

# WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

February 26, 2019; 2:00 pm

## Minutes

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

II. Pledge of Allegiance

Present at the meeting: Chris Widuch  
Craig Weaver  
Maryanne Connelly  
Dan Prickett  
Klaus Said

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 January 22, 2019

*Mr. Prickett made a motion to approve the minutes of the January 22, 2019 Ways and Means Committee Meeting. The motion was seconded by Mr. Said and the minutes were unanimously approved.*

IV. Citizens' Comments: (Agenda Items only)

None

V. Old Business:

None

VI. New Business:

A. To Consider Recommendation to Town Council to Approve AirMedCare Network Contract Renewal

Mr. Widuch stated the Town entered into a one-year contract with AirMedCare Network (Meducare Air) to provide air medical transport services for Kiawah Island residents and has been renewed for the past three years. The AirMedCare Municipal Site Plan Membership renewal for another year would be at the same cost of \$8,163.00 (annual).

*Mr. Said made a motion to recommend to Town Council the approval of the AirMedCare Network Contract Renewal. The motion was seconded by Mr. Prickett.*

Ms. Tillerson stated Public Safety Committee considered the renewal at its February 13, 2019, regularly scheduled meeting. After discussion, the Committee made a motion to recommend to the Ways and Means Committee that the AirMedCare Municipal Site Plan Membership be renewed for another year.

Ms. Tillerson explained that in 2018, the Town was notified that AirMedCare Network stopped offering the Business Plan to new subscribers effective January 1, 2018. The Municipal Site membership falls under the Business Plan, and therefore it was eliminated as well. However, those with an active Business/Municipal Site membership plan are grandfathered in with the option of renewing. If the contract lapse, the membership plan option we are currently participating in will no longer be available.

The Municipal Site Membership will cover air transport, no cost to residents with medical insurance, and originates out of Charleston County. This coverage also applies to renters provided that it is their primary residence.

***Following further discussion, the motion was unanimously approved.***

**B. To Consider Recommendation to Town Council for Approval the Proposal from Poblocki Sign Company for Municipal Complex Direction Signage.**

Mr. Lameo stated that in cooperation with the Community Association, the Partners and the Resort, in 2015, a committee was formed to address the updating of directional and road signs island-wide. Within those changes were the entrance and directional signage for the new Municipal Center (MC) that was still under construction. Southwood Signage Specialists was chosen as the contractor, and due to the time frame for completion of the permanent signs, temporary ones were installed before the opening of the new Municipal Center in August 2017 and are presently in place. The original quote given as part of the construction budget was:

Southwood Signage Specialists:	\$35,177.20
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After the Municipal Center opened, it was thought that the temporary signs would be enough and that new signs would not have to be ordered. Over the past two years the signs have deteriorated and now have to be replaced.

Minor adjustments were made to the design of the Municipal Center signs to enhance the visibility and allow for greater ease of traffic flow throughout the building's parking and entrance areas.

Because of the high cost of the original quote, it was decided to release an RFP to rebid the project. The project includes five (5) signs with concrete bases. The Town received one additional quote from:

Poblocki Sign Company LLC.	\$17,800.00
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Mr. Lameo stated that as an "Option C," and at a fairly nominally cost, the temporary signs could be taken down, use the existing faces and refurbish the framework and extending the posts to make the signs taller.

***Mr. Prickett made a motion to recommend to Town Council the approval of the Proposal from Poblocki Sign Company for Municipal Complex Direction Signage. The motion was seconded by Mr. Said.***

Council Members discussed the original cost estimate of the signs, noting that the additional bid was still extremely expensive, along with the option of decreasing the number of signs purchased or tabling the item for staff to do additional cost estimation. Members agreed that

“Option C” was the best alternative, even if the signs have to be refurbished every two to three years.

**Mr. Prickett motioned to amend his motion to recommend to Town Council the approval of “Option C”- refurbishment of the current Municipal Complex Direction Signage as opposed to the purchase of new signage. Mr. Said seconded the motion and was unanimously passed.**

**C. To Consider Recommendation to Town Council for Approval the Proposal from Hoffman Mechanical Solutions for Municipal Complex HVAC Preventative Maintenance Services**

Mr. Lameo stated that due of the complexity of the HVAC system, upon completion of the new Municipal Complex, the contractor who installed the Heating and Cooling System, **Triad Mechanical Contractors**, was given the contract to service and maintain the HVAC equipment for the building during its first year in use at a cost of \$18,940.00.

Mr. Lameo indicated because of the cost of service and maintenance of the HVAC; staff released a Request for Bids for the preventative maintenance services contract (PM) in hopes of lowering our operating cost. In addition to the quarterly services, the request included a yearly service for the operating system within the contract. The Town received two bids; both companies have familiarity with Town’s system.

Hoffman Mechanical Solutions	\$ 7,800.00 yearly
Triad Mechanical Contractors	\$15,200.00 yearly

**Mr. Prickett made a motion to recommend to Town Council the approval of the Proposal from Hoffman Mechanical Solutions for Municipal Complex HVAC Preventative Maintenance Services. Mr. Said seconded the motion and was unanimously passed.**

**VII. Chairman’s Report:  
None**

**VIII. Treasurer’s Report:**

Ms. Szubert reported that the Audit Committee would be meeting next month to review the submittals to the Audit Services RFP and making a recommendation to the Ways and Means Committee.

Ms. Tillerson stated that the first draft of the Fiscal year 2019/2020 budget would be presented at the March 26<sup>th</sup> Ways and Means meeting.

**IX. Citizen Comments:**

None

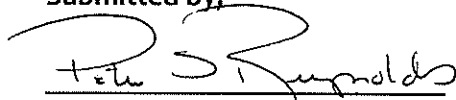
**X. Committee Member’s Comments:  
None**

**XI. Executive Session:  
None**

**XII. Adjournment:**

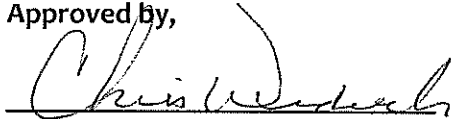
*Ms. Prickett motioned to adjourn the meeting at 2:30 pm. The motion was seconded by Mr. Said and carried unanimously.*

**Submitted by,**



**Petra S. Reynolds, Town Clerk**

**Approved by,**



**Chris Widuch, Chairman**

4-18-19

**Date**