

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center
Council Chambers
June 2, 2017; 11:00 am

MINUTES

I. **Call to Order:** *Mr. Wilson called the meeting to order at 11:00 am.*

II. **Pledge of Allegiance**

Present at the meeting: John R. Wilson, Chairman
Craig Weaver, Mayor
Jack Koach
Chris Widuch

Absent: Diana Mezzanotte

Also Present: Stephanie Monroe Tillerson, Town Administrator
Dorota Szubert, Town Treasurer
Petra Reynolds, Town Clerk

III. **Approval of Minutes:**

A. Ways & Means Committee Meeting of April 25, 2017

Mayor Weaver made a motion to approve the Ways and Means Committee Meeting of April 25, 2017. The motion was seconded by Mr. Widuch and the minutes were passed as amended.

IV. **Citizens' Comments:**

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick stated she recalled that at a previous Town Council meeting there was discussion that deputies were going to monitor in the area of the new Municipal Center to get people used to the newly posted 35mph speed limit. She indicated that when she slowed to the speed limit she has been nearly rear-ended. Having never seen a deputy observing the area she questioned if there was any funding in the budget to allow for a deputy to be stationed on Betsy Kerrison to monitor for speeding.

Mr. Widuch clarified she was talking about coming on to the Island and explained that Betsy Kerrison is not under the purview of the Town. He, along with Mayor Weaver, stated previous discussion was centered on the speed of vehicles leaving the Island with the entrance to the New Municipal Center so close to exiting the roundabout. He indicated he would speak to Captain Martin at the next Public Safety Committee meeting.

V. **Old Business:**
None

VI. New Business:

A. To Consider Recommendation to Town Council to Approval of the 2017/2018 Charleston County Sheriff's Office Contract

Ms. Tillerson stated the 2017-2018 Charleston County Sheriff's Office (CCSO) Contract included the increase in deputies previously approved and the amount has been discussed as part of the budget process. The addition, the contract addresses concern over the liability to the Town in the event of any perceived inappropriate behavior by any contracted off-duty deputies who are on the Town payroll. Mr. Green, The Town's attorney, in agreement with CCSO legal, have added language providing that the Coordinators have the responsibility of vetting and managing the deputies referred for part-time employment. Mayor Weaver added that the changes help manage the liability of the Town and also provide an appropriate level of oversight.

Mr. Widuch made a motion to recommend to Town Council the approval of the 2017/2018 Charleston County Sheriff's Office Contract. The motion was seconded by Mr. Koach.

Mr. Wilson expressed his concern with the increasing cost associated with the retirement liability and suggested investigating if there other options available. Ms. Tillerson indicated she was researching the way other municipalities handle contracting their law enforcement needs.

Following further discussion, the motion was unanimously passed.

B. Discussion of the Town's New Accounting Policies and Procedures

Mr. Wilson began the discussion by stating the accounting policies and procedures manual was a very important document for the Town to have and was very well done. He reviewed his comments on the manual:

- He questioned if the manual had been reviewed by the Town Attorney to assure constituency with Town Ordinances. *Ms. Tillerson indicated Mr. Green would review the manual after Council had provided their feedback.*
- He expressed his concern with the charging authority and handling of credit cards and suggested an addition to the account policy that specifics, by position, the explicit amount authorized for credit card purchases of goods and services. *Ms. Tillerson indicated the Town's Procurement Policy provided the amount limitations on budgeted and non-budgeted purchases. She noted that each credit card expenditure is documented with a receipt and a notation is made as to the reason for the expenditure.*
- The need to gain a better understanding of what drives expenses and how to address the expense.
- Shorter budget timeline.

Mayor Weaver pointed out the document was a work in progress and that he would like to see all the Town's financial policies; investment management, fund balances, reserve balance, and capital expense, reviewed and included in the manual. He noted that Mr. Wilson and Mr. Widuch, over the next months, will be reviewing the debris removal process and MOUs (Memorandum of Understanding) in place with the Resort, Community Association, Northwoods, and Kiawah Partners.

VII. Chairman's Report:
None

VIII. Treasurer's Report:
None

IX. Citizen Comments:

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick stated that some of the gated communities on Hilton Head are armed. With the Community Association security not being armed, she did not know if that had any impact on the services provided by law enforcement.

Mrs. Kulick confirmed the credit card statement review procedure in which the Mayor signs off before payment is issued.

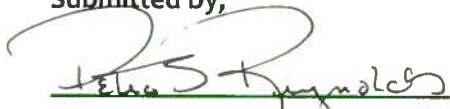
X. Committee Member's Comments:

Mr. Widuch stated the New Municipal Center construction is currently \$515,000.00 under budget. He reviewed the variances, contingency budget, and the list of pending change orders with roughly three changes orders impending. The Certificate of Occupancy is expected in early to mid-July with tentative moving dates of August 3rd and 4th.

XI. Adjournment:

Mayor Weaver made a motion to adjourn the meeting at 11:46 pm. The motion was seconded by Mr. Widuch and unanimously approved.

Submitted by,

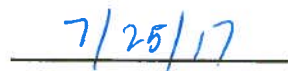


Petra S. Reynolds, Town Clerk

Approved by,



John R. Wilson, Chairman



Date