

Town of Port Royal, South Carolina

Council

Samuel E. Murray
Mayor

Vernon DeLoach
Mayor Pro Tempore

Mary Beth Heyward
Tom Klein
Joe Lee



Van Willis
Town Manager

T. Alan Beach
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 6, 2013

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

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Police Chief Alan Beach 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. COUNCIL BRIEFING:

Town Manager Willis discussed the proposed Jellyball operation at the Shrimp Docks. He explained some items in the draft agreement had been worked out and he would be sending Council a revised copy. Mr. Willis said concerns had been expressed over possible traffic problems caused by large trucks leaving the facility and also possible odor problems. Mr. Willis said permitting had begun for both the docks and a site in Gardens Corner where the product would be processed. He explained necessary repair work on the docks as well as a way to produce ice would be taken care of by Milenarian Trading Inc. Mr. Willis explained the current lease with the SPA was an open-ended agreement which would allow the operation. He explained the property swap which was now required by the development agreement with the SPA gives some latitude as to what can be negotiated for use of the dock. Mr. Willis said this was a good opportunity to improve the facility, address some of the long-term concerns and create jobs.

Steve Geise explained the Jellyball harvesting process and answered Council's questions. He discussed ways to alleviate traffic problems and odor problems which had caused concerns. Mr. Geise said he felt the Jellyball business would be a boost to the fishing industry up and down the east coast.

Town Manager Willis told Council the Redevelopment Commission met with John Verity, Chairman of the City of Beaufort Redevelopment Commission, and Kim Statler of Lowcountry Alliance. He said Mr. Verity gave an overview of what the Beaufort Redevelopment Commission had been doing and also a view of their long range plans. Mr. Willis said Ms. Statler had given an overview of what the Alliance was doing since its restructure and the possibility of working with the City of Sumpter which has several things in common with Port Royal.

Town Manager Willis said revised plans for the Ribaut Road Sewer Project had been reviewed by BJWSA and submitted to OCRM for review.

Engineer Tony Maglione explained, due to an easement issue, the force main would have to be moved to the other side of Ribaut Road. He said surveyors were now working that out and once completed, the project would be ready to put out for bid.

Town Manager Willis told those present the "Sands Beach" gate had once again been torn down and that the Police Department was actively searching for those responsible.

Planning Administrator Bridges briefed Council on the progress of the Form Based Code Committee's work.

Town Manager Willis said a tentative plan had been worked out with Beaufort County for landscaping the beds on Savannah Highway (Hwy 802). He explained the County would set the plants and the Town would maintain the beds. Mr. Willis said they were unsure about the terms of the procurement of the plants which would cost about \$60,000. He said the shrimp boat at the shrimp dock was still under water and that he had spoken to both Coast Guard and OCRM concerning the boat. Mr. Willis said he was working with some salvage companies to remove the boat and explained he was waiting for an abandonment slip to remove the boat. Mr. Willis said he hoped to have managers at the docks soon though he was waiting to see how the proposal worked out with Mr. Geise.

Town Manager Willis said the new marketing brochure for the port property was out and the new asking price for the property is \$22,500,000. He said he would be meeting with the SPA to discuss the increase in price.

III. REVIEW AGENDA FOR THE March 13, 2013 COUNCIL MEETING:

Town Manager Willis read Ordinance 2013-4 by title and explained it would amend the Comprehensive Plan to adjust the growth boundary line between the Town of Port Royal and the City of Beaufort. He said the Municipal Planning Commission had unanimously recommended this amendment. Mr. Willis explained the area would be appropriate for designation as a walkable neighborhood with an activity center and showed the property on the map. Mr. Willis reviewed Ordinances 2013-5 and 2013-6 to annex and zone property approximately 13.74 acres along Robert Smalls Parkway.

He explained the Metro Planning Commission had unanimously recommended both the annexation and zoning request of Highway Commercial Zoning with the Robert Smalls Parkway Overlay. He reviewed Ordinance 2013-7 to convey property for construction of sidewalk on 12th Street, told Council there was a vacant seat on the Zoning Board of Adjustments and Appeals and the Municipal Election Commission and discussed issuing a RFQ for renovations at the Police Department.

Engineer Tony Maglione explained a how a "Cost Plus" contract" works and recommended it for proposed renovations at the Police Department.

IV. IMPORTANT DATES AND INFORMATION:

- A. Thursday, March 8, 2013, 5:30 pm – Design Review Board Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- B. Wednesday, March 13, 2013 6:30 pm - Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

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

Brian Stevens, 16th Street and London Avenue, asked Council to consider adopting a "Chain Free Ordinance". He gave details of a dog across the street from his home that was sick and neglected but explained since it had food and water Animal Control could not do anything to help.

Kristina Wetzel reported a problem with a speeding school bus on 16th Street each morning.

Chief Beach said he would take care of the matter.

V. ADJOURNMENT:

Councilmember Heyward moved to adjourn.

The workshop adjourned at 7:34 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 meeting location twenty-four hours prior to the workshop.

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

March 13, 2013

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

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Police Chief Alan Beach 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 6, 2013
- B. Minutes from the Council Workshop of February 6, 2013
- C. Minutes from the Regular Council Meeting of February 14, 2013

Councilmember Heyward moved to adopt the minutes from the Public Hearing of February 6, 2013, the Council Workshop of February 6, 2013 and the Regular Council Meeting of February 14, 2013. Councilmember Lee seconded the motion.

The motion carried by unanimous vote.

March 13, 2013

IV. COUNCIL BRIEFING:

Town Manager Willis told Council he would be meeting with the Ports Authority and Steve Giese from Millenarian Trading Co. to discuss concerns the Ports Authority has pertaining to the proposed Jellyball operation at the shrimp docks.

Town Manager Willis introduced Brian Stevens and Kim Bonturi, President of Chain Free Beaufort, who requested that Council adopt a chain free ordinance for the town. Ms. Bonturi passed out information to Council and Mr. Stevens showed pictures of a neglected and sick dog across the street from his home which had since disappeared. He said the Animal Shelter staff could not help with the situation because the dog had food and housing. Mr. Stevens told Council South Carolina ranks forty-eighth in Animal Welfare. Ms. Bonturi gave some statics concerning chain free and said chain free communities tended to have less crime. She told Council the City of Beaufort and Chatham County have chain free laws and said the USDA and CDC say chains are inhumane and cruel.

V. 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

There were no comments at this time.

VI. PROCLAMATION:

A. Disabilities Awareness Month – Ann Wirz and Margaret Ann Gatch

Mayor Murray read a proclamation proclaiming March 2013 as *Disabilities Awareness Month* in the Town of Port Royal and presented it to Ann Wirz, Margaret Ann Gatch and Mikel Swinton.

Ms. Wirz thanked the Mayor for the proclamation and invited everyone to visit the new Disabilities and Special Needs facility on Castle Rock Road. She said the Disabilities and Special Needs Department currently serves approximately 600 clients in safe homes, day centers and early childhood programs.

Ms. Gatch thanked Council for their support of the Disabilities and Special Needs program.

Mikel Swinton told those present he was currently working to get bus service for the clients.

March 13, 2013

B. Multiple Sclerosis Week:

Mayor Murray explained a proclamation proclaiming the week of March 11th through March 15th as *Multiple Sclerosis Week* in the Town would be mailed to the proper agency.

VII. FIRST READINGS:

A. Ordinance 2013- 4. An ordinance to amend the land use element of the comprehensive plan of the Town of Port Royal, South Carolina adopted 12-9-2009, Ordinance 2009-13

Town Manager Willis read Ordinance 2013-4 by title and explained the Town was contemplating a change in the growth boundary line with the City of Beaufort. He explained a change in the line would require amending the land use element of the Comprehensive Plan. Mr. Willis pointed out the proposed change on the map saying the Metro Planning Commission had unanimously recommended the change. He explained the area located near the intersection of Castle Rock Road and Highway 170 (Robert Smalls Parkway) would be designated as an activity center and walkable neighborhood.

Councilmember Lee moved to adopt first reading Ordinance 2013-4 and Councilmember Klein seconded the motion.

Mayor Murray and Councilmembers Heyward, Lee and Klein voted yes. Councilmember DeLoach voted no due to a conflict of interest.

The motion carried.

B. Ordinance 2013-5. An ordinance annexing to the Town of Port Royal approximately 13.74 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 31, Parcel 2C, and Beaufort County Tax District 100, Map 28, Parcel 120d (Forest Lawn Cemetery at Robert Smalls Parkway, 599 Robert Smalls Parkway and behind 611 Robert Smalls Parkway)

Town Manager Willis read Ordinance 2013-5 by title and showed the property on the map. He explained the property was located in the proposed activity center and would become the home of Barrier Island Boat Dealership. Mr. Willis explained the applicant was requesting Highway Commercial (HC) zoning with the Robert Smalls Parkway Overlay District. He told Council both the annexation and zoning were unanimously recommended by the Metro Planning Commission.

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Councilmember Heyward moved to adopt first reading of Ordinance 2013-5 and Councilmember Lee seconded the motion.

Mayor Murray and Councilmembers Heyward, Lee and Klein voted yes. Councilmember DeLoach voted no due to a conflict of interest.

The motion carried.

- C. Ordinance 2013-6. An ordinance to zone approximately 13.74 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 31, Parcel 2c and Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 28, Parcel 120D shall be zoned as Highway Commercial (HC) with the Robert Smalls Parkway Overlay (Forest Lawn Cemetery located on Robert Smalls Parkway, 599 Robert Smalls Parkway and behind 611 Robert Smalls Parkway)**

Councilmember Heyward moved to adopt first reading of Ordinance 2013-6 and Councilmember Klein seconded the motion.

Mayor Murray and Councilmembers Heyward, Lee and Klein voted yes. Councilmember DeLoach voted no due to a conflict of interest.

The motion carried.

- D. Ordinance 2012-7. An ordinance to authorize the Town Manager to convey excess real property to facilitate construction of sidewalks within the Town described as Beaufort County Tax District 110, Map 11, Parcel 325 (approximately 75.4 ft. on 12th Street)**

Town Manager Willis read Ordinance 2013-7 by title and showed the property on the map. He explained the proposed seventy-five feet of sidewalk on 12th Street would connect with Paris Avenue.

Councilmember Heyward moved to adopt first reading of Ordinance 2013-7 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

VIII. FOR COUNCIL'S ACTION:

A. Appointments:

- 1. Zoning Board of Adjustments and Appeals (appoint one)**
- 2. Municipal Election Commission (appoint one)**

March 13, 2013

B. 1. RFQ for Police Department renovations

Town Manager Willis explained he was seeking approval to use the pre-qualification/materials plus method of construction for renovations/expansion at the Police Department.

Councilmember Heyward moved to approve the pre-qualification/materials plus method for Police Department renovations/expansion. Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

IX. IMPORTANT INFORMATION AND DATES:

- A. Thursday, March 14th, Community Supper sponsored by the Historic Port Royal Foundation at the Union Church, 1004 11th Street**
- B. Monday, March 18, 2013, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- C. Saturday, March 23, 2013, 8:30 am – Council Retreat, Town Hall, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- D. Wednesday, April 3, 2013, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- E. Wednesday, April 3, 2013, immediately following the scheduled Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- F. Thursday, April 4, 2013, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- G. Wednesday, April 10, 2013, 6:30 pm - Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- H. Monday, April 15, 2013, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**
- I. Saturday, April 20, 2013, 12:00 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 dates and information and added the fundraiser event “Beaufort Beauties” in support of CAPA at 7:30 pm on March 30th at “The Shed”.

X. COUNCIL’S COMMENTS:

Councilmember Lee pointed out that The Greenery had begun working at the Port and asked for an update on the proposed Parker’s Gas Station.

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Planning Administrator Bridges explained the DRB had approved the Parker's with certain conditions. She said Parker's had approved most of the conditions at the meeting but explained there were two stipulations they needed to discuss further. Ms. Bridges said they would give their decision later.

XI. 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.

Brian Stevens said he would be willing to serve on the Municipal Election Commission.

Councilmember Heyward moved to appoint Brian Stevens to the Municipal Election Commission and Councilmember Klein seconded the motion.
The motion carried by unanimous vote.

Councilmember Lee invited everyone to a talk to be presented by Bartlett Tree Co. and Clemson University concerning Live Oak Trees. He said the event would take place at 1:00 pm on March 14th at the Union Church. Councilmember Lee said the talk would also include a walk through Town identifying Live Oak.

XII. ADJOURNMENT:

Councilmember Lee moved to adjourn and Councilmember Heyward seconded the motion.

The meeting adjourned at 7:02 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 meeting was posted on the town bulletin board two weeks prior to 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 meeting.

Regular Council Meeting

March 13, 2013

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Minutes Council Retreat Yvonne C. Butler, Council Chambers

March 23, 2013

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

Staff Present: Town Manager Van Willis, Planning Director Linda Bridges, Police Chief Alan Beach, Assistant Chief Ron Wekenmann, Operations Director Dan Lemieux, Public Works Director Jeff Coppinger, Fire Chief Sammy Negrón, Lt. John Robinson, and Municipal Clerk Tanya Payne

I. CALL TO ORDER:

Mayor Murray called the retreat to order and welcomed those present.

II. OPENING COMMENTS:

Town Manager Willis told those present items on the agenda would not necessarily be taken in order as listed on the agendas depending on who was available to present their information.

III. DEPARTMENT BUDGET PRESENTATIONS:

A. Fire Department:

Fire Chief Negrón reviewed a list of calls made in the Town over the past year and broke them down into categories to include fires and medical services.

Capt. John Robinson described the department's educational program which includes citizens, children in the schools and senior citizens concerning fire safety issues. He said building public relations with the Town's citizens is an important part of the job which opens pathways for educating groups of citizens.

Chief Negrón discussed the recently signed Fire Services Contract with the City of Beaufort. He estimated the Town's FY-2014 budget at \$758,691 and said this was subject to the City of Beaufort finalizing its budget. Chief Negrón told Council the Town needed to replace the pumper engine which was totaled after being stolen and involved in an accident last year. He requested funds to purchase a new pumper truck to replace Engine 4 (18 years old) which was put back into service after Engine 5 was totaled. Chief Negrón gave a quote of \$430,771 for the purchase of a Pierce middle of the line truck which would serve the Town well. He told Council the department would be moving ahead this year with the building of a new station, putting a ladder company in place and working toward new ISO standards.

Town Manager Willis explained the current fire truck debt would be paid off before the first payment was due on a new truck.

Town Manager Willis discussed updates to the Greenery contract and said some changes had been made to meet the Town's needs.

Jerry Ashmore from the Greenery explained he had met with Town Manager Willis and Engineer Tony Magilone and discussed services provided to the town. He said the frequency of work had been adjusted in some areas and told Council Greenery crews were in town five days a week. He said told Council the crews had received first aid and CPR training which would allow them to be available to assist those in need. Mr. Ashmore said phase two of the port cleanup would begin soon. He reviewed changes made to the contract and said the new contract would cost fourteen thousand dollars per month.

Councilmember Klein asked that the fence line along the port property be cleared to open up the vista to the water.

B. Police Department:

Police Chief Beach told Council the Town is constantly growing and therefore, requested that one officer per year be added to the department over the next four years. He said he was saving money by hiring certified officers which would help toward funding a new officer. He said he was working with Riverview Charter School to get a full time officer in the school and explained since this was still in discussion he did not know how this officer would be funded. In the mean time road officers were visiting the school frequently throughout the day. Chief Beach told Council vehicle maintenance was already over budget with three months to go on the current budget. He said all vehicles had over 100,000 miles on them and broke down cost on leasing new vehicles.

Chief Beach explained the current vehicles could be sold at auction but said should the additional officer be approved, one of these vehicles could be saved for his use.

