

**WAYS & MEANS COMMITTEE MEETING  
KIAWAH ISLAND MUNICIPAL CENTER  
1<sup>ST</sup> FLOOR CONFERENCE ROOM  
September 8, 2008, 3:30 PM**

**Minutes**

**I. Call to Order: Mr. Orban called the meeting to order at 3:30 PM.**

**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: Steven Orban, Chairman  
Alan Burnaford, Councilman

Also Present: Charles R. Lipuma, Councilman  
Tumiko Rucker, Town Administrator  
Kenneth Gunnells, Town Treasurer  
Catherine Wilson, Town Clerk

Absent: William G. Wert, Mayor

**IV. Minutes**

A. Ways & Means Committee Meeting – August 4, 2008

**Mr. Burnaford motioned to approve the minutes. Motion seconded by Mr. Orban. Mr. Gunnells removed “requested” from the third paragraph of Treasurer’s Report. With those changes, the minutes were approved unanimously.**

**V. Old Business**

None

**VI. New Business**

**A. Awarding of Landscaping Contract**

Mrs. Rucker explained that she and Mr. Bunting, KICA, had met a few months before in order to discuss the current landscape contract between the Town and KICA. At that time, it was mutually agreed upon that the Town should seek a new contractor. Mrs. Rucker stated that KICA had witnessed a drastic decline in landscape maintenance

employment and that it was a burden for the company to meet the requirements of the contract.

The Town published a landscaping RFP and received eight qualified proposals. The quotes ranged from \$54,000 to \$180,480. The current annual budget for landscaping is \$109,000. Over the past two years the Town has paid KICA \$115,292 and \$93,462, respectively.

The Committee members discussed the landscaping proposals and scope of work, at length. It was decided that more information was needed in order to make a well informed decision. Mr. Orban requested that staff conduct interviews with the following three landscaping firms: Valleycrest, Sunburst, and The Greenery. Staff will present a recommendation at the October 2008 Ways and Means Committee Meeting.

#### **B. Awarding of Debris Monitoring Contract**

Mrs. Rucker stated that a professional consultant is required to monitor the operations of the debris removal contractor to ensure that work is being performed as required by the contract and as prescribed under the FEMA-325 Debris Management Guide. The monitoring company is required to: 1) Monitor debris clean up operations; 2) collect and compile debris clean up data; and 3) document observed areas needing maintenance repairs. Mr. Orban stated that the Town advertised the Debris Management RFP on two separate occasions and received only one respondent. Mr. Orban also stated that costs are reimbursed by FEMA.

**Mr. Orban motioned to recommend to Town Council the awarding of the Debris Monitoring contract to PBS&J. Mr. Burnaford seconded the motion. Motion carried unanimously.**

#### **C. Request for Funding-Our Lady of Mercy Outreach**

Our Lady of Mercy Outreach presented a letter requesting \$50,000 in funding. Mr. Gunnells stated that the Town had publicized two review periods for charitable donations; the next in December.

After discussion, Mr. Orban asked Mrs. Rucker to notify Our Lady of Mercy Outreach of the Town's Community Outreach Policy and stated that their funding application will be reviewed during the scheduled December 1, 2008 Community Outreach Application Review by the Ways and Means Committee. Mrs. Rucker stated that she will also send the Town's required forms for funding.

#### **D. CodeRed Weather Warning Proposal**

Mrs. Rucker explained that this proposal is an upgrade from the existing CodeRed services by providing weather monitoring. The proposed cost is \$2500. Mrs. Rucker asked if the additional service would be worth the \$2500 or if the existing service was adequate. Mr. Burnaford explained that all local tv and radio stations along with the internet sufficiently provided up-to-date weather information. Mr. Burnaford stated that he felt that no additional value would be gained by adding the service. Mr. Orban stated

that he heard from residence and they stated they were very satisfied with the CodeRed warnings issued during Tropical Storm Hanna. Mr. Burnaford stated that the current CodeRed service will not be affected and residents will continue to receive phone calls during emergency events.

**Mr. Burnaford motioned to reject the CodeRed Weather Warning Proposal. Mr. Orban seconded the motion. The motion carried unanimously.**

**E. Off-Site Storage Proposal**

Mrs. Rucker presented a request for \$5,000 for off-site record storage provided by Iron Mountain Storage Company. Mrs. Rucker explained that storing the Town's permanent records off-site guaranteed their safety in the chance of a fire, natural disaster, and theft. Also, the State requires permanent retention of those documents, even after archiving. This requirement, along with limited space, makes offsite storage necessary.

Mr. Orban requested staff to retrieve information from surrounding municipalities in order to compare their record storage practices. This item was tabled until the October 2008 Ways and Means meeting in order to allow staff opportunity to gather requested information.

**F. Thomas and Hutton Proposal for Design Services for Beach Parking Lot**

Mr. Lipuma stated that he met with Mr. Roger Warren, KIGR, and representatives from Thomas and Hutton in order to discuss the proposed beach parking lot. The Town has been under the requirements to construct a beach parking lot for the past eight-ten years. Thomas and Hutton Engineering was chosen because of their history and familiarity with the Island.

Mr. Lipuma explained that it is necessary to obtain permitting for this project because its propose location is out of the critical area line. Thomas and Hutton's services will consist of the design, permitting, and monitoring of construction for the project. Mr. Orban stated that this will provide residents with a permanent parking area for the beach. Mr. Burnaford asked if the clubhouse is located behind the critical line. Mr. Lipuma explained that the new clubhouse is closer to the beach than the parking lot and that the parking lot will be in the critical line area.

**Mr. Orban motioned to recommend to Town Council the approval of up to \$20,000 to Thomas and Hutton Engineering for design, permitting, and construction monitoring services for the beach parking lot. Mr. Burnaford seconded the motion. Mr. Orban asked if the project will be funded from Local Accommodations Tax. Mr. Gunnells stated that it would be funded from the Local Accommodations Tax fund. 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. The auditors are in house and everything is well underway. Mr. Gunnells stated that he was able to sell the Town's shares of Freddie Mae and Fannie Mac on Thursday, prior to the meeting, and that investments have been consolidated to Wachovia. The remaining four air conditioning units received the same price quote and are in the installation process.

**IX. Committee Member Comments:**

Mr. Orban stated that the employee gas subsidy should remain in effect until December at which time it will be rolled in to the COLA. Mr. Burnaford agreed with Mr. Orban.

**X. Public Comment:**

None

**XI. Adjournment**

**Mr. Orban motioned to adjourn the meeting at 4:23 PM. Mr. Lipuma 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