



Public Works Committee

4:30 p.m., February 3, 2021

1207 Palm Boulevard, Isle of Palms, South Carolina

Virtual Meeting Due to COVID-19 Pandemic:

The public may join the virtual meeting by clicking here: <https://www.youtube.com/user/cityofisleofpalms>

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to rhanna@iop.net no later than **3:00 p.m. the day before the meeting**. Citizens who sign up to speak will receive an email with instructions to join the meeting via Zoom. All verbal comments will have a time limit of three (3) minutes. Speakers must turn on their video and make sure that their actual name shows up as their Zoom identifier, and mute themselves after their comments.

Citizens may also provide public comment here:

<https://www.iop.net/public-comment-form>

Agenda

1. **Call to order** - and acknowledgement that the press and public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of previous meeting's minutes** – January 6, 2021
3. **Citizens' Comments**
4. **Department Report** – Director Pitts and Assistant Director Asero
5. **Old Business**
 - a. Update on Phase III Drainage Project, small internal projects and Waterway Boulevard path elevation – Presentation by Thomas & Hutton
 - b. Discussion and presentation by Dominion Energy regarding utility undergrounding, maintenance trimming, and public communications.
 - c. Discussion of Dominion Energy's Non-Standard Service Fund and list of eligible projects
6. **New Business**
 - a. Discussion of adjustment to the sidewalk and golf cart path along Palm Boulevard and the entrance to Ocean Park Plaza
 - b. Discussion of FY22 10-year Capital Plan for Public Works Department

7. Miscellaneous Business

Next Meeting Date: 4:30 p.m., Wednesday, March 3, 2021



8. **Executive Session – If needed**

9. **Adjournment**



PUBLIC WORKS COMMITTEE
4:30pm, Wednesday, January 6, 2021
Virtual Meeting via Zoom call due to COVID-19 Pandemic
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Smith, Streetman, Ward

Staff Present: Administrator Fragoso, Asst. Administrator Hanna, Director Pitts, Asst. Director Asero, Director Kerr

2. Election of Chair and Vice Chair

Council Member Streetman nominated Council Member Ward for Chair of the Public Works Committee. There being no other nominations, the vote for Council Member Ward as Chair of the Public Works Committee was unanimous.

Council Member Ward nominated Council Member Streetman for Vice Chair of the Public Works Committee. There being no other nominations, the vote for Council Member Streetman as Vice Chair of the Public Works Committee was unanimous.

3. Approval of previous meeting's minutes – November 5, 2020

Council Member Streetman made a motion to approve the minutes of the November 5, 2020 meeting, and Council Member Smith seconded the motion. The motion passed unanimously.

4. Citizens' Comments -- none

5. Department Reports – Director Pitts and Assistant Director Asero

Director Pitts reported garbage collection for November and December was up “a good bit” from 2019. Vehicle maintenance costs were under budget for both November and December. Only \$27,000 of a budgeted \$90,000 has been spent through the first half of FY21.

Asst. Director Asero said the drainage installation at 23rd Avenue and Harnett Blvd. has been completed. He also reported on various other drainage-related projects including: the cleaning of the inlet/pipe at the municipal lot, drop inlets being uncovered at 41st & Frank Sottile Lane and at 3405 Harnett Blvd., and the scheduling of drainage repair at Driftwood Lane for January 25, 2021.

The condensation remediation work at the Public Works building has been completed. There was a final walk-through of the Public Safety building. Instruction on the new fire alarm system at

the Public Works Building was performed by the contractor. Fire inspection at the Public Works Building is in compliance and up to date.

Estimates for the brick paver aprons at the front beach are being collected. Heavy pruning and cleanup of the 14th Avenue beach access path has been completed. Staff is also reviewing the estimate for the mowing of the rights of way. The estimate is under budget. The acorn light at the 14th Avenue and the IOP Connector has been updated and replaced. PW staff conducted a citywide inventory of street signs to aid in determining what signs need replacing. Older police department radios have been reprogrammed for Public Works staff, so that all trucks have communication abilities.

Asst. Director Asero noted the orange fencing between 37th and 40th avenues can be taken down, but it first needs the approval of Chief Cornett.

6. Old Business

A. Update on Phase III Drainage Project and small internal projects

Asst. Administrator Hanna said the permits for the Phase III outfalls have been submitted through Thomas & Hutton. The critical area permit will be submitted before the end of the week. The City will submit a Letter of Permission or a Nationwide Permit to speed up the permitting process. In the submittal for SCDOT encroachment permits for all three outfalls, Thomas & Hutton has asked for the Forest Trail project to be reviewed first.

He continued, “On the subject of the small but high-impact internal projects, the Notice to Proceed has been issued for January 18, 2021. The substantial completion is set for May 18, 2021. Obviously, that is going to be weather permitting and a number of other things, and then final completion would be June 17, 2021.” These projects to be completed are at Forest Trail, Sparrow Drive, Cross Lane, 32nd Avenue, and 41st Avenue.

B. Discussion of Dominion Energy’s Non-Standard Service Fund and list of eligible projects

Administrator Fragoso stated that Dominion Energy has provided a list of and updated costs estimates for eligible projects. Staff is currently evaluating that list of projects. Representatives from Dominion Energy can participate in next month’s Public Works Committee meeting to provide more details about the estimates. She said, “We will be talking about how to prioritize these projects based on a couple of factors. Aesthetics, obviously cost, how accessible it is, how close it is to trees and susceptible to damage.”

C. Update on Memorandum of Understanding (MOU) between the City and Dominion Energy ahead of next tree-trimming cycle

Administrator Fragoso reported that Dominion Energy has submitted some suggested legal language for the MOU. She said the MOU “not only deals with communication to the community but also a process by which the community can be educated ahead of time knowing where the next tree trimming is expected to be and if there are any mitigating factors that we could take into consideration ahead of time.”

Council Member Smith said, “I would just encourage that we not let Dominion Energy set the ball in motion too much. We need to make sure that we are representing the community. They obviously are very skilled at handling municipalities as they do it all over. I think we need to again remember that they are a for-profit company and that they have a certain set of stakeholders that they need to speak to, and we need to make sure that we are representing ours.”

7. New Business

A. Request for Adjustment of Easement at 2305 Waterway Boulevard

Mr. Rick Roberts came before the Committee seeking final approval of his request to move drainage on his property at 2305 Waterway Boulevard. He had been granted conceptual approval prior to the COVID lockdowns, and now that the project has been reviewed by engineers and Charleston County Stormwater, he is seeking final approval.

Administrator Fragoso confirmed the project has been reviewed by Charleston County engineers who have determined that the storm water drainage will have no impact over this construction. Mr. Roberts could begin construction upon receipt of final approval from the Public Works Committee. She shared, “After the construction is completed, it would be inspected by Charleston County to ensure that the construction was done in accordance with the approved design and the design reviewed by Charleston County Stormwater. That is done by Charleston County, and then after that inspection is conducted, a final set of documents would be prepared and presented to City Council for final approval of the easement documents.”

She added, “I will also note there is a requirement that the contractor maintains a 20% maintenance guarantee for two years after the construction to mitigate or meet any potential failures or defects that would need to be handled.” Staff recommends the project for final approval.

MOTION: Council Member Streetman made a motion to approve, and Council Member Smith seconded the motion. The motion passed unanimously.

B. Report of 2021 rate increase for trash pickup temporary staffing

Director Pitts reported that he received notice from Staff Zone of a rate increase for their contractor workers beginning in 2021. After speaking with other local temporary staffing companies, he has determined that the increase from Staff Zone is still less than the rates of the other staffing companies and will still be within the FY21 budget. Increases in that line item should be considered for FY22.

C. Discussion and Consideration of FY22 Transportation Sales Tax Eligible Projects

Administrator Fragoso reported that the two projects the City submitted earlier in the year for TST funding – resurfacing of Ocean Boulevard and resurfacing the Waterway Boulevard sidewalk – were denied. She suggests resubmitting their requests for those projects this year and asked Committee members if they had any other ideas for projects using those funds. The topic will remain on the agenda as potential projects are discussed.

D. Preliminary discussion regarding the creation of an Environmental Advisory Committee

Council Member Smith said this sort of committee is very common in municipalities across the country and she would like to see such a committee on the Isle of Palms. She said the Town of Cary, NC has a committee that would be a good model for the Isle of Palms. Council members Ward and Streetman agreed there is a lot of citizen expertise on the island that could be helpful on such a committee. The issue will be discussed further with the full City Council following the presentation of the Strategic Committee Survey results.

8. Miscellaneous Business

Council Member Ward would like to discuss the egress and ingress into the shopping center along the golf cart path at the next regular meeting. The next meeting of the Public Works Committee will be Wednesday, February 6, 2021 at 4:30pm.

