

## **PUBLIC WORKS COMMITTEE**

5:30 p.m., Tuesday, September 10, 2013

The regular meeting of the Public Works Committee was held at 5:30 p.m. on Tuesday, September 10, 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, Administrator Tucker, 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 August 1, 2013 as submitted; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.**

### **3. Departmental Reports for August 2013 – Director Pitts**

Director Pitts reported that he had authorized one (1) Saturday debris pickup operation that involved four (4) staffers for a period of eight (8) hours. As for July, the focus for the month was beach sweeps; eight (8) were done in the month. Hard downpours caused the City to deploy its pumps on 46<sup>th</sup> and 51<sup>st</sup> Avenues on August 15<sup>th</sup> and 16<sup>th</sup>. Street signs had to be replaced at 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Avenues. The Director reported that all trucks have been brought up to safety specifications. He also reported that the trends continue, i.e. garbage is down and yard debris is up. Director Pitts stated that he thought that once-a-week garbage collection could begin the week before Labor Day week as garbage collection was very low.

Councilmember Loftus asked if the Director planned to rent the necessary equipment to begin clearing the beach access paths, and the Director responded that he did. Personnel will begin clearing the beach access paths next week and continue into October until all are cleared.

### **5. Old Business**

#### **A. Consideration of a contract for Landscape Design Services for 1801 Palm Boulevard**

Included in meeting packets was Director Kerr's recommendation for a horticulturalist to identify the protected species of plants found at 1801 Palm Boulevard, aka Mayor Carmen R. Bunch Park. The City did receive three (3) bids, and, based on the work Jeff Jackson did for Sullivan's Island, Director Kerr recommends selecting his bid, which is the second low bid of eighteen hundred dollars (\$1,800).

Councilmember Loftus referred to the seventy-five dollar (\$75) per visit charge and asked if a cap should be placed on the number of visits.

Director Kerr stated that he envisioned Mr. Jackson making one (1) trip lasting approximately four (4) hours to survey the lot for a landscaper.

**MOTION:** Councilmember Loftus moved to recommend to the Ways and Means Committee to award a contract to Jeff Jackson in the amount of \$1,800 to provide landscape design services for 1801 Palm Boulevard; Chair Buckhannon seconded and Councilmember Ward abstained. The motion PASSED on a vote of 2 to 0.

**B. Consideration of a contract to Civil Site Environmental for \$8,500 for drainage engineering and design between 56<sup>th</sup> and 57<sup>th</sup> Avenues**

Administrator Tucker recalled that this project is located in Phase I of the City's drainage program and was discussed at the previous meeting. Funding for this work would come from the Drainage Contingency Fund of twenty-five thousand dollars (\$25,000) included in the Capital Projects FY14 budget.

**MOTION:** Councilmember Loftus moved to recommend to the Ways and Means Committee to award a contract to Civil Site Environmental for \$8,500 for drainage engineering and design between 56<sup>th</sup> and 57<sup>th</sup> Avenues; Chair Buckhannon seconded and the motion PASSED UNANIMOUSLY after Councilmember Ward reviewed the rate sheet.

**6. New Business**

**A. Discussion of Issues Related to Public Restrooms**

- 1. Analysis of Repairs versus Replacement**
- 2. Need for Facilities Maintenance Personnel**
- 3. Alternatives Going Forward**

Assistant Dziuban recounted prior discussions regarding the fifty percent (50%) rule and the perception of the dollar value of the public restrooms being relative small, but Director Kerr reviewed the appraised value of the structure for insurance purposes and found it to be more than he remembered. Although the insurance appraisal is not official, the Director thought the information it provided made a review of available options worthwhile. The Assistant indicated that staff fully understands the task they were given at the August Council meeting and the fact that the public restrooms as they exist today are perceived as not worthy of the City of Isle of Palms.

Chair Buckhannon commented on the growth in the lowcountry that would bring increased visitors to the island. putting an even greater strain on the public restrooms. He reflected on seeing long lines to get into the restrooms over the summer and stated that the City's public restrooms were not built for this level of usage.

Councilmember Ward stated that he has been seeking for the restrooms to be power-washed since July and asked if that had been done yet.

Explaining that the City had difficulties finding a company that would both power-wash and sanitize the building, Director Pitts reported that the building has been power-washed and

degreased; "shock" has been applied, but not yet rinsed since an IOP employee succumbed to heat in the process. The job is to be finished on Tuesday.

Councilmember Ward asked if any estimates for the replacement of the structure had been obtained; Administrator Tucker explained that a replacement cost would not be available until after the engineering and design were completed and an RFP for construction issued. The Administrator repeated that several issues needed to be aired before final decisions were made.

The Administrator remarked that, if a new building is not taken care of better than the existing one has been, history will repeat itself. She emphasized that a new building will require more maintenance than the existing facility. Staff is of the opinion that the best way to avoid a repeat is to hire a full-time facilities maintenance person who would be fully devoted to the public restrooms, five (5) months of the year and maintain other City facilities, as well as the public restrooms the remaining seven (7) months of the year. The duties assigned to this person would be entirely different from those assigned to the existing contractor; this person would have a higher skill-set, including plumbing and electrical capabilities.

Responding to Councilmember Ward's query about the cost, Administrator Tucker stated that the amount spent on the existing contract would not be sufficient for a facilities maintenance person; the proposed salary is forty-two thousand dollars (\$42,000) plus benefits, a small vehicle or mileage reimbursement and a radio for communication make a total cost of fifty-seven thousand dollars (\$57,000) above the current contract. Of course, the City would capture the outside contractor's contract to offset this expense.

Councilmember Ward recalled having heard a pitch for a facilities maintenance person a couple of years ago during budget preparations. He then asked why the budget for the Front Beach restrooms maintenance had ended the year eighteen thousand dollars (\$18,000) under budget; he contends that, if that money had been spent to maintain the restrooms, they would not be in the condition they are in today. Councilmember Ward stated that the budget needs work if there can be an eighteen thousand dollar (\$18,000) surplus on a concrete building; he indicated that the contractor is not doing the job and asked for an explanation as to what has happened.

Administrator Tucker's initial response to the under-budget condition was that something that was planned to be done was not actually done.

Councilmember Loftus stated that he was not in support of hiring this person. He voiced the opinion that the City should have spent the money available for maintenance and not allowed the building to get into the condition it is presently in. He also believes that a person with the skill-set described would not be willing to spend five (5) months doing bathroom upkeep.

Chair Buckhannon referred to the trash and debris all around the public restrooms and, having read the contract, noted that the attendant is not responsible for keeping the area clean. In addition, he stated that he does not want discussions about a facilities maintenance person to slow down the forward momentum on replacing the building.

Director Pitts stated that the problem is a lack of maintenance, and he stated that he has three (3) points he would like to make; they are as follows:

1. Leave the contract in place as it is. He explained that the maintenance is done today on a reactive basis, i.e. when something breaks, the contractor informs him to arrange for repair. He also related that fact that the City does not have the personnel to upgrade the daily service. He stated that he envisions the facility being shut down every day for some period of time for maintenance and a daily pressure-washing, and it must be a person designated and dedicated to the task.

Councilmember Loftus responded that, if the building needs daily pressure-washing, the City should contract with someone to do the work at midnight.

2. The question is "Is the building bad or is the maintenance bad"? At this, Director Pitts suggested revisiting the fifty percent (50%) rule in an effort to have better maintenance on an upgraded building. He suggested using a contract for someone with plumbing experience and to pressure-wash every day.
3. The last possibility is a new building, but the Director was clear that, if the City does not arrange to have someone qualified to maintain it, a new building will be in the same poor condition in a relatively short period of time.

Director Kerr added that there is a lot wrong with the existing public restrooms, but it is a solid cinder block building with construction at ground level. If the City decides to construct a new building, it must be elevated like the structure at the County Park and would have two hundred ten feet (210 ft.) of zig-zagging ramp or an elevator. The opportunity to power-wash an elevated structure is non-existent, and a new building would be of lighter construction.

Chair Buckhannon asked if it was possible to re-do the roof and the plumbing in the existing building.

Director Kerr stated that he does not know the value of the existing building or construction costs of a new building. The insurance appraised value of the existing structure is three hundred fifty-nine thousand dollars (\$359,000); therefore, following the fifty percent (50%), the funds available for possibly renovating the building are one hundred eighty-thousand dollars (\$180,000).

Administrator Tucker suggested that the City get an appraisal of the building's value and follow that with an estimate of what needs to be done and the related costs, and to use that information to make a decision on whether to repair or replace.

Chair Buckhannon stated that he was a proponent of keeping the existing building and expanding with more showers and more toilets assuming the fifty percent (50%) rule allows; since the showers are not attached to the building, they can be expanded.

Councilmember Ward said that he wanted a clean public restroom for the public and that, if it could be rehabilitated, he would support that decision.

The Administrator said that she thought an appraisal would cost less than one thousand dollars (\$1,000), and Director Kerr said that he would arrange a meeting with an architect to look at the building.

Councilmember Loftus agreed that, if sufficient rehabilitating could be done, he would support it. He asked Director Kerr if it would be possible to have a supplementary space on the ground level of an elevated building for the handicapped; the Director said that ground level construction was not possible in a V flood zone, which is the zone where the restrooms are located.

Administrator Tucker stated that the cost of the appraisal can be absorbed in the Professional Services line of the budget and that staff would try to get the information in time for the Ways and Means Committee meeting on September 17<sup>th</sup>.

**MOTION: Councilmember Ward moved to recommend to the Ways and Means Committee to get an appraisal and rough estimate for renovating the existing public restrooms; Chair Buckhannon seconded and the motion PASSED UNANIMOUSLY.**

**B. Contracts in excess of \$10,000**

**Award of a sole source contract to Hughes Motors in the amount of \$182,805.00 for the budgeted purchase of 1 Mack GU713 Garbage Truck**

Assistant Dzuiban announced that this purchase represents the City's first purchase of capital equipment with cash rather than a capital lease. The cost is spread evenly between the Capital Projects Fund, Municipal and State Accommodations Taxes.

**MOTION: Councilmember Ward moved to recommend the award of a sole source contract to Hughes Motors in the amount of \$182,805 for the budgeted purchase of 1 Mack GU713 Garbage Truck; Councilmember Loftus seconded.**

Director Pitts explained that this is a sole source purchase because Hughes Motors is the only Mack dealer in the state and is state contract pricing. Delivery is expected in March 2014.

**VOTE: The motion PASSED UNANIMOUSLY.**

**7. Miscellaneous Business**

**A. Announcement of results of TST and CTC requests for funding.**

Although the City was not awarded any funding under Transportation Sales Taxes, the City will have some roads repaved through this funding source. One hundred thousand dollars (\$100,000) was awarded to the City in Charleston County Transportation Committee toward Phase 2 drainage; they are aware that this is a multi-year award and knew of the City set aside of two hundred thousand dollars (\$200,000).

**B. Beach Monitoring Results for July 2013**

Monitoring results for July were within normal ranges.

Administrator Tucker referred to the Trash collection reports to make two (2) points as follows:

1. As the trend continues to be less garbage and more debris, the City may need to look at a change in the weekly collection schedule; and
2. The Administrator noted that not all local governments pick up debris left by landscapers, and the City may need to look to a change in the code, making the landscapers responsible for removing their own debris.

Responding to Councilmember Loftus' question, Administrator Tucker stated that Sullivan's Island does not pick up landscaper debris.

The Administrator informed the Committee that staff has prepared a letter to the owners of garbage corrals on the island. She referred to the recent ordinance change stating that roll-out carts and recycling bins should not be visible from the roadway and noted that the corrals were originally built to house the metal trashcans that stood about three feet (3 ft.) tall. The corrals do not hide the roll-out carts or the recycling bins, and the City has learned that SCDOT did not issue encroachments for garbage corrals in the right-of-way. The letter informs these property owners of the language of the new ordinance and the implications to their residence; the letter states that the corrals must be moved back onto private property and out of the rights-of-way. The letters will go first to residents on the south end of the island where the corrals are most prevalent. Staff was given a unanimous go-ahead to send the letters from the Public Safety Committee and would like to get the same response from this Committee, and the members agreed that the letters should be sent.

**Next meeting date: 5:30 p.m., Wednesday, October 2, 2013 in the Conference Room.**

**8. Adjourn**

**MOTION: Councilmember Ward moved to adjourn the meeting at 6:50 p.m.; Councilmember Loftus seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk6