



**MUNICIPAL CENTER COMMITTEE**  
**Kiawah Island Municipal Center**  
**Council Chambers**  
**April 19, 2017; 11:30 AM**

**MINUTES**

- I. **Call to Order:** *Mr. Labriola called the meeting to order at 11:30 am.*
- II. **FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

III. **Roll Call:**

Present: John Labriola  
Ashley Johnson  
Blaze Keegel  
F. Daniel Prickett  
David DeStefano

Absent: Bill Thomae

Also Present: Craig Weaver, Mayor  
Stephanie Tillerson, Town Administrator  
Buck Buchanan, Thomas Construction Group  
Vince Tryer, Thomas Construction Group  
Art Titus, Cedrus Development  
David Burt, LS3P

IV. **Approval of Minutes:**

- A. Minutes of the Municipal Center Committee Meeting of February 22, 2017
- B. Minutes of the Municipal Center Committee Meeting of March 22, 2017

*Mr. DeStefano made a motion to approve the minutes of the February 22, 2017 and March 22, 2017 Municipal Center Committee Meetings. The motion was seconded by Mr. Keegel and was unanimously passed.*

Committee Members agreed to Mr. Labriola's request to amend the agenda to add two items as Old Business; the car wash and the LS3P Contract Extension.

V. **Old Business:**

A. Car Wash

Mr. Labriola began the discussion by pointing out the fact that the area which was designed to be used as a car wash cannot be used in that role. He noted the drain is not located in the proper place and the slab is flat not allowing for proper water disposal and asked members to offer their observations and/or opinions on the existing car wash area.

Mr. DeStefano suggested that with the location on the drain, constructing a concrete swale and cutting grooves in the concrete to allow water to run into the direction of the swale and into the drain. Mr. Buchanan indicated that during the last discussion of the car wash the agreement was to add a one-inch ledge on the one corner to allow runoff to the grass. Mr. Tryer pointed out that the slab, though not perfectly flat, will naturally allow water, sand, and dirt to run off. If allowed to run into a drain, the dirt would build up and have to be physically removed. Since the building is waterproof, making the necessary adjustment to asphalt to not allow water into the parking lot, allow water to flow off the back and right side of the slab. Mr. Johnson stated that with the amount of sand described as coming off the vehicles it would seem that the installation of a car wash pit would be necessary.

Members engaged in an in-depth discussion pointing the advantages and challenges of each of the suggestions. Members agreed to make test washes to determine if there is a real issue, if there is a workable solution or if a redesign is necessary.

#### **B. Ls3p Contract Extension**

Mr. Labriola gave a brief background on the contract agreement which was signed with LS3P. He indicated the original agreement included LS3P providing Construction Administration and design Services for 13 months from the start of construction in March of 2016 ending in March of 2017. There was a permitting delay which caused the project to begin construction in July with a scheduled completion in June resulting in an additional three months of services being required to complete the project. At the last meeting Mr. Burt submitted a request for the approval of an amount of \$24,000.00 (\$8,000.00 per month) to continue Construction Administration and design services for the three months.

Mr. DeStefano pointed out items in the LS3P contract agreement which he felt suggested an extension of the contract was not required. Mayor Weaver indicated the ultimate objective was to make sure the project comes in on time and under budget. He recommended the contract agreement, any amendments to the contract agreement, and any options available should be reviewed Town Council and include input from those involved with the original agreement negotiations.

Mr. Burt reviewed the fee amount for LS3P services which were divided over the thirteen-month agreement term and the monthly hours LS3P expended in the first months of the project. Members engaged in an in-depth discussion of the need for Construction Administration and Design Services through the end of the project.

### **VI. New Business:**

#### **A. Review & Approval of Exterior and Interior Signage**

Ms. Tillerson gave an overview of the interior and exterior signage of the New Municipal Center. She indicated she received an estimate for the interior signage which came in at \$11,000.00 and left only a small balance in the \$20,000.00 signage allowance for the purchase of interior and exterior signage. Ms. Tillerson stated she requested Mr. Titus prepare a cost estimate for signage which includes monument and entrance signs.

Mr. Titus reviewed a cost estimate of \$6,800.00 for interior signage “necessary” to obtain a Certificate of Occupancy before moving on to a discussion of the additional signs to go in offices, cubicles, conference rooms, and Council Chambers. Mr. Labriola suggested the approval of the expenditure for the necessary interior signage and the additional interior signage be addressed at a later time. Committee Members agreed to the approval.

Ms. Tillerson noted the Community Association, as part of their signage project, gave the Town three renderings of exterior signs. She indicated there was an amount of \$15,000.00 budgeted in the Town’s budget which can be combined with the \$13,200.00 balance of the signage allowance.

Mr. Titus presented the three renderings and engaged in an in-depth discussion of the sign construction, locations, design of the monument and entrance signs and what additional signage was necessary. Also discussed was the cost of the signs designed by the Community Association, which was estimated at \$18,500.00. If the sign could not be delivered for installation before the completion of the project, the remainder of the allowance would be credited.

**VII. Progress Reports:**

**A. TOKI Building inspector**

**B. Cedrus/Thomas**

Mr. Titus reported since last month the Administration building siding is substantially completed and painting is in progress, Storefront glass, and doors are substantially completed. Ceiling grids and interior drywall are substantially complete, painting is in process, and the AV is being currently being installed. Maintenance building as a whole is nearing completion. Mr. Buchanan reviewed the work in progress, noting the site had permanent power which allows the building to be secured and the fencing would be removed. Ms. Tillerson added that the twenty-two exterior lights are being installed and the deputies have been asked to patrol the site.

		<b>CONSTRUCTION PROGRESS REPORT</b>		11
Project Title		Town of Kiawah Island Municipal Complex		
Project Address		Betsy Kerrison Pkwy		
Prepared by	Elias Deeb	Period Ending	03/31/17	
Client	Town of Kiawah Island	Architect Project #	1701-151810	
<b>1. Estimate of Percent Completion to Date of Construction</b>				
Total construction is approximately 85% complete and progressing as expected.				
<b>2. Work Completed or in Progress this Period</b>				
Administration building siding is substantially complete and painting is in progress. Asphalt paving and exterior concrete are substantially complete. Seat walls are complete. Interior gypsum walls and ceilings are substantially complete and painting is in-process. ACT grid is installed and MEPF rough-ins are nearing completion. Maintenance building as a whole is nearing completion.				

In the discussion of the pending change orders Mr. Labriola indicated there was difficulty in locating the size of the oak trees called for in the landscaping so larger trees were chosen.

Mr. Titus stated the ceiling area under the overhang of the carwash area has exposed sheathing above the steel frame. He indicated the steel frame is to be painted and sheathing had been primed but did not perform well. He suggested the installation of a ceiling of exterior drywall which would be attached to the steel frame. Members discussed the different materials that can be used and if the ceiling would be for esthetics or a necessity considering that the area is not directly exposed to the elements, would be painted and not a maintenance issue. Members were inclined not to add the ceiling.

Mr. Titus discussed the necessity to change generator feeder, and the addition of (1) GFI, (2) circuits, and (3) data drops.

Mr. DeStefano stated he had visited the project and noted the rough finish on the exterior trim and interior Masonite trim in the administrative offices. Mr. Buchannan indicated the exterior trim was cut at the factory and would be sanded. Members discussed the Masonite trim and the suggestion that was made to replace the trim with an upgraded material.

C. TOKI Financial

Town of Kiawah Island  
Municipal Complex Construction - Current Projection Recap  
3/31/2017

	Current Actuals	Budget	Current Projections	Projection/ Budget Variance
Surveying	\$ -	\$ -	\$ -	\$ -
LS3P/ Geotechnical Consulting	25,021	26,200	26,200	-
LS3P/ Architecture Basic Design Fee	434,714	438,000	438,000	-
LS3P/ Interior Design FF&E and Supplemental	44,175	46,500	46,500	-
LS3P/ Additional Design Security/CCTV/AV	24,800	24,800	24,800	-
LS3P/ Land Planning/Civil	89,100	89,100	89,100	-
LS3P/ Cost Consulting	9,700	9,700	9,700	-
Thomas Construction Contract	5,985,513	7,299,997	7,385,996	(85,999)
Interior Furnishings & Equipment	171,635	439,000	350,000	89,000
Cedrus/ Project Management	84,920	230,000	118,900	111,100
Moving and Miscellaneous Expenses	-	250,700	250,700	-
Owners Contingency	123,819	396,003	396,003	-
<b>Total Project Cost</b>	<b>\$ 6,993,395</b>	<b>\$ 9,250,000</b>	<b>\$ 9,135,899</b>	<b>\$ 114,101</b>
<b>Owners Contingency Budget</b>	<b>\$ 396,003</b>			
<b>Uses</b>				
George Johnson/ Surveying	(5,420)			
LS3P/Reimbursables	(19,706)			
LS3P/Redesign Fees	(7,221)			
LS3P/Security Revisions	(897)			
LS3P/SCDHEC Requirements	(4,375)			
LS3P, Terracon, Stantec/PD	(35,000)			
St Johns Water /Permits	(20,000)			
SC DHEC/Permits	(1,555)			
Stantec/Water Tap Consulting	(7,800)			
AGCS/Builders Risk Insurance	(17,190)			
Bortlett Tree Experts/Tree Cleaning	(4,655)			
	<u>(123,819)</u>			
<b>Contingency Remaining</b>	<b>\$ 272,184</b>			

VIII. Citizen Comments:

None

IX. Committee Member's Comments:

Mr. Labriola called attention to an entry to the site from Resurrection Road which may have to be addressed in the future.

Mr. Labriola suggested the May and June Meeting be combined to a meeting on June 7<sup>th</sup> at 11:30 am.

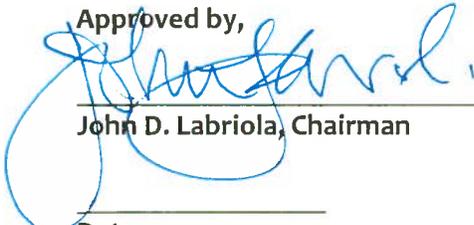
**X. Adjournment:**

*The meeting was adjourned at 1:30 pm.*

Submitted by,

\_\_\_\_\_  
Petra S. Reynolds, Town Clerk

Approved by,

  
\_\_\_\_\_  
John D. Labriola, Chairman

\_\_\_\_\_  
Date