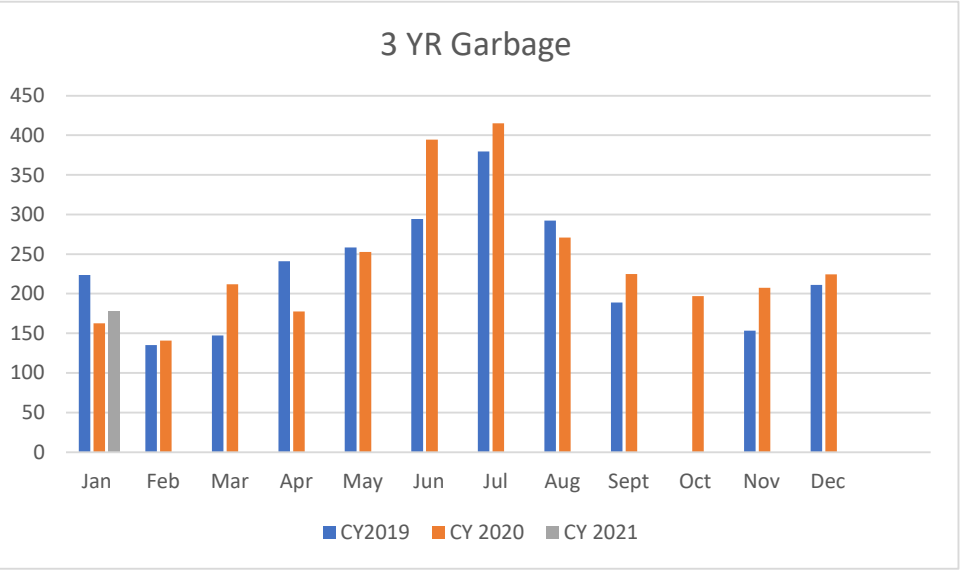
8. Adjournment

Council Member Streetman made a motion to adjourn, and Council Member Smith seconded the motion. The meeting was adjourned at 5:20pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

	CY2019	CY 2020	CY 2021
Column1			
Jan	223.61	162.77	177.84
Feb	135.17	140.66	
Mar	147.4	212.04	
Apr	241.17	177.52	
May	258.45	252.56	
Jun	294.31	394.38	
Jul	379.48	415.12	
Aug	292.36	270.71	
Sept	188.86	224.87	
Oct	Dorian	196.94	
Nov	153.27	207.44	
Dec	211.04	224.45	

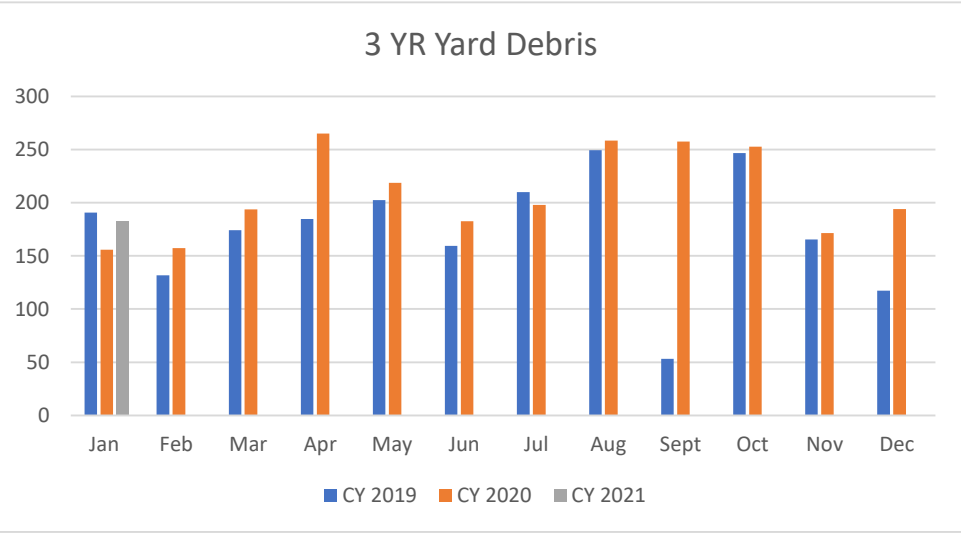


General duties

Sanitation:

43.47 tons of misc. debris in January
was transported to Palmetto Commerce Pkwy. **

