

PUBLIC WORKS COMMITTEE
4 p.m., Wednesday, August 4, 2010

The Public Works Committee held its regular meeting at 4 p.m., Wednesday, August 4, 2010 in the Public Works Building, 1303 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Stone and Thomas, Chair Duffy, City Administrator Tucker, Public Works Director Pitts, Assistant to the Administrator Dziuban and City Clerk Copeland; Dave Stevens of civil Site Environmental was also present as an invited guest. There was a quorum present to conduct business.

1. Chair Duffy 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 Thomas moved to approve the minutes of the regular meeting of July 7, 2010 as submitted: Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments - None**

4. **Departmental Report – Director Pitts**

The primary focus for the month was cleaning the beach, and secondary was the extra shift run on Saturday, July 17 to catch up on debris due to the demands of July 4th. On the garbage/debris monthly charts and schedules, Director Pitts stated that, on the five-year (5 yr) tonnage report, the July figure should be three hundred ninety-one (391), which is a six-year (6 yr) low. The Vehicle Maintenance Report indicated that no large expenditures were incurred during the month of July. Concluding, Director Pitts reported that Eadie's had started work under the new contract by weed-eating the vegetation from the drainage ditches; they have progressed to 32nd Avenue.

5. **Old Business**

A. **Update on Drainage Projects**

Dave Stevens had new drawings of the 53rd to 57th Avenue Drainage Project for the Committee to review; he stated that the drawings were preliminary, but the final drawings would follow an upcoming walk-through of the project area to ensure that he had accounted for all grand trees in the design. Administrator Tucker stated that she and Director Pitts would like to accompany Mr. Stevens on that walk-through. The drawings were an overview of the entire project showing the pipes as proposed, the curved inlets, the tie-ins and the new outfall. Mr. Stevens stated that he was anticipating receipt of the sign-off by the Corps of Engineers stating that no wetlands were being impacted on the site; this permit is a requirement for applying for the Land Disturbance Permit from OCRM or NS4. He explained that the City must have a new permit because of a change in the outfall structure; Mr. Stevens expects to apply for the new permit within the month.

Administrator Tucker related that she, Mayor Cronin, Director Pitts, Assistant Dziuban and Mr. Stevens had met with David Rawle, the property owner of 1 53rd Avenue, earlier in the day to

address Mr. Rawle's concerns over flooding and certain trees on his lot were mitigated. The Administrator commented that maintenance of the new system was discussed, and she stated that the new ditches would need to be added to Eadie's schedule once the project was completed. Mr. Stevens added that the property owners need to be notified, as well, that they could assist in the maintenance by keeping the ditches as free of debris as possible.

Responding to Councilmember Stone's questions, Mr. Stevens stated that, assuming the specifications are completed and the approvals are received by mid-October, the bid package should follow quickly, with construction to begin in the spring and continue for three to four (3 to 4) months.

The Administrator noted that she has not received the signed easement from Lowes; the documents are being reviewed by their attorneys, and, because the documents mirror Lowes' requirements, the Administrator is not anticipating any problems or delays with the agreement.

Due to Jim Owens' late arrival at the meeting, Chair Duffy chose to re-visit *Citizens' Comments* if Mr. Owens wanted to speak to the Committee.

Jim Owens, 2805 Palm Boulevard, wanted to pose several questions to the Director and Committee.

- 1) When and how frequently is the grass cut in the easement along Palm Boulevard?

Director Pitts stated that the grass was cut on an "as needed" basis when resources were available; in July, the grass was cut twice.

- 2) Can the beach access paths be widened? In Mr. Owens' opinion, the paths were growing narrower.

According to Director Pitts, the beach paths vary in width from six to up to twenty-five feet (6-25 ft). In a typical year, the Public Works' personnel clean the beach paths prior to the beginning of the season and in the fall; in the growing season, the paths are cleared on an "as needed" basis, but he added that, with twice-a-week garbage collection, resources were slim during the summer months. The Director noted that he gotten behind in the spring due to the heavy rains the island experienced.

- 3) Mr. Owens stated that boardwalks have been placed on some paths, likely by private citizens; he asked whether those boardwalks could be extended if one had extra lumber.

Director Pitts replied that a proper response to that question was outside his purview.

- 4) Mr. Owens asked how often abandoned or broken beach chairs and umbrellas, etc. were picked up from the beach.

Director Pitts answered that they were removed during regular working when the tide was conducive to do so; in July, such debris was removed thirteen (13) times. Mr. Owens was told that broken chairs, umbrellas, etc. should not be placed in the garbage cans, but placed beside them.

- 5) Mr. Owens asked whether the edging and clearing of the sidewalk between the Lutheran Center and the curve at Wild Dunes were on a regular schedule. Mr. Owens suggested that the persons found guilty of Livability offenses should be sentenced to community service mowing the rights-of-way and edging and cleaning the sidewalks.

Director Pitts indicated that this was SCDOT's property; therefore, the responsibility fell to them to maintain this, as well as the rights-of-way. Since SCDOT mows and edges only once a year, the City supplements when resources are available.

- 6) When tree limbs and grass cuttings placed in plastic bags were picked up was Mr. Owens' last question.

The Director said that this type of debris was scheduled for pick-up on Wednesdays, but, when resources were available and the need was present, the job was done more frequently.

Mr. Owens thanked the Committee for its indulgence and thanked Director Pitts for answering his questions.

B. Report on Meeting with Wild Dunes Community Association

Assistant Dziuban stated that she and Director Pitts had met Dave Kynoski, General Manager of the Wild Dunes Community Association, to discuss concerns of the Association's membership.

Issues were as follows:

- 1) Rollout Carts – Mr. Kynoski stated that he was of the opinion that the movement of the carts to and from the street on a timely basis – in accordance with the Isle of Palms City Code – had improved based on feedback he had received; he stated that Livability issues and enforcement had been effective.
- 2) Recycling – Mr. Kynoski expressed interest in getting the condominium regimes to be more involved in recycling efforts; among the suggestions to accomplish this were having smaller collection sites on the condo properties. Assistant Dziuban stated that she had reviewed with him some of the programs the City had attempted and the challenges that had been created by those programs. Since recycling is Charleston County's program, Assistant Dziuban suggested that Mr. Kynoski contact them. She did indicate to Mr. Kynoski that the Public Works Committee would consider any beach recycling programs that were considered by Wild Dunes.
- 3) Yard Debris – Brainstorming took place over ways to improve the removal of yard debris; Mr. Kynoski was concerned that residents were hiring contractors to do major yard maintenance and that those contractors were leaving very large quantities of debris that was removed only once a week, therefore, could conceivably remain on the roadside for several days. In addition, he was interested in knowing if there was a way to eliminate the residue of yard debris left by the CAT; Director Pitts and Assistant Dziuban did not find an obvious solution to this particular issue.

Assistant Dziuban asked that feedback from the Wild Dunes Community Association membership be directed to the City because trash removal is a City service; by doing this, the City can measure the frequency and the seriousness of the issues.

Chair Duffy asked whether contractors who do yard work or landscaping were responsible for removal of the debris they generate. According to the City code, the contractor is responsible if he/she is clearing the lot or generating construction debris, otherwise, he/she is not. Councilmember Stone added that the City would find enforcement of debris removal very difficult since the City does not require any type of permit for major landscaping or tree trimming.

Administrator Tucker stated that some neighboring municipalities do require that hired landscapers are responsible for removal of the debris they generate, and it is enforced by officers who happen upon a job in-progress as they are patrolling. When the landscaper is found to be in violation, he/she is either fined or loses his/her business license. The Administrator remarked that the Isle of Palms is one of the few municipalities that continues to pick up everything.

Councilmember Thomas questioned that the Committee should consider amending the City's ordinance to require that the landscape contractor be responsible for debris removal. Councilmember Stone suggested that staff obtain copies of ordinances enacted by other municipalities on this subject for the Committee to review.

Councilmember Stone asked Director Pitts how many large debris piles he dealt with in a week; Director Pitts responded that vary large piles were relatively infrequent, but that, in any given week, the crews removed thirty to forty (30-40) large piles of debris. Following up, Councilmember Stones asked how many of those piles were contractor-generated, and the Director indicated that all of the piles were contractor-generated.

Administrator Tucker commented that the cost to remove the debris by individual contractors would be passed along to the island residents because of the costs to the contractor for disposal of the debris and the equipment needed to transport it.

6. New Business

Consideration of Award of Contracts in Excess of \$10,000 Street Sweeping Contract

Administrator Tucker reported that the Street Sweeping Contract bids were opened at 2 p.m. on Thursday, July 29, 2010; in the days since, Director Pitts has checked references and verified that the bidders had the appropriate equipment to fulfill the contract. Assistant Dziuban noted that this RFP and the bid were the result of a new contract tool that has been implemented by staff to be proactive towards pending contracts; the street sweeping contract being awarded will not be activated until December 2010, and this fact should be mentioned in the motion to award.

Chair Duffy asked whether any of the three (3) bidders was the present contractor; he as told that Sweeping South presently holds the contract.

Director Pitts reviewed the bids as follows:

1) Southland Landscape Management

Director Pitts noted that Southland submitted the lowest bid and was the initial contract holder under the name of Schurbert. He added that the company has the same equipment today that they had then and that the City had experienced major problems under that contract. He offered a picture of the equipment Southland proposed using and stated that this type of equipment was used primarily on parking lots; the Director pointed out that this equipment does not have a side sweeper/brush to get close to curbs. Despite the fact that Southland is a local company and had submitted the lowest bid, Director Pitts was not recommending them.

2) Star Cleaning USA

The Director informed the Committee that this company is new to South Carolina with an office in Summerville; they have the SCDOT contract for this area and know the route. Director Pitts considered this company to be the low bidder.

3) Sweeping South

This company is the City's existing contractor and has submitted the highest bid.

Administrator Tucker commented that Sweeping South has given the City excellent service and has been very responsive when extra sweeps have been requested.

The Administrator agreed with Director Pitts that Southland is a smaller company that specializes in parking lots, especially shopping centers, rather than highway maintenance. Director Pitts commented that they had not submitted any references for highway maintenance. Chair Duffy stated that he believed that Southland should be technically disqualified based on their equipment and disqualified based on the company's history with the City.

Chair Duffy questioned whether three hundred thirty-five dollars and forty cents (\$335.40) was enough of a savings to justify changing contractors.

Director Pitts questioned that Star Cleaning could give the City the service it has experienced with Sweeping South and will continue to require when Star Cleaning has other substantial contracts, i.e. SCDOT. Conversely, the Director stated that he has seen a major improvement with the present SCDOT contract and the appearance of the Connector.

Administrator Tucker re-stated that the street sweeping contract is not a time-sensitive one and that it could be worthwhile to contact both Star Cleaning and Sweeping South about other contracts they have in place; such information would be a useful tool in determining each company's ability to respond to extra sweep requests.

Additionally, the Administrator asked that Assistant Dziuban confirm with each company the length of time for which the bids would be valid; if the bid have a thirty-day (30 day) window, the Administrator suggested that a special meeting might be needed before the Ways and Means Committee meeting on Tuesday, August 17th.

7. Miscellaneous Business

A. Beach Monitoring Results for July 2010 – not yet received

B. Disposal of Out-of-Service Vehicle

Director Pitts stated that Packer #8 does not run and is in need of a new motor; therefore, he is very skeptical that the City could benefit from putting it out for bid rather than simply selling it as salvage for three thousand to three thousand two hundred dollars (\$3,000-3,200). Administrator Tucker agreed that scrapping the vehicle would be more cost effective considering the cost to put the vehicle out to bid and the expectation of not getting a bid that would be equal to or greater than the salvage value.

Responding to Chair Duffy's query, Director Pitts reported that the vehicle has been in service since 1994.

MOTION: Councilmember Stone moved to salvage Packer #8 to the highest scrap bidder; Councilmember Thomas seconded and the motion PASSED UNANIMOUSLY.

Administrator Tucker asked the Chair to entertain an item not on the agenda; the Committee agreed to consider the item from the Administrator.

Administrator Tucker explained that the Fire Department has replaced a four-wheeler because it can no longer be relied upon for emergency responses, but the vehicle is expected to get only five hundred to one thousand dollars (\$500-1,000) at bid. Chief Graham and Director Pitts have conferred and believe that the vehicle could be useful to the Public Works Department on the beach where maneuvering a truck is nearly impossible due to the crowds.

Director Pitts added that, in the fall, the four-wheeler could be used to go from beach path to beach path more efficiently than he could with a truck.

The Administrator was seeking approval from the Public Works Committee to transfer the vehicle from the Fire Department to the Public Works Department; she assured the Committee that no money would be spent on the vehicle – when it breaks down, it will be scrapped. Before any action can be taken, approval must also be obtained from the Public Safety Committee.

MOTION: Councilmember Stone moved to approve the transfer of the used four-wheeler from the Fire Department to the Public Works Department; Chair Duffy seconded and the motion PASSED UNANIMOUSLY.

Councilmember Stone suggested that Director Pitts should be included in the discussion being held by the Planning Commission relative to managing parking along Palm Boulevard.

Councilmember Stone stated that he had been approached by a citizen about establishing a community gardening site, and he was not sure where that suggestion should be directed. Administrator Tucker agreed that her first thought was at the Recreation Center, but secondly was the newly acquired property adjacent to the post office. The only drawbacks she envisioned with that location was that it was not immediately adjacent to any department management for oversight and it was being considered for parking. The Administrator was of the opinion that both the Recreation Committee and the Real Property Committee should consider a location for a community garden.

On the subject of recycling, Councilmember Stone asked whether paper bags filled with yard debris could be taken to 4B; Director Pitts said that paper bags could not go to 4B at this time. Councilmember Stone concluded that un-bagged yard debris could be taken to 4B which was a savings to the City over Bees Ferry; Director Pitts reminded the Councilmember that the City will not pickup un-bagged leaves.

Director Pitts reminded the Committee that today was Assistant Dziuban's birthday.

Director Pitts referred the Committee to Page 3 of the July minutes to the discussion of the pooper scoopers that had been destroyed at 51st and 52nd Avenues. The Director stated that he had spoken with both Dave Kynoski and Frank Fredericks about those stations and no one claimed ownership. Despite that, the Director said that the City could replace the one that has been destroyed and assume responsibility to fill and maintain it. The Committee agreed that, once the City took action, someone might speak up and claim it.

Next Meeting Date: 4 p.m., Wednesday, September 1, 2010.

8. Adjourn

MOTION: Councilmember Stone moved to adjourn the meeting at 5 p.m.; Councilmember Thomas seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk