

WAYS & MEANS COMMITTEE MEETING
Municipal Center Council Chambers
February 4, 2025, 10:00 am

Minutes

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

II. **Pledge of Allegiance**

III. **Roll Call:**

Present at the Meeting: Luke Farrell, *Chairman*
Brad Belt, *Mayor*
Lance Spencer *Committee Member*

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

IV. **Approval of Minutes:**

A. Minutes of the Ways and Means Committee Meeting of January 7, 2025

Chairman Farrell asked if there were any edits or additions to the minutes of the Ways and Means Committee meeting on January 7, 2025. There were no edits or additions, so the minutes were approved as presented.

V. **Citizens' Comments (Agenda Items Only):**

None

VI. **Old Business:**

None

VII. **New Business:**

A. To Consider Approval of the Barrier Island Ocean Rescue One-Year Contract Extension Request for Beach Patrol Services

Ms. Tillerson stated that, currently, Barrier Island Ocean Rescue (BIOR) has an agreement with the Town to provide Beach Patrol services. The agreement entered into in 2022 was for three (3) years with the option of two (2) one-year extensions. BIOR has requested that Ways and Means consider making a recommendation to the Town Council to execute the first of the one-year extension options; the extension would not incur any additional cost changes to the contract, which remains at \$584,000.00 annually. All of the other scheduling, presented on page two of the original contract, would also remain the same.

Mayor Belt made a motion to recommend to the Town Council the approval of the Barrier Island Ocean Rescue One-Year Contract Extension Request for Beach Patrol Services. Committee Member Spencer seconded the motion.

Mayor Belt felt it would be appropriate to revisit the agreement at some point to address topics that included the use of the standard municipal contract format and jurisdictional issues on the beach, but he would be comfortable going forward with the agreement as drafted.

Committee Members further discussed the jurisdictional line, along with potential revisions to the Beach Management Act and Zoning Code in order to protect the dune system. Also discussed was the number of BIOR personnel designated as Code Enforcement Officers who are able to issue citations when enforcing Town ordinances.

Following the discussion, the motion was unanimously approved.

B. To Consider Approval of the Proposal for the Leisure Trail Projects on Kiawah Island Parkway and Beachwalker Drive

Mr. Gottshalk stated that the Town owns and maintains a multi-use leisure trail adjacent to the Kiawah Island Parkway and Beachwalker Drive (KIP/BWD). The Public Works Department has recognized a few areas along the leisure trail that need improvement along the Parkway between Cassique and Freshfields Village and a portion along Beachwalker Drive between Bobcat Lane and the KIP/BWD intersection. There are areas subject to significant water retention, as well as areas that have cracked and deteriorated due to natural wear and tree root intrusion.

Mr. Gottshalk stated that the Town had applied for and received grant funding from Charleston County in the amount of \$300,000.00 and the State Accommodation Tax Committee in the amount of \$70,000.00 to improve the leisure trail in the two areas.

A design/build project RFP (Request for Proposals) was released and publicly advertised to solicit proposals from qualified firms. The Town received two responses:

Proper Paving, LLC:	\$129,820.00
Truluck Construction, Inc:	\$282,569.00

The Town staff is requesting that the Ways and Means Committee recommend awarding the bid from Proper Paving, LLC to the Town Council.

Mayor Belt made a motion to recommend to the Town Council the approval of the proposal from Proper Paving, LLC. Committee Member Spencer seconded the motion.

Committee Members discussed whether there was any insight into the large discrepancy between the two proposals, an additional area on the Parkway that was prone to flooding that was not included in the project, and whether grant funds could be reallocated to include the additional area. There was an in-depth discussion of amending the project scope to entail the whole leisure trail from Freshfields to the Parkway bridge for flooding mitigation, whether the project would have to be rebid or could be addressed as a change order, qualifications of the low bidder, project timeline, and traffic control during the construction.

Committee Member Spencer made an amended motion to authorize the Mayor to approve any possible change order(s) of a reasonable amount, not to exceed \$30,000.00, to address an additional small portion of the leisure trail. Mayor Belt seconded the motion, and it was unanimously approved.

The motion to recommend to the Town Council the approval of the proposal from Proper Paving, LLC was unanimously approved as amended.

VIII. Chairman's Report:

Chairman Farrell stated that the Town Council will consider the recommendation of the members to be appointed to the Audit and State Accommodation Tax Committees. He and Ms. Szubert interviewed the extensive group of volunteers, and both agreed on the candidates being recommended. He noted that it was budget season, and with the first round of budgeting having started, he encouraged everybody to be involved in the budget process.

IX. Treasurer's Report:

A. Monthly Budget Report

Ms. Szubert presented the Town's Balance Sheet as of December 31, 2024, and Budget to Actual Report for the first six months. The Budget to Actual Report is compiled on a modified cash basis, and all the funds are consolidated.

As of December 31, 2024, the Town's governmental funds combined have an ending fund balance of approximately \$43.6 million, an increase of approximately \$2.6 million from June 30, 2024. The total fund balance consists of:

- Unassigned Fund Balance (available for discretionary spending): \$24.4 million (56%)
- Capital and Emergency Reserves: \$9.6 million (22%)
- Restricted for Tourism-Related Funding: \$9.6 million (22%)

Overall, for the first six months, the Town's consolidated revenues of \$8.3 million are 24%, or \$1.6 million higher, when compared to YTD for the last fiscal year, FY2024, and are at 53% of the total budgeted revenues for the current year. Overall, the revenues are within the budget with the Building Permits, Business Licenses, and Waste Service Fees and Interest Income expected to carry positive variance throughout the year.

With 50% of the year lapsed, the expenditures of \$5.6 million are 11% or \$567,000 higher than for the fiscal year FY2024 and 40% of the current year budget. They are in line with the budget, and the majority of the operating expenses are comparable to last year's totals, with the exception of the following:

1. Public Safety/Off-Duty Deputies: Increased by \$236,000, or 159%, primarily due to an increase in hourly pay to \$55, approved in February 2024, and a 51% rise in coverage.
2. Waste Management: Increased by \$234,000, or 39%, driven by higher contract cost for garbage collection.

Committee Members discussed the variance related to the off-duty deputies and the increase in the Town's reserves and fund balances, along with interest income and funding from accommodation taxes.

X. Citizens' Comments:

None

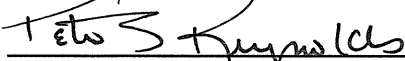
XI. Committee Member's Comments:

None

XII. Adjournment:

Chairman Farrell adjourned the meeting at 10:55 am.

Submitted by,


Petra S. Reynolds, Town Clerk

3-5-2025
Date