

**Town of Sullivan's Island
Council Workshop**

**Monday, March 6, 2017
6:00 p.m.**

Town Hall, 2056 Middle Street

- 1. Administrator's Report**
- 2. Finance Committee**
- 3. Recreation Committee**
- 4. Public Facilities Committee**
- 5. Land Use & Natural Resources Committee**
- 6. Administration Committee**
- 7. Water & Sewer Committee**
- 8. Public Safety Committee**

**FINANCE
COUNCIL WORKSHOP
March 6, 2017**

**Chairman Mayor Pat O'Neil
All Members of Council**

All matters connected with Town finances, taxes and licenses. The Committee shall prepare and submit an annual operating budget and capital improvement program to Council.

I. Matters for Action by Council

A. None.

II. Matters for Discussion by Council

A. January 2017 Financial Reports.

B. General Discussion of the FY 2018 Budget.

III. New Matters Presented to Council

A. None.

IV. Matters Pending by Council

**RECREATION
COUNCIL WORKSHOP
March 3, 2017**

**Chairwoman Sarah Church
Members Rita Langley and Susan Middaugh**

All matters relating to the creation, expansion or improvement of facilities and programs in the area of parks and recreation; and community wellness programs.

I. Matters for Action by Council

1. First Reading of Lease Agreement of 1451 Hennessy Street to The Island Club 2

II. Matters for Discussion by Council

1. Farmers Market 2017- update on vendor selection process
2. St. Patrick's Day celebration in Stith Park – Saturday, March 18

III. New Matters Presented to Council

IV. Matters Pending Further Action by Council

1. Drainage and Erosion on the Mound – Awaiting study on how to best manage storm water on the mound and repair erosion. Town Council voted to accept bid by Thomas & Hutton on 4/19/16
2. Bamboo on the Mound – Consideration of trimming bamboo back on the mound and near the field. This is on hold until improvements are made to the drainage on the mound.
3. 1451 Hennessy Street (Island Club) Repairs- contract has been approved, work in progress. Completion date expected by March 2017
4. Improvements to Stith Park – maintenance and improvements to be discussed at Committee level
5. Independence Day fireworks display – staff will sign contract for display as agreed at January Council workshop

**PUBLIC FACILITIES
COUNCIL WORKSHOP**

March 6, 2017

Chairman Bachman Smith IV

Members Chauncey Clark and Mark Howard

All matters relating to construction, maintenance and improvements of streets, beach paths and Town-owned buildings; sanitation services including trash and garbage; storm water management; and energy and resource conservation programs.

Monthly Construction Report Presented by Mr. Robinson (if needed).

Town Hall construction update by C. Clark.

I. Matters for Action by Committee:

A.

**II. Matters pending discussion in Committee
(may include items currently for discussion by Council)**

- A. Planning for public facilities and historic structure aesthetic improvements to grounds and the need for a Budget line item
- B. Review of Space Needs Reports from all departments

III. Matters for Action by Council

A.

IV. Matters for Discussion by Council

A.

V. New Matters Presented to Council

- A. Recently completed Battery Gadsden engineering study by Bennett Preservation as to its long term preservation

- B. Lease inquiry for the old Town Hall by the American Military Museum

**VI. Matters Previously Discussed and Not Yet Implemented
(other than mention these will not be discussed but for questions received)**

- A. Develop criteria for selecting pieces for the art wall/display area in the new Town Hall.
- B.

VII. Recently Resolved (items will remain for a month after resolution/implementation)

- A. Sta.18 stormwater system evaluation, repair protocol and temporary solution study awarded

**LAND USE AND NATURAL RESOURCES
COUNCIL WORKSHOP**

March 6, 2017

**Chairman Rita Langley
Members Chauncey Clark and Pat O'Neil**

All matters relating to the Zoning and Building Ordinances and their Implementation, and Natural Resources including Town-owned land.

**Monthly Zoning Report Presented by Mr. Henderson
Monthly Boards and Commission Reports Attached**

I. Matters for Action

II. Matters for Discussion

III. Activity Update

- 1. Historic Design Guidelines:** Planning Commission advertised in The Post and Courier on February 17, 2017 for a public hearing on March 8, 2017 regarding text amendments to Z.O. Section 21-97C. (5).
- 2. Elevation of Historic Structures:** Planning Commission to review potential text amendments regarding standards for elevating structures
- 3. Accessory Structures for Historic Structures:** Planning Commission to consider text amendments related to this matter
- 4. Town Comprehensive Plan:** Continued discussion of timeline and funding at the next Land Use and Natural Resources Committee Meeting
- 5. Tree Pruning Ordinance:** Continued to review the Tree Commission's recommendations in Committee.
- 6. Tree City USA Designation:** Application approved; formal designation to be announced in March 2017.
- 7. Palmetto Trees on Causeway:** Staff continues developing conceptual and cost estimates.

IV. New Matters Presented to Council

V. Matters Pending Further Action by Committee

- 1. Transition Zone:** Clarification of Transition Zone to DHEC.

**ADMINISTRATION
COUNCIL WORKSHOP
March 3, 2017**

**Chairman Mark Howard
Members Sarah Church and Susan Middaugh**

All matters relating to oversight of implementation of the following Town administrative functions: personnel; licensing; Town Attorney; court; rules; solicitation for Boards and Commissions; administrative infrastructure; communications and community outreach.

I. Matters for Action by Council

- A. Proposal for a plaque listing all of Sullivan's Island's current and previous Mayoral terms of service to be displayed in the new Town Hall.

II. Matters for Discussion by Council

- A. None

III. New Matters Presented to Council

- A. None

IV. Matters Pending Further Action Taken by Council

A. Town Communications Plan

1. New Town Website

Staff is developing, in conjunction with SC.Gov., a new municipal website. Anticipating website design and layout completion in late Jan/Feb. Web content development will follow.

2. Mobile 311

A new software program is in development. The goal of the Mobile 311 program is to allow the public to communicate with staff in a variety of new ways. It will incorporate various new services and communication options between Staff and the public, increasing efficiency.

3. Accounting software

Data transmission commenced January 17, 2017, and will continue for the next few months. Training is scheduled for early July and Go Live is anticipated in late July/early August.

**WATER AND SEWER AGENDA
COUNCIL WORKSHOP
Committee Chair: Susan Middaugh
March 6, 2017**

Committee Members: Mark Howard, Bachman Smith

Committee Charge: All matters relating to the Water and Sewer Department and Systems

I. Monthly Report from Mr. Gress

Hwy 703 W&S line work.

II. Matters for Action by W&S Committee – Approval of Minutes from the February 23, 2017, W&S Committee Meeting.

III. Matters for Discussion by Council

1. DHEC WWTP requirements: 100 year flood standard
2. Water Utility fence: Middle Street landscape plan
3. Rate Study – Continued data collection and study of possible alternatives.
4. FY18 Budget: Reviewed W & S Funds by Category (Operating, Capital Improvement, Depreciation) with current balances and current commitments in each category in preparation for FY18 Budget planning.
5. Poe Ave. sewer line replacement – request for funding in FY2018

IV. Matters for Action by Council:

None at this time

V. New Matters Presented to Council

The next Sullivan's W&S Committee meeting will be held on Thursday, 3-23-17, at 8:30 AM at Sullivan's Island Town Hall.

Pending Items to be considered in future meetings:

- a. FEMA Phase I Engineering Study – in progress
- b. Poe Avenue Sewer Line Replacement – planned for FY18
- c. I&I Phase II – postponed

- d. CWS contract revisions – in progress
- e. Private Sewer Lateral Policy for I&I reduction – in progress
- f. W&S billing software replacement – in progress for August implementation
- g. Development of a Cost Recovery Program- planned for FY18
- h. Pre-Disaster Mitigation Grant for submersible pumps
- i. ASR: Aquifer Storage and Recovery

**PUBLIC SAFETY
COUNCIL WORKSHOP**

March 3, 2017

**Chairman Chauncey Clark
Members Pat O'Neil and Sarah Church**

All matters relating to the Police and Fire Departments, and other matters regarding emergency preparedness.

Monthly Report by Chiefs Howard and Stith

I. Matters for Action by Council

II. Matters for Discussion by Council

A. Managed Parking — Staff update on managed parking plan.

III. New Matters Presented to Council

IV. Matters Pending Further Action By Council