

## **PUBLIC WORKS COMMITTEE**

Isle of Palms, South Carolina

January 10, 2007

The regular meeting of the Public Works Committee was held at 6:00 p.m. on Wednesday, January 10, 2007, in the Public Works Department, 1303 Palm Boulevard, Isle of Palms, South Carolina. Present were Councilman Bettelli, Committee members Cronin and Hanbury, City Administrator Tucker and Public Works Director Pitts.

1. **Call to Order:** Councilman Bettelli called the meeting to order and stated that members of the press and the public were duly notified of the meeting in accordance with State Law.

2. **Election of Chair and Vice-Chair:**

**MOTION: Councilman Cronin nominated Councilman Bettelli as Chair and Councilwoman Hanbury as Vice-Chair; seconded by Councilman Bettelli; MOTION UNANIMOUSLY PASSED.**

3. **Approval of Prior Month's Minutes** – November 1, 2006

Councilwoman Hanbury noted that she has a special request of the Committee. She asked for the Committee to postpone approval of the minutes to allow Councilwoman Hanbury the opportunity to review the November 2006 meeting tape. The Committee agreed to defer approval of the November minutes until next month's meeting.

4. **Citizens Comments-** None

5. **Monthly Department Report for November and December 2006:** Public Works Director Pitts referred the Committee to his monthly report (**Exhibit A**), highlighted issues and answered questions. He announced that the Department was now at full staff. Director Pitts noted that next month he would begin to provide the Committee a comparison of garbage collection year over year on a monthly basis.

6. **Old Business.**

A. **Drainage:**

i. **54<sup>th</sup> – 57<sup>th</sup> Avenue drainage:**

City Administrator Tucker reported that the road is closed between the four-way stop and Racquet Club Road, with the installation of the drainage line by Wild Dunes Community Association. She noted that the next step, administratively, would be to work with Lowe Wild Dunes to determine what type of plat would be attached to the drainage agreement, although she noted all the terms have been agreed upon.

ii. **3<sup>rd</sup> Avenue drainage trench:**

Chairman Bettelli noted he met with Murray Michaels, a resident living near Third Avenue and Charleston Boulevard to discuss the drainage trench and other drainage matters. He also noted Director Pitts contacted Charleston County regarding the status of the asphalt work for this area.

iii. **Sparrow Lane.** Director Pitts reported he received a verbal quote from Eadie's Inc. for \$2,500.00, total, to rebuild and repair all the drainage collection boxes on Sparrow Lane. He noted this estimate includes work to repair a sinkhole at the edge of Sparrow Lane, next to one collection box being repaired.

**MOTION: Councilman Cronin made a motion to recommend to Ways & Means the expenditure of up to \$2,700.00 from the Drainage Contingency Fund for Eadie's, Inc. to repair all the collection boxes on Sparrow Lane; seconded by Councilwoman Hanbury; MOTION UNANIMOUSLY PASSED.**

iv. **22nd Avenue and Waterway Boulevard.** Administrator Tucker indicated she had nothing to report on this matter. The Committee decided to remove this item from future agendas and retire the issue.

**B. Beach Management Plan - Status** – Administrator Tucker reported she has a revised Beach Management Plan with significant progress being made on the project. She noted that, at this stage, she, Building and Planning Director and City Attorney Sottile are reviewing the draft plan one final time for Coastal Engineer Chris Jones. Thereafter, the revised draft would be forwarded to Council for brief comments and questions. The next step would then be a public hearing on the Beach Management Plan, with revisions based upon feedback. Council would then need to adopt the Beach Management Plan before it was submitted to OCRM for approval. OCRM would then put the Beach Management Plan on public notice. Councilwoman Hanbury asked for a timeline on the beach management plan and Administrator Tucker answered that the process would take at least three (3) months before OCRM received the plan.

**C. RFB for pre-disaster response post storm debris removal – Update.**

Director Pitts reported that he still has a draft RFB and has been working on the landscaping bid, whose results are before this Committee for consideration tonight. He noted that this storm debris removal RFB will be the next bid package he will tackle.

**D. Landscaping Gateways – Report from bid opening.**

City Administrator Tucker directed the Committee to the bid summary in their packets (**Exhibit B**) and provided the following information: the three lowest bids received were Miracle Green, Leach and Gibson and The Greenery. In an effort to normalize the bids, Administrator Tucker commented staff averaged the planting flats. Councilman Cronin asked who would ultimately determine how many flats the City would install. Director Pitts reported that he checked bidders' references, noting that Leach and Gibson is a newly formed company, less than one (1) year ago.

The Committee commented that The Greenery's bid was competitive; however, the Committee expressed reservations with the company providing a sufficient number of planting flats to adequately cover the City's landscaping needs. Staff noted that The Greenery did not include Jasmine planting replacements on some of the gateway beddings. The Committee also expressed concern with the experience the newly formed Leach and Gibson company could provide, noting that the City needed a firm with an experienced track record, particularly since this would be the City's first year with a citywide landscaping contract.

**MOTION: Councilman Cronin made a motion to recommend to Ways & Means the award of the citywide landscape contract to Miracle Green, based upon their proposal, as the lowest qualified bid; seconded by Chairman Bettelli; MOTION UNANIMOUSLY PASSED.**

**E. Waterway Boulevard and Bike Path Replacement – Status**

Administrator Tucker reported that the Water and Sewer Commission has replaced the portion of bike path along Waterway Boulevard that it removed to perform its work. She had no progress to report on the contractor hired by Charleston County, other than preliminary planning. Administrator Tucker noted that the Water and Sewer Commission's offer to coordinate installation of the bike path with the City's future plans did not work out.

**F. Sidewalk repairs - Status.**

Director Pitts noted he has not seen SCDOT on the island working between Twenty-first and Forty-first; however, there is a work order in the system for repair of the broken sidewalks. The Committee complained about the hazardous condition of the sidewalks and lamented about how slowly SCDOT was responding to this work order. City Administrator Tucker suggested Director Pitts to take additional pictures of the area and send SCDOT a copy of these draft minutes, to point out that this sidewalk area was still in poor condition.

**G. Future role of Public Works**

Chairman Bettelli noted that Public Works has been assuming a number of tasks that the department was not performing in years past. He submitted a good example would be the citywide landscaping project, which will be managed by Director Pitts and the contractors would be reporting to him. Chairman Bettelli suggested Director Pitts establish, with the Committee's assistance, a comprehensive list of the different duties Public Works has. The Committee discussed it briefly with Councilwoman Hanbury expressing her keen interest in this matter.

Administrator Tucker commented that supervision and execution of a contract is as much, or more, work than performing the work oneself. Additionally, she stated that the City needs a building facilities maintenance employee, who performs work from changing light bulbs to repairing toilets. She noted that the only department, in the entire City, with an employee who has this full-time designation and responsibility is the Recreation Department. Councilwoman Hanbury concurred with Administrator Tucker's comments.

**H. Twenty-first Avenue Beach Access (CDBG)** Administrator Tucker asked the Committee to go to the site to envision the type of improvements the City is seeking grants to realize. She noted that the reason why the City can be eligible for Community Development Block Grant funds are for two (2) purposes: to serve the handicap or serve the elderly. She noted that the Twenty-first Avenue handicap walkover project should encompass the ability for handicap patrons to leave their designated parking spaces and get down the handicap access ramp to the beach. She noted that such a goal would require the widening of the sidewalk to accommodate a wheelchair and patrons passing on either sides, then removing the existing walkover ramp to start over. Administrator Tucker advised the Committee that the grant application will include a greater scope and the City would have a cost share portion of \$10,000.

Councilwoman Hanbury suggested the City should consider increasing its project cost share up to \$20,000 if such an increase would enhance the City's likelihood to win the grant funds.

Councilwoman re-addressed the plantings The Greenery proposed for the citywide landscaping beds. Director Pitts clarified to the bidders that the City would have to authorize the type and quantity of plantings and flowers in the beds.

