

**TOWN OF KIAWAH ISLAND**  
**2017 Council Workshop Meeting**  
**Osprey Club House; Governor's Room**  
**January 26-27, 2017**

**MINUTES**

**Thursday, January 26**

Prior to calling the meeting to order, Mrs. Braswell-Edgerton gave members an in depth tour of the Town's recently unveiled new website.

**Call to Order: Mayor Weaver called the meeting to order at 1:00pm.**

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

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

**Opening Comments:**

Mayor Weaver thanked everyone for taking the time to attend the workshop and reviewed each of the items on the workshop agendas and the objectives of those discussions.

**Town Finances & Budget:**

- Finance Overview – Basic Town financial structure, major drivers of revenue and expense, Budget Process for FY 2017/2018 and approaches for financial reporting to Council

Mr. Wilson began the discussion of the Town's finances and the budget process by defining restricted and unrestricted funds. He gave a presentation on the functions of the Town, revenues and expenses, and the importance of using restricted funds as much as possible within the guidelines of the fund. He indicated that he wanted Council to be more involved in the budget process; being more informed, and having an opportunity to provide input on what is in the budget.

Mrs. Szubert presented an overview of the Town's finance. Discussion included funds, revenues, revenue sources, and department expenses.

Mrs. Szubert reviewed the different tax funds received by the Town. She stated the State Accommodation Taxes (SATAX) and Local Accommodation Taxes (LATAX) received were restricted to Tourism and Tourism related activities. New this year for LATAX funding was a required contract with Charleston County which states that if funds are not used as projected, the unused funds must be returned to County.

Mrs. Szubert reviewed the budget process which included short and long-term priorities and goals for the Town along with any special projects. She recommended the establishment of a formal fund balance policy and reviewed the budget calendar for the current year.

- State Accommodation Tax Allocation Process

Mrs. Szubert began discussion of the SATAX allocation process by reviewing the amount of funding that comes from the state and the requirement for a committee made up of representatives of the tourism industry to review applications and make funding recommendations to Council. She went through the previous year's application requests and funding amounts. Discussion included concerns expressed by the members of the SATAX committee on justification of applications and funding recommendations.

#### **Staff/Human Resources - Discussion items for Council Input:**

Mayor Weaver gave a brief overview of the workgroup put together to review the Town employee handbook along with the salary structure, administrative practices, and policies.

- Employee handbook revision and policy changes

Ms. Tillerson stated the goals of the workgroup were to review the current employee handbook, its policies, procedures, benefits, and the compensation and evaluation process. She discussed in detail each of the items and presented a copy of the proposed new handbook. She requested members review the handbook and provide feedback prior to legal review and Council approval.

Ms. Tillerson along with Mayor Weaver discussed some of the changes in the handbook to Personal Time Off (PTO), staff interaction with the media, and the policy manual. Ms. Tillerson stated the intent was to make it more employee friendly. There were very a small number of items taken out and few actual changes made but rather a consolidation and an elimination of the redundancy to provide better clarity.

- Proposed changes to the salary structure and salary adjustment process

Ms. Tillerson stated the workgroup made comparisons of salary structure and policies of several area Municipalities and entities. She discussed the workgroup recommendations for proposed changes to the performance evaluation process, pay for performance merit raises and changes to job ranges or grades and salary structure.

- Consideration of compliance process for ethical conduct

Mayor Weaver stated during the review of the policy manual special attention was given to any ethical conduct or conflict of interest policy to make sure they were well defined and easily understood. He suggested a compliance process policy be put in place. Following training, an employee exposure statement is signed annually, placed with the Town Attorney for review and then he reports back to Council.

Mayor Weaver felt that the implementation of this kind of a policy would to help move the Town forward and restore the faith of the Community following the events over the past two years.

Members engaged in an in-depth discussion on items of concern with the implementation of a compliance policy and if it is allowed in a Municipality. Council members agreed to move forward with additional research in the creation of a policy.

- Placement of authority for personnel actions

Mayor Weaver provided background on the lack of clarity on who was authorized to make decisions on many human resource issues. Discussion included a review of which decisions in making changes in salaries, policies, employment, and performance management are made by the Ways and Means Committee and Council and which are made by the Town Administrator.

- Periodic Council/Staff “workshops”

Mayor Weaver stated it was a recommendation to have a quarterly two-hour workshop with staff departments and Town Council. The workshop would offer interaction and conversation to provide a better understanding of focus, objectives, and programs of the different departments.

**Meeting was adjourned at 4:45 pm.**

**Friday, January 27**

**Call to Order: Mayor Weaver called the meeting to order at 8:00 am.**

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

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

**Longer Term Strategic Issues:**

- The path toward "build-out"
  - Overview of the development process
  - Overview of undeveloped areas of the Town
  - Impact of future build-out on primary Town responsibilities

Mr. Mark Permar began his presentation by stating he does work with the developer, Kiawah Partners, Kiawah Island Golf Resort, and has done work for Community Association. He gave a description of the basics and terms allowed in a development agreement with a property owner. He gave an overview of the history of the development of the Island and the events along with development and density concerns that led up to the preparation of a Development Agreement. The presentation of the Development Agreement with Kiawah Partners included the basic elements of the original agreement in 1994, as well as a detail of the notable changes made in the 2005, and 2013 revisions.

