



TOWN OF SUMMERVILLE PARKS & RECREATION DEPARTMENT

"Creating Sense of Place Through Parks & Play"

TO: Parks & Recreation Committee Members
CC: Colin Martin, Town Administrator
Russ Cornette, Public Works Director
Beth Messervy, Town Clerk
FROM: Doyle Best, Parks & Recreation Manager
DATE: February 12, 2019
RE: Parks & Recreation Committee Minutes

The Parks & Recreation Committee met on Monday, February 11, 2019 in the Training Room on the second floor of the Town Hall Annex Building. All committee members were present. Members of the press were duly notified and present. Chairman Bob Jackson called the meeting to order at 5:30PM.

- 1) National Guard Armory – Mr. Best provided an update on the construction progress of the National Guard Armory, including the request for a change order for additional site work that would be on the Finance Committee Agenda. There were no public comments/questions and no action was taken.
- 2) Hutchinson Square – Mr. Best provided an update on the Hutchinson Square project, including the ribbon cutting/grand re-opening celebration scheduled on March 1, 2019. There were no public comments/questions and no action was taken.
- 3) Other Business, As Necessary – Mr. Best informed committee members that registration for spring youth sports had just concluded and there were a record number of participants (220+) registered. Mr. Brown asked if staff would be utilizing fields at Alston M.S. Mr. Best informed committee members that staff would be working with Brion Rutherford to attempt to come to an agreement for terms of use.

With no other business to discuss, Ms. Garten-Schmidt made a motion (seconded by Mr. Brown) to adjourn. Motion passed unanimously and the meeting adjourned at 5:37 PM.

Sincerely,
Doyle Best
Manager, Parks & Recreation

PLANNING AND DEVELOPMENT COMMITTEE

REPORT for

February 11, 2019

5:30 PM

TOWN HALL – Training Room
200 S. Main Street, Summerville, SC

The Planning and Development Committee of Town Council met on February 11, 2019 at 5:30 PM. The meeting was held in the Training Room of Town Hall, 200 S. Main Street, Summerville, SC. Committee members present included Christine Czarnik, Council District 2, Bill McIntosh, Chairman, Council District 4; and Bob Jackson, Council District 6. Staff members present included Jessi Shuler, AICP, Director of Planning and other Town staff.

The meeting was called to order immediately following the Parks and Recreation Committee at 5:38 PM by Mr. McIntosh.

Comprehensive Plan scope of work:

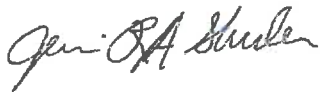
Ms. Shuler introduced the Comprehensive Plan scope of work. She explained that she wanted to review the scope of work briefly so that Council would understand the process. Ms. Shuler reminded the Committee that the kick-off for the process with the consultant would be on February 20 and would include a staff meeting, the first CPAC meeting, and an Elected and Appointed Officials “Roundtable” Workshop. She explained that Town Council, Planning Commission, CDRB, BAR, and BZA were all invited to the workshop in order to give them the ability to provide input at the very onset of the process. Ms. Shuler stated that the first public workshop would most likely be in March, and that there would also be a workshop for business owners, and the consultant would start individual interviews with identified stakeholders during that time as well. She noted that she would have a better idea of the timeline after the meetings next week.

Annexation request:

Ms. Shuler then introduced the petition by South City Construction, Inc. and Jens Franzen to annex Dorchester County TMS# 136-12-03-019 (approximately 0.44 acres) located at 110 Pinewood Drive, currently zoned R-2 Single-Family Residential in Dorchester County and will be zoned R-2 Single-Family Residential upon annexation into the Town of Summerville’s municipal limits. She stated that this annexation had not yet gone to Planning Commission for a recommendation; however, the owner had just become aware of the annexation requirement due to the need to connect to SCPW sewer and was concerned about the timeframe, so staff had offered to see if Council would be willing to have first reading title only to expedite the process. The lot is adjacent to three lots that were just annexed in August of 2018. Mr. McIntosh asked if the three properties previously annexed were a different owner from this property, and Ms. Shuler confirmed that this property was owned by a different entity. Mr. McIntosh recognized Mayor Johnson in the audience to speak, and the Mayor stated that he felt the Committee should vote to add the annexation to Thursday’s Council agenda. Mr. Jackson made a motion to add the annexation to Council’s agenda, and Ms. Czarnik made the second. The motion passed unanimously.

Following no additional business or discussion, the meeting was adjourned at 5:43 PM on a motion by Ms. Czarnik and second by Mr. Jackson.

