

TOWN COUNCIL
Municipal Center Council Chambers
December 3, 2024, 1:00 pm

Minutes

- I. **Call to Order: Mayor Belt called the meeting to order at 1:00 pm.**
- II. **Pledge of Allegiance**
- III. **Roll Call:**

Present at the Meeting: Bradley Belt, *Mayor*
Russell Berner, *Mayor Pro Tem*
Luke Farrell, *Council Member*
Madeleine Kaye, *Council Member*
Lance Spencer, *Council Member*

Also Present: Stephanie Tillerson, *Town Administrator*
Mac McQuillin, *Town Attorney*
Dorota Szubert, *Finance Director*
Brian Gottshalk, *Public Works Manager*

IV. **Approval of Minutes:**

- A. Minutes of the Town Council Meeting of November 5, 2024

Mayor Belt stated that Council Members had been provided with a copy of the minutes of the Town Council Meeting of October 1, 2024, in advance. He asked if there were any additional comments or changes to the minutes.

With no other comments, the minutes were accepted.

V. **Citizens Comments (Agenda Items Only):**

Alex Fernandez - 418 Snow Egret

Mr. Fernandez discussed the approval of the updated accounting policies and procedures manual and recommended implementing a 45-day limit for quarterly financial reports to be completed and made available to the Council and the public.

Christopher Ibsen - Dolphin Architects and Builders and the Charleston Home Builders Association

Mr. Ibsen addressed the loose materials ordinance, appreciating citation dismissals and the new wording that was crafted but still advocating for the elimination of the provision within the ordinance that addresses dumpster requirements. Mr. Ibsen shared a personal anecdote about issues with trash and waste bags on dumpster tarps, noting it was a regular issue reported on the island. He also advocated for a warning system provision within the ordinance, allowing code enforcement the ability to offer a warning before citations are issued.

Mr. Ibsen appreciated the town's cooperation and mentioned efforts with Ms. Tillerson to establish a Builder's Council. The Builder's Council plans to meet with Town officials in January and then again throughout the year to provide a forum for the builders' community and the Town to communicate and address concerns proactively.

Mayor Belt thanked Mr. Ibsen and fellow builders for their cooperation in meeting with the Town to express their concerns and considerations. He mentioned developing code enforcement policies and procedures that would hopefully address some of the issues that were raised and encourage

compliance with Town ordinances. He looked forward to development discussions involving the builders and the Town's zoning, building, and code enforcement departments and to ongoing dialogue with the builders' association.

Maura McIlvain - 146 Blue Heron Pond Road

Ms. McIlvain indicated her support for the ordinance, acknowledging sympathy for builders who may have been taken by surprise due to lack of awareness. She highlighted issues with debris from construction site dumpsters that end up scattered on the ground, affecting hygiene and aesthetics, recognizing tarps as a solution.

VI. Presentations:

A. Communication Towers and Cellular Coverage on Kiawah Island

- American Tower Corporation, Mark Landers
- Crown Castle, Kimberly Adams

Mayor Belt stated that one of the initiatives or projects being undertaken by the Town was to explore if there were ways to improve cell coverage. Town staff had initially taken the lead in working with both the cell tower owners and the service providers, but given his professional career in the telecommunications industry, Council Member Spencer will oversee the initiative.

Mr. Vincent introduced a series of presentations focusing on addressing the cellular coverage on the island with the objective of gaining an understanding of the existing cellular coverage challenges and exploring potential strategies that the Town can pursue to improve connectivity on the island.

Mr. Vincent began with a staff-prepared video presentation detailing the island's cellular towers, including locations, heights, carriers, and upgrade dates. Following the video, representatives from American Tower and Crown Castle provided presentations, and representatives from AT&T, T-Mobile, and Verizon were present to answer questions.

Mr. Landers, a sales account manager, provided an overview of American Tower, which has a global presence with 45,000 U.S. towers and supports 30,000 projects annually. Services include leasing, environmental checks, project management, engineering, structural analysis, site acquisition, construction management, and a 24/7 network operations center that aids carriers and technicians. Mr. Landers stated that only Kiawah Island tower, a 159-foot monopole located on Sora Rail Road, hosts Verizon, T-Mobile, and AT&T.

