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CLERK TO COUNCIL

AGENDA  
EXECUTIVE COMMITTEE  
Monday, October 14, 2019  
4:00 p.m.

Executive Conference Room, Administration Building  
Beaufort County Government Robert Smalls Complex  
100 Ribaut Road, Beaufort

Committee Members:  
Stu Rodman, Chairman  
Brian Flewelling, Vice Chairman  
Alice Howard  
Lawrence McElynn  
Joseph Passiment  
Paul Sommerville

1. **CALL TO ORDER – 4:00 p.m.**

2. **PLEDGE OF ALLEGIANCE**

*[Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act]*

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES** (backup)

- A. June 10, 2019
- B. June 17, 2019
- C. August 12, 2019

5. **CITIZEN COMMENTS** (Comments regarding agenda items only.)

6. **EXECUTIVE SESSION**

- A. Discussion of negotiations incident to proposed contractual arrangement (Olsen tract lease agreement) – *Chris Inglese, Deputy County Administrator*
- B. Discussion of negotiations incident to proposed contractual arrangement relevant to A-Tax funds



7. **MATTERS ARISING OUT OF EXECUTIVE SESSION**

8. **DISCUSSION**

A. **Supplemental Appropriation and Reimbursement Resolution for Jenkins Island Safety Improvements - *Thomas J. Keaveny II, Beaufort County Attorney*** ([backup](#))

B. **2% A-Tax Funding Request**

1. **Penn Center Funding request for \$822,000 for Phase I building upgrades -** ([backup](#))

2. **Hilton Head Island Concours D'elegance & Motoring Festival request for \$10,000 -** ([backup](#))

8. **ADJOURNMENT**



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

**Item Title:**

Approval of Draft Minutes

**Council Committee:**

Executive Committee

**Meeting Date:**

October 14, 2019

**Committee Presenter (Name and Title):****Issues for Consideration:**

Approval of Minutes:  
June 10, 2019  
June 17, 2019  
August 12, 2019

**Points to Consider:****Funding & Liability Factors:**

None.

**Council Options:**

Approve, Modify or Reject

**Recommendation:**

Approve

**MINUTES  
EXECUTIVE COMMITTEE**

**June 10, 2019**

Executive Conference Room, Administration Building,  
Beaufort County Government Robert Smalls Complex,  
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in  
accordance with the State Freedom of Information Act.

**ATTENDANCE**

Present: Chairman Stewart Rodman, Vice Chairman Brian Flewelling, Paul Sommerville, Alice Howard, Joseph Passiment and Lawrence McElynn

Ex-officio: Michael Covert, Gerald Dawson, Mark Lawson, and York Glover (Non-committee members of Council serve as *ex-officio* members and are entitled to vote.)

Staff: Ashley Jacobs, County Administrator; Eric Greenway, Community Development; Thomas Keaveny II, County Attorney; Jon Rembold, Airports Director; Chris Inglese, Deputy County Attorney; Dave Thomas, Purchasing Director

Media: Joe Croley, Lowcountry Inside Track

**APPROVAL OF AGENDA**

**Motion:** It was moved by Councilman Flewelling, seconded by Councilwoman Howard that Committee approve the agenda. The vote: YAYS – Councilman Flewelling, Councilwoman Howard, Councilman Glover, Councilman Covert, Councilman Dawson, Councilman McElynn, Councilman Rodman, and Councilman Sommerville. The motion passed.

**ACTION ITEMS**

**Item:** Approval / Hilton Head Island Airport (HXD) and Beaufort County Airport (ARW) Hangar Rental Rate Increase – Jon Rembold, Airports Director

**Discussion:** Mr. Rembold stated at both airports, the rates have not been raised in over 4 years. During this time, hanger maintenance has increased and we do need to look at an increase. At this time we are asking for a 5% increase, meaning Beaufort County Airport on Lady's Island is about \$15 a month or \$180 a year and Hilton Head is about \$21 a month or \$250 a year.

Councilman Rodman stated that years ago Walterboro was compared to Beaufort County and Savannah to Hilton Head. Councilman Rodman asked if that is the case still.

Mr. Rembold answered we do compare rates regionally and call other airports and survey people who come in. We have gotten back that it is expensive and that it is the cheapest on the East Coast.

**Motion:** It was moved by Councilman McElynn, seconded by Councilman Flewelling that Council approve the Hilton Head Island Airport (HXD) and Beaufort County Airport (ARW) Hangar Rental Rate Increase.

Councilman McElynn asked for clarification regarding the increased amounts being added to what original amount.

Mr. Rembold replied Beaufort County Airport adding the \$15 a month to \$311 and Hilton Head \$21 a month added to \$418. We are reasonably competitive and we have a stacked up waiting list.

**Call to Question:** The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Lawson, Councilman Flewelling, Councilman Glover, Councilman Covert, Councilman Dawson, Councilwoman Howard and Councilman McElynn. The motion passed.

**Recommendation:** Forward Resolution to Council for Approval.

### **CITIZEN COMMENTS**

There were no comments.

### **INFORMATION ITEMS**

**Item:** Retreat Update / Thomas P. Miller & Associates – Thomas Miller

**Discussion:** Mike Higbee, Vice President of Economic Development, stated they have been busy compiling information since the last meeting, sorting through it, and working with the chairman refining it to make sure the goals and the benchmarks were in a form Council could look at today. If Council advances the goals and hits the benchmarks as outlined, Council will have progressed the County in a positive manner.

Chris Holcomb, Senior Project Consultant, presented a PowerPoint outlining the overview of the planning process:

- County Best Practices Research
  - Researching what counties are doing across the country
- Key Stakeholder Interviews (22)
  - Both within the government, administration, staff, and a few key external leaders
- County Context Report
  - Compiled demographic/economic data

- Two-Day Strategic Planning Session
- Refinement and Revision of Goals, milestones, & Tasks
- Compile Everything in Final Report

Progress on FY2019 Goals:

- Completed:
  - 278 Corridor Referendum
  - CDC Comp Plan Use
  - Passive Parks Direction
  - Daufuskie Improvement
- Not Completed:
  - Business License Fees
  - County Manager Form of Government
  - Rivers & Creek Water Quality
  - Litter Control
  - Indigent Healthcare
- Continuing 2019/2020 Priorities
  - Solid Waste & Recycling
  - Storm Water Regional Authority
  - Affordable Housing
  - Economic Development
  - Heritage Tourism Development
  - USCB / TCL Campus Expansions

Councilman Rodman stated that the 5 on the not completed list did not rise to the top but they did in the past, so at some point in the next 2-3 months he suggests Council take a look at them to see if the committee wants to do something with them or forgo them.

Councilman Flewelling stated he thought they accomplished Indigent Healthcare.

Councilman Sommerville agreed with Councilman Flewelling and stated the only thing outstanding is Beaufort Memorial.

Councilman Flewelling asked if that had to do with Indigent Healthcare or just healthcare countywide.

Councilman Sommerville answered Indigent Healthcare.

Councilman Rodman stated to move Indigent Healthcare to the Completed list.

Mr. Holcomb confirmed that would be moved over.

Councilman Glover asked if the County Manager Form of Government was still an issue with them.

Councilman Rodman stated the background on it was that many years ago Council took it to referendum and it didn't pass.

Councilwoman Howard commented that rivers & creek water quality will never be perfect but the county did accomplish a lot.

Councilman Dawson asked what was left for the Litter Control issue as the county is doing a marvelous job with all of the highway groups.

Councilman Sommerville stated it is an ongoing project and is ever expanding and just wants to keep it on Council's radar.

Councilman Rodman stated that Litter Control can be moved to the Completed list as well.

Mr. Holcomb gave highlights about their research findings including:

- Best Practices:
  - Leverage partnerships to increase housing options
  - Invest in infrastructure to encourage economic development
  - Create career pathways for local employees

Councilman Flewelling asked if this was for County employees.

Mr. Holcomb answered no, more for the local workforce and is not something you are going to solve overnight.

- Context Report:
  - Economy very concentrated in military & tourism
  - Need for increased housing stock
- Interviews:
  - Top Issues:
    - Economic Development
    - Government Funding & Facilities
  - Top Opportunities:
    - Economic Development
    - Transportation Infrastructure
    - Natural Resources / Ecological Assets
- Initial Strategic Planning Meetings:
  - Heard from County Staff about Concerns:
    - State of Facilities
    - Employee Compensation
    - Solid Waste, Housing, Transportation, and Stormwater Priorities
  - Identified priority areas for FY2020 Goals:

- Attainable Housing
- Employee Compensation
- Facilities
- Growth Management
- Economic Development
- Immediate Budget Priorities

Mr. Holcomb stated that for Immediate Budget Priorities, a lot of it has been accomplished so far with the budget that the committee has been working on and other parts have been rolled into other priorities in the docket and the rest have been retained in the goals today. We were to incorporate the decisions into revised goals and worked with the council members and staff members to refine the milestones and subtasks. If tweaks need to be made, we want to hear them so we can be on the same page with what to accomplish in the coming year. Highlights of these milestones and subtasks are:

- Solid Waste
  - Convene partners to improve solid waste management practices by meeting with Municipalities in different counties and finding partnerships that are beneficial to all parties.

Councilman Glover asked if military was included.

Mr. Holcomb answered that it was not written down but it can be mentioned if you want it specifically mentioned. Mr. Holcomb has it broken down between transportation and recycling options based on differences and where those things are at as 2 priorities.

Councilman Rodman stated essentially for the last few years Council has been looking at a curbside pick-up in the unincorporated part of the County and Council agreed a couple months ago to step back from it and somewhat start over again.

Mr. Holcomb stated that was in line with what was expected there after talking to people.

Councilman Dawson stated as we move forward in future discussions as far as the transportation and recycling and curbside, the overriding concern of many of the residents was the lack of a cost analysis / cost benefit and we didn't have that which caused a lot of confusion.

Mr. Holcomb stated he believes that is why it is built into each of these things.

Councilman Flewelling stated it looks like we have a whole quarter to answer those questions.

Mr. Holcomb stated the goal for Stormwater is continuing to regionally improve the stormwater management practices through the adoption of regional design standards, adoption of ordinances, and establish a regional stormwater authority. It is ambitious but reasonable based on the progress you've made so far. The breakdown is completing the regional stormwater design standards a model ordinance, aligning municipalities around those design standards, begin setting up the



regional authority, and hopefully by the end of Q4 finalizing agreements and regulations for that authority.

Councilman Glover stated this is aggressive.

Mr. Higbee asked if given everything the committee has heard today, if it sounds achievable Q4.

Councilman Flewelling answered if all of the dominoes fall the right way, yes it is.

Mr. Higbee stated the strongest part of the Diverse, Attainable Housing goal is partnership with regional partners that can really help come up with measurable goals and have some reasonable chance of accomplishing them.

- Hiring a Trust Fund Consultant (Q1 July-September)
- Appoint Steering Committee (Q2 October-December)
- Develop Framework for Trust Fund (Q2/3/4 December-April)
- Assess Need for Housing Coordinator; Hire if Needed (Q4 April-May)
- Adopt Framework (Q4 April-June)
- Allocate funding as part of the 2020/21 budget process (Q4 April-June)
  
- Smart Growth – Goal
  - Beaufort County will direct its growth in ways that encourage quality of life, subjective well-being, and preservation of the County’s natural, cultural, and historic assets.

Councilwoman Howard stated that Bluffton and the Town of Port Royal are working with Council so it will be meshed together.

Councilman Sommerville stated that the only outliers are Ridgeland and Hilton Head.

Councilwoman Howard stated the City of Beaufort is on a separate schedule.

Councilman McElynn asked that they are outliers in what way.

Councilman Sommerville answered that they are not actively participating with Council on this project.

Councilman McElynn stated that it seems like Hilton Head in particular, the effort is being spirited by private employers and other people in the private sectors opposed to a public effort and he does not know if it is really going to change over there. Councilman McElynn asked if we need to get them in.

Councilman Sommerville answered that they do not want to be in. They have had meetings numerous times about it and they do not want to be in.

Councilwoman Howard stated that they are in line but the City of Beaufort is on a separate schedule.

Mr. Holcomb stated that they appreciate the city of Beaufort being included because he believes there are some efficiencies that could be had by using the same consultant and alignment time plan but they just finished the Civic Master Plan 2.5 – 3 years ago, which they think is really their Comprehensive Plan. So they maybe don't have the level of update that some of the other municipalities in the County do and so they will do most of their update internally with staff to save some money.

Mr. Higbee stated that the Economic Development Goal is committed to growing the economy and diversifying it and is looking for some different product alternatives.

- Evaluate cost to control Lobeco site (Q1 July-August)
- Develop list of possible sites in BC (Q1 July)
- Develop list of possible sites in adjacent counties (Q1 August)
- Evaluate infrastructure at possible sites (Q1/2 September-October)
- Make short & long-term recommendation to council (Q2 November)
- Develop budget to proceed (Q2 December)
- Present recommendations (Q3 January)
- Secure approvals & funding (Q3 February-March)
- Pursue acquisitions (Q4 April-May)
- Begin design (Q4 June)

Councilman Rodman stated that he thinks the regular economic development piece has been making progress in the time they have been at it and Council needs product in some form to figure out what we want to do this year.

Mr. Higbee stated this is an opportunity to reflect, adjust, and execute. Heritage Tourism Goal: Beaufort County will partner with the Heritage Tourism Corporation to market the county for heritage tourism, create a tourism development plan, and support local heritage tourism assets.

