

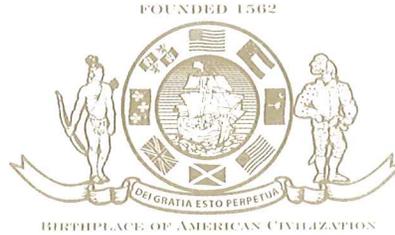
Town of Port Royal, South Carolina

Council

Samuel E. Murray
Mayor

Henry Robinson
Mayor Pro Tempore

Vernon H. DeLoach
Mary Beth Heyward
Joe Lee



Van Willis
Town Manager

James L. Cadien
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

Minutes Council Workshop Yvonne C. Butler Council Chambers, 700 Paris Avenue

March 2, 2011

Members Present: Mayor Samuel Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Henry Robinson

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Police Chief Jim Cadien and Municipal Clerk Tanya Payne

I. CALL TO ORDER:

Mayor Murray called the workshop to order at 6:30 pm and welcomed those present.

II. SMOKE FREE WORKPLACE DISCUSSION:

There was no discussion on this topic.

III. REVIEW AGENDA FOR THE MARCH 9, 2011 COUNCIL MEETING:

Town Manager Willis told Council he would be adding a request from the Estuarium for funds to continue operation. He said he would be sending documents concerning this request to Council for review.

Town Manager Willis told Council work had begun on removal of invasive species from the Cypress Wetlands. He explained three bids were received from the RFP and that ATM Vice President Tony Maglione had reviewed the bids. Mr. Willis said the contract had been signed with Mazzanna's Lawn & Landscape Service, Inc., the lowest bidder for the amount of nine thousand nine hundred dollars. He said a member from ATM was working closely with the company because of the nature of the job. Mr. Willis further explained he had met with John Keith and secured easements allowing the construction of the amphitheater.

Town Manager Willis briefed Council concerning the new plan for parking at the Sands. He said the lot would be sealed and striped to allow easier access to the boat landing and also specify parking areas for boat trailers, handicap parking and vehicle parking. Mr. Willis said he was still waiting for an estimate for sewer to the potential building at the Sands. He said the new website update was getting very close with the new logo which was a shrimp boat with a brown pelican.

Town Manager Willis reviewed TIF spending saying installation of the mast arm signal at Ribaut Road and Richmond Avenue is still planned for the end of April or May. He said there would be a substantial cross walk with some plantings at that intersection. Mr. Willis said financials were tracking as expected. He asked Council to submit dates for the Town calendar and said a feature of the new website included an interactive calendar. He said the most recent offer for the shed had been rejected and asked Council for topics to be discussed at the upcoming Council Retreat.

Town Manager Willis read Ordinance 2011-3 by title and explained the current ordinance required businesses to cease sale of beer and wine between 4 and 6 am. He explained because of some recent problems the police department had requested the hours be changed from 2 until 6 am.

Attorney Frances Cantwell discussed closing these businesses at two am.

IV. IMPORTANT DATES AND INFORMATION:

- A. Thursday, March 3, 2011, 5:30 pm – Design Review Board, Town Hall, 700 Paris Avenue**
- B. Wednesday, March 9, 2011, 6:30 pm - Council Meeting, Yvonne Butler Council Chambers, 700 Paris Avenue**

Town Manager Willis reviewed the list of important dates and information.

V. EXECUTIVE SESSION:

A. Discussion of a contractual matter concerning the port property

Councilmember Lee moved to adjourn to Executive Session to receive an update on the status of and negotiations pertaining to the proposed sale of the port property and related development agreement issues. Councilmember Robinson seconded the motion.

Council adjourned to Executive Session at 6:54 pm.

Council returned from Executive Session at 7:45 pm

Councilmember Heyward moved to allow Town Manager Willis and Attorney Frances Cantwell to negotiate development agreement issues with the Ports Authority. Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

VI. ADJOURNMENT:

There being no further comments, the Workshop adjourned at 8:00 pm.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the workshop was posted on the Town bulletin board two weeks before the workshop. A copy of the agenda was given to the local news media and posted at the workshop location twenty-four hours prior to the workshop.

