

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

January 27, 2015; 2:00 PM

MINUTES

- I. **Call to Order:** *Mr. Labriola called the meeting to order at 2:00 pm.*
- II. **Pledge of Allegiance**
- III. **FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.
- IV. **Roll Call:**
 - Present: John D. Labriola, Mayor Pro Tempore
Charles R. Lipuma, Mayor
Mary Q. Johnson
John Wilson
Craig Weaver
 - Also Present: Tumiko Rucker, Town Administrator
Ken Gunnells, Town Treasurer
Petra Reynolds, Town Clerk
- V. **Approval of Minutes:**
 - A. Minutes of the Ways & Means Committee Meeting of November 25, 2014

Mayor Lipuma motioned to approve the minutes of the November 25, 2014 Ways and Means Committee Meeting. The motion was seconded by and the minutes were unanimously approved as amended.

Mr. Labriola questioned if the Memorandums of Understanding (MOU) that was part of the Comprehensive Emergency Plan were still on track to be completed in the first quarter of 2015. Ms. Rucker indicated the meeting with the entities had begun and work was ongoing. Ms. Rucker stated that much like a contract, the MOUs will come before Council for approval and close out the process and procedures portion of the Plan.

Mr. Labriola questioned if the Town had received all the misdirected accommodations taxes that were due from the state. Mr. Gunnells indicated that not all the taxes had been received. He clarified that a lump sum has not been received, but the last two checks have included additional funds. He noted it seemed as the funds are recovered from the County they are forwarded to the Town.

- VI. **Citizens' Presentations or Comments:**
 - None

VII. Old Business:

A. Island Beach Services Contract Amendment

Ms. Rucker stated the extension of the Island Beach Services contract to March 31st to coincide with the expiration of the contract with the Resort was presented at the January Town Council meeting. Members asked that the amendment include a franchise fee consideration for the two month period. She indicated that Mr. Neal had agreed to a revised contract amendment including a \$1,000 per month fee amount that would be received on or before March 31, 2015.

Ms. Rucker explained to Members the non exclusive Beach Services franchise agreement that exists with the Town and Island Beach Services and the Resort. The contract allows for the rental of beach chairs, umbrellas and a small amount of food and beverages on the beach with the contractor paying to the Town an annual franchise fee. Ms. Rucker indicated that having the contracts expire in the same month would eliminate any claims that any contractor was giving preference during the bidding process.

Mr. Wilson made a motion to recommend to Town Council the approval of the Island Beach Services Contract Amendment. The motion was seconded by Mr. Weaver and unanimously approved.

Ms. Rucker requested that the agenda be amended to include Item (E.) Budget Calendar under **New Business**.

Mayor Lipuma made a motion to amend the agenda with the addition of Item (E.) under New Business. The motion was seconded by Mr. Wilson and unanimously approved.

Mayor Lipuma made a motion to amend the agenda to include the consideration of a letter received for Charleston County Planning and Zoning as item (F.) under New Business. The motion was seconded by Mr. Labriola and unanimously approved.

VIII. New Business:

A. CSE Beach Renourishment Proposal

Mr. Labriola stated that the proposals with Coastal Science and Engineering (CSE) are in response to the erosion of the beach on the East End of the Island. He indicated that the project dated back to 2013 when CSE was engaged to make an assessment of the area. The recommendation was made to apply for permitting in advance of a renourishment project scheduled for October 2015. In the latter part of 2014, with the rate of erosion accelerating, the scope of the project grew larger than originally projected. He

anticipated that with the receipt of the state permit the multimillion dollar project would begin in May 2015.

Mr. Labriola explained that as one of the conditions for the approval of the permit, the Town is required to complete multiyear surveys and monitoring of endangered species.

Ms. Rucker stated that CSE has a long history with Kiawah and will be managing the project as they had with the 2006 project. She indicated that the first proposal is for Construction Services in the amount of \$122,500 and the second is for three year post project monitoring in the amount of \$108,650.

Mr. Wilson made a motion to recommend to Town Council the approval of the Coastal Science and Engineering Proposals. The motion was seconded by Mayor Lipuma and unanimously passed.

B. Jacobs Engineering – Infrastructure Proposal

Ms. Rucker stated that a continuing problem with considerable flooding on Beachwalker Drive at the Parkway that impacts pedestrian traffic has prompted the Town to make repairs. She indicated that a French drain was used to try to mitigate the flooding and was installed at the time of the Parkway Project but the temporary fix has exceeded its usefulness. The age of the existing system and the inability to identify the location of drain lines has prompted the request that Jacobs Engineering complete a survey to locate and inventory the entire drainage system infrastructure. The cost of the contract with Jacobs would be calculated on an hourly rate having a “not to exceed” amount or cap of \$19,840. She indicated that construction drawings and bid documents to be used in the bidding process is not included and would require an amendment to the contact.

