

A work session of the Beaufort City Council was held on November 12, 2013 at 5:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Billy Keyserling, Council members Donnie Ann Beer, Mike Sutton, Mike McFee, and George O'Kelley, and City Manager Scott Dadson.

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.

UPDATE OF NEW FIRE STATION DESIGN

Robert Armstrong presented the design for Fire Station #2. The intention of the building and overall look is important, he said. It should look residential but also be a civic anchor for that area. It's just under 10,000 square feet and is two stories with first floor offices and meeting areas and the second floor for residences for fire fighters. He described the materials for the building and showed the site plan. It's a narrow site, Mr. Armstrong said. The building will front Ribaut Road with 35 vehicles' worth of parking to the rear of the property, so the building fronts up to the road. He demonstrated where the ingress and egress points would be and described the rooms that would be within the building.

Mr. Dadson added that with regard to rear access, the city attorney and city are working with the county on existing easements. There is an expandable apparatus bay, Mr. Armstrong added.

Councilman Sutton said there have been issues with flat roofs, and the bay is shown as flat. He asked if there was a way to add pitch. Mr. Armstrong said it's not completely flat; it's called a low-pitch roof, and they would make sure that they would build in quality control. They have installed hundreds of thousands of low slope roofs with very few problems. Councilwoman Beer said she just didn't like the look of flat roofs. Mr. Armstrong said if it were all roofed with a pitch, the roof would dominate and would not work with the style of the redevelopment and the architectural vernacular.

Fire Chief Sammy Negron said that they took roof leakage into consideration, and he expects they'll have none; there's a parapet all the way around. Councilman McFee asked if there were plans for guttering, and Mr. Armstrong said the entire pitched roof would be guttered and down-spouted. Chief Negron said that **Cooter Ramsey** had developed the sketches based on the master plan and what is in the area.

Mr. Armstrong said the ingress for the public is the front door, though the parking is around back. Councilman O'Kelley said he noticed a kitchenette *and* a kitchen. Chief Negron said the main purpose is to help with classes that are taught there. **Jason Broene** said originally there was one large kitchen and then they made a kitchenette with cabinets and a sink, but no preparation operations. Mr. Armstrong said there's a small reception area there as well.

Councilman Sutton said he's fine with the way it fits into the vernacular. He doesn't care for the bracketing "line of design" and cautioned them to make sure they don't spend money on some of the ornaments that Mr. Ramsey tends to design. Chief Negrón said they were anticipating what their needs might be for a future headquarters and for the fire station, and it was designed for possible expansion if it needs to become a headquarters.

Mr. Armstrong said the front porch is 6' deep, and the door opening is 3' wide. Mayor Keyserling asked if the porch was functional space, and Mr. Armstrong said it was. Mayor Keyserling asked if the balcony was decorative, and Mr. Armstrong said it is meant to be functional. Councilman McFee asked if the access to it would be inside, and Mr. Armstrong said yes, from two ways. Chief Negrón said he saw two sketches, with and without the balcony, and he and staff felt that the balcony sketch best met the master plan for the neighborhood. And **Lauren Kelly** had agreed that it would do the best toward promoting the kind of development they want around the fire station. **Libby Anderson** had also agreed, Chief Negrón said. Councilman McFee asked if the roof line would cover the balcony, and Mr. Armstrong said it would. Councilman O'Kelley asked about what looks like a porch on the bays; Mr. Armstrong said it's an emergency wash to cover the area there, not a porch.

Chief Negrón said for the footprint's sake, fire fighters will go to an area when they return from a call, and then they would be better able to address the needs they have for the inside of the building. Councilman Sutton said he doesn't "like the idea of balconies for aesthetic reasons only." Councilman Sutton said they don't want fire fighters sitting on balconies. Mr. Dadson asked why. Councilman Sutton said they will appear to be doing something other than fire fighting duties to some people, no matter why they are sitting there, and create the perception that they're not doing anything. Chief Negrón said he can forward the sketch to Mr. Dadson without the balcony. Councilman McFee said as a realtor, from an aesthetic standpoint, as a civic structure, the balcony creates a break to the mass of the building, and it's functional because it covers the doors. Councilman Sutton said they can do something more functional and "steer away from Cooter Ramsey," whom he feels "continuously has these things on his buildings that end up being major headaches later."

