

COUNTY COUNCIL OF BEAUFORT COUNTY

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DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
COUNTY ATTORNEY

SUZANNE M. RAINEY
CLERK TO COUNCIL

AGENDA FINANCE COMMITTEE

2:00 p.m.

Monday, May 20, 2013

Large Meeting Room, Bluffton Branch Library
120 Palmetto Way, Bluffton

Committee Members:

Stu Rodman, Chairman
Rick Caporale, Vice Chairman
Steven Baer
Brian Flewelling
William McBride
Jerry Stewart

Staff Support

Alicia Holland, Comptroller

1. CALL TO ORDER – 2:00 P.M.
2. CONSIDERATION OF CONTRACT AWARD
 - A. \$61,884 Planting of Old Savannah Highway Medians ([backup](#))
3. RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING AND AGREEMENT BETWEEN THE COUNTY AND THE SOUTH CAROLINA ASSOCIATION OF COUNTIES RELATING TO THE ASSOCIATION SERVING AS THE CLAIMANT AGENT PURSUANT TO THE SETOFF DEBT COLLECTION ACT OF 2003, AS AMENDED ([backup](#))
4. CONTINUING DISCUSSION ON COUNTY FY 2014 BUDGET
5. DISCUSSION OF REAPPOINTMENTS AND APPOINTMENTS
 - A. Tax Equalization Board
6. ADJOURNMENT

Open and Priority Retreat Items

Transfer Station Analysis
Road Financing
Burton Wells Regional Park Financing
Sports Complex Economic Analysis

2013 Budget Cycle

Business License Fees
2014 Millage Policy
Joint Use of School Facilities
Airport Business Plan





**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

Building 2, 102 Industrial Village Road
Post Office Drawer 1228, Beaufort, SC 29901-1228
Phone: (843) 255-2353 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator *GKUBIC*
Bryan Hill, Deputy County Administrator *BHill*
David Starkey, Chief Financial Officer *DStarkey*
Anthony Criscitiello, Planning Director *AC*

FROM: Dave Thomas, CPPO, Purchasing Director *dtb*

SUBJ: Request to Fund the Planting of the Old Savannah Highway Medians

DATE: April 30, 2013

BACKGROUND: The Purchasing Department received a requisition over \$25,000 from the Beaufort County Planning Director requesting to fund the planting of the recently installed Old Savannah Highway Medians. The Town of Port Royal has offered to maintain the landscaping after installation. This project includes the cost of site preparation/grade; a four month hand watering program to facilitate plant establishment; plants and installation of plants; pine straw mulch. Because the proper installation and maintenance needs are heavily linked, the County would prefer that the Town contract for the installation of the plants on the medians. The County agrees to provide up to \$61,884 for the site preparation/grade; a four month hand watering program to facilitate plant establishment; plants and installation of plants; and provision of pine straw mulch.

<u>VENDOR VIA TOWN OF PORT ROYAL:</u>	<u>Cost</u>
1. The Greenery, Inc., Beaufort, SC	\$61,884

FUNDING:

1. Funding from account 20120011 Tree Replacement Fund. Available budget is \$298,818.

FOR ACTION: Finance Committee meeting on May 6, 2013.

RECOMMENDATION: The Purchasing Department recommends that the Finance Committee approves the contract for median landscape installation from the aforementioned vendor via the Town of Port Royal for a total amount of \$61,884.

cc: Richard Dimont

ATTACHMENTS:

1. Median Planting Proposal and design from The Greenery, Inc.
2. Town of Port Royal letter of endorsement

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Highway Medians - Port Royal, SC

▶ Town of Port Royal - Median Landscape ◀

ITEM	QTY	UNIT	TOTAL COST	NOTES
SITE PREP/GRADE				
Fine grade (Fill N.I.C.)	1	LS	\$3,127.00	Fill N.I.C.
IRRIGATION				
Hand Watering Program (4 Months)	1	LS	\$3,570.00	Water Provided by TPR
PLANTING				
OLD SAVANNAH HIGHWAY MEDIANS				
Miscanthus sinensis "Morning Light"	549	3 gal		
Muhlenbergia capillaris	1934	3 gal		
Pennisetum alopecuroides "Hameln"	1400	1 gal	\$39,401.85	
OTHER				
Mulch- Pinestraw	2,300	Bales		Planted Areas
Traffic Control	1	LS	\$15,785.00	
COST ESTIMATE SUMMARY			\$61,883.85	
WORK PROPOSAL TOTAL			\$61,883.85	

GENERAL NOTES

- 1) Rough grading to +/- .1 is to be done by others.
- 2) Power for the irrigation controller is to be provided by others.
- 3) Unless specifically noted, the price for clearing, grubbing, and tree work is not included in this bid.
- 4) Irrigation sleeves are to be installed by others unless otherwise noted.
- 5) This bid is based on our best estimate from the landscape planting plan provided.
- 6) Maintenance for the trees, shrubs, groundcovers, and lawns beyond final acceptance of the landscape is not included in this bid. A separate landscape maintenance quote can be provided upon request.
- 7) Prices are subject to change if notification of intent to enter into a contract is not received within 45 days of the quotation date.

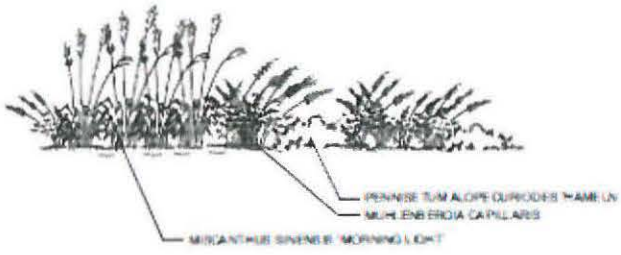
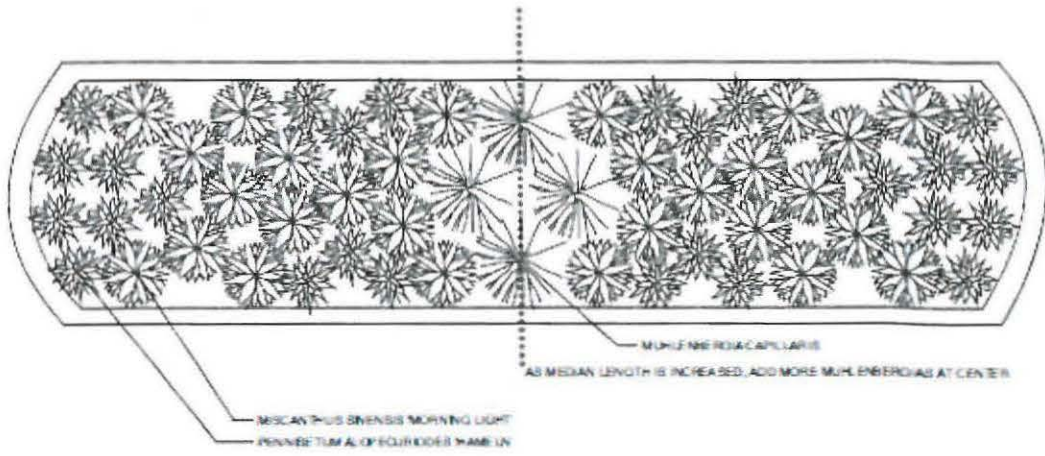
The Greenery, Inc. guarantees all plants that are covered by an automatic sprinkler system for one full year. Plants not covered by a sprinkler system are guaranteed to be healthy and properly planted at the time of installation. Guarantee shall not apply to plants, the loss of which is due to abuse, vandalism, animal, fire, lightning, hail, vehicular damage, freeze, neglect, or Acts of God. The Greenery, Inc. does not guarantee the life of transplanted plants. Damage to or loss of plants due to Deer is not covered by any warranty expressed or implied.

The Greenery, Inc.
Jerry Ashmore, Branch Manager

Date

Town of Port Royal

Date



SAVANNAH HIGHWAY MEDIANS
 THE GREENERY, INC.
 MANAGER: JERRY ASHMORE DRAWN BY: ANSLEY WHITE
 JANUARY 9, 2012
 NOT DRAWN TO SCALE (APPROX. 1" = 3' - 0")

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

Uinda Bridges
Planning

March 15, 2013

Mr. David Thomas
P O Drawer 1228
Beaufort, SC 29901

RE: Town of Port Royal's
Previous Work with The Greenery, LLC

Dear Mr. Thomas:

The Town of Port Royal has enjoyed an excellent relationship with the Greenery. Two years ago, the Greenery was selected by the Town to provide all landscape, grass cutting and other maintenance services such as trimming on Ribaut Road and other specific roads within the Town.

