



Mayor

John D. Labriola

Council Members

F. Daniel Prickett

Maryanne Connelly

John Moffitt

Scott M. Parker, MD

Town Administrator

Stephanie Monroe Tillerson

TOWN COUNCIL MEETING

Kiawah Island Municipal Center

Council Chambers

July 6, 2021; 2:00 PM

AGENDA

- I. **Call to Order:**
- II. **Pledge of Allegiance**
- III. **Roll Call:**
- IV. **Approval of Minutes:**
 - A. Minutes of the Town Council Meeting of June 1, 2021 [Tab 1]
- V. **Mayor's Update:**
- VI. **Citizens' Comments (Agenda Items Only):**
- VII. **Old Business:**

None
- VIII. **New Business:**
 - A. To Consider Approval of **Ordinance 2021-09** - An Ordinance to Rescind Previous Ordinance 2020-13 Setting Salaries for the Mayor And Council Members of the Town of Kiawah Island – **First Reading** [Tab 2]
 - B. To Consider Approval of the Contract Amendment with All South Consulting Engineers [Tab 3]
 - C. To Consider Approval of the Contract Amendment with Jan-Pro Cleaning Systems [Tab 4]
 - D. To Consider Approval of the Board of Zoning Appeals Appointment [Tab 5]
- IX. **Town Administrator's Report:**
- X. **Council Member:**
 - a. Committee Updates
 - b. General Comments
- XI. **Citizens' Comments:**
- XII. **Adjournment:**



Tab | **1**

TOWN COUNCIL

Agenda Item

TOWN COUNCIL MEETING

Kiawah Island Municipal Center

Council Chambers

June 1, 2021; 2:00 PM

AGENDA

I. Call to Order: Mayor Labriola called the meeting to order at 2:00 pm.

II. Pledge of Allegiance

III. Roll Call:

Present at the meeting: John D. Labriola, Mayor
Dan Prickett, Mayor Pro Tem
Maryanne Connelly, Councilmember
Dr. Scott Parker, Councilmember
John Moffitt, Councilmember

Also Present: Stephanie Tillerson, Town Administrator
Joe Wilson, Town Attorney
Lee Bundrick, Kiawah Conservancy
Stephanie Braswell, Communication Manager
Petra Reynolds, Town Clerk
Brian Gottshalk, Public Works Manager

IV. Approval of Minutes:

A. Minutes of the Town Council Meeting of May 4, 2021

Councilmember Parker made a motion to approve the minutes of the May 4, 2021 Town Council Meeting. Mayor Pro Tem Prickett seconded the motion, and it was unanimously approved.

B. Minutes of the Special Call Town Council Meeting of May 12, 2021

Councilmember Connelly made a motion to approve the minutes of the May 12, 2021 Special Call Town Council Meeting. Councilmember Parker seconded the motion, and it was unanimously approved.

C. Minutes of the Town Council Public Hearing of May 24, 2021

Councilmember Moffitt made a motion to approve the minutes of the May 24, 2021 Town Council Public Hearing. Councilmember Parker seconded the motion, and it was unanimously approved.

V. Mayor's Update:

On behalf of an extremely proud and happy Town Council, Mayor Labriola complemented Ms. Tillerson and her staff on a marvelous job. He thanked Ms. Tillerson for her efforts and dedication to making the PGA week what it was. He also noted the event could not have gone better. Her coordination efforts with the PGA, the Community Association, the Resort, the Sheriff's Office, and volunteers demonstrated how well things could work.

Mayor Labriola gave a special acknowledgment to Ms. Wendy Kulick, who is attending her last meeting before moving off the island. He stated it had been a privilege to have known and worked with her for such a long time and thanked her for her dedication and service to the community.

VI. Citizens' Comments (Agenda Items Only):

Diane Kassur – 43 Salt Cedar

Ms. Kassur expressed her concern with the increase in noise pollution that has become more obvious since recently retiring and was confirmed by the lack of commercial activity during the PGA week. She asked that Council consider restricting commercial work and especially landscaping work to weekdays so that residents can potentially have an option of resting on Saturday as they do on Sunday. She felt it would make a very positive impact on the quality of life for residents and visitors alike and reduce the traffic volume on the island.

Ms. Kassur also felt that this would be a suitable time to ask Council to encourage landscapers to consider a transition to electrically operated machinery. While a transition would be a long progression, she felt it important to start the process now since technology and availability have significantly improved. In addition, she noted that the equipment now used by landscapers is a detriment to themselves and contributes to significant noise and air pollution.

Mayor Labriola stated he had received communications regarding Ms. Kassur's comment on transitioning to electrically operated machinery. Councilmember Parker added that the mayor had tasked him with forming a group to look at various ways to become more eco-friendly and address many of the concerns brought up by Ms. Kassur.

VII. Presentation:

A. Ground Water and Marsh Management Plan Studies – Lee Bundrick, Kiawah Conservancy

Mr. Bundrick, the Senior Ecological Health and Conservation Coordinator for the Kiawah Conservancy, provided updates on some of the research projects done with Town funding. He began by thanking the Town for allowing the Conservancy to obtain the resources necessary to conduct the research projects.

Groundwater Project – Previously installed 21 wells on the island in the first phase of the project. Monitoring equipment was installed in the wells to begin a long-term effort to monitor changes to the depth and salinity of groundwater on Kiawah. The second phase of the project focused on better understanding contributions to salinity, the relationship between groundwater and pond levels, and the continuation of previous monitoring efforts. Three additional wells were installed to monitor the levels of freshwater wetlands and ponds. Surveying equipment will be used to provide accurate data on the relationship between pond levels and groundwater table depth. There are efforts currently being undertaken to create seasonal groundwater maps from the data collected. Nitrate, Chloride, and pH were collected from various wells on the island to conduct analyses. Preliminary data were shown at the meeting, with one well showing heightened salinity levels because of its proximity to tidal salt marsh.

Marsh Vulnerability Project – The first phase of the project focused on capturing historical conditions within the marsh by mapping vegetated shoreline changes over a period of over 40 years (1977-2019). These were illustrated by maps produced by the College of Charleston showing accretion and erosion within the marsh. Technical analysis of marsh shoreline changes will be conducted by a graduate student, Kaylee Smith, using the Digital Shoreline Analysis System (DSAS) developed by USGS. The current phase of the project focused on capturing current conditions with the marsh. Mapping products have been produced to show wave action from vessel traffic, marsh bank conditions (e.g., bank width, escarpment, slope), and land cover. These were collected based on recommendations from the SC Department of Natural Resources for siting living shorelines to restore/fortify marsh habitat. An additional mapping product was produced to capture the unvegetated-vegetated ratio (UVVR) of marsh habitat, which USGS developed as an indicator for marsh vulnerability.

The information gathered from these projects will be utilized in the Conservancy's Resilience Project, supported by a grant from the Emergency Coastal Resilience Fund from the National Fish and Wildlife

Foundation. The project under this grant is investigating the use of nature-based solutions and green infrastructure to improve the resilience of the local human and wildlife communities. This involves reaching out to key stakeholder organizations and compiling a document outlining various nature-based alternatives. This will be used to provide guidance for future restoration projects within the Kiawah River watershed.

B. Town of Kiawah Island Mobile App – Stephanie Braswell, Communication Manager

Ms. Braswell stated that the communications team has been working for more than two years on a Town mobile app for the public. However, due to the market being saturated with apps, time was taken to develop an app helpful to the public and would be downloaded.

Ms. Braswell presented a preview of the app that is now being beta tested and will be refined before final release and promotion to the public. She gave an overview of the app in preview mode and summarized the navigation changes submitted to the app store bureau developer. Ms. Braswell highlighted some of the features, which included:

- a home screen with the weather and tides,
- information on the island,
- beach and island ordinances and regulations,
- mapping showing:
 - ✓ dog leash areas,
 - ✓ critical habitat areas,
 - ✓ location of boardwalks, ramp access, and vehicle accesses.
- resource information:
 - ✓ important contacts
 - ✓ reporting an issue
 - ✓ news
- directory of accommodations, services, and events

VIII. Old Business:

- A. To Consider Approval of Ordinance 2021-06 – An Ordinance to Adopt the Fiscal Year 2021-2022 Budget for the Town of Kiawah Island, SC (7/1/21 Through 6/30/22) – **Second and Final Reading****

Councilmember Parker made a motion to approve Ordinance 2021-06 – An Ordinance to Adopt the Fiscal Year 2021-2022 Budget for the Town of Kiawah Island, SC. The motion was seconded by Councilmember Moffitt and was unanimously passed.

IX. New Business:

- A. To Consider Approval of the Proposal from Artigues for Maintenance of the Parkway Landscape.**

Mayor Labriola stated there was an extensive conversation of the proposal from Artigues at the Ways and Means Committee meeting. Comments and suggestions were made relative to the contract's language, which has been incorporated, and the possible continued exposures relative to ongoing maintenance were identified.

Mayor Pro Tem Prickett made a motion to approve the Proposal from Artigues Landscape and Maintenance, LLC. for maintenance of the Parkway Landscape. The motion was seconded by Councilmember Moffitt.

Following further discussion, the motion was unanimously passed.

X. Town Administrator's Report:

Ms. Braswell gave an update on the Communications Department by stating that in the first six months of 2021. In March, the Town issued nine e-Blasts; in April, quarter 2 of Town Notes was published and six e-Blasts issued; in May, six e-Blasts were issued. She stated that quarter three of Town Notes would be digitally published in the second week of July. Ms. Braswell stated that approximately 10,000 individuals

are signed up to receive the Town e-Blasts and notifications, noting that e-Blast engagement is higher than industry standards. Also discussed was that the list of individuals and visitors currently receiving e-Blasts and emergency notifications did not include all property owners and the goal to have more signed up.

Mr. Gottshalk gave an update on the ongoing Public Works projects:

1. **Garage Renovations** – additional offices for the Wildlife Department – Conceptual design is being reviewed for staff feedback. Meetings will take place with the architect to get a progress report on structural drawings and recommendations on car wash station modifications. When the design is complete, it will be presented to Ways and Means and Council for consideration and approval.
2. **Solid Waste Center** – a survey is being conducted on the land in the current location to determine expansion options. The information obtained will be sent to the architect to begin designing a new center while permission for using the additional property required is obtained. The new Center will be designed to increase the amount of solid waste that can be disposed of and increase the space's fluidity, functionality, and security.

Councilmember Connelly stated that the Kiawah sign coming out of the roundabout was still not lit and questioned the status of the repairs. Mr. Gottshalk indicated that an electrician had been contacted to make the necessary repairs, and he would follow up with him.

3. **Beachwalker Drive Study** –Kimley Horn developed some conceptals on improvement options to the leisure trail and the intersection of the Parkway and Beachwalker Drive to be reviewed. The Town will be working together with the Community Association who have independently been looking at intersection improvements. A public Workshop will be conducted for Inlet Cove residents and other residents along Beachwalker Drive to provide feedback on the options.

Mr. Gottshalk provided an update on the additional landscaping buffering on the bike path along the Parkway by stating that cordgrass was installed that is expected will fill out thicker than the original spartina grass. After the cordgrass has a chance to fill out in the fall, the area will be revisited to see if any additional vegetation is required.

Mayor Pro Tem Prickett questioned if the replacement of the main sign would be going out for bid and suggested that the small sign be replaced at the same time. Mr. Gottshalk agreed and stated that taking away rush fees that might have been imposed before the PGA, the amount approved by Council, may cover both signs. He indicated that he would revisit the project and obtain competitive bids from local sign companies.

XI. Council Member:

- a. Committee Updates
- b. General Comments

Councilmember Moffitt stated that the landscape plantings along the Parkway are coming in nicely, and as promised, they are growing and blooming.

Mayor Pro Tem Prickett indicated he had sent his latest update on John Island Roads from Charleston County. He and Mr. Taylor will follow up with the County to find out exactly what the current status is. He noted that even though the alternative road ideal obtained the most votes does not mean it will be selected. He noted that it was clear that the other solutions, except for Bohicket, were not popular.

Councilmember Parker reported that the Kiawah Conservancy Board of Trustees met on the 25th and heard a presentation from Clemson and others on the Bobcat Study and second-generation rodenticides. He stated a very robust discussion amongst the trustees following the presentation, and the following motion was made, and a resolution passed.

“Upon motion duly made and seconded, it was unanimously resolved that we strongly affirm and give our support of the Kiawah Island Bobcat Study and will endeavor to determine the financial support we will provide for the ongoing study.”

Councilmember Parker reported that the Environmental Committee had its meeting on May 12th with the Conservancy presenting various project proposals to be considered for FY 2021-2022 Town funding. Two of the proposed projects have to do with monitoring water and water quality. Also proposed was a project to monitor understory vegetation and a study to monitor minks in the marshes.

XII. Citizens’ Comments:

Wendy Kulick – 38 Marsh Edge Lane

Ms. Kulick stated it was fitting that her last meeting was on the day 32 years ago she and her husband moved to Kiawah full-time. At that time, there were only 400 full-time residents, and as the island population has changed, things that used to work no longer do, but that sense of volunteerism that founded the island still thrives, and from her observation, that is a very good thing.

Being her last meeting, she wanted to close with some recommendations:

Ms. Kulick indicated that when attending the Town Council annual Retreat, she was always allowed to ask questions or make comments at any time, but there is no place on the agenda for public comments or questions.

Ms. Kulick suggested that the Community Association place a small icon on their home page that would redirect to a digital copy of Town Notes. She felt that easier accessibility might encourage more people to read them. She also indicated that to encourage people to attend Council meetings and to participate in town government, using the property sale notice to invite people to come to the Municipal Center to meet Councilmembers and learn the basics on how the Town operates and what services are available.

Ms. Kulick stated that it had been an honor and privilege to attend meetings and wished more people took advantage of the opportunity.

XIII. Adjournment:

Councilmember Moffitt made a motion to adjourn the meeting at 4:39 pm. The motion was seconded by Councilmember Connelly and was unanimously passed.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

John D. Labriola, Mayor

Date



Tab | 2

TOWN COUNCIL

Agenda Item

THE TOWN OF KIAWAH ISLAND

ORDINANCE 2021-09

AN ORDINANCE TO RESCIND PREVIOUS ORDINANCE 2020-13 SETTING SALARIES FOR THE MAYOR AND COUNCIL MEMBERS OF THE TOWN OF KIAWAH ISLAND

WHEREAS, South Carolina Code § 5-7-170 and the Town of Kiawah Island Municipal Code Section 2-206(a) require that the salaries of the Mayor and Council Members of the Town of Kiawah Island shall be determined by Council and fixed by ordinance; and

WHEREAS, on December 1, 2020, Town Council adopted Ordinance 2020-13 providing a salary to the Town Mayor and Council Members, but also declaring that such payments did not create an employment relationship and did not entitle the Mayor and Council Members to employee benefits;

WHEREAS, the Town has since discovered that the Internal Revenue Service considers paid elected municipal officials to be “employees” and that the South Carolina Public Employee Benefit Authority (“PEBA”) requires that all employees be offered benefits, which contradicts the intent and terms of Ordinance 2020-13;

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF KIAWAH ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF SAID COUNCIL.

Section 1 **Ordinance (Not Codified)**

Ordinance 2020-13 is hereby rescinded and revoked in full, and the the Mayor and Council Members of the Town of Kiawah Island shall receive no salary and no benefits other than reimbursement for expenses.

