

REAL PROPERTY ADVISORY COMMITTEE
8:30 a.m., Thursday, June 12, 2008

The regular meeting of the Real Property Advisory Committee was held at 8:30 a.m., Thursday, June 12, 2008 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Chairwoman Rice, Councilman Cronin and Jim Raih, City Administrator Tucker, Marina Manager Berrigan, Assistant to the Administrator Dziuban and City Clerk Copeland.

1. Since Chairwoman Rice was running late, Councilman Cronin called the meeting to order and acknowledged that the press and the public had been duly notified of the meeting in accordance with the Freedom of Information Act.

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

MOTION: Mr. Raih moved to approve the minutes of the regular meeting of May 8, 2008 as submitted; Councilman Cronin seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments**

Carla Pope, representing the Morgan Creek Grill, asked that she become a regular part of the agenda as she would be attending all meetings and reporting on the occurrences at the marina as they relate to the restaurant. She reported that they were presently replacing an air conditioning unit that had failed and that the replacement cost was ten thousand dollars (\$10,000). Since this was the third unit that has had to be replaced, she was hoping that there the City would consider sharing a portion of the cost; Administrator Tucker noted that there was \$4,600 remaining in the 2007-2008 Budget in the Maintenance and Service Contract category. Despite the fact that these funds would not carry over, Councilman Cronin stated that he would prefer to wait until the full cost of the replacement was known before acting.

On a related subject, Administrator Tucker recounted that there have been discussions about tenants putting their cost sharing requests in writing; therefore, she had asked Treasurer Suggs to develop a uniform request. The Administrator showed the draft to both the Marina Manager and Ms. Pope and further explained that this form would be used for planned expenses that would be approved in advance.

The second topic Ms. Pope brought before the Committee was the elevated level of crime that has been occurring at the marina; she reported that, over the weekend, a guest of the restaurant had her purse stolen while sitting on the deck. The person had stolen her credit cards, but left her cell phone and camera, then dumped the purse on the property. The incident occurred between midnight and 1 a.m.; the police were notified and responded quickly. Ms. Pope expressed her deep concern for restaurant patrons and employees leaving the restaurant and walking across the dark parking lot to

their vehicles; she noted that the employees were prime targets as they frequently leave with a couple of hundred dollars in their pockets. She again attempted to impress upon the Committee members the need for adequate lighting in the marina parking lot, even if it were only temporary measure; admitting that alcohol consumption also played a roll, she described incidents of persons falling in the parking lot, cars bumping into other cars and cars running over signs. Ms. Pope expressed her fear that these incidents were a precursor to a much more serious one. Administrator Tucker explained that the lighting issue at the marina was somewhat complicated in that some wiring was underground, some of which has been abandoned; she stated that the only real solution to the problem would be to start all over where the lighting was concerned. Ms. Pope offered that Morgan Creek Grill would be happy to pay the utility bill for additional lighting in the parking lot.

MOTION: Councilman Cronin moved to find some type of additional lighting for the marina parking lot on a temporary basis while investigating a long-term, permanent solution to the problem; Mr. Raih seconded and the motion PASSED UNANIMOUSLY.

Administrator Tucker advised Mr. Berrigan and Ms. Pope that actions would occur more quickly if they were to explore the available options; she also reminded them that the City's procurement code must be followed should the initial investment be in excess of five thousand dollars (\$5,000). Mark Feim of TidalWaves reported that the electrician that had rewired his location had told him that there was only the one (1) main electrical feed and that was the box at the boat ramp between the store and the restaurant.

(Chairwoman Rice arrived at 8:50 a.m.)

Councilman Cronin expressed the need for a lighting plan at the marina and suggested that the topic remain on the agenda until there was resolution.

Ms. Pope reported also that the post light was still not working, but that Director Pitts was continuing to work on it.

4. Marina Manager's Report

A copy of the written report for May has been attached to the minutes. Chairwoman Rice asked if the face dock had been completed; Mr. Berrigan replied that the work was nearing completion.

Mr. Berrigan reported that there have been problems where residents purchased the annual ramp pass, then have had the decal color copied and given it to friends or placed on another family vehicle; the passes have been issued on a one (1) per vehicle

basis. He asked authority from the Committee and/or City Council to enforce a section of the contract that allowed for a violator's use of the ramp to be suspended for the balance of the year. The Committee advised Mr. Berrigan to contact the Police Department to make the report and for him to press the charges against the party involved. It was agreed that Mr. Berrigan and Administrator Tucker would meet with Chief Buckhannon.

On the subject of crime at the marina, Mr. Berrigan reported that he had been robbed of \$2400 at the fuel dock in the past couple of days. He again sought the Committee's approval for a gate that leads to the face dock to be installed in conjunction with the bulkhead replacement; he remarked that all of the other Charleston marinas have locking gates and that some insurance companies required a gate.

MOTION: Councilman Cronin moved to include a gate to the face docks in the bulkhead replacement bid; Mr. Raih seconded and the motion PASSED on a vote of 2 to 1 with Chairwoman Rice casting the negative vote.

Councilman Cronin asked if Mr. Berrigan had any additional ports on his security cameras and he replied that he did not; Ms. Pope reported that the restaurant cameras were being set up to record. Chairwoman Rice suggested that Mr. Berrigan ask Chief Buckhannon if the marina was covered by the City's cameras.

Mr. Berrigan stated that the tenants had decided that they wanted the fence to stay in place since it delineated public from employee parking.

Continued abuse of the restaurant dock was also in Mr. Berrigan's report; he and Ms. Pope agreed that it was the same people who came from Goat Island, left their boats in a slip for the restaurant and went shopping or ran errands. Again the subject of a gate was brought up; Ms. Pope felt the only reasonable way that would work for the restaurant would be with a phone for customers to call up and be buzzed through.

5. Old Business

A. Update on Permitting for Dock Extensions

Chris Moore of Jon Guerry Taylor introduced Craig Pollack as the person responsible for permitting in their office. Mr. Pollack reported that he had studied the files from the City and found that the permit had expired; he explained that acquiring a new one would not be a problem, but that it would take three to four (3 to 4) months. He also related that there were no "as built" drawings from when the docks were constructed and they would be required to get a new permit to prove that what was there was where it was supposed to be. He quoted a price of \$880 for the survey and \$5,750 for the drawings;

Chris Moore added that those figures were for the permitting proposal and did not include engineering.

As discussion moved on to the actual construction of the dock extensions, Mr. Pollack explained that the job was much more involved than just adding decking out to the existing pilings. Due to the wave factor, new pilings would have to be placed at the end, or the concrete pilings at the front of the docks could be pulled and re-driven. Mike Kirby, also from Jon Guerry Taylor, estimated the cost of the project to be between forty-five thousand and sixty-five thousand dollars (\$45,000-65,000); the Council had budgeted ten thousand dollars (\$10,000) for the extensions.

In consideration of the team from Jon Guerry Taylor, the Committee agreed to move to Item C under Old Business on the Agenda.

C. Update on Marina Buckhead Replacement

Mr. Moore reported that he had sent the Specification Package to Administrator Tucker, who has sent it to City Attorney Sottile to review. The schedule is for the bid to be advertised on July 7, 2008 with a bid opening to take place on July 31; in August the contract could be awarded at the August City Council meeting for work to begin by the end of September. Mr. Kirby explained that he had spoken with a steel supplier in the past week who had told him that there could be a lead time of four to six (4-6) weeks on the coated steel and that the price had increased some thirty percent (30%) adding \$150,000 to the cost of the project.

1. Monitoring Results

Mr. Kirby reported that the same surveys were done in June as were done in March; the primary difference was that the June visual observations were made at an extremely low tide. As before the worst area was at the marina store at mud line, but there were no indications that a failure was imminent.

2. Handrails

Administrator Tucker noted that the Committee needed to act on a new design for the handrails since they had made a decision previously. Mr. Moore explained the drawings that had been provided to the Committee; he stated that this rail would be compatible with the handrails at the marina store and that they were comparable in price to what was in the plan currently. Mr. Moore stated that the aluminum vertical rails could be easily removed and replaced as being more maintenance efficient. As discussions on handrails continued, the

Committee decided to add, as an alternate in the bid, having the handrails extend the entire perimeter of the marina.

3. Balance in Funds – prepared by Treasurer Suggs

Mr. Moore stated that he had with him a letter that contained the Proposal for Project Engineering for the Bulkhead Replacement; the contract totalled \$58,750. Administrator Tucker commented that she wanted the Committee to recommend Jon Guerry Taylor and Associates as a sole source provider for engineering for the bulkhead replacement; she explained that to change engineers at the present time would be problematic and that the engineering oversight had been included in the projected cost. Mr. Moore stated that the contract included two million dollars (\$2,000,000) in general and liability insurance and that the contractor was to provide the “as-built” survey and drawings upon completion.

MOTION: Mr. Raih moved to name Jon Guerry Taylor and Associates as the sole source provider for the engineering services for the bulkhead project with a contract not to exceed sixty thousand dollars (\$60,000); Councilman Cronin seconded and the motion PASSED UNANIMOUSLY.

Mr. Moore said that he had prepared a letter from the City to Jim Hadden at the Corps of Engineers requesting information on a spoil basin; he would send the letter electronically to Assistant Dziuban.

Chairwoman Rice asked Mr. Kirby to include the gates in the bid as alternates, and Mr. Berrigan stated that he wanted an aluminum gate with an electronic keypad. Administrator Tucker told Mr. Moore that he could see a good example of what the City wanted by going to the Boathouse at Breach Inlet to see their gate.

B. Status of Deck Extension on Marina Market

Before the gentlemen from Jon Guerry Taylor could leave, Chairwoman Rice asked if they had seen the new deck at the Marina Market, and, if they had, did they think it would need to be moved when work began on the bulkhead. Chris Moore explained that he thought they should be able to get into the space with the hammer without any difficulty.

Mr. Berrigan explained that the deck was to be used as a common area with seating for the deli and a business space for Barrier Island EcoTours; work on the space for Barrier Islands would not begin until approved by the City. Chairwoman Rice recounted that the members of Ways and Means had issues with the fact that construction on the deck

began before approval was granted; that the new deck could obstruct work on the bulkhead or be damaged during the bulkhead project; and unsatisfactory visuals for the proposal for Barrier Island EcoTours. She informed both Mr. Berrigan and Shane Ziegler of Barrier Island EcoTours that they should plan to attend the Ways and Means Committee meeting at 7:00 p.m., Tuesday, June 17.

Administrator Tucker reminded them to be certain that these alterations to the deck met the City's building and fire codes. Mr. Berrigan assured her they had met with Director Kerr and that he had approved their plans.

As Mr. Ziegler reviewed his plans with the Committee, he stated that he planned to place a six foot by six foot (6' x 6') thatched roof to the structure. Chairwoman Rice asked that he postpone putting the roof on until after the bulkhead were completed and that he use an umbrella in the interim; she also suggested that he bring a photograph of the space his business was intending to occupy.

When asked by Mr. Raih, Mr. Berrigan confirmed that the estimated cost of construction was just short of twelve thousand dollars (\$12,000) including materials.

6. New Business

Administrator Tucker reminded the Committee that the City did not plan to close on the loan for the bulkhead until January 2009; therefore, the City would have to support the project with cash on hand until then. With that in mind, the attorney had drawn up a reimbursement resolution like the City had with the Public Service Building construction.

MOTION: Councilman Cronin moved to recommend to Ways and Means and to City Council to adopt the Reimbursement Resolution related to the bulkhead replacement loan; Mr. Raih seconded and the motion PASSED UNANIMOUSLY.

7. Miscellaneous

Mr. Raih asked if the Administrator had learned if the parking meters on Front Beach could be made to reject money after 6 p.m. She answered that she had not, but would have the information for the next meeting.

Mr. Berrigan commented that two (2) air conditioning units at the Marina Market had been struck by lightning; Administrator Tucker reminded that he needed to get with Assistant Dziuban as quickly as possible in order to get paperwork filed with the insurance company.

Posting the gas prices was a task in process for Mr. Berrigan.

Next Meeting Date: 8:30 a.m., Thursday, July 10, 2008.

8. Adjourn

MOTION: With no further business to come before the Committee, Councilman Cronin moved to adjourn at 10:40 a.m.; Mr. Raih seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland