



City Council

6:00 p.m., Tuesday, March 22, 2022
Council Chambers
1207 Palm Boulevard, Isle of Palms, SC

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address, and topic to Nicole DeNeane at nicoled@iop.net no later than **3:00 p.m. the business day before the meeting**. Citizens may also provide public comment here:

<https://www.iop.net/public-comment-form>

Agenda

1. **Introduction of meeting** and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Roll Call
2. **Citizens' Comments** - All comments will have a time limit of three (3) minutes.
3. **Consent Agenda**
 - a. Approval of Previous Meetings' Minutes:
 - i. Regular Meeting - 6:00 p.m., February 22, 2022
 - ii. Special Meeting – 4:30 p.m., March 3, 2022
 - b. Approval of FY22 budget of proposed expenditures by the Charleston Visitor's Bureau
4. **Reports from Standing Committees**
 - a. **Ways and Means Committee**
 - b. **Public Safety Committee**

Consideration of recommendation that a letter be sent to SCDOT based on statute 57-5-820 that the City has not agreed to the changes to the Connector and request that the Connector be returned to its original striping until such time as an agreed upon change to the Connector can be reached.
 - c. **Public Works Committee**
 - d. **Recreation Committee**
 - e. **Personnel Committee**
 - i. Consideration of appointment of Jeffery Forslund to fill the unexpired vacancy in the IOP Water and Sewer Commission.
 - ii. Discussion and consideration of Code of Conduct for Elected Officials.
 - f. **Real Property Committee**
5. **Reports from City Officers, Boards and Commissions**
 - a. **Board of Zoning Appeals** – No meeting in March



- b. **Planning Commission** – minutes attached
- c. **Accommodations Tax Advisory Committee** – no meeting in March
- d. **Environmental Advisory Committee** – minutes attached

6. Reports from Special or Joint Committees – None

7. Petitions Received, Referred or Disposed of – None

8. Bills Already in Possession of Council – None

9. Introduction of New Bills, Resolutions and Proclamations

Proclamation 2022-01 to proclaim March 2022 as Red Cross Month.

10. Miscellaneous Business

- a. Consideration of application for surf instruction permit for 2022
 - i. Carolina Salt LLC – Kyle Busey
- b. Continued discussion of strategies to increase efficiencies of Council and governance.
- c. Next meeting: Regular Meeting: 6:00 p. m., Tuesday, April 26, 2022

11. Executive Session

Executive Session pursuant to §30-4-70(a)(2) to receive legal advice related to a proposed civil settlement from Jonathan Gandolfo related to the tree cutting case. Council may take action on matters discussed in Executive Session upon returning from Executive Session.

12. Adjournment



CITY COUNCIL MEETING
6:00pm, Tuesday, February 22, 2022
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Popson, Streetman, Miars, Ward, Anderson, Bogosian, Hahn, and Mayor Pounds

Staff Present: Administrator Fragoso, Asst. City Attorney McQuillin, various department heads

2. Citizens' Comments

Mr. Wallace Bonds, 406 Carolina Boulevard, spoke with concern about a City code that needs to be reviewed and possibly changed to prevent new home construction from causing drainage issues on a neighboring property. He would like City Council to look into it further.

Ms. Kathy Campbell, 10 20th Avenue, thanked the ATAX Committee for their work on how the City can develop its own DMO. She spoke with concern about the ATAX funds sent to the CVB with little metrics and oversight. She also voiced concern about the appointees to the Accommodations Task Force, specifically those individuals who do not live on the island or whose businesses create ATAX funds. She believes the appointees should include short-term rental owners and property managers.

3. Consent Agenda

MOTION: Council Member Streetman made a motion to the Consent Agenda. Council Member Bogosian seconded the motion. The motion passed unanimously.

Approval of Previous Meeting's Minutes of January 25, 2022, 6pm

4. Reports from Standing Committees

A. Ways and Means Committee

i. Discussion and consideration of FY22 proposed expenditures by the Charleston Visitor's Bureau – presentation by Helen Hill, CEO of CVB

Ms. Helen Hill, CEO of the Charleston Visitor's Bureau, gave an overview of the outcomes of the FY21 expenditures. She said the CVB team is focused on getting visitors to "make the decision to spend the night here at the highest possible rate."

They have hired Keydata to help beach communities review past activity and forecast for future activities. A special grant from the SC General Assembly helped the CVB aggressively market the area. The average daily rate was 30% higher and revenue was 45% higher in FY21.

In FY22, their goal is to provide more detailed metrics to the City. They will focus advertising the Isle of Palms during the off season and will work with Wild Dunes staff to bring in group business. They have begun work on an IOP-specific website that any IOP business can be a part of. She invited people to visit exploreiop.com and discoveriop.com. She shared the budgeted amounts to be spent on media relations, visitor information support, and advertising.

The CVB cannot provide IOP-specific results from their marketing efforts as their marketing is regional in nature. Ms. Hill said the success of their marketing can be measured in the amount of ATAX monies collected by the City. She said less than 30% of their budget goes to overhead.

MOTION: Council Member Hahn made a motion to go into Executive Session to receive legal advice regarding the vote on the FY22 CVB budget. Council Member Miars seconded the motion.

Mayor Pounds said tonight's vote is on the FY22 budget, which is already eight months in.

Administrator Fragoso noted that City Attorney Halversen, who could not be present for tonight's meeting, is more prepared to provide legal advice on this question. She recommended waiting until the next meeting to take action on this item so they could have their questions answered by City Attorney Halversen. Council Member Hahn said he would like to have an Executive Session anyway so that their concerns can be discussed and the attorneys can come to the next meeting prepared with the answers. Council members Hahn and Miars withdrew their motion until the end of the meeting.

ii. Approval of a contract to Munnerlyn Pyrotechnics for the 4th of July fireworks display [Strategic Plan Priority 3, Goal e; Priority 4, Goal b]

Administrator Fragoso said she received two bids from one company: one for a 22-minute show (\$31,000) and one for a 27-minute show (\$35,000). \$35,000 is in the budget and covers the cost of the show and miscellaneous incidentals. The additional costs to the City, such as overtime, are covered in the budget. The fireworks expense is paid for by ATAX funds. She reported that Sullivan's Island is not doing fireworks on July 4th, but Mt. Pleasant will do a show at Patriot's Point.

MOTION: Council Member Streetman made a motion to approve a contract to Munnerlyn Pyrotechnics in the amount of \$35,000 for a 27-minute fireworks show on July 4th. Mayor Pounds seconded the motion. A vote was taken as follows:

Ayes: Anderson, Bogosian, Hahn, Miars, Popson, Streetman, Pounds

Nays: Ward

The motion passed 8-1.

Mayor Pounds continued with a review of the minutes from the February 15, 2022 Ways & Means Committee meeting. Revenues are significantly better than budgeted through the end of January at \$12.7M. The City is under budget on expenses, and numerous larger expenses have been moved to FY23 due to timing and supply chain issues. Local option sales tax and building permit revenues are 25 and 84% higher respectively than the previous year's budget.

The City currently has \$30M in cash, \$16M of which are restricted. He briefly reviewed the status of the Capital Projects.

B. Public Safety Committee

Council Member Streetman reviewed the minutes of the February 10 and 17, 2022 meetings. The February 10 Special Meeting was focused on the scope and status of the studies regarding the changes to the IOP Connector. Administrator Fragoso provided an update: "SCDOT and Secretary Hall continue to be committed to expanding the scope of the study to look at what you just described through the whole corridor and in the intersections. The ball is in our court to provide her with an updated scope based on the discussion of the Special Public Safety meeting. I had a call today with Jennifer Beall, the traffic engineer that we have hired to do that, and we discussed some of her suggestions and those will go to SCDOT. Ms. Hall has indicated that a change order will be drafted to include that. That will not be part of the first six-month study, which is mostly dedicated to the Connector and the recent modifications and whether or not there are alternatives that could achieve our goal of ensuring emergency access and certainly accommodating pedestrians and bicyclists as well. The kickoff meeting is scheduled for March 4th. It will be here at City Hall, and all of our partners are confirmed as well as SCDOT and the consultant from Maryland." This meeting will be staff only and focused on the study of the Connector.

MOTION: Council Member Streetman made a motion that the City send a letter to the SCDOT based on their violation of State statute 57-5-820 that the City had not agreed to the changes to the Connector and request the Connector be returned to its original striping until such time as an agreed-upon change to the Connector can be reached. Council Member Hahn seconded the motion.

Mayor Pounds said two such letters were sent to SCDOT on March 3 and 26, 2021. Administrator Fragoso said there was no formal response to those letters. However, the studies currently being discussed are as a result of those letters.

Council Member Hahn, who offered to draft such a letter, said, "My concern is they did not formally respond to the prior letters. We have a statute that, in my opinion, they have violated because they did not get our permission to make the changes to the Connector. We are now a year later, and we have traffic data that suggests that there's some correlation between the striping and the accidents. We've had double the number of accidents on the Connector than we have had in the past. Whether there is a direct correlation or not, I do not know the answer to that. I think it behooves us as a Council to put DOT on notice as to our position and ask them to return the striping...until such time as we can communicate with DOT and agree upon a change to the Connector that makes sense for everybody."

Council Member Bogosian expressed concern that such a letter could put everyone “back in their corners.” Council Member Hahn said the letter will not be presented to the Council until next month’s meeting, so it may not be needed depending on the outcome of the March 4th meeting.

Council Member Anderson would like to see the letter drafted and held in abeyance, adding that SCDOT is working in the City’s favor. She also said that while the number of traffic accidents did double, the accidents were related to traffic volume and distracted drivers, not the striping. She did not believe this number of accidents to be a “dire condition.”

Mayor Pounds agreed to the drafting of the letter but did not want anything done with the letter until after the next meeting.

Council Members Streetman and Hahn withdrew their original motion.

MOTION: Council Member Streetman made a motion to draft a letter to the SCDOT, to be held in abeyance until the next City Council meeting, in regard to the disagreement with the changes to the Connector and request that it be returned to its original striping. Council Member Hahn seconded the motion. A vote was taken as follows:

Ayes: Anderson, Bogosian, Hahn, Miars, Streetman, Ward, Pounds

Nays: Popson

The motion passed 8-1.

Council Member Streetman then reviewed the minutes of the regular Public Safety Committee meeting of February 17.

MOTION: Council Member Streetman made a motion to discuss and approve the LOWVELO bike ride on Saturday, November 5, 2022 as a City-sponsored event. Mayor Pounds seconded the motion.

Administrator Fragoso reported that staff has been speaking with LOWVELO staff making the necessary adjustments to the event to better accommodate the businesses at the Front Beach. She said the team has been focusing on including the business community more in the planning. She stated, “The placement of the fencing is going to be different than last year so that there is a sort of unfettered access between the festival and those businesses. I know they are really focusing on changing their approach and how they participate and work with the local business community. There are some concessions that are being made about their participation as a food vendor, and they’ve started one-on-one outreach sooner...they are putting together a group of local folks that will serve as a liaison with the business community.” The event will continue to be discussed at the quarterly meeting with the local business owners.

C. Public Works Committee

Council Member Ward reviewed the minutes of the February 3, 2022 meeting.

D. Recreation Committee

Council Member Popson reviewed the minutes of the February 7, 2022 meeting.

E. Personnel Committee

Council Member Bogosian reviewed the minutes of the February 8, 2022 meeting.

MOTION: Council Member Bogosian made a motion to approve the Spirit of the Island Award criteria as presented. Council Member Ward seconded the motion. The motion passed unanimously.

F. Real Property Committee

Council Member Streetman reviewed the minutes of the February 7, 2022 meeting.

Administrator Fragoso reported that the gate at the marina is open at sunrise and closed at sunset.

