill Battlefield	Living History Tours, Community Events, Marketing, Miscellaneous Signage, Website Design, Security Cameras/Installation, Purchase, design, coding, and website integration of Augmented Reality Module	\$ 74,600
Gopher Hill Festival	Entertainment and Advertising for Festival	\$ 15,000
Jasper County Chamber of Commerce	Billboard on I-95 for Point South (Exit 33)	\$ 10,560
Jasper County Chamber of Commerce	Farmer's Market Grounds Maintenance and Landscape Care	\$ 4,119
Jasper County Historical Society/Chamber of Commerce	Operation of Historical Society's Museum in the Visitor's Center	\$ 11,318
Jasper County Chamber of Commerce	Farmer's Market Concert—Music concert with a regional reach	\$ 16,000
Jasper County 250 Committee	Purchase of Collectible Coin Sets for three Revolutionary War Era sites, Construction of kiosk at Thomas Heyward, Jr/Old House Plantation site, and Signage	\$ 34,600
Keep Jasper County Beautiful	Litter Prevention Program	\$ 20,500
LuvLee453	Music and Movement Festival—To promote local art, music, and culture.	\$ 5,500
Morris Center for Lowcountry Heritage	2025-26 Museum Exhibitions, Programs, Marketing	\$ 18,000
Operation Patriots FOB	5 th Annual Concert for the Heroes—Marketing, transportation shuttles, production costs, security/EMS	\$ 89,600
Point South Merchants Association	Sheriff Patrol Officer and I-95 & US 17 Point South Billboards	\$ 99,500
Project Freedom 326	Pocotaligo Point South Festival—To highlight the cultural and historical significance of Yemassee, SC, through local artists, performers, and cuisine.	\$ 8,000
Ridgeland-Claude Dean Airport	Construction loan payments for Ridgeland-Claude Dean Airport	\$ 350,000

Jasper County	Improvements to Exit 33	\$ 200,000
Jasper County	Exit 22 Lights-Utilities	\$ 17,000
TOTAL		<u>\$ 986,197</u>

AND BE IT FURTHER RESOLVED THAT the Jasper County Council, in Council assembled requires all recipients of state accommodations tax funds, local accommodations tax funds and local hospitality tax funds to acknowledge the source of the funds (Jasper County) on promotional material for the event or organization.

ADOPTED THIS THE 30TH DAY OF JUNE 2025, and effective AS OF THE FISCAL YEAR 2025 – 2026 BEGINNING ON JULY 1, 2025.

John A. Kemp, Chairman

ATTEST:

Wanda H. Giles
Clerk to Council

Reviewed for form and draftsmanship by the Jasper County Attorney.

David L. Tedder

Date

**JASPER COUNTY
LOCAL ACCOMMODATIONS & HOSPITALITY TAX
RESOLUTION # 2025-39
EXHIBIT A**

	<u>REQUEST</u>	<u>STAFF RECOMMENDATION</u>	<u>PURPOSE OF REQUEST</u>	<u>FINDINGS OF FACTS</u>
BLUE HERON NATURE CENTER	\$ 11,900.00	\$ 11,900.00	Marketing and advertising for motorcoach tours for the Blue Heron Nature Center including social media, print, and trade show exhibit	Use #5--Advertisements and promotions related to tourism development.
FRIENDS OF HONEY HILL BATTLEFIELD PRESERVATION AND RESTORATION	\$ 74,600.00	\$ 74,600.00	Signage, living history events, tours, website design and development, security cameras, augmented reality design and production.	Use #2--Tourism related cultural, recreational, or historical facilities
GOPHER HILL FESTIVAL	\$ 15,000.00	\$ 15,000.00	Annual festival/cultural event	Use #2--Tourism related cultural, recreational, or historical facilities
JASPER COUNTY CHAMBER OF COMMERCE (BILLBOARD)	\$ 10,560.00	\$ 10,560.00	Billboard on I-95 Southbound at mile marker 73 promoting Point South	Use #5--Advertisements and promotions related to tourism development
JASPER COUNTY CHAMBER OF COMMERCE (FARMERS MKT GROUNDS MAINT)	\$ 4,119.00	\$ 4,119.00	Maintenance and landscape care for Jasper County Farmers Market grounds	Use #2--Tourism related cultural, recreational, or historical facilities
JASPER COUNTY CHAMBER VISITORS CTR. & JASPER COUNTY HISTORICAL SOCIETY	\$ 11,318.00	11,318.00	Maintain the open hours of the Jasper County Historical Museum which are 9 AM - 5 PM M- F	Use #1 or #2--Tourism related buildings or tourism related cultural, recreational or historic facilities (need data on tourists)
JASPER COUNTY FARMERS MARKET CONCERT SERIES	\$ 32,000.00	16,000.00	Two music concerts	Use #5--Advertisements and promotions related to tourism development and should be for marketing and promotion and facility maintenance before and after concerts
JC 250 COMMITTEE COLLECTIBLE COIN & KIOSK BUILD	\$ 40,000.00	\$ 34,600.00	Construction of a kiosk for Thomas Heyward Jr./Old House Plantation site and interpretative signage	Use #2--Tourism related cultural, recreational, or historical facilities
KEEP JASPER COUNTY BEAUTIFUL (LITTER PREVENTION PROGRAM)	\$ 20,500.00	\$ 20,500.00	Litter prevention program supplies, print and social media marketing, and digital billboards	Use #4--Highways, roads, streets, and bridges providing access to tourist destinations. Recommend funding additional litter crews at \$225/mile
LUVLEE453 MUSIC AND MOVEMENT FESTIVAL	\$ 10,000.00	\$ 5,500.00	Concert event in the Point South area	Use #2--Tourism related cultural, recreational, or historical facilities
MORRIS CENTER FOR LOWCOUNTRY HERITAGE	\$ 18,000.00	\$ 18,000.00	Museum Exhibitions, Programs and Marketing	Use #1 or #2--Tourism related buildings or tourism related cultural, recreational or historic facilities (need data on tourists)
OPERATION PATRIOTS FOB "CONCERT FOR HEROES"	\$ 89,600.00	\$ 89,600.00	Venue rentals, production equipment and rentals, marketing, transportation shuttles, and security for annual concert	Use #2--Tourism related cultural, recreational, or historic facilities and Use #5 -- advertisements and promotions related to tourism development.
POINT SOUTH MERCHANTS ASSOCIATION	\$ 99,500.00	\$ 99,500.00	Sheriff patrol and I-95 and US Hwy 17 Billboards	Use #5--Advertisements and promotions related to tourism development
PROJECT FREEDOM 326 POINT SOUTH FESTIVAL	\$ 26,000.00	\$ 8,000.00	Pocotaligo Point South Festival--Security, stage and sound, advertising, and table, chairs and tent rentals	Use #2--Tourism related cultural, recreational, or historic facilities and Use #5 -- advertisements and promotions related to tourism development.
RIDGELAND-CLAUDE DEAN AIRPORT	\$ 350,000.00	\$ 350,000.00	Airport construction loan payment (Series 2022 IPRB)	Use #1 or #2--Tourism related buildings or tourism related cultural, recreational or historic facilities (need data on tourists)

	<u>REQUEST</u>	<u>STAFF RECOMMENDATION</u>	<u>PURPOSE OF REQUEST</u>	<u>FINDINGS OF FACTS</u>
JASPER COUNTY (IMPROVEMENTS TO EXIT 33)	\$ 200,000.00	\$ 200,000.00	Landscape care and monument sign at Exit 33	Use #4--Highways, roads, streets, and bridges providing access to tourist destinations.
JASPER COUNTY EXIT 33 LIGHTS-UTILITIES	\$ 17,000.00	\$ 17,000.00	Utility bill for high mast lights at Exit 33	Use #4--Highways, roads, streets, and bridges providing access to tourist
TOTAL	<u>\$ 1,030,097.00</u>	<u>\$ 986,197.00</u>		

AGENDA

ITEM # 5

**STATE OF SOUTH CAROLINA
JASPER COUNTY**

RESOLUTION NUMBER R-2025 -43

RESOLUTION OF JASPER COUNTY COUNCIL

**A RESOLUTION APPROVING EMPLOYMENT POSITIONS AND PAY
GRADES WITHIN JASPER COUNTY**

WHEREAS, the Jasper County Council is empowered pursuant to South Carolina Code Section 4-9-30(7) “to develop personnel system policies and procedures for county employees by which all county employees are regulated...;” and