- Define needs for Beaufort County History Center (Q1 July-August)
- Solicit & review proposals for History Center (Q1 August-September)
- Determine location for History Center (Q1/2 September-October)
- Develop and adopt County-wide heritage tourism marketing goals (Q1 July-September)

Councilman Rodman stated The Heritage Tourism Foundation met and went through this and endorsed it as a plan to be worked on. The lease expires around the end of June but St. Helena may move out early because they might go to Hilton Head for a while so they can intersect the tourist season between spring and summer.

- Hire consultant to create marketing plan (Q2 October-December)
- Approve & adopt marketing plan (Q3 January-February)

- Charter case study on heritage tourism (Q1/2 September-November)
- Develop resulting heritage tourism development plan (Q2/3/4 November-April)
- Allocate funding to accomplish goals of marketing plan (Q4 May-June)
- Allocate funding to accomplish goals of development plan (Q4 May-June)

Mr. Higbee stated to have all of that done by the end of the year to look at potential funding to execute on the plan as well.

Administrator Jacobs asked who would be responsible for this, which staff.

Councilman Rodman confirmed that they do need to assign some staff. So far it consisted of The Heritage Tourism Corporation itself, a couple other people, and Paul is happy to take the lead on this but there does need to be some staff assignment too.

Administrator Jacobs asked how to coordinate all the activities around the County because there is a lot happening.

Councilman Rodman stated they have a detailed proposal that relates to that but we do need to make sure we do it smartly.

Councilman Flewelling stated that staff assigning needs to be added.

Councilman Rodman stated maybe in the 6.1 section of the plan.

Mr. Holcomb stated they did not go through the Employee Compensation Goal in as much detail because they are already in full swing. Beaufort County will experience an increase in employee retention and reduce the rate of job vacancies through increased employee wages and updating the compensation benchmark survey.

- Phase 1 Compensation Implementation (Q1 July-September)
- Merit Plan Evaluated (Q2 October-December)
- Benchmark Survey Completed (Q3 January-March)
- Phase 2 Compensation Budgeted (Q4 April-June)

Councilman Glover stated that wages are important for potential staff but wants to believe it is more than just wages.

Councilman Passiment stated that he would think it would all be under compensation but that it is more than just paying someone, they have to have a nice place to work in.

Councilman Glover stated that it has to be a good work environment to keep people here.

Mr. Holcomb stated that initially we had discussed that one possibility was to keep track of internal metrics and moral through some sort of survey and is something that can be incorporated and can be added in. Facilities Goal is Beaufort County will address priority short-term facility needs.

Through use of a reserve study, the County will also document, prioritize, and plan for all major future capital improvements.

- Short Term Needs Fixed (Q1/2 July-October)
- Hire Consultant, Complete Reserve Study (Q1/2/3 September-January)
- Capital Plan Proposed (Q3 January-March)
- Capital Plan Approved (Q4 April-June)

Councilman Rodman stated that Administrator Jacobs might see a different set of bars.

Administrator Jacobs stated the Master Plan will soon be issued. A consultant has been hired to help address Short Term Needs and which is anticipated to take 6 months – a year. Based on the meeting with staff, the Facilities Master Plan will need to incorporate these solutions.

Councilman Flewelling stated we can effect this by what we put on the list.

Mr. Holcomb stated there are things we know we want to fix in Q1 and after the study there may be more that we want to fix right away.

Councilman Flewelling stated with these kinds of questions there are always needs popping up and a leak.

Mr. Holcomb asked if we need to push up the study a little bit.

Councilman Passiment stated yes because you have to complete the study before you can propose a plan.

Councilman Flewelling stated there are some needs that we know of now and starting the planning process, raising the necessary capital can start in Q3 in January. He does not have a problem with that. Except stretch the consultant in to February to give a little more time and flexibility.

Mr. Holcomb stated 278 &SIB Funding Goal is Beaufort County will identify and analyze alignment alternatives, funding options, and adopt final recommendations to improve the 278 corridor.

Mr. Holcomb stated the last one is USCB and TCL needs are Beaufort County will assess funding alternatives and develop and approve final proposals for an academic building at USC Beaufort and a training facility at the Technical College of the Lowcountry.

- Funding Alternatives Identified (Q1/2 July-October)
- Funding Alternatives Costed & Analyzed (Q2 October-December)
- Proposal Finalized (Q3 January-March)
- Funding Approved (Q4 April-June)

Councilman Rodman stated in terms of if these two are going to grow, USCB needs an academic building and TCL needs a training facility.

## **EXECUTIVE SESSION**

**Motion:** It was moved by Councilman Flewelling, seconded by Councilman Passiment to go into Executive Session. The vote: YAYS – Councilman Rodman, Councilman McElynn, Councilwoman Howard, Councilman Dawson, Councilman Covert, Councilman Passiment, Councilman Flewelling, Councilman Lawson and Councilman Sommerville. Councilman Glover did not vote. The motion is passed.

## **MATTERS ARISING OUT OF EXECUTIVE SESSION**

**Motion:** It was moved by Councilman Flewelling, seconded by Councilwoman Howard to direct staff to formalize the agreement regarding the spec building in the Commerce Park along the lines of the discussion held in Executive Session and to bring said agreement to County Council for consideration at the earliest opportune time.

**Discussion:** Councilman Sommerville asked if Mr. Keaveny was ok with the language because the devil is always in the details.

Mr. Keaveny confirmed that they can hammer out the details and if there are any that cannot be hammered out, they will bring them forward so the committee can do it.

**Call to Question:** The vote: YAYS - Councilman Rodman, Councilman McElynn, Councilwoman Howard, Councilman Dawson, Councilman Covert, Councilman Passiment, Councilman Flewelling, Councilman Glover and Councilman Sommerville. The motion is passed.

**Motion:** It was moved by Councilman Flewelling, seconded by Councilwoman Howard to amend the existing lease with Pointed Feathers for Marshside Mama's to include Daufuskie Island Store because the restaurant cannot open up without the restaurant equipment and kitchen equipment being in the store area. The vote: YAYS - Councilman Rodman, Councilman McElynn, Councilwoman Howard, Councilman Dawson, Councilman Covert, Councilman Passiment, Councilman Flewelling, Councilman Glover and Councilman Sommerville. The motion is passed.

## **ADJOURNMENT**

The meeting adjourned at 3:56 p.m.

Ratified by committee on:

**MINUTES  
EXECUTIVE COMMITTEE**

**June 17, 2019**

Executive Conference Room, Administration Building  
Beaufort County Government Robert Smalls Complex  
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in  
accordance with the State Freedom of Information Act.

**ATTENDANCE**

- Present: Chairman Stewart Rodman, Vice Chairman Brian Flewelling, Alice Howard, Joe Passiment, Paul Sommerville (phone) and Larry McElynn
- Ex-officio Mark Lawson, Michael Covert and York Glover (Non-committee members of Council serve as *ex-officio* members and are entitled to vote.)
- Staff: Sheriff Tanner; Chris Inglese, Deputy County Attorney; Phil Foot, Assistant Administrator; Shannon Loper, Parks and Recreation; Thomas Keaveny, II, County Attorney; Ashley Jacobs, Beaufort County Administrator; and Donna Ownby, EMS Director.
- Media: Joe Croley, Lowcountry Inside Track

**CALL TO ORDER**

Councilman Rodman called the meeting to order at 4:30 p.m.

**APPROVAL OF AGENDA**

**Motion to Amend:** It was moved by Councilman Flewelling, seconded by Councilman McElynn that Committee amended the agenda to include any discussion needed regarding the Council Agenda. The vote: YAYS – Councilman Flewelling, Councilman Rodman, Councilman McElynn, Councilwoman Howard, Councilman Covert, Councilman Glover and Councilman Lawson. The motion passed

**Main Motion:** It was moved by Councilman Flewelling, seconded by Councilman McElynn that Committee approve the agenda as amended. The vote: YAYS – Councilman Flewelling, Councilman Rodman, Councilman McElynn, Councilwoman Howard, Councilman Covert, Councilman Glover and Councilman Lawson. The motion passed.

**CITIZEN COMMENTS**

There were no comments.

**EXECUTIVE SESSION**

**Motion:** It was moved by Councilman Flewelling, seconded by Councilman McElynn that Committee go into Executive Session. The vote: YAYS – Councilman Rodman, Councilwoman Howard, Councilman Lawson, Councilman Covert, Councilman Glover, Councilman Flewelling and Councilman McElynn. The motion passed.

**ACTION ITEMS**

**Item:** **Presentation / Fiscal Year 2019-2020 Beaufort County Budget Proposal** – Ashley M. Jacobs, Beaufort County Administrator

**Discussion:** Ms. Jacobs stated last time we talked about the budget, you all said well we feel like we’ve got a little too much stuff so I brought back some options. This is your option to balance: the budget was balanced with your tax increase, your revenues and expenditures were equal. If you wanted no tax increase in your budget, what you need to cut is \$3,403,670.

Councilman Flewelling asked for clarification regarding if the \$3 million is the amount that the proposed millage increase raise is or is it presuming more than that. Is it accounted for by the millage increase?

Ms. Jacobs confirmed and stated this is what is **in the budget right now**:

	<u>Dollar Amount</u>	<u>Millage</u>
• Beaufort County Sheriff’s Office	\$1,968,785	1.01
• County Compensation Plan (pay for performance)	\$1,500,000	0.77
• 3% Cost of Living Adjustment (COLA)	\$1,300,000	0.66
• 14 <sup>th</sup> Circuit Solicitor	\$642,500	0.33
• LRTA/Palmetto Breeze	\$120,013	0.06
• Military Enhancement Committee	\$62,000	0.03
• Hilton Head Island Recreation Association	\$60,000	0.03
• Small Business Development	<u>\$10,000</u>	<u>0.01</u>
<b>Total to be considered</b>	<b>\$5,663,298</b>	<b>2.90</b>

Ms. Jacobs stated the following items are **not** in the budget right now:

• Public Defender additional request	\$123,430	0.06
• Housing Trust Fund	<u>\$65,000</u>	<u>0.03</u>
<b>Total items not currently included</b>	<b>\$188,430</b>	<b>0.10</b>

Ms. Jacobs requested the Committee tell her what they would like to cut.

Ms. Jacobs stated when she went through the budget initially about a month ago, they cut about \$3.4 million out. That was a cost difference as a result of our self-insured initiatives, a modification to the Compensation Recommendation, cut \$561,000 from Long Term Recovery Group Disaster Relief Funds, and a number of positions, about a half million dollars' worth of positions, that were recommended but they were already funded so we took those out, that was a duplication. Ms. Jacobs reduced the County Administrator Contingency by \$115,000, the transfer reduction for the Daufuskie Ferry and then the Social Services Local Match Reduction for a total of \$3.4 million. So we have already made cuts.

Councilman McElynn asked if Ms. Jacobs wants the Committee to look at the screenshot of the PowerPoint and eliminate something.

Ms. Jacobs stated if you choose to. The county needs to cut \$3.4 million.

Councilman Flewelling asked if the Beaufort County Sheriff's Office portion is just the DNA Lab Addition or is it a mixture of 2 or 3 things.

Ms. Jacobs stated it is a mixture of things, a little bit is pay raises. If you wanted to, you could just cut part of it.

Councilman Flewelling stated he just wanted to make sure that in the budget we weren't paying for the lab again.

Councilman McElynn asked if the recapture of the voluntary payment from **Jump Night** of \$3 million in here.

Ms. Jacobs stated we have the \$3.3 million in for this year.

Alicia Holland, Assistant County Administrator, stated the \$3.3 million paid by the Town of Hilton Head to Beaufort County is a revenue item.

Councilman Rodman stated they did a very good job going through and scrubbing the list. It will be hard to find 3, the question for us as a group is, do we want to eventually reduce taxes by some amount. If so, we have to go out and find them.

Ms. Jacobs stated we do have the 2 additional requests that are not in the budget.

Councilman Rodman stated there might be a 3<sup>rd</sup> one before the end of the meeting.

Councilman Sommerville stated Russell Baxley made a presentation to the committee some time ago and they need to take action on it. It was a summary of increased costs that Beaufort Memorial Hospital will experience during the coming year for Indigent Healthcare. They are asking for \$900,000 in addition to the \$665,000, which Council already approved.



Ms. Holland stated she calculated \$900,000 as 0.46 mills and BMH is receiving 0.34 mills currently in the budget shown in front of you. This is 0.8 mills when added together.

Councilman Sommerville stated if you go back in the history books for the Great Recession, we were giving them a larger amount then then we are giving them now.

Ms. Holland stated as far as she remembers we were giving them approximately \$600,000 a year.

Councilman Rodman stated we have a budget on the table and if we were to increase or decrease any particular line item, we take a motion and we debate it up or down and see where we end up.

Councilman McElynn asked if the 14<sup>th</sup> Circuit Solicitor \$642,500 was in addition to the \$50,000 already increased it.

Ms. Jacobs confirmed this is an additional \$123,430.

Ms. Holland stated our Current Year Millage Rate Increase is 3.63% as stated by the South Carolina Office of Revenue and Fiscal Affairs and that equates to 1.9 millage increase allowed. We are at 1.74 before those additional items.

Councilman Flewelling stated we can raise the limit about as far as we can go, so at this point if we want to fund the hospital it is at the expense of something else.

Ms. Holland stated this does not include look back. That is a controversial number at this moment and we have asked that it be clarified by the end of July.

