NOTE: IF YOU HAVE SPECIAL NEEDS DUE TO A PHYSICAL CHALLENGE, PLEASE CALL IVETTE BURGESS 525-7070 FOR ADDITIONAL INFORMATION

STATEMENT OF MEDIA NOTIFICATION

"In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, all local media was duly notified of the time, date, place and agenda of this meeting."

REGULAR MEETING - Council Chambers, 2nd Floor - 7:00 PM

I. CALL TO ORDER
   A. Billy Keyserling, Mayor

II. INVOCATION AND PLEDGE OF ALLEGIANCE
   A. Mike McFee, Mayor Pro Tem

III. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS
   A. Resolution recognizing Lowe's as a Valued Community Partner

IV. MINUTES
   A. Worksession and Regular Meeting November 13, 2018
   B. Worksession and Regular Meeting November 27, 2018

V. NEW BUSINESS
   A. Adoption of MASC 2019 Advocacy Initiatives
   B. Request from Downtown Operations and Community Services Department to host 2019 Community Events: Taste of Beaufort, Shrimp Fest, Halloween, Holiday Weekend to include street closures for events
   C. Request for permission from LowCountry Habitat to host 2nd Annual LowCountry Habitat Turkey Trot 5k, Thursday, November 28, 2019
   D. Request for permission to host annual Martin Luther King Jr. Parade from Beaufort County Ministerial Alliance on Monday, January 21, 2019
   E. Appointments to City Boards and Commissions - Building Board of Appeals
CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL
FROM: Linda Roper
AGENDA ITEM TITLE: Resolution recognizing Lowe's as a Valued Community Partner
MEETING DATE: 1/8/2019
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS:

ATTACHMENTS:

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RE S O L U T I O N

WHEREAS, Lowe’s Home Improvement Store of Beaufort has demonstrated a commitment to work with the City of Beaufort in service to the community through various initiatives and programs; and,

WHEREAS, Lowe’s Home Improvement Store of Beaufort through the efforts of its associates, participated in providing outstanding activities for the public during the September 2018, First Friday event; and,

WHEREAS, Through the Lowe’s Hometown Hero’s initiative, over 13 Lowe’s associates donated 85 hours of volunteer service, and the store donated the necessary building supplies to complete a project for a local resident that improved the overall structure, safety, and curb appeal of the home; and,

WHEREAS, Lowe’s Home Improvement store of Beaufort has made direct donations of resources and supplies in support of various City of Beaufort community events and activities including the 2018 Halloween and Holiday Weekend events; and,

WHEREAS, the Manager, supervisors, and associates of Lowe’s Home Improvement store of Beaufort continually express genuine, heartfelt enthusiasm for the service work they contribute to the community.

NOW THEREFORE, I Billy Keyserling, Mayor and City Council of the City of Beaufort, South Carolina, do hereby with gratitude, resolve that Lowes Home Improvement Store of Beaufort is duly valued Community Partner of the City.

_______________________________________
Mayor, Billy Keyserling

Attest

_______________________________________
City Clerk, Ivette Burgess
A work session of Beaufort City Council was held on November 13, 2018 at 5:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Billy Keyserling, Councilwoman Nan Sutton, Councilmen Stephen Murray, Phil Cromer, and Mike McFee, and Bill Prokop, city manager.

In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80(d) as amended, all local media were duly notified of the time, date, place, and agenda of this meeting.

**CALL TO ORDER**
Mayor Keyserling called the work session to order at 5:00 p.m.

**EMPLOYEE NEW HIRE RECOGNITION**
Mr. Prokop introduced David Prichard, the city’s new community and economic development director.

**PROPOSED REQUEST FOR USE OF SOUTHSIDE PARK FROM HOLY TRINITY SCHOOL**
Mr. Prokop said there have been 2 public meetings about the use of Southside Park. A survey of homes in the surrounding area has been done about Holy Trinity’s use of a section of Southside Park for soccer.

Sgt. Michael Phelan said there are 140 kids in the United Task Force (UTF) youth outreach program in the Northwest Quadrant, which has “few or no negatives.” The kids are surrounded by positive role models and mentors and have developed manners, he said.

The Holy Trinity kids are middle and high school age. Sgt. Phelan said the police department’s position is that it would be positive to have soccer in Southside Park.

Mr. Prokop said there are mixed feelings about a soccer field in Southside Park, based on the survey results. The city wants to put up a gate, he said, so the park would be closed from dusk to dawn, and they would put up more signs and improve parking, especially in the area of the dog park. The city wants to have these things in an agreement with Holy Trinity, Mr. Prokop said.

Hank Gulbrandsen said Holy Trinity wants to have a soccer practice and game field at Southside Park. They would use it for 75 to 100 hours in the fall, and it would be used more in the spring (150 to 200 hours) because of games. Holy Trinity would improve the site with “grading, filling, and seeding” in exchange for “priority scheduling” in a predetermined schedule made with the city each year, he said.

Mayor Keyserling joined the meeting.

Mr. Prokop reviewed the agreement. Josiah Tobin, Holy Trinity’s athletic director, told
council that the school hosts a cross-country meet once a year.

Holy Trinity would take care of grading, seeding, etc. to make the soccer field payable and safe, Mr. Prokop said. Public Works’ estimate for the cost of that work was between $25,000 and $30,000.

Mr. Prokop continued review of the agreement:

- The field would only be in “a specific area,” which he described.
- The initial term Holy Trinity has requested for the field is for 5 years with council approval, and renewal if council agrees.
- A use schedule can be posted. Mr. Tobin said it would be from 3:15 p.m. to 6:00 p.m. or 7:30 p.m.
- The park has restrooms; if there were excessive use (e.g., on game days), Holy Trinity would help out in offsetting those costs.
- The city would continue to do the maintenance it currently does, but field maintenance, lighting, and additional mowing (e.g., for a game) would be Holy Trinity’s responsibility.
- If the field must be used as a staging area, such as in the event of a natural disaster, there would be agreement not to have it used as a soccer field again until it had been cleaned up.
- Parking would only be allowed in areas properly designated for it with signs, not in the grass, for example.
- Insurance indemnification would be provided.
- Mr. Prokop reviewed the terms of termination, including discontinuing Holy Trinity’s use of the field if there were excessive complaints about noise or trash.
- There are to be no religious signs on the property.

Mr. Prokop said the city is renewing its Pride of Place program, and after the first year, Holy Trinity would make a donation to that program for maintenance of Southside Park.

**Alice Howard** said there would be a meeting November 20; she wants the county to do all it can to work with Holy Trinity. Before council takes action, she would like the city to see what else can be done. At the November 20 meeting, Beaufort County Parks & Recreation would present information, and she would like all of the information to be out there before the agreement is signed.

Ms. Howard told Mayor Keyserling she is getting facts and figures together about other fields in the county and the amount that they are used. She thinks Southside Park may not be “the only answer” for Holy Trinity. She said she would report to council after the meeting.

Councilman Murray asked if Holy Trinity had access to the fields that are adjacent to the school. Mr. Gulbrandsen said they’re not suitable for soccer. Mayor Keyserling said they
Councilman McFee asked how many vehicles would be at Southside Park for practices and how students would be transported there. Mr. Gulbrandsen said the school has a 15-passenger bus, and parents also carpool kids there. There would be 8 to 10 vehicles there for a practice and more for a game.

Mr. Gulbrandsen said the school has been looking for fields and gyms all over the county. They had some practices at Bob Jones Field, a church, and other “flat places” where they could play soccer. On game days, they had an agreement with St. Peter’s, he said, but they can’t use the St. Peter’s fields anymore for games. They have also contacted public schools.

Mr. Prokop asked how many students are in the soccer program. Mr. Gulbrandsen said between the 4 teams, there are approximately 60 soccer players.

Mayor Keyserling said he’s torn because he thinks the city could work out an agreement for Southside Park, but from Day 1, the park has been “a noose around the neck” of the city because it’s “too big” and “too expensive” to improve. Also, he said, for 14 years, the neighborhood has “consistently” been “opposed to there being organized . . . regular events in the park.” Finally, there’s a question about allowing Holy Trinity to use public property, he said.

Mayor Keyserling said there’s a possibility that other groups could use the field, such as UTF, if they were to “get into soccer.” The offer of Holy Trinity’s “investment” is “very generous,” he said, but he wants to avoid the appearance of “someone getting special treatment.”

Mayor Keyserling said he’s worked with PALS, and he knows they collect a recreation fee from “all of us,” so it’s a shame that they are not more flexible about the use of their spaces. A lot of PALS facilities are not fully used by the public, he said, and he hopes there will be a discussion with them about various issues.

Bob Jones Field would be “an ideal fit,” Mayor Keyserling said, and it’s “not being used by the county,” so he would like to work with them on that.

Councilman Murray said he thinks Holy Trinity’s offer is very reasonable, and the school is willing to make an investment in the park. He would like to see more community engagement in Southside Park, and having the soccer field there would help with that. On the other hand, he said, there has been “lots of public conversation about Southside Park” and what people would like to see there. One constant is that the people who participate in those conversations don’t want to see active recreation in the park, Councilman Murray said, and he doesn’t “think 60 kids is that big of a deal,” but he feels they need to “honor the process.” There are site plans for Southside Park, and a
stormwater retention pond is going in there, so he thinks this field could be a part of that. He agrees with the mayor that Bob Jones makes more sense in the long term for Holy Trinity soccer.

Councilman Murray said he has frustration that the city hasn’t “made good on some of the promises” made to Southside Park’s stakeholders. He would like Holy Trinity to participate in the November 20 meeting, and if nothing works out with the county, then they should discuss using Southside Park for soccer.

Mr. Prokop told Barb Chemsak that the plan would be for one soccer field now; when the stormwater pond goes in, there might be limits to any expansion for a second field, though there might be room for a second field “in that upper level” of Southside Park.

Ms. Chemsak asked, if this agreement goes forward, and the soccer field is put in place, if there is control over who gets to use it. Mr. Prokop said it would be open to the public; a group might use it to play kickball on Saturdays, but the city has no plans to do anything with the field. Ms. Chemsak said she’s concerned that those people who currently use the area where the soccer field would be won’t be able to use it as they do now (e.g., for dog training). Mr. Tobin said it’s too bumpy for people to use now, but they will be able to when it’s flattened out. The planned improvements would benefit the public, who could use it on the weekends, he said.

Rhonda Carey said she lives in the neighborhood and walks in the park, and she’s often the only person there. She would like to see others drawn to the park, which is “very underutilized.” The city is keeping the park up, Ms. Carey said, and she would like to see people using the green space. The kids in the neighborhood don’t have anywhere to play, and it would be nice for them to have a nice space to go to kick a ball around, she said.

Mr. Gulbrandsen said they’d like to begin using the soccer field in the spring.

Councilman Murray asked if they would consider a shorter-term lease. Mr. Gulbrandsen said they might, as long as they had renewal options because they would be making a substantial investment, which is why they had agreed to 5 years. Mr. Tobin said Holy Trinity’s first home game is scheduled for March 12.

Mr. Prokop said if the agreement is made, and another school wants to use the field for 22 hours a week, what had been open to the public would not be, so he thinks that is something to consider. If it could be worked out with the county, he said, there might be some things that could be done to help with Holy Trinity’s work, which would reduce its investment, and then the term of the lease could be shorter.

Mayor Keyserling said council would review the memorandum of understanding and as many as can will attend the PALS meeting. By the November 27 council meeting, they
will be ready with as much information as they can have to discuss a decision.

INTERVIEWS FOR CITY REPRESENTATION ON THE BEAUFORT JASPER WATER SEWER AUTHORITY (BJWSA) BOARD

Council interviewed Tom Mikell and Andy Kinghorn. Joe DeVito withdrew his application from consideration.

PROPOSED USE OF TIF II FUNDS FOR CAPITAL PROJECTS IN THE TIF II DISTRICT

Kathy Todd said the city estimates it will have about $5 million in TIF II funds. Matt St. Clair and Mr. Prokop and she made a preliminary list of “recommended additional projects” to present to council for “a nod on the direction.”

Priority 1: Property acquisitions along Polk Street for “easements to do the parallel road” – $2 million
Priority 2: A preliminary contract with Johnson Controls for the municipal complex security retrofit – $1.4 million.
Priority 3: land acquisition for Battery Park – $400,000
Priority 4: Public Works building renovation – $500,000
Priority 5: addressing the median in front of City Hall – $100,000
Priority 6: stormwater infrastructure needs along Highway 170 – $500,000

Mr. Prokop said there are “2 big parts” to Priority 2: first, “the upfitting of the police department so they can move upstairs,” and the city could lease out the downstairs to the county, and second, security lighting along the dais in council chambers and security features in the planning department.

Ms. Todd said the dollar amounts in this list are “placeholders.”

Mayor Keyserling asked how big of a portion of the median is in Priority 5. Mr. Prokop said it’s “just where it dead ends . . . right in front of City Hall.” Mayor Keyserling asked if there were “a less expensive, less intrusive way of doing” this median, perhaps like the Town of Port Royal did its medians, which he explained. Mr. Prokop said part of the problem is that there are so many curb cuts “all the way down” Boundary Street. The engineers said the estimate “to do it the whole way,” would be $1 million, “he said.

Councilman Cromer said Merritt Patterson had asked about a priority being a road behind Golden Corral on Highway 170 that would connect to Beaufort Industrial Village. Mayor Keyserling asked if that’s in TIF II, and he was told it is. He said it would be “a partial parallel road.”

SCE&G said the duct bank cost was $2.8 million, Ms. Todd said, which is $50,000 less than it was “in the old agreement.”

Councilman Murray briefly discussed the history of TIF II funding, which was supposed
to be invested into the Boundary Street corridor for a variety of reasons; the economic argument was that the public investment would stimulate private investment and “accelerate the return of tax revenues” to fulfill the city’s promise to its partners in the county and the school district. The upfits to the Public Works building and the municipal complex need to proceed, he said, but he asked if “those expenditures” are “in line with the request of the partners that we made when we put the TIF funding in place.”

Councilman Murray asked if that work would help to encourage private investment along the corridor, and if not, what investments would do that. Also, $2.8 million was spent on undergrounding utilities, to be paid for with a 2% fee on all residents’ utility bills, he said, so he asked if some of that money could be used to offset those increases in order “to sunset” them sooner.

Councilman Murray said a parallel road at Polk Street would help with traffic management, and “if we want the private development community to make an investment” along the corridor where the parallel road will go in the future, it would be hard to get developers to make that commitment when there is no timeline, funding, or guarantee on the parallel road.

Mayor Keyserling said people would learn to use the parallel road to avoid traffic at the intersection, so it would be more of a driver for development than other priorities on this list.

Ms. Todd said on Boundary Street, the rights-of-way cost $2.2 million. Mayor Keyserling said there was discussion about creating the parallel road first (before Boundary Street improvements). A parallel road would have a bigger impact on traffic than the Boundary Street improvements, but it was decided that they should give the public “something they could see and understand” first. Councilman McFee said Polk Street showed the public how a parallel road could work.

Polk Village would like to be in the city, Mayor Keyserling said, and this would not force that to happen, but it would “represent growth for the city without a lot of impact fees.”

Mayor Keyserling asked the timeline on this. Ms. Todd said in the next several months, they should be firmer about what they want to use the money for.

There was a general discussion about the parallel road; Mr. Prokop said the cost estimates would be outdated, but they could look at the original plans. Ms. Todd said the parallel road estimate was $10 million in the October 2011 grant application.

Mayor Keyserling said Johnson Controls has been a fabulous investment, and there would be savings from the program to help pay for what needs to still be done to the buildings. He agrees with Councilman Murray about the upfit, and said they have been waiting for years for the county to agree to take municipal space. They could rent the space at cost, which at a minimum would cover the cost of the upgrades, Mayor
Keyserling said.

Mayor Keyserling said not everything has been done to maximize the success of Boundary Street, which was discussed as having “the potential for up to $150 million in capital improvements along that corridor,” so he suggested keeping “as much as we could” of the remaining TIF II funds, “to be focused right on Boundary Street,” though that decision doesn’t have to be made today. “Public Works has been waiting for money for quite a while,” he said, and these are “very legitimate, not wasteful needs that the city has,” but they are “not what the money was raised for.” Ms. Todd said “a good amount” of TIF II funds were used on the original construction costs of both buildings in the municipal complex.

Councilman Murray said he’d like more detail on costs and “to see what we have on the parallel road,” and then they could take this up again in January.

The presentation on the results of the 2018 Shrimp Festival and Mr. Prokop’s “quarterly report brief” were removed from the agenda and will be on a future agenda.

There being no further business to come before council, the work session was adjourned at 6:47 p.m.

**EXECUTIVE SESSION**

Pursuant to Title 30, Chapter 4, and Section 70 (a) (2) of the South Carolina Code of Law, Councilman Murray made a motion, seconded by Councilman Cromer, to enter into Executive Session for receipt of legal advice about the Beaufort Regional Chamber of Commerce. The motion passed unanimously.
A regular session of Beaufort City Council was held on November 13, 2018 at 7:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Billy Keyserling, Councilwoman Nan Sutton, Councilmen Stephen Murray, Phil Cromer, and Mike McFee, and Bill Prokop, city manager.

In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80(d) as amended, all local media were duly notified of the time, date, place, and agenda of this meeting.

CALL TO ORDER
Mayor Keyserling called the regular council meeting to order at 7:15 p.m.

Councilman Cromer made a motion, seconded by Councilman McFee, to come out of executive session. The motion passed unanimously. Mayor Keyserling said there was nothing to report from the session.

INVOCATION AND PLEDGE OF ALLEGIANCE
Councilman McFee led the invocation and the Pledge of Allegiance.

PROCLAMATION OF NOVEMBER AS ALZHEIMER’S AWARENESS MONTH
Councilman McFee made a motion, second by Councilman Murray, to approve the proclamation. Councilman McFee read the proclamation, which Mayor Keyserling presented to Arlene Hull, executive director of Alzheimer’s Family Services of Greater Beaufort, and Michael Keyserling, president of the organization’s board of directors.

MINUTES
Councilman McFee made a motion, second by Councilman Cromer, to approve the minutes of the work session and regular meeting October 9, 2018. Councilman Murray abstained from voting because he was not present at the meeting. The motion to approve the minutes as submitted passed 4-0.

Councilman McFee made a motion, second by Councilman Cromer, to approve the minutes of the work session October 16, 2018. The motion to approve the minutes as submitted passed unanimously.

Councilman Cromer made a motion, second by Councilman McFee, to approve the minutes of the work session and regular meeting October 23, 2018. The motion to approve the minutes as submitted passed unanimously.

GENERAL OBLIGATION BOND ORDINANCE
Councilman McFee made a motion, second by Councilman Murray, to approve the ordinance on second reading. Ms. Todd said bids had come in from financial institutions for the “notice for sale.” There were 8 responses, she said, and she listed the banks and their rates. If council approves the ordinance on second reading, the city manager would
“authorize the indebtedness to Synovus Bank” at a rate of 3.38%, which Ms. Todd said is “a really, really good rating” that is significantly below what bond counsel had used for his estimates. Mayor Keyserling explained what the money is to be used for and why a general obligation bond was chosen. The motion passed unanimously.

REQUEST FOR PERMISSION TO HOST ANNUAL TOY RUN PARADE
Councilman Murray made a motion, second by Councilman McFee, to approve the request for the December 16, 2018 event. Ivette Burgess said this is an annual event, the route has not changed for many years, and the police department supports the event and offers traffic assistance. The motion passed unanimously.

HOLIDAY PARKING REQUEST FOR 2018 AND 2019
Councilman Murray made a motion, second by Councilman Cromer, to approve the holiday parking request. Linda Roper said last year, free holiday parking was offered only in the marina parking lot, with an 8-hour limit on the amount of time parkers could stay in the lot. The request for this season – and the 2019 holiday season – is to offer free parking in the marina parking lot again, from Thanksgiving through New Year’s Day, she said. Staff felt the program was successful last year, and they’d “like to get 3 years under our belt” with it before assessing it. Ms. Roper said with this program last year, there was more turnover of on-street parking than with other free holiday parking schemes in the past; merchants liked that, and patrons liked being able to park all day without needing to feed the meters, move their cars, etc.

Ms. Roper and Councilwoman Sutton discussed how signs would be used to market the holiday parking better and make the location of it clear.

Ms. Roper told Councilman Murray that she was asking council to approve 2 years of free holiday parking in the marina parking lot because she would be able to market it sooner this year and next, knowing that it’s already approved. This would also allow staff to analyze and present 3 years worth of data, she said, after the 2019 holiday season. Councilwoman Sutton agreed this would be a benefit. Councilman McFee said if free holiday parking fails for some reason this year, staff could always return to council and change it for next year.

Eric Thibault, Downtown Beaufort Merchants Association, said the consensus of downtown merchants is that free holiday parking was a success last year, and they’re in full support of it. He also thanked Ms. Roper and Ms. Carey “for all the work they’ve done.” The motion passed unanimously.

REQUEST FROM CITY OF BEAUFORT DOWNTOWN OPERATIONS TO HOST THE ANNUAL HOLIDAY WEEKEND (NIGHT ON THE TOWN, BOAT PARADE, AND CHRISTMAS PARADE), INCLUDING STREET CLOSURES AND WAIVER OF OPEN CONTAINER
Councilman McFee made a motion, second by Councilman Murray, to approve the request for the event, to be held December 7 – December 9, 2018. Ms. Roper said there
are no changes in this request from previous years. She described the particulars of the request for Night on the Town, the boat parade, and the Christmas parade. The motion passed unanimously.

REQUEST FROM BEAUFORT REGIONAL CHAMBER OF COMMERCE TO HOST ANNUAL TASTE OF BEAUFORT EVENT
Councilman McFee made a motion, second by Councilman Murray to table this item and the Chamber’s request to host Shrimp Festival, pending litigation. The motion passed unanimously.

APPROVAL OF A JOINT RESOLUTION BETWEEN THE CITY OF BEAUFORT AND THE TOWN OF PORT ROYAL TO BEGIN THE PROCESS FOR ADOPTION OF AN ORDINANCE IMPOSING A FIRE FACILITIES AND EQUIPMENT DEVELOPMENT IMPACT FEE
Councilman McFee made a motion, second by Councilman Cromer, to approve the joint resolution. Mr. Prokop said this is a joint resolution with the Town of Port Royal. All of the communities surrounding Beaufort have a fire impact fee, but Beaufort has not had one. Bluffton, for example, has collected $3.5 million in fire impact fees, he said. The fee is paid by developers when homes are built, and there are exceptions, such as for affordable housing. It would help with capital needs related to the fire service, Mr. Prokop said.

After tonight’s council approval, staff would formally ask the MPC (Metropolitan Planning Commission) to make a recommendation on a capital plan that would be presented to them, Mr. Prokop said.

Councilman Murray said he supports this process. The motion passed unanimously.

AMENDING PART 1, CHAPTER 9, ARTICLE D, SECTION 1-9031 OF THE CITY CODE OF ORDINANCE TO REMOVE THE MEMBERSHIP OF THE BEAUFORT REGIONAL CHAMBER OF COMMERCE ON THE CULTURAL DISTRICT ADVISORY BOARD (CDAB) AND REPLACE IT WITH A REPRESENTATIVE OF THE GREATER BEAUFORT-PORT ROYAL CONVENTION & VISITORS BUREAU (CVB)
Councilman McFee made a motion, second by Councilman Murray, to approve the ordinance amendment on first reading. Mr. Prokop explained that this is to ensure that the membership of CDAB has a representative of the CVB on it, now that the CVB is no longer under the auspices of the Chamber of Commerce. The motion passed unanimously.

2018 ORDINANCE RELATING TO RECOVERY OF COSTS DEBT SETOFF
Councilman Cromer made a motion, second by Councilman McFee to approve the ordinance on first reading. Ms. Todd said the city participates in the set-off debt program that is administered by the Municipal Association in partnership with the Department of Revenue. The Department of Revenue “has requested all new documents,” she said, and needs a revised ordinance that “modifies some of the
language in terms of the relationship we have with the Municipal Association.” Ms. Todd said there have been no changes to the ordinance or the program. The motion passed unanimously.

**AMENDING PART 5, CHAPTER 4, ARTICLE D, SECTION 5-4031 AND SECTION 5-4032 (6) (7) (8) OF THE CITY CODE OF ORDINANCE, FLOOD DAMAGE PREVENTION**

Councilman Cromer made a motion, second by Councilman Murray to approve the amendment on first reading. Bruce Skipper said the changes resulted from a recent audit. A DNR representative tried to marry the city’s current ordinance with the “state model ordinance” and found “discrepancies” that needed to be updated. The ordinance would also be updated “when the new flood maps come into play,” he said, but this is to get the city’s ordinance more in line with the state model ordinance, which is where he told Councilman McFee the wording was taken from. Councilman McFee pointed out a passage that he feels “seems a little overreaching.” The motion passed unanimously.

**RE-APPOINTMENTS TO BOARDS AND COMMISSIONS**

Councilman McFee made a motion, second by Councilman Cromer, to reappoint Barb Farrior to the Parks & Trees Advisory Committee and John Dickerson to Historic District Review Board. The motion passed unanimously.

Councilman Cromer made a motion, second by Councilwoman Sutton, to reappoint Bob Albright to the Design Review Board and Vimal Desai to the Tourism Development Advisory Committee. The motion passed unanimously.

**CITY MANAGER’S REPORT**

Mr. Prokop congratulated Councilman Murray and Councilman Cromer on their reelection to city council.

Mr. Prokop thanked “Neal Pugliese and the stormwater team” for their presentation at the Mossy Oaks stormwater meeting, and Ms. Todd, financial advisors, and bond counsel for “getting everything in place” to obtain financing for the stormwater work before interest rates go up.

Mr. Prokop welcomed Mr. Prichard again.

Mr. Prokop thanked Ms. Roper and Ms. Carey for organizing the downtown trick or treat event, which was a big success.

Mr. Prokop complimented the Beaufort Police Department for its community policing. Officer Othoniel Hatchett was awarded a plaque from a national foundation for his efforts in community development, he said, and Sgt. Phelan was named “outstanding police officer of the year” in Beaufort County. Mr. Prokop discussed a fundraiser to help the police department raise money to buy children toys for Christmas and said it would be open to other city employees as well.
Mr. Prokop thanked the Public Works department for work they’d done to clean up Battery Saxton Park. The entire Boundary Street project has been approved with one recent change order for $6,500, he said, and all of the accounting should be complete in the next 30 days.

Mr. Prokop said the Pride of Place program is being revitalized, and the funds are used for improvements, especially in the city's parks. Organizations that use city facilities are being asked to make donations to Pride of Place to help with maintenance, which will take this burden off of taxpayers, he said. Shrimp Festival revenues will also go in the Pride of Place fund.

Mr. Prokop said most areas of the city are caught up for storm debris pick-up.

Beaufort 2030 meetings will take place on January 17 and February 13, 2019 to get input on “what . . . we want our city to be” in 2030, Mr. Prokop said. About 80 people from a variety of demographics will participate in this program. He said they are particularly interested in the opinions of high school students.

Mr. Prokop asked where the contractors would come from for city projects on Greenlawn Drive, Allison Road, and the facility update at The Arsenal because there are so many projects going on throughout Beaufort County.

**COUNCIL REPORTS**

Councilwoman Sutton said she and Councilman McFee had attended the Municipal Elected Officials Institute in Columbia on October 24, which was “very good.”

Councilman McFee said he had attended the Marine Corps Recruit Depot’s 243rd birthday celebration and pageant and the Veterans Day celebration at Waterfront Park on Saturday.

Councilman Murray said he had attended Beaufort County School District’s “State of the Schools” with Councilman McFee, and finding a new superintendent by July of next year is a priority.

Councilman Murray said TECHconnect would be Thursday at Beaufort Digital Corridor from 5:30 – 7:30 p.m., and Co-Working @ the Corridor is free on Fridays.

Councilman Murray congratulated the candidates who were elected last week.

Councilman Cromer said he would be attending the Beaufort History Museum board meeting Friday, and he recommended reading the article on museums in the “Uptown” newsletter.
Councilman McFee said on Saturday afternoon at 2:00 p.m., Habitat for Humanity will have a ribbon-cutting on property on Mossy Oaks Road that the city donated to the organization for affordable housing. Councilman Cromer and Mayor Keyserling said they’d be attending.

There being no further business to come before council, Councilman Cromer made a motion, second by Councilman McFee, to adjourn the regular council meeting. The motion passed unanimously, and the meeting was adjourned at 8:04 p.m.
A work session of Beaufort City Council was held on November 27, 2018 at 5:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Pro Tem Mike McFee, Councilwoman Nan Sutton, Councilmen Stephen Murray and Phil Cromer, and Bill Prokop, city manager. Mayor Billy Keyserling had an excused absence.

In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80(d) as amended, all local media were duly notified of the time, date, place, and agenda of this meeting.

**CALL TO ORDER**
Mayor Keyserling called the work session to order at 5:00 p.m.

**PRESENTATION: UPDATE ON BEAUFORT DIGITAL CORRIDOR (BDC)**
Councilman Murray introduced Shelley Barratt, project manager, Matt D’Angelo, board vice-chairman, and Kevin Klingler, chairman of the board, who reviewed the purpose of BDC. He discussed the roles of members of the board and Ms. Barratt, as well as the organization’s “mission-critical goals.”

Ms. Barratt reviewed key BDC accomplishments:
- Residents at BASEcamp
- 24 current members, 15 of whom have been added in the past year
- BDC sponsors – including the City of Beaufort, which has budgeted a marketing campaign for BDC – and the Rotary Club, USCB, and tech-related companies
- Media – interviews and press releases as well as the marketing campaign, the roll-out of which is in process
- Programs – Some examples are TECHconnect, “Co-working @ the Corridor,” CODEcamp, Tech Profile, BASEcamp Gallery, and a Google Partner event.
- Programs = people – There have been more than 500 visits to BASEcamp in the last year, she said, the largest chunk of which comes for TECHconnect and to visit the gallery.
- Collaboration – Mr. Klingler said he has “been actively working with a variety of people at USCB to create a number of programs.”
  - BDC is focused on workforce development with USCB, he said, and he will be doing a presentation in June about “how to start-up a technology company” to Dr. Brian Canada’s ACM (Association for Computing Technology) group. ACM is a national organization of “high-level computer scientists” with a branch here in Beaufort/Bluffton, Mr. Klingler said. The organization is one from which “we hope to be able to farm some of the tech companies that we hope to bring into BASEcamp,” he said, by getting the ACM members to think about starting or growing tech companies here.
  - Also, Mr. Klingler is putting together a program with Dr. George Smith and Joe Iglesias to partner with USCB to appeal to their students and
“our constituents” with classes taught for both groups at BASEcamp by BDC members and by USCB teachers.

- Mr. Klingler said he would be working with **Dick Stewart** to develop 300- and 400-level classes on the Beaufort campus in business and computer science, which USCB doesn’t have now, with the idea of producing people to work at tech companies, as well as starting them.

Mr. Klingler said he and Ms. Barratt are working with Don Ryan Center for Innovation on creating a place where people can put their resumes online for tech companies to hire them.

Mr. D’Angelo said “Impact X” is an important program from College of Charleston; BDC brought a team of students here this summer, and it “made a tremendous impact.” He has reached out to Clemson, Furman, and USCB, which may begin an Impact X program. The plan is to bring another team here next summer, hopefully in cooperation with USCB, he said.

Mr. D’Angelo said he and Ms. Barratt go to quarterly meetings of TCL’s Technology Advisory Board and offer “real-world input.” He’s also met with people in the Beaufort County School District and gone with them to make presentations to high school students. Ms. Barratt said Mr. Klingler made a presentation at Battery Creek High School, and they are starting to reach out more to area schools. BDC was also on the committee for the “Teacher of the Year” awards, she said.

BDC works with **John O’Toole**, executive director of the Beaufort County Economic Development Corporation (EDC), Ms. Barratt said, “on county and state resources and incentives.” They’re discussing using BASEcamp or 500 Carteret Street for businesses that need temporary space. She described some South Carolina Department of Commerce programing and how BDC could be involved.

Mr. Klingler discussed what to expect from BDC in the future:

- Targeted communication to potential residents and members (e.g., a newsletter has just been released),
- Engaging discussion with relevant individuals and companies “that share larger regional economic goals,” and
- Working with residents toward achieving their business goals and graduating them into growing hiring companies.

Mr. Klingler described next steps for BDC, including regular updates for city council, updates on resident companies, and cross-organization collaboration.

Councilman Cromer asked if the BDC marketing plan is regional or national, and Mr. Klingler said it’s “definitely regional.” He discussed how “in time,” the push might be more national. Councilman Murray said the marketing approach is data-driven, which
makes the best use of the funds the organization has and will bring up the BDC when people are searching for co-working space, for example.

There was a general discussion of the Impact X program this past summer, and Councilman Murray said they would like Beaufort to be the “summer retreat destination” for “bright, creative” young people to work in and hopefully to come back to Beaufort after graduation. Mr. Prokop said the Impact X students are “our biggest promoters” because of their experience here and “what they got out of the program.”

Mr. Klingler said the BDC is looking to expand on the program with other schools and with the College of Charleston.

Councilman Murray asked those present to let people who might be interested in being a BDC member know to contact Ms. Barratt, and if people know any tech companies that might be interested in relocating to Beaufort, to contact the BDC. Councilman Murray also encouraged people to come to BDC for Co-working Fridays.

**DISCUSSION: RESULTS FROM SHRIMP FEST 2018**

*Kathy Todd* handed out a profit and loss statement for the Shrimp Festival. Ticket sales were $117,727; in combination with other sources, the revenue total was $157,623. Expenses included revenue-sharing, promotion and advertising, facilities, entertainment, merchandise, and beverages, costs for the 5K run, and other expenses (e.g., catering, volunteer coordinator, supplies, etc.) for a total of $156,775.60. Net income was $847.30. Ms. Todd said a couple of sponsors have not paid yet, and there will be revenue-sharing after that. *Linda Roper* said that she has received confirmation that some of those sponsorships would be coming in for $3,000 with revenue-sharing.

Ms. Roper said the festival was put together in 12 weeks. There were contracts in place from when Main Street Beaufort ran Shrimp Festival, and they were kept in place. The revenue-sharing from previous years was also maintained, she said. City staff added entertainment and extended the Saturday hours until 8 p.m. There was a lot of community support, Ms. Roper said, and she described some of the city’s partners, including the Beaufort Area Hospitality Association (BAHA). She thanked Sea Island Rotary for its help, and those who participated in the “educational component” that was added this year.

Ms. Roper went on to thank the coordinators of the crafts market, which had the highest attendance in “several years.” Many city employees volunteered, and “ticket sales were through the roof,” she said. There were other “fabulous, phenomenal volunteers,” including some who worked “12 hours straight for 4 days in a row.” There were about 150 volunteers, Ms. Roper said.

The Downtown Beaufort Merchants Association promoted Shrimp Festival, Ms. Roper said, and the city added a very successful component that let patrons redeem leftover
tickets in the merchants’ shops after the festival was over. Waste Pro and The Greenery were also partners and helped to keep the festival organized, she said.

Ms. Roper said that if the city does Shrimp Festival in the future, much has been learned. She feels there is “room to wiggle in the expenses,” and at least 5-10% of the expenses could be reduced.

Mr. Prokop said revenue-sharing was primarily for the local restaurants that participated. Ms. Roper said it was a great way to introduce those who attended to some local restaurants.

Councilwoman Sutton and Councilman Murray complimented Ms. Roper and Rhonda Carey for working so well in such a short period of time. Councilman Murray said he thought the education component was “a raging success,” as was the festival as a whole. Mayor Pro Tem McFee said people “seemed to really enjoy themselves,” and “the attitude was phenomenal.”

**QUARTERLY REPORT BRIEF**

Mr. Prokop said the city’s strategic plan is only a few pages long, and it doesn’t “sit on the shelf.” He said he’d present a summary of what has been done so far on each of the strategic plan’s six goals:

**Goal #1: Encourage sustainable economic growth...**

- Having four new business start-ups in BDC was a goal, Mr. Prokop said, and there are currently five.
- On the goal of having 50 new, well-paying jobs in the city by June of 2019, Mr. Prokop said, “We’re more than halfway there” because of Oliver’s Clean Burn and Dust Solutions, which have already brought approximately 37 new jobs to Beaufort.
- There are 67 to 70 new students in USCB’s residence halls, which will be expanding next year, and the number of units will double, so “the goal is to have almost 200 students [by] this time next year,” he said.
- The appearance of Commerce Park has been improved, and Oliver’s Clean Burn met the goal of a new business in Commerce Park.
- Collaboration with USCB and TCL is happening.
- Don Ryan Center for Innovation is not continuing in its office space in City Hall, but the collaboration with them continues.
- There was an article in *The Post and Courier* about economic development and BDC.
- The city works with the EDC, and there have been meetings about rejuvenating Main Street programs across the state, including in Beaufort.
Goal #2: Create a long-range plan and identify revenue streams to address the city’s infrastructure...

- Mr. Prokop said the Mossy Oaks stormwater plan is waiting on approval from the Army Corps of Engineers; when that is attained, other organizations will take action, and the work will begin in the summer of 2019.
- Johnson Controls is looking at improving energy savings in city facilities around Beaufort.
- There are major projects for repair and improvement of The Arsenal.
- An assessment of the condition of the marina was done.
- An RFP for short-term marina management was put out, and respondents are being interviewed, he said. The goals are to have a recommendation to council by January and “an agreement in place” by early February.
- The city received a federal Land and Water Conservation Fund grant for $500,000 to complete upgrades to Waterfront Park (e.g., remainder of pilings needing repair, other improvements), and the program officer came down from Columbia to review the grant agreement with staff.

Goal #3: Create and maintain a...communications plan

- Mr. Prokop said council meetings are streaming on Facebook Live, the city’s social media exposure has improved, and Peggy Simmer is putting out a “neighborhood newsletter.”
- Reece Bertholf said “about 45” city PR pieces have gone out.
- There will be an improved city website in the next month or so, Mr. Prokop said, and it will be “much more user-friendly.”

Goal #4: Through tourism and an active, vibrant downtown, attract those who wish to relocate their offices and businesses here...

- Mr. Prokop said what’s going on downtown is being measured now, so they can see what is and isn’t working.
- The Downtown Beaufort Merchants Association and BAHA are both working well.
- Three new businesses have opened in “vacant or underutilized spaces”: Island Lavender Co., Beaufort Bread Company, and Kilwins Chocolate, Fudge, and Ice Cream shop.
- The city needs a comprehensive, long-term plan for Waterfront Park and the marina.
- There were 21,000 calls from January to July for police service.
- All city-organized events are “community-focused,” he said.
- The city is addressing its parking issues, including by support for the free shuttle service, which plans to expand.
- A trash compactor was installed in the marina parking lot, and one will be installed in the library parking lot for nearby businesses to haul their trash to.
- The city’s applications for grants have been very successful.
Goal #5: ...Significant growth through infill development in the Northwest Quadrant, parts of the Old Commons, and parts of Dixon Village

- Mr. Prokop said he feels Mayor Pro Tem McFee and Deborah Johnson have “done all that we could” to meet with people about incentives in the Northwest Quadrant.
- He said he had a very positive meeting with the Black Chamber of Commerce on what the organization could do to help people improve their homes. The city will give the chamber a list of properties that need improvement, and the chamber has a program for small loans that depreciate until the loan is forgiven, “as long as you hold on to” the property. The Black Chamber of Commerce will have a representative explain the program.
- Mr. Prokop said the city would at least like to have a cleanup and repair of Washington Street Park.
- Mayor Pro Tem McFee said the incentives for Duke and Washington Streets were thought to be cumbersome to apply for, so work is being done to remedy that. There is “some cultural disconnect” in the area, he said, so those in the infill working group need to do a “better job” combatting that perception. He said the response to the Greene Street letters has been good.
- Mr. Prokop said there is still time to meet infill goals.

Goal #6: Create and improve opportunities for affordable housing and workforce housing

- Mr. Prokop said Habitat for Humanity recently had a ground-breaking ceremony for 2 homes that the organization built on property that the city gave it.
- Ms. Johnson is working with Beaufort Housing Authority on homes on the land that the city donated to that organization.
- 60 units of workforce housing are currently being developed, as is a complex on Ribaut Road for residents ages 55 and older.
- Councilman Cromer, Councilman Murray, and others have been working on developing housing for teachers.

Mr. Prokop said other city issues include the following:
- Growth on Lady’s Island and the traffic impact on the City of Beaufort
- Sea-level rise – There is a possibility of grants for this.
- Changing demographics and working to meet those needs
- Sources of revenue to meet future needs
- A fire impact fee to offset “our long-term capital needs for fire.”

Mr. Prokop said the city would like to do more, but it doesn’t have the staff or the money. “What we said we were going to do, we’re doing,” he concluded.

The bonding for stormwater work closes December 10, Ms. Todd said. The rate the city
obtained is “great,” Mr. Prokop said.

Councilman Cromer asked if the legislative delegation has been advised about what is happening with the Army Corps of Engineers in regard to the stormwater plan, so they might push the corps “a little to move more quickly.” Mr. Prokop said the delegation has been advised, and there is time now, but that might be different in 30 days.

There being no further business to come before council, the work session was adjourned at 6:12 p.m.

**EXECUTIVE SESSION**
Pursuant to Title 30, Chapter 4, and Section 70 (a) (1) and (2) of the South Carolina Code of Law, Councilman Murray made a motion, seconded by Mayor Pro Tem McFee, to enter into Executive Session for discussion of appointments to boards and commissions and discussion of contractual arrangements for land sale and purchase. The motion passed unanimously.
A regular session of Beaufort City Council was held on November 27, 2018 at 7:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Pro Tem Mike McFee, Councilwoman Nan Sutton, Councilmen Stephen Murray and Phil Cromer, and Bill Prokop, city manager. Mayor Billy Keyserling had an excused absence.

In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80(d) as amended, all local media were duly notified of the time, date, place, and agenda of this meeting.

**CALL TO ORDER**
Mayor Keyserling called the regular council meeting to order at 7:09 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE**
Councilwoman Sutton led the invocation and the Pledge of Allegiance.

**CHARACTER EDUCATION PROCLAMATIONS**
Councilman Murray made a motion, second by Councilman Cromer, to approve the proclamation of David Ruiz Lorenzo as the Lady’s Island Elementary School student of the month. The motion passed unanimously.

Councilman Murray made a motion, second by Councilman Cromer, to end council’s executive session. The motion passed unanimously. Mayor Pro Tem McFee said there was nothing to report.

Councilman Murray read the proclamation, which Mayor Pro Tem McFee presented to Mr. Lorenzo.

Councilman Murray made a motion, second by Councilwoman Sutton, to approve the proclamation of Lila Wood as the Robert Smalls International Academy student of the month. Councilman Murray read the proclamation, which Mayor Pro Tem McFee presented to Ms. Wood. Jeremiah Young, Robert Smalls International Academy’s assistant principal, read a statement that Ms. Wood’s teacher had written about the qualities of her student’s character.

**2018 ORDINANCE RELATING TO RECOVERY OF COST DEBT SETOFF**
Councilman Murray made a motion, second by Councilman Cromer, to approve the ordinance on second reading. The motion passed unanimously.

**AMENDING PART 1 CHAPTER 9 ARTICLE D, SECTION 1-9031 OF THE CITY CODE OF ORDINANCES TO REMOVE THE MEMBERSHIP OF THE BEAUFORT REGIONAL CHAMBER OF COMMERCE ON THE CULTURAL DISTRICT ADVISORY BOARD AND REPLACE IT WITH THE GREATER BEAUFORT-PORT ROYAL CONVENTION & VISITORS BUREAU**
Councilman Murray made a motion, second by Councilman Cromer, to approve the ordinance amendment on second reading. The motion passed unanimously.
AMENDING PART 5, CHAPTER 4, ARTICLE D, SECTION 5-4031 AND SECTIONS 5-4032 (6) (7) (8) OF THE CITY CODE OF ORDINANCES, FLOOD DAMAGE PREVENTION
Councilman Cromer made a motion, second by Councilman Murray, to approve the ordinance amendment on second reading. The motion passed unanimously.

APPOINTMENTS TO BOARDS AND COMMISSIONS
Councilman Murray made a motion to appoint Andy Kinghorn to the BJWSA board. Councilman Cromer seconded. The motion passed unanimously.

Councilman Murray made a motion to appoint Liza Hill to the Parks & Trees Committee (PTAC). Councilwoman Sutton seconded. The motion passed unanimously.

CITY MANAGER’S REPORT
Mr. Prokop discussed upcoming holiday events in Beaufort.

Since the last council meeting, Mr. Prokop said, staff has received suggestions about how to use funds left over from the Boundary Street project. The funds must be spent on projects within the TIF 2 district, he said.

Mr. Prokop described the progress of various city infrastructure projects and said work on them would begin in 2109.

COUNCIL REPORTS
Councilwoman Sutton said the local community had supported downtown businesses during Small Business Saturday.

There being no further business to come before council, Councilman Cromer made a motion, second by Councilman Murray, to adjourn the regular council meeting. The motion passed unanimously, and the meeting was adjourned at 7:25 p.m.
TO: CITY COUNCIL  
FROM: Kathy Todd  
AGENDA ITEM TITLE: Adoption of MASC 2019 Advocacy Initiatives  
MEETING DATE: 1/8/2019  
DEPARTMENT: Finance

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS:

ATTACHMENTS:

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<td>Proclamation on 2019 MASC Advocacy Initiatives</td>
<td>Cover Memo</td>
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Proclamation for cities and towns to adopt the Municipal Association 2019 Advocacy Initiatives

WHEREAS, cities and towns in South Carolina are the government closest to the people providing the core services residents and businesses demand for an exceptional quality of life;

WHEREAS, hundreds of municipal officials from across the state collaborated to identify challenges at the municipal level;

WHEREAS, solutions to these challenges can be addressed through changes in state law;

WHEREAS, the Municipal Association identified three advocacy initiatives based on the feedback from local officials including updating the Local Government Fund formula, expanding flexibility for using accommodations and hospitality taxes, and reducing the wait time for law enforcement hires to be trained;

WHEREAS, cities and towns need an updated formula for the Local Government Fund that is reliable, fair and consistent for all cities and towns;

WHEREAS, cities and towns need expanded flexibility in using accommodations and hospitality taxes for infrastructure and law enforcement in tourist related areas;

WHEREAS, cities and towns need a reduced wait time for a local law enforcement hire to be admitted to the SC Criminal Justice Academy

WHEREAS, the City of Beaufort fully supports the initiatives set forth by the Municipal Association of SC board of directors for city and town councils to govern effectively and efficiently;

BE IT THEREFORE RESOLVED that the Council of the City of Beaufort affirms on this day, its support for the Municipal Association’s 2019 advocacy initiatives for the state’s 271 cities and towns.

Done and ratified this 8th day of January, 2019

Billy Keyserling, Mayor

Ivette Burgess, City Clerk
CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL
FROM: Linda Roper
AGENDA ITEM TITLE: Request from Downtown Operations and Community Services Department to host 2019 Community Events: Taste of Beaufort, Shrimp Fest, Halloween, Holiday Weekend to include street closures for events
MEETING DATE: 1/8/2019
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS:

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TO: William Prokop, City Manager  
City Council

FROM: Linda Roper, Dir. Downtown Operations & Community Service

DATE: January 3, 2019

SUBJECT: Request for permissions related to the production and hosting of 2019 Community Events including: Taste of Beaufort, Shrimp Fest, Halloween, and Holiday Weekend and related street closures

I Permission to host the 2019 Taste of Beaufort Festival in the Henry C. Chambers Waterfront Parks Waterfront Park, Friday and Saturday May 3-4, 2019. The festival programming will be “expanded” through a collaboration project with organizers, (including the Downtown Cultural District Board), of a music event that will include some performances at the festival as well as various venues within the Downtown Cultural District.

1. Permission for alcohol sales, (beer and wine only), and to allow open alcohol containers in the park during the festival from 5-10pm Friday May 3, 2019 until 8pm and Saturday May 4, 2019. A temporary Special Event beer and wine license from the South Carolina Department of Revenue Alcohol and Beverage licensing department will be applied for.

2. Permission to host a 5K Bridge Run/Walk Saturday, May 4, 2019 and to close streets to accommodate the event for the route, which is identical to the route used during this event in 2018. The route is as follows: Start/Finish line at Freedom Mall down Bay Street, crossing the Woods Memorial Bridge to Lady’s Island, down Meridian Road the reverse of the same rout back to Freedom Mall. All street closures and related controls will be coordinated with the City of
Beaufort Police Department, Beaufort County Sheriff’s Department, SC DOT, and the Bridge section of the Seventh Coast Guard District.