Mayor Keyserling said he'd rather see money spent on materials so it would look less like a beach house on Harbor Island and more like a civic building. A fire house should be a brick building, Mayor Keyserling believes. Councilman Sutton said the roofline protects the entry, but "take the balcony into a roofline that protects the entries" and have the same façade break, and then they "wouldn't have to spend the money to make it a walkable surface." Chief Negrón said his intentions and staff's weren't to put it there for something to wrap around the building. The intention was to build a fire station that would promote the neighborhood around it and not detract a future business owner from building next to the fire station.

Mayor Keyserling said they need a civic statement, but he thinks it should be simpler. They could go to three stories and use under-roof and "get rid of 20-30% of the footprint if they built a roof structure that they use." He thinks it needs to be simple and needs to look like a traditional fire house. Chief Negrón said they looked at the design of a fire house in a

neighborhood, like the one in Habersham, because they wanted “to promote a neighborhood feel.” The fire house at Habersham fits in very well, he said, but “the inside functionality is mediocre,” though the outside design is appealing. So they took this into consideration when they sat down with Mr. Armstrong and Mr. Broene. The size of the bay, the need for the training room, and the possibly that it will expand into a headquarters at some point were the three factors considered, Chief Negron said, so they designed it for the possibly of expansion in the future.

Councilman O’Kelley said there’s a bowling alley and a small strip mall beside this site. Mr. Dadson said the buildings that are in the surrounding area now “will depreciate out, and over time, the buildings there now will change so setting a tone now” is important. This design sets a tone, Mr. Dadson believes, works on a small lot, is expandable, and gives an option to expand in the middle of the city. He thinks it sets a tone that they want.

Mr. Armstrong said “the only lipstick and eye shadow on the building is the porch.” Councilman Sutton said he thinks it should be simplified in the front and “not to go too far into the Cooter Ramsey design that will create problems in the future.” If they have to have brackets, which he said will bring pigeons, they should have closed ones so that they “won’t have the problems they have in other Cooter Ramsey buildings.” The Design Review Board will get a Beaufort look with this building, he added.

Councilman Sutton said he’s fine with the basic concepts. Mayor Keyserling, Councilman O’Kelley, Councilman McFee said they agree. Mayor Keyserling said the exterior needs work, such as the rafter tails. Councilwoman Beer said she will defer to those who know more about construction than she does.

Mr. Armstrong said they can do another concept sketch with a simple shed roof that breaks up the façade. Chief Negron asked how that would affect going before the Design Review Board. Mr. Armstrong said that’s not a problem. Mr. Dadson said the Design Review Board might suggest that they “try other things to get a chop at it.” Councilman Sutton said they could present both sketches and say the only issue the owners (the city) have is not with the design “except for some very practical concerns.”

Councilwoman Beer asked why they went with stucco. She said she likes brick. Mr. Armstrong said stucco was architecturally appropriate, as opposed to brick. Mr. Ramsey and Ms. Kelly liked the idea of the stucco. Mayor Keyserling asked why they mixed hardie plank and stucco. Mr. Armstrong said to change the materials, rather than just having stucco. There was a general discussion of materials and costs. Councilman Sutton said the Design Review Board will decide, but they “could have a brick, government building fire house and spend a lot of money, or they could have this.”

JUNE 30, 2013 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Kathy Todd discussed the four parts of the CAFR in an overview. The financial section begins the “meat” of the report, she said. MD&A is the Management’s Discussion and Analysis (C-1)

and the Government-Wide Financial Statements (D-1) follows that. Between the fiscal years, there was a modest decrease in total liabilities and a moderate increase in total assets. She described the percentages of the net position. Restricted net position increased significantly, Ms. Todd said, by 12.84%, due to the increase in unspent resources from TIF 2. She went on to detail why the net position changed by close to \$3 million.

