



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, MARCH 8, 2022

The Columbia City Council conducted a Work Session on Tuesday, March 8, 2022 at City Hall, 1737 Main Street, Columbia, South Carolina. The Honorable Daniel J. Rickenmann, Mayor called the meeting to order at 3:11 p.m. and the following members of Council were present: The Honorable Howard E. Duvall, Jr., The Honorable Edward H. McDowell, Jr., Mayor Pro-Tempore, The Honorable William Brennan, The Honorable Aditi Bussells, The Honorable Tina N. Herbert, and The Honorable Joe E. Taylor, Jr. Also present were Ms. Teresa Wilson, City Manager and Ms. Erika D. Moore Hammond, City Clerk. This meeting was advertised in accordance with the South Carolina Freedom of Information Act.

INVOCATION

The Honorable Mayor Pro Tempore Edward H. McDowell, Jr. offered the invocation.

ADOPTION OF THE AGENDA

Upon a motion made by Mr. McDowell and seconded by Mr. Duvall, Council voted unanimously to adopt the agenda, as presented.

CITY COUNCIL DISCUSSION

1. Overview of Boards and Commissions - Ms. Ashley Jenkins Wood, Office of the City Manager – *Received as information. No action was taken.*

- Standing Committees of City Council

Mayor Rickenmann said there has been some confusion about referrals versus calling a committee meeting. We need to establish protocol on how we want to schedule meetings and how we want to utilize them. My hope is to use them as true working committees so that we can get through issues and advance the ball forward. We need to coordinate all meetings with the clerk to provide notice to the public and have staff available.

The consensus of Council is to allow Standing City Council Committees to meet at the discretion of the committee chair with the approval of at least one more committee member. The committee does not need to wait until a referral is made by Council. The date, time and location of each meeting will be coordinated with the City Clerk.



We Are Columbia

COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, MARCH 8, 2022

-
- Special Committees, Task Forces, and Commissions of City Council
 - Staff Liaisons
 - Citizen Appointments

Ms. Ashley Jenkins Wood, Office of the City Manager explained that there are six City Council standing committees; nine special committees, task forces, and commissions; five land use boards; and 31 external boards and commissions. She reviewed the City Code that governs the boards and commissions. She discussed the staff liaisons assigned to the special committees and task forces. She provided a list of the committees available for citizen appointments.

Ms. Teresa Wilson, City Manager discussed housekeeping matters related to the committees. She emphasized that the Fort-Jackson Columbia Joint Committee and the Short-Term Rentals Ad-Hoc Committee still need a chair appointed. She reviewed the Council appointments made to the newly created special committees, task forces, and commissions. She discussed the special committees that need citizen appointments.

- Land Use Boards and External Boards and Commissions
 - Purpose, Composition, Bylaws, and Membership
 - Forecast of Vacancies for Second Quarter (April to June 2022)

Ms. Ashley Jenkins Wood, Office of the City Manager provided Council with the purpose, composition, by laws, governing documents, and a current membership list for each of the land use boards and external boards and commissions. She provided a list of the current vacancies and a forecast of vacancies from April to June of this year.

- Citizen Appointments and Vacancies

Ms. Teresa Wilson, City Manager highlighted the vacancies for the Board of Zoning Appeals (BOZA), Form Based Codes (FBC), Building Board of Adjustment and Appeals (BBAA), Design Development Review Commission (DDRC), and the Planning Commission.

Mayor Rickenmann noted that the Planning Commission has two vacancies due to a member having been reappointed more than the allowed terms. He asked if it is necessary to have FBC as a separate committee or is it something that BOZA can do in its current form.



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, MARCH 8, 2022

Ms. Krista Hampton, Planning and Development Services Director said legally it is not required except for it being requested in the development agreement for Bull Street. The FBC is only for anything with a form based code and the Bull Street PUD is the only form based code we have. It was established specifically for that development. It could go to BOZA. To change this, it will require the developer to agree since it is governed by state statute. It would require a renegotiation of that part of the development agreement. This is required to be reviewed every five years. We have about three years and we could renegotiate and amend the agreement.

The consensus of Council is to fill the vacancies needed for the Form Based Codes Committee and let it run its course until the next review of the development agreement. Then, we need to negotiate the abolishment of the Form Based Codes Committee and incorporate all form based codes into the Board of Zoning Appeals. Council agreed to reconstitute the Building Board of Adjustment and Appeals to be composed of five new members with three year terms. The bylaws of the Building Board of Adjustment and Appeals have to be adjusted and the vacancies need to be advertised.

Councilor Taylor asked staff if the BBAA is required by law. If it is not required by law, we can remove the committee and make it a staff appeals process.

Ms. Krista Hampton, Planning and Development Services Director said I believe it is a requirement of the International Property Maintenance Code but if it is not, I will come back with recommendations.

Councilor McDowell asked if the training process for individuals vetted and appointed to DDRC will need to be continued.

Ms. Krista Hampton, Planning and Development Services Director explained that state law has a mandatory six-hour training requirement for all land use board members and staff.

The consensus of Council is for staff to add the six-hour training requirement to all land use boards advertisement notices.

Ms. Teresa Wilson, City Manager highlighted the vacancies for the external boards and commissions.

Councilor Herbert asked how the City advertises vacancies and how can Council help in recruiting candidates.



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, MARCH 8, 2022

Ms. Ashley Jenkins Wood, Office of the City Manager said vacancies are advertised on the City of Columbia website via a press release from PR. We also send the press release to a list of outside agencies and leadership organizations. Now, we have Matchboard which will expand it even more. Matchboard is a streamlined online application portal that provides a single point of entry for applicants and management of the application process. It gives a comprehensive review of boards and commissions, appointments, and membership term limits. Matchboard allows citizens to create a profile and apply. They can apply for boards they are interested in but Matchboard also provides recommendations for other boards they potentially qualify to serve on. There is also an interface for staff and Council to be able to view information about each candidate.

- Enhancements to the Appointment Process

Ms. Ashley Jenkins Wood, Office of the City Manager said historically appointments have always been at Council's discretion. Council has always had the option to nominate anyone to any committee. Candidates can also send in the application. The application includes their name, address, age, interests, any related experience, and additional information they want to include. Council can still nominate and appoint a person they think is a great candidate. It is still necessary to complete the application because that is how we track appointments. We also keep applications for two years. If the applicant is not selected this time around, we review applications that we have on file when vacancies come up.

- Council Suggestions

The consensus of Council is to use both the application process and nominations by Council members to select individuals to be appointed. Nominations do not have to be restricted to the district the Council member represents. Council will continue to adhere to district appointments where required and will review appointments for representation across the four districts.

Mayor Rickenmann said as we continue to move forward we need to work through the list of external committees to make sure they are all relevant to today. We need to see if there are opportunities to merge committees together. We need a memo to include all external committees that have appointments available and include the process on how to apply so Council can send it out to potential candidates.

Councilor Taylor asked if there is an attendance policy for appointees.



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, MARCH 8, 2022

Ms. Ashley Jenkins Wood, Office of the City Manager said you can't miss three consecutive meetings. We receive meeting attendance lists and this information is also included in the recommendations we receive from external boards and commissions. Attendance is taken into account for reappointments.

2. American Rescue Plan Act Funding - Ms. Missy Caughman, Budget, Program Management, and Grants Director - *Received as information. No action was taken.*

Ms. Missy Caughman, Budget, Program Management, and Grants Director discussed the eligible uses for the State and Local Fiscal Recovery Funds (SLFRF). She reviewed the City's American Rescue Plan Act (ARPA) allocation in the amount of \$27,178,358. The funds are disbursed in two equal installments, a minimum of one year apart. The City received the first half of \$13.5 million in June 2021. The City also received HOME-ARP Funds in the amount of \$2,500,820. She addressed the City's goals for using ARPA funds. She reviewed the ARPA allocations that have been spent in this fiscal year and the proposed allocations for fiscal year 2022/2023. The priority categories for the allocations are public health, public safety, city projects and amenities, and neighborhoods and community investments.

Mayor Rickenmann said there should not be an allocation to the hospitality tax fund. That is money that can be put where we have a need. The hospitality tax fund has always been built on what is collected and that is what we need to distribute. We need to have further discussion regarding the parking fund. If it is a requirement because of bonding, then we have to address it but if not then we don't need to. We need to review each proposed allocation so we can start scheduling agenda items for the initiatives we all agree on. We have to look at what we can move forward today with the money we have received.

Councilor Taylor asked if there is any budget surplus that can be used instead of ARPA funds.

Councilor Herbert concurred with the Mayor and stated that time is of the essence. The process of spending the money can be lengthy and we need to move forward with the allocations we all have a consensus on.

Mr. Jeff Palen, Assistant City Manager and Chief Financial Officer said we need to keep in mind that we have only received the first installment of the ARPA funds. We do not know when or if we will get the other half. We can work on determining what can come out of ARPA funds and what can come out of surplus for this current year. In regards to the hospitality tax, we should be making our budget and meeting the obligations you all agreed on. If that is the case, that allocation can definitely be used for another project. This is the same case for the parking fund.



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, MARCH 8, 2022

The consensus of Council is to move forward with funding the public safety and public health initiatives. Council agreed to amend the current budget to allocate funds for the Pathways Unit.

3. HOME American Rescue Plan Act Funding - Ms. Gloria Saeed, Community Development Director - *Received as information. No action was taken.*

Ms. Gloria Saeed, Community Development Director said the goal for the HOME-ARP fund is to reduce homelessness and increase housing stability across the nation. The City of Columbia HOME-ARP allocation is \$2,500,820. She discussed the eligible activities and the qualifying populations. She reviewed the survey results received from organizations that help homeless individuals with housing and service needs. She presented the allocation plan which included the steps completed, in progress, and the final steps before submitting the plan to HUD. The target date to submit to HUD for review and approval is April 8, 2022.

Councilor Bussells said I have heard non-congregate shelter and supportive service activities are great needs. It is an evidence-based approach to provide stable housing and support for those experiencing mental health crises. It could also help build out some of our initiatives with CPD and public safety.

Councilor Brennan recommended the fund be used to provide low-interest loans to developers to provide residential type [housing] stock.

The consensus of Council is to use at least \$500,000 of the funding for supportive service activities for continued mental health and substance abuse prevention efforts in the homeless population and to use the rest of the funds to support stable shelter and housing. Council reserves the flexibility to amend the funds after input is received from the public comment period.

4. City Council Meeting Schedule - Ms. Teresa Wilson, City Manager - *Received as information. No action was taken.*

Ms. Teresa Wilson, City Manager discussed the schedule for budget workshops and the second part of the Council retreat.

The consensus of Council is to hold the second part of the Council retreat on April 27 and 28, 2022.



We Are Columbia

**COLUMBIA CITY COUNCIL MEETING MINUTES
TUESDAY, MARCH 8, 2022**

EXECUTIVE SESSION

Upon a motion made by Mr. Taylor and seconded by Dr. Bussells, Council voted unanimously to enter into Executive Session at 5:59 p.m. for the discussion of **item 5**.

5. Discussion of negotiations incident to proposed contractual arrangements pursuant to S.C. Code §30-4-70(a)(2)

- *Executive Management and Leasing, Inc.*

ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC
City Clerk