3. Permission for street closures at the following times, days, and locations: One direction of Charles Street Extension on Friday May 3, 2019 8am-11pm, and Saturday May 4, 2019, 8am-10pm to allow loading and unloading of equipment for entertainment, craft, and food vendors. Vehicles will be required to move their vehicles to an appropriate parking spot after loading/unloading. The other lanes of Charles Street Extension will be used for Emergency Vehicles.

4. Permission to issue complimentary parking passes to paid sponsors to fulfill the benefit commitment of their sponsorship packages, as well as a limited number of parking passes, which will be used to support event operations.

5. Permission to host an arts & crafts market on the green area at the west end of Henry C. Chambers Waterfront park across from the Downtown Marina Store on Friday May 3, 2019 12p-10pm and Saturday May 4, 2019 from 11am-8pm.

II Permission to host the Beaufort Shrimp Fest in the Henry C. Chambers Waterfront park. Friday October 4, 2019, and Saturday October 5, 2019.

1. Permission for alcohol sales, (beer and wine only), and to allow open alcohol containers in the park during the festival from 5-10pm Friday October 4, 2019 until 8pm Saturday October 5, 2019. A temporary Special Event beer and wine license from the South Carolina Department of Revenue Alcohol and Beverage licensing department will be applied for.

2. Permission to host the Run Forrest Run 5K Bridge Run/Walk Saturday, October 5, 2019 and to close streets to accommodate the event for the route, which is identical to the route used during this event in 2018. The route is as follows: Start/Finish line at Freedom Mall down Bay Street, crossing the Woods Memorial Bridge to Lady’s Island, down Meridian Road the reverse of the same rout back to Freedom Mall. All street closures and related controls will be coordinated with the City of Beaufort Police Department, Beaufort County Sheriff’s Department, SC DOT, and the Bridge section of the Seventh Coast Guard District.

3. Permission for street closures at the following times, days, and locations: One direction of Charles Street Extension on Friday October 4, 2019 8am-11pm, and Saturday October 5, 2019 8am-10pm to allow loading and unloading of equipment for entertainment, craft, and food vendors. Vehicles will be required
to move their vehicles to an appropriate parking spot after loading/unloading. The other lanes of Charles Street Extension will be used for Emergency Vehicles.

4. Permission to issue complimentary parking passes to paid sponsors to fulfill the benefit commitment of their sponsorship packages, as well as a limited number of parking passes which will be used to support event operations.

5. Permission to host an arts & crafts market on the green area at the west end of Henry C. Chambers Waterfront Park across from the Downtown Marina Store on Friday October 4, 2019 12p-10pm and Saturday October 5, 2019 from 11am-8pm.

III Permission to plan and host the annual Halloween event as well as Beaufort Holiday weekend events, (December 6-8, 2019), which includes: of Night on the Town, Lighted Boat parade, and Christmas Parade.

We are requesting approval and permission for street closures for activities during the annual Beaufort Holiday Weekend, December 6 – 8, 2019. during the hours of 6 PM until 9 PM and to close several street sections in the Core Commercial Area from 4:30 PM to 11:00 PM to accommodate the set up and tear down of the activities.

A Night on the Town, Friday, December 6, 2019 – 6:00 PM until 9:00 PM

This event includes extended shopping hours during an evening open house at the downtown shops; entertainment; seasonal foods served from non-profit booths on the street; a visit from Santa and the City of Beaufort tree lighting ceremony.

Several street sections in the Core Commercial Area will need to be closed during the hours of 4:30 PM to 10:30 PM to accommodate the setup and tear down of the activities.

The details of the closings include:

- Charles Street Extension at the traffic light from 8:00 AM Friday the 6th until 12 noon Saturday the 7th, to allow for stage set up and removal.
• Bay Street from Carteret Street to Charles (allowing First Citizens Bank customer’s drive through and bank access and exiting right only onto Bay Street for West bound traffic towards Charles Street)
• Bay Street from Charles Street to Newcastle Street at 5:30 PM (after Wells Fargo Bank closes)
• Port Republic Street from Scotts Street to Charles Street
• West Street from Bay Street through the Port Republic Street intersection
• Scott Street from Bay Street to Port Republic Street
• Scott Street block the parking lot beside Wells Fargo Advisors to keep the vehicles from exiting on to Scott Street

Additional requests include:

• A waiver of the open container ordinance to allow consumption of wine and beer given away by the participating businesses
• Permission for placement of portable toilets to be placed on Scott and West Streets for the event

**Light up the Night Boat Parade, Saturday, December 7, 2019 - 5:30 PM until 8:30 PM**

This event is presented by the America’s Boating Club of Beaufort and the City in the Henry C. Chambers Park. Decorated boats parade in front of the seawall and compete for prizes for the best in show.

Request of approval include:

• Use of Henry C. Chambers Park from 4:00 – 9 PM
• Approval to use the inside dock of the Day Dock for staging of non-motorized boats who will participate in the parade

**Christmas Parade, Sunday, December 8, 2019 - 3:00 PM until 5:00 PM**

This parade is presented by Beaufort Lion’s Club and the City and is always well attended. It includes numerous decorated floats, bands, community groups and the fire trucks with Santa celebrating the season.

Request of approval include:

• Approval of parade or Public Assembly Permit with waiver of the application fee for the standard downtown parade route. With line up on Adventure, Greene and side street with the parade to follow Boundary to Carteret to Bay Street to Bladen Street, concluding at its beginning point on Adventure Street. The Streets
will re-open once all parade units and vehicles pass and on Adventure Street once the staging areas are clear.

- Placement of portable toilets throughout the parade route.

Our department will coordinate with the Police Department, Fire Department, Public Works, The Greenery and Waste Pro and other stakeholders to ensure the safety and proper inspections of the events as well as timely set up and removal of all equipment etc. related to event activities.

Idr
TO: CITY COUNCIL  
FROM: Linda Roper  
AGENDA ITEM TITLE: Request for permission from LowCountry Habitat to host 2nd Annual LowCountry Habitat Turkey Trot 5k, Thursday, November 28, 2019  
MEETING DATE: 1/8/2019  
DEPARTMENT: City Managers Office

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS:

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November 27, 2018

Beaufort City Council
1911 Boundary Street
Beaufort, SC 29902

Dear Beaufort City Council:

LowCountry Habitat for Humanity would like to thank the City of Beaufort for their partnership on the inaugural LowCountry Habitat Turkey Trot 5K. This event was a huge success with over 400 participants. We are so thankful for the City of Beaufort’s support of this event.

We’d like to move forward with plans for the 2019, 2nd Annual LowCountry Habitat Turkey Trot 5K and are asking again for the support of the City of Beaufort in this endeavor. The 2019 race will follow the already certified course that the town uses for the Shrimp Race 5K. We would like to use the Freedom Mall area for our headquarters on race day offering onsite registration, packet pick-up as well as the distribution of awards following the race in this location. The race will begin at 8am and should conclude no later than 9:15am and would require road closures during this timeframe. The event will begin set-up at 6:30am and have takedown completed by no later than 11am on the day of the race, Thanksgiving Day.

LowCountry Habitat is very excited to continue the momentum of this first Turkey Trot 5K, and make it an annual tradition in Beaufort. We’ve already had people asking to register for the 2019 event!

We understand that a downtown route over the Woods Bridge requires a good deal of input including approval and coordination with various organizations such as Police Departments from the City of Beaufort & County Police, Coast Guard as well as Beaufort Town Council. We plan to be proactive in handling all needed approvals and look forward to the ability to partner again with these organizations on this event.

Summary of event:

**Date:** Thursday, November 28, 2019  
**Event Type:** 5K Race to benefit LowCountry Habitat for Humanity  
**Start of Race:** 8am  
**Road closure needed:** 7:55-9:15am  
**Complete Timeframe:** 6:30am - 11am (includes set-up and take down)  
**Anticipated Participants:** 500 people

616 Parris Island Gateway  
Beaufort, SC 29906  
843-522-3500

info@lowcountryhabitat.org  
www.lowcountryhabitat.org  
843-522-3553 fax
Experience Level of Organizer: Proven track record of Race Management

Alcohol/Food: Not sold at event.

We would like the support of the Beaufort City Council to move forward with event planning for the 2nd Annual LowCountry Habitat Turkey Trot 5K to be held on Thanksgiving Day, 2019. We are truly exciting about working on this fun family event with the City of Beaufort, and hope to make it an event that everyone looks forward to in the years to come.

