

**SPECIAL CALL
WAYS & MEANS COMMITTEE MEETING
Municipal Center Council Chambers
August 2, 2022; 1:45 pm**

MINUTES

I. **Call to Order:** *Mayor Labriola called the meeting to order at 1:45 pm.*

II. **Roll Call:**

Present at Meeting: John D. Labriola, *Mayor*
Maryanne Connelly, *Councilmember*
John Moffitt, *Councilmember*

Absent: Dan Prickett, *Mayor Pro Tem*

Also Present: Stephanie Tillerson, *Town Administrator*
John Taylor, Jr. *Planning Manager*
Brian Gottshalk, *Public Works Manager*

III. **New Business:**

A. Review and Recommendation to Town Council for Approval of the Proposal for Comprehensive Plan Update Planning Services

Mayor Labriola stated that the proposal for the Comprehensive Plan Update Planning Services from the LS3P/Kimley Horn team exceeded the \$100,000.00 budgeted placeholder included in the Planning Department's current budget. The request the committee would be considering is the budgetary approval of the additional \$42,000.00.

Mr. Taylor stated that the Town released a Request for Proposals (RFP) for planning services to assist with the Town's Comprehensive Plan Update. Fourteen firms attended the pre-submittal information meeting, with four teams submitting proposals for the request.

Mr. Taylor stated the proposal submitted by LS3P in collaboration with Kimley Horn is being recommended for approval. The collaboration assembles a project team of two leading regional firms equipped with resources, expertise, experience, and knowledge of the Kiawah community. The proposal is not to be static but to be visionary and strategic land use assessments, defining clear goals for Kiawah with the guidance of community and stakeholder engagement. The additional funding request captured in the proposal is an opportunity to provide a digital footprint of the Comprehensive Plan providing interactive planning and development tools where residents and property owners can view current updates. The plan update would begin in late August 2022, with the final plan to be delivered in April 2023.

Committee members discussed the price ranges of the proposals received and that the completed studies would be incorporated into the Comprehensive Plan.

Committee Member Connelly made a motion to recommend to Town Council the approval of the proposal from LS3P+Kimley Horn to prepare the Town's Comprehensive Plan Update. Committee Member Parker seconded the motion, and it was unanimously approved.

B. Review and Recommendation to Town Council for Approval of the One-Year Extension with Jan-Pro Cleaning Services

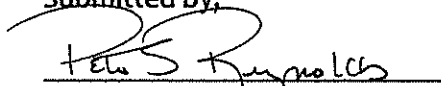
Mr. Gottshalk stated that the Town entered into a contract with the current company, Jan-Pro Cleaning Services, in July of 2020 to maintain a clean and sanitary work environment in the Municipal Center and in the garage offices. Town staff is overall pleased with the services that have been performed maintaining the staff work areas and Council Chambers and is recommending approval of the last one (1) year extension to the current Ja-Pro janitorial services contract.

Committee Member Connelly made a motion to recommend to Town Council the approval of the one-year extension of the contract with Jan Pro Services. Committee Member Moffitt seconded the motion, and it was unanimously approved.

IV. Adjournment:

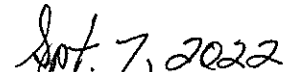
Committee Member Moffitt made a motion to adjourn the meeting at 12:55 pm. Committee Member Connelly seconded the motion, and it was unanimously approved.

Submitted by,


Petra S. Reynolds, Town Clerk

Approved by,


F. Daniel Prickett, Chairman


Date