



**Richland County Council**

**RULES AND APPOINTMENTS COMMITTEE**

April 18, 2017 – 4:45 PM

4<sup>TH</sup> FLOOR CONFERENCE ROOM

2020 Hampton Street, Columbia, SC 29201

Gwendolyn Kennedy District Seven	Bill Malinowski, Chair District One	Norman Jackson District Eleven
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- 1. **CALL TO ORDER**

The Honorable Bill Malinowski
- 2. **APPROVAL OF MINUTES**

  - a. April 7, 2017 [PAGES 4-5]

The Honorable Bill Malinowski
- 3. **ADOPTION OF AGENDA**

The Honorable Bill Malinowski
- 4. **INTERVIEWS**

  - a. Accommodations Tax Committee - 5 (One applicant must have a background in the Cultural Industry; Two applicants must have a background in the Lodging Industry; One applicant must have a background in the Hospitality Industry; the other is an at-large seat)
  
  - (The Accommodations Tax Advisory Committee makes recommendations and provides advisory assistance to the County Council on the expenditure of revenue generated from the Accommodations Tax.)
    - 1. David Erbacher [PAGES 6-7]
    - 2. Andy Briggs [PAGES 8-9]
  - b. Planning Commission – 3
  
  - (The Planning Commission plans programs for the physical, social, and economic growth, development, and redevelopment of the unincorporated area of the County)
    - 1. Heather Cairns [PAGES 10-11]
    - 2. Stephen L. Gilchrist [PAGES 12-14]

The Honorable Bill Malinowski

Industry; the other is an at-large seat)

- b. Hospitality Tax Committee – Three (3) Vacancies (Two applicants must be from the Restaurant Industry; the other is an at-large seat)
- c. Internal Audit Committee – One (1) Vacancy (Applicant must be a CPA)
- d. Business Service Center Appeals Board – One (1) Vacancy (Applicant must be an attorney)
- e. Board of Assessment Appeals – Two (2) Vacancies
- f. Planning Commission – One (1) Vacancy
- g. Central Midlands Council of Governments (CMCOG) – One (1) Vacancy
- h. Building Codes Board of Appeals – One (1) Vacancy (Applicant must be from Architecture Industry)
- i. Employee Grievance Committee – One (1) Vacancy (Applicant must be a Richland County employee)
- j. Procurement Review Panel – Two (2) Vacancies (One applicant must be from the public procurement arena and one applicant must be from the consumer industry)
- k. Township Auditorium Board – Two (2) Vacancies
- l. River Alliance Board – One (1) Vacancy (Applicant should be prepared to assist in promoting facilities, services or policies that create citizen benefits from our rivers)

6. **OTHER BUSINESS**

7. **ADJOURNMENT**



## Richland County Council



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

# RICHLAND COUNTY COUNCIL SOUTH CAROLINA



## RULES AND APPOINTMENTS COMMITTEE

April 4, 2017  
5:00 PM  
4<sup>th</sup> Floor Conference Room

*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*

### CALL TO ORDER

Mr. Malinowski called the meeting to order at approximately 5:02

### APPROVAL OF MINUTES

**March 7, 2017** – Ms. Kennedy moved, seconded by Mr. Malinowski, to approve the minutes as distributed.

Mr. Malinowski moved, seconded by Ms. Kennedy, to reconsider the portion of the minutes related to changing the time of the meetings.

Mr. Malinowski stated after his discussion with Ms. Onley, it was determined the continuation of the TPAC Committee was referred back to the Transportation Ad Hoc Committee for action; therefore, the TPAC vacancies and applications are being held in abeyance until the matter is taken up by the Transportation Ad Hoc Committee.

Ms. Kennedy moved, seconded by Mr. Malinowski, to approve the minutes as amended. The vote in favor was unanimous.

### ADOPTION OF THE AGENDA

Ms. Kennedy moved, seconded by Mr. Malinowski, to add the matter of the meeting time to the agenda and adopt the agenda as amended. The vote in favor was unanimous.

**Meeting Time** – Mr. Malinowski stated it was brought to his attention if the meeting is held at 5:00 PM it is difficult for the committee members and staff to arrive on time for the Council meeting. The recommended change is for 4:30 – 5:30 PM.

Ms. Kennedy moved to change the time of the meeting until 4:30 – 5:30 PM. The motion died for lack of a second.

Mr. N. Jackson moved, seconded by Ms. Kennedy, to change the start of the meeting until 4:45 PM. The vote in favor was unanimous.

### INTERVIEWS

- a. **Central Midlands Council of Governments (COG) – 2** – Ms. Susan Brill was interviewed.

### Committee Members Present

Bill Malinowski, Chair  
Gwendolyn Kennedy  
Norman Jackson

### Others Present:

Michelle Onley  
Kimberly Williams-Roberts

**Rules and Appointments Committee**

**Tuesday, April 4, 2017**

**Page Two**

Mr. N. Jackson moved, seconded by Ms. Kennedy, to appoint Ms. Susan Brill to the Central Midlands Council of Government. The vote in favor was unanimous.

- b. Airport Commission – 2 (One applicant must reside within one mile of the airport) –** Ms. Lindsey Ott and Mr. Timothy Alexander Mousseau were interviewed.

Mr. N. Jackson moved, seconded by Ms. Kennedy, to appoint Ms. Lindsey Ott and Mr. Timothy Alexander Mousseau to the Airport Commission. The vote in favor was unanimous.

- c. Business Service Center Appeals Board – 2 –** Mr. John F. Hamilton was interviewed.

Mr. N. Jackson moved, seconded by Mr. Malinowski, to appoint Mr. John F. Hamilton to the Business Service Center Appeals Board. The vote in favor was unanimous.

**ADJOURNMENT**

The meeting adjourned at approximately 5:38 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council



**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: David Erbacher  
Home Address: 209 Redbourne Ln, Irmo SC 29201  
Telephone: (home) (864) 567-6328 (work) (803) 978-2013  
Office Address: 819 Gervais Street, Columbia, SC 29201  
Email Address: David.Erbacher@Hyatt.com  
Educational Background: University of South Carolina Bachelors Degree  
Professional Background: Hyatt Place Columbia/Downtown/The Vista - Director of Sales  
Male  Female  Age: 18-25  26-50  Over 50   
Name of Committee in which interested: Accommodations Tax Advisory Committee  
Reason for interest: I am directly involved with the hotel industry, The Vista Guild and can bring a lot of hotel insight and positive direction for the committee.  
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:  
I am an outgoing, personable, hard working person with a hotel degree in Hospitality Management and would love nothing more to give back to the city of Columbia.  
Presently serve on any County Committee, Board or Commission? The Vista Guild  
Any other information you wish to give? \_\_\_\_\_  
Recommended by Council Member(s): \_\_\_\_\_  
Hours willing to commit each month: 10 - 20

**CONFLICT OF INTEREST POLICY**

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No <sup>x</sup> \_\_\_\_\_

#### STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes <sup>x</sup> \_\_\_\_\_ No \_\_\_\_\_

If so, describe: Director of Sales of the Hyatt Place Columbia/Downtown/The Vista

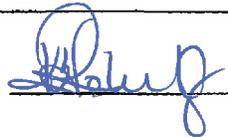
  
Applicant's Signature

3-24-17  
Date

Return to:  
Clerk of Council, Post Office Box 192, Columbia, SC 29202.  
For information, call 576-2060.

**One form must be submitted for each Committee, Board or Commission on which you wish to serve.**

**Applications are current for one year.**

Staff Use Only	
Date Received: <u>3-24-17</u>	Received by: 
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Andy Briggs  
Home Address: 5 Chaparral Ct. Chapin, SC 29036  
Telephone: (home) 803-497-5471 (work) 803-978-5530  
Office Address: 944 Lake Murray Blvd. Irmo, SC 29063  
Email Address: abriggs@solarainvestments.com  
Educational Background: BSBA-Marketing, Certified Hotel Administrator  
Professional Background: 23 yrs Hotel Experience, 15 yrs as a General Manager, 7 yrs as an owner  
Male  Female  Age: 18-25  26-50  Over 50   
Name of Committee in which interested: Accommodations Tax Committee  
Reason for interest: I own hotels in Richland County (2)

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Served on numerous boards on state & local level; variety of tourism related i.e CVB's, Lodging Associations & tourism authority.

Presently serve on any County Committee, Board or Commission? no

Any other information you wish to give? \_\_\_\_\_

Recommended by Council Member(s): \_\_\_\_\_

Hours willing to commit each month: \_\_\_\_\_

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*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No X

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes X No \_\_\_\_\_

If so, describe: Director of Capital City Lake Murray County.

Andy B...  
Applicant's Signature

3-24-17  
Date

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Date Sent to Council: _____		Received by: <u>[Signature]</u>	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file			

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**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Heather Cairns

Home Address: 3559 Overcreek Rd, Columbia, SC 29206

Telephone: (home) 803.446.2873 (work) 803.771.6979

Office Address: 2537 Gervais St, Columbia, SC 29204

Email Address: hmc.law@gmail.com

Educational Background: BS education, Masters in Landscape Architecture, Law Degree

Professional Background: Former Landscape Architect, Current practicing attorney

Male      Female X      Age: 18-25      26-50      Over 50 X

Name of Committee in which interested: Planning Commission

Reason for interest: Been serving for many years, with the impending code rewrite I feel my experience and interest will serve the residents of the county.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: My education and professional background are in land development. My current vocation as an attorney allows for both an attention to detail and a view on the overall scope of the matter. I currently have no engagement with the development community and believe I will have no conflicts of interest on any of the matters we will be addressing.

Presently serve on any County Committee, Board or Commission? Yes, Planning Commission

Any other information you wish to give? \_\_\_\_\_

Recommended by Council Member(s): Seth Rose

Hours willing to commit each month: 10-15

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*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No X \_\_\_\_\_

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No X \_\_\_\_\_

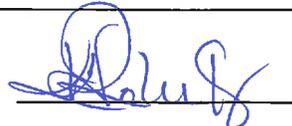
If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 3/15/17  
Applicant's Signature Date

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**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: **Stephen L. Gilchrist**

Home Address: **113 Springpoint Drive Columbia, South Carolina 29229**

Telephone: (home) **(803) 569-6311** (work) **(803) 361-9479**

Office Address: **2001 Assembly Street Columbia South Carolina 29229**

Email Address: **thegilchristassociates@gmail.com**

Educational Background: **South Carolina State University: Major Performing Arts**

Professional Background: **Former County Administrator, Governor's Office appointee in**

**Education, Former Research Analysts for the Senate Finance Committee, Former**

**Executive Director of the South Carolina Legislative Black Caucus**

Male

Female

Age:  18-25

26-50

Over 50

Name of Committee in which interested: **Richland County Planning Committee**

Reason for interest: **Reappointment**

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

**Having served as a County Administrator as well as having served in numerous leadership roles in the County and the state with regarding to Planning and Economic Development, I fully understand the needs of the County and County Government and believe my skills set will continue to be an asset to the committee. I was honored to be elected again by my colleagues on the Planning Commission this year to be their Chairman again. I am also honored that under my leadership as Chairman last year, the Commission began undergoing a much needed Code rewrite to further advise Council as to the appropriate guidance for Planning, Development and Economic Development. We look forward to beginning that work in earnest now until its completion.**

Presently serve on any County Committee, Board or Commission? **Yes, Planning Commission**

Any other information you wish to give? *I want to thank My County Councilman Mr. Calvin "Chip" Jackson, along with Chairwoman Dickerson and Members of Council for allowing us to serve the citizens of Richland County.*

Recommended by Council Member(s): **Councilman Calvin "Chip" Jackson**

Hours willing to commit each month: **Whatever is needed!**

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*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No  \_\_\_\_\_

### STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No  \_\_\_\_\_

If so, describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

J. H.  
Applicant's Signature

3/22/17  
Date

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