



**SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
DECEMBER 1, 2016 - 4:00 PM
MUNICIPAL COURT COURTROOM
GEORGETOWN, SOUTH CAROLINA**

1. CALL TO ORDER

Notice of this meeting has been made in accordance with the 1976 Code of Laws of South Carolina Freedom of Information Act.

MEMBERS PRESENT

Mayor Jack M. Scoville, Jr.
Mayor Pro Tempore Brendon M. Barber, Sr.
Council Member Sheldon A. Butts
Council Member Carol R. Jayroe
Council Member Al Joseph
Council Member Edward S. Kimbrough, Jr.
Council Member Clarence C. Smalls

ALSO PRESENT

Mr. Paul A. Gardner, City Administrator
Ms. Ann U. Mercer, City Clerk
Mr. Orlando Arteaga, Engineer
Mrs. Debra Bivens, Director of Finance
Mr. Will Cook, Water Utilities Director
Chief Charlie Cribb, Georgetown Fire Department
Mr. Glen Dixon, Fleet Superintendent
Chief Kelvin Waites, Georgetown Police Department

ABSENT

Mrs. Elise Crosby, City Attorney
Miss Suzanne Abed-El-Latif, HR Manager
Mr. Tim Chatman, Streets and Sanitation Manager
Mr. Alan Loveless, Director of Electric Utilities
Mr. Rick Martin, Building Official/Zoning Administrator

MEDIA

GAB News - Mr. Scott Harper

2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES

Mayor Pro Tempore Brendon Barber, Sr. called the Special Meeting/Workshop of City Council to order at 4:00 PM and requested all cell phones or electronic devices be turned off or placed on mute so as to not interrupt the meeting. Mayor Scoville arrived.

3. PRESENTATION ON MAIN STREET DESIGN

Mr. Paul Gardner introduced Mr. Randy Wilson from Community Design Solutions. Members from the Main Street Design Committee requested this meeting. Mr. Wilson addressed four topics: A Look Back, Main Street Design, Design Principles and Implementation. In looking back at Georgetown's legacy of quality planning he highlighted the Clemson Charrette, the Goat Island Study, the Main Street Baseline Assessment and the ULI Advisory Services Program. He previously provided training for the Main Street Design Committee and the Architectural Review Board and encouraged Council to tap into the talented members of the Committee. The Design Committee was encouraged to educate and offer advice and planning. Don't focus solely on design. Gateways are important to make a first impression. Don't neglect the thoroughfares. They need to foreshadow what can be experienced downtown. Streetscapes, facades, infill design, parks and open spaces must be protected and preserved. Strategic incentives - experience and environment trump architecture every time. Mr. Wilson cautioned Council and the Design Committee to focus on the places where people have experiences. The buildings will take care of themselves. If the City decides to offer façade grants, he encouraged component grants whether it be for slipcover, awning, sign, rear of building, etc. Amenities/vibrancy grants could be offered to make downtown vibrant and inviting such as murals, flags, flowers, bistro tables, art, interactive games, etc. This would be the City's charge to the Main Street Design Committee to explore downtown and let you know what is needed. Make the area so fun that locals and tourists will 'stick around,' and create opportunities for people to linger and browse. Another suggestion was to provide a matching grant to help the property owner build dividing walls to accommodate micro-retail opportunities. In closing he said with a vision, people are all pulling in the same direction. As leaders of the community Council's goal is try to point everybody in the same purposeful direction. Communicate the vision in as many ways as you can to as many people as possible. Finally, connect the dots. When any element of a plan is completed, post a sign: "Yet another successful project helping turn our vision into reality."

4. DISCUSS PURCHASING ORDINANCE

Mrs. Debra Bivens provided Council a draft copy of proposed changes to the Procurement ordinance. These were presented and discussed at the September 22, 2016 workshop. Language in the City's current ordinance addressing Local Vendors/Ties as well as the County's ordinance were provided. The current City ordinance states there is only a local vendor preference if there is a tie bid. The County ordinance gives an advantage to the local vendor. Mrs. Bivens noted the points to consider and asked for input from Council. Council Member Kimbrough felt it should be county-wide preference and not city-wide. He said too many businesses are outside the city limits. Council Member Jayroe agreed. Mayor Pro Tempore Barber said if we award a local vendor preference, there needs to be assurances in place to insure the quality of work if they reduce their bid. Mrs. Bivens said a form would be developed and the preferred vendor would have to submit this form asking for preference when they submit the bid. Per our current ordinance, price is an element; however, we can eliminate the local vendor if the

quality of their work is not there. State contracts and the 'piggyback' contracts are exempt from the local vendor preference. Mrs. Bivens said the current ordinance states the City Administrator makes all approvals to change orders; however, currently all change orders are approved by Council. Staff would like to uphold the process for approval by the Administrator and request Council consider increasing the approval authority for the Administrator from \$15,000 to \$25,000. Any Change Order above \$25,000 would require Council approval. First reading of the proposed ordinance will be placed on the agenda for the December 15th Council Meeting.

5. EXECUTIVE SESSION

Motion to enter Executive Session pursuant to Section 30-4-70(a)(2) to discuss litigation related to sink holes.

Council Member Kimbrough moved, seconded by Mayor Scoville.

Mayor Scoville called for the question.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Edward S Kimbrough, Council Member
SECONDER:	Jack M. Scoville Jr., Mayor
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

The Special Meeting/Workshop was adjourned at 5:12 pm.

Motion to adjourn Executive Session and reconvene Special Meeting/Workshop.

Mayor Pro Tempore Barber moved, seconded by Council Member Smalls.

Mayor Scoville called for the question.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Brendon M. Barber Sr., Mayor Pro Tempore
SECONDER:	Clarence C. Smalls, Council Member
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

Executive Session was adjourned and the Special Meeting/Workshop was reconvened at 6:10 pm.

Mayor Scoville announced no formal action was taken in Executive Session.

Mr. Paul Gardner reminded Council of the Arbor Day event and the City Christmas Party.

6. CITY COUNCIL MAY TAKE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.

7. The meeting was adjourned at 6:11 pm.

Ann U. Mercer
City Clerk

Date Approved: 01/19/17