Respectfully submitted,



Jessi Shuler, AICP
Director of Planning

February 12, 2019

PUBLIC SAFETY COMMITTEE REPORT
February 11, 2019

The Public Safety Committee meeting was called to order on February 11, 2019. Present were Chairman Aaron Brown, Walter Bailey, Bill McIntosh, Police Chief Jon Rogers, and Fire Chief Richard Waring. Also, in attendance were Town Clerk Beth Messervy, Town Administrator Colin Martin, and Town Attorney G.W. Parker. Several members of staff were in attendance. The public and press were duly notified.

The meeting was called to order at 5:44pm by Chairman Aaron Brown. Chief Rogers gave an update on activities within the Police Department from January 2019. Highlights included several grants in the works, getting a Mental Health Counselor on board to assist with victims of domestic violence at no cost to the Town, updates on several arrests and investigations, and a preview of special community outreach projects. Mr. Brown asked if the requests for funeral escort services had decreased since the cost had been passed on to the families. Chief Rogers reported that there has been a dramatic decrease and that they rarely receive any requests now. Mr. Brown also inquired about the Maple Street traffic problem at Highway 78. Chief Rogers reported that he and Russ Cornette have contacted the SC Department of Transportation to look into adjusting the timing of the lights at that intersection to alleviate traffic during peak hours.

Chief Waring gave an update on activities within the Fire and Rescue Department from January 2019. Highlights included an overview of the fire prevention and community outreach activities, a report on the training that is being conducted within the department – most notably the certifying of personnel to EMT status – a breakdown of emergency response calls, and a list of miscellaneous projects that the department is working on.

There being no further business, the meeting adjourned at 6:00pm on motion of Mr. Bailey.

Respectfully submitted,

Ella C. Knox



Mayor
Wiley Johnson

Council Members:
Bob Jackson, Mayor Pro-Tem
Walter Bailey
Aaron Brown
Christine Czarnik
Kima Garten-Schmidt
William McIntosh



Town Administrator
Colin L. Martin

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

MINUTES -- PUBLIC WORKS COMMITTEE MEETING February 11, 2019

The meeting was called to order at 6:00pm by Chairperson Kima Garten-Schmidt. Committee members Christine Czarnik and Walter Bailey was present. Also in attendance were Town Attorney G.W. Parker, Town Administrator GW Parker, Director of Public Works Russ Cornette and Town Clerk Beth Messervy.

Russ Cornette gave an update on the following public works projects:

- **2017 Sidewalk Project.** This project bid on Friday, Sep 7, 2018 and the contract was awarded to Palmetto Site Constructors. The contractor mobilized and began work the week of December 3, 2018. The sidewalks at the downtown are nearly completed. The sidewalks at the Oakbrook site are approximately 30% completed.
- **Road Resurfacing.** The East Richardson Avenue and North Hickory Street resurfacing contract was substantially completed by Sanders Brothers Construction as well as a portion of Simmons Avenue. Pavement markings were applied last week and this project was completed. Banks Construction was awarded a contract to resurface several Town Streets. Concrete repairs and paving work began in Early December and was completed in late January. The project came under budget, so four more roads were added to the contract. Those roads are Clover Avenue, Challedon Drive, Auld's Lane, and Brownfield Drive.
- **Bear Island Road.** Right-of-way acquisition was completed in July. Staff received the 401 Water Quality Certification on Friday, November 3, 2017. Staff recently inquired on the review schedule and the Corps has moved the project to a top priority for review and processing. The 404 permit from the Corps is expected any day now. Staff will bring a requisition to the finance committee in February for Construction, Engineering and Inspection Services. The SCDOT encroachment permit was submitted for approval in June and was given conditional approval in January.
- **Maple Street.** Michael Baker, Inc is currently conducting right-of-way acquisition for Maple Street. Right of way agents are contacting property owners beginning the acquisition. The 404 nationwide wetland permit was issued to the Town in September.
- **Arbor Oaks Drainage.** Three drainage control structures have been installed along Sawmill Branch Canal. Delivery of the remaining six structures are expected in the coming weeks.
- **Shepard Park Drainage.** Stormwater modeling and additional survey has been completed. The Finance Committee authorized the purchase of a 3.6-acre parcel for the use of a regional retention 200 South Main Street, Summerville, SC 29483-6000 * 843.871.6000, Fax: 843.871.6954

pond and extension of Shepard Park Final draft report was submitted today, and being reviewed by staff.

- **Mast Arms.** The borings to install the conduit were completed in July. Foundations were poured in October. The poles were installed in January, and arms are being installed this month.
- **Parkwood Drive Sidewalk.** Surveying work and a preliminary design is completed. Environmental engineering and permitting work is underway. Project was submitted to SCDOT for permitting last week. Project should be permitted and ready for construction Summer 2019.

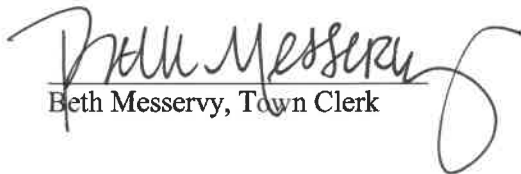
Mr. Cornette had the following additions to the Public Works Committee agenda:

- a. Five Points Intersection.** Staff signed a contract with Ramey-Kemp & Associates for a conceptual intersection improvement design. Their scope of work will be to conduct traffic counts at the intersection, model future traffic conditions based on growth and consideration of the completion of Berlin Myers Parkway. Three conceptual designs will be submitted for consideration with a cost estimate for each design. The project will be completed within seven weeks. Some discussion followed regarding what type of designs would be presented. Mr. Cornette stated that a roundabout would most likely be one of the designs submitted.
- b. Millhouse Drive and Nexton Parkway.** Staff recently learned from SCDOT that this intersection met warrants for a new signal. Staff is currently in discussions with SCDOT to partner on funding the construction of a mast arms signal system. SCDOT would fund the basic signal costs and the Town would fund the extra costs for the mast arms. Mr. Cornette stated that he would put together the costs for the project and present them to the committee and Council.

Mr. Cornette answered questions regarding the timeline for the Maple Street project, as well as the for some remedy for the traffic at the intersection at Maple Street and Highway 78.

Mr. Bailey made a motion, seconded by Ms. Czarnik, to adjourn the meeting. The meeting adjourned at 6:13pm.

Respectfully submitted,


Beth Messervy, Town Clerk

**TOWN OF SUMMERVILLE
FINANCE COMMITTEE REPORT
February 11, 2019**

The Finance Committee met on Monday, February 11, 2019 in Council Chambers immediately following the Parks and Recreation Committee, the Planning and Development Committee, the Public Safety Committee, and the Public Works Committee meetings which began at 5:30 p.m. Present were Mayor Johnson, Councilmembers Aaron Brown, Christine Czarnik, Bob Jackson, Kima Garten-Schmidt, Walter Bailey and Bill McIntosh. Also present were Town Administrator Colin Martin, Town Clerk Beth Messervy and Town Attorney G.W. Parker. Other staff members, members of the press and members of the public were duly notified and also present.

Welcome	Mayor Johnson welcomed everyone and called the meeting to order at 6:24pm.
Public Comment	Mayor Johnson called for comments from the public. There being none, Mayor Johnson closed this part of the meeting.
Presentation of Financial Report	Andrew Shelton presented the January 2019 financial report. The report was accepted as information.
Discussion of Economic Development Coordinator Position	Mayor Johnson asked for an update on the position that had been created and included in the 2019 budget. Town Administrator Colin Martin stated that due to the budget being passed late, the process of hiring for this position had been delayed. Mayor Johnson expressed his concerns with having several projects in process that the person in this position needs to be a part of. Mr. Martin stated that the position will be advertised very soon.
Discussion of Bicycle and Pedestrian Committee Letter	Mayor Johnson referenced a letter written by the Bicycle and Pedestrian Advisory Committee (BPAC) that details completed crosswalk projects as well as a few suggested crosswalk projects that they would like to see done by the Town. Mayor Johnson stated that he would like the committee to come up with a list of crosswalks that are prioritized based on need.
Discussion of Crosswalk Improvements	The discussion of the BPAC letter flowed into this agenda item. Mayor Johnson stated that there should be a crosswalk at Central and West 2 nd South where Short Central Avenue is. He would also like to see a caution light installed at the crosswalk on West Richardson at Little Main. Some discussion followed regarding the BPAC's concerns at Sawmill Branch and East Richardson. Mayor Johnson asked that staff get together costs associated with the crosswalks mentioned in the meeting.
Discussion of Lighting for Downtown	Russ Cornette spoke with SCE&G regarding standardized decorative light poles for the downtown area. He stated that the project would be complicated, as it would involve acquiring property to install transformers and run the power underground from light pole to light pole. Mayor Johnson stated that the downtown area, including more than just Main Street and the Hutchinson Square, needs to be better lit in

