

Special City Council Meeting
April 25, 2017
6:00 P.M.
City Hall

Council Members Present:

Mayor Michael J. Heitzler; Mayor Pro Tem Mark A. Phillips; Councilmember Debra Green-Fletcher; Councilmember Gregory S. Habib; Councilmember Kevin M. Condon; Councilmember Brandon L. Cox; Councilmember James R. (Kimo) Esarey

Council Members Absent:

None

Staff Present:

City Administrator Jake Broom; City Clerk Kelly J. Lovette; Director of Finance Ron Faretra; Director of Public Works Steve Price; Director of Golf Operations Troy Sanders; Director of Human Resources Joellyn Robbins; Senior Code Enforcement Officer Joshua Swain

I. Call to Order:

Mayor Heitzler called the meeting to order at 6:00 p.m.

II. Comments from the Audience:

Mayor Heitzler inquired if there were any comments or questions, there were none.

III. Executive Session:

Mayor Heitzler stated because of the City's attorney, Mr. Tim Domin, as well as other selective people being present that evening, as a point of proper protocol he wished to inquire if City Council objected in moving forward with the items under Executive Session. There were no objections by City Council.

Mayor Pro Tem Phillips made a motion to go into Executive Session to discuss the proposed contractual arrangement between the City of Goose Creek and Berkeley County regarding EMS services, as well as to receive legal advice related to a request from Mr. Albert Hayward, owner of Universal Storage to receive property tax credits. Councilmember Cox seconded the motion. All in favor, none opposed. Motion carried. (6:00 p.m.)

Councilmember Esarey made a motion to come out of Executive Session. Councilmember Condon seconded the motion. (6:32 p.m.)

Mayor Heitzler stated City Council discussed a request from Goose Creek Storage to receive a property tax credit. Mayor Heitzler recognized attorney, Mr. Mark Stokes, who provided individual outlines to each member of City Council. Mr. Stokes stated the property in question is located at 221 St. James Avenue, is operated by **Goose Creek Storage, LLC**, and meets the legislative requirements for consideration of receiving a tax credit. Mr. Stokes stated it was his opinion that City Council pass the tax credit as the property in question was very similar to a Tax Increment Finance District (TIFF). Mr. Stokes requested City Council look over the outline and address any questions to either himself or Mr. Hayward.

Mayor Heitzler inquired of City Council if they had any questions for Mr. Stokes or Mr. Hayward. Mr. Tim Domin, the City's attorney, stated there were some technical requirements regarding the amount of the tax credit and certain other details that could be addressed if City Council was interested in giving a tax credit.

Mayor Heitzler inquired if City Council wished to act. Councilmember Habib made a motion to deny the request for Universal Storage to receive a property tax credit. Councilmember Cox seconded the motion. Following a

brief discussion between members of City Council and Mr. Stokes. Mayor Heitzler called for the vote. Councilmember Esarey, Councilmember Green-Fletcher, Councilmember Habib, Councilmember Condon and Councilmember Cox voted in favor of the motion. Mayor Pro Tem Phillips opposed the motion. Motion carried.

IV. Business:

2017 Goals & Objectives: Mr. Broom stated during the regular City Council Meeting in March, City Council made a motion and seconded the motion to adopt the proposed 2017 Goals and Objectives; however, discussion ensued over a period of time and a vote was never taken. Therefore, City Council would be officially adopting the proposed goals and objectives that evening.

Councilmember Esarey made a motion to approve the 2017 Strategic Plan (Goals and Objectives), as presented by Mr. Broom. Councilmember Condon seconded the motion. Hearing no discussion, Mayor Heitzler called for the vote. All in favor, none opposed. Motion carried.

Mayor Heitzler inquired if Mr. Broom needed additional guidance on the 2017 Goals and Objectives. Mr. Broom stated he would welcome clarity regarding the goal pertaining to developing a plan for the clubhouse at Crowfield Golf Course. Mr. Broom stated he was unclear and inquired if developing a plan meant the on-going renovations or creating a long-term plan that would include the construction of a new clubhouse, or expanding the existing clubhouse. Mayor Heitzler stated this year's goals only referred to the renovations. Councilmember Cox stated the five-year plan would be the comprehensive land use around the clubhouse.

GIS Mapping Tool Update – Craig Linn, GIS Coordinator: Mr. Broom stated that Mr. Linn took the input provided by City Council at the last City Council Workshop and created the Geographical Information Systems (GIS) Mapping Tool. Mr. Linn elaborated by stating the following had been added: hiker biker trails, sidewalks, vacant parcels, City owned properties, City water layers, as well as the surrounding Berkeley County and Charleston County water systems. Mayor Heitzler inquired how to access the map and if it would be added to the website. Mr. Linn stated he could provide a link for City Council; however, he had other ideas in store for the City's website; specifically, the City website will look like City Council's version, but will have less layers. Mr. Broom stated the link will be e-mailed to City Council.

Property Maintenance Code Discussion – Joshua Swain, Code Enforcement Officer: Mr. Broom stated the City's current Property Maintenance Code was vague and difficult for residents to understand, as well as tough for the City's Code Enforcement Officers to enforce. He stated City staff was going to recommend separating the items that deal with property maintenance from Chapter 93, Health and Sanitation, and create a new standalone chapter titled Property Maintenance Code. Mr. Broom stated this revision would not remove any current requirements, as it clarifies the language. Mr. Broom stated this revision was based on the International Property Maintenance Code, as well as successful ordinances created by other cities. Mayor Heitzler inquired if the revision addressed the right of the inspector to go on private property. Mr. Swain stated the City's current ordinance did address the right of entry and the new ordinance also addressed the right of entry. Mayor Heitzler requested clarification regarding the term "plain view". Mr. Swain stated the City's Code Enforcement Officers have the right to address a violation if it can be seen from a public Right-of-Way or by way of entry from someone's private property when given permission. Mr. Swain stated before City Council was what would be proposed in the new ordinance. Mayor Pro Tem Phillips stated several words had been scratched out and inquired as to why. Mr. Price stated the strike throughs were being suggested to be removed from that portion that would be proposed to be transferred into the new chapter; he stated it also addresses the revision of certain verbiage that has been deemed as vague. Councilmember Green-Fletcher inquired why the proposed Maintenance Property Code states that three wrecked vehicles are allowed in residential yards. Mr. Price stated that number was established by City Council in the past.

Food Trucks/ Special Events Ordinance Discussion – Ron Faretra, Finance Director – Mr. Broom stated food trucks are becoming increasingly popular and under the City's current Business License Ordinance, it does not mention food trucks. He stated before City Council were proposed revisions to the current ordinance and if approved, it would be brought before City Council. Mr. Broom stated Mr. Faretra revised the ordinance to state the following: "all food trucks operating in the City must have a business license; the license will last a calendar

year; operating hours will be from 7:00 a.m. to 9:00 p.m., unless they were working under a specific special event permit limited to Zoning classifications that permit food and beverage sales; they must have written permission from the property owner to park their food truck; and, they must pay hospitality taxes. Mr. Faretra stated the wording for business licenses had been updated to change the appeal process. He explained the old appeal process only allowed for City Council to review the documents that were submitted to the City Administrator, as it did not allow neither the City or the defendant to explain the case. Mayor Pro Tem Phillips requested clarification on the part that stated mobile food vendors shall not sell from a stand or booth. Mr. Faretra stated a food truck vendor must sell from a truck or a trailer. Mr. Faretra stated the proposed ordinance was drawn from food truck ordinances of other municipalities and some control was necessary because up until then, food trucks could set up in a neighborhood to sell food and he did not feel the public would want that to happen. Mr. Broom stated in other cities existing restaurants see food trucks as competition because they do not have to follow the same rules as an existing restaurant. Councilmember Cox inquired if City staff has spoken with any food truck owners about the potential shape of the proposed ordinance. Mr. Faretra stated they spoke with two food truck owners who set-up on the Naval Weapons Station; however, they did not perform very well.

Special Event Policy – Ron Faretra: Mr. Broom stated the City currently does not have a policy that governs special events and that Mr. Faretra has written a policy that addresses the following: parking, bathroom facilities, coordination with police, fire, business licensing, hospitality tax and insurance requirements if the event is on City property. Mr. Broom stated this policy will streamline the permitting process and create accountability as sometime City staff does not know who oversees the event. Mr. Broom stated currently a citizen will speak with the City’s permits division, then with the Police Department, then the Fire Department, then the Finance Department and then the City Clerk. Mr. Broom stated City staff has created a form that will go from department to department. Councilmember Habib inquired if the form will go from department to department and not the applicant. Mr. Faretra stated yes, City staff will gather all the information from the applicant, charge them a processing fee and City staff will then process the form. He stated this would not include small groups.

Classification and Compensation Study Discussion – Jake Broom, City Administrator: Mr. Broom stated the City’s last Classification and Compensation Study took place eleven years ago, and typically it is done every five to seven years. He stated City staff submitted a Request for Proposal (RFP) on March 10, 2017, with the response due date set for March 31, 2017. Mr. Broom stated five (5) responses were received from the RFP and City staff was proposing to hire a vendor that will cost \$43,500, plus an additional \$3,000, if the City choose to adopt their employee evaluation tool. He stated City staff believes this company proposed the best and most thorough process as they do a lot of on-site work, talking directly to employees. He stated they are familiar with the area and the organizations the City will be compared to, as they have done a lot of local work with Berkeley County, Mount Pleasant and currently Moncks Corner. He stated City staff was recommending splitting the cost between all the City’s departments based on the number of employees in each department.

Annual Audit Status Report/Discussion – Jake Broom, Ron Faretra: Mr. Broom stated the City’s new auditors, Mauldin and Jenkins, arrived on March 27, 2017, to begin their audit of the City’s financial records, they were now finished and plan to present their report to City Council at the May or June City Council Workshop. Mr. Broom stated the auditors brought forth an accounting issue to himself and Mr. Faretra between the Golf Enterprise Fund and the General Fund. Mr. Broom stated the golf course was purchased in October of 2003, and immediately the City transferred \$50,000, in operating cash to the Golf Enterprise Fund. Mr. Broom stated each year since 2003, the golf course has operated and performed capital improvements at a loss, with no sufficient revenue until Hospitality Taxes began being collected in 2014. He presented a chart showing money owed to the General Fund from the Golf Enterprise Fund, and how it has grown over time and added, this was a problem. Mr. Broom stated there was not a realistic way for the Golf Enterprise Fund to be able to pay back the General Fund and that the auditors would be writing a management letter this year. Mr. Broom explained what a “Management Letter” meant and that the issued needed to be addressed. He continued to brief City Council on the repercussions if the City did not address the issue at hand and what actions the auditors would take and how it could affect the City. Mr. Broom stated the following proposed solutions from City staff: (1) Write off all the debt related to the golf course and combine the Golf and Recreation Enterprise Funds moving forward to cover any further accumulation of debt. Mr. Broom stated this would be a completely permanent solution; (2) Appraise the golf course and write off all but the appraisal amount. Mr. Broom stated this would be a temporary option that may be permanent as the Golf and Recreation Funds would then be combined only for the purposes of the audit. Mr.

Broom stated in three years City staff would access the golf course to see if it has lost or gained money and proceed accordingly. Mr. Broom stated after the three years, he believes option one (1) would be the long-term solution. Mayor Heitzler and City Council stated Mr. Broom and City staff needed to move forward with option one.

V. Adjournment:

Councilmember Esarey made a motion to adjourn. Councilmember Condon seconded the motion. All in favor, none opposed. Meeting adjourned at 7:53 p.m.

_____ Date: July 11, 2017

Kelly J. Lovette, MMC
City Clerk

A copy of this meeting's agenda was sent to the Post and Courier and The Goose Creek Gazette; it was posted in City Hall 24 hours prior to the meeting.