



**WALTERBORO CITY COUNCIL
REGULAR MEETING
JUNE 6, 2023
CITY HALL
6:15 P.M.**

AGENDA

I. Call to Order:

1. Invocation
2. Pledge of Allegiance

II. Public Input on Agenda Items:

III. Presentations:

1. Dana Cheney, Keep Walterboro Beautiful – Great American Cleanup and Keep Walterboro Beautiful Litter Stats.

IV. Public Hearing:

1. **Ordinance # 2023-06**, AN ORDINANCE ADOPTING THE CITY GENERAL FUND BUDGET FOR FISCAL YEAR 2023-2024 AND MATTERS RELATING THERETO (Second and Final Reading).
2. **Ordinance # 2023-07**, AN ORDINANCE ADOPTING THE CITY ENTERPRISE FUND BUDGET FOR FISCAL YEAR 2023-2024 AND MATTERS RELATING THERETO (Second and Final Reading).
3. **Ordinance # 2023-08**, AN ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR THE UTILITY SUPPORT DEPARTMENT (Second and Final Reading).

V. Approval of Minutes:

1. Regular Meeting – May 2, 2023.
2. Special Called Meeting – May 16, 2023.

VI. Old Business:

1. **Ordinance # 2023-06**, AN ORDINANCE ADOPTING THE CITY GENERAL FUND BUDGET FOR FISCAL YEAR 2023-2024 (Second and Final Reading).
2. **Ordinance # 2023-07**, AN ORDINANCE ADOPTING THE CITY ENTERPRISE FUND BUDGET FOR FISCAL YEAR 2023-2024 AND MATTERS RELATING THERETO (Second and Final Reading).
3. **Ordinance # 2023-08**, AN ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR THE UTILITY SUPPORT DEPARTMENT (Second and Final Reading).

VII. New Business:

1. **Ordinance # 2023-09**, AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF WALTERBORO, SOUTH CAROLINA, TO PROVIDE FOR CHANGES IN THE ZONING DISTRICTS OF THE CITY OF WALTERBORO BY CHANGING THE ZONING CLASSIFICATION OF ONE PARCEL OF LAND DESIGNATED AS TMS # 147-14-00-056, LOT 2 FROM HIGHWAY COMMERCIAL DISTRICT (HCD) TO MEDIUM DENSITY RESIDENTIAL (MDR) (Introduction and First Reading).
2. Consideration of rescheduling the July 4, 2023, Regular City Council Meeting.
3. Request to waive business license fees for Juneteenth Festival (Letter attached).

VIII. City Manager's Report:

1. Consideration of bids for Wastewater Treatment Plant Expansion Project (Memorandum attached).
2. Consideration of bids for Walterboro Wildlife Sanctuary Boardwalk Replacement Project – Canoe Launch and Hartzog Trail (Memorandum attached).
3. Water and Wastewater Capacity Fee Study (Memorandum attached).
4. Judicial and City Prosecutor Reappointments (Memorandum attached).

IX. Executive Session:

1. Personnel Matters – Board and Commission Appointments:
 - a. Historic Preservation Commission.
 - b. Planning Commission.
 - c. Keep Walterboro Beautiful.

X. Open Session:

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

XI. Adjournment

ORDINANCE # 2023-06

AN ORDINANCE ADOPTING THE CITY GENERAL FUND BUDGET FOR FISCAL YEAR 2023-2024 AND MATTERS RELATING THERETO.

WHEREAS, the 2023-2024 General Fund Budget has been presented and considered; and

WHEREAS, a public hearing on the budget has been properly advertised and conducted on June 6, 2023.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walterboro, South Carolina, in Council Assembled, as follows:

1. The 2023-2024 City General Fund Budget is hereby adopted in the amount of \$8,479,534 with revenues and expenditures as set out in the budget document attached.
2. The property tax rate shall be set at eighty-six point four (86.4) mills.

This ordinance shall be effective July 1, 2023.

DONE, this 6th day of June, 2023.

William T. Young, Jr.
Mayor

ATTEST:

Adrienne M. Nettles
City Clerk

First Reading: May 2, 2023
Public Hearing: June 6, 2023
Second Reading: June 6, 2023

CITY OF WALTERBORO
FY 2023-2024 GENERAL FUND BUDGET
SUMMARY SHEET BY CATEGORY

LINE ITEM	APPROVED FY 2022-2023 BUDGET	FY 2023-2024 DEPARTMENT REQUEST	FY 2023-2024 MANAGER'S RECOMMENDATION	FY 2023-2024 COUNCIL APPROVED
<u>REVENUE</u>				
GENERAL FUND	\$ 7,723,095	\$ 7,307,500	\$ 8,298,414	\$ 8,306,994
<u>EXPENDITURES</u>				
CITY COUNCIL				
PERSONNEL	\$ 161,357	\$ 175,892	\$ 175,202	\$ 175,202
OPERATING	\$ 76,691	\$ 96,201	\$ 114,451	\$ 114,451
CAPITAL	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 238,048	\$ 272,093	\$ 289,653	\$ 289,653
CITY MANAGER				
PERSONNEL	\$ 343,403	\$ 354,776	\$ 354,472	\$ 363,052
OPERATING	\$ 26,266	\$ 34,090	\$ 28,590	\$ 28,590
CAPITAL	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 369,669	\$ 388,866	\$ 383,062	\$ 391,642
FINANCE				
PERSONNEL	\$ 237,372	\$ 252,404	\$ 260,271	\$ 260,271
OPERATING	\$ 127,712	\$ 149,389	\$ 144,089	\$ 144,089
CAPITAL	\$ -	\$ 70,000	\$ -	\$ -
SUBTOTAL	\$ 365,084	\$ 471,793	\$ 404,360	\$ 404,360
PUBLIC WORKS				
PERSONNEL	\$ 565,753	\$ 574,316	\$ 569,696	\$ 569,696
OPERATING	\$ 395,146	\$ 444,771	\$ 429,521	\$ 429,521
CAPITAL	\$ -	\$ 230,000	\$ 25,000	\$ 25,000
SUBTOTAL	\$ 960,899	\$ 1,249,087	\$ 1,024,217	\$ 1,024,217
PLANNING & DEVELOPMENT				
PERSONNEL	\$ 108,204	\$ 119,062	\$ 123,380	\$ 123,380
OPERATING	\$ 79,473	\$ 84,200	\$ 83,600	\$ 83,600
CAPITAL	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 187,677	\$ 203,262	\$ 206,980	\$ 206,980
POLICE				
PERSONNEL	\$ 2,369,820	\$ 2,588,479	\$ 2,470,155	\$ 2,470,155
OPERATING	\$ 589,223	\$ 671,106	\$ 642,856	\$ 642,856
CAPITAL	\$ 122,000	\$ 175,038	\$ 127,040	\$ 127,040
SUBTOTAL	\$ 3,081,043	\$ 3,434,623	\$ 3,240,051	\$ 3,240,051
JUDICIAL				
PERSONNEL	\$ 169,586	\$ 159,590	\$ 158,575	\$ 158,575
OPERATING	\$ 76,589	\$ 90,476	\$ 81,364	\$ 81,364
CAPITAL	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 246,175	\$ 250,066	\$ 239,939	\$ 239,939

