



**SPECIAL MEETING/WORKSHOP OF CITY COUNCIL  
JUNE 23, 2016 – 4:00 PM  
COUNCIL CHAMBERS  
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.

**MEMBERS ABSENT**

Council Member Clarence C. Smalls

**ALSO PRESENT**

Mr. Chris Carter, City Administrator  
Ms. Ann U. Mercer, City Clerk  
Miss Suzanne Abed-El-Latif, HR Manager  
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 Paul Gardner, Georgetown Police Department  
Mr. Sammy Green, Interim Streets and Sanitation Manager  
Mr. Alan Loveless, Director of Electric Utilities  
Mr. Rick Martin, Building Official/Zoning Administrator  
Mr. Tee Miller, Assistant to the City Administrator for Economic Development

**ABSENT**

Mrs. Elise Crosby, City Attorney

**MEDIA**

Georgetown Times - Mr. Max Hrenda

**2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**

Mayor Pro Tempore Brendon M. 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.

**3. RESOLUTION**

**A. Motion to approve Resolution supporting the installation of additional traffic controls at the intersection of Broad and Church Streets in the City of Georgetown.**

Council Member Kimbrough moved, seconded by Council Member Joseph. Mayor Pro Tempore Barber asked for questions.

Mayor Pro Tempore Barber called for the question.

|                  |                                                            |
|------------------|------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                |
| <b>MOVER:</b>    | Edward S Kimbrough, Council Member                         |
| <b>SECONDER:</b> | Al Joseph, Council Member                                  |
| <b>AYES:</b>     | Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough |
| <b>ABSENT:</b>   | Smalls                                                     |

**4. QUARTERLY UPDATE OF ONGOING PROJECTS**

**A. Orlando Arteaga, Engineer**

Mr. Orlando Arteaga presented an update on the Broad Street streetscape project. Bids were received on January 21, 2016 and actual construction on this project began March 10, 2016. Currently the work is near 60% complete. Originally SCDOT was to complete paving of the street in March; however, they did not mobilize until the first week in June. Mr. Arteaga said information was not presented to the City as a whole. He understood DOT's scope was only paving the street; later is was presented as paving, and concrete, sidewalk and curb and gutter restoration. They are scheduled to pave the street mid to late July; however, that may be delayed. Council Member Butts expressed concern about an upcoming conference to be held the first week of August at Bethel AME Church, located on Broad Street. He said there is an urgent need for a deadline or upstart date for DOT. Five thousand people are expected to attend the conference and there would be a huge impact on the City if the street is not accessible. Mr. Arteaga said he has been in communication with the local DOT resident engineer concerning the urgency. He said the City has no control over them and suggested local officials may want to correspond with DOT and apply pressure expressing the absolute necessity. Mayor Scoville asked that a letter be prepared. Chris Carter said it has been a very frustrating experience relaying our concern; they seem to know the situation. Council Member Butts asked if the partial sidewalk across Broad Street from the church is included in the plan. This was not included in the original plan. Chris Carter suggested after the project is complete, the City could extend the sidewalk.

Council Member Joseph said he spoke with Representative Carl Anderson and Senator Ronnie Sabb concerning the traffic light at the intersection of Broad and Church Streets. He was told they forwarded his letter and have personally reached out to DOT and suggested members of City Council should do the same. Chris Carter

said DOT looks at this from a traffic engineering standpoint and traffic light progression.

Reporting on Ben Cooper Park, Mr. Arteaga stated Phase I was the splash park and Phase II is the parking lot and minor drainage improvements. Bids for this Phase are due July 7 and the anticipated construction start date is mid August. Staff is working on conceptual plans for Phase III that will include landscaping, the urgent need for a perimeter fence for safety, lighting, sidewalks, gazebos, etc. This is based on feedback from the community a few years ago.

