

## **MINUTES**

A Rescheduled Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, February 12, 2019 at 6:15 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 along with Attorney Brown McLeod were also in attendance. There were approximately 20 persons present in the audience.

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

At this point, the Mayor announced that the City Manager was having an anniversary approaching where he will be celebrating his 5<sup>th</sup> year with the City. City Manager Molinari added that on Sunday, February 17, he will have exactly 5 years with the City.

### **PUBLIC INPUT ON AGENDA ITEMS:**

There were no comments or questions on agenda items.

### **PUBLIC HEARING:**

#### **1. CDBG Needs Assessment Hearing - Kimberly Mullinax, LCOG**

Mayor Young then opened a public hearing, duly advertised, to receive public comments or questions on the City's CDBG Needs Assessment. He then introduced Ms. Kimberly Mullinax of Lowcountry Council of Governments, who was present to conduct the hearing. A copy of the sign-in sheet is attached as part of these minutes.

Ms. Mullinax stated that she is here tonight on behalf of Lowcountry Council of Governments. What I will go over with you tonight is our annual needs assessment. Michelle Knight has been doing this for the last several years, but she was unable to attend the meeting tonight. Ms. Mullinax also noted that she has a Power Point presentation that can also be viewed on the screen which goes along with this presentation. A handout was also given to Council members.

Ms. Mullinax stated that the Community Development Block Grant Program is through the Department of Commerce. One of the big requirements of grant funding is that you must following the Fair Housing Act, and it says that the locality is expected to undertake some items to further Fair Housing. This goes under Title VIII of the Civil Rights 1968 Act, and we cannot treat unfairly anyone because of race, color, religion, sex, familial status or national origin, and that applies to rental or housing sales, residential real estate transactions and the provision of brokerage services. If anyone feels that they have been a victim of the housing practices, you can call our office at 843-473-3990.

Ms. Mullinax then gave the following highlights of the CDBG Program:

- A. The CDBG Program is designed to provide assistance to local governments, to improve economic opportunities and to meet the community's revitalization needs. It is also for the low-to-moderate income person. In Colleton County, what is considered low-to-moderate income is: If you have 4 people in a family,

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the low-to-moderate income would be \$38,650 per year. If you have a family of 2, it would be below \$30,950 per year.

- B. The City of Walterboro, as a whole, is considered at 49.9% low-to-moderate income. For the CDBG program, we have to be 51% to count the City as a whole as low-to-moderate income.
- C. This program is funded through the State of South Carolina and comes through the Department of HUD - Housing and Urban Development. The annual allocation estimated for grant funds this year (2019) is just above \$20 million for the State. The LCOG handles the grant administration for Colleton, Beaufort, Jasper and Hampton Counties. So, we write grants for this region.
- D. There are three (3) broad grant program categories:
  - 1. Community Development
  - 2. Business Development
  - 3. Regional Planning

The funding has been divided among the programs as follows:

**1. Community Development Program:**

- a. Community Infrastructure: \$12,212,771  
These are considered Spring round projects. Under this category, you can do water, sewer, drainage and roads.  
  
Minimum Funding: \$50,000  
Maximum Funding: \$750,000  
Application Request: March 15, 2019.  
Application Deadline: April 15, 2019
- b. Community Enrichment: \$3,000,000  
Under this category, you would do projects, such as Brownsfield projects/demolition obsolete buildings, streetscape improvements, planning for regional infrastructure, public facilities modifications, libraries, publicly owned facilities, transportation-oriented public facilities, public safety facilities/services, demolition vacant, dilapidated structures to address/support crime prevention, fire substations or fire trucks, health clinic facilities/equipment, and public facility modifications.  
  
Minimum Funding: \$ 50,000  
Maximum Funding: \$500,000  
Application Request: August 16, 2019  
Application Deadline: September 16, 2019
- c. Special Projects: \$300,000  
Activities in this category are Historic Preservation, innovation, energy conservation, and parks/trails/greenways.  
  
Minimum Funding: \$ 50,000  
Maximum Funding: \$150,000  
Application Request: August 16, 2019  
Application Deadline: September 16, 2019
- d. Neighborhood Revitalization: \$914,708  
You must have a plan. First you would define the neighborhood and then go in and projects such as infrastructure, water, sewer,

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roads, drainage, public facilities (sidewalks, security lighting, cameras, police substations, housing - infrastructure to support affordable housing, housing - limited exterior only, demolition and clearance of vacant, dilapidated properties, public services (crime watch program, drug/gang education, awareness/prevention programs).

Minimum Funding: \$ 50,000  
Maximum Funding: \$500,000  
Application Request: August 16, 2019  
Application Deadline: September 16, 2019

- e. Ready to Go - \$600,000  
Under this program, you must have all of the engineering and preplanning done, all of the environmental services have to be done, have it ready to go out to bid, and that could be applied for at any time.

Ms. Mullinax explained that all projects must meet one of the three national objectives, which are:

- a. Benefit low-to-moderate income (LMI) people.
- b. To eliminate slums or blight.
- c. Meet other urgent community needs posing a serious threat to the health or welfare of the community.

**2. Business Development Program: \$2,000.00**

This program provides financial resources for local governments to pursue opportunities that create new jobs, retain existing employment, stimulate private investment and revitalize or facilitate the competitiveness of the local economy.

**3. Regional Planning Program: \$500,000**

This program is designed to provide CDBG funds to Councils of Governments to assist local governments in developing plans and building local community development capacity.

State Technical Assistance (1%)	\$202,345
State Administration	\$504,690
(2% of allocation + \$100,000)	

- E. Ms. Mullinax pointed out that any unit of local government can apply for any of these programs, as long as they have no more than two (2) open grants, and if one is not more than 30 months old.

Right now, the only program that Walterboro has open is the Lemacks Street Project, and it is over 30 months old. It should be closed within a few weeks, I think. So, we would be eligible for a project in spring time or fall. We cannot do more than one (1) neighborhood project or one ready-to-go project in the same area as an open project.

**HOME CONSORTIUM**

Concluding her remarks on the CDBG Program, Ms. Mullinax stated that their office also has a program called the Beaufort County, Lowcountry Regional Home

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Consortium, which includes, Beaufort, Colleton, Hampton, and Jasper Counties and all 21 municipalities. In that program, they are looking at:

1. Rehabilitate substandard housing.
2. Increase accessibility to adequate and affordable housing.
3. Support the development and availability of safe, decent and affordable housing.

Ms. Mullinax then said, if you have any recommendations on any of that, you can call Barbara Johnson in our office and go through any ideas or suggestions that you may have on the housing.

Concluding her presentation, Ms. Mullinax stated that last year at its March meeting, Council ranked the City's priority needs as follows:

1. Public infrastructure and facilities
  - Improvements to Wastewater Treatment Plant.
  - Upgrades of water and sewer lines as needed.
  - Other projects as identified.
2. Community Enrichment Projects
  - I-95 loop project.
  - Adaptive reuse of existing structures.
  - Demolition of properties that are attractive nuisances
  - Others as identified.
3. Multiple Activity Neighborhood Improvement Projects
  - North Lemacks Street
  - Other neighborhoods as identified.
4. Special Projects as identified.
5. Economic Development projects as identified.

Ms. Mullinax then opened the floor to receive public input on what should go on this wish list, and what we are trying to do is to get everything that the community needs and try to see what can be funded through the CDBG program funding source.

There were no public comments or questions raised. The Mayor then said that those priorities have held up well for us, are pretty broad and have allowed us to do a lot of things. So, is that something we need to act on tonight or is that something that we can bring back? City Manager Molinari then said, what I will do is that next month I will make a recommendation to City Council on prioritizing our needs, and at that time Council can take action.

The public hearing was then closed.

**APPROVAL OF THE MINUTES:**

The Minutes of the January 8, 2019 Rescheduled Regular Meeting were approved as submitted upon motion of Council Member Pryor, seconded by Council Member Brown and passed unanimously.

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**OLD BUSINESS:**

There was no Old Business before Council.

**NEW BUSINESS:**

**1. Recommendation to Award Contract for Construction of Phases 1B and 1E of the I-95 Business Loop Project**

City Manager Molinari said, as you are aware, the next phase of the I-95 Business Loop Project are phases 1B and 1E, which extends from Elizabeth Street to Benson Street, and will include decorative lighting, mast arms, stamped asphalt crosswalks, medians and a fountain at the intersection of Jefferies Boulevard and East Washington Street.

The City received three bids for the project as follows:

	<u>Total Bid</u>
Wildwood Contractors, Inc. (Walterboro, SC)	\$1,749,821.64
Palmetto Sitework Services, LLC (Orangeburg, SC)	\$2,203,021.40
IPW Construction Group (North Charleston, SC)	\$2,404,347.10

Mr. Molinari reported that the City received a \$400,000 appropriation from SCDOT and \$100,000 from the Colleton County Transportation Committee (CTC).

He further stated that the City's match funds for this project would be \$1,349,821.64, which will come from the Capital Project Sales Tax. The City currently has \$5,641,417.94 in Capital Project Sales Tax funds remaining for the I-95 Business Loop Project.

City Manager Molinari also stated that the CTC will coordinate construction observation. Because we are using federal funds, the project has to meet SCDOT requirements and we have to have an SCDOT certified inspector to do the inspections. The number that I put in there is a worse case scenario. That number reflects an inspector being here 40 hours a week for 18 weeks. We are not going to need that. In talking to the Colleton County Engineer, Carla Harvey, who is with us this evening, we will probably need them around 3 days a week, which would significantly reduce that amount. The CTC will handle the construction observation (\$106,978.10) and that amount is in line with what the CTC has allocated to the project. Any overages, which I don't anticipate, would be covered by the Capital Project Sales Tax.

City Staff recommends awarding the contract to the low bidder, Wildwood Contractors, Inc. of Walterboro, SC in the amount of \$1,741,821.64.

A motion was then made by Council Member Carl Brown, to award the contract for the construction of Phases 1B and 1E of the I-95 Business Loop Project in the amount of \$1,741,821.64 to Wildwood Contractors, Inc. Council Member Pryor seconded the motion that passed with all members voting in favor.

The Mayor then asked, did you say where the next stage is located. Mr. Molinari responded, it's from Elizabeth Street to Benson Street. He also said, I'd like to recognize Carla Harvey, the Colleton County Engineer. She has been working with us for the last several months on this project and really helped us navigate this project through SCDOT and get us to the point where we are able to award the contract.

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Mayor Young thanked Ms. Harvey, and said, this project has been particularly challenging to get through all the hoops that we've had to jump through. So, we really do appreciate your help and look forward to working with you in the future.

**2. Consideration of 2019 Rice Festival Requests for April 26-27, 2019 by Josh Bell, Chairman Colleton County Rice Festival, including Street Closing Requests and Parade Permit, Request, etc.**

A motion granting the 2019 Rice Festival requests for April 26-27, 2019 and approval of the parade permit as submitted was made by Council Member Broderick, seconded by Council Member Bridge and passed unanimously.

At this point, the Mayor said someone had mentioned to him that instead of saying 2019, we will be saying "2K19".

**3. Request to Hang Banner for the 6<sup>th</sup> Annual Smoke in the Boro Regional Competition BBQ Cookoff by Jean Harrigal, Executive Director, the Colleton Center**

A motion was made by Council Member Siegel to honor the request to hang the banner for the 6<sup>th</sup> Annual Smoke in the Boro Regional Competition BBQ Cookoff. Council Member Bonds seconded the motion that passed unanimously. The Mayor added, that's a great event and we look forward to it. Ms. Sue Keith, present on behalf of Smoke in the Boro, thanked Council's for its approval.

**4. Acceptance of Ms. Linda Godley's resignation from the Historical Preservation Commission**

Mr. Molinari told Council that Ms. Godley has served on the Historic Preservation Commission since March 2009, and has indicated that she no longer wishes to serve on the Commission.

A motion was made by Mayor Young to accept the resignation of Ms. Linda Godley from the Historic Preservation Commission with thanks for her service. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried.

**COMMITTEE REPORTS:**

**1. City Appearance Board - 2019 Litter Prevention Grant - Mr. Daney Cheney**

Next, Mr. Daney Cheney stated that once again, this Committee has been busy writing grants and we have just received a grant from Palmetto Pride in the amount of \$3,900 for our police department, so we can help clean up litter, such as a litter beautification grant. This grant goes solely to the Police Department.

The Mayor then said, that's great. Isn't this four or five grants that you've gotten now over the last couple of years. Mr. Cheney responded that the total we have received is over \$30,000.

**CITY MANAGER'S REPORT:**

**1. Strategic Planning Retreat - City Manager Jeff Molinari**

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City Manager Molinari then gave a summary report on the 2019 Strategic Planning Retreat. Mr. Molinari stated that on January 11<sup>th</sup> and 12<sup>th</sup> of this year, City Council met at the Wampee Conference Center to hold our annual retreat. We had a very productive few days of work and I am going to run through the goals and objectives this Council has outlined, and if its meets with your approval, I just ask that City Council take formal action adopting this, so staff can move forward in accomplishing these goals. He then outlined briefly, the "City of Walterboro Broad Goals and Key Results for 2019".

**I. Expand water and Sewer**

1. Select an engineer by April 2019.
2. Construct new well on Mable T. Willis Blvd. by December 2019.
3. Submit grant to EDA for WWTP expansion by April 2019.
4. Explore additional sources of funding (on-going).
5. Explore funding for a new trunk line by July 2019.

**II. Complete Existing Projects**

1. Complete I-95 Business Loop project phases 1B and IE by July 2019.
2. I-95 Business Loop project Phase 2 under construction by December 2019.
3. Complete Discovery Center/Amphitheater by June 2019, operational by July 2019.
4. Complete City Hall improvement project:
  - a. Window Replacement by December 2019.
  - b. Generator (depends on USDA funding).
  - c. City Council Chamber update by December 2019.
    1. Replace ceiling tiles, add history of City artwork, technology upgrades.

**III. Improve Overall Appearance of City and its Entryways**

1. Recommendation to City Council on sign types, costs, etc. by December 2019 for the following:
  - a. Hwy 303
  - b. Hwy 17A
  - c. Hwy 64
  - d. Exit 57 (Bells Hwy)
2. Continue code enforcement focus (on-going).
3. Underbrush/clear/landscape city lot by April 2019.
4. Improve Corridor properties by December 2019.
5. Institute a maintenance plan for Ireland Creek by April 2019.
6. Institute a maintenance and improvement plan for Sanctuary boardwalks by July 2019.

**IV. Grow Walterboro**

1. Implement "Join the City" Campaign by April 2019.
2. Close "donut holes".
  - a. Identify donut holes and residents by March 2019.
  - b. Coordinate Council contacts with "donut hole" residents by July 2019.
  - c. Council Member or advocates meet with "donut hole" residents by December 2019.
3. Relocate to Walterboro Marketing Campaign (on-going).
4. Adopt Economic Development Incentive Ordinance by July 2019.
5. Enact ordinances regarding annexation of water/sewer customers by July 2019.

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**V. Increase Recreational Opportunities**

1. Identify future recreational opportunities and report findings/options to Council by July 2019 for the following:
  - a. City youth.
  - b. Ireland Creek.
  - c. Discovery Center programming.
  - d. Walterboro Wildlife Sanctuary.

**VI. Continue Innovation of Police Department**

1. Develop and implement recruitment plan to improve diversity.
  - a. Meet with Police Chief in February 2019 to discuss goals and possible strategies (scholarships, Explorer program).
  - b. Have Police Chief present plan by July 2019.
2. Continue community policing efforts (on-going).

A motion was then made by Council Member Bridge to adopt the City of Walterboro's Broad Goals and Key Results for 2019 as a result of the City Council Retreat held in January 2019. Council Member Broderick seconded the motion.

In discussing the motion Council Member Brown then said to the City Manager, under your Broad Goals and Key Results Report, under number II, Complete Existing Projects, Item C, City Council Chamber Upgrades, I see that you have already changed the lighting in here to LED and it looks much better. Thank you!

The motion then passed with all members voting in favor.

**EXECUTIVE SESSION:**

The Mayor then entertained a motion to enter an Executive Session. Council Member Broderick then made a motion to enter into an Executive Session. Council Member Siegel seconded the motion that passed unanimously. The Mayor announced that the meeting will convene into an Executive Session for:

1. Receipt of Legal Advice - WWTP Upgrades.
2. Personnel Matters:
  - a. Recruitment of Minority Law Enforcement Officers.
  - b. Boards and Commissions Reappointments.
  - c. Appointment to Building Board.
3. Contractual Matters:
  - a. Business License Collection.
  - b. Ireland Creek.

The meeting then convened into Executive Session:

At approximately 7:42 p.m., a motion was made by Council Member Pryor 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 a motion was made by Council Member Bridge to re-appoint Board and Commission members pursuant to the recommendation from the City Manager. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried. The reappointments to the Boards and Commissions were as follows:



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**Accommodations Tax Committee**

Alta Mae Marvin was reappointed for a 3-year term ending January 1, 2022.  
Charlie Sweat was reappointed for a 3-year term ending January 1, 2022.

**Building Board**

Charles Brightwell was reappointed for a 4-year term ending January 1, 2023.

**Historic Preservation Commission**

Mary Corbett was reappointed for a 2-year term expiring January 1, 2021.  
Benjamin Cook was reappointed for a 2-year term expiring January 1, 2021.

**Municipal Planning Commission**

Jimmy Syfrett was reappointed for a 4-year term ending January 1, 2023.

**Tree Protection Committee**

Michael Ferrari was reappointed for 2-year term ending January 1, 2021.

**City Appearance Board**

Andrew McConnell was reappointed for a 4-year term ending January 1, 2023.  
David Ney was reappointed for a 4-year term ending January 1, 2023.  
Helen T. Bodison was reappointed for a 4-year term ending January 1, 2023.

Next, a motion was made by Council Member Bridge to appoint Mr. Jimmy Frank to replace Mr. Thomas Berry on the Building Board for a 4 year term ending 2023. Council Member Carl Brown recused himself from voting since Mr. Frank is an employee of Mitchell Construction. All in favor. None opposed. Motion carried.

There being no further business to consider, a motion to adjourn was made by Council Member Bonds, seconded by Council Member Broderick and passed unanimously. The Mayor adjourned the meeting at 7:43 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

**APPROVED: March 5, 2019**