

**Town Council Retreat
Wampee Conference Center
1274 Chicora Drive
Pinopolis, SC 29469
January 13, 2009; 8:30am-4:30pm**

I. Attendees:

**William G. Wert, Mayor
Alan L. Burnaford, Mayor Pro Tem
Charles R. Lipuma
G. Steven Orban
Harry M. McHugh
Tumiko Rucker, Town Administrator
Dennis Rhoad, Town Attorney
Kenneth Gunnells, Town Treasurer
Catherine Wilson, Town Clerk**

II. Meeting Highlights:

The retreat began at 9:01am with a short introduction by Mr. Lipuma. The retreat was informal and the operations and statutory obligations of the Town were discussed.

Because this meeting was a retreat it was predetermined that no votes or actions would occur.

No votes or actions were taken.

The following directives were agreed to:

- 1) Mr. Burnaford will discuss membership of the ARB of the Town of Kiawah Island Planning Commission with Amanda Mole. This will facilitate communication among the two entities.
- 2) Mr. McHugh will work on a Communications Committee that will focus on positive publicity for the Town. As an initial step, Stephanie Braswell will fill the role of Public Information Officer, and will work with newspapers and other media outlets.
- 3) Mrs. Rucker will work on completing a contact list for Johns Island churches to increase awareness for the Town's outreach efforts and community programs.
- 4) Ms. Wilson will work with Mrs. Rucker in updating all ordinance booklets.
- 5) Mr. McHugh will work with Mrs. Rucker to evaluate environmental staffing.
- 6) Dennis Rhoad will cc Council via email on all faxed correspondence.

- 7) During the Budget process, a Capital Improvement Fund will be discussed.
- 8) Mr. Gunnells will present Ways and Means with a Current Revenue analysis during the February meeting.
- 9) Mr. Gunnells will also present a Parkway Project Financing vs. Cash payment Comparison during the next Ways and Means Committee Meeting.
- 10) Despite differing opinions on the process of bidding the Parkway Construction Project, a consensus was reached that the Town will proceed with advertising the project and Thomas and Hutton will assume responsibility for any deficiency in the bid process and contract award as outlined in the Town's contract with them for management services.
- 11) Town staff will work in conjunction with Council members to apply for national recognition as an "All American City."
- 12) Mr. Burnaford asked all chairs of the committees to work with their committee members in using proper communication when working with Town Staff.

III. Conclusion

The meeting ended at 3:45pm.

Submitted by,

Catherine C. Wilson, Town Clerk

Approved by,

William G. Wert, Mayor

Date