Section 2 **Severability**

If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional provision, and the remainder of said Ordinance shall be deemed to be valid as if such portion had not been included. If said Ordinance, or any provisions thereof, is held to be inapplicable to any person, group of persons, property, kind property, circumstances or set of circumstances, such holding shall not affect the circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

Section 3 **Effective Date and Duration**

This ordinance shall become effective upon its second reading.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF KIAWAH ISLAND
ON THIS ____ DAY OF _____ 2021.

John Labriola, Mayor

Petra S. Reynolds, Town Clerk

1st Reading:

2nd Reading:

DRAFT



Tab | 3

TOWN COUNCIL

Agenda Item



Request for Town Council Action

TO: Mayor and Members of Town Council

FROM: Brian Gottshalk, Public Works Manager

SUBJECT: Request to Approve Contract Extension for All Sout Engineering

DATE: July 6, 2021

BACKGROUND:

With the annual threat of hurricanes and other natural disasters impacting Kiawah Island, it is very important that there is a thorough recovery plan. Part of this recovery plan is monitoring any and all debris that needs to be cleaned up or removed post disaster. In 2018, The Town of Kiawah entered into a contract with All South Consulting Engineers to provide necessary equipment and personnel to provide accurate monitoring of debris cleanup that also meet FEMA monitoring standards.

ANALYSIS:

All South Consulting Engineers would like to enter into their second one (1) year extension to this contract for post disaster debris monitoring services.

ACTION REQUESTED:

Town Staff requests that Town Council approve the contract extension for All South Engineering to perform Debris Monitoring services post disaster.

BUDGET & FINANCIAL DATA:

There is no immediate change to budget or financial data as this contract is on an “as needed” activation schedule.

STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON)
)
_____)

**AMENDMENT TO AGREEMENT
BETWEEN
THE TOWN OF KIAWAH ISLAND
AND
ALL SOUTH CONSULTING ENGINEERS, LLC**

WHEREAS, the **Town of Kiawah Island and All South Consulting Engineers, LLC** entered into an agreement on July 19, 2018, for the purpose of monitoring of disaster generated debris removal, management, and technical assistance.

WHEREAS, the Town and All South Consulting Engineers, LLC wish to amend said agreement in the following particulars:

1. **TERM:** This agreement term shall be extended for an additional one-year term commencing on July 19, 2021 and expiring on July 18, 2022.
2. **EFFECTIVE DATE:** This agreement shall be effective on August 1, 2021.

All other provisions of the agreement entered into on July 19, 2018, shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Amendment this 6th day of July 2021.

WITNESSES

TOWN OF KIAWAH ISLAND

By: John D. Labriola
Its: Mayor

ALL SOUTH CONSULTING ENGINEERS, LLC

By:
Its:



Tab | 4

TOWN COUNCIL

Agenda Item



Request for Town Council Action

TO: Mayor and Town Council

FROM: Brian Gottshalk, Public Works Manager

SUBJECT: Request to Approve Extension for Janitorial Contract

DATE: July 6, 2021

BACKGROUND:

Maintaining a clean and sanitary work environment has always been of high importance to Town staff. During this time especially, there is a heightened need to maintain an exceptional level of cleanliness and sanitation where we work.

ANALYSIS:

The Town entered into a contract with the current company, Jan-Pro, July of 2020. Town staff is overall pleased with the services that have been performed maintaining the staff work areas as well as council chambers.

ACTION REQUESTED:

Town Staff requests that Town Council approve the one(1) year contract extension for Jan-Pro to perform cleaning services at the Municipal Center.

BUDGET & FINANCIAL DATA:

The cost of this contract is \$1,478 monthly, which comes out to \$17,736 annually for cleaning services. This cost is funded through the General Fund.

STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON)
)
_____)

**AMENDMENT TO
AGREEMENT BETWEEN
THE TOWN OF KIAWAH ISLAND
AND
JAN-PRO CLEANING SYSTEMS OF SC/GA COAST, INC.**

WHEREAS, the Town of Kiawah Island and Jan-Pro Cleaning Systems of SC/GA Coast, Inc. entered into an agreement on **August 1, 2020**, for the purpose of providing janitorial services for the Town's Municipal Center located at 4475 Betsy Kerrison Parkway, Kiawah Island, SC 29455.

