



Public Works Committee

5:00 p.m., Thursday, June 3, 2021

Council Chambers

1207 Palm Boulevard, Isle of Palms, South Carolina

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to nicoled@iop.net no later than **3:00 p.m. the day before the meeting**. 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** – May 5, 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 project
 - b. Update on Island Wide Drainage Master Plan RFP
 - c. Discussion of potential solutions to drainage ditch erosion issues
 - d. Update on the creation of an Environmental Advisory Committee
6. **New Business**
7. **Miscellaneous Business**

Next Meeting Date: 4:30 p.m., Wednesday, July 7, 2021
8. **Executive Session** – If needed
9. **Adjournment**



PUBLIC WORKS COMMITTEE
4:30pm, Wednesday, May 5, 2021
1207 Palm Boulevard, Isle of Palms, SC
and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Smith, Streetman, Ward

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

2. Approval of previous meeting's minutes – April 12, 2021

Council Member Streetman made a motion to approve the minutes of the April 12, 2021 meeting, and Council Member Smith seconded the motion. The motion passed unanimously.

3. Citizens' Comments -- none

4. Department Reports – Director Pitts and Assistant Director Asero

Director Pitts reported that garbage collection totals are back to normal while yard debris remains elevated. Miscellaneous garbage is still higher than normal.

Asst. Director Asero reported on drainage projects at 25th Avenue and at 23rd & Forest Trail. He said Eadies is completing a comprehensive cleaning of the drainage culverts at Forest Trail.

Facilities maintenance work included the painting of the fencing at Front Beach, repair of a broken irrigation main wires at Front Beach, preventative maintenance service on the generator at City Hall, the replacement of an AC unit at City Hall, roof caulking at Fire Station 2, and annual backflow testing at all City buildings.

ROC has been installed at the Carmen Bunch golf cart path. City-owned street parking signs between 10th and 14th avenues along Ocean Boulevard have been installed. Staff completed a landscape design around some palm trees at Front Beach so that landscapers could see it and bid on completing the remainder of the project.

The landscape contractor, Pleasant Places, has begun cutting the area along Palm Boulevard with the new parking bumpers.

SCDOT has been on the island to repair the sinkhole on 41st, which reappeared after they left, so they will be back to correct the issue. Asst. Director Asero said he gave SCDOT an inventory of the streets maintained by them that are in need of repair.

5. **Old Business**

A. **Update on Phase III Drainage Project, small internal projects, and Waterway Boulevard path elevation**

Director Kerr said nothing further has been done with regards to the Waterway Boulevard path elevation project. Asst. Administrator Hanna said the lighting of the pathway will be considered as planning for the project moves forward.

Director Kerr said the work at 32nd Avenue is currently being held up while they wait for AT&T to shift some phone lines. He reported that the work at 41st Avenue is still two weeks from starting, which concerns staff as it gets closer to the summer season. They will be asking Gulfstream to consider working at night to get the project done quickly and with minimal interruption to traffic. This could lead to noise and bright lighting during that time period. Neighbors in the area will be notified should that become the work plan.

The stabilization work on Sparrow Lane is nearly complete.

B. **Update on island-wide Drainage Master Plan RFP**

Director Kerr reported that 5-6 firms were at the pre-bid meeting for this RFP. The bids are expected in June and will be reviewed by the Planning Commission before coming to the Public Works Committee for a recommendation to City Council. He said the intent is to select the most qualified company and hope their bid is within the budget.

C. **Discussion of the creation of an Environmental Advisory Committee**

Council Member Smith read the mission of the proposed Environmental Advisory Committee: “to advise Council on matters of environmental impacts, protections, conservation, and sustainability by exploring innovations, best practices, and data around changes. The committee would address matters as requested by City Council.” She envisions the 7-member committee meeting 6 times/year, serving 3-year staggered terms, and being selected by the Personnel Committee.

Council Member Ward suggested adding two academic positions to the committee, one for a high school student and one for a college student. He believes they should have voting privileges and receive academic credit for one-year’s-worth of committee involvement.

MOTION: Council Member Smith made a motion to recommend to City Council the formation of an Environmental Advisory Committee consisting of 7 adult citizens, 1 college student, 1 high school student, and a City Council liaison. Council Member Streetman seconded the motion. The motion passed unanimously.

6. **New Business**

A. **Discussion and consideration of RFP proposals for the installation of drainage infrastructure and grading to address the drainage issue at the intersection of 34th and Hartnett Boulevard**

Director Kerr said the Public Works Department has been aware of the drainage issues at this intersection for some time and has been working to find a cost-effective solution that would come from the Public Works drainage contingency fund. Six bids were received for the project, ranging in price from \$18,00 to \$60,000. Staff met with the low bidder, Truluck Construction, to discuss the bid and their readiness to proceed. Staff would like to recommend Truluck Construction for the project with the funding coming from the Public Works drainage contingency fund.

MOTION: Council Member Smith made a motion to recommend Truluck Construction's bid in the amount of \$18,850 with funding coming from the Public Works drainage contingency fund to the Ways & Means Committee for approval. Council Member Streetman seconded the motion. The motion passed unanimously.

B. **Discussion of potential solutions to drainage ditch erosion issues**

Committee members noted the need to address the growing drainage ditch issues around the island. Asst. Administrator Hanna said, "This [drainage ditch issue] is going to be part of what is considered there [in the Drainage Master Plan] and having a broader overall strategy will certainly contribute to reduced erosion." He reported that some partial funding assistance may be available through MS4.

Director Kerr said it is definitely in the City's best interest to have the banks along the ditches maintained. Staff has been discussing the issue with Thomas & Hutton on developing a policy to address ways in which citizens could stabilize the ditches on private property. He believes they could have a policy developed in a matter of weeks. Some of the work being done in the Phase III Drainage Project could help some of the ditch drainage. Council Member Ward asked Director Kerr to explain this issue to the City Council at the May meeting.

Director Pitts suggested that some homeowners could gutter their homes to divert runoff away from the ditches.

C. **Discussion of changes to the backyard service in Wild Dunes**

Director Pitts said there will be less backyard service in the future as the island population continues to increase. The efficiency of the garbage collection suffers due to the labor-intensive nature of the backyard service. He said 95% of backyard service is in Wild Dunes. There will be an increased need to move to commercial dumpsters in that area.

7. Miscellaneous Business

The next meeting of the Public Works Committee will be Wednesday, June 2, 2021 at 4:30pm.

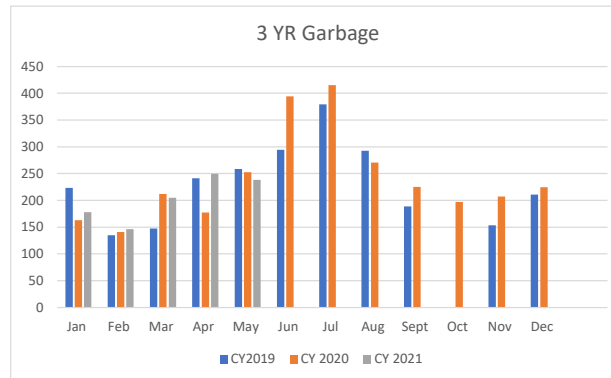
8. Adjournment

Council Member Streetman made a motion to adjourn, and Council Member Smith seconded the motion. The meeting was adjourned at 5:30pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

	CY2019	CY 2020	CY 2021
Column1			
Jan	223.61	162.77	177.84
Feb	135.17	140.66	146.48
Mar	147.4	212.04	204.6
Apr	241.17	177.52	249.86
May	258.45	252.56	238.23
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:

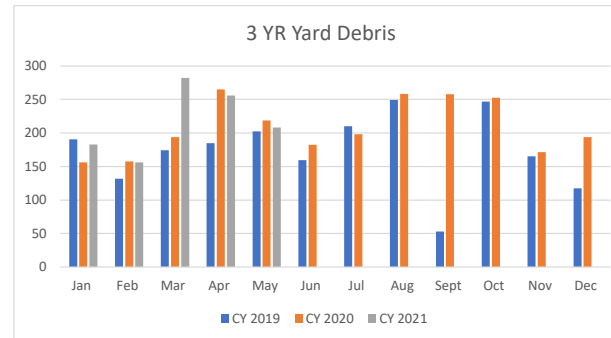
45.42 tons of misc. debris in May
was transported to Palmetto Commerce Pkwy. **

Buried 1 turtle on the beach at 2nd Ave. Sunday May 30,2021

VEHICLE MAINTENANCE

Beginning Budget \$90,000.00

	CY 2019	CY 2020	CY 2021
Column1			
Jan	190.61	155.93	183.07
Feb	131.74	157.44	156.06
Mar	174.3	193.74	282.37
Apr	184.59	265.04	256.07
May	202.48	218.67	208.32
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	



Fund 10 GENERAL FUND

05/01/2021	10-4620.5017	VEHICLE MAINTENANCE	BEG. BALANCE	78,841.25
05/04/2021	AP INV	REPLACE HYDRAULIC PUMP/REBUILD MAIN CYLI	9,227.81	88,069.06
05/08/2021	AP INV PW-24	2009 MACK PM SERVICE, BRAKES & SUS	17,318.21	105,387.27
05/10/2021	AP INV PWD 2	2005 MACK - (2) TIRES REPLACED 10,	1,221.92	106,609.19
05/14/2021	AP INV PW 29	OIL/PM	106.64	106,715.8
05/17/2021	AP INV REELED	HOSE ASSEMBLY (2)	55.84	106,771.67
05/31/2021	10-4620.5017	END BALANCE	27,930.42	106,771.67

Action Items

PUBLIC WORKS MAY 2021

Assistant director of Storm water and Facilities

Drainage

- Charleston county 25th Ave drainage repair complete.
- Charleston county stormwater review plans for new home construction.
- On site meeting with Tru Luck Construction for the drainage project on 34th and Hartnett.
- Continuation of small internal drainage projects 32nd Ave.
- Eadies services cleaning of Forest Trail basin drainage culverts.
- Eadies services vegetation cleaning of Lauden St. 41st and 45th Ave.
- SCDOT contacted for cleaning of the 25th Ave drainage ditch.
- SCDOT contacted for the cleaning of Palm and 4th Ave drainage ditch.
- Creating an inventory of new drainage systems and non-inventoried systems.

Facilities

- Completion of painting front beach white fence by public works.
- Repair of broken irrigation main wires and valves at Front beach.
- City hall generator PM service complete and operational.
- City hall office painting and doors complete.
- Roof repair fire station 2
- A/C replacement fire station 2
- Painting of wayfinding signs.
- Painting of city parking signs.
- City hall lighting repair.

Front beach

- Clean up of parking lot / Front beach Ocean Blvd. trash and debris by public works.
- Ordering of supplies and managing cleaning crews for restrooms.
- Installation of street sign at 14th Ave and Ocean.
- Front beach restroom electrical repair.
- Installation of bike rack on the 14th Ave. beach path.
- Removal of heavy vegetation from the 14th Ave beach path.
- Removal of parking lot fence section at handicap space at front beach.
- Estimates for landscape design of palm tree borders at front beach.

Landscaping / Rights of way / Connector / Parks

- Removal, releveling and replacement of Mobi mat at 9th Ave.
- Full maintenance of Palm Blvd. for SCDOT parking line striping.
- Installation of American flags and holders at the intersection of 14th and Palm.
- Clean up of the connector debris by public works and the sweeping contractor.
- SCDOT scheduled for repair of concrete divider at 41st and Palm.

Compactor / Dumpster

- Cleaned compactor pad and recycling area.
- Removal of bulk items left by the PSB compactor.
- Pressure washing of city trash compactor by public works.

Certifications, training and meetings

- Monthly UST testing of marina, public works and public safety building.
- EOC meeting.
- Safety team meeting.

**,OFFICIAL SEALED BID OPENING
RFP 2021-05 Phase 4 Drainage Master Plan Project
2:00 p.m., May 17, 2021
Council Chambers in City Hall
1207 Palm Boulevard, Isle of Palms, South Carolina**

Present: Assistant City Administrator Hanna, Building and Planning Director Kerr

Assistant Administrator Hanna announced the sealed bid opening of the RFP 2021-05 Phase 4 Drainage Master Plan Project. Assistant Administrator Hanna stated the Request for Proposals (RFP) was advertised in accordance with the City's Procurement Code.

Proposals:

1. Davis And Floyd
2. Civil Site Environmental
3. Stantec
4. Thomas & Hutton
5. Weston & Sampson

Assistant Administrator Hanna stated the proposals will be evaluated for accuracy and compliance with the specification as defined in the RFP. Assistant Administrator Hanna stated a contract will be executed in accordance with the instructions included in the RFP.

Environmental Advisory Committee Proposal

- Our council has previously discussed creating as a way to add focus to environmental issues and provide more opportunities for citizen engagement.
- There are many examples of environmental advisory councils, committees and commissions advising local governments across the country. The state of PA has 140 municipal environmental advisory councils operating as of 2020. I looked more closely at PA guidelines and the Town of Cary, NC, in coming up with a potential framework.
- This makes a great deal of sense for a community like Isle of Palms, given the rich natural setting surrounding us and our responsibilities for protecting it.
- Public Works has a variety of high-profile issues to consider – drainage, sewer expansion, undergrounding powerlines in addition to normal operations– that makes it difficult to fully address environmental issues, which can involve other areas beyond Public Work’s traditional scope.

Suggested Mission: To advise City Council on matters of environmental impact, protections, conservation and sustainability by exploring innovations, best practices & data around changes.

Environmental Advisory Committee may address matters as requested by City Council and its committees, and on its own accord take up issues and initiatives that fit within its mission, with regular reporting to the council.

Goals to include:

- Protecting the environment, endangered species and natural resources.
- Reducing litter and pollution.
- Energy conservation.
- Environmental messaging and branding to promote best practices.
- Supporting Isle of Palms as a strong environmental leader in SC and model for other coastal communities.
- Developing and supporting partnerships with related community groups.

6 meetings a year – every other month

Membership

- 7 members
- 3-year terms, staggered
- Selected by Personnel Committee - typically at the same time other citizen committee appointments are made at the end of the year. In this inaugural year, the application process and selections would ideally be completed by May or June.
- Consider including a member of Public Works Committee as a liaison non-voting member.
- Process would encourage applicants with related expertise and engagement - professional or volunteer.
- The board would consist of seven (7) adult citizens one of which would be a City Council liaison, one (1) college student, and one (1) high school student.