



Town of James Island, Regular Town Council Meeting
January 15, 2026; 7:00 PM; 1122 Dills Bluff Road, James Island, SC 29412

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Notice of this meeting was published and posted in accordance with the Freedom of Information Act and the requirements of the Town of James Island.

The Town encourages the public to provide comments prior to its Town Council meeting. Residents wishing to address the Council will be limited to three (3) minutes and must sign in to speak. Comments may also be sent ahead of the meeting by emailing to: info@jamesislandsc.us, mail to P.O. Box 12240, Charleston, SC 29422, or placed inside the drop box outside of Town Hall at 1122 Dills Bluff Rd.

- 1) Opening Exercises: Councilman Boles
- 2) Special Order of Business: Election of Mayor Pro-Tempore
- 3) Public Comment:
- 4) Consent Agenda:

- a) Minutes: Town Council Regular Meeting, December 18, 2025
- 5) Information Reports:
 - a) Mayor's Report
 - b) Finance Report
 - c) Island Sheriff's Patrol Report
 - d) Public Works Report
 - e) Code Enforcement Report
- 6) Requests for Consideration by Staff
 - a) Pipe Repair Estimates
 - North Stiles Drive
 - Mayflower Drive
 - Julia Street/Chandler
- 7) Requests for Consideration by Council: None.

8) Committee Reports:

- a) Land Use Committee
- b) Environment and Beautification Committee
- c) Children's Committee
- d) Neighborhood Council
- e) History Committee
- f) Rethink Folly Road
- g) Drainage Committee
- h) Business Development Committee
- i) Trees Advisory Committee
- j) James Island Intergovernmental Council
- k) Accommodations Tax Committee
- l) James Island Arts Council
- m) Parks and Gardens Council

9) Proclamations and Resolutions:

Resolution #2026-01 Resolution to Oppose Medians along Folly Road as part of the SCDOT Folly Road Safety Study and Improvements Project and to Request a Traffic light at the Intersection of Santee Street and Folly Road.

10) Ordinances up for First Reading: None.

11) Ordinances up for Second/Final Reading: None.

12) Old Business:

13) New Business:

14) Executive Session: The Town Council may enter into an Executive Session in accordance with Code of Laws of South Carolina Section 30-4-70 (A) (2): the receipt of legal advice regarding litigation matters regarding KT Properties, LLC vs. Town of James Island. Upon returning to Open Session the Council may act on matters discussed in the Executive Session.

15) Return to Regular Session:

16) Announcements/Closing Comments:

17) Adjournment:

The Town of James Island held its regularly scheduled meeting on Thursday, December 18, 2025, at 7:00 p.m. at the Town Hall, 1122 Dills Bluff Road, James Island, SC. This meeting was also live streamed on the Town's website at www.jamesislandsc.uslivestream-townmeetings and was held in accordance with the S.C. Freedom of Information Act and the requirements of the Town of James Island.

The following members of Council were present: Dan Boles, Lewis Dodson, Cynthia Mignano, Darren i Troyi Mullinax, and Mayor Brook Lyon, who presided. Also present, Town Attorney, Brian Quisenberry, Finance Director, Mike Hemmer, Public Works and Licensing Manager, Melissa Flick, Code Enforcement and Facilities, Parker Richardson, Island Sheriff's Patrol, Captain Shawn James, and Town Clerk, Frances Simmons.

Mayor Lyon called the meeting to order at 7:00 p.m. She announced that the Town encourages the public to provide comments prior to its Town Council meetings. Residents wishing to address the Council are limited to three (3) minutes and must sign in to speak. Comments may also be sent ahead by emailing to: info@jamesislandsc.us , mail, or place in the drop box at the Town Hall.

Mayor Lyon introduced herself as Mayor, members of Town Council, staff, attorney, and dignitaries present.

Opening Exercises: Councilwoman Mignano led the Council in prayer and followed with the Pledge of Allegiance.

Public Comment: Mayor Lyon asked those addressing the Council to please speak into the microphone and state their name and address for the record. The following persons spoke:

Victor L. Crouch, 1149 Mariner Drive: Mr. Crouch stated that years ago his colleague had an adorable daughter and that he wrote a poem honoring her birth. The poem titled i *This Baby*ii was read into the record and is attached.

Jesse Davis, 1173 Wyndam Road: Mr. Davis spoke to Council about issues that he is having with law enforcement in his neighborhood. He stated that some vehicles are ticketed for parking in certain neighborhoods while others are not. Also, cars with tinted windows are pulled over and questioned why. Mayor Lyon asked Mr. Davis to speak to her about his concerns after the meeting.

Consent Agenda:

Minutes of Town Council Regular Meeting, November 20, 2025: Mayor Lyon called for a motion to approve the minutes of the November 20, 2025, meeting. Motion was made by Councilman Dodson, seconded by Councilman Boles. No discussion. Passed unanimously.

Town Council Meeting Schedule, 2026: Motion to approve the 2026 Town Council meeting schedule was made by Councilman Mullinax, seconded by Councilman Boles. No discussion. Passed unanimously.

Town Holiday Schedule, 2026: Motion to approve the 2026 Town Holiday Schedule was made by Councilman Boles, seconded by Councilwoman Mignano. No discussion. Passed unanimously.

Information Reports:

Mayor's Report:

Meeting with Dominion: Mayor Lyon reported that she and Mike Hemmer met with Dominion who is finishing the distribution line trimmings. These are the lower lines that go into people's homes. The

estimated completion is either the end of December or early January. Transmission line trimmings (upper lines) mainly along Folly Road and Fort Johnson/ The estimated start is February and end in April. The Town Market held last week was a huge success. Many thanks to Parker Richardson and Mike Hemmer, Town Market Managers. Over 500 people were in attendance; the vendors did well and everyone had a good time.

Update on Community Business Academy: Mayor Lyon gave an update of the graduation held on December 5. Due to the Town Market being rescheduled she was able to attend. She said it was an honor to do so. Jacquie Berger, Executive Director, of Lowcountry Local First, is present and will share the next steps in the program. Mayor said one of the graduates (the creator of the Ranch Dressing) had a booth at the Town Market and did very well. Julia Drayton-Crumblin, one of our new Councilmembers, is a recent graduate and is opening a daycare facility.

The Town ended up sponsoring one student. Last month it was reported that we had three students. Two did not complete the program and we only pay for students that completed the program. Our cost was \$4,850 of the potential \$29,800 we had approved. The Community Business Academy spring Session for 2026 will be a Hispanic class but there will be a food and beverage class in the fall we may want to sponsor.

Update on Art and Community Center at the Hillman Lot: meetings continue with the team. Permitting has been submitted for stormwater which is moving ahead of schedule and permitting with Charleston Water. Mayor Lyon said she is putting together fund-raising packets and Victor Crouch has joined the team and has ideas for brick and other naming opportunities.

Grace Triangle Park: Mayor Lyon announced that a great meeting was held on December 1. 146 surveys have been collected to date from citizens sharing their ideas and excitement about the park.

Pet Helpers: A vaccine clinic was held on December 5. Inclement weather was a factor for low turnout. However, the service was great and 25 vaccines and microchips were performed. The Town Hall serves as a central location, and we are pleased to be able to provide a space for them to provide this service here.

James Island Outreach: a senior food box distribution event was held on December 12. A line of cars was backed up on Camp Road before the distribution started and it had to open early. All boxes were distributed in less than an hour. The distribution was available to any senior.

Met with New City Councilwoman, Leslie Skardon: Mayor Lyon met with City Councilwoman Skardon who will be taking office at the time as our new Councilmembers and discussed some joint city and town projects; i.e., Nabors Drive Sidewalk and others. She is looking forward to working with Leslie and Mayor Cogswell.

Mayor Lyon then highlighted many of the accomplishments we have achieved this year (2025)

- Approval and progress of the Arts and Community Center
- Opening of Mill Point Park
- Flagpole Display on Folly Road
- Plans for Grace Triangle Park
- Renaming Pinckney Park to Simeon Pinckney Park and erecting replica of his headstone
- Cleaned up all Town Parks
- Hugely successful Town Market
- Town Hall organization
- Completed many deferred maintenance and drainage work
- Repaired failing pipes

- Completed long-term drainage projects
- Cecil Project Repaired
- Conducted successful Fall Festival and Turkey distribution for Thanksgiving
- Neighborhood Council is well attended and far reaching
- Business Development and Accommodations Tax Committees formed and active
- Website updated
- New Tourist website being added
- Attentiveness to Citizen responses
- Improved CRS rating of 25% discount
- Drainage improvements line item. Councilman Mullinax appointed as liaison to veterans
- Town is participating in many more community events
- Tree canopy awards given; Active Tree Council
- History Commission participation at Town Market and Historic markers

Councilman Boles thanked Mayor Lyon for acknowledging the work of each Councilmember and also for the time, effort, and energy she puts into getting all of the projects accomplished for the Town. It shows and he appreciates it very much.

Councilwoman Mignano concurred with all of the things Mayor Lyon has accomplished this year. She spends a lot of time at the Town Hall, and she is happy to serve on Council with her. She could not have done community outreach and turkey food drives without the help of the Mayor, Captain James, Henrietta Martin, the deputies, Jeri Chavis and many other generous people who donated food, gave money, and offered services to make those events successful. She thanked Council for their commitment and dedication by reading Council materials and coming to the meetings prepared to ask questions. She appreciates the services of everyone on Council.