5. Reports from City Officers, Boards, and Commissions

- A. **Board of Zoning Appeals** – minutes attached
- B. **Planning Commission** – next meeting February 23, 2022
- C. **Accommodations Tax Advisory Committee** – no meeting in February
- D. **Environmental Advisory Committee** – minutes attached

Council Member Bogosian gave a brief review of the work of the Environmental Advisory Committee. The Committee has set four areas of focus and is developing 1-2 actionable items per area. “The focus will be on low-hanging fruit...things that can be done fairly quick without changes in ordinances or requiring significant funding.”

6. **Reports from Special or Joint Committees** – none

7. **Petitions Received, Referred or Disposed of** – none

8. **Bills already in Possession of Council** – none

9. Introduction of New Bills, Resolutions, and Proclamations

- A. **Resolution 2022-03** – authorizing the consumption of beer and wine on March 5, 2022 at the Front Beach Fest

MOTION: Council Member Streetman made a motion to approve, and Council Member Bogosian seconded the motion. The motion passed unanimously.

- B. **Resolution 2022-04** – authorizing the Mayor and City Council to execute a Community Development Block Grant-Mitigation agreement between the City and the SC Office of Resilience to fund the constructions of the 41st Avenue Outfall Project

MOTION: Council Member Ward made a motion to approve, and Council Member Popson seconded the motion. The motion passed unanimously.

C. Ordinance 2022-01 – an ordinance to change the method of nominating the candidates for and determining the results of nonpartisan elections and to change the location for filing statements of candidacy

MOTION: Council Member Streetman made a motion to review and discuss. Council Member Bogosian seconded the motion.

MOTION: Council Member Ward made a motion to amend to break the vote and discussion into two parts (the location of the filing as part one and determining the results of a non-partisan election as part two). Council Member Popson seconded the motion.

MOTION: Mayor Pounds made a motion to suspend the rules of order to allow for a discussion at First Reading. Council Member Hahn seconded the motion. The motion passed unanimously.

Mayor Pounds explained that as the ordinance stands when a resident wants to file to run for office they had to do so at the Board of Elections on Leeds Avenue. This change to the ordinance would allow residents to file at City Hall for the convenience of the residents. Administrator Fragoso further explained that the City has historically received the filings and checks and taken them to Leeds Avenue on behalf of the candidates. She added, “This was challenged at the last election because the ordinance does not say that the City can accept the statements of candidacy even though they are not really technically being filed within the City. Our attorney said that it is not clear. There is really no issue. They’ve always filed with the county, but in order to clarify that and be able to continue to accept the filings here, we recommend this change so that it is not challenged in the future.”

With regards to determining the results of nonpartisan elections, Mayor Pounds said a candidate must have 50% plus one in order to win. The Board of Elections has asked the City to consider plurality as the option in determining election results. This is the option used in 65% of municipalities. The majority option often leads to runoff elections that create hardship on the voters and reduces voter turnout. Mayor Pounds said the issue will be referred back to the Committees for further discussion prior to City Council reviewing and approving it on Second Reading.

Council Member Popson spoke in favor of the majority method in determining the results. He asked if this change needed to be considered via referendum. Mayor Pounds said the Town of Mt. Pleasant made the change within their council. Council Member Streetman said he prefers the change to plurality as it is less confusing and less costly. Council Member Miars also believed plurality to be the better method since runoff elections lead to less voters making the final decision. Council Member Hahn expressed a concern about a scenario in which a lot of people are running for one position and wondered if a hybrid option exists.

MOTION: Council Member Ward made a motion to postpone the discussion on both items to allow for more research on turnout percentages in runoff elections for the past six elections for City Council and Mayor as well as if there were municipalities that put the question to a referendum. Council Member Popson seconded the motion.

Council Member Miars noted that it would be possible to pass this on First Reading and still gather the requested data before Second Reading. Council Member Hahn reiterated that he would like to know if there is a hybrid option to consider. Mayor Pounds said he is in favor of postponing to give everyone more time to think about the changes.

VOTE: The motion passed unanimously.

10. Miscellaneous Business

A. Consideration of recommendation for appointments to the ATAX Task Force

Mayor Pounds reviewed the previous City Council action that led to the creation of the ATAX Task Force, whose first meeting will be held on Thursday, February 24, 2022 at 9am.

MOTION: Council Member Ward made a motion to appoint the following people to the ATAX Task Force: Council Member Streetman, Sam Parish, Melissa Simbana, Ray Burns, Randy Walker, Brett Jones, Curtis Kay, Katrina Limbach, and Sarah Vega. Council Member Han seconded the motion. The motion passed unanimously.

Council Member Streetman said the task force will work to complete their assignment within the 6 months requested by the Mayor.

B. Consideration of application for surf instructions permits for 2022

- i. Salt Marsh Surf – Philip Antman**
- ii. Sol Surfers Surf Camp – Kai P. Dillon**

MOTION: Council Member Ward made a motion to approve, and Council Member Miars seconded the motion.

Administrator Fragoso said that all three surf instructors who participated in the program last summer were notified, and only two responded. She said she is considering adding an application deadline for next year. This application is good for one year.

VOTE: The motion passed unanimously.

C. Discussion of strategies to increase efficiencies of Council and governance

Mayor Pounds explained that Council began a discussion at the retreat in January about creating more efficiencies in how the City government works. The discussion centered around using workshops instead of the committee structure, noting that the City hosted 140 meetings last year, all of which require significant time and preparation by the City Administrator and department heads.

He said, “All I am putting forth is looking at a different way to approach our duties, create efficiencies for Council and staff and ensure Council’s focus is at a policy-making level and not day-to-day operations...One option would involve having one workshop a month as opposed to all our committee meetings where we would have discussion on topics but not take any votes. We would obviously need to design the workshop agenda in a way that the right level of information is provided for Council to ensure we are meeting our strategic plan, our staff has the

resources to get their jobs done, and our residents are receiving the level of services they deserve.”

According to MASC, about 80% of municipalities across the state operate in this fashion. He asked for some consensus from Council members so that he and the City Administrator could continue research into what the workshop process would look like in the City. He suggested that the City ordinance codifying the committee structure could be suspended for a period of time to “test drive the workshop schedule” to see if it creates the efficiencies they want.

Council members Hahn, Miars, Bogosian, Streetman, and Anderson spoke in favor of trying the workshop option. Council members Popson and Ward stated their preference for the committee structure.

D. Next meeting – Regular Meeting, 6:00pm, Tuesday, March 22, 2022

11. Executive Session

MOTION: Council Member Ward made a motion in accordance with §30-4-70 (a)(2) to move into Executive Session to receive legal advice regarding the Accommodations Tax conversation from earlier in the meeting. Council Member Hahn seconded the motion. The motion passed unanimously.

City Council moved into Executive Session at 8:01pm.

City Council returned from Executive Session at 8:30pm. Mayor Pounds said no decisions were made.

MOTION: Council Member Hahn made a motion to postpone the discussion and vote about the approval of the CVB budget for FY22 pending advice from legal counsel. The motion passed unanimously.

12. Adjournment

Council Member Ward made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned 8:31pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



SPECIAL CITY COUNCIL MEETING

4:30pm, Thursday, March 3, 2022

1207 Palm Boulevard, Isle of Palms, SC

broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Miars, Popson, Streetman, Anderson, Hahn, Bogosian, Ward and Mayor Pounds

Staff Present: Administrator Fragoso, Interim Chief Briscoe

2. Purpose – Consideration of recommendation for the hiring of the Fire Chief

Administrator Fragoso reviewed the selection process used to narrow the 53 applications received for the position of Fire Chief to the two candidates who will come before City Council. She spoke highly of the work done by Development Associates who handled the screening and testing of all candidates. The final two candidates have spent the last two days meeting with staff and touring the facilities and island.

Interim Chief Briscoe said he had gone through a similar process with Development Associates before coming to the Isle of Palms and he was very impressed with it. He said he feels good about both the candidates and believes both will do a good job for the City. He said the majority of the fire department staff has met with both candidates. He pointed out that the IOP Fire Department is one of only 200 out of 46,000 fire departments in the United States to hold a Class 1 status and has held that rating since 2017. This was Chief Briscoe's first experience working in a Class 1 department.

3. Executive Session

MOTION: Council Member Streetman made a motion to go into Executive Session in accordance with SC Code §30-4-70(a)(1) to discuss employment matters related to the hiring of the Fire Chief. Council Member Hahn seconded the motion. The motion passed unanimously.

City Council moved into Executive Session at 4:45pm.

City Council returned from Executive Session at 6:22pm. Mayor Pounds said no decisions were made.

MOTION: Mayor Pounds made a motion to approve the hiring of the Fire Chief based on the City Administrator's recommendations. Council Member Ward seconded the motion. The motion passed unanimously.

4. **Adjournment**

Council Member Ward made a motion to adjourn and Council Member Streetman seconded the motion. The meeting was adjourned at 6:22pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

City of Isle of Palms
Financial Summary as of February 28, 2022
(Dollars in Thousands)

	REVENUES			
	YTD Actual	Annual Budget	Remaining to Collect	YTD Actual as a % of Budget
General	\$ 8,429	\$ 11,799	\$ 3,370	71%
Capital Projects	1,967	1,291	(676)	152%
Muni Accom Tax	1,302	1,526	224	85%
Hospitality Tax	557	836	279	67%
State Accom Tax	1,768	2,146	378	82%
Beach Prserv Fee	1,003	1,275	272	79%
Marina	208	360	152	58%
Disaster Recovery	42	10	(32)	420%
All Other	187	171	(16)	110%
Total All Funds	\$ 15,463	\$ 19,414	\$ 3,951	80%

	EXPENDITURES			
	YTD Actual	Annual Budget	Remaining to Spend	YTD Actual as a % of Budget
	\$ 7,269	\$ 12,466	\$ 5,197	58%
	899	4,456	3,557	20%
	621	1,265	644	49%
	484	562	78	86%
	845	1,506	661	56%
	74	385	311	19%
	420	689	269	61%
	-	10	10	0%
	167	167	(0)	100%
	\$ 10,779	\$ 21,506	\$ 10,727	50%

General Fund Revenues					
	FY22 YTD Actual	FY22 Budget	% of FY22 Budget	FY21 YTD Actual	% of Prior YTD
Prop Tax	\$ 4,556	\$ 4,806	95%	\$ 4,493	101%
LO Sales Tax	472	895	53%	448	105%
Business Lic	718	1,421	51%	801	90%
Rental Lic	550	940	59%	887	62%
Other Lic	120	1,496	8%	119	101%
Build Pmts	694	450	154%	384	181%
From State	165	253	65%	127	0%
Parking	702	1,019	69%	571	123%
All Other	452	519	87%	454	100%
Total	\$ 8,429	\$ 11,799	71%	\$ 8,284	102%

General Fund Expenditures (YTD target = 58%)					
	FY22 YTD Actual	FY22 Budget	% of FY22 Budget	FY21 YTD Actual	% of Prior YTD
Mayor/Council	\$ 102	\$ 134	76%	\$ 93	110%
General Govt	806	2,145	38%	735	110%
Police	1,787	3,022	59%	1,720	104%
Fire	2,445	3,745	65%	2,287	107%
Public Works	964	1,502	64%	917	105%
Build & Lic	271	456	59%	271	100%
Recreation	670	1,090	61%	612	109%
Judicial	190	270	70%	155	123%
BSOs	34	102	33%	46	74%
Total	\$ 7,269	\$ 12,466	58%	\$ 6,836	106%

February 2021 Notes:

- YTD General Fund Revenues are consistent with prior YTD levels with the exception of Rental License Revenues, which continue to reflect a 1-time shortened reporting period for 2021 rental license renewals. The 2022 business and rental license renewal period has begun with a deadline of April 30, 2022. The City received \$1.5 million in property tax revenue in February.
- YTD local option sales tax (including a late pmt rec'd in March) and building permit revenues are 21% and 81% above February 2021, respectively, highlighting robust economic and building activity on the island. The current forecast for General Fund predicts total additional revenues of \$1,252,000.
- YTD General Fund operating expenses are running 6% ahead of the prior year but well within budget targets. There is currently no forecasted change in total General Fund budgeted expenditures.
- The current forecast reflects the expected cross over to FY23 of certain capital projects. These include construction of drainage phase 3 (\$2,362,000), delay/change in FEMA private residence project (\$720,000), undergrounding of electric lines at the Marina (\$125,000), a portion of the comprehensive drainage plan (\$125,000) and the renovation construction of public dock space at the Marina (\$150,000).
- The City has \$30 million in cash deposits. Approximately \$4 million of this total represents unspent bond proceeds, \$1 million is unspent federal ARP funding and \$12 million is restricted for tourism related expenditures or beach preservation.



**Ways & Means Committee Meeting
5:00pm, Tuesday, March 15, 2022
1207 Palm Boulevard, Isle of Palms, SC 29451
and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Anderson, Hahn, Bogosian, Miars, Ward, Streetman, Popson, and Mayor Pounds

Staff Present: Administrator Fragoso, Treasurer Suggs, City Attorney Halversen, various City Department heads

2. Approval of previous meeting's minutes

Council Member Ward made a motion to approve the minutes of the February 15, 2022 meeting, and Council Member Miars seconded the motion. The motion passed unanimously.

4. Citizen's Comments -- none

5. Financial Statements – Treasurer Suggs

Treasurer Suggs said revenues are “flowing well,” and tourism revenues are ahead of pre-Covid levels. 71% of the General Fund revenues have been collected for the year, including \$1.5M in property taxes last month. She expects strong revenues for business and rental license renewals in March and April. Building permits are at 154% of the budget.

She does not anticipate changing the budget forecast and believes the City will beat the budget by approximately \$1.25M.

All major departments are at or below budget in the General Fund. The City has \$30M in cash, \$17M of which is restricted.

Treasurer Suggs reported that all tourism revenues continue to run well ahead of budget.

Construction administration and transformer relocation costs were paid out of the Marina fund. The final application for payment to Gulfstream for the smaller internal drainage projects was received. There were no significant changes to the legal expenses' worksheet. \$128,000 has been budgeted for legal expenses in FY23 in anticipation of a more “normal” year.

5. Capital Projects Report

A. Marina Restaurant Renovation

Administrator Fragoso gave an overview of the work that has been completed at the Marina restaurant. A slide detailing all of the work done there can be seen in the YouTube recording of this meeting linked on the City's website. The restaurant is expected to open in early April. Power has been connected to the building. Pavers have been installed in the sandpit area. The floors in the back dining room are to be installed this week. Kitchen equipment is being installed as it arrives. Conversation with Director Kerr continues about the location of the dumpster and whether or not a compactor will be used.

B. Marina Docks Rehabilitation

Administrator Fragoso gave an overview of the work being done on the Marina Docks Rehabilitation Project. A slide detailing all of the work done there can be seen in the YouTube recording of this meeting linked on the City's website. This project is also expected to be complete at the beginning of April "with the exception of some of the DHEC water certifications and the as-builts." The fuel dock is almost complete. Interior work on the fuel hut continues. Electrical issues with the power and the electrical panel have been resolved.

C. Phase III Drainage

Administrator Fragoso gave an overview of the work being done on the Phase III Drainage Project. A slide detailing all of the work done on this project can be seen in the YouTube recording of this meeting linked on the City's website. Work on 30th and 36th avenues is expected to begin in early April. The golf course portion of the project should be completed by June. Road closures are expected for the work on both outfalls. The dates for the closures have been provided.

The joint wetlands permit from OCRM and the Army Corps of Engineers is still pending for the 41st Avenue outfall project. Thomas & Hutton has requested additional information from DHEC on when that permit is expected. Discussions about the design of section between Waterway and the end of 41st Avenue for parking spaces will be part of budget discussions.

D. Master Drainage Plan

Administrator Fragoso said work on the Master Drainage Plan is going well and is on schedule to be completed by the end of the year. Staff meets regularly with Davis & Floyd. The inventory of the current conditions and the 2D and 3D modeling is underway. They are beginning to identify potential projects that will be part of the capital drainage plan. There is some money in the FY23 budget to begin work on some of those projects.

E. Overhead to Underground Conversion

Administrator Fragoso reported that the bore profiles have been received. A Dominion Energy manager to review the packet so they can release the cost estimates to be sure the City has estimated the right amount in the budget for the 50% they are responsible to pay. Dominion

Energy will be submitting the report to SCDOT to request the encroachment permit. The contractor has provided a plan for lane closure, and they are working on a traffic control plan that will need to be approved before it goes to SCDOT for the encroachment permit. This project is anticipated for fall of FY23.

6. Old Business

A. Consideration of FY22 budget of proposed expenditures by the Charleston Visitor's Bureau

Mayor Pounds said this item will be considered after Executive Session at the end of the meeting.

B. Consideration of approval of an amount not to exceed \$15,000 to hire an expert to develop a report that identifies potential violations and safety issues with the modifications to the IOP Connector [Strategic Plan Priority 1, Goal b]

Mayor Pounds reported there was a kickoff meeting on March 4 about the study of the IOP Connector. The meeting was attended by SCDOT staff and their consultant, City staff and Jennifer Bihl, the City's consultant, and the Mayor. Discussion centered around the first scope of the study and "some low-hanging fruit to help with the season traffic this year." A follow-up meeting in Columbia with the City's lobbyist and SCDOT is planned for March 29th "to continue the conversations around that as well as other strategic items. He feels "decent progress" has been made in the last 30 days.

MOTION: Council Member Hahn made a motion to approve, and Council Member Miars seconded the motion.

Council Member Hahn urged the Committee to approve this expense. He feels the views of an independent expert are necessary in dealing with SCDOT. Council Member Anderson believes SCDOT is "showing good faith in that they've acknowledged the fact that they want to revisit the way the Isle of Palms Connector was striped and is open to changes." Adding that the City has hired a consultant to review what is happening and provide guidance, she suggested postponing further consideration of this motion until "we're satisfied with what we have now."

Mayor Pounds reported that additional meetings are taking place with Mt. Pleasant, Sullivan's Island, and Charleston County Parks regarding planning for summer traffic. Results for the first scope of the study with SCDOT are not expected until after the summer season.

Council Member Bogosian said that while going through another summer season in the same situation, he believes SCDOT is likely aware of the violations they have made, but they are committed to making changes. He said the timing of such a letter could be detrimental to the progress being made by the current discussions.

Council Member Hahn said, "From my perspective, they have not dealt with us in good faith. Everybody knows that they came down here and did this basically, they had admitted that they did not do a study. They just did it, and we need in our toolbox an expert to tell us the violations, whatever they may be." Council Member Miars agreed that such a letter could provide the City

with knowledge they need in their discussions with SCDOT. She believes such a letter could guide future decisions.

Mayor Pounds said he did not feel the expense for this letter will bring what SCDOT will provide in the fall.

Council Member Anderson said that while she agrees that SCDOT did not behave well at the beginning of the process, they are cooperating with the City now. The City's consultant has been hired to tell the City what their needs are in this situation. Phase 1 of the study is already underway and SCDOT has already agreed to conduct a study of the entire corridor so traffic can be moved on and off the island better. "The reason why we are worried about emergency access is because of traffic congestion. So if we can improve traffic congestion, then the others will fall into place. It is not going to eliminate traffic congestion, but it will make it better." She does not want to put on hold the work that is being done and is planned to be done.

Council Member Hahn said there are "safety issues on the Connector" and he believes the City should openly speak about these issues without worrying someone will be offended.

Mayor Pounds said he is not in favor of this expense at this time. He said, "We heard from our own Public Safety personnel that it has not affected our response times at all, and we've hired a consultant to sit around the table with us. SCDOT has hired an independent consultant to sit around the table with us. I think we are making significant progress personally."

VOTE: A vote was taken as follows:

Ayes: Hahn, Miars

Nays: Anderson, Bogosian, Popson, Streetman, Ward, Pounds

The motion passed 7-2.

7. New Business

A. Discussion and consideration proposed option for redevelopment of the new public dock and the intracoastal dock at the Marina

Kirby Marshall of ATM presented an assessment of the condition of the public and T-docks at the Marina and detailed ways in which to adapt those structures to meet their intended use. Three options for each dock were presented: repair, replace, and middle ground.

For the public dock, the repair option would cost approximately \$500,000; the replace option approximately \$1.7M, and the middle ground option \$700,000.

For the T-docks, the repair option would cost approximately \$1.3M; the replace option approximately \$1.7M, and the middle ground option \$1.4M.

Committee members briefly discussed the how the improvements to the T-docks could potentially generate more revenue for the Marina Manager, which "trickles down" to the City. Administrator Fragoso added that under the terms of the lease, the City is responsible to repair the dock but not improve it.

Council Member Ward reminded the Committee that there is a fund for repairs at the Marina set aside in the budget based on insured value. He also shared that residents defeated a referendum in 2018 that would have authorized spending several million dollars to repair the marina docks. He suggested leaving the docks as they are and seeing how much use they get out of them before expending any money.

Mayor Pounds said that monies for the repair option on both docks are included in the first draft of the budget. Council Member Streetman said that the docks need to be made ADA compliant at the very least.

Council Member Miars said, "I think it is interesting that we are not open all of a sudden, talking about not spending any more money. We just spent the lion's share of the money at the Marina has already been spent and done, and now we're suddenly talking about something for the public, the people of this City, and now we don't want to spend any money. I think that's a shame. So I would certainly hope that we would put something into that public dock."

Mr. Marshall also reviewed the current permit status for each dock and the required permitting for each option for each dock.

B. Discussion of celebration of 70th Anniversary of the City's incorporation

Council Member Streetman said this idea was inspired by an email from former Mayor Carroll who asked City Council to recognize the 50th Anniversary of the Windjammer.

Mayor Pounds said he thinks that celebrating the 75th Anniversary would be more monumental. He also pointed out that this celebration is slated for January, which could be too short of a time for proper planning.

The Committee decided the issue should be further discussed by the Recreation Committee.

C. FY23 Budget Workshop – 1:00pm, Wednesday, March 16, 2022, Recreation Center

8. Miscellaneous Business

The next regular meeting of the Ways & Means Committee will be Tuesday, April 19, 2022 at 5pm.

9. Executive Session

MOTION: Council Member Anderson made a motion in accordance with §30-4-70(a)(2) of SC Code to move into Executive Session to receive legal advice regarding the review of the FY22 budget of the Charleston Visitor's Bureau. Council Member Hahn seconded the motion. The motion passed unanimously.

The Ways & Means Committee moved into Executive Session at 6:26pm.

The Ways & Means Committee returned from Executive at 7:05pm. Mayor Pounds said no decisions were made.

MOTION: Council Member Streetman made a motion to approve the FY22 Charleston Visitor's Bureau FY22 budget. Council Member Ward seconded the motion. A vote was taken as follows:

Ayes: Anderson, Miars, Popson, Streetman, Ward, Pounds

Nays: Bogosian, Hahn

The motion passed 7-2.