The Cherry Street water project design is 90% complete with plans going out for permit approval by June 30. Depending on the time of approval, the anticipated construction start date is early September 2016. The Cherry Street sewer rehabilitation project is currently ongoing. Crews are lining the existing 8-inch sewer pipe and section repairs. The anticipated completion date is early August 2016.

Drainage improvements on Congdon, Highmarket, Lynch and Duke Streets Phase I and Phase II. AECOM is the engineer of record. Currently the design phase is ongoing and 90% complete. Permit applications will be filed with SCDHEC, CSX, SCDOT and all utility companies by June 30. With the number of agencies involved, speculation is final construction documents will be available in a couple of months. Mr. Arteaga emphasized this will be a major project in terms of traffic impact and disturbance to property owners and merchants. It appears this project will be in the same time frame as the SCDOT five-points project. Due to the volume of traffic, he anticipates staged construction areas with nighttime operations. Council wants to insure the public receives proper notification, in particular the residents who will be affected the most.

City Council approved Mead and Hunt as Engineer of Record for the East Bay Park project. Design start date is early July. The schedule includes four months of design phase. This will require coordination between the City and County. There will be three new additional parking lots including boat trailer parking, drainage improvements and elevating low lying areas of the south end of the Park.

Darrohn Engineering was hired in February 2015 to perform the East Coast Greenway Feasibility Study. The consultant prepared a draft report and drawings dated October 2015. A preliminary report was sent to SCDOT and they provided comments. The consultant will incorporate the comments in the final report which will be presented to Council. Currently this project is not included in the budget. Staff is anticipating a GSATS grant in 2018.

Bid invitations for Harborwalk Fire Protection have gone out twice with unsuccessful results. We are currently receiving bids with a due date of July 11. Changes were made to the documents which should expand the pool of contractors.

Mr. Chris Carter said the anticipated design completion date for Fire Station #2 is August 25. The design-build team will submit the amended contract price to construct the fire station. The City's target budget is \$1.5 million. Chief Cribb has

developed a budget for furniture, fixtures and equipment. Mr. Carter said we are on track for a Rural Development Loan; waiting on construction documents.

**B. Will Cook, Water Utilities Manager**

Mr. Will Cook presented an update on the high service pumps at the Water Treatment Plant. The project consists of replacing three pumps and motors. Notice to Proceed was issued in March. The project began and installation should commence the end of July and be completed in September. City's cost \$170,000.

The 17/701 utility relocation began in July 2015. Water mains were relocated, sewer mains were replaced or rerouted and underground conversion for electric and communication took place in preparation of DOT's concrete paving project. That project was delayed due to bids coming in over budget. It now appears the project may begin in September or October. The City's contractor completed all work in the right-of-way in late 2015 and agreed to leave the project and return at no extra cost to the City once the needed easements were obtained. They are back on site this week and should finish next week. This same contractor will perform the concrete paving for DOT. City's cost \$1.8 million.

Oakley Street ditch piping began in early May. City employees installed 820 feet of ditch pipe and 11 catch basins. The project should be completed this week. City's cost \$20,000.

The Wastewater Treatment Plant headworks modifications began in August 2015 and involved replacing equipment that was not functioning properly and piping modifications. The project should be completed by late July. City's cost \$715,000.

The Wastewater Treatment Plant SBR modifications project is underway. This is a complicated project and he anticipates there will be a number of Change Orders. There are many unknowns. The basins are 425 feet long, 225 wide and 13 deep. Scheduled completion date is November 2017. The City budgeted \$2.5 million.

The belt press is the only means to remove sludge from the plant and it stopped functioning in May. The manufacturer's technician came to Georgetown from Texas to inspect the belt press. It was determined only one of the 14 rollers was operational. The estimate to repair the machine is \$115,000. This is not a budgeted item and will require a budget amendment. Currently the sludge is being held in a pond. The timeline to make the repairs and installation is 2 1/2 months.

**C. Rick Martin, Building Official/Zoning Administrator**

Mr. Rick Martin presented an update on Ben Cooper and Morgan Parks. The gable and a portion of the roof have been installed on the picnic shelter at Ben Cooper Park. Construction continues on soffits and overhangs. Payment will be made after the final inspection. City's cost \$14,500. Public Works will paint the ceiling and posts, and repair the concrete, remove graffiti and reseal floor.

The picnic shelter at Morgan Park has a new roof and the wood floor has been replaced. Construction continues on the fascia and soffits. A small metal roof will be installed on the history board sign at the entrance to the Park. City's cost \$30,426.

The observation deck is part of the \$15,000 International Paper Company grant. The outer posts are positioned and concrete has been poured. The deck will be handicapped accessible.

Mr. Martin said the goal is to work with Public Works to ensure all public parks are in great shape...then preventative maintenance will keep costs down. He noted several additional repairs needed in Morgan Park: deck boards on the bridge, trails to parking lot, picnic shelter and observation deck need to be handicapped accessible and bridge slope needs to be brought up to ADA compliance.

Chris Carter said he has observed there are not many general contractors in the area who can meet the City's insurance requirements required by SCMIRF. He said this could be the reason costs are at a premium. When asked, he said any municipality insured by SCMIRF would have the same requirements.

**D. Alan Loveless, Director of Electric Utilities**

Mr. Alan Loveless presented an update on the SCDOT US 17/521 project. Our underground conduit was installed. Underground conductors and switching cabinets are budgeted for installation in 16/17.

Replacement of the garage roof (Church Street) is complete. Waiting for warranty documents before paying invoice.

Miscellaneous line upgrades are complete. Most work consisted of replacement of rotten poles. Annual purchase of transformers is complete. One pickup truck was purchased.

The development of Ben Cooper Park did not progress enough to install the splash park lighting. Mr. Loveless is working with Mr. Arteaga to incorporate lighting in the next phase of work at the Park.

Due to timing and staffing levels, the substation switch replacement has not taken place.

The existing Harborwalk lighting was designed by the engineering firm that designed the last Harborwalk upgrades. These lights have proven to be unable to withstand the constant exposure to moisture and salt. Staff had not been able to find replacement lights compatible with the original system to properly maintain; however a suitable replacement has been found. The budget includes funds to replace the entire system. The lights proposed are encapsulated in 2' plastic tubes and are designed for use in wet locations. Samples are currently being tested. The manufacturer has provided a list of parts needed and bids should go out next week.

Testing on the dark fiber will be scheduled next year.

Engineering work continues on the peak shaving generation. The consultant has been delayed; however, will soon provide a schedule he can commit to. The leased generators are operating well.

There are eight remaining LED lights to be replaced on Front Street between Fraser and Hazard Streets.

**5. PROPOSED BAILEY BILL**

**A. Discuss certain requirements**

Chris Carter and Jerry Miller, Chairman of the Architectural Review Board, presented information on special property tax assessments for rehabilitated historic properties, residential and commercial. The Bailey Bill is a state law that exempts historic properties, at least 50 years old and meeting certain guidelines, from tax increases to help cover costs or repairs and renovations. Key elements to shape a Georgetown Bailey Bill would include which historic structures qualify for the assessment, how much money needs to be invested to quality, what is a qualified rehabilitation expenditure, who certifies compliance of the rehabilitation project and how long the special assessment will be offered. Mr. Carter said two policy questions need to be discussed tonight: how much money needs to be invested to quality and how long will the special assessment be offered. He said the Fair Market Value will be the appraised value as certified to the ARB by a SC licensed real estate appraiser or the sale price as set out in a bona fide sale contract within 12 months of the submittal or the most recent appraised value by the Georgetown County Assessor. The special assessment period is the length of time property is subject to the lower assessment. Four other locations were compared with Georgetown. Staff is suggesting 20% Fair Market Value over 20 years. We need to offer substantial inducement for the property owners to take advantage of this. The abatements could also be available to historic properties outside the Historic District. The process was outlined: (1) To initiate the process, plans seeking approval of rehabilitation work must be submitted for approval along with a fee. (2) The Architectural Review Board approves the plans or seeks revision from owner, based on the guidelines in the amended ordinance. This is when the Fair Market Value is set. (3) Once preliminary approval is granted, if need for change occurs, the ARB must approve. Additional expenditures will not qualify for extension of time. (4) Upon completion of work, final certification must be obtained, which indicates work completed according to approved plans or amendments. Mr. Miller noted the 20 year special assessment begins at preliminary certification. If the rehabilitation project has not been completed within two years, the property owner may apply for a two year extension. Upon approval of such an extension, the property shall continue to receive the conditional special assessment until the project is completed and final certification is received, or expiration of the final certification deadline, whichever shall first occur. If a complete project does not comply with all requirements for final certification before the final certification deadline, the certification must not be granted, and any money not collected by the City due to the special assessment must be paid to the City, with interest at the rate charged from time to time for delinquent tax payments. The Bailey Bill statutes require that local governments adopt their Bailey Bill by ordinance. It also authorizes local governments to adopt a "Bailey Bill" special tax assessment for low and moderate income rental property. Mr. Miller recommended if Council is interested in this, there needs to be a separate ordinance. Mr. Carter said the City should approach Georgetown County and ask that they consider adopting a companion, identical ordinance replacing their current ordinance. Also, forms need to be developed to

implement the program.

**6. EXECUTIVE SESSION**

**Motion to adjourn Special Meeting/Workshop and enter Executive Session pursuant to Section 30-4-70(a)(1) to discuss employment, compensation, and/or release of an employee and Section 30-4-70(a)(2) to discuss negotiations incident to proposed contractual arrangements regarding an outgoing employee.**

Council Member Butts moved, seconded by Council Member Joseph.

Mayor Scoville called for the question.

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|------------------|------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                |
| <b>MOVER:</b>    | Sheldon A. Butts, Council Member                           |
| <b>SECONDER:</b> | Al Joseph, Council Member                                  |
| <b>AYES:</b>     | Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough |
| <b>ABSENT:</b>   | Smalls                                                     |

The Special Meeting/Workshop was adjourned at 5:40 PM.

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

Council Member Butts moved, seconded by Council Member Jayroe.

Mayor Scoville called for the question.

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|------------------|------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                |
| <b>MOVER:</b>    | Sheldon A. Butts, Council Member                           |
| <b>SECONDER:</b> | Carol R. Jayroe, Council Member                            |
| <b>AYES:</b>     | Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough |
| <b>ABSENT:</b>   | Smalls                                                     |

Executive Session was adjourned and the Special Meeting/Workshop was reconvened at 5:50 PM.

**City Council may take action on matters discussed in Executive Session.**

**Motion to enter into the Resignation and Release Agreement with Chris Carter as reviewed in the City Council {sic} Executive Session.**

Mayor Scoville moved, seconded by Council Member Butts.

Mayor Scoville called for the question.

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|------------------|------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                |
| <b>MOVER:</b>    | Jack M. Scoville Jr., Mayor                                |
| <b>SECONDER:</b> | Sheldon A. Butts, Council Member                           |
| <b>AYES:</b>     | Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough |
| <b>ABSENT:</b>   | Smalls                                                     |

**7. ADJOURNMENT**

**Motion to adjourn Special Meeting/Workshop.**

Council Member Jayroe moved, seconded by Council Member Kimbrough.

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|------------------|------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                |
| <b>MOVER:</b>    | Carol R. Jayroe, Council Member                            |
| <b>SECONDER:</b> | Edward S Kimbrough, Council Member                         |
| <b>AYES:</b>     | Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough |
| <b>ABSENT:</b>   | Smalls                                                     |

The Special Meeting/Workshop was adjourned at 5:52 PM.

Ann U. Mercer  
City Clerk

Date Approved: 07/21/16