

## WAYS & MEANS COMMITTEE WORKSHOP

Kiawah Island Municipal Center  
Council Chambers

January 24, 2017; 12:00 noon

### MINUTES

**I. Call to Order: Mr. Wilson called to meeting to order at 12:00 pm.**

**Present at the meeting:** John R. Wilson, Mayor Pro-Tempore  
Craig Weaver, Mayor  
Jack Koach  
Diana Mezzanotte  
Chris Widuch

**Also Present:** Stephanie Monroe Tillerson, Town Administrator  
Dwayne Green, Town Attorney  
Petra Reynolds, Town Clerk

**II. New Business:**

**A. Discussion of Charitable Contributions and the Process**

Mr. Wilson began by stating the objective of the Workshop was to review the application request of \$278,000 and allocate the available funds of \$150,000.00.

Ms. Tillerson reviewed the Town's Charitable Contributions Policy and the events which resulted in the \$150,000.00 in Charitable Contributions funding available for 2017. She noted the available funding changes yearly based on the Fund Balance and the amount Ways & Means recommends to Town Council for approval. She noted the goal of the Community Outreach Policy was to look at those organizations whose work directly impacts the Wadmalaw and John's Island area. Ms. Tillerson also review the application and submittal processes.

**B. Review of Charitable Contribution Applications**

Mr. Wilson stated, with a limited funding amount, the recommended funding amounts may change throughout the discussion.

#### **Charitable Contributions Applicants**

##### **American Red Cross**

Requested: \$ 5,000.00  
Recommended: \$ 00.00

**Mayor Weaver made a recommendation to pass on funding the American Red Cross. After discussion, Committee Members unanimously agreed.**

##### **Backpack Buddies Seabrook Island**

Requested: \$ 2,500.00  
Recommended: \$ 2,000.00

*Following a presentation and discussion, Mr. Wilson made a recommendation for a funding amount of \$2,000 to Backpack Buddies Seabrook Island. After further discussion, Committee Members unanimously agreed to an amount of \$2,000.*

**Barrier Islands Free Medical Clinic, Inc.**

Requested: \$ 25,000.00  
Recommended: \$ 20,000.00

*Following a presentation and discussion, Mr. Wilson made a recommendation for a funding amount of \$20,000 to the Barrier Islands Free Medical Clinic. After further discussion, Committee Members unanimously agreed to an amount of \$20,000.*

**Begin with Books**

Requested: \$ 5,000.00  
Recommended: \$ 2,000.00

*Following a presentation and discussion, Mayor Weaver made a recommendation for a funding amount of \$2,000 to Begin with Books. After further discussion, Committee Members unanimously agreed to an amount of \$2,000.*

**Bridges for End-of-Life**

Requested: \$ 1,789.00  
Recommended: \$ 1,000.00

*Following a presentation and discussion, Mr. Widuch made a recommendation to fund the full amount of \$1,789 to Bridges for End-of-Life. After further discussion, Committee Members unanimously agreed to an amount of \$1,000.*

**Catesby Commemorative Trust, Inc.**

Requested: \$ 10,000.00  
Recommended: \$ 2,000.00

*Following a presentation and discussion, Mrs. Mezzanotte made a recommendation for a funding amount of \$3,000 to \$3,500 to the Catesby Commemorative Trust. After further discussion, Committee Members unanimously agreed to an amount of \$2,000.*

**Charleston Area Therapeutic Riding**

Requested: \$ 7,076.00  
Recommended: \$ 00.00

*Mr. Wilson made a recommendation for a funding amount of \$1,000 to the Charleston Area Therapeutic Riding. After further discussion, Committee Members unanimously agreed to pass on funding the request.*

**Charleston Symphony Orchestra**

Requested: \$ 30,000.00  
Recommended: \$ 15,000.00

*Following a presentation and discussion, Mr. Widuch made a recommendation for a funding amount of \$15,000 to \$20,000 to the Charleston Symphony Orchestra. Mr. Koach recommended \$10,000. After further discussion, Committee Members unanimously agreed to an amount of \$15,000.*

**Chucktown Squash Scholars**

Requested: \$ 15,000.00  
Recommended: \$ 00.00

***Following a presentation and discussion, Mayor Weaver made a recommendation to pass on funding the Chucktown Squash Scholars request. After further discussion, Committee Members unanimously agreed.***

***Engaging Creative Minds***

Requested: \$ 15,000.00  
Recommended: \$ 5,000.00

***Following a presentation and discussion, Mr. Wilson made a recommendation for a funding amount of \$5,000 to Engaging Creative Minds. After further discussion, Committee Members unanimously agreed to an amount of \$5,000.***

