



TOWN OF SUMMERVILLE PARKS & RECREATION DEPARTMENT

"Creating Sense of Place Through Parks & Play"

TO: Beth Messervy, Town Clerk
CC: Colin Martin, Town Administrator
FROM: Amy Evans, Parks & Recreation Director
DATE: March 11, 2020
RE: Parks & Recreation Committee Minutes

The Parks & Recreation Committee met on Monday, March 9, 2020 in the Council Chambers of the Town Hall Annex. Aaron Brown, Kima Garten-Schmidt, Bob Jackson and Amy Evans were present. Members of the press were duly notified and present. Chairman Bob Jackson called the meeting to order at 5:30PM.

- 1) Mountain Bike Trail Naming – Amy Evans provided an update on the mountain bike trail being developed by volunteers off of the Sawmill Branch Trail. There is approximately 2.5 miles completed. Collin Papke was recognized for his lead role in this project and presented the name Sawmill Ridges to the committee. Mr. Brown inquired about a ribbon-cutting. No action was taken.
- 2) Discussion of rental policies for Town owned facilities
 - a. Inconsistencies for when facilities can be reserved were noted by staff. All facilities will allow reservations up to one year in advance. These can be booked online. Reservations within 30 days would need to be made over the phone or in person and would be subject to approval.
 - b. It was proposed that in addition to beer and wine, alcohol be allowed at facility rentals. Amy shared that different facilities are currently held to different requirements for beer and wine. To be consistent, all groups will be required to obtain an alcohol permit from the Town of Summerville, hire an off-duty police officer through the Summerville Police Department, and provide the Town with a copy of liability insurance for personal liability coverage in the minimum amount of \$300,000 for an individual or \$1,000,000 for an organization. Some discussion ensued. Mr. Jackson mentioned that staff may want to consider the number of police officers

required based on the size of the group. Amy Evans will continue to work with GW Parker to clarify special circumstances such as the sale of alcohol at facilities.

- 3) Update on Oakbrook nature trail improvements- The condition of the trails were noted by staff on a walk-thru on February 25, 2020. Replacement of these boardwalks and bridges will start this week.
- 4) Introduction of 2020 Summer Camp guide- This is the first year Summerville will be offering Summer Camps at Rollins Edwards Community Center. Offerings are very diverse from traditional sports to drama, magic and cooking camp. Registration will be opening next week.
- 5) Other business- Aaron Brown expressed concern about not having tables and chairs at Rollins Edwards Community Center for rental groups. This will be discussed at the April Committee Meeting.

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 5:44 PM.

Sincerely,
Amy Evans
Director, Parks & Recreation

PLANNING AND DEVELOPMENT COMMITTEE

REPORT for

March 9, 2020

5:30 PM

TOWN HALL – Council Chambers
200 S. Main Street, Summerville, SC

The Planning and Development Committee of Town Council met on March 9, 2020 immediately following the Parks and Recreation Committee. The meeting was held in the Council Chambers of Town Hall, 200 S. Main Street, Summerville, SC. Committee members present included Bill McIntosh, Council District 4, Bob Jackson, Council District 6, and Terry Jenkins, Council District 2. Staff members present included Jessi Shuler, AICP, Director of Planning; and other Town staff.

The meeting was called to order at 5:45 PM by Mr. McIntosh.

Annexation:

Ms. Shuler introduced the petition by Thomas A. Limehouse to annex Dorchester Co. TMS#s 129-05-10-003, -004, -005, -006, -007, -008, and -009; 129-05-09-007, -008, -009, -010, -011, -012, -013, and -014; and 129-09-06-009, -010, and -011, located along Renau Blvd., Major Dr., Michele Dr., and Richard Dr.; 18 parcels and two quit-claimed unimproved right-of-ways totaling approximately 8.5 acres. Currently zoned R-1(M), Single-Family Residential Manufactured Housing in Dorchester County and will be zoned GR-5, General Residential, upon annexation into the Town of Summerville's municipal limits. She stated that this annexation would be in Council District 4, and the Planning Commission held a public hearing and recommended approval at their meeting on February 24, 2020. Mr. McIntosh questioned how many lots could be developed and how the properties would be accessed in comparison to the current 18 lots in the County. Ms. Shuler explained that the property owner had been through Dorchester County's Planning Commission to rezone the properties to R-4 for townhomes, but after hearing concerns from residents in both Pine Forest Country Club and Pine Hill Acres, he decided to pause the rezoning process to incorporate input from the public. She noted that with the GR-5 zoning in the Town, the development would have to meet the open space/park space requirements and provide for stormwater management, which would take away from the number of lots. Mr. McIntosh asked for clarification on the open space requirements, and Ms. Shuler confirmed that the ordinance required 10% open space and 15% park space, but that some credits could be given if the property is within a certain distance from an existing park/open space or if they amenitize their ponds with trails, docks, etc. Mr. McIntosh asked for confirmation that even though the zoning allowed for five lots per acre, the other requirements would prevent the development of 40 lots, and Ms. Shuler confirmed that he was correct. Following the discussion, Mr. Jackson made a motion to send the annexation to full Council for first reading, and Mr. Jenkins made the second. The motion passed unanimously.

UDO Amendment:

Ms. Shuler then introduced the proposed amendment to the Summerville Unified Development Ordinance, Chapter 13, Section 13.5.2.A, Site Analysis. She stated that Planning Commission held a public hearing and recommended approval at their meeting on February 24, 2020. Ms. Shuler explained that this amendment wasn't actually changing the requirements, but providing clarification for where to find more detailed information that wasn't included in the actual ordinance, such as for tree surveys. The Committee members asked for clarification on what types of information would be included in the Development Standards Manual, and Ms. Shuler explained that it would mainly include construction details, such as the tree protection fencing, and other best management practices that may change as new technology and research is done, which is why it would be in a separate manual. She compared it to the Stormwater Manual. Councilman Bailey questioned if Council would receive a copy of the manual as he has had complaints from contractors about having to use chain-link fencing for tree protection fencing, and Ms. Shuler explained that that requirement is actually included in the UDO based on guidance from the SC Forestry Commission and TreesSC – it would just be the actual graphic to be included in civil construction drawings that would be in the manual. Following the discussion, Mr. Jackson made a motion to move the amendment to full Council for first reading, and Mr. Jenkins made the second. The motion passed unanimously.

Following no additional business or discussion, the meeting was adjourned at 5:55 PM on a motion by Mr. Jenkins, and a second by Mr. Jackson.

Respectfully submitted,



Jessi Shuler, AICP
Director of Planning

March 10, 2020

PUBLIC SAFETY COMMITTEE MEETING
Council Chambers – Third Floor of Annex Building
Monday, March 9, 2020

The Public Safety Committee met on Monday, March 9, 2020 in the Council Chambers, third floor of the Annex Building. Present for the meeting were Aaron Brown, Walter Bailey, Terry Jenkins and Chief Richard Waring. Other staff members, members of the press and members of the public were duly notified and also present.

Chairman Brown called the Public Safety Committee meeting to order at approximately 5:45 pm.

Chief Waring provided a draft of a land for service agreement between Dorchester County and The Town of Summerville for the purpose of a new Town fire station. There was some brief discussion by the committee. Walter Bailey proposed a motion and seconded by Terry Jenkins to have the corporate council revise the draft agreement and send back to the committee for more discussion.

Mr. Bailey made a motion, seconded by Mr. Jenkins to adjourn the meeting at 6:08 pm. The motion carried unanimously.

Respectfully Submitted,



Ella C. Knox

Mayor
Ricky Waring

Council Members:
Bob Jackson, Mayor Pro-Tem
Walter Bailey
Aaron Brown
Terry Jenkins
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 9, 2020

The meeting was called to order at 6:40pm by Chair Kima Garten-Schmidt. Committee members Terry Jenkins and Walter Bailey were also present. Also in attendance was Director of Public Works Russ Cornette, Press and public were duly notified of the meeting.

Mr. Cornette presented updates on the following projects:

- a. **Road Resurfacing:** Staff developed a list of state and town-maintained roads compiling eight miles to include on a road repair and resurfacing contract. The project was bid and two bids were received. The low bid from Banks Construction Company for \$1,632,706.18, and will be on the Finance Committee agenda later tonight. \$522,000 has been allocated from the Dorchester County Transportation Committee to cover the costs of the state roads. The balance of the contract costs will come from budgeted capital projects. The list of roads is below.

Town Roads	Subdivision	State Roads	Subdivision
Aulds Lane	Brownsville	Garbon Road	Gahagan to Boundary
Reneau Blvd	PFCC	Palmetto Street	Summerville
Ford Court	Brownsville	Shepard Lane East	Tea Farm
Burton Avenue	Corey Woods	Shepard Lane West	Tea Farm
Bambert Street	South Pointe	Elizabeth Street	Tea Farm
Palmetto Street	Summerville	Walker Drive East	Tea Farm
Simmons Avenue	Summerville	Sebring Court	Tea Farm
Shepard Lane East	Tea Farm	Blocker Lane	Summerville
Nottingham Court	Crichton Parish		
Rushton Place	Crichton Parish		
Hasting Way	Crichton Parish		
Brighton Lane	Crichton Parish		
Plantation Circle	Newington		
Olympic Club	PFCC		

Luke Avenue West	Summerville
Elizabeth Street	Tea Farm
Pekoe Court	Tea Farm
Lipton Drive	Tea Farm
Egret Lane	Oak Knoll
Duck Blind Court	Boykin Creek

- b. **Bear Island Road.** All permits for the project have been acquired. The Finance Committee approved a requisition for \$6,395,786.33 for Banks Construction in June 2019. Banks Construction mobilized and began clearing operations on July 8. Progress on the project Construction is expected to be completed in September 2020. The project is approximately 62% completed.
- c. **Maple Street.** Michael Baker, Inc is currently conducting right-of-way acquisition for Maple Street. Right-of-way acquisition is expected to be completed in May 2020. Final construction documents are being prepared and will be submitted to SCDOT for review by early April. Project is expected to be ready to bid in late summer or early fall of 2020.
- d. **Shepard Park Drainage.** Final design work is underway for permitting and construction. Permit submittals are prepared and have been submitted for review.
- e. **Parkwood Drive Sidewalk.** All design and permitting work are completed and permits are in hand. The purchased order was approved in October and the contractor is waiting on utilities to relocate a couple boxes. The contractor has mobilized and construction is well underway. Construction completion is expected in April 2020.
- f. **Central Avenue Sidewalk Project.** J. Bragg Consulting, Inc was selected to design and permit the sidewalk project. Surveying work and preliminary design work are underway. A conceptual plan was submitted and staff is reviewing the plan. Final plans are expected to be completed summer 2020.
- g. **Carolina Avenue Traffic Calming.** Staff has met with the surveyor and discussed the scope of work. The surveyor has begun surveying the five intersections and the two median locations, but the weather has prevented him from finishing. Once the survey is completed, staff will design each realigned intersection and median location internally.

Intergovernmental Agreement with the Town of Summerville and Dorchester County Regarding Stormwater Management. On the 2019 property tax bills, Dorchester County billed town properties \$450,337.53 for Dorchester County stormwater fees. The County justifies the billing of stormwater fees because the IGA states they will perform three of the six minimum control measures required in the MS4 Stormwater permit issued by SCDHEC. The first two minimum control measures are performed by Clemson University and the Ashley Cooper Stormwater Education Consortium regarding public education and public outreach regarding stormwater quality. The annual fee to the consortium is \$25,000 for these services. The third measure is outfall inventory, illicit discharge detection and dry weather sampling. Dry weather sampling is not required due to the types of water quality impairments in Summerville. The Stormwater Department is hiring a new position that will cover illicit discharge detection inspections, and additional inventory collections. Dissolving the IGA with Dorchester County will save Summerville residents and businesses \$450,337.53 annually. Mr. Bailey made a motion, seconded by Mr. McIntosh, to move the item to full Council for consideration to dissolve the agreement. The motion carried unanimously.

Temporary Debris Storage Site. For the past couple years staff has been searching for an appropriate site to temporarily store storm debris for when the need arises. The Town owns and operates the solid waste transfer station at Yancey Street which is sufficient for small events and daily yards debris collections. Should the Town experience a Category 2 hurricane or larger, or a major ice storm, the Town does not have a site large enough to store debris that would be generated. I've attempted to collaborate with Dorchester County in sharing their sites, but have been unsuccessful since the sites they use are not large enough for the amount of debris Summerville and Dorchester County would both generate. Since 2014, the Town has experienced an ice storm, a major flood, 7" snow storm, and four hurricanes. Two of those hurricanes, the flood of 2015 and the ice storm generated vegetative and household debris. Hurricane Matthew in 2016 generated more debris than there was space for at the Yancey Street site, and it was a weak category 2 storm that glanced the Charleston coast. The Town used the cleared road R/W of Maple Street when the new interchange was being constructed. Hurricane Dorian in 2019 was a weak Cat 1 storm and generated over 30,000 cubic yards of debris. The Yancey Street site was barely large enough to store the debris that was generated from Dorian. Mr. McIntosh made a motion, seconded by Mr. Bailey, to send the item to full Council for staff to pursue a negotiation with CPW on a land lease for the temporary debris storage site. The motion carried.

Stop Sign Request – Old Postern Road and Quinby Street. Staff received a request from a resident to install additional stop signs to convert the intersection of Old Postern Road and Quinby Street into a 3-way stop intersection. The purpose of the request is for traffic calming. Staff recommends allowing the Police Department to conduct a speed study on the street.

Mr. Bailey made a motion, seconded by Mr. McIntosh, to adjourn. The motion carried unanimously, and the meeting adjourned at 6:31pm.

Respectfully submitted,


Beth Messervy, Town Clerk

**TOWN OF SUMMERSVILLE
FINANCE COMMITTEE REPORT
March 9, 2020**

The Finance Committee met on Monday, March 9, 2020 in Council Chambers on the third floor of the Annex building at 200 South Main Street. Present were Mayor Waring and Committee members Bob Jackson, Aaron Brown, Walter Bailey, Kima Garten-Schmidt, Terry Jenkins and Bill McIntosh. Also present were 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 Waring welcomed everyone and called the meeting to order at 6:40pm.
Presentation of Financial Report	Andrew Shelton presented the February 2020 financial report. The report was accepted as information.
Public Works Art Center Presentation	<p>Will Rizzo with the Public Works Art Center gave a presentation on the non-profit's progress with renovating the old CPW building on West Richardson Avenue. Mr. Rizzo asked Council for \$180,000 from Local Hospitality and Accommodations Tax funds to complete the renovations on the building.</p> <p>Mr. Jenkins made a motion, seconded by Mr. Jackson, to move the item to full Council for approval. The motion carried unanimously.</p>
Financial Requisitions	<p>Mr. Brown made a motion, seconded by Mr. Jackson to approve a purchase order in the amount of \$26,800.20 to RY Design Services LLC for the design and permitting of North Hickory Sidewalk. Funds to come from Approved Federal Grant, Community Development Block Grant. Request from Engineering. The motion carried unanimously.</p> <p>Mr. McIntosh made a motion, seconded by Mr. Jackson, to approve a purchase order to Banks Construction for \$1,632,706.18 for road resurfacing to come from budgeted capital. \$522,000 will be reimbursed by the Dorchester County Transportation Committee. Request from Public Works. The motion carried unanimously.</p> <p>Mr. Jackson made a motion, seconded by Mr. Brown, to approve a purchase order to Cooper Motor Company in the amount of \$62,527.23 for a Ram 5500 Medium Duty Crew Cab Flatbed Truck, from Budgeted 2020 capital funds. Purchased through shared contract with Lexington County, SC. Request from Streets Department. The motion carried unanimously.</p> <p>Mr. Brown made a motion, seconded by Mr. Jenkins, to approve a purchase order to Kustom Signals in the amount of \$30,033.34 (Radar Units for new vehicles) 2020 Budgeted Capital Funds on State Contract. Request from Police Department. The motion carried unanimously.</p>

	<p>Ms. Garten-Schmidt made a motion, seconded by Mr. Bailey to enter into a 36 month lease with Hewlett-Packard for 100 GTAC tablets in the amount of \$6,726.24 each month. Funds to come from 911 funds. The current lease is ending this year. This is a state contact. Request from Police Department. The motion carried unanimously.</p> <p>Mr. Jackson made a motion, seconded by Mr. Brown, to approve a purchase order to Blanchard Machinery Co. in the amount of \$44,997.00 for the purchase of a Mini-Excavator that is on State Contract. Funds to come from Insurance Proceeds and request any difference to be applied from Fund Balance. Request is from Parks and Recreation. This purchase is to replace machinery stolen from Parks and Recreation location. The motion carried unanimously.</p>
<p>Vehicle Surplus</p>	<p>Mr. Jackson made a motion, seconded by Mr. Bailey, to approve the surplus and sale of the following Parks and Recreation equipment: 1999 New Holland Backhoe and 1992 John Deere Tractor. The motion carried unanimously.</p> <p>Mr. Jackson made a motion, seconded by Mr. McIntosh, to approve the surplus and sale of the following Streets Department equipment:</p> <ol style="list-style-type: none"> 1. 1998 Chevrolet C-8500 debris truck. 2. 1998 International 4900 dump truck. 3. 2007 Freightliner M2-106 leaf vacuum truck. 4. Lee Boy 250 gal tack distributor trailer. <p>The motion carried unanimously.</p>
<p>Discussion of Fiscal Year Change</p>	<p>Andrew Shelton, Director of Finance, presented more information regarding the change from a January 1-December 31 budget year to a July 1 -June 30 fiscal year. He stated that the Town Attorney would have to review the ordinances regarding the budget process in order to make the appropriate changes with the new fiscal year. Mr. McIntosh made a motion, seconded by Mr. Jackson, to move the item to full Council in April for consideration of an ordinance change.</p>
<p>Interchange 197 Landscaping Proposal</p>	<p>Amy Evans, Director of Parks and Recreation, presented a conceptual plan and quote of \$245,509 to the Finance Committee for consideration to assist monetarily with the landscaping design of Interchange 197. Some discussion followed regarding the lack of signage for "Summerville" on the signs at that interchange. Brent Gibradlo with Nexton stated that Nexton is in full support of additional signage being installed at the intersection to direct people to Summerville. The committee requested that Ms. Evans take the information received by the committee to the SCDOT and Nexton.</p>
<p>Discussion of Upcoming Council Agenda Items</p>	<p>Mr. McIntosh made a motion, seconded by Mr. Jenkins, to include a discussion and action on the contract with ZenCity. The motion carried unanimously.</p> <p>Town Attorney GW Parker asked that a resolution authorizing him to sign the closing documents for the Oakbrook land purchase. The committee approved his request.</p>

Adjourn

Mr. Jenkins made a motion, seconded by Mr. Brown, to adjourn. The motion carried unanimously, and the meeting adjourned at 7:22pm.

Respectfully submitted,


Beth Messervy
Town Clerk