Deputy Chief Wekenmann told Council because of new state laws and certification requirements the department's overtime budget was already used up. He said next year's budget projected fifty-six thousand dollars for overtime. Chief Wekenmann suggested one way to cut back on overtime would be to eliminate the time clock. He explained this would alleviate clocking in early or clocking out late. He explained without the clock officers would be paid for a standard 86 hours per pay period. Chief Wekenmann explained the hours for investigators had already been staggered helping cut down on overtime. He also suggested moving some training funds into the overtime budget.

Chief Beach told Council the department's old, 2004 model tazers were wearing out and requested they be replaced with new more high tech models. He said they could be replaced a few at a time at a cost of approximately twelve hundred dollars each. He discussed the NET Team/Codes Enforcement division and reviewed what they have been doing. Chief Beach explained the team has been involved in the schools and would be doing so even more. He said he was working with Operations Administrator on some other projects and that children from Riverview School would be in Town for a cleanup project. Other items mentioned were abandoned buildings, animal control and checks on elderly.

- **Redevelopment Commission:**

Matthew Brady, Redevelopment Commission said the commission wished to be more involved in the Town and would be meeting monthly. He said they had recently met with Beaufort Housing Authority, an Economic Development group and the Beaufort Redevelopment Commission to get ideas on what they should be doing. He invited Council to give them a task to consider.

Ann Marie Adams said the commission had listed items they needed to work on and discussed who they were already working with, who they should be working with and how they could better use their resources for the Town. She said the commission would be meeting the third Thursday of each month and invited the public to attend.

Council and staff discussed an expanded roll of the commission and ways the commission could benefit the Town.

C. Building and Codes:

Operations Administrator Lemieux reviewed the Operations budget. He said a few items had increased such as building and materials, travel and training and vehicle maintenance. Mr. Lemieux explained vehicle maintenance had increased because the vehicles are getting old and needed more work to keep them on the road, travel and training had increased because the 2012 Code Books go into effect this year but fuel

cost was slightly reduced. Mr. Lemieux said the Town had received another \$4,000 Palmetto Pride Grant to be used for more improvements in the Casablanca Area. He said last year's grant had been used to purchase playground equipment for the John Parker Park. He told Council Risk Management training could now be taken over the internet making it more convenient for employees. Mr. Lemieux stated that each employee is required to take at least one class per quarter which will help lower the Town's insurance premiums. The courses change quarterly to offer more choices for employees. He gave details on building a dog park in the Town and told Council about volunteers who cleaned the roadside on Morrall Circle. Mr. Lemieux invited everyone to join the NET Team and residents at a community cleanup in Casablanca Park on April 13th.

Council and staff discussed dog parks, street lining, speed bumps, stop signs and a dead end sign for 16th Street. Town Manager Willis said a decision needed to be made to bring street signs into more uniformity.

D. Public Works:

Town Engineer Tony Magilone told Council the backhoe had broken down this year and had to be replaced. He said a new backhoe had been leased over a period of seven years with the option to buy for one dollar at the end of the lease or turn it in for a new one. He said the knuckleboom trucks used to pick up yard waste were in good shape. Mr. Magilone said the Town's garbage trucks were in disrepair and needed to be replaced if the Town continues to provide these services. Mr. Magilone discussed sanitation services and the pros and cons of keeping these services in house or contracting sanitation and yard waste services. He said should the Town continue the services it would be necessary to increase the costs. Mr. Magilone explained if these services are contracted it would be necessary to decrease the number of employees at public works.

Council discussed the prospects of contracting out the sanitation services with and without the yard waste service. Mr. Magilone said yard waste would most likely need to be separated out and bagged for pickup. Council asked that he put out an RFP for garbage services only at this time. They also discussed more efficient ways for white goods to be picked up.

E. Administrative

F. Legislative

G. Court:

Court Clerk Van Dusen reviewed the proposed court budget and requested a replacement for her five year old lap top for a new one with a docking station. She requested a five hundred dollar clothing allowance. Ms. Van Dusen said special contracts had increased because of a ten percent increase in the Law Track program.

She discussed court room security and requested a part time police officer position for court purposes. Ms. Van Dusen explained this would ease the overtime budget for the police department and said this officer would also be available for council meetings and festivals. She said the officer's hours would be approximately ten to twelve two Wednesdays a month plus CDV courts on Fridays and jury trials approximately three times per year. She estimated the cost for this officer to be approximately seven to ten thousand dollars per year. Ms. Van Deusen also requested a portable parcel x ray machine to scan bags belonging to those coming into court.

IV. ITEMS FOR DISCUSSION:

A. Parks:

- **Improvements**
- **Maintenance**
- **Dedication of boardwalk to Henry Robinson**

Council and staff discussed ways to better use our existing parks. They suggested adding tables, benches, landscaping and painting the buoy at Buoy Park.

Council also talked about resurfacing the tennis court at Live Oaks Park, upgrading the Gullah Park and the park at the end of Richmond Avenue. They discussed naming the boardwalk after former Mayor and Councilmember Henry Robinson, a dog park, disallowing dogs at the farmers market getting more publicity for the Cypress Wetland. They also discussed ideas for using the amphitheater.

Town Manager Willis said he will work with the Greenery to look at the Buoy Park, Anchor Park, Gullah Park, and 9th Street to see what can be done to visually improve them. He said he would have the refurbishing of the tennis court priced out. Mr. Willis said a birthday party for the baby birds at the wetlands was under consideration.

B. Christmas Lights:

Councilmember Heyward was asked to re-engage the Christmas Light Committee to purchase more lights and also consider other banners for the Town.

C. Duke University Study of SC by-ways:

Removed from agenda.

D. Town Website:

- **Update business information**
- **How to keep the content current – minutes, etc.**
- **How to market, get people to the site**
- **Maintain email list**

Discussion was held on ways to improve the Town website. Suggestions were to add more content, make basic business license information available to the public, and give the ability to make payments on line.

Town Manager Willis said he would put out an RFP to update or rebuild the website and have a committee to interview the respondents and make a decision on who would receive the contract.

- E. The Greenery:**
 - **Methods – ie mowing parameters**
 - **Adding new beds/grass/landscaping**

- F. Fire Service:**
 - **Details of both contracts**
 - **How to specify new equipment**
 - **How to access current equipment**
 - **Monthly reports from Burton and Beaufort**

- G. Form Based Code:**
 - **Path to completion-with milestones**
 - **How to implement?**
 - **Cost of implementation**
 - **Facilitator?**

Planning Administrator Bridges gave an overview of progress made on the Form Based Code. She said they hoped to have the review completed by fall of this year. Ms. Bridges explained the code would then be given to Council for adoption by ordinance. She explained the map was not yet complete and asked if Council would want another group to review the code before it is presenting for first reading.

Council discussed how zoning would work with the Town, the City and the County. They had previously thought zoning designations in all three entities would be the same but this was not necessarily so. Ms. Bridges explained this was because the different entities had different needs but said the zonings would still work together. Councilmember Klein said it might be good to have an outside party look at the plan.

- H. Marketing:**
 - **Facebook**
 - **Maps**
 - **OVA**
 - **Development Corporation**
 - **Structure**
 - **Mission**
 - **Implementation**

Town Manager Willis said although he gets complaints about marketing, the Town is very well advertised on the radio, on facebook, in print and also on WHHI television. He said some refining of the website might help and said he would ask the facebook manager to step it up a little. Councilmember Klein showed a copy of the newest Town map and asked for suggestions of what kind of picture to put on the front that would show Port Royal's image. Councilmember Lee suggested a picture of the people having fun.

I. Union Church:

- **Annual report of activities**
- **Plans for FY2014**
 - **Town**
 - **HPRF**

Phil Alling, Historic Port Royal Foundation Chairman told Council the group has regained its tax exempt status which was lost due to a state new law. He said the foundation has contracted with the Greenery for landscaping services at the Union Church, upgraded the alarm system and was in the process of getting new show cases for the museum. Mr. Alling said the museum docent had surgery and would be out for approximately six weeks. He said they needed to have the 2013 membership drive and explained the Old Village Association had asked them to operate the beer sales at festivals.

