



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, APRIL 21, 2020

The Columbia City Council conducted a virtual meeting on Tuesday, April 21, 2020 using video conferencing technology. The Honorable Mayor Stephen K. Benjamin called the meeting to order at 2:08 p.m. and the following members of Council were present: The Honorable Sam Davis, The Honorable Howard E. Duvall, Jr., The Honorable Mayor Pro-Tempore Edward H. McDowell, Jr., The Honorable Daniel J. Rickenmann, and The Honorable William Brennan. The Honorable Tameika Isaac Devine joined the meeting at 2:50 p.m. 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 Tem Edward H. McDowell, Jr. offered the invocation.

ADOPTION OF THE AGENDA

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

CONSENT AGENDA ITEMS 1 THROUGH 6

Upon a single motion made by Mr. Davis and seconded by Mr. Duvall, Council voted unanimously to approve **Consent Agenda Items 1** through **6**.

1. Council is asked to approve the purchase of Trend Micro Annual Renewal, as requested by the Information Technology Department. Award to SHI International Corporation, using the Omnia Partners, Public Sector Cooperative Contract in the amount of \$55,193.91. This vendor is located in Piscataway, NJ. – *Approved*

Funding Source: Information Technology-Maintenance & Service Contract (1011120-638200). The original budget amount is \$48,427.00. Additional funding will come from Information Technology-Maintenance & Service Contract (1011120-638200) to cover the shortfall.

2. Council is asked to approve the purchase of services to Rebuild Two Grinders at the Saluda River and Broad River Pump Stations, as requested by Columbia Water. Award to JWC Environmental as a Sole Source in the amount of \$135,101.98. This vendor is located in Santa Ana, CA. – *Approved*



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, APRIL 21, 2020

Funding Source: Utilities Metro Wastewater Plant; Machinery & Equipment-Capital (5516208-658300). The original budget amount is \$160,000.00.

3. Council is asked to approve Repair and Replacement of the Existing Sludge Clarifier/Thickener for the Canal Water Treatment Plant, as requested by Columbia Water. Award to Evoqua Technologies, LLC as a Sole Source in the amount of \$279,730.00. This vendor is located in Waukesha, WI. – *Approved*

Funding Source: Utilities Columbia Canal WTP; Equipment Repair /Service Supply (5516206-631800). The original budget amount is \$350,000.00.

4. Council is asked to approve Contract Amendment #5 for Project WM4326; Water Tank Repainting and Maintenance Services, as requested by Columbia Water. Award to Utility Service Company, Inc. in the amount of \$421,982.00. This firm is located in Perry, GA. – *Approved*

Funding Source: Lake Murray Water Plant Utilities (5516207-WM432601-638305) at 50% and Columbia Canal Water Plant Utilities (5516206-WM432601-638305) at 50%. The original budgeted amount is \$422,000.00. The revised total contract amount is \$2,104,970.00.

The Utility Service Company, Inc. will provide renovation, painting, and prevention maintenance services for the City's water storage facilities at 71.6% (\$301,982.00) of the contract amendment value. This is year 6 of a potential 9-year agreement. The following subcontractors will provide additional services:

Nordic Tank & Tower of Menahga, MN will provide blast/paint labor services at 14.2% (\$60,000.00) of the contract amendment value.

Semper Fi Steel of La Grange, KY will provide blast/paint labor services at 14.2% (\$60,000.00) of the contract amendment value.

5. Council is asked to approve a Contract for Project WM3688; Longwood Road Waterline and Pineview Road Pressure Reducing Valve Installation Services, as requested by Columbia Water. Award to McClam & Associates in an amount not to exceed \$1,271,782.50, which includes contingency. This firm is located in Little Mountain, SC. – *Approved*

Funding Source: Water & Sewer Improvements (5529999-WM368801-658650). The original budget amount is \$1,533,700.00.



We Are Columbia

COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, APRIL 21, 2020

This is a Mentor Protégé Program project. McClam & Associates, Inc., a Local Business Enterprise of Little Mountain, SC is the Mentor and will be performing water line installation at 30% (\$331,662.50) of the total contract value. Brett Reeder Construction, Inc. of Gilbert, SC is the Protégé and will be performing the PRV (pressure reducing valve) installation at 20% (\$215,515.00) of the total contract value.

The following subcontractors/suppliers will be providing additional services/supplies:

Carroll Enterprises, LLC of Walterboro, SC will be providing directional drilling at 7% (\$73,800.00) of the total contract value.

Horizontal Unlimited of Westminster, SC will be providing jack and bore services at 2% (\$16,200.00) of the total contract value.

Fortiline of Columbia, SC will be providing supplies at 41% (\$434,605.00) of the total contract value.

6. Ordinance No.: 2020-035 Amending Ordinance 2019-078 to Amend the Budget for the City of Columbia, South Carolina, for the Fiscal Year ending June 30, 2020 – *First reading approval was given on April 7, 2020 - Approved on second reading.*

CITY COUNCIL DISCUSSION / ACTION

7. COVID-19 Update - The Honorable Mayor Stephen K. Benjamin

Mayor Benjamin said we need to spend as much time as possible on a thoughtful and data driven approach to answer the when and the how we start communicating to our citizens to start fully partaking in opening back the economy. We have some challenges statewide regarding testing, we are behind. What role can we play in helping our citizens be comfortable in fully participating in the economy? while still helping our businesses? How can we leverage our partnerships to help more businesses get access to testing? Businesses need to be committed to enhanced disinfecting of shared surfaces and the use of social distancing guidelines. I also encourage good sick leave policies for employees. We know that social distancing has helped decelerate the growth of the virus but at the same time social distancing is economically ruinous. This is not meant to be a permanent option. We have to think about how to help people ease back by strongly supporting our local businesses. We need to discuss ways in which we can facilitate that thoughtful transition and the when and how to engage by paying close attention to the data. I am happy in the collective leadership we have showed. It is our job to try and figure out how we can give people assurances in an unbiased way, with the primary goal of keeping our citizens and their families safe and making sure we also have a strong economy to keep a roof over our heads.



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, APRIL 21, 2020

- *Fiscal Year 2020/2021 Revised Budget Schedule - Ms. Missy Caughman, Budget and Program Management Director*

Ms. Missy Caughman, Budget and Program Management Director said we are proposing some revisions for the budget schedule in order to meet the June 30, 2020 deadline. In order to do that we have had the challenge of making our revenue projections in order to be able to balance and prepare the budget. We are proposing a schedule that would require some changes to what we had previously presented. We had scheduled the budget to be advertised after the May 12, 2020 meeting. We are now asking that it be on the May 19, 2020 meeting. The public hearing will be advertised on June 1, 2020 and on June 16, 2020 will be the public hearing and first reading. We are asking that June 23, 2020 be considered as an extra meeting for second reading and final adoption of the budget. This will give us extra time to review everything we have. Everything is still subject to change.

- *A Resilient Columbia: Economic Sustainability Plan Update - Ms. Melissa Lindler, Office of Business Opportunities Director*

The Honorable Tameika Isaac Devine joined the virtual meeting.

Ms. Melissa Lindler, Office of Business Opportunities Director said we received 880 applications in the portal as of the deadline. There was a great sense of urgency across departments. We made sure to provide assistance and to refer those businesses that we could not assist to other areas and the Small Business Administration. We used Zoom Grants to conduct our application process. As of April 15, 2020, 388 completed applications were received. Of those applications, 34 were declined because either they were franchises or they were not within the city limits. We have awarded 220 applicants, totaling \$999,750 in funds. We have exhausted the funds. Of the 134 completed applications remaining, 103 have been reviewed and funding has been recommended. The rest are in the review process. The need is great and we made sure we fairly evaluated all proposals, not knowing we wouldn't be able to fund everyone and to also understand the needs of our small business community in the present. The dollar amounts awarded by Council District are: District 2 received \$533,600 (53.3%), District 3 received \$238,850 (23.9%), District 1 received \$182,900 (18.3%), and District 4 received \$44,400 (4.4%). Most of our loan awardees were restaurants. We also gave loans to doctors, engineers, and lawyers. This virus has touched everyone and you can see the diversity of businesses in our community.

Councilor Rickenmann asked how the funding was spread between all the types of businesses.



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, APRIL 21, 2020

Ms. Melissa Lindler, Office of Business Opportunities Director said the funds were done on a first-come first-served basis. We did look at the budgets they submitted and the rent amounts in their areas. You might have the same type of business but one might be located in an area where the rent is lower so they might not have received the same amount as another business in another area. We wanted it to be fair and that is also reflective in the amounts we gave out. Out of the 1,370 survey responses that we received, we found that 45.5% of our loan recipients have been in existence for more than ten years. The average award that was made was \$4,500 and the award that was made most frequently was \$5,000. Awards ranged from \$1,000 to \$8,000.

Councilor McDowell asked what documentation the applicants had to submit.

Ms. Melissa Lindler, Office of Business Opportunities Director said they had to have a business license, the most current tax return (2018 or 2019), a copy of financial statements showing revenue and expenses for 2019, and financial statements showing revenue and expenses from January to March of this year so we could do a comparative analysis to see if there was a change in the revenue. A criteria was that you had to show a drop in revenue of at least 30%. In the application we wanted to know whether or not the number of employees was going to change. Prior to COVID-19, 3.2% of businesses had zero employees. After COVID-19, 21.4% have zero employees. This is a drastic change. We wanted to capture where the amounts were awarded by association. Minority and minority veterans received \$408,000 at 37.7%, non-minority women received \$168,150 at 18.6%, and non-minority non-veterans received \$423,600 at 43.6%. Out of the 220 awards, 198 receipts have submitted the required paperwork and 22 are outstanding. As of yesterday morning, finance processed 137 checks. We have received a lot of positive feedback and people are grateful that we are getting this money out the door. The majority of the funds will be used for payroll at 33.5% and the next category was business rent/lease at 32.8%. Richland County is meeting today to discuss their criteria for the Rapid Response and Emergency Relief Program for small businesses. They used our template and we helped them set their process up. We are doing that with different cities across the state including Florida. The U.S. Small Business Administration (SBA) funding has a lapse in appropriations for the Emergency Injury Disaster Loan (EIDL) and Payroll Protection Program (PPP). It was stated today that hopefully congress will pass additional funding of \$370 billion, \$310 billion is going to the PPP and \$10 billion going to EIDL.

Councilor Rickenmann said it will be a good idea to formulate a letter to our delegation and governor saying it's time to put that hard earned money, that a lot of our businesses helped put into the surplus, back into their pockets so they can grow and get back in business.



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, APRIL 21, 2020

Ms. Melissa Lindler, Office of Business Opportunities Director said we have a loss loan reserve fund setup that you all approved. Due to the SBA's funding and other future federal appropriations underway, available funds should be redirected to our Small Business Stabilization Forgivable Loan Program to provide assistance to those small businesses that have not been able to access SBA funding and to continue our efforts in providing immediate relief to our small business community.

Mayor Benjamin said I want to make sure if we have the ability to use CDBG funding or other funding that we set some aside to help businesses transition into the new normal. Congratulations to the whole team for making all these happen.

PUBLIC HEARING

Council opened the Public Hearing at 3:24 p.m.

8. Community Development Block Grant Mitigation (CDBG-MIT) Final Draft Action Plan
- Ms. Gloria Saeed, Community Development Director – *Approved*

Ms. Gloria Saeed, Community Development Director announced that the Coronavirus Aid, Relief, and Economic Security (CARES) Act was approved by Congress and signed into law on March 27, 2020. The City will be receiving \$611,921 in CDBG and \$220,838 in Housing Opportunities to Persons with AIDS (HOPWA). There is a federal register that is forthcoming that will give us more guidelines and the regulations so we can make sure we are designing those programs to fit the public as HUD intends. Unlike our regular CDBG funding in prior years, this pot of money will require that the grantee have provisions to prevent the duplication of benefits. The data being gathered will be very beneficial so we can make sure we are not funding businesses for the same need and dollars they have already received. Eligible activities to support Coronavirus and other infectious disease responses include buildings and improvements; public facilities; assistance to businesses, which include special economic development assistance; increased public services; and capacity building and technical assistance.

Mayor Benjamin asked if there is any guidance around how the special economic development assistance will look.

Ms. Gloria Saeed, Community Development Director said there is some brief information available so far. With the assistance to businesses, the funds can be used to provide grants or loans to support businesses or business expansion to create jobs or manufacture medical supplies necessary to respond to an infectious disease. Some of the money is going to be very specific to



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, APRIL 21, 2020

the Coronavirus but at the same time there will be opportunities to fund businesses to avoid business closures related to social distancing and provide short-term working capital assistance to businesses to enable job retention.

Councilor Duvall asked if the funds can be used for testing in low moderate income neighborhoods.

Ms. Gloria Saeed, Community Development Director said under public services it does say that the funding can be used to provide testing, diagnosis, or other services at a fixed or mobile location. That is something we can look into in terms of designing that type of program and who will implement it. We are currently in the public comment period of our Community Development Five-Year Plan and the annual plan which is to be submitted before May 15, 2020. Our goal when the plan is submitted is to continue to work with various city departments. We talked about doing some type of community survey to get feedback on the needs as we design these programs. Also included in the plan is the analysis of impediments to fair housing. The goal is when HUD approves the plan, we will have done our due diligence in coming up with potential programs that we can immediately put into place to do a substantial amendment. One of the changes with this funding is they have reduced the public comment period from 30 days to 5 days. We will make sure we clearly understand the process and ensure the public does have the ability to provide comments to get the substantial amendment resubmitted. The goal is to have programs funded and contracts written so the money can begin being deployed in August. We briefed Council on the CDBG-MIT program in February. The City has received \$18,585,000 in Community Development Block Grant funds for mitigation (CDBG-MIT). The mitigation says that this fund should be used for activities that increase resilience to disasters and reduce or eliminate long-term risk of loss of life, injury, damage to and loss of property, suffering and hardship by lessening the impact of future disasters. The projects funded must in some way provide: safety and security, food, water, and/or shelter, health and medical, energy (power and fuel), communications, transportation, and hazardous materials. A lot of the programs proposed for funding have been researched based on data in terms of impacts and needs for the community. The Columbia Canal Head Gates and Lock Gate was one of the projects proposed for \$8,000,000. The Olympia Fire Station Replacement was also proposed for \$7,000,000. We have added an additional project which is Critical Facility Generators in the amount of \$950,000. We are including \$1,705,750 in planning activities that will cover planning oversight and monitoring and \$929,250 for administration. These projects will also serve areas that are at least 50% low to moderate income.



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, APRIL 21, 2020

Mr. Mickey Folsom, Assistant Fire Chief said in 1996 the City purchased a florist shop that was built in 1974 to serve as a firehouse in the Olympia downtown corridor. This project will serve predominantly low to moderate income residential areas and provide a modern facility that will be able to resist extreme weather events and insure critical response. This will also provide the ability to house additional emergency response units. This will help accommodate future growth. This building will have a back-up generator to provide power for long periods of disaster.

Mr. Gregory Tucker, Special Projects Administrator said the canal head gates supply drinking water and fire protection to about half of the City of Columbia. The head gates are a critical component in continuing an adequate supply of water for fire protection, as well as supply for safe drinking water. The infrastructure serves five hospitals, the regions only Level 1 Trauma Center, six major universities and colleges, Fort Jackson, McEntire Joint National Guard Base, State Capital, and Federal facilities within the city. It also features the elements which help control the water for the Columbia Hydro Facility that provides 10 megawatts of green energy. We believe this is a worthy project and will prevent future disasters.

Ms. Missy Gentry, Assistant City Manager for Development said we added generators in critical facilities. One will be for the Columbia Police Department Headquarters and the other for Fleet Services. While we have experienced power loss in the past and have been able to overcome them, it will be easier to operate with no problems. It will ensure the city can sustain vital police and fire operations and back of house support for those emergency services that are critical to sustaining city safety and security.

Ms. Gloria Saeed, Community Development Director said we are approaching the end of our public engagement. The last day to submit public comments is April 30, 2020. The deadline to submit the Mitigation Action Plan is May 2, 2020.

Council closed the Public Hearing at 3:51 p.m.

No one appeared in support of or in opposition to the Community Development Block Grant Mitigation Action Plan.

Upon a motion made by Ms. Devine and seconded by Mr. Davis, Council voted unanimously to approve the Community Development Block Grant Mitigation (CDBG-MIT) Final Draft Action Plan.



COLUMBIA CITY COUNCIL MEETING MINUTES TUESDAY, APRIL 21, 2020

Upon a motion made by Mr. Rickenmann and seconded by Mr. Davis, Council voted unanimously to appropriate \$400,000 from the Loss Loan Reserve Fund to the Small Business Stabilization Fund to be available for businesses that meet the City of Columbia's criteria and have not received funding from the Small Business Administration.

PUBLIC INPUT

Mayor Benjamin and the members of City Council reviewed and responded to public comments that were submitted online and via email. For more information refer to this video link: https://youtu.be/4VvQeej_Tl0

EXECUTIVE SESSION

Upon a motion made by Mr. Duvall and seconded by Mr. McDowell, Council voted unanimously to enter into Executive Session at 4:04 p.m. for the discussion of **Item 9**, subject to adding the discussion of negotiations incident to proposed contractual arrangements relating to COVID-19.

9. Receipt of legal advice related to matters covered by attorney-client privilege pursuant to S.C. Code §30-4-70(a)(2)

Legal advice pertaining to COVID-19 and City Operations

ADJOURNMENT

Upon a motion made by Mr. Duvall and seconded by Mayor Benjamin, Council voted unanimously to adjourn the meeting at 4:48 p.m.

Respectfully submitted by:

Erika D. Moore, CMC
City Clerk