



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: March 12, 2019
RE: Parks & Recreation Committee Minutes

The Parks & Recreation Committee met on Monday, March 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. There were no public comments/questions and no action was taken.
- 2) The Bend on the Ashley – Mr. Best provided an update on the Bend on the Ashley property the Town acquired in 2018. Mr. Best met with a consultant and requested a proposal for creation of a master plan. Mr. Brown asked if grant funding would be available. Mr. Best stated that staff could explore grants from SCPRT and federal sources. From the audience, Mayor Johnson asked who the consultant was. Mr. Best informed all that it was Keane McLaughlin from EPS Associates. There were no further comments/questions and no action was taken.
- 3) Other Business, As Necessary – Mr. Best informed committee members that staff was tentatively planning a ribbon cutting ceremony for the newly installed kayak launch at Jessen Boat Landing for Friday, March 22. More details to come as things are finalized.

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

Sincerely,
Doyle Best

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 March 11, 2019

The meeting was called to order at 5:38pm 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 Colin Martin, Director of Public Works Russ Cornette and Town Clerk Beth Messervy.

Small Cell Wireless Ordinance

This item is on the agenda for the Council meeting on Thursday, March 14, 2019. Mr. Cornette answered questions about size and placement of the devices. Ms. Czarnik had a couple of concerns with conflicting wording in the proposed ordinance. Mr. Cornette explained that the draft is a combination of the ordinance that appears in the UDO draft and the Municipal Association of South Carolina's model ordinance.

Downtown Lighting

Mr. Cornette reported that he has a meeting with SCE&G this week to discuss cost options for lighting in the downtown area.

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 completed. The sidewalks at the Oakbrook site are approximately 70% completed. There is a change order proposal on the finance committee agenda later to add 1,500 feet of sidewalk on King Charles Circle. The King Charles sidewalk is on the Bicycle Pedestrian Advisory committee's recommended project list.
- **Road Resurfacing.** The East Richardson Avenue and North Hickory Street resurfacing contract was completed by Sanders Brothers Construction. 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 three more roads were added to the contract. Those roads are Clover Avenue, Challedon Drive, and Brownfield Drive and have been paved. All left to do to complete this project is pavement markings and minor dress-up work.
- **Bear Island Road.** A tentative bid schedule has been developed based on the anticipated acquisition of a Corps permit later this month. Advertisement is scheduled this month and the construction bid opening is scheduled for May 1, 2019. The contract will contain a completion time of 9 months The SCDOT encroachment permit was submitted for approval in June and was

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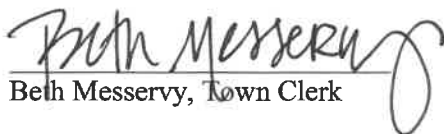
given conditional approval in January. Right-of-way acquisition was completed in July. Staff received the 401 Water Quality Certification on Friday, November 3, 2017. The project received MS4 approval last week.

- **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.** Four drainage control structures have been installed along Sawmill Branch Canal. Two other structures have been delivered. The last four structures are scheduled for delivery this week. Installation of the final five will be completed within the next two weeks depending on weather.
- **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 pond and extension of Shepard Park. Final draft report was submitted and reviewed by staff and returned to the consultant to address the minor comments. Closing for the 3.6-acre parcel is scheduled on March 22. Staff will begin construction documents for the pond and associated pipe work next.
- **Mast Arms.** The borings to install the conduit were completed in July. Foundations were poured in October. The poles were installed in January. The arms were installed last week. Next phase is implementing new signal heads and demolishing the old system.
- **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 and is still in review. Project should be permitted and ready for construction Summer 2019.

Mr. Cornette answered questions regarding the Robynwyn drainage study, and Ms. Czarnik thanked Public Works for the crosswalk improvements at Beverly Drive / Trolley Road.

Mr. Bailey made a motion, seconded by Ms. Czarnik, to adjourn the meeting. The meeting adjourned at 5:48pm.

Respectfully submitted,


Beth Messervy, Town Clerk

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

The Finance Committee met on Monday, March 11, 2019 in Council Chambers immediately following the Parks and Recreation 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 5:56pm.
Public Comment	<p>Mayor Johnson called for comments from the public.</p> <p>Carolyn Gorman addressed the Town’s current purchasing (procurement) ordinance and spoke in support of revising it because the Town has changed dramatically since it was adopted. She also expressed her concerns with using “professional services” as a way to get out of competitive bidding. She suggested that the Town hire a lawyer who specializes in procurement ordinances to review the Town’s current version.</p> <p>Terry Jenkins spoke in support of Council extending the lease of Century 21 Properties Plus for the building at 118 West Richardson Avenue for another year while the Town completes its facilities management study.</p> <p>There being no further comments, Mayor Johnson closed this part of the meeting.</p>
Presentation of Financial Report	Andrew Shelton presented the February 2019 financial report. The report was accepted as information.
Discussion of Century 21 Building Lease	<p>Town Administrator Colin Martin asked Council to extend the lease held by Century 21 Properties Plus for the building at 118 West Richardson Avenue for the term of 1 year. The current lease expires March 31, 2019.</p> <p>Mr. Jackson made a motion, seconded by Mr. Brown, to extend the lease for another year. Some discussion followed regarding whether a 6 month lease would be better for the Town in order to wait on the facilities management study was complete. Mr. Bailey made a motion, seconded by Ms. Czarnik, to amend the original motion to change the lease extension from 1 year to 6 months. Some discussion followed. The motion to amend passed 4-3 with Mr.</p>

	<p>Brown, Mr. Jackson, and Mr. McIntosh voting in opposition. The original motion as amended carried unanimously.</p>
<p>Consideration of Rural Infrastructure Authority stormwater rehabilitation grant</p>	<p>Mr. Jackson made a motion, seconded by Ms. Garten-Schmidt, for staff to continue with the application for the RIA Stormwater Rehabilitation Grant. The RIA grant has a 25% match with funds to come from Stormwater fund balance; the Town is intending to apply for \$500,000 worth of pipe rehabilitation in the Corey Woods subdivision. This work will be done by a contractor. The Town will need to advertise a bid to obtain an accurate cost for the grant application. The motion carried unanimously.</p>
<p>Discussion of Crosswalk Improvements</p>	<p>The discussion of the BPAC letter flowed into this agenda item. Mayor Johnson stated that there should be a crosswalk at Central and West 2nd 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.</p>
<p>Financial Requisitions</p>	<p>i.) Mr. Brown made a motion, seconded by Mr. Bailey, to issue a purchase order to Motorola in the amount of \$35,304.24 for 6 portable radios for the Fire Department, paid for with budgeted capital funds. This is a State Contract. The motion carried unanimously.</p> <p>ii.) Ms. Garten-Schmidt made a motion, seconded by Mr. Bailey, to issue a purchase order to the South Carolina Department of Transportation in the amount of \$34,978.20 for fabrication and installation of new directional signs to Summerville on Exit 197 from I-26. Funds to come from Fund Balance. Request from Public Works. Mr. Bailey's second was to open the item for discussion. Some discussion followed regarding why the Town has to pay for the extra signage and not the SC Department of Transportation. Mr. McIntosh made a motion, seconded by Mr. Bailey, to postpone the item until the April Finance Committee meeting. The motion carried unanimously, and the item was postponed.</p> <p>iii.) Ms. Garten-Schmidt made a motion, seconded by Mr. Jackson, to issue a change order to Palmetto Sitework Services in the amount of \$105,760.00 for additional work on existing contract for new sidewalk construction on King Charles Circle from Smythe to Axtell Drive. Funds to come from budgeted capital funds. Request from Public Works. Some discussion followed regarding the legality of adding a separate project to an already existing contract. Town</p>

Attorney GW Parker advised the Committee that the Town would be better protected to treat this as a separate project and put it out for bid. ~~The motion failed 0-7.~~ Mr. McIntosh made a motion, seconded by Mr. Jackson, to put the Newington sidewalk project out for bid. The motion carried unanimously.

iv.) *This financial requisition was withdrawn from the agenda at the request of the department head (Streets).*

v.) Mr. Brown made a motion, seconded by Mr. Jackson, for the Town Administrator to enter into a sales agreement to purchase 26.27 wetland mitigation credits from Weyerhaeuser NR Company for the Bear Island Road Project in the amount of \$223,295.00. Funds to come from Roadway Bond Proceeds. Request from Public Works. Mr. Cornette explained “wetland mitigation credits,” stating that by purchasing credits to begin construction of Bear Island Road (sitting on wetlands), a separate wetlands area 10 miles north of the project in Berkeley County would be preserved instead. He confirmed that if this financial requisition was not approved, the Bear Island Road project would not be able to move forward. The motion passed 5-2, with Mayor Johnson and Ms. Czarnik voting in opposition. Mayor Johnson stated that he voted against the financial requisition because he is against the road going through the Weatherstone subdivision.

Discussion of Proposed/Upcoming Agenda Items

Mr. Brown requested that the Town Administrator compile a comparison of other municipalities’ pay for Council and Mayor for the April Council meeting.

Mr. McIntosh stated that he and Mr. Bailey would like for a proposed ordinance regarding halfway houses to put added to the agenda for Thursday, March 14, 2019.

Mayor Johnson asked about putting the procurement ordinance discussion on the agenda, but it was not added. Instead, Mr. McIntosh asked that the Town Administrator find the Municipal Association of South Carolina’s model procurement ordinance.

Miscellaneous

Mayor’s Comments:

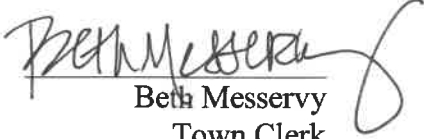
Mayor Johnson announced that the unveiling of a new historical marker on the Sawmill Branch Trail would be held at 11:00am on Tuesday, March 12, 2019.

He also stated that the Council’s UDO Workshop would be held at 2:30pm on Wednesday, March 13, 2019 in the training room.

Adjourn

The meeting adjourned at 6:49pm, upon motion by Mr. Jackson and seconded by Mr. Brown

Respectfully submitted,


Beth Messervy
Town Clerk