	CY 2019	CY 2020	CY 2021
Column1			
Jan	190.61	155.93	183.07
Feb	131.74	157.44	
Mar	174.3	193.74	
Apr	184.59	265.04	
May	202.48	218.67	
Jun	159.4	182.49	
Jul	209.97	198.07	
Aug	249.39	258.37	
Sept	53.11	257.64	
Oct	246.75	252.81	
Nov	165.36	171.54	
Dec	117.26	194.08	



VEHICLE MAINTENANCE Beginning Budget \$90,000.00

Fund 10 GENERAL FUND			
01/01/2021 10-4620.5017	VEHICLE MAINTENANCE	BEG. BALANCE	28,511.37
01/01/2021	ANTIFREEZE/WINDSHIELD FLUID/WIPER BLADES	145.47	28,656.84
01/07/2021 AP INV	PW-24 MACK (2) TIRES REPLACED 81,243 Miles	1,372.57	30,029.41
01/07/2021 AP INV	PW-26 2013 MACK (2) TIRES 63,383 MILE	1,207.38	31,236.79
01/08/2021 AP INV	ADAPTERS - PWD -1	11.12	31,247.91
01/12/2021 AP VOID	Void Invoice 1279488-00 04718	-00 933.48	30,314.43
01/12/2021 AP INV	PW-16 MACK - TRANSMISSION SERVICE 1279488-00 (A)	933.48	31,247.91
01/19/2021 AP INV	HOSE ASSEMBLY-HYD-COUNTER	140.95	31,388.86
01/21/2021 AP INV	PW-27 FLAT REPAIR / SERVICE CALL	242.50	31,631.36
01/31/2021 10-4620.5017	END BALANCE	4,053.47	31,631.36

Remaining Balance

62,916.70

Action Items

See Drainage and Facility manager report (attached)

PUBLIC WORKS JANUARY 2021

Assistant director of Storm water and Facilities

Drainage

- Eadies services 29th and Skinner ditch cleaning.
- Eadies services 29th and the Recreation dept. ditch cleaning.
- Eadies services second inlet/pipe cleaning municipal lot.
- Eadies 45th Ave drainage vegetation clean up.
- Eadies 21st drainage ditch vegetation clean up.
- Charleston county stormwater review plans for new home construction.
- Schedule drainage repair of Driftwood lane for second week in February.
- Marina parking lot drainage start date of Feb 1 with installation of drainage filter.

Facilities

- Updating exterior broken wall lights at the DPW.
- Exterior painting of the connector side of the DPW previously covered by vegetation.
- PSB parking lot tree pruning.
- Repair of PSB white fence.
- Municipal lot elevating/pruning of oaks by compactor and parking lot.
- Reinstall parking stops at PSB lot.
- Estimate for painting the city hall offices.
- Moving of old PSB generator to the Recreation department.

Front beach / Restrooms

- Clean up of parking lot / Front beach Ocean Blvd. trash and debris.
- Ordering of supplies and managing cleaning crews for restrooms.
- Removal of ROC from the municipal lot.
- Ordered parking stop for both municipal lots.
- Removal of old picnic shelters at the front beach restrooms.
- Installation of permeable patio at the front beach restrooms.
- Repair of brick paver aprons on Ocean Blvd.
- Estimate for restroom floor nonslip floor coating.

Landscaping / Rights of way / Connector / Parks

- Clean up of debris on the connector DPW and sweeping contractor.
- Replacement of city street signs.
- 40th Ave beach access heavy pruning and clean up by public works.
- SCDOT scheduled for repair of Palm Blvd. shoulder.

Compactor / Dumpster

- Cleaned compactor pad and recycling area.
- Removal of bulk items left by the PSB compactor.

Certifications, training and meetings

- MASC risk management online training.
- Supervisory and leadership training.
- Monthly UST testing of Marina and DPW.

IOP NSSF PROJECT ESTIMATES

*IMPORTANT NOTE: ALL INFORMATION IN THIS PROPOSAL IS PRELIMINARY. FURTHER WORK IS NEEDED TO DETERMINE THE FEASIBILITY OF EACH PROJECT. AFTER FURTHER INVESTIGATION, ISSUES MAY BE DISCOVERED THAT WOULD PREVENT DOMINION ENERGY FROM COMPLETING THE WORK AS DESCRIBED. ESTIMATED COSTS ARE ONLY MEANT TO PROVIDE AN IDEA OF THE SCALE OF THE PROJECT COST AS DESCRIBED.