	<p>order to keep it vital. He requested estimates. Russ Cornette stated that it would cost an estimated \$120,000 to light Doty Avenue between Little Main and Cedar. Ms. Czarnik agreed with Mayor Johnson's concern that downtown needs more lighting.</p>
Discussion of Local Government Fund Legal Action	<p>Mayor Johnson referenced a letter received by Council from the Dorchester County Taxpayers Association, asking the Town to join a law suit against the State of South Carolina for local government fund shortfall. It was agreed that the Town would not participate.</p>
Financial Requisitions	<p>i.) Mr. Brown made a motion, seconded by Mr. Bailey, to issue a purchase order to Vic Bailey Ford in the amount of \$46,281.00 for a 2019 Ford F-250 4x4 pick-up truck for the Fire Department. This is a State contract, and this will be paid from budgeted capital funds. The motion carried unanimously.</p> <p>ii.) Mr. Brown made a motion, seconded by Mr. Jackson, to issue a purchase order to Love Chevrolet in the amount of \$45,851.36 for a 2019 Chevrolet Tahoe 4x4 for the Fire Department. This is a State contract, and this will be paid from budgeted capital funds. The motion carried unanimously.</p> <p>iii.) Ms. Garten-Schmidt made a motion, seconded by Mr. Jackson, to issue a purchase order to Creech & Associates, PLLC in the amount of \$67,744.00 for professional services – Space Needs Assessment and Comprehensive Facilities Master Plan for the Public Works Department. This will be paid from fund balance. Request for Qualifications process was completed for this project.</p> <p>There was some confusion as to the wording of the request. Town Administrator Colin Martin clarified that the plan was not for the Public Works Department only. Town Clerk Beth Messervy explained that the requisition should have stated that the request for the purchase order came from the Public Works Department. Mr. Cornette stated that the scope of this project is for the old Town Hall building, the Annex building, the Police Station, and the Fire Station. The motion passed 6-1 with Mr. McIntosh in opposition.</p> <p>iv.) Mr. Jackson made a motion, seconded by Mr. Bailey, to issue a purchase order to Infrastructure Consulting & Engineering in the amount of \$497,900.00 for professional services – Construction, Engineering and Inspection Service for Bear Island Road project for the Public Works Department. This will be paid from the Major Roadway Fund Bond (Limited Obligation Bonds, Series 2015A) Proceeds. Request for Qualifications process was completed for this project. Some discussion followed. The motion passed 5-2 with Mayor Johnson and Ms. Czarnik voting in opposition.</p> <p>v.) Before Financial Requisition #5 was read aloud, Mayor Johnson asked why a Request for Qualifications or Request for Proposal were</p>

not completed for the project. Mr. Cornette explained that no RFQ or RFP are required for Professional Services. Some discussion followed regarding the Town's procurement ordinance.

Mr. McIntosh made a motion, seconded by Mr. Jackson, to issue a purchase order to Edisto Engineers & Surveyors, Inc. in the amount of \$18,700.00 for professional services – Surveying for Gadsden Acres drainage study from the Public Works Department. This will be paid from Stormwater Fund Balance. The motion carried 6-1, with Mayor Johnson in opposition.

vi.) Mr. McIntosh made a motion, seconded by Mr. Jackson, to issue a purchase order to SDH Engineering, LLC in the amount of \$19,375.00 for professional services – conducting drainage study for Gadsden Acres subdivision from the Public Works Department. This will be paid from Stormwater Fund Balance. The motion carried 6-1, with Mayor Johnson in opposition.

vii.) Mr. Brown made a motion, seconded by Mr. McIntosh, to issue a purchase order to Lee Transport Equipment, Inc. in the amount of \$58,985.00 for a 30' Warren steel debris trailer for the Street Department. This is a State contract, and will be paid from budgeted capital funds for 2019. Some discussion followed. The motion carried unanimously.

viii.) Mr. Jackson made a motion, seconded by Mr. Brown, to issue a change order to Hood Construction Company, Inc. in the amount of \$86,970 for site remediation work beyond the original contract scope. Parks and Recreation Department. This will be paid from bond proceeds. Some discussion followed regarding whether or not to use Hospitality Tax funds for this change order. The motion carried unanimously.

Discussion of Proposed/Upcoming Agenda Items

Mr. Brown and Mr. Bailey requested that an ordinance to amend Chapter 2, Article 2, Sections 2-97 and 2-98 be added to the agenda for the Council meeting on Thursday, February 14, 2019.

Mayor Johnson confirmed that "Hoover v. Town of Summerville, et al" and "personnel matters related to Town Administrator's contract" be added to the agenda for Executive Session.

Miscellaneous

Mayor's Comments:

Mayor Johnson expressed his concerns for the need for more parking downtown. He also announced a special meeting for the Comprehensive Plan Advisory Committee that Council is invited to attend on February 20, 2019 at 6:00pm. He stated that this needs to be considered a Special Called Council meeting.

Mayor Johnson announced that on Wednesday, February 20th at 10pm, there would be a dedication for a historical marker on the Sawmill Branch Trail.

He also announced that a new Drainage and Stormwater Commission has been created by the State, and that he will serve as a representative of the Town.

Adjourn

The meeting adjourned at 7:16pm, upon motion by Mr. Jackson and seconded by Ms. Garten-Schmidt.

Respectfully submitted,


Beth Messervy
Town Clerk