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City of Walterboro

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Walterboro City Council

Regular Meeting

August 7, 2018

City Hall

6:15 P.M.

A G E N D A

I. Call to Order:

1. Invocation.
2. Pledge of Allegiance.

II. Public Input on Agenda Items:

III. Presentation:

1. SCE&G Neighborhood Energy Efficiency Program (NEEP), Gerald Freeman.

IV. Approval of Minutes:

1. Minutes of the April 17, 2018 Work Session on the Fiscal Year 2018-2019 Budget (Minutes attached).
2. Minutes of the June 21, 2018 Special Called Meeting (Minutes attached).
3. Minutes of the July 3, 2018 Regular Meeting (Minutes attached).
4. Minutes of the July 24, 2018 Special Called Meeting (Minutes attached).

V. Old Business:

VI. New Business:

1. Ordinance # 2018-10, An Ordinance to Amend Ordinance # 2018-03, So As to Set the Local Option Sales Tax Credit Factor in the Fiscal Year 2018-2019 Budget, **First Reading** (Ordinance attached).
2. Resolution No. 2018-R-11, A Resolution Authorizing the Mayor and City Clerk to Execute Forms Pursuant to USDA Rural Development Community Facilities Grant in the Amount of \$16,500.00 for Funding for City Hall Roof Replacement (Resolution attached).

3. **Resolution No. 2018-R-12**, A Resolution Authorizing the Mayor and City Clerk to Execute Forms Pursuant to USDA Rural Development Community Facilities Grant in the Amount of \$50,000 for Funding for City Hall Window Replacement (Resolution attached).
4. Request to Close Streets for Prayer Walk for Schools, **August 18, 2018** at 9:00 A.M. by Colleton Baptist Association (Parade Permit Request attached).
5. Request to Close Streets and Use of City Parking Lot for First Annual "Walk a Mile in Her Shoes," **November 3, 2018** at 9:00 A.M. by Walterboro Alumnae Chapter Delta Sigma Theta Sorority, Inc., Ms. Thelma Hudson, Committee Chair (Letter and Permit Request attached).
6. Consideration of Requests by Walterboro Rotary Club for 6th Annual Ireland Creek Bridge Run on September 27, 2018 (Letter attached).

VII. Committee Reports:

VIII. City Manager's Report:

IX. Executive Session:

1. Provision of Services in the Area Served by the City of Walterboro.
 - a. I-95 Rest Area Wells.
 - b. Windsor East Apartments.
2. Contractual Matter - Wastewater Treatment Plant Improvements.
3. Potential Purchase of Property.
4. Personnel Matters:
 - a. Parks Director Search.
 - b. Fire Chief Search.

X. Open Session:

1. Council May Take Action on Matters Discussed in Executive Session.

XI. ADJOURNMENT.

Walterboro City Council
Work Session
April 17, 2018

MINUTES

A Work Session on the Fiscal Year 2018-2019 Budget was held by Walterboro City Council at City Hall on Tuesday, April 17, 2018 at 4:30 P.M., with Budget Committee Chairman Judy Bridge presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Judy Bridge, Paul Siegel, Bobby Bonds, and James Broderick. City Manager Jeff Molinari, Assistant City Manager Hank Amundson, Finance Director Amy Risher, and City Clerk Betty Hudson were also present. There were approximately 5 persons present in the audience. Council Members Carl Brown and Greg Pryor and City Attorney George Cone were absent.

There being a quorum present, Budget Chairman Judy Bridge called the meeting to order and thanked the department heads for attending the meeting. She also thanked City Manager Jeff Molinari, Finance Director Amy Risher, Assistant City Manager Hank Amundson and all other staff members for their help in preparing the budget.

Chairman Bridge then recognized the City Manager Jeff Molinari. Mr. Molinari then gave a brief overview of the proposed 2018-2019 budget. In opening, he stated that he had asked the department managers to sit in on this meeting to answer any questions that he or Amy cannot answer. He then gave the following highlights of the Fiscal Year 2018-2019 Budget.

1. The total City Budget is \$11,201,407.
2. The General Fund Budget is \$7,047,507.
3. The Enterprise Fund Budget is \$4,126,900.
4. There will be no net ad valorem property tax increase. Millage rate will remain at 86.4 mills. The general obligation debt for 800 MHZ radios is retired and will be replaced by 2.86 General Fund Mills - the maximum allowable by state statute, counting back the past 3 years to include CPI and growth rate.
5. No business license increase.
6. No water or sewer rates increase.
7. There will be an increase in Sanitation rates - \$2 for residential per billing cycle and 20% for commercial per billing cycle.
8. Health Insurance premiums will have an increase of 7.5% effective January 1, 2019.
9. There is an anticipated 2.0% increase in South Carolina State Retirement contributions.
10. There is a proposed 1.0% cost of living increase for city employees.

The City Manager then gave the following details for each City department budget:

General Fund Budget

Mayor and City Council: Status quo.

City Manager: Status quo.

Finance: Status quo.

Public Works: Status quo.

Planning and Development: We will be contracting out our building inspection services. Quite frankly at the time that we did our budget last year, we had no

MINUTES/Page II

idea what those expenses would be, so that is more accurately reflected in the budget. We had also put \$25,000 for the demolition of substandard structures, and that is something that City Council has talked about at our retreat.

Police Department: You see a little incremental increase. We have \$6,000 allocated toward tsumni cameras. These are the street cameras that the City has used.

Judicial: You are going to see an increase there. As you are aware in the fall of last year because of a Determination that was made by the Chief Justice and the Supreme Court, the City will begin having to provide public defender services, and this is the first year that has been accounted for in our budget. Also, we are seeing an increase in postage because of the new regulations for having to send out multiple notices.

Fire Department: You are actually seeing a decrease in the Fire Department's budget. The reason for that is twofold. We had initially allocated \$50,000 in this current year's budget for a new self-contained breathing apparatus compressor. That was contingent upon getting a grant from FEMA. We didn't get the grant, but as you are aware because of the age and the condition of that piece of equipment, being roughly 30 years old, we ended up having to purchase that equipment anyway. In May, we will do a budget amendment to reconcile that expenditure. Also, as you are aware, the debt service on the 800 MHZ radios that are worn by both the Fire Department and the Police Department is going away, and for the Fire Department, that was roughly \$20,000.

Parks Department: You are going to see a decrease in the Parks Department budget as well. The reason for this is primarily from a capital standpoint. There were two capital items that Adam requested and I asked him to take care of those in this year's budget, because Adam has some additional capacity in his budget and currently he has a couple of vacancies.

Tourism Department: You will actually see a slight increase in this budget. The reason is that last year, the cost for the cleaning contract for the Welcome Center was not properly reflected in the budget. There were two items that were listed under contractual. I believe it was a contract to redo the website and then cleaning services. We had to correct that number. So, we now have a more accurate number. That being said, we looked at that number from staff's standpoint and if we carry what Amy is going to be paying for cleaning services at 300 Hampton Street, we feel we can do better. So, we are going to be requesting proposals for cleaning services for the Welcome Center, which should save us some money.

Hopefully, we won't have to draw too much, but we are proposing to take money out of fund balance to pay for two police vehicles and we will go into more detail on that when we get into the police budget.

The City Manager then continued with his presentation on the Enterprise Fund budget.

Enterprise Budget

Water: This budget has stayed fairly level. We don't have any requested capital expenditures.

MINUTES/Page III

Utility Support: That has gone up primarily due to electricity costs. That also includes a cleaning contract that we have for 300 Hampton Street.

Sanitation: This budget has stayed fairly consistent. You will see when we go through the budget, this is the first year that we have broken out the costs for both commercial collection and residential collection.

Sewer: In this department, that has had an incremental increase. One of the down sides of the improvement that we made to the Wastewater Treatment Plant is that we are having to pay more for electricity - specifically the timers - that's about \$25,000. The flip side is that we are projecting to spend roughly \$32,000 less on sludge disposal.

Sewer Support: This budget has remained fairly level.

Utility Support to the General Fund: The City Manager said, we are proposing the transfer of \$741,020 to the General Fund. As you are aware of one thing that we have been trying to do as a staff is as best as we can incrementally, wean ourselves off of the transfer that is made from the Utility Fund to the General Fund. Also, one of the things that we have to deal with in the Enterprise Fund is that we had two major industries to either close down or severely restrict their operations - that being Dayco and Sarlaflex. With Dayco not operating and Sarlaflex only operating on a limited basis, that's roughly a \$100,000 hit, and then sewer is another \$15,000 or \$20,000. That's another reason for why that transfer is so much.

Revenues

City Manager Molinari then stated that he would go through the General Fund revenues. If you have any questions, please don't hesitate to stop me.

He said, we are proposing to keep the property tax rate the same at 86.4 mills. We have 4 mills which goes to general obligation debt and then we have 82.4 mills which goes towards operating revenue and we are projecting property tax revenue at \$1.737 million. Fines and fees, we have had to dial that back given what has occurred. At the court administration level, we are projecting \$147,000. Last year, we budgeted \$200,000. State shared revenue - this is the local government fund. As you are aware the local government fund has not been fully funded since 2008.

As this point, Council Member Bonds asked the City Manager if the fines and fees were under the 2017-2018 budget. Mr. Molinari responded, what that reflects is where we were through the 7th month. Ms. Risher responded, that amount is through January. Mr. Bonds then said, so in 2016 -2017, we brought in \$158,000 in fees, and in 2017-2018 because of drawbacks, we are projecting \$100,000 in fines and fees? He then asked are those only court fine fees or those other fees? That's not water fines or anything like that, that's only for our cause where someone gets written up for not cutting their grass and they get a fine. So, the revenues that we are going to be generating for 2018-2019 is \$147,000, and then the offset of that is all the costs that are associated with running the Judicial Department? So, how much money is it going to cost to run the Judicial Department in 2018-2019? Finance Department Amy Risher responded \$230,217. Council Member Bonds then said, that is a huge loss to have court. The City Manager agreed.

Mayor Young then asked, why did you say we were losing that money. The City Manager answered, if you compare what it costs to operate the court compared to the revenue that's directly related to what they bring in.

The City Manager responded, it is being subsidized by other areas of the General Fund.

MINUTES/Page IV

Mayor Young then said, well, what's the big change?

Council Member Bonds then said, well, we are having to be careful because you can't run it as a debtor's court anymore, because of the Supreme Court and Chief Justice. I really think we need to look at whether or not it is feasible to let the magistrates hear our cases. I am just saying, if we are losing \$50,000 or \$83,000 a year, that's just something to consider.

City Manager Molinari then said, from staff's standpoint, we would certainly have no objections to exploring that. Certainly, there are other examples around the state where municipalities contract with magistrates who do municipal court. Council Member Bonds then stated that's something that I would propose that we entertain. Not that it has to be done now, I just wanted to have those numbers, that's why I asked the question.

Council Member Siegel then said to Council Member Bonds, so you are relating to the decrease in revenue, as related to the cost of the operation. You see it going down, because we don't have this debtor's court? Council Member Bonds responded, yes, I think that the judges are having to be more prudent as it relates to the imposition of fines and the steps they are taking to collect the fines. As a result of that, now, we are looking at, even with a Public Defender, we have got to be more conscientious about it. So, now, I think every year, you are probably going to be looking at an \$80,000 loss. Not that we are doing it for money, but that's just a lot of money. That's the only question I have about that.

Mayor Young then said, you know, all that is true. We have some control over what we pay for now. We wouldn't have any control if the magistrates have it. So, I don't know even though it might be less, but they are set to do it anyway. City Manager Molinari responded, quite frankly, I don't know if they would still be the one. Mayor Young then said, they would have to do it, if we don't do it, because we don't have to have a City Court. Could they then force us to pay for the Public Defender's cost for the county, because that would increase on them. I don't know the answer to all that.

Council Member Bonds then said, well, I need to have that report, I mean all of a sudden if we can spend \$50,000 and have somebody else take it over, then all of a sudden we are saving \$30,000 a year by not having the court. Now, I am just using those numbers, but that may be something that we want to consider.

Council Member Siegel then asked, so if we did that, then we would have no municipal judges? City Manager Molinari said, that's correct.

Mayor Young then added that there is a lot to be explored. In my opinion, if they can increase cost on us, then we have no control over it. Mr. Bonds then said, then we would go back. Mayor Young responded, I guess we could go back.

Assistant City Manager Amundson then pointed out that in this matter, there are operational and financial concerns.

Mr. Bonds then said, now I am not trying to put anybody out of a job, I am just throwing it out there. I just see numbers here, and that's why I brought that up.

Mayor Young then said, I guess it would be good if somebody could draw up a strong contractual document that would answer all of our questions before we did that.

MINUTES/Page V

Council Member Bonds said, someone could say that I am biased because my wife is a magistrate, so in terms of doing that, she would be looking at making more money. I just want people to know that I am just looking at these numbers right here - that's all. I am not advocating that.

Mayor Young then said, that's not the first time this has come up. In your defense, it's been brought up before that we don't have to have a municipal court. Maybe, we are just now reaching that point.

State Shared Revenue

City Manager stated that this is the local government fund. As Council is aware, this hasn't been fully funded by the State in a decade. We are projecting about \$123,000. If you look at what we should be getting by statute compared to what we are getting, that's about \$50,000. That's roughly a patrol car every year, completely outfitted. So, this is real money that we are not getting from the state.

State Accommodations Tax

This has been a bright spot us. It has continued to trend upward. By statute, the first \$25,000 has to go into the general fund, then after that, 5% of everything after that. We are projecting \$43,000 in State A-tax funds.

Business License

We have both our local business license that we are projecting \$855,000 and also projecting \$730,000 through the insurance and telecommunications tax. The Municipal Association collects those taxes. If you will remember, last year there was some legislature that was introduced that put both of those sources of revenue in great peril. So, hopefully we can stay the course on that.

Franchise Free Revenue

We are projecting \$742,000. This comes from SC&G, Comcast, PRTC and Coastal Electric. For our utilities to operate, put their infrastructure in the City's rights-of-way, they have to have permission from the governmental entity, and we can by law charge them a fee of up to 5%. We charge 5% on all of our franchise agreements.

Councilman Broderick said that he noticed some discrepancies in the franchise revenue from this year and last year. He said, there is a pretty big discrepancy.

City Manager Molinari explained that the City typically gets the franchise payment from SCE&G on June 30th.

Permit Revenue

We are projecting the same as last year. Per our contract with Safebuilt, they get 90% of permit revenue, and we retain the other 10%.

Miscellaneous Revenue and Interest

Mr. Molinari stated that under Miscellaneous, which includes interest and fees, we are projecting \$22,000. You will notice that at the end of this year, we are projecting \$90,000. That's an aberration. That is FEMA money, and that is why that is still high.

MINUTES/Page VI

Local Option Sales Tax Revenue

Per state law, that has to be broken down into two funds - municipal revenue which is 29%, and then the property tax credit, which is rebated on your property tax bills. That's the other 71%.

We track that very closely. We get two checks every month from the Department of Revenue. That revenue source has been trending upward and hopefully that will continue, especially as we bring more commercial activity into the City.

The Mayor then asked if the Homestead Exemption money is listed in here separately. The City Manager responded that it's rolled into property taxes.

Victim Assistance Fund

Mr. Molinari stated that this is fairly minor source of revenue. As you can see, that is something that comes through as an assessment on tickets, and we are projecting that will go down, based on recent activity.

Transfer from Utility Fund

Mr. Molinari again emphasized that the City will be transferring \$741,020 from the Utility Fund to the General Fund.

Reimbursements - SC ORBET

Under this category, Mr. Molinari stated that the City has been a participant in the SC Other Retirement Benefits Employer Trust for the last ten years, and have built up a balance from our contributions, plus the interest that has generated in that fund, to almost \$1.8 million. When Amy and I sat down to look at initial revenue and expenditure projections, we took a strong look at SCORBET and will see it as we get into the finance budget, but we have historically been cutting a check for at least \$200,000 to go into that trust. So, what we are proposing this year because we are well funded, is to not to contribute anything, and also we have, I believe, twelve retirees who are currently receiving post employment health insurance benefits and paying those premiums from drawing down those funds from the SCORBET Trust.

On a question by Council Member Bridge, Mr. Molinari said, what we have seen over time is we are required by law, I think it's every two years, we have to have an actuary determine where our liability is. What we have seen, when I started four years ago, I want to say we had roughly 75 current employees or former employees were eligible for that benefit. Obviously, over time, people leave the city, people die, and that number goes down, but I think we are down to 50. As a result, as we move forward, our contribution to SCORBET goes down. So, I want to say the first budget that I did, our contribution to SCORBET was around \$275,000. As we move forward, I am not sure that we cannot pay anything until those benefits are paid out, but as the further we get along, the amount that we have to contribute to the trust is going to be less and less. There will be less people who get that benefit.

Local Hospitality Tax

We are proposing the same as last year, the Local Hospital Tax transfer is \$155,000 and the Local A-Tax Transfer of \$90,000.

Water and Sewer Revenue

Because of Sarlalex and Dayco, we are projecting less water revenue - \$2.11 million. Water Service and taps are going to be the same at \$95,000. Miscellaneous

MINUTES/Page VII

charges, this is very small. We budgeted \$3,000 last year. We are budgeting \$3,000 again.

Environmental Testing

This is just a pass through. This is \$.75 that goes to DHEC. It is on every water bill.

Sanitation Fee

We are proposing an increase in our Sanitation Fee per residential of \$2.00 per billing cycle, which will be at \$12.00. Our commercial sanitation fee will have a 20% increase.

Council Member Bridge asked if this fee would be effective July 1 and whether everyone had been notified. Mr. Molinari responded that the fees would be effective July 1.

Mayor Young asked if there would be an increase in water charges? Mr. Molinari responded that there would be no increase in water fees. For Sanitation the increase would be \$2.00 per billing cycle for residential service and 20% for commercial service. Mr. Molinari stated that the recommended increases will get us through the break even point.

Mr. Bonds asked if the increases would bring us even with our expenses. Mr. Molinari responded, yes that is the rate structure that Amy recommended. It's just to get us to where we can break even.

Mayor Young then asked, what do we charge for commercial bimonthly now? It was noted that the current bimonthly commercial is \$190.58, and the current bimonthly residential rate is \$23.00.

Mr. Bonds stated that he does not get complaints about the garbage pick up service.

Mr. Molinari noted that he had given comparison rate sheets to Council. He said, this is just to give you an idea of what the City charges for garbage pickup service compared to what the private sector charges. You can see it is pretty dramatic.

- a. If you look at once a week pick-up of an 8 cubic yard commercial dumpster, we are currently charging \$190.58. The proposed increase would bring that charge to \$228.07. He pointed out that in the private sector S&S Disposal charges \$370 and Republic Services charges \$480.20.
- b. For an extra pickup, the City currently charges \$24.86 and is proposing an increase to \$29.83. S&S Disposal charges \$85.00 and Republic Services charges \$160.25.
- c. For the customers who just have the rollout carts twice a month, we are currently charging \$23.18 and the proposed increase is \$27.82. Currently, S&S Disposal charges \$75.00 and Priority Disposal charges \$40.00.

Mayor Young then asked, how much are we able to put back into the Fund Balance? Are we putting anything back into the General Fund Balance out of the overage in the revenues of the Enterprise budget. Mr. Molinari responded no. Mayor Young then said, so anything that is an over is going back into those department? Mr.

MINUTES/Page VIII

Molinari replied, that's correct. The Mayor then asked if some of the overage might be going into other departments. When I said overage, I mean the increase from last year. Mr. Molinari then clarified that the reason why you see that increase is because the increases that we are proposing in residential garbage collection and commercial garbage collection are going to absorb all of that. So, there won't be any overages.

Mr. Molinari then recognized Finance Director Amy Risher to speak on the ordinances that will be brought before City Council at the May Meeting. He also said, one of the things we need to do is to update our fee structure, and Amy just wanted to talk to you about our deposits and recommend some changes.

Mayor Young then asked a question about the millage rate, and the retired millage rate of 2.86. Mr. Molinari explained that the existing millage would be taken by the maximum allowable by State law, where you can go back three years. So, the way that I like to phrase it is, it's a tax increase without a net millage increase. This would mean no increase in taxes to the taxpayer. I can't think of a better time to do it, because with the radios debt coming off line, it's a wash and there's not going to be any effect.

At this point, Finance Director Amy Risher addressed Council. She stated that she is concerned about how much money that the City writes off every year for bad debts, which is uncollected funds. In 2017, we wrote off \$40,000 and in 2016, we wrote off \$36,000 and in 2015, we wrote off \$34,000.

Councilman Bonds then asked, why are we writing this debt off, what do you mean about that? Ms. Risher gave an example of when a customer leaves and does not pay his water bill. We turn it over to the Municipal Association through the Setoff Debt Program, and we can submit that to the Department of Revenue for 3 years. After 3 years, we are holding on to that debt and we never collect the funds from the person who left and is not coming back. So, this is what we write off each year. After three years, we write it off. Now, we can collect up to seven years. If the customer comes back after six years, we can say you didn't pay your bill from 2015 - we can collect that. So, currently our deposit is \$50 when someone signs up for service. So, I ran a scenario of a one person family all the way up to a four person family. If the customer comes in and signs up for service in December, pays us \$50 and we read their meter on February 1. They get their bill March 1; they don't pay their bill. We read their meter again on April 1, and we don't turn their water off until April 15 for their March bill. So, now we've gotten two bills already calculated into what they owe us before we even apply this \$50 deposit. So, I wanted to recommend increasing it to \$100, so at least we will have less to write off if they never came back to pay us. That's the first concern that I have. This would lessen our write off after the three years.

Ms. Risher then said, the next fee that I was concerned about was an appointment fee of \$25.00. When a customer signs up for service, we set an appointment for the next day for the customer to meet us at their home/business to turn on the water. We had to start doing this, so it would alleviate people saying we came out there and turned the water on and left something running in the house and get sued for it, so we started giving appointments for the next day. So, we set up an appointment and we are having an issue where people don't show up. We call them and we set up another appointment for the next day and they just don't show up. So, by the 3rd time that they don't show up, I want to recommend charging a \$25.00 fee for us having to go there 3 times to get the water turned on. There are very few people who do it. Out of 100 customers, we might have 5 that do it.

Council Member Bonds then said, so they have already paid a deposit, but then they are not showing up to have the water turned on. Ms. Risher, that's correct - for the appointment to get their water turned on.

MINUTES/Page IX

Utilities Director Wayne Crosby then said, I want to go on the record to say I recommend that the fee be charged on the 2nd visit instead of the 3rd visit. It's a waste of our time to hash that out.

City Manager Molinari said, what we are recommending is that we make these changes and in order to become official, it has to be acted upon by City Council and made a part of our Comprehensive Fee Schedule.

Mayor Young then asked what did the number of persons mean as related to this scenario. Ms. Risher responded, that's just an average because one person usually uses 4,000 units of water and two people use 8,000 units. That's just an average that I tried to calculate. Then, they would be billed in the city or out of the city. If you look at the last column. If we increased our deposit to \$100, it would only cover one of these bills, and that would be an outside the city customer with one person in that home. All these others would leave balances owing, if that was their bill.

Mayor Young then asked how long does it take before the City cuts the water off? Ms. Risher responded, if your March bill is due by March 25, then we don't cut off the water until April 17. Like we are doing cut-offs tomorrow. We have 285 people whose water will be cut-off tomorrow. Some of those people probably have already left town. There will probably be about 50 of them who have left town, leaving their bill unpaid. Mayor Young then asked, so when do we send them a notice that their water is going to be turned off. Ms. Risher responded we send out the delinquent notice on March 26, and then they have until April 15 to pay their bill. So, we don't cut the water off until April 17. So, we have already read the meter twice and the customer now has 2 bills technically by the time we turn off their water in our computer, and I'd like to take that \$100 deposit and apply it to those two bills that have already been calculated.

Ms. Risher pointed out that this won't affect the good customers. You pay your bill, you leave, you get your deposit back, if you leave owing us no money. This is for the people who leave owing us a debt.

Council Member Broderick then asked, are there more people inside the City that this has to do with or with more people outside of the City? Ms. Risher responded that she does not know the answer to that. Mayor Young said, outside the City, we would have larger bills, right? Ms. Risher responded that why I just ran two scenarios, because some of them have sewer and some do not.

Council Member Bridge asked, are all of these apartments? Ms. Risher responded, these are just residential customers, and apartments are considered residential. So you have residential customers which take care of homes and your apartments and then we have commercial customers, the businesses.

Mayor Young then asked, so this will just affect the new customers. Ms. Risher responded, that's correct. Anybody who were to walk in to our offices after July 1, would have this fee if it is approved.

Council Member Bonds asked what are the other municipalities charging, do we know? Mr. Risher responded, I don't know, but I can find out.

Council Member Bonds then said, I certainly have zero concern about somebody who misses two appointments and we charge them money for that. Anything can happen on one, and then two, but for some people, it's just going to be a sacrifice to increase the deposit. As far as fining them for a missed appointment if they don't show up, in my opinion, after two times, I have no problem with that.

MINUTES/Page X

Council Member Bridge pointed out that when staff set up those appointments with the customers, that takes a lot of time by our employees, because we are not overstaffed.

Council Member Siegel then said he agreed with the fining for missed appointments, but the question about the amount of the deposit, I know it's going to be a hardship for some people to turn on their water, particularly people who live in apartments, probably have a very low income. But it's just a one time thing, and it's just a deposit, which could be compromised to \$75.00.

Council Member Bridge questioned how does it work when staff goes to a missed appointment and the deposit has been paid. Ms. Risher responded, what we do is an adjustment. So, if we have to go out that 3rd time, we would adjust their account by \$25.00, and they would pay it on their first bill.

Further discussion was held. The Mayor asked Ms Risher if the City checks anybody's credit when they come in to open an account. Ms. Risher said, we don't do that. We don't have that capability. He further asked, do we do anything to verify. Ms. Risher responded, we require them to bring a lease saying they have permission to stay in the home, and we get their picture I.D. and their social security card. That way, we can have their social security number to turn it over to the Municipal Association for the Setoff Debt Program.

A question was raised about the Setoff Debt Program. Ms. Risher responded that we do receive funds from the Setoff Debt Program, but there are those who don't pay.

Mayor Young then asked, would it be illegal to charge them for the first month in advance based on this projected use? Ms. Risher responded, we go based strictly on what their meter says. Mayor Young further explained, what I am saying is could we make them pay us what we anticipate the first month when they get their water cut on. Then after that, then they will be paying ahead. Council Member Broderick added, that's what the electric company does. Mayor Young then explained, if they pay the \$100 deposit and \$78.80 which included that first month's water or what we think their first water bill will be, then if they leave us, then we've already collect the money.

Ms. Risher then introduced a new fee - tampering fee to be set at \$100. Ms. Risher explained that this is to cover the cost for Wayne Crosby's crew to go out there for the material and labor. This is for individuals who cut the lock off of their meter after we've locked the meter for nonpayment and then they turn the water back on. So, they physically tampered with our meter, and it costs us to go out there and pull it, disconnect and all that.

One of the last items Ms. Risher wanted to recommend is the terminate and restore tax fee which is \$400.00. We've had several individuals steal meters from their neighbors and put it in their box and use our water. We have had to go to the extent of taking that meter out and terminate the tap altogether.

Mayor Young then said, so when they steal our meter, is the neighbor paying for their water? Ms. Risher responded, well, actually they go to a vacant home or something that might be in the area and put it in their box. Council Member Bonds then said, well then we need to pursue that criminally, right, because that is a crime. Utilities Director Crosby said, one of the most recent incidents happened within the County. If it's in the City, we usually handle it fairly easy, but if it's an incident in the county, then we don't get much help.

On a question from Council Member Bridge, City Manager Molinari said we will look at this to see what some other cities are doing. Obviously, we want to balance

MINUTES/Page XI

between not being a burden to our customers, but also try to protect ourselves much as possible on the back end. Ms. Risher then said, so basically these fees will be on a Comprehensive Fee Schedule that you will see the first week in May.

Sewer Fee

Mr. Molinari stated that we are proposing a \$20,000 decrease in revenue, as I have already mentioned, with Dayco and Sarlaflex. Sewer taps will stay the same. There is a little uptick in miscellaneous interest. We are actually getting a pretty favorable interest rate from the South Carolina Local Government Investment Pool. Before we had the money with the Bank of New York, and that wasn't doing anything. Then we have our sewer and environmental testing for sewer and water. It's \$1 that is reflected on your bills, and this is simply a pass through that we send to DHEC.

Mr. Molinari then announced that he would get into the Departments budget:

Mayor & City Council - I have already mentioned some of the increases we are proposing. There is an increase in training and travel just to better reflect what we have been paying. You will see an increase in our retiree insurance. That's primarily to reflect the insurance increase that goes into effect on January 1, 2019.

Looking in the budget books, Mr. Bonds asked Mr. Molinari, what is the legal expenses for Item No. 87. Mr. Molinari then said, that's just what we budgeted for George or any other attorney that City Council may need. We have that legal expense line item in pretty much every budget.

Mr. Bonds then said, so that's what we are estimating then as, say George would work on a project above and beyond his basic retainer. Mr. Molinari agreed and then added, unfortunately, that's a hard number to nail down, just because we don't know what type litigation will be handled.

Next, Council Member Siegel asked if this contains all of the miscellaneous outside charges, like Attorney Cone charges, as well as various projects. Mr. Molinari responded, yes.

On a question about the \$8,000 charge, City Manager Molinari explained that this is the actual number where we are so far this year. What we have been able to do with some of the litigation is that through our current insurance provider, the IRF. I think it's \$15,000 that they cover, then we purchase some additional coverage, which covers 80% of that. When we get the bill from McLeod, Fraser and Cone, which is either twice a year or once a year, I immediately hand it over to Amy and have her go through and break it down by department. It is all lumped under legal expenses. We have paid \$8,000 so far this year.

Council Member Bonds then said, so then between training and travel. I think the Municipal Association of SC meeting that we go to in July is important. I think that the Legislative Action Day Meeting is important to go to. However, I question whether our best interests are served by having four and five people go to another national seminar. I think having one or two go, with people rotating, certainly the Mayor can go to all of them, but I sure would like to see, and I think we could easily look at doubling the employees' Christmas bonus by doing some belt tightening.

The Mayor then gave the story about how the employee Christmas bonus came about. We used to have a fancy Christmas Party, usually at the Country Club and all of the employees came and they received small gifts. After a while, I think Tuck was here, the City Manager said that our employees would rather have a small Christmas bonus than to come to this fancy party. So, at that time, we started giving the Christmas bonus and having the employee luncheon at Christmas time.

MINUTES/Page XII

The Mayor further stated that this Council has not really been too bad about traveling. I will tell you that over the years, for lots of years, everybody on Council went to everything. This Council has not really been too bad about that. There is always something there that Council can consider.

Council Member Broderick asked Council to look at where we are actually budgeted for this year and where we are actually at. Ms. Risher responded, we are currently at \$14,999 on travel as of the March Report. The Mayor added that, we have been budgeting less for travel than we used to. We used to budget more for travel than we have in recent years.

Council Member Bridge said, my only comment on that is I think that the national meetings are very relevant, because we have been seeing some positive results from the meetings with our Congressmen, whether everybody needs to go or not. Council Member Bonds re-emphasized that he felt that we do need to go to the national meetings. My question would be about the number attending. Should we have five people going as opposed to two people and then include the City Manager and the Assistant City Manager.

Council Member Bridge then turned the discussion back to the budget. Council Member Bonds felt now is the time to decide on these budget items we are discussing. He said, I mean we don't have to decide today. For instance, if some of you go and make a motion at the Council Meeting. Mayor Young then said, truthfully, what's in this travel budget will not cover our travel to start with. So, there really isn't anything there to transfer somewhere else. Even if we do what you are talking about, I would think it's really not fat in the travel budget. City Manager Molinari said, you never know, and I can guess how many people who will go to the NLC meeting. It's kind of a crap shoot, but ultimately it's your call and it all depends on what your schedule is.

Mayor Young then said, it would certainly suit me if instead of the City buying us (Council) a Christmas gift, they could give that to the Police Department to use for the children when they buy presents or put it in the employees bonus fund. I would rather either of those groups get it. It's not something we have to have. That's just something you can think about.

The City Manager then continued with the departmental budgets.

City Manager

There is nothing really dramatic here. I actually dialed back the training \$250 to reflect what we actually spent. I did bump up the travel. When we did the budget last year, we now have a year's experience. We've got \$2,700 under contractual services. As you are aware, we have been using the city's bond counsel for the economic development incentives we have been working on. We have the Bailey Bill, but we are also looking at getting a comprehensive incentive package to bring back to Council, and we need to get some legal input on that.

Council Member Bonds then asked why did line item no. 29 go from \$400 to \$0 to \$3,500? Mr. Molinari asked him to look at No. 16 Office Supplies. We are doing away with that line item and just moving it to line item 23 Supplies.

Finance

The big item here is SCORBET. Other than that, there is nothing else significant. Council Member Bonds then asked a question about item No. 29. He asked if this item increased because we are getting new furniture for 300 Hampton Street? Mr. Molinari responded, yes, for the conference room.

MINUTES/Page XIII

Assistant City Manager Hank Amundson pointed out that whereas all departments did have "supplies" and "office supplies, but now it will be just one line item under "supplies".

Public Works

Mr. Bonds raised a question on line item No. 22 - Alarm System at the City Shop. He said, it looks like we budgeted \$1,300 and we spent \$474 and then budgeted \$1300 again. I could not figure this out, are we getting new alarms? Mr. Molinari responded, that's just what we have. Amy Risher pointed out that the alarm system has a monthly fee. The \$474 goes through December which is probably only 5 months. Currently though the end of March, it is \$886 now for the total spent for the alarm system at the City Shop. Mr. Bonds then asked if this were a monitoring fee of \$1,300 a year? Ms. Risher affirmed that this is correct.

The City Manager stated under No. 31, the contract for the Board of Disabilities to pick up litter, we bumped that up a little and then you will see an increase in street lights, and that's just to reflect the more lights we are responsible for.

Line Item 64, Mr. Bonds asked about only spending \$38 this year. Is this like keeping the sidewalks clean? Mr. Molinari responded that this number was actually \$51.39 at the end of March. Mr. Bonds asked why is this number only \$38. Ms. Amy Risher responded that figure was as of December 31. I run the reports, fill out these and give them to the departments. So, 3 months has lapsed since then.

On a question from Council Member Bridge about the shingles, the City Manager said, as you recall a couple of months ago, we asked for Council's approval of a resolution for an application to USDA and there were a number of different projects in the application. So, when we were trying to balance the budget, this \$27,000 is the total cost, and of that 60% would be paid by USDA and 40% the City would be responsible. USDA has been a consistent reliable source of money for the City. The problem is that it takes forever for the City to get that money. So, as we were trying to balance the budget, that was an easy item to shift over. It probably won't happen until 2019-2020. That's why that was taken out.

Council Member Bonds then asked, are we going to be able to get the shingles to stop the leaking (at City Hall) in the near future or what. Today, I was in a department head's office and you walk in there, and it just doesn't project the image we need. Do we have to wait and fix it or what?

Mayor Young then asked, if the roof could be fixed out of the fund balance and then put the money back. Finance Director Amy Risher responded, we can put instead of \$90,018 coming of fund balance, we can add more to that. Mayor Young then said, I mean if we are going to get it from USDA, can't we do that. Ms. Risher responded, if we get the grant in this fiscal 2018-2019, it could offset some, but if we get it in the following year, then that will just be miscellaneous revenue.

Council Member Bridge then asked, how long has it been since we applied. Ms. Risher said it was in the last year's calendar, but have had some forms that we just turned in last week, in addition, they wanted some more information. But we will have 18 months to spend the grant if we do get it. Mr. Young then said, so we can spend it on something else. Ms. Risher said, that's why it is easy for police cars, because you always buy police cars, so we always apply every year for those police cars, because it doesn't matter what two police cars, as long as it is two police cars. And it doesn't count as miscellaneous revenue, because you are always buying police cars. But when you are talking about the roof, then that's a different story. Ms. Risher further explained, if we fixed the roof in the July, and we get the money in June 2019, we are good to go. I mean it's possible.

MINUTES/Page XIV

Council Member Siegel, then said well if it is leaking, how much damage is the leaking doing, besides just on ceilings, because we can do other things too. I mean are we having some serious leaking? Public Works Director Mike Crosby told Council that the shingles currently on the roof are 30+ years old, and the life expectancy is done. But on most of the main parts, we have a secondary roof, so we don't know. In other words, the original roof is a flat roof and it is under that. So, I mean some of that could be leaking on the secondary roof.

Council Member Siegel felt that it best for us to be good stewards of this building. Mayor Young agreed saying it will cost us more if there is more damage. Council Member Bridge then said, so we need to make that decision now as part of the budget? City Manager Molinari then said, you may have a little bit of room in that both the budgets that passed the House and the Senate including the state picking up 1% for state retirement like they did last year and that will give us about \$34,000. So, what we can do is we can back that in and get that done. So, you have some capacity there and we can get that done.

Planning and Development

Mr. Molinari said, we have a much better number with contractual services. We know what Safebuilt is going to cost and we are also putting \$25,000 in there for demolition. That's really all I have for Planning and Development.

Council Member Bridge then asked a question about Safebuilt. She asked, if they get 90% of our permit money, what more beyond that do we have to pay? Mr. Molinari said, we don't, it's just 90%. So, we are projecting \$49,000 in permit revenue, so whatever 90% is, that's what they get. Ms. Risher added that \$40,000 is for regular permits that go out and inspect, \$36,000 is their expense and therefore, \$4,000 is true revenue.

Council Member Siegel then asked, what is difference between what we were spending when we had a full time building inspector? City Manager Molinari answered, when we had a full time inspector, our total cost was \$85,000. Amy actually ran those numbers for me with a base salary of \$58,193. When you tack on benefits, fringes, everything, it's a little over \$85,000. Council Member Bonds said, he was also doing Code Enforcement, meaning he was doing two jobs.

Mr. Molinari responded, that's correct. Officer Lee Hanley is doing our Code Enforcement and he is really doing a good job. Answering a question from Council Member Siegel, Mr. Molinari stated that Lee is a certified officer. He helps out Wade Marvin from time to time on the law enforcement side when needed, but he is primarily Code Enforcement. Mayor Young said, so if you factor Code Enforcement out of that total money, what does that leave? What are we actually paying for Building Inspection? I mean what were we paying for building inspection if you just isolated the building inspector part of it, now that we know what the Code Enforcement Officer costs us?

Mr. Molinari said, that's kind of hard to do. He added, in my opinion, if you had a full-time building inspector who was just 100% dedicated, I'd be surprised if you could get someone good for under \$50,000 - \$55,000. Mayor Young then said, if you do that, then basically what we have done is add a Code Enforcement Officer. Mr. Molinari responded affirmatively.

Police Department

I have already mentioned the tsunami cameras. We are also requesting two new vehicles and will try our best to keep the police department's fleet current and we are requesting a new Ford Explorer for the k-9, as well as a new patrol vehicle. As Amy has mentioned that is just part of our standard operating procedures. We are just

MINUTES/Page XV

going to keep going after USDA and trying to get as many grants as we can, because Wade's need for vehicles is not going to go away.

No. 92 - Tuition Reimbursement. Mr. Bonds said it appears that we have already maxed \$1,500. I think this is a great program, but at this level are we going to end up exceeding that amount for the year, because we have already spent \$1,500. There is still another 2 months remaining. Mr. Molinari responded, from what Wade has expressed to me, the way that he handles it with his department, it is on a first come - first serve basis and he explains to the department that he has "x" amount for tuition reimbursement. Whomever is interested, this is what we have available. Mr. Bonds then asked, are any people turned down? Chief Marvin answered, maybe only one has been turned down since I have been here. I don't have many requests. Council Member Bonds said, I think if there is a need, then this item amount for Tuition Reimbursement should be increased. He said, I am 100% in favor of increasing that amount. Mr. Molinari responded, all we have done in the past is simply use it based on demand. Mayor Young added, one department might use it and other department may not.

Mr. Molinari answered, we can't really move it around, but what it would do is when you look at the general fund in it's totality and you would have one department that went over in this line item and one department did not.

Council Member Bridge then said, last year during the budget process we talked about departments doing projections, so we would have some direction in terms like what water lines need to be fixed, or how many police cars, etc. are needed, so that we would know progressing through the budget process what needs to be addressed. Do we have anything that we have been working on? Mr. Molinari responded, we have a schedule in the budget that will be in the final document and that's one of the reasons why I wanted to have a rate study done on improvement programs for water and sewer to get it started down that road so we can tie our rate structure in to what our capital needs are down the road.

Judicial Department

We already talked about the addition of a Public Defender being reflected in the budget.

Fire

The Fire Department budget is Status quo. It has actually gone down some because of the radios coming off line.

Parks

Mayor Young reminded that the City Manager has already said that the Parks budget would be reduced. He then asked about all the boardwalks in the parks that need repairing?

Mr. Molinari said, yes, Adam and I have been talking about that and looking at a couple of different options, either getting that done in-house or contracting that work out. Unfortunately, we are getting into our growing season and we are down a couple of personnel.

Council Member Bridge asked if the City got FEMA money for the boardwalks? Mr. Molinari said we did get some funds. Ms. Risher noted that those funds were for those repairs right after the incident. Regarding the bridge right off of Ivanhoe, Mr. Molinari said we will get that fixed.

MINUTES/Page XVI

Mayor Young then said, I think we put \$15,000 in the budget last year to have the fence repaired at the Forest Hills Tennis Court. He asked Parks Director Adam Davis if this fence had been repaired. Adam responded, no. He said, the quote that I obtained for that was after the budget year ended, and that was \$25,000 to fix the fence. A short discussion was held on the need to repair the fence at the Forest Hills Tennis Court. The Mayor suggested that we should look and see the most economical way to do something there. Mr. Molinari responded, we will figure that out.

Next, the City Manager noted that the John Deere Gator Dump Trailer that Adam requested, I have asked him to go ahead and buy that this year. This will save us some money in next year's budget.

Tourism

Under this category, Mr. Molinari told Council that the application for the Tourism Director position closed yesterday. We received 36 applications. I will start going through those tomorrow morning.

