



Council

Samuel E. Murray
Mayor

Tom Klein
Mayor Pro Tempore

Jerry Ashmore
Vernon DeLoach
Mary Beth Heyward

Van Willis
Town Manager

T. Alan Beach
Chief of Police

Jeffrey S. Coppinger
Operations

Linda Bridges
Planning

Minutes

Budget Workshop

Yvonne C. Butler Council Chambers, 700 Paris Avenue

June 1, 2016

Members Present: Mayor Sam Murray and Councilmembers Jerry Ashmore, Vernon DeLoach and Tom Klein

Members Absent: Councilmember Mary Beth Heyward (out of town)

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Fire Chief Reece Bertoff, Deputy Police Chief Ron Wekenmann and Municipal Clerk Tanya Payne

I. CALL TO ORDER:

Mayor Murray called the workshop to order at 5:30 pm and welcomed those present.

II. Discussion & Review:

A. Streets and Sanitation:

Town Manager Willis told Council the proposed budget shows an increase from last year's due to special contracts. He explained there is an increase in recycling because of growth but said this increase is offset by fees collected for this service. Mr. Willis told Council increases in the landscaping are due to some changes which were made through out the year and said some additional areas to be landscaped were added. He explained this budget also includes the cost of living increase and the employer/employee increase in the retirement system. Mr. Willis told Council this budget also includes \$75,000 for Capital Projects.

B. Building Services:

Town Manager Willis explained the building department budget is down due to the elimination of one position. He said duties from that position have been distributed internally and a part time permits administrator has been hired. He said included in this budget are the cost of living and retirement increases. Mr. Willis said the special contracts line item shows an increase because of commercial growth and explained commercial inspections are contracted out to Safe Built. Mr. Willis told Council Planning Administrator Bridges has taken on the responsibilities of building services and Finance Administrator Chris Canaday has taken on the additional duties of personnel, drug testing and insurance responsibilities.

Police Chief Beach introduced newly hired Court Security Officer Jeff Vortisch. He explained that Officer Vortisch had worked at the City of Beaufort's Police Department and the Detention Center for many years.

Town Manager Willis said he had made adjustments to the court budget to cover the costs of the Court Security Officer and explained he had also added the grant expenses related to the potential additional police office into the police budget. Mr. Willis said he had added \$75,000 to match anticipated grant funds. He said he had also reduced the funds designated to the shrimp dock to \$250,000 at Council's request. Mr. Willis said the total budget as of today (June 1st) is \$5,871,644 with no increase in millage or fees. Mr. Willis said he had broken out a line item for The Shed in the amount of twenty thousand dollars. He said he was still working toward the sewer grant and explained the engineering for the project has already been done. Mr. Willis said that would be considered the Town's match for the grant.

Planning Administrator Bridges told Council the proposed audio/visual upgrade for Council Chambers includes an eighty inch screen which would be integrated with a laptop that includes a port for the document camera. She said Apple TV can be added to work with Council's iPads should they so desire. Ms Bridges said the sound system is good and efficient and that ear phones can be added for those Councilmembers who wish to have them. Town Manager asked that the microphones be made more sensitive.

III. ADJOURNMENT:

There being no further comment, the workshop ended at 6:05 pm.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

Budget Workshop
June 1, 2016

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 prior to 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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Public Hearing

Yvonne C. Butler Council Chambers, 700 Paris Avenue

June 1, 2016

Members Present: Mayor Sam Murray and Councilmembers Jerry Ashmore, Vernon DeLoach and Tom Klein

Members Absent: Councilmember Mary Beth Heyward (out of town)

Staff Present: Town Manager Van Willis, Planning Administrator Linda Bridges, Fire Chief Reece Bertoff, Deputy Police Chief Ron Wekenmann and Municipal Clerk Tanya Payne

I. CALL TO ORDER:

Mayor Murray opened the Public Hearing at 6:30 pm and welcomed those present.

II. PURPOSE:

A. Ordinance 2016-4. 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 366 (approximately 148 ft. on 12th Street)

Town Manager Willis read Ordinance 2016-4 by title and said this ordinance would allow for construction of sidewalk on 12th Street. He showed the property on the map and said the request meets the requirements of the Sidewalk Policy.

B. Ordinance 2016-5. 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 428 and
Beaufort County Tax District 110, Map 11, Parcel 97
(approximately 218.64 ft. on London Avenue, 76.82 ft. on 16th
Street and 150 ft. on 15th Street)**

Town Manager Willis read Ordinance 2016-5 by title and showed the property on the map. He told Council this request for sidewalk construction on London Avenue and 15th and 16th Streets also complies with the Sidewalk Policy.

- C. Ordinance 2016-6. An ordinance annexing to the Town of Port Royal approximately 1.32 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 31B, Parcels 119 & 121 (located at 109 and 111 Savannah Highway Beaufort County South Carolina)**

Town Manager Willis read Ordinance 2016-6 by title and showed the property on the map. He discussed the requested T4NC-O zoning for the property and said it is located in the Town's future growth area. He told Council the Metro Planning Commission had recommended both the annexation and zoning.

- D. Ordinance 2016-7. An ordinance to zone approximately 1.32 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 31B, Parcels 121 and 119 in Beaufort County South Carolina to be zoned as T4 Neighborhood Center- Open T4NC-O)**
- E. Ordinance 2016-8. 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 10, Parcel 143 (approximately 84 ft. on 14th Street and 100 ft. on Madrid Avenue)**

Town Manager Willis read Ordinance 2016-8 by title and explained this ordinance would allow for 284 feet of sidewalk construction on 14th Street and Madrid Avenue. He explained this request is in compliance with the Sidewalk Policy. Mr. Willis told Council staff is trying to get several sidewalks to come on line at the same time in order to get a better price.

- F. Ordinance 2016-9. An ordinance to amend as follows Section I of Ordinance 2015-15 to provide for the levy of taxes for ordinary town purposes in the Town of Port Royal, South Carolina, for the fiscal year beginning July 1, 2016, and to provide for the expenditures thereof.**

Town Manager Willis read Ordinance 2016-9 by title and explained this ordinance would set the budget for the upcoming fiscal year. He said Council has reviewed all departmental budgets at its recent budget workshops and told those present the budget now totals \$5,871,644, Mr. Willis said this budget was prepared with no increase in millage and no increase in fees. He explained it does include a tow percent cost of living increase for employees and state mandated increases in the State retirement system.

III. COMMENTS:

There were no comments.

IV. ADJOURNMENT:

The Public Hearing adjourned at 6:37 pm.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

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

June 1, 2016

- Members Present:** Mayor Sam Murray and Councilmembers Jerry Ashmore, Vernon DeLoach and Tom Klein
- Members Absent:** Councilmember Mary Beth Heyward (out of town)
- Staff Present:** Town Manager Van Willis, Planning Administrator Linda Bridges, Fire Chief Reece Bertoff, Deputy Police Chief Ron Wekenmann and Municipal Clerk Tanya Payne

I. CALL TO ORDER:

Mayor Murray called the workshop to order at 6:37 pm.

Beaufort County Auditor Jim Beckert updated Council on happenings at his office. He told Council his office is currently locating property in the county which should be taxed but is not. He said two new employees have been hired at his office to search out these properties and explained so far, three hundred eighty-five thousand dollars has been collected. Mr. Beckert said tax notices will be sent out by September 30th as required by state law.

II. COUNCIL BRIEFING:

Town Manager Willis referred to a letter sent to the SPA concerning the fire at the seafood market. He said they have received the letter and he would be meeting with them June 1st to work out details. He explained there are concerns about the payout for the fire and that the insurance company has determined the check is in the correct amount. Mr. Willis said he would brief Council on his meeting next week. Mr. Willis said they were selling lots of ice at the dock and that he was working with Dock Manager Joey Morris and Jim Budding (swordfish boats) on what is needed to accommodate boats using the dock.

Town Manager Willis said he working with LOCOG to set up a meeting with Mr. Shippo concerning the Porter's Chapel. He said residents in the proposed sewer expansion area of town are not returning their surveys. Mr. Willis said he had stressed to the residents about the importance of the surveys and said sewer would be installed in those areas with or without the grant. Mr. Willis said the Parks and Recreation Commission have approved the improvements at the John Parker Park and that the RFP for the work would be put out next week. Also under Parks and Recreation were installation of a fence around the Galleon at Naval Heritage Park, expanded hours for Pickle Ball, said bleachers for the Skate Park have arrived and the cameras at the park are up and running. Mr. Willis told Council that County Council has unanimously passed first reading of the Capital Project Sales Tax List, said the Bird Birthday Party was a success, discussed speed bumps and four-way stops on possibly Madrid Avenue and other areas of town, said some updates would be needed to the Stormwater MOU with Beaufort County including MS-4 requirements, the aerator at Duck Blinds Pond has been repaired, work at the Cypress Wetlands will cost more than two hundred fifty thousand dollars and plans are being finalized for July 4th festivities. Mr. Willis said the work at the boardwalk will be completed by July 4th.

III. REVIEW AGENDA FOR THE JUNE 8, 2016 COUNCIL MEETING

Town Manager Willis reviewed Ordinances 2016-4 and 2016-5 to convey property for construction of sidewalks on 12th Street, London Avenue and 15th and 16th Streets. He also reviewed Ordinances 2016-6 and 2016-7 to annex and zone 1.32 acres on Savannah Highway. Mr. Willis explained the Metro Planning Commission had recommended both the annexation and zoning of this property. Town Manager Willis discussed Ordinance 2016-8 to allow for construction of sidewalks on 14th Street and Madrid Avenue.

Town Manager Willis reviewed Ordinance 2016-9 and explained it would set the budget for the Fiscal year 2016-2017. He said the \$5,871,644 budget includes a two percent cost of living increase for employees plus state mandated increases to the state retirement fund. Mr. Willis said the budget also includes an upgrade for the website, audio visual equipment for council chambers, a police officer position, a truck for the fire department, funds for Parks and Recreation and Redevelopment Commission projects and increased cost of garbage and recycling. He explained this budget was prepared with no increase of millage or fees.

Town Manager Willis asked that an appointment for the Economic Development AdHoc Committee be placed on next week's agenda.

IV. IMPORTANT DATES AND INFORMATION:

- A. Wednesday, June 8, 2016, 6:30 pm, Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**

Town Manager Willis reviewed the list of important dates and information and added the July 4th Celebration at the Sands.

V. ADJOURNMENT:

Councilmember Klein moved to adjourn.

The workshop adjourned at 7:15 pm.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

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

June 8, 2016

Members Present: Mayor Sam Murray and Councilmembers Jerry Ashmore, Vernon DeLoach, Mary Beth Heyward 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 Budget Workshop of May 11, 2016**
- B. Minutes from the Council Workshop of May 11, 2016**
- C. Minutes from the Budget Workshop of May 18, 2016**
- D. Minutes from the Regular Council Meeting of May 18, 2016**

Councilmember Heyward moved to adopt the minutes from the Budget Workshop of May 11, 2016, the Council Workshop of May 11, 2016, the Budget Workshop of May 18, 2016 and the Regular Council Meeting of May 18, 2016.

IV. COUNCIL BRIEFING:

Town Manager Willis told Council he was working with the Department of Administration on how the proceeds from the port fire should be utilized. He said he was continuing to work with Joey Morris, Jim Budding and Town Architect Cooter Ramsey on plans to replace the burned building at the docks. Mr. Willis showed renderings of the proposed layout of the new building. Mr. Willis said he felt the Town should have some assistance with equipping the building from other entities. He said the Town has already purchased a large ice machine and was selling lots of ice. Mr. Willis said they hope to have a system to blow the ice onto the boats.

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. SECOND READINGS:

- A. Ordinance 2016-4. 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 428 and Beaufort County Tax District 110, Map 11, Parcel 366 (approximately 148 ft. on 12th Street)**

Town Manager Willis read Ordinance 2016-4 by title and showed the property on the map. He explained the new sidewalk would tie into an existing sidewalk.

Councilmember Heyward moved to adopt Ordinance 2016-4 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

- B. Ordinance 2016-5. 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 428 and Beaufort County Tax District 110, Map 11, Parcel 97 (approximately 200.64 ft. on London Avenue, 130 ft. on 16th Street and 150 ft. on 15th Street)**

Town Manager Willis read Ordinance 2016-5 by title and pointed out the property on the map.

Councilmember Heyward moved to adopt Ordinance 2016-5 and Councilmember Ashmore seconded the motion.

The motion carried by unanimous vote.

- C. Ordinance 2016-6. An ordinance annexing to the Town of Port Royal approximately 1.32 acres of real estate located in Beaufort County described as Beaufort County Tax District 100, Map 31B, Parcels 119 & 121 (located at 109 and 111 Savannah Highway Beaufort County South Carolina)**

Town Manager Willis read Ordinance 2016-6 by title and showed the property on the map. He said the property is located in the Port Royal growth area. Mr. Willis reviewed the requested zoning of T4 Neighborhood Center-Open and said the Metro Planning Commission had unanimously recommended both the annexation and zoning of this property. He said these requests meet the requirements of the Future Land use Map and the Comprehensive Plan.

Councilmember Heyward moved to adopt Ordinance 2016-6 and Councilmember Ashmore seconded the motion.

The motion carried by unanimous vote.

- D. Ordinance 2016-7. An ordinance to zone approximately 1.32 acres of real estate located in Beaufort County described as Beaufort County Tax District 112 (formerly Beaufort County Tax District 100), Map 31B, Parcels 121 and 119 in Beaufort County South Carolina to be zoned as T4 Neighborhood Center- Open (T4NC-O)**

Town Manager Willis read Ordinance 2016-7 by title and showed the property on the map.

Councilmember Heyward moved to adopt Ordinance 2016-7 and Councilmember Klein seconded the motion.

The motion carried by unanimous vote.

- E. Ordinance 2016-8. 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 10, Parcel 143 (approximately 84 ft. on 14th Street and 100 ft. on Madrid Avenue)**

Town Manager Willis read Ordinance 2016-8 by title and showed the property on the map. He said by doing several sidewalks at one time he hoped to drive down the unit cost of installation of the sidewalks.

Councilmember Klein moved to adopt Ordinance 2016-8 and Councilmember Ashmore seconded the motion.

The motion carried by unanimous vote.

- F. Ordinance 2016-9. An ordinance to amend as follows Section I of Ordinance 2015-15 to provide for the levy of taxes for ordinary town purposes in the Town of Port Royal, South Carolina, for the fiscal year beginning July 1, 2016, and to provide for the expenditures thereof.**

Town Manager Willis read Ordinance 2016-9 by title and explained the proposed budget of \$5,871,644 included a two percent cost-of-living increase for employees and increases in the State Retirement Fund, a grant match for an additional police officer, a new truck for the Fire Department, upgrade of the website, audio/visual equipment for Town Hall and funds for the Redevelopment and Parks and Recreation Commissions. Mr. Willis said this budget was prepared with no increase in mills or fee structure. He told Council the Town has received a \$25,000 PARD Grant to upgrade the John Parker Park.

Councilmember Klein moved to adopt Ordinance 2016-9 and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

VII. COUNCIL'S ACTION:

A. Appointment to Economic Development AdHoc Committee

Councilmember Klein moved to appoint Joe lee to the Economic Development AdHoc Committee and Councilmember Heyward seconded the motion.

The motion carried by unanimous vote.

VIII. IMPORTANT INFORMATION AND DATES:

- A. Saturday, June 11, 2016, 6:30 pm – Street Music featuring *Randall Bramblett Band*, between 9th & 10th Streets on Paris Avenue**
B. Monday, June 20, 2016, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street

- C. **Tuesday, June 21, 2016, 4:00 pm – Redevelopment Commission, Town Hall, 700 Paris Avenue**
- D. **Tuesday, June 21, 2016, 5:30 pm – Parks and Recreation Commission, Town hall, 700 Paris Avenue**
- E. **Saturday, June 25, 2016, 6:30 pm – Street Music, Paris Avenue between 9th and 10th Streets**
- F. **Monday, July 4, 2016, 5:00 pm – July 4th Celebration at the Sands with music and fireworks, sponsored by the Historic Port Royal Foundation**
- F. **Wednesday, July 6, 2016, immediately following the scheduled Public Hearing - Council Workshop, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- G. **Wednesday, July 13, 2016, 6:30 pm – Regular Council Meeting, Yvonne C. Butler Council Chambers, Paris Avenue**
- H. **Thursday – Saturday, July 14 – 17, 2016 – MASC Annual Meeting, Charleston, SC**

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

Historic Port Royal Foundation Chairman, Jim Crower told those present the July 4th Celebration would include food vendors, TUX the Clown, bands, a DJ and Fireworks. He said they are working toward getting golf carts to shuttle people to the Sands.

IX. COUNCIL'S COMMENTS:

Councilmember Klein discussed a bill signed by Governor Haley concerns golf cart usage at night. He said it needed to be determined whether or not this law applies to Port Royal.

X. 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.

There were no comments at this time.

XI. EXECUTIVE SESSION:

A. Personnel matter concerning salary

Councilmember Heyward moved to adjourn to Executive Session to discuss a personnel matter concerning salary. Councilmember Ashmore seconded the motion.

Council adjourned to Executive Session at 7:05 pm.

Regular Council Meeting
June 8, 2016

Council returned from Executive Session at 7:35 pm.

No action was taken.

XII. ADJOURNMENT:

Councilmember Heyward moved to adjourn.

The meeting adjourned at 7:35 pm.

Respectfully submitted,



Tanya L. Payne
Municipal Clerk

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