Previous to and since being awarded this contract, the Greenery has also preformed a number of landscaping projects for the Town, all of which were sole sourced to the Greenery. These projects include:

- Design and installation of planting beds at the end of the SC 802 bridge and grassing of adjoining right-of-ways
- Design and installation of landscaping for the Cypress Wetland Amphitheater and plaza
- Invasive species control and removal in the Cypress Wetland
- Design and installation of many smaller planting islands within the Town such as the Richmond Ave. median and the areas at Mossy Oaks and Ribaut Road
- Grass cutting and clearing within the SCSPA property - SCSPA worked directly with the Greenery to perform this work in the Town
- Repairs to damaged roadway island plantings resulting from car accidents
- Renovation and improvements to landscaping at Town Hall

In all cases the Greenery has provided an exceptional level of quality, cooperation and maintenance of the landscaping they have installed for the Town. The Greenery has stood behind its work for the Town and has quickly and responsibly responded to any issues related to landscaping for work they have performed.

P.O. Drawer 9 • Port Royal, SC 29935-0009 • Telephone (843) 986-2211 • Fax (843) 986-2210
www.portroyal.org

We would appreciate endorsement of the plan for the County to transfer funding for median planting to the Town of Port Royal so that we may directly contract with the Greenery for the landscaping in the medians on Savannah Highway. This will enable the Town to continue to receive the same high quality and professional installations the Town has become accustomed.

The Town is also committing to the provision of long-term maintenance of the Savannah Highway median landscaping after installation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Van Willis', written over the word 'Sincerely,'.

Van Willis
Town Manager

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

November 9, 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 Capt. Alan Beach and Municipal Clerk Tanya Payne

I. PLEDGE OF ALLEGIANCE:

Mayor Murray called the meeting to order at 7:18 pm and led the Pledge of Allegiance.

II. INVOCATION:

Councilmember DeLoach offered the invocation.

III. PRESENTATION:

A. Presentation of Plaque and Proclamation to Councilmember Henry Robinson

Mayor Murray read a proclamation honoring Councilmember Henry Robinson for thirty-eight years of service to the Town and presented it to Mr. Robinson along with a plaque thanking him for his service.

Councilmember Robinson said he appreciated the opportunity of serving the Town and its citizens and told Council he was willing to continue serving if they saw fit to appoint him to serve on a Town board.

IV. APPROVAL OF MINUTES:

- A. Minutes from the Public Hearing of October 5, 2011**
- B. Minutes from the Council Workshop of October 5, 2011**
- C. Minutes from the Regular Council Meeting of October 12, 2011**

Councilmember Robinson moved to adopt the minutes from the Public Hearing of October 5, 2011, the Council Workshop of October 5, 2011 and the Regular Council Meeting of October 12, 2011. Councilmember Heyward seconded the motion.

Mayor Murray pointed out that an error in the October 12th Council Meeting minutes that incorrectly identified David Kell.

The correction was made and motion carried by unanimous vote.

V. AMENDMENTS TO THE AGENDA:

Town Manager Willis stated the owners of property located at Wright's Point had withdrawn their request for rezoning and asked that Ordinance 2011-16 be removed from the agenda.

Councilmember Heyward moved to remove Ordinance 2011-16 from the agenda and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

VI. COUNCIL BRIEFING:

Town Manager Willis explained that by working out some details with the contractor, the entire Fort Frederick Circle road would be repaved adding only thirty dollars to the cost.

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.

There were no comments at this time.

VIII. SECOND READINGS:

- A. Ordinance 2011-17. An ordinance to rezone approximately 317 acres in the Town of Port Royal, South Carolina, generally lying along**

Battery Creek and as set forth in that plat entitled: “Plat of 51.60 acres of highland at South Carolina State Ports Authority, Port Royal Terminal” prepared by Thomas & Hutton Engineering Co. dated December 20, 2006 and recorded in Plat Book 0122 at pages 0032-0035 on October 17, 2007, Beaufort County RMC Office, consisting of approximately 51.44 acres of highland and 265.91 acres of marsh to Planned Unit Development (PUD).

Town Manager Willis read Ordinance 2011-17 by title and explained this document would be the guide for development of the port property. He reviewed a list of changes that had been made to the PUD since it was introduced.

Attorney Frances Cantwell stated that no development applications or permit applications would be taken until the property was transferred to the new owners.

Councilmember Heyward moved to adopt Ordinance 2011-17 and Councilmember Robinson seconded the motion.

Mayor Murray and Councilmembers Heyward, Robinson and Lee voted yes.

Councilmember DeLoach voted no.

The motion carried.