In this budget, Council Member Bridge asked about the car allowance. Mr. Molinari responded that this was a benefit that he gave Michele after she had been with us a year.

On a question raised by Council Member Bonds, Mr. Molinari explained that in last year's budget, we had contractual services and we had cleaning and I believe it was an expense for the website. The true cost of what it actually cost for us to clean that facility was not reflected. That's why you see that jump from \$2,000 to \$13,000.

Enterprise Fund

Mr. Molinari recognized Utilities Director Wayne Crosby to speak on the tank maintenance, line item 311. We have a proposed increase.

Utilities Director Wayne Crosby then said, we have seven water storage tanks, and five of seven have been under a maintenance program for some plus years. The other two have not. Those two tanks are the Colleton County Commerce Tank which is a 500,000 gallon tank at the Buzz Aldrin Park on the interstate, and the other one is the Ruffin tank. Neither of which has been painted, and we haven't had any rust taken care of. The only thing we have done is clean those out, which is a requirement by DHEC. We clean those out every other year, but no maintenance has been done to the paint or anything, other than the logos, for 10 or 15 years. We looked at just taking those tanks and bidding out the maintenance to repaint both the interior and exterior, and it was a significant cost. As a matter of fact, for the Buzz Aldrin tank, it was around \$150,000. So, we have an option of either doing it all at one time and paying for it up front, or add those two tanks on to the maintenance program, which will not only cover the paint job, interior and exterior, it will also cover the washouts and any insignificant thing we have like if a bolt goes missing, they will replace that under the program. So, it's a pay be now or pay me later.

On a question from Council Member Bonds, Mr. Crosby said, we have had four line items for equipment repair. One was for chlorine equipment, the other is for pumps and then others cover whatever.

On tank management, Council Member Broderick, asked if we want to keep that at that level from now on, because we are adding the two tanks. Mr. Crosby responded, now typically what they do is a 5% increase each year. So, we are looking for an increase, but we will negotiate that after the proposals. The reason we asked to go out for a proposal, is that the company we have been with for 20 years plus gave us a figure for \$30,000 just for the one 500,000 gallon tank. It would put us over what

MINUTES/Page XVII

most other companies would want to do. I think we can get a better deal if we out for proposals.

Utilities Support

Mr. Molinari said this is all administrative positions that are housed over at 300 Hampton Street.

Under debt service, we have the 2011 issue and the Bells Highway Project, as well as the Wastewater Treatment Plant SRF grant, and they have come fully on line and our debt service is now \$88,283.

Sanitation

Mr. Molinari stated we have talked a lot about rates. There is really nothing substantial here. You will see a \$5,000 increase in the commercial disposal fee.

At this point, the Mayor asked, personnel wide and city wide - how are we as far as staffing goes? Are we fully staffed or are we looking for employees? Mr. Molinari responded, we are not fully staffed, but we are in pretty good shape. Adam has two vacancies. We have some impending vacancies that we are going to have to deal with in the Water Department, but for the most part we are in pretty good shape. The Police Department is full and the Fire Department is full. Obviously, I have to find a new Tourism Director. Amy is full, so overall, we are in pretty good shape.

The Mayor then told Parks Director Adam Davis that his people are probably one of the most visible groups from the City out working, and when you are out working and they see your people out and working hard, they notice it. We get comments from that.

Sewer

Mr. Molinari said, I already mentioned the increase in electricity due to the improvements.

Mr. Bonds said, have we gotten everything straight out there with the problems we were having with stuff getting all on the lines out on Sidney's Road. Weren't we supposed to be charging? I haven't heard anything about that. Mr. Molinari said, it's interesting you mentioned that, because that issue has resurfaced. In fact, Wayne came to see me a couple of weeks ago and we burned out another pump, and the arrangement that we had is they wanted to do it at the least cost to them, and the arrangement was that once a day they would clean out that basket. Well, it's our understanding that they had been directed not to do it because of safety concerns. So, we have been spending more time over there.

Further discussion was held on the problems with the pumps in that area. City Manager Molinari told Council, I think that this is a conversation that City Council needs to have in Executive Session. Just to put this in perspective, I have been here a little over four years, and I was dealing with this problem and this preceded me and it just has not gone away, and we are bearing the brunt of it.

Council Member Bridge asked Mr. Crosby if the City still needed to lease property for sludge disposal. Mr. Crosby answered, that's a complicated question. We can't release the property, because DHEC requires us to do sampling and it is also in our preliminary engineering report that we have to have that as an alternative. We have approached DHEC, even in a meeting last month, and asked them if they could help us proceed with doing away with the obligation to have that property. They told us as soon as this project is complete, we can apply to remove that. But it is still going to require us to do the sampling. We have at least three or four monitoring wells.

MINUTES/Page XVIII

DHEC has not allowed us to pursue that yet. When this current project is over, we should be able to go forward, but we might still have a sampling obligation.

Sewer Support

Mr. Molinari said he wanted to point out one thing. You will see under system that our cost is going from \$5,000 to \$18,000. The reason why we have that large of a jump is that some of the items that were budgeted in this year's budget, we actually took care of the year before, so we are able to bring that number down to \$5,000 for budgetary purposes, because we were in a pretty good cash position last year with the Enterprise Fund.

Under this budget, we are proposing a new pickup truck. This department is currently using a 2005 truck with 160,000+ miles and they have definitely gotten their monies worth.

Mr. Molinari said, we are having to do some repairs to the Gadson Loop - King Street area sewer line. But this particular line is about 14 or 15 feet deep and we have no way to camera it, so we need to begin the process of repairing that line and the first thing we need to do is to bring someone in there to properly assess the damage.

Debt Service

Mr. Molinari told Council, you will see a schedule of our debt in the General Fund, which is pretty self-explanatory. The City did a general obligation bond in 2011 for a total of \$2,000,000 which is broken up into two separate debt issues. We also have the radios which were paid for this year in full and assuming the debt on the fire truck and the grapple truck which will come on line this year. Next, is the debt service for the Enterprise Fund. We will be paying a full \$88,282 for the Wastewater Treatment Plant upgrade and that debt will be retired in 2038.

Mr. Molinari reminded Council that last year the City adopted a set of financial procedures and guidelines and this is simply a breakdown of how we justify the transfers from the local hospitality tax, local accommodations tax, as well as our transfer from the Enterprise Fund to the General Fund. One thing I did want to point out is under local accommodations tax, we did put a line item in there for debt on the Discovery Center.

Mr. Molinari also stated that the 2020-2021 budget year will be a big year for us, because we will satisfy the debt service on both the tax increment funding financing district, as well as the Veterans Victory House. What we are looking at with the financing of the Discovery Center is that it will be back loaded where the first three years we will pay interest only and then in the last seven years, as those additional revenues come on line, we will pay off the principal and be able to satisfy that debt in ten years.

Mayor and Council agreed that staff had done a good job with the budget.

There being no further business to consider, Chairman Bridge adjourned the meeting at 6:37 P.M. Notice of this meeting was distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

Walterboro City Council
Special Called Meeting
June 21, 2018

MINUTES

A Special Called Meeting of Walterboro City Council was held at City Hall on Thursday, June 21, 2018 at 5:00 P.M., with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Carl Brown, Judy Bridge, Paul Siegel, Bobby Bonds, James Broderick and Greg Pryor. City Manager Jeff Molinari, Assistant City Manager Hank Amundson, City Clerk Betty Hudson and City Attorney George Cone were also present. There were 4 persons present in the audience, which included Mr. Larry Hinz of Coastal Electric with 3 other persons.

There being a quorum present, Mayor Young called the meeting to order, and invited everyone to stand and join Council in the invocation and pledge of allegiance. Mayor Young gave the invocation and led the pledge of allegiance to our flag.

This meeting was called to consider an Intergovernmental Agreement regarding dispatch services between the City of Walterboro, Colleton County and the Colleton County Sheriff's Office. An Executive Session is also scheduled on a contractual matter regarding the Coastal Electric Franchise Agreement.

INPUT ON AGENDA ITEMS:

No comments or questions were received on the agenda item for this meeting.

OLD BUSINESS:

There was no Old Business before Council.

NEW BUSINESS:

1. **Consideration of Intergovernmental Agreement Regarding Dispatch Services Between the City of Walterboro, Colleton County and the Colleton County Sheriff**

City Manager Molinari briefed Council on this agenda item. He said, as you are aware the City has been in negotiations with the County the last couple of months to put together a contract whereby we would contract with Colleton County to provide dispatch services for all of the City of Walterboro. As part of this arrangement, we would pay a year one flat fee of \$162,000, plus \$13,000 in one time initial cost which covers the outstanding annual leave and sick leave of the four dispatchers who, if approved, as of July 1 would become County employees. I have spoken to the County Administrator and he is comfortable with the document as written. The County is holding their June meeting this coming Monday and will be taking action on this contract. I had an opportunity yesterday morning to meet with all four of the City dispatchers to inform them of the change and to answer any questions.

Mr. Molinari concluded by stating that he would be happy to answer questions. If not, I would ask for Council's favorable consideration of this contract.

Mayor Young then asked the City Manager if he was comfortable with the Consumer Price Index increases on a yearly basis? City Manager Molinari responded, yes. He added, I have run the numbers based on what the average CPI has been the last five years. Off the top of my head, I think that number is about 1.2 or 1.3. But I have extrapolated that out through the duration of the contract and there would not be a significant increase in what the City pays.

A motion was then made by Council Member Brown to accept the Intergovernmental Agreement between Colleton County and the City of Walterboro

Walterboro City Council
Special Called Meeting
June 21, 2018

MINUTES/Page II

concerning the 911 Call Center as submitted. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried. A copy of said agreement is attached as part of these minutes.

EXECUTIVE SESSION:

The Mayor then entertained a motion to enter into an Executive Session. Council Member Bridge then made a motion to enter an Executive Session. Council Member Pryor seconded the motion that passed unanimously. The Mayor announced that the meeting will convene into an Executive Session for a contractual matter regarding the Coastal Electric Franchise Agreement.

The Mayor announced that Council may take action on matters discussed in the Executive Session after the Executive Session.

The meeting then entered into an Executive Session.

At approximately 6:05 p.m., a motion was made by Council Member Bridge to exit Executive Session and return to Open Session. Council Member Siegel seconded the motion. All in favor. None opposed. Motion carried.

The meeting returned to Open Session and there being no further business to consider a motion to adjourn was made by Council Member Broderick, seconded by Council Member Pryor and passed unanimously. The Mayor adjourned the meeting at 6:05 P.M. Notice of this meeting was distributed to all local media, posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

Walterboro City Council
Regular Meeting
July 3, 2018

MINUTES

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, July 3, 2018 at 6:15 P.M. with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Carl Brown, Judy Bridge, Bobby Bonds, James Broderick and Greg Pryor. City Manager Jeff Molinari, City Clerk Betty Hudson and City Attorney George Cone were also present. Approximately 13 persons were present in the audience. Council Member Paul Siegel was absent.

There being a quorum present, the Mayor called the meeting to order and invited everyone to join in the invocation and the Pledge of Allegiance. The Mayor gave the invocation and Council Member Bridge led the Pledge of Allegiance to our flag.

The Mayor announced that Mayor Pro-Tem Paul Siegel is out of town and unable to attend the meeting tonight.

PUBLIC INPUT ON AGENDA ITEMS:

There were no public comments or questions on agenda items.

APPROVAL OF THE MINUTES:

The Minutes of the May 1, 2018 Regular Meeting and the Minutes of the June 5, 2018 Regular Meeting were approved as presented on the motion of Council Member Bridge, seconded by Council Member Broderick, with all members voting in favor, except Council Member Siegel was absent and did not vote.

OLD BUSINESS:

There was no Old Business before Council.

NEW BUSINESS:

1. **Consideration of Funding Recommendations from the Accommodations Tax Advisory Committee.**

Next, City Manager Molinari advised Council that the Accommodations Tax Advisory Committee met on June 28, 2018 and considered applications for A-tax funding. The committee made the following funding recommendations for City Council's approval:

<u>Request for 30% Tourism Fund</u>	<u>Requested</u>	<u>Approved</u>
*Walterboro Tourism Commission	\$70,000	\$70,000

*Should this recommendation be adopted by Council, the Walterboro Tourism Commission will remain the designated marketing organization for the City of Walterboro for fiscal year 2018-2019.

<u>Requests for 65% Tourism Fund</u>	<u>Requested</u>	<u>Approved</u>
The Colleton Center - 10 th Annual Polo for the Point	\$ 5,000	\$ 5,000
The Colleton Center - Grand Opening	\$ 7,000	\$ 7,000
CCA Regional Crit and Time Trial Championships	\$ 8,100	\$ 7,000
SC Artisans Center-marketing & promotion	\$15,600	\$15,000
City of Walterboro - billboard program	\$20,000	\$17,000
	<u>Requested</u>	<u>Approved</u>

MINUTES/Page II

Colleton County Rice Festival w/Tour de Lowcountry	\$22,500	\$20,000
Palmetto Cycling Coalition - Walterboro Festivelo 2018	\$28,220	\$13,120
Walterboro Tourism Commission - Walterboro Rocks	<u>\$60,000</u>	<u>\$60,000</u>
Totals	\$166,420	\$144,120

Concluding, Mr. Molinari said, should these requests be approved as submitted, the projected remaining balance for 2018-2019 will be approximately \$66,498. These remaining funds will be up for consideration at the next scheduled meeting in October. The Accommodations Tax Advisory Committee respectfully requests City Council's approval of these recommendations.

A motion was made by Council Member Broderick to approve the funding recommendations from the Accommodations Tax Advisory Committee. Council Member Bridge seconded the motion. All in favor. None opposed. Motion carried. Council Member Siegel was absent and did not vote.

2. Consideration of Request or Proposals (RFPs) to Provide Banking Services for the City of Walterboro

City Manager Molinari informed Council that the City issued RFPs for banking services in May to seven qualified local financial institutions, and we received two proposals from South State Bank and Enterprise Bank. South State Bank is offering a floored rate of 1% and no fees with a minimum balance of \$500,000. They are also offering to sweep our four (4) largest accounts which is the general fund, the water fund, local accommodations and local hospitality accounts. Essentially, what this will do is after the close of business, they will put these dollars in approved money market accounts which will give the City a greater return on its money. And just to give you a point of reference, currently our accounts that are being held in a local bank are earning .1% interest. So, this will be a nice upgrade. Staff is recommending South State Bank to provide banking services to the City for a period of no less than 3 years.

A motion was made by Council Member Bonds to approve the City's recommendation to provide banking services for the City of Walterboro. Council Member Broderick seconded the motion. The motion then passed with a vote of 5/0, with Mayor Young and Council Members Bridge, Bonds, Broderick and Pryor voting in favor. Council Member Brown recused himself from voting on this item due to a potential conflict of interest, in that he is a member of South State Bank's local board. Council Member Siegel was absent and did not vote.

3. Consideration of Bids to Purchase Police Vehicle

City Manager Molinari told Council that the agenda packet contains a memo and supporting documentation from Police Chief Marvin, with a request to purchase a new police patrol vehicle. Chief Marvin will brief Council on that request at this time.

Police Chief Wade Marvin then addressed Council. He stated that the Police Department is requesting authorization to purchase one police vehicle. We sent out for three bids, and the Department received bids from two (2) vendors and one (1) no bid as follows:

<u>Vendor</u>	<u>Vehicle</u>	<u>Total Price</u>
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Walterboro City Council
Regular Meeting
July 3, 2018

MINUTES/Page III

Walterboro Ford (Walterboro, SC)	Ford Interceptor	\$49,219.54
Butler Dodge (Beaufort, SC)	Dodge Charger	\$47,728.54
Rizer Chevrolet (Walterboro, SC)	Chevrolet Caprice	No Bid

Chief Marvin told Council that he received a "no bid" from Rizer Chevrolet because he was informed by Rizer that they no longer make the Caprice, and they could not find one any longer as a police vehicle.

We did receive a local bid from Walterboro Ford in the amount of \$49,219.54. After applying the local preference option, it was still higher than the bid from Butler Dodge for the Dodge Charger in the amount of \$47,728.54. Chief Marvin told Council that the Dodge Charger also comes with an officer protection package for free, which means if you approach the rear of the vehicle, sensors go off, windows roll up and lights and sirens come on, to let the officer know that someone is approaching from the rear. That is the only vehicle that provides that service.

Chief Marvin then recommended that staff be authorized to purchase the Dodge Charger in the amount of \$47,728.54.

A motion was then made by Council Member Pryor to approve the purchase of the Dodge Charger. Council Member Broderick seconded the motion.

In discussing the motion, Council Member Brown asked Chief Marvin, just for the record, can you explain why Rizer Chevrolet did not offer a bid.

Chief Marvin told Council that he had previously looked up through the State purchasing procedures and it did not show a Caprice was available, and so he went to Mr. Rizer personally. In response, Mr. Rizer submitted an e-mail ("no bid"), saying that he had talked to his guy and they don't make that vehicle, the Caprice, in a police package anymore that he could find.

Council Member Pryor then asked, are those always the only two vehicles that we purchase - the Dodge Charger or the Caprice? Chief Marvin answered, no, we poll the officers as well. Chief Marvin then said, it is my understanding that we spoke with Vince at the Ford place and they are not going to be making a lot of sedans any more. He couldn't confirm that they would be making the Police Interceptor. He did give us a bid on one, but he said that might be the last year.

Council Member Pryor then asked Chief Marvin, do you or your officers prefer one vehicle over another? Do you consider one a better vehicle? Chief Marvin answered that for the police road patrol, 9 out of 10 officers prefer the Dodge Charger. It is roomier and it's just more reliable that we have found. Mr. Broderick remarked that he likes the protection package on that too.

Council Member Bonds then asked, are we still buying 6 cylinder engines on those Chargers? Chief Marvin responded, on this one that we have the bid on, it is a V8. We have had two valve jobs on the V6 and we have taken it back and they can't fix it. The V8 does not have that problem. Mr. Bonds said, all of our other Chargers are V6's, right. Chief Marvin replied, all of our road Chargers are V6's.

The motion to approve the purchase of the police vehicle as recommended then passed with all members voting in favor, except Council Member Siegel was absent and did not vote.

4. Consideration of Bids to Purchase Sanitation Vehicle

MINUTES/Page IV

Next, City Manager Molinari stated that the fiscal year 2018-2019 budget allocated \$224,000 for the purchase of a new residential sanitation vehicle. The City solicited bids from 3 dealers and received four different proposals, outlined as follows:

<u>Vendor</u>	<u>Truck</u>	<u>Price</u>
I State Truck Center-Sioux City, IA	2019 Freightliner M2-106	\$239,045.00
Amick Equipment-Lexington, SC	2019 Freightliner M2-106	\$239,170.00
Triple T Freightliner-Summerville, SC	2020 Freightliner 108 SC	\$218,872.00
Amick Equipment-Lexington, SC	2020 Freightliner 108 SD	\$222,414.00

Mr. Molinari stated that staff recommends purchasing the truck from I State Truck Center in the amount of \$239,045.00. That is more than the low bid and the reason for that is that the 2020 trucks are currently 18-20 months from delivery after purchase, and the 2019 trucks are available immediately and can be in operation within six (6) months. The 2019 trucks are also a tri-axle vehicle, which has a larger capacity for garbage collection. The proposed new truck would be replacing a 2009 International Garbage Truck. The cost differential of \$15,045 can be absorbed through selling the 2009 truck on govdeals.com, and also will reduce the vehicle maintenance cost by taking the 2009 truck out of service. Just to give you a frame of reference - a couple of months ago, we sold an old grapple truck which had been stripped of pretty much every useful part and it still generated \$10,000 on govdeals. So, I would think that a 2009 Sanitation Vehicle that we still have in service would get us a good price.

City staff asks for Council's favorable consideration of this request.

A motion was made by Council Member Bridge to approve the purchase of the I State Truck Center 2019 Freightliner M2-106 Garbage Truck as recommended. Council Member Broderick seconded the motion.

In discussing the motion, Council Member Bridge asked if the price of \$239,045 included delivery to us, or is there an additional cost for delivery? Mr. Molinari responded, it is my understanding that's everything. Public Works Director Mike Crosby, added that's everything.

The motion then passed unanimously, except Council Member Siegel was absent and did not vote.

COMMITTEE REPORTS:

There were no committee reports given.

CITY MANAGER'S REPORT:

1. **Recognition of Firefighters Chris Cook, Lamar Smith and Jared Jarvis - Recipients of the Meritorious Action Award from the South Carolina Firefighters Association**

City Manager Jeff Molinari then asked our Firefighters Captain Chris Cook, Lamar Smith and Jared Jarvis to stand. Mr. Molinari then said, these 3 men were awarded the Meritorious Action Award from the South Carolina Firefighters Association on June 16 at the SC Fire Training Conference in Columbia. This is in recognition for an incident that took place on November 26 of last year at Cambridge Point Apartments at 116 Neyle Street, where they entered a smoke filled apartment and found a victim lying on the floor and took that victim to safety. Our firefighters spend hundreds of

MINUTES/Page V

hours training and this was an opportunity for them to be put to the test and to put that training to work and they passed that test with flying colors and were recognized by their peers across the state. I would just like to take this time to recognize all three firefighters and commend them for a job well done.

2. Preliminary Engineering Report Proposals - Wastewater Treatment Plant Expansion

Next, City Manager Molinari said, one of the priorities of City Council has been further investment in our water and sewer infrastructure, specifically, increasing the capacity of the Wastewater Treatment Plant. In 2010 the City had a Preliminary Engineering Report that was done and that study is currently 8 years old. We are at a point right now where we are ready to move forward with pursuing grant applications that will help to pay for that expansion. In order to apply for grant funding, we need to have an updated Preliminary Engineering Report.

Council is also aware that we are in the process of transitioning to a new Engineering Firm and I asked the Utilities Director Wayne Crosby to handle this and solicit some proposals from qualified engineering firms and we received proposals from three (3) firms - Constantine Engineering, Hybrid Engineering, Inc., and Davis & Floyd. In evaluating the proposals, it was the Utilities Director's recommendation that we go with Hybrid Engineering of Columbia, SC. They have done a similar project in the City of Manning. I bring this to Council's attention for a couple of reasons. Number one, as information, but Number two, as you are aware, I am authorized to approve expenditures upto \$25,000 and this one is \$24,995. So, I wanted to insure that City Council was comfortable with the direction that we are taking. We have the Utilities Director Wayne Crosby here, who can answer any technical questions that you may have, but we are ready to move forward with pursuing grant opportunities for expansion of the Wastewater Treatment Plant and the first step in doing that is getting our PER updated.

A motion was made by Council Member Pryor to approve an updated Preliminary Engineering Report (PER) by Hybrid Engineering as recommended by staff. Council Member Broderick seconded the motion.

In discussing the motion, Mayor Young asked Mr. Wayne Crosby, have you talked with other people who have used this company? Do you know other people who have used this company? Utilities Director Wayne Crosby responded, as Jeff mentioned, Manning is currently doing a similar project, with a similar sized plant with the exact same technology that we use. They finished their project about a year ago. They have started on the second phase. We actually made a visit to Manning and spoke with their Public Works Director, and he is happy with them. He chose them for the second phase. Because of their familiarity with our technology and the fact that they have already done it, I feel really comfortable with them.

On a question raised by Mayor Young, Mr. Crosby stated that he had discussed a negotiated contract back and forth with Hybrid. We had a few things that we did not think were best suited for the City of Walterboro from a legal standpoint, and they have been really willing to change things for us. The technology and the plant expansion is actually done by a company called Fluidyne. They are the same company that installed the technology in Manning, so we are comfortable with this group.

The motion then passed with all members voting in favor, except Council Member Siegel was absent and did not vote.

MINUTES/Page VI

At this point, the Mayor stated that he wanted to thank the Council Members. Several of our Council Members were out of town on vacation tonight and I would just like to put it in the minutes to thank them for coming back for the meeting tonight.

EXECUTIVE SESSION:

A motion to enter an Executive Session was then made by Council Member Brown, seconded by Council Member Bridge and passed unanimously. Council Member Siegel was absent and did not vote on the motion. The Mayor then announced that the meeting would enter into an Executive Session for:

1. Receipt of Legal Advice - I-95 Business Loop Project, Phase 1C and 1D.
2. Personnel Matter - Municipal Court.
3. Provision of Services in the Area Served by the Public Body.
 - a. Windsor East Apartments.
 - b. I-95 Rest Area Wells.

The meeting convened into an Executive Session.

A motion was made by Council Member Brown to come out of Executive Session and return to Open Session. Council Member Bridge seconded the motion. All in favor. None Opposed. Motion carried. Council Member Siegel was absent and did not vote on the motion.

The meeting returned to Open Session with no action being taken as a result of the Executive Session. There being no further business, a motion to adjourn was made by Council Member Bridge, seconded by Council Member Brown. All in favor. None opposed. Motion carried. The Mayor adjourned the meeting at 7:17 P.M. Notice of this meeting was distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

Walterboro City Council
Special Called Meeting
July 24, 2018

MINUTES

A Special Called Meeting of Walterboro City Council was held at City Hall on Tuesday, July 24, 2018 at 11:30 A.M., with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Carl Brown, Judy Bridge, Paul Siegel, Bobby Bonds and James Broderick. City Manager Jeff Molinari, Assistant City Manager Hank Amundson, City Clerk Betty Hudson and City Attorney George Cone were also present. There were 3 persons present in the audience. Council Member Greg Pryor was absent.

This meeting was called to consider three resolutions to accept grant funding from the United States Department of Agriculture (USDA), Rural Development.

There being a quorum present, Mayor Young called the meeting to order and thanked everyone for attending the meeting. He then announced that Ms. Nickie Toomes of the local USDA, Rural Development office was present at the meeting along with her assistant. He then asked Ms. Toomes if she had any remarks regarding the resolutions.

INPUT ON AGENDA ITEMS:

Ms. Toomes stated that she had the Letter of Conditions for a Community Facilities Grant and would like to present this information to Council.

Ms. Toomes said that she is glad to be here on behalf of the Trump Administration, our State Director Ms. Debbie Turbeville, our Program Director for Community Facilities Ms. Michelle Cardwell and our Area Director Mr. George Hicks. I am here with a Letter of Conditions today for three (3) Community Facilities Grants that were able to be funded from the National Office. Copies of the Letter of Conditions had been distributed to all Council Members. She said we are glad to be here to the City with more grants to help you as we have in the past. The grants that we are funding are for: police cars in the amount of \$49,800, for City Hall Annex handicap accessibility for \$45,700 and the Discovery Center's generator and the handicap accessibility for \$49,900. The bottom of the page talks about some forms that we are going to be signing today, and then on the second page it talks about the breakdown of the costs.

Ms. Toomes further stated that for the police cars project, the total development cost is \$93,932, of that the Community Facilities grant is \$49,800. The City of Walterboro's contribution on that project is \$43,532.

For the City Hall Annex Handicap Accessibility and Generator, the total development cost is \$83,138, of which the Community Facilities Grant is \$45,700. The City's contribution for this project is \$37,438.

For the Discovery Center's generator and handicap accessibility for the restrooms - total project cost is \$91,000, with the Community Facilities Grant being \$49,900, and the City of Walterboro's contribution is \$41,100.

Ms. Toomes said, we are glad to present these grants. Now, you will have to take a vote on the grant resolutions to accept the grants. We would like to in the future have a dedication and Ms. Debbie Turbeville, Ms. Michelle Cardwell and Mr. George Hicks would like to attend. So, we would like to work with you whenever you do that.

MINUTES/Page II

The rest of the Letter of Conditions talks about forms that will be signed or have been signed during the application process. We will update our compliance with you, and it talks about the forms that are submitted during the grant closing.

She said, on the last three pages, there is a breakdown of the fund analysis for the three grants - how much the City is putting in and how much is the grant for each project.

She then asked if there were any questions. No comments or questions were raised.

At the point, the Mayor told Ms. Toomes we appreciate your continued cooperation with the City, and we have had a long relationship now in a number of examples where you have helped us with different projects and we all really appreciate that. Various Council Members also voiced their thanks to Ms. Toomes.

NEW BUSINESS:

1. Resolution No. 2018-R-08, A Resolution Authorizing the Mayor and City Clerk to Execute Forms Pursuant to USDA Rural Development Community Facilities Grant in the Amount of \$45,700.00 for Handicap Accessibility Equipment for the City Hall Annex

Council Member Broderick made a motion to adopt Resolution No. 2018-R-08, A Resolution Authorizing the Mayor and City Clerk to Execute Forms Pursuant to USDA Rural Development Community Facilities Grant in the Amount of \$45,700 for Handicap Accessibility Equipment for the City Hall Annex. Council Member Siegel seconded the motion that passed with all members voting in favor, except Council Member Pryor was absent and did not vote. A copy of said resolution is attached as part of these minutes.

2. Resolution No. 2018-R-09, A Resolution Authorizing the Mayor and City Clerk to Execute Forms Pursuant to USDA Rural Development Community Facilities Grant in the Amount of \$49,800.00 for the Purchase of Police Vehicles for the City of Walterboro

A motion was made by Council Member Bridge to adopt Resolution No. 2018-R-09, A Resolution Authorizing the Mayor and City Clerk to Execute Forms Pursuant to USDA Rural Development Community Facilities Grant in the Amount of \$49,800 for the Purchase of Police Vehicles for the City of Walterboro. Council Member Brown seconded the motion that passed unanimously, except Council Member Pryor was absent and did not vote. A copy of said resolution is attached as part of these minutes.

3. Resolution No. 2018-R-10, A Resolution Authorizing the Mayor and City Clerk to Execute Forms Pursuant to USDA Rural Development Community Facilities Grant in the Amount of \$49,900.00 for Funding for Generator/Handicap Restroom for Discovery Center for the City of Walterboro

Council Member Bonds made a motion to authorize the Mayor and City Clerk to Execute Forms Pursuant to USDA Rural Development Community Facilities Grant in the Amount of \$49,900 for Funding for the Generator/Handicap Restroom for the Discovery Center for the City of Walterboro. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried. Council Member Pryor was absent and did not vote. A copy of said resolution is attached as part of these minutes.

The Mayor then announced that on all resolutions approved, we have 6 yeas, zero nays and 1 absent, and we will sign those in a minute.

Walterboro City Council
Special Called Meeting
July 24, 2018

MINUTES/Page III

There being no further business to consider, a motion to adjourn the meeting was made by Council Member Bridge, seconded by Council Member Siegel and passed unanimously. The meeting adjourned at 11:38 A.M. Notice of this meeting was distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

ORDINANCE # 2018-10

AN ORDINANCE TO AMEND ORDINANCE # 2018-03, SO AS TO SET THE LOCAL OPTION SALES TAX CREDIT FACTOR IN THE FISCAL YEAR 2018-2019 BUDGET.

WHEREAS, the fiscal year 2018-2019 budget was adopted with the passage of Ordinance # 2018-03 on June 5, 2018; and,

WHEREAS, City Council has determined that a need exists to amend said budget to set the Local Option Sales Tax Credit Factor for the fiscal year 2018-2019 budget.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF WALTERBORO, SOUTH CAROLINA, IN COUNCIL ASSEMBLED, that the fiscal year 2018-2019 budget be amended as follows:

1. A local option sales tax credit factor of .001721 shall be established.

This ordinance shall become effective upon adoption.

ADOPTED, this _____ day of _____, 2018.

William T. Young, Jr.
Mayor

ATTEST:

Betty J. Hudson
City Clerk

First Reading: _____
Public Hearing: _____
Second Reading: _____

RESOLUTION NO. 2018-R-11
COMMUNITY FACILITY GRANT RESOLUTION

State of South Carolina
County of Colleton

For funding of City Hall roof replacement, City of Walterboro has made application to USDA, Rural Development for Community Facility Grants in the amount of \$16,500.00 to assist in the need for essential community facilities in rural areas of Walterboro, South Carolina.

A meeting of the City of Walterboro Council, governing body, was duly called and held on August 7, 2018. The governing body is composed of _____ members of whom _____, constituting a quorum, were present at this meeting. At the meeting, the City of Walterboro, governing body, adopted a resolution agreeing to the responsibilities and requirement of Form RD1940-1, "Request for Obligation of Funds", with attachment and authorizing William T. Young, Jr., Mayor, and Betty J. Hudson, City Clerk, to execute this form and Forms RD 400-1, "Equal Opportunity Agreement", 400-4, "Assurance Agreement", 442-7, "Operating Budget" and 1942-46, "Letter of Intent to Meet Conditions", RD 3570-3, "Agreement for Administrative Requirements for Community Facilities Grants", AD-1047, "Certification Regarding Debarment, Suspension and other Responsibility Matters – Primary covered Transactions", AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transaction", AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – for Grantees Other Than Individuals", RD 400-1, "Equal Opportunity Agreement", RD 1945-54 "Applicant's Feasibility Report", and Exhibit A-1 of RD Instruction 1940-Q, "Certification for Contract, Grants, and Loans".

The vote was: Yeas _____ Nays _____ Absent _____

SEAL

William T. Young, Jr.

Attest:

Betty J. Hudson, City Clerk

RESOLUTION NO. 2018-R-12
COMMUNITY FACILITY GRANT RESOLUTION

State of South Carolina
County of Colleton

For funding of City Hall window replacement, City of Walterboro has made application to USDA, Rural Development for Community Facility Grants in the amount of \$50,000.00 to assist in the need for essential community facilities in rural areas of Walterboro, South Carolina.

A meeting of the City of Walterboro Council, governing body, was duly called and held on August 7, 2018. The governing body is composed of _____ members of whom _____, constituting a quorum, were present at this meeting. At the meeting, the City of Walterboro, governing body, adopted a resolution agreeing to the responsibilities and requirement of Form RD1940-1, "Request for Obligation of Funds", with attachment and authorizing William T. Young, Jr., Mayor, and Betty J. Hudson, City Clerk, to execute this form and Forms RD 400-1, "Equal Opportunity Agreement", 400-4, "Assurance Agreement", 442-7, "Operating Budget" and 1942-46, "Letter of Intent to Meet Conditions", RD 3570-3, "Agreement for Administrative Requirements for Community Facilities Grants", AD-1047, "Certification Regarding Debarment, Suspension and other Responsibility Matters – Primary covered Transactions", AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transaction", AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – for Grantees Other Than Individuals", RD 400-1, "Equal Opportunity Agreement", RD 1945-54 "Applicant's Feasibility Report", and Exhibit A-1 of RD Instruction 1940-Q, "Certification for Contract, Grants, and Loans".

The vote was: Yeas _____ Nays _____ Absent _____

SEAL

William T. Young, Jr.

Attest:

Betty J. Hudson, City Clerk



United States Department of Agriculture

Rural Development

State Office

Strom Thurmond
Federal Building
1835 Assembly
Street, Suite 1007,
Columbia, SC 28201

Voice: 803.765.5163
Fax: 855.565.9482
TDD: 803.765.5697

July 31, 2018

City of Walterboro
Attn: Jeffrey Molinari, City Manager
242 Hampton Street
Walterboro, SC, 29488

Subject: City of Walterboro Letter of Conditions for a Community Facilities Grant

Dear Mr. Molinari,

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given your application. This letter is not to be considered as grant approval or as a representation as to the availability of funds. The docket may be completed on the basis of USDA, Rural Development administering a Rural Housing Service (RHS) grant not to exceed the following grant amounts;

- | | |
|---------------------------------|----------|
| 1. City Hall Roof Replacement | \$16,500 |
| 2. City Hall Window Replacement | \$50,000 |

The grant will be considered obligated on the date a signed copy of the Form RD 1940-1, "Request for Obligation of Funds", is mailed to you.

This project is for the City of Walterboro. Any change in project cost, source of funds, scope of services, or any other significant changes (this includes significant changes in your financial condition, operation, organizational structure or executive leadership) in the project must be reported to and approved by Rural Development by written amendment to this letter. Any changes not approved by Rural Development shall be cause for discontinuing processing of the application.

Please execute and return to Rural Development the following completed items if you desire that further consideration be given to your application:

- Form RD 1942-46, "Letter of Intent to Meet Conditions"
- Form RD 400-1, "Equal Opportunity Agreement"
- Form RD 400-4, "Assurance Agreement"
- Form RD 442-7, "Operating Budget"
- Form RD 1940-1, "Request for Obligation of Funds"

If the conditions set forth in this letter are not met within 180 days from the date hereof, USDA, Rural Development, reserves the right to discontinue processing of the application. Rural Development funding is prioritized for projects that need and

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.esccr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-8992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

will use the funding immediately. We will require that every possible effort be made to meet all conditions within the one 180 days.

The conditions are as outlined below:

1. ORGANIZATION'S AUTHORITY TO OBTAIN FUNDS, ETC.:

Consideration for this grant is based on the Organization being properly created as a nonprofit corporation in accordance with the provision of Section 12-754 of the 1962 Code of Laws of South Carolina (presently Section 33-31-50). This was accomplished through the issuance of a charter by the Secretary of State of South Carolina on December 20, 1826.

2. PROJECT COST:

Breakdown of Costs:

Description	Development	CF Grant	Applicant Contribution	Other	Total Project Cost
City Hall Roof Replacement	\$30,000	\$16,500	\$13,500	-0-	\$30,000
City Hall Window Annex H/C & Generator	\$115,000	\$50,000	\$65,00	-0-	\$115,000
TOTAL	\$145,000	\$66,500	\$78,500		\$145,000

These funds must be disbursed in accordance with the requirements of the sources of funds and must be available before proceeding with procurement. Rural Development will monitor the disbursement of all proceeds.

1. ADOPTION OF FORM RD 3570-3, "COMMUNITY FACILITIES GRANT 179"

The agreement requires review of this form. You will be required to execute the completed form at the time of closing.

- The CITY OF WALTERBORO understands that any property acquired or improved with Federal grant funds may have use and disposition conditions which apply to the property as provided by 7 CFR 3015, 3016, or 3019 in effect at this time and as may be subsequently modified.
- The CITY OF WALTERBORO understands that any sale or transfer of property is subject to the interest of the United States Government in the market value in proportion to its participation in the project as provided by 7 CFR 3015, 3016, or 3019 in effect at this time and as may be subsequently modified.

2. BANK ACCOUNT:

All funds for this project will be handled through a bank account in a bank of your choice, separate from all other banking accounts. The bank account shall be established prior to closing and you must agree to make payments from this account only on request for payments, which are to be reviewed and concurred with by RD in advance of payment. You will establish adequate safeguards to assure that the funds from this account are used for authorized purposes only.

You must further agree to permit RD to examine your records and books during regular business hours or at other reasonable times.

3. USE OF MINORITY OWNED BANKS:

You are encouraged to use minority banks (a bank which is owned at least 50 percent by minority group members) for deposit and disbursement of funds. A list of minority owned banks can be obtained from the Office of Minority Business Enterprise, Department of Commerce, Washington, D. C. 20230 or any RUS Office.

4. TITLE OF PROPERTY:

Satisfactory evidence of title must be prepared and submitted to this office by you, with the assistance of your attorney, to include:

- A. Preliminary Title Opinion on Form RD 1927-9, on all real property now owned or to be acquired, executed by your attorney and submitted to RD prior to grant closing.
- B. Final Title Opinion on RD Form 1927-10, on all real property now owned or to be acquired, executed by your attorney at closing.
- C. A title insurance binder and title insurance policy, in an amount at least equal to the market value of the property as improved, may be substituted for requirements A and B.
- D. Where the right of use or control of real property not owned by you is essential to the successful operation of the facility during the life of the facility, such right will be evidenced by written agreements or contracts between the owner(s) of the property and the applicant. Lease of the site or facility shall not contain forfeiture or summary cancellation clauses and shall provide for the right to transfer and lease without restrictions. The lease agreements shall be written for a term at least equal to the life of the facility.

5. ENVIRONMENTAL:

Prior to grant approval, you will be required to agree in writing to comply with all mitigation measures contained in the Environmental Assessment prepared by you or your consulting firm.

6. COORDINATION WITH FEDERAL, STATE AND LOCAL AGENCIES:

A statement must be obtained from the responsible State Agency certifying that the proposed facility meets the minimum standards for design and construction, including compliance with all pertinent State and local laws, including local codes.

7. SPECIAL REQUIREMENTS:

- a. A dedication ceremony is expected for this project. Any public information events are to be coordinated in advance with Rural Development. These events are to be planned in order for the public to be aware of this project and Rural Development's participation in the project.
- b. All documents requiring the signature of the officials will be executed by the MAYOR, attested by the CITY CLERK, and the impression of the CITY OF WALTERBORO'S seal affixed thereon.
- c. The CITY OF WALTERBORO is to appoint one member of its governing body or management staff to serve as liaison with Rural Development.
- d. Furnish a certified list of the governing body (include addresses), samples of their signatures, and terms of their offices.
- e. A quorum of the CITY OF WALTERBORO's governing body must convene at a meeting called by the Mayor and adopt Form RD 1942-8 "Resolution of Members or Stockholders".
- f. Prior to the approval of the grant, you will have certified on at least two different occasions as to your inability to finance this project from your own resources or other credit at reasonable rates and terms. This was based on prevailing private and cooperative rates and terms in or near your community for grants for similar purposes and periods of time.
- g. The CITY OF WALTERBORO will operate its facilities on a fiscal year that begins 07/01 and ends 06/30.
- h. The CITY OF WALTERBORO must adopt the attached Grant Resolution agreeing to the responsibilities of form RD 1940-1, "Request of Obligation of Funds", with attachment, and authorizing the execution of this and other forms related to the grant application.

- i. This financial assistance is subject to your compliance with the Civil Rights Act of 1964, and the Age Discrimination Act of 1975.
- j. Under section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Rural Development financial assistance.
- k. Prior to the closing of the grant, it will be necessary that our Rural Development Area Office conduct a compliance review. Your office's full cooperation will be necessary in accomplishing this certification and review. During the review, the representative of the Rural Development Area Office will complete and execute Form RD 400-8, "Compliance Review." So as to assist the Rural Development Area Office with the Compliance Review, you will need to have available a numerical breakdown of your agency's service area's population into the following categories: Black, Hispanic, Asian or Pacific Islander, American Indian or Alaskan Native, White, and Other. The nondiscrimination poster, "And Justice for All," is to be displayed at your offices and facilities.
- l. Unless the requirements of the Letter of Conditions have already been satisfied, Rural Development will request to meet with CITY OF WALTERBORO's officials, attorney, and any other parties that may be involved in the project during the 4th month after the date of Form RD 1942-46, "Letter of Intent to Meet Conditions." The purpose of this meeting will be to determine the progress that has been made in complying with the "Letter of Conditions" and to establish goals and a timetable for completing work on the conditions that have not yet been satisfied.
- m. If there is a significant reduction in project costs, the CITY OF WALTERBORO's funding needs will be reassessed before grant closing. This reassessment will include the necessary revisions of the grant docket and the Letter of Conditions. The reassessment and revisions will be based on revised project costs and Rural Development regulations effective at the time the grant was approved. Grant funds not needed to complete the proposed project will be returned to Rural Development.
- n. Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving RHS financial assistance.

8. LEGAL SERVICES:

You must obtain a legal services agreement with your attorney for providing legal services for your project. It is suggested that ten percent of the cost be retained until the grant is closed and all legal requirements have been satisfied.

Prior to grant closing, the attorney must provide this office with a certification as to judgments and/or litigation of your agency. Such a certification must also be provided before closing instructions can be issued.

The closing instructions for this grant will be issued by the Rural Development Community Programs Director. These requirements must be met before the grant can be closed.

Report of Lien Search is to be prepared by your attorney using their standard reporting format. This report is needed to assist in obtaining our grant closing instructions. This report must also be brought current as of the date and time of the actual closing.

9. ACCOUNTING METHODS, MANAGEMENT REPORTS AND AUDIT REPORTS:

- a. The business operations will be governed in accordance with the grant resolution and operating budget. Accounting records should be maintained on an accrual basis.

However, books may be kept on an accounting basis other than accrual and then adjustments made so that the financial statements are presented on the accrual basis. Your agency must retain all records, books, and supporting material for a period of three years after the issuance of the required audit reports and financial statements.

- b. Prior to grant closing or commencing with construction, whichever occurs first, your agency must provide and obtain approval from the Rural Development Community Facility Program Director for its accounting and financial reporting system, including the required agreement for services with its auditor.

Audit Requirements:

Audits are required annually. Audits are to be conducted by an independent licensed certified public accountant (CPA). A CPA will be considered independent if the CPA meets the standards for independence contained in the American Institute of Certified Public Accountants (AICPA) Code of Professional Conduct in effect at the time the CPA's independence is under review, does not have any direct financial interest or any material indirect financial interest in the borrower during the period covered by the review; and is not, during the period of the audit, connected with the borrower as promoter, underwriter, trustee, director, officer or employee.

Audits are to be performed in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States, 1994 Revision, and any subsequent revisions.

Your agency is to be audited in accordance with the Office of Management and Budget (OMB) Circular A-133 in years it expends \$750,000 or more in Federal funds. The OMB will assign a cognizant Federal agency to oversee the implementation of this circular. If an agency is not assigned, you will be under the general oversight of the Federal agency that provided the most funds. Reports required by this circular must be submitted no later than 9 months after the end of your agency's fiscal year.

Your agency is to be audited in accordance with the generally accepted government auditing standards (GAGAS) and Rural Development requirements in years it expends less than \$750,000 in Federal funds. These audits are to be completed with two copies of the report submitted to the Rural Development Area Office no later than 150 days following the end of your agency's fiscal year.

12. INSURANCE REQUIREMENTS:

A Certificate of Insurance evidencing that all the following required insurances have been obtained and is in force **must be provided to RD prior to grant closing.**

- A. **Property Insurance:** Fire and extended coverage on all structures in an amount equal to at least the depreciated replacement value.
- B. **Liability and Property Damage Insurance:** You must carefully review your overall operation to establish and obtain Public Liability and Property Damage Insurance coverage that will adequately protect you, your officers, your officials, and your employees. You may want to consult your attorney to determine the amount of this coverage.
- C. **Workers' Compensation Insurance:** You must carry suitable Workers' Compensation Insurance for all your employees in accordance with applicable state laws.

13. FIDELITY BOND:

Fidelity Bond Coverage is required for all persons who have access to funds in accordance with RD regulations and **must be provided to RD prior to closing.** Coverage may be provided either for all individual positions or persons, or through "blanket" coverage providing protection for all appropriate employees and/or officials. The amount of the Fidelity Bond should be sufficient to protect RD grant funds.

You may want to consult with your attorney to determine the amount of this coverage. Form RD 440-24, "Position Fidelity Schedule Bond", may be used, as may similar forms if determined

acceptable to RD. Other types of coverage may be considered acceptable if it is determined by RD that they fulfill essentially the same purpose as a fidelity bond.

14. PROCUREMENT, BIDDING AND CONTRACT AWARDS:

- a. Procurement transactions shall be conducted in a manner that provides maximum open and free competition. Procurement procedures shall not restrict or eliminate competition. The method of procurement must be approved by Rural Development.
- b. Request for Proposals/Specifications are to be approved by Rural Development. Rural Development is to concur before a proposal is accepted by the CITY OF WALTERBORO.

15. OTHER CERTIFICATIONS:

The following certifications must be submitted to RD prior to grant closing.

- Form AD- 1047, "Certification Regarding Debarment, Suspension, and other Responsibility Matters - Primary Covered Transactions," must be executed and submitted to RD prior to grant closing to certify that you have not been debarred or suspended for federal assistance.
- Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", must be completed and submitted to RD with any executed contracts prior to grant closing. This form certifies that any person or entity you do business with as a result of this federal assistance is not debarred or suspended.
- Form AD-1049, "Certification Regarding Drug-Free Requirements (Grants) Alternative 1 - For Loan/grantees Other than Individuals", must be executed and submitted to RD prior to grant closing.
- The "Certification for Contracts, Loan/grants and Loans", Exhibit A-1 of RD Instruction 1940-Q, must be completed at the time an application or bid proposal is submitted by a person or entity requesting a contract or loan/grant exceeding \$100,000. Any person or entity requesting contract or loan/grant exceeding \$100,000 at any tier under a covered contract, loan/grant or loan, must complete and submit a certification to the next higher tier.
- Standard Form (SF) LLL, "Disclosure of Lobbying Activities", must be completed by recipients of a contract, loan/grant, or loan which meet the conditions of RD Instruction 1940-Q, 1940.812. If there have been no such activities, you should strike through the form and write "Not applicable" on the page and sign the form.
- Funds will be requested by the CITY OF WALTERBORO in writing. Form RD 440-11, "Estimate of Funds Needed for 30 day Period Commencing _____," may be used for making this request. Funds are to be deposited in the CITY OF WALTERBORO's

construction account and Partial Payment Estimates and invoices paid by the CITY OF WALTERBORO from this account, after prior approval by Rural Development. Funds required by Rural Development to be deposited in the equipment account are considered project funds and are to be used only for authorized purposes. A pledge of collateral should be obtained for any funds in the account in excess of \$100,000. Any funds remaining in this account after payment of all Rural Development approved project costs are to be handled as unused grant funds. If necessary, and approved by the Rural Development Community Programs Director, the grant and grant funds may be disbursed through a supervised bank account selected by the CITY OF WALTERBORO. This bank will pledge collateral security to be maintained at a level equal to the greatest amount on deposit at any one time, less \$100,000.

- Each payment for project costs must be approved by the CITY OF WALTERBORO and Rural Development. Payment requests may be made on Form RD 1942-18, "Partial Payment Estimate," or similar form.

These conditions should be reviewed by you, legal counsel, consulting architect, and a representative from this agency at the scheduled Letter of Conditions meeting. At this meeting, you will receive specific instructions on the assembly and submittal of materials for review by the Office of General Counsel and issuance of closing instructions.

The necessary forms referred to in this letter will be supplied by Rural Development.

You will have the full cooperation of this agency and if we can be of any further assistance to you, please contact Nickie Toomes at 843-549-1822 EXT. 123

Sincerely,

Z. Marie Schofield

for **MICHELE J. CARDWELL**
Thompson
Community Programs Director

ZMT

Attachments

Digitally signed by Z.

Marie Schofield Thompson

ASSOCIATION PROJECT FUND ANALYSIS

CASE NUMBER		TYPE OF LOAN AND/OR GRANT:				FINANCE USE ONLY		
ST	CO	BORROWER NO.				LN	CR	FY
46	015	576001119						
Source of Funds:		☐ 1 - Insured ☒ 2 - Direct						
Type of Submission:		☐ 1 - Initial ☒ 2 - Subsequent				IMA	DP	
Type of Assistance:		☐ 1 - Loan ☒ 2 - Grant ☐ 3 - Loan & Grant				Land Shifted: Acres in Project		
Type of Organization:		☒ 1 - PBTE ☐ 2 - Non - TE				Recreational Visitor Day Capacity Annual		
Date of Application:		11-15-2017				Number of users directly benefiting from this action:		
Date Loan and/or Grant Approved:						Residential Other		

NAME OF APPLICANT:	ADDRESS:	NAME OF COUNTY:
City of Walterboro	242 Hampton Street Walterboro SC 29488	Colleton

ITEM	FUND ANALYSIS — (ALL AMOUNTS IN HUNDREDS OF DOLLARS)			RD/FSA LOAN	TOTALS
	CASH CONTRIBUTION	OTHER	RD/FSA GRANT		
1. Development					\$0.00
2. Land and Rights					\$0.00
3. Legal Services					\$0.00
4. Architectural Eng. and Planning Service					\$0.00
5. Interest					\$0.00
6. Equipment	\$13,500.00		\$16,500.00		\$30,000.00
7. Contingencies					\$0.00
8. Refinancing					\$0.00
9. Initial O&M					\$0.00
10. Initial Reserve					\$0.00
11. TOTAL	\$13,500.00	\$0.00	\$16,500.00	\$0.00	\$30,000.00

ASSOCIATION PROJECT FUND ANALYSIS

CASE NUMBER		TYPE OF LOAN AND/OR GRANT:				FINANCE USE ONLY		
ST	CO	BORROWER NO.	1 - Domestic Water System		5 - Cooperatives	LN	CR	FY
46	015	576001119	2 - Waste Disposal Systems		6 - Indian Tribes or Tribal Corporations			
Source of Funds:			A Sewage Collection		7 - RC&D	MA	DP	
Type of Submission:			B Sewage Treatment		8 - Watershed (PL-568)	Land Shifted:		
1 - Initial			C Solid Waste Disposal		9 - Flood Prevention (PL-534)	Recreational Visitor Day Capacity		
2 - Subsequent			D Storm Drainage		10 - Community Facilities	Annual		
Type of Assistance:			3 - Recreation		11 - Grants (PL-92-419)	Number of users directly benefiting from this action:		
1 - Loan			4 - Grazing		12 - B&I (Insured)	Residential		
2 - Grant						Other		
3 - Loan & Grant								
Type of Organization:								
1 - PBTE								
2 - Non - TE								
Date of Application:								
11-15-2017								
Date Loan and/or Grant Approved:								

NAME OF APPLICANT:	ADDRESS:	NAME OF COUNTY:
City of Waltherboro	242 Hampton Street Waltherboro SC 29488	Colleton

ITEM	FUND ANALYSIS — (ALL AMOUNTS IN HUNDREDS OF DOLLARS)			RD/FSA GRANT	RD/FSA LOAN	TOTALS
	CASH CONTRIBUTION	OTHER				
1. Development						\$0.00
2. Land and Rights						\$0.00
3. Legal Services						\$0.00
4. Architectural Eng. and Planning Service						\$0.00
5. Interest						\$0.00
6. Equipment	\$65,000.00			\$50,000.00		\$115,000.00
7. Contingencies						\$0.00
8. Refinancing						\$0.00
9. Initial O&M						\$0.00
10. Initial Reserve						\$0.00
11. TOTAL	\$65,000.00		\$0.00	\$50,000.00	\$0.00	\$115,000.00

CITY OF WALTERBORO
PARADE/PROCESSION PERMIT REQUEST

(PLEASE PRINT INFORMATION REQUESTED)

- Application Date: 07/03/2018
1. Person submitting application: ZANE BROWN
Address: 141 Wildwood Dr. Apt 591
Telephone: 843-908-3793
2. Name of Organization: Colleton Baptist Assoc.
Chairperson/President: ZANE BROWN
Address: 212 W. WINTERGREEN RD.
Telephone: 843-549-7813
3. Parade Chairman: TROYCE CROSBY
Address: 2100 CAVANAUGH RD. WALTERBORO
Telephone: 843-844-8365
4. Date/Time of Parade: 08/18/2018 Revised date 08/25/2018
5. Parade Route requested (Attach Sketch) Attached
6. Number of Vehicles/Floats: 4-5 Number of Animals: 0
7. Portion (width) of street parade will occupy: One Lane facing traffic
8. Additional Information (Upon Request): _____

