



TOWN OF
Kiawah Island

Mayor

John D. Labriola

Council Members

F. Daniel Prickett
Maryanne Connelly
John Moffitt
Scott M. Parker, MD

Town Administrator

Stephanie Monroe Tillerson

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

May 24, 2021; 3:00 pm

AGENDA

- I. Call to Order:
- II. Pledge of Allegiance
- III. Roll Call:
- IV. Approval of Minutes:
 - A. Ways and Means Committee Meeting of April 26, 2021 [Tab 1]
- V. Citizens' Comments: (Agenda Items only)
- VI. Old Business:

None
- VII. New Business:
 - A. Review and Recommendation to Town Council for Approval of the Proposal from Artigues for Maintenance of the Parkway Landscape [Tab 2]
- VIII. Chairman's Report:
- IX. Treasurer's Report:
- X. Citizen Comments:
- XI. Committee Member's Comments:
- XII. Adjournment:



Tab | 1

WAYS AND MEANS

Agenda Item

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

April 26, 2021; 3:00 pm

Minutes

I. **Call to Order:** *Chairman Prickett called the meeting to order at 3:00 pm.*

II. **Pledge of Allegiance**

Present at the meeting: Dan Prickett, *Chairman*
John D. Labriola, *Mayor*
Maryanne Connelly, *Committee Member*
John Moffitt, *Committee Member*
Dr. Scott Parker, *Committee Member*

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

III. **Approval of Minutes:**

A. Ways and Means Committee Meeting of March 22, 2021

Committee Member Connelly made a motion to approve the minutes of the March 22, 2021 Ways and Means Committee meeting. The motion was seconded by Committee Member Parker and was unanimously passed.

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

None

V. **Old Business:**

None

VI. **New Business:**

A. Review and Recommendation to Town Council for Approval of the Fiscal Year 2021/2022 State ATAX Funding Amounts

Chairman Prickett stated the SATAX (State Accommodations Tax) Committee at their meeting made their recommendations for the project funding amounts for FY 2021-2022. He noted the Committee discussed the reductions in the allocations taken in the current year and, despite a significantly higher funding amount than anticipated, agreed no additional funding would be allocated for the current year. With a possible \$500,000 in carry-over funding, the Committee also agreed to the option of a potential meeting in November to consider any increases in funding for 2022, in addition to the recommended allocations.

Chairman Prickett stated the SATAX Committee had recommended a total of \$1,093,764.00 in allocations for which funding is available.

Chairman Prickett made a motion to recommend to the Town Council the approval of the Fiscal Year 2021-2022 State ATAX funding amounts. The motion was seconded by Committee Member Parker.

Committee Member Parker asked for clarification on the excess in funding. Any funding not allocated can be carried over to the next year but must be allocated within two years. Ms. Szubert explained that the excess in funding was due to the underbudgeting of the projections in the current year.

Following discussion, the motion was unanimously approved.

Town of Kiawah Island SATAX Funding Recommendations FY 2021-2022								
Category #	Project	Applicant Sponsor	2019/2020 Funded Amount	2020/2021 Funded Amount	2021/2022 Application Request	SATAX Committee Funding Recommendation	Ways & Means Funding Recommendation	Percentage
2	Events Promotion	Freshfields Village	\$ 15,000	\$ 11,357	\$ 30,000	\$ 30,000	\$ 30,000	2%
1	Marketing & Advertising Promoting Tourism	Freshfields Village	\$ 33,000	\$ 32,071	\$ 58,000	\$ 58,000	\$ 58,000	4%
1	Public Access Events	Kiawah Island Golf Resort	\$ 435,000	\$ 332,143	\$ 435,000	\$ 435,000	\$ 435,000	28%
1	Wedding Destination Marketing & Advertising	Andell Inn	\$ -	\$ -	\$ 47,764	\$ 47,764	\$ 47,764	0%
4	Beach Patrol	Town of Kiawah Island	\$ 100,000	\$ 48,429	\$ 100,000	\$ 100,000	\$ 100,000	7%
4	Charleston County Sheriff Deputies	Town of Kiawah Island	\$ 382,000	\$ 186,000	\$ 423,000	\$ 423,000	\$ 423,000	28%
	2021 PGA Championship	Professional Golfer's Association of America	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	
		Totals for Year Ending	\$ 1,085,000	\$ 730,000	\$ 1,093,764	\$ 1,093,764	\$ 1,093,764	68%
Total Available for Funding				\$ 730,000	\$ 1,530,000	\$ 1,530,000	1,530,000	\$ -
Total in excess of Funding					\$ 436,236	\$ (436,236)	\$ (436,236)	\$ -

B. Review and Recommendation to Town Council for Approval of the Fiscal Year 2021/2022 Budget

Ms. Szubert stated in previous meetings the Committee has discussed the budget in detail reviewing the revenues and expenditures. She indicated the approximately \$8.8 million draft budget presented reflected approximately \$585,000.00 in excess in revenues over expenditures. She reviewed the approval process, which includes two readings of the ordinance by the Town Council along with a public hearing. Ms. Szubert also reviewed the draft budget presented, discussed in detail any changes that had been made since the last discussion. She presented a detail of the changes in the fund balance over several years, highlighting the major items that affected the fund balances.