WHEREAS, the Town and Jan-Pro Cleaning Systems of SC/GA Coast, Inc. wish to amend said agreement in the following particulars:

1. **TERM:** This agreement term shall be extended for an additional one-year term commencing on August 1, 2021, and expiring on July 31, 2022
2. **EFFECTIVE DATE:** This agreement shall be effective on August 1, 2021.

All other provisions of the agreement entered into on **August 1, 2020**, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment this 6th day of July 2021.

WITNESSES

Town of Kiawah Island

By: John D. Labriola
Its: Mayor

Jan-Pro Cleaning Systems of SC/GA Coast, Inc.

By:
Its:



Tab | 5

TOWN COUNCIL

Agenda Item



Mayor

John D. Labriola

Council Members

Maryanne Connelly

John Moffitt

Scott Parker

Dan Prickett

Town Administrator

Stephanie Monroe Tillerson

MEMORANDUM

TO: Stephanie Tillerson, Town Administrator

CC: John Moffitt, Town Council Planning Liaison

FROM: John Taylor, Jr., Planning Director

DATE: July 1, 2021

SUBJECT: Planning and Zoning Committee Vacancy

The following person has been recommended to fill the current vacancy of the Board of Zoning Appeals. Please feel free to follow up with any questions or concerns.

Board of Zoning Appeals:

There is currently **one** vacancy on the Board of Zoning Appeals. Members of the Board of Zoning Appeals serve three-year terms. The recommended name is to fill existing term of Ms. Wendy Kulick (Relocated off Island). This term is set to expire in 2023.

1. Lin O'Leary (*Term set to expire 2023*)

29 Grey Widgeon Lane Kiawah Island, SC 29455 | Ph. 860-463-4866

linnieo@me.com

Mrs. O'Leary and her family first discovered Kiawah in 1998 and fell in love with this magical community. In 2009, they purchased a lot in The Preserve and built their dream retirement home and moved in May 2012 as full-time residents. Before becoming full time residents, Mrs. O'Leary and her husband raised their children in Connecticut, lived in Texas and New York City. Mrs. O'Leary volunteers with Backpack Buddies program. Professionally, she spent her career in retail with her last role being an Account Executive for Lancome cosmetics.

2021

Board of Zoning Appeals

*The Committee members serve three year terms which expire on January 31st
and are appointed by the Mayor and Town Council.*

Frank Cassidy, Chairman (2023)

31 Rhett's Bluff Road
Kiawah Island, SC 29455
Phone: 768-4658
Email: fcassidy@comcast.net

Lin O'Leary (2023)

29 Grey Widgeon Lane
Kiawah Island, SC 29455
Phone: 860-463-4866
Email: linnieo@me.com

Ben Farabee (2024)

39 Marsh Edge Lane
Kiawah Island, SC 29455
Phone: 243-9861
Email: abfarabee@bellsouth.net

J. Jay Lewis (2024)

114 Bufflehead Drive
Kiawah Island, SC 29455
Phone: 513-310-2413
Email: RevJJBLewis@gmail.com

Morris Hanan (2024)

70 Clay Hall
Kiawah Island, SC 29455
Phone: (847) 650-3642
Email: mvhanan@gmail.com

Russell Berner (2022)

286 Masters Court
Kiawah Island, SC 29455
Phone: 973-615-7611
Email: raberne@constructionclaimsgroup.com

Laurence (Larry) Rosenfeld (2022)

99 Jackstay Court
Kiawah Island, SC 29455
Phone: 704-437-1028
Email: larry@rosenfeldandco.com

John Taylor, Planning Director

Town of Kiawah Island
4475 Betsy Kerrison Parkway
Kiawah Island, SC 29455
Phone: 768-9166
Email: jtaylor@kiawahisland.org

John R. Moffitt, Council Liaison

36 Painted Bunting Court
Kiawah Island, SC 29455
Phone: 704-968-5130
Email: jmoffitt@kiawahisland.org