

**WAYS AND MEANS COMMITTEE
KIAWAH ISLAND MUNICIPAL CENTER
DOWNSTAIRS CONFERENCE ROOM
January 5, 2009, 8:00 AM
Minutes**

- I. Call to Order: Mr. Orban called the meeting to order at 8:00 am.**
- II. FOIA:** Notice of this meeting has been published, and posted, in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

III. Roll Call:

Present: G. Steven Orban, Chair
William G. Wert, Mayor
Alan L. Burnaford, Mayor Pro Tem

Also Present: Kenneth Gunnells, Treasurer
Tumiko Rucker, Town Administrator
Catherine Wilson, Town Clerk

IV. Approval of Minutes:

A. Ways and Means Meeting Minutes of December 2, 2008

Mayor Wert motioned to approve the minutes of November 3, 2008. Mr. Burnaford seconded the motion. Mr. Burnaford inserted the word “be” on page 8. Mr. Orban deleted the words, “the Ways and Means Committee” and inserted the word “staff” on page 3, Item D. With those changes the motion passed unanimously.

V. Old Business:

A. None

VI. New Business:

A. Charitable Contributions

Town Council adopted a Charitable Contributions Policy in June of 2008. The policy limits charitable donations of more than \$1,000, to non-profit organizations that have been recognized as tax exempt under Section 501 (C) (3) of the Internal Revenue Code. Under the policy, preferences will be given to organizations located in the geographic region of Charleston County whose services and programs seek to benefit directly or indirectly the Kiawah Island and Johns Island communities.

a. Rural Mission

Requested-\$13,000 Recommended-\$6,500

Mayor Wert noted that the previous contribution to Rural Mission was part of a matching grant donation. Mr. Orban stated that he felt one contribution a year should be the maximum. Mayor Wert stated that the last funding approved was for less than \$7,000 and that he likes the specifications of Rural Mission's Applications. Mayor Wert suggested approving the request because Rural Mission demonstrated a specific and definitive need. Mr. Burnaford stated that he recommends supporting the Rural Mission because the Council knows the quality of work they do for the Community.

Mr. Orban motioned to recommend to Town Council the contribution of \$6,500 to Rural Mission. Mayor Wert seconded the motion. The motion carried unanimously.

b. Barrier Islands Free Medical Clinic

Requested-\$25,000 Recommended-\$15,000

Mr. Burnaford motioned to recommend to Town Council the contribution of \$15,000 to the Barrier Island Free Medical Clinic. Mayor Wert seconded the motion. The motion carried unanimously.

c. Coastal Crisis Chaplaincy

Requested-\$7,000 Recommended-\$3,500

Mayor Wert stated that the Chaplaincy has done very good work on the Island and are available during times of grief and emergency. Mr. Orban stated that the Policy is for the Johns and Wadamalaw area and that the Chaplaincy covers a much larger portion than that. Mr. Gunnells stated that when he spoke with the Chaplaincy, this funding request was for specific work on Johns, Seabrook, and Kiawah Islands.

Mr. Orban motioned to recommend to Town Council the contribution of \$3,500 to the Coastal Crisis Chaplaincy. Mayor Wert seconded the motion. The motion carried unanimously.

Mr. Burnaford asked Mrs. Rucker to find out if the Town of Seabrook donates to Coastal Crisis Chaplaincy. Mayor Wert stated that he does not think Seabrook has a Charitable Contribution Fund.

d. Our Lady of Mercy

Requested-\$50,000 Recommended-\$15,000

Mr. Burnaford motioned to recommend to Town Council the contribution of \$15,000 to Our Lady of Mercy. Mr. Orban seconded the motion. The motion carried unanimously.

e. **CCSD-St. John's High School Inauguration Trip**
Requested-\$5,000 Recommended-\$0.00

Mr. Burnaford stated that the Committee has been asked to fund trips before and that it is his feeling that the Committee should not fund the trip due to the past practice. Mr. Orban asked staff how the request aligned with the Outreach Policy. Mrs. Rucker stated the policy states, "it will benefit either directly or indirectly residents of Johns or Kiawah Island and that the applicant be a 501 (C) (3) organization". Mrs. Rucker stated that the discussion would be on how the trip benefits the community and stated that the Committee should make that decision.

Mr. Burnaford motioned to recommend to Town Council no contribution to St. John's High School. Mr. Orban seconded the motion.

Mayor Wert stated that he agrees with Mr. Burnaford that the Committee has turned down other requests for school trips. Mayor Wert stated that approval would set a bad precedent.

Mr. Orban stated that he would like to support the request because it is a one time opportunity for the students to witness a once in a lifetime inauguration. Mr. Orban stated that approval would set a precedent for future school trip requests. Mr. Orban stated that the Contribution Fund was not established for trips, but for quality of life services in the Sea Islands.

Mr. Orban called for a vote on the motion, the motion passed unanimously.

f. **Pet Helpers**
Requested-\$2,500 Recommended-\$0.00

Mr. Orban stated that because Pet Helpers is located out of the geographic area of Kiawah and Johns Island that he does not recommend funding approval.

Mr. Burnaford motioned to recommend to Town Council no contribution to Pet Helpers. Mr. Orban seconded the motion. The motion carried unanimously.

Mr. Orban stated that there remained \$3,950 of unallocated funds in the Charitable Contribution Fund.

B. Aerial Photography

Mrs. Rucker stated that that Town has a five year schedule to fly and photograph the Island. The last photos were taken in 2005. Mrs. Rucker explained that Mr. Jim Jordan and KICA staff have been in communication with aerial photographers and recommend decreasing the time interval between flights to once every 3 years. Mrs. Rucker also stated that the Town has been presented with a low cost opportunity to have the flight

done during the 2008-2009 winter. Carolina Resource Mapping promised a free flight of the east end as part of the mitigation for issues with the delivery of the 2005 LIDAR data. Mrs. Rucker stated that because Carolina Resource Mapping will mobilize the plane for a free flight that they would be willing to do the entire island again for \$13,175. The normal cost is between \$20,000 and \$30,000. KICA has agreed to cover half the cost of the flight for a total cost to the Town of \$6,587.50.

Mr. Burnaford asked if this was for the Piping Plover survey. Mr. Orban stated that to him five years is enough time in between flights to capture the small amount of change that takes place.

Mr. Burnaford asked how many times the Island has been flown. Mrs. Rucker stated that the last two of record are 2000 and 2005.

Mrs. Rucker stated that it would be for a more accurate reflection of the east end after the restoration project.

Mr. Burnaford asked if the Town does not fly will they remain compliant with the Piping Plover surveys. Mr. Orban stated that the Town does not have to take aerial maps of for Piping Plover Survey compliance.

Mayor Wert stated that he believes five years in between flights is adequate but he would be in favor of the onetime charge for the interim flight in order to view the changes to the east end.

Mr. Orban stated that it is 2009 and that the next flyover is scheduled for 2010 and that in his opinion, not a lot of change will take place within the year. Mr. Orban reminded the Committee of the difficulty with the last flyover for LIDAR data

Mr. Burnaford motioned to keep the flyover schedule once every five years, with the next aerial photography flight to take place in 2010, and not to fund the interim flight in 2009. Mr. Orban seconded the motion. The motion passed 2-1. Mayor Wert voting no.

C. Habitat for Humanity Financial Partnership

Mr. Lipuma stated that he suggested to Mr. Andy Beck, Sea Island Habitat CEO, a proposal for partnership to build a house on Johns or Wadamalaw Island. Mr. Lipuma stated that because the Town has strong emphasis and motivation for Community Outreach this would go a long way to show the commitment and dedication the Town is willing to provide.

Mrs. Christa Lewis, Sea Island Habitat for Humanity, presented the Ways and Means Committee with a financial partnership proposal in the amount of \$60,000 over the next three years. The installments would be \$20,000 each year and the funding would sponsor a home build.

Mr. Orban asked how much materials cost to build a home. Mrs. Lewis stated \$60,000. Mr. Orban asked what the amount requested for during FY 2008/2009 will be. Mrs. Lewis stated \$20,000.

Mayor Wert stated that the escalation has been slight and that to change only \$20,000 in 10 years is good cost control. Mr. Burnaford and Mayor Wert recommended obtaining a Charitable Contribution Form in order to be considered during the FY 2008/2009 budget. Mr. Orban asked them to submit a formal request that the Committee will review in July 2009.

VII. Chairman's Report

No Report.

VIII. Treasurer's Report

Mr. Gunnells stated that the Town has been on target with receipts compared to prior years but expect the next few checks to be significantly adjusted. Mr. Gunnells presented a copy of the Popular Annual Financial Report (PAFR) to the Ways and Means Committee. Mr. Gunnells stated that this report will be mailed to property owners and available on the Town's website for review. Mr. Gunnells also stated that auditing standards have changed and now Town's are required to produce financial statements, either with Town Staff or an external firm, internally. Mr. Gunnells explained that the Town is already in compliance with this regulation and completed the statements internally the past fiscal year.

Mr. Orban stated that the Town is lucky to have the staff talented enough to complete the financial statements internally without having to hire multiple accounting firms.

IX. Committee Member Comments

No Comments.

X. Executive Session-Legal Contractual Matters

Mr. Burnaford motioned to enter into executive session to discuss legal and contractual matters at 8:48am. Mayor Wert seconded the motion. The motion carried unanimously.

No votes or actions were taken during executive session.

XI. Adjournment

The meeting was adjourned at 9:30am.

Submitted by,

Catherine Wilson, Town Clerk

Approved by,

G. Steven Orban, Chairman

Date