

COUNTY COUNCIL OF BEAUFORT COUNTY  
ADMINISTRATION BUILDING  
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AGENDA

COUNTY COUNCIL OF BEAUFORT COUNTY

Monday, June 13, 2016

5:00 p.m.

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

1. CALL TO ORDER – 5:00 P.M.
2. EXECUTIVE SESSION
3. CAUCUS
  - A. Receipt of County Administrator's Three-Week Progress Report ([backup](#))
  - B. Receipt of Deputy County Administrator / Special Counsel's Three-Week Progress Report ([backup](#))
  - C. Discussion of Consent Agenda
  - D. Discussion is Not Limited to Agenda Items
4. ADJOURNMENT





# Memorandum

DATE: June 10, 2016  
TO: County Council  
FROM: Gary Kubic, County Administrator *Gary Kubic*  
SUBJ: County Administrator's Progress Report

The following is a summary of activities that took place Monday, May 23, 2016 through Friday, June 10, 2016:

May 23, 2016

- Employee New Hire Orientation
- Community Services Committee
- County Council Caucus
- County Council

May 24, 2016

- Martin Goodman, Executive Director, Small Business Administration (SBA) re: SBA Update
- County Staff: Joshua Gruber, Eric Larson, Tom Keaveny, Allison Coppage, Tony Criscitiello, Delores Frazier, Rob Merchant, and Amanda Flake; Lisa Lord, Rural and Critical Land Program Administrator; and Clemson University Representatives: Dr. Lori Dickes and Donna London re: Rural and Critical Land Preservation Board Survey Results

May 25, 2016

- Joshua Gruber and Mark Roseneau re: Facilities Management Outstanding Projects
- Councilman Rick Caporale re: The Crescent / POA Board Requests
- Eric Larson re: Walk Through / Tom Zinn's Property

May 26, 2016

- Jim Beckert re: Auditor Update
- Joshua Gruber, Monica Spells, and Daniel Morgan re: Information Technology (IT)
- Joshua Gruber re: Project Cozy

May 27, 2016

- Joshua Gruber, Tom Keaveny and Jon Rembold re: Conference Call / Trees at Woodlake

May 30, 2016

- Memorial Day Holiday

May 31, 2016

- Employee New Hire Orientation
- St. James Baptist Church Avigation Easement Meeting

June 1, 2016

- Joshua Gruber and Wilbert Roller re: Walk Through / Sea Trawler Restaurant
- David Green, Director of Development and Operations, Osprey Village re: Update / Housing Development Project for Disabled Adults

June 2, 2016

- Wymen Haigler re: Candidate for County Council - District 3
- Judge Carmen Mullen re: FOIA Hearing
- Joshua Gruber and Katie Goodman, Advertising Director, The Bluffton Today re: Beaufort News Coverage

June 3, 2016

- Joshua Gruber, Eric Larson, Robert McFee, Tom Keaveny, Tony Criscitiello and Colin Kinton re: Sea Island Corridor Coalition
- Joshua Gruber and Blakely Williams re: Economic Development
- DSN Community Training Home Visits

June 6, 2016

- Employee New Hire Orientation
- Joshua Gruber and Tom Keaveny re: Conference Call / BES Engineering Services / Dirt Road Paving Bid -Contract #47
- Legislative Delegation

June 7, 2016

- Gary James re: Assessor Update
- Mark Roseneau re: Building Consultant RFQ Evaluations
- Dr. Al Panu, USCB Chancellor re: USCB Projects

June 8, 2016

- Joshua Gruber and Suzanne Gregory re: Personnel Issues
- Agenda Review with Chairman, Vice Chairman and Executive Staff re: June 13, 2016 County Council Meeting Agenda
- Senator Tom Davis and Larry McElynn re: Magistrates' Compensation
- Bernie Kole, Chairman, Library Board re: Library Director

June 9, 2016

- Joshua Gruber, Colin Kinton, Monica Spells, Scott Grooms, and Alicia Holland re: Bluffton Parkway 5A Flyover
- Beaufort County Economic Development Corporation Organizational Meeting

June 10, 2016

- Joshua Gruber, Monica Spells, James Johnson and Shakeeya Polite re: IT Reorganization Plan
- Joshua Gruber, Tom Keaveny and Tony Criscitiello re: Yemassee Train Station
- Chief Magistrate Larry McElynn re: Magistrates' Compensation
- Joshua Gruber, Monica Spells and Fred Leyda re: Conference Call / USCB Office Rental Agreement



## Memorandum

DATE: June 10, 2016  
TO: County Council  
FROM: Joshua A. Gruber, Deputy County Administrator  
SUBJECT: Deputy County Administrator's Progress Report

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The following is a summary of activities that took place Monday, May 23, 2016 through Friday, June 10, 2016:

### May 23, 2016 (Monday):

- Mary Ellen Keough re: FOIA Requests
- Rob McFee, Mark Roseneau, Phil Foot, Tallulah Trice, Andrea Atherton; Hilton Head Humane Association representatives Franny Gerthoffer and Chuck Laine; Glick & Boehm Architects representatives Myles Glick, Shawn Mellin and Patrick Orefice re: Animal Services Building – Schematic Design Review
- Community Services Committee
- County Council Caucus
- County Council

### May 24, 2016 (Tuesday):

- County Staff: Gary Kubic, Eric Larson, Tom Keaveny, Allison Coppage, Tony Criscitiello, Delores Frazier, Rob Merchant and Amanda Flake; Lisa Lord, Rural and Critical Land Program Administrator; and Clemson University Representatives: Dr. Lori Dickes and Donna London re: Rural and Critical Land Preservation Board Survey Results

### May 25, 2016 (Wednesday):

- Gary Kubic and Mark Roseneau re: Facilities Management Outstanding Projects
- Suzanne Gregory, David Wilhelm and Jim Minor re: Personnel Matter

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May 26, 2016 (Thursday):

- Tony Criscitiello and Robert Poppleton, Milestone Communications re: Cell Site Marketing
- Gary Kubic, Monica Spells and Dan Morgan re: Information Technology (IT)
- Gary Kubic re: Project Cozy
- Mark Roseneau and Dave Thomas re: Roof – RFQ Services Addition

May 27, 2016 (Friday):

- Gary Kubic, Tom Keaveny and Jon Rembold re: Conference Call / Trees at Woodlake
- David Wilhelm and Jim Minor re: Personnel Issue

May 30, 2016 (Monday):

- Memorial Day Holiday

May 31, 2016 (Tuesday):

- Alicia Holland, Monica Spells and Phil Foot re: Bi-weekly Project Review / Status Update Meeting
- Bluffton Office Hours
- St. James Baptist Church Avigation Easement Meeting

June 1, 2016 (Wednesday):

- Gary Kubic and Wilbert Roller re: Walk Through / Sea Trawler Restaurant
- Marc Orlando, Bluffton Town Manager re: County / Town of Bluffton Issues
- Monica Spells, Phil Foot and Dave Thomas re: Daufuskie Island Ferry Initial RFP Evaluation and Review

June 2, 2016 (Thursday):

- Meeting with Herbert Novit and Chuck Scarminach, re: Rural and Critical Lands Property Issue
- Blakely Williams and Jason Ruhf re: Beaufort Chamber of Commerce Economic Development Update
- FOIA Hearing
- Gary Kubic and Katie Goodman, Advertising Director, The Bluffton Today re: Beaufort News Coverage

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June 3, 2016 (Friday):

- Gary Kubic, Eric Larson, Robert McFee, Tom Keaveny, Tony Criscitiello and Colin Kinton re: Sea Island Corridor Coalition
- Gary Kubic and Blakely Williams re: Economic Development Status Update
- Engineering Team Coordination Meeting

June 6, 2016 (Monday):

- Project Eagle Meeting
- Gary Kubic and Tom Keaveny re: Conference Call / BES Engineering Services / Dirt Road Paving Bid - Contract #47

June 7, 2016 (Tuesday):

- Council members Steve Fobes, Rick Caporale, Alicia Holland, Jon Rembold re: Airport Financial/Budget Review
- Marie Smalls, Mark Roseneau, Mark Sutton and RW Chambers Architects, re: Voter's Registration Building Project

June 8, 2016 (Wednesday):

- Gary Kubic and Suzanne Gregory re: Personnel Issues
- Agenda Review with Chairman, Vice Chairman and Executive Staff re: June 13, 2016 County Council Meeting

June 9, 2016 (Thursday):

- Gary Kubic, Colin Kinton, Monica Spells, Scott Grooms and Alicia Holland re: Bluffton Parkway 5A Flyover Grand Opening
- Beaufort County Economic Development Corporation Organizational Meeting
- Allison Coppage, Andrea Atherton and Greg Baisch, Architect, Ward Edwards : Pritcher Point Road Access Easement / ROW – Animal Services Building

June 10, 2016 (Friday):

- Gary Kubic, Monica Spells, James Johnson and Shakeeya Polite re: IT Reorganization Plan
- Gary Kubic, Tom Keaveny and Tony Criscitiello re: Yemassee Train Station
- Suzanne Gregory re: Personnel Issue
- Gary Kubic, Monica Spells and Fred Leyda re: Conference Call / USCB Office Rental Agreement