

Minutes
McClellanville Town Council
Special Meeting
April 20, 2026
6:00 PM

McClellanville Town Council met on the above-noted date. Notice of the meeting was published in compliance with the Freedom of Information Act. Mayor Leland, Councilmen Bob Gannon and Jim Scott, were present in person. Councilman Malcolm Baldwin attended via telephone. Councilman Chris Bates entered the meeting at 6:45 PM. Others present included Town Administrator Michelle McClellan, Scott McDaniel and Crystal Cox with SAFEbuilt.

Mayor Leland opened the meeting. Mr. McDaniel from SAFEbuilt presented their building services to Council, noting they also offer zoning administration, planning support, permit services, plan review, code enforcement, and floodplain management. He explained the package is flexible, allowing the town to select or remove any offered services.

Councilman Baldwin mentioned SAFEBuilt also offered permit software for workflow. Mayor Leland inquired about service costs. Mr. McDaniel explained they could charge hourly or take a percentage of fees. Ms. McClellan said the Town's agreement with Charleston County is a 90/10 split, with the Town receiving 10% of building fees monthly.

Council inquired about turnaround time, and Mr. McDaniel explained that they provide a 48-hour turnaround with inspections available as soon as the next day if requests are made before 4 PM. Council inquired about planning services; the response was that all zoning requests could be handled, though familiarizing with the Town's codes may take some time.

Council inquired about floodplain management. Ms. McClellan shared a list of services offered by Charleston County. Mr. McDaniel responded that he would review the list and indicated that SAFEbuilt could provide Floodplain Management for the Town.

Council asked about contract renewals and the availability of a probationary period. Mr. McDaniel explained that their contracts are typically structured as one-year agreements with automatic renewal and a 90-day notice requirement for either party to terminate the contract. He added that SAFEbuilt could include a 30, 60, or 90-day probationary period at the Town's request. He emphasized that SAFEbuilt is committed to customer service and to working collaboratively with the Town.

Council asked Mr. McDaniel to submit a draft agreement for review prior to the May 4 Council meeting for review.

Mayor Leland proceeded to the FY 2026-2027 draft budget workshop. Council reviewed the draft budget. Ms. McClellan asked Council about boat landing funds for administration. Council decided to allocate 15% of yearly permit revenue to admin fees.

Ms. McClellan mentioned that trash bids are expected later in the week, so the amount may change in the final draft. Council decided not to transfer funds to the Capital Improvement fund this fiscal year. They also agreed to consider a millage increase, which will be set once the SC Revenue and Fiscal Affairs Office provides the millage rate allowable for the Town for the 2026-2027 Fiscal Year. Ms. McClellan noted this information usually arrives in mid-May.

There being no further business, the meeting was adjourned at 7:17 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Michelle A. McClellan". The signature is written in a cursive, flowing style.

Michelle A. McClellan
Clerk of Council