

## **PUBLIC WORKS COMMITTEE**

5:30 p.m., Wednesday, November 6, 2013

The regular meeting of the Public Works Committee was held at 5:30 p.m. on Wednesday, November 6, 2013 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Loftus and Ward, Chair Buckhannon, City Administrator Tucker, Public Works Director Pitts, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Buckhannon called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

### **2. Approval of Previous Meeting's Minutes**

**MOTION:** Councilmember Loftus moved to approve the minutes of the regular meeting of October 2, 2013 as submitted; Councilmember Ward seconded and the motion **PASSED UNANIMOUSLY**.

**MOTION:** Chair Buckhannon moved to re-order the *Agenda* to address Item A under **New Business** at this time; Councilmember Loftus seconded and the motion **PASSED UNANIMOUSLY**.

### **6. New Business**

#### **A. Report on and Award NPDES Compliance Improvements at Public Works site – Neil Desai, Environmental Engineer, Charleston County Public Works**

Administrator Tucker recalled that, last fiscal year, the City was found to be out of compliance with NPDES regulations at the Public Works site relative to the washing of the garbage apparatus and the subsequent runoff. Funds that are paid to Charleston County by all IOP residents for stormwater management are available for projects such as this, and small drainage issues on the island. Directors Pitts and Kerr and Mr. Desai have been working together to devise a plan to correct the compliance issues and to look at the configuration of the site to ensure that the site is utilized to the maximum.

Mr. Desai introduced himself as an Environmental Engineer with the Public Works Department of Charleston County assigned to the Stormwater Division. He explained that one (1) requirement for municipalities under the stormwater provisions is to maintain "good housekeeping" practices to be in compliance with DHEC; the City must be in compliance for both water quantity and quality. A problem found when Charleston County inspected the City's Public Works site was the wash rack; with monies available, Charleston County can fund portions of the facility relative to stormwater.

The Administrator reminded the Committee that the City anticipated these expenses and possible reimbursement from the County in the FY14 budget.

Mr. Desai stated that Charleston County has issued a new permit that will become effective on January 1, 2014; it provides more regulations and compliance measures for municipalities, particularly as they relate to housekeeping.

Chair Buckhannon asked to what permit was Mr. Desai referring; Administrator Tucker explained that this is the global permit that covers the entire County and the local governments within it. Mr. Desai stated that the permit typically runs on a five year (5 yr.) cycle; he does not anticipate any change that would alter the City's plans for the Public Works site.

Administrator Tucker stated that this item was on the *Agenda* not only to update the Committee on steps to bring the Public Works site into compliance but also to talk about the elements of the project – some of which will be done by the County and some of which will be the responsibility of the City.

Director Pitts stated that the next step is to get a landscape architect on board to develop the plan for the location of the wash rack apparatus and filter system that will bring the City into compliance. The Director explained that a landscape architect is needed because space at the site is at a premium, and the plan must use all of the space in the best way now and for the future. Director Pitts reminded the Committee that the underground fuel tanks have to be replaced by 2017, so a plan must incorporate any change that might be necessary at that time.

Director Kerr reminded the Committee that Kelly Messier had prepared a conceptual traffic flow plan for the site which Charleston County has reviewed; the County has done a detailed topographical survey of the site. Charleston County has the staff to do the actual stormwater design including the pipes, the catch basins, the filters, etc., but they do not have the staff to do the land planning and traffic flow portion; therefore, they have asked the City to determine where the items should be and how the traffic should flow. Once that plan is approved, it will be given to the County for them to input the stormwater system; they will also be able to tell the City exactly what portions can be funded from stormwater funds.

To do the landscape design work, Administrator Tucker stated that Kelly Messier has quoted the City two thousand dollars (\$2,000) plus reimbursable expenses of approximately one hundred dollars (\$100) and additional services at a rate of one hundred dollars (\$100) per hour. The Administrator noted that Ms. Messier is local, the City is familiar with her work and she is familiar with the site.

Councilmember Loftus recalled that the Public Works Committee has already voted down a new driveway and landscaping at the Public Works site; the Administrator explained that this is a different situation in that it is the land planning necessary for the City to come into NPDES compliance.

Chair Buckhannon asked whether Ms. Messier had been provided with a list of items that are required for the City to be compliant, for example the wash stations, their size, etc. Director Pitts responded that she knew the width and length of the wash station, which has to be as large as the largest Public Works apparatus. Chair Buckhannon summarized that the City has what it needs to become compliant and needs to hire the landscape architect to make that work within the footprint that is the Public Works Department.

Director Kerr asked for clarification on the previous discussions relative to the circular driveway proposed for the site; he recalled that the Committee had been opposed to it because funding was not included in the budget at the time. Councilmember Loftus stated that the Committee

had not approved of the plan. The Director indicated that the discussions between Neil Desai, Directors Pitts and Kerr and Ms. Messier had leaned in that direction with an alteration to deal with the wash racks.

Chair Buckhannon recalled that when the circular drive pattern was originally presented, the Committee was not aware of the City's being out of compliance with NPDES regulations. In order to have the wash rack properly located, a new traffic flow may be necessary.

Director Pitts stated that currently vehicles are being washed on the fuel island; he is asking for Ms. Messier's assistance to tell him the best location for the wash rack, keeping in mind the fact that the underground fuel tanks have to be replaced by 2017.

**MOTION: Chair Buckhannon moved to approve an amount not to exceed \$3,000 to engage the services of Kelly Messier to develop a landscape design for the Public Works site; Councilmember Ward seconded.**

Councilmember Ward asked where the project was in the FY14 budget; the Administrator stated that forty-four thousand dollars (\$44,000) was earmarked for improvements to 1301 and 1303 Palm Boulevard and an additional one hundred forty thousand dollars (\$140,000) for stormwater improvements design and construction.

Councilmember Loftus recalled that, when this traffic-flow design was originally proposed, the Committee discussed it over the course of several meetings and decided against any major landscape upgrade to the property due to the cost and objections to the flow. He suggested that Ms. Messier approach the plan from a new perspective specifically addressing the NPDES issues and not as a re-work of her previous design.

**Amendment: Councilmember Ward moved to amend the motion to authorize the work to be paid from the stormwater improvements design and construction FY14 budget; Chair Buckhannon seconded and the amendment PASSED UNANIMOUSLY.**

**VOTE on AMENDED MOTION: The amended motion PASSED UNANIMOUSLY.**

**MOTION: Chair Buckhannon moved to re-order the AGENDA to discuss Old Business, Item B; Councilmember Loftus seconded and the motion PASSED UNANIMOUSLY.**

## **5. Old Business**

### **B. Update on Sink Hole on Seahorse Court**

After Mr. Desai visited the sink hole on Seahorse Court with Director Pitts, he stated that he had gone to the County's road inspectors for their opinion. Since the utility lines run parallel to the street, the inspector surmised that some form of organic matter had not been properly mucked out before the sub-base was put in and that had caused the depression. The inspector has suggested that the area should be saw-cut, pull out the bad material and repair with at least a

four inch (4 in.) lift of asphalt, especially in the spot where the depression was for a structural component to help minimize the impact of it reoccurring. Mr. Desai stated that he would be sending a work-order to field operations at Charleston County for the repairs.

**3. Citizens' Comments – None**

**4. Departmental Reports for October 2013 – Director Pitts**

Director Pitts stated that the work emphasis for October had been general maintenance issues, i.e. the overhang from the bicycle path on Waterway Boulevard, beach path mowing, clearing the growth of palm trees at the intersections for better line-of-sight, etc. In addition, Charleston County cleaned the stormwater system on Sparrow at the Duck Lane intersection, and Eadies was on the island performing general maintenance for Year 4, as well as re-structuring the ditch between 31<sup>st</sup> and 32<sup>nd</sup> Avenue. The month of October did not produce any "big-ticket" vehicle maintenance items. Garbage continues its downward trend, and yard debris was down three tons (3 T.) from the same period last year.

**5. Old Business**

**A. Consideration of an Amendment to the Code to Require Landscape Contractors to Remove their Yard Debris**

Per the Committee's request at the last meeting, Administrator Tucker reported that staff had researched what other local communities are doing relative to yard debris being generated by landscape contractors. This topic came up in part from the fact that garbage is trending down as a result of single-stream recycling and yard debris has continued to trend upward. Currently, the City of Isle of Palms picks up anything, whether it is a homeowner's debris or debris left by a landscaper. The communities contacted were Mount Pleasant, Moncks Corner, Summerville, Goose Creek, North Charleston, Folly Beach and Sullivan's Island, and the majority do not pick up landscape contractor debris, but require that they dispose of it themselves. If the City were to change its ordinance, it would be consistent with requirements put on the contractors by other municipalities. There is the possibility that the contractors may increase their rates so there may be some push-back from the residents.

Chair Buckhannon said that he was not worried about being consistent with other local governments, but he does feel that the City has a problem with landscape contractors dumping their debris from other areas on the island, knowing that the City will remove it. He also noted that work has been slowed down by the large volumes of debris for Public Works to pick-up; he thought the City should move forward with an amendment to the code.

Councilmember Loftus, on the other hand, voiced the opinion that the debris left by a landscape contractor's work on the island was debris from an island resident's home and that resident is paying taxes to have the debris removed from his home. He should not be paying taxes and be charged a higher rate by the landscape contractor to remove debris generated from his yard. Councilmember Loftus indicated that he is not opposed to fining contractors who dump debris on vacant lots. Administrator Tucker stated that the City has such an ordinance and that it is enforced; the problem with enforcement is that the contractor must be caught in the act.

Administrator Tucker stated that she believes there is language in the City code that addresses illegal dumping and even where a resident should place yard debris. In a situation of suspected illegal dumping, the City typically takes notice, the property is posted NO DUMPING and the property is then watched; if the person is caught in the act, he/she is fined. Cases that are more difficult involve an absentee owner who hires a contractor who also has a contract in Mount Pleasant or Sullivan's Island; the contractor may leave behind what is a conglomeration of debris from all of the properties serviced that day. With no resident on-site, there is no witness to know that much of the debris is from off-island.

Chair Buckhannon suggested that a copy of the existing code relative to illegal dumping be available for the next meeting; the desired results may come from a simple tweaking of the current ordinance.

## **6. New Business**

### **B. Authorization for City Administrator to send Letter to SCDOT indicating City will Assume Maintenance for the Phase II Drainage Improvements**

Administrator Tucker recalled that, when the City did the Phase I Improvements, it was required to send a letter, as part of the permitting process, to SCDOT indicating that the City would be responsible for maintaining the drainage improvements; they are requiring the same for Phase II of the project. The Administrator noted that long-range maintenance has an unknown fiscal impact, but SCDOT will not issue a permit if the City does not assume responsibility.

**MOTION: Chair Buckhannon moved to authorize the City Administrator to send a letter to SCDOT stating that the City will assume maintenance for the Phase II drainage improvements; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.**

### **C. Contracts in Excess of \$10,000**

**Award of a contract to Jones Ford for \$27,866, state contract pricing, for the budgeted purchase of 1 Ford F150 4x4 Pickup Truck**

Administrator Tucker explained this purchase was included in the FY14 budget, and the truck is being purchased at state contract pricing. The amount budgeted for the purchase is twenty-nine thousand dollars (\$29,000). Director Pitts stated that this truck will replace the truck that goes on the beach and that does not have a reverse gear at this time; the current mileage is approximately one hundred forty thousand (140,000), and the truck is a 2005 model.

**MOTION: Chair Buckhannon moved to recommend the award of a contract to Jones Ford for 1 Ford F150 4x4 pickup truck at state contract pricing of \$27,866; Councilmember Loftus seconded and the motion PASSED UNANIMOUSLY.**

**7. Miscellaneous Business**

Beach Monitoring Results for August, September and October were all within normal ranges.

Next Meeting Date: 5:30 p.m., Tuesday, January 14, 2013 in the Conference Room

**8. Adjourn**

**MOTION: Councilmember Ward moved to adjourn the meeting at 6:20 p.m.; Councilmember Loftus seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk