



**CITY COUNCIL MEETING – September 10, 2019
REGULAR MEETING – 7:00 P.M.
CITY HALL – COUNCIL CHAMBERS
519 N. GOOSE CREEK BLVD.**

I. INVOCATION / PLEDGE OF ALLEGIANCE

II. GENERAL PUBLIC COMMENTS – (Two Minutes Per Speaker)

III. APPROVAL OF MINUTES

- a. CITY COUNCIL WORKSHOP JULY 16, 2019
- b. CITY COUNCIL MEETING AUGUST 13, 2019

IV. PUBLIC HEARINGS, PRESENTATIONS & PROCLAMATIONS

- a. PROCLAMATION – INTERNATIONAL LITERACY DAY, SEPTEMBER 8, 2019, AND NATIONAL ADULT EDUCATION AND FAMILY LITERACY WEEK SEPTEMBER 23-29, 2019 **(First & Final Reading)**
- b. AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF GOOSE CREEK, SOUTH CAROLINA, TO PROVIDE FOR CHANGES IN THE ZONING DISTRICTS OF THE PROPERTY LOCATED AT THE NORTHWEST CORNER OF HIGHWAY 52 AND WINDSOR MILL ROAD, DESIGNATED AS TMS #234-00-00-001 FROM PLANNED DEVELOPMENT (PD) TO GENERAL COMMERCIAL (GC) **(Public Hearing & First Reading)**

V. NEW BUSINESS

- a. A RESOLUTION ORDERING A SPECIAL REFERENDUM TO BE HELD IN THE CITY OF GOOSE CREEK, SOUTH CAROLINA, ON THE QUESTION OF WHETHER THE CITY SHOULD BE AUTHORIZED TO ENTER INTO THE ELECTRIC UTILITY BUSINESS; PROVIDING FOR THE FORM OF THE BALLOT TO BE USED; PROVIDING FOR NOTICE OF THE REFERENDUM; AND PROVIDING FOR OTHER MATTERS RELATING THERETO. **(First & Final Reading)**

VI. OLD BUSINESS

- a. AN ORDINANCE PURSUANT TO TITLE 5, CHAPTER 3, SECTION 5-3-150, SUBSECTION 3, OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, TO ANNEX AN AREA IDENTIFIED AS TMS 243-03-00-022 (111 SPRING HALL DRIVE) INTO THE CITY OF GOOSE CREEK, A SOUTH CAROLINA MUNICIPAL CORPORATION **(Second & Final Reading)**

VII. MONTHLY DEPARTMENT REPORT

- a. Tyler Howanyk, Finance Director

VIII. ADMINISTRATOR'S REPORT

- a. Request to Hire Contractor – Clarine Drive & Adler Drive Water System Improvement Projects
- b. Approval of Records Retention Schedules – Fire Department (x4)

IX. MAYOR'S REPORT

X. EXECUTIVE SESSION

- a. SECTION 30-4-70 (A) (2) DISCUSSION OF NEGOTIATIONS INCIDENT TO THE PROPOSED SALE OR PURCHASE OF PROPERTY – TMS# 244-05-01-032

No action will be taken on items discussed in executive session.

XI. ADJOURN

APPROVAL OF PREVIOUS MINUTES

City Council Workshop
July 16, 2019
6:00 P.M.
Fire Department Training Room

Council Members Present:

Mayor Gregory S. Habib; Mayor Pro Tem Kevin Condon; Councilmember Jerry Tekac; Councilmember Corey McClary; Councilmember Gayla McSwain; Councilmember Christopher Harmon

Council Members Absent:

Councilmember Debra Green-Fletcher

Staff Present:

City Administrator Jake Broom; Assistant City Administrator Daniel Moore; City Clerk Kelly Lovette; Director of Finance Tyler Howanyk; Director of Recreation TJ Rostin; Director of Public Works Chuck Denson; Director of Recreation TJ Rostin; Director of Planning and Zoning Mark Brodeur

Staff Absent:

None

Press Present:

None

Guests Present:

None

I. Call to Order:

Mayor Habib called the meeting to order at 6:00 p.m.

II. Staff Presentations and Updates:

a) ROLLBACK MILLAGE EXPLANATION & BRIEFING

Mr. Broom stated every five (5) years Berkeley County does a property reassessment. He stated reassessments have to be revenue neutral; they determine the fair market value of everyone's property. He stated in order to make reassessments revenue neutral, this year City staff is projecting a roll back Millage Rate of 47.5 which is a three (3) Mill decrease from our current tax rate. He stated due to the timing of our fiscal year; this has to be approved before the budget is finalized. Mr. Broom stated Berkeley County prints tax bills in September. He stated some City's do not roll back the full amount; under South Carolina State Law we can roll back less than the required amount only if we have room under the millage cap laws, which limits the ability to increase taxes from year to year. Mayor Habib stated economic development is going to be our path to not having to raise taxes. Mayor Habib stated in the August workshop Mr. Broom will bring this before City Council.

b) CARNES CROSSROADS MAST ARM PURCHASE (17A @ 176)

Mr. Broom stated Berkeley County is widening Highway 176 with the first phase being from Highway 17A to Cane Bay. He stated they are going to reconfigure that intersection to make it efficient and safe. Berkeley County inquired if the City would like to add mast arms to that intersection. Mr. Broom stated yes; however, Berkeley County stated the City, or another entity would be required to pay for the mast arms. Mr. Broom stated Berkeley County will provide quotes for two (2) options, one (1) being the mast arms and two (2) being steel poles with wires. Mr. Broom stated he is researching if Berkeley County paid for mast arms in the County before. He stated they tend to require payment until its been proven its been done before. He stated the Daniel Island Company wants mast arms but does not want to pay. Mayor Habib stated he would prefer the mast arms instead of the steel poles. Mr. Broom stated if this is something City Council decides to pursue it can be assigned a fund balance. Mr. Broom stated once he has completed his research, he will bring this before City Council.

c) PURCHASE OF ADDITIONAL WATER PLANT CAPACITY

Mr. Broom stated the City shares a water plant with Moncks Corner, Berkeley County and Summerville. Currently that water plant puts out 40,000,000 gallons of water a day. He stated the engineer recently let us know they are exploring an opportunity to expand the capacity using the existing equipment. He stated they think they can get an additional 5,000,000 to 7,000,000 gallons a day of capacity out of the existing plant. He stated they expect the cost to be about \$5,000,000 and said if the City is interested, to let them know how much the City is willing to contribute. He stated except for Moncks Corner, that Berkeley County and Summerville are interested. He stated we can purchase between 1,000,000 and 1,400,000 gallons of capacity for about \$1,000,000, which is very cheap. Mr. Broom stated the last two (2) expansions were \$9,800,000 for 4,000,000 gallons of capacity and \$33,000,000 for 12,000,000 gallons of capacity. He stated with the possible future expansion of the City; it could become necessary to have additional capacity. He stated we will not be able to get it as cheaply as we could with this process. He stated currently there is \$5,100,000 in unassigned fund balance. He stated this item was just informational for City Council.

III. City Council Discussion Items:

- a) **SWIM TEAM DISCUSSION (REQUESTED BY COUNCILMAN CONDON)** - Mayor Pro Tem Condon stated currently the Crowfield Killerwaves Swim Team rents the City pool for four thousand dollars (\$4,000) per swim season. He stated it is expensive to be on the swim team which costs \$205 per swimmer. He stated currently this is the only swim team in the area and he feels our residents do not benefit from it due to the price. Mayor Pro Tem Condon stated he feels if the Recreation Department provided swim team opportunities it could be done at a price that is more affordable and could include all City and Recreation District residents. He stated this would be a good use to promote and use our swimming pool while also making our community safer by teaching kids to swim.