Mr. Permar gave an overview of the Development Agreement with the Kiawah Island Golf Resort

which was originated in 2001 and was then revised in 2010.

Mr. Permar used maps of the Island in different years to identify the different parcels owned by the Resort and Kiawah Partners. He stated that over 5,000 acres were privately owned and it was noted that there were still 1,000 lots left to be sold before build-out. Members engaged in an in-depth discussion of the properties owned by the Resort and the Partners along with the restrictions of development.

- Off-Island Roads & Transportation (Greenway / I-526)

Dr. Paul Roberts gave a PowerPoint presentation update on the subject of Johns Island roads. He stated with more and more people moving to the Island the issue of traffic has been gaining a voice and funds are available for allocation to road projects on Johns Island. Dr. Roberts reviewed the pick-fork project and the proposed project for a flyover at Main Road at Hwy 17 that included widening Main Road.

Dr. Roberts gave an overview of the study work done by BCDCOGS which included a future model of the traffic paths on and off the Island. In the four different scenarios he discussed, the data from the inclusion of the Cross-Island Parkway was the best scenario. Dr. Roberts reviewed the LPA study, which was not completed, but designated the proposed path of the parkway across the Island. He noted the number of parcels, grand trees, and existing homes that would be impacted was dramatically less than proposed alternatives.

### **Near-term Projects**

Mr. John Labriola, Chairman of the Municipal Center Committee, began his discussion of the new Municipal Center by stating the building's scheduled completion date was July 1<sup>st</sup>. He reviewed the items to be completed in the coming months with substantial completion by June 1<sup>st</sup> and all final inspections taking place in June. He reviewed the financials stating the project was under budget and pointed out a \$250,000 line item for the town moving expenses along with \$150,000 for IT connections. Discussion included estimation of the hard and soft costs and the contingency amounts as they were developed at the start of the estimation of project cost.

Mr. Labriola presented an overview Municipal Center project going through the selection of design, DHEC approval, selection of the architect, the site work that had to be done, selection of building size, selection of interior configuration, selection of contractor and many discussions of traffic concerns.

- Municipal Center Completion and Move
- Overview of project, current status, timeline and move
- Council input on major pre-move activities:
  - Records retention
  - Ribbon-cutting ceremony
  - "Policy" on uses of vacant town center property

Ms. Tillerson stated the key date for staff preparation will be April 1<sup>st</sup>. She gave an overview of the preparations which will include the process of the disposal of records following the state records retention guidelines. She indicated she would be getting moving estimates, determining the moving of department based on when they can be shut down and looking a part-time person for

scanning, disposal, and organization.

Mrs. Braswell-Edgerton asked Council for their direction and feedback on preparations for the new Municipal Center grand opening. She reviewed the suggestions for paper take-a-ways from the grand opening or the creation of a coffee table book which could be placed in the lobby. Members discussed the merits of each of items, agreed to not have a paper take-a-way and to memorialize the event in a book or plaque.

Mrs. Braswell-Edgerton asked for feedback on the approach on the grand opening events. She questioned if the event should include food and music, inside or outside, of the building. Members discussed the options and recommended to having the event indoors.

Mayor Weaver gave a rundown of the suggested uses for the unused portion of the Municipal Center parcel which included a garden, produce stand, dog park and helicopter pad. He stated former Mayor Lipuma's suggestion was to not do anything with the site until the Municipal Center project was completed. He questioned if at this point, it was agreeable to continue on the same approach to look at the suggestions once the building and the move is completed or if any items merited any discussion. Members agreed with the current approach with only consideration being a helicopter pad and a strong request for no commercial operations.

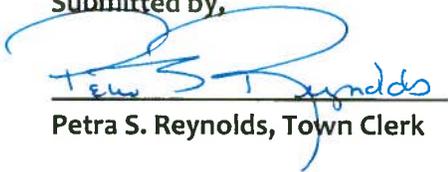
- Discussion of initiatives to enhance Town services

Mayor Weaver stated that he and Ms. Tillerson were looking at streamlining and improving the efficiency of some of the services provided by the Town focusing mainly on the business license and permitting processes. He stated that there would be future discussions at Ways and Means and Town Council meeting starting with the ongoing business license audit project.

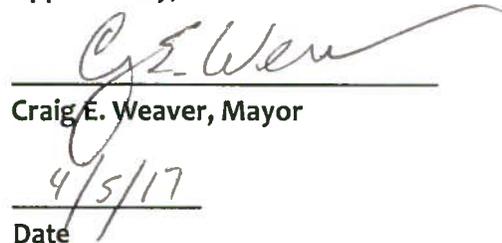
## Adjourn

*The meeting was adjourned at 12:07 pm.*

Submitted by,

  
Petra S. Reynolds, Town Clerk

Approved by,

  
Craig E. Weaver, Mayor  
4/5/17  
Date