

Walterboro City Council  
Regular Meeting  
March 5, 2019

## **MINUTES**

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, March 5, 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 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 approximately 19 persons present in the audience. Council Member Pryor was absent.

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 Bonds led the pledge of allegiance to our flag.

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

There were no comments or questions on agenda items.

### **PRESENTATION:**

Ms. Vernelle Simmons - U.S. Census Bureau

Ms. Vernelle Simmons, a partnership specialist with the U.S. Census Bureau, appeared before Council to discuss the federal agency and the city teaming up to improve the census count for 2019. Ms. Simmons handed out resource materials to all Council Members.

Ms. Simmons told Council this was her second term working with the census. She stated that she worked in 2010, and in 2010 her territory started in Georgetown and went straight out that corridor.

You need to have a plan starting early. So, people say, why do you start the census so early, it's not until April 1, 2020? Well, again, this is about the plan. The census started in 1790, and the first census was done on horseback. At that point, we've got to do something, we've got to do this because we need to make sure people are getting what they are supposed to in their communities. Then, it expanded from horseback as we all know. Now, we do the census because it is a constitutional mandate. We must do it every 10 years. It is generally done with a year with a zero (0). So whatever figures you get from your county in 2020 will last for ten (10) years. George Washington University did a survey to find out where the census money is really going. This would give a rough estimate or a good idea of where dollars are going from the census, because we know the census gives resources back into the community. So, they itemized some different places where your money would go, but more importantly we found that in South Carolina, based on the last census, we get \$1,499 per capita, every other 10 years.

Mayor, I say to you, look at your budget. So, now we ask how do we get to look better. How do we get better than \$1,499 per capita? There are many different ways. First, is by partnering with the Census. By partnering with us, you become a partner on a large scale. You will have a person, like me, who will help and advise. Because there is so much energy in this county, there are such great minds here. We know that if we start this planning, we can get to where we need to go. So, my job is to get you to be our partner. By becoming our partner, we think, and we know from past censuses that we can help you get a better count. There are a lot of ways to partner with us to try and get a better count. It is by creating a Complete Count Committee. You probably did this 10 years ago. Your liaison is the person who

**MINUTES/Page II**

connects with me, and I become that person who helps you to understand how to fine tune some things. You make the plan and you live your plan. In making a plan, you must include several people on that committee, because the Mayor and all Council members are trusted voices, but you have other trust voices. A trusted voice is a voice that people listen to. People go to beauty shops and barber shops and there is always conversation. Now, some of the people in these places you listen to and some you don't. But the people you listen to are trusted voices. So, if you know that if Mr. So and So says it, it's true. So, the Complete Count Committee will provide the sub committees. One subcommittee will be for recruitment, because there are jobs. We have jobs. The census brings jobs. Again, helping your community.

Census Day is April 1, 2020, but everyone may not complete their forms on that day. So, before August, we need to have people knocking on doors saying, "remember to complete your forms." There are no forms this year to give out as such. The census is different this time from 10 years ago. This time, you will have three different ways to file your form - by computer, smart phones (internet), you can request a paper copy, or you can call on the telephone. This is the very first time we have ever done that. For those people who would say "why would I file this, you know people just want my information." The census is safe and secure, completely secure. No one will know what's on your form. By helping your count, we can get more resources into this community.

By mid-March, you will get a card in the mail, and it will say "Census day is April 1, 2020", and it will also say there are three ways you can complete it. So, you go back to your Complete Count Committee. You may even have your library where you can use their computers. That person again is a part of your Complete Count Committee. We are going to have this event, and that is another person. You will have someone from education, social work, someone from the business sector. You have several different people on this committee, and you come together to form one big plan. Many times, when you do plans like this, people start out thinking small. I say, "think outside the box," because your community is unique to you. You know what it needs, you have a pulsing City, because you have already tapped into your "trusted voices." And you can get people on your committee who are from your local city, because that's how it works. This is not a committee that starts from top down. This is a committee that's all inclusive, a committee that says we are working at this together, so that those pockets that we think are hard to count who don't believe, we will get them on our side and believing.

One of the things we do know is our communities have changed in ten years. They have truly changed. But the one thing that we have found to be true, through our research throughout the ten years is that the people we find to be the hardest to count are children. Why, there are many different reasons, but I say to you our family structure has changed, so maybe that's why we are not counting kids like we use to. Again, the kids are the hardest to count. We want to make sure they are counted.

We need to count everyone once and in the right way. Everyone needs to be counted first where they spend the majority of their time, wherever that is. Some people say, what does that mean. It means wherever you spend most of your time. That's where you are counted. College kids will be counted in dormitories, if they live in a dormitory. If there are college students who live in apartments, that's where they will be counted at their residence. We will have people out to count the homeless. So, there will be no sector of your community that will go untouched. But in order for us to make sure that you get a better count and get the resources back in your community, we ask you to partner with us. I will come in and ask you to do a Complete Count Informational Session as your training, so you will understand exactly what your rolls will be and how to get the best bang for the committee. This is where we need you. We need you in other ways too. We need you to say (at your next Council meeting), we will pledge April 1, 2020 as Census Day - make sure you

**MINUTES/Page III**

complete your census form. We need you. I would encourage people to go for jobs because they are coming.

In your folders you will see a flyer in there talking about jobs. She then pointed out the different flyers in the folders previously passed out the Council.

But we need you to be our partner, and that's my story and I am sticking to it. I live in South Carolina and I know that we can get a better count than we did in 2010, and I am here to help you.

Council Member Bridge then asked if the partnership would be with Walterboro as opposed to the county? Would you partner with Walterboro and the county? Ms. Simmons responded, yes, I would do both. I would speak with anybody you tell me to, because the point is, we need to count everyone once and in the right way.

Ms. Simmons then said, so, before I leave, could I get a head nod that you will at least consider this? Some Council members answered with a "yes" and others nodded affirmatively.

Concluding Ms. Simmons said I look forward to hearing from you. We do want you to partner with us and we do want your count to be better than it was in 2010. I am not saying that it was bad, we just want it to be better. When you know more, you do better and right now that's where we are.

Mayor Young then thanked Ms. Simmons for coming and speaking before Council. He also told Ms. Simmons, we will try to remind everybody at meetings as we go forward with this.

The Mayor then asked Ms. Simmons, once we have the self-reporting, then will you have people who will actually go out to the homes? Ms. Simmons answered, we will have them to go out, because generally what we are hoping is that, being that we have the three different ways of actually getting the census done at this time, we won't need as many enumerators as we did in the past, but we are expecting we will need some. So, we will send people out knocking on doors.

This agenda item was accepted by Council as INFORMATION. No formal action was taken.

**APPROVAL OF MINUTES:**

The Minutes of the February 12, 2019 Regular Meeting were approved as submitted on the motion of Council Member Bridge, seconded by Council Member Broderick and passed unanimously, except Council Member Pryor was absent and did not vote.

**OLD BUSINESS:**

There was no Old Business before Council.

**NEW BUSINESS:**

1. Resolution # 2019-R-01, A Resolution Recognizing April 2019 as Fair Housing Month and Annual Notice on Policy of Nondiscrimination

City Manager Molinari told Council, this is something we do on an annual basis as part of one of the requirements of our participation in the CDBG Program.

**MINUTES/Page IV**

A motion was made by Council Member Broderick, seconded by Council Member Siegel to adopt Resolution # 2019-R-01 designating April 2019 as Fair Housing Month and approval of the Annual Nondiscrimination Policy. The motion passed with all members voting in favor, except Council Member Pryor was absent and did not vote. A copy of this Resolution # 2019-R-01 and the City's Annual Policy on Nondiscrimination is attached as part of these minutes.

2. Consideration of Funding Recommendations from the Accommodations Tax Advisory Committee

City Manager Molinari stated that the Accommodations Tax Advisory Committee met on February 21, 2019 and there were two requests that went before them - both from the Colleton Civic Center. The requests were as follows:

<u>Requests for 65% Tourism Fund</u>	<u>Requested /Approved</u>
The Colleton Center - Mo'Soul at the Legends Cabaret	\$4,000
The Colleton Center - "Chairmen of the Board"	<u>\$4,000</u>
Total Approved	\$8,000

The City Manager advised that the A-Tax Committee is recommending \$4,000 for each request. Should these requests be approved as submitted, the projected remaining balance for the end of this fiscal year will be approximately \$44,231. Concluding, Mr. Molinari stated that the Accommodations Tax Advisory Committee respectfully requests City Council's approval of these items.

A motion was made by Council Member Bridge to accept the funding recommendations from the Accommodations Tax Advisory Committee. Council Member Brown seconded the motion that passed with all members voting in favor, except Council Member Pryor was absent and did not vote.

3. Discussion of Potential Uses of CDBG Funds

City Manager Molinari said, at last month's Council Meeting, we conducted a public hearing for input on CDBG Projects. Pursuant to the goals and objectives adopted by City Council for 2010, I recommend the following CDBG priority needs for the next funding cycle. He stated that the top three priorities will be eligible for funding.

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
  - 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
  - Neighborhoods as identified
4. Special Projects as identified.
5. Economic Development projects as identified.

**MINUTES/Page V**

Mayor Young then entertained a motion to approve the CDBG prioritization. At this point, Ms. Carol Black, a citizen, then asked, are we allowed to see what those are, are they available? Mayor Young then corrected Ms. Black stating, you are out of order, I'm sorry. We can make that available to you after the meeting. Ms. Black said that is fine, excuse me.

A motion was then made by Council Member Bonds to approve the recommendations on the prioritization of CDBG funds as outlined by Mr. Molinari. Council Member Broderick seconded the motion that passed with all members voting in favor. Council Member Pryor was absent and did not vote.

Also, under New Business, the following agenda items were approved by motion as follows:

4. A request to hang a banner April 7-13, 2019 for National Crime Victims' Rights Week by Shatoya Gray, Crime Victim/Witness Advocate. Mr. Molinari stated that the City's Victims Advocate, Ms. Shatoya Gray, is here with us this evening. She is requesting permission to hang a banner to recognize National Crime Victims' Rights Week during the week of April 7-13. This banner will be placed on N. Jefferies Boulevard near the intersection of Paul Street. A motion to approve the request was made by Council Member Siegel, seconded by Council Member Brown, with all members voting in favor. Council Member Pryor was absent and did not vote.
5. A request to close the streets for March of Dimes "March for Babies" Walk on April 13, 2019 by Holly Mardell, Chairman. The City Manager noted that this event will be held on Saturday, April 13, 2019 beginning at 9:00 A.M. and will start at the end of the campus of the Colleton County Museum and Farmer's Market. The Chief of Police has reviewed this request and we can handle it from a staffing perspective. He then recommended approval of the request. A motion was made by Council Member Bridge to approve the request for the March of Dimes "March for Babies" 2019 Walk. Council Member Broderick seconded the motion that passed unanimously. Council Member Pryor was absent and did not vote.
6. A request to close the streets for the Annual Cubmobile Race on April 27, 2019 by Ms. Denise Godley-Givens, Cub Scouts Pack 646. Mr. Molinari noted that this request is to close Forest Hills Road between S. Jefferies Boulevard and Ivanhoe Creek Drive on Saturday, April 27, 2019 from 6:00 A.M. to 11:00 a.m. for the annual Cubmobile race. I have discussed this request with the Chief of Police, and we have resources to handle this event and I recommend approval. A motion to approve the request for the Annual Cubmobile Race on April 27, 2019 was made by Council Member Bonds, seconded by Council Member Bridge, with all members voting in favor, except Council Member Pryor was absent and did not vote.
7. A request for street closings and use of the City Parking Lot for the Annual Walterboro Criterium Pro-Cycling Event, May 1, 2019 by Christan Spires, Tourism Director. A motion was made by Council Member Brown to allow the street closings and use of the City Parking Lot for the Annual Walterboro Criterium. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried. Council Member Pryor was absent and did not vote.

**MINUTES/Page VI**

8. A request to place purple ribbons downtown May 6, 2019 until the week of May 20, 2019 to recognize the Relay for Life Event. A motion was made by Council Member Broderick to approve the request to place purple ribbons downtown May 6, 2019 until the week of May 20, 2019, for the Relay for Life Event. Council Member Bridge seconded the motion. All in favor. None opposed. Motion carried. Council Member Pryor was absent and did not vote.
9. A request to hang a banner from May 11-18, 2019 for the Relay for Life Event on May 17, 2019, by Jessica Cartrette, Chairperson. Mr. Molinari stated that this banner would be removed the week of May 20<sup>th</sup>. A motion was made by Council Member Siegel to approve and give permission to the Colleton Relay for Life to put their banner across Jefferies Highway from May 11-18, 2019. Council Member Bridge seconded the motion. All in favor. None opposed. Motion carried. Council Member Pryor was absent and did not vote.

**COMMITTEE REPORTS:**

There were no Committee Reports given.

**CITY MANAGER'S REPORT:**

1. Consideration of Selection of Engineer for Water and Sewer Infrastructure Projects

The City Manager announced that in January 2019, the City issued an RFO from qualified engineering firms to serve as the consultant engineer to the City for water and sewer projects. The City received nine (9) statements of qualifications and selected four (4) firms to interview:

Thomas & Hutton (Columbia, SC)  
Hussey Gay Bell (Columbia, SC)  
Hybrid Engineering, Inc. (Columbia, SC)  
Hazen (Mount Pleasant, SC)

Mr. Molinari further stated that an internal committee comprised of himself, the Assistant City Manager, Utilities Director and Public Works Director interviewed the four (4) firms. After the interviews were completed, the firms were ranked in order by the committee. Hybrid Engineering of Columbia, SC was the consensus for the top selection. Mr. Molinari then stated that City staff requests authorization from City Council to negotiate a contract for engineering services with Hybrid Engineering, Inc. Mr. Molinari further stated that the City has worked with Hybrid Engineering before. They were the firm that did the PER for expansion of the Wastewater Treatment Plant. They also assisted the City when we made application to Rural Infrastructure for the \$1,000,000 grant to fund the well on Mable T. Willis Boulevard.

A motion was made by Council Member Brown to accept Hybrid Engineering (Columbia, SC) from the City Manager's recommendation. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried. Council Member Pryor was absent and did not vote.

2. Consideration of Change Order for the Discovery Center - Exhibit Hall Windows

City Manager Molinari said, as you are aware, the exhibit hall windows in the Discovery Center need to be replaced. Replacement of the windows was not included in the bid package. The City's contractor, IP Builders, Inc., solicited quotes from three (3) companies for the windows and received a response from two (2) firms and

**MINUTES/Page VII**

a "no bid" from one (1) firm. The total cost of the change order, including labor, is \$48,845.39. City staff asks for Council's favorable consideration of this request.

A motion was made by Council Member Siegel to approve the change order by IP Builders for the windows at the Discovery Center. Council Member Brown seconded the motion. In discussing the motion, Council Member Broderick asked, from the drawings, are the windows going to be the same shape and size? Mr. Molinari responded that they will be the same shape and size, but it's a different window. Actually, the windows that are in there right now are not up to code and this will be bringing us up to code. Assistant City Manager Amundson stated that the only difference is that there will be a transom at the top. There will not be one single sheet of low-e glass. It will have a large bottom portion with a top transom to accommodate that large span in the way that those windows are supported. The bottom portion will be a large open area in the main visible area and a small transom at the top, this is because of the current, large opening that cannot be replaced with a single sheet of glass.

Council Member Brown then asked, where will this funding come from? Are there funds in there for this? Mr. Molinari responded, yes, this will be absorbed as part of our contribution to the project. It will be absorbed by our Local Hospitality and Local Accommodations Tax funds. Mr. Brown also asked, is the glass low-e and insulated? He said, that's a huge annual savings. Council Member Bonds then asked, does that glass have to be clear, like the glass on Main Street. Assistant City Manager Amundson responded, that's very possible, but it is maximum visible light transmission. Council Member Bonds added, I just wanted to make sure we are in complete compliance with our code.

Mayor Young then stated that the reason we have this is because originally, we did not think we would have to replace those windows. Mr. Molinari added that the architects did not include that in the bids and specs, but it became apparent to us early on that they would need to be replaced.

No further discussion was held, and the motion passed with all members voting in favor. Council Member Pryor was absent and did not vote.

**EXECUTIVE SESSION:**

The Mayor then entertained a motion to enter into an Executive Session. Council Member Bridge then made a motion to enter Executive Session, and Council Member Brown seconded the motion. All in favor. None opposed. Motion carried.

The Mayor announced that the meeting will convene into an Executive Session to discuss the following items:

1. Personnel Matters:
  - a. Employee Handbook Revisions.
  - b. Appointment to the Election Commission.
2. Contractual Matter: Electric Franchise Agreement.

The Mayor announced that Council may take action on matters discussed in Executive Session when we come back into Open Session. The meeting then entered into an Executive Session.

At approximately 8:02 P.M., a motion was made by Council Member Bridge to exit Executive Session and return to Open Session. Council Member Brown seconded the motion. All in favor. None opposed. Motion carried. Council Member Pryor was absent and did not vote.

Walterboro City Council  
Regular Meeting  
March 5, 2019

**MINUTES/Page VIII**

The meeting returned to Open Session, and a motion was made by Council Member Brown, seconded by Council Member Bridge, to appoint Mr. Mark McRoy to the Election Commission. All in favor. None opposed. Motion carried. Council Member Pryor was absent and did not vote.

There being no further business to consider, a motion to adjourn the meeting was made by Council Member Bonds, seconded by Council Member Bridge and passed unanimously. The meeting adjourned at 8:02 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

**APPROVED: April 2, 2019**