

# WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

August 22, 2017; 2:00pm

## Minutes

I. **Call to Order:** *Mr. Wilson called the meeting to order at 2:00 pm.*

II. **Pledge of Allegiance**

**Present at the meeting:** John R. Wilson, Chairman  
Diana Mezzanotte  
Chris Widuch

**Absent:** Craig Weaver, Mayor  
Jack Koach

**Also Present:** Stephanie Monroe Tillerson, Town Administrator  
Dorota Szubert, Town Treasurer  
Petra Reynolds, Town Clerk

III. **Approval of Minutes:**

A. Ways & Means Committee Meeting of July 25, 2017

*Mr. Widuch made a motion to approve the Ways and Means Committee Meeting of July 25, 2017. The motion was seconded by Mrs. Mezzanotte and the minutes were passed as amended.*

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

None

V. **Old Business:**

A. To Consider Recommendation to Town Council for Approval of the Island Beach Services Franchise Amendment

Ms. Tillerson stated the request from Island Beach Services to amend its Franchise Agreement to add the two one-year extensions. The extensions, which were not included in his agreement when it was renewed in 2015, would bring the agreement in line with other Town contracts. The request was originally approved by the Ways and Means Committee at the July meeting, but it was discovered that historically this agreement, for an unknown reason, never included the extensions as previously believed and sent it back to this Committee for reconsideration. In order not to violate the Town procurement policy, Ms. Tillerson recommended to rebid the contract, when it expires in March of 2018, and include the optional extensions in the new contract. Mr. Neal asked the Committee to consider the many years that he has had the franchise and also stated that State Code allows municipalities to extend Beach Services and Beach Patrol contracts for up to seven years. Following further discussion, members agreed to table the request, have Ms. Tillerson consult with the Town Attorney, and bring the request back to the Committee at the September meeting.

**VI. New Business:**

- A. To Consider Recommendation to Town Council for the approval of the McSweeney Engineering Proposal for Bridge Repair Design and Shoreline Erosion Design and Permitting**

Mr. Lameo gave a brief background on the Parkway Bridge inspection which identified minor issues. He stated that the Public Works Committee reviewed the report and suggested to combine the recommended repairs to the bridge and the shoreline erosion project into one proposal to prepare the bid package, oversee the project, and prepare the Shoreline Erosion Design and Permitting. The proposal from McSweeney Engineering is in the amount of \$23,200.00 with an additional \$5,000.00 if land surveying is necessary.

***Mr. Widuch made a motion to recommend to Town Council the approval of McSweeney Engineering Proposal for Bridge Repair Design and Shoreline Erosion Design and Permitting with a not to exceed amount of \$28,200.00. The motion was seconded by Mrs. Mezzanotte and was unanimously passed.***

- B. To Consider Recommendation to Town Council for the approval of the Crest Construction Proposal for Additional Construction on the Municipal Center Garage**

Mr. Lameo stated that during construction of the Municipal Center Garage, air-conditioning of the office area to be used by the Wildlife Department was not included. Three companies were contacted for estimates to install a two-ton split system along with a drop ceiling. He stated Crest Construction submitted the lowest bid at \$19,900.00 and staff recommended approval of their proposal.

Mr. Burke, with LS3P, indicated that air-conditioning of the office area of the garage was discussed but with no definitive decision made, was not included in the original bids.

***Mr. Widuch made a motion to recommend to Town Council the approval of the Crest Construction Proposal in the amount of \$19,000.00 for additional Construction on the Municipal Center Garage. The motion was seconded by Mrs. Mezzanotte and was unanimously passed.***

- C. To Consider Approving Change Order Proposal 50, Trench Drain at the Municipal Center Garage**

Ms. Tillerson stated the Change Order request addresses the ongoing water drainage issues experienced in area in front of the Municipal Center Garage, noting that Thomas Construction has agreed to waive overhead and profit to bring the cost down. Town's Building officials and Thomas Construction recommended the addition of a trench drain to keep from water coming down the slope of the driveway and entering the garage.

Committee members, along with Mr. Burke and Mr. Tyree, with Thomas Construction, engaged in an in-depth discussion of the drainage issues. Mr. Burke indicated that due to misinterpretation of the drawings, a drain was not installed in the proper place under the shed and was a contributing factor to the drainage issue. Mr. Tyree disputed the placement of the drain would have solved the issue. He indicated the amount of water coming down the slope cannot make the turn to the

existing drainage on the west end of the building. Mr. Tyree offered to try other options but pointed out that the trench drain redesigned by Stantec would be the best solution.

Committee Members asked questions and listened to extensive conversation from LS3P, Thomas Construction, Stantec Engineering, and Cedrus Development in an effort to make a determination if the drainage issue could have been a fault in design or construction and who should accept responsibility for the additional costs incurred in the proposed solution.

Following the discussion Committee Members still held the opinion that the Town should not have to pay for the proposed trench drain but agreed to approve Change Order Proposal 50 to move forward with the completion of the project.

***Mr. Widuch made a motion to recommend to Town Council the approval of Change Order Proposal 50, construction of a Trench Drain at the Municipal Center Garage in the amount of \$29,200.00. The motion was seconded by Mrs. Mezzanotte and was unanimously passed.***

**VII. Chairman's Report:**

None

**VIII. Treasurer's Report:**

Mrs. Szubert gave a follow-up to the last quarter's budget report by stating that all revenues were received as expected and within budget. The only exceptions were the State Accommodations Taxes which was \$50,000.00 less than budgeted and the Beverage Taxes which was delayed by an error and will be remitted to the Town. She also reported the Town has received all outstanding Local Accommodations Taxes that were remitted to the County in error.

Mrs. Szubert stated there will be a 2% increase in the employee contributions to the SC State Retirement Fund which will be offset by a 1% credit approved by the General Assembly. This will provide a \$13,000.00 credit to help to offset the increase.

Mrs. Szubert reported the Town had received a reimbursement check from FEMA in amount of \$70,000.00 with two more check expected for an estimated total reimbursement of \$150,000.00. The letter that was sent by the Town Attorney to appeal for the balance of the reimbursements denied by FEMA had to date not been acknowledged and followed-up will be requested.

Mr. Wilson asked for reporting on the new investments and to follow-up on making contact with the State Investment Pool.

**IX. Citizen Comments:**

None

**X. Committee Member's Comments:**

None

**XI. Adjournment:**

**Mr. Widuch made a motion to adjourn the meeting at 3:35 pm. The motion was seconded by Mrs. Mezzanotte and was unanimously approved.**

**Submitted by,**

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

**Approved by,**

  
\_\_\_\_\_  
John R Wilson, Chairman

9/27/17  
**Date**