

WAYS & MEANS COMMITTEE MEETING
Kiawah Island Municipal Center
Council Chambers
March 22, 2020; 3:00 pm

Minutes

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

II. **Pledge of Allegiance**

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*
Stephanie Braswell Edgerton – *Communication Specialist*
Brian Gottshalk, *Public Works Manager*
Petra Reynolds, *Town Clerk*

III. **Approval of Minutes:**

A. Ways and Means Committee Meeting of February 22, 2021

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

There were no Citizen’s Comments for agenda items.

IV. **Old Business:**

None

V. **New Business:**

A. Consideration and Recommendation to Town Council for Approval of the AirMedCare Contract Renewal

Ms. Tillerson stated the Town entered into the contract with AirMedCare in 2016 to provide medical transport services for Kiawah residents, with the current annual contract expiring in April 2021. While the Town had a few air medical transport services during our five-year contract period, there has been only one Town resident airlifted to a local hospital.

In 2018, AirMedCare Network stopped offering the Business Plan. However, those with an active Business/Municipal Site membership plan are grandfathered in with the option of renewing. If the contract lapses, the Town currently participates in the membership plan option will no longer be available.

The renewal of the contract with AirMedCare for another year comes as a recommendation from the Public Safety Committee.

Committee Member Connelly made a motion to recommend to Town Council the approval of the AirMedCare contract. The motion was seconded and was unanimously passed.

B. Consideration and Recommendation to Town Council for the Approval of the Charitable Grant Recommendations

The Staff Team, who reviewed the twenty Charitable Grant applications received by the Town, gave a presentation on their funding recommendations.

| Town of Kiawah Island 2021 Staff Recommendations | | | |
|---|---|---------------|-----------------------|
| Tab | Organizations Name: | 2021 | 2021 |
| | | Requested | Staff Recommendations |
| 1 | Arts, etc. | \$ 10,000.00 | \$ 3,000.00 |
| 2 | Backpack Buddies Seabrook Island | \$ 2,500.00 | \$ 2,500.00 |
| 3 | Barrier Island Free Medical Clinic, Inc | \$ 20,000.00 | \$ 20,000.00 |
| 4 | Bridges for End-of Life | \$ 2,185.00 | \$ 2,185.00 |
| 5 | Charleston Area Therapeutic Riding | \$ 7,084.00 | \$ 7,084.00 |
| 6 | Kiawah Cares Foundation | \$ 8,000.00 | |
| 7 | Kiawah Womens Foundation | \$ 7,000.00 | \$ 7,000.00 |
| 8 | Lowcountry Food Bank | \$ 9,954.00 | \$ 9,954.00 |
| 9 | New. St. James Bethel Aferican Methodist Eposcopal Church | \$ 3,000.00 | \$ 3,000.00 |
| 10 | New Webester JIP Food Pantry | \$ 5,000.00 | \$ 5,000.00 |
| 11 | Operation Home | \$ 10,000.00 | \$ 8,300.00 |
| 12 | Operation Sight | \$ 5,000.00 | \$ 5,000.00 |
| 13 | Our Lady of Mercy Community Outreach Services | \$ 25,000.00 | \$ 25,000.00 |
| 14 | Palmetto Project/Begin with Books | \$ 7,500.00 | \$ 3,000.00 |
| 15 | Sea Islands Blessing Basket | \$ 7,000.00 | \$ 7,000.00 |
| 16 | Sea Island Habitat for Humanity | \$ 12,000.00 | \$ 5,000.00 |
| 17 | Sea Islands Water Wellness Mission | \$ 26,000.00 | \$ 25,000.00 |
| 18 | Sweetgrass Garden Co-op | \$ 5,000.00 | \$ - |
| 19 | Teachers Supply Closet | \$ 5,000.00 | \$ 3,000.00 |
| 20 | The Paraclete Foundation of Holy Spirit Catholic Church | \$ 6,000.00 | \$ 5,000.00 |
| Total Requests | | \$ 183,223.00 | \$ 146,023.00 |
| Total Budgeted Funds to be awarded | | \$ 150,000.00 | \$ 150,000.00 |
| Amount in excess of Budget | | \$ 33,223.00 | \$ (3,977.00) |

Committee Member Parker made a motion to recommend to Town Council the 2021 Charitable Grant as recommended by staff. The motion was seconded by Committee Member Moffitt.

Following the presentation, Committee members engaged in discussing the funding recommendations, with Committee Member Connelly recusing herself from the Habitat for Humanity recommendation discussion. Clarification was made that the funds which were not assigned by staff could be allocated at this meeting or at a later time.

Mayor Labriola made a motion to amend the motion moving the \$3000.00 funding allocation from item #1 (Arts, etc.) to item #14 (Palmetto Project/Begin with Books) and allocating the unassigned \$4000.00 to item #16 (Sea Island Habitat for Humanity). Committee Member Parker seconded the motion, and it was unanimously passed. Committee Member Connelly recused herself from voting.

The representative from Arts, etc. gave an overview of the program and asked that they reconsider removing all the funding from the literary, visual, and performing art program grants provided by Arts, etc., to students on Johns and Wadmalaw Islands.

Following discussion, the amended motion was unanimously passed. Committee Member Connelly recused herself from voting.

C. Consideration of the Approval of the Proposal from the Brand Consultant SDCO Partners

Ms. Braswell Edgerton stated that the concept proposal to engage a brand standards consultant prior to a website redesign was presented and discussed by the Committee at the previous meeting.

In the contract, SDCO Partners would advise and establish brand guidelines to establish a formal visual identity for the Town consisting of official color palettes, typography, rules for logo use, and messaging. These guidelines will help formulate the best version of the Town's visual identity moving forward and allow for a smoother transition to a new website.

Mayor Labriola made a motion to recommend to Town Council the approval of the contract with SDCP Partners. The motion was seconded by Committee Member Connelly and was unanimously passed.

D. Consideration and Recommendation to Town Council for Approval of the Contract with LS3P for the Municipal Garage Improvements

Ms. Tillerson stated that a contract with LS3P would provide conceptual design services for the proposed renovation and expanded Wildlife Biologist offices in the garage building. The first phase would include renovations to the garage area with the additional offices and redesigning the restroom and workspaces. The second phase of the proposal would provide improvements to the existing non-operational wash bay area.

Committee Member discussion included LS3P being the firm that did the original design of the Municipal Center and garage along with contract and design expectations. In the breakdown of the services provided in the proposal, \$10,688.00 for design services is being requested for approval.

Following the discussion, the motion was unanimously approved.

E. Consideration and Recommendation to Town Council for Approval of the Proposal from Outdoor Spatial Design for Landscape Architectural Design Service

Mr. Gottshalk stated that in the years the Town has been located at the current complex, it has become evident that the landscape needs significant upgrading and repair in a number of areas. As the landscape has established and grown, several areas on the complex obstruct the line of sight for motorists and pedestrians, specifically at the first curve on the driveway and the turn into the visitor parking area. There are also a significant number of plants and trees that have either died or failed to establish themselves, ultimately bringing down the quality of the overall landscape on the complex.

Mr. Gottshalk reviewed the proposal from Outdoor Spatial Design (OSD) which addresses both the safety issues and dead plant material. OSD, the architects of the Parkway landscaping, divided the project into tasks from design through bidding and construction oversight. The request for the approval of \$6,500.00 for Task 1 includes a 50% complete set of planting plans for review.

Committee members engaged in an in-depth discussion of the tasks included in the proposal addressing the complete landscaping improvements, completing all tasks except for Task 2, the possibility of revising the proposal to focusing only on the problem areas and consulting with the original landscape architect.

Members agreed to request that OSD provide a proposal with a new scope for Tasks 1, 3, 4, and 5 focusing on the safety and dead plant issues in an amount not to exceed \$14,500.00.

Committee Member Moffitt made a motion to recommend to Town Council the approval of a proposal from Outdoor Spatial Design in an amount not to exceed \$14,500.00. The motion was seconded by Committee Member Connelly and was unanimously approved.

F. Consideration and Recommendation to Town Council to Enter into a Contract with Evergreen Solutions to Conduct a Compensation and Benefits Study

Ms. Tillerson stated that a compensation study is used during the annual employee review. Updating the compensation plan every three to five years ensures that the Town's compensation practices are competitive, both for employee recruitment and retention, and consistent with those of comparable employers.

Ms. Tillerson indicated that since the current study was completed in 2018, she prepared and released an RFP (Request for Proposals) detailing the Town's requirements to complete a new study. The Town received seven RFP responses that were reviewed and discussed by a staff team based on the following criteria:

1. Relative Experience and Qualifications of the Firm,
2. Technical Merits of the Proposal (methodology and scope),
3. The ability of the proposed approach to meet the needs of the Town, and
4. Timeline for delivery of a final report.

Ms. Tillerson stated after reviewing all the proposals, the staff team unanimously recommended Evergreen Solutions, LLC, to complete the Town's Compensation Study.

Committee Member Moffitt made a motion to recommend to Town Council the approval to enter into a contract with Evergreen Solution, LLC. The motion was seconded by Committee Member Connelly.

Following discussion, the motion was unanimously approved.

G. Consideration and Recommendation to Town Council for the Approval of the Proposal from Fast Signs for the Installation of a New Kiawah Island Sign

Mr. Gottshalk stated that the current Kiawah Island sign just before the main gate has become noticeably weathered, and replacing or updating the sign would continue the upgrades that have been made to the rest of the Parkway. In order to maintain the look and feel of the new signage that has been implemented throughout the Island, the Community Association's master design plan was sent out to 4 vendors. Three vendors responded with quotes for the fabrication and installation of the new sign:

- | | |
|----------------------|--------------|
| 1. Southwood: | \$27,931.00 |
| 2. Lowcountry Signs: | \$17,467.00 |
| 3. Fast Signs: | \$15,000.000 |

Mr. Gottshalk noted that Fast Signs explained that this is a "ballpark" estimate, and the Western Red Cedar wood that is part of the design plan can be difficult to source.

Committee Member engaged in an in-depth discussion of the construction of the sign, the proposals submitted, the ability of the vendors to obtain the materials and complete the sign and installation by May 10th, and if the Western Red Cedar wood necessary could be sourced directly from a local vendor.

Members agreed that prior to the Town Council meeting, Mr. Gottshalk should contact Southwood and Fast Signs to confirm pricing, the ability to source the wood required for the sign, and the ability to complete installation by May 10th.

VI. **Chairman's Report:**
None

VII. Treasurer's Report:

A. Fiscal Year 2021-2022 Budget Discussion – Expense

Ms. Szubert reviewed and discussed in detail each of the *Expenditures* and answered Committee Member questions.

- ✓ The personnel cost shows a 9%, or 160K increase, compared to FY2021 projections. This increase is attributable to the following items:
 1. The budget includes funding for 20 regular, full-time employees compared to 19 employees in FY21. It includes a request for a new position -PW Assistant/Groundskeeper (\$35K annually). It also includes a request for PT help with deer surveys (\$4K), social media contributor-(2.5K), and an intern for Planning Department-(\$12K).
 2. The budget assumes a 5%, or \$65K merit increase (included in Administration Department).
 3. The budget includes a 0.9%, or \$22K increase in SC Retirement System, effective July 1, 2021.
 4. This budget includes an estimated 2% increase in Town's health insurance contributions effective January 1, 2022.
- ✓ This budget includes continued funding for law enforcement coverage on the Island. There are no changes to the contract for the Off-Duty Deputies and 2%, or \$10K payroll increase, announced by Charleston County Sheriffs Office for deputies contracted with the County on the first shift.
- ✓ Short Term Rental Code Enforcement is budgeted with no change based on the contract with Island Beach Services. The negative 3%, or \$10K variance related to additional staffing to help with emergency ordinance compliance in the current year.
- ✓ Utilities and Supplies show an increase of 10%, or \$23K, and consist of the following line items:
 1. Utilities general office supplies are budgeted with no change.
 2. Minor Assets show a 186%, or \$23K increase to account for landscaping equipment, additional deer removal equipment, and computer upgrades.
- ✓ Advertising cost shows a 47%, or \$4.5k increase, when compared to current year projections.
- ✓ Communication cost shows an increase of 1%, or 500 when compared to FY2021 projections.
- ✓ Waste management is budgeted with no change.
- ✓ Insurance cost shows an increase of 15%, or \$19K attributable to the estimated increase in premiums
- ✓ Professional Services show an increase of 4%, or \$5.1K, and include the following:
 1. \$100K for Town Attorney (\$90K -contract and \$10k for additional services not covered under contract)
 2. \$10K for the Town Prosecutor
 3. \$26K for annual audit
 4. \$5K for Misc.
- ✓ Consultant cost has decreased by 13%, or \$26K. Under the line-item Consultants, funding was budgeted for various services, including:
 1. \$16K for miscellaneous legal and consulting services
 2. \$16K for deer removal/ processing
 3. \$30K for a marsh management plan
 4. \$70K for website design (a carryover from the current year)
 5. \$6K for stenographers
 6. \$13k for structural consultants to be used on Parcel 13 and Senior Living Facility
 7. \$13K for documents management
 8. \$10K placeholder for work on Beachwalker Drive
- ✓ Maintenance cost shows 8%, or \$36K increase when compared to FY2021 projections and consists of the following:
 1. Software Maintenance shows a 1%, or \$1.1K increase compared to current year projections.
 2. Building and Vehicle Maintenance shows a 17%, or 16K decrease mainly related to the installation of an air purification system in the current year.
 3. Landscaping Maintenance shows a 24%, or \$51K increase attributable to a request of \$50K for Municipal Center landscaping modifications.

- ✓ Travel & Training shows a 66%, or approximately \$22K increase compared to current year projections. The increase relates to the assumption live conferences and seminars will resume in FY2022.
- ✓ Rental cost for the copiers and postage machine shows a 10%, or \$4k increase, due to an upgrade in the postage machine.
- ✓ Tourism & Recreation shows a 47%, or approximately \$760K increase, compared to current year projections. The line item consists of funding for the following items:

| Funding Sources: | GF | SATAX | CATAX | LATAX | HTAX | Total |
|--|-----------|-------------|-----------|-----------|----------|-------------|
| Arts & Cultural | \$115,000 | | | \$140,000 | \$22,000 | \$297,000 |
| an increase of \$242K when compared to current year projections. | | | | | | |
| Promotional Fund | | \$459,751 | | | | \$459,751 |
| A decrease of \$100k when compared to current year projections. | | | | | | |
| SATAX Applicants* | | \$1,046,432 | | | | \$1,046,432 |
| An increase of \$316K when compared to current year projections. | | | | | | |
| Beach patrol | | \$100,000 | \$227,674 | | | \$327,674 |
| No change | | | | | | |
| Beach monitoring | | | \$50,000 | | | \$50,000 |
| An increase of \$10K when compared to current year projections. | | | | | | |
| Wildlife | | | \$123,100 | \$6,000 | | \$129,100 |
| An increase of \$52K when compared to current year projections. | | | | | | |
| KI Conservancy | | | \$50,000 | | | \$50,000 |
| A decrease of \$48K when compared to current year projections. The decrease relates to Ground Water study, phase II being conducted in the current fiscal year (\$49K) | | | | | | |

* Total for SATAX applicants does not include funding for deputies and beach patrol as included in other cost categories already. Also, assuming same as in FY2019 SATAX funding for the Town applications.

Ms. Szubert discussed the amount for Charitable Contributions that is currently \$150,000, by policy, and the option for Council to elect to change the amount or policy.

- ✓ Other Cost line items show 103%, or \$168k increase and include banking and credit card cost, printing, catering, community activities and outreach, dues and subscriptions, contingency, and miscellaneous expenditures. The increase is mostly attributable to \$100K in contingency.
- ✓ The budget reflects requests for the following capital expenditures:
 1. \$150K- Garage renovations
 2. \$80K -2 new vehicles
 3. \$100K-placeholder for Beachwalker Dr
- ✓ The budget includes the following interfund transfers:
 1. \$118,000 from General Fund to Arts Council for Arts Council events
 2. \$236,538 from LATAX to Arts Council for cultural events and partial salaries
 3. \$197,279 from LATAX to Capital Fund for future beach renourishment
 4. \$197,279 from LATAX to Capital Fund to an emergency fund
 5. \$49,500 from LATAX to GF for 45% of the cost for Beachwalker Dr. improvements
 6. \$50,000 from Beverage Tax Fund to Capital Fund for future infrastructure repairs
 7. \$22,000 from Hospitality Tax Fund to Arts Council for cultural events
 8. \$115,377 from Hospitality Tax Fund to Capital Fund for future infrastructure repairs
 9. \$115,377 from Hospitality Tax Fund to Capital to the emergency fund
 10. \$44,000 from Hospitality Tax Fund to General Fund for 40% of the cost for Beachwalker Drive improvements

Ms. Szubert reviewed the *Items to Discuss* requesting feedback from the Committee Members. Some of the items were discussed in the agenda items or as part of the expenditures.

1. **New position- Public Works Assistant/Groundskeeper** - The request is for a full-time position to oversee MC groundskeeping (reduction in the Greenery contract of \$40K) and overflow trash on the beach and Kiawah Island Parkway. Payroll cost for the employee, including benefits and FICA - is \$55K, and one-time initial cost for the vehicle-\$50K and landscaping equipment - \$10K.

2. **Garage Renovation and Car Wash Modifications** - The request of an estimated \$150K is for converting/finishing up part of the garage into working space for the wildlife department and improve the car washing area next to the garage.
3. **Municipal Center Landscaping Improvements** - The request of \$50K is a placeholder for modifications to the landscaping around MC.
4. **Beachwalker Drive Improvements** - The budget includes a placeholder of \$100K for the safety improvements pending the results of the Kimley-Horn study.
5. **Wildlife Research and Programs** - These line items are funded by CATAX.
 - a) Wildlife Research has a total budget of \$79K and includes the following initiatives:
 - Fall Migration Banding-(\$22K)
 - Marsh Sparrow Banding (\$1K)
 - Painted Bunting Banding (\$1K)
 - Bobcat GPS project (\$13K)
 - Wildlife Toxicology Study (\$7K)
 - b) SGA Study with Clemson collaboration (\$50K)- This Ph.D. research project has been developed collaboratively with Clemson University's Wildlife and Fisheries Department and Town Biologists. The study will last four years, including three years of intensive fieldwork. The project's overall goal is to better understand the health and future viability of Kiawah's bobcats and other wildlife and quantify the impacts from rodenticides and develop long-term solutions.

The project has five major objectives :

- Monitor SGA rodenticide concentrations in bobcats and patterns in bobcat behavior and survival over the next three years on Kiawah and Yawkey Islands.
- Assess historical patterns in bobcat behavior and demography on Kiawah Island over time using existing data.
- Assess patterns in the bobcat diet.
- Continue monitoring of SGA concentrations in small carnivores other than bobcats over the next three years on Kiawah Island.
- Quantify rodent species distribution/density and SGA concentrations on Kiawah Island.

The total cost of this study is \$965,450. Significant funding has already been secured from Clemson's Public Service and Agricultural Department (PSA) and Clemson's Department of Pesticide Regulation (DPR), totaling \$280,000. SCDNR has committed \$120,000, and additional funds will likely come from the pest control industry and other sources. A Town commitment of \$200,000 (\$50k for four years) is essential to the project's success and would make the Town an equal partner in this vital research project.

There was extensive discussion by members on the Town's commitment of funding to the study. The original \$200,000 (\$50k for four years) was suggested to be reduced to \$100,000 (\$25k for four years).

- c) The wildlife programs have a budget of \$20K include the following:
 - Dolphin Stewardship Program – Collect data on dolphin behavior at Captains Sams inlet and educate beachgoers about proper dolphin viewing etiquette. (\$9k)
 - Shorebird Stewardship Program – Volunteers educate beachgoers regarding nesting and migratory shorebirds. Provide equipment and T-shirts (\$1K)
 - Bluebird Box Program – Volunteers build, maintain, and monitor more than 200 nesting boxes on the Island. Materials and equipment (\$1K)
 - Placeholder for projects that may come up next year (\$9K)
 - Fish Studies and Equipment (\$4K)
 - Pond Management (5K)
 - Turtle Patrol (\$6K)
6. **KI Conservancy** - The Town continuously supports Conservancy by funding some of their projects. FY22 budget has a request of \$50K.
7. **Vehicle purchase for Building Department** \$40K. The staff will provide a comparison of leasing versus purchasing once the information is available.

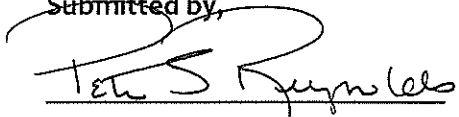
VIII. Committee Member's Comments:

None

IX. Adjournment:

Mayor Labriola made a motion to adjourn the meeting at 5:56 pm. Committee Member Connelly seconded the motion and was unanimously passed.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



F. Daniel Prickett, Chairman

May 3 2021

Date