Dave Yanni, Technical Sales Manager for American Tower, stated that his job was to use data to make informed decisions about our portfolio of assets and any new assets that we're looking to build or acquire. He outlined how Ookla scrapes data from 3 million devices that can guide asset portfolio decisions. This data shows RF coverage, identifies areas with good or poor coverage, and assesses carrier interest.

Spencer Patterson reviewed American Tower's analysis of Kiawah Island's telecom coverage. He provided a summary of current coverage and carrier limitations, emphasizing strategic investment needs. Tower heights and capacity issues were noted, along with existing assets failing to provide sufficient coverage.

Kimberly Adams, external affairs manager for Crown Castle, discussed modernizing the telecom ordinance to support technology and coverage needs, considering rebuilding or replacing towers while balancing aesthetics and functionality.

Mr. Taylor stated that the current ordinance prioritizes co-location over establishing new towers. This is complicated by the need to meet characteristics and nuance regarding height limitations, which have historically been along the tree line. The current ordinance limits tower height to a maximum of 120 feet. Ms. Adams noted that the height and the concealment clause definitely make it a challenge to modernize the existing infrastructure on the island.

Further discussion included consideration of small cell solutions and running fiber to the home, with Council Member Spencer requesting feedback on working with the Kiawah stakeholders to create an environment conducive to wanting the tower companies and carriers to invest. Carrier LTE coverage and the lack of 5G coverage are highlighted as significant concerns.

Council Members discussed the public safety concerns arising from coverage gaps affecting emergency services during high-demand events, improving cell coverage on an island for events like the 4th of July and the Marathon, and improving coverage on the beach. Also discussed was the need to collect better data from the community and have broader discussions with providers on Town ordinances.

Councilmember Berner's public safety portfolio, including law enforcement and EMS, was discussed. Councilmember Kay's natural environment portfolio, focusing on wildlife protection, was highlighted. Citizen participation in committees was encouraged.

VII. Updates:

A. Mayor

Mayor Belt reviewed the areas of responsibility assigned to each Council Member.

Council Member Berner:

- Mayor Pro Tem
- Chair of the Public Safety Committee
 - Law Enforcement
 - EMS
 - Beach Patrol
 - Code Enforcement
 - CERT - Community Emergency Response Team

Council Member Kaye:

- Protecting or preserving our natural environment and protecting our native wildlife
 - Consideration of the off-leash rules and potential impacts on our migrating shorebird population and nesting shorebirds
 - Implementation of the Marsh Management Plan
 - Kiawah River Bridge

Council Member Farrell:

- Chair of the Ways and Means Committee
- Chair of the SATAX Committee
- Chair of the Audit Committee
- Involved with
 - Updating of accounting policies and procedures
 - Exploring more expansive ways how to utilize our State Accommodations Tax, Hospitality Tax, or Local Options Tax revenues
 - Review of investment policy

Council Member Spencer:

- Infrastructure and public works
 - Telecommunications
 - Roads and leisure trails
 - Relationship with infrastructure providers

Mayor Belt stated that the Town continues to look for engaged citizens to participate in all the Town's standing committees. There may be limited opportunities on statutory committees which have defined terms. All other Standing Committees have one-year terms ending January 31st. Applications will be reviewed through January, possibly involving interviews, and recommendations will be made to the Town Council in February.

Mayor Belt stated that a joint Town Hall Meeting with Seabrook's Mayor, Bruce Kleinman, is set for December 9th to discuss the proposed Island Park Place development. The developers resubmitted the same application that had been previously rejected by the Charleston Council Council in February. The meeting will provide community members the opportunity to get together and raise any questions or concerns that they have about the development. Charleston County Councilmember Honeycutt will be participating, and the developer has also been invited to participate. A public hearing is scheduled for the following day, with the Charleston County Council considering the following week.

The Kiawah Arts Council and staff members Erin Pomrenke and Ruthie Foster were praised for two recent extraordinary events featuring Andrew Armstrong and Zora. January's program includes Grammy nominee Judy Carmichael and Liquid Pleasure.

