

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

May 22, 2018; 2:00 pm

Minutes

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

II. **Pledge of Allegiance**

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

Absent: Craig Weaver, Mayor

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

III. **Approval of Minutes:**

A. Ways & Means Committee Meeting of April 24, 2018

Mr. Koach made a motion to approve the minutes of the April 24, 2018 Ways and Means Committee Meeting. The motion was seconded by Mrs. Mezzanotte and the minutes were unanimously passed.

IV. **Citizens' Comments: (Agenda Items only)**

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick questioned how the Island Beach Services, Beach Patrol Contract Amendment Request regarding the property at 32 Sora Rail Road relates to the property where the St. Johns Fire District (STJFD) is going to store the temporary trailer and equipment while the new Station 4 is being constructed.

Ms. Tillerson stated it was her understanding that Kiawah Partners met, last week, with the Fire Chief and prospective buyer of the property to discuss the selling of the property and that negotiations for usage of the site would have to be made with the new owner. She noted that the Town had not been a part of, nor had prior knowledge of, the sale of the property.

John Connolly – 1020 Scaup Court - STJFD Fire Commissioner

Mr. Connolly stated that the STJFD felt totally blindsided by Kiawah Partners concerning the sale of the property, and felt that Beach Patrol was equally unaware of what was happening. Mr. Connolly stated he talked to the prospective buyer and he was unaware of any commitment by KP to the STJFD for the storage of the temporary trailer.

Mr. Connolly expressed his concern with the short timeline after the sale closing in which surveying and permitting will have to take place prior to placement of the temporary trailer. He asked that the Town could help during the process by expediting permits as they are submitted.

Ms. Tillerson stated the Town would do what it could do to help by looking at the timeline and guide paperwork is submitted timely, so there is no delay in the permitting process.

**V. Old Business:
None**

VI. New Business:

A. To Consider Recommendation to Town Council for Approval of the Island Beach Services, Beach Patrol Contract Amendment Request

Mr. Edgerton, co-owner of Island Beach Services (IBS), the provider of the Beach Patrol Services on the Island, stated that historically the Town housed Beach Patrol equipment in the garage of the old Town Hall before its sale to the Community Association and then in the garage of the new Town Hall. This was a suitable interim during the winter season, but it is not sustainable through the summer due to the distance from the beach and the logistics associated with getting employees and equipment to and from the beach each day.

Since the announcement of the sale of the Beachwalker Drive property, Island Beach Services has been exploring options with the Town, the Resort, the Community Association, St. Johns Fire Department, and Kiawah Partners to find a solution that would allow for the needed beach access, storage, parking, and utility needs to continue operations according to the Beach Patrol Contract. After several discussions with these groups, they were able to identify space at 32 Sora Rail Road, the current location of Kiawah Island Self Storage. He indicated that a minority co-owner of Beach Patrol, Mr. Sosnowski, had independently purchased the property as a business investment which has allowed for the negotiation of a lease cost of \$1800 per month for an area of approximately 7500 square feet [\$0.24/sq. ft.]. This space will allow for storage of all of the equipment, trucks, jet skis and trailers, as well as employee parking and the necessary vehicle wash down area.

Mr. Edgerton indicated that at the time IBS was awarded the current Beach Patrol Contract in 2016, the location of new storage space and the unknown cost was not included in the proposal submitted. Therefore, IBS is requesting an annual increase of \$21,600 annually to the current contract to cover the cost of the lease.

Mr. Wilson raised the question why, when the sale of Beachwalker Drive property was known, the cost of a new site was not included in the proposal submitted in response to the RFP. He also pointed out sections of the RFP that placed the burden of any omission on the offeror.

Mr. Edgerton stated that at the time, the Town was still actively involved in helping find a solution that would not require a rental space fee, making the future lease cost unknown. IBS opted not to include it in the RFP proposal. In the past, the Town has provided the space at no cost and leasing costs were not at the time a predictable cost to be included in the proposal.

Mr. Widuch stated that from a business perspective he would support of working out an arrangement with IBS since Beach Patrol is an important part of the Town's Public Safety. Further discussion included the suggestion that the monthly lease amount starts at the time that the closing takes place until the anniversary of the contract in February of 2019 at which time IBS can then bring another request to the Ways and Means. Members also asked that consideration is given to the STJFD in the storage of the temporary trailer.

Mr. Widuch made a motion to recommend to Town Council the amendment of the Beach Patrol contract by a monthly amount of \$1,800.00 effective at property closing and ending in February 2019. The motion was seconded by Mr. Koach and was unanimously passed.

