

RICHLAND COUNTY GOVERNMENT



Office of the County Administrator

**COUNTY ADMINISTRATOR'S REPORT OF COUNCIL ACTIONS
REGULAR SESSION COUNCIL MEETING
October 7, 2008
6:00 PM**

Call to Order: McEachern

Invocation: Montgomery

Pledge of Allegiance: Montgomery

Presentations

Election Commission and Voter Registration: Mr. Cinnamon and Ms. McBride spoke about the upcoming elections. Mr. Pope is to follow up with these individuals regarding their specific departmental needs. **ACTION:**
ADMINISTRATION

Forestry Commission: A member from the organization presented the annual check to the County.

Lonnie Randolph, Jr: Mr. Randolph spoke about the upcoming elections process.

Citizens' Input: No one spoke.

Approval of Minutes

Regular Session: **September 16, 2008**
Approved as submitted.

Zoning Public Hearing: **September 23, 2008**
Approved as submitted.

Adoption of Agenda: The agenda was adopted.

Report of the County Attorney for Executive Session Items

- a. **Solid Waste Contractual Matter**
- b. **Purchase of Property**
- c. **Lower Richland Sewer Update**
- d. **Legal Memo: Auditor's Office / Cayce Taxation**
- e. **Columbia Rowing Club**
- f. **Personnel Matter**
- g. **Clerk of Court Audit**

Report of the County Administrator

- a. **Smoking Ban Enforcement:** Mr. Pope stated that he would meet with Council members and the Sheriff regarding the enforcement of the smoking ban. **ACTION: ADMINISTRATION**
- b. **Lower Richland Sewer Update:** Executive Session item.
- c. **Legal Memo re: Auditor's Office / Cayce Taxation:** Executive Session item.
- d. **Solid Waste Contractual Matter:** Executive Session matter.
- e. **City / County Meeting Update:** Moved to the Chairman's Report.
- f. **Project Pet MOU / Operational Agreement:** These documents will be brought back to Council in the following weeks. **ACTION: ADMINISTRATION**
- g. **Eastover Sewer Billing and Collections:** Mr. Pope stated that per the budget ordinance, an MOU with Eastover is to be in place by January 2009. Administration will continue to attempt arranging this meeting with the Mayor. **ACTION: ADMINISTRATION**
- h. **Bond Review Committee Meeting Update re: Fund Balance Policy:** Stand alone item in the agenda.
- i. **State Budget Cuts:** Mr. Pope stated that he has directed all General Fund department directors to cut their total budget by 1.5%. This information is due to him no later than Monday, October 13.

- j. **November 4th Council Meeting (Election Day):** Discussed during Motion Period.
- k. **Strategic Plan Update:** Mr. Pope briefed Council on accomplishments to date. The item was further discussed during the Motion Period.
- l. **Columbia Rowing Club:** Executive Session matter.

Report of the Clerk of Council

- a. **2009 Council Retreat:** Discussed during Motion Period.
- b. **Soil & Water Conservation District Drop In**
- c. **Midlands Technical College Oyster Roast**

Report of the Chairman

- a. **Personnel Matter:** Executive Session matter.
- b. **Clerk of Council Audit:** Executive Session matter.
- c. **City / County Meeting Update:** Mr. McEachern stated that ad hoc committees for mass transit and the detention center drop off policy had been requested. Item further discussed during Motion Period.

Public Hearing Items:

- a. **An Ordinance Authorizing Deed to Clemson NE Associates, LLC, for certain parcels of land known as Lot 18 and a portion of Lot 17 (approximately 7.55 acres) in the Richland Northeast Industrial Park, a portion of Richland County TMS #25800-04-01:** No one spoke.
- b. **Project Walter: Ordinance authorizing the extension of the investment period under each of the revised and restated fee agreements:** No one spoke.
- c. **Richland School District II Budget Amendment:** One person spoke.
- d. **Sheriff's Department Matching Grants Budget Amendment:** No one spoke.

Approval of Consent Items: The following items were approved: b, d, e, f, h, j, l, p.

Third Reading Items

- a. **An ordinance amending the Richland County Code of Ordinances; Chapter 16, Licenses and Miscellaneous Business Regulations; Article 1, in general; so as to address business revenues generated by interstate commerce [CONSENT]:** Council gave third reading to the ordinance. This ordinance is in effect for this fiscal year only. Prior to the adoption of the FY 10 budget, this item is to be reviewed in terms of reducing the fees, or eliminating the fees altogether. This item will be dealt with during the FY 10 budget process. **ACTION: ADMINISTRATION, BUSINESS SERVICE CENTER, BUDGET, FINANCE, LEGAL, CLERK OF COUNCIL**

- b. **An ordinance amending the Richland County Code of Ordinances; Chapter 16, Licenses and Miscellaneous Business Regulations, Article 1, so as to address rates set for landfills [CONSENT]:** Council gave third reading to the ordinance. **ACTION: ADMINISTRATION, BUSINESS SERVICE CENTER, BUDGET, FINANCE, LEGAL, CLERK OF COUNCIL**

- c. **Richland School District II Budget Amendment:** Council gave third reading to the ordinance. **ACTION: ADMINISTRATION, LEGAL, TREASURER, AUDITOR, ASSESSOR, BUDGET, FINANCE, CLERK OF COUNCIL**

- d. **Sheriff's Department Matching Grants Budget Amendment [CONSENT]:** Council gave third reading to the ordinance. **ACTION: ADMINISTRATION, SHERIFF'S DEPARTMENT, BUDGET, FINANCE, LEGAL, CLERK OF COUNCIL**

- e. **FY 2008 – 2009 Millage Ordinance:** Council gave third reading to the ordinance, which includes the Richland School District II Budget Amendment approved as item c. Council clinched the vote. **ACTION: ADMINISTRATION, LEGAL, TREASURER, AUDITOR, ASSESSOR, BUDGET, FINANCE, CLERK OF COUNCIL**

Second Reading Items

- f. **08-24MA; Frank Chapman; M-1 to GC (.70 Acres); commercial; 22914-06-34; 10240 Two Notch Road [CONSENT]:** Council gave second reading approval to the zoning map amendment changing the zoning designation from M-1 to GC. **ACTION: PLANNING, LEGAL, CLERK OF COUNCIL**

- g. **New Covenant Church; RU to OI (3.30 Acres); Multi-Use Family Life Center; 04913-03-03 & 10; Piney Woods & Piney Grover Road**

[CONSENT]: Council gave second reading approval to the zoning map amendment changing the zoning designation from RU to OI. **ACTION: PLANNING, LEGAL, CLERK OF COUNCIL**

- h. An ordinance amending the Richland County Code of Ordinances; Chapter 26, Land Development; Article IV, Amendments and Procedures; Section 26-52, Amendments; Subsection (d), Staff Review; so as to clarify the application submission process**
[CONSENT]: Council gave second reading approval to the ordinance.
ACTION: PLANNING, LEGAL, CLERK OF COUNCIL
- i. An ordinance authorizing deed to Clemson NE Associates, LLC, for certain parcels of land known as Lot 18 and a portion of Lot 17 (approximately 7.55 acres) in the Richland Northeast Industrial Park, a portion of Richland County TMX #25800-04-01**
[CONSENT]: Council gave second reading approval to the ordinance. **ACTION: ADMINISTRATION, LEGAL, BUDGET, FINANCE, CLERK OF COUNCIL**
- j. Project Walter: Ordinance Authorizing the Extension of the Investment Period under each of the revised and restated fee agreements; (1) Amendment to Fee Agreement; (2) Amendment to Fee Agreement**
[CONSENT]: Council gave second reading approval to the ordinance, which includes two amendments. **ACTION: ADMINISTRATION, LEGAL, BUDGET, FINANCE, AUDITOR'S OFFICE, TREASURER'S OFFICE, ASSESSOR'S OFFICE, CLERK OF COUNCIL**

Report of Development and Services Committee

- k. An ordinance amending the Richland County Code of Ordinances; Chapter 26, Land Development; Article III, Administration; Section 26-34, Development Review Team; Subsection (A), Establishment/Duties; and Article IV, Amendments and Procedures; Section 26-59, Planned Development Review/Approval; Subsections (D) and (K), so as to remove the requirement of Development Team Review prior to PDD approval and to specify that when a PDD district expires, it reverts to the previous zoning district classification**
[CONSENT]: Council deferred the item. First reading amendments are to be presented at the October 21 Council meeting. Staff is to contact council members for these amendments. No Zoning Public Hearing is to be held on this item this month. **ACTION: PLANNING, LEGAL, CLERK OF COUNCIL**
- l. An ordinance amending the Richland County Code of Ordinances; Chapter 12, Garbage, Trash and Refuse; Article II, Collection and Disposal; Section 12-16, Yard Trash and Other Household Articles**

[CONSENT]: Council gave first reading to the ordinance. **ACTION: PUBLIC WORKS, PLANNING, LEGAL, CLERK OF COUNCIL**

- m. **An ordinance amending the Richland County Code of Ordinances; Chapter 26, Land Development; so as to improve Richland County's water quality, protect the environment, and comply with the county's National Pollution Discharge Elimination System (NPDES) permit requirements:** **[CONSENT]:** Council deferred the item. First reading amendments are to be presented at the October 21 Council meeting. Staff is to contact council members for these amendments. No Zoning Public Hearing is to be held on this item this month. A work session will be held on this item October 20 at 2:00pm. **ACTION: PUBLIC WORKS, PLANNING, LEGAL, CLERK OF COUNCIL**

Report of Administration and Finance Committee

- n. **Sheriff: Request to approve a Project Lifesaver Program Enhancement Grant (No Personnel, no match)** **[CONSENT]:** Council approved the grant. **ACTION: SHERIFF'S DEPARTMENT, BUDGET, FINANCE**
- o. **Sheriff: Request to approve a catastrophic planner grant (1 FTE, no match):** Council approved the Administrator's recommendations. **ACTION: ADMINISTRATION, SHERIFF'S DEPARTMENT, BUDGET, FINANCE**
- p. **An ordinance to amend the Richland County Code of Ordinances; Chapter 19, Offenses; Section 18-6, Smoking of Tobacco Products; so as to decrease the fine for an infraction** **[CONSENT]:** Council gave first reading to the ordinance. **ACTION: ADMINISTRATION, LEGAL, CLERK OF COUNCIL**
- q. **Policy regarding the use of carry over funds** **[CONSENT]:** This item was deferred. The Bond Review Committee will handle this item in conjunction with other financial policies. **ACTION: ADMINISTRATION, FINANCE, BUDGET, TREASURER'S OFFICE, AUDITOR'S OFFICE, LEGAL**
- r. **Coroner: Request to approve the renewal of a contract with Professional Pathology Services** **[CONSENT]:** Council approved the contract. The vote was clinched. **ACTION: CORONER'S OFFICE, PROCUREMENT, BUDGET, FINANCE, LEGAL**
- s. **Contractual Matter: Retiree Payroll Deduction Insurance vendors and products, Employee Assistance Program (EAP) Services, and Flexible Spending Accounts (FSA)** **[CONSENT]:** Council authorized

the Administrator to negotiate and award the contract for the
aforementioned services. **ACTION: ADMINISTRATION, HUMAN
RESOURCES, PROCUREMENT, BUDGET, FINANCE, LEGAL**

Report of Rules and Appointments Committee

Notification of Vacancies

- 1. Airport Commission – 2**
 - 2. Board of Assessment Control – 1**
- Council voted to advertise these vacancies. **ACTION: CLERK OF COUNCIL**

Notification of Appointments

- 1. Accommodations Tax Committee – 1:** Readvertise.
 - 2. Airport Commission – 2:** Readvertise.
 - 3. Board of Zoning Appeals – 4:** Perrine, McDuffie, Rush, and Smith were appointed.
 - 4. Planning Commission – 1:** Manning was appointed.
 - 5. Township Auditorium Board – 2:** This item was deferred, and is to be readvertised.
 - 6. Community Relations Council – Jacobs** was appointed.
- ACTION: CLERK OF COUNCIL**

Rule Change

- 1. Motion Period and Review of Policy for Motions Held in Committee for more than six months; Amendment to the Council Rules:** Council approved the amendment. **ACTION: CLERK OF COUNCIL, LEGAL**
- 2. Ruling for Electronic Participation for Absent Council Members:** Council approved the rule, but amended it to state that five Council members must physically be together at the same location to call a special called meeting. **ACTION: CLERK OF COUNCIL, LEGAL**

Other Items

- 1. CMRTA Route Reduction:** Council forwarded this item to a joint public hearing with the CMRTA on October 30 at 6:00 pm in Council Chambers. This item will be voted on at the November 18, 2008 Council Meeting. **ACTION: ADMINISTRATION, CLERK OF COUNCIL**
- 2. Fund Balance Policy:** Council gave first reading by title only to the ordinance. **ACTION: ADMINISTRATION, FINANCE, BUDGET, TREASURER'S OFFICE, AUDITOR'S OFFICE, LEGAL**
- 3. A Resolution to appoint and commission Kecia D. Lara and Brandon Hooker as code enforcement officers for the proper security, general**

welfare, and convenience of Richland County: Council approved the resolutions. **ACTION: CLERK OF COUNCIL**

Citizens' Input: No one spoke.

Executive Session

- a. **Solid Waste Contractual Matter:** Council directed the Administrator to proceed as discussed in Executive Session. **ACTION: ADMINISTRATION, LEGAL, PROCUREMENT**
- b. **Purchase of Property:** Received as information.
- c. **Lower Richland Sewer Update:** Council directed the Administrator to proceed as discussed in Executive Session. An MOU will be sent to the City of Columbia. **ACTION: ADMINISTRATION, LEGAL**
- d. **Legal Memo: Auditor's Office / Cayce Taxation:** Council directed the Administrator to proceed as discussed in Executive Session. An MOU is to be sent to the City of Cayce next week after it is presented to Council for review. **ACTION: ADMINISTRATION, LEGAL**
- e. **Columbia Rowing Club:** Council directed the Administrator to proceed as discussed in Executive Session. An MOU is to be brought back to a subsequent Council meeting. **ACTION: ADMINISTRATION, LEGAL**
- f. **Personnel Matter:** Received as information. This item will appear on the October 21 Council agenda. **ACTION: CLERK OF COUNCIL**
- g. **Clerk of Court Audit:** Council authorized the Administrator to enter into an agreement to perform the audit as discussed in Executive Session. **ACTION: ADMINISTRATION, LEGAL, FINANCE, CLERK OF COURT, PROCUREMENT**

Motion Period

- a. **November 4, 2008 Council Meeting:** This meeting was cancelled. A Special Called Council Meeting will take place at 6:00 pm Tuesday, October 28. **ACTION: ADMINISTRATION, CLERK OF COUNCIL**
- b. **2009 Council Retreat:** Council voted to stay in Richland County for this year's Retreat. **ACTION: CLERK OF COUNCIL**

- c. **Bus System:** Mr. Jackson made a motion to request bids to operate the bus system. This item was forwarded to the A&F Committee. **ACTION: ADMINISTRATION, CLERK OF COUNCIL, LEGAL**
- d. **SCE&G Landfill:** Mr. Jackson made a motion for the landfill at SCE&G to be treated the same as all other landfills (ie, rules, regulations, fees). This item was forwarded to the D&S Committee. **ACTION: ADMINISTRATION, CLERK OF COUNCIL, LEGAL**
- e. **Bus System Ad Hoc Committee:** The Chairman appointed Council members Hutchinson, Dickerson, and Jeter to serve on the Bus System Ad Hoc Committee in conjunction with three members of City Council. **ACTION: ADMINISTRATION, CLERK OF COUNCIL**
- f. **Detention Center Ad Hoc Committee:** The Chairman stated that the current Jail Advisory Committee members will serve on the Detention Center Ad Hoc Committee in conjunction with three members of City Council. **ACTION: ADMINISTRATION, CLERK OF COUNCIL**
- g. **Date for Strategic Planning and Visioning Session:** Council set the date for Wednesday, October 22 beginning at 1:00pm in the back conference room. **ACTION: ADMINISTRATION, CLERK OF COUNCIL**
- h. **An Ordinance Authorizing a utility easement to SCE&G on property identified as TMS #24700-09-06:** Council gave first reading to the ordinance. **ACTION: ADMINISTRATION, CLERK OF COUNCIL, LEGAL**

Adjournment: Council adjourned at 10:20pm.