

WAYS & MEANS COMMITTEE MEETING
Kiawah Island Municipal Center
Council Chambers
March 24, 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
 - Absent: 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 February 24, 2015

Mayor Lipuma motioned to approve the minutes of the February 24, 2015 Ways and Means Committee Meeting. The motion was seconded by Mr. Wilson and the minutes were unanimously approved as amended.

Mr. Labriola made comments in reference to Ordinance 2015-02 that was recently passed by Town Council. He specifically called attention to the portion of the ordinance that dealt with conducting of meeting and suggested;

1. That Citizens' question/comments from the 2015 Ways and Means Committees meetings be extracted from the meeting minutes and kept in a log along with the disposition of the questions/comments for future reference
2. There is a thirty minute time limit for *Citizens' Presentations or Comments*, with a three minute time limit to each individual citizen's question/comment.
3. Committee response should be held until the *Committee Member's Comments* portion of the agenda

Mayor Lipuma stated that he was in agreement with Mr. Labriola's suggestions and requested that the same protocol be used for Town Council meetings. Mr. Wilson added

that he felt it would be advisable to use the protocol at all Town meetings with a *Citizens' Presentations or Comments* agenda item.

VI. Citizens' Presentations or Comments:

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick pointed out that there may be an unintended consequence of reserving Committee Member responses or comments until after the second Citizens' Comments. She indicated that a question arises from the member's response or comment that would not be addressed until the next meeting.

Virginia Abbott – 4304 Sea Forrest

Mrs. Abbott stated she had often speculated on what happened to the Citizens' Comments or questions. She asked if the answers were made in a public forum or if responses were made directly to the individual that asked the question.

VII. Old Business:

A. Budget Calendar Review

Mr. Gunnells reviewed some of the key dates of the Budget Calendar. He pointed out that the State ATAX applications deadline was on April 8th. He indicated that for the first time there would be a submission training session tomorrow, March 25th, to review state requirements and to answer any questions that applicants may have. The SATAX meeting will be on April 16, 2015 at 1:00pm in the Municipal Center Council Chambers. Mr. Gunnells also noted that April 28th will be the Ways and Means Budget Workshop.

VIII. New Business:

A. Beach Franchise Request For Proposal (RFP) Results

Ms. Rucker stated the Town published an RFP for Beach Franchise proposals in the Post & Courier and on the Town website on March 5, 2015. The bid period expired on or before 3:00 pm on Friday, March 20, 2015. Bids were opened at 3:30 pm on March 20th.

The Town received two qualified, competitive bids. The two respondents were Island Beach Services and the Kiawah Island Golf Resort. A review of the proposals demonstrated that the two firms were consistent in all criteria with exception of the proposed fee. Island Beach Services provided a proposed franchise fee of \$200,000 or 25% and Kiawah Island Golf Resort provided a proposed franchise fee of \$150,000 or 12%. Below is a summary of the evaluations of both proposals.

Ms. Rucker stated that Town staff recommends the awarding of the franchise agreement to Island Beach Services which had a score of 100 in the elevation of the franchise criteria.

2015 BEACH FRANCHISE EVALUATION CRITERIA

Criteria	Maximum Possible Points	Island Beach	Kiawah
		Services	Island Golf Resort
		Assigned rating	Assigned rating
1. Professional Experience	20	20	20
2. Competiveness of Proposed Franchise	25	25	15
3. Previous References	15	15	15
4. Rates to Clients	20	20	20
5. Technical Capabilities	20	20	20
Maximum Total Raw Points	100	100	90

Mayor made a motion to recommend to Town Council to accept the proposal of Island Beach Services and award Island Beach Services the Beach Franchise Agreement. The motion was seconded by Mr. Wilson.

Following further discussion, the motion was unanimously passed.

B. Planning Intern Stipend

Ms. Rucker explained that the letter from Mr. Pennick, Charleston County Planning Director, and the accompanying resume for Mr. Stewart Thomas comes to the Committee by way of work on the Town’s Comprehensive Plan. She indicated the required, very lengthy update of the Comprehensive Plan had begun in the Comprehensive Plan Subcommittee. The County Planning staff has identified a graduate student/intern who can assist with the bulk of the typing of the plan and also assist in gathering information.

Ms. Rucker stated that the request is a recommendation for approval of a stipend of \$5,250.37 over a period of five months or to the completion of the project. She indicated that the stipend amount is for twenty-five hours per week at the rate of \$10.50 per hour.

Mr. Prickett, Chairman of the Comprehensive Plan Subcommittee and member of the Planning Commission, explained that the work on the state required Comprehensive Plan is more extensive due to it being a re-write year rather than a five year review update. He also noted that the Town has gone through many changes in the last five years with annexation, new owners and new stakeholders; all of these having to be incorporated in the Comprehensive Plan. Mr. Pennick stated that this enormous amount of data has to be sifted and sorted as it is gathered and the County does not have extra staff to dedicate to this work project therefore recommended that the Town secure Mr. Thomas’ services during the term of the project. Mr. Prickett indicated that not having an individual to assist County and Town staff over the next six months would make the job much more difficult and indicated that he felt it was a very good use of the Town’s funds.

Mr. Wilson made a motion to approve recommendation to Town Council for the approval of the expenditure of a stipend not to exceed \$6,000.00 for a graduate student/intern to assist with work on the Comprehensive Plan project. The motion was seconded by Mayor Lipuma and was unanimously passed.

C. Municipal Center Architectural Services Request for Proposal (RFP)

Mr. Labriola called attention to the final copy of the Municipal Center Architectural Services RFP (Request for Proposals) that was made public on Friday. He pointed out several important dates;

- **April 15th** - Proposal are due to the Town
- **April 16th** - Municipal Center Committee will review all submissions and identify three finalists
- **April 20th** - Municipal Center Committee will meet with the three finalists
- **May 20th** - Finalists' conceptual designs are due to the Town
- **May 21st** - Conceptual design presentation by the three finalists

Mr. Labriola identified April 16th and May 21st as dates of interest to the Ways and Means Committee. He indicated that at the May 26th Ways and Means Committee recommendation will be made to Town Council for their June 2nd meeting in order to make an award by June 5th.

Mr. Labriola stated that an article that reviews the entire project back to 2014 will be published in April addition of *Town Notes*. He noted that the article will also begin to describe additional media elements that will be used for project information, process, and updates.

D. Review of Pending Building Permit Ordinance Amendment

Mr. Labriola stated that at the last Town Council meeting there were presentations made by members of the Planning Commission and Planning staff discussing the recommendation to amend the Building Permit Ordinance. He indicated that even though members supported a motion to raise the threshold from \$200.00 to \$1000.00 he was uncomfortable with the outcome. He stated that he was bothered by the level of disagreement between the Planning Commission and the Planning staff relative to fees charges by comparable municipalities and the financial impact of raising the threshold. He indicated that after discussion with Town staff he felt that the figure would be a great deal higher that first estimated and has asked for a further review of what the actual impact to the budget would be and the fees charged in comparable municipalities before the ordinance is prepared.

Ms. Rucker stated that the closest comp available is Charleston County. She indicated that the County provided building services for a number of the surrounding municipalities who then follow County Ordinances. She stated that the largest disagreement was in what the County was charging and the level that charges began. Ms. Rucker presented to members the recently updated Charleston Ordinance which outlines the differential levels for trade permits; the category in which repair work would fall in.

Ms. Rucker stated that a point of disagreement was that Charleston County did charge for trade permits. She called attention to the portion of the ordinance which stipulated a fee of \$25.00 for those permits. Ms. Rucker stated that another point of disagreement was the fee threshold charged for the category in which repair work falls which is also defined in the County Ordinance. She recommended that the ordinance be forward to Mr. Capelli and the

Planning Commission for their review and consideration in clarification of these points and possibly a reevaluation of their recommendation.

Committee members discussed the County Ordinance, differences between a building permit and a trade permit and the information available at the time the recommendation was presented to Council.

IX. Chairman's Report:

Mr. Labriola responded to the earlier *Citizens' Comments* regarding an unintentional consequence of having the responses to comments later in the meeting. He stated that there was no answer that could be given at this time but indicated that the comment would be taken under advisement.

In response to the other comment as to if the *Citizens' Comments Log* and the disposition of the questions would be part of the minutes and open to the public.

X. Treasurer's Report:

Mr. Gunnells stated that the Town's conversion of its information systems is going very well. Court and Utility Billing have been completed. General Leger, Payroll, Purchasing and Fixed Assets are in progress now with an in-house consultant. He indicated that the conversion of the Business Licensing systems, Permitting and Inspection systems, and GIS systems are expected to begin on April 1st and continue with training through the first three weeks in April.

XI. Correspondence:

A. Charitable Contributions Response Letters

- a. Kiawah Island Conservancy
- b. Sea Island Habitat for Humanity
- c. Our Lady of Mercy Community Outreach
- d. Backpack Buddies Seabrook Island

Mr. Labriola attended the Chili cook-off supporting the all the Backpack Buddies programs of Kiawah and Seabrook Islands, commenting that attendance and the event was magnificent.

XII. Citizen Comments:

Butch Neal – Island Beach Services

Mr. Neal expressed how humble he felt having been given the opportunity to do business on Kiawah Island for the last 27 years and to be given the opportunity to continue to operate on the Island. He thanked the Town staff for their time spent on the consideration of the proposals and the Committee Members for the recommendation for the award of the Beach Franchise to Island Beach Services.

XIII. Committee Member's Comments:

John Wilson commented on the Municipal Center Architectural Services RFP, stating that he was impressed with the document and felt it was very comprehensive and should result in reputable proposals.

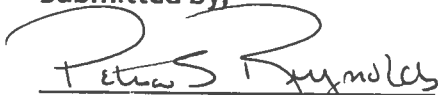
Mayor Lipuma stated that prior to the meeting; he and Ms. Rucker placed a call to the Corp of Engineers to inquire on the status of issuing the Town's permit for the East End Beach Repair and Renourishment Project. He noted that after a telephone shuffle through individuals thought to be handling the permit, he landed at the voicemail of a Ms. Socha. He stated that he left her a very detail message with letter to follow in the hopes of receiving a return call with the status of the permit.

Mrs. Johnson commented that frequently members are requested to answer questions on community issues outside of Committee meetings. She stated that unless an individual wants their question and answer to be part of the public record, there should be no reason for them to feel that they have to wait a month to ask a follow-up or more in-depth question.

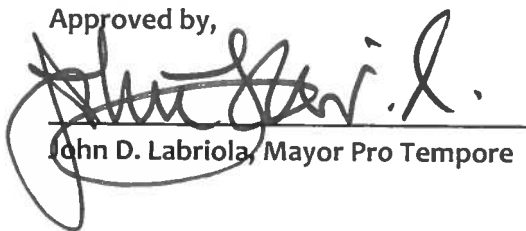
XIV. Adjournment:

Mayor Lipuma made a motion to adjourn the meeting at 2:52 pm. The motion was seconded by Mr. Wilson and unanimously approved.

Submitted by,


Petra S. Reynolds, Town Clerk

Approved by,


John D. Labriola, Mayor Pro Tempore

Date