

**WAYS & MEANS COMMITTEE MEETING**  
**Municipal Center Council Chambers**  
**November 28, 2023**

**Minutes**

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

II. Pledge of Allegiance

III. Roll Call:

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

Also Present: Stephanie Tillerson, *Town Administrator*  
Dorota Szubert, *Finance Director*  
Brian Gottshalk, *Public Works Manager*

IV. Approval of Minutes:

A. Ways and Means Committee Meeting of October 24, 2023

*Committee Member Berner made a motion to approve the minutes of the Ways and Means Committee meeting of October 24, 2023. Committee Member Belt seconded the motion.*

Committee Member Belt and Chairman Heidingsfelder pointed out corrections to be made in the minutes.

*Following the comments, the motion was unanimously approved.*

V. Citizens' Comments (Agenda Items Only):

VI. Old Business:

None

VII. New Business:

A. Review and Recommendation to Town Council for Approval of the Proposal for Solid Waste Services

Mr. Gottshalk stated that the Town is responsible for solid waste collection on the island. This includes residential trash and recycling, as well as commercial collection at our public refuse facilities at Kestrel Court, Beachwalker Drive, the Municipal Center, and the beach. Currently, the Town holds a contract with Carolina Waste to provide these services for the island. The contract is set to expire on June 30, 2024. Ahead of this expiration, town staff put together and released an RFP to solicit bids on residential and commercial solid waste services.

Town staff hosted a mandatory pre-bid meeting with all interested contractors to attend to review the scope of services and also answer any clarifying questions. Three vendors showed up to this meeting, and the town received bids from two contractors: Carolina Waste and Trident Waste and Recycling. Staff met individually with both contractors to review the bids and ask questions to make sure that both bids were compared and evaluated equally. After reviewing the scope of work and the fee schedules, the proposed annual cost estimates for the two bids are as follows:

Carolina Waste and Recycling:	\$2,182,017.60 annually
Trident Waste and Recycling:	\$2,017,028.64 annually

Both of these proposed annual costs are estimates based on the service subscription levels at the time of the bid submission. Throughout the year, service levels are likely to fluctuate, which will have an impact on the actual billing to the Town.

After a very thorough review and evaluation, Town Staff is requesting that the Ways and Means Committee recommend to the Town Council approval of the proposal submitted by Trident Waste and Recycling and to enter into a contract with this company for solid waste services for the Town of Kiawah Island.

If approved, this contract would be funded through the General Fund, with the exception of the beach trash collection, which would be funded through the Local Accommodations Tax.

***Committee Member Berner made a motion to recommend to the Town Council the approval of the proposal submitted by Trident Waste and Recycling. Committee Member Belt seconded the motion.***

Committee Member Berner stated the purchase of new equipment was referenced in the Trident Waste proposal and asked for clarification of whether both bidders included the purchase. Mr. Gottshalk stated that Trident Waste was the only company that included the purchase of new equipment in their proposal and the costs are amortized throughout the duration and not an upfront Capital cost the Town would incur.

Chairman Heidingsfelder asked for the main reasons that staff was recommending Trident Waste. Mr. Gottshalk stated that some of the reasons were the very positive reference checks, a detailed plan of action prior to any award, and responsive to all clarifying questions. He noted that there have been struggles with the current contract, and Trident Waste was able to provide answers to resolve some of those issues.

Mr. Logan Bland, Operation Manager with Trident Waste, responded to the questions posed by Chairman Heidingsfelder on the prevention of contaminated household trash with yard debris and recycling, how, with the current staffing situations, all the operators and helpers really know the dos and don'ts, and if there is confirmation that Trident Waste can handle the Town's quarterly Household Hazardous Waste collection.

Committee Member Berner also posed questions on the Hazardous Waste collection and maintaining safety where the waste is being dropped off.

Committee Member Belt questioned if the approval was to enter into a contract or approval of a contract. Mr. Gottshalk stated that the contract would be forthcoming. Once the proposal is approved, a contract is brought to the Town Council for its review and approval. Committee Member Belt noted that the proposal did not provide an annual fee. Mr. Gottshalk stated that at the time, there were still questions that needed clarification, but at the mandatory meeting, Trident Waste provided a listing of all their rates. Committee Member Belt also asked for clarification on the equipment being used, the pending equipment ordering, and the pick-up schedule.

Committee Member Berner asked for a comparison of the unit rates to make sure all the items are added to the calculation. Ms. Szubert stated that she would provide a spreadsheet of the unit rates comparison and the calculated totals, which are based on the number of subscribers at the time of the RFP.

***Following the discussion, the motion was unanimously approved.***

**B. Review and Recommendation to Town Council for Approval of the Fiscal Year 2023/2024 November SATAX (State Accommodations Tax) Funding Amounts**

Ms. Szubert stated that the SATAX Committee met for the second time this year to consider applications for the additional one million dollars available for funding this year. There were two applicants, the Resort and the Andell Inn. After their presentations and review, the Committee voted to recommend that the Town Council fully fund the two applications.

***Committee Member Berner made a motion to recommend to the Town Council the approval of the Fiscal Year 2023/2024 November SATAX Funding Amounts. Committee Member Belt seconded the motion.***

Committee Members discussed the advertisement in the Garden & Gun Magazine, that only two applicants applied for the November funding, expanding the efforts in communications and reimagining projects that the Town or other organizations could apply for.

***Following the discussion, the motion was unanimously approved.***

**VIII. Chairman's Report:**

None

**IX. Treasurer's Report:**

**A. Monthly Budget Report**

Ms. Szubert presented the Town's Budget in Actual Report for the first four months. The Budget to Actual Report is compiled on a modified accrual basis, and all the funds are consolidated.

Overall, for the first four months, the Town's consolidated revenues of \$5.5 Million are 40%, or \$1.6 Million higher, when compared to YTD for the last fiscal year, FY2023, and are within the budget at 38% of the total budgeted revenues for the current year. The major components contributing to the positive variance when compared to last year are Building Permits from Special Projects, the difference of \$913,000.00, and the Interest Income with a variance of \$423,000.00.

At the end of October 2023, the expenditures of \$3.6 Million were 17% or 531,000.00 higher than for fiscal year FY2022 and 21% of the current year's budget. They are in line with the budget, and the majority of the operating expenses are comparable to last year's totals, with the exception of the following:

1. Personnel cost- the higher cost in the current year is mostly related to salary increases, one-time adjustments paid in July 2023, and an increase to 24 FTEs compared to 23 in October 2022. Respectively, the benefits and payroll taxes are higher in the fiscal year FY2023.
2. STR Code Enforcement cost is higher in the current year as the new contract approved by the Town Council in February 2022 increased by \$100,000.00 annually.
3. Professional services cost is higher by \$57,000.00 due to an increase in the Town's attorney retainer and an increase in legal engagements outside of the contract.
4. Tourism & Recreation costs are higher in the current year due to fully funding one of the SATAX recipients at the beginning of the year.

Committee Members discussed building permitting to include that permit fees are based on a percentage of the construction costs, if the permit fees are refundable, if there is the ability to audit or ensure the contracts are not overrunning what the contractor says is budgeted or the permit price is undervalued. Also discussed was the last time permit and license fees were reviewed and adjusted.

**X. Citizens' Comments:**

None

**XI. Committee Member's Comments:**

Committee Member Belt commented on the SATAX funds, pointing out that hypothetically, one of the allowed items is construction maintenance and operation facilities for civic and cultural activities, including construction and maintenance of access and other nearby roads and utilities for the facilities. So hypothetically, if the KRE building was to be acquired and it was used for Community Center or Civic and cultural events, then a lot of the cost associated with that could be paid with SATAX funds.

**XII. Adjournment:**

*Chairman Heidingsfelder adjourned the meeting at 12:17 pm.*

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



Michael Heidingsfelder, Chairman

02/05/2024

Date