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Minutes Regular Council Meeting Yvonne C. Butler Council Chambers, 700 Paris Avenue

March 16, 2011

Members Present: Mayor Sam Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Henry Robinson

Staff Present: Town Manager Van Willis, planning Administrator Linda Bridges, Police Chief Jim Cadien and Municipal Clerk Tanya Payne

I. PLEDGE OF ALLEGIANCE:

Mayor Murray called the meeting to order at 6:30 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. APPROVAL OF MINUTES:

- A. Minutes from the Public Hearing of February 2, 2011
- B. Minutes from the Council Workshop of February 2, 2011
- C. Minutes from the Regular Council Meeting of February 9, 2011

Councilmember Heyward moved to adopt the minutes from the Public Hearing of February 2, 2011, the Council Workshop of February 2, 2011 and the Regular Council Meeting of February 9, 2011. Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

IV. AMENDMENTS TO THE AGENDA:

Town Manager Willis requested the removal of item A under Section V, Presentation explaining the Police Officer who was receiving the Letter of Commendation was currently at the Police Academy.

Councilmember Heyward moved to amend the agenda as requested and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

V. PRESENTATION:

A. Letter of Commendation – Police Department

This item was removed from the agenda.

B. James Watson (son of former Councilmember James A. Watson, Sr.)

James Watson read a poem, "The Sands" which he had written about the Sands and presented it to Council.

VI. COUNCIL BRIEFING:

Town Manager Willis told Council invasive species were still being removed from the Cypress Wetlands. He explained some additional areas had been identified for clearing but said workers were being careful to preserve the bird sanctuary. Mr. Willis said documents had been signed for easements with exception of one small area. He said the RFP for the vertical elements should be ready for Council's approval at the next Council Meeting. Mr. Willis said he had received an update on sewer cost at the Sands and told Council he would get that information to them. He said foundation work on the mast arm signals at Ribaut Road and Lady's Island Drive would begin soon but said he would probably recommend striping the crosswalk rather than the proposed re-stamping because of the cost of the stamping and its upkeep. Mr. Willis said some suggested changes were underway with the new website and that he would be presenting them to Council soon. He told Council interest was being shown in the port property and said he had met with NAI/ AVANT and the Port's Authority to discuss the marketing plans. Mr. Willis said they had walked the property and identified areas that needed to be cleaned up to give a better appearance for showing.

VII. PUBLIC COMMENTS:

At this time, the Mayor will recognize members of the audience who have submitted speaker forms to address the Council on agenda items. Each speaker will be limited to two minutes.

Guy Richardson spoke concerning the proposed 2:00 am closing of establishments selling on-premises alcoholic beverages. He said an early closing would hurt the businesses and asked them not to change the hours.

Peter Dumm, president of Cowboys and Indians, Inc. told Council he had strengthened security at the business and worked on the parking problems. He said he was already closing fifteen minutes earlier each night. He suggested that establishments be allowed to remain open after the alcohol ceased.

Bob Bender, Estuarium Curator, showed pictures of new display cases he is designing to promote the Estuarium. He said the two displays would be placed in high traffic areas both north and south of the Broad River and that he would be present on opening day with information on estuaries. The displays would stay at any one location for two months and then moved to another busy location. Mr. Bender said he felt this would be an effective tool in bringing visitors to the Estuarium and the Town.

VIII. PROCLAMATION:

A. Special Needs and Disabilities Awareness Month – accepting are Ann Wirz, Ann Gatch and Mikel Swinton

Mayor Murray read a proclamation proclaiming March as Special Needs and Disabilities Awareness Month in the Town and presented it to Special Needs and Disabilities representative Ann Wirz.

