

**Minutes  
Council Retreat  
700 Paris Avenue**

**April 14, 2007**

**Members Present: Mayor Samuel Murray and Councilmembers  
Vernon DeLoach, Mary Beth Heyward and Henry  
Robinson**

**Staff Present: Town Manager Willis, Police Chief Jim Cadien, Police Capt.  
Alan Beach, Fire Chief Wendell Wilburn, Assistant Fire Chief  
Jim Colwell, Building Inspector Dan Lemieux, Streets and  
Sanitation Director Jeff Coppinger and Municipal Clerk Tanya  
Payne**

**I. NOT-FOR-PROFITS:**

**A. Historic Port Royal Foundation – Mrs. Teri Lee**

Historic Port Royal Foundation president Teri Lee told Council the Union Church was in need of repair. She requested funds for a new roof, exterior paint and outside enhancement of the building. Ms. Lee explained that the windows also needed replaced but said there was no need to do this until shutters could be bought to protect them. She said the windows would cost about \$1,200 each and the shutters were estimated at \$10,000. Ms. Lee further told Council that funding for the docent was needed and asked that the Town contribute half of her salary (approximately \$3,000). She explained the foundation was requesting \$10,000 in funding for the year.

**B. Lowcountry Estuarium – Mr. Bob Bender**

Bob Bender speaking on behalf of the Lowcountry Estuarium thanked Council for its past support and reviewed its income and expense projections for the upcoming year. He requested \$20,000 in funding from the Town.

Mayor Murray suggested that the Estuarium Board might check into available grant funds for operation of the Estuarium.

**Non agenda item:**

Pat Wilcox speaking on behalf of the Port Royal Merchants told Council that Port Royal needed its own identity separate from Beaufort. She explained she had done a survey with the Town's merchants asking if they were currently members of a chamber and whether they would like a Port Royal Chamber. Ms. Wilcox said she felt the Town could support its own chamber. She explained in order to apply for partnership and tourism grants you had to be an established chamber. Ms. Wilcox asked Council for its support in developing a Port Royal Chamber of Commerce and requested that the Town fund this with its local accommodations tax. She explained they could work in conjunction with the church saying the final goal was to bring in more tourism and possibly some hotels and restaurants to the Town.

Van Ervin and Tom Wilson speaking on behalf of the Beaufort Marine Institute told Council they would be hosting a "Kings for Kids" King Fishing Tournament at the Port Royal Landing Marina in August. Mr. Ervin explained they were expecting four to five hundred people and requested funds from the Town for advertising. He told Council the expected advertising cost was estimated at \$15,000 and said that any amount the Town could provide would be appreciated.

**C. The Greater Hilton Head Economic Partnership – Ms. Kim Statler**

Kim Statler gave Council a handout concerning the Economic Partnership in relationship to economic development. She explained the partnership was county funded with private partnership matches. Ms. Statler told Council the Partnership had purchased the County Industrial Park and was looking for occupants for the park. She also said there would be an eight hundred acre multi county industrial park along I-95. Ms. Statler spoke concerning drawing businesses into the area and where they would best be located. She said they were looking for businesses that pay good wages. Ms. Statler explained that municipalities, Beaufort County and Jasper County needed to work together as a whole to draw businesses into the area and mentioned a possible ordinance to be adopted by all to do this. She asked that Council join the partnership with a \$15,000 voting membership.

**II. DEPARTMENTS:**

**A. Police Department:**

Police Chief Cadien and Capt. Beach requested four new officers, five new police cars, computers to replace outdated ones, radios to comply with the new county system and a state-of-the-art copy machine.

Capt. Beach reviewed statistics showing police activity over the past year.

**B. Streets and Sanitation:**

Town Manager Willis told Council a new foreman had been hired for the Streets and Sanitation Department and would start working on Monday (April 15th).

Streets and Sanitation Director Jeff Coppinger explained that his department's main need was new equipment to replace the old worn out equipment. He told Council he needed another full sized pickup, a new flatbed dump truck, stake bed truck, landscaping equipment such as commercial grade blowers and lawn mowers, a clam shell leaf attachment for the skag lawnmower to use in the parks and new attachments for the Bob Cat. Mr. Coppinger told Council the knuckle boom was showing signs of wear but could be reworked and made to last another year. He also asked Council to provide boots for his employees saying they would be OSHA approved and would cost approximately \$1,500 for twelve pairs. Mr. Coppinger said this way he could require that the proper foot attire be worn on the job.

Mr. Coppinger told Council the new Rollcart trash collection system was working very well. He said the citizens seemed to like the carts and that the workers liked how the system worked.

**C. Fire Department**

Fire Chief Wendell Wilburn told Council that due to the Town's growth he was requesting three new firefighter positions to make the Town's fire station self contained. He said this would allow four shifts and give them the ability to get the needed equipment to the scene without having to call for assistance. Chief Wilburn explained he needed a supervisor on each shift which would entail a small increase in pay for these personnel. He also requested increased funds for tuition assistance, building maintenance, employee physicals, and the volunteer program. Also on the list were a larger generator for the firehouse, in-house training software, a storage building, replacement ice machine and emergency lights for Engine 4. Chief Wilburn explained the department was heavily involved in customer service, public education and the public school program.

Chief Wilburn also asked Council to consider adopting a fire impact ordinance.

**D. Building Services/Safety:**

Building Inspector Dan Lemieux reviewed the proposed budget for the Building Services and Safety Department. He reviewed the duties of his department and told Council he was accepting applications to fill the vacant building inspector position. Mr. Lemieux told Council his department needed funds for materials and supplies and for OSHA supplies such as vest, gloves etc.

**E. Executive:**

Town Manager Willis told Council the executive budget included \$5,000 for a new copier and \$13,500 for a new server. He discussed training to include financial officer certification for Chris Canaday as well as additional funds to allow staff to attend conferences. Mr. Willis said he planned to enhance the Town's professional services budget to include legal, engineering and architectural services in the upcoming year.

**F. Legislative:**

Town Manager Willis told Council he saw no major changes in the legislative budget for the new year. He said the travel and training line item did exceed its projected amount and asked Council to let him know what meetings and conferences they planned to attend this year. Mr. Willis said he needed Council's direction for this year's contributions.

**G. Court:**

Town Manager Willis told Council he saw no significant changes in the court budget for the new year.

**III. GENERAL DISCUSSION**

After some discussion, Council told Town Manager Willis they did not wish to raise the milage rate for the new fiscal year.

Council discussed possible funding of the requests made at the beginning of the retreat, taxes, stormwater utility funds, Economic Partnership funding level, sewer project list, sidewalk projects, street signs, and the Union Church among other items. They also added the election cost to the budget and asked to have simple reports from the different departments at the meetings.

To avoid confusion, Council decided to start all Council Meetings, Public Hearings, Workshops, etc. at 6:30 pm on their prospective meeting nights.

Town Manager Willis reminded Council they needed to set a schedule for budget workshops.

**IV. ADJOURNMENT:**

The retreat adjourned at 1:45 pm.

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Respectfully submitted,

Tanya L. Payne

Municipal Clerk

In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the retreat was given to the local news media and posted at the meeting location twenty-four hours prior to the meeting.

**RE:070414cr**