

**WAYS & MEANS COMMITTEE MEETING**  
Kiawah Island Municipal Center  
Council Chambers  
February 23, 2016; 2:00 PM

**MINUTES**

I. **Call to Order:** *Mr. Labriola called the meeting to order at 2:00pm.*

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 Johnson  
                             John Wilson  
                             Craig Weaver

Also Present:        Stephanie Tillerson, Town Administrator  
                             Dorota Szubert, Town Treasurer  
                             Petra Reynolds, Town Clerk

V. **Approval of Minutes:**

A. Ways & Means Committee Meeting of January 26, 2016

*Mr. Wilson motioned to approve the minutes of the January 26, 2016 Ways and Means Committee Meeting. The motion was seconded by Mayor Lipuma and the minutes were unanimously approved.*

VI. **Citizens' Presentations or Comments:**

None

VII. **Old Business:**

None

VIII. **New Business:**

A. **Municipal Center Complex Bid**

Mr. Labriola reviewed and discussed the scope of each of the documents and schedules presented to the Committee in regard to the Municipal Center Complex project;

- *Recommendation motion from the Municipal Center Committee*
- *Questions/responses brought up at the MCC meeting*
- *Summary of Bid Proposals from the 4 General Contractor's*
- *Summary of the estimates at the different Design Stages*
- *Summary of Financing Scenarios*

- Draft of RFP ( Request for Proposals) seeking Financing Proposals
- Draft for Construction Project Manager
- Draft of suggested changes for the Municipal Center Committee Charter

Committee members asked questions and made comments on the documentation presented. Discussion also included the requirement of Council approval of the project prior to the consideration of a recommendation for a CG's bid proposal.

***Mr. Labriola made a motion to support the Municipal Center Committee recommendation to recommend to Town Council that the bid proposal from Thomas Construction Group for the construction of a new Municipal Center Complex be approved contingent upon Council approval of the project. The motion was seconded by Mayor Lipuma and was unanimously passed.***

Mr. Wilson and Mr. Weaver expressed their concerns on the cost of the project and the potential economic implications on the Town's financial health and future demands. Members engaged in an in-depth discussion of what might be future demands on the Town's reserves, what figure is deemed as a sufficient reserve and options available to mitigate the amount of money having to be financed.

Mr. Weaver questioned the reasoning behind the job description recommendation to hire a project manager rather than a third party owner's representative. He expressed his reservations with hiring an in-house project manager. Mr. Labriola clarified the job description was a draft document. Meetings were being held with owner's representatives and once completed a recommendation would be prepared for the Committee to review.

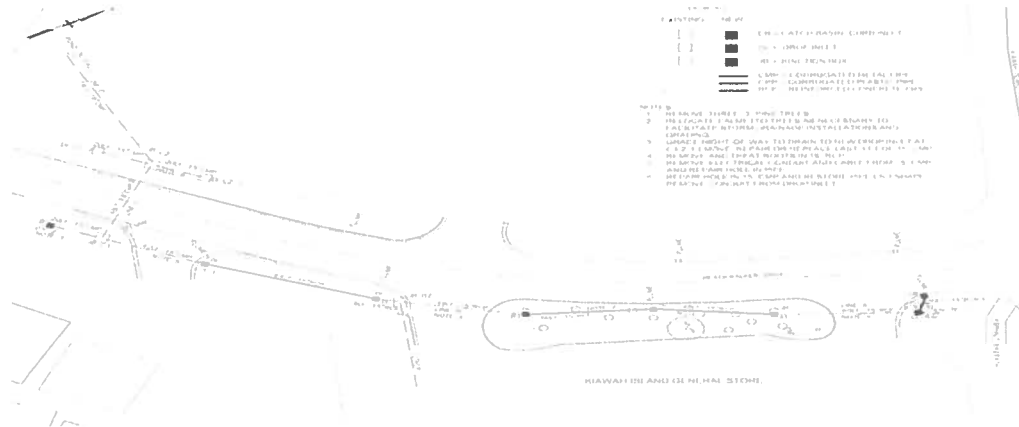
Mr. Weaver identified the reconstruction of the Municipal Center Committee should include specific delegation of monetary approval authority. Mayor Lipuma stated the bid proposal from the General Contractor is a "lump sum or fixed sum" bid so change orders should be minimal.

#### **B. WK Dickson - Beachwalker Storm Drainage Pipe Proposal**

Mr. Lameo gave a brief background on division of responsibilities by stating all the infrastructure inside the gate and inside Inlet Cove was maintained by the Community Association. The Kiawah Island Parkway, out from the gate to the circle and Beachwalker Drive, is the responsibility of the Town. Flooding in the area by General Store at the corner of Parkway and Beachwalker has been an ongoing problem which impacts pedestrian traffic. The existing system is over 30 years old and pipes/drainage located within this area are incomplete and/or damaged and in need of repair by the installation of additional pipe, curb drains and distribution boxes to make the drainage line continuous. There is a second area located at the Town Hall entrance that was found to have a water issue, after the project started.

The inability to identify the location of drain lines prompted the request that Jacobs Engineering complete a survey to locate and inventory the entire drainage system infrastructure. Jacobs started project then relocated so the contract was reissued to WK Dickson to finish.

Bill Young and Jay Reigart with WK Dickson, presented to the Committee an evaluation of infrastructure with recommendations and an estimated cost for repairs to the Beachwalker Drive drainage.



*Beachwalker Drive Plan "A" - Line "A", Line "B" and Line "C" Improvements Exhibit*

Mr. Reigart indicated the estimated cost of the repairs and improvements for "Plan A" would be approximately \$46,420.00. Pipes in the area at the entrance to Town Hall or Plan "B" would need to be cleaned and scoped to determine what repairs are required. The probable cost estimate for the work on Plan "B" is approximately \$12,600.00.

Committee members discussed the cost of both projects, running the projects simultaneously to provide a better cost savings and the estimate cost of \$25,000.00 to \$30,000.00 for WK Dickson's services. Mr. Lameo suggested all drainage pipes under the purview of the Town should be scoped so the entire system is evaluated and the necessary repairs are considered and maintenance scheduled.

Members agreed to consider a proposal from WK Dickson for their engineering services at the next Ways and Means Committee meeting proposal. Once approved, it will be followed by the development of a scope of work, construction drawings and the release of an RFP (Request for Proposals) construction services.

**C. The Greenery - Landscape and Maintenance Proposal**

Mr. Lameo stated the current contract with The Greenery for landscape and maintenance expired January 2016. An RFP (Request for Proposals) was released in November 2015. The Greenery was the single respondent and complied with the requirements of the RFP.

Mr. Lameo indicated there were subsequent meetings to answer concerns and complaints. It was discovered that over the term of the previous contract there were a number of additions made and the current proposal is inline with what is currently being paid. The Greenery has also submitted several recommendations on ways to combat the major complaint of ruts along the side of the road along the Parkway.

Members discussed issues brought up by The Greenery with regards to past decisions made by the Town and the ARB (Architectural Review Board) constraints or restrictions that influenced those decisions.

Mr. Dennis Hensley and Mr. Tyler Collins with The Greenery explained the additions made to the original scope work which increased the annual cost along with other pricing factors reflected in the calculation of the current proposal;

- a substantial increase is attributed to the cost of flowers by tripling the amount of beds
- the increased labor cost with the additional trash pick-up
- the addition of the Betsy Kerrison property
- increases in the cost of labor

Also discussed were the challenges incurred with the maintenance of the Parkway including recommendations made over the years in trying to combat the rutting along the Parkway and current recommendations on areas they feel are problematic.

***Mr. Wilson made a motion to recommend to Town Council the approval of the proposal from The Greenery for landscape and maintenance services in the amount of \$152,350.12 annually. The motion was seconded by Mrs. Johnson.***

Mrs. Johnson clarified the rearrangement of maintenance to the Betsy Kerrison property during the construction and scheduling of the planting of the flower beds.

***Following further discussion the motion was unanimously passed.***

#### **D. Building Services Proposal**

Ms. Tillerson stated during the last twelve (12) months, the Town studied the impact of terminating its relationship with SAFEbuilt and handling all Building Services in-house. The subject matter was also discussed during the Town Council Strategic Planning meeting held on January 20, 2016, at which time SAFEbuilt was present and gave a presentation. She reviewed the presented documents;

- **Attachment "A"** – original contract –
  - The initial term of the original contract/agreement is five (5) years
  - Prior to this, the Town contracted with Charleston County for same services
  - Termination of the contract/agreement requires a 60 day written notification
  - Allows the Town to charge SAFEbuilt lease rate after the first year
- **Attachment "B"** - Amendment on June 2014 –
  - split rate
  - the original Professional Services Agreement was amended as to change the revenue sharing component of the Agreement from a Flat Rate Fee structure to a Percentage Rate Fee structure.
- **Attachment "C"** –
  - Amendment proposal submitted in January 2016
    - only omitted flood plain management fee of \$70 per hour
  - Amendment proposal submitted in February 2016
    - flat rate of \$45,000 and
    - brings back a flood plain management rate of \$85 per hour with a one hour minimum

- **Attachment “D”** - The Town and SAFEbuilt revenue analysis for fiscal years 2013, 2014, 2015 and 2016.
  - FY 2013 revenue share was a flat rate
  - FY 2014 and FY15 revenue share is a percentage
  - FY 2016 (if Agreement is extended) revenues share at a flat rate, plus \$85/hour for Floodplain Management.
- **Attachment “E”** - Building Department Revenues and Expenditures from FY2016 if services are taken over by the Town
  - Expenses that will be incurred by the Town as part of bringing services in-house
  - Additional income to the Town

Ms. Tillerson stated after thorough review she believes the Town can provide the same level of quality building services to citizens and contractors without any interruption. She requested recommendation to Town Council the authorization to deliver the required 60 days written notice to terminate the Professional Services Agreement with SAFEbuilt as of July 1, 2016.

***Mr. Wilson made a motion to recommend to Town Council to accept Ms. Tillerson’s recommendation and authorize her to deliver the required 60 days written notice to terminate the Professional Services Agreement with SAFEbuilt. Mayor Lipuma seconded the motion.***

***Following further discussion the motion was unanimously passed.***

**IX. Chairman’s Report:**  
None

**X. Treasurer’s Report:**  
**A. Update of the Current Budget to Date**

Mrs. Szubert presented the budget to date figures for the first seven months of the current fiscal year. She indicated the figures are for the members review and a detailed discussion would take place at the April Ways and Means Committee meeting.

**XI. Correspondence:**  
None

**XII. Citizen Comments:**

**Marilyn Larach – 1082 Terrapin Court**

Ms. Larach agreed with that something should be done to mitigate the issue of vehicles running off the side of the Parkway and suggested in discussions with the ARB a great deal of emphasis should be placed on the safety issue along with the Town’s potential liability if a resident or guest gets injured. Also pointing out to the ARB the number of times this topic has been publically discussed in various forums.

Ms. Larach stated that when embarking on bringing building services in house she felt that further consideration should be given to any liability issues and the effect employee absences would have on trying to provide service.

**Dennis McGill – 100 Pleasant Valley Drive**

Mr. McGill commented on previous SAFEbuilt figures and the figure proposed as the salary expense for the new building services department. He questioned the number of potential employees use in calculating the salary figure.

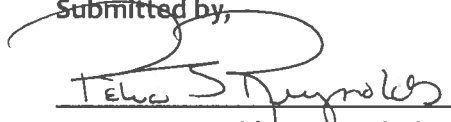
**XIII. Committee Member's Comments:**

None


**XIV. Adjournment:**

*Mayor Lipuma made a motion to adjourn the meeting at 4:50 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  
8.29.2016  
\_\_\_\_\_  
Date