Mayor Lipuma commenedt on the proposal and questioned the extent of the infrastructure inventory. Ms. Rucker explained the proposal included the entire Parkway and the Round-a-bout. Mayor Lipuma suggested that the cap amount be set a \$20,000.

Mayor Lipuma made a motion to recommend to Town Council the approval of the Jacobs Engineering Infrastructure Proposal. The motion was seconded by Mrs. Johnson.

Ms. Rucker added that in anticipation of the project going out for bid, she has submitted a funding request of \$100,000 for the project from Charleston County Transportation Funds.

Following further discussion the motion was unanimously approved.

C. Charitable Contributions

Mr. Labriola stated that in previous years the applications were divided into contributions and grants; then, into two funding categories of \$100,000 each. In November, Town Council created a Community Outreach Policy to reflect one funding source. He reviewed the policy that was attached to the applications and reported that a total of \$200,000 would be available to fund the applications.

Mr. Labriola reported that the Town had received a total of nineteen application requests totaling \$261,350. He stated that Ms. Rucker and Mr. Gunnells prepared a listing of all the applicants which included the three prior year awards along the completed applications. Mr. Labriola explained that each application would be discussed individually, and motion for recommendation to Town Council would then be made by the Committee. All recommendations will be submitted for approval at the February 10th Council meeting.

Charitable Contributions Applicants

Kiawah Women's Foundation

Requested: \$5,000.00

Recommended: \$5,000.00

Mr. Weaver recused himself from voting on the request from Kiawah Women's Foundation. (see attached recusal statement).

Mrs. Johnson motioned to recommend the approval of \$5,000 for Kiawah Women's Foundation. The motion was seconded by Mayor Lipuma and the motion was unanimously approved.

Sweetgrass Garden Co-op. Inc.

Requested: \$2,000.00

Recommended: \$1,000.00

Mr. Weaver motioned to recommend the approval of \$1,000 for Sweetgrass Garden Co-op. Inc. The motion was seconded by Mr. Labriola.

Following further discussion and the motion was unanimously approved.

Backpack Buddies Seabrook Island

Requested: \$1,500.00

Recommended: \$1,500.00

Mayor Lipuma motioned to recommend the approval of \$1,500 for Backpack Buddies Seabrook Island. The motion was seconded by Mr. Wilson and the motion was unanimously approved.

Lowcountry Food Bank

Requested: \$10,500.00
Recommended: \$ 5,000.00

Mrs. Johnson motioned to recommend the approval of \$5,000 for Lowcountry Food Bank. The motion was seconded by Mayor Lipuma and the motion was unanimously approved.

Barrier Islands Free Medical Clinic, Inc.

Requested: \$25,000.00
Recommended: \$25,000.00

Mayor Lipuma motioned to recommend the approval of \$25,000 for Barrier Island Free Medical Clinic. The motion was seconded by Mrs. Johnson and the motion was unanimously approved.

Charleston Urban Squash

Requested: \$5,000.00
Recommended: \$ 00.00

Committee members passed on funding the application.

Operation Sight

Requested: \$4,000.00
Recommended: \$4,000.00

Mayor Lipuma motioned to recommend the approval of \$4,000 for Operation Sight. The motion was seconded by Mrs. Johnson and the motion was unanimously approved.

Teacher's Supply Closet

Requested: \$7,500.00
Recommended: \$7,500.00

Mr. Weaver motioned to recommend the approval of \$7,500 for Teacher's Supply Closet. The motion was seconded by Mrs. Johnson and the motion was unanimously approved.

Charleston Symphony Orchestra

Requested: \$50,000.00
Recommended: \$40,000.00

Mayor Lipuma motioned to recommend the approval of \$40,000 for Charleston Symphony Orchestra. The motion was seconded by Mr. Weaver and the motion was unanimously approved.

Full Faith Ministries

Requested: \$10,000.00
Recommended: \$ 5,000.00

Mr. Weaver motioned to recommend the approval of \$5,000 for Full Faith Ministries. The motion was seconded by Mayor Lipuma and the motion was unanimously approved.

Kiawah Conservancy

Requested: \$67,000.00
Recommended: \$50,000.00

Mr. Wilson motioned to recommend the approval of \$50,000 for Kiawah Conservancy. The motion was seconded by Mayor Lipuma and the motion was unanimously approved.

Our Lady of Mercy Outreach

Requested: \$25,000.00
Recommended: \$20,000.00

Mr. Labriola recused himself from voting on the request from Our Lady of Mercy as he is on the Board of Directors for the organization. (see attached recusal statement).

Mayor Lipuma motioned to recommend the approval of \$20,000 for Our Lady of Mercy Outreach. The motion was seconded by Mr. Weaver and the motion was unanimously approved.

Gibbes Museum of Art and Engaging Creative Minds

Requested: \$25,000.00
Recommended: \$20,000.00

Mrs. Johnson motioned to recommend the approval of \$20,000 for Gibbes Museum of Art and Engaging Creative Minds. The motion was seconded by Mayor Lipuma and the motion was unanimously approved.

Charleston Area Senior Citizens/Meals on Wheels

Requested: \$3,850.00
Recommended: \$4,000.00

Mayor Lipuma motioned to recommend the approval of \$3,850 for Charleston Area Senior Citizens/Meals on Wheels. The motion was seconded by Mr. Weaver and the motion was unanimously approved.

Sea Island Habitat for Humanity

Requested: \$20,000.00

Recommended: \$12,000.00

Mayor Lipuma motioned to recommend the approval of \$12,000 for Sea Island Habitat for Humanity. The motion was seconded by Mr. Weaver and the motion was unanimously approved.

Mayor Lipuma motioned to recommend the approval of additional \$150 to make the total of \$4,000 for Charleston Area Senior Citizens/Meals on Wheels. The motion was seconded by Mr. Weaver and the motion was unanimously approved.

2015 Charitable Contributions Applications		
Applicants	Request	Recommend Funding
Kiawah Women's Foundation	\$ 5,000.00	\$ 5,000.00
Sweetgrass Garden Co-op. Inc.	\$ 2,000.00	\$ 1,000.00
Backpack Buddies Seabrook Island	\$ 1,500.00	\$ 1,500.00
Lowcountry Food Bank	\$ 10,500.00	\$ 5,000.00
Barrier Islands Free Medical Clinic, Inc.	\$ 25,000.00	\$ 25,000.00
Charleston Urban Squash	\$ 5,000.00	\$ -
Operation Sight	\$ 4,000.00	\$ 4,000.00
Teacher's Supply Closet	\$ 7,500.00	\$ 7,500.00
Charleston Symphony Orchestra	\$ 50,000.00	\$ 40,000.00
Full Faith Ministries	\$ 10,000.00	\$ 5,000.00
Kiawah Conservancy	\$ 67,000.00	\$ 50,000.00
Our Lady of Mercy Community Outreach	\$ 25,000.00	\$ 20,000.00
Gibbes Museum of Art and Engaging Creative Minds	\$ 25,000.00	\$ 20,000.00
Charleston Area Senior Citizens/Meals on Wheels	\$ 3,850.00	\$ 4,000.00
Sea Island Habitat for Humanity	\$ 20,000.00	\$ 12,000.00
TOTAL	\$ 261,350.00	\$ 200,000.00

D. Property Purchase Inquiry

Ms. Rucker reported that the Town had received two unsolicited inquiries requesting the Town's consideration to purchase their property on Betsy Kerrison Parkway. She indicated that the inquiries were received in the months of December and January. Mayor Lipuma stated that any additional information on location and pricing would have to be discussed in Executive Session.

E. Budget Calendar

Mr. Gunnells stated the Fiscal Year 2016 Budget Calendar followed the same format as previous years with the exception of the addition of Cultural Events. Committee members discussed important dates that required member attendance.

Ms. Rucker stated that the Arts and Cultural Events was a new addition to the calendar. Since there were no comments listed she questioned if there would be a specific process that would be followed in respect to the approval of funding of event applications by Town Council. Mrs. Johnson responded that a total would be submitted. Ms. Rucker suggested that a full budget be presented at the Budget Workshop would provided a full understanding of event that is being funded.

Committee Members engaged in an in-depth discussion of the development of the Cultural Events funding budget and where the budget funds will come from and approval of the event funding.

Mayor Lipuma made a motion to recommend to Town Council the FY 2016 Budget Calendar. The motion was seconded by Mr. Wilson and unanimously passed.

F. Letter from Charleston County Planning

Ms. Rucker stated that the letter presented was received by the Town from Charleston County Planning Department offering to contribute to the training of an individual that would be hired by the Town but would also work and train with County personnel. Ms. Rucker indicated that proposal would be revisited in discussions of budget considerations at the Budget Workshop.

IX. Chairman's Report:

None

X. Treasurer's Report:

Mr. Gunnells stated that the installation of the software is going well. He expects the financial modules to be converted in March along with the business licensing and permitting at the latter part of March and the beginning of April.

XI. **Citizen Comments:**

None

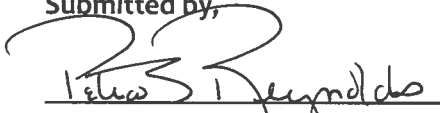
XII. **Committee Member's Comments:**

None

XIII. **Adjournment:**

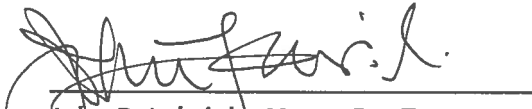
Mayor Lipuma made a motion to adjourn the meeting at 2:50 pm. The motion was seconded by Mr. Weaver and unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John D. Labriola, Mayor Pro Tempore
3-16-15

Date