

BLUFFTON TOWN COUNCIL MEETING MINUTES

February 14, 2023

Mayor Sulka called the meeting to order at 5 P.M. Council members present were Larry Toomer, Bridgette Frazier, Fred Hamilton, and Dan Wood. Town Manager Stephen Steese, Chief of Police Joe Babkiewicz, Assistant Town Manager Chris Forster, Assistant Town Manager Heather Colin, Town Clerk Kimberly Gammon, and Town Attorney Terry Finger were also present.

The pledge and invocation were given by Dan Wood.

Adoption of the Agenda

Toomer made a motion to adopt the agenda as presented. Hamilton seconded.

Adoption of the Minutes

Hamilton made a motion to approve the Regular Meeting Minutes of January 10, 2023. Wood seconded. The motion carried unanimously.

Wood made a motion to approve the Special Joint Workshop Meeting Minutes of January 17, 2023. Toomer seconded. The motion carried unanimously.

Presentations, Celebrations and Recognitions

Mayor Sulka acknowledged the Beaufort County School District Student of the Month, Grace Bolin, a 12th grader from May River High School for the character trait of compassion.

The following new employees were introduced:

- Alisa Richardson, Emergency Manager
- Joseph Babkiewicz, Chief of Police
- Tracye Stormer, Chief Technology Officer
- Diego Farias, GIS Analyst
- Paul Arvantides, Vice President of Innovation
- Shannon Green, Payroll and Revenue Coordinator
- Shavar Seabrooks, Part-time Court Assistant
- Stephen Sease, Stormwater Inspector
- Nicole Wright, Stormwater Technician
- David Andrade, Public Services Worker II
- Tony Martinez, Public Services Worker II
- Joseph Whoriskey, Crossing Guard
- Elizabeth Opdycke, Crossing Guard
- Michael Laccasaglia, Police Officer II
- Richard Ramirez, Police Officer I

Dominion Tree Trimming Update - Blakely Williams, Dominion Energy

Williams outlined a new interactive trimming map, customer notification, a recommended planting list and informational videos on Dominion's website, and annual planning meetings, regular communications, site visits and inspections with Town of Bluffton staff.

Dominion will begin work on February 6, 2023 and will use South Eastern Limb (SEL) for the 2023 Bluffton Project. Notifications have been sent to all residents within the trimming area.

Distribution Line Clearing Specifications are as follows:

- Minimum of 10' clearance to side from the outermost primary conductor
- Minimum of 20' clearance above the highest primary conductor
- Minimum of 10' clearance below the bottom most primary conductor or 4' below neutral
- Service lines cleared for abrasion, when needed
- Certain conditions exist that preclude these clearances such as significant size parent limbs and large trunks that are located less than 10' from the outermost primary conductor

Public Comment

Sharon Brown, 163 Buck Island Road, Bluffton – Brown spoke about her concerns with Eagles Field and stated that children in the Buck Island Simmonsville neighborhood did not have a safe place to play. She requested that the MOU between the Town of Bluffton and Eagles Field be reviewed.

Theodore Bilman, 58 Fording Court, Bluffton – Spoke regarding the annexation application from University Investments, LLC and Grande Oaks II, LLC. Bilman stated that the application fails to take into account the significant impacts that the requested annexation would have on the residents of Fording Court. Bilman stated that in 2018, there was a proposed set of development plans that would adversely impact Fording Court with the removal of pine trees aligning “The Arbors”. The proposed annexation is earmarked for a 12-acre mixed business/professional park designation, which would significantly impact “The Arbors”. Bilman requested that the application be denied, and if not denied, be referred to the Negotiating Committee.

Frank Barbieri, 71 Fording Court, Bluffton – Spoke in regard to the proposed annexation from University Investments and asked that it be denied.

Communications from Mayor and Council

Frazier commended those employees that helped facilitate the community conversation with the MLK Observance Committee to talk about the fatal beating of Tyre Nichols. Frazier also encouraged citizens to attend Gullah celebrations going on during the month of February.

Wood followed up on what Frazier spoke about in regard to non-profit organizations by announcing the Jasper Volunteers in Medicine and stated that the gala will take place on May 11th.

Sulka commented on the success of the Lutzie 43 5K the first week of February and thanked those that participate. Sulka also stated that the Municipal Association has asked that municipalities begin to include the Civility Pledge on agendas. She requested that staff look into adding that on future agendas.

Formal Agenda Items

Acceptance of the Presentation of the Town of Bluffton FY 2022 Audit by Mauldin and Jenkins, LLC – Chris Forster, Assistant Town Manager

Trey Scott from Mauldin & Jenkins presented.

Scott stated that on March 2, 2021, the Town of Bluffton solicited a Request for Proposal (RFP) for Financial Audit Services. As a result, Town Council authorized the Town Manager to execute a contract with Mauldin & Jenkins, LLC for audit services for fiscal year ending June 30, 2021, through fiscal year ending June 30, 2026, during the June 8, 2021, Town Council meeting. This is the second

contract awarded to Mauldin & Jenkins. This is the fourth year Mauldin & Jenkins has audited the Town of Bluffton's financial records and assisted in the preparation of the Annual Comprehensive Financial Report (ACFR).

Moulden & Jenkins has substantially completed their audit of the Town of Bluffton for the fiscal year ended June 30, 2022, and is expected to issue an unmodified (clean) opinion.

The governmental fund financial statements give the reader a detailed short-term view that helps determine if there are more or less financial resources available to finance the Town's programs. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year.

Revenues have increased over prior year for consolidated budgeted funds. The Town continues to see larger than anticipated revenues with the strength in business licenses and franchise fees. Property Taxes have increased 12.8% from prior year in the General Fund along with a 19.6% increase in the Licenses and Permits category.

Expenditures are approximately \$76,000 less than the prior year for the consolidated funds. Increased expenditures for town wide (non-departmental) of approximately \$1 million were due in most part from ARPA monies spent in fiscal year 2022. In addition, police expenditures increased approximately \$951,00 for personnel costs. Both were offset with a decline in capital outlay of approximately \$1.8 million.

General Fund balance remains strong and had an increase of \$2,972,460 in FY 22, due to the strong performance of revenues and conservative spending. On June 30 the Town's General Fund had an unassigned (unrestricted) fund balance of approximately \$14.1 million or 68% of FY 22 expenditures.

Toomer made a motion to approve the acceptance of the presentation of the Town of Bluffton FY22 audit by Mauldin and Jenkins. Hamilton seconded. The motion carried unanimously.

Consideration of a Resolution Calling on the South Carolina Legislative Delegation to Amend the South Carolina Code of Laws Governing Approved Uses of Accommodations and Hospitality Taxes to Include Workforce Housing as an Approved Use of such Taxes; and to Amend the South Carolina Code of Laws so as to Increase South Carolina Housing Tax Credits from \$20,000,000 to \$40,000,000 Annually - Heather Colin – Assistant Town Manager

Colin stated that The Town of Bluffton's Strategic Plan lists Affordable and/or Workforce Housing as a Strategic Focus Area and has identified five guiding principles to address the community's future housing needs, specifically:

"Continuously seek state and federal government assistance for planning, developing and implementing affordable housing options."

The Town collects hospitality and accommodation taxes that currently are not permitted to be used for affordable and/or workforce housing initiatives, including public private partnerships. Senator Tom Davis has introduced general bill S284 (attachment 3) which addresses the expansion of uses of these dollars.

In the past fiscal years, the Town has collected the following, which if permitted for affordable and/or workforce housing could have a significant impact on the housing needs of the community:

Hospitality Tax:

- FY2021: \$2,565,705
- FY2022: \$3,279,685

Local Accommodations Tax:

- FY2021: \$1,295,141
- FY2022: \$2,141,481

State Accommodations Tax:

- FY2021: \$836,319
- FY2022: \$1,252,541

The Town of Hilton Head Island's Town Council approved a substantially similar Resolution on October 25, 2022 to express the support of the legislation to support a regional housing need.

In addition, the Town of Bluffton is also requesting that the number of housing tax credits be increased address the increased need for affordable housing options for the community. Through the availability of more tools and resources, the Town will better be able to address the regional housing needs.

Hamilton made a motion to approve the Resolution Calling on the South Carolina Legislative Delegation to Amend the South Carolina Code of Laws Governing Approved Uses of Accommodations and Hospitality Taxes to Include Affordable and Workforce Housing as an Approved Use of such Taxes; and to Amend the South Carolina Code of Laws so as to Increase South Carolina Housing Tax Credits from \$20,000,000 to \$40,000 annually. Wood seconded. The motion carried unanimously.

Consideration of the Acceptance of University Investments, LLC and Grande Oaks II, LLC's One Hundred Percent (100%) Annexation Petitions to Annex Certain Real Properties Contiguous to the Town of Bluffton's Corporate Boundaries Consisting of a Total of 86.36 Acres, More or Less, and Bearing Beaufort County Tax Map Nos. R600 029 000 0014 0000 and R600 029 000 2410 0000- Kevin Icard, Director of Growth Management

On November 15, 2022, in accordance with Section 5-3-150 of the Code of Laws of South Carolina and the Town of Bluffton Annexation Policy and Procedure Manual ("Annexation Manual"), the property owners, University Investments, LLC and Grande Oaks II, LLC, submitted a 100% Annexation Petition Application for two parcels totaling 86.36 acres located at southwest corner of the Buckwalter Parkway and Lake Point Drive Intersection and to the west of the Retreat at Grande Oaks ("Property") into the Town of Bluffton's municipal boundary (Attachment 2). Pursuant to the

Annexation Manual, the Applicant also submitted a concurrent Zoning Map Amendment application requesting the Property's incorporation into the Buckwalter Planned Unit Development ("Buckwalter PUD"). Additional concurrent applications include amendments to the Buckwalter PUD, Development Agreement, and Concept Plan to incorporate the property, add requested development rights, add a new Grande Oaks Land Use Tract, and specify any additional terms.

Per the Annexation Manual, the initial step in the public review process is an initial briefing, or "intent to annex", to Town Council for general discussion of the request and its associated applications such as the appropriate zoning classification and possible negotiation items. At the conclusion of the discussion, Town Council votes on the approval of Intent to Annex of the Annexation Ordinance. Town Council considered an initial application for the annexation of 13.993 acres of the Grande Oaks PUD at their October 13, 2020, meeting. Council advised the applicant to expand the proposed annexation area for consideration and did not act on the request. As a result, the applicant revised the request to the 86.36-acre portion of the Grande Oaks Planned Unit Development ("Grande Oaks PUD") for consideration.

The Property contains approximately 86.38 acres consisting of 35.215 upland acres and 51.165 wetland acres located within Unincorporated Beaufort County as shown on the Vicinity Map. The Property contains a cellular tower and is otherwise vacant. The Property is zoned as Grande Oaks PUD and designated as part of the Village Commercial V-1 and the Business/Professional Park Land Use Tracts as shown on the Grande Oaks Master Plan which allows a mix of residential and commercial uses such as Single Family Residential, Multi-Family Residential, Neighborhood Commercial, Bew and Breakfast, Commercial Lodging- Hotels, Motels, etc., Hospitals, Conference Center, Drive Thru Restaurants, Gasoline Service Stations, Office Use, Restaurants, Civic, Church, Storage, Research Development (Business Park), and Light Industrial.

The immediately adjacent properties vary as to jurisdiction and zoning as follows:

Direction	Jurisdiction	Zoning District	Current Use
North	Town of Bluffton	Buckwalter Planned Unit Development	University Investments, LLC - Parcel 12 - Buckwalter Parkway - Vacant
	Town of Bluffton	Buckwalter Planned Unit Development	University Investments, LLC - Parcel 12C - Buckwalter Parkway - Vacant
	Town of Bluffton	Buckwalter Planned Unit Development	Town of Bluffton – Innovation Drive - Road Right-of-Way
South	Beaufort County	Grande Oaks Planned Unit Development	Beaufort County - Lake Point Drive - Road Right-of-Way
	Beaufort County	Grande Oaks Planned Unit Development	Arborwood Willows Homes Owners Association – No Address – Common Property
	Beaufort County	Grande Oaks Planned Unit Development	Retreat at Grande Oaks Homeowners Association, Inc – No Address – Common Property
East	Beaufort County	Grande Oaks Planned Unit Development	Grande Oaks, LLC - No Address - Vacant
	Beaufort County	Grande Oaks Planned Unit Development	Retreat at Grande Oaks Homeowners Association, Inc – No Address – Common Property
West	Beaufort County	Grande Oaks Planned Unit Development	Retreat at Grande Oaks Homeowners Association, Inc – No Address – Common Property
	Beaufort County	Grande Oaks Planned Unit Development	Beaufort-Jasper Water & Sewer Authority – 1023 Innovation Drive – Pump Station
	Beaufort County	Grande Oaks Planned Unit Development	Daniel J Mendoza Chacon Sr & Maria Jimenez Maria E – 1025 Innovation Drive - Single Family Home
	Beaufort County	Grande Oaks Planned Unit Development	Aaron S & Isabel B Cleland – 1032 Innovation Drive - Single Family Home
	Beaufort County	Grande Oaks Planned Unit Development	Arborwood Willows Homeowners Association, Inc – No Address – Common Property
	Town of Bluffton	Buckwalter Planned Unit Development	HL Development, LLC – No Address - Vacant
	Town of Bluffton	Buckwalter Planned Unit Development	Hampton Lake Community Association, Inc – No Address – Common Area

The Applicant proposes to create a new Grande Oaks Land Use Tract within the Buckwalter PUD for the Property, which is similar to the existing Buckwalter Commons Land Use Tract, the most permissive land

use designation which allows a broad mix of residential and commercial uses. A comparison of current Grande Oaks PUD and the proposed Buckwalter PUD Grande Oaks Land Use Tract uses.

University Investments, LLC currently owns several adjacent properties to the north along the Bluffton Parkway which are within the Town's jurisdiction and zoned as Buckwalter PUD and designated as part of the Buckwalter Commons Land Use Tract which follows the regulations set by the Buckwalter Development Agreement. They currently own a 12.86 portion of the Property and are under contract with Grande Oaks, LLC to acquire the remaining 75.5 acres. The proposed annexation would allow University Investments, LLC to consolidate the properties to allow for more flexibility while creating continuity of jurisdiction, zoning, and development standards. Currently, the Properties are subject to different zoning and development standards and require review and approval by Beaufort County. If development of a site consisting of property within the Town and the proposed annexation Property were to occur today, the plans would have to adhere to different regulations and require the Town and Beaufort County's approval.

The Applicant's associated request for an amendment to the Buckwalter Development Agreement and Concept Plan includes the addition of development rights consisting of 53 residential dwelling units and 86.36 acres of general commercial. The request also includes provisions agreeing to the requirement for 20% of the requested residential development rights to be workforce/affordable housing.

The requested development rights differ from those which are currently permitted for the Property per the Grande Oaks PUD. The available residential development rights after assignments to third parties for the Sandy Point, Arborwood, Willows, Edgefield, and The Retreat neighborhoods and Buckwalter JV, LLC equate to 43 which is 10 less than the request. Next, the Grande Oaks PUD utilizes the Property's upland acres only rather than the total acreage when identifying commercial development rights as shown on the table provided on the Master Plan map and text. The requested 86.36 acres of general commercial development rights represents the Property's total acreage rather than 35.215 upland acres which is 51.165 acres more than what is identified in the Grande Oaks PUD. Should Council desire to proceed with the proposed annexation, these terms may be negotiated by the referral of the request to the Negotiating Committee.

The Applicant does not have a specific plan for the Property but notes that current preliminary planning for this expanded area contemplates a mixed use, village style, development, perhaps built with residential above commercial, and including extensive medical services and commercial establishments.

Lastly, all future development of the Property would be required to be reviewed through the applicable Town of Bluffton planning processes including an Initial Master Plan, Development Plan review and Building Permits.

Toomer made a motion to decline to accept the Acceptance of University Investments, LLC and Grande Oaks II, One Hundred Percent (100%) Annexation Petitions to Annex Certain Real Properties Contiguous to the Town of Bluffton's Corporate Boundaries Consisting of a Total of 86.36 Acres, More or Less, and Bearing Beaufort County Tax Map Nos. R600 029 000 0014 0000 and R600 029 000 2410 0000. Frazier seconded. Hamilton and Wood opposed. The motion was denied due to a three/two vote.

Consideration of an Ordinance Amending the Town of Bluffton FY 2023 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds – First Reading – Chris Forster, Assistant Town Manager

There has been an increase in participation in the Neighborhood Assistance Program as well as an increase to the cost of repairs than in prior years. The increase in cost is also being experienced in Capital Improvement Projects with the bid responses received by the Town being higher than what has been originally budgeted. Further detail is described in each fund below.

General Fund - This Budget Amendment includes an increase to the General Fund budget by \$100,000 to reflect \$100,000 increase to the Neighborhood Assistance Program with ARPA fund balance. These funds will be used for:

- General Fund revenue increases to cover:
 - Neighborhood Assistance Program \$100,000
 - ARPA fund balance \$100,000
 - Approximately \$238,615 remaining in ARPA fund balance.
- Change in Police Department personnel – no impact to budget.
 - Victim's Advocate parttime position moved to fulltime.
 - Total fulltime headcount will now be 150 and parttime positions will now be 11

Capital Improvements Program Fund (CIP) – This budget includes an increase to the CIP budget by \$1,771,382 to reflect FY 2023 budget amendments due to increase in costs from bid responses for the following projects:

- Buck Island-Simmons ville Sewer Phase 5 \$1,066,905
- Sewer Connections Policy \$259,024
- Historic District Sewer Extension Phase 2 \$435,489
- Historic District Sewer Extension Phase 3 \$9,964

In order to address the budget impact, changes to funding sources are required to the following project:

- Transfers In from Hospitality Tax:
 - Historic District Sewer Extension Phase 2 \$242,345
 - Historic District Sewer Extension Phase 3 \$61,109
 - Historic District Sewer Extension Phase 4 \$41,216
 - Historic District Sewer Extension Phase 5 \$50,865

- Historic District Sewer Extension Phase 6 \$162,369
- Transfers In from Hospitality Tax (Cont.):
 - May River Action Plan Impervious Restoration/Water Quality Projects \$32,190
 - Pritchard Street Drainage Improvements \$35,430
- Transfers In from Local Accommodations Tax:
 - Historic District Sewer Extension Phase 2 \$121,173
 - Historic District Sewer Extension Phase 3 \$30,555
 - Historic District Sewer Extension Phase 4 \$20,607
 - Historic District Sewer Extension Phase 5 \$25,210
 - Historic District Sewer Extension Phase 6 \$32,218
 - Bridge Street Streetscape \$589,454
 - May River Action Plan Impervious Restoration/Water Quality Projects \$32,190
 - Pritchard Street Drainage Improvements \$35,430
- Transfers In from Stormwater Fund:
 - Sewer Connections Policy \$259,024

Toomer made a motion to approve the first reading of an Ordinance Amending the Town of Bluffton FY2023 Budget to provide for Expenditures of Certain Funds and Allocate Sources of Revenue for the Said Funds and any Full Time Employees Making Less than \$20 an Hour Receive a Raise Effective March 15, 2023 to \$20 per hour. Hamilton seconded. The motion carried unanimously.

Approval to Authorize a Construction Contract to JS Construction Services, Inc. for the Buck Island/Simmons ville Phase 6B Sidewalks Project (Fiscal Impact - \$354,397) - Kimberly Washok-Jones, Director of Projects and Watershed Resilience

Jones stated that the contract will include the construction of the remaining portion of the sixth phase of sidewalk within the Buck Island/Simmons ville Neighborhood. The project consists of approximately 1,250 linear feet of public sidewalk along Simmons ville Road from the existing sidewalk at Sugaree Drive north to Windy Lake Court. Installation also includes grading and stormwater infrastructure.

Staff solicited bids and received no responses on the advertised due date of October 18, 2022. After which, Gordian was contacted for a price through the State Procurement system. The Town has previously used this company for work through the Neighborhood Assistance Program. Bids were also requested from other contractors, with three responding. JS Construction Services, Inc. submitted the lowest price of \$354,397. This price is within the engineer's estimate and falls within the available amount in the current budget. Bids received are below:

VENDOR NAME	BASE BID	ALTERNATE(S) ACCEPTED	TOTAL AMOUNT OF BASE BID WITH ALTERNATES
Gordian	\$813,982.00		\$813,982.00
First Construction Management, LLC	\$521,988.85		\$521,988.85
Atlantic Asphalt, LLC	\$357,407.75		\$357,407.75
JS Construction Services, Inc.	\$354,397.00		\$354,397.00

This will be the final phase of sidewalk construction in the Buck Island/Simmons ville Neighborhood and will connect the May River Road to the Bluffton Parkway.

Wood made a motion to authorize the Town Manager to enter into an Agreement with JS Construction Services, Inc. for the construction of Buck Island/Simmons ville Phase 6B Sidewalk Project. The Agreement includes a commitment from the Town of Bluffton for \$354,397 and a 20% contingency to be paid from the appropriate Town Funds. Toomer seconded. The motion carried unanimously.

Consideration of an Ordinance Ratifying a Non-Exclusive Easement Over Certain Real Property Owned by the Town of Bluffton Consisting of Parcel R610 036 000 1319 0000 in favor of Dominion Energy of South Carolina Inc. for the New Riverside Barn Park – First Reading – Kimberly Washok-Jones, Director of Projects and Watershed Resilience

Jones presented and stated that the 37-acre New Riverside Barn property was purchased in December 2018 for the purpose of creating a community open space for civic gatherings and passive recreation. A Conceptual Master Plan was prepared and presented to Town Council in October of 2020. With the approval of the FY 21-22 Strategic Plan, Town Council authorized Town Staff to proceed with Phase 1 Site Development Plans for construction of the necessary infrastructure to prepare the park to be open to the public including work such as clearing and grubbing, grading paving, stormwater drainage infrastructure, and utility installation.

Town Council approved the construction contract with JS Construction Services for Phase 1 at the October 2022 Town Council meeting and construction began in January 2023. Future phases will include, but may not be limited to, a restroom, playground, landscape construction and renovation/additions to the existing barn. Future improvements are planned to start construction in the Summer 2023 under a Construction Manager At Risk contract.

Extending electrical services are currently needed to provide power for Phase 1 and all future development. An electrical utility location has been identified.

This permanent, non-exclusive easement in Dominion's favor allows them the right to:

1. Construct, extend, replace, relocate, perpetually maintain and operate an overhead or underground electric line or lines consisting of any or all of the following: poles, conductors, lightning protective wires, municipal, public or private communication lines, cables, conduits,

pad mounted transformers, and other accessory apparatus and equipment deemed by Dominion to be necessary or desirable, upon, over, across, through and under land contained in the easement;

2. The right, but not the obligation, to trim, cut or remove trees, underbrush and other obstructions that are within, over, under or through a strip of land ("Easement Space") extending fifteen (15) feet on each side of any pole lines and five (5) feet on each side of any underground wires and within, over, under or through a section of land extending twelve (12) feet from the door side(s) of any pad mounted transformers, elbow cabinets, switchgears or other devices as they are installed; and
3. Any damage to the property of Town other than that caused by trimming, cutting or removing caused by Dominion in maintaining or repairing said lines, shall be borne by Dominion.

The easement states the Town agrees to the following:

1. Not to build or allow any structure to be placed on the premises in such a manner that any part thereof will exist within the specified Easement Space.
2. In case such structure is built, then the Town will promptly remove the same upon demand of Dominion.
3. The Town further agrees to maintain minimum ground coverage of thirty-six (36) inches and maximum ground coverage of fifty-four (54) inches over all underground primary electric lines; and

The Town grants right of entry upon easement area for all the above listed purposes.

Toomer made a motion to approve the First Reading of Ordinance to execute and ratify all prior actions related to the Easement Agreement involving Town Property located at 30 Red Barn Drive based on Documents and Exhibits provided by Dominion Energy of South Carolina, Inc. Wood seconded. The motion carried unanimously.

Approval to Authorize a \$71,600 Amendment to Contract #2021-30 with Thomas and Hutton Engineering Co. to Complete Engineering Design and Permitting for the Boundary Street Streetscape Project (Fiscal Impact \$138,800.00) – Kimberly Washok-Jones, Director of Projects and Watershed Resilience

Jones stated that with the approval of the FY 2020-2021 Strategic Plan and FY 2021 Consolidated Budget, Town Council directed staff to complete a Conceptual Master Plan and begin engineering design for the Calhoun and Boundary Street Streetscape projects. The Conceptual Master Plan was prepared by MKSK and presented to Town Council at the July 21, 2020 Quarterly Workshop for review and approval.

On September 25, 2020, a Request for Qualifications (RFQu) solicitation for Calhoun and Boundary Street Streetscape Engineering Design Services was posted in accordance with the Town of Bluffton's Procurement Policy and Procedures Manual. Five different Engineering firms submitted RFQu responses.

After evaluations and interviews, Thomas and Hutton Engineering Company was determined to be the highest rated firm, and a limited services contract for \$67,600.00 was executed on February 4, 2021.

Due to limited project funding levels available at the time of the initial contract, Thomas and Hutton was provided an agreement with a limited scope of work to fit within budget limits. The engineer has reached the initial milestones set out in the original scope of work for the project, and this amendment will take the design through permitting, bidding, and delivery of construction documents suitable for bidding and construction.

Town Staff requests that Town Council authorize the Town Manager to execute a contract amendment with Thomas and Hutton Engineering Company to complete engineering design, permitting and construction phase services for the Boundary Street Streetscape project. The additional scope of engineering work shall include stormwater design per the SOLOCO Manual, regulatory permitting work including SCDOT and Town of Bluffton, dry utility coordination as well as bidding assistance for the project. The proposed amendment amount for the Boundary Street Streetscape project is \$71,600.00, which increases the total contract amount and fiscal impact to \$138,800.00.

Toomer moved to authorize the Town Manager to approve a Change Order to contract # 2021-30 with Thomas and Hutton Engineering Company in the amount of \$71,600.00 to complete Civil Engineering Services for the Boundary Street Streetscape Project. Wood seconded. The motion carried unanimously.

Consent Agenda Items

1. Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects and Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
2. Town Manager Monthly Report
3. Consideration of an Extension for the Memorandum of Understanding between the Town of Bluffton and Beaufort Jasper Water and Sewer Authority Regarding Collaboration of Projects and Capacity Fee Credits – Chris Forster, Assistant Town Manager
4. Consideration of a Resolution to Adopt the Revised Town of Bluffton ADA Transition Plan - Anni Evans, Director of Human Resources

Hamilton made a motion to approve the Consent Agenda as presented. Toomer seconded. The motion carried unanimously.

Wood made a motion at 7:32 P.M. to go into Executive Session to discuss the aforementioned items. Frazier seconded. The motion carried unanimously.

Executive Session

1. Personnel Matters Regarding Town Council Appointments of Boards, Committees, and Commissions (Pursuant to Freedom of Information Act 30-4-70 [a][1])

Council exited Executive Session at 7:40 P.M. No motions were made, and no votes were cast.

Hamilton moved to appoint Doug Magill to the Affordable Housing Committee with a term ending 6/30/23. Toomer seconded. The motion carried unanimously.

Toomer moved to appoint William Rickett to the Bluffton Township Fire District Board as the Town of Bluffton representative. Hamilton seconded. The motion carried unanimously.

Wood made a motion to adjourn at 6:52 PM. Hamilton seconded.

Lisa Sulka, Mayor

Kimberly Gammon, Town Clerk