Mr. Alling said work needed on the church building included painting windows, a new rear exterior door, exterior paint (quoted at \$38,459), replacement of blinds at the front windows and pest control.

J. The Shed:

- **Contract status**
- **Improvements/schedule/funding**
- **Optimization**

Council discussed ways to make The Shed more usable and ways to have it more utilized. They decided the management contract was not very effective. Council decided to task the Redevelopment Commission for ideas on this issue. They discussed possible improvements on the outside of the building to make it more attractive to potential users.

K. The Port:

- **Clean up**
- **Possible activities inside the fence**
 - **By ports authority**
 - **By Town**

Town Manager Willis said he would speak with Jerry Ashmore concerning clearing the fence line at the port property. He told Council he had met with Steve Geise and the

SPA concerning the proposed Jellyball operation at the dock. He said the SPA had concerns about what impact the sounds, traffic and smell of operation might have on a potential sale. He said Port Royal would be used for off loading and transportation of the product but that they would need a rinse room at this location. Mr. Willis explained Mr. Geise was revising his scope of the operation to accommodate the SPA's concerns. He said the Town would benefit from the approximately \$150 to \$200 thousand dollars Millnerian Trading Company would be spending to repair the dock, renovate the seafood store and install a clean room. He said jobs would be created and the Town would no longer lose money from running the docks. Mr. Willis said whether or not this plan goes through a dock manager would have to be put into place.

L. Town Commissions:

- **Recognitions-luncheon etc., all commissioners**
- **Development**
- **Certifications**
- **Additional ones (ie: Parks and Leisure...)**
- **Quarterly Reports of Activity to Council**

Council decided to hold a dinner in honor of the citizens who serve on Town boards, committees and commissions. The dinner would begin at 5:30 on June 8th at the Shed with awards presented to each volunteer. It was also decided to ask each committee to give quarterly reports so Council would be informed about what they are doing.

The date for this year's Annual Business Breakfast was set for April 26th.

M. Farmer's Market:

- **Expansion**
- **Promotion**
- **Renovations**
- **Location**

Town Manager Willis said the Farmer's Market had requested tables, benches, pine straw mulching and a shelter at the Farmer's Market location in Naval Heritage Park. He said the park is located in the TIF and could possibly be funded by TIF funds.

N. Police Department:

- **NET-expansion/work**

O. Dog Park:

- **Location**
- **Design**
- **Funding**
- **Operation**

P. Bridge Cleaning:

- **Who**

- **Frequency**
- **Responsibility**

Town Manager Willis told Council SCDOT had no funds for sweeping the McTeer and Bell bridges. Council requested that Mr. Willis work up a plan to get the cleaning done and present it to them.

V. CLOSING COMMENTS:

Council discussed ways for the Town to participate in building the section of the Spanish Moss Trail in Port Royal and added the Challenge Grand for the trail to next month's Council Meeting agenda. They also discussed extending the boardwalk to the Dockside parking lot.

VI. ADJOURNMENT:

Councilmember Heyward moved to adjourn.

The retreat adjourned at 3:20 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 retreat was posted on the Town bulletin board two weeks before the retreat. A copy of the agenda was given to the local news media and posted at the meeting location twenty-four hours prior to the retreat.

THE TOWN OF PORT ROYAL DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMISSION TO, ACCESS TO, OR OPERATIONS OF PROGRAMS, SERVICES, OR ACTIVITIES. QUALIFIED INDIVIDUALS WHO NEED ACCESSIBLE COMMUNICATION AIDS AND SERVICES OR OTHER ACCOMMODATIONS TO PARTICIPATE IN PROGRAMS AND ACTIVITIES ARE INVITED TO MAKE YOUR NEEDS AND PREFERENCES KNOWN TO THE 504/ADA COORDINATOR. IF AT ALL POSSIBLE, PLEASE GIVE US AT LEAST A THREE TO FIVE DAY ADVANCE NOTICE SO WE CAN ADEQUATELY MEET YOUR NEEDS. 504/ADA COORDINATOR: DANIEL LEMIEUX, 986-2237