B. Council Members

Mayor Pro Tem Berner provided details on the Community Emergency Response Team (CERT) on the island, a volunteer group activated during emergencies when local services like EMS and fire are overburdened. CERT prepares the island for hurricanes, secures the area, and is the first to return post-evacuation to assess damage and clear roads. They also assist in planned events, such as an upcoming marathon, where volunteers will monitor for distressed runners and unattended packages. CERT members will be attending training provided by the Charleston County Sheriff's Department for the upcoming Marathon.

Mayor Pro Tem Berner emphasized the need for more volunteers to expand the current team of 20 to 30 or 40 members as they work on retraining and preparing for future emergencies.

Council Member Kaye indicated that at the last meeting Mayor Pro Tem Berner and Council Member Farrell had raised concerns about costs of replacing driveways with pervious surfaces. In advance of the second reading of the pervious surfaces ordinance, Mr. Babinec and Cynthia Hadley, leading projects at Inlet Cove and Greenslake Cottages, were invited to answer questions and share insights as part of an informal discussion.

Mr. Babinec discussed his neighborhood project for driveway renovations using permeable pavers, which was initiated in July. Forty percent of 108 households were interested. Working with the Ocean Woods Contractor, the cost is between \$20-\$23 per square foot, similar to traditional pavers. Other options, like permeable concrete and asphalt, are not approved. The project addresses water runoff issues affecting marshes and inlets.

Concerns about high costs and the financial burden on residents were raised. Discussions included the significant difference in material costs, creating incentives, collecting data on permeable surfaces' impact, and highlighting environmental benefits to encourage voluntary adoption. Concerns were also raised about mandating permeable, not semi-permeable, surfaces and grandfathering existing projects.

Updates on beach signage, community drop-ins, and a public meeting on December 16th were provided. Emergency response experiences and staff updates, including a council drop-in on December 11th, were shared. The meeting also covered mediation progress and investment presentations.

Council Member Kaye provided updates on the following:

- Work on the beach signage continues
- The suggestion of having more of a topic-driven community drop-ins
- ARB - Meeting planned for Monday, December 16th at 2 pm; the latest draft of the phase three recommendations is going to be presented to the community

Council Member Farrell reported on the following:

- The SATAX meeting took place in November, during which the community was encouraged to look for more ways to ask for funds to support tourism.

- The investment presentation will discuss how to best invest town resources.
- Mediation is very close to the conclusion - finalizing the language of the consent order

Council Member Spencer shared his experience with the emergency response to his wife's accident on the beach. After calling 911, they made multiple dispatches and then stayed on the phone and talked through what needed to be done pending the arrival of first responders. He was very impressed that EMTs in an ambulance, the Fire Department, the Beach Patrol, and both KICA and Resort Security arrived on the scene, all coordinating to get them on the road to the hospital.

C. Administrator

Ms. Tillerson provided updates on the following:

- The Community Drop-In with Mayor Pro Tem Berner and Council Member Spencer is scheduled for December 11th in the KICA office Bobcat Room
- Brown Trash, Hazardous Waste and Shred Day is December 5th
- The Charitable Grant application and guidelines are on the Town's website. The submission deadline is January 17, 2025.
- Mr. Jordan will be reaching out to committee members to begin work on the beach walkover/boardwalk ordinance
- The leash ordinance, possibly for consideration at the January Town Council meeting
- Coyote sightings have occurred in the eastern region near Ocean Park. All sightings are reported to Mr. Jordan, and further communication is planned to address the issue.

Mayor Pro Tem Berner raised concerns about coyotes disturbing nesting birds in the dunes and, based on his observations with the Turtle Patrol, felt strongly that the dog leash ordinance has to be comprehensive and include coyotes.

- The Planning Commission continues to work on the KiawahNext project with a community drop-in, hopefully to be scheduled for December 17th or 18th
- Kiawah Island Parkway and Beach Walker Drive improvements;
 - Funding was received through the County's Sea Fund,
 - SATAX application was submitted to request the Town's portion
 - Mr. Gottshalk has been working with the county engineer to create an RFP (Request for Proposals) and is finalizing it to put the project out for bid.
- The Seafields project construction is underway. Rough-ins have begun, and completion is still expected by late spring or early fall next year.
- The disabled watercraft issue is being addressed by DNR (Department of Natural Resources), which knows the owner of the watercraft and is working on having it removed.

D. Treasurer's Report

a. Review the Town's Reserves investment in LGIP (Local Government Investment Pool) and Other Alternatives

Mayor Belt stated that the Ways and Means Committee discussed the review of the Town's Reserves investment.

Ms. Subert and Council Member Farrell reviewed the presentation on the extensive process taken to evaluate the Town's reserves, how they were managed, if there were better options, and to define an understanding of the risks being taken. After the analysis, Council member Farrell indicated that the Town continues with the current investment policy of relying on investments in the state local government investment pool.

As part of the discussion, Council Members addressed concerns raised by a resident about the safety and security of the investments, whether they were appropriate investments, and whether the town should be doing more with the money.

VIII. **Old Business:**

A. To Consider Approval of the Employee Medical Insurance Premium Structure

Council Member Farrell stated that the Ways and Means Committee discussed a recommendation to change the compensation for the medical insurance premiums for the Town Staff. The Committee decided to defer consideration until March and examine the whole compensation package rather than one component.

Members reviewed the alternatives that were presented and discussed continuing with the current 80/20 policy until an assessment is made of what benefits are considered to be of greatest value to the individual employees and then review the full compensation package as part of the budget review process.

Council Member Farrell made a motion to approve continuing the current employee medical insurance premium structure. Council Member Kaye seconded the motion, and it was unanimously approved.

B. Review and Recommendation to the Town Council to enter into an Engagement Agreement with Maynard Nexsen for legal services pertaining to the Kiawah Island Golf Resort Development Agreement

Mayor Belt stated that the Ways and Means Committee recommended the approval of an engagement agreement with the law firm of Maynard, Nixon, for legal services pertaining to the Kiawah Island Golf Resort Development Agreement. The questions regarding the process and the requested additional information were provided, and it was noted that in the interim, a 20% reduction if the proposed fee level was negotiated.

Council Member Farrell made a motion to approve entering into an Engagement Agreement with Maynard Nexsen for legal services pertaining to the Kiawah Island Golf Resort Development Agreement. Council Member Spencer seconded the motion.

Council Member Berner, while not opposed to the selection, again raised concerns about not having gone through the required competitive bidding process. Mayor Belt pointed out the amended ordinance that empowers the town attorney to make a recommendation with regard to specialized expertise and that both the Town Attorney and the outside counsel represented that there are essentially two people who can provide this specialized expertise and one of them is conflicted providing the basis for sole sourcing. Mr. McQuillin stated that a thorough review of the ordinances confirmed compliance with the procurement process.

Further discussion included the process and timeline of negotiating a new development agreement, the Resort's expectations, and the recovery of the Town's costs.

Following the discussions, the motion was unanimously approved.

C. To Consider Approval of Ordinance 2024-26 – An Ordinance to Amend Article 15 – General Offenses, Chapter 2. – Offenses Against Public Peace, Section 15-216. – Loose Materials - **Second and Final Reading**

Mayor Belt stated that the original loose materials ordinance was revised after Mr. Ibsen and industry colleagues raised questions and concerns. The ordinance introduced for the first reading addressed many of the issues raised and was subsequently further revised and recommended for the second reading.

Mayor Pro Tem Berner made a motion to approve the second reading of Ordinance 2024-26 – An Ordinance to Amend Article 15 – General Offenses, Chapter 2. – Offenses Against Public Peace, Section 15-216. – Loose Materials. Council Member Farrell seconded the motion.

Mayor Belt discussed the concerns raised by contractor representatives regarding keeping dumpsters covered and issues with trash management service providers picking up the dumpsters. The revisions made to the language require keeping a tarp on a dumpster when it is inactive and over weekends and holidays. The ordinance balanced industry concerns with practical issues, ensuring dumpsters are covered when inactive to prevent litter and animal problems.

