



TOWN OF *Kiawah Island*

Mayor

John D. Labriola

Council Members

F. Daniel Prickett

Maryanne Connelly

John Moffitt

Scott M. Parker, MD

Town Administrator

Stephanie Monroe Tillerson

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

July 6, 2021; 1:45 pm

AGENDA

- I. **Call to Order:**
- II. **Pledge of Allegiance**
- III. **Roll Call:**
- IV. **Approval of Minutes:**
 - A. Ways and Means Committee Meeting of May 24, 2021 [Tab 1]
- V. **Citizens' Comments: (Agenda Items only)**
- VI. **Old Business:**

None
- VII. **New Business:**
 - A. Review and Recommendation to Town Council for Approval of the Contract Amendment for All South Consulting Engineers [Tab 2]
 - B. Review and Recommendation to Town Council for Approval of the Contract Amendment for Jan-Pro Cleaning Systems [Tab 3]
- VIII. **Chairman's Report:**
- IX. **Treasurer's Report:**
- X. **Citizen Comments:**
- XI. **Committee Member's Comments:**
- XII. **Adjournment:**



Tab | 1

WAYS AND MEANS

Agenda Item

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

May 24, 2021; 3:00 pm

Minutes

I. **Call to Order:** *Chairman Prickett called the meeting to order at 3:00.*

II. **Pledge of Allegiance**

III. **Roll Call:**

Present at the meeting: Dan Prickett, *Chairman*
John D. Labriola, *Mayor*
Maryanne Connelly, *Committee Member*
John Moffitt, *Committee Member*
Dr. Scott Parker, *Committee Member*

Also Present: Stephanie Tillerson, *Town Administrator*
Dorota Szubert, *Town Treasurer*
Petra Reynolds, *Town Clerk*
Brian Gottshalk, *Public Works Director*

IV. **Approval of Minutes:**

A. Ways and Means Committee Meeting of April 26, 2021

Committee Member Connelly made a motion to approve the minutes of the March 22, 2021 Ways and Means Committee meeting. The motion was seconded by Committee Member Parker and was unanimously passed.

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

None

VI. **Old Business:**

None

VII. **New Business:**

A. Review and Recommendation to Town Council for Approval of the Proposal from Artigues for Maintenance of the Parkway Landscape

Mr. Gottshalk stated maintaining the natural look of the landscape on Kiawah requires constant attention and care, specifically in maintained areas along roadways, common areas, and public buildings. The recently completed landscape improvement project along the Parkway, Artigues Landscape and Maintenance, reduced the amount of sod along the parkway and focused on showcasing the natural beauty and sustainability of native plants and will require professional maintenance to ensure that it remains healthy and attractive.

Landscape maintenance along the Parkway and Beachwalker Drive has been contracted to The Greenery for many years, but due to recent dramatic changes to the Parkway landscaping, the

current contract and pricing from The Greenery became obsolete. The Town plans to go out for bid for a new landscape maintenance contractor this fall and begin the new contract on January 1, 2022. In the interim, Mr. Gottshalk recommended continuing to use Artigues Landscape Maintenance to maintain the new landscape. He stated that Artigues did an exceptional job throughout the installation, is intimately familiar with the new landscape and irrigation system, and is currently performing maintenance through May 31, 2021. The presented landscape maintenance proposal from Artigues for \$71,400.00 will cover the time period between June 1-December 31, 2021, and Artigues has offered to extend their warranty for all Parkway planting in perpetuity as long as they remain responsible for landscape maintenance.

Committee Members discussed the current contract with the Greenery, suspension of the services that would no longer be required, comparison of the pricing between with two landscape services, warranties on the newly repaired irrigation system along with the plantings in the Artigues proposal, the irrigation system maintenance and auditing, and the impact on the plantings caused by delays experience during the repaving project.

Committee Member Moffitt pointed out the items listed as billable in the proposal and asked that an estimated cost of the items required for the contract duration be included in the proposal presented to the Town Council for consideration.

Committee Members engaged in an in-depth discussion of the landscape maintenance contract and the requirement to follow the Town's procurement process in selecting a maintenance contractor for a future contract.

Committee Member Parker made a motion to recommend to Town Council the approval of the proposal from Artigues Landscape and Maintenance, LLC to maintain the Parkway Landscape. The motion was seconded by Committee Member Connelly.

Committee Member Moffitt asked that the recommendation include a caveat that the incremental costs be included in the proposal to Town Council.

Mayor Labriola also asked to inquire if Artigues, during the bidding process, intends to extend the warranty for all Parkway planting in perpetuity as long as they remain responsible for landscape maintenance, as stated in their proposal. Committee Member Parker suggested that a simple revision to the language in item number six of the current proposal would clarify the intent.

- 6) *If this proposal is accepted, Artigues Landscape and Maintenance, LLC will extend the landscape warranty in perpetuity for as long as "a" maintenance agreement is in effect for the newly completed Kiawah Island Parkway Landscape Enhancement Contract.*

Following the discussion, the motion to recommend to Town Council the approval of the proposal from Artigues Landscape and Maintenance, LLC was unanimously passed.

VIII. Chairman's Report:

None

IX. Treasurer's Report:

None

X. Citizen Comments:

None

XI. Committee Member's Comments:

Committee Member Connelly commented that the traffic flow during the PGA Tournament was extraordinarily good, with very few issues. She also complimented the performance of the deputies working on the island.

XII. Adjournment:

Committee Member Parker made a motion to adjourn the meeting at 3:34 pm. Committee Member Moffitt seconded the motion and was unanimously passed.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

F. Daniel Prickett, Chairman

Date



Tab | 2

WAYS AND MEANS

Agenda Item



Request for Ways and Means Committee Action

TO: Ways and Means Chairman and Committee Members

FROM: Brian Gottshalk, Public Works Manager

SUBJECT: Request for Recommendation to Extend All South Debris Monitoring Contract

DATE: July 6, 2021

BACKGROUND:

With the annual threat of hurricanes and other natural disasters impacting Kiawah Island, it is very important that there is a thorough recovery plan. Part of this recovery plan is monitoring any and all debris that needs to be cleaned up or removed post disaster. In 2018, The Town of Kiawah entered into a contract with All South Consulting Engineers to provide necessary equipment and personnel to provide accurate monitoring of debris cleanup that also meet FEMA monitoring standards.

ANALYSIS:

All South Consulting Engineers would like to enter into their second one (1) year extension to this contract for post disaster debris monitoring services.

ACTION REQUESTED:

Town Staff requests that the Ways and Means committee recommend to Town Council the approval of extending the Debris Monitoring contract with All South Engineers.

BUDGET & FINANCIAL DATA:

There is no immediate change to budget or financial data as this contract is on an "as needed" activation schedule.

From: [Cindy Janecke](#)
To: [Brian Gottshalk](#)
Cc: [Petra Reynolds](#); [Tim Bonura](#)
Subject: RE: Debris Monitoring Contract Extension
Date: Friday, June 25, 2021 12:44:46 PM

Brian – Hope you are well too! Yes, we will active the one year extension. Thanks. Cindy

From: Brian Gottshalk <bgottshalk@kiawahisland.org>
Sent: Friday, June 25, 2021 8:20 AM
To: Cindy Janecke <cjanecke@ascellc.com>
Cc: Petra Reynolds <preynolds@kiawahisland.org>
Subject: Debris Monitoring Contract Extension

Cindy,

I hope you and your team are doing well. I just wanted to reach out and see if All South is interested in activating the 1-year extension for the debris monitoring contract. If so, please let your response to this email serve as a request for the extension. I will be presenting this to Town Council on July 6.

Thanks so much,

Brian Gottshalk
Public Works Manager
Town of Kiawah Island
4475 Betsy Kerrison Parkway
Kiawah Island, SC 29455

Tel: (843)768-9166
Fax: (843)768-4764
Dir: (843)768-5111

STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON)
)
_____)

**AMENDMENT TO AGREEMENT
BETWEEN
THE TOWN OF KIAWAH ISLAND
AND
ALL SOUTH CONSULTING ENGINEERS, LLC**

WHEREAS, the **Town of Kiawah Island and All South Consulting Engineers, LLC** entered into an agreement on **July 19, 2018**, for the purpose of monitoring of disaster generated debris removal, management, and technical assistance.

