

**WAYS & MEANS COMMITTEE MEETING  
KIAWAH ISLAND MUNICIPAL CENTER  
1<sup>st</sup> FLOOR CONFERENCE ROOM  
November 2, 2007, 10:00 AM**

**Minutes**

**I. Call to Order: Mr. McIver called the meeting to order at 10:03 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: Don McIver, Chair  
Steven Orban, Councilman

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

Absent: William G. Wert, Mayor

**IV. Minutes**

A. Ways & Means Committee Meeting – September 5, 2007

**Mr. McIver moved to approve the minutes; Motion seconded by Mr. Orban. Mr. Orban and Mr. McIver made corrections to the minutes. With those corrections the minutes were approved unanimously.**

**V. Old Business**

A. Security Camera and Audio Visual Equipment System

Mr. Gunnells discussed the selection process for the security camera and audio visual equipment system. Mr. Gunnells stated that Coastal Security has several existing clients on the Island and that their system allows for remote property surveillance.

**Mr. McIver motioned to recommend to Council that the Town spend \$5,000 on the new Security Camera and Audio Visual Equipment. Mr. Orban seconded the motion. Motion carried unanimously.**

## **VI. New Business**

### **A. Visitor's Guide- \$20,000 Budgeted**

Mr. McIver stated that this is something the Town has budgeted for and he believes the guide is a great resource for visitors. Mr. Orban asked if the funding was shared with the Kiawah Island Community Association. Mr. McIver stated that the Town shares the cost with the Kiawah Island Community Association, but the Town provides over half of the total cost. Mr. McIver explained that for 90,000 guides the total price is \$21,000. This year the Real Estate Company has given permission for use of the official Real Estate map for the visitor's guide. Mr. McIver suggested that the Town pay the \$20,000 directly to the Printing Group and let the Kiawah Island Community Association send their payment directly to the Printing Group, as well. Then, upon receipt of payment and Town approval, the guides can be printed. Mr. Orban recommended that the Town of Kiawah Island Seal be placed on the map with a notice that funding was provided by the Town of Kiawah Island. All members agreed with Mr. Orban's suggestion. Mr. McIver asked Mrs. Rucker to ask the Kiawah Island Community Association to add the Town information to the guide.

### **B. Fiscal Year 2008 First Quarter Financials**

McIver stated that the report looked very good and that he liked the format Mr. Gunnells used for presentation. Mr. Orban stated that he had reviewed the report and everything looked fine.

### **C. Extension of Island Beach Services Franchise Agreement**

Mrs. Rucker stated that the renewal options allowed for a one year extension of the contract not to exceed January 1, 2009. Mrs. Rucker stated that she will ask Salley Rhoad to write the extension and submit this amendment to Council for approval.

**Mr. McIver motioned to approve submission of the contract extension to Town Council. Mr. Orban seconded the motion. Motion carried unanimously.**

### **D. Repair to HVAC - Unit \$3,000**

Mr. Gunnells stated that some repair had already taken place and some mechanical issues are soon to be repaired. Mr. Orban stated that instead of waiting until the HVAC units quit working the Town should buy a new system. Mr. McIver suggested considering Seacoast stainless steel units. He stated that these units are designed for coastal climates and weather. Mrs. Rucker stated that in addition to the HVAC, now that the building has reached ten years old and

there are other items that need to be considered for maintenance. She stated that these items will appear as requests in next year's budget, and will become part of a Capital Equipment Replacement Plan for the Town.

#### **E. Sale of Jeep and 4 - Wheeler**

The Town will advertise the sale of the Jeep and 4 - Wheeler in the Island News and the Charleston Post and Courier. This will be a closed bid process.

#### **F. Logics Software - Converting Access Database to Solid Waste System - Estimated cost for new software to combine the access database and Logics Utility Database.**

Mrs. Rucker explained the process of merging the two fields of database and discussed how using one database will make the data search for properties and other fields much more efficient. Mr. McIver suggested making the amount \$3,000 instead of \$2,500 because the cost may be more than \$2,500.

**Mr. McIver motioned to forward this request of up to \$3,000 for database conversion to the Mayor; as this dollar amount is within the Mayor's approval level. Mr. Orban seconded the motion. Motion carried unanimously.**

### **VII. Chairman's Report**

Mr. McIver reported that the Comprehensive Annual Financial Report is almost done and will be submitted to the Governmental Financial Officer's Association for approval.

### **VIII. Treasurer's Report**

Mr. Gunnells stated that the Town was current with all reports and that all reports were filed either on time or early. The Town of Kiawah Island is also in great financial position.

### **IX. Comments**

Mrs. Rucker stated that she had met with the County for a pre-grant meeting. While the reviewers liked the project, the funds must be spent on acquisition of public property or the creation of unpaved trails. Mr. McIver suggested that the Town consider how they will spend this grant money. Mr. McIver said that he felt the Town may run into a problem due to the unique composition of land rights in the Town of Kiawah Island. Mrs. Rucker recommended using the funds in conjunction with the Parkway Mitigation. Further, future Greenbelt funds could be used for the acquisition of property that could be used to offset mitigation on future projects. Members agreed to take this point into consideration.

**X. Adjournment**

**Mr. McIver moved to adjourn the meeting at 10:40AM; motion seconded by Mr. Orban. Motion carried unanimously.**

Submitted by,

\_\_\_\_\_  
Catherine Wilson, Town Clerk

APPROVED:

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Donald H. McIver, Jr., Chairman

Date: \_\_\_\_\_

CC: Ways and Means Committee  
Town Council

Tumiko Rucker, Town Administrator