Committee Members discussed if there have been any levels of concerns noted in other municipalities in the state, any foreseeable changes in state funding, and the Town’s fund balance policy.

Committee Member Connelly referred to the modification of the Charitable Grants policy to define the two types of charitable organizations funded and asked for a further definition of the category that would fund organizations promoting culture and education. Discussion included the grant application process, previous applications submitted by the arts community, defining Charitable Grants to include both categories, redefining the designation of the funding amount for each category, and reevaluating and revising the current Charitable Grant Policy.

Committee Member Parker discussed the Bobcat issue, which had been identified as a major priority. His option was that the Town is backing away from its financial commitment to the issue and that the Town should be an equal or significant funder of the Town SGA research project.

Members engaged in an in-depth discussion of the funding of the SGA research project and Committee Member Parker’s suggestion that the funding is increased to the original four-year commitment amount. Members agreed to increase the funding amount to \$50,000.00 in the

budget for the current fiscal year, and any further increases would be contingent on Town Council review and approval.

Committee Member Parker suggested when contemplating the purchase of a new vehicle for the Building Department that alternative fuel possibilities be considered.

Chairman Prickett made a motion to recommend to Town Council the approval of the Fiscal Year 2021-2022 budget. The motion was seconded by Committee Member Parker and unanimously approved.

VII. Chairman's Report:

None

VIII. Treasurer's Report:

A. Budget Report for the First Nine Months ended 3/31/2021

Ms. Szubert presented the Town's Balance Sheet as of March 31, 2021, and Budget to Actual Report for the first nine months. The Budget to Actual Report is compiled on a cash basis, and all the funds are consolidated. The current year budget was amended on December 1, 2020; the amended totals are reflected in the presented report.

As of March 31, 2021, the Town's governmental funds combined have an ending fund balance of approximately \$21.4 million, an increase of approximately \$719,000.00 from June 30, 2020. Of this amount, approximately 53%, or \$11.4 million, is available for spending at the Town's discretion (unassigned fund balance).

Due to uncertainties related to the COVID-19 pandemic, the Town Council adopted the FY2021 budget with very conservative revenue projections. The first, second, and third-quarter revenues were projected with the assumption the Town will receive 50% and 75% respectively of the actual collection from the first and second quarters of last year and 100% of the third quarter of fiscal year 2019 in the tourists generated revenue sources. Almost all revenue sources have exceeded our projections. Overall, consolidated revenues for the first nine months of \$8.1 million are approximately 98% of total budgeted revenues. The only revenue source that falls below the budget is interest revenue.

With 75% of the year lapsed at the end of March, expenditures to date are approximately \$7.4 million, or 76% of total budgeted expenditures. Overall, expenditures are reasonable and in line with the budget, with the exception of capital expenditures. This line item will have a negative variance of approximately \$200,000.00 related to delays in the final payments for Kiawah Island Parkway resurfacing (\$160,000.00) and change order for the Parkway landscaping project (\$40,000.00).

Mayor Labriola asked if any funding was placed in the budget for additional maintenance of the Parkway Landscaping. Ms. Tillerson stated the Parkway maintenance contract was in the process of being rebid.

IX. Citizen Comments:

None

X. Committee Member's Comments:

None

XI. Adjournment:

Committee Member Connelly made a motion to adjourn the meeting at 3:56 pm. Committee Member Parker seconded the motion and was unanimously passed.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

F. Daniel Prickett, Chairman

Date

DRAFT



Tab | 2

WAYS AND MEANS

Agenda Item



Request for Ways and Means Committee Recommendation

TO: Ways and Means Chairman and Committee Members

FROM: Brian Gottshalk, Public Works Manager

SUBJECT: Request to Approve Landscape Maintenance Proposal

DATE: May 24, 2021

BACKGROUND:

The natural beauty and landscape of Kiawah Island is one of its biggest attractions for residents and guests alike. Maintaining this attractive, natural look requires constant attention and care, specifically in maintained areas along roadways, common areas, and public buildings. The Town recently completed a major landscape improvement project along the Kiawah Island Parkway this year. The project, installed by Artigues Landscape Maintenance, reduced the amount of sod along the parkway and focused on showcasing the natural beauty and sustainability of native plants. This new landscaping requires professional maintenance to ensure that it remains healthy and attractive.

ANALYSIS:

Landscape maintenance along the Kiawah Island Parkway and Beachwalker Drive has been handled by The Greenery for many years. Because of the recent dramatic changes to the Parkway landscaping, the current contract and pricing from The Greenery became obsolete. The Town plans to go out for bid for a new landscape maintenance contractor this fall and begin the new contract on January 1, 2022.

In order to maintain the new landscape prior to the selection of a new landscape maintenance company, Town Staff recommends continuing to use Artigues Landscape Maintenance. Artigues did an exceptional job maintaining the parkway landscaping throughout the installation, is intimately familiar with the new landscape and irrigation system and is currently performing maintenance on the Parkway and Beachwalker Drive through May 31, 2021. In addition, Artigues has offered to extend their warranty for all parkway planting in perpetuity as long as they remain responsible for landscape maintenance.

ACTION REQUESTED:

Town Staff requests that the Ways and Means Committee recommend to Town Council the approval of the landscape maintenance proposal from Artigues Landscape Maintenance to cover the time period between June 1-December 31, 2021.

BUDGET & FINANCIAL DATA:

The cost for this proposal is \$71,400 (\$10,200 monthly) and would be sourced from the General Fund.



MAINTENANCE PROPOSAL / CONTRACT FOR:

Kiawah Island Parkway and Beachwalker Drive

The following outline is a summary of services, terms, and options forming the basis of a contract for weekly landscape maintenance.

1) STATEMENT OF INTENT: Provide a landscape maintenance program for all the common areas, including breezeways, sidewalks, and street curbs, at a very high-quality level of service. This program will provide the proper blend of grounds keeping, horticultural, supervisory and design services that will continue to improve the community's appearance.

2) SCOPE OF SERVICES:

(a) Turf Management-

Mowing, edging, blowing. Granular fertilization and preemergent weed infestation control are considered billable. Insecticide and fungicide will be applied as need and are considered billable.

(b) Woody Ornamentals, Ground Covers, Trees-

Pruning requiring a bucket truck or arborist are billed extra with prior management approval. All shrubs should be maintained approximately 18" from siding to provide better air circulation. Shrubs will be pruned level to keep a neat & manicured appearance.

(c) Irrigation System Management-

Services include monitoring of all irrigation systems for optimum water application, with continuous maintenance program with a consistent level of monitoring the system for insuring continuous proper factuality of the irrigation system. **Proposal includes 5**

pre-scheduled annual inspections of the irrigation system in its entirety. Owner representative will be notified in advance of each of these five scheduled inspections.

Any damage to the system that is agreed to be something other than contractor's negligence (i.e. damaged by others, lightning strikes) will be billed at a rate of \$55.00 an hour and material cost plus 10 percent.

(d) Tree Management-

Palm fronds, dead, broken or unsightly tree limbs that can be reached without an extension ladder. A semi-annual inspection (Spring & Fall) and report on all common area trees will be made to the Property Manager and recommendations for maintenance will be presented.

(e) Debris and Litter-

All areas included under the contract will be checked and maintained free of debris and trash at a minimum of 3 times a weekend Monday through Friday.

Walkways and curbs will be free of dirt, mulch / pine straw. Catch basins will be checked at the request of the manager and after storms to ensure they are free of debris.

* All debris will be removed from site at no cost – except for storm clean-up.

(f) Mulch / Pine Straw -

All plant beds will be re-mulched with either double shredded hardwood mulch or pine straw at the request and prior written approval of the owner. Mulch is an extra billable scope of work. The areas that received hardwood mulch are along Kiawah Island Parkway- including the roundabout at Freshfield and up to the main entrance gate to Kiawah Island resort. The approximate quantity to re-mulch these identified areas is approximately 800 cubic yards.

Any addition mulch or straw requested outside the once-a-year application will be billed separately at the following rates.

**Hardwood mulch is \$55 per yard installed and \$7.75 per bale of pine straw installed.

(g) Annuals – not included in scope and can be priced with request from owner.

Annual flower plantings (2x year) are considered a billable item unless otherwise noted.