WHEREAS, the Jasper County Council has previously commissioned and adopted a Class and Compensation (“C&C”) Study/Plan, which includes specific job descriptions and compensation rates for each position; and

WHEREAS, Jasper County has determined, as part of its adoption of the County Budget for Fiscal Year 2026 (July 1, 2025 through June 30, 2026) to authorize the addition of new employee positions with job descriptions and compensation schedules for each new position;

NOW, THEREFORE, BE IT RESOLVED THAT the following employment positions are created within the designated Department and added to the County Class and Compensation Plan, including the compensation schedule for each as set forth in the attached Exhibit “A”:

1. Project Manager for Engineering Services (Engineering Services Dept. 83)

2. Code Enforcement Generalist (Community Risk Reduction Dept. 47)
3. Paralegal (County Attorney Dept. 102)
4. Cyber Security Engineer (Information Technology Dept. 49)
5. Deputy County Administrator (Administration Dept. 51)
6. Administrative Assistant (Veterans Affairs Dep. 68)
7. Two Deputies for Security at Government Complex (Sheriff Office Dept. 57)
8. Recreation Program Coordinator, PT or FT (Parks & Recreation Dept. 78)

ADOPTED THIS THE ____ DAY OF JUNE, 2025, and effective immediately.

John A. Kemp, Chairman

ATTEST:

Wanda H. Giles
Clerk to Council

Reviewed for form and draftsmanship by the Jasper County Attorney.

David L. Tedder

Date

Jasper County



Human Resources Department

JOB DESCRIPTION

TITLE: Deputy County Administrator

DEPARTMENT: Administration

REPORTS TO: County Administrator

FLSA Status: Exempt

SUPERVISES OTHERS: Yes

POSITION SUMMARY:

This position is responsible for assisting the County Administrator in managing county operations, implementing policies, and ensuring the efficient delivery of public services. This role oversees daily operations, strategic planning, and policy development, often with a focus on internal operations and direct supervision of specific departments. The Deputy also acts on behalf of the County Administrator in their absence.

MAJOR DUTIES:

- Operational management of day-to-day operations of the county, including budget management, administrative oversight, and policy development.
- Develops long and short-term plans for county operations; assists Administrator with developing and implementing work plans and objectives.
- Participates in the development and implementation of long-range strategic plans for the county.
- Facilitates and coordinates interdepartmental and intergovernmental operations with elected and appointed county officials and government agencies.
- Works with County Administrator and County Council to implement policies and address operational needs.
- Supervision of department/division managers, program managers, and staff within assigned departments.
- Manage and coordinates staff roles and responsibilities on various projects.
- Develops, reviews, and submits departmental budgets to the County Administrator.
- Represents the county on boards and commissions, and interacts with other government entities and community groups.
- Performs the duties of the County Administrator when they are unavailable.
- Provides guidance and direction to department heads on programs and projects.
- Develops staff reports and presentations for review by boards and committees/commissions.
- Identifies and resolves organizational and operational problems within and across departments.
- Responds to citizen inquiries and complaints; conducts extensive research as needed.
- Monitors the annual budgets development process and expenditures under the current budget.
- Monitors proposed legislation pertaining to county government and operations.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of public administration as applicable to county government.
- Knowledge of governmental accounting and budgeting principles.
- Knowledge of the county code of ordinances and other regulations, policies, and procedures.
- Knowledge of the functions, organization, and operations of all county departments.
- Knowledge of the county's demographic and economic profile, including its industrial base.
- Knowledge of the principles and practices of effective public relations.
- Knowledge of legislative and political processes pertaining to local governments.
- Knowledge of human resources principles and management.
- Knowledge of state and federal laws in all areas applicable to county government.
- Skill in developing and implanting short and long range plans.
- Skill in establishing priorities and organizing work.
- Skill in preparing reports and presentations.
- Skill in operating standard office equipment.
- Skill in management and supervision.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS:

The County Administrator assigns work in terms of goals and objectives. The work is reviewed through conferences, reports, and observation of county government activities.

GUIDELINES:

Guidelines include county codes and ordinances, applicable state and federal laws and regulations, and county and department policies and procedures and directives from the County Administrator. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY:

The work consists of varied duties in administering all phases of county government. The multitude and variety of duties performed and the need for sensitivity to political factors contribute to the complexity of the work.

SCOPE AND EFFECT:

The purpose of this position is to assist the Administrator with the overall operation of the county government. Successful performance in this position facilitates the work of all county departments, ensures that county services are effectively delivered, and enhances the image of the county.

PERSONAL CONTACTS:

Contacts are typically with co-workers, department heads, other county employees, members of the County Council, developers, local residents and business owners, appointed and elected officials, state and federal officials, industry and business representatives, attorneys, managers of other local governments, professional contract service providers, representatives of various civic and citizen organizations, and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to give or exchange information, resolve problems, provide services, and justify and defend decisions and negotiate and settle matters.

PHYSICAL DEMANDS:

The work is typically performed while sitting at a desk or table in an office setting.

WORK ENVIRONMENT:

The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

This position has direct supervision over assigned department heads.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Carolina for the type of vehicle or equipment operated.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee signature: _____

Date:_____



JASPER COUNTY HUMAN RESOURCES

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 150
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

TITLE: Paralegal

DEPARTMENT: Jasper County Attorney

REPORTS TO: County Attorney

FLSA Status: Non-Exempt

SUPERVISES OTHERS: No

POSITION SUMMARY:

This position is responsible for providing support to the County Attorney by handling a variety of tasks including legal research, drafting documents, and assisting with client and county employee communication.

MAJOR DUTIES:

- Answers the telephone and greets the public; provides general information and takes messages as requested.
- Types correspondence, memoranda, and reports.
- Schedules appointments, conference calls, and meetings for the County Attorney.
- Processes all FOIA requests.
- Researches various legal issues involving the county, county personnel, and citizens.
- Drafts confidential and specialized pleadings, discovery documents, internal memoranda, letters and other papers for specific assignments or cases.
- Prepares trial and witness notebooks.
- Files documents in Court Clerk's office.
- Compiles and verifies information to aid in the preparation of reports, charts, or tables.
- Receives and processes bankruptcy notices involving debts owed to the county.
- Maintains the department law library and all supplements.
- Assists County Attorney during tax season by creating necessary files and deeds.
- Checks attorney's mailbox and distributes accordingly.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of county and department policies and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of basic bookkeeping and accounting practices.
- Knowledge of department operations.
- Skill in using a computer, calculator, facsimile machine, copier, and postage meter.
- Skill in oral and written communication.

SUPERVISORY CONTROLS:

The County Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

PHYSICAL DEMANDS:

The work is typically performed while sitting at a desk or table, standing, walking, or stooping. The employee frequently lifts light objects.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of specialized training in paralegal field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Carolina for the type of vehicle or equipment operated.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee signature: _____

Date:_____



JASPER COUNTY HUMAN RESOURCES

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 150
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

TITLE: Senior Project Manager

DEPARTMENT: Engineering Services-Public Works

REPORTS TO: Engineering Services Director

FLSA Status: Exempt

SUPERVISES OTHERS: Yes

POSITION SUMMARY:

Manages the planning, design, permitting and construction of large-scale public infrastructure projects. Maintains effective working relationships with County employees, community members, and appropriate others in support of assigned duties.

MAJOR DUTIES:

- Manages the planning, design, permitting, and construction of County projects;
- Prepares requests for proposals and qualifications, scopes of work, and cost estimates; recommends consultant selections; participates in project related legal matters; presents projects to various entities, boards, commissions, and citizen groups; coordinates with consultants, utilities, and other agencies; participates in grant writing; acquires necessary environmental permits; processes pay requests from consultants and contractors; manages project budget;
- Prepares invitations for bid and requests for proposals and qualifications, scopes of work, and cost estimates; recommends contractor selections; participates in project related legal matters; coordinates with contractors, utilities, and other agencies; acquires necessary permits; processes pay requests from contractors; manages project budget;
- Manages on-call contracts for professional, maintenance and construction services;
- Provides coordination with utility companies on projects and utility projects to mitigate potential conflicts, evaluate design options, minimize impacts and reduce costs;
- Assists in the acquisition of land, easements, and rights of way, defining limits, ordering plats, and working with other County staff and communicating with property owners;
- Coordinates with other government agencies to facilitate resolutions regarding citizen inquiries, design decisions, project scheduling, and prioritization as necessary;
- Assists other County staff with expertise to support Town functions and infrastructure projects;
- Follows general and position-specific safety regulations and procedures; identifies, corrects, and/or reports safety hazards;
- Performs emergency or disaster-related duties as assigned;
- Performs other duties as assigned.

KNOWLEDGE REQUIRED:

- Knowledge of public administration.
- Knowledge of the techniques, equipment, and supplies used in road and bridge construction and maintenance and solid waste collection and disposal.
- Knowledge of department and safety policies and procedures.
- Knowledge of federal, state, and local laws relevant to department operations.
- Knowledge of the geography of the county, including road and street names and locations.
- Knowledge of county policies and procedures, including purchasing.
- Knowledge of the operation and preventative maintenance of a variety of heavy equipment.
- Skill in management and supervision.
- Skill in interpreting plans and specifications.
- Skill in interpersonal relations.
- Skill in oral and written communication.

MINIMUM QUALIFICATIONS:

- Associates degree in construction management, civil engineering, architecture, planning or closely related fields and five (5) years of progressively responsible experience in the area of project management, construction management, engineering and/or architectural design, contract management, or an equivalent combination of education and experience.
- Experience sufficient to thoroughly understand project management from planning to project closeout..

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, or stooping. The incumbent lifts light and heavy objects.

WORK ENVIRONMENT:

This work is typically performed indoors and outdoors, where the employee is exposed to dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

PREFERRED EDUCATION AND EXPERIENCE:

- Associates Degree in construction management, civil engineering, architecture, planning or closely related fields.
- Five years related experience

*****Must have a valid driver's license issues by the state of South Carolina.**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee signature: _____ Date: _____



JASPER COUNTY HUMAN RESOURCES

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 150
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

TITLE: Athletic Coordinator
DEPARTMENT: Parks and Recreation
REPORTS TO: Director Parks and Recreation
FLSA Status: Non-Exempt
SUPERVISES OTHERS: No

POSITION SUMMARY:

This position assists with planning and implementation of athletic programs, in addition to clerical and administrative support for the Parks and Recreation Department. Other duties may include assisting with the maintenance and care of park grounds and facilities.

MAJOR DUTIES:

- Coordinate with the Parks and Recreation Director to plan and facilitate a wide range of community-based recreation and education programs.
- Plans, organizes, coordinates, and directs drafting of all athletic teams for Jasper County and all athletic associations in all youth and adult sports.
- Assist with the administration and clerical needs of the program services offered.
- Assist with the registration, data management, and recordkeeping of program participants.
- Plan, instruct, and/or facilitate recreation and sports programs offered by the department.
- Coordinate the promotion and marketing of recreational and educational programs and services.
- Coordinate and supervise volunteers involved in programs and park operations.
- Coordinates the practice schedule for athletic fields and gyms.
- Purchases supplies for concession stands; coordinates concession stand program.
- Provides custodial services in park buildings, shelters, restrooms, and other facilities as needed.
- Assist with park landscaping, including grounds, trails, gardens, and natural areas, as needed.
- Develops rules and regulations for various sports and athletic activities using the G.R.P.A. manual and other rule books.
- Observes players, coaches, and officials and meets with coaches/officials to answer questions and resolve problems.
- Performs other duties as requested

KNOWLEDGE REQUIRED:

- General knowledge of and interest in public parks and recreation services.
- General knowledge of traditional as well as non-traditional sports and athletic programs
- Professional work ethic and demonstrated ability to work with others in a positive manner; ability to work independently and adhere to schedules and deadlines.

MINIMUM QUALIFICATIONS:

- Minimum of a high school diploma. Additional training and education are preferred.
- Minimum of two (2) years of work experience .
- Must possess a valid South Carolina's Driver's License.

PHYSICAL DEMANDS:

Concentrate and pay close attention to details; define problems, collect data, establish facts and draw valid conclusions; interpret a variety of technical instructions with abstract and/or concrete variables; while performing the essential functions of this job the employee is frequently required to walk, stand, sit, use hands to fingers, handle, feel, see objects at close range, talk or hear, and occasionally lift and/or move objects up to 50 pounds.

WORK ENVIRONMENT:

Works is performed in a normal office environment and in the field with exposure to outdoor temperatures and elements, to include inclement weather at times.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee signature: _____ Date: _____



JASPER COUNTY HUMAN RESOURCES

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 150
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

TITLE: Code Enforcement Coordinator
DEPARTMENT: Emergency Services
REPORTS TO: Director of Emergency Services
FLSA Status: Non-Exempt
SUPERVISES OTHERS: No

POSITION SUMMARY:

The Code Enforcement Coordinator (Generalist) is the main point of contact for our Code Enforcement department and is responsible for enforcing County codes and ordinances relating to zoning, building safety, property maintenance, public nuisances, health and safety, environmental and littering crimes and other statutes and regulations of the State of South Carolina. This position serves as a frontline representative of the County to ensure community standards are upheld through inspection, investigation, education, and, when necessary, enforcement actions.

MAJOR DUTIES:

- Disseminates complaints of code violations to proper code enforcement officer(s).
- Investigate complaints of code violations related to housing, zoning, signage, weed abatement, inoperative vehicles, illegal dumping, and other public nuisances.
- Responds to citizen complaints and reports of potential code violations.
- Attends hearings or court proceedings as needed and provides testimony.
- Perform field inspections of residential, commercial, and industrial properties for compliance with international code congress.
- Issue notices of violation, citations, and stop-work orders as necessary.
- Maintain accurate documentation of investigations, inspections, and enforcement activities.
- Prepare written reports, case summaries, and evidence for administrative hearings or court proceedings.
- Educate property owners, tenants, and businesses on local codes and how to achieve compliance.
- Coordinate with other departments such as Police, Fire, Planning, and Public Works when addressing complex or overlapping code issues.
- Respond to inquiries from the public in a courteous and professional manner.

- Attend community meetings or neighborhood events to promote awareness of code compliance efforts.
- Stay updated on changes to County code, state laws, and best practices in code enforcement.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED:

- Knowledge of applicable local, state, and federal codes, ordinances, and regulations.
- Strong investigative and observational skills.
- Excellent communication and interpersonal skills.
- Ability to remain impartial and professional in confrontational situations.
- Proficiency with computer systems and software for case management and reporting.
- Ability to read and interpret zoning maps, site plans, and legal documents.
- Physical ability to walk, stoop, bend, and inspect properties in varying conditions and terrain.

MINIMUM QUALIFICATIONS:

- High school diploma or GED; associate or bachelor's degree in public administration, criminal justice, construction management, or related field preferred.
- One (1) to three (3) years of experience in code enforcement, inspection, law enforcement, or related field.
- Valid state driver's license with satisfactory driving record.
- Ability to obtain or possession of certification from the International Code Council (ICC), or similar agency, within 12 months of hire (as applicable).
- Completion of South Carolina Criminal Justice Academy's Class III officer

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, or stooping. The employee frequently lifts light objects, occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT:

Field and office work environment; exposure to outdoor weather conditions, animals, debris, or potentially hostile individuals. Regular use of a vehicle for field inspections. May require occasional evening or weekend work depending on community events or enforcement needs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee signature: _____ **Date:** _____



JASPER COUNTY HUMAN RESOURCES

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 150
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

TITLE: Cybersecurity Engineer

DEPARTMENT: Information Technology

REPORTS TO: Director, Information Technology

FLSA Status: Exempt

SUPERVISES OTHERS: No

POSITION SUMMARY: Responsible for maintaining, designing and developing security systems to protect the county's digital assets from cyber threats.

MAJOR DUTIES:

- Design and implement security systems
- Identify and correct vulnerabilities
- Respond to security incidents
- Develop security policies and procedures
- Monitor security systems
- Keep abreast of the latest cybersecurity threats, technologies, and best practices

KNOWLEDGE REQUIRED:

- Strong understanding of networking concepts, operating systems, security protocols, and security technologies
- The ability to analyze complex security issues and develop effective solutions

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

PREFERRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- Experience in cybersecurity-related roles, such as incident detection, response, and forensics, is preferred
- Bachelor's degree in related field

PHYSICAL DEMANDS:

The work is typically performed in an office setting while sitting, standing, walking, bending, crouching, or stooping. Must have good vision and communication skills.

