

**JASPER COUNTY COUNCIL
DEVELOPMENT SERVICES COMMITTEE
MARY GORDON ELLIS EXECUTIVE BUILDING
CONFERENCE ROOM**

10:00 A.M

OFFICIALS PRESENT:

CHAIRMAN LEROY BLACKSHEAR, COUNCILWOMAN GLADYS JONES, DEP. ADM. ENG. SER. STEVE SAGER, CLERK TO COUNCIL – JUDITH FRANK

CHAIRMAN BLACKSHEAR CALLED THE MEETING TO ORDER AT 10:10 A.M.

DEPARTMENT UPDATES:

MR. SAGER HAD HIS DEPARTMENT LEADERS PRESENT FOR THE MEETING – PRESENT WERE HERMAN SMITH, LISA LAMB. JOHNNY DAVIS, RENTY KITTY, TEDD MOYD.

EACH DEPARTMENT LEADER GAVE AN UPDATE ON THEIR DEPARTMENTS. ATTACHED AND MADE PART OF THESE MINUTES ARE THE FACTS AND FIGURES THAT THEY REPORTED.

MR SAGER HIGHLIGHTED THE COUNCIL RETREAT AND EXPLAINED HOW HIS DEPARTMENT WAS GOING TO APPROACH MEETING THE GOALS.

COUNCILWOMAN JONES ASKED MR. DAVIS ABOUT THE TRACKHOE IN THE POND AREA AT THE PARK. MR. DAVIS SAID THAT DHEC WAS MAKING JEFFERS DO RECLAMATION OF THE PROPERTY.

MR. SAGER SAID THAT THE COUNTY NEEDED TO HAVE A MORE UNIFORM IMAGE LIKE HARDEEVILLE DOES AND SAID THAT THE SIGNAGE AT THE PERRY HOUSE COULD BE A MODEL FOR THE LOOK. MR. SAGER SAID THE BIG 4 WERE VERY IMPRESSED BY THE SIGN.

COUNCILWOMAN JONES SAID THAT THE COUNTY’S IMAGE NEEDS TO IMPROVE AND SO DO THE PERSONAL IMAGES NEED TO BE WHAT THEY ALSO NEED TO BE.

CHAIRMAN BLACKSHEAR ASKED MR. SAGER TO LEAVE WHAT WAS DISCUSSED AT THE RETREAT YESTERDAY AND GET THE OTHER REPORTS DONE. COUNCILWOMAN JONES SAID THE STAFF CAN LEAVE AND GET BACK TO WORK WHEN THEY FINISH THEIR REPORTS.

LISA LAMB AND HERMAN SMITH REPORTED ON THE BUILDING DEPARTMENT. A COPY OF THEIR STATISTICS IS ATTACHED. MR. SMITH SAID THAT HE DOES ALL THE COMMERICAL INSPECTIONS, REGULAR INSPECTIONS AND NOW HE HAS BEEN ASSIGNED THE MOBILE HOMES THAT MR. CREWS WAS WORKING ON BEFORE HE LEFT THE COUNTY.MR. SMITH SAID HE HAS ASSUMED MOST OF THE RESPONSIBILITES OF MR. JONES. MR. SMITH SAID HE HAS ONE MORE CLASS TO PASS AND THEN HE WILL HAVE ALL THE SAME CERTIFICATIONS THAT MR. JONES HAD. MR. SMITH SAID HE WILL BE TAKING THAT EXAM IN JUNE. MR. SMITH SAID HE HAS SPOKEN WITH MS. LUCAS AND MR. FULGHUM ABOUT THE FACT THAT HE HAS HAD THIS RESPONSIBILITES ADDED. MR. SMITH SAID THAT WHEN HE PASSES THE EXAM IN JUNE HE WILL HAVE THE HIGHEST BUILDING OFFICIAL CERTIFICATIONS. CHAIRMAN BLACKSHEAR ASKED IF ANYONE ELSE WAS CERTIFIED. MR. SMITH EXPLAINED THAT CERTIFICATION TAKES ABOUT 18 MONTHS. MR. SAGER SAID THEY CAN REQUIRE THAT NEW APPLICANT BE CERTIFIED

BECAUSE THEY DO NOT HAVE TIME TO TRAIN PEOPLE. MR. SAGER SAID THAT CURRENTLY CONSTRUCTION WAS SLOW IN FLORIDA AND NORTH CAROLINA AND THE COUNTY COULD PROBABLY GET TRAINED INSPECTORS FROM THERE. CHAIRMAN BLACKSHEAR SAID HE FELT THE INSPECTORS SHOULD BE HIRED LOCALLY BECAUSE THEY WOULD STAY HERE WHERE THEY LIVE. MR. SMITH SAID THE CODE ENFORCEMENT OFFICER DOES NOT NEED TO BE CERTIFIED. MR. SMITH SAID THAT THE CODE ENFORCEMENT OFFICER COULD HAVE DUAL TRAINING. COUNCILWOMAN JONES SAID THERE HAS BEEN A POSITION OPEN SINCE JULY AND ASKED WHY IT WAS NOT FILLED. MR. SAGER SAID THAT MR. FULGHUM ASKED HIM TO WAIT SIX MONTHS TO SEE HOW THE INSPECTIONS WERE GOING TO BE DONE IN THE FUTURE AND ALSO THEY WANTED TO HAVE THE JOB DESCRIPTIONS DONE BY CONDREY. COUNCILWOMAN JONES SAID THE HR DEPARTMENT NEEDS TO GET ON THE BALL AND GET THAT JOB DESCRIPTION. COUNCILWOMAN JONES SAID THAT THE HUMAN RESOURCE OFFICE GOT THE DESCRIPTION OF THE HR GENERALIST VERY QUICKLY AND SHE ASKED THAT THEY DO THE SAME FOR THE POSITIONS IN THE BUILDING DEPARTMENT. COUNCILWOMAN JONES SAID WHEN THE MORATORIUM IS LIFTED; THE BUILDING DEPARTMENT IS GOING TO BE SWAMPED.

MS. LAMB REPORTED THAT THE 2006 BUILDING PERMITS WERE UP ABOUT 20%. COUNCILWOMAN JONES ASKED HOW MANY OF THE PERMITS WERE ADDITIONS AND REMODELED, ETC. MS. LAMB SAID ONLY ABOUT 10% OF THE TOTAL PERMITS. MS. LAMB PRESENTED THE MONTHLY REPORT WHICH IS ATTACHED AND MADE PART OF THE MINUTES. MR. SAGER SAID THEY COULD DO REPORTS WITH THE TYPES OF PERMITS IN SEPARATE SECTION. MR. SAGER SAID THERE IS GOING TO BE A NEED FOR ADDITIONAL HELP IN PERMITTING.

MR. SAGER SAID HIS STAFF WILL BE COMPLETELY RELOCATED TO THE PERRY HOUSE BY NEXT WEEK. MR. SAGER SAID THEY WERE GIVEN A TEMPORARY VERBAL CO, BUT THE COMPLETE CO HAS NOT BE GIVEN.

MR. SMITH REPORTED THERE WERE 69 BLIGHTED TRAILERS LEFT AND HE HAS HAD 27 REMOVED. MR. SMITH SAID HE WAS WAITING FOR ATTORNEY JONES TO DO AN ORDINANCE TO ESTABLISH LAWS TO GIVE THE STAFF MORE AUTHORITY OVER THESE ITEMS. MR. SAGER SAID THE PROPERTY MAINTENANCE CODE MAY GIVE MORE AUTHORITY.

TEDD MOYD REPORTED THAT THE SETTINGS SECOND PHASE WAS APPROVED AND THE FINAL PHASE WILL BE COMING TO THE PLANNING COMMISSION SOON. MR. MOYD SAID THE SETTINGS' INFRASTRUCTURE HAS BEEN BONDED. MR. MOYD SAID THAT THE TELFAIR PROJECT IS ALMOST READY TO COME BEFORE THE PLANNING COMMISSION.

MR. SAGER ASKED COUNCILWOMAN JONES IF SHE HAD ANY CHANGES FOR THE COMPREHENSIVE PLAN.

MR. MOYD CONTINUED THAT MR. CLELAND WAS WORKING VERY HARD TO GET HIS JUNKYARD CLEANED UP AND THE OTHERS HAVE UNTIL MAY 1 TO COME INTO COMPLIANCE.

MR. MOYD REPORTED THAT ATM IS WORKING ON THE ZONING PLAN AND THE LAND DEVELOPMENT PLAN. MR. MOYD REPORTED THAT DURING THIS FISCAL YEAR, \$75,370.00 HAS BEEN COLLECTED IN DEVELOPER'S FEES.

RENTY KITTY REPORTED THAT THERE HAS BEEN A 10 % INCREASE IN BUSINESS LICENSES. HIS REPORT IS ATTACHED AND MADE PART OF THE MINUTES. MR. KITTY

REPORTED THAT IN FY 2006 740 LICENSES WERE ISSUED AND THEY GENERATED \$296,175.00 AND IN FY 2007 991 LICENSES WERE ISSUED AND \$274,864.34 WAS GENERATED IN REVENUE. MR. KITTY SAID THAT ONLY 5 NEW BILLBOARDS HAVE BEEN PUT IN PLACE OVER THE PAST THREE YEAR. MR. KITTY RECOMMENDED A MORATORIUM ON BILLBOARDS, BECAUSE PEOPLE ARE STARTING TO COME IN AND WANTING TO PUT UP MORE SIGNS. THE REVENUE FROM BILLBOARDS IN FY 2006 WAS \$50,713.00.

MR. KITTY SAID HE WILL NEED HELP WITH THE BUSINESS LICENSES WHEN HE IS OUT IN THE FIELD. HE SAID PERHAPS MS. MALPHRUS COULD LEARN HOW TO CALCULATE THEM. MR. KITTY SAID MS. FRANK AND MS. SMITH DID THE BUSINESS LICENCES FOR HIM WHEN HE WAS IN THE FIELD AND HE WAS LOCATED IN THE EXECUTIVE BUILDING. MR. KITTY SAID MAYBE SOMEONE COULD BE HIRED ON A PART-TIME BASIS TO WORK WITH HIM. MR. KITTY SAID HE ALSO NEEDED SOME KIND OF AUTHORIZATION AND A TICKET BOOK SO HE COULD ISSUE FINES. COUNCILWOMAN JONES SAID EVERY BUILDING INSPECTIOR AND MR. KITTY SHOULD HAVE TICKET BOOKS TO WRITE FINES. MR. KITTY SAID HE DID SOME RESEARCH AND A MAGISTRATE NEEDS TO BE INVOLVED. JOHNNY DAVIS DISCUSSED THE CLEMSON STUDY FOR RECREATION NEEDS IN THE COUNTY. MR. DAVIS SAID HE FELT COMMUNITY INPUT WAS GOOD SO THAT HE CAN UNDERSTAND WHAT THE COMMUNITIES ARE INTERESTED IN. MR. DAVIS SAID HE WANTED THE PUBLIC TO UNDERSTAND THEY CANNOT ALWAYS HAVE EVERYTHING THEY WANT, BUT HE COULD EXPLAIN WHAT IS FEASIBLE AND PRACTICAL. MR. DAVIS SAID THAT THE BASKETBALL AND SOCCER PROGRAMS HAVE BEEN VERY SUCCESSFUL, BUT THERE IS A NEED FOR ADULT RECREATION ALSO. COUNCILWOMAN JONES ASKED IF FEES WERE BEING CHARGED AND MR. DAVIS SAID THE ADULTS HAVE BEEN PAYING FEES TO COVER THEIR ACTIVITIES. COUNCILWOMAN JONES ASKED MR. DAVIS TO BRING HIS INFORMATION TO COUNCIL DURING THE BUDGET PROCESS.

CHAIRMAN BLACKSHEAR TOLD MR. SAGER THAT WHILE IT WAS NICE TO GET INPUT FROM EVERYONE IN HIS DEPARTMENT IN THE FUTURE MR. SAGER WAS TO PRESENT THE INFORMATION HIMSELF.

FLOOR PLAN OF ANNEX BUILDING:

MR. SAGER PROVIDES THE COMMITTEE WITH THE REVISED PLANS THAT INCORPORATED THE COUNCIL'S REQUESTS.

MR. MALPHRUS ASKED THAT THE WALL REMAIN IN THE HR 3RD OFFICE AND THAT IT COULD BE USED FOR TESTING OR A WAITING AREA. AND MR. MALPHRUS ASKED THAT IN HIS DEPARTMENT A PRIVATE OFFICE WOULD BE ALLOTTED FOR MS. SMITH. COUNCILWOMAN JONES SAID THAT IN HR THE ONLY PEOPLE WHO WOULD NEED A PRIVATE OFFICE WOULD BE THE DIRECTOR AND THE GENERALIST AND THAT IN FINANCE SHE FELT PERHAPS A DIVIDER PARTITION COULD BE PUT IN FOR MS. SMITH.

THE COMMITTEE AGREED THAT THE 1ST FLOOR WAS OKAY.

COUNCILWOMAN JONES SAID THAT THE COUNTY NEEDS TO OWN THE PLANS AND MR. SAGER NEED TO TAKE CARE OF THAT WITH TATE.

COUNCILWOMAN JONES ASKED ABOUT THE DEPUTY ADMINISTRATOR OFFICE ON THE 3RD FLOOR. MR. SAGER SAID THAT THERE WAS NOT ACTUALLY ANY POSITION CALLED DEPUTY ADMINISTRATOR POSITION.

COUNCILWOMAN JONES ASKED IF THERE WERE GOING TO BE SECURITY CALENDARS AND NOT A SECURITY PERSON AND MR. SAGER, YES, AT THIS TIME, BUT THE BUILDING WILL BE WIRED FOR THE FUTURE FOR A METAL DETECTOR NEEDS TO BE INSTALLED.

CHAIRMAN BLACKSHEAR RECOMMENDED ELIMINATING THE DEPUTY ADMINISTRATOR'S OFFICE AND MAKING IT THE SECRETARY'S OFFICE, THE SECRETARY'S OFFICE WILL BE FOR FUTURE GROWTH AND THE DOOR WAY MOVED SO THAT IT WILL ALSO BE BEHIND THE DOORS TO THAT AREA OF THE BUILDING. COUNCILMAN BLACKSHEAR SAID THE FRONT WALL OF THE SECRETARY'S OFFICE SHOULD BE GLASS.

WITH THE SUGGESTED MODIFICATIONS MADE, THE COMMITTEE APPROVED THE PLANS. MR. SAGER SAID HE WOULD HAVE THE CORRECTED PLANS READY FOR THE NEXT COUNCIL MEETING.

COUNCILWOMAN JONES ASKED IF THE COUNTY WAS BEING BILLED EACH TIME TATE HAD TO MAKE REVISIONS. MR. SAGER SAID HE DID NOT THINK SO. MR. SAGER SAID DR. HOOD REQUESTED THAT THE TREASURER'S OFFICE HAVE THE PAYMENT WINDOW OFF THE CORRIDOR. BOTH COMMITTEE MEMBERS FELT IT WAS BETTER TO LEAVE IT THE WAY IT WAS SET UP SO THAT PEOPLE WOULD NOT BE STANDING AROUND IN THE HALLS.

MR. SAGER SAID HE PURCHASED 5 LAPTOPS FOR THE PLANNING COMMISSION, WITH THE SOFTWARE, CASES AND FLASHDRIVE, EACH UNIT COST ABOUT \$900.00.

THE MEETING ADJOURNED AT 11:45 A.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

JUDITH M. FRANK, CCC

LEROY BLACKSHEAR, CHAIRMAN

GLADYS JONES, COUNCILWOMAN