CITY OF WALTERBORO
FY 2023-2024 GENERAL FUND BUDGET
SUMMARY SHEET BY CATEGORY

Attachment to Ordinance
#2023-06, Page 2

LINE ITEM	APPROVED FY 2022-2023 BUDGET	FY 2023-2024 DEPARTMENT REQUEST	FY 2023-2024 MANAGER'S RECOMMENDATION	FY 2023-2024 COUNCIL APPROVED
FIRE				
PERSONNEL	\$ 1,133,428	\$ 1,233,107	\$ 1,222,131	\$ 1,222,131
OPERATING	\$ 186,863	\$ 309,062	\$ 294,562	\$ 294,562
CAPITAL	\$ -	\$ 12,500	\$ -	\$ -
SUBTOTAL	\$ 1,320,291	\$ 1,554,669	\$ 1,516,693	\$ 1,516,693
PARKS				
PERSONNEL	\$ 422,935	\$ 429,144	\$ 424,751	\$ 424,751
OPERATING	\$ 391,250	\$ 463,250	\$ 403,763	\$ 403,763
CAPITAL	\$ 54,000	\$ 78,000	\$ 78,000	\$ 78,000
SUBTOTAL	\$ 868,185	\$ 970,394	\$ 906,514	\$ 906,514
TOURISM				
PERSONNEL	\$ 126,972	\$ 144,726	\$ 136,453	\$ 136,453
OPERATING	\$ 47,060	\$ 67,113	\$ 55,613	\$ 55,613
SUBTOTAL	\$ 174,032	\$ 211,839	\$ 192,066	\$ 192,066
WILDLIFE CENTER				
PERSONNEL	\$ 6,397	\$ 15,145	\$ 15,251	\$ 15,251
OPERATING	\$ 45,645	\$ 57,168	\$ 52,168	\$ 52,168
SUBTOTAL	\$ 52,042	\$ 72,313	\$ 67,419	\$ 67,419
TOTAL ALL EXPENDITURES	\$ 7,863,145	\$ 9,079,005	\$ 8,470,954	\$ 8,479,534
GENERAL FUND - FUND BALANCE	\$ 140,050		\$ 172,540	\$ 172,540
BALANCE	\$ -	\$ (1,771,505)	\$ -	\$ -

ORDINANCE # 2023-07

AN ORDINANCE ADOPTING THE CITY ENTERPRISE FUND BUDGET FOR FISCAL YEAR 2023-2024 AND MATTERS RELATING THERETO.

WHEREAS, the 2023-2024 Enterprise Fund Budget has been presented and considered; and

WHEREAS, a public hearing on the budget has been properly advertised and conducted on June 6, 2023.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walterboro, South Carolina, in Council Assembled, as follows:

The 2023-2024 City Enterprise Fund Budget is hereby adopted with in the amount of \$5,026,624 with revenues and expenditures as set out in the budget document attached.

This ordinance shall be effective July 1, 2023.

DONE, this 6th day of June, 2023.

William T. Young, Jr.
Mayor

ATTEST:

Adrienne M. Nettles
City Clerk

First Reading: May 2, 2023
Public Hearing: June 6, 2023
Second Reading: June 6, 2023

CITY OF WALTERBORO
FY 2023-2024 ENTERPRISE FUND BUDGET
SUMMARY SHEET BY CATEGORY

Attachment to Ordinance
#2023-07, Page 1

LINE ITEM	APPROVED FY 2022-2023 BUDGET	FY 2023-2024 DEPARTMENT REQUEST	FY 2023-2024 MANAGER'S RECOMMENDATION	FY 2023-2024 COUNCIL APPROVED
STATEMENT OF CASH FLOWS	\$ 1,476,285	\$ 1,497,000	\$ 1,497,700	\$ 1,497,700
<u>REVENUE</u>				
UTILITY FUND	\$ 4,650,900	\$ 4,719,024	\$ 4,876,324	\$ 4,876,324
<u>EXPENDITURES</u>				
WATER				
PERSONNEL	\$ 641,549	\$ 797,465	\$ 685,315	\$ 685,315
OPERATING	\$ 601,271	\$ 730,756	\$ 713,606	\$ 713,606
CAPITAL	\$ 170,000	\$ 357,000	\$ 162,000	\$ 162,000
SUBTOTAL	\$ 1,412,820	\$ 1,885,221	\$ 1,560,921	\$ 1,560,921
UTILITY SUPPORT				
PERSONNEL	\$ 230,330	\$ 236,637	\$ 235,018	\$ 235,018
OPERATING	\$ 81,862	\$ 97,650	\$ 90,300	\$ 90,300
DEBT	\$ 662,170	\$ 661,731	\$ 661,731	\$ 661,731
SUBTOTAL	\$ 974,362	\$ 996,018	\$ 987,049	\$ 987,049
SANITATION				
PERSONNEL	\$ 267,549	\$ 274,596	\$ 272,852	\$ 272,852
OPERATING	\$ 227,175	\$ 213,363	\$ 206,863	\$ 206,863
CAPITAL	\$ -	\$ 318,000	\$ -	\$ -
SUBTOTAL	\$ 494,724	\$ 805,959	\$ 479,715	\$ 479,715
SEWER				
PERSONNEL	\$ 293,921	\$ 308,054	\$ 301,216	\$ 301,216
OPERATING	\$ 535,470	\$ 586,761	\$ 569,811	\$ 569,811
CAPITAL	\$ 6,000	\$ 95,000	\$ -	\$ -
SUBTOTAL	\$ 835,391	\$ 989,815	\$ 871,027	\$ 871,027
SEWER SUPPORT				
PERSONNEL	\$ 344,618	\$ 412,775	\$ 404,903	\$ 404,903
OPERATING	\$ 62,198	\$ 78,507	\$ 68,757	\$ 68,757
CAPITAL	\$ 111,000	\$ -	\$ -	\$ -
SUBTOTAL	\$ 517,816	\$ 491,282	\$ 473,660	\$ 473,660
UTILITY SUPPORT TO GF	\$ 561,687	\$ -	\$ 654,252	\$ 654,252
UTILITY FUND SUBTOTAL	\$ 4,796,800	\$ 5,168,295	\$ 5,026,624	\$ 5,026,624
USE OF NET POSITION	\$ 145,900	\$ -	\$ 150,300	\$ 150,300
<u>ENDING NET POSITION</u>				
YEAR END STATEMENT OF CASH FLOW	\$ 1,330,385	\$ 1,047,729	\$ 1,347,400	\$ 1,347,400

ORDINANCE #2023-08

AN ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR THE UTILITY SUPPORT DEPARTMENT

WHEREAS, the City of Walterboro from time to time must review its fees and charges and make adjustments as necessary; and

WHEREAS, the need to maintain a comprehensive fee schedule for all City of Walterboro fees is necessary; and

WHEREAS, the fees recommended by the Mayor and Walterboro City Council are as follows:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walterboro, the following fees are amended or adopted:

WATER

Minimum bi-monthly charges

<u>Service Size</u>	<u>In City</u>	<u>Out of City</u>
¾"	\$ 23.11	\$ 46.22
1"	\$ 53.39	\$ 106.77
1¼"	\$ 103.77	\$ 207.53
1½"	\$ 103.77	\$ 207.53
2"	\$ 167.32	\$ 334.63
3"	\$ 333.25	\$ 666.49
4"	\$ 535.23	\$1,070.46
6"	\$1,069.07	\$2,138.14
8"	\$1,848.80	\$3,697.60

*Minimum charge included first 4,000 gallons

*City hall fire hydrant water is sold in increments of 4,000 gals at the ¾" rate

*Fire protection sprinklers 0.14 per head

*#31 Fire hydrant \$11.55

*#32 Fire hydrant \$33.26

Usage Rates – Per Thousand

	<u>In City</u>	<u>Out of City</u>
First 4,000 gals	Included in minimum charge	
Next 36,000 gals	\$1.49	\$2.98
Next 160,000 gals	\$1.49	\$2.98
All over 200,000 gals	\$1.47	\$2.94

WATER TAP FEES

<u>Service Size</u>	<u>In City</u>	<u>Out of City</u>
¾"	\$2,320.00	\$2,320.00
1"	\$2,594.00	\$2,594.00
1½"	\$4,942.00	\$4,942.00

2"	\$5,958.00	\$5,958.00
Over 2"	Cost plus 20% (refer to Director)	
Road Bore	\$3,000.00	\$3,000.00

SEWER

Usage Rates

	<u>In City</u>	<u>Out of City</u>
Rate per Thousand	\$4.96	\$9.91
Facility Charge	\$6.00	\$12.00

SEWER TAP FEES

<u>Service Type</u>	<u>In City</u>	<u>Out of City</u>
Residential	\$3,306.00	\$3,306.00
Business	\$5,262.00	\$5,262.00
Restaurant	\$7,589.40	\$7,589.40
Motel/Apartments	\$5,262.00	\$5,262.00
	\$ 218.00	\$ 218.00
	each additional	

SANITATION

Residential rollout	\$30.00
Commercial rollout	\$40.00

ADMINISTRATIVE FEES

Service deposit	\$100.00	Terminate/restore tap fee	\$400.00
Turn on/off service fee	\$ 5.00	Tampering fee	\$100.00
Missed appointment fee 2 nd visit	\$ 25.00	Non-refund hydrant deposit	\$150.00
Late fee	\$ 10.00	DHEC H2O	\$ 0.75
Processing cut-off/on	\$ 30.00	DHEC Sewer	\$ 1.00
Water meter removal/replacement	\$ 50.00	Certified letter fee	\$ 10.00

This ordinance shall be effective July 1, 2023.

DONE, this 6th day of June, 2023.

William T. Young, Jr.
Mayor

ATTEST:

Adrienne Nettles
City Clerk

First Reading: May 2, 2023
Public Hearing: June 6, 2023
Second Reading: June 6, 2023

Walterboro City Council

City Hall

May 2, 2023

Minutes

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday May 2, 2023, at 6:15 P.M., with Mayor Bill Young presiding.

Present: Joined in the meeting were: Mayor Bill Young. Councilmembers: Carl Brown, Judy Bridge, Paul Siegel, James Broderick, and Greg Pryor. City Manager Jeff Molinari, Assistant City Manager Ryan McLeod, City Clerk Adrienne Nettles, Finance Director Amy Risher, and Wayne Crosby Utilities Director. Councilmember Ladson Fishburne was not in attendance.

Call to Order:

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

Public Input on Agenda Items:

There was no public input on agenda items.

Approval of Minutes:

Upon motion of Councilmember Pryor, Seconded by Councilmember Broderick, the following minutes were unanimously approved.

1. Regular Meeting – April 4, 2023.

Public Hearing:

1. **Ordinance # 2023-04**, AN ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, AUTHORIZING EXPENDITURE OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (Second and Final Reading).

City Manager Jeff Molinari stated any funds that we spend from the Coronavirus Expenditure State and Local Fiscal Recovery Funds must be formally approved by City Council by ordinance and we ask Council for its favorable consideration of the 2022 revenue loss which totals \$106,136.00.

2. **Ordinance # 2023-05**, AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY OF WALTERBORO TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT RELATING TO SOUTH CAROLINA LOCAL REVENUE SERVICES; TO PARTICIPATE IN ONE OR MORE LOCAL REVENUE SERVICE PROGRAMS; TO EXECUTE AND DELIVER ONE OR MORE PARTICIPANT PROGRAM SUPPLEMENTS; AND OTHER MATTERS RELATING THERETO (Second and Final reading).

City Manager Jeff Molinari stated Mr. Mayor and members of City Council you have in your agenda packet a memo from the Municipal Association regarding the city's continued participation in three (3) business

license collection programs - the Insurance Tax Program, Broker Tax Program, and Telecommunication Program. We are required to pass an ordinance to continue to participate in this program. The Municipal Association has requested that the Council pass an Ordinance before May 31st.

Old Business:

1. **Ordinance # 2023-04**, AN ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, AUTHORIZING EXPENDITURE OF CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (Second and Final Reading).

Motion: Councilmember Brown; Seconded by: Councilmember Pryor

Discussion: None

Carries: All ayes

2. **Ordinance # 2023-05**, AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY OF WALTERBORO TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT RELATING TO SOUTH CAROLINA LOCAL REVENUE SERVICES; TO PARTICIPATE IN ONE OR MORE LOCAL REVENUE SERVICE PROGRAMS; TO EXECUTE AND DELIVER ONE OR MORE PARTICIPANT PROGRAM SUPPLEMENTS; AND OTHER MATTERS RELATING THERETO (Second and Final Reading).

Motion: Councilmember Broderick; Seconded by: Councilmember Siegel

Discussion: None

Carried: All ayes

New Business:

1. **Ordinance # 2023-06**, AN ORDINANCE ADOPTING THE CITY GENERAL FUND BUDGET FOR FISCAL YEAR 2023-2024 AND MATTERS RELATING THERETO (Introduction and 1st Reading).

Motion: Councilmember Bridge; Seconded by: Councilmember Pryor

Discussion: None

Carried: All ayes

2. **Ordinance # 2023-07**, AN ORDINANCE ADOPTING THE CITY ENTERPRISE FUND BUDGET FOR FISCAL YEAR 2023-2024 AND MATTERS RELATING THERETO (Introduction and 1st Reading).

Motion: Councilmember Siegel; Seconded by Councilmember Bridge

Discussion: None

Carried: All ayes

Councilmember Bridge stated we have gone through the budget process, and we have had our Budget Committee study the budget. I would like to thank our Finance Director Amy Risher and our City Manager Jeff Molinari for all the work that has been put into developing the budget and meeting with the department heads. I would also like to thank Council for looking over the budget and asking questions. Councilmember Bridge stated that she was going to give a summary of the budget:

Budget Summary:

- \$13,462,578 total City Budget.
- \$8,470,954 General Fund Budget.
- \$5,026,624 Enterprise Fund Budget.
- No ad valorem property tax increase.
- No business license rate increase.
- Proposed increase in water bi-monthly minimum charges on large meters (AWWA standards).
- Proposed 5% increase in sewer volumetric rates.
- Proposed \$1.00 bi-monthly increase in facility charge for sewer – the current charge is \$5.00 for in-city customers.
- Proposed increase for in-city water taps to cover the cost of installation.
- Proposed \$3 bi-monthly increase in commercial sanitation charges- the current charge is \$37. Residential collection charges will remain at \$30 bi-monthly.
- 1% increase in the employer portion of state retirement (Per PEBA, SCRS increases to 18.56 % and PORS increases to 21.24%).
- Workers' Compensation (SCMIT) rates increased by 39%.
- Property and casualty insurance (SCMIRF) increased by 15%.
- Proposed 1.5% cost of living adjustment for city employees.
- Proposed \$50 Christmas bonus increase for full-time and part-time employees.
- Increased gas and oil line items throughout entire budget.

City Manager Jeff Molinari stated the incremental increases in water and sewer that Councilmember Bridge mentioned is part of the rate study that the city undertook in April of 2019. We are in the process of implementing these increases to be able to meet our capital needs of our water, sewer, and sanitation system and to cover the cost of providing those services. City Manager Molinari stated that he would give a summary of the remaining budget:

Mayor and City Council

- November 2023 City Election.
- \$35,000 appropriation to Lowcountry Regional Airport.

City Manager

- Status quo.

Finance

- Vehicle allowance for Finance Director.

Public Works

- Purchase of yard debris truck (USDA grant) – will take delivery in 2024-2025.
- Purchase of LED reader board sign (Palmetto Pride/SCMIT/SCMIRF grants).

Planning and Development

- \$25,000 allocated for demolition of substandard properties.

Police

- Two (2) new patrol vehicle (USDA grant).

Judicial

- Status quo.

Fire

- Reclassified three (3) Fire Fighter/Driver Operator positions to three (3) Fire Lieutenant positions.
- Debt Service on 2023 Pumper truck with equipment.

Parks

- Converted two (2) part-time positions into one (1) full-time position.
- Contracting out maintenance of landscaping at exits 53/57 loop project.
- Ventrac ballfield renovator and groomer plus 3 pt hitch conversion for tractor (USDA grant).
- Purchase two pickup trucks (USDA grant).

Tourism

- Main Street South Carolina expenses.

Walterboro Wildlife Center

- Status quo.

Water

- Increase for chemicals due to rising material costs.
- Continue to purchase new radio read meter.
- Asphalt roller and trailer (USDA grant).
- Service truck (USDA grant).

Utility Support

- Status quo.

Sanitation

- Residential garbage truck – will take delivery in 2024-2025 (USDA grant).

Sewer

- Status quo.

Sewer Support

- Status quo

Ordinance # 2023-08, AN ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR THE UTILITY SUPPORT DEPARTMENT (Introduction and 1st Reading).

City Manager Jeff Molinari stated Mr. Mayor and members of City Council once this is approved, we will update the city's Comprehensive Fee Schedule.

Motion: Councilmember Broderick; Seconded by: Councilmember Bridge

Discussion: None

Carried: All ayes

Resolution # 2023-R-02, A RESOLUTION TO DECLARE APRIL 30-MAY 6, 2023, AS MUNICIPAL CLERKS WEEK IN WALTERBORO TO RECONGNIZE AND HONOR THE VALUABLE CONTRIBUTIONS THAT MUNICIPAL CLERKS MAKE TO CITIES AND TOWN IN SOUTH CAROLINA.

Motion: Councilmember Broderick; Seconded by: Councilmember Bridge

Discussion: None

Carried: All ayes

A motion was made to go into Executive Session by Councilmember Brown, seconded by Councilmember Bridge. Mayor Young explained that City Council would be going into Executive Session to discuss Contractual Matter: Wastewater Treatment Plant Expansion Project, and Personnel Matter: City Manager Contract.

Executive Session:

1. Contractual Matter - Wastewater Treatment Plant Expansion Project.
2. Personnel Matter - City Manager Contract.

A motion to come out of Executive Session was made by Councilmember Bridge, seconded by Councilmember Pryor, all in favor motion carries.

There being no further business to consider, a motion to adjourn was made by Councilmember Bridge, seconded by Councilmember Brown, and passed unanimously. Mayor Young adjourned the meeting at 8:08 P.M. Notice of the meeting was distributed with the agenda packets, to all local media posted on City Hall bulletin board and posted on the City's website at least twenty-four hours prior to meeting time.

Respectfully,

Adrienne Nettles
City Clerk

Walterboro City Council

City Hall

Special Called Meeting

May 16, 2023

Minutes

A Special Called Meeting of Walterboro City Council was held at City Hall on Tuesday May 16, 2023, with Mayor Bill Young presiding.

Present: Joined in the meeting were: Mayor Bill Young, Councilmembers: Carl Brown, Judy Bridge, Paul Siegel, James Broderick, and Ladson Fishburne. City Manager Jeff Molinari, City Clerk Adrienne Nettles, City Attorney Brown McLeod, and Utilities Director Wayne. Councilmember Greg Pryor was not in attendance.

Call to Order:

With the above-mentioned Councilmembers present, Mayor Young called the meeting to order.

Public Input on Agenda Items:

There was no public input on agenda items.

New Business:

1. Consideration of Extending City Manager's Contract through June 6, 2026.

There was some discussion among Council to clarify the monetary value of annual leave that the City Manager would be eligible to convert to cash for the duration of his contract. Hearing no further discussion, a motion to extend the City Manager's contract was made by Councilmember Brown, seconded by Councilmember Fishburne, all in favor motion carries.

A motion was made to go into Executive Session by Councilmember Broderick, seconded by Councilmember Bridge. Mayor Young explained that City Council would be going into Executive Session to discuss the provision of water and sewer service to northwest Walterboro, and to discuss a Contractual Matter - 114 North Walter Street.

Executive Session:

1. Provision of water and sewer service to northwest Walterboro.
2. Contractual Matter – 114 North Walter Street.

A motion to come out of Executive Session was made by Councilmember Brown, seconded by Councilmember Broderick, all in favor motion carries.

There being no further business to consider, a motion to adjourn was made by Councilmember Fishburne, seconded by Councilmember Broderick, and passed unanimously. Mayor Young adjourned the meeting at 6:19 P.M. Notice of the meeting was distributed with the agenda packets, to all local media, posted on the City Hall bulletin board and posted on the City's website at least twenty-four hours prior to the meeting.

Respectfully,

Adrienne Nettles
City Clerk

ORDINANCE # 2023-09

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF WALTERBORO, SOUTH CAROLINA, TO PROVIDE FOR CHANGES IN THE ZONING DISTRICTS OF THE CITY OF WALTERBORO BY CHANGING THE ZONING CLASSIFICATION OF ONE PARCEL OF LAND DESIGNATED AS TMS # 147-14-00-056, LOT 2 FROM HIGHWAY COMMERCIAL DISTRICT (HCD) TO MEDIUM DENSITY RESIDENTIAL (MDR).

WHEREAS, the Planning Commission of the City of Walterboro conducted a public hearing on April 18, 2023, to consider a change in zoning classification from Highway Commercial District (HCD) to Medium Density Residential (MDR) for the above mentioned property; and

WHEREAS, pursuant to said meeting, the Planning Commission has recommended that the zoning classification of the property aforesaid be changed to Medium Density Residential (MDR).

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and City Council of the City of Walterboro, South Carolina, that the Zoning Map of the City of Walterboro, South Carolina is hereby amended by changing the Zoning District classification of the property located on Bells Highway, designated as tax map number 147-14-00-056, Lot 2 from Highway Commercial District (HCD) to Medium Density Residential (MDR) as shown on the attached map.

DONE, this _____ day of July, 2023

William T. Young, Jr
Mayor

ATTEST:

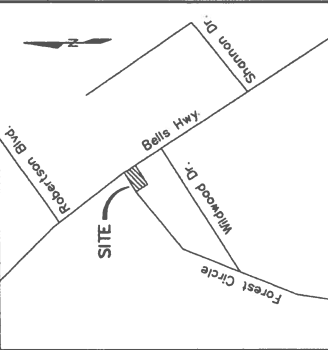
Adrienne Nettles
City Clerk

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

SURVEY NOTES

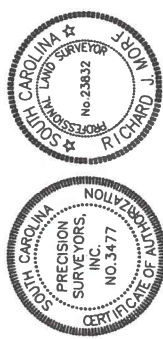
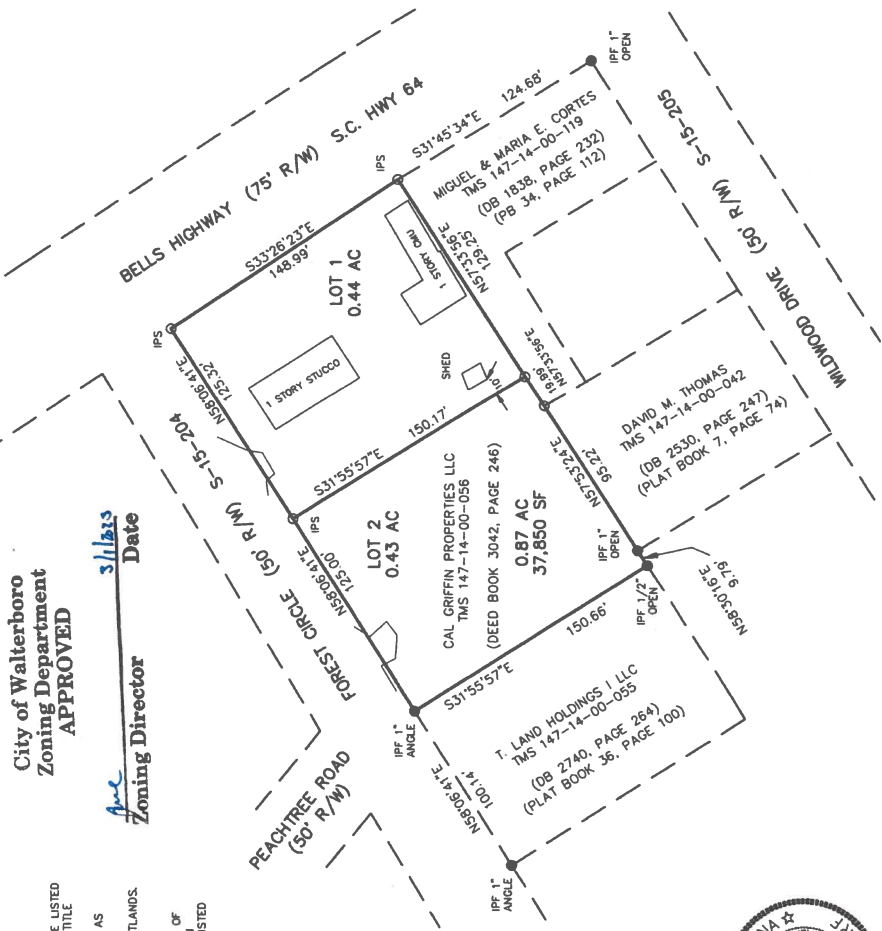
1. THIS PLAT REPRESENTS A SURVEY BASED UPON THE LISTED SEARCH RECORDS ONLY, AND IS NOT THE RESULT OF A TITLE SEARCH.
2. THE BEARINGS SHOWN HEREON ARE MAGNETIC AND AS SUCH ARE SUBJECT TO LOCAL ATTRACTION.
3. THIS PROPERTY HAS NOT BEEN EVALUATED FOR WETLANDS.
4. AREA DETERMINED BY COORDINATE METHOD.
5. THIS PLAT IS INTENDED TO SHOW THE BOUNDARIES OF HEREON ARE BASED ON FOUND MONUMENTATION, LISTED REFERENCE DATA, AND LINES OF OCCUPATION.
6. THIS SURVEY SHOWS EASEMENTS WHICH ARE OBVIOUS OR APPARENT TO THE SURVEYOR, AT THE TIME OF THE SURVEY.
7. THIS PROPERTY IS CURRENTLY ZONED COMMERCIAL.
8. THIS PROPERTY LIES IN FLOOD ZONE X, AS DETERMINED FROM FEMA FLOOD INSURANCE RATE MAP 45029C 0316C, DATED 12/21/2017.
9. ANY REPRESENTATION OUTSIDE THE SUBJECT BOUNDARY IS FOR REFERENCE PURPOSES ONLY.