Council Members discussed encouraging voluntary compliance in waste management at construction sites, focusing on preventing animals from accessing unsecured trash, requiring secure trash receptacles with fitted lids, and debating its inclusion in the ordinance, noting the Town provides free trash cans and curbside service.

Council Member Kaye made a motion to amend the ordinance to require that at any construction site, all perishable items, food-related containers, and food wrapping shall be deposited in a trash receptacle with secure lids. Council Member Farrell seconded the motion.

Following further discussion, the amendment was unanimously approved.

The motion to approve the second reading of Ordinance 2024-26 as amended was unanimously approved.

D. To Consider Approval of Ordinance 2024-24 - An Ordinance to Amend Section 12-128. -Access, Parking and Loading Regulations, Section 12-63. Description of Zoning Districts and Regulations, and Section 12-374. Definitions to Modify Driveway and Parking Standards for Pervious Paving Requirements. Second and Final Reading

Mr. Taylor provided an overview of the progression of the proposed text amendment ordinance prior to the second reading. He highlighted its alignment with the Comprehensive Plan and the Comprehensive Marsh Management Plan. The Comprehensive Marsh Management Plan (CMMP) workgroup supported it, and the Planning Commission recommended approval with a 5 to 1 vote.

The ordinance was tabled in July, allowing for more discussion. On September 30th, there was a stormwater management workshop that included a presentation from Mr. Bundrick, which provided more details or context regarding the benefits, the cross sections of pervious surfaces that complemented the intent, and why the recommendation was put forth by the CMMP workgroup and supported by the Planning Commission.

Mr. Taylor briefly highlighted some of the staff's efforts to continue educating and providing community awareness regarding pervious and impervious surfaces requested by the members of the Planning Commission.

Before reviewing the proposed amendments, he noted that as part of the initial recommendation, the CMMP workgroup supported taking a dual-prong approach. The regulatory changes should be coupled with incentives as a way not to force unnecessary changes but to incentivize driveway replacement. The ordinance presented, as written, would require any new driveways and parking areas to be of previous materials.

Mr. Taylor discussed amendments to sections 12-63, 12-128, and 12-374, focusing on pervious driveway regulations. He pointed out those items in the proposed amendment and the comments made that should be considered while deliberating the second reading of the ordinance.

Council Members discussed concerns and comments made in the earlier discussion on the effect of the ordinance on projects already permitted and the inclusion of semi-pervious surfaces. There was also an in-depth discussion of whether partial repairs could be made to a driveway without making the entire driveway pervious and the need for language to specify what constitutes a minor repair versus a replacement.

Council Member Kaye made a motion to approve the second and final reading of Ordinance 2024-24 - An Ordinance to Amend Section 12-128. - Access, Parking and Loading Regulations, Section 12-63. Description of Zoning Districts and Regulations, and Section 12-374. Definitions to Modify Driveway and Parking Standards for Pervious Paving Requirements. Council Member Spencer seconded the motion.

Members debated mandating permeable material replacements, with some opposing regulations:

Mayor Pro Tem Berner indicated he was fine with requiring new and commercial driveways to be pervious but was opposed to any regulation that would require replacement driveways to be pervious, which may put financial burdens on homeowners.

Council Member Farrell indicated that the concept was great but was opposed due to the limited impact on runoff due to high saturation rates and high water tables in the Lowcountry and considered this a baby step.

Mr. Taylor stated that Kiawah's sandy soil types drain well, noting that what is being proposed is consistent with other municipalities' permeable requirements. Also mentioned was investigating incentive ideas such as considering building permit fee credits or incentives for flood-prone areas.

Council Member Kaye indicated that she felt it was imperative for the Town Council to try to take those baby steps when it could. Only about 18% of the island is now covered with impervious surfaces. If a step can be taken to improve it, then she is one of those people who has to support it. She noted that she did not support the chart that allows for an increase in maximum lot coverage, finding it to be counterproductive to the entire concept.

Council Member Spencer felt that what was being proposed was a good thing. He discussed his views on creating lot coverage incentives and felt an incentive comes with voluntary, not mandatory, adherence. Living on Kiawah requires balancing environmental responsibilities with financial implications.

The discussion also addressed the life cycle of driveway replacements, potential non-conformities, and the impact of compacted subbases on percolation.

Mayor Belt stated that his concerns about the driveway replacement requirements were not the same as those of Mayor Pro Tem Berner and Council Member Farrell. He was mindful there was a good voluntary program going on, not without a mandate, and he felt comfortable deleting, if necessary, the driveway replacement and/or there is an agreed-upon incentive program that everybody is comfortable with.

Mayor Belt suggested, following the lead of two of his fellow council members, to propose deleting required driveway replacement at this point in time. Council Member Farrell questioned if he was suggesting that for single-family residential only or single-family and commercial.

In the discussion of deleting driveway replacement, Council Members engaged in an in-depth discussion of the definition of driveways and whether there are commercial driveways that could require replacement, highlighting the need for precise language in regulations. Also included in the discussion were commercial parking lots, noting that the pervious requirement would apply to both new residential and commercial surface parking; replacement was not considered, but Planning staff would support redevelopment project replacement to become pervious. Council Members debated whether replacement parking has to be pervious and if that would include both commercial and residential.

After several language suggestions, Mr. McQuillin pointed out that under the Local Planning Act, which deals with enacting or amending zoning regulations, it says no change or departure from the text as recommended by the Planning Commission may be made pursuant to the hearing unless the change or departure first be submitted to the Planning Commission for review and recommendation.

The Planning Commission shall have a time prescribed in the ordinance, which may not be more than 30 days, within which to submit its report and recommendation on the change to the governing authority. (Town Council)

The Planning Commission would not be looking at the entire ordinance; only the amendments made by the Council would go to the Commission for review and recommendation. This would also allow the public to have notice and can comment during the process. It would then come back to the Council for approval at a second reading.

Council Members engaged in an in-depth discussion of the options available; vote not to approve, vote to approve as written, or amend it, authorizing Mr. Taylor to make the suggested changes and take them to the Planning Commission for review.

Council Member Berner made a motion to amend Ordinance 2024-24 with the following changes:

- Remove driveway replacement
- Insert a date on page 3 of 10 (Section 12-28)
- Amend page 6 of 10 - All new or replacement surface parking facilities shall be constructed of a pervious surface.

Council Member Farrell seconded the motion.

Further discussion included the definition of repair versus replacement and that the amended language did not include repairs.

Mayor Belt made a motion to amend Ordinance 2024-24 with the following changes:

- Delete driveway replacement on page 3 of 10 (Section 12-28)
- Insert a date on page 3 of 10 (Section 12-28)
- Amend page 6 of 10 (Section 12-28(F)) All new construction or replacement of parking facilities shall be a pervious surface
- Counsel and the Planning Director to come up with language to appropriately define replacement.

Council Member Berner seconded the motion.

For the record, Mayor Belt stated that the Counsel and the Planning Director would include an appropriately worded clause to make sure that 12-28(1)(F) actually is referenced in concept in 12.28(1).

Following the discussion, the motion to amend Ordinance 2024-24 was approved by a 4 to 1 vote, with Council Member Kaye voting “No.”

The motion to approve the second and final reading of Ordinance 2024-24 as amended was approved by a 4 to 1 vote, with Council Member Kaye voting “No.”

E. To Consider Approval of Ordinance 2024-25 - An Ordinance to Amend Section 12-192 - Nonconforming Structures., and Section 12-193. Nonconforming Uses. to Modify Nonconformity Standards. – Second and Final Reading

Mayor Belt stated that the modifications to the nonconforming use are part of the Timbers settlement. Counsel for The Timbers, the Town Attorney, and Consulting Attorney Ross Appel agreed to the language.

Mayor Pro Tem Berner made a motion to approve the second and final reading of Ordinance 2024-25 to amend Section 12-192 - Nonconforming Structures and Section 12-193. Nonconforming Uses. to modify nonconformity standards. Council Member Kaye seconded the motion, and it was approved by a 4 to 0 vote, with Council Member Spencer having stepped away.

IX. New Business:

A. To Consider Approval of the 2025 Town Meeting Schedule

Council Member Kaye made a motion to approve the 2025 Town Meeting Schedule. Council Member Farrell seconded the motion.

Council Member Kaye indicated that she would like to discuss the Marsh Management Committee in the schedule. Mayor Belt stated that there will be a number of changes made to the charters of standing committees that will be considered at the January meeting, and some action on the Marsh Management Committee could be incorporated in conjunction with those.

Council Member Farrell confirmed that the SATAX and Audit Committee meetings are scheduled as needed.

Following the discussion, the motion was unanimously approved.

B. To Consider Approval of the FY 2024-2025 November SATAX Funding Recommendations

Mayor Belt stated that the SATAX Funding recommendations were reviewed and recommended for approval by the Ways and Means Committee.

Mayor Pro Tem Berner made a motion to approve the FY 2024-2025 November SATAX Funding Recommendations. Council Member Kaye seconded the motion.

Council Member Farrell reviewed the three major issues that were discussed:

1. How do we think about the philosophy of providing state tax money?
2. To expand its use to something beyond what we're doing. And three,
3. The is using SATAX money for beach renourishment, which is specifically allowed in the SATAX guidelines.

Mr. Tillerson asked for clarification on how to act on the issue with the application request for Barrier Island Ocean Rescue. The Town's legal counsel recommends that the Town own the equipment and then lease it to them or put it into their contract.

Discussion included it was recommended that the Town should own the equipment, rent it to them for a dollar a year, and be specific about the uses that it's only for tourism-related uses, or should the funding application be pulled from the SATAX funding and Town funding from restricted funds, or should the application be amended as a joint application. Council Member Farrell indicated that follow-up discussions will be required to resolve the issue. Still, the contract with Barrier Island Ocean Rescue should include that at the end of the contract, the drone would be returned to the Town.

Council Member Farrell made a motion that the approval of the SATAX funding recommendation will include the caveat that the funding request on behalf of Barrier Island Ocean Rescue is subject to the resolution of ownership and control issues. Mayor Pro Tem Berner seconded the motion, and it was unanimously approved.

C. To Consider Approval of the Proposal for Comprehensive Landscape Maintenance and Related Services

The Ways and Means Committee deferred the approval of the proposal.

D. To Consider Approval of **Resolution 2024-05 - Authorizing the Adoption and Implementation of an Updated Accounting Policies and Procedures Manual**

Mayor Belt indicated that the purpose of the update was primarily to tighten up gaps in policies and procedures and implement best practices with regard to expenses and reimbursements and the

policies for issuing checks and addressing Instances in which there were not two people signing off on expenditures.

The document was revised to more accurately reflect the roles and responsibilities of various parties, including the Mayor, Town Administrator, and Council, under the Town's form of government and to better reflect the different titles, roles, and responsibilities in the Finance Department.

Mayor Pro Tem Berner made a motion to approve Resolution 2024-05 - Authorizing the Adoption and Implementation of an Updated Accounting Policies and Procedures Manual. Council Member Farrell seconded the motion.

Council Members pointed out typographic errors, suggested changes, followed up on Mr. Fernandez's earlier comment, and inquired if the manual now mirrored state statute.

Mayor Pro Tem Berner noted that the manual did not include any procedures or references to performing a controls audit and felt that it should be done. Mayor Belt indicated that a controls audit was not really an accounting policy or procedure but would be undertaken by the Audit Committee.

Following the discussion, the motion was unanimously approved.

X. Citizens Comments:

None

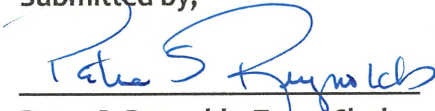
XI. Council Member Comments:

Council Member Kaye, I think the single biggest threat to this community is flooding. It's unconscionable that we don't do everything in our power to mitigate against that risk. I think the first thing that we owe to the community is the level of protection that we can provide.

XII. Adjournment:

Mayor Belt adjourned the meeting at 5:26 pm.

Submitted by,


Petra S. Reynolds, Town Clerk

1/13/2025
Date