

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

June 6, 2023; 11:00 am

Minutes

I. **Call to Order:** *Chairman Moffitt called the meeting to order at 11:00 am.*

II. **Pledge of Allegiance**

III. **Roll Call:**

Present at Meeting: John Moffitt, *Chairman*
John D. Labriola, *Mayor*
Brad Belt, *Committee Member*
Russell Berner, *Committee Member*
Michael Heidingsfelder, *Committee Member*

Also Present: Stephanie Tillerson, *Town Administrator*
Dorota Szubert, *Finance Director*
Michael Nardelli, *Public Works Assistant*

IV. **Approval of Minutes:**

A. Ways and Means Committee Meeting of May 1, 2023

Committee Member Heidingsfelder made a motion to approve the minutes of the May 1, 2023, Ways and Means Committee meeting. Committee Member Berner seconded the motion, and it was unanimously approved.

V. **Old Business:**

None

VI. **New Business:**

A. Review and Recommendation to Town Council for Approval to Conduct Surveys at the Beachwalker Drive and Kiawah Island Parkway Intersection

Chairman Moffitt stated that the surveys to be considered are in two parts: Beachwalker Drive and the intersection of Beachwalker Drive and the Kiawah Island Parkway.

Mr. Nardelli stated that as the Town considers plans for the intersection of Beachwalker Drive and the Kiawah Island Parkway, it is important to have a clear and up-to-date survey of the topography, rights of way, and utilities in this area. The Town currently does not have all of this information in one clear and concise package, so town staff contacted two firms to send us a quote for this all-inclusive work. This information is necessary to move forward with detailed road redesign and future landscape or infrastructure improvements to include activities for this major intersection as well as Beachwalker Drive.

Town staff broke up this work into two sections. One section is for the intersection of the Kiawah Island Parkway and Beachwalker Drive, which includes the Kiawah Island Real Estate Office parcel up to the intersection. The other section covers all of Beachwalker Drive.

Town Staff received bids from Southeastern Land Surveying, LLC and A.H. Schwacke & Associates Inc to provide quotes for both of these sections for Right of Way, tree, and topography surveys.

Neither firm surveys underground utilities, so they both provided quotes from a subcontractor, Lowcountry Locating, LLC, to provide a quote for utilities. The breakdown of quotes is as follows:

Southeastern Land Surveying, LLC

A) Intersection for KIP and Beachwalker Drive:	\$11,200	
B) Beachwalker Drive:	\$18,720	\$29,920.00

A.H. Schwacke & Associates, Inc

A) Intersection for KIP and Beachwalker Drive:	\$12,850	
B) Beachwalker Drive:	\$30,750	

Town Staff requests that the Ways and Means Committee recommend to Town Council approve the quote from Southeastern Land Surveying, LLC, in the total amount of \$29,920 for the Kiawah Island Parkway intersection and Beachwalker Drive.

Committee Members discussed the two quotes questioning the difference in the pricing and confidence that Southern Land Surveying to complete the surveys at the lower cost.

Committee Member Heidingsfelder stated that he supported the intersection survey but questioned the need for surveying Beachwalker Drive at this time. Mr. Nardelli stated that the survey would be for improvement projects like landscaping and upcoming construction projects.

Committee Members engaged in a discussion of the questions raised on the Town’s right-of-way along Beachwalker Drive, the need to perform the survey at the time, waiting to perform the survey until the landscaping improvements are submitted from OSD, and if any “as built” surveys already exist. Members agreed not to vote on the recommendation to Town Council until Staff had the opportunity to research whether surveys exist and are sufficient.

Committee Member Heidingsfelder made a motion to table the item until the July Ways and Means Committee meeting. Committee Member Berner seconded the motion.

Following further discussion, the motion was unanimously approved.

VII. Chairman’s Report:

Chairman Moffitt discussed his suggestion that important topics, such as budget reviews, Treasurers’ reports, or Reserve Fund discussions, are moved further up the agenda.

VIII. Treasurer’s Report:

A. Monthly Budget Report

Ms. Szubert stated that for the first eleven months, the Town’s consolidated revenues of \$13.8M are 13%, or \$1.6M higher, when compared to YTD for the last fiscal year, FY2022, and 14%, or \$1.7M over the total budgeted revenues for the current year. The main contributor to those positive variances is Interest Income which was budgeted for \$ 40,000 and is now at \$1M. With the very conservative approach to the budget, we are also projecting almost all revenue sources exceed the budget for the current fiscal year.

At the end of May 2023, the expenditures of \$9.1M are 20%. Or 1.5M higher than for fiscal year FY2022 and 80% of the current year budget. The majority of the variances are contributable to timing; however, a few items with a negative variance that will continue through the end of the year are:

1. Personnel Cost - the higher cost in the current year is mostly related to an increase in staffing. FY2022, the equivalent of the full-time employee at the end of May 2022 was 20 compared to 23 in the current year. Respectively, the benefits and payroll taxes are higher in the fiscal year FY2023.
2. Beach Patrol cost is higher in the current year as the new contract approved by Town Council in February 2022 increased by \$251K annually.
3. Professional Services cost is higher in the current year due to engagements outside the Town's attorney contract and hiring outside law firms.
4. The consultant line item is higher, mostly related to the engagement of Lou Hammond & Associates, the communication consultant, after the budget approval.
5. Maintenance cost is higher than budgeted, mostly due to repair works on Kiawah Island Parkway and enhancements at Kestrel Court solid waste center.

Committee Member Heidingsfelder noted that Consultant and Maintenance line items showed significant overruns due to contracts approved after the budget was approved. However, that Professional Services line item was due to the expenditures for current legal services and continue to grow over the 48% increase shown. Legal fees are currently \$70,000 more than budgeted and \$43,000 more than in the prior year.

IX. Citizen Comments: Limited to 30 minutes.

Each speaker shall be limited to five minutes

None

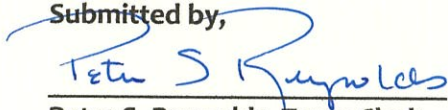
X. Committee Member's Comments:

Committee Member Heidingsfelder asked to consider bringing back the Citizens Comment item on the top of the agenda after the minutes' approval to allow citizens to speak to agenda items. Chairman stated that it would be added.

XI. Adjournment:

Mayor Labriola made a motion to adjourn the meeting at 11:27 am. Committee Member Heidingsfelder seconded the motion, and it was unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John Moffitt, Chairman

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Date