



# Town of *Kiawah Island*

## Mayor

John. D. Labriola

## Council Members

F. Daniel Prickett  
Maryanne Connelly  
John Moffitt  
Scott M. Parker, MD

## Town Administrator

Stephanie Monroe Tillerson

## TOWN COUNCIL MEETING

Municipal Center Council Chambers

September 6, 2022; 2:00 PM

### AGENDA

- I. Call to Order:
- II. Pledge of Allegiance
- III. Roll Call:
- IV. Approval of Minutes:
  - A. Minutes of the Special Call Town Council Meeting of August 2, 2022 [Tab 1]
  - B. Minutes of the Town Council Meeting of August 2, 2022 [Tab 2]
- V. Mayor's Update:
- VI. Citizens' Comments (Agenda Items Only):
- VII. Old Business:
  - A. To Consider Approval of **Ordinance 2022-05** - An Ordinance To Amend The Town Of Kiawah Island Municipal Code Article 13 - Traffic Control, Section 13-103 - Parking Prohibited - **Second and Final Reading** [Tab 3]
- VIII. Consent:
  - A. To Consider Approval of the Proposal to Conduct a Performing Arts Center Feasibility Study [Tab 4]
- IX. New Business:
  - A. To Consider Approval of the Purchase of a New Wildlife Truck [Tab 5]
- X. Executive Session:
  - A. Executive Session to Receive Legal Advice Pursuant to S.C. Code Section 30-4-70(a)(2) Concerning Development Agreement and the Appeal of the Planning Commission Decision - No Action Will be Taken
- XI. Town Administrator's Report:
- XII. Council Member:
  - a. Committee Updates
  - b. General Comments
- XIII. Citizens' Comments:
- XIV. Adjournment:



**TAB 1**

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# **TOWN COUNCIL**

## **Agenda Item**

**TOWN COUNCIL  
SPECIAL CALL MEETING  
Municipal Center Council Chambers  
August 2, 2022; 3:00 pm**

**MINUTES**

**I. Call to Order: *Mayor Labriola called the meeting to order at 3:00 p.m.***

**Present at Meeting:** John D. Labriola, *Mayor*  
Maryanne Connelly, *Councilmember*  
John Moffitt, *Councilmember*

**Absent:** Dan Prickett, *Mayor Pro Tem*

**Also Present:** Stephanie Tillerson, *Town Administrator*  
Joe Wilson, *Town Attorney*  
Jan Fox – *Short-Term Rental Compliance Clerk*  
Kent Bold - *Code Enforcement/Property Maintenance Housing Inspector*  
Ms. Dove, *Property Owner*

**II. New Business:**

**A. Review of Business License Revocation for 4 Atlantic Beach Court**

Ms. Fox stated that on May 3, 2022, Town Council conducted a special hearing to consider revoking the business license for 4 Atlantic Beach Court for numerous bicycle and beach gear violations. At that time Council ordered that the business license be put under a probationary period with the stipulation that no additional violations are incurred, and the revocation be reviewed after 90 days. Ms. Fox worked with Ms. Dove, the homeowner, to resolve the issue with bicycle and beach gear violations.

Ms. Fox presented evidence of the four parking in the driveway violations acquired since the revocation hearing. The rental inspector had approved the property for two vehicles. On numerous occasions, the number of vehicles exceeded that amount, with vehicles also parked on the street. The vehicles on the street did have passes issued for the address.

Councilmember Moffit asked for clarification on the process by which the homeowner, property manager, and renters are advised of the number of vehicles allowed in the driveway and that overnight parking on the street is not allowed. Also discussed was the number of guests allowed at a property vs. the number of vehicles allowed at the same property and the availability of overflow parking.

Mr. Bold reviewed and discussed the process used to determine the number of vehicles permitted to park in a driveway.

Council Members engaged in an in-depth discussion of the evaluation of driveways in determining the number of vehicles permitted. Ms. Tillerson added that the number of vehicles allowed on a property is based on the length of the driveway and any additional spaces or bump outs available.

Ms. Dove thanked Council for the opportunity to resolve the issues with the previous violations and stated she was committed to working with the Town again to resolve the current parking violations. She agreed that a better standard for parking in the driveway is needed. The amount of parking allowed is not consistent.

Ms. Dove stated that the Resort, the property manager, does not give out more than two rental passes for her property; others are day passes issued by the gate. She also noted that while parking on the street is allowed during the day, most visitors are unaware that no overnight parking is allowed on the street.

Council Member Moffitt suggested that a group evaluate this portion of the Short-Term Rental ordinance to provide clarity and consistent enforcement. Council Members agreed with the suggestion. Ms. Tillerson stated that a group had already been established to review the Short-Term Rental ordinance, and a meeting was scheduled.

The Resort representative stated that the Resort was committed to elevating any challenges with bicycles, beach gear, and parking. He reviewed the procedures used to inform and educate visitors on the standards expected to be adhered to and actions taken throughout the property rental.

Council Member Connolly recommended reevaluating the ordinance with renters included in the discussions and then reevaluating the issue.

***Council Member Moffitt made a motion not to revoke the business license for 4 Atlantic Beach Drive. Council Member Moffitt seconded the motion, and it was unanimously passed.***

**III. Adjournment:**

***Councilmember Connelly made a motion to adjourn the meeting at 3:42 pm. Councilmember Moffitt seconded the motion, and it was unanimously passed.***

Submitted by,

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Petra S. Reynolds, Town Clerk

Approved by,

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John D. Labriola, Mayor

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Date



**TAB 2**

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# **TOWN COUNCIL**

## **Agenda Item**

**TOWN COUNCIL MEETING**  
**Municipal Center Council Chambers**  
**August 2, 2022; 2:00 PM**

**MINUTES**

- I. **Call to Order:** *Mayor Labriola called the meeting to order at 1:00 pm.*
- II. **Pledge of Allegiance**
- III. **Roll Call:**

**Present at Meeting:** John D. Labriola, *Mayor*  
Maryanne Connelly, *Councilmember*  
John Moffitt, *Councilmember*

**Absent:** Dan Prickett, *Mayor Pro Tem*

**Also Present:** Stephanie Tillerson, *Town Administrator*  
Joe Wilson, *Town Attorney*  
John Taylor, Jr. *Planning Manager*  
Michael Nardelli, *Public Works Assistant*  
Craig Harris, *Public Safety Director*  
Chris Makowski, *Communications Manager*  
Lee Bundrick, *Kiawah Conservancy*  
Ryan Kunitzer, *Fire Chief, St. Johns Fire District*

**IV. Approval of Minutes:**

- A.** Minutes of the Special Call Town Council Meeting of July 5, 2022

*Councilmember Connelly made a motion to approve the Special Call Town Council meeting minutes of July 5, 2022. Councilmember Moffitt seconded the motion, and it was unanimously approved.*

- B.** Minutes of the Town Council Meeting of July 5, 2022

*Councilmember Connelly made a motion to approve the Town Council meeting minutes of July 5, 2022. Councilmember Moffitt seconded the motion, and it was unanimously approved.*

**V. Mayor's Update:**

Mayor Labriola stated that in 2021 the Town asked Kimley Horn to look at several projects, including bike paths along Beachwalker Drive and the intersection with the Parkway. The bike path project has been completed, and the intersection study has also been completed. With community input, the design was developed and is now ready to be sent out for construction bids.

Mayor Labriola indicated that work on the design was limited to the current physical constraints of the intersection and the question of "what if" there was more land to work on, could the design allow for a more substantial improvement? The question was posed to the owners of the Real Estate office and the Community Association, who were receptive to conversations. There have not been any negotiations, approvals, or agreements at this time, but Kimley Horn has been asked to look at an expanded perimeter to see what improvements could be made.

Mayor Labriola stated that Kiawah Partners, at a meeting with Kiawah Island Club members, announced that they would proceed with their two remaining projects on Beachwalker Drive. The Town has received preliminary plats for the Upper Beachwalker and Lot 1 Parcel 13 projects which will be reviewed

and then considered by the Planning Commission for approval. He also noted the Partners altered the application to the County for the Andell project to a Planned Development.

**VI. Citizens' Comments (Agenda Items Only):**

**Alex Fernandez – 418 Snowy Egret**

Mr. Fernandez questioned if an RFP (Request for Proposals) was done for the Comprehensive Plan update services being considered for approval. Ms. Tillerson stated that the Ways and Means Committee discussed the proposals submitted for the RFP and considered the staff recommendation.

Mr. Fernandez also asked to ensure the Community Association is engaged in the update process. Ms. Tillerson added that the entire community would have the opportunity to be involved in the update process.

**VII. Consent:**

- A. To Consider Approval of the Proposal for Comprehensive Plan Update Planning Services**
- B. To Consider Approval of the One-Year Extension with Jan-Pro Cleaning Services**

***Councilmember Moffitt made a motion to approve consent items A and B. Councilmember Connelly seconded the motion and was unanimously approved.***

**VIII. New Business:**

- A. To Consider Approval of **Ordinance 2022-05** - An Ordinance To Amend The Town Of Kiawah Island Municipal Code Article 13 - Traffic Control, Section 13-103 - Parking Prohibited - **First Reading****

Mr. Harris stated there had been many complaints regarding the traffic at the river access on the Parkway. An assessment of the area showed several safety issues: too many vehicles parking in the cutout with some parked vehicles extending out on the roadway impeding traffic flow. New parking restrictions will be implemented to mitigate some of the issues, and new signage will be posted. Time restrictions will be implemented, and designated public parking spaces will be marked, along with a loading zone to accommodate commercial vehicles loading and unloading kayaks.