3) LABOR:

Artigues Landscape / Maintenance will provide personnel to ensure all workmanship meets the highest industry standards. All persons performing for and on behalf of the contractor shall be under contractor's supervision. The contractor shall be responsible for their neat appearance, courteous behavior and diligent performance. Any labor provided for additional services will be billed at a minimum of \$38.00 hr. for a laborer, and \$55.00 minimum for any managers/supervisors.

4) EQUIPMENT:

All equipment necessary to perform maintenance in the property will be provided and maintained by Artigues Landscape / Maintenance.

5) EMERGENCY SERVICE AND STORM CLEAN-UP:

In the event of major storm damage or emergencies from flooding, hurricanes, tornadoes or other acts of God, Artigues Landscape / Maintenance will perform emergency services and clean-up at the direction of the Property Manager (at pre-agreed labor and equipment rates).

***Due to occasional inconsistencies with Low Country weather; unseasonably warm or cold periods, excessive rain or drought, Artigues Landscape / Maintenance understands that monthly requirements may differ and adjust accordingly to such conditions.

6) If this proposal is accepted, Artigues Landscape and Maintenance, LLC will extend the landscape warranty in perpetuity for as long as this maintenance agreement is in effect for the newly completed Kiawah Island Parkway Landscape Enhancement Contract.



Proposal for: Town of Kiawah Island
Property Location: Kiawah Island Parkway and Beachwalker Drive
Submitted by: Maurice. Artigues / President
Artigues Landscape / Maintenance

Payable in monthly installments of: \$ 10,200.00 for Maintenance

Monthly maintenance for June 1, 2021 – December 31, 2021: \$71,400.00

****Artigues Landscape will warranty all irrigated shrubs for the term on this contract.**

Landscaping labor rates are \$38.00 per hour for labor and \$55.00 hour for supervisor. Irrigation labor rates billed at \$38.00 per hour for labor and \$55.00 per hour for supervisor.

This Agreement, effective the _____ day of _____ 2021, between
_____ and Artigues Landscape / Maintenance.

Authorized By: _____ Date _____
Artigues Landscape / Maintenance

Accepted By: _____ Date _____

Title: _____

Either party may cancel contract with a 30-day written notice with no penalty.



January –

- Leaf removal / blow Property
- Spray round up (nonselective herbicide)
- Selective seasonal pruning
- Spot spray selective herbicide on turf
- Walk site for debris and limbs

February –

- Apply pre-emergent fertilizers- ****Billable Item**
- Leaf removal / blow property
- Spray round up
- Walk site for debris

March –

- Spray round up
- Maintain ornamentals
- Blow property
- Walk site for debris

April –

- Regular lawn Maintenance
- Spray round up
- Trim selected shrubs
- Fertilize ornamentals
- Pine Straw / Mulch upon request ****Billable item**
- Plant Annuals upon request ****Billable item**
- Walk site for debris / blow property
- Maintain & monitor irrigation system



May –

- Regular lawn maintenance
- Spray Round up
- Fertilize turf granular** Billable Item
- Selective herbicide spray on turf ** Billable Item
- Trim shrubs
- Walk site for debris / blow property
- Maintain & monitor irrigation system

June –

- Regular lawn maintenance
- Spray Round up
- Spray insecticide turf **Billable Item
- Trim shrubs
- Maintain & monitor irrigation system
- Walk site for debris / blow property

July –

- Regular lawn maintenance
- Spray round up
- Fertilize turf granular** Billable Item
- Blow property / walk site for debris
- Trim Shrubs
- Adjust irrigation clock if needed
- Granular fertilize of ornamentals
- Maintain & monitor irrigation system

August –

- Regular lawn maintenance
- Spray round up
- Blow property / walk site for debris
- Trim shrubs
- Adjust irrigation clock if needed
- Spray insecticide on turf ** Billable Items
- Spray fungicide on turf **Billable Items
- Maintain & monitor irrigation system



September –

- Regular lawn maintenance
- Spray Round up
- Blow property / walk site for debris
- Trim shrubs
- Adjust irrigation clock if needed
- Pre-emergent fertilizers on Turf ** Billable Item
- Maintain & monitor irrigation system

October –

- Regular lawn maintenance
- Spray round up
- Blow property / walk site for debris
- Trim shrubs
- Maintain & monitor irrigation system
- Leaf removal
- Install pine straw / mulch upon request **billable item

November -

- Leaf removal / Blow Property / walk site for debris
- Spray round up
- Trim shrubs

December –

- Leaf removal/ Blow property / walk site for debris
- Spray round up

*****Due to some occasional inconsistencies with Low Country weather; unseasonably warm or cold periods, excessive rain or drought, Artigues Landscape / Maintenance understands that monthly requirements may differ and adjust accordingly.**