City of Walterboro
 Zoning Department
APPROVED
 Date 3/1/23
 Zoning Director Amc



LOCATION MAP
NOT TO SCALE

PLAT \$25.00
 RECORDING FEES \$0.00
 STATE TAX \$0.00
 COUNTY TAX \$0.00
 PRESENTED & RECORDED 03-05-2023 10:18:20 AM
BK: PL 964
PG: 11
 CAL GRIFFIN PROPERTIES LLC
 689 BELLS HWY
 WALTERBORO SC 29488
 DEBORAH H. GUSLER
 REGISTER OF DEEDS
 COLLETON COUNTY SC

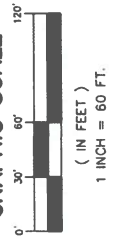


CERTIFICATION NOTE
 I HEREBY STATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR CLASS A, PRODUCTION SURVEYS SPECIFYING THE PROPERTY OTHER THAN THOSE SHOWN. SURVEY PRECISION PARCELS 1/19/2023
Richard J. Moore
 RICHARD J. MOORE, P.L.S.
 PO BOX 850, Walterboro, SC
 S.C. REG. # 23832
 (616) 835-2839
 1-31-2023

LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- ROAD RIGHT-OF-WAY
- IRON PIN FOUND w/ SIZE & TYPE DESC.
- CONCRETE MONUMENT FOUND
- IRON PIN SET - 5/8" REBAR
- SQUARE FEET SF
- ACRE (43,560 SF / ACRE) AC

GRAPHIC SCALE



SUBDIVISION PLAT
 OF TMS 147-14-00-056,
 LOCATED IN
 SHERWOOD FOREST SUBDIVISION,
 CITY OF WALTERBORO,
 COLLETON COUNTY, SOUTH CAROLINA
 DATE SURVEYED: NOVEMBER 12, 2022
 DATE LAST REVISED: JANUARY 31, 2023

**PLANNING COMMISSION
CITY OF WALTERBORO, SOUTH CAROLINA
Resolution 2023-____**

A RESOLUTION OF THE CITY OF WALTERBORO PLANNING COMMISSION APPROVING CHANGES TO THE CITY OF WALTERBORO'S OFFICIAL ZONING MAP FOR A PARCEL DESIGNATED AS TMS# 147-14-00-056, LOT 2, AND RECOMMENDING TO CITY COUNCIL THAT THE CHANGES BE ADOPTED, IN ACCORDANCE WITH THE ADOPTED CITY PLANS.

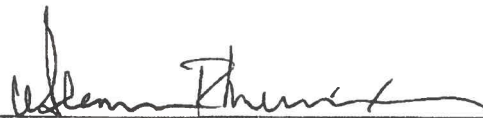
WHEREAS, the Planning Commission of the City of Walterboro met on April 18, 2023 to consider a change in zoning classification from Highway Commercial District (HCD) to Medium Density Residential (MDR) for the above mentioned property; and

WHEREAS, the Administrator advised the Planning Commission on the consistency of the amendment request with the Comprehensive Plan and the relationship of the request to the rest of the Unified Development Ordinance; and

WHEREAS, the Planning Commission held a Public Hearing on April 18, 2023 in accordance with SC Code Section 6-29-760(B); and

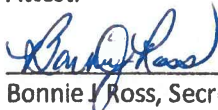
NOW THEREFORE, BE IT RESOLVED, the Planning Commission makes a recommendation to the City Council to Approve the amendment as presented.

This the 18th day of April 2023.



Glenn Nixon, Chair
City of Walterboro Planning Commission

Attest:



Bonnie J. Ross, Secretary

~~Old March 2010~~

City of Waltherboro

103 Forest Circle

Mtg date: 04/18/23

H-2

Zoning Map Amendment (Rezoning) Application

Date filed: 3/2/23 Request No. _____

Instructions

A zoning map amendment may be initiated by the property owner(s), planning commission, zoning administrator, or city/town/county council. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the designation of agent section.

The applicant hereby requests that the property described below be rezoned from HCD - Highway Commercial to MDR - Medium Density Residential

Applicant(s) [print]: Cal Griffin, LLC
Address: 689 Bells Hwy
Telephone: 843-908-2101 [work] [home]
Interest: Owner(s) - Agent of owner(s) - Other

Owner(s) [if other than applicant(s)]: Cal Griffin
Address: Same
Telephone: [work] [home]

[Use reverse side if more space is needed.]

Property address: 103 Forest Circle
Lot 2 Block _____ Subdivision Sherwood Forest
Tax Map No. 147-14-00-056 Plat Book PL 964 Page 11
Lot Dimensions: 125' x 150' 17" Area: _____
Zoning District: Current = HCD Zoning Map Page: _____

Designation of agent [complete only if owner is not applicant]:

I (we) hereby appoint the person named as applicant as my (our) agent to represent me (us) in this request for rezoning.

Date: _____

Owner signature(s)

I (we) certify that the information in this request is correct.

Date: 3/2/23

Applicant signature(s)

City of Walterboro

H-3
Zoning Permit Application

Date filed: 03/02/23 Fee Paid \$ 100 Application No. _____

Instructions

If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent section.

The applicant hereby requests a zoning permit pursuant to Section 14.3.1 of the zoning ordinance to use the property described below in the following manner:

Applicant(s) [print]: Cal Griffin, LLC
Address: 689 Bells Hwy 7
Telephone: 843-908-2101 [work] [home]
Interest: Owner(s) - Agent of owner(s) - Other

Owner(s) [if other than Applicant(s)]: Cal Griffin
Address: _____
Telephone: _____ [work] _____ [home]

[Use reverse side if more space is needed.]

Property address: 103 Forest Circle
Lot 2, Block _____, Subdivision Sherwood Forest
Tax Map No. _____ Plat Book PL 964 Page 11
Lot Dimensions: 125 x 150.17' Area _____
Zoning District: Hcp Zoning Map Page: _____

Designation of agent [complete only if owner is not applicant]: I (we) hereby appoint the person named as applicant as my (our) agent to represent me (us) in this request for a zoning permit.

Date: _____

Owner signature(s)

I (we) certify that the information in this request is correct.

Date: 3/2/23

Applicant signature(s)

Date: _____ Approved. Disapproved for the following reasons:

Zoning Administrator

23, May 2023

Latosia Simmons

Director, General Manager

Juneteenth Headquarters

287 Otis Road

Walterboro, SC 29488

Main: 843.635.5742

Fax: 888.684.3977

Warm Greetings City Council Board Members and Director of Colleton County:

I wanted to come back to the board as humble as I can to ask for approval of waiving the city business license requirement that are required by the vendors who are participating in the Juneteenth Festivities like they were granted for the vendors for the Annual Rice Festival vendors. And they will be covered under my Event License and Insurance.

Juneteenth Festivities has grown so much from last year and we have peoples for all over coming to Walterboro. We would like this festival to continue to grow and bring join to Colleton County.

Thank you very much.

Latosia Simmons

843-635-4411



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: June 6, 2023
SUBJECT: Wastewater Treatment Plant Expansion Project – Phases 1 and 2

The bid opening for Phases 1 and 2 of the city's Wastewater Treatment Plant Expansion project was held on April 10th and the city received four (4) bids:

<u>Contractor</u>	<u>Total Bid</u>
The Harper Corporation – General Contractors (Johns Island, SC)	\$36,631,400.00
Reeves Young (Sugar Hill, GA)	\$38,490,000.00
BRW Construction Group, LLC (Garden City, GA)	\$39,529,726.00
Wharton-Smith, Inc. (Charlotte, NC)	\$44,257,000.00

The project will expand the capacity of the city's wastewater treatment plant from 2.624 MGD to 5.625 MGD. City staff recommends awarding the contract to The Harper Corporation – General Contractors (Johns Island, SC) in the amount of **\$36,631,400.00** to be paid from the following sources *contingent upon approval from EDA*:

- EDA - \$25,668,446
- 2021 Water/Sewer Revenue Bond - \$3,918,000
- 2023 Water/Sewer Revenue Bond (future bond issue) - \$7,044,954

City staff asks for Council's favorable consideration of this request. If you have any questions, comments, suggestions or concerns, please do not hesitate to come by City Hall or call me anytime.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachments

MEMORANDUM

To: Jeff Molinari
From: Wayne Crosby, Utilities Director
Re: Waltherboro WWTP Expansion Phases I & II Project
Date: June 5, 2023

The City of Waltherboro's Utilities Department accepted bids on April 11, 2023, for the Waltherboro Wastewater Treatment Plant Expansion Phases I & II.

The City received bids from four (4) contractors with a low bid of \$36,641,400 from The Harper Corporation-General Contractors. The bids were as follows:

<u>Contractor</u>	<u>Base Bid</u>
The Harper Corporation-General Contractors	\$36,631,400.00
Reeves Young	\$38,490,000.00
BRW Construction Group, LLC	\$39,529,726.00
Wharton-Smith, Inc.	\$44,257,000.00

The certified bid tabulation is attached.

Our engineering representatives at Hybrid Engineering Inc. have evaluated the construction experience of the bidders and found that the lowest bidder, The Harper Corporation-General Contractors has provided evidence of both experience and resources that would allow them to complete the project. It is therefore the staff's recommendation to award this construction contract to The Harper Corporation-General Contractors in the amount of \$36,641,400.00.



REVISED

June 2, 2023

Mr. Wayne Crosby, Utilities Director
City of Walterboro
242 Hampton Street
Walterboro, SC 29488

Re: Walterboro WWTP Expansion Phases I & II

Dear Mr. Crosby:

As you know, the bid opening for the Walterboro Wastewater Treatment Plant Expansion Phases I & II was conducted at 2 p.m. on April 11, 2023 at Walterboro City Hall there in Walterboro. There were four (4) bids received and opened. A copy of the Bid Tabulation is enclosed. The received bids were found to be responsive. Six (6) addenda for the project were issued, and they were transmitted to prospective bidders electronically.

The Harper Corporation-General Contractors was the low bidder with a base bid price of \$35,073,000. With the inclusion of all ten (10) Alternate Bid Items, the total bid price was \$36,631,400. We are of the opinion that this is a fair price for this work in light of the current volatility in the construction market.

We have obtained and reviewed The Harper Corporation-General Contractors' Statement of Qualifications and have spoken with four (4) references for them. We are of the opinion that The Harper Corporation-General Contractors is both qualified and capable of performing the Walterboro Wastewater Treatment Plant Expansion Phases I & II. Accordingly, Hybrid Engineering, Inc. recommends that the construction contract be awarded to The Harper Corporation-General Contractors subject to the review and approval of the EDA. We have also prepared and attached a proposed Notice of Award. Assuming our recommendation is accepted, this Notice of Award needs to be signed and issued to The Harper Corporation-General Contractors on or before June 10, 2023. In the meantime and as you are aware, we are working to develop a Day 1 change order to incorporate several value engineered alternatives and to add back in the Influent Mechanical Primary Screen No. 2.

Let us know if you have any questions or if we might provide additional information. As always, it is our pleasure to be of service.

Yours sincerely,

HYBRID ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'C. Douglas Clary, Jr.', is written over a horizontal line.

C. Douglas Clary, Jr., P.E.

Enclosures

DRAFT

BID TABULATION
WALTERBORO WASTEWATER TREATMENT PLANT EXPANSION PHASES I & II
CITY OF WALTERBORO
April 11, 2023, at 2:00 pm



Item	Bidder	The Harper Corporation - General Contractors	Reeves Young	BRW Construction Group, LLC	Wharton-Smith, Inc.
1	Base Bid	\$35,073,000.00	\$36,300,000.00	\$37,984,813.00	\$42,837,000.00
A1	Alternate Bid Item 1	\$2,500.00	\$300.00	\$500.00	\$600.00
	Cost per CY removal and placement of more than 3,605 CY of grit/silt from the existing SBR's onto existing Sand Drying Beds on site				
	Base Bid + Alternate Bid Item 1	N/A	N/A	N/A	N/A
A2	Alternate Bid Item 2 (Price Increase/Decrease)	\$0.00	(\$60,000.00)	\$0.00	(\$90,000.00)
	If the sheeting, bracing, and shoring for excavations is allowed to be cut off 3 feet from the surface and left in place				
	Base Bid + Alternate Bid Item 2	\$35,073,000.00	\$36,240,000.00	\$37,984,813.00	\$42,747,000.00
A3	Alternate Bid Item 3 (Price Increase/Decrease)	(\$251,000.00)	(\$240,000.00)	(\$265,000.00)	(\$275,000.00)
	If Influent Mechanical Primary Screen No. 2 is deleted & a Manual Screen (Or-Tec or equal) is installed in its place				
	Base Bid + Alternate Bid Items 2 thru 3	\$34,822,000.00	\$36,000,000.00	\$37,719,813.00	\$42,472,000.00
A4	Alternate Bid Item 4 (Price Increase/Decrease)	\$774,300.00	\$950,000.00	\$843,206.00	\$845,000.00
	If Dewatering Facility Work is added				
	Base Bid + Alternate Bid Items 2 thru 4	\$35,596,300.00	\$36,950,000.00	\$38,563,019.00	\$43,317,000.00
A5	Alternate Bid Item 5 (Price Increase/Decrease)	\$352,400.00	\$650,000.00	\$511,707.00	\$655,000.00
	If Septage Vortex Grit Removal Work is added				
	Base Bid + Alternate Bid Items 2 thru 5	\$35,948,700.00	\$37,600,000.00	\$39,074,726.00	\$43,972,000.00
A6	Alternate Bid item 6 (Price Increase/Decrease)	\$49,400.00	\$150,000.00	\$0.00	\$450,000.00
	If underground portion of 36-inch Ductile Iron Pipeline between Vortex Grit Removal System & Sequencing Batch Reactors is deleted & replaced with a 42-inch HDPE (DR17) Pipeline				
	Base Bid + Alternate Bid Items 2 thru 6	\$35,998,100.00	\$37,750,000.00	\$39,074,726.00	\$44,422,000.00
A7	Alternate Bid Item 7 (Price Increase/Decrease)	(\$8,500.00)	\$100,000.00	\$0.00	(\$1,000,000.00)
	If the downstream 962-foot reach of the 36-inch Ductile Iron Effluent Outfall Pipelines is deleted & replaced with a 42-inch HDPE (DR17) Pipeline				
	Base Bid + Alternate Bid Items 2 thru 7	\$35,989,600.00	\$37,850,000.00	\$39,074,726.00	\$43,422,000.00
A8	Alternate Bid Item 8 (Price Increase/Decrease)	\$251,800.00	\$250,000.00	\$65,000.00	\$445,000.00
	If a new Pre-Engineered Building (complete with reinforced concrete spread footings & Trolley Hoist) is added over Tertiary Filters & UV Disinfection Reactors				
	Base Bid + Alternate Bid Items 2 thru 8	\$36,241,400.00	\$38,100,000.00	\$39,139,726.00	\$43,867,000.00
A9	Alternate Bid Item 9 (\$100,000 Allowance)	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
	If the existing Chemical Storage Building is renovated to become an Office Building				
	Base Bid + Alternate Bid Items 2 thru 9	\$36,341,400.00	\$38,200,000.00	\$39,239,726.00	\$43,967,000.00
A10	Alternate Bid Item 10 (\$290,000 Allowance)	\$290,000.00	\$290,000.00	\$290,000.00	\$290,000.00
	If the Workshop Addition & associated sitework, paving & related work is made to existing Generator Storage Building				
	Base Bid + Alternate Bid Items 2 thru 10	\$36,631,400.00	\$38,490,000.00	\$39,529,726.00	\$44,257,000.00

NOTICE OF AWARD

Date of Issuance: **June 6, 2023**

Owner: **City of Waltherboro**

Owner's Contract No.:

Engineer: **Hybrid Engineering, Inc.**

Engineer's Project No.: **P20024-15**

Project: **Waltherboro WWTP Expansion Phases I & II**

Contract Name:

Bidder: **The Harper Corporation-General Contractors**

Bidder's Address: **312 East Coffee Street, Greenville, SC 29601**

TO BIDDER:

You are notified that Owner has accepted your Bid dated April 11, 2023 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Expansion of the Waltherboro Wastewater Treatment Plant (WWTP) from 2.64 MGD to 5.625 MGD with a new screening chamber, new influent pumping station, new grit removal system, improvements to existing Sequencing Batch Reactor (SBR) Nos. 1-3, addition of new SBR Nos. 4 & 5, new tertiary filters, new UV disinfection, new cascade post aeration, repurposing existing flow equalization basin as Aerobic Digester No. 2, addition of Sludge Screw Press No. 3, new septage grit removal system, and related items.

The Contract Price of the awarded Contract is: **\$36,631,400 (including Alternate Bid Items 1-10)**

[5] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 5 counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [e.g., performance and payment bonds] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Waltherboro**

Authorized Signature

By:

Title:

Copy: Engineer



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: June 1, 2023
SUBJECT: Boardwalk Replacement Project – Canoe Launch/Hartzog Trail

The bid opening for the first phase of the city's boardwalk replacement project (Canoe Launch/Hartzog Trail) was held on May 15th and the city received four (4) bids:

<u>Contractor</u>	<u>Total Bid</u>
Wildwood Contractors, Inc. (Walterboro, SC)	\$1,887,794.70
Greenway Bridge, LLC (St. Augustine, FL)	\$2,222,502.75
Bluetide Marine Construction (Johns Island, SC)	\$2,353,989.00
Thompson-Turner Construction (Sumter, SC)	\$2,555,859.00

The project will include the demolition of 1,405 feet of existing boardwalk and two (2) bridges, the construction of 12,996 square feet of PermaTrak boardwalk, the construction of two (2) new bridges, and block retaining wall as recommended by the city's engineer (\$10,000). The city has \$2,431,073.55 available for the project:

- 2022 A-Tax/H-Tax Revenue Bond - \$2,117,747.55
- Undiscovered SC Grant - \$200,000.00
- Tornado Funds - \$110,826.00
- FROGS Account - \$2,500.00

City staff recommends awarding the contract to Wildwood Contractors (Walterboro, SC) in the amount of **\$1,887,794.70** to be paid from allocating the Undiscovered SC grant funds, tornado funds and FROGS account funds and \$1,574,468.70 from the 2022 A-Tax/H-Tax revenue bond. City staff asks for Council's favorable consideration of this request. If you have any questions, comments, suggestions or concerns, please do not hesitate to come by City Hall or call me anytime.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachment

CITY OF WALTERBORO BID TABULATION

Project Name: Walterboro Wildlife Sanctuary Boardwalk Reconstruction
 Project Location: Walterboro
 Prepared By: WSP
 Bid Opening Time: 2:00 PM
 Bid Opening Date: 5/15/2023
 Bid Opening Location: 242 Hampton Street, Walterboro, SC 2948

Contractor's Name	Wildwood Contractors		Blue Tide Marine Construct		Thompson Turner		Greenway Bldg				
Contractor's License No.											
Bid Bond / Amount		Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Addenda #1 and #2		Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Description of Bid Items	QTY	Unit Price LS and Unit	Bid Amount	Unit Price LS and Unit	Bid Amount	Unit Price LS and Unit	Bid Amount	Unit Price LS and Unit	Bid Amount	Unit Price LS and Unit	Bid Amount
Base Bid Amount	1		1,877,794.70		\$2,352,989.00		2,555,859.00		\$2,223,502.75		
			Separate				No Quality				

Contractor's Name												
Contractor's License No.												
Bid Bond / Amount												
Addendum #1 and #2												
Description of Bid Items	QTY	Unit Price LS and Unit	Bid Amount	Unit Price LS and Unit	Bid Amount	Unit Price LS and Unit	Bid Amount	Unit Price LS and Unit	Bid Amount	Unit Price LS and Unit	Bid Amount	
Base Bid Amount	1											

I hereby certify that the tabulation of bids shown hereon was prepared by me on this date and that all information hereon is true, correct and complete to the best of my knowledge.

Date: _____



Angel Vandy, WSP
5/15/2023

Juan. City of Walterboro
5/15/2023



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: June 1, 2023
SUBJECT: Water & Wastewater Capacity Fee Study

I have attached a proposal from Willdan Financial Services in the amount of **\$29,500.00** to conduct a Water and Wastewater Capacity Fee Study to assist the city's efforts in funding future capital needs of the city's water and sewer utility due to anticipated residential, commercial, and industrial growth. The study will be funded from the 2021 water/sewer revenue bond. City staff asks for Council's favorable consideration of the request. If you have any questions, comments, suggestions, or concerns, please do not hesitate to come by City Hall or call me anytime.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachment

SUPPLEMENT 3
TO THE PROFESSIONAL SERVICES CONTRACT
BETWEEN WILLDAN FINANCIAL SERVICES AND
THE CITY OF WALTERBORO, SOUTH CAROLINA

WATER & WASTEWATER CAPACITY FEE STUDY

This document represents Supplement 3 to the Professional Services Contract (the “Contract”) dated on April 19, 2018 by and between Willdan Financial Services (“Willdan” or the “Consultant”) and the City of Walterboro, South Carolina (the “Client” or “City”). All provisions of the Contract remain in effect except as specifically defined in this Supplement.

Provided herein is the scope of work anticipated to meet the project objectives of the Client for analyzing the water and wastewater capacity fees developed for the recovery of capital costs associated with new development and system growth. Provided herein is a description of the tasks associated with the wastewater impact fee analysis. The objective is to develop impact fees in order to equitably recover the historical and projected capital investments made by the City in the major treatment and transmission infrastructure.

Based on common industry practice, the calculation of the capacity fees will employ methodologies including the buy-in, incremental cost or marginal cost, and combined cost. A brief description of each of these methods as identified in American Water Works Association Manual M1 is described below.

- *Buy-in Method.* Based on the value of the existing system’s capacity. Under this method, new development “buys” a proportionate share of capacity at the cost (value) of the existing facilities.
- *Incremental/Marginal Cost Method.* Based on the value or cost to expand the existing system’s capacity. This method assigns to new development the incremental cost of future system expansion needed to serve new development.
- *Combined Cost Method.* Based on blended value of both the existing and expanded system capacity. This method uses a combination of the buy-in and incremental/marginal cost methods.

Each of these methods will be developed for consideration in calculating the capacity fees. In accordance with the Contract and project requirements, the following section of this Supplement sets forth the Scope of Services and Professional Service Fees for the financial consulting services to be provided by Willdan.

SCOPE OF SERVICES

Task 1 – Data Collection and Review. Willdan will provide a data request which sets for the information required to perform the study. Once received, Willdan will review the data for completeness to ensure it is sufficient for use in calculating the capacity fees. The types of data requested may include, but not be limited to, the following:

- *Detailed asset listing;*
- *5 to 20 Year Capital Improvement Plan (“CIP”);*
- *Available engineering documents describing existing and planned facilities (e.g. Master Plans);*
- *Detailed amortization schedules for outstanding debt issued to fund existing water and wastewater facilities.*

Task 2 – Identification of System Capacities. The available master planning and capital improvement information will be utilized to identify the existing and future treatment and transmission capacities for the water and wastewater system. Such information will be used to determine the existing and future levels of treatment and transmission capacities for use in calculating the respective capacity fees.

Task 3 – Buy-In Analysis.

Sub-Task 3.1 - Allocation of Existing Assets. Utilize detailed data of the existing water and sewer system assets as provided by the utility in order to allocate the assets between major facility components of treatment, transmission and distribution/collection. Identify which asset or portions of the asset that may have been funded through grants or contributed by developers as these amounts would be excluded as recoverable assets in the development of the capacity fees.

Sub-Task 3.2 - Determination of Replacement Cost of Assets. The replacement cost of each asset line item will be determined using construction cost indices set forth in such publications as the Handy-Whitman Index or the Engineering News Record.

Sub-Task 3.3 - Determination of Replacement Cost Less Depreciation (RCLD). The depreciation amount for each asset line item will be deducted from the replacement cost for that line item. The total of the Replacement Cost Less Depreciation (“RCLD”) value of all assets will be used as the basis to determine the Buy-In method’s capacity fees.

Sub-Task 3.4 – Determination of Applicable Credits and/or Financing Costs. Depending upon the funding and/or financing mechanisms used to pay for existing capital facilities, it may be appropriate to apply debt service credits. In addition to debt service, the analysis will consider credits for grants and other generally accepted valuation adjustments.

Task 4 – Incremental/Marginal Cost Analysis. The most current Capital Improvement Program (CIP) will be reviewed and summarized, and the level of future growth/capacity related capital expenditures will be identified in order to determine the projected amount of growth-related capital expenditures to be incurred during the planning horizon. This task will involve the identification of planned capital project costs incurred as a result of customer growth and will include utilization of information provided in Master Plans or other engineering reports prepared for the utility (if available). The analysis will include costs of construction or expansion that are necessitated by and attributable to new development. The planned capital costs will be allocated between major facility components of treatment, transmission and distribution/collection.

Task 5 – Calculation of Capacity Fees.

Sub-Task 5.1 – Buy-In Method. The asset values, as adjusted for applicable credits, and capacity information will be utilized to develop fees that equitably recover the capacity-related cost of existing water and wastewater facilities.

Sub-Task 5.2 – Incremental/Marginal Cost Method. The applicable growth-related project costs, delineated between treatment and distribution/collection related, and the capacity added by those projects will be utilized to develop fees that equitably recover the cost of future growth-related projects.

Sub-Task 5.3 - Combine Cost Method. The buy-in and incremental/marginal cost methods will be combined to calculate the water and wastewater capacity fees. The calculation methodology will separate the fees by major utility component (treatment and transmission/collection). The proposed fees will include an equivalency or conversion table for use in determining the fees applicable for various categories of demand.

Task 6 – Neighboring Utility Comparisons. To the extent practicable, the proposed fees will be compared to similar fees charged by other municipal utility systems in the same geographical region. The fees used for the other systems will be the most current fees available.

Task 7 – Document Preparation/Supporting Analysis. Following completion of the analysis, Willdan will prepare a draft report which documents and demonstrates the reliable application of the methodologies to the facts and data, including all reasoning, analysis, and interim calculations underlying each identifiable component of the capacity fees. Additionally, the report will identify all assumptions and limiting conditions affecting the analysis, and will demonstrate that they do not materially undermine the reliability of conclusions reached. The report will be provided to staff for review and comment prior to posting on the website for public comment.

Task 8 – Addressing Public Comment. After posting the analysis on its website for not less than 45 days, all written comments submitted will be provided to and reviewed by Willdan and considered for possible modifications or revisions to the analysis.

Task 9 – Final Report. After consideration of public input, comments and changes provided by staff, public officials or other decision makers will be incorporated into a final report document. Upon completion, an electronic (PDF) copy of the final report will be provided to staff for their records.

Task 10 – Meetings & Presentations.

Sub-Task 10.1 - Project Progress Web Conferences. During the course of the project, team web conferences will be scheduled to present the progression of the analysis to staff in order to obtain input and feedback. These web-meetings will assist in the completion of the project and guide the development of the draft report.

Sub-Task 10.2 - Preliminary Draft Report Meeting. The results of the Preliminary Draft Report will be presented to the City staff for comments. The draft report meeting will ensure that staff has sufficient understanding of the documented analyses and has the opportunity offer input for development of the final document that will be posted for public review.

Sub-Task 10.3 - Public Presentation. The results of the project analyses will be presented to the City Council during a workshop or public hearing where the recommended water and wastewater capacity fees are to be considered. The public presentation will provide an opportunity to address questions from the elected officials prior to final action being taken on the adoption of fees.

General Disclosure

- (i) Client is not looking to Willdan to provide, and Client shall not otherwise request or require Willdan to provide, any advice or recommendations with respect to municipal financial products or the issuance of municipal securities (including any advice or recommendations with respect to the structure, timing, terms, and other similar matters concerning such financial products or municipal securities issuances, including any revisions or amendments thereto); and
- (ii) The provisions of this Agreement and the services to be provided hereunder as outlined in the Project Approach are not intended (and shall not be construed) to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended (the “Exchange Act”), and the rules and regulations adopted thereunder.

PROFESSIONAL SERVICE FEES

On the basis of the Scope of Services described herein, the Consultant's total labor billings and all out-of-pocket costs and expenses directly chargeable to the work performed and described in the Scope of Services section of this Supplement will be performed for a fixed fee of **\$29,500** unless additional services are specifically authorized in writing by the Client. Payment for the services associated with this project will be invoiced monthly based on the percentage of project completion.

IN WITNESS WHEREOF, the parties have executed this Supplement No. 3 on the date(s) indicated below.

City of Walterboro, SC**Willdan Financial Services**

By: _____
(Signature)

By: _____
(Signature)

By: Jeff Molinari
(Name Printed)

By: Jeff McGarvey
(Name Printed)

Title: City Manager

Title: Vice President, Managing Principal

Date: _____

Date: _____



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: June 1, 2023
SUBJECT: Judicial Reappointments
City Prosecutor Reappointment

The term for Municipal Judge Morrison Payne expires on June 30, 2023. Judge Payne would like to continue to serve as Municipal Judge. If reappointed, her term will run for two (2) years and will expire on June 30, 2025.

The term for Associate Municipal Judge, Tim Rowe expires on June 30, 2023. Judge Rowe would like to continue to serve as Associate Municipal Judge. If reappointed, his term will run for two (2) years and will expire on June 30, 2025.

The term for City Prosecutor, Maryann Blake expires on June 30, 2023. Ms. Blake would like to continue to serve as City Prosecutor. If reappointed, her term will run for one (1) year and will expire on June 30, 2024.

If you have any questions, comments, or suggestions, please do not hesitate to contact me, or come by City Hall at your convenience.

Sincerely,

Jeffrey P. Molinari
City Manager