

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center
Council Chambers
December 19, 2017; 2:00pm

Minutes

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

II. Pledge of Allegiance

Present at the meeting: John R. Wilson, Chairman
Craig Weaver, Mayor
Diana Mezzanotte
Chris Widuch
Jack Koach

Also Present: Stephanie Monroe Tillerson, Town Administrator
Dwayne Green, Town Attorney
Dorota Szubert, Town Treasurer
Petra Reynolds, Town Clerk

III. Approval of Minutes:

A. Ways & Means Committee Meeting of September 26, 2017

Mayor Weaver made a motion to approve the minutes of the Ways and Means Committee Meeting of September 26, 2017 as amended. The motion was seconded by Mr. Widuch and the minutes were passed.

IV. Citizens' Comments: (Agenda Items only)

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick asked that during consideration of the recommendation to Town Council of Town Attorney's contract for next year, can any difference from the current contract be pointed out.

Mrs. Kulick noted that in the proposed Greenery contract one of the areas in which new planting are going in at the Cassique entrance. She asked if the Partners or the Cassique POA (Property Owners Association) are contributing to the cost of the plantings.

Mike Ezelle – Kiawah Island Beach Chair Company

Mr. Ezelle indicated he was one of the companies submitting a proposal for the Beach Franchise Contract. He wanted to introduce himself and thank the group reviewing the proposals for their careful consideration of the submissions.

V. Old Business:

None

VI. New Business:

A. To Consider Recommendation to Town Council for Approval of the Town Attorney's Contract

Mr. Koach made a motion to recommend to Town Council the approval of the Town Attorney's one year contract. The motion was seconded by Mrs. Mezzanotte.

Mayor Weaver stated there were very few substantive changes in the propose contract from the current one. Changes were made to the language to reflect this was a continuation of an ongoing contract, with no increase in the fee. The amount of fixed hours in the office were modified based on need.

Discussion included the budgeting for any additional or potential increase in legal fees and that the required appointment of the Town Attorney will take place at the Town Council meeting if the contract is approved.

Following the discussion the motion unanimously passed.

B. To Consider Recommendation to Town Council for Approval to Enter into a Beach Franchise Agreement with Island Beach Services

Ms. Tillerson indicated that she attended the review of the proposal done by a group which included Mr. Lameo, Mr. Spicher and Mrs. Szubert.

Mr. Lameo indicate the Town, for the last 30 years, has franchised a Beach Umbrella and Chair company to service our property owners and their guest on the beach. The existing franchise agreement is set to expire as of March 31, 2018 so a Request for Proposals (RFP) was released with bids received from two companies.

The bids from the Kiawah Island Beach Chair Company and Island Beach Services were both received on time and were complete. A review group was assigned to evaluate and make recommendations based upon the scope of work as listed in the RFP which included serviceability, equipment, staff, rates, and length of time in the business. Upon completion of this evaluation the group made a unanimous decision based upon six evaluation ratings. Staff recommends to award the Beach Franchise to Island Beach Services for an amount of \$300,000.00 or 30% of revenue, whichever is greater, and a term of three years with the option of one two year extension.

Mr. Widuch made a motion to recommend to Town Council to enter into a Beach Franchise Agreement with Island Beach Service for an amount of \$300,000.00 or 30% of revenue, whichever is greater, and a term of three years with the option of one two year extension. The motion was seconded by Mrs. Mezzanotte and the motion unanimously passed.

C. To Consider Recommendation to Town Council for Approval to Enter into a Preventive Maintenance Contract with Triad Mechanical

Mr. Lameo stated that in the new Municipal Building the operating equipment located within the building must be routinely service to maintain its operating ability. The HVAC system installed

within our building is complex with 33 filters and 40 conditioning units (external and internal). Most of the equipment is located within the ceilings throughout the building creating the need for lifts to service many of the components.

Mr. Lameo indicated a standard HVAC usually only requires twice yearly service but due to the nature of its size and complexity our new system is requiring service four times each year. Individual filters have to be order from the manufacturer and can cost by to \$600.00 per filter. With the sophistication and complexity of these units, staff has decided to utilize the vendors who installed the systems for the first year of service. At the end of the first year, any additional service agreements will be put out for bid.

Staff is recommending awarding a one-year contract to Triad Mechanical Contractors to perform Preventive Maintenance (PM) Services on the HVAC system. In the proposal the services to be provided for yearly preventive maintenance would include (2) Small PM Services at a cost of \$5,870.00 and (1) Large PM Service at \$7,200.00. The Town has performed the PM Service to change all filters this past November and that amount will be deducted from the yearly cost of maintenance as show on their quote leaving a balance for this year's services \$18,940.00.

Mr. Widuch made a motion to recommend to Town Council to enter into a Preventive Maintenance Contract with Triad Mechanical in the amount of \$18,940.00. The motion was seconded by Mayor Weaver motion unanimously passed.

D. To Consider Recommendation to Town Council for Approval of The Greenery Kiawah Parkway Proposal

Mr. Lameo stated that over the course of the last two years the Town has experienced damage to sections of the Parkway's easements. Due to severe rain and flooding many areas have eroded to the point of damage to the road's edge. The proposal identified these areas and have listed locations. Mr. Lameo addressed Mrs. Kulick's earlier question by stating the repairs would not be made to the entrance to Cassique but the general area. The required repairs would include repairs to irrigation line, rebuilding the drop offs with soil and replanting of plants along these areas to the original appearance. Staff requests approval for the Greenery to make repairs to the damaged areas of the Parkway in the amount of \$17,154.82.

Mrs. Mezzanotte questioned why, if the plants are damaged by salt water, they are not replaced by something more resistant to salt water. Mr. Lameo explained that the ARB (Architectural Review Board) has oversight of the landscaping on the Parkway and the plantings are what was originally approved. Any different planting would require a lengthy ARB approval process. Mrs. Mezzanotte indicated that she would not be in favor of approving that would have to be replaced with future flooding and suggested working with the Greenery on an alternative planting which is more salt water resistant before the Town Council meeting.

Mayor Weaver made a motion to recommend to Town Council the approval of the proposal of The Greenery Parkway Proposal with the proviso that Mr. Lameo work with the Greenery to explore alternative plantings. The motion was seconded by Mr. Widuch and was unanimously passed.

E. To Consider Recommendation to Town Council for Approval of the Parkway Engineering Services Proposal from Soil Consultants, Inc.

Mr. Wilson stated the recommendation of the Soil Consultants proposal for engineering services on the Parkway following review and discussion by the Public Works Committee. He noted the proposal was the only response received to the Request for Proposals (RFP) released for those services.

Mr. Lameo stated that the Kiawah Island Parkway has served the Island for over thirty years as our main access and now requires service and maintenance. Having been over ten years since the last major resurfacing, the roadway is starting to show its age with numerous cracks and depressions along its entire length. With the increase of traffic and size of vehicles now using the roadway this need for repairs has been steadily increasing.

The Public Works Committee has discussed these issues and formulated a RFP for an engineering firm to evaluate the Parkway and its drainage system to determine necessary repairs and updates. The report would include the entire Parkway from the first gate through the roundabout, including 60' onto all exit spurs, approximately 2.4 miles in total. Estimated start time of this project would be within the 2018/2019 budget year.

The bid response for this project from Soil Consultants, Inc. is \$94,945.00. After review by Public Works Committee it was the opinion of the Committee that the cost of the project was in line with industry standards and the recommendation to the Ways and Means Committee is based upon the bid to not exceed \$95,000.00 and positive review of their references.

Committee Members discussed the engineering services project proposal, the current bridge repair and shoreline erosion projects along with issues on Betsy Kerrison Parkway.

Mr. Widuch made a motion to recommend to Town Council the approval of the Parkway Engineering Services Proposal from Soil Consultants, Inc. The motion was seconded by Mrs. Mezzanotte and was unanimously passed.

VII. Discussion:
None

VIII. Chairman's Report:

Mr. Wilson stated that along with the projects discussed that today's meeting the Public Works Committee will be looking at submissions for the future addition of a turning lane on Beachwalker Drive at the entrance to the County Park.

The Town Council's 2018 Strategic Planning Retreat will be held on February 1st and 2nd in the Municipal Center Council Chambers and will include the first discussion of the FY 2018-2018 Budget.

IX. Treasurer's Report:
None

X. Citizen Comments:

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick questioned if there would be any benefit of the Town going back the Municipal Center Committee and Architect to make sure they are no more surprise expenses that should be budgeted for in the future.

Butch Neal – Island Beach Services

Mr. Neal thanked the review group for their work and the Members of the Ways and Means Committee for their recommendation of the Island Beach Services contract proposal to Town Council

XI. Committee Member's Comments:

None

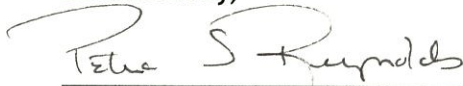
XII. Executive Session:

None

XIII. Adjournment:


Mr. Widuch made a motion to adjourn the meeting at 2:50 pm. The motion was seconded by Mrs. Mezzanotte and was unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John R Wilson, Chairman

2/21/18
Date