

# WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

August 27, 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

Klaus Said, Committee Member

**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 April 23, 2019

*Mayor Weaver made a motion to approve the minutes of April 23, 2019 Ways and Means Committee Meeting. The motion was seconded by Committee Member Said and the minutes were unanimously approved.*

B. Ways & Means Committee Special Call Meeting of May 7, 2019

*Mayor Weaver made a motion to approve the minutes of May 7, 2019 Ways and Means Committee Special Call Meeting. The motion was seconded by Committee Member Connelly and the minutes were unanimously approved.*

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

None

V. **Old Business:**

None

VI. **New Business:**

A. To Consider Recommendation to Town Council for Approval of the purchase of one (1) Toyota Tacoma for the Wildlife Department

Mr. Gottshalk explained that the Town provides vehicles for staff who have job responsibilities which include the performance of daily fieldwork on a regular basis. Historically, the Town replaced most vehicles after three years of service, but the new policy recommends replacing vehicles after five years. Because the Wildlife truck is on the beach multiple times per week, it tends to corrode and rust much faster leading to handling issues and costly repair bills.

The Town issued a bid proposal for a 2019 Toyota Tacoma in early August. Bid packages were sent to 8 Toyota dealerships, and the request for bids was also posted on the Town website. The Town received proposals from 2 Toyota dealers;

- **Jimmy Jones Toyota of Orangeburg** \$34,284.86
- **Fred Anderson Toyota of Charleston** \$36,204.00

The staff has requested the recommendation to Town Council to purchase the 2019 Tacoma from Jimmy Jones Toyota of Orangeburg. The Town plans to sell the existing 2015 Tacoma to offset the cost of the new vehicle. Staff investigated options to sell this truck locally and received a written offer of \$20,000 from Hudson Nissan of Charleston. The sale of 2015 would make the final cost of the 2019 Tacoma \$14,282.86.

Chairman Widuch asked if the two responding dealerships offer trade-in value on the truck. Mr. Gottshalk stated that the Town did not make this part of the bid proposal request. Historically, the Town has sold its vehicles to a wholesaler based in Myrtle Beach who offered \$13,000.00 for the truck.

***Mayor Weaver made a motion to recommend to Town Council the purchase the 2019 Tacoma from Jimmy Jones Toyota of Orangeburg for \$34,284.860.00. The motion was seconded by Committee Member Said and was unanimously passed.***

**B. To Consider Recommendation to Town Council for Approval of the Amendment of the Contract with Phillips & Jordan**

Mr. Gottshalk stated the Town had had an on-call contract with a major disaster recovery company by the name of Phillips & Jordan (P&J) since 2015. P&J has extensive resources and capabilities to provide, nationwide, a very wide range of services in response to hurricanes, earthquakes, and wildfires. Services range from debris removal to setting up temporary bridges. The Town has not yet needed to activate its contract with P&J; however, the contract as written now, stipulates the scope of work to debris removal. Mr. Gottshalk indicated that in the past several months, it has come to the attention of The Town there is a need to update the scope to cater more specifically the potential needs of the Town to the event of different degrees of disaster. P&J has the capability of setting up a temporary shelter to include bathrooms, showers, and generators along with the ability to provide the delivery, installation, and decommissioning of a temporary bridge if the current permanent bridge is compromised.

The new services that are requested to be added with the contract amendment are as follows:

- Delivery, installation, and decommissioning of either a single or double lane bridge
- Portable restroom/shower units
- Climate controlled bunkhouse
- 14-foot boat with motor

**Pricing for Temporary bridge:**

<b>Single Lane</b>		<b>Double Lane</b>	
Delivery and Installation	\$425,000	Delivery and Installation	\$570,000
Additional Weekly Rental (after 8 weeks)	\$12,000	Additional weekly rental (after 8 weeks)	\$17,000
De-Commissioning	\$350,000	De-Commissioning	\$500,000

Chairman Widuch clarified that other services provided by P&J can be requested at the time of the emergency and that the contract does not have to pre-identify those services which may be required by the Town.

Mayor Weaver requested that staff obtain more detailed information on the specifics, considerations and any Town obligation which would need to be addressed before the installation. He also asked that once a full understanding is gained, a communication with detailed information is provided to all the island entities on the Town's ability to react to if the bridge is compromised.

Further discussion included a request for specifics on the type, capacity, and limitations of a temporary bridge along with if the military would be able to provide a temporary bridge.

***Committee Member Prickett made a motion to recommend to Town Council for the approval of the contract amendment with Phillips & Jordan. The motion was seconded by Committee Member Connelly and was unanimously passed.***

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

Mr. Gottshalk stated in August 2018, the Town entered into a one-year amendment to the cleaning contract with Summit Building Services for janitorial services at Town's Municipal Center Building. The Town again amended this contract to include an additional day of service starting in March of 2018. With the current contract ending August 2019, staff wishes to extend the contract for the final one-year extension with no change in cost.

Mr. Gottshalk indicated that to date the company has performed to the standards the Town has set without complaints in service or quality but has spoken to Mr. Mullins on several items that could be improved.

***Committee Member Connelly made a motion to recommend to Town Council for the approval of the contract amendment with Summit Building Services. The motion was seconded by Mayor Weaver and was unanimously passed.***

**VII. Chairman's Report:**

None

**VIII. Treasurer's Report:**

**A. Review Budget vs. Actuals Report for Fiscal Year 2018-2019**

Ms. Szubert presented the Town's Balance Sheet as of June 30, 2019 and the Budget to Actual Report for the last fiscal year. The Budget to Actual Report is compiled on the modified accrual basis, and all the funds are consolidated.

Ms. Szubert indicated that as of the end of the fiscal year 2019, the Town's Governmental Funds combined have an ending fund balance of approximately \$21M, an increase of approximately \$3M from June 30, 2018. Of this amount approximately 49% or \$10M is available for spending at the Town's discretion.

**XI. Executive Session:**

- A. Executive Session Pursuant to Section 30-4-70 (a) (1) of the South Carolina Code to Discuss Matters Relating to the Town Administrator Employment Contract**


*Mayor Weaver made a motion to move from Executive Session back to return to Regular Session. The motion was seconded by Councilmember Connelly and was unanimously passed.*

Chairman Widuch stated that there were no votes taken and no decisions made during the Executive Session that would bind the Town to any course of action.

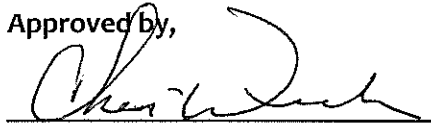
**XII. Adjournment:**

*Mayor Weaver motioned to adjourn the meeting at 3:18 pm. The motion was seconded by Committee Member Connelly and carried unanimously.*

Submitted by,

  
Petra S. Reynolds, Town Clerk

Approved by,

  
Chris Widuch, Chairman

11-19-19  
Date