## **7. New Business.**

**A. Discussion regarding installation of vegetative berm around Thirteenth Avenue property.** Chairman Bettelli noted he and Director Pitts walked the properties on Thirteenth Avenue today. The Committee discussed the need for screening existing residential properties from whatever improvements that might be developed on the site. Administrator Tucker noted that the Fire and Police Department intend to use the site for training purposes, with advanced notification to the neighboring residents, otherwise the City intends to demolish the two (2) existing houses. She noted the City is currently working on the residences' demolition and maintain the open space. Chairman Bettelli discussed the merits of creating a vegetative berm at this side as opposed to leaving an open, green space. No motion was made on this matter. Chairman Bettelli directed Director Pitts to have some temporary workers clean up the site of debris. Administrator Tucker reported that the City has retained a firm to study for asbestos and make a hazard assessment on the two houses, prior to demolition.

**B. Irrigation for large municipal parking lot.** Administrator Tucker noted the City has discussed, on numerous occasions, the difference between the City's large parking lot and the County's large parking lot. The County's lot maintains grass due to an irrigation system. Parking lot managers feel the City can reduce dust in the area by installing an irrigation system and growing grass. She noted the expenditure would be eligible for Accommodations Tax funds. Councilwoman Hanbury noted that she wants to see a parking garage on the large municipal parking lot and, until the issues of the new Fire Station location and a possible future parking garage have been resolved, she did not want to support improvements at this time. Councilman Cronin and Chairman Bettelli agreed to defer this matter, but retained on the Committee agenda next month.

**C. Breach Inlet Warning Signs (Employee suggestion)** The Committee discussed the employee suggestion to increase No Wading and No Swimming signs at Breach Inlet, with Councilman Cronin suggesting that the signs include warnings in Spanish.

**D. Landscaping Debris removal for Professional Landscapers and Golf Courses** Councilwoman Hanbury asked that this item come before the Committee because she does not support the removal of yard debris for professional landscapers and on the golf courses, that are for profit businesses. The Committee asked Director Pitts to gather estimates of how much debris of this nature his department collects from golf courses and/or professional landscapers. This matter will be retained for discussion on the February Committee agenda.

**E. Storm water management fee** Administrator Tucker noted that a storm water management fee would be an expense implemented by City Council passing an ordinance, sending out a

notice and a mechanism for implementing the fee collection. If the Isle of Palms Water and Sewer Commission were receptive to the idea, Administrator Tucker submitted that they could collect the fee on behalf of the City. She noted the funds would be placed into a separate account to be utilized for implementing the components of the storm water quality management plan, which calls for plan reviews and things of that nature, in addition to setting aside funds to construct drainage projects. The Committee discussed the fact that the storm water fee would be island- wide, relatively nominal in expense and dedicated to the improvement of City drainage projects. While the Committee did not take any action on this matter, it decided to retain the topic for discussion at future meetings.

## **8. Miscellaneous.**

### **Collection Box Failure**

Director Pitts noted that he has a failure at Twenty-seventh Avenue and Hartnett Boulevard, a storm water collection box, which has completely collapsed. He noted Charleston County has had a work order on this matter since before Thanksgiving, representatives have been to the site, but no work has been completed. He followed up on the status of the project recently, but could not get a satisfactory answer from Charleston County as of today. Director Pitts noted that this collection box is a safety issue, so close to the Recreation Center and children. He noted the collapsed hole has been taped off.

### **Emergency Generator Repairs**

Director Pitts reported on the necessity to make emergency repairs on his generator. He reported the City lost power closer to Thanksgiving, but the generator did not come on and nobody could access fuel. The repairs have been completed, but the expense was \$800.00.

**Set Date for Next Meeting** – 4:30 p.m., Monday, February 12, 2007 at the Public Works Building, 1303 Palm Boulevard.

There being no further business, the meeting adjourned at 7:40 p.m.

Respectfully submitted,  
Marty Bettelli, Chairman