Mr. Broom stated the estimated cost to run a swim team will be \$61,800 a year. Mr. Broom stated the Crowfield team is one of the most expensive teams in the area. Councilmember Tekac stated the Killerwaves are the ones who set the price of \$205 per swimmer. Mr. Broom stated the only involvement the City currently has is to rent the pool for \$4,000 a season. Councilmember Tekac inquired why Crowfield is charging so much. Mr. Rostin stated they are the only team that has to pay for pool water. Mayor Pro Tem Condon stated they are only allowed to have 124 swimmers hence it is not open to all residents. Councilmember Tekac suggested dropping the fee of the pool to help with cost for the Crowfield swim team. Mr. Broom stated the issue with starting a swim team is the cost. He stated if the City hires someone to run the swim program, this means we will not have the funds for an existing program. Mayor Pro Tem Condon feels the Crowfield swim team is not run properly. Mayor Habib stated there are plenty of opportunity for those that want to join a swim team to do so outside of Crowfield. Mr. Broom stated he feels taking over a swim team is an extreme measure if the biggest complaint is, they do not organize their practices well. Mr. Broom stated the only thing we can do is not charge a rental fee, but that is only 20% of their fee. Mr. Broom stated this should be up to the board of the swimmers as the City is not involved. Mayor Habib stated there are opportunity for kids to swim in the City and around the City.

- b) **MOVING CONDITIONAL USE PERMITS FROM THE ZBA TO CITY COUNCIL** - Mr. Broom stated previously City Council discussed moving Conditional Use Permits (CUP), specifically the multifamily component, from the Zoning Boards of Appeals (ZBA) to City Council. He stated currently multi-family CUP's can be approved and City Council is not always made aware. He stated Mr. Brodeur has been working on a proposed Ordinance to revoke CUP's from the ZBA and give City Council the authority to approve.

Mayor Habib stated he was the one who initiated this discussion. He stated apartments are being built; however, the people who got elected have no say and he felt this was problematic. He stated it was not his idea to revoke CUP's from the ZBA. His suggestion was to have a multi-family zone. He stated this way it would have to go before the Planning Commission and then to City Council. Mr. Broom stated the issue he sees with establishing a multifamily zone is we would have to make every multifamily property in the City conforming. Mr. Moore stated a benefit that a CUP allows is the permit follows the applicant, not the land. Mr. Moore stated City Council gave the authority to the ZBA per Ordinance and this would have to be revoked. Mr. Broom stated this topic will go before the Planning Commission for discussion and then be brought before City Council at a future meeting.

- c) **REPEAL OF REQUIREMENT THAT NEWLY ANNEXED PROPERTY HAVE C.O. ZONING** - Mr. Broom stated as previously discussed, due to the City's ordinance, any property that has been annexed into the City enters with a zoning of Conservation Open Space (CO). He stated City Council has discussed removing that requirement. He stated most cities include the preferred zoning as part of the annexation petition. City Council agreed to repeal the current Ordinance.

d) **3-MINUTE BOARD & COMMISSION LIAISON REPORTS:**

Economic Development Action Committee (EDAC): Councilmember Tekac stated EDAC has not met since the last update.

Planning Commission (PC): Councilmember McSwain stated the PC did not meet this month; however, at the previous meeting they were introduced to the new Planning Director and were told that will begin next month.

Architectural Review Board (ARB): Mayor Pro Tem Condon stated there were only two (2) items on last night's agenda. Mr. Moore stated the Board and City staff discussed the process for dealing with buildings that are non-compliant.

Cultural Arts Commission (CAC): Councilmember McClary stated every third Monday "Art Talk" is held at the library at 6:00 p.m. He stated artists from Goose Creek have a chance to present their art. He stated the CAC has chosen the winners for the traffic box submissions and are waiting on the South Carolina Department of Transportation (SCDOT) to get preapproved before presenting them to City Council and notifying the winners.

Zoning Board of Appeals (ZBA): Councilmember Harmon stated the ZBA annexed Devon Forest Apartments at the last meeting.

Councilmember McSwain suggested that a person on all boards and commissions be assigned to make motions in order to keep public meetings moving. She suggested that liaison reports be presented at City Council meetings. Councilmember McSwain suggested that a statement is made at City Council meetings that items on the agenda have been previously discussed in workshops.

IV. Adjourn:

Mayor Pro Tem Condon made a motion to adjourn. Councilmember Harmon seconded the motion. All in favor, none opposed. Motion carried. Meeting adjourned at 7:30 p.m.

Kelly J. Lovette, MMC
City Clerk

Date: September 10, 2019

A copy of this meeting's agenda was sent to the Post and Courier and The Goose Creek Gazette; it was posted in City Hall 24 hours prior to the meeting.

City Council Meeting
August 13, 2019
7:00 P.M.
City Hall

Council Members Present:

Mayor Gregory S. Habib; Mayor Pro Tem Kevin Condon; Councilmember Debra Green-Fletcher; Councilmember Jerry Tekac; Councilmember Corey McClary; Councilmember Gayla McSwain; Councilmember Christopher Harmon

Council Members Absent:

None

Staff Present:

City Administrator Jake Broom; Assistant City Administrator Daniel Moore; Police Chief LJ Roscoe; Director of Public Works Chuck Denson; Director of Golf Troy Sanders; Public Information Officer Frank Johnson; Planning Director Mark Brodeur

Staff Absent:

City Clerk Kelly J. Lovette

Invocation:

Reverend Debra Dowdle

Pledge of Allegiance:

Mayor Habib

Press Present:

None

Guests Present:

None

I. Call to Order/Invocation/Pledge of Allegiance:

Mayor Habib called the meeting to order at 7:03 p.m. He introduced Reverend Debra Dowdle, who presented the invocation and pledge of allegiance.

II. General Public Comments:

Mr. Russel Donnelly of Pineview Hills shared his opposition for code enforcement.

III. Approval of Minutes:

- a) City Council Workshop – May 22, 2018
- b) City Council Workshop – January 22, 2019
- c) City Council Workshop – May 28, 2019
- d) City Council Meeting – July 9, 2019

A motion was made by Councilmember Tekac to approve the minutes, as stated by Mayor Habib. Mayor Pro Tem Condon seconded the motion. Hearing no discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

IV. Public Hearings, Presentations & Proclamations:

- a) **PROCLAMATION – PET SUPPLIES PLUS APPRECIATION DAY, AUGUST 13, 2019** - Mayor Habib read the Pet Supplies Plus Appreciation Day Proclamation and invited representatives to join him to take photos.
- b) **AN ORDINANCE PURSUANT TO TITLE 5, CHAPTER 3, SECTION 5-3-150, SUBSECTION 3, OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, TO ANNEX AN AREA IDENTIFIED AS TMS 243-03-00-022 (111 SPRING HALL DRIVE) INTO THE CITY OF GOOSE CREEK, A SOUTH CAROLINA MUNICIPAL CORPORATION (Public Hearing & First Reading)**

Mayor Habib read the title to the proposed Ordinance and opened the floor to the public. Hearing no public comments, Mayor Habib inquired if City Council wished to act. Councilmember Harmon made a motion to approve the proposed

Ordinance, as stated by Mayor Habib. Councilmember Green-Fletcher seconded the motion. Hearing no discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

V. New Business:

There was none.

VI. Old Business:

- a) **AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF GOOSE CREEK, SOUTH CAROLINA, BY REPEALING SECTION 151.088 LAND SET- ASIDE/DEDICATED REQUIREMENTS FOR PARKS AND RECREATIONAL AREAS IN ITS ENTIRITY (Second & Final Reading)**

Mayor Habib read the title to the proposed Ordinance and inquired if City Council wished to act. Councilmember Tekac made a motion to approve the proposed Ordinance, as stated by Mayor Habib. Councilmember Green-Fletcher seconded the motion. Mayor Habib stated City Council was not repealing rules and laws relative to parks and recreation, they were repealing an Ordinance that has been replaced. Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

- b) **AN ORDINANCE TO AMEND THE DENSITY OF THE PLANNED DEVELOPMENT FOR ADDITIONAL UNITS WITHIN THE DEVELOPMENT OF LAKEVIEW COMMONS TO APPLY TO PROPERTIES IDENTIFIED AS TMS #252-06-00-046, 252-06-00-049, AND 252-06-00-024 BY AMENDING THE PLANNED UNIT DEVELOPMENT AGREEMENT (Second & Final Reading)**

Mayor Habib read the title to the proposed Ordinance and inquired if City Council wished to act. Councilmember McSwain made a motion to adopt the proposed Ordinance, as stated by Mayor Habib. Mayor Pro Tem Condon seconded the motion. Councilmember Green-Fletcher recused herself. Hearing no further discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

VII. Monthly Department Report:

Director of Public Works Chuck Denson: Mr. Denson stated currently there are fifty-two (52) employees in the Department of Public Works. He stated twenty-five (25) are in the Sanitation Division, four (4) are in the Garage Division, six (6) are in the Maintenance Division and seventeen (17) are in the Water Division. He stated it is important to educate his employees and the public that his team are first responders. He stated they may not be public safety-first responders, but they are in the community prepping for hurricanes and other weather events.

Mr. Denson stated the Water Division makes sure the residents have healthy and safe water. He stated the Sanitation Division work diligently to collect household waste and yard debris. He stated safety cameras were recently installed on the sanitation trucks; which now allows for a visual of three hundred and sixty (360) degrees around the truck. He stated this is important for occasions involving missed roll carts or if an incident has occurred. He stated this is a tool to assist in doing the job to the best of our abilities. He stated the cameras also provide us an opportunity to train our team to improve. Mr. Denson stated there are over 12,250 pickup points on the sanitation routes. He stated we pick those up over five (5) days. He stated Code Enforcement is currently working on 8,700 inspections a year. He stated they go to every subdivision once a week and then rotate different officers. He stated this gives us the opportunity to be as fair as possible to the residents.

Mr. Denson stated the Garage Division just lost a thirty (30) year employee that retired. He stated he has been replaced with a new supervisor that is working on an electronic tracking system of vehicle repairs and service to make the processes more efficient.

Mr. Denson stated in the Water Division we had two (2) employees pass the Water Distribution Operator Exam "D" Level. He stated we have a new GIS Coordinator and are hoping by next year a user-friendly system will be created for residents and City Council.

Mayor Habib and City Council thanked Mr. Denson and his department for all their hard work.

VIII. City Administrator's Report:

- a) **Retention Schedule (Fire Department)**

Mr. Broom stated the first item is a records retention schedule from the City Clerk. He stated these are guidelines prepared by the South Carolina Department of Archives and History that outline how long the City Clerk must keep records before destruction. He stated these pertain to the Fire Department and is as follows:

1. SC EMS Airway Evaluation Form: Retention is thirteen (13) years, then destroy.
2. After the Fire Program – Fire safety Survey Waiver: Retention is ten (10) years, then destroy.

Mayor Habib inquired if City Council wished to act. Councilmember McSwain made a motion to adopt the Records Retention Schedule specifically for the City of Goose Creek Records group number 1036 and specific forms of 17880 and 17881. Mayor Pro Tem Condon seconded the motion. Hearing no discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

b) 2019 Crowfield Golf Course Improvements

Mr. Broom stated his final request is from the Golf Course Superintendent regarding the annual course improvements at Crowfield Golf Course. He stated for the last several years, we have budgeted \$250,000 in Hospitality Tax Revenue for projects designed to speed up pace of play and allow for more rounds per day. He stated we broken this year's project into three categories for bidding:

1. Cart Path Repairs and Repaving
2. New Sod
3. Bunker Reshaping and Removal

Mr. Broom stated City staff requests to hire the low bidders for each portion of the project. He stated for the cart path repairs and repaving, City staff is requesting to hire Campbell Pavement Specialties of Sumter, SC. He stated City staff is requesting to hire Environmental Landscaping, Inc. of Abbeville, SC for new sod and bunker reshaping and removal. Mr. Broom stated the total amount is \$235,892.

Mayor Habib inquired if City Council wished to act. Councilmember Harmon made a motion to approve the 2019 Crowfield Golf Course improvements, as stated by Mr. Broom. Councilmember Tekac seconded the motion. Mayor Habib stated this item was discussed in the City Council Budgeting Workshop last year. Councilmember McSwain stated she noticed in the Campbell Pavement Specialties contract there is a provision for a party default; it states that the successful party would be able to get reimbursed for fees and cost. She stated there is no provision for that in the Environmental and Landscaping, Inc. contract and inquired if we could add the same language. Mr. Broom stated there is no guarantee they will agree, but we can attempt to request the provision be added. Hearing no further discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

IX. Mayors Report:

Mayor Habib stated every Thursday we are offering "Food at the Fountain" from 11:00 a.m. to 2:00 p.m. He stated the information will be updated on the City's social media sites. He stated the City's Golf Course has a pub menu offered Wednesdays through Saturdays and invited everyone to check it out.

X. Adjourn:

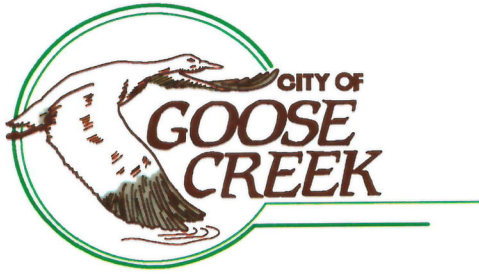
Councilmember Tekac made a motion to adjourn. Mayor Pro Tem Condon seconded. Mayor Habib called for the vote. All in favor, none opposed. Meeting adjourned at 7:40 p.m.

Kelly J. Lovette, MMC
City Clerk

Date: September 10, 2019

A copy of this meeting's agenda was sent to the Post and Courier and The Goose Creek Gazette; it was posted in City Hall 24 hours prior to the meeting.

***PUBLIC HEARINGS, PRESENTATIONS
& PROCLAMATIONS***



Proclamation

Office of the Mayor

*“In Honor of International Literacy Day, September 8, 2019, and
National Adult Education and Family Literacy Week, September 23-29, 2019”*

WHEREAS, the need for a highly literate citizenry in Goose Creek increases as our community moves toward an increasingly technological future; and

WHEREAS, within a one-mile radius of Trident Literacy’s location in Goose Creek, more than 1,500 adults do not have a high school credential, and within two miles of the site more than 7,500 adults do have a high school credential; and

WHEREAS, these adults experience literacy issues that impact severely on their lives and families, their ability to work productively, and their full participation as citizens and residents of our city and state; and

WHEREAS, Trident Literacy Association provides individualized instruction to approximately 100 adults in Goose Creek annually, including those who earn their GED and Career Ready Certificates, those who learn digital literacy, those who gain life skills and job skills and financial literacy skills, those who enter continuing education programs, take advantage of apprenticeship opportunities, enter higher education, the military, or the job market, contribute to our economic growth, and change the family dynamic that will contribute to their children’s future educational success; and

WHEREAS, the City of Goose Creek deems it important to recognize and highlight the economic and societal importance of literacy.

NOW, THEREFORE, I, Gregory Habib, Mayor of the City of Goose Creek, do hereby proclaim September 2019 as “Literacy Month” and September 23-29 as “National Adult Education and Family Literacy Week” in the City of Goose Creek, South Carolina, and urge my fellow citizens to learn more about the importance of literacy and to become involved with literacy in our community.

IN WITNESS WHEREOF, I, Gregory S. Habib, hereunto set my hand and caused the seal of the City of Goose Creek to be affixed this 10th day of September 2019.

Gregory S. Habib
Mayor



Attest: _____

Kelly J. Lovette, MMC
City Clerk

Ordinance #: _____

AN ORDINANCE

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF GOOSE CREEK, SOUTH CAROLINA, TO PROVIDE FOR CHANGES IN THE ZONING DISTRICTS OF THE PROPERTY LOCATED AT THE NORTHWEST CORNER OF HIGHWAY 52 AND WINDSOR MILL ROAD, DESIGNATED AS TMS #234-00-00-001 FROM PLANNED DEVELOPMENT (PD) TO GENERAL COMMERCIAL (GC)

WHEREAS, the Planning Commission of the City of Goose Creek held public hearings on August 6, to receive public comment and to consider a change in zoning classification from Planned Development (PD) to General Commercial (GC) for the above-mentioned properties,

WHEREAS, pursuant to said Planning Commission public hearing, the Planning Commission has recommended denial for the zoning reclassification of the property from PD to General Commercial (GC) zoning district.

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and City Council of the City of Goose Creek, South Carolina, that the Zoning Map of the City of Goose Creek, South Carolina, is hereby amended by changing the zoning district classification of the properties located the northwest corner of Highway 52 and Windsor Mill Road designated as TMS #234-00-00-001 from Planned Development (PD) to General Commercial (GC).

All ordinances and provisions in conflict herewith are repealed, and if any sentence, clause, phrase or word contained herein shall be held invalid, such invalidity shall not affect the validity of the remainder of this ordinance.

This ordinance shall become effective immediately upon adoption.

INTRODUCED the 10th day of September 2019.

DONE the ____ day of October, 2019.

Mayor Gregory S. Habib

Attest: _____
Kelly J. Lovette, MMC, City Clerk

Mayor Pro Tem Kevin M. Condon

Councilmember Debra Green-Fletcher



Department of Planning and Zoning

Mark Brodeur

DIRECTOR

519 N. GOOSE CREEK BOULEVARD
P.O. DRAWER 1768
GOOSE CREEK, SC 29445-1768
TEL (843) 797-6220 EXT. 1118
FAX (843) 863-5208

Memorandum

TO: Jake Broom, City Administrator
FROM: Mark Brodeur, Planning and Zoning
Director
DATE: September 10, 2019
SUBJECT: Planning Commission Action on Zone Change
Request

Proposal:

The applicant, Jan V. Dorn (GPH Properties), appeared before the Planning Commission on August 6, 2019 as part of a Public Hearing to request a rezoning a property located on the north side of the intersection of Windsor Mill Road and Highway 52. The subject 14.53-acre property is currently zoned PD (Planned Development). The rezone proposal is to rezone this 14.53-acre lot from PD to General Commercial.

Background:

The subject property is identified as TMS # 2340000001 (14.53 acres). The lot is part of the Planned Development (PD) known as Woodland Lakes.

The entire PD property – including all Woodland Lakes and the property that City Hall now sits on – was re-zoned from Area-Wide Business AB (no longer exists) to Planned Development Residential PD-R (no longer exists) back in 1985.


In 1990, City Council further approved the regulations for this specific PD. This was done as part of the planning for the City Hall complex, as the drawings from this era depict the large pond behind City Hall for the first time and include a parcel labeled “Town Hall Site.”

At the time, City Council approved a list of uses prohibited in the Woodland Lakes PD. Included on the list: **multi-family dwellings** and/or apartments. The other items on the prohibited list include heavy machinery / truck sales / service and repair, radio television station or studio, warehousing or mini-warehousing (aka storage), transportation terminals and clubs/bars allowing on-premises alcohol consumption.

Discussion:

Removing the subject property from a PD constitutes a major modification to the PD Plan and Map. The Planning Commission held a Public Hearing on the Zone Change Request. The Commission heard testimony from the applicant and affected residents. Ultimately the Commission voted to deny the request for Zone Change stating that doing so might open the property for a myriad of undesirable uses.

At this time, no development is proposed. The owners have stated that they want a basic commercial zoning without being tied to the tighter nuances of the Planned Development.



If the Zone Change Amendment is approved for General Commercial (GC) zoning, the owners or future owners of the property could apply for the use of multi-family as a “conditional use permit”. Currently, conditional use permits are approved by the Zoning Board of Appeals. The proposed multi-family development would need to meet 17 distinct conditions as part of the approval by the Zoning Board of Appeals.

Planning Commission Recommendation:

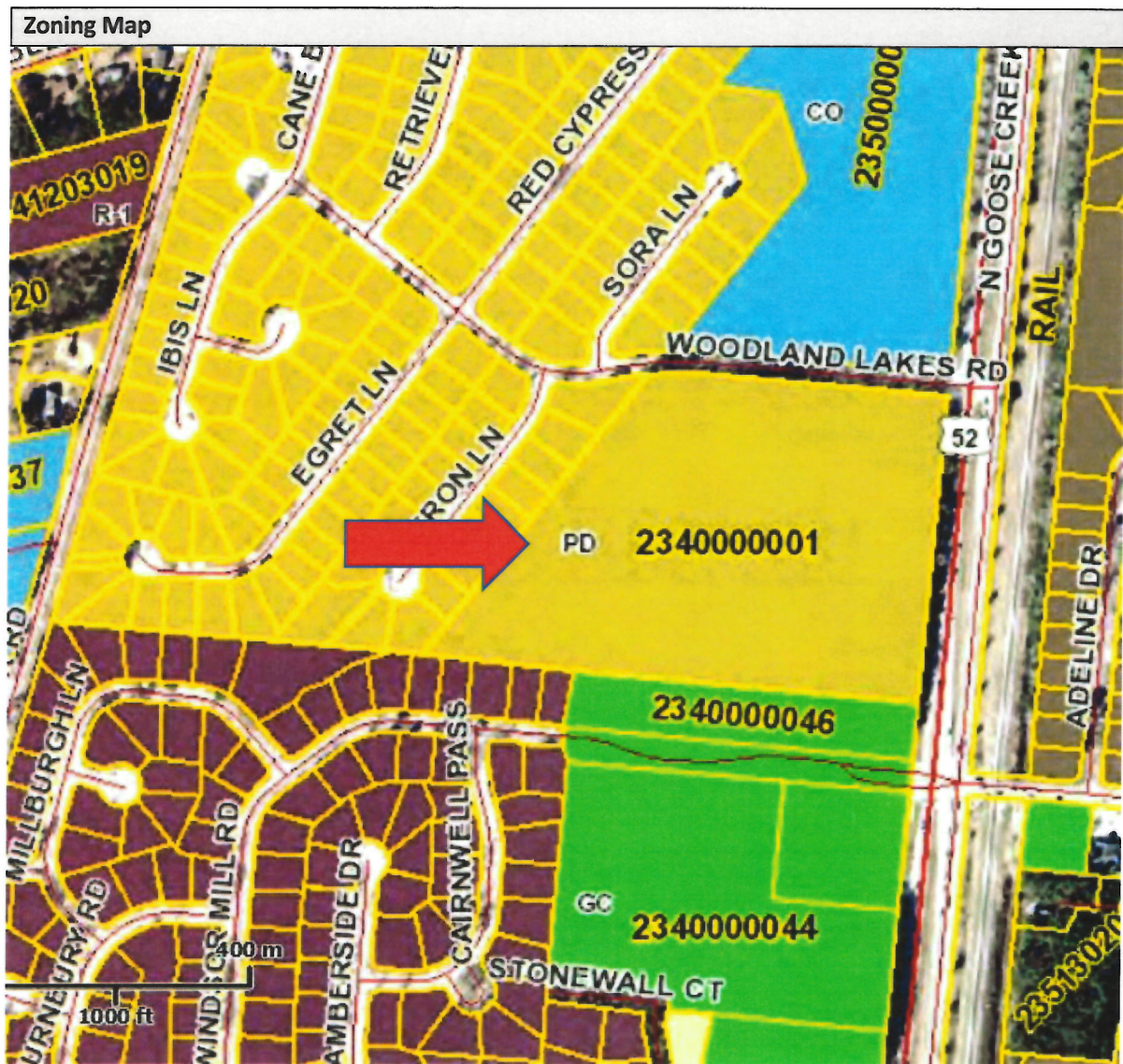
The Planning Commission did not support the zone change amendment from PD to General Commercial.



STAFF REPORT FOR THE CITY OF GOOSE CREEK PLANNING COMMISSION

For reference, the City of Goose Creek Code of Ordinances are available
online at <https://www.cityofgoosecreek.com/government/code-ordinances>

Agenda Item			
Applicant:		GPH Properties L P	
Location/Address:		Located within the PD of Woodland Lakes	
Request:		Rezone from Planned Development (PD) to General Commercial (GC)	
Subject Parcel			
Property Owner:		GPH Properties L P	
Tax Map Number:		234-00-00-001	
Approximate Acreage:		14.53	
Plat Book & Page:		Plat CAB G – 237	
Comprehensive Plan Future Land Use Map Designation:		Commercial District	
Property Zoning to the		Property Uses to the	
North:	CO Conservation Open Space	North:	Residential and Non-developed
South:	GC General Commercial	South:	Gas Station and Non-developed
East:	PD Planned Development	East:	Woodland Lakes Single Family Residential
West:	R2 – Medium Density Residential	West:	Single Family Residential
Anticipated Meeting Schedule			
Body	Meeting Date		Action
Planning Commission	August 6, 2019		Public Hearing-Rezone Request
City Council Meeting	September 10, 2019		First Reading
City Council Meeting	October 8, 2019		Final Reading
<i>City Council Meeting subject to change. Please check the website for up-to-date information.</i>			

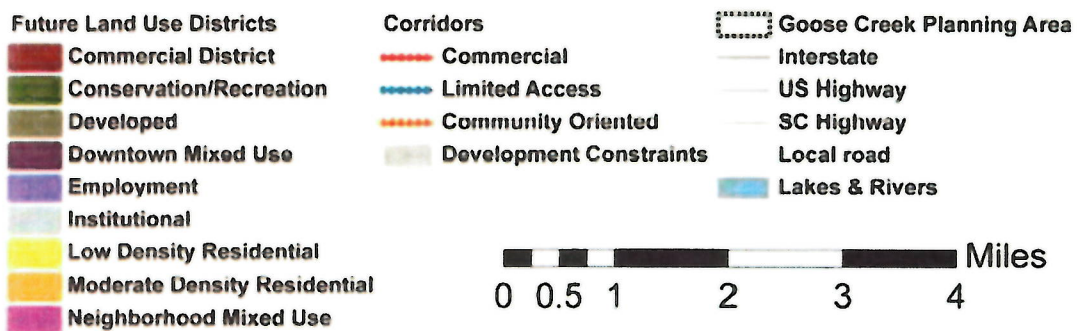


PROPERTY TMS# 234-00-00-001

COMPREHENSIVE LAND USE MAP WITH PROPERTY LOCATION DESIGNATION



COMPREHENSIVE LAND USE MAP LEGEND



NEW BUSINESS

A RESOLUTION

ORDERING A SPECIAL REFERENDUM TO BE HELD IN THE CITY OF GOOSE CREEK, SOUTH CAROLINA, ON THE QUESTION OF WHETHER THE CITY SHOULD BE AUTHORIZED TO ENTER INTO THE ELECTRIC UTILITY BUSINESS; PROVIDING FOR THE FORM OF THE BALLOT TO BE USED; PROVIDING FOR NOTICE OF THE REFERENDUM; AND PROVIDING FOR OTHER MATTERS RELATING THERETO.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOOSE CREEK, AS FOLLOWS:

Section 1. *Findings.* The City Council of the City of Goose Creek (the “*City Council*”), which is the governing body of the City of Goose Creek, South Carolina (the “*City*”), hereby finds and determines:

(a) The City is a municipal corporation of the State of South Carolina (the “*State*”) located in Berkeley County, South Carolina (the “*County*”), and as such possesses all general powers granted by the Constitution and statutes of the State to such public entities.

(b) Pursuant to Article VIII, Section 16 of the Constitution of the State of South Carolina, 1895, as amended (the “*Constitution*”), “[a]ny incorporated municipality may, upon a majority vote of the electors of such political subdivision who shall vote on the question, acquire by initial construction or purchase and may operate gas, *water*, sewer, *electric*, transportation or other public utility systems and plants” [emphasis supplied].

(c) Pursuant to a successful referendum held in the City on May 16, 1972, the City entered the water business and currently provides potable water service to portions of the City through its public water utility system.

(d) The City is interested in pursuing other municipal utility interests and has determined to pursue the creation of a municipal electric system.

(e) As required by the Constitution, the City has not held a referendum to enter into the electric utility business, but has now determined to do so under the terms of this Resolution.

(f) The City no longer maintains a municipal election commission, but rather has made arrangements with, and may request that, the Berkeley County Board of Voter Registration and Elections (the “*Election Commission*”), as the commissioners of election in the County, to hold a referendum in the City to authorize the City to enter the electric utility business.

(g) Upon a successful referendum, the City shall be authorized to create and operate a municipal electric utility.

Section 2. *Order to Hold Referendum.* Pursuant to the applicable provisions of the Constitution and laws of the State, there is hereby ordered an electric utility referendum to be held in the City on December 3, 2019 (the “*Referendum*”) or such other date as may be determined by the Mayor of the City (the “*Mayor*”) in consultation with the Election Commission. On the date of the Referendum, there shall be submitted to all persons residing in the City and qualified to vote under the Constitution and laws of the State the question of whether the City shall be authorized and empowered to acquire by initial construction or purchase and thereafter establish, improve, operate and maintain an electric system to furnish electric power.

Section 3. *Voting, Polling Places, and Hours of Election.* The Referendum shall be conducted by the Election Commission. The polls shall be opened at 7:00 a.m. and closed at 7:00 p.m. on the date of the Referendum and shall be held during said hours without intermission or adjournment. The voting precincts and polling places for each of such precincts shall be such precincts and polling places as established by law wholly or partially within the City.

Section 4. *Ballot Question.* The Election Commission is requested to conduct the Referendum in accordance with State law. Subject to the approval of the Election Commission, the form of ballot to be used in the Referendum and the instructions to voters appearing thereon shall be in substantially the form set forth at Appendix A attached hereto (the “*Ballot*”), with such other changes as may be deemed necessary by the Mayor upon consultation with the executive director of the Election Commission.

Section 5. *Voter Qualification.* Every person offering to vote must be at least 18 years of age on the date of the Referendum, must reside in the City and must be duly registered on the books of registration for the Election Commission as an elector in the precinct in which he or she resides and offers to vote on or before the date on which said books of registration are closed for the Referendum, and must present either a South Carolina driver's license, another form of identification containing a photograph issued by the Department of Motor Vehicles, a passport, a military identification card containing a photograph issued by the federal government, or a South Carolina voter registration card containing a photograph of the voter pursuant to Section 7-5-675 of the Code of Laws of South Carolina 1976, as amended. If a voter cannot produce any type of the aforementioned identification at his or her designated precinct, the voter may cast a provisional ballot that is counted only if the voter brings a valid and current photograph identification to the Election Commission before the results of the Referendum are certified.

Any registered elector who meets the requirements set forth in the preceding sentences and who has moved his or her place of residence within the City after the date on which said books of registration are closed for the Referendum, but before the date of the Referendum, shall be entitled to vote in his or her previous precinct of residence in the Referendum.

Absentee ballots for the Referendum shall be available at the office of the Election Commission. The books of registration shall be closed thirty (30) days prior to the Referendum.

Section 6. *Notice of Referendum.* A notice of the Referendum (the “*Notice*”), substantially in the form set forth in Appendix B attached hereto, shall be published in compliance with the provisions of Sections 7-13-35 of the Code of Laws of South Carolina 1976, as amended. The Mayor shall be authorized to make such modifications or changes to the Notice as he shall deem necessary and the published version thereof shall constitute conclusive evidence of such approval.

The Election Commission is authorized to change any of the locations of polling places for the Referendum in accordance with State law as deemed necessary or advisable. In the event of such change, appropriate changes are to be made to the Notice.

Section 7. *Registration and the Election Commission.* A certified copy of this Resolution shall be filed with the Election Commission, and the Election Commission is hereby requested to perform the following:

- (a) to join in the action of the City in providing for the Notice and the Ballot in substantially the forms contained herein;
- (b) to prescribe the form of ballot to be used in the Referendum;
- (c) to arrange for polling places for each precinct, or any part of a precinct within the City;
- (d) to appoint Managers of Election;
- (e) to provide a sufficient number of ballots or voting machines, as the case may be, for the Referendum;
- (f) to conduct the Referendum, receive the returns thereof, canvass such returns, declare the results thereof, and certify such results; and
- (g) take other steps and prepare such other means as shall be necessary or required by law in order to properly conduct the Referendum.

DONE IN A MEETING DULY ASSEMBLED, this 10th day of September, 2019.

(SEAL)

CITY OF GOOSE CREEK, SOUTH CAROLINA

Mayor

Attest:

City Clerk

**APPENDIX A
FORM OF BALLOT**

OFFICIAL BALLOT FOR REFERENDUM
ELECTRIC UTILITY REFERENDUM
CITY OF GOOSE CREEK, SOUTH CAROLINA
_____, 2019

Precinct____
No. _____

Initials of Issuing Officer

OFFICIAL BALLOT FOR REFERENDUM
ELECTRIC UTILITY REFERENDUM
CITY OF GOOSE CREEK, SOUTH CAROLINA
_____, 2019

Question

Shall the City Council of the City of Goose Creek, as the governing body of the City of Goose Creek, South Carolina, be authorized to acquire by initial construction or purchase, and thereafter establish, improve, operate and maintain an electric utility system to furnish electric power?

Yes, in favor of the question []

No, opposed to the question []

**APPENDIX B
FORM OF NOTICE OF REFERENDUM**

**NOTICE OF REFERENDUM
ELECTRIC UTILITY REFERENDUM
CITY OF GOOSE CREEK, SOUTH CAROLINA**

NOTICE IS HEREBY GIVEN that a referendum will be held in the City of Goose Creek, South Carolina (the "City"), on _____, 2019 (the "Referendum"), for the purpose of submitting to all persons qualified to vote in the City pursuant to the Constitution and laws of the State of South Carolina, the following question:

QUESTION

Shall the City Council of the City of Goose Creek, as the governing body of the City of Goose Creek, South Carolina, be authorized to acquire by initial construction or purchase, and thereafter establish, improve, operate and maintain an electric utility system to furnish electric power?

Yes, in favor of the question []

No, opposed to the question []

The question is being submitted pursuant to Article VIII, Section 16 of the Constitution of the State of South Carolina, 1895, as amended, and a resolution of the City Council of the City of Goose Creek, as the governing body of the City (the "City Council") adopted on September 10, 2019. If a majority of the qualified electors of the City voting in the Referendum approve the question, the City shall be authorized enter into the electric utility business.

Every person offering to vote must be at least 18 years of age on the date of the Referendum, must reside in the City and must be duly registered on the books of registration for the Berkeley County Board of Voter Elections and Registration (the "Election Commission") as an elector in the precinct in which he or she resides and offers to vote on or before the date on which said books of registration are closed for the Referendum, and must present either a South Carolina driver's license, another form of identification containing a photograph issued by the Department of Motor Vehicles, a passport, a military identification card containing a photograph issued by the federal government, or a South Carolina voter registration card containing a photograph of the voter pursuant to Section 7-5-675 of the Code of Laws of South Carolina 1976, as amended. If a voter cannot produce any type of the aforementioned identification at his or her designated precinct, the voter may cast a provisional ballot that is counted only if the voter brings a valid and current photograph identification to the Election Commission before the results of the Referendum are certified.

Any person wishing to register to vote in the Referendum, if registering by mail, must either have such registration postmarked no later than 30 days prior to the Referendum, to the

Berkeley County Board of Voter Registration and Elections, Post Office Box 6122, Moncks Corner, SC 29461, or appear in person and register at the Election Commission, at 6 Belk Drive, Moncks Corner, SC 29461. Any registered elector who has moved his or her place of residence within the City after the date of the Referendum shall be entitled to vote in his or her previous precinct of residence in the Referendum; provided, however, in case any registered elector shall have moved from one precinct in the City within 30 days prior to _____, 2019, and shall have surrendered his registration certificate and has received a new certificate, such elector may vote in the precinct provided by such new certificate. Persons who become of age during the 30-day period preceding the Referendum shall be entitled to register before the closing of the books if otherwise qualified.

Any person eligible to register to vote in the Referendum who has been discharged or separated from his service in the Armed Forces of the United States prior to _____, 2019, and has returned home too late to register at the time when registration is required, is entitled to register for the purpose of voting in the Referendum after the discharge or separation from service, up to 5:00 p.m. on the day of the Referendum. This application for registration must be made at the office of the Election Commission, and if qualified, the person must be issued a registration notification stating the precinct in which he is entitled to vote and should be placed on the registration rolls of the precinct.

The polls shall be open from 7:00 a.m. until 7:00 p.m. at the polling places designated below and shall be open during those hours without intermission or adjournment. Appropriate vote recorders will be provided at the polling places for the casting of ballots on the aforesaid question. Managers of Election will be appointed by the Election Commission. The precincts (or portions thereof) within the City and locations of the several polling places for such Referendum are as follows:

Precinct

Location

Voters who are blind, who are otherwise physically handicapped, or who are unable to read or write are entitled to assistance in casting their ballot. This assistance may be given by anyone the voter chooses except for his employer, an agent of his employer, or an officer or agent of his union. The Managers of Election must be notified if assistance is needed. Voters who are unable to enter their polling place due to physical handicap or age may vote in the vehicle in which they

drove, or where driven, to the polls. When notified, such Managers of Election will help voters effectuate this curbside voting provision. Registered voters may be eligible to vote by absentee ballot. Persons wishing more information concerning absentee balloting should contact the Election Commission by telephone at (843) 719-4060 or email at webvre@berkeleycounty.gov. At 9:00 a.m. on the day of the election, the Election Commission will begin its examination of the absentee ballot return envelopes at the offices of the Election Commission, located at 6 Belk Drive, Moncks Corner, SC 29461. Persons wishing more information concerning absentee balloting should contact the Election Commission by telephone at (843) 719-4060.

After the Referendum, the Election Commission shall hold a hearing on [DATE] at 10:00 a.m. on ballots challenged in the election at the office of Election Commission located at 6 Belk Drive, Moncks Corner, SC 29461. The date of the hearing is subject to change and upon any such change, due notice shall be provided by the Election Commission.

OLD BUSINESS

ORDINANCE NO: _____

AN ORDINANCE

AN ORDINANCE PURSUANT TO TITLE 5, CHAPTER 3, SECTION 5-3-150, SUBSECTION 3, OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, TO ANNEX AN AREA IDENTIFIED AS TMS 243-03-00-022 (111 SPRING HALL DRIVE) INTO THE CITY OF GOOSE CREEK, A SOUTH CAROLINA MUNICIPAL CORPORATION

WHEREAS, Title 5, Chapter 3, Section 5-3-150(3) of the Code of Laws of South Carolina, 1976, as amended, provides for the annexation of any area or property which is contiguous to a city or town by filing a petition with the municipal governing body which is signed by one-hundred percent (100%) or more of the owners owning at least one-hundred percent (100%) of the assessed valuation of the real property in the area requesting annexation; and

WHEREAS, one-hundred percent (100%) of the freeholders owning one-hundred percent (100%) of the assessed valuation of the real property in the area hereafter delineated and described, have filed a petition with the City Council of Goose Creek, South Carolina, requesting that such property be annexed into the City of Goose Creek, South Carolina. Such property is contiguous to the current City limits of the City of Goose Creek, and is described as follows:

TMS #243-03-00-022(.58-acre, 107 Spring Hall Drive)

To include any road, waterway, easement, railroad track, marshland or utility line that intervenes between these properties and the municipal limits of the City of Goose Creek.

The owner of said property has requested that the property be annexed into the City of Goose Creek. All applicable City services will be provided immediately upon annexation.

WHEREAS, the property is a closed parcel of land in Berkeley County, South Carolina, consisting of .58 acre, more or less, for the purpose of annexation into the City of Goose Creek. The area is more fully shown on a plat entitled "Annexation Request Property Identified as TMS #243-03-00-022" as prepared by the Annexation Coordinator.

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and City Council of the City of Goose Creek, South Carolina, in Council duly assembled, that all real properties as hereinafter delineated and described are hereby annexed into the City of Goose Creek, South Carolina, a South Carolina municipal corporation, pursuant to Title 5, Chapter 3, Section 5-3-150(3) of the Code of Laws of South Carolina, 1976, as amended, and a zoning district classification of CO – Conservation Open Space be applied thereto immediately upon adoption.

INTRODUCED the 13th day of August, 2019.




DONE the ____ day of September, 2019.

Mayor Gregory S. Habib

Attest: _____
Kelly J. Lovette, MMC, City Clerk



CITY OF GOOSE CREEK
ANNEXATION REQUEST PROPERTY
TMS #243-03-00-022
.58 ACRE 107 Spring Hall Drive

-  Goose Creek
-  Berkeley County
-  TMS#243-03-00-022





CITY OF GOOSE CREEK
ANNEXATION APPLICATION



Date: 7/30/19

REQUESTED ANNEXATION METHOD (CIRCLE ONE): 100% 75% 25%

TMS#: 243-03-00-022

ADDRESS: 107 Springhall Drive
Goose Creek, SC 29445

PROPERTY OWNER(S): Hire Quest, LLC

CURRENT COUNTY ZONING DISTRICT: 01 REQUESTED CITY ZONING DISTRICT: PD

TOTAL ACREAGE TO BE ANNEXED: .58

IS THIS PROPERTY VACANT? (CIRCLE ONE) YES NO

IF NOT VACANT, PLEASE DESCRIBE ANY EXISTING BUILDINGS ON THE PROPERTY:

ANNEXATION REQUIREMENTS

1. A letter of intent.
2. A summary of future plans for the property.
3. A copy of the property's deed.
4. Signature authority documentation, if the applicant is not the property owner.
5. An original copy of the Annexation Application.

Contact Information*

Name (Printed): John McAnnar

Telephone: (843) 723-7400

Address: 111 Springhall Drive
Goose Creek, SC 29445

Signature of Owner/Applicant* _____

*Proper documentation of the identity of an applicant who is not the owner of the property must be provided. If the property is owned by a company, please provide documentation of the applicant's position within the company represented. If the annexation is being proposed on behalf of a property owner, complete documentation of both the applicant's identity, and a certified, filed copy of a Power of Attorney granting permission to apply, must be provided. Proper documentation is subject to the approval of the City Clerk.

Please return this form and supporting documents to:

Frank Johnson, Annexation Coordinator

City of Goose Creek

PO Drawer 1768

Goose Creek, SC 29445

For more information please call (843) 797-6220 Ext. 1117



July 30, 2019

To:

Frank Johnson
Annexation Coordinator
City of Goose Creek
PO Drawer 1768
Goose Creek, SC 29445

Re: Hire Quest, LLC Annexation Application (TMS # 243-03-00-022)

Mr. Johnson:

Please allow this correspondence to serve as Hire Quest, LLC's Letter of Intent to apply for annexation of TMS # 243-03-00-022 by the City of Goose Creek. The subject parcel is a .58-acre lot located at 107 Spring Hall Drive, Goose Creek, SC, more accurately described in the attached deed. Hire Quest, LLC, is the sole owner of the subject property and therefore requests application of the 100% Annexation Method.

Hire Quest, LLC, intends to construct a parking lot on the property to serve as offsite parking for an existing and future office building in the adjacent lots (also owned by Hire Quest, LLC). The construction plan for this parcel has been approved by Berkeley County (Approval No. PLSP-027205-2019).

Enclosed with this letter please find: 1) a copy of the property deed; 2) the original signed Annexation Application. Please let us know if we can provide any additional information at this time.

Sincerely,

John McAnnar
VP and General Counsel
Hire Quest, LLC

MONTHLY DEPARTMENT REPORT

CITY ADMINISTRATOR'S REPORT



Jake Broom

CITY ADMINISTRATOR

519 N. GOOSE CREEK BOULEVARD

P.O. DRAWER 1768

GOOSE CREEK, SC 29445-1768

TEL (843) 797-6220 EXT. 1115

FAX (843) 863-5208

TO: Mayor and City Council
DATE: September 6, 2019
SUBJECT: Request to Hire Contractor – Clarine Drive & Adler Drive Water System Improvement Projects

Please find attached a request and supporting documentation from the Director of Public Works regarding water system improvements on Clarine Drive and Adler Drive.

Staff requested quotes to replace asbestos cement water mains on Adler Drive, Carol Drive, Colonial Drive and Clarine Drive as well as quotes to replace the gate valves on Stephanie Drive. The overall cost was extremely high, so we've narrowed the scope of the project to just Clarine Drive and Adler Drive.

Company	Adler Drive	Clarine Drive	Total
IPW	\$55,237.50	\$111,525.00	\$166,762.50
Carolina Tap & Bore	\$54,775.00	\$133,300.00	\$188,075.00
Triad	\$75,055.00	\$129,915.00	\$204,970.00

Staff requests to hire the low bidder, **IPW Construction Group (North Charleston, S.C.)** for the total amount of **\$166,762.50**.

This project is included in the FY2019 Water Enterprise Fund Budget under line item 800-8015 – *Improvements to the System* in the amount of \$175,000. The line item currently has \$166,508 remaining, with \$8,492 having been spent on new radio read meters. The \$254.50 overage will be covered elsewhere in the Water Enterprise Fund.

Please stop by City Hall if you have any questions. Your favorable consideration of this request will be appreciated.

Respectfully submitted,

Jake Broom
City Administrator



THE CITY OF
GOOSE CREEK
BERKELEY CO. EST. 1961 SO. CAROLINA

Chuck Denson
DIRECTOR
DEPARTMENT OF PUBLIC WORKS

200 BUTTON HALL AVENUE
P.O. DRAWER 1768
GOOSE CREEK, SC 29445-1768

TEL (843) 824-2200
FAX (843) 863-5218

Memorandum

Date: August 20, 2019

To: Jake Broom, City Administrator



From: Chuck Denson, Director of Public Works

Re: 2019 Water System Improvements

Separate sealed bids have been solicited and received from three qualified contractors for improvements to the City of Goose Creek water distribution system. The project included the replacement of an existing Asbestos – Cement water mains and the extension of water mains to add redundancy to the system. A quote summary sheet is attached for your review. A balance of \$166,507.96 remains in the FY 2019 Water Division budget for improvements to the system.

IPW Construction Group, LLC of N. Charleston, SC provided the lowest, qualified bid in the amount of **\$501,712.50** for a package of four projects. As the bid exceeded the funds available, the contractor was contacted and has agreed to hold the pricing for two of the projects for consideration. I respectfully request award of a contract to execute the Adler Drive System Improvements in the amount of **\$55,237.50** and the Clarine Drive System Improvements in the amount of **\$111,525.00** for a total amount of **\$166,762.50**.

Your favorable consideration will be greatly appreciated. Please contact me at your convenience should you have questions or require additional information.

Attachments

2019 Water System Improvements

Adler Drive, Carol Drive, Colonial Drive, Clarine Drive, & Stephanie Drive

Bid Schedule:

ITEM	DESCRIPTION	IPW Construction Group, LLC			Carolina Tap & Bore, Inc.			Triad Engineering & Contracting Co.	
		UNIT PRICE	TOTAL PRICE		UNIT PRICE	TOTAL PRICE		UNIT PRICE	TOTAL PRICE
1	Adler Drive System Improvements	\$ 55,237.50	\$ 55,237.50		\$ 54,775.00	\$ 54,775.00		\$ 75,055.00	\$ 75,055.00
2	Carol Drive System Improvements	\$ 196,740.00	\$ 196,740.00		\$ 228,500.00	\$ 228,500.00		\$ 208,256.00	\$ 208,256.00
3	Colonial Drive System Improvements	\$ 131,100.00	\$ 131,100.00		\$ 133,300.00	\$ 133,300.00		\$ 140,975.00	\$ 140,975.00
4	Clarine Drive System Improvements	\$ 111,525.00	\$ 111,525.00		\$ 117,350.00	\$ 117,350.00		\$ 129,915.00	\$ 129,915.00
5	Stephanie Drive Gate Valve Replacements	\$ 7,110.00	\$ 7,110.00		\$ -	\$ -		\$ 17,624.00	\$ 17,624.00
		\$501,712.50			\$533,925.00			\$571,825.00	

Certified: 

Chuck Denson, Director of Public Works

Date: 20 Aug 2019



THE CITY OF
GOOSE CREEK
BERKELEY CO. EST. 1961 SO. CAROLINA

Jake Broom

CITY ADMINISTRATOR

519 N. GOOSE CREEK BOULEVARD
P.O. DRAWER 1768
GOOSE CREEK, SC 29445-1768
TEL (843) 797-6220 EXT. 1115
FAX (843) 863-5208

TO: Mayor and City Council
DATE: September 6, 2019
SUBJECT: Retention Schedule (Fire Department)

Attached is a request from the City Clerk that entails four (4) Records Retention Schedules prepared by the South Carolina Department of Archives and History regarding records at the Fire Department. The schedule pertains to the following records:

- (1) **Air Quality Analysis** – Records documenting the analysis of air quality in the Breathing Air Cascade System.

Retention – 5 years, then destroy.

- (2) **Respiratory Training Records** – Records of the respiratory training and refresher courses required by OSHA that are provided for employees.

Retention – 3 years, then destroy.

- (3) **SCBA Flow Tests** – Results of flow tests conducted annually on all self-contained breathing apparatus (SCBA) to determine if the equipment qualifies for services.

Retention – 5 years, then destroy.

- (4) **Fit Testing Records** – Documents test results of fit test performed in accordance with OSHA Respiratory Protection Guidelines.

Retention – 3 years or until superseded, then destroy.

Please stop by City Hall if you have any questions. Your favorable consideration of this request will be appreciated.

Respectfully Submitted,


Jake Broom
City Administrator



August 8, 2019

Ms. Kelly Lovette, City Clerk
City of Goose Creek
519 N. Goose Creek Boulevard
Post Office Drawer 1768
Goose Creek, SC 29445

Dear Kelly,

Please find enclosed two copies of the retention schedules prepared for the Fire Department. An "Approval of Records Retention Schedule" form is attached to each copy of the schedules for the approval signatures of the department head in Part I and the Mayor in Part II.

After the department head and Mayor have signed the schedules, please return both copies to me. The Archives Director will then sign in Part III and I will send you an approved copy for your files.

If you have any questions, please do not hesitate to contact me at (803) 896-6125 or email csmith@scdah.sc.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carolyn", is written above the typed name.

Carolyn Smith
Records & Information Management Analyst
Local Records Services

Enclosures: 2



South Carolina Department of Archives & History Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I — Office or Department

CITY OF GOOSE CREEK

Local Government Subdivision

FIRE DEPARTMENT

Office or Department

1036

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **17907-17909; 15347 (Revised)**

Date

Signature of Approving Authority

Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

Date

Signature of Approving Authority

Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

Date

Director, Department of Archives and History

**South Carolina Department of Archives and History
Records Management Division**

**Guidelines For Understanding And Implementing
Records Retention Schedules**

The following guidelines describe basic terms related to records retention schedules and define the responsibilities associated with schedule approval and implementation.

Records Retention Schedule – A records retention schedule describes one or several records series and indicates the length of time records should be retained prior to final disposition. Schedules are issued to state agencies or local government subdivisions and must be approved in accordance with provisions of the Public Records Act, as amended. Upon approval, the latest retention schedule supersedes any schedule previously approved for the same records series or group of records series.

Copies – All official copies of state agency and local government subdivision records must be inventoried, appraised, and scheduled. Convenience and other extra copies do not need a records retention schedule and may be disposed of when no longer needed for reference.

Legal Retention Requirements – The approval of schedules by state agencies or local government subdivisions should include a legal review to ensure that retention periods are in compliance with all applicable laws and regulations. In addition, state agencies and local government subdivisions are responsible for ensuring that records are retained for any additional time necessary to fulfill special legal considerations or requirements, such as those related to pending litigation, government investigations, or court orders.

Confidentiality and Restrictions – State agencies and local government subdivisions should ensure that confidential records are properly filed, accessed, and disposed of in accordance with federal, state, and local legal requirements.

Audit Requirements – State agencies and local government subdivisions are responsible for ensuring that records are retained to comply with all audit requirements.

Destruction of Records – Non-microfilmed records destroyed in accordance with approved schedules should be reported to the Department of Archives and History by submitting a copy of the State and Local Government Report of Records Destroyed. A copy of each destruction report should be retained by the state or local office as documentation of records destroyed in accordance with the approved retention schedules.

Records Storage – Permanent records must be maintained, protected, and preserved in an appropriate environment as required by section 30-1-70 of the Public Records Act, as amended. The State Records Center will accept scheduled semi-active state agency records for temporary storage on a space available basis. It will also receive permanent records scheduled for transfer to the Department of Archives and History.

For further information on state or local records retention schedules, please contact the Records Services staff at (803) 896-6100.



CITY OF GOOSE CREEK

RECORD GROUP NUMBER: 1036

FIRE DEPARTMENT

17907 AIR QUALITY ANALYSIS

Description:

Records documenting the analysis of air quality in the Breathing Air Cascade System. Information includes fill dates, identification of person performing the fill, cylinder serial number, breathing air source, final cylinder pressure, most recent hydrostatic test date and other related records.

Retention:

5 years, then destroy.

17908 RESPIRATORY TRAINING RECORDS

Description:

Record of the respiratory training and refresher courses required by OSHA that are provided for employees. Information includes name of course, date of training and employee name.

Retention:

3 years, then destroy.

17909 SCBA FLOW TESTS

Description:

Results of flow tests conducted annually on all self-contained breathing apparatus (SCBA) to determine if the equipment qualifies for service. Information includes the calibration results/measurements taken in accordance with the manufacturer's instructions and specifications.

Retention:

5 years, then destroy.



15347 FIT TESTING RECORDS

Description:

Documents test results of fit test performed in accordance with OSHA Respiratory Protection Guidelines. Information includes name of the person tested, type of fit test performed (QLFT, QNFT – irritant smoke, saccharin, etc.), make, model, and size of the respirator fitted, date of the fit test, pass/fail results if a QLFT is used, and fit factor and strip chart recording or other record of the test results if quantitative fit testing was performed.

Retention:

3 years or until superseded, then destroy.

(REVISED)

MAYOR'S REPORT

EXECUTIVE SESSION