

**PUBLIC HEARING & REGULAR MEETING
DARLINGTON COUNTY COUNCIL
DARLINGTON, SC**

March 5, 2018

A Public Hearing and Regular Meeting of the County Council of Darlington County was held this 5th day of March 2018, at 6 p.m., at the Courthouse Annex/EMS Building, 1625 Harry Byrd Highway (Highway 151), Darlington, South Carolina.

NOTICE OF MEETING

In compliance with the Freedom of Information Act, a copy of the agenda providing the date, time, and place of the meeting was emailed to the local newspapers, persons requesting notification, and posted on the county's website, on the bulletin board in the lobby of the courthouse, and at the entrance of the Courthouse Annex/EMS Building.

A Notice of Public Hearing for the Sale of 0.082 acres to South Carolina Department of Transportation was published in the News and Press and the Hartsville Messenger on February 7, 2018. A Notice of Public Hearing for Ordinance No. 18-01 and Ordinance No. 18-02 was published in the News and Press and the Hartsville Messenger on February 14, 2018.

COUNCIL MEMBERS PRESENT

Chairman Bobby Hudson, Vice Chairman Marvin Le Flowers, Chaplain Dannie Douglas, Jr., Mr. J. Lewis Brown, Mr. David Coker, Mr. Robert L. Kilgo, Jr., Ms. Mozella Nicholson, and Ms. Joyce W. Thomas.

ALSO PRESENT

County Administrator Marion Charles Stewart, III, County Attorney James C. Cox, Jr., Clerk to Council J. JaNet Bishop, 911 Communication Center Director Michelle Moore, Development Services Director Terri Cribb, Elections/Voter Registration Director Hoyt Campbell, Emergency Services Director Kenny Bowen, Finance Director Sherman Dibble, Historical Commission Director Brian Gandy, Human Resources Manager Ginger Winburn, Library Director Jimmie Epling, Recreation Director Lee Andrews, Roads and Bridges Director Bobby Richardson, Sheriff Tony Chavis, Tax Assessor Kyle Johnson, Emergency Management Coordinator Molly Odom, Lieutenant Robby Kilgo, Darlington City Mayor Gloria Hines, Darlington City Administrator Howard Garland, Darlington City Councilmembers Carolyn Bruce and John Milling, Darlington City Planner Lisa Rock, Mr. Ronnie Ward, Ms. Monique Nickelson, and others.

REPORTERS PRESENT

Ms. Samantha Lyles of the News and Press, Mr. Jim Faile of the Messenger, and WPDE TV15 News.

PUBLIC HEARING

Ordinance No. 18-01, An Ordinance To Amend Darlington County Code Of Ordinances, Chapter 50 (Solid Waste), Section 50-1 (Littering), By Revising Subsection (d) (Penalties) To Adopt The State's Penalties For Dumping Litter On Public And Private Property As Outlined In Section 16-11-700 Of The 1976 Code Of Laws Of South Carolina, As Amended - SECOND READING

Chairman Hudson declared the public hearing open at 6 p.m. to receive comments on Ordinance No. 18-01.

There being no comments, the public hearing was closed.

Ordinance No. 18-02, An Ordinance To Amend Ordinance No. 17-02 (Darlington County FY17/18 Budget Ordinance) For A Supplemental Appropriation To The Library Fund To Receive And Expend Lottery Funds For Darlington County Library System And Establish The Effective Date Of This Ordinance - SECOND READING

Chairman Hudson declared the public hearing open to receive comments on Ordinance No. 18-02.

There being no comments, the public hearing was closed.

Sale of 0.082 acres (3,582 sf) located at Darlington Library (204 N. Main Street – Parcel No. 164-14-02-018) to South Carolina Department of Transportation (SCDOT) for US-52 Business Bridge Replacement Project (Project No. P028336). The proposed acquisition will include 1,775 sf of asphalt area, 250 linear feet of curbing, and several trees. Within this area of acquisition, SCDOT will construct a new 40' right-of-way along US-52 Business (Main Street), a new transitional right-of-way at the intersection of North Street, and a new 45' right-of-way along North Street frontage. SCDOT will pay just compensation for the property based upon an appraisal made by a qualified real estate appraiser using comparable sales in the area, \$11,029.

Ms. Lisa Rock, City of Darlington Director of Planning and Economic Development and Darlington Downtown Revitalization Association Executive Director, requested that the county submit plans to transplant or replace the seven dogwood trees along the stretch of the property being sold to South Carolina Department of Transportation. She reported that the City of Darlington received the trees through a grant from Palmetto Pride and planted them in the Fall of 2015 with the permission of Darlington County Library to add shade, color, and beauty to the space at the city's expense. The city paid the contractors to warranty and maintain the trees for the first year. She stated that beyond the authentic impact, removing the trees will decrease property values in the area and reduce the absorption of stormwater runoff. On behalf of the City of Darlington, the Beautification Board, and the Tree Board, Ms. Rock asked that the county develop a plan to replace the trees to mitigate any negative impacts.

Mr. Coker asked whether the trees were adjacent to or on the property being sold. Ms. Rock stated that the description of the public hearing indicates that the trees are on the property being sold (“...The proposed acquisition will include 1,775 sf of asphalt area, 250 linear feet of curbing, and several trees...”)

Mr. Stewart and Library Director Jimmie Epling stated that they had not heard about the City of Darlington having any interest in the trees. Mr. Stewart pointed out that Council could approve the sale of the property or South Carolina Department of Transportation would take it under eminent domain for the road project.

REGULAR MEETING

Call To Order / Invocation / Pledge Of Allegiance

Chairman Hudson called the meeting to order at 6:06 p.m. Mr. Douglas presented the invocation and Ms. Nicholson led the Pledge of Allegiance.

Citizens' Comments

Ms. Anna Dewitt, representing Darlington Rescue Squad, stated that Darlington Rescue Squad received a letter from Darlington County Administrator informing them that the county EMS will distance itself from the squad. She felt that it is imperative for the county to understand what the Rescue Squad does to assist the citizens. She reported that the Rescue Squad, which is a volunteer service of men and women who have full and part-time jobs and families, was formed in 1956 to provide medical care to the people of the county. She also reported on the Rescue Squad's last year expenses, collections, number of transports, and cost of insurance premiums, medical supplies, and vehicle repairs. Last year, the county provided assistance to the Rescue Squad in the amount of \$12,000. Ms. Dewitt asked that as Council discusses continued funding for local rescue squads, that Council keep in mind the staffing issues, call volume, and the wait time for an ambulance.

Mr. George Cannon talked about the County spending money on things such as fire stations, road paving, and now the courthouse project. However, for 20 years he has been asking about for help with the drainage problem in his area south of Hartsville. He also talked about the problems with snakes at/near the school in that area. Mr. Cannon asked what can be done to get the problems in his neighborhood corrected?

Personal Appearance - Ms. Monique Nickelson - Notice From Darlington County Development Services Re: Inability Of Emergency Vehicles To Access Bassett Drive; Request To Pave Bassett Road

Ms. Nickelson reported that she received a letter from 911 Addressing/Emergency Services stating that emergency service vehicles could not travel her road (Bassett Drive) until it is improved. She stated that she is a single parent with four children and a daughter who has seizures. Ms. Nickelson requested help to improve the road.

Personal Appearance - Mr. Ronnie Ward - Courthouse Project

Mr. Ronnie Ward, former Darlington City Mayor for 20 years, stated that he was concerned and interested in the progress being made regarding the movement of the courthouse from downtown Darlington. He identified other Darlington City officials who

were present at the meeting to include Mayor Gloria Hines, several members of Darlington City Council and Darlington Downtown Revitalization Association, and Darlington City Administrator. Mr. Ward felt that the courthouse was important to the life and welfare of the City of Darlington. The construction of a judicial center was a great idea and needed. However, they were concerned about the movement of the administrative offices and other services provided in the courthouse. Mr. Ward reported that the law states that the courthouse should remain within the city limits of Darlington. It was his opinion that this means 100 percent of the courthouse and not just 30 or 40 percent. He said these services bring people and the employees to downtown. Mr. Ward reported that in 1792 when the courthouse was built, the city was built around it. The courthouse is the reason Darlington exists. If the services are removed for two to three miles of convenience, this would do measurable harm to the businesses downtown. The businesses need the people and activities.

Mr. Ward also stated that he was interested in Mr. David Coker's previous comments about looking at renovating the existing courthouse and the downtown bank plaza that will soon be vacated. He pointed out that Darlington only has the courthouse in the downtown area and no college, fortune 500 business, Governor School, or Byerly Foundation and it would mean so much to the citizens and businesses of Darlington that the courthouse operations remain in the city limits. Mr. Ward said the health of the municipality was extremely important and he would hope that Council understands what removal of some of the services would do to the downtown area.

Amendment To The Agenda To Go To Executive Session

MOTION was made by Mr. Brown and seconded by Mr. Kilgo to amend the agenda to move to the vote for executive session for the receipt of legal advice regarding the courthouse project and discussion of negotiations incident to proposed contractual arrangements and transfer of property to Darlington County Humane Society.

The motion carried unanimously.

Executive Session – (A) Receipt Of Legal Advice Regarding The Courthouse Project (B) Discussion Of Negotiations Incident To Proposed Contractual Arrangements And Transfer Of Property To Darlington County Humane Society

MOTION was made by Mr. Brown and seconded by Mr. Kilgo for Council, the County Administrator, the County Attorney, and Haynsworth Sinkler Boyd Bond Attorney Ben Zeigler to go into executive session for the receipt of legal advice regarding the courthouse project and discussion of negotiations incident to proposed contractual arrangements and transfer of property to Darlington County Humane Society.

The motion carried unanimously.

Council and the individuals named above went into executive session at 6:20 p.m.; Attorney Ben Zeigler left executive session at 6:45 p.m.; and Council reconvened at 7 p.m. Upon reconvening, Chairman Hudson announced that no action was taken in executive session.

Consent Agenda

Included in the Consent Agenda were the following:

- 6.A. *Historical Commission Board Minutes, Stats, & Updates, February 2018*
- 6.B. *Roster Of Boards, Commissions, & Committees With Upcoming Term Expirations & Vacancies*
- 6.C. *Animal Control Report, January 2018*
- 6.D. *Building Permits Report, January 2018*
- 6.E. *Building Inspections Report, January 2018*
- 6.F. *Parks And Recreation Monthly Report, February 2018*

MOTION was made by Mr. Kilgo and seconded by Mr. Flowers to receive the Consent Agenda items as information.

The motion carried unanimously.

Approval Of Minutes - Minutes Of Public Hearing And Regular Meeting, February 5, 2018

MOTION was made by Mr. Brown and seconded by Mr. Flowers to approve the minutes of the public hearing and regular meeting of February 5, 2018.

The motion carried unanimously.

Approval Of Minutes - Minutes Of Worksession, February 19, 2018 - CARRY OVER REQUESTED

MOTION was made by Mr. Kilgo and seconded by Mr. Flowers to carry over approval of the minutes of February 19, 2018.

The motion carried unanimously.

Ordinances

Ordinance No. 17-17, Authorizing Pursuant To Title 12, Chapter 44 Of The Code Of Laws Of South Carolina 1976, As Amended, The Execution And Delivery Of Fee-In-Lieu Of Ad Valorem Taxes Agreements By And Between Darlington County, South Carolina And Certain Companies As Sponsor And Sponsor Affiliate, Respectively, Identified Collectively For The Time Being As Project Dates, To Provide For Fee-In-Lieu Of Ad Valorem Taxes Incentives And Certain Special Source Revenue Credits; And Other Related Matters - THIRD READING

MOTION was made by Mr. Flowers and seconded by Mr. Kilgo to carry over third reading of Ordinance No. 17-17.

The motion carried unanimously.

Ordinance No. 17-18, To Amend The Existing Agreement Governing The Darlington-Florence Industrial Park By And Between Darlington County, South Carolina And Florence County, South Carolina To Enlarge The Boundaries Of The Industrial Park To Include Certain Property Now Or To Be Hereafter Owned And/Or Operated By A Company

Identified For The Time Being As Project Dates, Located In Darlington County, South Carolina; And Authorizing Other Related Matters - THIRD

MOTION was made by Mr. Kilgo and seconded by Mr. Flowers to carry over third reading of Ordinance No. 17-18.

The motion carried unanimously.

Ordinance No. 18-01, An Ordinance To Amend Darlington County Code Of Ordinances, Chapter 50 (Solid Waste), Section 50-1 (Littering), By Revising Subsection (d) (Penalties) To Adopt The State's Penalties For Dumping Litter On Public And Private Property As Outlined In Section 16-11-700 Of The 1976 Code Of Laws Of South Carolina, As Amended - SECOND READING

MOTION was made by Mr. Brown and seconded by Mr. Kilgo to approve second reading of Ordinance No. 18-01.

The motion carried unanimously.

