

The Town of James Island held its regular meeting at 7:00 p.m. in Council Chambers, 1238-B Camp Road, James Island, SC on Thursday, November 16, 2017. The following members of Council were present: Mayor Pro-Tem Leonard Blank, Garrett Milliken, Darren “Troy” Mullinax, Joshua P. Stokes and Mayor Bill Woolsey, who presided. Also, Ashley Kellahan, Town Administrator, Bonum S. Wilson, Town Attorney, Merrell Roe, Finance Officer, Mark Johnson, Public Works Director, Sergeant Shawn James, Island Sheriff’s Patrol, and Frances Simmons, Town Clerk. A quorum was present to conduct business.

Opening Exercises: Mayor Woolsey called the meeting to order and led the Pledge of Allegiance. FOIA: this meeting was published and posted in accordance with the Freedom of Information Act and the requirements of the Town of James Island.

Presentation of FY 2016/2017 Financial Statement, Henry Wilson, Wilson & Quirk CPA: Mr. Wilson presented an overview of the Independent Auditor’s Report and Financial Statements for the year ending June 30, 2017. Mr. Wilson complimented the Town on receiving a clean unqualified opinion. He said the Town is in a good cash position for operations and financial internal controls. Mr. Wilson reviewed the Town’s bonds, noting that last year the Town issued bonds, has paid \$200,000, and has \$2.9 million remaining. The Town has purchased land and is building a Town Hall. \$2.2 million, as of June 30, is available to complete the Town Hall, in addition to \$1.1 million if it is needed. Mr. Wilson reviewed the Town’s pension plan with the SC Retirement System (SCRS). The SCRS, as of June 16, is \$19 billion underfunded. He is required to report the Town’s pro-rata share as a liability on the Financial Statement. However, SCRS would not send the Town a bill for its share, \$961,000. How this impacts the Town is the SCRS raises what is withheld from an employee and the Town pays a match. That \$961,000 liability does not have to be paid by the Town. Town revenues are above budget; and expenses are below budget. Overall, the Town is in good fiscal condition. Mr. Wilson was thanked for preparing the audit and for a great job explaining it.

Public Comment: No comments were made.

#### Consent Agenda

- a. Minutes October 19 Regular Town Council Meeting: Councilman Milliken moved to approve the consent agenda and it passed unanimously.

#### Information Reports:

- a. Finance Report: Written report presented by Finance Officer Merrell Roe and accepted as information. Ms. Roe added that local option sales tax revenues (LOST) were received for August and September 2017.
- b. Administrator’s Report: Written report presented by Town Administrator Ashley Kellahan and accepted as information. Town Council Christmas Drop-in will be held Friday, December 8. The completion of Town Hall is scheduled March 2018.
- c. Public Works Report: Written report presented by Public Works Director, Mark Johnson and accepted as information. Councilman Stokes asked the timeframe on the Harbor View project; Mr. Johnson said it should be this month because there were not many deficiencies. Councilman Stokes asked about updates on the Camp and Folly Intersection project. Mayor Woolsey said he received a report on the items being worked on. He said no information was given on the completion date other than next spring. Councilman Milliken asked who would be responsible for maintaining the culverts and gutters once the project is completed and Mr. Johnson answered the SC Department of Transportation (SCDOT).

- d. Island Sheriffs' Patrol Report: Sergeant James presented the crime report. He announced that no bench warrants are being served at this time. The Island Sheriffs' Patrol report was accepted as information.

Requests for Approval:

- Award to Blanchard Construction for Town Hall Overflow Parking Lot: Mrs. Kellahan reported this is the joint parking lot with the Town and First Baptist Church. Three (3) bids were received. Blanchard Construction was the low bidder at \$398,565 and the Town and First Baptist will be responsible for 50% of the cost. After the contract is awarded, the Town can issue a notice to proceed according to the architect on November 27. Per contract, this should take 90 days and the overflow parking lot would be completed. The Church will be able to use their portion of the parking lot once completed. Motion in favor made by Councilman Stokes, seconded by Councilman Mullinax. Councilman Milliken asked if the parking lot would be pervious. Mrs. Kellahan said the Town Hall's portion would be pervious; the same as at Pinckney Park and the Church will be asphalt. Motion passed unanimously.
- Fort Johnson Culvert and Junction Box Repair: Mrs. Kellahan presented a proposal from Utility Asset Management for \$14,428. She said Charleston County Stormwater has reviewed the proposal and thought the price was good. Motion in favor was made by Councilman Stokes, seconded by Councilman Milliken. No discussion. Motion passed unanimously.
- Santee Street Public Parking Lot Design Improvements: Mrs. Kellahan reported that Council previously approved leasing two commercial lots on Santee Street (behind the Sweetwater Café, Roadside, and Gillie's Restaurants). She said the Town would like to work with Stantec to improve the lots to bring them in-line with the Rethink Folly Road project. There would be a connection at the back so restaurant staffs and patrons would not have to access the lot from Folly Road. Improvements will include delineating spaces for a better flow. Motion in favor was made by Councilman Stokes, seconded by Councilman Mullinax.

Councilman Milliken commented that \$13,000 is a large cost for Concept Plans and Topographic Surveys and asked if other bids had been received. Mrs. Kellahan explained that the Town uses three engineering firms. She said engineering and architectural services are not sent out for bids; requests for qualifications (RFQ's) are solicited. The Town did this a few years ago. Stantec is one of four firms the Town procures and they were already working on the Folly Road Phase I Project Conceptual Study. Mrs. Kellahan commented that Stantec's fees may be higher than others but they provide good work products, they are competent and fast. There was discussion about the configurations and how many would be provided. Councilman Stokes confirmed the proposal states up to three. Councilman Milliken said, if this has nothing to do with construction, is the \$13,000 for the three options only. Mrs. Kellahan said also for surveying. Councilman Milliken said if we go about this as a construction bid, would the cost go down to get a better price. Mrs. Kellahan explained the options, and that some restaurant owners wanted to have access but did not know the best way to go about it. There are trees that buffers between Sweetwater, Roadside, and the property owner wants to keep as many as possible. It has been a long time since the property line was surveyed and the Town wants only to work on the parcels that we lease. Councilman Milliken asked if certain design elements could be specified in the plan; i.e., tree protection, tree wells, and pervious materials used for surfacing; Mrs. Kellahan said those could be specified. Mayor Woolsey said we are interested in protecting the trees as best that we can. He did not think many of them were grand trees. Councilman Milliken asked if the owner would pay for any of the costs. Mrs. Kellahan said the Town has a 10-year lease that specifies the owner approving improvements. The costs would be funded with Hospitality Taxes, which goes back into the community. Councilman

Milliken asked if lighting is included and expressed concern about how that might affect the neighbors. Mrs. Kellahan said lighting and security is included. Motion passed unanimously.

Committee Reports:

Land Use Committee: No Report.

Environment and Beautification Committee: Councilman Milliken announced a successful Adopt a Highway litter pickup on November 4; 55 bags of litter collected. A litter pick-up will be held on December 16 on Harbor View Road. Arbor Day celebration will be held on Friday, December 1 at Camp Road Middle School. The Annual Art Auction will be held on Saturday, February 24. The next Poetry Workshop will be held on March 17.

Children's Commission: The Third Annual Lights On event will be held on Saturday, November 18 from 10-12 Noon in the parking lot at Town Hall. Lights On is a nationwide event that celebrates afterschool programs and its important role in the lives of children, families and the community. This event is sponsored by the Children's Commission and the Kaleidoscope Program.

Public Safety Committee: Councilman Mullinax announced that the Neighborhood Council met earlier this month because of the Thanksgiving holiday. The next meeting will be Thursday, December 28 at 7:00 p.m.

History Commission: Mayor Woolsey announced that the History Commission held the dedication and installation of the Battle of Dills Bluff marker on Saturday, November 11. The Simeon Pinckney marker will be dedicated and installed on February 10. The History Commission held a kick-off meeting on November 14 to discuss a Guide to the History of James Island.

Proclamations/Resolutions:

Resolution #2017-16: Resolution in Support of Complete Streets Application for Improvements along Folly Road: Mayor Woolsey reported that the Rethink Folly Road Steering Committee has come to an agreement with Charleston County to combine the Town's earlier proposal for building sidewalks from Ellis Creek to George Griffiths, with a project going further down the road. The project that was developed runs from Ellis Creek to Sol Legare. There is \$4.4 million remaining in the Complete Streets federal money at the Council of Governments (COG) and we plan to apply. The cost of putting multi-use paths along that entire corridor was \$15.9 million. If sidewalks are put in areas where we currently have a bike path and multi-use paths, is \$10.3 million. At Monday's COG meeting, approval was received for \$1.5 million towards the project. The Town has already committed to \$400,000 and the County anticipates \$2 million from the Half-Cent Sales Tax. The \$1.5 million we received from the COG is federal money; and the City is likely to come up with \$400,000. He said there are different options to phase the project and the Steering Committee will make recommendations that will come to Council to decide. Mayor Woolsey said the Resolution supports the County's application. They have already submitted an application to the COG for the larger project that we will support. Motion in favor of the Resolution was made by Councilman Stokes, seconded by Councilman Mullinax.

Councilman Milliken said he hopes a Complete Streets Implementation will be done. He said a lot of money was received for Harbor View Road and not all of the Complete Streets guidelines were followed, primarily public transportation features. There are no public transportation now, but; if you put the features in, they might come. Bus pullouts are a good way to keep traffic moving and as we go through the implementation of sidewalks, leave room for a bus pullout. Mayor Woolsey said he thinks the current proposal includes four bus shelters, but he does not know if bus pullouts are in the current version of the plan. Mayor Woolsey said his understanding of the conceptual plan in the application that we will endorse is not written in stone. As the plan is implemented, it is subject to modification. He noted that when this question came up in the Steering Committee, the understanding from the consultants and Charleston County was that if the

application is successful and more money is received from the COG, we would not be tied to implementing the plan exactly. Motion passed unanimously.

Ordinances up for Second Reading: None

Ordinances up for First Reading: None

New Business: None

Executive Session: Not needed

Adjournment: There being no further business to come before the body, the meeting adjourned at 7:49 p.m.

Respectfully submitted:  
Frances Simmons  
Town Clerk