Signature/Parade Chairman
Mrs. Crosby is unavailable @ this time

ZJB
Signature/Organization Chairperson

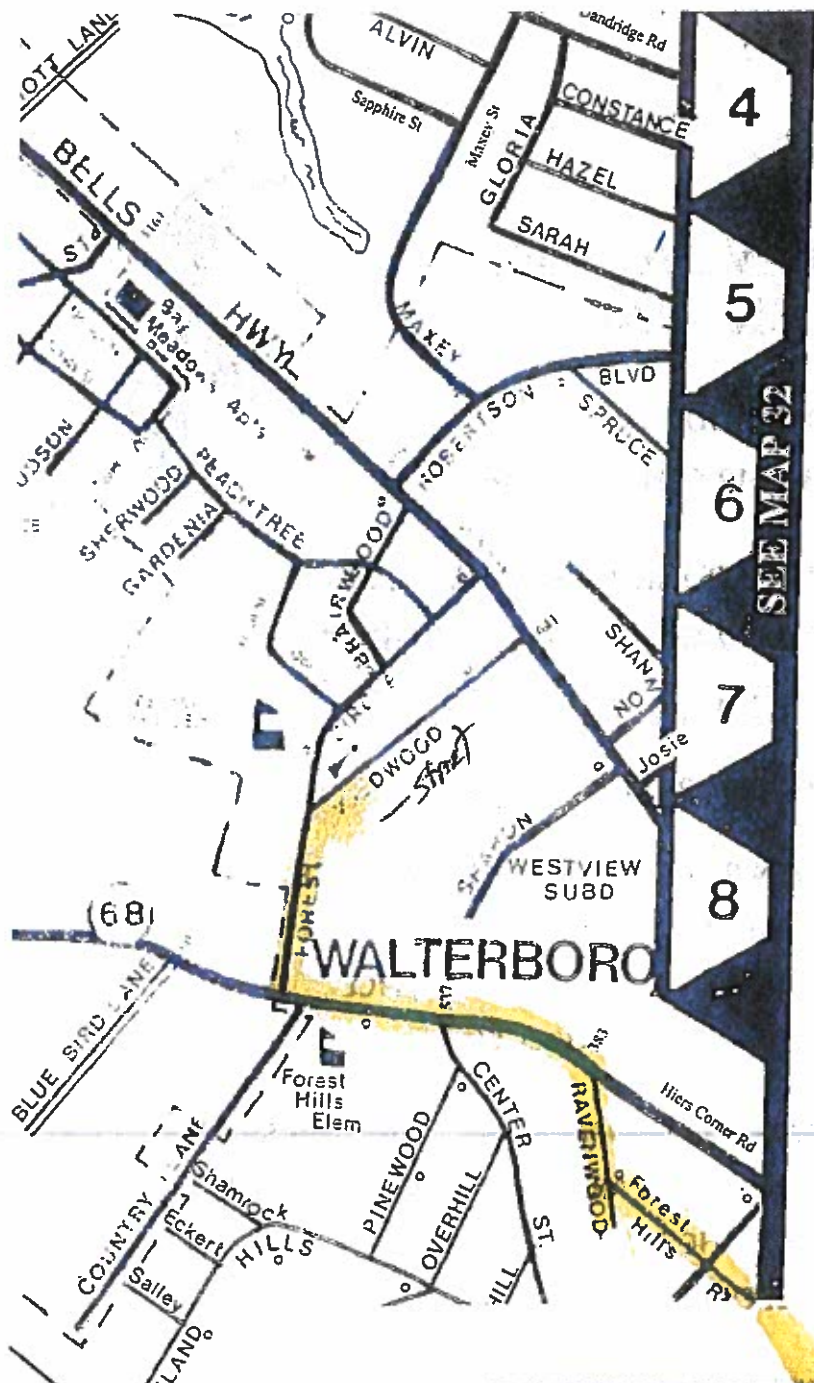
____ Approval

____ Disapproval

[Signature]
Director of Public Safety

City Manager

NOTE: >>> Call Public Safety (843-782-1032) to confirm Parade/Procession Route three days prior to parade.

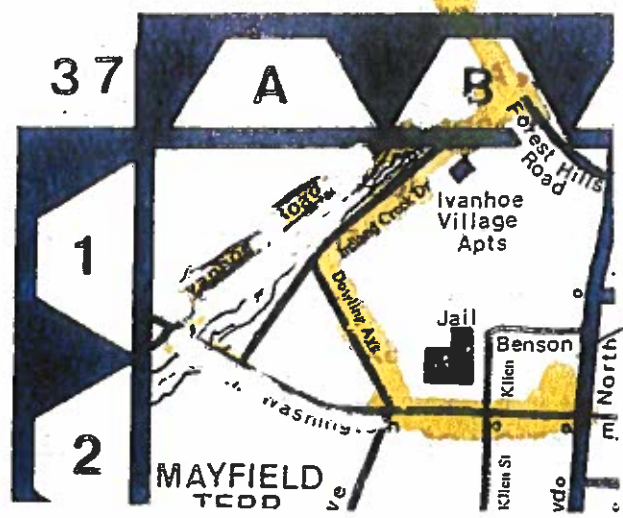


Route

Colleton Baptist Assoc.

Prayer Walk for Schools
August 18, 2018

9:00 AM UNTIL
Completion



Finish

Contact:
Zack Brown
843-908-3793



YELLOW JACKET PRAYER WALK



**PRAY FOR ALL OUR EDUCATORS AND STUDENTS
FOR THE 2018-2019 SCHOOL YEAR**

**WE WANT TO SURROUND THE DISTRICT OFFICE WITH PRAYER
WARRIORS AND WE ENCOURAGE YOU TO PARTICIPATE.**

AUGUST 18, 2018 at 9:00 A.M.

(Subject to approval of City Council)

BEGINNING AT THE COLLETON BAPTIST ASSOCIATION OFFICE

141 WILDWOOD DR., WALTERBORO, SC

ENDING AT THE LOCAL EDUCATIONAL DISTRICT OFFICE

213 JEFFERIES BLVD, WALTERBORO, SC

PLEASE ARRIVE WELL HYDRATED AND WEAR COMFORTABLE WALKING SHOES.

**THERE WILL BE GOLF CARTS AND TRAILERS AVAILABLE TO ANY WHO WANTS
TO BE IN ATTENDANCE BUT CANNOT WALK THE ENTIRE ROUTE. OR, if you prefer, meet
us at the District Office at 10:00am.**

**THE WMU WILL BE OFFERING YELLOW JACKET T-SHIRTS AT COST, BUT WE WILL
NEED TO KNOW IN ADVANCE IF YOU ARE INTERESTED.**

DEADLINE TO ORDER SHIRTS WILL BE JULY 31

IF NOT, JUST WEAR

A YELLOW SHIRT, SO EVERYONE CAN IDENTIFY A YELLOW JACKET WALKER.

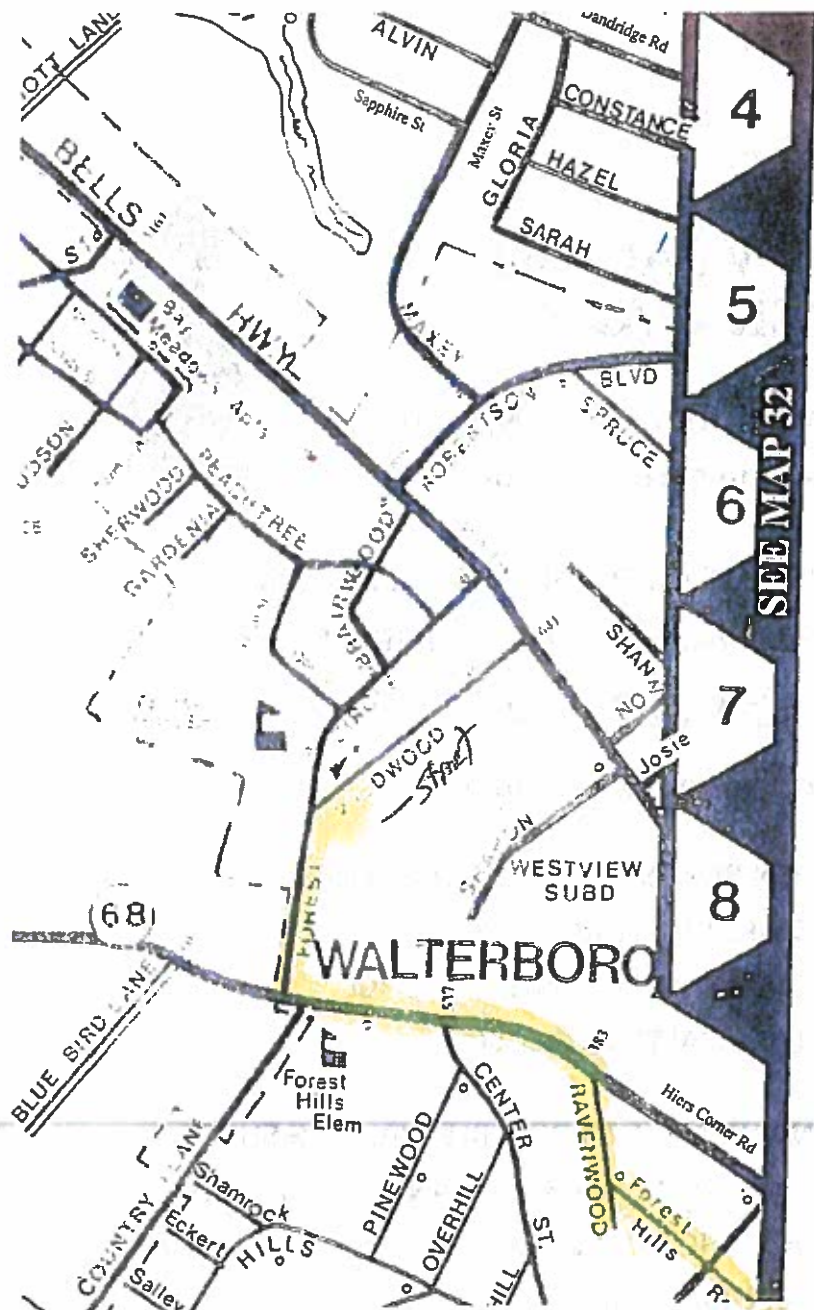
T-Shirts size child – XL are \$12

Size 2X – 5X are \$15

FOR ADDITIONAL INFORMATION OR TO ORDER T-SHIRTS, PLEASE CONTACT

TROYCE CROSBY 843 893-8557

DEBBIE LEMACKS 843 908-3545



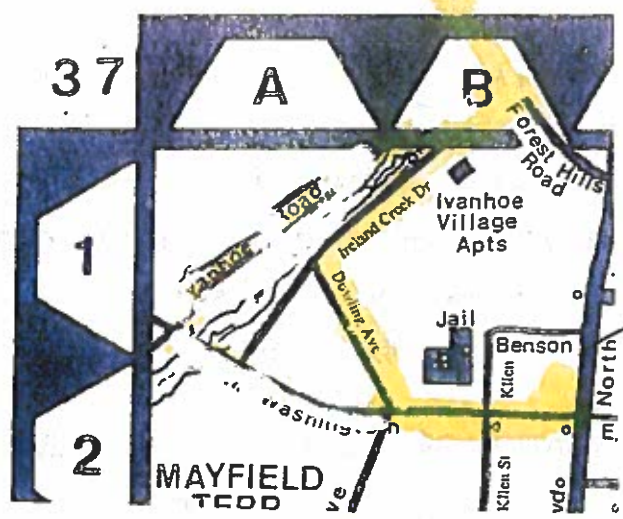
SEE MAP 32

Route

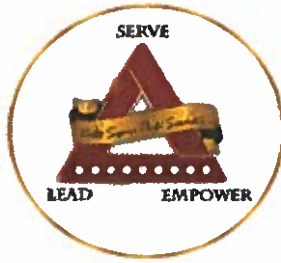
Colleton Baptist Assoc.

Prayer Walk for Schools
August 18, 2018

9:00 AM UNTIL
Completion



Finish



Walterboro Alumnae Chapter
Delta Sigma Theta Sorority, Inc
Post Office Box 1361
Walterboro, South Carolina 29488

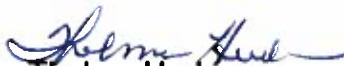
July 30, 2018

To the Mayor and City Council,

The Walterboro Alumnae Chapter of Delta Sigma Theta Sorority, Inc. in partnership with Hopeful Horizons request your approval for our "1st Walk A Mile In Her Shoes" to be held on November 3, 2018. We hope that we will be able to get 50 men to agree to participate in this walk.

We would like to set up in the City Parking Lot at 8:30am, registration will begin at 9:00am and the walk at 9:45am. The route will begin at the City Parking Lot, traveling on Main Street to the courthouse and participants will return to the waterfall for closing ceremony. We are asking for the streets to be closed from 9:00 am to 11:30 am. We will encourage our participants to patronize our local merchants while in our city. An alternative route for us maybe from the city parking lot traveling on Hampton Street to the courthouse and return to City Hall. We would also like to request approval to place five temporary signs for this event. We would like to place these signs up at least three weeks before the event.

Thank you for your consideration of our event and hopefully all the men on City Council will agree to support this event by walking in heels.


Thelma Hudson
Committee Chair
326 Locust St
Walterboro, SC 29488

(843) 599-0184

CITY OF WALTERBORO
PARADE/PROCESSION PERMIT REQUEST

(PLEASE PRINT INFORMATION REQUESTED)

Application Date: 7/30/18

1. Person submitting application: Thelma Hudson
Address: 326 Locust St Walterboro SC 29488
Telephone: 843 599-0184
2. Name of Organization: Walterboro Alumnae Chapter of Delta Sigma Theta Sorority Inc.
Chairperson/President: Andrietta Barnett
Address: 1024 Can Branch Road Walterboro SC
Telephone: 843 670-1434
3. Parade Chairman: Thelma Hudson
Address: 326 Locust St Walterboro SC 29488
Telephone: 843 599-0184
4. Date/Time of Parade: November 3, 2018 / 9:00 AM - 11:30 AM
5. Parade Route requested (Attach Sketch) See sketch attached
6. Number of Vehicles/Floats: 0 Number of Animals: 0
7. Portion (width) of street parade will occupy: Walk the Street from City Parking lot to Courthouse back to Water Fall
8. Additional Information (Upon Request): Walk a mile in her shoes to bring attention to end Domestic Violence.
Thelma Hudson

Signature/Parade Chairman

Signature/Organization Chairperson

Approval

Disapproval



Police Chief

City Manager

NOTE: >>> Call Police Chief (782-1032) to confirm Parade/Procession Route three days prior to parade.



101 Hampton St



August 1, 2018

Walterboro City Council
242 Hampton Street
Walterboro, SC 29488

RE: 6th Annual Ireland Creek Bridge Run

Dear Mayor and City Council,

The Walterboro Rotary Club is planning for the 6th Annual Ireland Creek Bridge Run to be held on Thursday, September 27, 2018. We look forward to another successful event. Last year our fundraising efforts benefitted many organizations in Walterboro. There are several items we are requesting approval from City Council for the event on Thursday, September 27th:

- Close one side of Ireland Creek Road and Ivanhoe Road between Washington Street and Forest Hills Road from 5:00 PM until 7:00 PM.
- Reserve picnic area on Ireland Creek from 1:00 PM – 9:00 PM (tent and tables).
- Allow for event directional signs (18" x 24") to be placed where appropriate in the City.
- Provide police escort for runners and walkers.

On behalf of the Walterboro Rotary Club, we thank you for your continued support and encouragement.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lawton Huggins".

Lawton Huggins
Rotary Club President