

TOWN OF KIAWAH ISLAND
WAYS AND MEANS COMMITTEE MEETING
Municipal Center Council Chambers
May 26, 2020; 2:00 PM

Minutes

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

Present at the meeting: Chris Widuch, Chairman
Craig Weaver, Mayor
Dan Prickett, Committee Member
Maryanne Connelly, Committee Member
Klaus Said, Committee Member

Also Present: Stephanie Monroe Tillerson, Town Administrator
Dorota Szubert, Town Treasurer
Stephanie Braswell Edgerton, Communications Manager
Brian Gottshalk, Public Works Manager
Petra Reynolds, Town Clerk

II. Approval of Minutes:

A. Ways & Means Committee Meeting of April 28, 2020

Committee Member Prickett made a motion to approve the minutes of April 28, 2020 Ways and Means Committee Meeting. Committee Member Connelly seconded the motion, and the minutes were unanimously approved.

III. Citizens' Comments: (Agenda Items only)

None

IV. Old Business:

None

V. New Business:

A. Consideration and Recommendation to Town Council for Approval of the Contract Renewal with All South Consulting Engineers

Mr. Gottshalk stated in the event of a hurricane, or another natural disaster the monitoring of debris removal post-disaster provides the required certification for FEMA (Federal Emergency Management Agency) reimbursement. In 2018, The Town of Kiawah entered into an "as needed" emergency debris monitoring contract with All South Consulting Engineers to provide the necessary equipment and personnel to provide accurate monitoring of debris cleanup that meets FEMA monitoring standards.

All South Consulting Engineers are seeking approval of the first one (1) year extension to the current contract along with the inclusion of an alternate price schedule as an option for less significant events, including a smaller staff and a shorter anticipated cleanup effort. This new price schedule does not replace the original but gives the Town two options based on the severity of the disaster.

Committee Member Said made a motion to recommend to Town Council the approval of the Contract Renewal with All South Consulting Engineers. The motion was seconded by Committee Member Said and was unanimously passed.

B. Consideration and Recommendation to Town Council for Approval of the FY 20-21 State ATAX Funding Amounts

Town of Kiawah Island SATAX Funding Recommendations FY 2020-2021									
Category #	Tab #	Project	Applicant Sponsor	2018/2019 Funded Amount	2019/2020 Funded Amount	Estimated Events Attendees	2020/2021 Application Request	SATAX Committee Funding Recommendation	Ways and Means Committee Funding Recommendation
2	5	Events Promotion	Freshfields Village	\$ 15,000	\$ 15,000	25-400	\$ 20,000	11,357.00	
1	6	Marketing & Advertising Promoting Tourism	Freshfields Village	\$ 15,000	\$ 13,000		\$ 55,000	32,071.00	
1	7	Public Access Events	Kiawah Island Golf Resort	\$ 435,000	\$ 435,000	47,800	\$ 435,000	331,143.00	
6	8	2021 PCA Championship	Professional Golfer's Association of America	\$ 120,000	\$ 120,000	245-250	\$ 120,000	120,000.00	
4	9	Beach Patrol	Town of Kiawah Island	\$ 100,000	\$ 100,000		\$ 50,000	48,429.00	
4	10	Charleston County Sheriff Deputies	Town of Kiawah Island	\$ 155,000	\$ 151,000		\$ 151,000	156,000.00	
		Care of Kiawah	Kiawah Island Motoring Retreat	\$ 10,000	\$ 15,000		\$ -		
			Totals for Year Ending	\$ 1,180,000	\$ 1,180,000		\$ 871,000	730,000.00	\$ -
Total Available for Funding					\$ 860,000		\$ 730,000	730,000.00	\$ 730,000
Total in excess of Funding					\$ (320,000)		\$ (140,000)	-	\$ (730,000)

Chairman Widuch presented funding allocation recommendations from the SATAX (State Accommodations Tax) Committee totaling \$730,000.00. He called attention to a previous discussion of a projected shortfall in the funds collected for allocation to current FY's commitments. Historically the total funding amount was based on projections of future revenues, and during the FY 2020 funding year, the dollar amount budgeted and allocated was greater than the total amount of SATAX revenues generated on the island and received by the Town. The projected \$240,000.00 shortfall has been decreased by current recipients agreeing to reduce any pending reimbursement requests allowing for a predicted total funding amount of \$730,000.00 for FY 20-21.

Chairman Widuch indicated the SATAX Committee discussed translating the dollar figures into a percentage. Consistent with a percentage of the total SATAX funds collected, the funding allocation distribution would not exceed the dollar figure awarded with any excess funding placed in the next year's funding. He noted that it was requested that the final funding commitment for the PGA not be subject to the percentage allocation. Mayor Widuch recommended the development of a policy incorporating a percentage allocation be presented for consideration by the Committee at the next meeting.

Committee members reviewed the funding recommendations from the SATAX Committee, noting that a reduction in the funding was likely due to the limited number of events to be promoted; they tried to stay close to previous funding. Mayor Weaver noted that while overall funding was reduced, the Town initially reduced its request for deputy and beach patrol coverage by 50%. With an additional reduction recommended, the Town shouldered the greatest percentage in loss of funding.

Chairman Widuch made a motion to recommend to Town Council the approval of the recommended FY 2020-2021 SATAX dollar figure amounts and percentage funding up to the recommended amount with any excess fund to be used in the following fiscal year. The motion was seconded by Committee Member Prickett and was unanimously passed.

C. Consideration and Recommendation to Town Council for Approval of the of the Kiawah Island Parkway Landscape Project

Ms. Tillerson stated the Parkway landscape project begins at the roundabout and ends in front of the main gate and had an initial estimated budget of \$750,00.00. Concerns with cost prompted a request that the project be divided into sections;

- **Area 1** - The Roundabout and Freshfields
- **Areas 2 & 3** - The landscape from Freshfields to Mingo Point
- **Area 4** - The landscape from Mingo Point to the main gate

The Parkway Landscape Committee, working with Outdoor Spatial Design (OSD) landscape consultants, produced bid documents that provided the Town with six bids. After reviewing the proposals, the Landscape Committee and OSD recommended going with the lowest bidder, which comes from Artigues at \$616,760.70. Staff then worked with OSD made additional modifications to the project to get the cost at or below \$500,000.00. This amount was included as a placeholder in the FY 20-21 Budget.

Ms. Tillerson indicated that the revisions made to the landscape project would include work in all four sections. Mr. Jordan described some of the modifications that were made to Area 1 and in Area 2, noting that scaling back the work in Area 1 produced most of the cost savings.

Chairman Widuch indicated the recommendation for the approval of the landscape project would be discussed by individual areas following the recommendation for the approval of the contractor.

Committee member Prickett made a motion to approve to Town Council the approval of a contract with Artigues Landscape Group in an amount not to exceed \$500,000.00. Mayor Weaver seconded the motion.

Committee members discussed the selection and qualifications of Artigues Landscape Group along with the installation and repairs of the irrigation system.

Following further discussion, the motion was unanimously passed.

Chairman Widuch began the discussion of each area of the landscape project;

Area 4 – Main Gate to Mingo Point - cost not to exceed \$98,252.35. Chairman Widuch indicated the completion of the work in this area was critical.

Committee Member Connelly made a motion to recommend to Town Council the Kiawah Island Parkway Landscape design in Area Four (4) not to exceed \$98,252.35. The motion was seconded by Committee Member Said and was unanimously passed.

Area 3 – Mingo Point to after Parkway Bridge - cost not to exceed \$96,753.25

Committee Member Prickett made a motion to recommend to Town Council the Kiawah Island Parkway Landscape design in Area Three (3) not to exceed \$96,753.25. The motion was seconded by Committee Member Said and was unanimously passed.

Area 2 –After Parkway Bridge to before Freshfields entrance - cost not to exceed \$281,209.85

Chairman Widuch indicated that this area is the largest and includes the section where the right of way to be landscaped was lost to the new turn lane. He asked if the cost of the area that will no longer be landscaped is known. Mr. Jordan indicated that the cost and if the Town will be landscaping, this area is not known at this time.

Committee Member Said made a motion to recommend to Town Council the Kiawah Island Parkway Landscape design in Area Two (2) not to exceed \$281,209.85. Committee Member Prickett seconded the motion.

Discussion included the opinion that Area 2 did not need the extensive enhancements proposed and held an opportunity for substantial cost savings by only installing sod and irrigation to repair construction damage. Committee members also requested;

- the amount that could be saved by reducing plantings
- the incremental cost that could be incurred if the landscaping was completed at a future time
- the cost of the landscaping that would now be installed on private property
- if the county grant would allow landscaping on the private area

Committee members indicated they were not comfortable supporting the expenditure of \$281,000.00 until more information could be obtained and presented at the Town Council meeting.

Committee Member Said withdrew his motion.

Area 1 – Freshfields and Roundabout

Chairman Widuch indicated that in Area 1, the recommendation is that the four islands surrounding the roundabout would be landscaped with general cleanup in the center and no additional plantings.

Mayor Weaver made a motion to recommend to Town Council the Kiawah Island Parkway Landscape design in Area One (1) as described. Committee Member Prickett seconded the motion.

Committee Member Connelly expressed her concern with not landscaping the center of the roundabout. As the entrance to Kiawah and the first impression for visitors coming for the PGA, she felt the area should be pristine and lush, as described in the design presentation. She asked if there is a cost-saving in Area 2 that it be used to enhance the roundabout in Area 1. The other Committee Members expressed their agreement that at this time, the circle of the roundabout is an area that does not require much work except for the islands which need landscaping.

Following the discussion, the motion passed by a 4 to 1 vote. Committee Member Connelly voted, "No."

D. Consideration and Recommendation to Town Council for Approval of the of the Fiscal Year 2020/2021 Budget

Ms. Szubert reviewed in detail the changes that were made to the FY2021 Budget Draft presented at April 28th Ways and Means Committee meeting:

1. *Increase in the local option, hospitality, state, and local accommodation taxes due to the change in assumptions FY21 collection. Change from 30% to 50% in the first quarter and from 30% to 75% in the second quarter. A total increase in revenue of \$584K.*

Mayor Weaver cautioned that while the increase in the revenue assumptions is optimistic, many factors can still have a negative effect.

2. *Elimination of CATAX funding from County, a decrease of \$492K.*
3. *Tourism and Recreation line item increased by \$60K due to the following items:*
 - *Increase of funding to Promotional Fund of \$78K*
 - *Increase in funding to SATAX applicants of \$23K*
 - *Decrease of funding for wildlife projects and research of \$27K*
 - *Decrease in funding for KI Conservancy of \$14K. The total reduction is 30% of last year funding*

4. Decrease of \$200K for KI Parkway landscaping. The total project cost is budgeted at \$500K.
5. Decrease of \$15k in Utilities in Supplies line items. Further analysis of historical utilities cost and proposed new landscaping design help find some cost savings in electricity and water usage. New landscaping with less sod will allow using drip compared to spray irrigation that is more efficient and uses less water.

Chairman Widuch stated that comments on discussion items presented at the last meeting indicated Committee Members had no interest in cutting a deputy from the third shift and no consensus on pay raises. He noted that there would not be any across the board pay raises, but there was a placeholder in the Budget for possible pay raises late in the year.

Ms. Szubert indicated that the Budget was balanced and reviewed the detailed schedules included in the FY20-21 Budget highlighting notable items.

Committee Member Connelly made a motion to recommend to Town Council the approval of the Fiscal Year 2020/2021 Budget. The motion was seconded by Committee member Said and was unanimously passed.

VI. Chairman's Report:
None

VII. Treasurer's Report:
None

VIII. Citizen Comments:
None

IX. Committee Member's Comments:

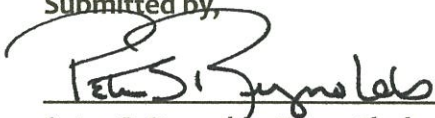
Committee Member Prickett commended the staff and Chairman Widuch for the hard work that has gone into a very challenging budget.

X. Executive Session:
None

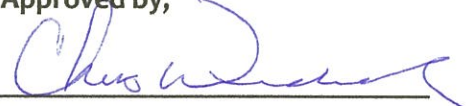
XI. Adjournment:

Mayor Weaver motioned to adjourn the meeting at 3:07 pm. The motion was seconded by Committee Member Connelly and carried unanimously.

Submitted by,


Petra S. Reynolds, Town Clerk

Approved by,


Chris Widuch, Chairman

8-4-20
Date