Ann Wirz thanked Council for the proclamation and showed drawings of the new Special Needs and Disabilities facility being built on Clearwater Drive off Castle Rock Road in the Town of Port Royal. She described the different features of the complex and explained how they would be beneficial to the three hundred ninety clients to be served there. Ms. Wirz told Council an open house was being planned for August or September.

IX. FIRST READINGS:

A. Ordinance 2011- 3. An ordinance amending Chapter 12, Licenses and Business Regulations, Section 1, Hours of sale, etc, of beer and wine of the Code of Ordinances of the Town of Port Royal, South Carolina

Town Manager Willis read Ordinance 2011-3 by title and explained the ordinance would set a closing time of 2:00 am for businesses serving beer or wine for on premises consumption. He explained other options were revocation of the business license as currently allowed by ordinance, cease service of these beverages at 2:00 am but allow the business to stay open or the 2:00 am closing.

Chief Cadien discussed recent calls to settle disturbances at local businesses serving alcohol at late hours.

Councilmember Heyward moved to adopt first reading of Ordinance 2011-3 and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2011-4. An ordinance authorizing the issuance and sale of a not to exceed \$525,000 Hospitality Fee Revenue Bond, Series 2011, or such other appropriate series designation, of the Town of Port Royal, South Carolina; fixing the form and details of the bond; limiting the payment of the bond from the sources provided herein; providing for the disposition of the proceeds thereof; providing for the terms and conditions under which additional bonds may be issued; and other matters relating thereto.**

Town manager Willis read Ordinance 2011-04 by title and explained it would authorize funding to purchase the "Shed" with associated properties and three lots at the rear. He explained it would include the \$475,000 purchase price and \$50,000 for associated cost. Mr. Willis explained the bond would be paid through the Hospitality Fund. He recommended the twelve year note to give flexibility in this fund since it was also used for other purposes.

Councilmember Heyward moved to adopt first reading of Ordinance 2001-4 and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

X. FOR COUNCIL'S ACTION:

A. Appointments:

- 1. Historic Preservation Commission – appoint 1**
- 2. Zoning Board of Adjustments and Appeals – appoint 1**

There were no appointments at this time.

B. Estuarium request for funding - Charlie Williams

Charlie Williams, representing the Estuarium spoke to Council concerning the organization's financial problems. He requested seven thousand five hundred dollars in funding from the Town to carry them through the fiscal year ending June 30th. Mr. Williams explained they had received a small grant from the Coastal Community Foundation which would allow them to prepare and present programs for the schools. Mr. Williams said they were partnering with the Old Village Association and said this was helping with the rent. He told Council their primary purpose was to educate people about the local estuarine system and its importance to the environment.

Bob Bender told Council they had lost \$10,000 due to a cut in expected funding from the Town of Hilton Head and said another part of their budget used for school programs was cut.

Council expressed concern that the Estuarium was not making a concerted effort to get funding. They asked questions and discussed fundraisers and other ways the Estuarium could support itself. Council decided to carry this item over for discussion at its Council Retreat on March 26th.

XI. IMPORTANT INFORMATION AND DATES:

- A. **Monday, March 21, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- B. **Saturday, March 26, 2011, 8:30 am – Council Retreat, Town Hall, 700 Paris Avenue**
- C. **Wednesday, April 6, 2011, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- D. **Wednesday, April 6, 2011, immediately following the scheduled Public Hearing – Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- E. **Thursday, April 7, 2011, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- F. **Wednesday, April 13, 2011, 6:30 pm – Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- G. **Monday, April 18, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street, Beaufort**
- H. **Saturday, April 23, 2011, noon until 5:00 pm – Soft Shell Crab Festival sponsored by the Old Village Association, Paris Avenue**

Town Manager Willis reviewed the list of important information and dates.

XII. PUBLIC COMMENTS: At this time, the Mayor will recognize members of the audience who have submitted Speaker Forms to address the Council on non-agenda items. Each speaker will be limited to two minutes.

Ann Marie Adams addressed Council concerning the Community Calendar which had been developed by a group of volunteers. She said it was a great success and added the Critter Fest on June 18th and an Earth Day event on April 16th... Ms. Adams also complimented the Link on its clean-up and landscaping of the Port Royal Elementary School grounds.

XIII. ADJOURNMENT:

Councilmember Heyward moved to adjourn the meeting and Councilmember Robinson seconded the vote.

The meeting adjourned at 7:56 pm.

Regular Council Meeting
March 16, 2011

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the meeting was posted on the Town bulletin board one week prior to the meeting. A copy of the agenda was posted at the meeting location and given to the local news media twenty-four hours prior to the meeting.

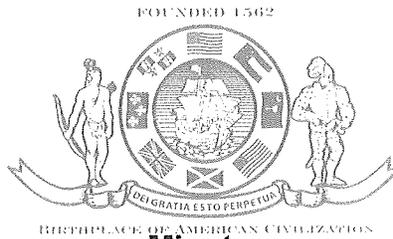
Town of Port Royal, South Carolina

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Minutes

Public Hearing

Yvonne C. Butler Council Chambers, 700 Paris Avenue

Van Willis
Town Manager

James L. Cadien
Chief of Police

Jeffrey S. Coppinger
Daniel G. Lemieux
Operations

Linda Bridges
Planning

March 26, 2011

Members Present: Mayor Sam Murray and Councilmembers Vernon DeLoach, Mary Beth Heyward, Joe Lee and Henry Robinson

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Police Chief Jim Cadien, Capt. Alan Beach, Codes Enforcement Officer Dan Lemieux, Public Works Supervisor Jeff Coppinger, Clerk of Courts Kim Van Deusen and Municipal Clerk Tanya Payne

I. CALL TO ORDER:

Mayor Murray called the Public Hearing to order at 9:30 am and welcomed those present.

II. PURPOSE:

- A. Ordinance 2011-4. An ordinance authorizing the issuance and sale of a not to exceed \$525,000 Hospitality Fee Revenue Bond, Series 2011, or such other appropriate series designation, of the Town of Port Royal, South Carolina; fixing the form and details of the bond; limiting the payment of the bond from the sources provided herein; providing for the disposition of the proceeds thereof; providing for the terms and conditions under which additional bonds may be issued; and other matters relating thereto.

Town Manager Willis read Ordinance 2011-4 by title and explained this ordinance allowed for financing to purchase the Shed and certain properties at a cost of \$475,000 and \$50,000 for associated work on the building. He explained this would be a twelve year loan with a one percent prepayment penalty should it be paid off before the fifth year.

Mr. Willis told Council the interest rate for the loan would be 3.78%. He said should this be approved a stakeholders meeting would be scheduled for the near future.

III. COMMENTS:

Tom Klein told Council he felt this was a great opportunity but had concerns about how much it would actually cost to bring the building up to par.

John Ellerbe told Council, to get the most benefit from the purchase they would need a professional to manage the events at the Shed.

Town Manager Willis told Council the possibilities were limitless and that he had already had several calls from organizations wanting to use the facility. He said a discussion to consider a public relations person for the Town was on the Retreat agenda. He said about thirty percent of the hospitality funds would be used to pay for the building over the next several years leaving funds available to accommodate other programs such as the Street Music Series.

John Ellerbe said audio equipment would need to be purchased and a system to produce and keep track of tickets would be necessary. He said there would also be other cost involved that may at times be quite extensive.

Town Manager Willis told Council the property was perfectly situated to the port and that this would be a profitable venture. He said a commercial grade kitchen approved by DHEC would be a great asset for the Farmers Market or even wedding receptions.

IV. ADJOURNMENT:

There being no further comment, Council went to tour the building before voting on Ordinance 2001-4.

The Public Hearing adjourned at 9:47 am.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

Notification of the Public Hearing was posted in the local newspaper and on the Town bulletin board one week before the meeting. A copy of the agenda was given to the local news media and posted at the meeting location twenty-four hours prior to the hearing.