- B. Ordinance 2011-18. An ordinance authorizing the Mayor to execute a Development Agreement on behalf of the Town with the Port Royal Development Group, LLC pertaining to Approximately 317 acres of property located in the Town of Port Royal along Battery Creek known as the Port of Port Royal tract as shown on a plat entitled “Plat of 51.6 acres of highland at South Carolina State Ports Authority, Port Royal Terminal” prepared by Thomas & Hutton Engineering Co. dated December 20, 2006 and recorded in Plat Book 0122 at Pages 0032-0035 on October 17, 2007, Beaufort County RMC Office, consisting of approximately 51.44 acres of highland and 265.91 acres of marsh.**

Town Manager Willis read Ordinance 2011-18 by title and reviewed changes that had been made to the development agreement since its introduction.

Councilmember Heyward moved to adopt Ordinance 2011-18 and Councilmember Robinson seconded the motion.

Mayor Murray and Councilmembers Heyward, Robinson and Lee voted yes.

Councilmember DeLoach voted no.

The motion carried.

- C. Ordinance 2011-19. An ordinance authorizing the mayor to execute on behalf of the Town a third amendment to the development agreement approved by Ordinance 2006-72 pertaining to approximately 317 acres of property located in the Town of Port Royal located along Battery Creek and owned by the South Carolina State Ports Authority.**

Town Manager Willis read Ordinance 2011-19 by title and explained it would extend the current development agreement with the Port's authority in the event there was a problem and the sale of the port property failed.

Councilmember Heyward moved to adopt Ordinance 2011-19 and Councilmember Robinson seconded the motion.

Mayor Murray and Councilmembers Heyward, Robinson and Lee voted yes.

Councilmember DeLoach voted no.

The motion carried.

IX. FIRST READING:

- A. Ordinance 2011-16. An ordinance to rezone in the Town of Port Royal, South Carolina, approximately 4.81 acres as shown and described as Beaufort County Tax District 112, map 34, Parcel 3 from Mixed Use-1 (MU-1) to Highway Commercial (HC) (Parris Island Gateway at Wright's Point Circle)**

This item was removed from the agenda.

- B. Ordinance 2011-20. An ordinance amending the Trask Development Agreement adopted by Ordinance 2001-46 and amended by Ordinance 2002-6 to extend the expiration date.**

Town Manager Willis read Ordinance 2011-20 by title and explained the agreement was about to expire and said the owners had requested an extension. He pointed out that developments on this property included Shadow Moss and Ashton Square.

Attorney David Tedder told Council everyone had lived up to terms of the agreement but said various circumstances had delayed development. He said underlying zoning for

the property was MU-1 and CP and that the agreement conforms to the Town's Comprehensive Plan.

Councilmember Lee moved to adopt first reading of Ordinance 2011-20 and Councilmember Robinson seconded the motion.

Mayor Murray and Councilmembers Heyward, Lee and Robinson voted yes.

Councilmember DeLoach voted no.

The motion carried.

X. FOR COUNCIL'S ACTION:

A. Appointments:

1. Redevelopment Commission – appoint one

Councilmember Lee moved to appoint Philip Alling to the Redevelopment Commission and Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

2. Historic Preservation Commission – appoint one

There was no appointment at this time.

B. Approval of landscape maintenance contract

Town Manager Willis told Council that Tony Magilone had reviewed the RFP's received for landscaping throughout twenty-two areas of the Town and said Mr. Magilone had recommended The Greenery. Mr. Willis said he was working with that company on details of the contract.

Tony Magilone reviewed duties of the landscaper and areas of the Town that would be affected. He said one component of the contract was to deal with invasive species in the wetlands.

Councilmember Lee moved to authorize the Town Manager to negotiate a contract with the Greenery for up to one hundred fifty-seven thousand dollars for landscape work in the Town. Councilmember Robinson seconded the motion.

The motion carried by unanimous vote.

XI. IMPORTANT INFORMATION AND DATES:

- A. Friday, November 11, 2011 – Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Veteran’s Day**
- B. Monday, November 21, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street, Beaufort**
- C. Thursday and Friday, November 24 and 25, 2011 - Town Hall, Public Works and the administrative offices of the Police Department will be closed in observance of Thanksgiving**
- D. Wednesday, December 7, 2011, 6:00 pm – Christmas in the Park with a visit from Santa**
- E. Thursday, December 8, 2011, 5:30 pm – Design Review Board Meeting, Town Hall, 700 Paris Avenue**
- F. Wednesday, December 14, 2011, 6:30 pm – Public Hearing, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- G. Wednesday, December 14, 2011, Immediately following the scheduled Public Hearing – Regular Council Meeting, Yvonne C. Butler Council Chambers, 700 Paris Avenue**
- H. Monday, December 19, 2011, 2011, 5:30 pm – Metro Planning Commission, Beaufort City Hall, 1911 Boundary Street**

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

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.

John Ellerbe speaking on behalf of the Historic Port Royal Foundation invited everyone to attend a lecture and book signing, *The Battle of Port Royal, 1861* by author Michael Coker to be held November 11th at the Union Church on 11th Street.

XIII. ADJOURNMENT:

Councilmember Robinson moved to adjourn the meeting.

The meeting adjourned at 8:10 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 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 meeting.

REQUEST FOR PROPOSALS (RFP)
GROUND, LANDSCAPING, WETLAND AND POND MAINTENANCE
MUNICIPALITIES OF PORT ROYAL, SC AND CITY OF BEAUFORT, SC

Proposal deadline is October 6, 2011 at 4:00 pm.

The City of Beaufort, South Carolina (City) and the Town of Port Royal, South Carolina (herein after Municipalities or Municipality) will be accepting Proposals from companies experienced with the maintenance and upkeep of parks, streets, rights-of-ways, public landscape areas, wetlands and ponds. The intent of this RFP is to select an experience landscaping company to perform the above services for the Municipalities as outlined in Attachment "A" Scope of Services.

The City of Beaufort and Town of Port Royal have a standing Resolution that provides for the joint solicitation and undertaking of common types of professional services. This RFP is being issued under the conditions of this Resolution.

The RFP response for the Town of Port Royal should be placed in a sealed envelope with the following statement on the cover "GROUND, LANDSCAPING, WETLAND AND POND MAINTENANCE PROPOSAL FOR THE TOWN OF PORT ROYAL, SC DO NOT OPEN" along with the name, address and any license information of the submitting company and submitted to:

Town of Port Royal, SC
Attn: Mr. Van Willis, Town Manager
700 Paris Ave. PO Drawer 9
Port Royal, SC 29935

The RFP response for the City of Beaufort should be placed in a separate sealed envelope with the following statement on the cover "LAWN, TREE AND PROPERTY CARE CONTRACT 2011 FOR THE CITY OF BEAUFORT, SC DO NOT OPEN" along with the name, address and any license information of the submitting company and submitted to:

City of Beaufort, SC
Isiah Smalls, Public Works Director
1911 Boundary Street
Beaufort, SC 29902

Proposals must be made by hard copy delivered to the above addressees by the deadline date and time. **No fax or email proposals will be acceptable. All proposals submitted will be firm for 45 days after the submittal date.**

STATEMENTS RECEIVED AFTER 4:00 P.M., October 6, 2011 WILL NOT
BE CONSIDERED

Resolution 2012 /

TO APPROVE THE MEMORANDUM OF UNDERSTANDING AND AGREEMENT BETWEEN THE COUNTY AND THE SOUTH CAROLINA ASSOCIATION OF COUNTIES RELATING TO THE SOUTH CAROLINA ASSOCIATION OF COUNTIES BEING AUTHORIZED AND DESIGNATED AS THE CLAIMANT AGENT FOR THE COUNTY PURSUANT TO THE SETOFF DEBT COLLECTION ACT OF 2003, AS AMENDED, AND TO AUTHORIZE THE COUNTY TREASURER OF BEAUFORT COUNTY TO USE THE PROCEDURES PROVIDED IN CHAPTER 56, TITLE 12 AS THE INITIAL STEP IN THE COLLECTION OF DELINQUENT TAXES.

WHEREAS, the Setoff Debt Collection Act of 2003, as amended, (South Carolina Code Section 12-54-10), allows the South Carolina Department of Revenue to render assistance in the collection of delinquent accounts or debts owing to the County; and

WHEREAS, S.C. Code Ann. § 12-51-40(e) authorizes, in the alternative and subject to the prior approval of the county governing body, the County Treasurer to use the procedures provided in Chapter 56, Title 12 (Setoff Debt Collection Act), as the initial step in the collection of delinquent taxes; and

WHEREAS, the County Council wishes to increase the collection rate of debts that are due and owing to the County by availing itself of the Setoff Debt Collection Act of 2003, as amended; and

WHEREAS, County Council has reviewed and approved the Memorandum of Understanding and Agreement designating the South Carolina Association of Counties to serve as the claimant agent.

NOW, THEREFORE, BE IT RESOLVED, that the County Council of Beaufort County hereby adopts a resolution approving a Memorandum of Understanding and Agreement between the County and the South Carolina Association of Counties relating to the Association serving as the claimant agent pursuant to the Setoff Debt Collection Act of 2003, as amended. A copy of the Memorandum of Understanding and Agreement is incorporated herein by reference.

Adopted this ____ day of _____, 2013.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

Joshua A. Gruber, Staff Attorney

ATTEST:

Suzanne M. Rainey, Clerk to Council