

**WAYS & MEANS COMMITTEE MEETING
KIAWAH ISLAND MUNICIPAL CENTER
1ST FLOOR CONFERENCE ROOM
June 30, 2008, 8:00 AM**

Minutes

I. Call to Order: Mayor Wert called the meeting to order at 8:01 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: William G. Wert, Mayor
Steven Orban, Councilman

Also Present: Tumiko Rucker, Town Administrator
Kenneth Gunnells, Town Treasurer
Catherine Wilson, Town Clerk

IV. Appointment of Chair

Mayor Wert motioned to appoint Mr. Orban as the Ways and Means Committee Chair. Mr. Orban seconded the motion. Motion carried unanimously.

V. Minutes

A. Ways & Means Committee Meeting – June 2, 2008

Mayor Wert moved to approve the minutes; Motion seconded by Mr. Orban. The motion carried unanimously.

VI. Old Business

None

VII. New Business

A. Emergency Debris Removal RFP Review

Mrs. Rucker explained that the Town had received seven qualified bids in response to the advertised Emergency Debris Removal Request for Proposals. The qualifying bids were from the following companies: Ceres Environmental, Bamaco Inc., D and J Enterprises, Phillips and Jordan, Omni Pinnacle, Crowder Gulf, and JB Coxwell. Mrs. Rucker stated that all bids were from well qualified companies. The bids were evaluated on the

following factors: Professional Experience, Reasonableness of Price, References from Previous Clients, Technical and Capabilities. Based on those evaluations, Mrs. Rucker recommended that the Town begin Emergency Debris Removal contract negotiations with Phillips and Jordan of Robbinsville, NC. Mrs. Rucker noted that Phillips and Jordan's proposal did not burden the Town with labor intensive work as some of the other bid proposals had done and stated that they bring a high level of environmental integrity to all projects.

Mr. Orban recommended that the contract term be negotiated for a minimum of five years and to set the price increase on a measurable indicator such as the Southeastern CPI. Mrs. Rucker explained that she will follow FEMA guidelines when preparing the Emergency Debris Removal Contract.

Mayor Wert motions to authorize the Treasurer and Administrator to begin Emergency Debris Removal contract negotiations with Phillips and Jordan. Mr. Orban seconded the motion. Motion carried unanimously.

B. Charitable Contributions Applications

Rural Mission

Rural Mission, INC. presented a request for \$6,050.00. Mayor Wert stated that the Rural Mission presented a moderate request for funding.

Mayor Wert motioned to recommend to Town Council a \$6050.00 contribution to the Rural Mission, INC. Mr. Orban seconded the motion. Motion carried unanimously.

JI Rural Housing

JI Rural Housing presented a funding request for \$9,744.87. Mr. Orban stated that he was hesitant to approve the funding because he was unsure of the JI Rural Housing projects. Mr. Orban also stated that all funding requests will be from worthwhile organizations but the Town has limited funds designated for charitable contributions and must say no to some.

Mr. Orban motioned to recommend to Town Council a \$9,744.87 contribution to JI Rural Housing. There was no second and the motion failed.

Capers Preparatory Academy

Mr. Orban stated that he did not feel the Town should make contributions to private schools. Mayor Wert agreed. No funding recommendation was made.

Barrier Island Free Medical Center

The Barrier Island Free Medical Center presented a request for funding for \$50,000.00. Mr. Orban stated the Town had promised to match the funds donated from KIGR, KICA, and KDP. Mr. Orban stated that before the funds are distributed to the Barrier Island

Free Medical Center that he would like to see financial reports in order to verify the amount of funding required for matching.

Mr. Orban motioned to recommend to Town Council a \$30,000 matching contribution to the Barrier Island Free Medical Center. Mayor Wert amended the motion to clarify that the \$30,000 will be from the FY 2007/2008 budget. Mr. Orban seconded the amended motion. The amended motion carried unanimously.

C. Catering Services RFP Review

Mr. Orban explained that the Town is in the process of receiving bids from the advertised Catering Request for Proposal and submitted a request to approve the budgeted expenditure of up to \$20,000 for the purchase of catering services for the Town's 20th Anniversary Celebration. Mr. Gunnells stated the Town had received bid responses from the following companies: Regal Catering, CRU Catering, and Hamby Catering. The Mayor questioned if the Town should provide free drink tickets to guests. Mr. Orban explained that it would be a limited number of tickets per guest. Mayor Wert asked Mrs. Rucker to obtain legal advice from Mr. Rhoads to better inform Town Council on the liabilities the Town will assume if the caterer serves alcohol at the event.

Mayor Wert motioned to recommend to Town Council the authorization of the subcommittee to award a contract for catering services not to exceed \$20,000. Mr. Orban seconded the motion. Motion carried unanimously.

VII. Chairman's Report

No report.

VIII. Treasurer's Report

Mr. Gunnells stated that the Town's financial affairs are in good shape and everything is up-to-date. Auditors are scheduled to come in during the last part of August to review the year-end. Mr. Gunnells reported that several solid waste accounts were over two years past due. Delinquent customers had been notified and several had verbally expressed their refusal to pay. Mr. Gunnells stated he will send certified letters to the delinquent customers notifying them that their solid waste service will be stopped unless payment is received. Mr. Gunnells explained that he had received KICA tax returns but they were the wrong tax year. Mr. Rhoads is currently working with the KICA attorney in order to obtain the correct tax forms.

IX. Committee Member Comments:

Mrs. Rucker explained that due to a reduction of KICA Landscaping Personnel, they are no longer capable of handling the constant workload required from the Town's contract. The Town will competitively bid the landscaping contract in order to replace KICA as the Town's landscaper.

X. Public Comment:

None

XI. Adjournment

Mayor Wert motioned to adjourn the meeting at 8:55 AM. Mr. Orban seconded the motion. Motion carried unanimously.

Submitted by,

Catherine Wilson, Town Clerk

APPROVED:

G. Steven Orban, Chairman

Date: _____

CC: Ways and Means Committee
Town Council
Tumiko Rucker, Town Administrator