WORK ENVIRONMENT:

The work is typically performed in an office and occasionally at outdoor facilities.

****Must possess a valid driver's license.**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee signature: _____

Date: _____



JASPER COUNTY HUMAN RESOURCES

*Jasper County Clementa C. Pinckney Government Building
358 Third Avenue – Courthouse Square – Post Office Box 150
Ridgeland, South Carolina 29936 - 843-717-3680 – Fax: 843-726-7996*

TITLE: Entry-Level Staff Accountant

DEPARTMENT: Finance

REPORTS TO: Budget Analyst/Accounting Manager

FLSA Status: Non-Exempt

SUPERVISES OTHERS: No

POSITION SUMMARY:

This position is responsible for performing moderately complex technical accounting work in preparation and maintenance of the general ledger functions for the county government.

MAJOR DUTIES:

- Entering and verifying data in ledgers or accounting software, and processing accounts payable and receivable transactions.
- Matching internal records with bank statements and other financial documents to ensure accuracy.
- Preparing schedules, compiling data, and supporting monthly or quarterly closings.
- Identifying trends, discrepancies, and opportunities for improvement.
- Assisting with data gathering and organization for tax filings.
- Assisting with audits and providing necessary information.
- Ensuring compliance with accounting standards and company procedures.
- Utilizing accounting software like New World (LOGOS).
- Responding to inquiries from vendors, team members, or clients.
- Assisting with various accounting projects and tasks as assigned.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Skill in the use of computers and various software programs, including Excel, Word, and other accounting software.
- Skill in interpersonal relations.
- Skills in oral and written communication.
- Strong attention to detail and accuracy and organizational skills.
- Ability to work independently on assigned duties.
- Ability to manage a variety of priorities while meeting deadlines.
- Ability to be discreet with confidential information.
- Accuracy and precision in data entry and record keeping.
- Understanding of basic accounting principles and financial statements.
- Ability to identify and resolve discrepancies or errors.
- Must have a positive attitude and be a team player.
- Must maintain a high standard of ethics and demonstrated ability to use good judgment.
- Must have excellent attention to detail.
- Must have excellent verbal communication skills.

- Strong analytical, organizational, and communication skills.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in Accounting, or Business Administration or Associate degree in Accounting, Bookkeeping, Finance, or similar field. However, an equivalent combination of education, training, and experience can be substituted.
- 1-3 years of relevant hands-on experience
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Carolina.

PHYSICAL DEMANDS:

Must be able to operate a variety of machines and equipment including a computer, calculator, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to fifteen pounds.

WORK ENVIRONMENT:

The work is typically performed in an office setting.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes an employee's understanding of the requirements, essential functions, and duties of the position.

Employee signature: _____

Date: _____

Wanda Simmons

From: Wanda Simmons
Sent: Wednesday, June 25, 2025 7:44 PM
To: Nicole Holt
Subject: FW: new positions for council
Attachments: Pay Plan Rev. 6.25.25.pdf

Hi Nicole,

I am including your email below to Council in addition to the Pay Plan Rev. document for the packet and highlighting the information regarding the Mechanic position.

Thank you,

Wanda

From: Nicole Holt <nholt@jaspercountysc.gov>
Sent: Wednesday, June 25, 2025 4:41 PM
To: Wanda Simmons <wsimmons@jaspercountysc.gov>
Cc: Andrew Fulghum <afulghum@jaspercountysc.gov>; David Tedder <dtedder@jaspercountysc.gov>; Kimberly Burgess <kburgess@jaspercountysc.gov>
Subject: FW: new positions for council

Wanda,

Please see below from Russell Campbell. Attached is the updated Pay Plan that includes the new positions. The mechanic position was re-assessed due to not being able to attract quality candidates, it is not a new position. Let me know if you need anything additional.

Sincerely,

Nicole

From: russell@maginc.org <russell@maginc.org>
Sent: Wednesday, June 25, 2025 4:34 PM
To: Nicole Holt <nholt@jaspercountysc.gov>
Cc: Miranda Graham <mgraham@jaspercountysc.gov>
Subject: RE: new positions for council

Nicole,

Based on an analysis and evaluation, the following pay grades are recommended:

1. Cyber Engineer – Pay Grade 120
2. Deputy County Administrator – Pay Grade 135

3. Paralegal – Pay Grade 113
4. Senior Project Manager – Pay Grade 119
5. Mechanic – Pay Grade 118 (Re-assessed)
6. Code Enforcement Officer – Pay Grade 118
7. Staff Accountant – Pay Grade 119

Let me know if you have any questions.

RC

Dr. Russell H. Campbell, Ed.D., MPA, IPMA-CP
Senior Vice President
Management Advisory Group, Inc.
12730 Fair Lakes Circle, Ste. 600
Fairfax, Virginia 22033
Office: 703-590-7250
Cell: 803.260.6400
Russell@maginc.org

Jasper County, SC

Proposed Pay Plans

Proposed Pay Plans Jasper County, SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
Unified							
102		\$23,668	\$30,170	\$36,671	\$11.38	\$14.50	\$17.63
CUS	Custodian						
103		\$24,851	\$31,678	\$38,505	\$11.95	\$15.23	\$18.51
RFC1	Refuse Collection Worker I						
104		\$26,094	\$33,262	\$40,430	\$12.55	\$15.99	\$19.44
09912	Parks & Recreation Groundskeeper						
106		\$28,769	\$36,671	\$44,574	\$13.83	\$17.63	\$21.43
ADC	Administrative Clerk I						
ASRC	Assessor Clerk						
CC	Court Clerk						
CCCO	Court Clerk, Clerk of Court						
990008	Lobby Clerk (Detention Center)						
SRC	Senior Records Clerk						
107		\$30,207	\$38,505	\$46,803	\$14.52	\$18.51	\$22.50
ACCC	Accounting Clerk						
APC1	Accounts Payable Clerk						
ADC2	Administrative Clerk II						
ADS1	Administrative Secretary I						
BILC	Billing Clerk						
09913	Business License Permitting Clerk						
CC2	Court Clerk II						
DAC	Data Collector						
99015	Data Surveillance Clerk						
MAPT	Mapping Technician (PT)						
108		\$31,717	\$40,430	\$49,143	\$15.25	\$19.44	\$23.63
ADSCID	Administrative Secretary CID						
ADS2	Administrative Secretary II						
CBS	Civilian Booking Specialist						
CL	Clerk, Sheriff's Office						
CO	Communication Officer						
EO1	Equipment Operator I						
TEO	Telecommunications Officer						
109		\$33,303	\$42,452	\$51,600	\$16.01	\$20.41	\$24.81
ACA	Accounting Assistant						
AA	Administrative Assistant						
ASLT	Airport Service Line Tech						
990006	Customer Service Clerk						
99013	Deputy Treasurer Assistant						
990007	Detention Admin. Support Spec.						
EMTU	EMT/Firefighter (Uncertified)						
EO2	Equipment Operator II						
09914	Exemption Specialist						
MW	Groundskeeper						
HRA	Human Resources Assistant						
LPT	License & Permitting Technician						
PBT	Planning and Building Technician						
99014	Senior Buyer						
99016	Senior Court Clerk						

**Proposed Pay Plans
Jasper County, SC**

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
Unified							
110		\$34,968	\$44,574	\$54,180	\$16.81	\$21.43	\$26.05
COS	Communication Supervisor						
EMTB	EMTB / FireFighter						
MAP	Mapper I						
990009	Office Manager						
PARR	Park Ranger						
PM	Purchasing Manager						
RPA	Real Property Appraiser						
00903	Telecommunications Officer						
111		\$36,717	\$46,803	\$56,889	\$17.65	\$22.50	\$27.35
APM	Air Port Manager						
APJ	Associate Probate Judge						
DEPCO	Deputy Coroner						
DVRD	Deputy Voter Registration Director						
EMTI	EMTI / FireFighter						
00904	Telecommunications Officer I						
112		\$38,553	\$49,143	\$59,734	\$18.53	\$23.63	\$28.72
BMTECH	Building Maintenance Tech.						
EMTA	EMT Advanced/Firefighter						
00901	Equipment Operator II - CDL						
RAPT	Recreation Program Coordinator						
RTD	Refuse Truck Driver						
00905	Telecommunications Officer II						
113		\$40,480	\$51,600	\$62,720	\$19.46	\$24.81	\$30.15
CTWC1	Computer Tech/Website Coord.						
DAUD	Deputy Auditor						
DCC	Deputy Clerk - Clerk of Court						
DCT	Deputy Clerk - Treasury						
DTC	Deputy Tax Collector						
OM	Emergency Services Office Manager						
99020	Paralegal						
PARA	Paramedic / FireFighter						
990002	Senior Accounting Assistant						
00906	Telecommunications Officer III						
VADVO	Victim Advocate						
114		\$42,504	\$54,180	\$65,856	\$20.43	\$26.05	\$31.66
CTC	Clerk to Council						
00902	Communications Technician Specialist						
DO	Detention Officer						
FLT	Fire Lieutenant						
00908	Telecommunications Supervisor - Certified						
00907	Telecommunications Supervisor - Recruit						
115		\$44,630	\$56,889	\$69,149	\$21.46	\$27.35	\$33.24
BI	Building Inspector						
BMS	Building Maintenance Supervisor						
CHA	Chief Appraiser						
DEP	Deputy Sheriff						
DEPPT	Deputy Sheriff PT (Class III)						
DPFC	Detention - PFC						

Proposed Pay Plans Jasper County, SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
Unified							
115		\$44,630	\$56,889	\$69,149	\$21.46	\$27.35	\$33.24
EMTFRLT	EMT/Fire Lieutenant						
ELO-08	Magistrate						
00909	Telecommunications Supervisor - Advanced						
09910	Telecommunications Supervisor - Senior						
VMS	Vehicle Maintenance Supervisor						
116		\$46,861	\$59,734	\$72,607	\$22.53	\$28.72	\$34.91
CADC	CAD Coordinator						
DSPFC	Deputy Sheriff - PFC						
LCD	Detention - Lance Corporal						
DIREV	Election & Voter Reg Director						
EAACA	Executive Assistant - Assist to County Administrator						
PMFRLT	Paramedic/Lieutenant						
PCAN	PC/LAN Analyst						
PLAN1	Planner I						
PZC	Planning & Zoning Coordinator						
ELO-07	Register of Deeds						
TX	Tax Collector						
DIRVA	Veterans Affairs Director						
117		\$49,204	\$62,721	\$76,237	\$23.66	\$30.15	\$36.65
ACTCO	Accounting Manager						
BATC	Battalion Chief						
LC	Deputy Sheriff - Lance Corporal						
FM	Fire Marshal						
HRG	Human Resources Generalist						
PWMGR	Public Works Manager						
118		\$51,664	\$65,857	\$80,049	\$24.84	\$31.66	\$38.48
CENFO	Code Enforcement Officer						
CORPP	Deputy Sheriff - Corporal						
CORP	Detention - Corporal						
EMTBCH	EMT/Battalion Chief						
MECH	Mechanic						
119		\$54,248	\$69,149	\$84,051	\$26.08	\$33.24	\$40.41
99011	Business License Manager						
ELO-09	Chief Magistrate						
09911	Deputy Assessor						
DEVCO	Development Coordinator						
GISCO	GIS Coordinator						
DETINV	Investigator						
PMBTCH	Paramedic/Battalion Chief						
DIRPR	Parks and Recreation Director						
99017	Risk Manager						
99019	Senior Project Manager						
99018	Staff Accountant						
120		\$56,960	\$72,607	\$88,254	\$27.38	\$34.91	\$42.43
BldOff	Building Official						
99021	Cyber Security Engineer						
SER	Deputy Sheriff - Sergeant						
SERD	Detention - Sergeant						

Proposed Pay Plans Jasper County, SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
Unified							
120		\$56,960	\$72,607	\$88,254	\$27.38	\$34.91	\$42.43
NTA	Network Administrator						
99012	Quartermaster						
121		\$59,808	\$76,237	\$92,666	\$28.75	\$36.65	\$44.55
ELO-01	Auditor						
990001	Deputy Director of IT						
SSGT	Deputy Sheriff - Staff Sergeant						
122		\$62,798	\$80,049	\$97,300	\$30.19	\$38.49	\$46.78
ASR	Assessor						
DDES	Deputy Direct of Emergency Services						
DSSGT	Detention - Staff Sergeant						
NTENG	Network Engineer						
123		\$65,938	\$84,051	\$102,165	\$31.70	\$40.41	\$49.12
LT	Deputy Sheriff - Lieutenant						
DETLT	Detention Lieutenant						
ELO-06	Treasurer						
124		\$69,235	\$88,254	\$107,273	\$33.29	\$42.43	\$51.57
ELO-03	Coroner						
DIRPL	Planning & Bldg Servcs Director						
125		\$72,697	\$92,667	\$112,637	\$34.95	\$44.55	\$54.15
CD	Chief Deputy						
126		\$76,332	\$97,300	\$118,268	\$36.70	\$46.78	\$56.86
CAP	Detention Captain						
DIRPW	Director Public Works/Engineerng						
127		\$80,148	\$102,165	\$124,182	\$38.53	\$49.12	\$59.70
ELO-02	Clerk of Court						
128		\$84,156	\$107,273	\$130,391	\$40.46	\$51.57	\$62.69
DDEPD	Detention Deputy Director						
130		\$92,782	\$118,269	\$143,756	\$44.61	\$56.86	\$69.11
HRD	Human Resources Director						
131		\$97,421	\$124,182	\$150,944	\$46.84	\$59.70	\$72.57
DIRDET	Detention Director						
990005	Development Services Director						
DIRES	Director of Emergency Services						
DIRIT	IT Director						
132		\$102,292	\$130,391	\$158,491	\$49.18	\$62.69	\$76.20
ELO-04	Probate Judge						
ELO-05	Sheriff						
134		\$112,777	\$143,757	\$174,736	\$54.22	\$69.11	\$84.01
990004	County Attorney						
FBA	Director of Administrative Services						
990010	Engineering Services Director						
135		\$118,416	\$150,944	\$183,473	\$56.93	\$72.57	\$88.21
99022	Deputy County Administrator						
137		\$130,553	\$166,416	\$202,279	\$62.77	\$80.01	\$97.25
990003	County Administrator						

158 Active Proposed Classes in the Unified Pay Plan

Proposed Pay Plans
Jasper County, SC

-

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
-------------	-----------------------------	----------------	------------	----------------	-----------------	------------	-----------------

158 Active Proposed Classes in Jasper County, SC

AGENDA

ITEM # 6



Jasper County Clerk to Council

358 Third Avenue
Ridgeland, South Carolina 29936
Phone (843) 717-3696

Wanda Giles
Clerk to County Council
wsimmons@jaspercountysc.gov

Jasper County Council Staff Report

Meeting Date:	06.30.2025
Project:	Jasper County Council Board Appointee Representatives
Request:	To reappoint two current members to the Lowcountry Workforce Board as Representatives of Jasper County
Reappointment For:	Lowcountry Workforce Board
Recommendation:	Approval of appointment of 2 Representatives to the Board

Description:

We have two Jasper County Representatives currently up for re-appointment on the Lowcountry Workforce Board. Executive Director, Sabrena Graham of the Lowcountry Council of Governments wrote a letter formally requesting the Jasper County Council's approval to reappoint current members Greggory Gilbert and Roy Dupont to continue to serve in their capacity as members on the Lowcountry Workforce Board. A copy of her letter is included in your Agenda e-packet.

Staff Recommendation: Staff recommends that Council consider reappointing Greggory Gilbert and Roy Dupont for reappointment to the Lowcountry Workforce Board as Jasper County Representatives.

These are for 3-year terms for each member as set forth by the Lowcountry Workforce Board governing documents for the new terms which would run from July 1, 2025, thru June 30, 2028.

This effective date of this resolution would be 06.30.2025, if approved, as represented by this meeting of the Jasper County Council.

Thank you for your consideration.

Wanda

**STATE OF SOUTH CAROLINA
JASPER COUNTY**

RESOLUTION NUMBER R-2025-44

RESOLUTION OF JASPER COUNTY COUNCIL

**REAPPOINTING REPRESENTATIVES TO SERVE ON THE
LOWCOUNTRY WORKFORCE DEVELOPMENT BOARD**

WHEREAS, Jasper County, as a member of the Lowcountry Workforce Development Board (“LWD Board”), is authorized pursuant to the organizational documents and agreement between the member parties to appoint two representatives to the LWD Board; and

WHEREAS; the two Jasper County representatives presently serving have terms which expire after June 30, 2025, but are eligible for reappointment; and

WHEREAS, the LWD Board has requested that Jasper County Council consider the reappointment of 1) Gregory Gilbert, Area Supervisor Beaufort and Jasper County, SC Vocational Rehabilitation Department, and 2) Roy Dupont, Director of Sales and Recruiting Branch Manager, Coastal Employment Inc. for new terms running from July 1, 2025 through June 30, 2028 in accordance with the attached letter dated June 16, 2025; and

WHEREAS, Jasper County Council has determined that it desires to follow the recommendation of the LWD Board and reappoint Gregory Gilbert and Roy Dupont to serve as Jasper County representatives on the LWD Board;

NOW THEREFORE, BE IT RESOLVED THAT Gregory Gilbert and Roy Dupont are hereby appointed by Jasper County Council to serve as the Jasper County Representative on the Lowcountry Workforce Development Board, with terms to run from

July 1, 2025 through June 30, 2028.

ADOPTED THIS THE 30th DAY OF JUNE, 2025, and effective immediately, by Jasper County Council duly assembled.

John A. Kemp, Chairman

ATTEST:

Wanda H. Giles, Clerk to Council

Reviewed for form and draftsmanship by the Jasper County Attorney.

David L. Tedder

Date



Serving **Beaufort • Colleton • Hampton • Jasper** *Counties*

June 16, 2025

Jasper County Council
358 Third Avenue
Ridgeland, SC 29936

Subject: Request for Reappointment to Lowcountry Workforce Development Board

Dear Chairman Kemp,

On behalf of the Lowcountry Workforce Development Board, I am writing to request the reappointment of the following Jasper County representatives whose current terms will expire on June 30, 2025:

- Gregory Gilbert, Area Supervisor Beaufort and Jasper County, SC Vocational Rehabilitation Department
- Roy Dupont, Director of Sales and Recruiting Branch Manager, Coastal Employment Inc
168 Boardwalk Drive Suite B2, Ridgeland, SC

If reappointed, their new terms would run from July 1, 2025, through June 30, 2028.

We value their continued service and contributions to the Lowcountry Workforce Development Board and look forward to their ongoing participation in supporting workforce development efforts across the region.

Please let me know if any additional documentation or information is needed to proceed with these reappointments.

Thank you for your time and consideration.

Sincerely,

Sabrena P. Graham
Executive Director

Lowcountry Council of Governments

PO Box 98|634 Campground Road
Yemassee, South Carolina 29945
Main: 843.473.3990 Fax: 843.726.5165
www.lowcountrycog.org



Serving **Beaufort • Colleton • Hampton • Jasper** Counties

Lowcountry Workforce Development Board Members Jasper County

Terms	Name	Role
6/30/22 - 6/30/25	Roy Dupont Director of Sales & Recruiting Branch Manager Coastal Employment Inc	Business
6/30/23 - 6/30/26	Darlene Nester Chief Human Resources Officer Tenet Healthcare Corporation	Business
6/30/22 - 6/30/25	Greggory Gilbert Area Supervisor Beaufort & Jasper County SC Vocational Rehabilitation Department	Other- Rehabilitation Act Programs
6/30/24 - 6/30/27	James Williams Executive Director Beaufort-Jasper Economic Opportunity Commission, Inc.	Labor-CBO Eligible Youth
6/30/24 - 6/30/27	Rhett Reed Operations Manager Builders First Source	Business

Lowcountry Council of Governments

PO Box 98|634 Campground Road
Yemassee, South Carolina 29945
Main: 843.473.3990 Fax: 843.726.5165
www.lowcountrycog.org

AGENDA

ITEM # 7

Due to the Workshop on 06.25.2025
there is no information for the
agenda e-packet.

AGENDA

ITEM # 8

**STATE OF SOUTH
CAROLINA
COUNTY OF JASPER**

ORDINANCE O-2025 -__

**AN ORDINANCE
OF JASPER COUNTY COUNCIL**

To authorize a Comprehensive Agreement and Lease between Jasper County and Jasper Animal Rescue Mission (JARM) for the use of that real property located at 401 Carters Mill Road, Ridgeland, South Carolina, and provision of services to operate the County animal shelter.

WHEREAS, Jasper County has previously leased to the Jasper County Animal Rescue Mission premises at 401 Carters Mill Road, Ridgeland, South Carolina for use as an animal shelter (“Shelter”); and

WHEREAS, Jasper County and JARM and have reached an agreement whereby JARM will lease from Jasper County the Shelter and provide various services attendant to operating the Shelter in a humane manner, including animal care and adoption, and spay/neuter services, including the potential merger or affiliation of JARM with the Palmetto Animal League (“PAL”); and

WHEREAS, Jasper County Council finds and concludes that the use of this structure by JARM and/or PAL is in the public interest and serves the people of Jasper County, and the lease terms providing for a reduced lease payment are justified under the appropriate tests under *Nichols v. S.C. Research Authority*, 290 S.C. 415, with the ultimate goal of providing animal shelter services benefiting the public, who is the primary beneficiary;

NOW THEREFORE BE IT ORDAINED by the Jasper County Council in council duly assembled and by the authority of the same:

1. Jasper County Council authorizes the leasing of the premises located at 401 Carters Mill Road, Ridgeland, South Carolina to Jasper Animal Rescue Mission for a five (5) year term and for the purpose of providing animal shelter and related services as authorized and provided in Ordinance 2028-28, codified as Section 3-1 *et seq.* in the Jasper County Code of Ordinances, under the terms set forth in the attached proposed Comprehensive Agreement and Lease Renewal.

2. Jasper County Council authorizes the County Administrator, Andrew P. Fulghum, to execute and deliver, on behalf of Jasper County, the Comprehensive Agreement and Lease Renewal and other necessary documents to complete this transaction.
3. Jasper County Council further authorizes the County Administrator, Andrew P. Fulghum and the Jasper County Attorney, David L. Tedder to make such amendments and revisions as may be necessary to complete this transaction, so long as any changes are consistent with the underlying purposes of the Comprehensive Agreement and Lease Renewal.
4. This ordinance shall take effect upon approval by Council.

John A. Kemp
Chairman

ATTEST:

Wanda H. Giles
Clerk to Council

ORDINANCE: O-2025 -__

First Reading: _____

Second Reading: _____

Public Hearings: _____

Adopted: _____

It is required that the following Exhibit be attached before the second reading:

Comprehensive Agreement and Lease Renewal

Reviewed for form and draftsmanship by the Jasper County Attorney.

David Tedder

Date

COMPREHENSIVE AGREEMENT AND LEASE

COMPREHENSIVE AGREEMENT AND LEASE (hereinafter, "Agreement"), effective as of July 1, 2025, by and between Jasper County (hereinafter the "County"), a governmental unit of the State of South Carolina with administrative offices at 358 Third Avenue, Ridgeland, South Carolina, and Jasper Animal Rescue Mission ("JARM"), whose address is 404 Carters Mill Road, Ridgeland, SC 29936, a South Carolina non-profit charitable corporation, and/or its successors and assigns, to include by merger or affiliation the Palmetto Animal League (hereinafter the "League"), a South Carolina non-profit charitable corporation, whose address is 56 Riverwalk Blvd., Ridgeland, SC 29936_ (see Section 14 herein regarding merger). For purposes of convenience, JARM and its successor and assigns, to include the League, are collectively referred to hereinafter as the "Lessee/Operator". For and in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. ACTIVITY. The County hereby contracts with the Lessee/Operator to operate and administer in a good and business-like manner in accordance with accepted humane practices of such facilities, the animal shelter located at 1352 Carters Mill Road, Ridgeland, SC 29936. The Lessee/Operator agrees to serve the people of Jasper County by:

- Providing shelter and humane care to stray, sick or injured dogs and cats that are lost, abandoned, neglected or abused, seized by Animal Control or quarantined by the Health Department.
- Assuming custody and rights to the disposition of all animals upon the completion of applicable legal holds and requirements. Disposition includes adoption, transfer to other animal shelters and agencies, foster, and humane euthanasia in appropriate cases utilizing generally accepted humane standards for assessment, including sick and diseased animals. Placing adoptable dogs and cats in good homes with caring people, taking into account an analysis between the applicant's abilities and realistic alternatives is the number one priority.
- Microchipping, spaying or neutering all animals being adopted or providing a mandatory spay/neutered appointment.
- Reducing the population of dogs and cats by promoting and providing spaying and neutering.
- Providing educational material and learning opportunities concerning the proper care and treatment of pets.

2. ANIMAL CONTROL. The County will continue its animal control function collecting displaced dogs and cats throughout unincorporated Jasper County in accordance with a Memorandum of Understanding detailing the hours of operation during which the animals may be brought to the animal shelter, and the criteria establishing eligibility for transfer to the Lessee/Operator. The Lessee/Operator agrees to accept during agreed upon hours

displaced dogs and cats eligible to be brought to the shelter by Jasper County citizens, and all municipalities, County agencies (including the Animal Control division of the Jasper County Sheriff's Office, (hereinafter Animal Control), and State agencies (such as the SC Department of Health), who have mutual aid agreements with the JARM and/or the League.

3. **COMPENSATION.** For the assumption of the responsibilities referred to herein, for each fiscal year during the term of this Agreement, Jasper County Council will make an appropriation to the Lessee/Operator in the minimum amount of \$340,000.00. After Fiscal Year 2027 (July 1, 2026 through June 30, 2027), adjustments may be negotiated based upon the needs of the Lessee/Operator and the availability of revenue.

4. **LEASE.** The County hereby leases to the Lessee/Operator for a term of five (5) years the building and surrounding grounds located at 404 Carters Mill Road, Ridgeland, South Carolina 29936. A drawing depicting the demised premises is attached hereto as Exhibit "A". This lease is effective as of the first day of the month following ratification of this Agreement and payment of the annual lease amount of One and 00/100 (\$1.00) Dollar. The lease in subsequent years becomes effective each July 1st for the term of this lease. Notwithstanding any other provision hereof this lease shall become null and void and the Lessee/Operator shall quit the facility and return possession thereof to the County in the event that the Lessee/Operator shall be unable to, refuse to, or otherwise fail to comply with any of its obligations under this Agreement or if the parties should be unable

to reach an agreement on the terms for operating the Jasper County Animal Shelter. Should either party desire to terminate this Agreement, a written notice of no less than 90 days shall be required.

5. REAL PROPERTY INSURANCE. The County shall maintain at its own expense insurance coverage for the real property and building leased to the Lessee/Operator.

6. ALL OTHER INSURANCE. The Lessee/Operator shall maintain at its own expense liability and errors and omission coverage in the minimum amount of \$500,000.00.

7. BUILDING AND GROUNDS MAINTENANCE AND IMPROVEMENTS. The Lessee/Operator shall be responsible for the daily operational cleaning and routine maintenance of the leased building and grounds. The County shall be required to maintain in good working order (taking into consideration the current state of the building and grounds) all heating, air conditioning, electric and plumbing systems, their condition subject to reasonable wear and tear which does not unreasonably affect the normal and regular use thereof. The County shall be responsible for roof repair and replacement as needed. The County further commits to undertake within sixty days after ratification of this Agreement the design, bid preparation, procurement and funding of an additional fifty (50) dog kennels at the Facility, substantially the same in layout as depicted in the attached Exhibit "A". Construction of the kennels shall be scheduled to begin within 30 days after contract award. Failure to adhere to this schedule, absent unforeseeable circumstances or *force majeure*, shall be grounds for termination of this agreement as set

forth in Paragraph 3 above. During County fiscal year 2026 (July 1, 2025 through June 30, 2026), the County and the Lessee/Operator shall undertake the process of either designing a larger Facility to be located either on the leased property at Carters Mill Road or another property that may be acquired by Jasper County, or undertaking a jointly funded and operated facility in conjunction with Beaufort County.

8. UTILITIES AND GARBAGE. The Lessee/Operator shall be responsible for all costs of utilities and garbage collection.

9. ANIMAL CARCASSES. PAL agrees to remove animal carcasses from the leased premises. Any fees associated with the disposal of carcasses shall be paid by the Lessee/Operator.

10. VETERINARIAN SERVICES. The Lessee/Operator shall be responsible for contracting with and payment of a veterinarian for the care of and spaying or neutering of the animals under its care. Animal Control emergencies after regular business hours must contact the designated Lessee/Operator appointee for authorization to seek emergency veterinary care at the Lessee/Operator's expense. Animals who do not warrant immediate medical care shall be delivered to the shelter the following morning during business hours.

11. PERMITS AND LICENSES. The Lessee/Operator shall apply for and obtain any and all drug licenses required by law from the Drug Enforcement Agency (DEA), the South Carolina Department of Health, and all other permits and licenses that may be required for the operation of the animal shelter. The Lessee/Operator is responsible for all fees

associated with obtaining governmental licenses and permits.

12. FEES AND DONATIONS. Any adoption or reclamation fee charged by the Lessee/Operator (to include overnight housing fees) shall be paid directly to and become property of the Lessee/Operator. All fees, donations, and grants shall be used for the performance of this contract. Reclamation fees shall be approved by Jasper County Council by resolution from time to time, and shall be no more than the estimated good faith cost of housing temporarily lost animals, including capture, transportation, and administrative costs. Reclamation by the lawful owner shall not be contingent on any other matter, except the payment of the reclamation fee; notwithstanding the foregoing, the Lessee/Operator shall abide by any lawful order from any state or federal agency regarding the release of an animal, including court orders prohibiting the release of the animal. Nothing herein shall be deemed to prohibit the Lessee/Operator from soliciting and accepting any donations or grants directly.

13. ANNUAL REPORT. The Lessee/Operator shall present an annual report to the County at the end of each fiscal year describing its activities and accomplishments, and provide a copy of its annually filed not for profit Form 990.

14. EMPLOYMENT. It shall be the responsibility of the Lessee/Operator to hire the staff needed to adequately manage the shelter. None of the individuals shall be deemed County employees by virtue of their employment by the Lessee/Operator.

15. MERGER. It is anticipated there may be a negotiated merger of the two non-profit organizations of JARM and the Lessee/Operator; in such event, appropriate

documentation acceptable to the County will be provided in the form of an assignment and assumption of obligations of this Comprehensive Agreement and Lease recognizing the successor organization's acceptance of the terms and conditions of this Comprehensive Agreement and Lease.

16. INDEMNITY. The County does not assume any liability for any acts or omission of the Lessee/Operator or its agents or employees. The Lessee/Operator hereby releases the County and agrees to indemnify the County and hold the County harmless from any and all claims against the County of any kind of nature whatsoever, arising out of or resulting from the use and/or operation of the leased premises by the Lessee/Operator, including any expenses and attorney's fees which the County may incur in defending any such claims, except such claims or portions thereof as are covered by applicable insurance as otherwise herein provided.

17. BINDING EFFECT. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors, legal representatives, and assigns. The Lessee/Operator shall not have the right to assign, pledge, or otherwise encumber this Agreement or any interest therein or sublet any of the leased premises without the written consent of the County nor shall the Lessee/Operator have the right to encumber or otherwise suffer any lien to be placed against the leased premises.

18. ENTIRE AGREEMENT. This Agreement represents the entire agreement between the parties. All prior negotiations have been merged into this Agreement and there are no understandings, representations, or agreements, oral or written, express or

implied, other than those set forth herein. This Agreement shall not be modified or amended except by an agreement in writing signed by the parties.

19. NOTICES. All notices required to be given under the terms of this Agreement shall be in writing and shall be sent by United States registered mail or certified mail addressed to the party to be notified at its address as above stated.

20. CONSTRUCTION. This Agreement shall in all respects be governed by and construed in accordance with the laws of the State of South Carolina.

SIGNATURES BEGIN ON THE FOLLOWING PAGE

In witness whereof the parties here to have caused this Agreement to be
executed as of this _____ day of _____, 2025, effective as of July 1, 2025.

WITNESSES AS TO
JASPER ANIMAL RESCUE MISSION

JASPER ANIMAL RESCUE MISSION

By: _____

Chairman

WITNESSES AS TO
PALMETTO ANIMAL LEAGUE

PALMETTO ANIMAL LEAGUE

By: _____

Chairman

WITNESSES AS TO
JASPER COUNTY:

JASPER COUNTY

By: _____

Andrew Fulghum
County Administrator

AGENDA

ITEM # 9



Jasper County Finance Department

358 Third Avenue, Post Office Box 1149
Ridgeland, South Carolina 29936
Phone (843) 717-3692 Fax (843) 717-3626

Kimberly Burgess, CPA
Director of Administrative Services
kburgess@jaspercountysc.gov

**Jasper County Council
Crowley Wechsler & Associates LLC
Engagement Letter Acceptance for the
Preparation of the Annual Comprehensive Financial Report
For the Year Ended June 30, 2025**

Meeting Date:	June 30, 2025
Subject:	Council acceptance of the engagement letter from Crowley Wechsler & Associates LLC for the preparation of the Annual Comprehensive Financial Report for the year ended June 30, 2025.
Recommendation:	The Council accepts the engagement letter from Crowley Wechsler & Associates LLC for the preparation of the Annual Comprehensive Financial Report for the year ended June 30, 2025, at a billing rate of \$175 per hour plus out-of-pocket costs and authorizes the County Administrator to execute the agreement.

Description: Section 2-415 (b) of the Jasper County Purchasing and Contracting Ordinance exempt certain items from the requirement of competitive bidding "even though they exceed the normal dollar amount." Included in the exempt items are consulting and management fees and special services. The services provided by Crowley Wechsler & Associates LLC are both consulting and special services. Section 2-404 states that services provided by accountants are considered special service. The services of Crowley Wechsler & Associates LLC in the preparation of the Annual Comprehensive Financial Report are essential for the completion of the annual financial audit, as well as the receipt of the annual Certificate of Achievement for Excellence in Financial Reporting, which is a favorable factor considered by the bond rating services.

Recommendation: Staff recommends that the Jasper County Council accept the engagement letter from Crowley Wechsler & Associates LLC for the preparation of the Annual Comprehensive Financial Report for the year ended June 30, 2025, at a billing rate of \$175 per hour plus out-of-pocket costs and authorizes the County Administrator to execute the agreement.

Attachments:

Crowley Wechsler & Associates LLC Engagement Letter dated June 2, 2025



CERTIFIED PUBLIC ACCOUNTANTS

Richard D. Crowley, CPA, CVA
Lisa T. Wechsler, CPA, CFE
Jordan Graham, CPA

Member:
American Institute of CPAs
South Carolina Association of CPAs

June 2, 2025

Kimberly Burgess
Administrative Services, Director
Jasper County, South Carolina
PO Box 1149
Ridgeland, South Carolina 29936

Dear Ms. Burgess:

We are pleased to confirm our acceptance and understanding of the services we are to provide for Jasper County, South Carolina ("the County") for the year ended June 30, 2025.

You have requested that we assist with the preparation of the Annual Comprehensive Financial Report for Jasper County, South Carolina, which comprises the basic financial statements of the governmental activities, each major fund, and the aggregate remaining fund information for the year ended June 30, 2025, and the related notes to the financial statements. You have also requested that we assist with the preparation of the Required Supplemental Information for the Management's Discussion and Analysis, Budgetary Comparison Schedules, GASB Required Pension Schedules, OPEB Related Schedules and the Combining Individual Fund Statements and Schedules based on information provided by you. We will also assist with the preparation of the tables for the statistical section.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the County or noncompliance with laws and regulations.

PO Box 481
1411 Queen Street
Beaufort, SC 29901
TEL (843) 379-1065 FAX (843) 379-1066

www.CWACPA.com

PO Box 80177
706 Orleans Rd, Suite 102
Charleston, SC 29416
TEL (843) 971-0882 FAX (843) 379-1066

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is the preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

- 1) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- 3) The prevention and detection of fraud.
- 4) To ensure that the County complies with the laws and regulations applicable to its activities.
- 5) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
- 6) To provide us with—
 - Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
 - Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - Unrestricted access to persons within the County with whom we determine it necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Relevant Information

Lisa T. Wechsler is responsible for supervising the engagement.

Our fee for services will be based in part on the amount of time required at a billing rate of \$175 per hour. This rate is a blended rate for the personnel working on the engagement. You will also be billed for out-of-pocket costs such as word processing, postage, travel, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us. In the event we become listed as a party in any ongoing or future litigation as part of our agreement, you agree to reimburse us for any attorney's fees resulting from our representation in the matter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return this letter to us.

Very truly yours,



Crowley Wechsler & Associates LLC
Beaufort, South Carolina

Acknowledgement:

This letter correctly sets forth the understanding of Jasper County, South Carolina.

Signature

Title

Date

AGENDA

ITEM # 10

**STATE OF SOUTH CAROLINA
COUNTY OF JASPER
ORDINANCE # 0-2025-_____**

AN ORDINANCE OF JASPER COUNTY COUNCIL

To amend and add a new Subsection to the Jasper County SC Code of Ordinances, Chapter 26 *Taxation*, Article I *In General*.

WHEREAS, The Jasper County Council should periodically review County Ordinances for relevance and adjustment; and

WHEREAS, it has come to Council's attention that certain penalties available to the County against defaulting tax sale bidders for failure to follow tax sale procedures are in need of updating; and

NOW THEREFORE, BE IT ORDAINED, by the Jasper County Council duly assembled and by the authority of the same:

SECTION 1. Chapter 26, *Taxation*, Article I, *In General*, being Code Sections 26-1 through 26-4, is hereby amended by inserting and adding a new Section 26-4 as follows, and amending Section 26-1 as follow:

Sec. 26-4 Penalties for Defaulting on a Tax Sale Bid.

In accordance with §§ 12-51-60 and 12-51-70 of the Code of Laws of South Carolina, 1976 (as amended), upon the failure of a successful bidder at the delinquent tax sale to pay the full amount of the bid made on the day of the sale, the defaulting bidder is liable to the County the sum of Five Hundred Dollars (\$500.00) to be collected by the Delinquent Tax Collector in the name of the taxing authority; and further, the defaulting bidder, whether a natural person or an entity

making the bid, shall not be allowed to participate in a Jasper County tax sale for 1) the later of the next two delinquent tax sales or two calendar years, and 2) the penalty sum is paid in full. The prohibition on a defaulting bidder participating in a subsequent tax sale applies not only to the bidder if he or she be a natural person, but also to an entity owned or controlled in whole or in part by the person, and in the event the defaulting bidder be an entity, to affiliated or subsidiaries of the entity.

Section 26-1 *Penalties, Fees and costs for delinquent taxes.*

Penalties, fees and costs shall be as set forth in the S.C. Code of Laws, 1976 (as amended), including § 12-45-180 and §12-51-40, to include the necessary and actual costs incurred in the levy, execution, collection, seizure, and sale of the property, as applicable.

SECTION 3. Sections 26-4 *Assessment of Aircraft* and 26-5 *Reduction in value of a boat and its motor for the purpose of property taxation of the Jasper County Code of Ordinances* are re-numbered as new Sections 26-5 and 26-6, respectively.

SECTION 4. Provisions of ordinances previously adopted by County Council, which are not consistent with the restrictions and requirements of this Ordinance O- 2025-____ are deemed superseded.

SECTION 4. If any section, clause, paragraph, sentence or phrase of this ordinance, or application thereof any person or circumstances should, for any reason be held to be invalid or unconstitutional, the invalid section,

clause paragraph, sentence, phrase or application shall no way affect the remainder of this ordinance; and it is hereby declared to be the intention of the County Council that the remainder of this ordinance would have passed notwithstanding the invalidity or unconstitutionality of any section, clause paragraph, sentence or phrase thereof.

SECTION 5. This ordinance must take effect upon approval by Council.

John A. Kemp, Chairman

Attest:

Wanda Giles, Clerk to Council

Ordinance 0-2025-_____

First Reading:

Public Hearing:

Second Reading:

Third Reading:

Adopted:

Reviewed for form and draftsmanship by Jasper County Attorney

David L. Tedder

Date:_____