Ordinance No. 18-02, An Ordinance To Amend Ordinance No. 17-02 (Darlington County FY17/18 Budget Ordinance) For A Supplemental Appropriation To The Library Fund To Receive And Expend Lottery Funds For Darlington County Library System And Establish The Effective Date Of This Ordinance - SECOND READING

MOTION was made by Mr. Flowers and seconded by Mr. Douglas to approve second reading of Ordinance No. 18-02.

The motion carried unanimously.

Ordinance No. 18-03, An Ordinance Calling For A Referendum To Authorize The South Carolina Department Of Revenue To Issue Temporary Permits In The County Of Darlington To Allow For The Possession, Sale, And Consumption Of Alcoholic Liquors By The Drink To Bona Fide Nonprofit Organizations And Business Establishments Authorized To Be Licensed For Consumption-On-Premises Sales And To Allow The Sale Of Beer And Wine At Permitted Off-Premises Locations Without Regard To The Days Or Hours Of Sales - FIRST READING

Ordinance No. 18-03 was read for first reading. No action required.

Resolutions

Resolution No. 687, A Resolution To Create A Commission Pursuant To The Capital Project Sales Tax Act, South Carolina Code Annotated § 4-10-300, ET SEQ.: To Provide For The Appointment, Composition, Duties And Responsibilities Of Such Commission And To Provide For Other Matters Relating Thereto

MOTION was made by Mr. Kilgo and seconded by Mr. Flowers to approve Resolution No. 687.

The motion carried unanimously.

Committee Reports

There was no Committee Reports.

Other Items

Appointments To Boards/Commissions/Committees:

Mr. Hudson (Council Dist. 4) carried over his appointment to the Construction Board Of Adjustment/Appeals.

Mr. Flowers (Council Dist. 5) carried over his appointment to the Airport Commission, Board of Assessment Appeals, Construction Board Of Adjustment/Appeals, Historical Commission, and Parks & Recreation Commission.

Ms. Nicholson (Council Dist. 6) carried over her appointment to the Airport Commission.

Mr. Douglas (Council Dist. 2) nominated Mr. Jimmy Dixon to fill an unexpired term on the Board of Assessment Appeals. The vote was unanimous. Mr. Dixon will fill the unexpired term through June 30, 2018.

Appointment To The Courthouse Construction Advisory Committee (Physically Disabled Representative) - Council Chairman

Chairman Hudson carried over his appointment to the Courthouse Construction Advisory Committee.

Appointment Of The FY18/19 Accommodations Tax Advisory Committee (Hospitality Business)

Mr. Stewart reported that Mr. Charles Weatherford, who was appointed at Council's last meeting, declined his appointment.

MOTION was made by Mr. Flowers and seconded by Mr. Brown to carry over the Hospitality Business appointment to the Accommodations Tax Advisory Committee.

The motion carried unanimously.

Sale of 0.082 acres (3,582 sf) located at Darlington Library (204 N. Main Street - Parcel No. 164-14-02-018) to South Carolina Department of Transportation (SCDOT) for US-52 Business Bridge Replacement Project (Project No. P028336). The proposed acquisition will include 1,775 sf of asphalt area, 250 linear feet of curbing, and several trees. Within this area of acquisition, SCDOT will construct a new 40' right-of-way along US-52 Business (Main Street), a new transitional right-of-way at the intersection of North Street, and a new 45' right-of-way along North Street frontage. SCDOT will pay just compensation for the property based upon an appraisal made by a qualified real estate appraiser using comparable sales in the area, \$11,029.

MOTION was made by Mr. Flowers and seconded by Mr. Kilgo to approve the sale of 0.082 acres located at Darlington Library to the South Carolina Department of Transportation for their Highway US-52 Business Bridge Replacement Project.

The motion carried unanimously.

Bid Award For Lamar Dixie Field Concession Stand

MOTION was made by Mr. Kilgo and seconded by Mr. Douglas to award the bid contract for Lamar Dixie Field Concessions Stand to the lowest responsive and responsible bidder, Steel Buildings of Darlington, in the amount of \$139,570.

Mr. Stewart indicated that the equipment inside the concessions stand would be purchased through cooperative purchasing or state contract.

Mr. Flowers stated that he would abstain due to his relationship with Steel Buildings of Darlington.

Mr. Kilgo confirmed that the property was located outside the municipal limits of Lamar. Chairman Hudson responded that the property belongs to Darlington County and this would make better use of the property and facility.

The motion carried with Mr. Flowers abstaining.

Proposal From Pee Dee Regional Council Of Governments To Update Darlington County Comprehensive Plan

Mr. Brown announced that he had a conflict of interest with a family relationship with Pee Dee Regional Council of Governments' Director.

MOTION was made by Mr. Kilgo and seconded by Ms. Nicholson to approve the proposal from Pee Dee Regional Council of Governments to update the county's Comprehensive Plan.

Ms. Thomas requested clarification regarding the length of the project.

Mr. Stewart responded that it would take from nine to twelve months to complete this project. He also mentioned that the Council of Governments would schedule meetings where Council would be involved in the process. Once the county engages the Council of Governments, they could appear before Council to explain the process.

Ms. Nicholson indicated that Former Councilman Wesley Blackwell serves on the Council of Government's Board as Darlington County Council's representative and could entertain any questions.

The motion carried *unanimously, with Mr. Brown abstaining.* 

Town of Lamar's Request For Two County Surplus Vehicles (Dodge Chargers)

MOTION was made by Mr. Flowers and seconded by Mr. Kilgo to approve the Town of Lamar's request for two county surplus vehicles from the Sheriff's Department.

Mr. Douglas asked whether the Town of Lamar would return the old vehicles to the county. Chairman Hudson's reply was, yes.

Mr. Kilgo asked whether this would include the equipment in the cars. Mr. Stewart stated that this would include the lights on the cars, but not the radios.

The motion carried unanimously.

Administrative Update

Mr. Stewart stated that during Council's recent worksession, Council requested a quote to renovate the courthouse. He stated that Michael Baker was preparing the report,

but it was too extensive to complete by tonight. Therefore, the report should be available by the April Council meeting. He noted that a common way to seismically sure the courthouse building would be to wrap it with a carbon fiber. With this method, Council could consider changing the building so it does not look like the current building. All the windows would be replaced, etc. and the look would not be the same.

Requests / Comments – Members of County Council

Mr. Kilgo mentioned that this was the third meeting this year where he has talked about cleaning up Darlington County. He stated that although Development Services Director Terri Cribb has been working on the problem with old cars, it would help if the Senate would pass Senate bill S833 or the House would pass H3890. These bills would give the county the same rights that the cities have to clean up lots and place the cost on the tax bills. Mr. Kilgo stated that people have been given tickets and most were ignoring them. However, the Senate or House bill would give counties the same authority that the cities already have and the county could do something about cleaning up Darlington County.

Ms. Thomas commended and thanked the staff for coordinating the Employees' Appreciating Banquet.

Mr. Brown talked about research regarding litter in South Carolina. He stated that the county would have to become more stringent with a more specific target and additional enforcement and education. Mr. Brown also mentioned that he recently attended a four-day economic development session where litter was a topic and state issue. He did not have any specific recommendations other than this matter will have to be addressed by Council. Mr. Brown commended the efforts of the Humane Society.

Mr. Flowers asked whether Basset Drive was private. Mr. Stewart responded the Basset Drive was a private road. He also reported that he had contacted Ms. Nickelson and explained to her that the only possible recourse at this time would be to go to the County Transportation Committee (CTC) and request that the road is placed on their list for action. He reported that at the time the agenda was being prepared, the road was passable but has some issues as a private road. Mr. Stewart said the individual received the precautionary letter to let her know that the road is a private road and it is the residents' responsibility to keep it up. He said every attempt would be made to get emergency services vehicles down the road but there could come a time when the vehicles cannot travel it. Mr. Stewart noted that Bassett Road was 6/10 of a mile in length with 12 to 13 homes, and located off Indian Branch Road in Lydia area.

Ms. Nicholson noted that permits should not have been issued for lots on Bassett Drive.

Mr. Stewart stated that the staff would have to research this matter/deed. Normally the purchaser of the lot also purchases ownership in the road which should be stated in the deed.

Mr. Douglas commented that Lyde Springs Road has about 17 homes and the school bus cannot travel it. He also mentioned that he had received calls about trash along several roads to include Jefferson Mill Road. Mr. Douglas will provide the names of the roads to the staff to place on the list to be cleaned. Mr. Stewart mentioned that during the budget process, the manpower at the Prison Farm would have to be reviewed. He mentioned that inmates were working on other special projects and do not have time to work the roads like they did previously.

