

**TOWN OF SULLIVAN'S ISLAND
FINANCE COMMITTEE MEETING**

Town Hall – 2050-B Middle Street

December 16, 2014

5:00 p.m.

Mayor Pro-Tem Kaynard called the Finance Committee to order on December 16, 2014 at 5:10 p.m., and stated the public and press had been notified. In attendance were Mayor Pro-Tem Kaynard, Council members Chauncey Clark, Hartley Cooper, Susan Middaugh, Pat O'Neil, and Mary Jane Watson. There were seven residents in the audience at that time, with additional people joining the audience during the meeting. The purpose of the meeting was to discuss the following items: presentation by Park Foundation; Island Club improvements; new revenue sources; administrative position; annual planning meeting date; and an executive session for contractual and personnel matters.

1. Park Foundation – Presentation. Mayor Pro-Tem Kaynard and Councilman O'Neil were asked to attend the Park Foundation meeting on December 15th to discuss recreational issues. Kay Smith, along with Manda Poletti and Diana Browder, were asked to present information to Council this evening.

Councilman O'Neil stated, as a procedural matter, this particular agenda item was not placed on the agenda until this afternoon instead of the required 24 hours; therefore, he moved to amend the agenda to include the Park Foundation presentation. Motion was seconded and carried unanimously.

Kay Smith presented a list of items for Council to consider when the budget for the new Town Hall is approved. These items would improve the park and enhance the outside area of Town Hall. She continued that an engineering study of the mound needs to be completed to determine the scope of work. Councilwoman Watson stated that the engineering study budget of \$14,900 has been in the budget for two years and needs to move forward.

Ms. Smith presented a proposal of improvements to the J. Marshall Stith Park:

1. Terrace and improve the mound
2. Install in-ground slide
3. Improve road to top of mound
4. Clear invasive plants and trees to improve views at top of mound
5. Remove old landscaping and fencing around the borders of the gazebo area. Install new hardscape and plantings.

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6. Refurbish existing well and install irrigation in the gazebo area
7. Contract professional services on a bi-weekly basis for maintenance items not performed by Town Maintenance department
8. Maintenance plan for bamboo forest
9. Improve and maintain stairs at the back of the mound and old outbuildings at bottom and top of mound
10. Add a passive walkway circling the top of the mound with historical markers
11. Fitness stations at various locations in the park, such as pull-up bar, etc.

Mayor Pro-Tem Kaynard stated Council realizes the importance of the Park Foundation to the community, and will work with the Park Foundation on this list and other issues the Foundation has mentioned. He distributed a spreadsheet showing the annual Recreation budget has remained under \$50,000 since 2007, exclusive of the few large expenses items; and stated the Park Foundation items should become a priority.

He suggested Council accept the proposal from the Park Foundation for information, and have Administrator Benke report to Council in January on the status/timeline for items, as well as the engineering report. Secondly, he suggested Council include the Park Foundation on the regular Council agenda under Boards and Commissions reports. **Motion was made by Councilwoman Cooper, seconded by Mayor Pro-Tem Kaynard, to add the Park Foundation to the regular agenda Boards and Commissions item list.** Councilwoman Watson stated although she includes the Park Foundation, Battery Gadsden and Island Club activities on her report to Council each month, having the Park Foundation report at the beginning of the meeting would be a good idea because it needs to be a priority. Councilman Clark stated that voting on this item would include this as an action item on the regular Town Council agenda. **Motion carried unanimously.**

Resident Barbara Spell stated she has asked many times for meeting minutes from the Park Foundation, but has never received an answer. She inquired if the Foundation would have the minutes available since it is being added to the regular Council agendas. Councilwoman Watson stated as a 501(c)(3) non-profit organization, the Park Foundation is not required to provide minutes from their meetings. She, along with Kay Smith, will give a summary of their activities at the January Council meeting.

2. Island Club Improvements – Mayor Pro-Tem Kaynard introduced John Romano with Herlong and Associates, Architects. He, along with Diana Browder, presented a plan for upfitting the Island Club. Ms. Browder thanked Mr. Romano and Mr. Steve Herlong for developing this plan, and stated the Island Club would be more attractive with these updates, along with plumbing improvements.

Mr. Romano presented a summary of the existing Island Club structure. The proposed changes to the structure include the addition of windows, pop-up dormers above the windows, and possibly a cathedral ceiling. Mayor Pro-Tem Kaynard noted that it was mentioned at the Park Foundation meeting last night to perhaps consider moving this building into the Park area. Councilwoman Middaugh stated the plumbing issue should be a priority. **Motion was made by Councilwoman Middaugh, seconded by Councilwoman Cooper, to take care of the plumbing repairs, carried unanimously.**

4. New Revenue Sources – Mayor Pro-Tem Kaynard distributed a list of potential increases or additional revenue sources for information and future budget discussion. These included: dog permits, accommodations taxes, trash collection fee, parking fees, and grant opportunities. Some could offset the cost of a potential new administrative position. Councilwoman Middaugh noted that the parking fees are to be revenue neutral – the Town cannot plan to use that revenue for other Town expenses. However, the parking fees can cover the expense of administering a parking management plan and program.

5. Administrative Position - Mayor Pro-Tem Kaynard distributed job descriptions for proposed administrative specialist and archivist/special events coordinator, as well as a copy of the ordinance in Mt. Pleasant for a historical commission; for information and future discussion. It has already been discussed in the Recreation and Administration Committees. Councilman O’Neil questioned if the Administration Committee recommended that Council create these two positions. Mayor Pro-Tem Kaynard answered that the Committee recommended the job descriptions; however, the job descriptions have probably changed since that meeting, and need to be reviewed. Councilwoman Watson stated that the Recreation Committee wants to consult with Diana Browder regarding the special events coordinator position to ensure the job description reflects all aspects of the job.

6. Annual Planning Meeting date – Possible meetings dates will be circulated.

7. Executive Session – Contractual and Personnel Matters - Motion was made by Councilman Clark, seconded by Councilman O’Neil, to go into Executive Session for contractual and personnel matters at 5:50 pm, carried unanimously.

Motion was made by Councilwoman Watson, seconded by Councilman Clark, to come out of Executive Session at 6:25, carried unanimously. Mayor Pro-Tem Kaynard stated no action or votes were taken during Executive Session.

Motion was made by Councilman Clark, seconded by Councilman O’Neil, for Council to direct the architect to continue with construction drawings for Town Hall, carried unanimously.

Motion was made by Councilwoman Cooper, seconded by Councilwoman Watson, to adjourn, at 6:25 p.m., carried unanimously. Town Council then proceeded with its regularly scheduled Town Council meeting.

Respectfully submitted, Ellen Miller