B. To Consider Recommendation to Town Council for Approval of Hydro Enterprises Proposal for the Parkway Bridge Embankment Stabilization Project

Mr. Lameo stated that during our last Hurricane Irma, the shoreline sustained severe erosion along the outbound lane of the Parkway before the bridge. The Town entered into a contract with McSweeney Engineers to inspect and create a work plan for these repairs.

McSweeney Engineers released an RFP and project submittals were received from three companies and reviewed by the Public Works Committee.

Blutide Marine Construction	\$171,778.72
Hydro Enterprises	\$112,450.00
Truluck Construction Company	\$182,900.00

The Public Works Committee reviewed these bids and found all three companies to be competent, and their Scope of Work to be in line with the requirements of the project and accepted McSweeney Engineering's suggestion to recommend to the Ways and Means Committee the engagement of Hydro Enterprises. McSweeney Engineering will be managing the project.

Mr. Widuch made a motion to recommend to Town Council the approval of the Hydro Enterprises Proposal for the Parkway Bridge Embankment Stabilization Project in the amount of \$112,450.00. The motion was seconded by Mr. Koach and was unanimously passed.

C. To Consider Recommendation to Town Council for Approval to Engage a Structural Engineering Consultant

Mr. Spicher reviewed his request to engage a structural engineering firm to conduct a structural review of the building plans for two Resort projects; the Hotel and the Conference Center. While staff can conduct this review, the limited time frame of thirty days afforded to

complete a comprehensive review of all building elements is simply not possible with our limited staff.

Mr. Spicher stated that four engineering firms were contacted and preliminary plans were provided. Of the four firms contacted two firms responded to the request, one firm denied the request due to current workload, and one did not respond. Tobias and West, LLC provided the lowest cost for consultant services. He indicated that staff has worked with Tobias West and had confidence in their work.

Companies Contacted	Consultant Services Proposals for Both Projects
Tobias and West, LLC	17,500.00
4SE Structural Engineers	21,000.00
Curry Engineering	Excessive workload
Powell Engineering	No response

Ms. Tillerson noted that also contact was made with the County Planning Department who declined due to their workload, along with SafeBuilt, whose cost was excessive.

Mr. Widuch made a motion to recommend to Town Council the approval to engage Tobias and West for structural engineering consulting services for the hotel and conference center project in the amount of \$17,500.00. The motion was seconded by Mrs. Mezzanotte and unanimously passed.

D. To Consider Recommendation to Town Council for the Approval of the Summit Cleaning Services Contract Amendment

Mr. Lameo stated that in August 2017, the Town entered into a one-year cleaning contract with Summit Building Services for janitorial services at our Municipal Building, located at 4475 Betsy Kerrison Parkway. The Town amended this contract to include an additional day of service starting in March of 2018.

Mr. Lameo stated to date the company has performed to the standards the Town has set without complaints in service or quality. The current contract ends August 2018 and staff requests to extend the contract for an additional year at no change in cost.

Mr. Koach made a motion to recommend to Town Council the Approval of the Summit Cleaning Services Contract Amendment in the amount of \$9,851.00 per annum. The motion was seconded by Mrs. Mezzanotte and unanimously passed.

VII. Chairman's Report:

Mr. Wilson reported that the public hearing and seconded reading of the budget ordinance would be part of the next Town Council meeting.

VIII. Treasurer's Report:

Mrs. Szubert gave an update on the delinquent garbage fees by reporting finance staff had collected \$13,000.00 with approximately \$8,000.00 outstanding. Service will be temporarily

suspended on the five properties that are delinquent for more than one year.

IX. Citizen Comments:

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick expressed her appreciation to the Ways and Means Committee members for stepping up to the plate on the Beach Patrol contract amendment.

X. Committee Member's Comments:

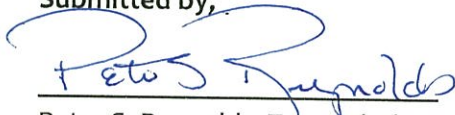
Mr. Koach reported on the Audit Committee meeting. The pre-audit meeting with the Town's current auditors, Greene, Finney, and Horton included discussion of the items that will be reviewed in this year's audit and the Town Intent to sue its former auditors Webster Rogers.

**XI. Executive Session:
None**

XII. Adjournment:

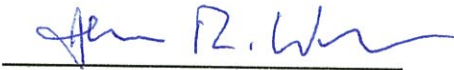
Mr. Widuch made a motion to adjourn the meeting at 2:50 pm. The motion was seconded by Mr. Koach and was unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John R Wilson, Chairman

6/24/18

Date