

WAYS & MEANS COMMITTEE MEETING
Kiawah Island Municipal Center
Council Chambers
May 26, 2015; 2:00 PM

AGENDA

- I. **Call to Order:** *Mr. Labriola called the meeting to order at 2:05 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: Petra Reynolds, Town Clerk

- V. **Approval of Minutes:**
 - A. Minutes of the Ways & Means Committee Budget Workshop of April 28, 2015.

Approval of the minutes for the April 28th Ways & Means Committee Budget Workshop was deferred to the next meeting.

Mayor Lipuma read announcements that were posted to the Town website stating;

“Kenneth Gunnells, treasurer of the Town of Kiawah Island, resigned his position with the Town effective on Thursday, May 21. Kenneth has been the Town’s Treasurer since April of 2007.

Efforts will begin immediately to search for a replacement for Mr. Gunnells, as well as for Tumiko Rucker, who resigned from her position as Town Administrator earlier this month. The Town has hired The Mercer Group, an Atlanta-based, professional search firm specializing in municipal job placements, to conduct searches for candidates for both positions.”

“An allegation has been made to Town Council of improper financial transactions by one or more Town employees in violation of the Town’s policies. The Town is taking action to determine the specific nature, scope and validity of these allegations. At the request of the Mayor, the Town’s attorney, Dennis Rhoad, is engaging an independent accounting firm to

investigate this matter. Council member John Wilson will act as the Council's representative in this investigation, working with the Town's attorney.

Once the investigation is complete, the results of the investigation will be reviewed with the Town's legal counsel and the full Town Council. If any improper actions are substantiated, the Town will take appropriate action and will communicate publicly both the findings and any actions taken to address the findings.

The Town will refrain from comment about the matter while the investigation is ongoing”

VI. Citizens’ Presentations or Comments:

Marylyn Larach – 1082 Terrapin Court

Mrs. Larach wished the Town well in its executive search, and noted that the Committee has a tough course outlined for their summer.

VII. Old Business:

A. None

VIII. New Business:

A. Atlantic Business Continuity Services – Proposal for Plan Update and Exercise

Mr. Labriola stated that Mr. Scott Cave with Atlantic Business Continuity Services and engaged by the Town as its Emergency Management consultant has been working with the Town for the past year on the completion of the Comprehensive Emergency Plan.

The proposal for the Plan Update and Exercise was summarized by Mr. Weaver as a second year of activity with Mr. Cave that included the update of the Emergency Plan, conducting the Emergency Preparedness Committee Annual Meeting, and providing the Committee’s Training Session and Hurricane Tabletop Exercise.

Mr. Weaver indicated the proposal also included a proposal for the preparation of the Town’s Hazard Mitigation Plan update facilitation.

Mrs. Johnson questioned if any of the scheduled events should be postponed in the event of the absence of an administrator. Mr. Weaver pointed out that a real emergency event could happen at a time when key personnel, such as the administrator was not available, therefore, he felt it was imperative to move forward with the meetings and training. Mr. Weaver noted that Mr. Rusty Lameo, Town Code Enforcement Officer would be interim EOC Manager until such time as a new administrator is in place and ready to assume the leadership role.

Mr. Weaver made a motion to recommend to Town Council the approval of the Atlantic Business Continuity Services proposal for the Comprehensive Emergency Plan update and

exercise to include the Town's Hazard Mitigation Plan update facilitation. The motion was seconded by Mayor Lipuma and unanimously passed.

B. Debris Monitoring Agreement Amendment with Atkins

Mr. Labriola stated the agreement with Atkins was for the purpose of monitoring debris clean-up operations; collecting and compiling debris clean-up data; and documenting areas requiring clean-up in the event of an emergency. The proposed amendment would extend the terms of the debris monitoring agreement with Atkins for an additional year and amend the hourly labor rates for debris monitoring personnel in the event they are activated.

Mayor Lipuma made a motion to recommend to Town Council the approval of the Debris Monitoring Agreement Amendment with Atkins. The motion was seconded by Mr. Weaver.

Mr. Labriola requested that as Town contracts renewed or amended, references to the Town Treasurer and/or Administrator by name are corrected in writing.

Following further discussion the motion was unanimously passed.

C. Roof Replacement Contractor Selection

Mr. Lameo reported that an RFP (Request for Proposals) for the roofing replacement on the Municipal Center building as well as the garage had been released on May 13th. The RFP was advertised on the Town's website and in the Post and Courier. A total of 15 bid packages were dispersed with only one proposal being submitted by the May 22nd due date. The firm of Alpha Omega Construction Group proposed a cost of \$31,520.00 for a shingle roof and a cost of \$100,596.00 for a metal roof. Committee members discuss the proposal and the need to have the roof replacement done at this time. Mr. Lameo clarified that it has been evaluated and that the roof was at the end of its life expectance last year. Patching repairs have all ready been done.

Mayor Lipuma made a motion to recommend to Town Council the acceptance of the proposal from for the roofing replacement on the Municipal Center building as well as the garage from Alpha Omega Construction Group in the amount of \$31,520.00. The motion was seconded by Mr. Wilson and was unanimously passed.

D. Municipal Center Architectural Services Firm Selection

Mr. Labriola stated that the Town released an RFP for architectural services for the new Municipal Center earlier this year. He stated that the three finalist were required to submit their conceptual drawings by May 20th and then make a presentation to the Municipal Center Committee on May 21st. Mr. Labriola stated that the firms of McMillian-Pazdan-Smith, Liollo, and Ls3P all did an outstanding job with their presentations displaying different viewpoints

and made interesting comparisons. He stated that at the end of the presentation, members of the community in attendance made comments and suggestions and along with the members of the Committee the decision was made to recommend the firm of LS3P.

Mr. Labriola made a motion to recommend to Town Council the selection of LS3P as the architect of record for the Municipal Center project. The motion was seconded by Mayor Lipuma.

Mr. Weaver expressed concern over what exactly was included in the recommendation. He stated that he agreed that based on the presentations, LS3P was the better firm. He indicated that no contract or pricing that had been presented and questioned if the selection would be contingent upon the negotiation of a contract. Mr. Labriola clarified the recommendation for the approval of the architectural firm is made to the Committee today and will then be sent to Town Council. He stated that firm notification will be made following the meeting. He also noted that a contract, schedule and fees would be negotiated by the Municipal Center Committee and then presented to the Ways & Means Committee and Town Council for approval. Mayor Lipuma added that members of the Municipal Center Committee were very familiar with this kind of contract and will know if fees are inline with industry standards.

Following further discussion, Mr. Labriola withdrew his motion and the second.

Mr. Weaver made a motion to authorize the Municipal Center Committee to enter into negotiations with LS3P as the Municipal Center project architect. The motion was seconded by Mr. Wilson and unanimously passed.

IX. Chairman's Report:

Mr. Labriola commented on the Public Hearing that was held prior to today's Ways and Means Committee Meeting. He indicated that the changes that were made at the Ways and Means Budget Workshop were not embedded into the Budget presented at the Public Hearing. Mr. Labriola stated that the changes would be made then distributed to the Community with another Public Hearing being held at 1:30 pm prior to June 2nd Town Council Meeting. Mr. Labriola asked members if they considered changes in budget line items as material changes, due to the requirement of completely restarting the budget approval process. Members discussed specific line items of employee salaries, paying of consultants, and moving building services in-house. Members agreed to consult with the Town Attorney before making the decision on if changes discussed at this meeting or previously would be considered as material.

X. Correspondence:

None

XI. Citizen Comments:

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick stated that following the architectural presentations members of the public in attendance were asked not to divulge the firm recommendation. She asked that since the Ways and Means Committee would be making the recommendation to Town Council, if it is still the request that the public not divulge the firm name.

Mr. Labriola responded by stating that in the earlier discussion he noted that he would be notifying the three firms of the Municipal Center Committee recommendation, and after discussion at this meeting, the recommendation is public knowledge.

Mrs. Kulick also agreed with the Committee's decision to consult the Town Attorney on budget changes. She also offered her assistance to the Town Clerk if needed during this time when the Town is shorthanded.

Thank you Mrs. Kulick!

Fred Peterson – 5544 Green Dolphin Way

Mr. Peterson expanded on Mrs. Johnson's earlier comment on the Atkins contract. He noted that the five year term, by his calculations, expired in 2013 and consideration should be given to entering into a new contract.

XII. Committee Member's Comments:

Mr. Wilson – No additional comment

Mayor Lipuma commented on question that was raised about the Town's Public Meetings and the request to have a deputy sheriff present to maintain decorum and civility during the course of the meeting. He stated that it was not the intent to have an elaborate presence and asked members for their comments on having a law enforcement officer present.

- **Mr. Labriola** stated that even though there were some instances if individuals becoming somewhat unruly and embarrassing during meetings, he felt that there was not a safety issue and did not think it required the presence of a law enforcement officer at Town meetings.
- **Mr. Wilson** stated that he had attended meetings where he would have felt more comfortable with a law enforcement officer present, one of those being the Public Meeting held last year.

- **Mr. Weaver** stated that he did not feel the need for a blanket rule and suggested that it be left to the Committee Chair to make the call if a law enforcement officer should be present at their meeting. He noted that there is an obligation and responsibility to the staff to make sure that they have a safe and comfortable work environment.
- **Mrs. Johnson** suggested that the individual officiating over the meeting, recognize and intercede with individuals who use the podium at a lecture medium and make those in attendance uncomfortable. She noted that a 3 minute limitation on comments had already put in place.

Mayor Lipuma indicated that he was agreeable with the Committee Chairman making the decision on if a law enforcement officer's presence was required at their meeting.

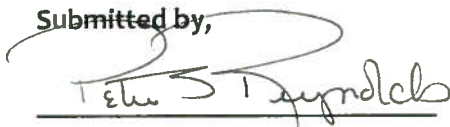
Mrs. Johnson – no additional comment

Mr. Weaver – no additional comment

XIII. Adjournment:

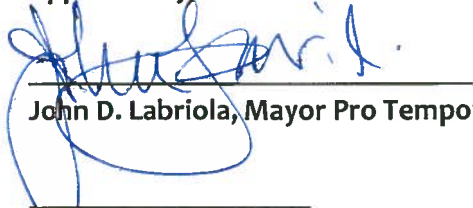
Mayor Lipuma made a motion to adjourn the meeting at 2:58 pm. The motion was seconded by Mr. Wilson and unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John D. Labriola, Mayor Pro Tempore

Date