

## TOWN COUNCIL

### STAFF REPORT

#### Public Services Department



<b>MEETING DATE:</b>	February 11, 2025
<b>SUBJECT:</b>	Public Services Department Monthly Report
<b>DIRECTOR:</b>	Larry Beckler, Director of Public Services

#### PUBLIC SERVICES UPDATE

1. **MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**
  - **Street Sweeping** - Performed weekly street sweeping on Calhoun Street, Highway 46, Bruin Road, May River Road, Pin Oak Street, Bridge Street, Church Street, Lawton Street, Lawrence Street, Allen Street, Water Street, Boundary Street, and curbs and medians on Simmonsville and Buck Island Roads.
  - **Ditch Inspections** - Performed ditch inspections
    - Arrow ditch (2,569 LF)
    - Red Cedar ditch (966 LF)
    - Buck Island roadside ditch (15,926 LF)
    - Simmonsville roadside ditch (13,792 LF)
  - **Ongoing Roadside Mowing, Litter Clean-up and Maintenance** of Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road, Bluffton Road, Boundary, Calhoun, Bridge Street, Pritchard Street, Buckwalter Boulevard, Bruin Road, Green Street, James Gadson Drive, Thomas Heyward, Church St, Water St, Lawton St. and Colcock St.
2. **FACILITIES**
  - **Ongoing Maintenance** of Town Hall, Law Enforcement Center, Public Services, Rotary Community Center, Watershed Management, Police Sub-station, Don Ryan Center, and general repairs of the Garvin House and Sarah Riley.

### 3. PARKS

- **Ongoing Park Facilities and Landscape Maintenance** of Dubois Park, Martin Family Park, Oscar Frasier, Field of Dreams, Buckwalter Place Park, Oyster Factory Park, Pritchard Pocket Park, May River Pocket Park, Wright Family Park, Eagles Fields, New Riverside Barn, New River Trail, and the newly acquired Evercore Park.

### 4. ADDITIONAL ACTIVITIES

- Bollard Maintenance
- Installed new exterior side door at RCC
- Installed new motion sensor at Dubois Women's Room
- Repaired light fixture in Records Storage
- Installed door jimmy plated at back door to RCC
- 5 Year Fire Sprinkler backflow inspection Town Hall
- Started removal of Christmas decorations Town wide
- RFP for MSA's HVAC Maintenance & Generator service are posted
- Installed new interior door at RCC
- Updates to Cartagraph
- Completed removal of Christmas decorations Town wide
- Contractor walk through for MSA's HVAC Maintenance & Generator service
- Picked up donated mulch from Sea Pines
- Palmetto Electric Kick Off Meeting for Right of Way Tree Maintenance/Trimming
- Repair one frozen water line at Public Services Bldg.
- Repaired water fountain at Oyster Factory that froze and cracked part in the equipment
- Repair water line at Watershed that froze & cracked
- Reviewing HVAC bids for maintenance
- Reviewing Generator Service contract bids
- FEMA submission for Tropical Storm Debbie & Helene
- Snow & Ice removal at Town buildings Sand & salted walkways
- Hung Black History Month Banners
- Completed staff evaluations

### 5. PREPPING FOR SPECIAL AND CIVIC EVENTS

- Set-up & support for following events:
  - New Riverside Park Grand Opening

- Grand Opening cancelled due to Ice Storm

## **6. Equipment Maintenance & Repair**

- Added Front crash bars on four Kubota Lawn mowers
- Removed all vehicle accessories from Police SUV for vehicle transferred to Public Services
- Installed new ignition switch & bracket in Kubota mower
- Oil & Filter changes on six mowers
- Assembled new Drill Press
- Assembled new horizontal Band Saw
- Repaired Rock Hound head on mini excavator
- Repaired Walk behind edger
- Replaced battery on stand-up lawn mower
- Replaced battery try in Kubota 600 RTV
- Removed tub from Street sweeper to repair

## **1. BEAUTIFICATION PROGRAM**

- **Committee met 1/16/2025**- Agenda attached

## **2. ATTACHMENTS**

- **Public Services Monthly Cost Report** – Attachment 1
- **Beautification Committee Agenda** – Attachment 2

**Public Services Monthly Cost Reports – January 2025***(Cost Includes Labor and Equipment)*

ASSETS AND EVENTS	COST
FACILITIES	\$3,964.22
PARKS	\$6,258.80
ROADS AND TRAILS	\$2,966.17
SPECIAL EVENTS	\$2,429.00



## **Beautification Committee Meeting**

**Thursday, January 16, 2025 at 9:00 AM**

**Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council  
Chambers, 20 Bridge Street, Bluffton, SC**

### **AGENDA**

#### **I. CALL TO ORDER**

#### **II. ROLL CALL**

#### **III. ADOPTION OF MINUTES**

1. September 19, 2024 Minutes
2. October 17, 2024 Minutes

#### **IV. PUBLIC COMMENT**

#### **V. OLD BUSINESS**

1. Recap from Tour of the Town's Parks and Butterfly Garden Final Plans
2. Discussion of Flower Pots and Park Sign Flowers
3. Tree Survey Update

#### **VI. NEW BUSINESS**

1. Approval of 2025 Committee Meeting Schedule

#### **VII. DISCUSSION**

1. Reappointment and status of Committee Members

#### **VIII. ADJOURNMENT**

**NEXT MEETING DATE: Thursday, February, 20, 2025**

*“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”*

*In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.*

*Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.*

*\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here: <https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>  
Public comment is limited to 3 minutes per speaker.*