10. Adjournment

Council Member Ward made a motion to adjourn and Council Member Streetman seconded the motion. The meeting was adjourned at 7:06pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

Explore Charleston
FY 2021/22 Program of Work - City of Isle of Palms - BUDGET

	Expenses	Percentage of Expense
DESTINATION MARKETING		
Destination Marketing has one goal: promote the Charleston area as the country's premier overnight destination. We ask ourselves one question: Will this expenditure generate an overnight visitor? All area tourism economic activity flows from overnight visitation: <i>Our marketing strategy has layered advertising mediums that are constantly evolving. Innovative electronic promotions are integral, yet print publications continue to be relevant.</i>	\$ 428,613.55	56.74%
<p>Depending on the campaign, radio, television, and billboard advertising may be utilized and direct mail may be employed. <i>Titles in our media plan for FY 21/22 include AFAR, Better Homes & Gardens, Coastal Living, Condé Nast Traveler, ESSENCE Magazine, Garden & Gun, Midwest Living, Smithsonian Magazine, Southern Living, Travel & Leisure, and Western NC Magazine. Bon Appetit, Food Network, Food & Wine and various AAA publications are also in our paid media schedule. Wedding specific advertising placements are planned with The Knot, Heart of North Carolina and Grace Ormonde.</i></p> <p>Marketing plans support our important group sales initiatives through placements with CONNECT and Northstar Meetings Magazine. Active involvement through Virtuoso and Signature Travel Network are also important pieces of our promotional strategy in getting these exclusive and highly-sought-after travel advisors to recommend our area to avid travelers.</p> <p><i>Publications created in-house for promotion through response pieces include Charleston Area Visitors Guide, Charleston Area Wedding Guide and the Charleston Area Destination Planning Guide for group business.</i></p> <p>Explorecharleston.com and CharlestonAreaBeaches.com are cornerstones in our promotional efforts. We have several other sites that correspond to the printed publications mentioned above, and sites are updated for content and creative daily. <i>A robust social media presence is critical to support promotional campaigns and reach a diverse audience. Our team creates inspiring, customized editorial content for Instagram, Facebook, Twitter, Youtube and Pinterest, as well as our charlestonly.com/blog. Explore Charleston has garnered hundreds of thousands of followers from across the world and consistently outperforms industry averages for audience engagement.</i></p> <p>All creative is developed in-house to protect the brand of the Charleston area and its islands. Ongoing investments in photography, videography, and written content keep the message fresh, and ensure complimentary voice and aesthetic. <i>All of our advertising is based on solid, current tourism research. Research is expensive, and necessary in making sound advertising decisions. Various sources are utilized such as Destinations International, US Travel, Key Data, TravelClick, Datafy, and Smith Travel Research.</i></p> <p>Locally, our paid partnership with the Office of Tourism Analysis in the Business Department at the College of Charleston has proved invaluable in ensuring our ability to synthesize, analyze, and impact our tourism metrics. The College plays an integral role in capturing and collecting data as well. <i>Improved and increased air service into Charleston International (CHS) continues to be a major focus for Explore Charleston. Working with Southwest, JetBlue, Alaska Airlines, Breeze Airways and legacy carriers has significantly expanded access to and from the region.</i></p> <p>Over 4.8 million people traveled through our airport in 2019 and passenger volume was trending higher prior to Covid-19. This effort is essential to keep ticket prices affordable through CHS so that we can continue to expand direct fly markets, strengthen tourism, and support regional economic development opportunities.</p>		
MEDIA RELATIONS		
Media Relations and communications about the Charleston area are critical components of the promotion of our community:	\$ 69,737.64	9.23%
<p>Relationship development is key in these efforts as we work with travel writers, editorial boards and other journalists to promote the Charleston experience through earned media.</p> <p><i>Creating unique and engaging itineraries for media visiting the region is essential in telling the Charleston area's story. Writers want new ideas and opportunities to continue producing fresh material for their readers.</i></p> <p>Robust photo and video libraries have been built and updated regularly to ensure content is current and relevant. This is essential as we work to assist journalists and broadcasters in telling their stories about our community. A picture is worth a thousand words.</p> <p><i>Paid, advertorial opportunities through D Weddings and Hearst are planned. Taking an advertorial approach complements our efforts because it appears editorial in nature, yet we are able to control the content.</i></p> <p>Business development through media relations powerhouse Lou Hammond Group continues to prove beneficial in attracting new journalists to our community. <i>Other development channels for our media team include activity through the Society of American Travel Writers, the Public Relations Society of America, the US Travel Association, and the British Guild of Travel Writers. These groups provide invaluable opportunities to interact with media that we might not otherwise engage.</i></p>		
GROUP SALES		
Sales initiatives intended to bring group business to Charleston County include:	\$ 128,053.69	16.95%
<p><i>Over 39 vetted tradeshows, solely focused on lodging "fits" for our area such as corporate sales, association, government and incentive business, national and international tour operators, weddings, and SMERF (social, military, educational, religious, fraternal) markets.</i></p> <p>Sports initiatives are also crucial to group business, filling venues and hotel rooms countywide, whether it's a large event like the Volvo Car Open, or traveling team sports such as soccer clubs, gymnastics competitions, volleyball tournaments, etc.</p> <p><i>Promotion of area businesses that are able to service our convention / group business is an important piece of group promotion. Once a group has booked its accommodations, they then look for meeting venue, dining and tour options.</i></p>		

Explore Charleston

FY 2021/22 Program of Work - City of Isle of Palms - BUDGET

	<u>Expenses</u>	<u>Percentage of Expense</u>
Sales training for our industry partners is part of our programming. A meeting planner must first be sold on a destination, rather than a hotel, so it's important that hotel sales staff can talk knowledgeably about Charleston County.		
VISITOR SERVICES		
<i>Visitor Services expenditures for our operation of four area visitor centers (downtown Charleston, Kiawah Island, Mount Pleasant, North Charleston):</i>	\$ 105,211.01	13.93%
Information distribution, directions, assistance in visitor planning, access to public facilities and general promotion of our community are day-to-day responsibilities.		
<i>Area tours are booked through our centers, spreading economic benefit to regional businesses.</i>		
Last minute, same-day hotel rooms are also booked through the centers as our lodging partners look to book the day's remaining inventory.		
<i>Visitor Services also serve large groups that come to the Charleston area, via setting up mini Visitor Centers to help disseminate the same information that can be found in our "official" facilities.</i>		
Visitor Information SUPPORT		
Serving visitors and callers via our 1-800 phone lines is a vital link in supporting our marketing efforts. Ads are placed, articles are published, and our phone lines ring in response.	\$ 23,792.82	3.15%
<i>Our Visitor Inquiry Service (VIS) operators also serve a pivotal role during times of crisis, whether it is a weather event such as a hurricane, or more recently, the Covid-19 pandemic. VIS operators play a critically important role by continually gathering and disseminating the most up-to-date information to potential travelers to our community.</i>		
Total Expenditures	\$ 755,408.71	
Total Atax Budgeted to Receive from City of Isle of Palms in FY 2021/2022	\$ 598,279.00	
New Expenses Related to Isle of Palms Website and Other Programs (such as Coast is Clean)	\$ 157,129.71	20.80%
		120.80%



**Special Ways & Means Committee Meeting
Budget Workshop #1
1:00pm, Wednesday, March 16, 2022
Recreation Center
24 28th Avenue, Isle of Palms, SC 29451**

MINUTES

1. Call to Order

Present: Council members Anderson, Bogosian, Hahn, Miars, Popson, Streetman, Ward, and Mayor Pounds

Staff Present: Administrator Fragoso, Director Kerr, Treasurer Suggs, various City Department heads and staff

2. Purpose – Discussion of the FY23 Budget

Council Member Pounds reviewed the goals for the discussion of the FY23 Budget: review on budget assumptions, discuss key budget initiatives and projects, a review revenue forecast and proposed expenditures, and any additions of new projects or initiatives.

Budget assumptions for FY23 include: 90% of the revenue from the previous 12 months, 95% staffing capacity in the Police Department, a 2.5% merit and or step increase, \$4.50/gallon fuel charge, overlapping costs for positions of Finance Director and Public Works Foreman, a transfer of \$1.2M from tourism funds into the General Fund, and a projected transfer of \$961,000 from the General Fund into the Capital Projects Fund.

Key budget initiatives included the outfalls at 30th and 36th avenues, the Master Drainage plan and smaller drainage projects as identified by that plan, improvements at the Public Dock and T-docks, development of the greenspace at the Public Dock, beach access path improvements, undergrounding utility lines at 21st Avenue, the refurbishment of the basketball court and creation of the pickleball court, a second set of bunker gear for the firefighters, employee wage adjustments, and contracted professional services.

FY23 projects a \$2.7M bump in revenues. Committee members discussed whether or not such a large assumption was prudent in light of inflation and gasoline prices. Forecasts from ExploreCharleston and local rental agencies indicate strong rental numbers for the year, but staff will track trends throughout the budget process in case there are changes. Mayor Pounds said that the City's cash balances are strong and discretionary spending can be easily changed if need be.

The debt service for the Recreation Center will roll off in 2023. The next debt service to roll off will be for Fire Station 2 in 2026.

Committee members briefly discussed the need and desire to bury more of the electrical wires. While the City and the Committee would like to see this done more aggressively, staffing at Dominion Energy and the City's desire to have these projects done in the off season limits undergrounding to one project per year.

Council Member Bogosian suggested the addition of a code enforcement officer (not a sworn position). He said that Chief Cornett believed such a position could be filled before the sworn positions and would be very helpful in managing the code enforcement and livability calls coming in. Administrator Fragoso said previous data does not support this addition, but it could be the information is not being tracked properly. Director Kerr added that Chief Cornett said this position could start out as a seasonal position.

Mayor Pounds reviewed some predicted changes coming in the second draft of the budget including an 18% increase in health insurance premiums, the re-budgeting of the purchase of police and fire vehicles from FY22, an increase in the amount paid for beach access signage, the addition of \$10,000 for text-to-park transaction fees, and a \$151,054 correction to the Tourism Promotion Expense in the State ATAX Fund. Council Member Pounds asked for the cost of a boat lift for Public Safety boats to be added to the budget. Mayor Pounds would like to add the cost of a forensic audit for island businesses to be in FY23.

Committee members held a lengthy discussion about the options for improvements at the Public and T-docks as presented at last night's Ways & Means Committee Meeting. The costs of the "middle ground" option on both docks will be included in the next draft of the budget.

The second draft of the FY23 budget will be discussed at the April Ways & Means Committee meeting. The first reading of the budget is slated for the April City Council meeting followed by a Public Hearing and Second Reading at the May City Council meeting.

3. Adjournment

Council Member Ward made a motion to adjourn and Council Member Streetman seconded the motion. The meeting was adjourned at 2:38pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



PUBLIC WORKS COMMITTEE
4:30pm, Wednesday, March 2, 2022
1207 Palm Boulevard, Isle of Palms, SC
and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Bogosian, Hahn, and Ward

Staff Present: Administrator Fragoso, Director Kerr, Asst. Director Asero

Absent: Director Pitts

2. Approval of previous meeting's minutes – February 3, 2022

Council Member Hahn made a motion to approve the minutes of the February 3, 2022 meeting, and Council Member Bogosian seconded the motion. The motion passed unanimously.

3. Citizens' Comments -- none

4. Department Reports – Director Pitts and Assistant Director Asero

Director Pitts said garbage collection was up a little for February while yard debris was up by 40 tons. He spent \$4600 on vehicle maintenance for the month and remains under budget.

Asst. Director Asero reviewed the activities of the Public Works Department in February. Drainage work included reviewing Charleston County stormwater drainage plans for home construction, the completion of ditch cleaning from 32nd Avenue to Waterway Boulevard, review of outfall documentation for tide valve installation, vegetation and debris cleaning at 34th Avenue between Forest Trail/Waterway Boulevard to 41st Avenue, and meeting with Davis & Floyd to discuss alternative methods of ditch cleaning.

Facilities maintenance activities included the completion of City-wide backflow testing, the installation of exterior LED lighting at City Hall, replacement of lightbulbs in Council Chambers, repair of Fire Station 2 generator, repair of duct work at the Public Safety Building, and securing estimates for painting at City Hall.

Work at the Front Beach included the completion of lighting from 10th Avenue to the Pavilion, the removal of a bike rack and turtle statue at the VFW to accommodate a larger sidewalk, resetting of the granite monuments, and securing estimates for the sidewalk and brick paver repairs.

The repaving of the 41st Avenue sidewalk from the Marina to Wildwood Drive is now complete. Staff is securing estimates for the pruning of all the palm trees on Palm Boulevard from Breach Inlet to 57th Avenue. Asst. Director Asero also reported that he has created a work route for weekly litter control between Memorial Day and Labor Day.

Council Member Hahn asked about the parking bumpers along Palm Boulevard and their potential replacement. Administrator Fragoso shared that the earlier conversations and research into that option revealed that it was cost prohibitive. She said that she intends to discuss short-term aesthetics along with bicycle and pedestrian access along Palm Boulevard with SCDOT staff at their meeting on March 4. Further delineation of the parking spaces on the ocean side of Palm Boulevard “is still something that we would want to pursue for SCDOT to do ahead of the season.”

5. Old Business

A. Update on Phase III Drainage Project [Strategic Plan Priority 5, Goal c]

Administrator Fragoso said not much has changed since the Capital Projects update at the Ways & Means Committee meeting. The contract for the work at the 30th and 36th avenues outfalls has been executed and is slated to begin in April. The City is awaiting permits for the 41st Avenue outfall and is in the process of evaluating the option to pipe a portion of the 41st Avenue right-of-way to increase parking on the marina side.

B. Update on improvements to golf cart path along Ocean Park Plaza [Strategic Plan Priority 1, Goal b]

Administrator Fragoso said the encroachment permit has been secured. They are working on getting pricing on the construction costs. Administrator Fragoso anticipates the work will only take a few days, but she is attempting to coordinate that work with a larger project on Ocean Boulevard that will facilitate the movement of large delivery trucks.

6. New Business

Discussion of proposed FY223 Operational Budget – Public Works [Strategic Plan Priority 3, Goal b]

Administrator Fragoso reviewed the areas of the operational budget with the highest increases over FY22 including salaries which is being driven by the approved adjustments from the Wage & Compensation Study, required employer increases to employee retirement, fuel charges, vehicle maintenance, the cost of temporary labor, and contracts which will include a contract for the temporary use of a mini excavator to see if it is something the staff will use before requesting to purchase a used one.

Council Member Bogosian suggested raising the fuel charges even higher. Administrator Fragoso said those will be adjusted as needed throughout the budget process.

She reminded Committee members of some of the projects from the 10-year Capital Plan, noting the portions of the costs of those items that will come from tourism revenues.

Administrator Fragoso said that staff is reevaluating some staffing in the department in light of an upcoming retirement. They would like to restructure the department to allow for a Stormwater Foreman with the current resources. While this will be a new position, it will not be an additional employee. They will present their idea at the upcoming budget workshop.

B. Discussion of request from The Dinghy to relocate existing compactor located at the Small Municipal Parking Lot

MOTION: Council Member Ward made a motion to suspend the rules of order to allow Mr. Bret Jones to speak to this matter. Council Member Hahn seconded the motion. The motion passed unanimously.

Mr. Bret Jones said that the structure enclosing the compactor in the small municipal parking lot is at the end of its useful life. He would like to see a brick enclosure built at the center of the parking lot. He believes a new and stronger structure would not only be more aesthetically appealing, but also help with the rodent problem in that area. He also said moving the compactor to the center of the lot will create parking spaces.

Administrator Fragoso said that the City pays \$80-\$90,000 annually for the commercial dumpster service that picks up that trash. The business owners who use that compactor split the cost of the County's fee to dump the trash.

Administrator Fragoso said this issue has been discussed in the past. Previous research showed that a move to the center actually reduced the number of parking spaces because of the required setbacks needed around a new structure. The projected expense of the project along with the lost revenue was approximately \$100,000, and so discussion stopped.

Mr. Jones encouraged Committee members to come look at the lot with him. Council Member Ward agreed the area needs to be cleaned up and would like to continue to discuss the matter. Council Member Hahn asked for cost breakdowns of what the City pays, what the business owners pay, and potential costs involved with moving the compactor. Administrator Fragoso said the issue will be discussed at the staff level with Mr. Jones, and ideas will be brought back to the Committee.

7. Miscellaneous Business

The next meeting of the Public Works Committee will be Wednesday, April 6, 2022 at 3:30pm.

8. Adjournment

Council Member Hahn made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned at 5:13pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



**Recreation Committee Meeting
12:30pm, Monday, March 7, 2022
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to order

Present: Council members Miars, Popson, and Ward

Staff Present: Director Kerr, Director Page

2. Approval of the previous meeting's minutes – February 7, 2022

MOTION: Council Member Ward made a motion to approve and Council Member Miars seconded the motion. The motion passed unanimously.

3. Citizens' Comments – none

4. Departmental Reports – Director Page

Director Page gave highlights of the activities in the Recreation Department including the kickoff of adult sports leagues such as basketball, soccer, and table tennis. Soccer and baseball camps have been setup for Spring Break.

She stated she did receive a request about a 40 and over pickup basketball league, and she presented an idea to those who expressed that interest. They will continue to discuss the idea to see if there is a consensus on how such an offering could look.

Director Page said that except for a few classes where size is still limited, most class attendance is back up to pre-Covid levels. Beach Boot Camp will start back this Saturday at 9am.

She said RecTrac is online and running smoothly. It will be ready for summer camp registration which begins on March 14 at 8am.

Keenagers and Doggie Day at the Rec Center were both well attended. The recent blood drive collected 27 pints of blood. Last Saturday's Front Beach Fest was also a great success.

Upcoming events include the Yard Sale, Easter Brunch, Music in the Park in May, and the Sand Sculpting contest in June.

5. Old Business

Discussion of Sunday Hours

Council Member Miars said a resident asked for this matter to be kept on the agenda and asked if there is any more staff can do to get the Recreation Center back open on Sundays. Director Page reported that it has been a challenge to staff the existing programs. They are about to lose another part-time employee. She said volunteers are not always dependable and would need to know CPR, First Aid, and other Recreation Center policies in order to effectively operate when open. She said it has been very hard to find people to work, which is why the hours have been shortened overall. Recreation centers across the country are experiencing similar staff shortages.

Director Page said she has only received one application for a summer camp counselor, and she needs 6-8 counselors. She said staffing Sunday is not off the radar, but they have not found any one as of yet.

Council Member Popson said he saw no reason to keep the matter on the agenda. He believes Director Page will inform the Committee when someone is found to staff Sunday hours.

6. New Business

Discussion of the FY23 Operational Budget for the Recreation Department [Strategic Plan Priority 3, Goal b]

Director Page reviewed the line items that saw significant change from the FY22 budget including salaries and wages as a result of the Wage & Compensation Study, increased retirement expenses as dictated by the State, and increases in fuel expense, contracts (due to increase expense of materials), cleaning supplies, and temporary labor (used as needed to help maintain the grounds). She noted a decrease in electrical and gas expenses based on actuals from FY22.

She reviewed the costs of some capital projects that will be paid for with tourism revenues such as the basketball courts and certain special events. The replacement of the gate at the Breach Inlet Boat Ramp has been added to capital projects.

7. Miscellaneous Business

The next meeting of the Recreation Committee will be on Monday, April 4, 2022 at 12:30pm.

8. Adjournment

Council Member Ward made a motion to adjourn, and Council Member Miars seconded the motion. The meeting was adjourned at 12:47pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



Personnel Committee
9:00am, Tuesday, March 8, 2022
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to Order

Present: Council Members Anderson and Bogosian, Mayor Pounds

Staff Present: Director Kerr, HR Officer Ladd

2. Approval of previous meeting's minutes

MOTION: Council Member Anderson made a motion to approve the minutes of the February 8, 2022 meeting. Mayor Pounds seconded the motion. The motion passed unanimously.

3. Citizens' Comments -- none

4. Old Business

A. Interview of candidates recommended by the IOP Water & Sewer Commission for appointment to fill vacancy

Mr. Chad Neal was interviewed for the open position on the Water & Sewer Commission. Mr. Neal feels that his experience as a business owner of a company that lays pipes and cables provides him with unique knowledge pertinent to the work of the Water & Sewer Commission. He works with contractors on environmentally friendly ways to put pipes in the ground with minimal impact, trains linemen in the field, knows and understands the workings of water and power companies around the state, and is familiar with the managers of water companies in the state. He believes transparency combats misinformation on social media. He believes the public needs to know why they should be on sewer and that the change to sewer should happen as soon as possible. He would like other residents to have a better experience than he did regarding hooking into the City's sewer system.

Mr. Jeff Forslund was also interviewed for the open position on the Water & Sewer Commission. Mr. Forslund spoke extensively about his experiences with waste minimization and reuse. He said it is important to educate homeowners on the proper care and maintenance of their septic systems. He would like to make the cost of tying into the sewer system affordable and palatable for all residents. He spoke about meeting with members of the Water & Sewer Commission and the staff regarding the switch to sewer so he could better understand the need to do so. He said it is important to get the facts out to residents.

B. Discussion and consideration of Code of Conduct for members of City Council

Committee members said that while the content of the merged document is good, there are numerous typos and content consistency issues that need to be addressed before it can go to full Council for discussion. Mayor Pounds said that once it is cleaned up it can go to City Council for directional feedback.

MOTION: Mayor Pounds made a motion to adopt and approve the amended Code of Conduct as discussed. Council Member Anderson seconded the motion. The motion passed unanimously.

5. New Business

Discussion of FY23 operational budget for General Government and Building Department [Strategic Plan Priority 3, Goal b]

Council Member Bogosian asked for clarification regarding the amounts for wages and salaries in FY22 and FY23. Mayor Pounds explained that the wage and salary adjustments did not start until 1/1/22 and therefore look different when annualized in FY23.

Treasurer Suggs explained the bump in IT services is partially related to VC3 from whom she is still awaiting an answer regarding their fees for FY23. Some of the increase is also due to monies for A/V upgrades to Council Chambers, part of which will be spent in FY22 and the remainder in FY23.

The change in salaries in the Planning Department reflect Director Kerr's salary being moved into General Government and the hiring of a Zoning Administrator.

6. Miscellaneous Business

The next regular meeting of the Personnel Committee will be on Tuesday, April 12, 2022 at 9:00am.

7. Executive Session

MOTION: Council Member Bogosian made a motion to move into Executive Session in accordance with SC Code §30-4-70(a)(1) to discuss personnel matters as it relates to the filling of the vacancy on the Water & Sewer Commission. Council Member Anderson seconded the motion. The motion passed unanimously.

The Personnel Committee moved into Executive Session at 10:07am.

The Personnel Committee returned from Executive Session at 10:14am. Council Member Bogosian said no votes were taken.

MOTION: Council Member Bogosian made a motion to recommend to City Council the appointment of Jeff Forslund to the Water & Sewer Commission. Council Member Anderson seconded the motion. The motion passed unanimously.

8. **Adjournment**

Mayor Pounds made a motion to adjourn, and Council Member Anderson seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:15am.

Respectfully submitted,

Nicole DeNeane
City Clerk

Application for Boards and Commissions

Applicant Name

jeffery forslund

Position Sought

IOP Water and Sewer Commission

Home Phone

(843) 296-1972

Work Phone**Mobile Phone****Email**

ukases@yahoo.com

Are you a resident of the Isle of Palms?

Yes

How many years have you lived in the Isle of Palms?

35

Address

241 forest trail, isle of palms, South Carolina 29451

Occupation and Title

retired

Business or Employer Name**Have you ever served on a board or commission for the City of Isle of Palms or another local government?**

No

If yes, please provide information about that service

Have you served as an elected official of local government?

No

Please list community and volunteer activities you may be involved in.

Auxilliary member VFW Post 3137 IOP SC.

Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.

no

State your interest in serving on this Board or Commission.

I have worked with the IOP Water and Sewer Commissions prior to my retirement for over 25 years as a contractor providing waste transportation and equipment rental services. As a long term resident I would like to offer my expertise in waste management to provide opinions and ideas that may help the Commission with problems, concerns or planning. I was employed by Fenn-Vac inc for 30 years as general manager of the Division of Republic Services. The company was bought out and no longer exists. I can provide references if needed.

Upload Résumé

Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

**CITY OF ISLE OF PALMS
CODE OF CONDUCT
FOR ELECTED OFFICIALS**

Policy Purpose

The City Council of the City of Isle of Palms adopts this Code of Conduct to provide a uniform set of standards so that elected officials, while exercising their respective offices, shall conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City's government. The provisions in this Code of Conduct shall not supersede state law but are intended to supplement the same. To the extent any provisions contained in this Code of Conduct and state law are in conflict, state law shall apply.

A. GENERAL CONDUCT GUIDELINES AND STANDARDS

Members of the City Council (hereinafter collectively referred to as "Members") shall conduct themselves in accordance with the following standards:

- (1) **Act in the Public Interest.** Members shall work for the common good of the residents and visitors of the City and not for any private or personal interest, and they will ensure fair and equal treatment of all persons, claims and transactions coming before them.
- (2) **Comply with both the spirit and the letter of the law.** Members shall comply with the laws of the United States, the State of South Carolina and the City of Isle of Palms in the performance of their public duties.
- (3) **Conduct of Members.** The professional and personal conduct of Members while exercising their office must be above reproach and avoid the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Members, the City Staff or public. Members shall practice civility and decorum during public debate.
- (4) **Respect for Process.** Members shall perform their duties in accordance with the processes and rules set forth in the Rules of Order and Procedure in the City Code, Robert's Rules of Order, and the Rules of Conduct in the South Carolina Ethics Reform Act. Members shall honor the role of the Chairperson in maintaining order during public meetings.
- (5) **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand. When making decisions, Members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.

- (6) **Conflict of Interest.** Members shall avoid any conflicts of interest, or the appearance thereof, in compliance with the City Code and South Carolina law.
- (7) **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general and shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action, or give the appearance of being compromised, in compliance with South Carolina law.
- (8) **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to Members which is confidential or privileged under South Carolina law, including information provided during executive session, legal advice provided by the City's legal counsel, and any information otherwise protected by South Carolina law. Members shall not disclose confidential information without proper legal authorization, or use such information to advance their personal, financial or other private interests.
- (9) **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g., City Staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.
- (10) **Representation of Private Interests.** Members shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the City, in compliance with South Carolina law.
- (11) **Advocacy.** Members shall represent the official policies or positions of the City to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall explicitly state that said position is not endorsed by the City of Isle of Palms.
- (12) **Policy Role of Members.** Members shall respect and adhere to the council form of City government as provided in the City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City Staff, Boards, Committees and Commissions, and the public. Members shall not interfere with the administrative functions of the City or the professional duties of City Staff; nor shall they impair the ability of City Staff to implement Council policy decisions.

- (13) **Independence of Boards, Committees and Commissions.** Because of the value of independent advice of Boards, Committees and Commissions to the public decision-making process, Members shall refrain from using their position to unduly influence the deliberations or outcomes of board, committee and commission proceedings. Councilmembers shall refrain from attending meetings of Boards, Committees and Commissions, of which they are not members, to avoid the appearance of undue influence or Freedom of Information Act violations. Councilmembers shall not contact a Board, Committee or Commission member to lobby or advocate on behalf of or against an individual, business, or other applicant appearing before any City body or any matter of business that will ultimately come before Council for final decision.
- (14) **Positive Workplace Environment.** Members should make every effort to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. Members shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City Staff and make every attempt to avoid creating the perception of inappropriate direction to City Staff.
- (15) **Social Media.** Members who engage in personal social media activity (i.e., Facebook, Twitter, YouTube, blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, etc.) that makes reference to the City, a Member's own official capacity with the City, any other elected or appointed City official, City Staff, City property, or any other City-related business, shall conduct themselves in accordance with all applicable laws and City policies. Members engaging in such activity should make it clear that they are speaking for themselves and not on behalf of the City. Members shall not engage in any form of unlawful harassment, discrimination, or intimidation or use slurs, profanity, personal insults or negative comments regarding City officials or City Staff that convey personal opinions and grievances, entice unproductive attitudes and behavior, or disrupt the harmony of the City's workplace.

B. APPLICABILITY AND SANCTIONS

Acknowledgement of Code of Conduct

Acknowledgement and acceptance of this Code of Conduct is voluntary. All Councilmembers are encouraged to execute the same in order to foster a positive environment and to promote fair and impartial governance.

Behavior and Conduct

The Code of Conduct expresses standards of ethical conduct expected for members of the City Council. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The Mayor and Council have the additional responsibility to intervene when actions of Members that appear to be in violation of this Code of Conduct are brought to their attention.

Compliance and Enforcement

- (1) A public disciplinary hearing against a Member for violation of the Code of Conduct may be held only upon resolution of Council moved and adopted according to the following procedures: (1) a Member must move to hold a public disciplinary hearing; (2) two additional Members must second the motion; and (3) Council must approve the motion by a vote of at least two-thirds (2/3) of Members present and voting.
- (2) A Member charged with conduct constituting a violation of the Code of Conduct shall be entitled to a public disciplinary hearing. Notice of such hearing shall be published in one or more newspapers of general circulation in the municipality at least one week in advance of the hearing. After the hearing, the question to be considered by Council shall be: *"Based on the evidence presented during the hearing, has the Member (a) intentionally violated the Code of Conduct; and/or (b) committed a serious violation of the Code of Conduct?"* If the question is answered in the affirmative by at least two-thirds (2/3) of the Members present and voting, Council shall proceed to consider one or more of the following sanctions, which shall be imposed by majority vote of the members present and voting: (a) censuring the Member; and/or (b) removing the Member's seniority/committee status.
- (3) Unless prohibited by applicable law, the Member accused and/or charged with conduct constituting a violation of the Code of Conduct may vote on the motion to set a public disciplinary hearing, the motion to determine whether the Member violated the Code of Conduct, or any sanctions.
- (4) Nothing herein shall preclude City Council from voting to go into executive session to receive legal advice regarding the interpretation or application of the Code of Conduct.
- (5) A violation of this section shall not be considered a basis for challenging the validity of a Council or Committee decision, nor shall this section create additional rights in third parties or members of the public.

C. IMPLEMENTATION

This Code of Conduct is intended to be self-enforcing and is an expression of the standards of conduct expected by the City for all elected officials.

This document shall be included in the regular orientations for candidates elected to City Council. Members entering office should sign a statement (example below) acknowledging they have read and understand the Code of Conduct. In addition, the Code of Conduct shall be periodically reviewed by the City Council and may be amended or updated by City Council as necessary.

Adopted on _____, 2022 by Resolution No. _____

**CITY OF ISLE OF PALMS
CODE OF CONDUCT
FOR ELECTED OFFICIALS**

I affirm that I have read and acknowledge and accept the City of Isle of Palms Code of Conduct for Elected Officials.

Signature _____

Date _____



REAL PROPERTY COMMITTEE

1:30pm, Monday, March 7, 2022

1207 Palm Boulevard, Isle of Palms, SC 29451

and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Miars, Popson and Streetman

Staff Present: Director Kerr

Also Present: Kirby Marshall, ATM

2. Approval of previous meeting's minutes – February 7, 2022

MOTION: Council Member Popson made a motion to approve the minutes of the February 7, 2022 meeting and Council Member Miars seconded the motion. The motion passed unanimously.

3. Citizens' Comments -- none

4. Marina Tenant Comments

Mr. Brian Berrigan, IOP Marina Manager, shared with Committee members pictures of improvements he has made to the Marina including fencing, parking lot grading, upgrades to the store including painting, roofing, and deck staining, installation of additional golf cart spaces, installation of a new electrical transformer (all of which will be beautified), and the installation of artificial turf. He highlighted the new fuel hut and jet docks, saying he has received a lot of compliments about both. Once all the work is complete, Mr. Berrigan thinks this Marina "will be one of the best marinas on the East Coast." He thanked the City for allowing him to be a part of the fuel hut and jet dock projects. Committee members thanked him for all his work on the improvements he has made at the Marina.

He reported that he and Marker 116 are still in conversations about the shared parking area are ongoing. They are going well, but they still disagree on overnight parking.

He said there is still an electrical issue, and Mr. Marshall said he would look into it when the meeting was over.

5. Old business

A. Update on marina dock rehabilitation project

Mr. Marshall gave the update on the Marina: “The construction of the new docks along the Morgan Creek side of the property is nearly complete. The docks have been in place for some time. The anchor piles are all in place. They are all secured and ready to go. The face and restaurant docks have been done for some time and punched out. All the remedial punch list work on those docks has been done.”

Of the electrical issues, Mr. Marshall said one previously reported issue was related to corrosion, and that has been handled. He believes a second recent issue that tripped the electrical system was more likely due to the boat that connect to the system.

He continued, “The charter docks, which are the docks right behind the Marina store, those are all in. The gangways are in. They look great. Those have been energized with power but not with potable water or fire suppression yet.” That work is expected to be completed in three weeks.

Work on the fuel hut continues. Mr. Marshall said, “They are piping the fuel dispensing product lines, getting ready to install the dispensers, and plumb the pedestals out there with potable water and fire suppression. That is all that remains except for the punch list items on the fuel hut itself, which looks amazing, and I think will be something that will be a sustainable asset for a long time.”

He had a conversation with the Project Manager, Jack Harrelson, last week, and told him he needs to be done by the end of March. He believes that is achievable except for the potable water and fire suppression. ATM will submit the as-built construction documentation to DHEC for an operating permit for the potable water system on the charter docks. The City will also receive as built documentation as well as maintenance manuals.

B. Update on marina restaurant renovation by Marker 116, LLC

Director Kerr said the electrical panel has been installed and energized. They can now put in the flooring and work on paints and finishes. Work on the yard is supposed to start today. Kitchen equipment is starting to come in. All bathrooms and the front entrance are done. Their plan is to have a Certificate of Occupancy by March 25 so they can open on April 1. There is a meeting with Marker 116, the City, and the Insight Group on Tuesday.

Council Member Streetman said that Mr. Bushnell told him he believed the walk-in freezer would arrive today.

Council Member Miars pointed out it will be necessary to finalize the shared parking agreement before the restaurant opens.

C. Update on the proposed public dock and greenspace at the IOP Marina

Director Kerr said further discussion of the greenspace will happen under New Business. Regarding the public dock, Director Kerr said staff has spent “considerable time” coming up with solutions as to how the public dock will be serviced. He said at the moment the Police

Department is opening the gate at sunrise and closing it at sunset. They will conduct random site checks. A proposed sign posting “rules of engagement” was included in the packet, and staff is seeking Committee feedback. Council Member Popson expressed concern about allowing fishing in the area, but Director Kerr said it is not prohibited.

Director Kerr said there is no kayak launching area there yet, but Mr. Berrigan has the needed materials and has said he could have them installed by the end of the month. Staff will work with Mr. Berrigan and ATM to ensure the area is safe for use.

Director Kerr shared an idea for staffing the public dock without actually staffing the public dock would be to have Coastal Expeditions offer twice monthly coastal tours between May and September free to residents. The \$7200 cost is included in the FY23 budget. Council Member Popson suggested the need for first aid equipment to be left at the dock as well as better security for the gate. Director Kerr said there will be a monitored security camera at the public dock.

D. Update on ADA beach access improvements

Director Kerr said they are still waiting on a response from OCRM for a permit to extend the MobiMat further on four beach access paths. The public comment period is finished. He spoke with OCRM this morning, and “they indicated that they still needed a couple of more weeks.”

He also reported that staff has met with the Charleston County Greenbelt Funding people regarding the City’s request for funding at 34A beach access. He said they appeared favorable, so they hope to be successful with that request.

E. Discussion of evaluating alternatives for development of municipal parking lots [Strategic Plan Priority 1, Goal a]

Director Kerr explained that City code does not allow for a new hotel in this area. A retail operation, office space, or restaurant would be permitted, and no one has previously expressed interest in those options. He added that in the past City Council has not expressed a willingness to change the code to allow for other uses. Staff would need to understand City Council’s flexibility on allowable uses before reaching out to developers. He said a previous request for a boutique hotel in that area was not well received. Historically, increasing occupancy there has not been a popular idea.

Director Kerr said that if space remained for municipal use only, a different path could be taken with regards to development and funding.

After further discussion, the Planning Commission will be asked to look into the idea further and then report back to the Real Property Committee.

6. New Business

A. Presentation and discussion of condition assessment report of AIWW and Public Dock

Mr. Kirby Marshall of ATM presented an assessment of the condition of the intracoastal dock and the former watersports dock (now called the Public Dock) “to determine the viability of

those, that existing infrastructure for repurpose and reuse for continued operations on the water way.”

He reviewed the regulatory status of each dock and what is permitted for each area. He also gave a detailed assessment of the condition and sustainability of each of the docks. The complete assessments of each dock, complete with pictures, can be found in the meeting packet for this meeting on the City’s website.

Estimated costs to refurbish/rehabilitate the Public Dock is \$576,553, including contingency. Estimated costs for a more extensive redevelopment would be approximately \$1.8M.

Cost estimates to refurbish the T-docks were between \$1.2M and \$1.6M depending on the level of redevelopment the City wants.

Mr. Marshall was asked if there were any “in-between” options for both docks. He said he could work up something for each dock that included pieces of each option. He will have the new concepts to the Committee by the end of next week. The time needed to adjust or apply for permitting as well as construction time will depend on the options selected.

B. Discussion and consideration of proposed options for redevelopment of the new greenspace at the marina [Strategic Plan Priority 5, Goal a]

Director Kerr said staff engaged Davis & Floyd to create some options for the greenspace area by the public dock. One option involves more landscaping and the second option creates for seating options and connecting walkways. Davis & Floyd is working on the pricing options now. They anticipate being able to complete either option before Memorial Day. Committee members agreed they prefer the option that creates more seating.

C. Discussion of proposed FY23 Operational Budget for IOP Marina and Front Beach [Strategic Plan Priority 3, Goal b]

Director Kerr reviewed the highlights in both operational budgets for the Marina and Front Beach. Revenues for the Marina include the \$40,000 in delayed rent from Marker 116.

Monies have been designated for dredging, design for dredging, work on the Public Dock and the T-dock, credit card fees related to the use of the parking kiosks, three parking kiosks, public art, and the venture with Coastal Expeditions discussed earlier in the meeting.

D. Discussion of 70th Anniversary of City’s Incorporation

Council Member Streetman asked if there was any interest in celebrating the 70th anniversary of the City Incorporation early next year. Council Members Miars and Popson agreed it was a good idea. Copious records were kept from the celebration of the 50th Anniversary from which ideas could be drawn. The topic will be added to the Ways & Means Committee agenda next week.

8. Miscellaneous Business

The next meeting of the Real Property Committee will be held on Monday, April 4, 2022 at 1:30pm.

9. **Adjournment**

Council Member Popson made a motion to adjourn and Council Member Miars seconded the motion. The meeting was adjourned at 4:03pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



BOARD OF ZONING APPEALS
4:30pm, Tuesday, March 1, 2022
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. Call to order

Present: Glenn Thornburg, Arnold Karig, Brian Abel, Elizabeth Campsen, Ted McKnight, and Douglas Kerr, Director of Planning

2. Approval of Previous Meeting's Minutes

MOTION: Mr. McKnight made a motion to approve the minutes as amended, and Mr. Abel seconded the motion. The amended minutes passed unanimously.

3. Swearing in of applicants

Ms. Campsen swore in the applicants.

4. Home Occupations

A. 717 Carolina Boulevard

Director Kerr said the applicant is requesting a special exception for online office work only for a estate sale company. There would be no inventory stored in the home. There will be no business-related traffic coming to the home and no exterior evidence of a business.

The applicant, Vail Duggan, added that items left over from sales go to a storage facility and none would be in her home or sold from her home.

MOTION: Mr. McKnight made a motion to approve the request as submitted. Mr. Thornburg seconded the motion. The motion passed unanimously.

B. 35 32nd Avenue

Director Kerr said that the applicant, Savies Shirbacheh, is requesting a special exception to allow for the establishment of a low-speed vehicle rental business at his home. He has indicated that vehicles would be stored inside an enclosed garage under the house when not rented. The home would be used for office work only, and there will be no business-related traffic coming to the house or employees working from the home.

Mr. McKnight expressed concern about the visibility of business-related activity at the home since the vehicles do have to leave or be returned to the property. The applicant said his home address would not be revealed to renters and he would be the only person driving the LSVs to

and from the home to and from the rental location. He would like to add signage to the LSVs stating the name of the business and the website address.

Mr. Shirbacheh also stated that during the summer months the electricity-powered LSVs can only be rented for a week at time. He would like to be able to keep four vehicles in the enclosed garage under the house until he could determine the success of the business and then decide if an off-island storage unit is necessary.

Director Kerr said he did not see any previous approval by the Board for such a business. He stated that there are approved businesses on the island that have some component of storage at the home to them. The statute says less than 25% of a home can be dedicated to a home business.

Ms. Campsen indicated she did not see an issue with a couple of carts leaving the house weekly in light of the fact that there are other rental/delivery type businesses on the island.

MOTION: Mr. McKnight made a motion to approve the application subject to the conditions of being limited to weekly rentals from May 1 to September 30 and the total maximum number of vehicles to four. Mr. Abel seconded the motion. The motion passed unanimously.

5. Miscellaneous Business

Revised Rules of Procedure

MOTION: Ms. Campsen made a motion to approve and adopt the Revised Rules of Procedure as amended. Mr. Thornburg seconded the motion. The motion passed unanimously.

6. Adjournment

Ms. Campsen made a motion to adjourn and Mr. Abel seconded the motion. The meeting was adjourned at 5:03pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



**Planning Commission Meeting
4:30pm, Wednesday, March 9, 2022
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Scott Pierce, Sandy Stone, Ron Denton, David Cohen (via Zoom), Marty Brown, Sue Nagelski, and Douglas Kerr, Director of Planning

Absent: Steven Corney

2. Approval of minutes

Mr. Stone made a motion to approve the minutes of the February 23, 2022 regular meeting. Ms. Nagelski seconded the motion. The motion passed unanimously.

3. Executive Session

MOTION: Mr. Stone made a motion to enter into Executive Session to receive legal advice. Mr. Pierce seconded the motion. The motion passed unanimously.

The Planning Commission entered into Executive Session at 4:32pm.

The Planning Commission returned from Executive Session at approximately 5:30pm. Mr. Denton said no decisions were made and no votes were taken.

4. Old Business

A. Discuss Short-Term Rental Analysis

Director Kerr said the original map of the island in areas as presented at the February 23 Commission meeting is on the City's website. Mr. Pierce reported that some slight alterations will be made to the map and then the Commissioners can discuss what it means and what kind of recommendations can be formulated.

5. Miscellaneous Business

There will be a Special Meeting of the Planning Commission on Tuesday, March 29 at 4:30pm. The next regular meeting of the Planning Commission will be held on Wednesday, April 20, 2022 at 4:30pm.

6. Adjournment

Mr. Stone made a motion to adjourn, and Mr. Pierce seconded the motion. The meeting was adjourned at approximately 5:36pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



ENVIRONMENTAL ADVISORY COMMITTEE

4:00pm, Thursday, March 10, 2022

1207 Palm Boulevard, Isle of Palms, SC

and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Deb Faires, Jonathan Knoche, Molly Marino, Belvin Olasov, Linda Plunkett, Mary Pringle, and City Council John Bogosian

Absent: Sandra Brotherton, Doug Hatler, Grace Jurgela

Staff Present: Director Kerr

2. Approval of previous meeting's minutes

MOTION: Dr. Plunkett made a motion to approve the minutes of the February 10, 2022 meeting, and Mr. Olasov seconded the motion. The minutes passed unanimously.

3. Citizens' Comments

Robbie Berg, one of the co-presidents of the IOP Garden Club and President-elect of the Exchange Club, shared some upcoming beautification projects with the Committee including adding a mural to the side of the Public Works building that faces the IOP Connector, fall planting of yews at the Lutheran Retreat Center, and plantings around the City sign. She was told by a member of the ATAX Committee there may be funding available for some of these projects.

4. Old Business

A. Discussion of main priorities to pursue identified by the subcommittees

i. Wildlife

MOTION: Dr. Plunkett made a motion to adopt a strategy of prohibiting metal shovels on the beach. Ms. Faires seconded the motion.

Ms. Pringle said that Kiawah Island and Hilton Head have already passed such an ordinance. Georgetown County is working towards the same for all its beaches. Mr. Knoche asked about the metal shovels used by people who metal detect.

Director Kerr shared the history of an attempt at such a ban 15 years ago, which led to a news story on CNN ridiculing the City for that effort. At that time, the City opted to be more proactive in filling in the holes left by visitors. Since more communities have passed such laws since that

time, City Council may be more open to the idea. Ms. Faires said this issue is also an opportunity to educate the public about the dangers of the holes to turtle and people.

Director Kerr said the next step would be to present a draft ordinance to the Committee at the next meeting for their consideration.

VOTE: The motion passed unanimously.

MOTION: Mr. Olasov made a motion to seek ATAX monies to fund a “rack card” with information about birds and sea turtles for tourists to be placed at the desks of hotels and motels on the IOP and a light switch sticker for beach facing lights in front beach rental houses. Dr. Plunkett seconded the motion.

Ms. Pringle passed out a draft layout for the rack card and sticker. She did not think this effort would cost more than a few hundred dollars. Mr. Olasov said had some design ideas for the rack card he felt would make it easier to read. Director Kerr said he would work with Ms. Pringle on generating the formal request to the ATAX Committee.

VOTE: The motion passed unanimously.

ii. **Water Quality**

Director Kerr updated the Committee on the status of the various initiatives voted on by the Committee at the February meeting. He reported that staff has begun discussing water testing options with Charleston Waterkeepers. He said both Charleston Waterkeepers and the State are doing some water testing but not much. He encouraged the Water Quality subcommittee to continue these conversations to encourage more testing. He reported there is \$15,000 in the FY23 budget for possible new testing that may come as a result of this effort.

The Drainage Master Plan is coming along. He said their investigation into the City’s development standards will come at the end of their process. Staff will be sure to keep the Committee integrated in that process.

Director Kerr also reported on legislation regarding neddles has passed the State Senate but is having issues in the House. Mayor Pounds has sent a letter in support of the legislation, and City Council will do all they can do to support the measure.

iii. **Climate Change**

Director Kerr reported that Charleston County is conducting a greenhouse audit, and the City has turned over its energy usage report from Dominion Energy to them to be included in the audit. Mr. Olasov said he would have more details on the audit next month.

Director Kerr noted that the City’s overall energy usage has gone down over the past few years. It is likely due to more energy efficient buildings and appliances.

MOTION: Mr. Olasov made a motion to recommend the Climate Action Resolution to City Council for approval. Dr. Plunkett seconded the motion.

Committee members discussed when to involve the other coastal communities in such an effort to help amplify the message. It was suggested that this effort be passed by City Council before engaging with other communities so as to not slow down the process.

Discussion ensued about some wording changes to the document. Wording regarding the formation of a Climate Action Plan will be included. Director Kerr and Mr. Olasov will wordsmith the document before presenting it to the Public Works Committee in April.

VOTE: The motion passed unanimously.

iv. **Litter**

Dr. Plunkett shared that among the many benefits of membership in Palmetto Pride are grants for numerous projects and activities. She said that the \$1500 membership fee can be covered by a grant from Keep America Beautiful, which also includes \$3500 for projects after six people within the City participate in their certification process. She said that many of the activities and projects completed on the island are part of the certification process. She shared that Palmetto Pride will also provide cigarette butt cannisters to the City for free.

Dr. Plunkett said there needs to be an official organization, whether it be a government entity or a 501(c)(3), to receive any monies from Keep America Beautiful or Palmetto Pride. Suggestions for an appropriate entity included the beach cleanup crews or the newly formed Chamber of Commerce. Ms. Marino said she would reach out to Kelly Thorvalson of the SC Aquarium and Dr. Plunkett will call Susan Smith for their input.

Director Kerr said a conference call with the appropriate people could be set up before the next Committee meeting to better understand the standards the City will need to adhere to in order to have membership in SC Palmetto Pride and Keep America Beautiful.

5. **New Business -- none**

6. **Miscellaneous Business**

Regarding the cigarette cannisters, Director Kerr reported that starting next week the Public Works Department will begin a pilot program of installing and emptying cannisters in the commercial district. He said the cannisters ordered by Public Works turned out to be the size of a beer can but recognized that the effort could be expanded later after they have had time to work the emptying of the cans into their schedule. He will report on the effort at April's meeting.

Director Kerr also reported on an effort to create a Conservation Station at 1118 Ocean Boulevard. Susan Smith is working with designers from the SC Aquarium to come up with a space that would include trash bins, leave/take a toy bin, and various educational components of what to do and not do at the beach. There will be a fundraising effort after the completion of the conceptual design and pricing are complete.

Ms. Faires remarked that more public education is needed regarding recycling. Mr. Olasov mentioned Charleston County's efforts regarding composting. Director Kerr asked for information about that be sent to him so that he could send it out to the group.

The next meeting of the Environmental Advisory Committee will be Thursday, April 21, 2022 at 4:00pm.

7. **Adjournment**

Dr. Plunkett made a motion to adjourn, and Mr. Olasov seconded the motion. The meeting was adjourned at 5:29pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



Proclamation 2022-01

AMERICAN RED CROSS MONTH, 2022

In times of crisis, people in Isle of Palms come together to care for one another. This humanitarian spirit is part of the foundation of our community and is exemplified by American Red Cross volunteers and donors.

In 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for helping others into a bold mission of preventing and alleviating people's suffering. Today, more than 140 years later, we honor the kindness and generosity of Red Cross volunteers here in Isle of Palms, who continue to carry out Clara's lifesaving legacy. They join the millions of people across the United States who volunteer, give blood, donate financially, or learn vital life-preserving skills through the Red Cross.

In Isle of Palms, the contributions of local Red Cross volunteers give hope to the most vulnerable in their darkest hours — whether it's providing emergency shelter, food and comfort for families devastated by local disasters like home fires, tornados and hurricanes; donating essential blood for accident and burn victims, heart surgery and organ transplant patients, and those receiving treatment for leukemia, cancer or sickle cell disease; supporting service members and veterans, along with their families and caregivers, through the unique challenges of military life; helping to save the lives of others with first aid, CPR and other skills; or delivering international humanitarian aid.

In the Lowcountry, local families have relied on Red Cross of South Carolina volunteers for comfort and hope while coping with a pandemic, home fires, tornadoes, floods, and storms. Last year, over 550 active volunteers served in local communities, deployed to local disasters, and responded in-person and virtually to national disasters like hurricanes and wildfires. Volunteers also helped more than 1,138 people affected by over 360 home fires in the Lowcountry by addressing their urgent needs like food, lodging and recovery support.

Red Cross of South Carolina volunteers have supported local families in other ways too. Last year in South Carolina, the Red Cross provided nearly 13,600 case services to U.S. service members, veterans, and their families; collected more than 80,000 units of lifesaving blood; and trained more than 8,800 people in lifesaving skills like First Aid and CPR.

Their work to prevent and alleviate human suffering is vital to strengthening our community's resilience. We dedicate this month of March to all those who continue to advance the noble legacy of American Red Cross founder Clara Barton, who lived by her words, "You must never think of anything except the need, and how to meet it." We ask others to join in this commitment to give back in our community.

NOW, THEREFORE, I, Mayor Phillip Pounds, of Isle of Palms, by virtue of the authority vested in me by the laws of Isle of Palms and South Carolina, do hereby proclaim March 2022 as Red Cross Month. I encourage all citizens of Isle of Palms to reach out and support its humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of March, in the year of our Lord two thousand twenty-two, and of the City of Isle of Palms South Carolina.

PHILLIP POUNDS, MAYOR

ATTEST:

NICOLE DENEANE, CITY CLERK

Application for Commercial Surf Instruction - 2022

Name

Kyle surf Busey

Phone

(843) 452-4833

Email

carolinasaltsurflessons@gmail.com

Business Name

Carolina Salt LLC

Business License Address

1111 oakcrest dr, 210, CHARLESTON, South Carolina 29412

Location where lessons will be provided

will vary upon request from guest unless council suggests otherwise. 6th ave?

I certify that I have completed an application for a business license through the City of Isle of Palms Building Department.

Yes

Copy of CPR Certification

Kyle_Cert.pdf

Copy of First Aid Certification

Kyle_Cert.pdf

Copy of Lifeguard Certification

Kyle_Cert.pdf

Copy of Insurance Policy showing minimum coverage of at least \$1,000,000 and naming the City of Isle of Palms as an additional insured

2021 Certificate of Ins.pdf

I have read, understood, and agree to abide by the stipulations listed below:

(a) Area where surf lessons are allowed shall be dictated by the current boundary restrictions stated in the City Ordinances.

(b) At least one instructor attending each lesson must be lifeguard, CPR, and first aid certified, with current certifications on file with the city. There must be a first aid kit on site.

(c) Each surf instructor provider must carry liability insurance of at least \$1,000,000 that names the City of Isle of Palms as an additional insured.

(d) Surf instructions shall be limited to groups of four (4) or fewer students and at least one (1) instructor, with a maximum of twelve (12) students and three (3) instructors per day per provider.

(e) Surf instruction shall not exceed more than two (2) hours per day per provider.

(f) Surf instruction providers may not advertise on the beach. All signs, merchandise or other article that violate Article 7-SIGNS of the City's ordinances are prohibited.

(g) Surf instruction providers may not solicit for students on the beach, beach accesses, public parking lots, or the Breach Inlet Bridge parking lot.

(h) Surf instruction providers must indicate on the application the location where the lessons will be provided.

(i) Surf instruction providers shall execute an indemnification agreement to be submitted with the application.

(j) Failure to adhere to these standards will result in automatic revocation of permission to conduct surfing instruction on the beach by City Council.

(k) City Council shall have the authority to limit the number of permissions issued for commercial surfing instruction on the beach.

(l) Permission shall be granted for one (1) year which may be renewed annually upon application.

Signature

Date

2/28/2022

A handwritten signature in black ink, appearing to read "Kyle Busby", written over a horizontal line.

Committees to Workshops discussion

Goal: To develop a new meeting structure for Council to increase efficiency and effectiveness of governance.

Option to consider: Work session would take place two weeks ahead of the Council meeting. No decisions would be voted on at workshops or votes could only be taken to decide to move an issue to the regular Council agenda.

Council Work Session – Proposed Agenda

1. Dashboard - high level review of City operations, staffing, etc.
2. Departmental Reports - Department heads provide departmental highlights.
3. Strategic Plan - Policy Initiatives and Priorities
 - a. Livability (Real Property, Public Safety, Recreation)
 - b. Environmental (Real Property, Public Works)
 - c. Public Services (Public Safety, Public Works, Personnel, Recreation)
4. Financial Review (Ways and Means)
 - a. Financial statements
 - b. Procurement
5. Capital Projects Update
6. Legislative Report
7. Adjournment

City Council – Proposed Agenda

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Citizen's Comments
4. Special Presentations
5. Approval of previous meeting's minutes
6. Old Business
7. New Business
8. Boards and Commissions Report
9. Ordinances, Resolutions and Petitions
10. Executive Session – if needed
11. Adjournment

Additional Things to Consider: To address the potential concern that reducing the number of meetings would mean reducing the opportunity for the public to provide input, engagement, etc.

- Consider increasing the amount of time for public comment during the regular City Council meeting. The Code currently allows a total of 30 minutes, with a limit of 3 minutes per person.

- Continue to accept/encourage citizens to provide written comments sent via email to Council to be included on the record at the Council meeting.
- Advertise more the "Report a Concern" section available on the home screen of the IOP website for operational, day to day issues and concerns and ensure a staff response within 24 hours. If issue needs a policy change or additional resources, staff will bring the issue/request to Council at the workshop.
- Some municipalities allow a second opportunity for public comment at the end of the regular City Council meeting for folks to have an opportunity to react to discussions. City could consider a time period for public comments at the end of the Council meeting to accommodate this.

FAQ to Workshop Proposal

Introduction: Workshops must be posted as a Special City Council meeting, will be open and subject to the Freedom of Information Act and would be livestreamed. There would be no votes taken at a workshop and no citizen's comments scheduled although written comments would be welcome.

1. Q. Why make a change from our current form of committee structure to these workshops?
A. In our current structure, committees force Council members to be involved at a detail, operational level as opposed to focusing on strategic, policy setting oversight. Also, topics and updates are often discussed 3 different times – at an assigned committee, at Ways and Means and again at City Council. There is significant overlap in meeting preparation and discussion by staff and council. Our staff spends on average 8-10 hours preparing for, attending and following up for each committee meeting. In 2021, there were 140 committee and/or council meetings, meaning we held some type of meeting every other business day! The goal is to create efficiencies for Council and staff and ensure Council's focus is at a policy making level and not day to day operations, which is the responsibility of the City Administrator and Department Heads. According to the Municipal Association of South Carolina, approximately 80% of municipalities currently use the workshop structure as opposed to the committee structure.
2. Q. What purpose does a workshop serve?
A. Workshops can be vehicles for addressing major issues more effectively in an informal setting. They can also provide opportunities for members to focus on long-term decisions rather than day to day management issues that confront the city. Presumably, they also make the regular council meetings more productive and shorter. Workshops can also help members relate better to one another because of the greater informality of the sessions. Workshops allow all members to get updated at the same time on issues/projects as opposed to only their assigned committee issues/projects.
3. Q. What kinds of items should be on the workshop agendas?
A. One approach to duplicating regular meeting agendas is to reserve workshops for "blue sky" issues or major projects only. Goal setting, budget review, capital projects or major development proposals are examples.
4. Q. Must the public be allowed to participate?
A. Workshops are intended to provide opportunities for council members to study difficult issues, gather and analyze information and clarify problems. Any time council has a meeting

it must be posted and advertised as a public meeting and is open for public attendance. The City also livestreams all public meetings and prepares minutes which are also available to the public. Best practices suggest that the public address Council at the regular City Council meeting instead of the workshop which would be more of a working session for Council.

5. Q. How do you address the potential public perception problem?
 - A. In the workshop structure, residents will be able to hear the deliberations related to issues on the island in one place and at one time and provide feedback to those at the regular Council meeting. It would be the City's responsibility to communicate and explain the decision-making process to residents constantly. Constant communication about the status of current projects and plans for the future is crucial to ensure the community has access to relevant information about their community and their government. A shift to the workshop structure would require an enhanced communications plan and expansion of opportunities for the community to provide feedback and receive relevant information.
6. Q. How would this change be implemented?
 - A. Our committee structure is established by ordinance. One option is to temporarily suspend the ordinance to try the workshop format during a trial period. Council would have an opportunity to evaluate if the goal for greater efficiencies was met before making any permanent changes to the City Code.
7. Q. Would advisory boards and commissions continue?
 - A. Yes. All the appointed citizen advisory Boards and Commissions (ATAX, Board of Zoning Appeals, Planning Commission, Environmental Advisory) would continue as is.
8. Q. How long will the workshop structure be tried before a potential permanent change?
 - A. Our plan is to try the workshop format thru the end of 2022. We want to give the workshop structure enough time to ascertain if the efficiencies we think will happen will come to fruition.
9. Q. What if an item discussed in a workshop needs additional research or study?
 - A. When an issue arises, that Council agrees require more study, research, discussion, etc., Council may consider appointing either a volunteer citizen advisory committee or create a Council committee with a specific purpose/task/timeline to develop specific recommendations for the greater group.

Current Meeting Structure: (Does not include Special Meetings)

March 2022						
« Prev		Next »		Category		
				Meetings		
APPLY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
			Public Works Committee	Public Safety Committee Special City Council		
6	7	8	9	10	11	12
	Recreation Committee Real Property Committee	Personnel Committee	Planning Commission			
13	14	15	16	17	18	19
		Ways and Means Committee	City Council Budget Workshop			
20	21	22	23	24	25	26
		City Council				
27	28	29	30	31	1	2

Proposed:

April 2022						
« Prev		Next »		Category		
				Public Works		
APPLY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
		City Council Workshop				
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		City Council				