

# WAYS & MEANS COMMITTEE MEETING

Municipal Center Council Chambers

June 4, 2024, 10:00 am

## AGENDA

I. Call to Order: *Chairman Heidingsfelder called the meeting to order at 10:00 am.*

II. Pledge of Allegiance

III. Roll Call:

**Present at the Meeting:** Michael Heidingsfelder, *Chairman*  
Brad Belt, *Mayor*  
Luke Farrell, *Committee Member*

**Also Present:** Stephanie Tillerson, *Town Administrator*  
Dorota Szubert, *Finance Director*  
Bruce Spicher, *Building Official*  
Brian Gottshalk, *Public Works Manager*

IV. Approval of Minutes:

A. Minutes of the Ways and Means Committee Meeting of April 2, 2024

*Mayor Belt made a motion to approve the minutes of the April 2, 2024, Ways and Means Committee meeting. Committee Member Farrell seconded the motion, and it was unanimously approved.*

B. Minutes of the Ways and Means Committee Meeting of May 7, 2024

*Committee Member Farrell made a motion to approve the minutes of the April 2, 2024, Ways and Means Committee meeting. Mayor Belt seconded the motion, and it was unanimously approved.*

*Chairman Heidingsfelder stated the minor typographical errors noted in both sets of minutes would be forwarded to the Town Clerk.*

V. Citizens' Comments (Agenda Items Only):

None

VI. Old Business:

None

VII. New Business:

A. Review and Recommendation to the Town Council for Approval of the New Building Services Fee Schedule

Mr. Spicher presented his proposal to increase permit fees for new construction and renovation projects, including additions, noting that subcontractor fees would remain unchanged. The detailed proposal included a comparison to the fees of ten other coastal communities, highlighting the need to adjust Kiawah's fee structure to match those of similar communities.

Current permit fees have remained unchanged since 2013, so the recommendation was to increase fees for projects over \$500,000 from \$3.50 to \$6 per \$1000 to align with fees in ten compared communities. Reinspection fees were also proposed to be increased from \$55 to \$250 to reduce repeat inspections.

**Mayor Belt made a motion to recommend to the Town Council the approval of the new Building Services fee schedule. Committee Member Farrell seconded the motion.**

The discussion among committee members clarified that the permit fee adjustment would apply to projects above \$1,000 and impact renovations or additions to single-family homes and new commercial constructions; it does not apply to permitted projects. Also discussed were the additional changes in the fee structure, the justification for fee increases, the necessity for fees to mirror actual workload, inflation, and costs, and the suggestion to differentiate permit fee schedules between commercial and residential.

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

**B. Review and Recommendation to the Town Council for Approval of the Amendment to the Contract with Tetra Tech, Inc. for Disaster Debris Monitoring Services**

Mr. Gottshalk stated that in the event of a substantial natural disaster, FEMA (Federal Emergency Management Agency) requires all municipalities to follow certain recovery guidelines. One requirement is to secure a contractor who will monitor the movements and staging of debris generated by a disaster event, documenting and compiling the information for submission to FEMA for reimbursement of costs associated with the recovery.

In 2022, the Town entered into a standby agreement with Tetra Tech to perform debris monitoring services. The two-year agreement includes the opportunity for two one-year extensions. With the agreement expiring in July 2024, Tetra Tech would like to execute the first one-year extension with no changes to the scope or fee schedule set forth in the original agreement.

**Mayor Belt made a motion to recommend to the Town Council the approval of the Amendment to the Contract with Tetra Tech, Inc. for Disaster Debris Monitoring Services. Committee Member Farrell seconded the motion.**

Committee members clarified FEMA's requirement for debris management and monitoring contractors and asked Tetra Tech to clarify the “uncontrollable forces” clause in their service agreement.

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

**C. Review and Discussion of the Draft Kiawah Resort Associates Franchise Agreement for the East Beach Club**

Chairman Heidingsfelder stated that late last year, he noted that no agreement existed for the East Beach Club regarding the use of the beach for their chair and umbrella setups, similar to those in place with Resort and Island Beach Services. A draft of the agreement with decisions pending regarding overnight storage of equipment on the beach or dune line and the fee amount was presented.

Committee members discussed fee determination, payment schedules, franchise area specifics, and the agreement's consistency with the existing agreements. Further discussion included defining beach and emergency vehicle access in a franchise agreement, referencing an ordinance for emergency beach access, and specifying access points and vehicle types and markings. The contract's terms on overnight beach furniture management were clarified.

**VIII. Chairman’s Report:**

None

**IX. Treasurer’s Report:**

**A. Monthly Budget Report**

Ms. Szubert presented and reviewed the Town’s Budget-to-Actual Report for the first ten months. The report is compiled on a cash basis, and all the funds are consolidated. The original budget was amended on February 6, 2024, to adjust the totals to the current projections.

For the first ten months, the Town’s consolidated revenues of \$13.2 million are 12%, or \$1 million higher when compared to year-to-date for the last fiscal, FY2023, and are at 85% of the total amended budgeted revenues for the current year. Overall, revenues are in line with budget, with Building Permits, Interest Income, and Miscellaneous Income exceeding the budget. The Miscellaneous Income includes a one-time reimbursement from CCSO of \$161,000 for the vehicles and equipment book value.

At 85% of the year elapsed, expenditures totaling \$8.8 million are 1% or \$44,000 higher than for fiscal year FY2023 and account for 53% of the current year’s budget. The majority of the expenditures are reasonable and in line with the amended budget, with the exception of the following line items that will carry the negative variance throughout the year:

1. Waste management - attributable to the earlier initiation of the contract with Trident.
2. Professional services
3. Charitable contributions - due to Town Council approval of an additional application outside the regular process.
4. Non-budgeted cost for storm cleanup.

Ms. Szubert provided updates on the following:

- Letters were sent to the ten largest contributors to the business license revenue, with the auditors performing an income verification audit in July.
- The business license compliance audit resulted in 250 businesses coming into compliance and collecting \$153,000. There are approximately 600 businesses still outstanding.

**X. Citizens’ Comments:**

None

**XI. Committee Member’s Comments:**

**A. Update on the repair and re-pavement of approximately 200 YDS of Leisure Trail along Beachwalker Drive**

Mr. Gottshalk discussed that the area has about 750 linear feet of bike path that would be improved, and the quote received for the project is \$43,325. Approximately two years ago, Truluck Construction was on the opposite side, and at that time, the path was widened to eight feet, so the cost may be reduced if the current six-foot width is maintained. However, based on the quote, the project would need to go out for bid. Mayor Belt stated that in that situation, the project would have to be put in the 2024/2025 Budget.

Chairman Heidingsfelder stated that while the Beachwalker bike path needed repair, he felt that the priority is the leisure trail along Kiawah Island Parkway between the former access road to the PGA parking and the entrance to Freshfields is a low-lying area. At every heavy rainstorm, this area floods with more than a foot of standing water that does not drain. This forces people to leave the leisure trail onto the Parkway, biking or walking against traffic until they can re-emerge back to the leisure trail.

Further discussion noted that both areas are concerns that need to be addressed. Mr. Gottshalk was looking at companies to do drainage assessments on roadways and bike paths to confirm the issue was with the drainage or a low spot that needed to be raised.

In response to Chairman Heidingsfelder's question on the purchase of the ETV, Mr. Gottshalk stated several companies had been contacted, and Mr. Nardelli is attempting to negotiate a price within the budget, but no purchase has been made.


Chairman Heidingsfelder stated that having had a chance to observe Trident Waste in the past weeks, week has not seen anything of concern and questioned the status of community trash complaints after four weeks. Mr. Gottschalk stated there had been a remarkable decline in calls and emails on missed stops. The first four weeks were expected to be rough while they learned, but they did a fantastic job coming out prior to their contract to learn the routes and solve problem areas.

Committee Farrell thanked Ms. Szubert for all the work done for Ways and Means and the help she had given him. He also stated that, at the appropriate time, he would like to revisit the parking issue at the Club.

**XII. Adjournment:**

***Mayor Belt made a motion to adjourn the meeting at 12:23 pm. Committee Member Farrell seconded the motion, and it was unanimously approved.***

Submitted by,

  
Petra S. Reynolds, Town Clerk

7.3.2024  
Date