Finance Report: The Finance Report was presented by Finance Director, Mike Hemmer. A copy of the report was provided to Council in their meeting packets. He added there may be some items that need to be addressed with another amendment. The report was accepted as information.

Island Sheriff's Patrol Report: Mayor Lyon announced "bittersweet" news that Deputy Chris King has taken a new position. She thanked Deputy King for his service for the last five years. His new position will involve gang investigations (i.e., human trafficking) and we are sad to lose him, but this is a great opportunity to advance his career, and we are very excited for him. We will be welcoming a new replacement.

Captain James gave the monthly Island Sheriff's Patrol Report and infractions that occurred in the Town during the month. He shared that Deputy King had an opportunity to advance his career in the Crime Reduction Unit and will be targeting gangs and violent crimes. He complimented Deputy King for his experience and bilingual abilities which made him sought after for this position. Deputy Taryn Booth will be the new replacement. She worked with Captain James for ten months and was handpicked by him and Mayor Lyon. Deputy Booth also serves as a Sergeant in the US Army. She will be a wonderful addition to the staff and will serve the community well. Councilman Boles thanked Captain James for his service and that the brevity of his reports speaks to preventative efforts that are being done.

Public Works Report: Public Works and Licensing Manager, Melissa Flick, provided an update from the Public Works Report. A copy of the report was provided to Council in their meeting packets. The report was accepted as information.

Code Enforcement Report: Code Enforcement Report provided to Council in their meeting packets. Mayor Lyon introduced Parker Richardson, Code Enforcement Officer, who replaced James Hackett (retired after 12 years) Mayor Lyon stated that Ms. Richardson worked part-time in Code Enforcement and is now full-

time. Mayor Lyon gave a brief overview of the cases that Ms. Richardson closed and complimented her hard work. Councilwoman Mignano thanked her for taking on the position and look forward to hearing more in the future. Councilman Boles said he looks forward to Ms. Richardson's report next month.

Requests for Consideration by Staff: None.

Use of Council Chambers for Coastal Carolina Camelia Society (2026): The Coastal Carolina Camelia Society has requested the use of Council Chambers for meetings the following dates in 2026: Jan. 18, Feb. 15, Mar. 15, Apr. 19, Aug. 16, Sept. 20, Oct. 18, Nov. 15, Dec 6. Motion to approve by Councilman Dodson, seconded by Councilman Boles. No discussion. Passed unanimously.

Use of Council Chambers for Society of Financial Awareness (SOFA) (2026): The Society of Financial Awareness has requested the use of Council Chambers for meetings the following dates in 2026: Jan. 27, 29; Mar. 5,7; May 7,9. Mayor Lyon stated that there is no charge as this is a non-profit organization. Motion to approve by Councilwoman Mignano, seconded by Councilman Mullinax. No discussion. Passed unanimously.

Town Hall Deck and Shutters Replacement: Mayor Lyon referred to the packet provided to Council. She thanked Councilman Dodson for his knowledge of construction and his help with this project. She said Councilman Dodson has worked with Rogers American Construction and TNF Renovations. Charles Blanchard is the company that built Town Hall. She mentions this because we know something about each of these companies. She has interacted with Charles Blanchard who bid on the Art and Community Center and Town staff worked with him during the construction of the Town Hall. Councilman Dodson has worked in the community with the other two companies. Mayor Lyon stated the reason for this request on a building that is only eight years old is as follows: she said when the original deck was constructed, it was with a material called Garapa that is supposed to be treated with a certain type of product and the subcontractor did not treat it with that material. She said the deck began to peel after the previous administration had signed off on everything. That is her understanding from Charles Blanchard. She explained that Charles Blanchard came and cleaned what was peeling and tried to seal with the proper product, but it would not absorb. She further stated that over the past years and this hot summer the deck has deteriorated badly in some areas (compounded by lack of gutters) and is discolored throughout. In addition, some boards have warped and popped up. We had a slip and fall a few months ago where the woman ended up going to the doctor. We are grateful she was not hurt. Mayor Lyon added because of the lack of gutters, she has gotten three bids all under \$10,000. She plans to get the gutters as soon as possible for safety reasons.

Rogers American Construction was the only company that gave a price to repair the deck, but it is very expensive and there is no guarantee that there will be no additional rot to make the price higher. They can do a complete replacement with a composite material. Rogers also priced going back to using Grappa, but she prefers staying away from that after our experience and it is more than their composite price. *Samples were passed around samples for Council to view.*

TNF originally priced the epay deck material, which is a hardwood and also gave composite estimate which was less. Charles Blanchard Construction provided a full replacement only with composite for \$83,000. TNF was \$85,000 for epay and \$80,000 for composite. Mayor Lyon said her preference the deck and shutters one at a time if Council agrees.

Mayor Lyon said she will call for a motion to approve Option #2: Replacement with Composite material @ \$60,100, Rogers American Construction for complete replacement. She said this was the least expensive and work can begin in a few weeks. Mayor Lyon said funds are available in the budget and asked Mr. Hemmer to give an overview. Mr. Hemmer confirmed that funds are available in the Capital Improvements budget for Town Hall. That line item includes shutters and decks, computer equipment, and phones. Audio

visual equipment is budgeted also under another line item. He added that it might be best to delay some of these things until we have the Arts and Community Center. Mayor Lyon added there are some other areas where monies could be pulled from, but she wanted to assure Council that the funds are available for this expenditure.

Mayor Lyon called for a motion for Option #2 with Rogers American Construction and a second for discussion. The motion was made by Councilman Boles and seconded by Councilwoman Mignano. Councilman Boles stated for those who are hearing about this for the first time, if we are beyond any recourse or warranty related to defective installation for the construction. Mayor Lyon stated that she had explored that option many months ago and there is no other way around this.

Councilman Dodson answered questions from Councilwoman about the product and Councilman Boles about construction

Councilman Boles asked for the Town Engineer involvement with this to double check on what is being done as far as keeping it off of the ground away from the dirt. To do this once and to make sure there are mistakes. That we are not paying for it. If we get our engineer involved, we will have her eyes on it too as well as the contractor and the \$60,000 will be well spent.

Councilman Dodson asked Town Attorney Quisenberry if he should recuse himself since he works with this company. Attorney Quisenberry said he did not have to; however, Councilman Dodson elected to do so. After discussion, the roll was called and votes were taken as follows:

Vote

Councilman Boles	Aye
Councilman Dodson	Recused
Councilwoman Mignano	Aye
Councilman Mullinax	Aye
Mayor Lyon	Aye

Passed 4 ayes; 1 recusal

Shutters Replacement: Mayor Lyon gave an overview of having to replace the shutters at the Town Hall. She stated that the shutters are warped and have deteriorated because the company that installed them did not use cedar or epay when it was done. The three companies that submitted bids on the deck are also bidding on the shutters. Rogers American Construction has offered two bids. One for composite and the other for cedar. The cedar would require painting and long-term maintenance. These prices are for the six shutters, \$19,000 on the side of the building where the sun has beaten on them. She said the problem was the type of wood that was used, the shutters do not close properly, and some wood has rotted.

Charles Blanchard and TNF both proposes the epay and Rogers American proposes the cedar or composite. Mayor Lyon said to be thrifty she would recommend Option #1, with composite because it is the least expensive. This is important not only for aesthetics, but also for safety because the shutters close over the windows during hurricanes and protect the building.

Mayor Lyon called for a motion to approve Option #1 for \$19,000 and a second for discussion. The motion was made by Councilman Boles, seconded by Councilwoman Mignano.

Councilman Boles restated his previous question asking if there is no recourse or another way to get this paid by the previous contractor. Mayor Lyon said everything was signed off and the five-year warranty had expired. She answered Councilwoman Mignano's question that the height of the shutters is from the ceiling

to the floor with the hardware. Councilwoman Mignano said she thought composite would be the way to go since the shutters sits on the decking and wood will eventually rot.

Vote

Councilman Boles	Aye
Councilman Dodson	Recused
Councilwoman Mignano	Aye
Councilman Mullinax	Aye
Mayor Lyon	Aye

Passed 4 ayes; 1 recusal

Mayor Lyon thanked Councilman Dodson for his input. She also thanked all of the companies that offered bids and is excited to have a Town Hall building that is safe and looks good.

Community Business Academy 6 Spring Session: Jacquie Berger, Executive Director, Lowcountry Local First, thanked the Council for allowing the academy to host the fall classes at the Town Hall. Three students from James Island were enrolled in the program and one graduated, which is a win. She indicated that often times when someone attends the program and realizes that are not ready to be entrepreneurs they can come back and complete it; the door is open for them to return. She is happy that Mayor Lyon was able to attend the graduation and made remarks.

Ms. Berger gave an overview of the Town's membership: Town paid the tuition for one student to complete the program; one year of membership; and is an economic ambassador (along with Mt. Pleasant, City of Goose Creek, and Charleston County). The Town is included in quarterly campaigns that include ways to promote local economy and offer small business strategies. The Town was not invoiced for the people who did not graduate the program and Lowcountry Local First will continue to promote classes, and she hopes this will be a lasting relationship. The Spring 2026 will be a non-English class and Fall 2026 will offer Food and Beverage classes along with Trident Tech. She hopes people from James Island will participate and the Town will sponsor their participation. She is grateful for the Town's partnership, and because she lives on the island, she is happy to support local businesses here and find new ways to engage them.

Committee Reports:

Land Use Committee: Mayor Lyon reported that the Planning Commission did not meet. The BZA approved the removal of two grand trees on Folly Road (at old Ropes Course) for a Roper Free Standing Emergency Room. There were a number of citizen complaints from those that live along Highland Avenue. A sidewalk and a 10 ft. on Folly Road will be installed which hopefully will be a silver-lining for them. Council will do a Resolution for a traffic light at Santee Street and no median along the Town of James Island's business corridor on Folly.

Environmental and Beautification: Councilwoman Mignano reported that James Island Pride did not meet. The next meeting will be January 21.

Children's Committee: No Report.

Neighborhood Council: Councilman Boles announced that Neighborhood Council did not meet in November or December because of the holidays but will meet in January for its regularly scheduled meeting. He has been putting feelers out for community input related to the Folly Road medians that the SCDDOT seems determined to install. He asked anyone interested to please attend the January meeting or speak with him.

History Committee: Mayor Lyon reported that the History Council hosted a booth at the Town Market on the History of the Town. Bill Lyon put together panels of the old town and its history (Mayors Sooy, Clark, Woolsey, and Lyon) Free James Island, purchase of Mill Point and other historic articles. The January 9 Town Market will be on the Revolutionary War. A Historical Marker for Three Trees has been ordered which will be installed along Fort Johnson Road near the electrical station but in a private citizen's property.

Appointment of Mike Corbo: Mayor Lyon announced that Mike Corbo previously served on the committee and she is glad to have him serve again. Mr. Corbo works at the library. Mayor Lyon moved to appoint Mike Corbo to the History Council, seconded by Councilman Mullinax. No discussion. Passed unanimously.

ReThink Folly Road: Mayor Lyon announced that the next meeting is January 14 at 3:00 p.m.

Drainage Committee: No Report.

Business Development Committee: Councilman Dodson reported that the Committee met on November 24 and elected the Chair and Vice chair. The Committee is working on putting together a Welcome Packet for those opening a business in the Town. The packet will include material on how to obtain a business license and other information. The Committee is also working on setting up the website *i visitjamesisland.com* to increase that search engine's optimization and create content. The Business License fee changes were discussed and the Committee voted to support the increase recommended by staff; 6-1. Brainstorm of ideas for the SCDOT median issue were also had. He will reach out to the Neighborhood Council to get input from Centerville and Bayfront and Shawn Salley will come before Council. He hopes the SCDOT will listen to us. The next meeting of the Business Development Committee is January 5 or 16 depending on the members' schedules.

Trees Advisory Committee: Mayor Lyon reported on the Arbor Day celebration at Simeon Pinckney Park on December 5 in partnership with the Riverland Terrace Garden Club. Two maple trees and six black gum trees were planted. It was a huge success despite inclement weather.

James Island Intergovernmental Council: Councilwoman Mignano announced the next meeting on January 28 at the Town Hall.

Accommodations Tax Committee: No Report.

James Island Arts Council: Mayor Lyon announced that the Council plans to have regular meetings on the first Tuesday or second of the month; the time will be determined. We are still trying to reach a consensus on schedules.

Parks and Gardens Council:

Appointments: Mayor Lyon gave a brief overview of Jennifer Tyrell, and Danielle Osfalg to serve on the Parks and Gardens Council and moved for their appointment, seconded by Councilman Dodson. No discussion. Passed unanimously.

Proclamations and Resolutions:

Resolution 2025-17: Resolution to Appoint Victor Crouch, Poet Laureate: Mayor Lyon thanked Henrietta Martin for sending a letter of nomination for the appointment of Victor Crouch as Poet Laureate. The Town has not had a Poet Laureate since Eugene was appointed and served his term. Mayor Lyon shared that Victor is an accomplished poet and has great plans including a James Island Poet Map, community anthropology to reflect voices of James Island and host three seasonal events: music and yoga at James

Island Parks and poetry readings. Motion to appoint Victor Crouch, Poet Laureate for the Town for a one-year term was made by Councilman Boles, seconded by Councilman Mullinax. No discussion.

Vote

Councilman Boles	Aye
Councilman Dodson	Aye
Councilwoman Mignano	Aye
Councilman Mullinax	Aye
Mayor Lyon	Aye
Unanimous	

Ordinances up for First Reading: None.

Ordinances up for Second/Final Reading:

Ordinance #2025-08: An Ordinance Amending the Business License Ordinance of the Town James Island to Update the Class Schedule as Required by Act 176 of 2020: Motion to approve was made by Councilman Dodson, seconded by Councilman Boles. Councilman Boles stated that he kept pushing back on this to have those who opposes it to speak up and he has not heard anything.

Vote

Councilman Boles	Aye
Councilman Dodson	Aye
Councilwoman Mignano	Aye
Councilman Mullinax	Aye
Mayor Lyon	Aye
Unanimous	

Old Business: None.

New Business: None.

Executive Session: Not needed.

Announcements/Closing Comments: Mayor Lyon and all of Council thanked the staff for their hard work and wished everyone a Merry Christmas.

Adjournment: There being no further business to come before the body the meeting adjourned.

Respectfully submitted

Frances Simmons
Town Clerk

Town of James Island

RECUSAL STATEMENT



Member Name: Councilman Lewis Dodson

Meeting Date: December 18, 2025

Agenda Item: Section: #6 Number: #3

Topic: Town Hall Deck and Shutters Replacement

The Ethics Act, SC Code §8-13-700, provides that no public official may knowingly use his office to obtain an economic interest for himself, a family member of his immediate family, an individual with whom he is associated, or a business with which he is associated. No public official may make, participate in making, or influence a governmental decision in which he or any such person or business has an economic interest. Failure to recuse oneself from an issue in which there is or may be conflict of interest is the sole responsibility of the council member (1991 Op. Atty. Gen. No. 91-37). A written statement describing the matter requiring action and the nature of potential conflict of interest is required.

Justification to Recuse:

Professionally employed by or under contract with principal

Owns or has vested interest in principal or property

Other: work together sometimes

Date: 12/18/2025 Member: Lewis Dodson LEWIS DODSON

Approved by Parliamentarian: Dances W. Jammin

Town Clerk

Update on the Art and Community Center at the Hillman Lot.
Continue to meet with our team, permitting update

Folly Road Safety Study/Medians/Santee Stoplight Update

MASC Training held January 7th

Town Hall Repairs Update

Upcoming Events

Poetry Reading and Open Mike with Victor Crouch January 29 at 7pm

Town Market February 6th - 6 - 8

Tree Giveaway February 7th - Tree Conservancy 9 - 12



January 2026 Finance Report

This monthly financial summary report is for the period ending December 31, 2025; we are now halfway through our fiscal year.

I am working on the year-end tax items forms for our employees and vendors.

Most of our budget items and the departments remain at or below budget. As I indicated last month, I do have changes I'll be bringing to you in an amendment in a couple of months.

I've highlighted a few items that stand out, and I am happy to answer any questions you may have.

Revenues:

Overall, revenues are currently at 42.6% to budget. As noted in my previous report, upcoming changes will need to be to allow for more MISCELLANEOUS revenue and for more TOWN MARKET VENDOR PAYMENTS.

Expenses:

Administration (overall at 41.7% of budget)

- Insurance: The large amount in December is for our semi-annual SCMIRF risk insurance payment.

Elected Officials (overall at 38.6% of budget)

Public Works (overall at 67.3% due to reimbursable stormwater projects)

- \$31,625 worth of stormwater project reimbursement from County is pending.
- COUNTY STORMWATER FEE PAYMENTS will need to be added. These are now paid to the County on property tax billing statements. This used to be within water bill statements.
- GROUNDSKEEPING has a high month, but is still under budget at 45.6%.

Code Enforcement (at 2.1% of budget)

Planning, Zoning, & Permitting (at 31.1% of budget)

Emergency Services / CERT (at 29.6% of budget)

- Mobile Devices: As I previously noted, this will need to be adjusted. But please note we have this expense down \$80 a month from the beginning of the year.
- The \$11,315 in EMERGENCY ACTIVATIONS are payments to our on-call contractor for emergency tree removal, debris cleanup, and sand hauling earlier this year.

Facilities, Parks, & Equipment (at 30.4% of budget)

- FACILITY RENTAL DEPOSIT RETURNS, as I previously reported will need to be amended, but is difficult to estimate. This is the return of a security deposit when the rental of our spaces is complete.
- FIRE SAFETY / FIRST AID is running a little high. When we have a fire alarm call that hits this line item. This is difficult to predict.
- SUPPLIES for FPE is running higher and will need to be amended.

Community Services (at 60.6% of budget)

- As previously reported, Community Service Contributions and Community Tutoring Programs will need amendment. These payments are also the reason why the budget appears to be running high.
- History Commission is a little high due to the recent purchase of a historical marker.
- Special/Community Events is running a little high. This item has included expenses for several events lately and will need to be amended.

Island Sheriff's Patrol (at 55.9% of budget)

- With additional deputy shifts, you can see the department is running over budget and we will likely need to be amended.

Capital Projects - General Fund (at 14.4% of budget)

- We have begun to pay expenses related to the JIACC construction, Town Hall work, and the Grace Triangle Park development.

HTAX Fund

- In the HTAX Operating Fund, please note that the Santee Street Public Parking Lots costs is the prepayment of future rent to get out of that lease and save us about a year's worth of rent.
- The costs for the Town Market is a little high due to purchases for promotional items and t-shirts that are being sold and offset with income.
- In Capital HTAX projects, you can see a \$47,492 cost for the JIACC construction.

Mike Hemmer – Finance Director

Town of James Island

Town of James Island Monthly Budget Report

Fiscal Year 2025 - Ending June 2026

AMENDED October 2025

Town of James Island Monthly Budget Report

Fiscal Year 2025 - Ending June 2026

AMENDED October 2025

		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED		
		July	August	September	October	November	December (50% of the fiscal year)	January	February	March	April	May	June				
51000 ADMINISTRATION																	
51001	Salaries	52,246	54,913	55,355	82,791	55,518	65,005								365,827	850,000	43.0%
51005	Benefits - Staff	21,710	22,170	22,548	33,628	22,717	23,460								146,233	450,000	32.5%
51010	Advertising	249	-	-	-	64	-								313	3,000	10.4%
51012	Audit	-	-	-	-	-	7,500								7,500	13,500	
51015	Banking				-	0									473	1,000	47.3%
51016	Bank Charges	69	130	42	128	63	42								473	700	67.6%
51017	Bank Charges - Credit Card	-	-	-	-	-	-								-	300	
51020	Codification	263	88	-	-	-	-								351	1,000	35.1%
51025	Copier	-	473	264	270	270	270								1,547	4,500	34.4%
51030	Dues, Memberships, and Subscriptions	132	243	138	274	22	87								894	3,000	29.8%
51035	MASC Membership	-	-	-	-	-	-								-	5,400	
51037	Business License Contract Fees	-	934	-	-	-	-								934	-	
51040	Elections	-	-	-	-	-	-								-	10,000	
51050	Employees														2,329	11,680	19.9%
51051	Employee Appreciation	145	-	112	461	523	50								1,292	2,800	46.1%
51052	Employee Screening	-	-	-	-	180	66								246	380	64.7%
51053	Employee Training and Travel	-	-	446	21	-	-								467	3,000	15.6%
51055	Uniforms	-	204	-	-	-	120								324	5,500	5.9%
51060	Equipment/Software/Maintenance	-	-	-	-	-	327								327	1,500	
51070	Grant Writing Services	-	-	1,299	-	-	-								1,299	1,299	100.0%
51080	Information Services	3,955	774	17,515	6,684	27,967	8,737								65,632	131,680	49.8%
51090	Insurance	-	-	-	2,816	15,384	23,385								41,585	95,000	43.8% SCMIRF
51110	Legal Services	14,130	11,210	9,028	25,543	18,458	20,607								98,975	180,000	55.0%
51115	Legal Settlement	-	-	-	-	-	-								-	-	
51120	Miscellaneous	-	-	-	-	90	250								340		
51130	Mileage Reimbursement	-	-	-	-	-	-								-	600	
51150	Postage	5,316	214	-	-	212	-								5,742	19,500	29.4%
51160	Professional Services	7,632	-	4,000	-	-	-								11,632	20,000	58.2%
51200	Supplies	1,091	1,281	412	1,662	554	1,637								6,637	10,000	66.4%
			107,496	93,271	111,159	154,277	142,021	151,542	-	-	-	-	-	-	758,570	1,818,659	41.7%
																	% of Budget: 41.7%
52000 ELECTED OFFICIALS																	
52001	Salaries	5,385	5,385	5,385	8,077	5,385	5,385								35,000	78,500	44.6%
52005	Benefits - Elected Officials	6,185	6,185	6,185	9,278	6,185	6,185								40,205	117,000	34.4%
52030	Council Expenses	53	-	80	107	107	869								1,215	2,000	60.8%
52040	Mayor Expense	194	301	-	-	250	-								495	2,000	24.8%
52053	Training	-	-	-	-	-	-								250	500	
			11,818	11,871	11,650	17,462	11,927	12,439	-	-	-	-	-	-	77,165	200,000	38.6%
																	% of Budget: 38.6%

Town of James Island Monthly Budget Report

Fiscal Year 2025 - Ending June 2026

AMENDED October 2025

	1st Quarter	2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED	%			
		July	August	September	October	November	December (50% of the fiscal year)	January	February	March	April	May	June			
53000 PUBLIC WORKS																
53030	Dues, Memberships, and Subscriptions (PW)	-	-	-	255	-	-							255	800	31.9%
53060	Equipment / Software PW (non-cap)	-	87	-	-	-	-							87	4,000	2.2%
53070	Groundskeeping	2,228	13,283	1,576	1877	4,507	13,012							36,482	80,000	45.6%
53130	Mileage Reimbursement (PW)	-	-	-	-	-	-							-	-	
53160	Professional Services PW	-	-	-	-	-	990							990	10,000	
53162	Engineering Services	-	2,572	6,180	-	668	2,970							12,389	20,000	61.9%
53170	Projects PW (non-cap)	-	6,250	-	-	-								6,250	35,000	17.9%
53175	Stormwater Expenses (sent to County for Reimbursement)	2,250	68,803	1,238	-	825	31,625							104,740	85,000	reimbursable
53176	County Stormwater Fee Payments	-	-	-	-	-	726							726	-	
53180	Public Outreach	-	-	-	-	-	-							-	300	
53190	Signage	(1,564)	-	1,224	-	1,345	2,179							3,183	7,000	45.5%
53200	Supplies PW	82	-	92	69	331	290							864	4,500	19.2%
		17,996	90,994	10,309	2,201	7,675	51,792	-	-	-	-	-	-	165,967	246,600	67.3%
														% of Budget: 67.3%		
54000 CODE ENFORCEMENT (ZONING/LIVABILITY)																
54010	Animal Issues	-	-	-	-	-	-							-	2,000	
54030	Dues, Memberships, and Subscriptions (CE)	-	-	-	-	-	-							-	200	
54053	Employee Training (CE)	-	-	-	-	-	-							-	500	
54060	Equipment / Software (CE)	-	-	-	-	-	-							-	500	
54065	Inoperable Vehicle Towing	-	-	-	-	-	-							-	1,500	
54070	Overgrown Lot Clearing	-	-	-	-	-	-							-	4,000	
54200	Supplies (CE)	-	164	-	-	-	26							190	500	38.0%
54300	Unsafe Buildings Demolition	-	-	-	-	-	-							-	-	
		-	164	-	-	-	26	-	-	-	-	-	-	190	9,200	2.1%
														% of Budget: 2.1%		
55000 PLANNING, ZONING, PERMITTING																
55010	Advertising	160	112	-	-	110	345							727	1,000	72.7%
55020	Arborist Reports	-	2,150	-	1,400	-	-							3,550	10,000	35.5%
55030	Dues, Memberships, and Subscriptions (PZP)	-	-	-	-	-	-							-	400	
55060	Equipment / Software (PZP)	-	377	-	-	264	178							819	1,000	81.9%
55150	Postage (PZP)	-	-	-	-	-	-							-	400	
55160	Professional Services (PZP)	-	3,754	2,145	-	2,310	4,110							12,319	35,000	35.2%
55180	Public Outreach (PZP)	-	-	-	-	-	-							-	2,500	
55200	Supplies (PZP)	-	-	-	-	-	-							-	400	
55400	Planning Commission	150	250	50	250	-	-							700	5,000	14.0%
55500	Board of Zoning Appeals	-	-	-	-	150	-							150	3,000	5.0%
		310	6,643	2,195	1,650	2,834	4,633	-	-	-	-	-	-	18,264	58,700	31.1%
														% of Budget: 31.1%		

Town of James Island Monthly Budget Report

Fiscal Year 2025 - Ending June 2026

AMENDED October 2025

	1st Quarter	2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED	
		July	August	September	October	November	December (50% of the fiscal year)	January	February	March	April	May	June
56000 EMERGENCY SERVICES / CERT													
56053	Employee Training and Travel	-	-	-	-	-	-	-	-	-	-	-	2,500
56060	Equipment / Software (ESC)	-	-	-	-	-	-	-	-	-	-	-	1,000
56062	Radio Contract	861	-	861	-	-	-	861	-	-	-	-	2,583
56065	Mobile Devices	281	241	241	241	203	202	-	-	-	-	-	1,408
56070	Generator Maintenance	-	-	429	-	-	-	-	-	-	-	-	429
56180	Public Outreach (ESC)	-	-	-	-	-	-	-	-	-	-	-	500
56200	Supplies (ESC)	-	-	457	-	-	-	-	-	-	-	-	457
56220	PPE	-	-	16	97	22	-	-	-	-	-	-	135
56240	Response Supply Kits	-	-	-	-	-	-	-	-	-	-	-	1,620
56300	MISC - Emergency Management	281	281	281	-	-	-	-	-	-	-	-	843
55150	Meals	-	-	156	-	-	-	-	-	-	-	-	156
55160	Accommodations	-	-	-	-	-	-	-	-	-	-	-	-
55180	Fuel/Mileage	-	-	-	-	-	-	-	-	-	-	-	-
55200	Other	-	-	-	-	-	-	-	-	-	-	-	-
56500	Emergency Activations	-	-	-	-	-	11,315	-	-	-	-	-	11,315
56800	Teen CERT Program	-	-	-	-	-	-	-	-	-	-	-	-
		1,422	521	2,441	338	224	12,378	-	-	-	-	-	17,326
													58,519
													29.6%
													% of Budget: 29.6%

57000 FACILITIES, PARKS & EQUIPMENT

	1st Quarter	2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED		
		July	August	September	October	November	December (50% of the fiscal year)	January	February	March	April	May	June	
57060 Equipment, Funitures, Fixtures (non-cap)														
57070	Facility Rental Deposit Returns	-	-	100	1,350	800	600	-	-	-	-	-	-	2,850
57080	Facilities Maintenance	232	2,707	200	505	1,785	290	-	-	-	-	-	-	5,719
57100	Facility Upgrades / Construction (non-cap)	-	-	2,325	-	-	243	-	-	-	-	-	-	2,568
57120	Fire Safety / First Aid	1,080	-	250	-	-	349	-	-	-	-	-	-	1,679
57150	Janitorial	1,650	1,650	1,650	1,650	1,650	1,650	-	-	-	-	-	-	9,900
57160	Rent - Storage Unit	-	145	145	145	145	191	-	-	-	-	-	-	771
57170	Security Monitoring	222	59	403	-	89	111	-	-	-	-	-	-	884
57180	Street Lights	15,724	15,832	550	31,709	-	15,863	-	-	-	-	-	-	79,678
57190	Utilities	3,155	2,371	894	3,762	838	2,016	-	-	-	-	-	-	13,036
57200	Supplies	-	-	-	1,056	692	641	-	-	-	-	-	-	2,390
57250	Vehicle and Equipment Fuel	-	670	203	401	189	305	-	-	-	-	-	-	1,769
57260	Vehicle and Equipment Maintenance	40	456	133	348	378	336	-	-	-	-	-	-	1,692
57300	NON-HTAX Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	3,062
57310	Dog Stations	183	-	-	187	-	-	-	-	-	-	-	-	371
57320	Brantley Park	-	-	-	-	-	-	-	-	-	-	-	-	2,000
57330	Dock Street Park	-	-	85	-	-	-	-	-	-	-	-	-	85
57340	Hillman Lot	-	-	-	-	-	-	-	-	-	-	-	-	10,000
57350	Mill Point Park	-	-	-	875	49	1,150	-	-	-	-	-	-	2,074
57360	Pinckney Park	-	410	-	60	-	62	-	-	-	-	-	-	532
		22,287	24,302	7,197	42,876	6,696	25,131	-	-	-	-	-	-	128,489
														422,580
														30.4%
														% of Budget: 30.4%

Town of James Island Monthly Budget Report

Fiscal Year 2025 - Ending June 2026

AMENDED October 2025

58000 COMMUNITY SERVICES

	1st Quarter	2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED		
		July	August	September	October	November	December (50% of the fiscal year)	January	February	March	April	May	June	
58010	Business Development Council	-	-	-	-	-	-	-	-	-	-	-	500	
58020	Children's Council	-	-	-	-	-	167	-	462	-	-	-	629	1,500
58030	Community Service Contributions	-	-	-	3,190	-	44,950	-	-	-	-	-	48,140	40,000
58040	Community Tutoring Programs	9,925	-	-	-	-	-	-	-	-	-	-	9,925	8,155
58050	Crime Watch Materials	-	-	-	-	-	-	-	-	-	-	-	-	120.4%
58060	Drainage Council	-	-	-	-	-	-	-	-	-	-	-	500	121.7%
58070	History Commission	-	375	300	27	288	2,860	-	-	-	-	-	3,849	6,000
58080	James Island Pride	-	174	83	291	-	406	-	-	-	-	-	954	6,000
58085	Helping Hands	-	199	-	-	-	150	-	-	-	-	-	349	2,000
58090	Neighborhood Council	-	-	-	-	-	-	-	-	-	-	-	-	2,800
58100	Repair Care Program	8,829	-	-	-	-	-	-	-	-	-	-	8,829	40,000
58200	Special / Community Events	-	1,080	90	1,580	1,605	603	-	-	-	-	-	4,958	6,000
58210	Tree Council	44	-	-	785	-	748	-	-	-	-	-	1,577	5,000
58220	Youth Sports Program with CHS	-	-	-	-	-	-	-	-	-	-	-	-	12,200
		18,798	1,828	473	5,873	2,060	50,180	-	-	-	-	-	79,211	130,655
														60.6%

% of Budget: 60.6%

59000 ISLAND SHERIFF'S PATROL

59001	ISP Salaries	24,928	41,270	35,991	55,318	40,885	38,443	-	-	-	-	-	236,833	400,000
59005	ISP Benefits	7,477	11,921	10,295	15,981	11,812	11,106	-	-	-	-	-	68,592	116,000
59020	ISP Operating Costs (radio, fuel, maint, WL, vehicle use)	3,278	40	40	40	4,770	6,040	-	-	-	-	-	14,208	20,000
59100	ISP Dedicated Officer	21,856	-	-	-	22,592	-	-	-	-	-	-	44,447	115,005
		57,538	53,231	46,326	71,339	80,058	55,589	-	-	-	-	-	364,081	651,005
														55.9%
														% of Budget: 55.9%

60000 TREE FUND

	PRIOR TREE FUND BALANCE	-	-	-	511	-	-	-	-	-	-	-	(9,005)
	ESTIMATED FY REVENUE	-	-	-	-	-	-	-	-	-	-	-	2,500
													(6,505)
60010	Tree Maintenance and Care	-	-	-	-	-	-	-	-	-	-	-	10,000
60020	Tree Planting	-	-	-	-	-	-	-	-	-	-	-	1,200
	Transfer to GF	-	-	-	-	-	-	-	-	-	-	-	11,200
		-	-	-	511	-	-	-	-	-	-	-	End Balance (17,705)

Town of James Island Monthly Budget Report

Fiscal Year 2025 - Ending June 2026

AMENDED October 2025

62000 CAPITAL PROJECTS (non HTAX)

		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED		
		July	August	September	October	November	December (50% of the fiscal year)	January	February	March	April	May	June				
62000 CAPITAL PROJECTS (non HTAX)																	
62014	<u>ROAD / SIDEWALK INFRASTRUCTURE</u>																
62014	Dill's Bluff Sidewalk III & IV	-	-	1,080	398	-	-	-	-	-	-	-	-	1,478	15,000	9.9%	
62022	Regatta Road Sidewalk	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
62030	Nabors I	-	-	-	-	-	-	-	-	-	-	-	-	235,000			
62034	Greenhill - Honeyhill Drainage/Paving	-	-	-	-	-	-	-	-	-	-	-	-	58,800			
62040	Traffic Calming Projects	-	-	6,711	60	173	-	-	-	-	-	-	-	6,944	35,000	19.8%	
62050	Other Road / Sidewalk Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL Road / Sidewalk Infrastructure	-	-	7,791	457	173	-	-	-	-	-	-	-	8,421	343,800		
62060	<u>DRAINAGE / SEWER PROJECTS</u>																
62060	RIA Sewer Project (connections)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
62062	Additional Sewer Connections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
62065	James Island Creek Sewer Expansion Match	-	-	-	-	-	-	-	-	-	-	-	-	-	230,043		
62100	Oceanview-Stonepost Drainage I & II	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
62105	Quail Run Drainage	23,018	-	-	-	-	-	-	-	-	-	-	-	23,018	23,018	100.0%	
62110	Woodhaven Drainage	23,018	-	-	-	-	-	-	-	-	-	-	-	23,018	23,018	100.0%	
62200	Other Drainage / Sewer Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000		
62210	Cecil Circle	-	-	-	-	-	31,127	458	-	-	-	-	-	31,584	35,000		
	TOTAL Road / Sidewalk Infrastructure	46,035	-	-	-	-	31,127	458	-	-	-	-	-	77,620	326,079	23.8%	
62520	New Construction JIACC (non-HTAX portion)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
62522	New Construction JIACC (ATAX match)	-	7,184	-	-	-	-	6,364	-	-	-	-	-	13,548	21,000	64.5%	
62600	Audio / Visual Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000		
62610	Public Works Equipment to Capitalize	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500		
62620	Vehicle Purchase	26,131	-	-	-	-	-	-	-	-	-	-	-	26,131	47,399	55.1%	
62650	Town Hall	-	-	-	-	-	2,675	3,425	-	-	-	-	-	6,100	64,000		
62655	Shutters and Deck	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000		
62660	Computer Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	23,000		
65670	Phone System	-	-	-	-	-	-	-	-	-	-	-	-	-	11,000		
62700	Parks and Other														200,000		
62710	Brantley (non-HTAX eligible)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
62720	Dock Street (non-HTAX eligible)	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000		
62730	Mill Point (non-HTAX eligible)	-	-	-	-	-	4,427	-	-	-	-	-	-	4,427	100,000		
62740	Pinckney (non-HTAX eligible)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
62750	Grace Triangle (non-HTAX eligible)	-	-	-	-	-	6,645	7,875	-	-	-	-	-	14,520	30,000	48.4%	
62800	Land Acquisition (non-HTAX eligible)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		72,166	7,184	7,791	457	45,047	18,122	-	-	-	-	-	-	150,766	1,048,778	14.4%	
															% of Budget: 14.4%		

Town of James Island Monthly Budget Report

Fiscal Year 2025 - Ending June 2026

AMENDED October 2025

POLY(1,4-PHENYLENE TEREPHTHALIC ANHYDRIDE)

Town of James Island Monthly Budget Report			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter				
			July	August	September	October	November	December (50% of the fiscal year)	January	February	March	April	May	June	TOTAL	BUDGETED
HOSPITALITY TAX (HTAX)																
HTAX BALANCE FROM PRIOR YEAR																3,246,825
43000	HTAX Revenue		109,029	81,132	65,522	64,319	75,180	31,550							426,732	715,000
																59.7% % of Budget: 59.7%

65000 HTAX OPERATING FUND (non-cap)

65500 HTAX ELIGIBLE CAPITAL PROJECTS

HTAX ENDING ESTIMATE

Balance from above		3,246,825
Revenue		715,000
	TOTAL AVAILABLE THIS FY:	3,961,825
 Operating Budget		 211,145
Projects Budget		3,701,176
	TOTAL BUDGETED COSTS THIS FY:	3,912,321
 ESTIMATED ENDING FY BALANCE:		 49,504

Town of James Island Monthly Budget Report

Fiscal Year 2025 - Ending June 2026

AMENDED October 2025

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL	BUDGETED
	July	August	September	October	November	December (50% of the fiscal year)	January	February	March	April	May	June		
ACCOMMODATIONS TAX (ATAX)														
42010	ATAX Balance from prior year													23,624
42020	ATAX Revenue - State	-	24,214	-	-	14,074	-						38,288	67,500
	ATAX Revnue - County	-	-	580	-	245	-						825	7,500
	TOTAL REVENUE THIS FY:													75,000
	ESTIMATED FUNDS AVAILABLE THIS FY:													98,624

68000 ACCOMMODATIONS TAX

68010	Tourism Related Expenditures	-	-	-	-								-	61,930
68050	Advertising and Promotion	-	-	-	-	150	150						300	5,000
	<u>Transfer to GF</u>	-											-	27,500
	TOTAL OPERATING:	-	-	-	-	150	150	-	-	-	-	-	300	94,430

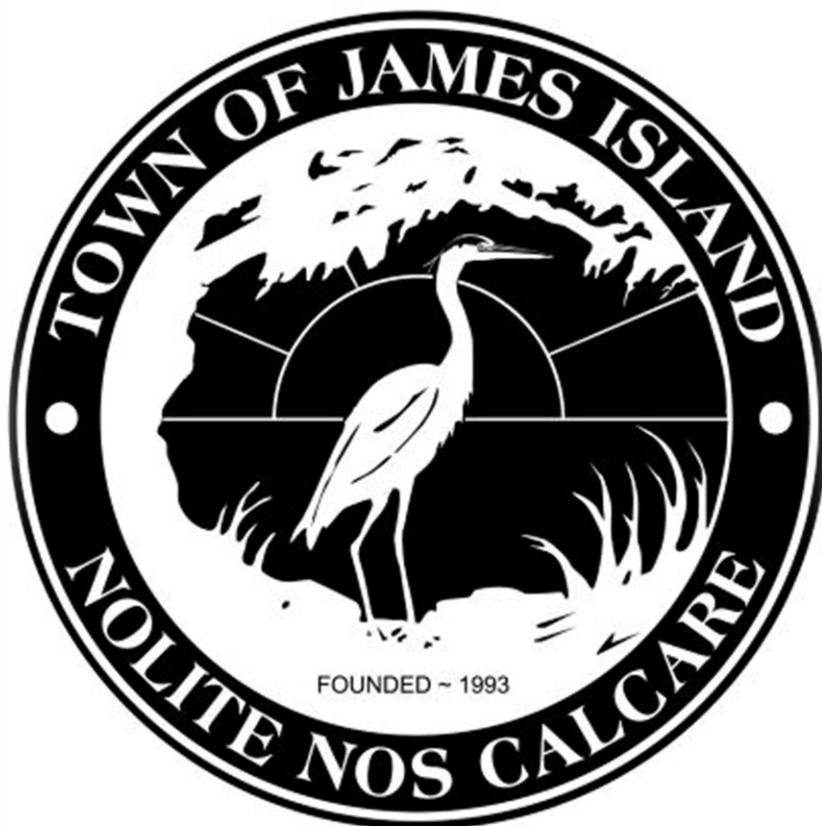
Public Works Report

Maintenance Work – Town continues to work on re-establishing ditches and clearing culverts and cross pipes. 25 mph signs installed on Fort Sumter Dr and additional signs ordered for install on Bruce St.

Pipe Repair Estimates – Estimates for pipe repair/replacement (N Stiles/Schaffer Dr near pond weir, Mayflower Dr, and Julia St/Chandler) included in Council packet.

Intergovernmental Flood Prevention Taskforce – Multiple areas within the Town have contacted the group (Prescott St, Fort Johnson Rd near Mikell Dr, Kemper Ave, and Clarks Point, etc.) at the urging of Town staff. Phillip Sexton is also sharing the cost associated with the Town's continued maintenance in SCDOT right of ways with legislators as an example of the local burden SCDOT limitations cause local governments and their constituents.

**TOWN OF JAMES ISLAND
CODE ENFORCEMENT DEPARTMENT
MONTHLY REPORT**



TOWN OF JAMES ISLAND

CODE ENFORCEMENT DEPARTMENT

MONTHLY REPORT

Code Enforcement Department Monthly Report

Reporting Month: January 2026

Prepared By: E. Parker Richardson

Date Presented to Council: January 15th, 2026

1. Overview / Department Summary:

Since the last Town Council meeting took place on December 18th to January 15th- There are currently 24 active Code Requests and 3 active Code Enforcement cases. A total of 10 out of the 13 existing code cases have been closed and a total of 40 out of the 64 existing code requests have been closed: for a gross resolution percentage of 65% for this month. The absolute increase in resolution percentage points is 54.76% since last month.

I have continued to work closely with the Sheriff's Department and Judge Harris on two existing/long-standing court cases.

2. Case Activity Summary:

- New Code Cases that were opened since December 18 th :	0
- Code Cases that have been Closed since December 18 th :	10
- Total Active Code Cases:	3
-New Code Requests that were opened since December 18 th :	9
-Code Requests that have been closed since December 18 th :	40
-Total Active Requests:	24

Code Case Types Breakdown (only includes active cases):

- Unpermitted Construction:	1
- Multiple Violations/ Other:	2

Code Request Type Breakdown (only includes active requests):

- Overgrowth / Vegetation:	1
- Unpermitted Construction:	17
- Multiple Violations/ Other:	2
- Inoperable Vehicles:	1
- Solid Waste & Debris:	2
- Unpermitted Use:	1

TOWN OF JAMES ISLAND

CODE ENFORCEMENT DEPARTMENT

MONTHLY REPORT

3. Total Notices & Enforcement Actions Taken This Month:

- Courtesy Notices Issued: 0
- Warning Notices Issued: 1
- Tickets/ Citations Issued: 0
- Stop-Work Orders: 0
- Follow-Up Site Visits Conducted: 9

4. Response & Resolution Metrics for This Month:

- Average Response Time: Immediate
- Average Code Request Resolution Time: 1 week (AT MAX)
- Percentage of Code Cases & Requests Resolved This Month: 65%

(CODE CASE RESOLUTION TIME VARIES GREATLY)

5. Notable Cases / Highlights:

Improving the *absolute increase in resolution percentage points* by 54.76% in 29 days is a notable highlight. This percentage reflects consistent progress within the Town of James Island's Code Enforcement Department.

6. Community Engagement & Education:

I engage with the community by being very responsive and easy to get ahold of. Our citizens seem to prefer a more personable approach. A simple phone call and patience is greatly appreciated by the Town's populace. Education wise, I always let our citizens know the specifics of the Town Ordinance that their complaint aligns with. I also let them know the course of action I plan to take and make sure to keep them updated on their request.

FOUNDED ~ 1993

7. Coordination with Other Departments / Agencies:

Coordination occurs with the Mayor, Zoning/ Planning Department, Permitting & Licensing Department and the Charleston County Sheriff's Department to address and bring cases to closure in a fair and effective manner.

8. Goals & Plans for Next Month:

To continue to work efficiently and diligently to stay on top of any forthcoming cases/ issues to ensure that the Code Enforcement Department remains organized and responsive.



Pipeline and Drainage Consultants,
40 Burdsall Ave
Fort Mitchell, Ky 41017
South Carolina Location:
368 Winingham Rd
Saint George, SC 29477
Web: drainageconsult.com
SC Contractors License #123511

Project: Schaffer St. James Island SC.

Location: 750 Schaffer St • James Island SC 29412 (N Stiles Dr)

Attention: Melissa Flick, James Island Public Works

Date: 12-18-25

Item #	Description	Qty	Units	Unit cost	Cost
1	Preparation and Pipecleaning of Hostpipe	1	EA	\$ 3,500.00	\$ 3,500.00
2	Potential 24" Slipline with 18" SnapTite	45	LF	\$ 336.00	\$ 15,120.00
4	Cellular Grout needed for Sliplining	270	CF	\$ 10.00	\$ 2,700.00
5	Restoration	1	EA	\$ 1,000.00	\$ 1,000.00

Quote Total. \$ 22,320.00

Conditions:

- 1 Total includes all labor, equipment, and materials to install SnapTite Liners
- 2 This quote is based on several unknown factors. I am assuming that the pipe is 24" in diameter. We will require further investigation in order to properly assess the situation.
- 3 Line item one will be the only charge the will be required in order to properly assess the pipe.
- 4 This quote is contingent on the Mayflower and Chandler projects be completed within the same timeframe.

If you have any questions call Joe Thies @ (513) 503-3083

Grand Total \$ 22,320.00

Melissa Flick

From: Arthur B Schirmer, III <absiiieit@landscapepavers.com>
Sent: Monday, December 1, 2025 3:49 PM
To: Brook Lyon
Cc: Melissa Flick; Joyce Schirmer
Subject: Sinkhole Repair Clearview Subdivision
Attachments: Clearview Sinkhole Repair.pdf

CAUTION: This email originated from outside the Town of James Island. Maintain caution when opening external links/attachments

Good afternoon,

Please find the attached proposal for the investigation and repair of the sinkhole at the above location. The important item to realize is the first page is to find out what the situation is, then, you need to make the determination of how much of a repair you would want to invest in the work. Obviously, the best fit situation is the very last page, but that may not be in the budget. The other repair will work fine, but there's always a chance that during storms or high tide events, the repaired area can be breached under water pressure. I have based the repairs on a 24 to 36" RCP, if it's of a smaller diameter, I will credit the Town of James Island back. All NPDES regulations will be adhered to as required by the MS4, Charleston County.

Please let me know if you have any questions concerning this proposal(s). Please keep in mind that the investigation of the damages is NOT a repair, that's covered in the two following pages.

Respectfully,

*Arthur B. Schirmer FFG, EIT
Member
18431-756-2365 Office
18431-298-0141 Cell*

Cost Breakdown for Sinkhole Investigation at 750 Schaffer Street and 670 N Stiles Drive

Description	Unit	Unit Cost	Quantity	Labor	Equipment	Materials	Total
Mobilization*	LS	\$ 2,000.00	1	\$ 660.00	\$ 660.00	\$ 680.00	\$ 2,000.00
Sawcut Sinkhole Area	LF	\$ 21.00	30	\$ 207.90	\$ 207.90	\$ 214.20	\$ 630.00
Install Silt Fence and BMPs	LF	\$ 15.00	42	\$ 207.90	\$ 207.90	\$ 214.20	\$ 630.00
Excavate along pipe	LS	\$ 1,200.00	1	\$ 396.00	\$ 396.00	\$ 408.00	\$ 1,200.00
Backfill and recompact	cy	\$ 35.00	5	\$ 57.75	\$ 57.75	\$ 59.50	\$ 175.00
Notes:							
					Total		\$ 4,635.00

Cost Breakdown for Sinkhole Repair at 750 Schaffer Street and 670 N Stiles Drive

Description	Unit	Unit Cost	Quantity	Labor	Equipment	Materials	Total
Repair Pipe at Failing Joint Fully Encased Pipe Wrap*	LS	\$ 3,568.00	1	\$ 1,177.44	\$ 1,177.44	\$ 1,213.12	\$ 3,568.00
Install Flowable Fill	CY	\$ 450.00	3	\$ 445.50	\$ 445.50	\$ 459.00	\$ 1,350.00
Excavate outfall for positive flow	LS	\$ 3,676.00	1	\$ 1,213.08	\$ 1,213.08	\$ 1,249.84	\$ 3,676.00
Reinstall Rip Rap with 8 Oz fabric each embankment	LS	\$ 2,000.00	2	\$ 1,320.00	\$ 1,320.00	\$ 1,360.00	\$ 4,000.00
Install new base and paving to match existing profile	LS	\$ 2,150.00	1	\$ 709.50	\$ 709.50	\$ 731.00	\$ 2,150.00
Seeding disturbed areas	LS	\$ 550.00	1	\$ 181.50	\$ 181.50	\$ 187.00	\$ 550.00
Notes:							
					Total		\$ 15,294.00

Cost Breakdown for Sinkhole Repair at 750 Schaffner Street and 670 N Stiles Drive

Description	Unit	Unit Cost	Quantity	Labor	Equipment	Materials	Total
Sawcut across width of street	LS	\$ 3,568.00	1	\$ 1,177.44	\$ 1,177.44	\$ 1,213.12	\$ 3,568.00
Remove and Replace Existing Pipe on 57' Stone Bedding as per SCDDT (allow for traffic flow)	LS	\$ 650.00	40	\$ 8,580.00	\$ 8,580.00	\$ 8,840.00	\$ 26,000.00
Excavate outfall for positive flow	LS	\$ 3,676.00	1	\$ 1,213.08	\$ 1,213.08	\$ 1,249.84	\$ 3,676.00
Reinstall Rip Rap with 8 Oz fabric each embankment	LS	\$ 2,000.00	2	\$ 1,320.00	\$ 1,320.00	\$ 1,360.00	\$ 4,000.00
Install new base and paving to match existing profile	LS	\$ 4,500.00	1	\$ 1,485.00	\$ 1,485.00	\$ 1,530.00	\$ 4,500.00
Seedling disturbed areas	LS	\$ 550.00	1	\$ 181.50	\$ 181.50	\$ 187.00	\$ 550.00
Notes:							
							Total
							\$ 42,294.00



Charleston County Public Works Task Estimate

BASIC INFORMATION

Est Start Date:

Requesting Agency :

Contact :

Details :

Request ID: 18529

Task ID: 223525

Phone : (843) 795-4141

Town of James Island

Melissa Flick

North Stiles Drive/Remove the existing asphalt as needed and excavate to expose the top of the pipe. Inject the pipe joints with approved foam sealant to ensure proper sealing, then backfill, compact, and restore the area. Install new asphalt to match the existing grade, and repair and armor the slope for proper stabilization.

Total Labor Cost	\$5,361.90
Total Equipment Cost	\$3,984.83

Material

ID	Description	Usage	Material Cost
		Total Material Cost	\$0.00

Other

Date	Short Description	Purchase Order	Vendor	Cost
10/6/2025	Rip Rap Class B		Vulcan Material Company	\$2,000.00
10/6/2025	Asphalt Type C		Sanders Bros.	\$1,500.00
10/6/2025	Geo Fabric		Fortline Waterworks	\$150.00
10/6/2025	Macadam Base		Vulcan Material Company	\$2,000.00
			Total Other	\$5,650.00

Sub Total	\$14,996.73
10% Contingency	\$1,499.67
Grand Total Estimate	\$16,496.40

Agency Signature : _____

Date: _____

OrgKey (For non-General Fund Request): _____

Obj Code: _____

J. Evans Services, LLC.

655 Schooner Rd.
Charleston, SC 29412
Josh Evans (843)-452-0204

Proposal Number: 547

Date: 1/6/2026

To: Town of James Island

Location: N. Stiles Drive
Charleston, SC 29412

Proposed Work To Include The Following:

- Erosion Repair on Pond Side of N. Stiles:
 - Purchase, pick up, deliver, spread and compact Granite MBC around pipe/eroded area along roadside
 - Purchase, pick up, deliver, spread and compact Granite Rip Rap around mouth of pipe- tapering up as necessary
- Clean up and remove all job-related debris

Total Proposed Amount (Material and Labor) -\$2,660.00

JOB SPECIFIC NOTES

- If spillway is damaged, this is not to be addressed at this time. My recommendation is to make the above repairs for erosion and monitor this situation to help evaluate if this was simply long term slow erosion or if there is pipe repairs and road closures to take place.

GENERAL NOTES

-Utilities to be called in and marked by J. Evans Services prior to work being started
-Any damage to irrigation, drainage, or unforeseen/ unmarked utilities will be additional cost to repair if damaged
-On site power and water may be used
-Due to unforeseen weather, future care, and air/ soil temperatures, there are no warranties provided for installation of living plants, grass, etc...
-Any additional work to be performed, other than details listed above will be submitted and approved prior to completion
-In certain cases, a 50% down payment is required for work to begin

-Total amount due upon completion of work

Signature for Approval of Work Itemized and Proposed _____



Pipeline and Drainage Consultants,
40 Burdsall Ave
Fort Mitchell, Ky 41017
South Carolina Location:
368 Winingham Rd
Saint George, SC 29477
Web: drainageconsult.com
SC Contractors License #123511

Project: Mayflower Dr. James Island SC.
Location: 1774 N Mayflower Dr • Charleston, SC 29412
Attention: Melissa Flick, James Island Public Works

Date: 7-24-25

Item #	Description	Qty	Units	Unit cost	Cost
1	Mobilization	1	EA	\$ 2,000.00	\$ 2,000.00
2	15" RCP using Thermoform	48	LF	\$ 319.50	\$ 15,336.00
3	Preparation and Pipecleaning of Hostpipe	1	EA	\$ 3,500.00	\$ 3,500.00
4	Restoration	1	EA	\$ 1,000.00	\$ 1,000.00

Quote Total. \$ 21,836.00

Conditions:

- 1 Total includes all labor, equipment, and materials to install Thermoform Liners.
- 2 Be advised that if the Chandler quote is also included in this P.O. one of the two Mobilization charges will be waived. Saving the town \$2000.00

If you have any questions call Joe Thies @ (513) 503-3083

Grand Total \$ 21,836.00



Charleston County Public Works Task Estimate

BASIC INFORMATION

Est Start Date: 18303
Requesting Agency : Town of James Island Request ID: 222269
Contact : Melissa Flick Task ID: 843-795-4141
Details :
1774 N MAYFLOWER DR
Block and secure the intersection.
Saw-cut and remove existing asphalt.
Excavate to expose and remove existing pipe.
Regrade trench area and install stone base.
Install new pipe, bed in stone, and compact properly.
Restore area by patching back asphalt to match existing surface.

Total Labor Cost	<u>\$16,325.52</u>
Total Equipment Cost	<u>\$13,775.13</u>

Material

ID	Description	Usage	Material Cost
		Total Material Cost	<u>\$0.00</u>

Other

Date	Short Description	Purchase Order	Vendor	Cost
10/13/2025	Macadam Base		Vulcan Material Company	<u>\$1,500.00</u>
10/13/2025	57 Stone		Vulcan Material Company	<u>\$1,950.00</u>
10/13/2025	RCP Pipe, gaskets and lube		CP&P - Concrete Pipe And Precast	<u>\$7,000.00</u>
10/13/2025	Asphalt and Tack		Sanders Bros.	<u>\$1,500.00</u>
10/13/2025	Pipe Wrap		Fortiline Waterworks	<u>\$275.00</u>
10/13/2025	Traffic Barricades & Signs		National Trench Safety	<u>\$1,500.00</u>
			Total Other	<u>\$13,725.00</u>

Sub Total	<u>\$43,825.65</u>
10% Contingency	<u>\$4,382.56</u>
Grand Total Estimate	<u>\$48,208.21</u>

Agency Signature : _____ Date: _____

Melissa Flick

From: Joe Thies <joe.thies@drainageconsult.com>
Sent: Thursday, December 18, 2025 8:29 AM
To: Melissa Flick
Cc: Doug Brossart
Subject: Stormwater quotes
Attachments: Schaffer St. James Island SC. 12-18-25.pdf; Chandler St. James Island SC. 12-18-25.pdf; Mayflower Dr. James Island SC. 12-18-25.pdf

CAUTION: This email originated from outside the Town of James Island. Maintain caution when opening external links/attachments

Good morning, Melissa.

I've attached the quotes from last weeks assessments. As we spoke about, I've generated a hypothetical quote for the detention pond pipe. I made a best guess on the pipe diameter. We won't know exactly what we are getting into until we can get that pipe exposed. The first line item (Preparation and Pipe cleaning) will be the only absolute cost in this quote. This charge is for the isolation and assessment of the host pipe area. We need to temporarily damn the water during low tide so that we can examine the pipe. I'm confident that we can fix this issue. We just need to access the pipe. By quoting it this way we can go ahead and fix it when we are onsite saving time and money by not needing an additional P.O. to move forward. The other two quotes are also attached. As mentioned in the quotes, we will waive one of the two mobilizations if all of the projects are completed in the same timeframe.

Please let me know if you have any questions.

Thank you for the opportunity.

Joe Thies
Business Development & Project Management
Pipeline and Drainage Consultants
Cell: 513-503-3083



Pipeline and Drainage Consultants,
40 Burdsall Ave
Fort Mitchell, Ky 41017
South Carolina Location:
368 Winingham Rd
Saint George, SC 29477
Web: drainageconsult.com
SC Contractors License #123511

Project: Chandler St. James Island SC.
Location: 1545 Chandler St • James Island, SC 29412
Attention: Melissa Flick, James Island Public Works

Date: 12/18/25

Item #	Description	Qty	Units	Unit cost	Cost
1	Mobilization	1	EA	\$ 2,000.00	\$ 2,000.00
2	15" RCP using Thermoform	45	LF	\$ 319.50	\$ 14,377.50
3	Preparation and Pipecleaning of Hostpipe	1	EA	\$ 3,500.00	\$ 3,500.00
4	Restoration	1	EA	\$ 1,000.00	\$ 1,000.00

Quote Total. \$ 20,877.50

Conditions:

- 1 Total includes all labor, equipment, and materials to install Thermoform Liners.
- 2 Be advised that if the Mayflower quote is also included in this P.O. one of the two Mobilization charges will be waived. Saving the town \$2000.00

If you have any questions call Joe Thies @ (513) 503-3083

Grand Total \$ 20,877.50



* FOR COMPARISON ONLY *

Charleston County Public Works Task Estimate

BASIC INFORMATION

Est Start Date: _____ Request ID: 18303
Requesting Agency : Town of James Island Task ID: 222269
Contact : Melissa Flick Phone : 843-795-4141
Details : 1774 N MAYFLOWER DR
Block and secure the intersection.
Saw-cut and remove existing asphalt.
Excavate to expose and remove existing pipe.
Regrade trench area and install stone base.
Install new pipe, bed in stone, and compact properly.
Restore area by patching back asphalt to match existing surface.

Total Labor Cost	\$16,325.52
Total Equipment Cost	\$13,775.13

Material

ID	Description	Usage	Material Cost
		Total Material Cost	\$0.00

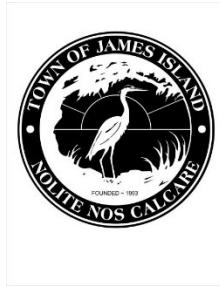
Other

Date	Short Description	Purchase Order	Vendor	Cost
10/13/2025	Macadam Base		Vulcan Material Company	\$1,500.00
10/13/2025	57 Stone		Vulcan Material Company	\$1,950.00
10/13/2025	RCP Pipe, gaskets and lube		CP&P - Concrete Pipe And Precast	\$7,000.00
10/13/2025	Asphalt and Tack		Sanders Bros.	\$1,500.00
10/13/2025	Pipe Wrap		Fortline Waterworks	\$275.00
10/13/2025	Traffic Barricades & Signs		National Trench Safety	\$1,500.00
			Total Other	\$13,725.00

Sub Total	\$43,825.65
10% Contingency	\$4,382.56
Grand Total Estimate	\$48,208.21

Agency Signature : _____ Date: _____

* FOR COMPARISON ONLY *



RESOLUTION 2026-01

A RESOLUTION EXPRESSING OPPOSITION TO PROPOSED MEDIANS ALONG FOLLY ROAD AS PART OF THE SCDOT FOLLY ROAD SAFETY STUDY AND IMPROVEMENTS PROJECT AND TO REQUEST A TRAFFIC LIGHT AT THE INTERSECTION OF SANTEE STREET AND FOLLY ROAD

WHEREAS, the South Carolina Department of Transportation (SCDOT) has proposed roadway safety improvements along Folly Road that include the installation of raised medians along much of the Town of James Island commercial corridor; and

WHEREAS, Folly Road serves as a primary commercial and transportation corridor for the Town of James Island, supporting numerous local businesses and providing critical access for residents and visitors; and

WHEREAS, the Town of James Island has significant concerns that the proposed medians would restrict access to businesses along Folly Road, thereby negatively impacting the local business community and economic vitality of the corridor; and

WHEREAS, the proposed medians are anticipated to divert traffic into adjacent neighborhoods, including but not limited to Bayview and Centerville, as motorists seek alternate routes to access businesses along Folly Road, creating increased cut-through traffic, congestion, and safety concerns for neighborhood residents; and

WHEREAS, business owners along Folly Road have expressed strong and unified opposition to the proposed medians, citing concerns related to customer access, delivery logistics, and overall business viability; and

WHEREAS, the Town's Business Development Council and Neighborhood Council have both indicated their opposition to the proposed medians and their intent to formally oppose the project as currently designed; and

WHEREAS, the Town of James Island supports a traffic signal at Santee Street and Folly Road to help with the flow of traffic; and

WHEREAS, the Town of James Island supports roadway safety improvements that are developed collaboratively, balance safety with accessibility, and do not disproportionately burden local businesses or residential neighborhoods;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JAMES ISLAND, SOUTH CAROLINA, THAT:

1. The Town of James Island formally opposes the installation of raised medians along Folly Road as proposed in the SCDOT Folly Road Safety Study and Improvements project.
2. The Town requests that SCDOT reconsider the proposed median design and engage in further collaboration with the Town, local businesses, and neighborhood stakeholders to identify alternative safety improvements that preserve access and minimize negative impacts.
3. The Town supports and encourages the SCDOT to install a traffic signal at Santee Street and Folly Road to help with the flow of traffic.
4. The Town encourages SCDOT to evaluate other traffic-calming and safety measures that do not restrict direct access to businesses or increase cut-through traffic in surrounding neighborhoods.
5. The Mayor, Town Council, and staff are authorized and directed to communicate this resolution and the Town's concerns to SCDOT and other relevant agencies.

ADOPTED this ____ day of _____, 2026

Brook Lyon
Mayor

ATTEST

Frances Simmons
Town Clerk