The combined fund balance is more than \$19 million, Ms. Todd said, with an increase of \$1,477,904. 47% of the \$19 million fund balance is non-spendable or restricted by external parties. Council commits 15% of the government funds fund balance. 12% of fund balance is assigned for specific purchases that meet the city's intent for their use, e.g., the subsequent year's budget. The balance – \$4.9 million – is unrestricted and unassigned, so the city can spend it at its discretion. This is in compliance with the city's fund balance policy.

The General Fund fund balance increased \$131,280. Revenues increased 4% over the prior year. Significant increases were seen in property taxes through completion of TIF1 and taxes now reported in the General Fund, now the Special Revenue Fund. There were also increases in stormwater fees and an increase in franchise fees due to increased utility and telecom fees. Ms. Todd said property tax collection remained flat between FY2012 and FY2013. The capital projects fund expended \$648,937 more than in FY2012, primarily because of completion of Duke Street streetscape project phase 1, the completion of the Bladen Street streetscape project, and the Boundary Street Redevelopment project.

Ms. Todd said the statistical section begins on G-1, and she detailed the five objectives of this section, e.g., financial trends, revenue capacity, etc.

The compliance section, Ms. Todd said, contains the independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards. There's also an independent auditor's report on compliance, i.e., the Single Audit Act. The schedule of expenditure of federal awards follows. They are up, and expect to be up even more in federal grant activity, which has expanded over the last few years.

Ms. Todd went on to show the communications required by the auditors. The auditors found no inconsistencies in reporting and had no difficulties in dealing with management. There were no audit adjustments, nor did they have any disagreements with management as to the application of significant accounting principles. The City of Beaufort management provided all required written representation, she said.

Ms. Todd discussed future government accounting standards that will have an impact on the City of Beaufort. The GASB statement No. 67, pertaining to financial reporting for pension plans for the fiscal year ending June 30, 2014, may have an impact on the information in the pension footnote disclosure. Statement No. 68, in regard to accounting and reporting for pensions effective for the fiscal year ending June 30, 2015, will have a significant impact on the statement of net position, which she detailed for council.

Ms. Todd said at next week's meeting she will have the first quarter for council. Councilman McFee asked if, when they come out with the GASB changes, they have to modify accounting, and Ms. Todd said, "no, it's just the language on the chart." The pension ones could affect the ratios if the boning agencies don't change their criteria.

OTHER BUSINESS

Mr. Dadson said there's a buyer for the ladder fire truck, and it's an agenda item on council's regular meeting agenda. He said council could ask Chief Negrón any questions that they would have so that he could go home. Mr. Dadson said the sale price is \$290,000, and they had hoped for more, but the market wouldn't allow it. They are trying to pursue a smaller aerial truck. The purchasers have seen it and were excited about its condition and seem motivated to purchase. There's a signed contract for its sale. Chief Negrón said it put them in a position to sell it while the value was high, and the replacement apparatus purchase will be about 57% of what a new truck will cost, so they can put this selling price down as a down payment. Chief Negrón said it's rapidly depreciating in value, and it's bigger than they need. This would reduce the fleet size of surplus equipment, and they can build a more efficient, smaller fleet. There followed a general discussion of fire trucks.

Councilman McFee asked about access in regard to the Rail Trail. Mayor Keyserling said the Town of Port Royal has a grant that needs to be matched to start at The Sands, going north. If they raise \$250,000 in private dollars, that will go to that phase. The principle benefactor, Mayor Keyserling feels, will match Port Royal's part, too. He said it makes sense to get the most difficult part done first. Mayor Keyserling said the PATH Foundation engineering has begun, and "they will go on until someone tells them something else." They "will get to the Air Station gate and not wait." The engineering has been started to go from Depot Road north. The county is still working on their plan from Depot Road to Highway 280, which is their TIGER grant. The Friends of the Spanish Moss Trail start at Highway 280, Mayor Keyserling said.

There being no further business, the meeting was adjourned at 6:49 p.m.

A regular meeting of the Beaufort City Council was held on November 12, 2013 at 7:00 p.m. in the Beaufort Municipal Complex, 1901 Boundary Street. In attendance were Mayor Billy Keyserling and council members Donnie Ann Beer, Mike Sutton, Mike McFee, and George O'Kelley.

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 meeting to order at 7:03 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Councilwoman Beer led the invocation. Mayor Keyserling led the Pledge of Allegiance.

PROCLAMATION OF NOVEMBER 30, 2013 AS SMALL BUSINESS SATURDAY

Councilman McFee made a motion, second by Councilwoman Beer to make the proclamation. The motion passed unanimously. Councilwoman Beer read the proclamation, and Mayor Keyserling presented it to **LaNelle Fabian** and **Blakely Williams**, representing Main Street Beaufort and the Chamber of Commerce, respectively.

PROCLAMATION OF VIOLENCE AWARENESS AGAINST WOMAN

Councilwoman Beer made a motion, second by Councilman Sutton to make the proclamation. The motion passed unanimously. Councilwoman Beer read the proclamation, and Mayor Keyserling presented it to representatives of Zonta Club of Beaufort.

PROCLAMATION OF NOVEMBER AS ALZHEIMER'S AWARENESS MONTH

Councilwoman Beer made a motion, second by Councilman McFee to make the proclamation. The motion passed unanimously. Councilman McFee read the proclamation, and Mayor Keyserling presented it to representatives of the Alzheimer's' Family Services of Beaufort County.

MINUTES

Councilman McFee made a motion, second by Councilwoman Beer, to accept the minutes of the work session and regular meeting September 24, 2013 as submitted. The motion passed unanimously.

Councilwoman Beer made a motion, second by Councilman McFee, to accept the minutes of the work session and regular meeting October 8, 2013 as submitted. The motion passed unanimously.

Councilwoman Beer made a motion, second by Councilman McFee, to accept the minutes of the work session October 15, 2013 as submitted. The motion passed unanimously.

ORDINANCE REVISING SECTION 7.2 AND 11.2 OF THE UDO, "SIGN REGULATIONS" AND "DEFINED TERMS," TO ADD PROVISIONS FOR PORTABLE SIGNS IN THE HISTORIC DISTRICT

Councilwoman Beer made a motion, second by Councilman McFee, to approve the ordinance on second reading. Libby Anderson said this is specifically for portable signs in the Historic District. Until 2003, sandwich board signs were permitted there, then ended by ordinance, and now the city is "changing (its) mind back." The Metropolitan Planning Commission recommended approval, there was a public hearing before council, and a first reading. There are no changes since the first reading before council, Ms. Anderson said. There are sandwich board signs, easel signs, and pedestal signs, and each business can have one of these types of signs for each entrance. **The motion passed unanimously.**

ORDINANCE AUTHORIZING CITY MANAGER TO EXECUTE DOCUMENTS TO CONVEY CITY PROPERTY LOCATED AT 905 AND 907 PRINCE STREET

Councilman Sutton made a motion, second by Councilman McFee, to table the matter until more work is done. The motion passed unanimously.

MOTION AUTHORIZING CITY MANAGER TO ENTER INTO AGREEMENT FOR ENGINEERING SERVICES

Councilwoman Beer made a motion, second by Councilman Sutton, to authorize the city manager to enter into this agreement. The motion passed unanimously.

MOTION AUTHORIZING CITY MANAGER TO ENTER INTO MAINTENANCE AGREEMENT WITH SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

Councilwoman Beer made a motion, second by Councilman McFee, to authorize the city manager to enter into this agreement. Mr. Dadson said this maintenance agreement is for those things outside of the scope that DOT would do, not basic road system, but, for example, trees and streetlights. **The motion passed unanimously.**

APPROVE CONTRACT FOR SALE OF FIRE APPARATUS

Councilwoman Beer made a motion, second by Councilman McFee, to approve the contract. Mr. Dadson said this is for the sale of the 100' ladder truck which council has authorized. This sale is for \$290,000, less a 2.9% commission, to a fire company in Northern Cambria, PA, and they have authorized their contract for the sale. **The motion passed unanimously.**

ANNUAL REQUEST FROM SOUTHERN SCOOTER TO HOST ANNUAL TOY RUN PARADE

Councilwoman Beer made a motion, second by Councilman McFee, to approve the request for the December 15, 2013 event. The motion passed unanimously.

