

MINUTES
February 21, 2017
ANNUAL GOAL-SETTING RETREAT
9:00 A.M.

Town of Santee
Cultural Arts and Visitors Center
176 Brooks Boulevard
Santee, SC

Present: Jane S. Darby, Mayor, Susan Hornsby, Mayor Pro Tempore, Jerome Kizer, and Crawford Moore, and Patti Smyer, Council Members; *Quorum of Council Present.*

Departmental Requests/Concerns

Administration

Iris Hill, Town Administrator, addressed Council. She expressed a need to make the position of Special Events Coordinator full time. This position could be used to provide public information during an emergency as well as take on additional special projects. Administrator Hill also asked Council to consider splitting the Public Works/Utilities Director position. It is becoming difficult for one person to handle both jobs and with the new water improvement project moving forward this would increase the workload. Administrator Hill will research salary and present the information at a later date.

Administrator Hill informed Council that there are plans to increase the employees portion they pay to the State retirement system to address unfunded retirement liability. If employees are not given cost of living increases, their take home pay will decrease. She asked Council consider latitude in allowing a cost of living increase at other times than the 6-month budget adjustment and the budget process. Hurricane Matthew has impacted available funds and the Town is not sure when FEMA will reimburse those funds.

State Code requires the Town update the beachfront management plan every five years and rewrite it every 10 years. Administrator Hill is in process of updating the plan.

Looking forward, Administrator Hill recommends the Town execute its own debris removal and monitoring company contracts to handle the Town's debris removal and PPDR (Private Property Debris Removal). Colleton County's contractor was not prepared to begin work after Hurricane Matthew. Edisto Beach used the DOT contractor because of this. Although this worked well, additional oversight was needed to make sure DOT was not charging the Town for removal of debris on State Roads. In addition, because the Town did not have its own debris removal contract, removing debris in Ocean Ridge (private property debris removal) was delayed. She also suggested the Town negotiate a contract to pump water immediately after a flood event before the water is contaminated. Councilman Moore suggested this be one of the duties assigned to the new Public Works director/manager.

Building

Patrick Brown, Building Official, spoke to Council about obtaining different permitting software. Mr. Brown expressed his dissatisfaction with Incode's software. He stated there are numerous other software options, some being web-based and they ran from \$5,000 - \$25,000. Administrator Hill stated it would need to be compatible with Incode because of the accounting side. Council asked Mr. Brown to get pricing of two to four companies that provided such software and present it to Council.

Mr. Brown suggested the Town's social media policy be reviewed.

Mr. Brown recommended the Town obtain an evacuation contract for the future. He reminded Council of the difficulties Town Hall had in securing a U Haul and packing up Town Hall prior to evacuating for Hurricane Matthew. Council suggested that security issues be addressed in the contract with whoever is selected. Administrator Hill stated the Laserfische program was purchased to digitize permanent records to eliminate the need to move paper.

Mr. Brown said that he would be going to an off-site training center to learn more about the Community Rating System. Residents receive a discount on their flood insurance policy based on the Town's rating. For each reduction from the rating of 10, a 5% discount on flood insurance is provided. When the Town went from an 8 to a 7, it saved the people of Edisto Beach approximately \$300,000 according to Mr. Brown.

Mr. Brown stated there is Legislation (H3650) being considered that would impact the Town and revenues received.

Mr. Brown also informed Council that newly passed legislation requires engineered drawings for any additions, new construction or remodeling projects. These architectural drawings will add approximately \$30,000 to the cost of a new house. The Building Official's Association of South Carolina (BOASC) is working to have this language reversed.

Public Works

Bob Doub, Public Works and Utilities Director, addressed Council concerning the Myrtle Street project. The project is scheduled to be bid in the fall of 2017. The project will help with flooding on Myrtle Street, but will not prevent it all together. The paving of the 3500 block of Myrtle to Sunset was briefly discussed.

Mr. Doub has spoken to Westbank Construction Company and they will be helping with the cleaning of the Town-owned lots near Town Hall. They will remove the extra dirt and use it on Jungle Shores Drive and haul off the excess. Issues with Fort Street, Sunset & Myrtle, Billow Street, Wyndham, Lee and Club Cottage were discussed.

Mr. Doub reported that the Wastewater Treatment Plant had not been significantly impacted by Hurricane Matthew. In January, there was approximately a foot – a foot and a half of sludge in cell one. Lift stations were pumped immediately following the hurricane to remove sand from them.

Mr. Doub has been working to get wells 4 and 5 working. The flow meter on well 5 was not working properly and one booster pump still needs work. The general consensus was to have them fixed or replaced prior to the tourist season.

Special Events

Kelly Moore, Special Events Coordinator, spoke to Council concerning the rates for the Civic Center. It was the general consensus that the fees for exercise classes be adjusted to a higher percentage rate (currently 15%) or a flat fee and bring back to Council for consideration. A discussion followed concerning the use of the auditorium by exercise classes.

Bay Creek Park and the Heritage Building were discussed. Mayor Darby asked Mrs. Moore to bring a suggested increase in fees to Council for their consideration.

Mrs. Moore suggested a change to the special event form for annual events. She proposed a one-page form for events that were long-standing. Patrick Brown suggested an Ordinance for Special Events. Mayor Darby indicated the need for a yearly signing of the rules and regulations of the Park. Mayor Darby suggested Mrs. Moore work on the ordinance.

Council Topics

Beach nourishment update/beach accesses

Administrator Hill updated Council on the Beach Nourishment, which is now in the State Park area. A change order to add additional sand to the north end and reach 4 for \$500,000 will be brought to Council. Work has been completed on several groins. Administrator Hill is going to re-bid the beach access stabilization project in order to make it more specific. The bid for beach access signs, etc. is out and due soon. Beach Access 1 will be surveyed and rope will be put up to delineate the access, as per the TIDE Committee's suggestion and Council approval.

TIDE Committee recommendations/funding

Police Chief George Brothers told Council that the parking signs for beach accesses cannot be put on the same post as the beach rules. They have to be at the front of the beach access or it cannot be enforced.

Dogs

Councilwoman Smyer addressed the on-going issue with lost dogs. The consensus was to come up with a standard operating procedure so that all Town employees know what to tell people that lose dogs. The Town has purchased temporary, write-on collars for the real estate companies to give to visitors with dogs. Councilwoman Smyer will gather the necessary contacts and phone numbers and send them to Administrator Hill and she will get an SOP together.

Scott Creek grant

Mayor Darby is working on the NOAA grant for Scott Creek, which is due March 15, 2017.

Marsh accesses

Administrator Hill was asked by the TIDE Committee to contact the Town Attorney concerning costs to research ownership of the marsh accesses. The cost for this research is \$75/hour and could take months. Ms. Hill asked for direction from Council to prioritize which accesses should be researched first. Mayor Darby said that the one that was problematic was the access at Sea Cow and should be relatively recent. Council decided the TIDE Committee should provide Council a list in priority order of marsh accesses.

Legislative/Permanent beach funding

Administrator Hill and Mayor Darby attended a Medical Affairs meeting in Columbia and reported that four constituents on the committee were Edisto Beach property owners. The meeting with the Medical Affairs was for them to determine if DHEC or SCPRT should be in charge of distribution of beach nourishment funding.

Drainage

Mayor Pro Tem Hornsby spoke about drainage issues. She gave a brief overview of the drainage improvement made by the Town and DOT over the years. Billow Street was to be piped with perforated pipe. That has not been done yet. Mayor Pro Tem Hornsby stressed the importance of regular maintenance on pipes as well. Patrick Brown told Council that the Town would receive CRS points for ditch maintenance programs. Mayor Pro Tem Hornsby mentioned that the Town paid to have the drainage at Dawhoo and Palmetto fixed. After Myrtle Street is completed, Mayor Pro Tem Hornsby feels Dawhoo should be next.

Council Goals

1. Finish Renourishment – Susan Hornsby
2. Beach Accesses – Jerome Kizer-Repair first, then have the TIDE committee revisit.
3. Water System Improvements – Patti Smyer-Multifaceted
4. Restructuring of Personnel at Town Hall – Jane Darby-Manager/Director of Public Works, Special Projects personnel, continuity of operations, cross-training, balance budget and protect employees
5. Legislative Issues – Jane Darby/Crawford Moore-Permanent beach funding, business license issues, **TERC oversight of ATAX issues (complete before fall 2017)**

The media/public was duly notified of the date, time and location of the Annual Goal-Setting Retreat on Friday, February 17, 2017.

APPROVED BY TOWN COUNCIL



Deborah Hargis, Municipal Clerk
March 9, 2017