

# MINUTES OF



## RICHLAND COUNTY COUNCIL DEVELOPMENT AND SERVICES COMMITTEE TUESDAY, APRIL 22, 2014 5:00 P.M.

*In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building.*

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### MEMBERS PRESENT

Chair: Torrey Rush  
Member: Julie-Ann Dixon  
Member: Damon Jeter  
Member: Bill Malinowski  
Member: Seth Rose

**ALSO PRESENT:** Norman Jackson, Kelvin E. Washington, Sr., Tony McDonald, Sparty Hammett, Warren Harley, John Hixon, Andy Metts, Rudy Curtis, Sara Salley, Daniel Driggers, Buddy Atkins, Randy Cherry, Judy Carter, Dale Welch, Ismail Ozbek, Geo Price, Michael Byrd, Brad Farrar, Kecia Lara, Monique Walters, Michelle Onley

### CALL TO ORDER

The meeting started at approximately 5:00 p.m.

### APPROVAL OF MINUTES

**March 25, 2014 (Regular Session)** – Ms. Dixon moved, seconded by Mr. Malinowski, to approve the minutes as distributed. The vote in favor was unanimous.

### ADOPTION OF AGENDA

Ms. Dixon moved, seconded by Mr. Malinowski, to adopt the agenda as published. The vote in favor was unanimous.

### ITEMS FOR ACTION

**Septic and Storm Drainage Problems in Suburbs** – Mr. Malinowski moved, seconded by Ms. Dixon, to defer this item to the May Committee meeting. The vote in favor was unanimous.

**Richland County Souvenirs** – Mr. Malinowski moved, seconded by Ms. Dixon, to defer this item to the May Committee meeting. The vote in favor was unanimous.

**Establishment of a Drainage Improvement Program** – Mr. Malinowski moved, seconded by Mr. Jeter, to forward to Council with a recommendation to direct staff to create an ordinance to include language that the County will be reimbursed for materials and identify the property owner's responsibilities. The vote in favor was unanimous.

**Service (One Stop) Requests for Council** – Mr. Malinowski moved, seconded by Ms. Dixon, to forward to Council with a recommendation to approve the request to establish the following official system to respond to comments/concerns from citizens:

1. Upon receipt of the request from the Ombudsman's Office, the Clerk should disseminate the request to full Council informing them a response is needed, and establishing a time frame in which to respond to the request via the Clerk's Office. (If a request of/for Council is generated outside the Ombudsman's Office, the request should be forwarded to the Ombudsman's Office for processing.)
2. If Council Members wish to respond to the citizen's request/question, they should reply to the Clerk's Office with their response within the established timeframe. This may require the Clerk follow up with Council to generate a timely response.
3. The Clerk will then compile all of Council's responses in one email.
4. Once Council's combined responses have been generated into one all-inclusive response, the Clerk should send it to Council for review. A deadline for Council's review should be provides—perhaps 24-48 hours. If no revisions are requested by Council, the response should then be forwarded to the citizen, with a cc to the Ombudsman's Office and Council Members. If revisions are requested by Council, the Clerk should make the changes and forward the revised response one more time to Council for review. If no revisions are requested by Council, the response should then be forwarded to the citizen, with a cc to the Ombudsman's Office and Council Members.
5. The Clerk's Office is to then close the service request after the response has been sent to the citizen, as well as inform full Council that the request has been closed.
6. The Clerk's Office should use One Stop to track the request from its opening to closing. If the request remains open, and a response is not sent timely, the service request would appear in the overdue report.

The vote in favor was unanimous.

**Mobile Home Park Regulations that are enforced by the Building Codes and Inspections Department** – Ms. Dixon moved, seconded by Mr. Jeter, to defer this item until the May Committee meeting. The vote in favor was unanimous.

#### ITEMS FOR DISCUSSION/INFORMATION

**Report of Fire Advisory Committee** – Chief Jenkins and Michael Byrd gave a brief update regarding the Fire Service.

**ADJOURNMENT**

The meeting adjourned at approximately 6:00 p.m.

Submitted by,  
Torrey Rush, Chair

The minutes were transcribed by Michelle M. Onley