***Councilmember Connelly made a motion to approve the first reading of Ordinance 2022-05 - An Ordinance To Amend The Town Of Kiawah Island Municipal Code Article 13 - Traffic Control, Section 13-103 - Parking Prohibited. Councilmember Moffitt seconded the motion, and it was unanimously approved.***

- B. To Consider Approval of the Charleston Area Transportation Authority (CARTA) Proposed FY 2022-2023 Budget**

Ms. Tillerson stated that all municipalities, organizations, or government agencies that are members of CARTA must approve the proposed budget before presentation and approval by the full CARTA Board.

***Councilmember Connelly made a motion to approve the Charleston Area Transportation Authority Proposed FY 2022-2023 Budget. Councilmember Moffitt seconded the motion, and it was unanimously approved.***

- C. To Consider Approval of the Proposal from Stage Front for Audio-Visual Services**

Mr. Nardelli stated that during the pandemic and in this post-COVID era, the Town has undeniably increased its reliance on technology to communicate and attend meetings virtually. The original designers of our audio and visual system in Council Chambers and the Training Room did not anticipate a global pandemic, so they did not properly equip the systems with the technology needed to host and attend meetings in a virtual setting. Livestreaming has also become a new standard and essential technology that every municipality across the country has followed suit to offer better overall

communication for their respective communities. An upgrade is required within our audio & visual system to provide an improved virtual experience for our meeting attendees and enhance our live stream capabilities to offer better communication and services to our community.

The town staff put together a scope of work that would encompass all the upgrades necessary to provide both Council Chambers and the Training Room with virtual meeting capabilities and livestream enhancements. Town staff sent the scope of work to four local contractors who specifically work on the Crestron audio and visual system. Two proposals were received:

<b>McWaters:</b>	<b>\$99,875.56</b>
<b>Stage Front</b>	<b>\$64,910.36</b>

Stage Front is the original designer of the Crestron audio and visual system, and staff is requesting the approval of the contract with Stage Front for \$64,910.36. The cost for this project has been budgeted for this fiscal year.

***Mayor Labriola made a motion to approve the proposal from Stage Front for Audio-Visual Services. Councilmember Moffitt seconded the motion, and it was unanimously approved.***

**D. To Consider Approval of the FY 2022-2023 Kiawah Conservancy Project Proposal**

Mr. Jordan stated that over the past several years, the Town had budgeted funds for Conservancy projects that have focused on sea level rise, resilience, and work on the marsh. The proposal provided by the Conservancy for this year's fund of \$73,000.00 was presented to the Environmental Committee and was unanimously recommended for Council approval.

Mr. Bundrick provided background on the Conservancy, its work in land preservation, and helping to improve the environment.

Mr. Bundrick reviewed the Nature-Based Resilience Package providing an outline of the purpose, objectives, and costs for the two-fold process.

The overall purpose of the proposed project is to promote nature-based solutions to enhance the resilience outcomes of Kiawah Island. The project will begin the process of pursuing nature-based solutions through practice, which is two-fold:

1) *Initiating the use of localized flood mitigation practices.* Installation of rain gardens to mitigate stormwater runoff and localized flooding. Project sites will be located within the Town of Kiawah Island and primarily in publicly accessible common areas. Details of the installations and site selection are provided in the "Rain Garden Installations" section.

2) *Conduct health assessments on the maritime forest.* Conduct geospatial analyses of natural habitat within the upland areas on Kiawah Island to determine habitat health and model future scenarios of habitat health based on projected changes in coastal conditions. Project activities would build capacity to develop ongoing assessments, which will be used to prioritize sites for resilience projects in the upland areas. Details of the standard operating procedures and monitoring protocols are provided in the "Maritime Forest Health Assessment" section.

General Line Items	Cost
Rain Garden Installations <ul style="list-style-type: none"><li>Funding to contract for landscape design, permitting, materials, and installation (variable)</li></ul>	\$45,000
Maritime Forest Health Assessment <ul style="list-style-type: none"><li>Funding for geospatial analyst</li><li>External contractual work, as needed and available</li></ul>	\$28,000
<b>Total</b>	<b>\$73,000</b>



***Councilmember Connelly made a motion to approve the FY 2022-2023 Kiawah Conservancy Project Proposal. Councilmember Moffitt seconded the motion, and it was unanimously approved.***

**E. To Consider Approval of the Public Safety Committee Appointment**

Councilmember Connelly stated that with the sale of Freshfields Village to Edens, Ms. Robison would be their representative on the Public Safety Committee.

Mr. Harris stated that Mr. Ritchie resigned from the Community Association and would be replaced by Mr. Ruppel on the Public Safety Committee

***Councilmember Moffitt made a motion to approve the appointment of Ms. Nancy Robison and Mr. Mark Ruppel to the 2022 Public Safety Committee. Councilmember Connelly seconded the motion, and it was unanimously approved.***

**F. 2021-2022 Arts and Cultural Events Council Annual Report**

Mr. Makowski reviewed the annual report indicating that there had been thirty-two events during the 2021-2022 season compared to just ten in the 2004-2005 season.

Councilmember Connelly added that the Arts and Cultural Events Council had overcome several challenges since COVID, including reduced capacities, help shortages, increased pricing, and staffing changes. She thanked Ms. Foster, staff, and the ten dedicated Arts and Cultural Events Council members for all their hard work. Ms. Tillerson added a thank you to the partners who have kept venue costs manageable.

***Councilmember Connelly made a motion to approve the 2021-2022 Arts and Cultural Events Council annual report. Councilmember Moffitt seconded the motion, and it was unanimously approved.***

**IX. Town Administrator's Report:**

Ms. Tillerson reported there had been a slight delay in the Kestral Court project, but all the necessary approval had been obtained. Mr. Gottshalk stated that the Community Association requested additional information from the contractor, and once submitted, the project can move forward.

**X. Council Member:**

- a. Committee Updates
- b. General Comments

Councilmember Connelly also thanked Mr. Makowski for his leadership of the Arts and Cultural Events Council.

Councilmember Connelly reported that the Public Safety Director received a thank you note for Inlet Cove. The note's significance comes after many years of traffic issues on Beachwalker Drive that directly impacted the residents of Inlet Cove.

Mayor Labriola commented on the earlier Comprehensive Plan Update item. He stressed the importance of the update, which sets an opportunity for all stakeholders and the community at large. He felt there would be a great benefit from the level of experience and work that LS3P and Kimley Horn have done for the Town and on the island.

Mr. Taylor reviewed some of the work on the update that would begin with team onboarding meetings, followed by the first phase of stakeholder engagement meetings. Representatives of all the entities would ensure priorities for the next ten-plus years are understood. An important part of the update is,

in addition to looking at the individual elements, they will be looked at holistically for a visionary component. With many new residents engaging in development and planning, it will help them become more familiar with the process and part of the vision engagement sessions.

Mayor Labriola stated that during the update process, the Town would do everything it can to ensure the community is informed about dates, times, and locations to provide an opportunity for public engagement.

**XI. Citizens' Comments:**

Chief Kunitzer introduced himself as the Fire Chief of the St. Johns Fire District. Chief Walz, who worked closely with Councilmember Connelly and the Public Safety Committee, retired in October. As her replacement, he looked forward to continuing working with the Town. He stressed that the STJFD is growing and excited about expanding its services to include community risk reduction, which provides residents assistance with smoke alarms.

**Mr. Lapp with Tidal Trails and Mr. Kennedy with Water Dog Paddle Company**

Mr. Lapp stated that he and Mr. Kennedy had been working with Mr. Harris on improving the safety of the river access on the Parkway. He felt that the loading zone was a great idea that he would like Council would consider with the increased business during the holidays. He asked if an assigned parking spot could be considered for the vehicles transporting the kayaks and safety equipment.

Mr. Kennedy added for consideration of an increase in the time for the loading/unloading zone. He indicated that the 15 minutes allowed was insufficient for the process, which usually required an hour. Still, he would continue to work with Mr. Harris to find a solution to the many challenges both businesses face.

**XII. Adjournment:**

*Councilmember Connelly made a motion to adjourn the meeting at 2:56 pm. Councilmember Moffitt seconded the motion, and it was unanimously passed.*

Submitted by,

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Petra S. Reynolds, Town Clerk

Approved by,

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John D. Labriola, Mayor

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Date



**TAB 3**

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# **TOWN COUNCIL**

## **Agenda Item**

TOWN OF KIAWAH ISLAND

## ORDINANCE 2022-05

### AN ORDINANCE TO AMEND THE TOWN OF KIAWAH ISLAND MUNICIPAL CODE ARTICLE 13 - TRAFFIC CONTROL, SECTION 13-103 - PARKING PROHIBITED

WHEREAS, the Town of Kiawah Island Municipal Code currently contains Article 13-Traffic Control, Section 13-103 - Parking Prohibited, which sets out areas of restricted parking on Kiawah Island Parkway and Beachwalker Drive; and

WHEREAS, the Town of Kiawah Island now finds that additional clarification is needed regarding parking along Kiawah Island Parkway and Beachwalker Drive to regulate the use of limited parking spaces by commercial ventures; and

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF KIAWAH ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF SAID COUNCIL.

#### Section 1                      Purpose

The purpose of this ordinance is to amend the Town of Kiawah Island Municipal Code, Article 13-Traffic Control, Section 13-103 - Parking Prohibited, to provide additional clarity and restrictions on parking along Kiawah Island Parkway and Beachwalker Drive.

#### Section 2                      Ordinance Amendment

Section 13-103(a) shall be amended as follows (**red type to be added**)/(blue type are changes from first reading):

(a) It shall be unlawful for any person to park on the Kiawah Island Parkway between the round-about and the first security gate, Beachwalker Drive, and the shoulder and right-of-way thereof, except those areas where parking is allowed by designated signage. ~~The identified categories of vehicles and designated parking space are as follows:~~

~~(1) **Commercial Vehicle Loading:** parking spaces designated by signage only to be used by commercial vendors for loading and unloading for a period not to exceed 30 minutes. No person shall stop, stand, or park a vehicle for any purpose or period other than for the expeditious loading or unloading for commercial purpose.~~

**(1) Public Parking:** parking spaces designated for public parking only. No commercial vehicles shall stop, stand, park for any purpose or length of time in

a parking space designated for public parking. Public parking is restricted to a time period no longer than the period designated for public parking not to exceed ~~two~~ three (3) hours.

- (2) The provisions of this parking restriction shall be in effect twenty-four (24) hours a day, seven (7) days a week. Any vehicle found in violation of this section will be towed or otherwise removed by or at the direction of the Town's Public Safety Director, and the owner of the vehicle shall be responsible for all towing, removal and storage costs arising therefrom in addition to any penalties imposed pursuant to this section.

**Section 4**                      **Effective Date and Duration**

This ordinance shall be effective upon its enactment by the Town Council for the Town of Kiawah Island.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF KIAWAH ISLAND  
ON THIS 6<sup>TH</sup> DAY OF SEPTEMBER 2022.**

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**John D. Labriola, Mayor**

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**Petra S. Reynolds, Town Clerk**

First Reading: August 2, 2022

Second Reading: September 6, 2022



**TAB 5**

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# **TOWN COUNCIL**

## **Agenda Item**



## Request for Town Council Action

**TO:** Mayor and Council Members

**FROM:** Ruthie Foster, Arts and Cultural Events Coordinator

**SUBJECT:** Request for Approval of Webb Management Service's Proposal to Conduct the Feasibility Study for a Performing Arts and Cultural Center

**DATE:** September 6, 2022

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### BACKGROUND:

The Town of Kiawah Island released an RFP in July seeking the services of a qualified consulting firm to conduct a comprehensive study to determine the feasibility of creating a Performing Arts and Cultural Center. The Town appointed a five-person selection committee to review the nine proposals. The committee consisted of Maryanne Connelly, Ruthie Foster, Dylan Keith, Van McCollum, and David Wohl. After review, the committee narrowed down their selection to four firms:

<b>AMS</b>	<b>\$85,750</b>
<b>Johnson Consulting</b>	<b>\$67,500</b>
<b>Theatre Projects Consultants Inc.</b>	<b>\$79,738</b>
<b>Webb Management Services</b>	<b>\$77,500</b>

Following further consideration, the committee recommends Webb Management Services to conduct the study.

### ANALYSIS:

Webb Management Services and their subconsultant, Theatre Consultants Collaborative (TCC), both contain the necessary experience and perspective to thoroughly and successfully complete this study. Their qualifications can be showcased in their past experiences with various governments, arts, and community organizations. The project team possesses a unique background of business combined with art that well equips them to aid the Town, with Duncan Webb serving as the team lead. Within their proposal, they outline a measurable and comprehensive project scope broken up into two phases carefully tailored to meet the unique needs outlined in the Town's RFP. That being said, Webb Management emphasized their ability to be flexible throughout the process. With both Webb Management Services and TCC being highly recommended by their references, the selection committee is confident they will provide ample service to the Town.

### ACTION REQUESTED:

Town staff requests the approval of Webb Management Service's proposal to conduct the Feasibility Study for a Performing Arts and Cultural Center.

### BUDGET & FINANCIAL DATA:

The cost for this proposal is \$77,500 and will be secured from the Arts Council Fund. \$50,000 was budgeted as a placeholder, and therefore a balance of \$27,500 is needed.



*building creativity*

# Proposal:

## Feasibility Study for Kiawah Performing Arts & Cultural Center

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Due Date: 08/15/2022

Prepared for: Town of Kiawah Island (TOKI)

### CONTACT

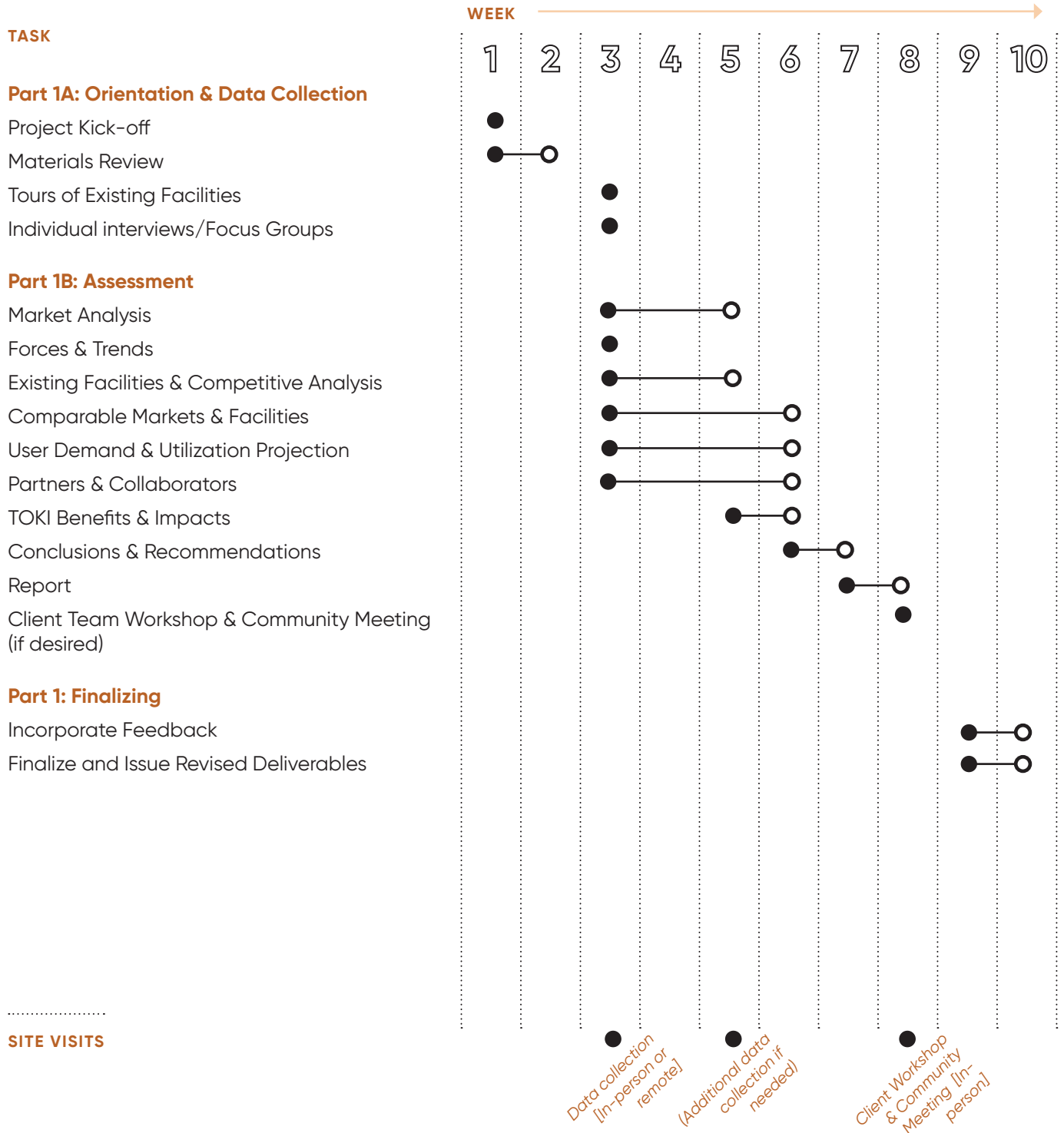
Duncan Webb  
800 West End Ave · Ste 11A  
New York · NY 10025  
212 929 5040  
[duncan@webbmgmt.org](mailto:duncan@webbmgmt.org)  
[webbmgmt.org](http://webbmgmt.org)

**The Complete Proposal can be found  
on the Town's website;  
[www.kiawahisland.org](http://www.kiawahisland.org)**



## 2.0 PROPOSED PROCESS

# Timeline & Work Plan: Assessment Phase



## 2.0 PROPOSED PROCESS

# Timeline & Work Plan: Concept Development Phase

### TASK

#### 2A. Physical Planning

- Site Analysis
- Space Program
- Capital Cost Estimate
- Report
- Client Team Workshop

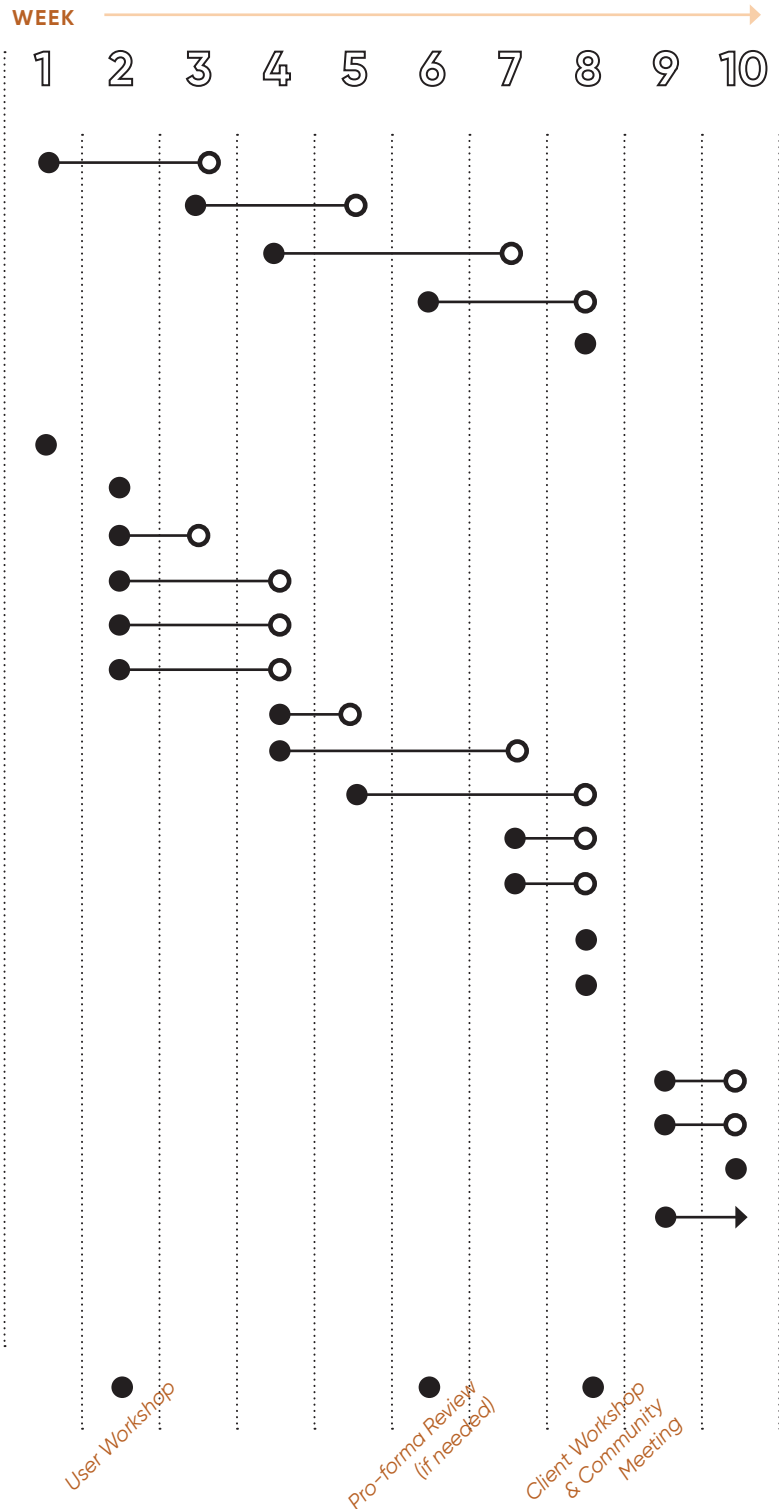
#### 2B. Business Planning & Funding Potential

- Goals & Practices
- User Workshop
- Activity Profile & Programming Plan
- Governance & Operations Plan
- Facility Management Plan
- Staffing & Leadership Plan
- Models & Precedents
- Pro-forma Operating Budget
- Funding Potential
- Economic & Fiscal Impacts
- Critical Path Plan
- Report
- Client Team Workshop & Community Meeting

#### Part 2 Finalizing

- Incorporate Feedback
- Finalize Deliverables
- Community Presentation
- Ongoing Advice

### SITE VISITS



## 3.0 FIRM PROFILES, TEAM &amp; EXPERIENCE

## Team Qualifications

Important elements of our team qualifications include the following.

1. WE ARE TRULY OBJECTIVE. The nature of our mission and services will allow for us to provide TOKI with a truly objective planning process, as the core of our business is devoted to research and planning, not construction, physical planning, fundraising, or design.
2. WE HAVE THE RIGHT COMBINATION OF TRAINING AND PRACTICAL EXPERIENCE. Each member of the Webb Mgmt team has worked in the arts as administrative leaders, financial managers, facility managers, producers, presenters, program directors, and/or fundraisers. In addition, we are trained in business, finance and law. This combination of skills means that we understand the operations of arts centers from the inside out. We develop policies and scenarios that meet the needs of artists, arts organizations and potential facility users while also ensuring that planning addresses fiscal conservancy, impacts, and sustainability.
3. WE PROVIDE UNIQUE PERSPECTIVE. We offer next-generation approaches to thinking about the role of performing arts facilities as agents for community development and community connection. Performing arts facilities are most successful when developed and positioned as a community asset that serves as a point of pride, provides residents with a sense of place and community connection, and delivers programs and benefits that advance community and economic development goals.

**We may work in the arts, but it's all about politics and economics.**

## Team Roles

Firm President Duncan Webb will serve as the overall project lead, guiding the study process, leading engagement efforts, attending meetings, directing research and analysis, and overseeing all team members including sub-consultants. He will be joined on this project by:

- Stacey McMath and Miriam King will conduct research and analysis, participating in data collection and review, collecting detailed information on existing facilities, organizing user demand estimates and supporting engagement as well as the development of draft and final deliverables.
- Robert Long and Kurt Wehmann from Theatre Consultants Collaborative will deliver preliminary physical planning work that includes site review, space program and an order-of-magnitude capital cost estimate.

III. **COST:**

In Compliance with Request for Proposals, the undersigned hereby proposes to provide all materials, equipment, and labor, except as otherwise provided noted, for the services agreement for the following cost (all prices shall include applicable sales taxes):

<b>All-inclusive Project Cost</b>	
<b>\$</b>	<b>77,500</b>

NAME OF COMPANY: Webb Management Services

By: \_\_\_\_\_ Carrie Blake  
Signature Print Name

Title: Senior Consultant (i.e., Owner, Partner, Corporate Officer, etc.)

Address: 800 West End Ave, Suite 11A

City: New York State: NY Zip: 10025

Telephone Number: 212-929-5040 Business Fax Number: \_\_\_\_\_

Is your firm a X Corporation, \_\_\_\_\_ Sole Proprietorship, or \_\_\_\_\_ Partnership?

If incorporated, please list state of incorporation: New York

FEIN or SSN: 13-3948512



**TAB 4**

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# **TOWN COUNCIL**

## **Agenda Item**



# Request for Town Council Approval

**TO:** Mayor and Town Council

**FROM:** Brian Gottshalk

**SUBJECT:** Purchase of Town vehicle for Wildlife Department

**DATE:** September 6, 2022

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## **GENERAL INFORMATION:**

The Town of Kiawah Island provides town vehicles for employees whose job responsibilities require them to perform field work on a regular basis. The Wildlife Department is seeking to add another vehicle due to the growing demands of field calls and daily operations.

## **ANALYSIS:**

Town staff publicly posted an RFP to solicit quotes for a new Toyota Tacoma. In addition to the posted RFP, town staff personally contacted three dealerships to solicit quotes. Fred Anderson Toyota was the only company to respond with a bid, which came back at \$47,546.00.

## **ACTION REQUESTED:**

Town Staff requests that Town Council approve the quote from Fred Anderson Toyota in the amount of \$47,564.00.

## **BUDGET & FINANCIAL DATA:**

Town Staff budgeted \$60,000 for a new Wildlife truck in this year's budget. The purchase of this truck would come from the General Fund.



Date: 8/23/2022

Salesperson: Joseph Simoneau

Manager: Bill Utnick

Customer ID #: 564685

**FOR INTERNAL USE ONLY**

**BUSINESS NAME** TOWN OF KIAWAH ISLAND

Home Phone : (843) 768-9166

**CONTACT**

Address : 4475 BETSY KERRISON PKWY  
KIAWAH ISLAND, SC 29455-5687  
CHARLESTON

Work Phone : (843) 670-4713

E-Mail : mnardelli@kiawahisland.org

Cell Phone : (843) 806-8108

**VEHICLE**

Stock # :

New / Used : **New**

VIN :

Mileage:

Vehicle :

Color :

Type :

Market Value Selling Price	43,552.00
Discount	1,995.00
Adjusted Price	41,557.00
Market Adjustment	1,995.00
Bed Mat	195.00
2 lift	1,963.00
Undercoating	793.00
Total Purchase	46,503.00
Taxable Fees (Estimated)	506.00
IMF	500.00
Non Tax Fees	55.00
Cash Deposit	.00
Balance	47,564.00

Customer Approval: \_\_\_\_\_

Management Approval: \_\_\_\_\_

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.