REQUEST FROM HEALING HEROES FOR CO-SPONSORSHIP FOR THE USE OF WATERFRONT PARK FOR A CORNHOLE TOURNAMENT AND ALLOWING THE SALE OF ALCOHOL

Councilman Sutton made a motion, second by Councilman O'Kelley, to approve the requests for the November 23, 2013 event. Councilwoman Beer recused herself because she is a leader of Healing Heroes. **Ivette Burgess** said last week staff met with Councilwoman Beer and **Dick Rooney** and reviewed the particulars. They expect 100 people and would like to have more.

There will be cornhole stations throughout the park. They will bring in cooked food and will sell alcohol. Police will patrol the event. They are not gating it.

Councilman McFee asked if they have to have a liquor license, and Ms. Burgess said they have to adhere to all regulations; the collaboration with the city doesn't change that at all. Councilman Sutton said he'd like reassurance that they are not stepping outside their policy on alcohol. Ms. Burgess said that's the only difference from other events. Councilman Sutton said if a co-sponsored organization sells alcohol, they have to be not-for-profit. Mayor Keyserling joked that he understands that alcohol is essential to playing cornhole. Ms. Burgess said the group would have to pay for the use of the venue in its entirety if the city didn't co-sponsor. Councilman O'Kelley asked who was responsible for cleanup. Ms. Burgess said they would have to adhere to all policy rules and they will have volunteers for that. They are required to pay a deposit, which is not excluded by co-sponsorship, nor are any broken regulations.

Mayor Keyserling said he feels the group should be helped; it gets the community back to pursuing the cause of helping wounded warriors, and he thinks the circumstances warrant not being concerned about the alcohol sales. Councilman Sutton said he wants it to be clearly known that if they do this, they are setting precedent and will have to pick and choose whom they allow to do it in the future. **The motion passed 4-0.**

EXECUTIVE SESSION

Pursuant to Title 30, Chapter 4, and Section 70 (a) (2) of the South Carolina Code of Law, **Councilman Sutton made a motion, second by Councilman McFee to enter into Executive Session for the purpose of discussing a pending contractual matter pertaining to marina property development and receipt of legal advice. The motion passed unanimously.**

Councilman O'Kelley made a motion, second by Councilwoman Beer, to come out of Executive Session and resume the regular session. The motion passed unanimously.

Mayor Keyserling said council met with the chair of the Redevelopment Commission and a team that the Redevelopment Commission has recommended that the city partner with: Historic Marina Partners. **Councilman McFee made a motion, second by Councilman Sutton, to authorize the city manager to enter into an memorandum of understanding with the Redevelopment Commission and Historic Marine Partners.** Mayor Keyserling said "this is very, very, very exciting," and is a part of the effort of the past 6 years to move Beaufort forward. Infill and redevelopment is needed, as are diversity of businesses and housing types, an even more vibrant downtown, protection of the environment and reexamination of the relationship between Beaufort and the water – all things in the Civic Master Plan. He is excited that this is movement forward on a principle redevelopment opportunity, the marina parking lot. There will be a need to find new parking. **The motion passed 4-1, Councilman O'Kelley opposed.** Councilman O'Kelley said he thinks the area should not be developed, and he said he'd "vote against it every chance I get."

Mayor Keyserling said there's been frustration and concern for Redevelopment Commission chair **Jon Verity** and council because "it's been suggested that there's a secret plan," so he said he would give the *Beaufort Gazette* the secret plan. He presented it to *Gazette* reporter **Erin Moody**, and it was a blank page. The agreement sets forth a process to move forward, Mayor Keyserling said, but there are no drawings or any other specific plans.

Mr. Verity said he was delighted that the memorandum of understanding was approved, and the Redevelopment Commission will approve it in a meeting at 9:30 a.m. on Wednesday, followed by a public meeting. They will create a schedule of private and public meetings to get input about what should go on the site.

ADJOURNMENT

There being no further business to come before City Council, **Councilwoman Beer made a motion to adjourn, seconded by Councilman O'Kelley. The motion was approved unanimously**, and the meeting was adjourned at 8:26 p.m.

ATTEST: _____
IVETTE BURGESS, CITY CLERK