

Walterboro City Council
Walterboro Wildlife Center
May 4, 2021

MINUTES

A Regular Meeting of Walterboro City Council at The Walterboro Wildlife Center on Tuesday, May 4, 2021 at 6:15 P.M., with Mayor Bill Young presiding.

PRESENT WERE: Joined in the meeting were: Mayor Bill Young, Councilmembers: Paul Siegel, Judy Bridge, Greg Pryor, James Broderick, and Carl Brown. City Manager Jeff Molinari, Assistant City Manager Hank Amundson, Finance Director Amy Risher, City Clerk Callie Seals, and City Attorney George Cone and Brown McLeod were present as well. Councilmember Ladson Fishburne was absent.

CALL TO ORDER:

With the above-mentioned Councilmembers present, the Mayor called the meeting to order, and invited everyone to join in as he gave the invocation. Councilmember Siegel led the pledge of allegiance to our flag.

PUBLIC INPUT ON AGENDA ITEMS:

The Mayor stated public input on agenda items had been distributed to Council by email.

APPROVAL OF MINUTES:

Upon motion of Councilmember Broderick, seconded by Councilmember Brown, the following meeting minutes were unanimously approved.

1. Minutes of April 6, 2021.

NEW BUSINESS:

1. **Ordinance # 2021-03**, AN ORDINANCE ADOPTING THE CITY GENERAL FUND BUDGET FOR FISCAL YEAR 2021-2022, AND MATTERS RELATING THERETO (First Reading).

The City Manager stated he would give a quick overview of the budget. This will be applicable to all three ordinances (numbers 2021-03, 2021-04 and 2021-05). The total budget is \$12,089,313. \$7,541,899 in the General Fund and \$4,547,414 in the Enterprise Fund which is our water, sewer and sanitation operations. We're looking at no ad valorem property tax increase and no business license rate increase. We will be adopting rate class changes for business licenses per state law, and I hope to bring that before City Council next month. We're looking at a proposed rate increase in water bi-monthly charges on large meters (AWWA standards), and a 5% increase in sewer volumetric rates. A proposed \$1.00 increase in facility charge for sewer. A proposed \$2.00 increase in bi-monthly residential sanitation collection, and a \$3.00 increase in commercial roll cart collection. We're looking at a 1% increase in the employer portion of state retirement and the 1% credit for employers' retirement system. A 16% increase in workers compensation rates and a 15% increase in property and casualty insurance. We're also looking at a 1.5% cost of living adjustment for city employees. I'll give a quick overview of our respective departments. Under the Mayor and City Council budgets we've got to account for the November City election this year. The City Manager budget is status quo, Finance is status quo. Under Public Works

we've moved the grapple truck expenses and employees to sanitation. We're also looking at a full-time custodian to maintain our city facilities. This would include City Hall, 248 Hampton, 300 Hampton, the Wildlife Center, Wastewater Treatment Plant office and Recreation Department facility. Also, we're looking at purchasing a backhoe with a USDA grant and repairs to City Hall. Under Planning and Development, we have \$25,000 allocated for the demolition of substandard properties. Two new vehicles for police through a USDA grant. Judicial is status quo. We're looking at purchasing a new pumper truck through a USDA grant for fire. Under Parks, we're looking at a new part-time position to maintain this facility as well as the landscaping and planning on Main Street. We also have associated tornado repair expenses. Under Tourism, it is status quo as well as the Wildlife Center. Under Water, we're continuing to look at the purchase of new radio read meters. Under Utility Support, we have our added debt for the sewer bond which Council authorized back in March. Under Sanitation, we've moved the grapple truck expenses and employees moved from Public Works. Sewer is status quo. Under Sewer Support, we're looking at the purchase of a trailer mounted high pressure sewer cleaner. I'm very pleased with the budget and I appreciate all of the assistance from Amy and her staff, and would appreciate Council's favorable consideration.

Motion: Councilmember Siegel; Second: Councilmember Bridge

Discussion: Councilmember Siegel said he recalled having some discussions with City Manager Molinari about changing our comp carrier and casualty insurance and I think you warned us that the rates would be higher there must be some corresponding advantage to this. City Manager Molinari said unfortunately what has impacted us with both of those programs is what they refer to as our "experience modifier", that went up because of some incidents we have had on the worker's comp side and property casualty side. The real advantage to being in the two municipal association affiliated insurance pools, SCMIT and SCMIRF is the training and resources that they're able to provide for our employees. Safety is something that I continue to emphasize to the department managers and unfortunately in this business we have some higher risk professions: police, fire, public works and unfortunately over time we have had some incidents that have increased that modifier but it is something we are continually working on. Councilmember Siegel said thank you, that answers my question

Carried: All ayes

2. **Ordinance # 2021-04**, AN ORDINANCE ADOPTING THE CITY ENTERPRISE FUND BUDGET FOR FISCAL YEAR 2021-2022, AND MATTERS RELATING THERETO (First Reading).

Motion: Councilmember Pryor; Second: Councilmember Brown

Discussion: None.

Carried: All ayes.

3. **Ordinance # 2021-05**, AN ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR THE UTILITY SUPPORT DEPARTMENT (First Reading).

Motion: Councilmember Brown; Second: Councilmember Broderick

Discussion: None.

Carried: All ayes.

4. **Resolution # 2021-R-06**, A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE FORMS PURSUANT TO USDA RURAL DEVELOPMENT COMMUNITY

FACILITES GRANT IN AN AMOUNT NOT TO EXCEED \$50,000 FOR THE PURCHASE OF A FIRE PUMPER TRUCK FOR THE CITY OF WALTERBORO.

City Manager Molinari stated that all three resolutions (2021-R-06, 2021-R-07 and 2021-R-08) relate to the USDA grant, therefore I'd like to expand on them at one time if possible. As you are aware, we were notified yesterday afternoon that we are awarded three USDA grants. One in the amount of \$50,000 for the purchase of a fire pumper truck, \$49,900 for the purchase of two new police vehicles, and \$49,800 for the purchase of a backhoe for the Public Works Department. We've incorporated these revenue streams into the budget. Typically, when we're notified we have to act quickly to be able to secure that funding, so these three resolutions that are before you is the City's formal acceptance of those funds authorizing the Mayor and City Clerk to sign all of the documents to process the grant.

Motion: Councilmember Broderick; Second: Councilmember Pryor
Discussion: None.
Carried: All ayes.

5. **Resolution # 2021-R-07**, A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE FORMS PURSUANT TO USDA RURAL DEVELOPMENT COMMUNITY FACILITES GRANT IN AN AMOUNT NOT TO EXCEED \$49,900 FOR THE PURCHASE OF TWO POLICE VEHICLES FOR THE CITY OF WALTERBORO.

Motion: Councilmember Bridge; Second: Councilmember Brown
Discussion: None.
Carried: All ayes.

6. **Resolution # 2021-R-08**, A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE FORMS PURSUANT TO USDA RURAL DEVELOPMENT COMMUNITY FACILITES GRANT IN AN AMOUNT NOT TO EXCEED \$49,800 FOR THE PURCHASE OF A BACKHOE FOR THE CITY OF WALTERBORO.

Motion: Councilmember Pryor; Second: Councilmember Siegel
Discussion: None.
Carried: All ayes.

Mayor Young thanked the Budget Committee for their continued work on the budget.

7. Consideration of Colleton Relay for Life's "Paint the Town Purple" event to take place the week of June 20th – 26th, with additional request to host a luminaria service at the Walterboro Wildlife Center Amphitheater.

City Manager Molinari said in addition to the request above, the Relay for Life organization has requested to hang a banner stretching across Jefferies Blvd. the very same week. This year is a little bit different because of Covid but in our conversations with the organization, Hank suggested since the Wildlife Center was open and available on June 25th that they could have their event at the amphitheater which I think is great idea where people can be spaced out. We ask for Council's favorable consideration of the request.

Motion: Councilmember Broderick; Second: Councilmember Brown
Discussion: None.

Carried: All ayes.

8. Notice of 2021 Annual Retreat, Location and Time (Notice attached).

City Manager Molinari stated this is formal notification that Walterboro City Council will conduct its 2021 annual planning retreat next Wednesday, May 12th and will take place here at this facility, the Walterboro Wildlife Center, 100 S. Jefferies Blvd., Walterboro, SC 29488. No formal action will be taken at this retreat and any items will be brought back to a regularly scheduled meeting for Council's consideration.

CITY MANAGER'S REPORT:

1. Consideration of a Request for Proposal on Utility Billing Services. (Memorandum attached).

City Manager Molinari stated you have a memo and supporting documentation from the Finance Director. The Finance Department solicited proposals from qualified vendors for utility billing services for production and distribution of utility bills. In talking with Amy, we haven't put out this service for bid since 2004 so it was time to put it back out. We also took a little bit closer look at it as far as their ability to provide a customer portal for easy access to view bills and be able to pay online at no cost to the City. Staff is recommending that we select Arista Info Systems based out of Duluth, Georgia. This is the company that we're currently using and we've had a good track record with them and if you have any specific questions about the utility billing process, Amy is here to answer any questions you may have.

Motion: Councilmember Brown; Second: Councilmember Bridge

Discussion: Councilmember Brown asked the Finance Director about the charge for \$1.95 is that for paperless billing. Amy clarified and said that's for acceptance of payment from the customer by credit card. If the bill is \$100, the charge will be \$1.95 and \$1.95 each \$100 thereafter. She also said this is a new addition to our program where we'll be able to email customers their water bill which will lessen our costs and theirs.

Carried: All ayes.

2. Appointments to Capital Project Sales Tax Commission (Memorandum attached).

Motion: Councilmember Brown; Second: Councilmember Broderick

Discussion: None.

Carried: All ayes.

City Manager Molinari said as you are aware the City needs to appoint two members to the Commission. Holland Maness and Spencer Witkin have expressed interest to serve, and staff recommends the selection of Mr. Maness and Mr. Witkin.

3. Consideration of Mutual Aid Agreement with Colleton County Sheriff (Agreement attached).

The City Manager said this is more of a formality and is essentially the same mutual aid agreement that we had with the previous sheriff but with a new sheriff taking office in January, the governing body of City Council needs to approve that mutual aid agreement and we ask for Council's favorable consideration.


Motion: Councilmember Pryor; Second: Mayor Young

Discussion: Councilmember Bridge asked if we also have a mutual aid agreement with the Fire Department. City Manager Molinari said yes, Council did enter into a mutual aid agreement back in 2014 with Fire-Rescue.

Carried: All ayes.

There being no further business to consider, a motion to adjourn was made by Councilmember Pryor, seconded by Councilmember Bridge and passed unanimously. The Mayor adjourned the meeting at 6:45 P.M. Notice of this meeting were distributed with the agenda packets, to all local media, posted on City Hall bulletin boards and on the City's website at least twenty-four hours prior to meeting time.

Respectfully,

A handwritten signature in blue ink that reads "Callie Seals". The signature is fluid and cursive, with the first name "Callie" and last name "Seals" clearly legible.

Callie Seals
City Clerk

APPROVED: June 1, 2021