

**WAYS AND MEANS COMMITTEE MEETING
KIAWAH ISLAND MUNICIPAL CENTER
COUNCIL CHAMBERS
OCTOBER 27, 2011 AT 9:00 AM**

Minutes

- I. Call to Order:** Mr. Lipuma called the meeting to order at 9:00 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
Charles R. Lipuma, Chairman
G. Steven Orban, Mayor
Greg A. VanDerwerker
Fran Wermuth
- Absent**
Alan L. Burnaford
- Also Present**
Tumiko Rucker, Administrator
Kenneth Gunnells, Treasurer
- IV. Approval of Minutes**
A. Ways and Means Committee Meeting Minutes of September 27, 2011
Dr. VanDerwerker motioned to approve the minutes of the September 27, 2011 Ways and Means meeting. The motion was seconded by Mayor Orban. The minutes of September 27, 2011 were approved unanimously as amended.
- V. Old Business**
A. Debris Site Lease Agreement with KIGR
The Debris Site Lease Agreement with KIGR was revised to reduce the liability insurance from \$2 million to \$1 million.
- Dr. VanDerwerker motioned to recommend approval of the Debris Site Lease Agreement with KIGR. The motion was seconded.**
- Mrs. Wermuth noted a grammatical error and a clarification needed in the document.
- The motion was approved unanimously.**

Mrs. Rucker stated that KIGR will make the additional edits and provide a copy of the site map referenced in the appendix.

VI. New Business:

A. Bobcat Research Study Equipment Purchase

The Town and the Conservancy will share an expenditure not to exceed \$21,400 to purchase GPS collars for bobcat research. The Town will contribute \$5,000; however, the Town will pay the entire expenditure upfront and will be reimbursed \$16,409 by the Conservancy. The Town has received a letter of commitment from the Conservancy.

B. Kiawah Island Wildlife Field Guide

The Environmental Committee recommends the approval of the Wildlife Field Guide which will combine the various wildlife brochures into one booklet. About 5,000 copies will be printed initially and made available to visitors at no charge. The project will be funded through local accommodations tax. Dr. VanDerwerker suggested that if the supply is depleted sooner than anticipated as a consequence of being available free of charge then Council might consider establishing a nominal charge (e.g. \$1) for future printings of the brochure. Staff recommends that the brochures be printed by the local printer, The Printing Group.

Mr. Lipuma motioned to recommend to Town Council the approval of an expenditure not to exceed \$5,500 for the Kiawah Island Wildlife Field Guide. The motion was seconded by Dr. VanDerwerker, and carried unanimously.

C. CERT Supply Purchase Approval

Mr. Lipuma explained that the request is to approve an expenditure up to \$10,000 for the purchase of medical supplies from Zee Medical Supplies to stock the CERT trailer. The CERT Team recommends the approval of Zee Medical as they provide the required supplies, and onsite inventory and replenishment.

Mayor Orban motioned to recommend the approval of an expenditure up to \$10,000 for the purchase of CERT supplies. The motion was seconded by Mrs. Wermuth, and carried unanimously.

D. Holiday Decorations Contractor Selection

Mrs. Rucker explained that the Town previously worked with KICA's Landscape Department to install holiday decorations at the entry of the Island. KICA advised the Town that they would no longer provide this service. A total of \$15,000 was budgeted this year for holiday decorations. The Town received competitive bids from two companies that specialize in holiday decorations, Christmas Décor of SC and Universal Concepts. Christmas Décor

of SC submitted a bid of \$9,346, which is a special price being offered through November 4th. The Christmas decorations would be installed the first week of December. Christmas Décor would also provide additional lighting at the flagpole and on the roofline of the Municipal Center.

Mrs. Wermuth suggested that the Town host a Town of Kiawah Christmas Tree Decorating Party at which volunteers would decorate the Christmas tree at Town Hall.

Dr. VanDerwerker motioned to recommend the approval of Christmas Décor of SC to install the holiday decorations. The motion was seconded by Mrs. Wermuth, and carried unanimously.

E. External Building Cleaning Contractor Selection

The Town received quotes from Accurate Window Cleaning, Lenny's Kiawah Services, and Lighthouse Janitorial for the exterior cleaning of the Municipal Center. Staff recommends that the contract be awarded to Accurate Window Cleaning for an amount not to exceed \$2,500 per year. Mrs. Rucker noted that Accurate Window Cleaning was the only firm that provided all the required information.

Mayor Orban will execute the contract with Accurate Window Cleaning, as the contract is less than \$5,000.

F. Debris Monitoring Contract Renewal

The Town's debris removal monitoring contract with Atkins, Inc. is due to expire November 2011. Atkins has requested to renew the contract for another year ending November 2012. Mrs. Rucker explained that Atkins would be responsible for monitoring the Town's debris removal firm, Phillips and Jordan, to certify that they pick up debris from areas that are contracted by the Town. This service prevents the debris contractor from picking up debris that is not acceptable or from private properties. They will also ensure that the Town is not being overcharged for loads. Due to fraud in the industry, FEMA changed the regulations to require that a monitoring firm certify debris removal contractors.

Mrs. Wermuth asked how the Town would differentiate between what areas belong to KICA versus the Town when debris is being removed. Mrs. Rucker responded that this has been a long standing discussion, and it was determined that the Town would only pick up debris that is located in the right-of-way when inside the gate.

Mrs. Wermuth suggested that the contract reference the Mayor in all instances verses the Town Administrator. The Committee agreed that this recommendation would be appropriate.

Mr. Lipuma motioned to recommend approval of the contract renewal with Atkins, Inc. as amended. The motioned was seconded by Dr. VanDerwerker, and carried unanimously.

G. 2011 Cost of Living Adjustments

Mr. Lipuma explained that the published Cost of Living Increase (COLA) for 2012 is 4.6%; however, he suggested that this item be handled along with the employee merit review.

Mayor Orban commented that there would only be one increase given, either a COLA increase or a merit increase. He stated that the Town is not required to give COLA.

Mrs. Rucker explained that information was received from the consultant that provides the Town's job classification and review studies, as well as the national HR group which stated that salary ranges were recommended to be adjusted by 3%. She explained that there are specific factors that are built into the 4.6% COLA rating which cover items that the employees have to pay for in their everyday lives. She noted that all Town employees are ineligible for Social Security. Mrs. Rucker also explained that a merit increase is based on employee performance, and should not be included with COLA, as it could demotivate employees. She commented that the recent employee handbook changes, along with combining the cost of living adjustment and merit increases could cause tremendous effects on employee morale.

Following a lengthy discussion by the Committee on various ways to structure the cost of living adjustment, the Committee agreed to review the compensation survey and discuss recommendations in executive session at the upcoming Town Council meeting.

H. Budget Amendment – Labor Attorneys

Mr. Lipuma explained that this year's budget for Labor Attorneys has been exhausted. Mr. Gunnells recommended the approval of \$15,000 from the general fund contingency.

Mrs. Wermuth does not feel that \$15,000 should be transferred for labor attorney fees. She commented that the Town could have saved on the labor attorney fees for the Employee Handbook update, as the Communications Committee was willing to assist with the revisions.

Mrs. Rucker recommended that the \$15,000 be transferred to the Labor Attorney line item because the Town may need assistance as the previously discussed compensation options are reviewed.

Mrs. Wermuth motioned to recommend for approval \$10,000 for Labor Attorneys. The motion was seconded by Mayor Orban, and approved unanimously.

I. Liollo Architecture ADA Municipal Center Design

The Committee reviewed pictures and discussed the recommended ADA changes to the Municipal Center. Dr. VanDerwerker explained the pricing quotes received from Liollo Architecture, and the Committee discussed several options for the railing system, door canopy and ramp.

J. Greenbelt Fund Construction Project Update

Mrs. Rucker stated that one incomplete bid was received for the Greenbelt Project. The project will be re-advertised until the third week in November, and the contract will awarded at the November Ways and Means Committee meeting. Mrs. Rucker commented that the project was well advertised and companies were contacted and asked to submit bids; however, there was little response. Mrs. Rucker stated that there is a \$50 non-refundable fee to receive project plans.

VII. Chairman's Report

Mr. Lipuma stated that the Town is proceeding with the Kiawah Island Utility Acquisition Study and a total of \$29,500 was expended for the Jacobs Engineering report which will be reviewed on October 30th. The Utility Task Force will discuss the next steps in the process based on the engineering report. Mr. Lipuma commented that he was very pleased with the outcome of the recent election and the positive articles listed in the Post & Courier.

VIII. Treasurer's Report

A. Financial Report

Mr. Gunnells explained the Town's quarterly financial report. He noted that revenue has decreased mainly because of a decrease in investments. Expenditures are higher than last year mainly due to charitable contributions. Funds have been expended to the Resort from the State Accommodations Tax Fund. The Town purchased one of the two budgeted vehicles. The Town received \$14,500 from the sale of the used Toyota Tacoma. Mr. Gunnells noted that this was the largest amount ever received by the Town for a used vehicle. He stated that the Dodge Dakota is being sold for \$4,500.

Mrs. Rucker stated that the Town's Holiday Party will be held on December 3rd.

Mr. Gunnells stated that the Town has provided all the requested information to the State Auditor's Office regarding the Victim's Assistance Fund; however, they have requested additional information. He stated that the Auditor has advised him that a refund is due to the Town.

Mr. Gunnells stated that the Town is seeking a new software firm to provide software that is compatible to the new state requirement for reporting.

Mr. Gunnells also stated that the Town is waiting on a report from the Department of Revenue regarding the State Accommodations Tax Audit.

IX. Citizen Comments

None

X. Committee Member Comment:

Mayor Orban commented that he will meet with Mrs. Rucker to complete the agenda for the upcoming Town Council meeting. He stated that an executive session will be held at the Council meeting to further discuss the employee compensation study and to receive an update on the Kiawah Island Utility Task Force activity.

Dr. VanDerwerker commented that Council needs to decide on how to move forward with the ADA Municipal Center design.

XI. Adjournment:

Mayor Orban motioned to adjourn the meeting at 10:53 am. The motion was seconded by Dr. VanDerwerker and passed unanimously.

Submitted by,

Lakesha Y. Shannon, Town Clerk

Approved by,

Charles R. Lipuma, Chair

Date