**Status:** No action was taken.

## **INFORMATION ITEMS**

**Item: Discussion / Beaufort County School Board Budget** – Councilman Rodman

**Discussion:** Councilman Rodman stated he had a discussion with the School Board Superintendent who asked him where he thought Council was and he replied he cannot speak for Council but there were council members who voted for it at first reading who might not vote for it as it moves downstream because of the magnitude of what we are dealing with. Councilman Rodman stated BCSB went back and took \$1.1 million out.

- Initial: \$255.7 million (6% increase in expenditures)
- Current (BoE) took \$1.1 million out: \$254.6 million (5.5% increase in expenditures)
- District (Staff) proposed a lower number to BoE and BoE did not approve: \$253.7 (5.1% increase in expenditures)

Councilman Rodman stated one of the things we have to do is to approve appropriate their expenditure level. We cannot deal with the individual line items, we get to vote it up or down.

Councilman McElynn asked where 3% brings them.

Councilman Rodman stated at 3% they would lose \$6 million and they'd lose another \$5 million. The second number for us is under the millage.

- Last year: 104
- Now: 114 at 6% increase (9.5% increase)

Councilman Passiment asked why the millage is the same after they took out \$1.1 million.

Councilman Rodman stated because he was assuming we would still let them do the maximum look back because that was money they gave up in past years.

Councilman Flewelling stated if we are talking about 5.5 mills he would probably be alright with that but if we are talking about 5.5%.

Councilman Rodman stated the mills are about a 10 mill increase before you get to the recovery fees.

Councilman McElynn asked if Councilman Rodman got any logic at the meeting as to why they rejected the District on the other million.

Councilman Rodman stated it had to do with some of the positions.

Councilwoman Howard stated the Literacy Coaches were part of that.

Councilman Rodman stated there are 3 choices: we can vote it up, vote for it but would like to reconsider because I might not vote for it at 3<sup>rd</sup> reading or I am opposed to it tonight.

Councilman Passiment stated he is going to support the Board of Education at the \$254.6 million because it is difficult enough the situation they are in with the Chapter 388 putting a budget together. It is not an easy task, in order for this School District to get better, this is what they are going to need to do. Going forward I'm okay with the expenditures, the discussion I'd like to have is how palatable will it be for the look back breaking it up over the 2 years so the tax payers have the ability to pay for this increase. That is a tremendous burden we are going to be putting on several of the tax payers and that is a big concern. Councilman Passiment stated he sees no reason why we shouldn't approve the budget, it is how we do the short fall.

Councilman Glover stated he will stand with Councilman Passiment on this. It has to be a message sent to the State level that Chapter 388 is killing us.

Councilman Rodman stated that is where he is as well and that is only a cap. When they come back in the fall, we may not vote that because we will need 8 votes to do it.

Councilman Lawson stated it still makes him sick that we are raising taxes and putting it on 6% but we need to support the school, support the staff, the pay raises and all of that because it is one of the most important things for our community. So I am glad to see that they came back with a lower number and I will still vote for it.

Councilman McElynn asked how it will affect the other budget we were talking about if it will affect that one being over.

Councilman Rodman stated they are totally independent.

**Status:** For information only.

**Item:** Discussion / Council Rules and Procedures – Chris Inglese, Deputy Beaufort County Attorney

**Discussion:** Councilman Rodman stated 5 major items on the Council Rules and Procedures:

- We haven't been voting at Work Sessions and there are times it is useful to do that. We should make them Committee Meetings in Work Session format so we can vote instead of scheduling additional meetings.
- Whether we want to allow members to participate by phone electronically and vote at Committee Meetings.

Councilman Flewelling stated he could not find any controlling legal authority looking at the Model Rules it seems to be at least questionable to do that at all.

Councilman Glover stated he does not have a problem with that but I'd probably have an amendment to just one per year and I think it is important that you be present.

Councilman Rodman stated his personal opinion is that you ought to be present but it gets very cumbersome in the voting process and if you aren't here in person you don't get the dynamic of who is in favor of stuff.

Councilwoman Howard stated in Rule 4.3 it stated no more than 2 times in a calendar year.

Councilman Flewelling stated he understands the concept and can certainly see its value in an emergency situation when 4 or 5 members of County Council have left and sought safety somewhere else and something needs to happen here. Councilman Flewelling stated he doesn't want it to be something that is done every other month.

Councilman Rodman stated you want it to be something that is done only in emergency situations. That seems logical.

Councilman Flewelling stated just an emergency measure pursuant to a statement of the Chairman of County Council it qualifies as an emergency.

Councilman Rodman stated this one is just catching up with what we already decided; all members get to vote at all Committee meetings.

Mr. Inglese questioned this by stating how if you create a Committee of 5 but then allow the members of Council as Ex-officio members can vote, you then need 6 members to make a quorum.

Councilman Flewelling stated they don't need to count towards a quorum.

Mr. Inglese stated I he could write that in there.

Councilman Rodman stated some time back Council reduced the number of meetings to 144. Do we want to increase that number?

Councilman Passiment stated he believes that is the appropriate thing.

Councilman Rodman stated 168. Let's see what Mr. Inglese's next version of this is and we can repeat this exercise.

Councilman Flewelling stated he has a ton and is not all the way through.

Councilman Rodman stated we are running out of time and that we will pick it back up in the near future.

### **ADJOURNMENT**

The meeting adjourned at 6:00 p.m.

Ratified by Committee:

**MINUTES  
EXECUTIVE COMMITTEE**

**August 12, 2019**

Executive Conference Room, Administration Building,  
Beaufort County Government Robert Smalls Complex,  
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in  
accordance with the State Freedom of Information Act.

**ATTENDANCE**

Present: Committee Chairman Stu Rodman, Committee Vice Chairman Brian Flewelling, Paul Sommerville, Alice G. Howard, Joe Passiment, and Lawrence McElynn

Absent: Mark Lawson

Ex-officio: Chris Hervochon, York Glover, Michael E. Covert, and Gerald Dawson (Non-committee members of Council serve as *ex-officio* members and are entitled to vote.)

Staff: Jon Rembold, Airports Director; Chris Inglese, Deputy Attorney; Brittany Ward, Deputy Attorney.

Media: Joe Croley, Lowcountry Inside Track

**CALL TO ORDER**

Councilman Rodman called the meeting to order at 3:41 p.m.

Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act

**APPROVAL OF AGENDA**

**Motion:** It was moved by Councilman Passiment, seconded by Councilman Flewelling to approve the agenda as presented. The vote: YAYS – Councilman Rodman, Councilman Passiment, Councilman Flewelling, Councilwoman Howard, Councilman Glover, Councilman Dawson, Councilman Covert, Councilman Sommerville, Councilman McElynn, and Councilman Hervochon. The motion passed.

**CITIZEN COMMENTS**

No Citizen Comments

**UPDATE**

**Item: Airport Hanger Use Agreement** – Jon Rembold, Airports Director and Chris Inglese, Deputy Attorney

**Motion:** It was moved by Councilman Flewelling, seconded by Councilwoman Howard to forward this agreement to County Council for approval. The vote: YAYS – Councilman Rodman, Councilman Passiment, Councilman Flewelling, Councilwoman Howard, Councilman Glover, Councilman Dawson, Councilman Covert, Councilman Sommerville, Councilman McElynn, and Councilman Hervochoch. The motion passed.

**Recommendation:** Forward to County Council for approval.

### **APPROVAL OF MINUTES**

#### **A. May 13, 2019**

**Motion:** It was moved by Councilman Passiment, seconded by Councilman Flewelling to approve minutes for May 13, 2019. The vote: YAYS – Councilman Rodman, Councilman Passiment, Councilman Flewelling, Councilwoman Howard, Councilman Glover, Councilman Dawson, Councilman Covert, Councilman Sommerville, Councilman McElynn, and Councilman Hervochoch. The motion passed.

### **EXECUTIVE SESSION**

**Motion:** It was moved by Councilman Passiment, seconded by Councilman Flewelling to go into executive session. The vote: YAYS – Councilman Rodman, Councilman Passiment, Councilman Flewelling, Councilwoman Howard, Councilman Glover, Councilman Dawson, Councilman Covert, Councilman Sommerville, Councilman McElynn, and Councilman Hervochoch. The motion passed.

### **MATTERS ARISING OUT OF EXECUTIVE SESSION**

No matters arising out of executive session

#### **Item: Committee of the Vice Chairs**

**Discussion:** Councilman Rodman believes that the Council will be well served to have a committee of Vice Chairs, with Councilman Sommerville serving as Chairman. The Committee of Vice Chairs can help with certain topics, such as Rules and Procedures to elevate overloading of the standing committees.

**Status:** For informational purposes only.

### **ADJOURNMENT**

Meeting adjourned at 4:20pm

Ratified by Committee:

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

BEAUFORT COUNTY, SOUTH CAROLINA

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Stewart H. Rodman,  
Chairman, Beaufort County Council

Attest:

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Sarah W. Brock, J.D.  
Clerk to Council



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

#### Item Title:

Supplemental Appropriation and Reimbursement Resolution for Jenkins Island Safety Improvements

#### Council Committee:

Executive Committee

#### Meeting Date:

October 14, 2019

#### Committee Presenter (Name and Title):

Thomas J. Keaveny II, Beaufort County Attorney

#### Issues for Consideration:

#### Points to Consider:

#### Funding & Liability Factors:

None.

#### Council Options:

Approve, Modify or Reject

#### Recommendation:

Approve



2019/ \_\_\_\_\_

**AN ORDINANCE TO AMEND BEAUFORT COUNTY ORDINANCE 2019/32, FY 2019-2020 BEAUFORT COUNTY BUDGET, TO APPROPRIATE \$2,506,069 FROM THE GENERAL FUND TO COVER COSTS ASSOCIATED WITH THE JENKINS ISLAND SAFETY IMPROVEMENT PROJECT**

WHEREAS, on June 24, 2019, Beaufort County Council adopted Ordinance No. 2019/32 which sets forth and establishes the County's FY 2019-2020 budget and associated expenditures; and

WHEREAS, in recent years there has developed safety concerns related to the intersection of Windmill Harbour's neighborhood entrance at US 278 which County Council has taken steps to address; and

WHEREAS, toward this end County Council previously appropriated up to \$7,400,000 to the Jenkins Island safety improvement project ("Project") to be funded out of the 2017 General Obligations Bond fund. The current available balance of the 2017 General Obligations Bond fund is \$7,181,363; and

WHEREAS, Beaufort County's Public Facilities Committee has reviewed bids for the Project and has recommended the County award the contract for the Project to the lowest bidder. However, the cost of the recommended contract, with 8 percent contingency, is \$9,687,431 which is greater than the amount Council previously appropriated for the project and also \$2,506,069 greater than the remaining balance of the 2017 General Obligations Bond. Nevertheless, Council finds that it is in the best interest of the health, safety and welfare of the citizens, residents and visitors of Beaufort County that Project move forward regardless of the additional cost and regardless of the lack of available funding through the 2017 General Obligations Bond. Accordingly, it believes supplemental appropriation from the general fund, to be reimbursed by a subsequent bond issue, is appropriate.

**NOW, THEREFORE, BE IT ORDAINED** by Beaufort County Council that Ordinance 2019/32, FY 2019-2020 Beaufort County Budget Ordinance, is hereby amended to provide \$2,506,069 in supplemental appropriations from the General Fund to be directed to the cost of the Jenkins Island safety improvement project.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
Stewart H. Rodman,  
Chairman, Beaufort County Council

ATTEST:

\_\_\_\_\_  
Sarah W. Brock, J.D.  
Clerk to Council

## A RESOLUTION

### A RESOLUTION RELATING TO THE DECLARATION OF INTENT BY BEAUFORT COUNTY, SOUTH CAROLINA, TO REIMBURSE CERTAIN EXPENDITURES PRIOR TO THE ISSUANCE BY THE COUNTY OF ITS TAX-EXEMPT DEBT

WHEREAS, the Internal Revenue Service and U.S. Treasury Department have promulgated Section 1.150-2 of the Treasury Regulations (the “Regulations”) that authorizes an issuer to reimburse itself from the proceeds of tax-exempt debt; and

WHEREAS, Beaufort County, South Carolina (the “County”), anticipates incurring expenditures (the “Expenditures”) related to US 278 safety improvements across Jenkins Island (the “Project”) prior to the issuance by the County of tax-exempt debt for such purpose; and

WHEREAS, the County intends to fund the Expenditures from proceeds of tax-exempt debt not to exceed \$2,506,069 or such other amount as shall be approved by County Council; and

WHEREAS, the Regulations require that the governing body of the political subdivision declare an official intent to reimburse an expenditure prior to the incurrence of the expenditure.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, AS FOLLOWS:**

Section 1. The County Council hereby declares that this Resolution shall constitute its declaration of official intent pursuant to Section 1.150-2 of the Regulations to reimburse the County from the proceeds of tax exempt debt of the County to be issued pursuant to South Carolina state law, for the Expenditures with respect to the Project. The County Council anticipates that the Expenditures will be incurred with respect to the Project prior to the issuance by the County of its tax-exempt debt for such purposes.

Section 2. To be eligible for reimbursement of the Expenditures, the reimbursement allocation must be made not later than 18 months after the later of (a) the date on which the Expenditures were paid, or (b) the date the Project was placed in service, but in no event more than three (3) years after the original Expenditures.

Section 3. The Expenditures are incurred solely to acquire, construct or rehabilitate property having a reasonably expected economic life of at least one (1) year.

Section 4. County Council intends to adopt an ordinance providing for a supplemental appropriation of general fund monies or other funds on hand as the source of funds for the Expenditures with respect to the Project.

Section 5. This Resolution shall be in full force and effect from and after its adoption as provided by law. This Resolution shall be made available for inspection during normal business hours by the general public at the offices of the County.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BEAUFORT COUNTY, SOUTH CAROLINA

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Stewart H. Rodman,  
Chairman, Beaufort County Council

Attest:

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Sarah W. Brock, J.D.  
Clerk to Council



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

#### Item Title:

Penn Center ATAX Funding Request

#### Council Committee:

Finance

#### Meeting Date:

August 5, 2019

#### Committee Presenter (Name and Title):

Stefanie M. Nagid, Passive Parks Manager

#### Issues for Consideration:

Penn Center is requesting ATAX funding to implement Phase I building repairs, improvements, and upgrades.

#### Points to Consider:

Phase I upgrades will allow Penn Center to conduct revenue generating activities for current and future maintenance and capital expenses.

#### Funding & Liability Factors:

Phase I building upgrades are estimated to total \$822,000.

#### Council Options:

1) Approve the request as written, 2) Approve the request with revisions, 3) Do not approve the request

#### Recommendation:

Approve the request as written.

2019/ \_\_\_\_\_

**AN ORDINANCE TO APPROPRIATE FUNDS NOT TO EXCEED \$822,000.00 FROM THE ACCOMMODATIONS TAX FUNDS TO THE PENN CENTER NATIONAL HISTORIC DISTRICT FOR PHASE I BUILDING UPGRADES**

**WHEREAS**, the Penn Center National Historic District (PCNHD) seeks public funds for assistance with building upgrades of the campus located on Dr. Martin Luther King Jr. Drive on St. Helena Island, identified as TMS No. R300 016 000 0094 0000; and

**WHEREAS**, the PCNHD is a 501(c) non-profit organization whose mission is to tell, to promote, to preserve and to perpetuate Penn’s true historical and cultural story and significance through its commitment to tourism, education, community development, and social justice; and

**WHEREAS**, in order to achieve PCNHD’s mission, PCNHD in cooperation with Beaufort County and other partners, seek to renovate and upgrade historic and culturally significant buildings on its campus; and

**WHEREAS**, PCNHD has a phased building upgrade plan wherein Phase I improvements are estimated to total \$822,000.00; and

**WHEREAS**, Beaufort County Council finds that it is in the best interest of citizens, residents and to visitors of Beaufort County to provide funding to PCNHD for upgrades of the historic and culturally significant buildings on its campus.

**NOW THEREFORE, BE IT ORDAINED** by Beaufort County Council that an appropriation in the amount not to exceed \$822,000.00 to Penn Center National Historic District is hereby authorized from the Accommodations Tax fund for the purpose of Phase I building upgrades as further described in Exhibit A, and incorporated herein as if repeated verbatim.

DONE this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
Stewart H. Rodman, Chairman

ATTEST:

\_\_\_\_\_  
Sarah W. Brock, Clerk to Council

- First Reading:
- Second Reading:
- Public Hearing:
- Third and Final Reading:

**RESOLUTION NO. 2019 / \_\_\_\_**

**A RESOLUTION PLEDGING UP TO \$822,000.00 FOR THE PENN CENTER NATIONAL HISTORIC DISTRICT PHASE I BUILDING UPGRADES**

**WHEREAS**, the Penn Center National Historic District (PCNHD) seeks public funds for assistance with building upgrades of the campus located on Dr. Martin Luther King Jr. Drive on St. Helena Island (PIN R300 016 000 0094 0000); and

**WHEREAS**, the PCNHD is a 501(c) non-profit organization whose mission is to tell, to promote, to preserve and to perpetuate Penn's true historical and cultural story and significance through its commitment to tourism, to education, to community development and to social justice; and

**WHEREAS**, in order to achieve these goals PCNHD, in cooperation with Beaufort County and other partners, seek to renovate historic and culturally significant buildings on its campus to promote its vision to serve as a local, national and international visitor resource center and a catalyst for the development of programs for community self-sufficiency, civil and human rights, and positive change by encouraging the development of thoughtful reflection on the past, critical thinking, creative skills and social consciousness through preserving and documenting history, collecting and exhibiting, presenting and exploring ideas and cultures; and

**WHEREAS**, PCNHD has a phased building upgrade plan wherein Phase I improvements are estimated to total \$822,000; and

**WHEREAS**, Beaufort County Council believes that assistance to the PCNHD for successfully implementing the Phase I building upgrades is in the best interests of its citizens and visitors of Beaufort County by providing a historically significant destination and to preserve and educate citizens and visitors about the extraordinary history of the African-American experience, education, historic preservation, and social justice for tens of thousands of descendants of formerly enslaved West Africans living in the Sea Islands known as the Gullah Geechee people.

**NOW, THEREFORE, BE IT RESOLVED** that Beaufort County Council hereby commits up to \$822,000 in Accommodations Tax funding for the Penn Center National Historic District Phase I building upgrades as further described in Exhibit A, and incorporated herein as if repeated verbatim.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2019.

COUNTY COUNCIL OF BEAUFORT COUNTY

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Stewart H. Rodman, Chairman

ATTEST:

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Sarah Brock, Clerk to Council



**Project: PENN CENTER BUILDING RESTORATION & MAINTENANCE**

**Issue Date**

**PHASE ONE BUILDINGS**

**5.16.19**

No.	Item	Constructed	Probable Cost	Remarks
26	Orchard Cottage	1942	\$195,000	Emergency Stabilization, Repair, Restoration
18	Cedar Cottage	1907	\$215,000	Complete restoration, Structure, Roof, Bathrooms, HVAC & Electrical systems
1	Lathers Dormitory	1922	\$250,000	Remodel Administrative Offices, Bathrooms, HVAC & Electrical systems
19	Jasmine Cottage	1911	\$12,000	Exterior Painting add closure & screening between piers
4	Retreat House	1968	\$75,000	Minor exterior repair, Exterior Painting, Interior refurbishing, Upgrade HVAC, Lighting

**PHASE ONE PROFESSIONAL SERVICES**

	Architectural Services		\$50,000	Planning, Meetings, Agency Presentation. Consultation, Building Documentation & Construction Documents, Grant Application documents.
	Survey, Building Location. Tree, Topo, Site Utilities		\$25,000	

**TOTAL PHASE ONE \$822,000**

666 HARBOR CREEK PLACE CHARLESTON, SOUTH CAROLINA 29412  
 Vx 843.270.2976

John@OceanaDesignLLC.com





# FACILITY PLANNING OVERVIEW

PENN CENTER, INC.  
St. Helena Island, SC

## ORCHARD COTTAGE

26



View of Front

### CONSTRUCTED

1942

### PRESENT USE

Temporary Accommodation

### PRESENT CONDITION & NEEDED RENOVATION

Structure:	Generally Sound, needs general maintenance.
Exterior:	Some siding rotted from overflowing gutters, need immediate repair, painting.
Roof:	Severe damage from tree limb at rear, needs immediate stabilization, then repair
Interior:	Needs repair. upgrading, renovation, general maintenance, refinishing, & painting. New kitchen appliances, refinish floor
Mechanical:	Needs new HVAC system
Electrical:	Needs upgrading to current standards.
Plumbing:	Remodel Kitchen & bath. Replace Water Heater with on demand type.
Fire Protection:	No fire protection system
Alarm (Fire & Burglar):	Need Campus wide integrated system
Data & Communication:	Need Campus wide integrated system

### PROBABLE COST:

\$ 195,000

### REMARKS

Used to house educators working at the Penn School this cottage needs Emergency Stabilization, then Repair & Restoration



**666 Harbor Creek Place Charleston South Carolina 29412**

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# FACILITY PLANNING OVERVIEW

PENN CENTER, INC.  
St. Helena Island, SC

## CEDAR COTTAGE

18



View of Front facing Penn Center Drive East

### CONSTRUCTED

1907

### PRESENT USE

Day Care. After School Programs

### PRESENT CONDITION & NEEDED RENOVATION

Structure:	Generally Sound, needs general maintenance
Exterior:	Deteriorating, needs repair, restoration, Painting
Roof:	Needs replacement
Interior:	Generally Sound, needs general maintenance, painting, new kitchen cabinets & appliances
Mechanical:	Needs replacement
Electrical:	Needs upgrading
Plumbing:	Replace Water Heater with on demand type.
Fire Protection:	No fire protection system
Alarm (Fire & Burglar):	Need Campus wide integrated system
Data & Communication:	Need Campus wide integrated system

### PROBABLE COST:

\$ 215,000

### REMARKS

Complete restoration needed. .



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# FACILITY PLANNING OVERVIEW

PENN CENTER, INC.  
St. Helena Island, SC

## LATHERS DORMITORY

1



View from Penn Center Drive West

### CONSTRUCTED

1922

### PRESENT USE

Penn Center Administration Building

### PRESENT CONDITION & NEEDED RENOVATION

Structure:	General Sound may require minor repair
Roof:	Sound
Interior:	Finishes worn needs complete renovation
Mechanical:	Systems old and barely functioning, need new
Electrical:	New lighting, Data & Communications Systems
Plumbing:	Bathrooms need remodeling, Disabled access needed
Fire Protection:	No fire protection System
Alarm (Fire & Burglar):	Need Campus wide integrated system
Data & Communication:	Need Campus wide integrated system

### PROBABLE COST:

\$ 250,000.00

### REMARKS

Larger Conference & Waiting Room needed, this can be provided when some functions housed in this building and moved to newly renovated or created facilities. Break room needs to be refurbished to provide staff a meeting & refreshment area. New ADA Bathrooms.



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# FACILITY PLANNING OVERVIEW

PENN CENTER, INC.  
St. Helena Island, SC

## JASMINE COTTAGE

19



View of Front facing Penn Center Drive East

### CONSTRUCTED

1911 (Restored 2008)

### PRESENT USE

Vacant

### PRESENT CONDITION & NEEDED RENOVATION

Structure:	Generally sound, needs general maintenance
Exterior:	Generally sound, needs painting, caulk, etc.
Roof:	Generally sound, needs general maintenance
Interior:	Generally sound, needs general maintenance
Mechanical:	Generally sound, needs general maintenance
Electrical:	Generally sound, needs general maintenance
Plumbing:	Generally sound, needs general maintenance
Fire Protection:	No fire protection system
Alarm (Fire & Burglar):	Need Campus wide integrated system
Data & Communication:	Need Campus wide integrated system

### PROBABLE COST:

\$ 12,000

### REMARKS

Newly renovated Jasmine needs only continued maintenance. Closure lattice & screening should be installed between foundation piers (to match that on Arnett). Exterior needs cleaning & painting.



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# FACILITY PLANNING OVERVIEW

PENN CENTER, INC.  
St. Helena Island, SC

## RETREAT HOUSE

4



View from Dock

### CONSTRUCTED

1968

### PRESENT USE

Housing

### PRESENT CONDITION & NEEDED RENOVATION

Structure:	General Sound may require minor repair
Roof:	Needs Replacement
Interior:	Finishes worn needs complete renovation
Mechanical:	Systems old and barely functioning, need new
Electrical:	New lighting, Data & Communications Systems
Plumbing:	Bathrooms need remodeling, Disabled access needed
Kitchen:	Needs new or refurbished appliances, refurbished cabinets, countertop, sink.
Fire Protection:	No fire Protection System
Alarm (Fire & Burglar):	Need Campus wide integrated system
Communication:	Need Campus wide integrated system

### PROBABLE COST:

\$ 75,000

### REMARKS

Constructed by volunteers as a "retreat within a retreat" for Dr. Martin Luther King. The interior needs a general upgrading. Any changes should preserve the character of the house consistent with the time it was built and the intent of the builders.



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HILTON HEAD ISLAND  
CONCOURS d'ELEGANCE  
& MOTORING FESTIVAL



Ms. Ashley M. Jacobs  
County Administrator  
Post Office Drawer 1228  
Beaufort, SC 29901

August 27, 2019

Dear Ashley:

It was nice to meet you at the Hilton Head/Bluffton Chamber of Commerce Business Connection meeting. Your talk was excellent and many of your comments resonated with me, particularly the importance of a of united Economic Development initiative in Beaufort County.

The Hilton Head Island Concours d'Elegance & Motoring Festival, now in its 18<sup>th</sup> year is one of the top destination events in South Carolina. Our event draws over 20,000 visitors from around the country and was recognized as the top tourism event in 2016 when we received the Governor's Cup for Tourism – the first time an event in Beaufort County has received this prestigious award. One of the top attractions of the Festival are the events taking place at the Hilton Head Airport which include the Flights & Fancy Aeroport Gala and the Aero Expo where we display 25 vintage aircraft paired with Concours cars. The Airport is exposed to potential consumers as well as major businesses who are not aware of the commercial and private aviation service available. We appreciate that Beaufort County recognizes this event as an important showcase for this economic asset and has provided support to offset the operational expenses.

With safety and FAA standards of utmost importance, I would like to again request \$10,000 from Beaufort County to defer the costs of lighting, shuttles, trash collection, restrooms and security. This investment provides critical funds needed to stage these events.

We appreciate the continued support of Beaufort County for this important event.

My Best,

Carolyn Vanagel  
President