

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

April 23, 2019; 2:00 pm

Minutes

I. **Call to Order:** *Chairman Widuch called the meeting to order at 2:00 pm.*

II. **Pledge of Allegiance**

Present at the meeting:

Chris Widuch, Chairman

Craig Weaver, Mayor

Maryanne Connelly, Committee Member

Dan Prickett, Committee Member

Absent:

Klaus Said, Committee Member

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 March 26, 2019

B. Ways & Means Committee Special Call Meeting of April 2, 2019

C. Ways & Means Committee Special Call Meeting of April 11, 2019

Committee Member Prickett made a motion to approve the minutes of March 26, 2019, April 2, 2019, and April 11, 2019 Ways and Means Committee Meeting. The motion was seconded by Committee Member Connelly.

Following a correction made by Committee Member Connelly, the minutes were unanimously approved as amended.

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

None

V. **Old Business:**

None

VI. **New Business:**

A. To Consider Recommendation to Town Council for Approval of State ATAX Funding Amounts

Chairman Widuch began the discussion by reviewing SATAX (State Accommodations Tax) funding received by the Town. The total budgeted for the collection of SATAX was \$1,695,198 this year. Of the total amount the first \$25,000 plus 5% of the balance, an estimated \$113,510, is allocated to the Town's General Fund. Also, 30%, an estimated \$480,506, is assigned to a non-profit organization to promote tourism. The Town has typically and historically chosen the Charleston Area Visitors Bureau as the organization.

Chairman Widuch stated the balance of funds, \$1,100,000 is left for distribution by the SATAX Committee. The SATAX Committee's recommendations presented to the Ways and Means Committee are:

Town of Kiawah Island State Accommodation Tax Applications Schedule FY 2019/2020				
Project	Applicant Sponsor	2018/2019 Funded Amount	2019/2020 Application Request	SATAX Committee Recommended
Events Promotion	Freshfields Village	\$ 15,000	\$ 20,000	\$ 15,000
Marketing & Advertising Promoting Tourism	Freshfields Village	\$ 35,000	\$ 55,000	\$ 33,000
Public Access Events	Kiawah Island Golf Resort	\$ 435,000	\$ 475,000	\$ 435,000
Cars of Kiawah	Kiawah Island Motoring Retreat	\$ 10,000	\$ 25,000	\$ 15,000
2021 PGA Championship	Professional Golfer's Association of America	\$ 120,000	\$ 120,000	\$ 120,000
2020 SC Women's Golf Open Championship	Women's South Carolina Golf Association		\$ 7,500	\$ -
The Seventh Annual Party in the Park	Kiawah Island Real Estate		\$ 100,000	
CNBC "Elevate Your Game" Filming	Kiawah Island Real Estate		\$ 35,000	\$ -
Beach Patrol	Town of Kiawah Island	\$ 100,000	\$ 100,000	\$ 100,000
Charleston County Sheriff Deputies	Town of Kiawah Island	\$ 385,000	\$ 385,000	\$ 385,000
	Totals for Year Ending	\$ 1,100,000	\$ 1,322,500	\$ 1,100,000

Mayor Weaver made a motion to recommend to Town Council to approve funding to Freshfields Village, Kiawah Island Golf Resort, PGA and Town of Kiawah as recommended by the SATAX Committee. Committee Member Connelly seconded the motion.

Ms. Julie Beier, with Freshfields Village, requested a reconsideration of the \$2,000 that was cut from their SATAX application request. She noted that they are doing more advertising this year and a substantially higher cost to reach further out than the 50-mile radius.

Committee Members discussed the options available if they were to consider increasing the funding for Freshfields. Mayor Weaver indicated when you take note of SATAX funding a significant amount of funds have been set aside for the upcoming PGA, which will have a positive long-term impact on the community, and that the Town took the most significant decrease in funding of funds. Committee members agreed to defer any decision on the additional funding.

The motion unanimously passed.

Chairman Widuch made a motion to approve the extension of the SATAX funding of the \$120,000 for the PGA beyond the two-year window that is authorized by the state regulation. The motion was seconded by Committee Member Said and was unanimously approved.

B. To Consider Recommendation to Town Council for Approval of the Proposal for Kiawah Island Parkway Engineering Services

Mr. Tillerson stated that the Public Works Committee (PWC), discussed responses received to the RFP for the Design & Engineering Service for Kiawah Island Parkway. Two responses were received by the Town, one from the Dennis Corporation and one from McCormick Taylor. The proposal cost came in very close in range, The Dennis Corporation at a total cost of \$240,660 and McCormick Taylor at \$232,366. However, the PWC felt that the proposals did not address

the same issues and items in their pricing, therefore to make sure that both firms were aware of the details requested Addendum #1 was sent out to both firms.

Both firms responded in the allocated time. The PWC Members reviewed both Addendum's and unanimously agreed to recommend McCormick Taylor to Ways and Means. The McCormick Taylor proposal, which includes the Addendum items, is approximately \$277,000. The pricing is in a format in which item costs can be removed if the Town elects not to complete each of the items at this time.

Committee Member Connelly made a motion to enter into negotiations with McCormick Taylor on a not to exceed the amount of \$277,566. The motion was seconded by Committee Member Said and was unanimously approved.

C. To Consider Recommendation to Town Council to Approval the Proposal for Landscape Services for Town Owned Properties

Mr. Lameo stated that the Town has always contracted for Landscaping Services for the following Town properties; Municipal Building, Kiawah Island Parkway, the Round-a-bout, and Beachwalker Drive. The present contract with The Greenery of Charleston expires in April 2019. On March 12, 2019, staff released an RFP for Landscape Services for the Town and received four (4) bids for consideration:

	<u>Bid Total</u>	<u>Evaluation Score</u>
The Greenery of Charleston	\$183,862.09	95
*Low Country Sod Pros	\$149,200.00	45
*Pleasant Places, Inc	\$142,020.00	29
*Quality Home & Lawn	\$56,573.00	35

The Staff evaluated the bids on professional experience, the reasonableness of price, references, and technical capabilities, along with comparing the operating cost of the companies' contracts as requested in the RFP. Of the four bids, three were (*) incomplete for requested material and information.

Mr. Lameo indicated the current proposal for The Greenery is approximately \$33,000 higher than the last contract pricing due to the addition of the installation of pine straw (twice a year) or mulch (once a year) in this RFP and also noted that the maintenance pricing had decreased slightly.

The Staff is recommending that Ways and Means approve and forward to Council the selection of The Greenery of Charleston.

Committee Member Prickett made a motion to recommend to Town Council the approval of the proposal from the Greenery of Charleston for Landscape Services for \$183,862 annually. The motion was seconded by Council Member Said and was unanimously approved.

D. Review of the FY 2019/2020 Draft Budget – Expenditures Discussion Only

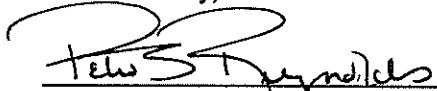
Ms. Szubert began the discussion of the FY 2019/2020 expenditures by indicating that a 3% or \$220K increase has was budgeted when compared to this year's projected expenses. She also noted that a comparison of the budget expenditures to last year's budget, there is a reduction of 6%.

None


XII. Adjournment:

Committee Member Connelly motioned to adjourn the meeting at 4:06 pm. The motion was seconded by Committee Member Prickett and carried unanimously.

Submitted by,


Petra S. Reynolds, Town Clerk

Approved by,


Chris Widuch, Chairman

9-17-2019
Date