Ms. Nicholson mentioned the flooding problem, a possible increase in property taxes and property value, and the need to evaluate property assessment in the area south of Hartsville. She stated that she could not understand how a house in her area could be placed on the market for over \$100,000. She also stated that this was an exorbitant price for a poorly underserved area.

Mr. Coker thanked Roads and Bridges Director Bobby Richardson for his efforts. He also stated that he wants to see Michael Baker's cost to renovate the courthouse and other options prior to voting. Mr. Coker stated that if the courthouse is not used, it needs to be marketed for other uses. He thanked everyone for attending the meeting.

Chairman Hudson thanked the staff and commented the Employees' Appreciation Banquet and entertainment. He spoke positively about the county adopting the same laws as the state regarding trash/litter enforcement. Chairman Hudson announced the Lamar Egg Scramble scheduled for April 4, 5, and 7.

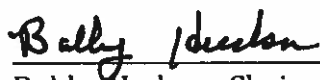
Adjournment

MOTION was made by Mr. Kilgo to adjourn the meeting. There being no further discussions/comments, the meeting was adjourned at 7:36 p.m.

Respectfully submitted,



J. Janet Bishop
Clerk to Council



Bobby Hudson, Chairman
Darlington County Council

Approved at meeting of April 9, 2018.

To: Bobby Hudson, County Council Chairman
Charles Stewart, County Administrator

From: Lewis Brown

Subject: Agenda Item No. 2018 -50 – DCC/ Pee Dee Council of Government's Proposal ; Update to Comprehensive Plan

Date: March 5, 2018

Mr. Chairman,

Due to a conflict of interest, family relationship with the COG Director, I will abstain from all conversations and votes related to the Comprehensive Plan proposal submitted by the Pee Dee Council of Government.

Sincerely,



J. Lewis Brown

County Council District 7

STATEMENT OF RECUSAL

Darlington County Council



In accordance with South Carolina Code of Laws, Section 8-13-700(B), I hereby abstain from all votes, deliberations, and other action on the following matter(s): _____

March 5, 2018. Agenda Item 11.E. Bid Award For Lamar Dixie Field Concession Stand.

Reason(s) For Recusal: Relationship with Steel Buildings of Darlington – the vendor recommended to receive the bid contract for Lamar Dixie Field Concessions Stand.

Marvin L. Flowers
Council Member Name (PRINTED)


Council Member Signature

4/2/2018
Date

SECTION 8-13-700. Use of official position or office for financial gain; disclosure of potential conflict of interest.

(A) No public official, public member, or public employee may knowingly use his official office, membership, or employment to obtain an economic interest for himself, a family member, an individual with whom he is associated, or a business with which he is associated. This prohibition does not extend to the incidental use of public materials, personnel, or equipment, subject to or available for a public official's, public member's, or public employee's use that does not result in additional public expense.

(B) No public official, public member, or public employee may make, participate in making, or in any way attempt to use his office, membership, or employment to influence a governmental decision in which he, a family member, an individual with whom he is associated, or a business with which he is associated has an economic interest. A public official, public member, or public employee who, in the discharge of his official responsibilities, is required to take an action or decide which affects an economic interest of himself, a family member, an individual with whom he is associated, or a business with which he is associated shall:

(1) prepare a written statement describing the matter requiring action or decisions and the nature of his potential conflict of interest with respect to the action or decision;

(2) if the public official is a member of the General Assembly, he shall deliver a copy of the statement to the presiding officer of the appropriate house. The presiding officer shall have the statement printed in the appropriate journal and require that the member of the General Assembly be excused from votes, deliberations, and other action on the matter on which a potential conflict exists;

(3) if he is a public employee, he shall furnish a copy of the statement to his superior, if any, who shall assign the matter to another employee who does not have a potential conflict of interest. If he has no immediate superior, he shall take the action prescribed by the State Ethics Commission;

(4) if he is a public official, other than a member of the General Assembly, he shall furnish a copy of the statement to the presiding officer of the governing body of an agency, commission, board, or of a county, municipality, or a political subdivision thereof, on which he serves, who shall cause the statement to be printed in the minutes and require that the member be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists and shall cause the disqualification and the reasons for it to be noted in the minutes;

(5) if he is a public member, he shall furnish a copy to the presiding officer of an agency, commission, board, or of a county, municipality, or a political subdivision thereof, on which he serves, who shall cause the statement to be printed in the minutes and shall require that the member be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists and shall cause such disqualification and the reasons for it to be noted in the minutes.