Thank you for your time and consideration in this matter. In addition to our letter of explanation, we have also included a Request for Co-Sponsorship Form and the Waterfront Park Application. Please let me know if you require anything additional regarding this event. We look forward to your reply.

Best regards,

Chet Houston
Executive Director

About LowCountry Habitat for Humanity

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety and that decent shelter in decent communities should be a matter of conscience and action for all. Habitat ReStores were developed to provide Habitat affiliates with another income stream for building houses while providing a place where still useful building materials and supplies can be recycled and gently-used home furnishings can be resold to new owners reducing the burden on local landfills.

LowCountry Habitat for Humanity has built 48 homes since its inception in 1990, including houses in the City of Beaufort, Port Royal, St. Helena, Seabrook and Yemasee. The end result of these has been the provision of safe, affordable housing for over 61 adults and 122 children.

For more information about LowCountry Habitat for Humanity, please call the Habitat office at (843) 522-3500.
REQUEST FOR CO-SPONSORSHIP
Henry C. Chambers Waterfront Park

Name of Event: Low Country Habitat Turkey Trot 5K
Date of Event: Nov 29, 2019  Contact person: Janie Lackman
Telephone: 843 522 3500

Please check all that apply.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a “For Profit” entity?</td>
<td></td>
<td><strong>√</strong></td>
</tr>
<tr>
<td>Is this a fund raising event?</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Is this event open to the public?</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Is there a required fee / donation to attend this event? (Fee to participate not attend)</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Are you requesting more that two (2) park areas for this event?</td>
<td></td>
<td><strong>√</strong></td>
</tr>
<tr>
<td>Will there be any type of “sales” for this event?</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Will this event require more than four (4) hours (includes setup &amp; take down)?</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Will alcohol be sold / served?</td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

**If you answered "no" to the first question, what is your non-profit status? (501 (C) (3), (4) or (6))? 501 (C) 3

Request for waivers/co-sponsorship of events must be approved by City Council prior to the event.

Events Coordinator Recommendation: Approved: _____ Denied: _____
Explanation: ____________________________

Forward for Council Deliberation: ________________ Date of Council Meeting
Council: Approved: ________________ Denied: ________________
Explanation: ____________________________
**CITY OF BEAUFORT**
**WATERFRONT PARK APPLICATION**
1901 Boundary Street
Phone: 843-525-7084  Fax: 843-986-5606

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Low Country Habitat Turkey Trot 5K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Event:</td>
<td><strong>Nov. 29, 2019</strong></td>
</tr>
<tr>
<td>Setup start/end time:</td>
<td>6:30 – 11am</td>
</tr>
<tr>
<td>Actual event start/end time:</td>
<td>8am – 11am</td>
</tr>
<tr>
<td>Take down start/end time:</td>
<td>10am – 11am</td>
</tr>
<tr>
<td>Organization/Individual Name:</td>
<td>Low Country Habitat for Humanity</td>
</tr>
<tr>
<td>Address:</td>
<td>616 Parris Island Gateway</td>
</tr>
<tr>
<td>Telephone:</td>
<td>843-522-3500</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:jancie@lowcountryhabitat.org">jancie@lowcountryhabitat.org</a></td>
</tr>
</tbody>
</table>

- Completed application must be received and approved by the Events Coordinator, Linda Roper.
- Full receipt of deposit must be received to ensure securing your requested date for rental of the Waterfront Park.
- Deposits are refundable provided the venue is returned in the same condition it was received.

Please mail completed application to:
City of Beaufort, Attn: Linda Roper, 1901 Boundary Street, Beaufort, SC 29902, or scan and email to lroper@cityofbeaufort.org.

All private events must follow the Special/Private Events Policy. To discuss specifics of the desired event, you must contact the Events Coordinator at 843-525-7084.

Is event open to the public? **YES**
Will admission be charged or donation required? **Fee to participate in race**
Will alcoholic beverages be sold? **No** Served? __________
Will food be sold? **No** Served? __________
Will there be any retail sales? **No - Exception on-site registration**
Number of people expected to attend: 500
The Waterfront Park venue is rentable in sections with a 4, 6, or 12-hour limit of any chosen park area or areas. Set up and take down time needs to be factored into your chosen block of time. **NO exceptions will be made.**

Fee payment due no less than 30 days prior to event.

Fill out by circling cost(s) in blocks of time desired for area(s) of interest including electrical needs.

### WATERFRONT PARK RENTAL RATES FOR PRIVATE EVENTS

<table>
<thead>
<tr>
<th>Park Area</th>
<th>4 HR Block</th>
<th>6 HR Block</th>
<th>12 HR Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farmers Market</td>
<td>$200.00</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>Contemplative Garden</td>
<td>$200.00</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>Pavilion</td>
<td>$350.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Green 1</td>
<td>$300.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Green 2</td>
<td>$450.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>Electric Fee</td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Entire Park</td>
<td>$500.00</td>
<td>$800.00</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Deposit</td>
<td>$500.00</td>
<td>$800.00</td>
<td>$1,100.00</td>
</tr>
</tbody>
</table>

See this link [http://www.cityofbeaufort.org/group-events-business-license.aspx](http://www.cityofbeaufort.org/group-events-business-license.aspx) to obtain a group business license application for vendors.

Comments:

*Freedom Mall - Race Registration and present awards*

![Signature]

Lessee/Applicant Signature

Date: 11/27/2008

Events Coordinator – Linda Roper

Deposit Paid: __________________ Fees Paid: ________________ Deposit to be Refunded: ________________

WFP Application Rev 8317
CITY OF BEAUFORT
DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

TO: CITY COUNCIL  DATE: 1/3/2019
FROM: Ivette Burgess, City Clerk
AGENDA ITEM TITLE: Request for permission to host annual Martin Luther King Jr. Parade from Beaufort County Ministerial Alliance on Monday, January 21, 2019
MEETING DATE: 1/8/2019
DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

PLACED ON AGENDA FOR:

REMARKS:

ATTACHMENTS:
Description                  Type               Upload Date
Parade Application           Backup Material     1/3/2019
CITY OF BEAUFORT, SOUTH CAROLINA
APPLICATION FOR PARADE OR PUBLIC ASSEMBLY PERMIT
To be filed NOT LESS than 30 days before event
1911 Boundary Street Beaufort, SC 29902
Phone (843) 525-7070

Name of Applicant: Carrie B. Allen

Address: 25 Big Road, Beaufort, SC 29906 Phone # [843] 846-8050

Name of Sponsoring Organization: Beaufort County Ministerial Alliance

Address: Post Office Box 6055, Beaufort, SC 29903

Date of Parade/Public Assembly:
Monday, January 21, 2019

Route Proposed (Giving Starting & Termination Points): Rodgers to Boundary Street,
Carteret/Bladen to Rodger Streets

Approximate Number of Persons, Animals & Vehicles Constituting Parade: 50 - 60

Time Parade Will Begin: 10:00 a.m. Parade will Terminate: 11:15 a.m.

Parade Will Occupy All of the Width of the Streets to be Traversed: Yes

Parade Will Occupy Only a Portion of the Width of the Streets to be Traversed

Location of Assembly Area:
Rodgers Street, Beaufort, SC – near National Guard Armory

Time Units Will Begin to Assemble: 8:30 a.m.

Interval of Space between Units in Parade: 15-20 feet

Type of Public Assembly (including description of activities)
Cars, Trucks, Vans, Floats, Motor Cycles, Marching Bands, Walking

Description of Recording Equipment, sound amplification equipment, banners, signs, or other
devices to be used: Banners and signs will be reflective of the MLK Celebration.

NOTE: IF THE PARADE IS DESIGNED TO BE HELD BY AND ON BEHALF OF OR FOR ANY PERSON OTHER
THAN THE APPLICANT, THE APPLICANT FOR SUCH PERMIT SHALL FILE A LETTER FROM THAT
PERSON WITH THE CITY MANAGER AUTHORIZING THE APPLICANT TO APPLY FOR THE PERMIT ON
HIS BEHALF.

$25.00 non-refundable application fee is payable when the application is submitted

Signature of Applicant

Application Received By: Receipt # 119722

Date Application Received: 12/18/18

Approved By: 