***Full Faith Ministries***

Requested: \$ 7,000.00  
Recommended: \$ 6,000.00

***Following a presentation and discussion, Mr. Widuch made a recommendation for a funding amount of the full \$7,000 to Full Faith Ministries. Mrs. Mezzanotte recommended \$5,000. After further discussion, Committee Members unanimously agreed to an amount of \$6,000.***

***Gibbes Museum of Art***

Requested: \$ 20,000.00  
Recommended: \$ 12,000.00

***Following a presentation and discussion, Mr. Koach made a recommendation for a funding amount of \$10,000 to the Gibbes Museum of Art. Mrs. Mezzanotte recommended \$15,000. After further discussion, Committee Members unanimously agreed to an amount of \$12,000.***

***Hebron Zion Presbyterian Church (HZPC)***

Requested: \$ 3,000.00  
Recommended: \$ 00.00

***Mrs. Mezzanotte made a recommendation to pass on funding the Hebron Zion Presbyterian Church request. Committee Members unanimously agreed.***

***Kiawah Women's Foundation***

Requested: \$ 7,000.00  
Recommended: \$ 7,000.00

Mayor Weaver and Mr. Widuch recused themselves from voting on the request from Kiawah Women's Foundation.

***Following a presentation and discussion, Mrs. Mezzanotte made a recommendation for funding the full amount of \$7,000 to the Kiawah Women's Foundation. After further discussion, Committee Members unanimously agreed to an amount of \$7,000.***

***Teacher's Supply Closet***

Requested: \$ 11,500.00  
Recommended: \$ 9,000.00

*Following a presentation and discussion, Mrs. Mezzanotte made a recommendation for a funding amount of \$8,000 or more to the Teacher's Supply Closet Mr. Wilson and Mr. Koach recommended 9,000. After further discussion, Committee Members unanimously agreed to an amount of \$9,000.*

**Our Lady of Mercy Outreach**

Requested: \$20,000.00  
Recommended: \$20,000.00

*Following a presentation and discussion, Mr. Wilson made a recommendation for a funding the full amount of \$20,000 to Our Lady of Mercy Outreach. After further discussion, Committee Members unanimously agreed to an amount of \$20,000.*

**Lowcountry Food Bank**

Requested: \$ 9,160.00  
Recommended: \$ 5,000.00

*Following discussion, Mayor Weaver made a recommendation for a funding amount of \$5,000 to the Lowcountry Food Bank. After further discussion, Committee Members unanimously agreed to an amount of \$5,000.*

**Operation Sight**

Requested: \$ 4,000.00  
Recommended: \$ 4,000.00

*Following a presentation and discussion, Mrs. Mezzanotte made a recommendation for the full funding amount of \$4,000 to the Operation Sight. After further discussion, Committee Members agreed to an amount of \$4,000.*

**Reading Partners**

Requested: \$10,000.00  
Recommended: \$ 5,000.00

*Following a presentation and discussion, Mr. Wilson made a recommendation for a funding amount of \$5,000 to Reading Partners. Mr. Widuch recommended \$4000. Following discussion, the Committee Members unanimously agreed to an amount of \$5,000.*

**Scope 50**

Requested: \$15,000.00  
Recommended: \$ 00.00

*Following a presentation and discussion, Mayor Weaver made a recommendation to pass on funding the Scope 50 request. Committee Members agreed.*

**Discussion of Charitable Contributions was suspended to call the Ways and Means Committee Meeting to Order.**

- I. **Call to Order: Mr. Wilson called the Ways and Means Committee meeting to order at 2:03 pm.**
- II. **Pledge of Allegiance**
- III. **Approval of Minutes:**

A. Ways & Means Committee Meeting of October 25, 2016.

*Mr. Wilson made a motion to approve the minutes of the October 25, 2016 Ways and Means Committee Meeting. The motion was seconded by Mr. Widuch and the minutes were unanimously approved.*

IV. **Citizens' Comments: (Agenda Items only)**

Citizen's Comments were suspended until after the completion of Charitable Contributions.

V. **Old Business:**

None

*Mr. Widuch made a motion to move New Business, Item D – Charitable Contributions, to Item A in order to complete the discussion of the Charitable Contribution requests. The motion was seconded by Mr. Koach and unanimously passed.*

VI. **New Business:**

D. Charitable Contributions

**Sea Island Habitat for Humanity**

Requested: \$15,000.00

Recommended: \$12,000.00

*Following discussion, Mr. Weaver made a recommendation for a funding amount of \$12,000 to Sea Island Habitat for Humanity. The Committee Members unanimously agreed to an amount of \$12,000.*

**Sea Islands Hunger Awareness Foundation**

Requested: \$ 10,000.00

Recommended: \$ 1,000.00

*Following a presentation and discussion, Mr. Wilson made a recommendation for a funding amount of \$1,000 to Sea Island Hunger Awareness Foundation. Following discussion, the Committee Members unanimously agreed to an amount of 1,000.*

**South Carolina Aquarium**

Requested: \$ 25,000.00

Recommended: \$ 8,000.00

*Following a presentation and discussion, Mr. Wilson made a recommendation for a funding amount of \$5,000 to the South Carolina Aquarium. Mrs. Mezzanotte recommended \$8,000. Following discussion, the Committee Members unanimously agreed to an amount of \$8,000.*

**Sweetgrass Garden Co-op. Inc.**

Requested: \$ 5,000.00

Recommended: \$ 2,500.00

*Following a presentation and discussion, Mr. Weaver made a recommendation for a funding amount of \$1,000 to Sweetgrass Garden Co-op, Inc. Mr. Koach recommended full funding. Mrs. Mezzanotte recommended \$2,500. Following discussion, the Committee Members unanimously agreed to an amount of \$2,500.*

Since the representative from American Red Cross was delayed and was not able make a presentation, Committee Members agreed to revisit the request.

**American Red Cross**

Requested: \$ 5,000.00  
 Recommended: \$ 1,500.00

*Following a presentation and further discussion, Mr. Wilson made a recommendation for a funding amount of \$1,500 to American Red Cross. Committee Members unanimously agreed to revise the funding amount to \$1,500. Following discussion, the Committee Members unanimously agreed to an amount of 1,500.*

**Citizens' Comments: (Agenda Items only)**

**Wendy Kulick – 38 Marsh Edge Lane**

Mrs. Kulick stated she does a great deal time doing volunteer work at local elementary schools. She stated she could not speak strongly enough on the need for food for these children and their families. She noted that without help of these charities many children would not eat. She asked the Committee not to punish the children for their parents' irresponsibility.

Mrs. Kulick also tried to explain to the members the reaction of children as they are exposed to things like orchestra and the Gibbes Museum. She stated they would not have the opportunity without the food, arts, and education programs and asked the Committee for their support.

**Mayor Weaver made a motion to recommend to Town Council the approval of \$141,000.00 in Charitable Contributions funding amounts. The motion was seconded by Mr. Koach and unanimously approved.**

2017 Charitable Contributions Applications Summary	
Applicants	Recommended Funding
American Red Cross	\$ 1,500
Backpack Buddies Seabrook Island	\$ 2,000
Barrier Island Free Medical Clinic, Inc	\$ 20,000
Begin with Books	\$ 2,000
Bridges for End-of-Life	\$ 1,000
Catesby Commemorative Trust, Inc	\$ 2,000
Charleston Area Therapeutic Riding	\$ -
Charleston Symphony Orchestra	\$ 15,000
Chucktown Squash Scholars	\$ -
Engaging Creative Minds	\$ 5,000
Full Faith Ministries	\$ 6,000
Gibbes Museum of Art	\$ 12,000
Hebron Zion Prebyterian Church	\$ -
Kiawah Womens Foundation	\$ 7,000
Lowcountry Food Bank	\$ 5,000
Operation Sight	\$ 4,000
Our Lady of Mercy Community Outreach Services, Inc	\$ 20,000
Reading Partners	\$ 5,000
Scope 50	\$ 1,000
Sea Island Habitat for Humanity	\$ 12,000
Sea Islands Hunger Awareness Foundation	\$ 1,000
South Carolina Aquarium	\$ 8,000
Sweetgrass Garden Co-op	\$ 2,500
Teachers Supply Closet	\$ 9,000
<b>Total</b>	<b>\$ 141,000</b>

**Mr. Widuch made a motion for a five minutes recess. The motion was seconded by Mr. Koach and unanimously approved.**

**Mr. Wilson made a motion to resume the Ways & Means Committee meeting. The motion was seconded by Mayor Weaver and unanimously approved.**

A. Approval to Enter into a contract with Frank Ellerbe

Mr. Green stated that Council authorized himself and the Town Administrator to negotiate a contract with Frank Ellerbe. Mr. Ellerbe was chosen as counsel to represent the Town in the water rate issue with Kiawah Island Utility. The contract terms submitted by Mr. Ellerbe have been reviewed and fees are in keeping with the parameter cap set by forth by Council. He recommended approval of the presented revised contract.

**Mr. Widuch made a motion to recommend the approval of the contract with Mr. Frank Ellerbe in an amount not to exceed \$25,000.00. The motion was seconded by Mayor Weaver.**

Mr. Koach confirmed the scope of work was acceptable to Mr. Ellerbe and the need for a letter with the Community Association confirming their contribution.

Ms. Tillerson stated Town Council, at its last meeting, approved the engagement of Mr. Ellerbe, and with approval by the Ways & Means Committee does not have to be sent to Town Council for approval.

Mayor Weaver requested Mr. Ellerbe provide a tracking of expenses.

**Following further discussion, the motion to approve the contract with Mr. Ellerbe was unanimously approved.**

B. Beach Patrol Contractor Selection

Ms. Tillerson stated the Town has contracted with Island Beach Services to supply Beach Patrol Services for the Town and its present contract has run its term ending October 31, 2016. On November 1, 2016, Town Council approved extending the present contract by six months. This would to provide time for the RFP (Request for Proposals) to be reviewed by the Island entities for their feedback and to allows for the bids to be returned and approved.

Ms. Tillerson indicated since it was not clear if the Beach Patrol Services was a sole source procurement, the RFP was sent in accordance to the Town's Procurement Policy and returned on January 13, 2017. Island Beach Services was the sole bidder at a yearly cost of \$299,165.23.

Mr. Edgerton gave a brief overview of services provided as part of Beach Patrol Services. He also identified the education and training which are part employee certification and addition of water assets to provide the ability to respond to water rescues.

Approval of the contract to Island Beach Services (Beach Patrol) would begin on February 7<sup>th</sup> for a period of three (3) years with an option of two (2), one (1) year additional.

Mrs. Mezzanotte noted some questions in the language of the contract and asked that it be reviewed. Mayor Weaver requested the contract amount be rounded to \$299,165.00.

***Mr. Koach made a motion to recommend to Town Council the approval to the contract with Island Beach Services as proposed. The motion was seconded by Mr. Widuch and was unanimously approved.***

#### C. Tidal Trails Franchise Agreement

Ms. Tillerson stated the Town has had a franchise agreement Tidal Trails, LLC to supply Beach Equipment and Water Sport lessons for residents and visitors on the beach in front of the Sandcastle. The agreement is in cooperation with the Community Association at its Sandcastle location since 2005 and has extended said contract every two years until its sale this December 31, 2016.

The new owner, Mr. Duane Lapp, would appreciate the Town's consideration in renewing this franchise for a three (3) year period with an additional two (2) one-year extensions along with a yearly franchise fee of \$100.00 payable with the renewal of their yearly Town Business License.

***Mayor Weaver made a motion to recommend to Town Council the approval to the franchise agreement as proposed. The motion was seconded by Mr. Koach and was unanimously approved.***

#### VII. Chairman's Report:

None

#### VIII. Treasurer's Report:

##### A. Quarterly Budget Report

Mrs. Schubert presented the quarterly budget report ending December 31, 2016. She noted Revenues are in line with the budget. The consolidated revenues for the first six months of approximately \$3.1 million. She noted the revenues were 7% lower than budgeted which is attributed to reduced building permit proceeds. Other revenue variances are related to timing issues that many December revenues are not received until January.

Mrs. Schubert stated the Expenditures are also in line with the budget with the exception of cost related to storm clean up. The expenditure to date is approximately \$600,000.00, of which an unknown amount will be reimbursed in the future.

Mrs. Schubert stated there was a positive variance in Payroll which relates to the elimination of one position and a change in the deputy contract. She also stated the Capital Expenditures which included the new Municipal Center are also in line with the budget. She stated that in six months, the fund balance will show a reduction but the receipts from the sale of Town



Hall and the Bond will offset that amount leaving an actual positive fund balance change of \$1.1 million.

**IX. Citizen Comments:**

**Wendy Kulick – 38 March Edge Lane**

Mrs. Kulick questioned if the line item for *Professional Services* included monies paid to Dennis Rhoad and Dwayne Green.

**Mrs. Schubert clarified the amount included Mr. Rhoad but not Mr. Green because he started as of January 1, 2017.**

Mrs. Kulick asked if the line item included any other expenditure beside those for Mr. Rhoad.

**Mrs. Schubert, along with Ms. Tillerson, stated expenditures for engineering service from WK Dickson and Coastal Science and Engineering and Consulting services from Scott Cave were included.**

**X. Committee Member's Comments:**

None

**XI. Adjournment:**

***Mr. Widuch made a motion to adjourn the meeting at 3:52 pm. The motion was seconded by Mayor Weaver and unanimously approved.***

**Submitted by,**



Petra S. Reynolds, Town Clerk

**Approved by,**



John R Wilson, Mayor Pro Tempore

2/28/17

**Date**