PROJECT #1: CITY MARINA - OVERHEAD to UNDERGROUND CONVERSION

PROJECT #2: 41ST AVENUE - OVERHEAD to UNDERGROUND CONVERSION

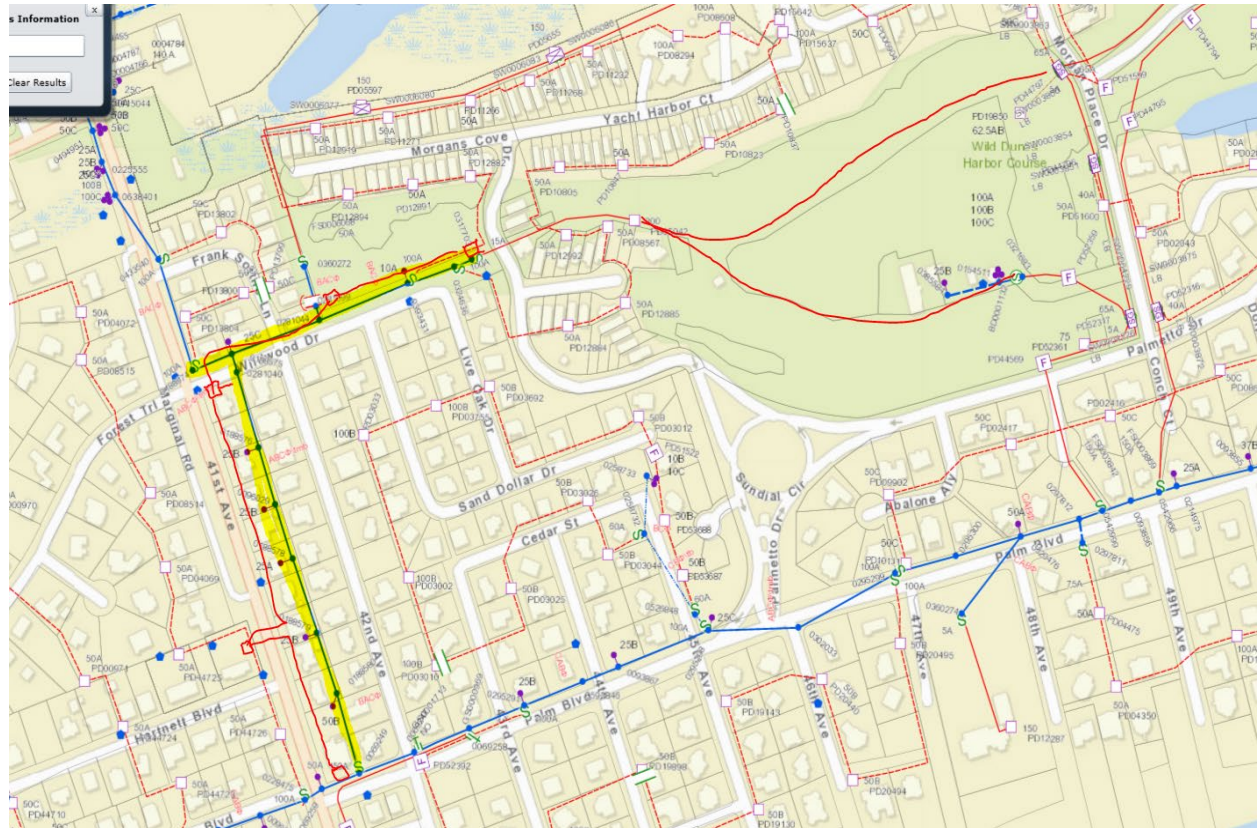
PROJECT #3: 21ST AVENUE - CROSSINGS CONVERSION

PROJECT #4: 14TH AVENUE - OVERHEAD to UNDERGROUND CONVERSION

PROJECT #5: PALM /OAK HARBOR BLVD (11TH- 13TH) - OVERHEAD to UNDERGROUND CONVERSION

- **ESTIMATED COST RANGE: \$150,000-\$250,000**
- CURRENT RENOVATION PROJECTS IN PROGRESS AT THE MARINA RESTAURANT & SLIPS
- COMMUNICATIONS UNDERBUILT ON THIS LINE

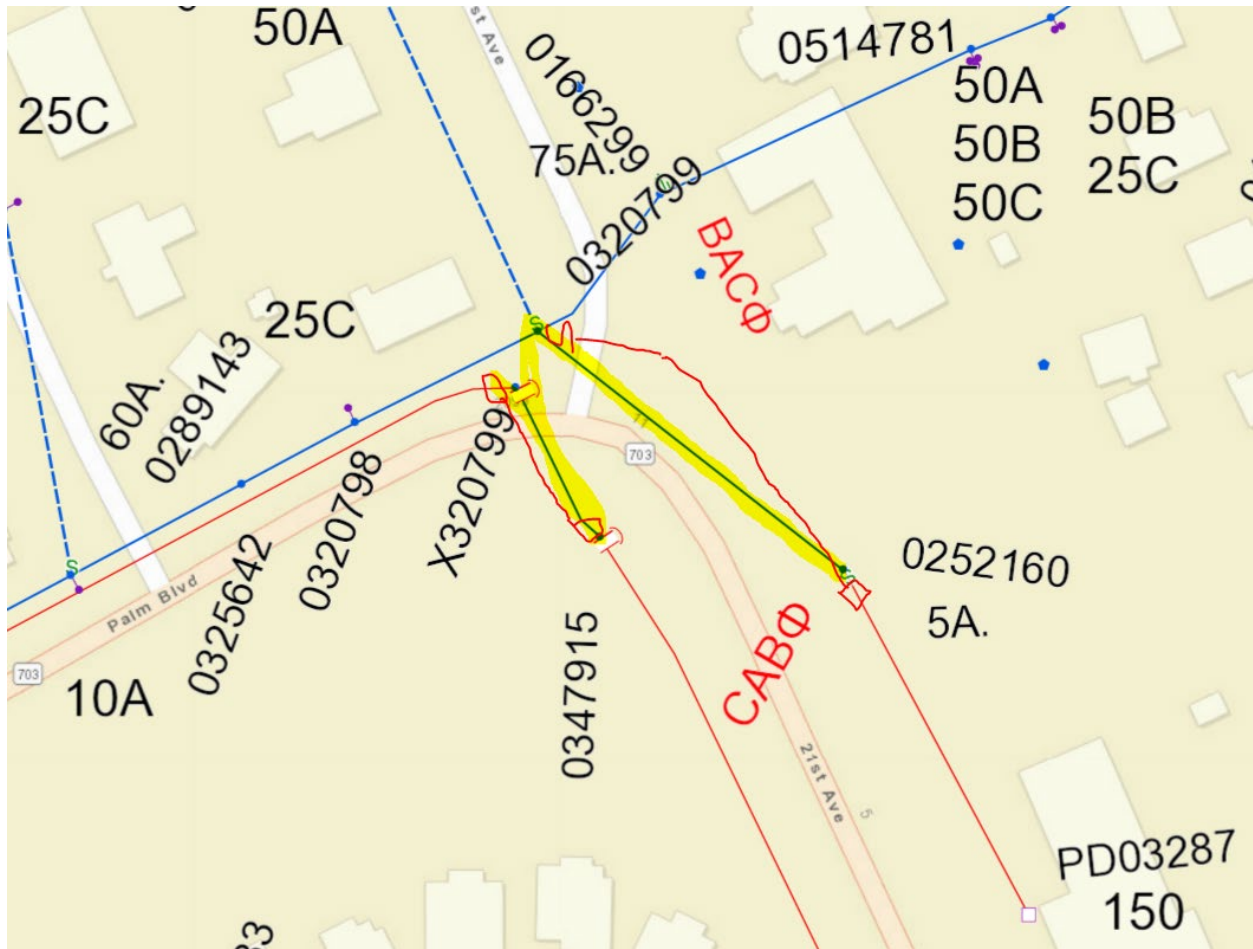
PROJECT #2: 41ST AVENUE – OVERHEAD to UNDERGROUND



PROJECT NOTES

- **ESTIMATED COST RANGE: \$450,000-\$600,000**
- BACK LOT LINE BETWEEN 41ST AND 42ND
- COMMUNICATIONS UNDERBUILT ON THIS LINE
- SCOPE OF WORKS ITEMS: CAN BE BROKEN UP INTO A PHASED APPROACH

PROJECT #3: 21ST AVENUE – CROSSINGS CONVERSION



PROJECT NOTES

- **ESTIMATED COST RANGE: \$30,000-\$60,000**
- PALM BLVD & 21ST ARE BOTH DOT ROADS SO DESIGN (AND COST) WOULD BE HEAVILY DEPENDENT ON APPROVAL OF SCDOT PERMIT
- COMMUNICATIONS LINES UNDERBUILT ON EXPRESS FEEDER CROSSING
- SCOPE OF WORK ITEMS: EITHER CROSSING CAN BE CONVERTED INDEPENDENTLY

[illegible]

- **ESTIMATED COST RANGE: \$40,000-\$80,000**
- COMMUNICATIONS UNDERBUILT ON THIS LINE

PROJECT #5: PALM /OAK HARBOR BLVD (11TH-13TH) OVERHEAD to UNDERGROUND CONVERSION



PROJECT NOTES

- **ESTIMATED COST RANGE: \$600,000-\$900,000**



	A	B	C	D	E	F	G	H	I	J	K	L	M
1		City of Isle of Palms 10-Year Capital Plan											
2		Expenditures for assets or projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets**											
3		DRAFT #1											
4													
5	Total		FY22		FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31
6	Fleet												
7													
8													
112		Public Works Department											
113													
114	1	1998 Mack (PW14) (currently used for miscellaneous work, will not be replaced when it fails)											
115	1	Replace 2006 Mack w/ 20yd Packer (PW2)			170,000								
116	1	Replace 2008 Mack w/ 31yd Loadmaster Packer (PW22)						255,000					
117	1	Replace 2009 Mack w/ 31yd Loadmaster Packer (PW24)								270,000			
118	1	Replace 2014 Mack w/ 30yd Packer (PW26)										280,000	
119	1	Replace 2016 Mack w/ 30yd Packer (PW16)											280,000
120	1	Replace 2018 Mack w/ 30yd Packer (PW28) (~ FY33)											
121	1	Replace 2006 Caterpillar trash loader				158,000							
123	1	2002 Mack Flatbed (PW 18) (keep as spare to help with yard debris, re-evaluate before replacing)											
124	1	Replace 2003 Mack Flatbed (PW 21) (~ FY36)											
125	1	Replace 2018 Mack Flatbed (PW 27) (~ FY33)											
126	1	Replace 2012 F150 4x4			35,000							38,000	
127	1	Replace 2014 F150 4x4				35,000							39,000
128	1	Replace 2016 Ford F350 4x4 with hopper					48,000						
129	1	Replace 2017 Ford F250 with hopper						37,000					
130	1	Replace 2019 Dodge Ram 1500 4x4							37,000				
131	1	Replace 2019 Dodge Ram 1500 4x4 w/ 6 ft bed								37,000			
132		Radio Replacements - replace w/ failure using old PD/FD radios											
133		Replace four 4-in flood water pumps as needed				20,000							
134		Replace z-track mower for rights of way	15,000						20,000				
135		Replace Skid Steer purchased in FY16				-	60,000						
136		Replace Fuel management system purchased in FY12				-	40,000						
137		Repl front beach trash compactor purchased in FY15							60,000				
138		Replace HVAC units											
140	17		15,000		205,000	213,000	148,000	292,000	117,000	307,000	-	318,000	319,000
141													
142		Facilities Maintenance											
		Building maintenance contingency - per PWD Director, the major components of the Hill Report will be addressed in FY19. Calculated as 1% of Public Wks Building insured value including new wash station. Incr to 2% in FY26	12,607		12,607	12,607	12,607	25,215	25,215	25,215	25,215	25,215	25,215
143													
144		Subtotal Facilities Maintenance	12,607		12,607	12,607	12,607	25,215	25,215	25,215	25,215	25,215	25,215
145													
146		Drainage											
147		General drainage contingency for small projects	100,000		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
148		Develop Comprehensive Drainage Plan	250,000										
149		Small drainage projects as prioritized by Thomas & Hutton	500,000		500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
150		Repeat drainage work based on 3-year maintenance rotation	195,804		198,668	197,804	195,804	198,668	197,804	195,804	198,668	197,804	195,804
151		Phase 3 Drainage construction, incl Waterway Blvd multi-use path	2,307,000		913,000								
152		Subtotal Drainage	3,352,804		1,711,668	797,804	795,804	798,668	797,804	795,804	798,668	797,804	795,804
153													
158		Grand Total Public Works Department	3,380,411		1,929,275	1,023,411	956,411	1,115,883	940,019	1,128,019	823,883	1,141,019	1,140,019