WHEREAS, the Town and All South Consulting Engineers, LLC wish to amend said agreement in the following particulars:

1. **TERM:** This agreement term shall be extended for an additional one-year term commencing on July 19, 2021 and expiring on July 18, 2022.
2. **EFFECTIVE DATE:** This agreement shall be effective on August 1, 2021.

All other provisions of the agreement entered into on July 19, 2018, shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Amendment this 6th day of July 2021.

WITNESSES

TOWN OF KIAWAH ISLAND

By: John D. Labriola
Its: Mayor

ALL SOUTH CONSULTING ENGINEERS, LLC

By:
Its:



Tab | 3

WAYS AND MEANS

Agenda Item



Request for Ways and Means Committee Action

TO: Ways and Means Chairman and Committee Members

FROM: Brian Gottshalk, Public Works Manager

SUBJECT: Request to Recommend Approval to Extend Janitorial Contract

DATE: July 6, 2021

BACKGROUND:

Maintaining a clean and sanitary work environment has always been of high importance to Town staff. During this time especially, there is a heightened need to maintain an exceptional level of cleanliness and sanitation where we work.

ANALYSIS:

The Town entered into a contract with the current company, Jan-Pro, July of 2020. Town staff is overall pleased with the services that have been performed maintaining the staff work areas as well as council chambers.

ACTION REQUESTED:

Town Staff requests that the Ways and Means Committee recommend to Town Council the approval of a one (1) year extension to Jan-Pro for janitorial services at the Municipal Center.

BUDGET & FINANCIAL DATA:

The cost of this contract is \$1,478 monthly, which comes out to \$17,736 annually for cleaning services. This cost is funded through the General Fund.

From: [Joe Purpura](#)
To: [Brian Gottshalk](#); [Sundae Johnson](#)
Cc: [Petra Reynolds](#)
Subject: RE: Contract Extension for Town of Kiawah
Date: Friday, July 2, 2021 1:28:01 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Brian,

Yes, we would like to proceed the extension of cleaning for one year.
We appreciate the kind words per our discussion today and I will let the Franchise owner know as well.

Let me know if you need anything else Brian,

Have a Happy Fourth of July.

Joseph Purpura

Jan-Pro Cleaning Systems of SC/GA Coast

Field Service Specialist

www.charleston.jan-pro.com

Phone: [843-388-6535](tel:843-388-6535)

Fax: [843-388-6532](tel:843-388-6532)

Cell: [843-637-1478](tel:843-637-1478)

E-mail: Joe.Purpura@jan-pro.com



we mean clean.

From: Brian Gottshalk [<mailto:bgottshalk@kiawahisland.org>]
Sent: Friday, July 2, 2021 10:23 AM
To: Joe Purpura; Sundae Johnson
Cc: Petra Reynolds
Subject: Contract Extension for Town of Kiawah

Good Morning,

STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON)
)
_____)

**AMENDMENT TO
AGREEMENT BETWEEN
THE TOWN OF KIAWAH ISLAND
AND
JAN-PRO CLEANING SYSTEMS OF SC/GA COAST, INC.**

WHEREAS, the Town of Kiawah Island and Jan-Pro Cleaning Systems of SC/GA Coast, Inc. entered into an agreement on **August 1, 2020**, for the purpose of providing janitorial services for the Town's Municipal Center located at 4475 Betsy Kerrison Parkway, Kiawah Island, SC 29455.

WHEREAS, the Town and Jan-Pro Cleaning Systems of SC/GA Coast, Inc. wish to amend said agreement in the following particulars:

1. **TERM:** This agreement term shall be extended for an additional one-year term commencing on August 1, 2021, and expiring on July 31, 2022
2. **EFFECTIVE DATE:** This agreement shall be effective on August 1, 2021.

All other provisions of the agreement entered into on **August 1, 2020**, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment this 6th day of July 2021.

WITNESSES

Town of Kiawah Island

By: John D. Labriola
Its: Mayor

Jan-Pro Cleaning Systems of SC/GA Coast, Inc.

By:
Its: