



**WALTERBORO CITY COUNCIL
REGULAR MEETING
SEPTEMBER 5, 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. Approval of Minutes:

1. Regular Meeting – August 1, 2023.

IV. New Business:

1. **Ordinance # 2023-11**, 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 #163-15-00-062 FROM INDUSTRIAL DISTRICT (ID) TO MEDIUM DENSITY RESIDENTIAL (MDR) (Introduction and First Reading).
2. **Ordinance # 2023-12**, AN ORDINANCE PURSUANT TO TITLE 5, CHAPTER 3, SECTION 5-3-150, SUBSECTION 3, OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, TO ANNEX AN AREA, KNOWN AS TMS # 147-15-00-009 INTO THE CITY OF WALTERBORO, A SOUTH CAROLINA MUNICIPAL CORPORATION (Introduction and First Reading).
3. **Resolution # 2023-R-04**, A RESOLUTION COMMITTING THE CITY OF WALTERBORO TO PROVIDE A LOCAL MATCH IN THE AMOUNT OF \$2,500 FOR A MUNICIPAL ASSOCIATION OF SOUTH CAROLINA HOMETOWN ECONOMIC DEVELOPMENT GRANT (Attached).
4. A Proclamation to designate September 2023 as National Recovery Month (Proclamation attached).
5. Consideration of a request from Associational WMU (Yellow Jacket Prayer Walk for School) on Saturday, September 16, 2023, at 8:00 AM (Letter and route attached).
6. Consideration of a request from In His Name Colleton to use the city parking lot on Saturday, December 2, 2023, from 7:00 AM until 3:00 PM for its Annual Free Christmas Dinner (Letter attached).

IV. New Business Cont'd:

7. Consideration of requests from the Walterboro Rotary Club for the 9th Annual Ireland Creek Bridge Run to be held on Thursday, October 12, 2023 (Letter attached).
8. Consideration of a request to use lot behind 300 Hampton Street for FestiVELO participants to camp from November 6-November 12, 2023 (Letter attached).

V. City Manager's Report:

1. Consideration of a request to resurface the tennis courts at Forest Hills Tennis Center (Memo attached).
2. Consideration of a request to contract for maintenance of the medians on Jefferies Boulevard and Sniders Highway and maintenance of the landscaping at the Exit 53 and Exit 57 interchanges on I-95 (Memo attached).
3. Consideration of Work Order No. 6 from WSP to conduct a boundary survey, topographic survey and underground utilities survey, and initial project coordination for the Ireland Creek Greenway Park and Stream Restoration project (Memo attached).
4. Recognition of Finance Director, Amy Risher, and the Finance Department for receiving the GFOA Certificate of Achievement for Excellence in Financial Reporting for FY 2020-2021 (11th consecutive year).

VI. Executive Session:

1. Contractual Matter – Project Suds.
2. Provision of Water/Sewer Service to Northwest Walterboro.
3. Receipt of Legal Advice – Water/Sewer Capacity Fee.
4. Potential purchase of property.

VII. Open Session:

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

VIII. Adjournment

Walterboro City Council

City Hall

August 1, 2023

Minutes

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, August 1, 2023, at 6:15 P.M., with Mayor Bill Young presiding.

Present: Joined in the meeting were: Mayor Bill Young, Councilmembers: Ladson Fishburne, James Broderick, Paul Siegel, Judy Bridge, and Carl Brown. City Manager Jeff Molinari, City Clerk Adrienne Nettles, City Attorney Brown McLeod, Parks Director Jonathan Burroughs, Utilities Director Wayne Crosby, and Walterboro Police Officer Ross Hant were in attendance. Councilmember Greg Pryor 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 Brown led the Pledge of Allegiance to our flag.

Public Input on Agenda Items:

There was no public input on agenda items.

Public Hearing:

1. **Ordinance # 2023-10**, AN ORDINANCE TO AMEND ORDINANCE # 2023-06, SO AS TO SET THE LOCAL OPTION SALES TAX CREDIT FACTOR IN THE FISCAL YEAR 2023-2024 BUDGET (Second and Final Reading).

City Manager Jeff Molinari stated we take the anticipated local option sales tax collections for the year and divide it by the total appraised value of property in the city and that gives us a sales tax credit factor of .002218. That number will be reflected in the tax bills that will go out in the Fall.

Presentations:

1. Jimmy Hiott, CEO Colleton Medical Center – Community Impact Report.

Mr. Jimmy Hiott, CEO of Colleton Medical Center gave a summary of the Community Impact Report, along with all the great things that Colleton Medical Center is doing. During the presentation, Councilmember Brown thanked Mr. Hiott for all the hard work and for all the wonderful things the hospital does for our community.

2. Stewart McAdoo, President, Colleton County Chamber of Commerce.

Mr. McAdoo, President of the Colleton County Chamber of Commerce gave a summary of what the Chamber of Commerce does and what they are looking to do in the future.

Approval of Minutes:

Upon motion of Councilmember Broderick, Seconded by Councilmember Fishburne, the following minutes were approved:

1. Regular Meeting – June 6, 2023.
2. Regular Meeting – July 11, 2023.

Old Business:

1. **Ordinance # 2023-10**, AN ORDINANCE TO AMEND ORDINANCE # 2023-06, SO AS TO SET THE LOCAL OPTION SALES TAX CREDIT FACTOR IN THE FISCAL YEAR 2023-2024 BUDGET (Second and Final Reading).

Motion: Councilmember Bridge; Seconded by Councilmember Brown

Discussion: None

Carried: All ayes

New Business:

1. Consideration of a request from the Colleton County Veterans Council to hold the annual Veteran's Day Parade on Sunday, November 5, 2023, at 3:00 PM.

Mr. Johnny Holmes stated thank you, Mr. Mayor, and members of City Council for letting us be on the agenda. Thank you for your approval to hold the parade. We are now gearing up to have a great parade. Thank you all for that you do for the veterans.

Motion: Councilmember Broderick; Seconded by Councilmember Fishburne

Discussion: None

Carried: All ayes

2. Consideration of a request from B.I.R.T.H to hold their 2nd annual "Celebration of Life" walk on March 23, 2024.

Motion: Councilmember Brown; Seconded by Councilmember Broderick

Discussion: None

Carried: All ayes

3. Consideration of a request from Anthony Herndon to operate carriage tours October 20-22, 27-29, 2023.

Anthony Herndon stated this will be the same thing we did last year. We will operate down Hampton Street, Wichman Street, and the Hickory Valley area. We look forward to bringing this to the community.

Motion: Councilmember Bridge; Seconded by Councilmember Fishburne

Discussion: None

Carried: All ayes

A motion was made to go into Executive Session by Councilmember Broderick, seconded by Councilmember Siegel. Mayor Young explained that City Council would be going into Executive Session to discuss Contractual Matters: Consideration of Purchase of Property, Consideration of Sale of Property, and Forest Hills Tennis Center and to discuss the Provision of Water/Sewer Service to Northwest Walterboro.

Executive Session:

1. Contractual Matters:
 - a. Consideration of Purchase of Property.
 - b. Consideration of Sale of Property.
 - c. Forest Hills Tennis Center.
2. Provision of Water/Sewer Service to Northwest Waltherboro.

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

Councilmember Broderick made a motion to authorize the City Manager to sign the Hybrid Engineering Task Order (Northwest Waltherboro Sewer Project) in the amount of \$323,063 contingent upon being funded by DR Horton, seconded by Councilmember Bridge. All in favor, motion carries.

There being no further business to consider a motion to adjourn was made by Councilmember Bridge, seconded by Councilmember Fishburne, and passed unanimously. Mayor Young adjourned the meeting at 7:32 P.M. Notice of the meeting was distributed with the agenda packet, 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 #2023-11

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 # 163-15-00-062 FROM INDUSTRIAL DISTRICT (ID) TO MEDIUM DENSITY RESIDENTIAL (MDR).

WHEREAS, the Planning Commission of the City of Walterboro conducted a public hearing on August 15, 2023, to consider a change in zoning classification from Industrial District (ID) 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 Sanders Street, designated as tax map number 163-15-00-062, from Industrial District to Medium Density Residential (MDR) as shown on the attached map.

DONE, this _____ day of October 2023.

William T. Young, Jr.
Mayor

ATTEST:

Adrienne Nettles
City Clerk

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

**MUNICIPAL PLANNING COMMISSION
CITY OF WALTERBORO, SOUTH CAROLINA
Resolution 2023-03**

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# 163-15-00-062.000 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 August 15, 2023, to consider a change in zoning classification from Industrial District (ID) 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 August 15, 2023, in accordance with SC Code Section 6-29-760(B); and

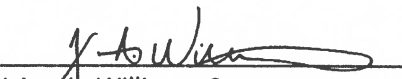
NOW THEREFORE, BE IT RESOLVED, the Planning Commission makes a recommendation to the City Council to Approve the amendment as presented.

This the 15th day of August 2023.



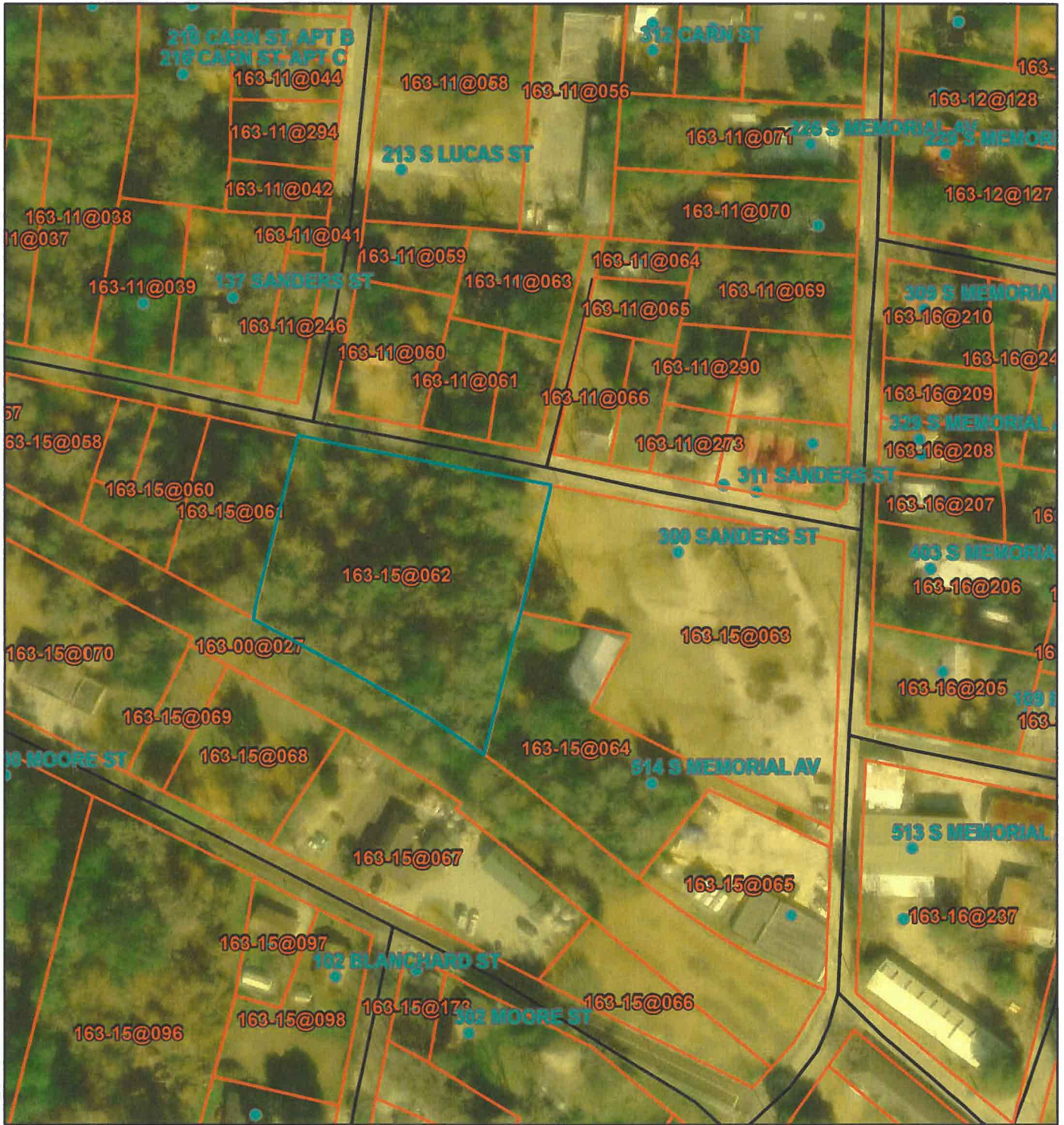
Jimmy Byfrett, Acting Chair
City of Walterboro Planning Commission

Attest:



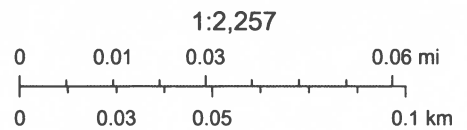
J Austin Williams, Secretary

Tax Parcel Map



8/29/2023, 1:11:04 PM

- Parcel Boundaries
- Address Points
- Road Centerlines
- Municipal Boundaries



Maxar, Microsoft

ORDINANCE # 2023-12

AN ORDINANCE PURSUANT TO TITLE 5, CHAPTER 3, SECTION 5-3-150, SUBSECTION 3, OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, TO ANNEX AN AREA KNOWN AS TMS # 147-15-00-009 INTO THE CITY OF WALTERBORO, A SOUTH CAROLINA MUNICIPAL CORPORATION

WHEREAS, a proper petition has been filed with the City of Walterboro Council by 100% of the freeholders owing 100% of the assessed value of the contiguous property hereinafter described petitioning for annexation of the property to the City of Walterboro under the provisions of SC Code Section 5-3-150(3); and

WHEREAS, it appears to Council that annexation would be in the best interest of the property owners and the City of Walterboro; and

The territory to be annexed is described as follows:

All and singular, all that certain piece, parcel or tract of land, situate, lying and being in Colleton County, South Carolina, and being shown as 2.935 acres, more or less, on a Boundary Survey for David W. Culp prepared by Thomas Gordon McLeod, PLS dated May 20, 2021 and recorded May 21, 2021 in Plat 958 at Page 48 in the Office of the ROD for Colleton County, South Carolina. The metes and bounds shown on a said plat being incorporated herein by reference and made a part and parcel of this description.

Together with those certain access easement benefitting the above property as more particularly described in that certain Easements Agreement by and between ITAC 85, LLC, the City of Walterboro and AstenJohnson, Inc., recorded July 13, 2004 in the Office of the Clerk of Court for Colleton County in Book 01066 at Page 00303 and that certain Easement Agreement by and between Asten Johnson, Inc. and Ted N Hebert, recorded June 4, 2010 in the Office of the Register of Deeds for Colleton County in Volume 1850 at Page 206.

This being the identical property conveyed to Waycar Properties, LLC by deed of AstenJohnson, Inc dated and recorded June 16, 2021 in Deed Book 2982 at Page 192 in the Office of the ROD for Colleton County, South Carolina.

The property is designated as TMS number 147-15-00-009.

A map showing the property is attached hereto and made a part hereof by reference.

It is requested that the property be zoned Highway Commercial District (HCD) upon review and recommendation by the Municipal Planning Commission.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walterboro, South Carolina, this ____ day of _____, 2023 that the property herein described is hereby annexed to and becomes a part of the City of Walterboro effective _____, 2023.

William T. Young, Jr.
Mayor

ATTEST:

Adrienne Nettles
City Clerk

First Reading: _____
Second Reading: _____

Date: August 24, 2023

PETITION

TO THE MAYOR AND COUNCIL OF THE CITY OF WALTERBORO:

The undersigned, being 100% of the freeholders owning 100% of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby petition for annexation of said territory to the City of Walterboro by ordinance effective as soon hereafter as possible, pursuant to South Carolina Code Section 5-3-150(3).

The territory to be annexed is described as follows (COLLETON COUNTY, SC REGISTER OF DEEDS, BK:RB: 3154, PG: 265-268):

All and singular, all that certain piece, parcel or tract of land, situate, lying and being in Colleton County, South Carolina, and being shown as 2.935 acres, more or less, on a Boundary Survey for David W. Culp prepared by Thomas Gordon McLeod, PLS dated May 20, 2021 and recorded May 21, 2021 in Plat 958 at Page 48 in the Office of the ROD for Colleton County, South Carolina. The metes and bounds shown on a said plat being incorporated herein by reference and made a part and parcel of this description.

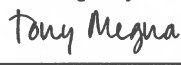
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The property is designated as TMS number 147-15-00-009.

A map showing the property is attached hereto and made a part hereof by reference.

It is requested that the property be zoned Highway Commercial District (HCD).

DocuSigned by: 	8906 Two Notch Rd., Columbia, SC 29223	8/31/2023
<small>DATA:398AE4C489...</small> Genesis Healthcare, Inc.	Street Address, City	Date

FOR MUNICIPAL USE:

Petition received by JEFFREY P. MOLWAFI Date 9/1/2023

Description and Ownership verified by JEFFREY P. MOLWAFI Date 9/1/2023






Recommendation: APPROXATE

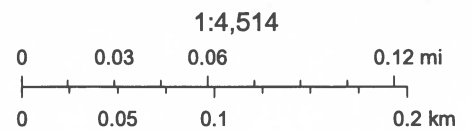
By: JPM Date 9/1/2023

Genesis Healthcare, Inc.



8/28/2023, 4:48:18 PM

-  Override 1
-  Road Centerlines
-  Parcel Boundaries
-  Municipal Boundaries
-  Address Points



Maxar



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: August 31, 2023
SUBJECT: MASC Hometown Economic Development Grant

The city last applied for a Municipal Association of South Carolina (MASC) Hometown Economic Development Grant in 2016 and the city was awarded a \$25,000 grant for the Walterboro Wildlife Center project. City staff would like to apply for another MASC grant in the amount of \$25,000 to begin a façade improvement grant program for businesses in the city. Special consideration will be given for properties in the downtown area. The grants could be for signage, painting, awnings, doors, windows, lighting, landscaping, and restoring the original materials and finish.

Sincerely,

Jeffrey P. Molinari
City Manager

RESOLUTION # 2023-R-04

A RESOLUTION COMMITTING THE CITY OF WALTERBORO TO PROVIDE A LOCAL MATCH IN THE AMOUNT OF \$2,500 FOR A MUNICIPAL ASSOCIATION OF SOUTH CAROLINA HOMETOWN ECONOMIC DEVELOPMENT GRANT

WHEREAS, the Municipal Association of South Carolina is offering Hometown Economic Development Grants to South Carolina cities and towns to implement economic development projects that will make a positive impact on the quality of life in their communities; and

WHEREAS, the City of Walterboro is a legally constituted municipality in the State of South Carolina; and

WHEREAS, the City of Walterboro has determined that it is in the best interests of the City to apply to the Municipal Association of South Carolina for a Hometown Economic Development Grant.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Walterboro, South Carolina in a meeting duly assembled:

The Council hereby commits to provide a local match of \$2,500, which equals the minimum ten percent (10%) local match required by the Municipal Association of South Carolina, to support the City of Walterboro application for a \$25,000 Hometown Economic Development Grant. These grant and local matching funds will be used to continue its downtown redevelopment by partnering with local businesses to improve their Main Street facades.

ADOPTED, this 5th day of September 2023.

William T. Young, Jr.
Mayor

Attest: _____
Adrienne Nettles
City Clerk



RECOVERY MONTH 2023

Every Person. Every Family. Every Community.

RECOVERY IS FOR EVERYONE

Every Person. Every Family. Every Community.

2023 National Recovery Month

WHEREAS, Mental health and substance use disorders affect all communities nationwide, with commitment and support, those impacted can embark on a journey of improved health and overall wellness; and

WHEREAS, the focus of National Recovery Month this September is to celebrate all people that make the journey of recovery possible by embracing the 2022 theme, “Recovery is For Everyone: Every Person, Every Family, Every Community”; and

WHEREAS, Recovery Month spreads the message that people can and do recover every day; and

WHEREAS, the impact of mental health and substance use disorders is apparent in our local community, and several people are affected by these conditions; and

WHEREAS through Recovery Month, people become more aware and able to recognize the signs of mental health and substance use disorders and encourages people in need to recovery services to seek help; and

WHEREAS, *RECOVERY MONTH* observance continues to work to improve the lives of those affected by mental health and substance use disorders by raising awareness and educating the communities about the effective services that are available.

NOW THEREFORE BE IT PROCLAIMED, by the Mayor and the City Council of the City of Walterboro, in Council assembled the month of September 2023 as National Recovery Month in Walterboro and call upon our community to observe this month with compelling programs and events that support this year’s observance.

DONE, this 5th day of September 2022.

William T. Young, Jr.,
Mayor

ATTEST:

Adrienne Nettles
City Clerk

CITY OF WALTERBORO
PARADE/PROCESSION PERMIT REQUEST

(PLEASE PRINT INFORMATION REQUESTED)

Application Date: 7/31/2023

1. Person submitting application: Ellen Fender
Address: 3668 Sniders Hwy, Walterboro, SC 29488
Telephone: 843-893-7240
2. Name of Organization: Associational WMU (Yellow Jacket Prayer Walk for Schools)
Chairperson/President: Ellen Fender
Address: 3668 Sniders Hwy, Walterboro, SC 29488
Telephone: 843-893-7240
3. Parade Chairman: Ellen Fender ↑
Address: _____
Telephone: _____
4. Date/Time of Parade: 9/16/2023 at 8:00 am
5. Parade Route requested (Attach Sketch) ↓
6. Number of Vehicles/Floats: 3 Number of Animals: 0
7. Portion (width) of street parade will occupy: 1 lane - sidewalk
8. Additional Information (Upon Request): _____

Ellen Fender
Signature/Parade Chairman

Ellen Fender
Signature/Organization Chairperson

____ Approval

____ Disapproval

[Signature]
Police Chief

City Manager

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

Colleton End*

Colleton County
Council
Surrey
Surrey
The Head Shed
of Walterboro

Forest Circle

Hairs Corner Road

Portwood Road

FOREST HILLS

Ireland Circle
Dowling Ave

N. Washington St

N. Jefferson

Start Here
First Baptist

124 S Memorial

Google

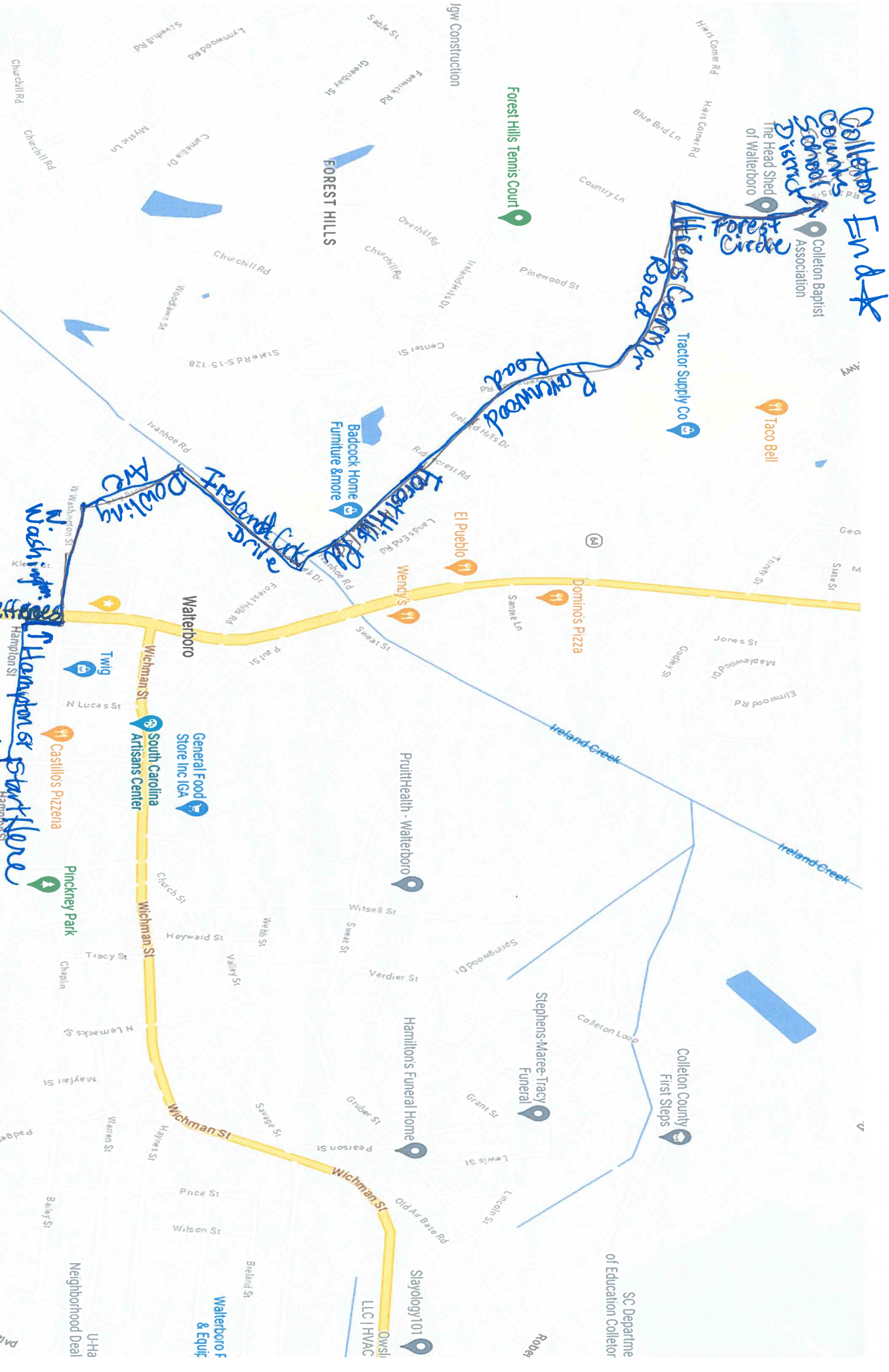
Colleton County
Memorial Library

Stickleland St

Padgett Loop

Warren St

Bailey St



Adrienne Nettles

From: In His Name Colleton <ihncolleton@gmail.com>
Sent: Friday, August 4, 2023 2:00 PM
To: Adrienne Nettles
Subject: City parking lot

CAUTION: This email originated from outside of the organization! Do not click links, open attachments or reply, unless you recognize the sender's email address and know the content is safe!

Adrienne,

I am emailing you regarding In His Name-Colleton using the city parking lot on Saturday, December 2nd for our Free Community Christmas Dinner, like we did last year. I have spoke with Scott, the Pastor of Bethel UMC and they do not have anything going on that day so they are okay with us using the parking lot. Can this be put in the next agenda for the city council to approve?

Thank you!

--

God Bless,

In His Name-Colleton

“Being prepared when the need arises!”



August 3, 2023

Walterboro City Council
242 Hampton Street
Walterboro, SC 29488

RE: 9th Annual Ireland Creek Bridge Run

Dear Mayor and City Council,

The Walterboro Rotary Club is planning for the 9th Annual Ireland Creek Bridge Run to be held on Thursday, October 12, 2023. We look forward to another successful event. Our fundraising efforts benefit many organizations in Walterboro. There are several items we are requesting approval from City Council for the event on Thursday, October 12th:

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

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

Sincerely,

A blue handwritten signature that starts with a large, sweeping flourish and ends with a horizontal line.

Scott Harvin
Rotary Club President



August 21, 2023

To: Ryan R. McLeod, Assistant City Manager

Via email to rmcleod@walterborosc.org

Fm: Charles Fox, Event Director; FestiVELO

Re: Permission to use vacant lot

Thank you and the leadership of the City of Walterboro, the County, and the Community for their endless support of our event. We appreciate the high level of cooperation! FestiVELO's home is in Walterboro due in large part to this assistance and kindness.

The 26th Annual, 4-day, family-oriented bicycle tour (*NOT RACE*), will be held this November. We do not close streets. We bring in visitors and their families from 25 states and several countries. We are an all-volunteer organization that funds the Palmetto Cycling Coalition, a bicycle and pedestrian advocacy nonprofit in Columbia.

We are asking for the city's permission to use the lot behind 300 Hampton Street for our campers, please.

We would like to start the set up on Monday November 6. Most campers will start to arrive on Wednesday, November 8. Most will depart by Sunday, late afternoon, on November 12. The lot will be as we found, or better by Monday November 13.

Thank you for your consideration. Look forward to hearing from you.

FestiVELO

2071 S. Shore Drive Charleston, SC 29407

Charles@FestiVELO.org

843.303.3334 cl/txt

Nov. 8-12, 2023

Supporting Bicycle and Pedestrian Advocacy for 20 years



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: August 21, 2023
SUBJECT: Forest Hills Tennis Center Court Resurfacing Project

The six (6) tennis courts at the Forest Hills Tennis Center need resurfacing. Parks Director, Jonathan Burroughs received a bid from Carolina Sports Surfaces Inc. (Sullivans Island, SC):

<u>Contractor</u>	<u>Bid</u>
Carolina Sport Surfaces Inc. (Sullivans Island, SC)	\$81,720

The project will include cleaning, scraping and power washing the courts as needed. Structural cracks will be cleaned and filled with an acrylic fortified crack filler. Repaired areas will be ground off smoothly to blend with the rest of the surface, low areas will be filled to minimize standing water.

The contractor will surface the courts by applying acrylic resurfacer in one (1) layer, color coatings will be applied in two (2) colors with two (2) layers over the entire court, and the courts will be lined off according to USTA standards with one (1) undercoating to help prevent fuzzy lines and two (2) white coats textured to match the new surface.

City staff recommends awarding the contract to Carolina Sports Surfaces Inc. (Sullivans Island, SC) pursuant to Section 2-240, sole-source procurement of the city's Code of Ordinances in the amount of **\$81,720** to be paid from the accumulated interest in the city's American Rescue Plan Act (ARPA) fund. 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

CAROLINA SPORT SURFACES INC.
USTA National Award for Construction Excellence

PROPOSAL & CONTRACT
RESURFACING TENNIS COURTS

City of Walterboro
Forest Hills Tennis Courts (6)

8/7/23

Thank you for considering our offer. We have over 50 years of experience in creating quality sport surfaces. We carry workmen's compensation, commercial vehicle and general liability insurance. Bonding is available.

Acrylic Color Surface

Surfacing Requirements: The owner will provide and maintain access to the site and provide an area adjacent to the court for the purpose of storing and preparing materials. A water and electrical source will be provided if possible.

Surface Preparation: The contractor will prepare the courts for surfacing in accordance with the following steps.

1. Clean, scrape and power wash courts as needed.
2. Structural cracks will be cleaned and filled with acrylic fortified crack filler. Repaired areas will be ground off smooth to blend with the rest of the surface.
3. **Rite Way** repair system will be installed over all structural cracks. This is a series of fabric layers placed over a structural crack that we have had much success with and which has been used to good effect on your courts in the past.
4. Low areas will be filled in an attempt to minimize standing water. Sunken areas will be excavated and filled with concrete. The contractor cannot guarantee all water off this surface.

Court Surfacing: The contractor will surface the courts in accordance with the following steps.

- A. Acrylic resurfacer will be applied over the entire court area in **ONE** layer.
- B. Color coatings will be applied in two colors with **TWO** layers over the entire court.
- C. The courts will be lined off to USTA standards with one undercoating to help prevent fuzzy lines and two white coats textured to match the new surface.

Cost: \$81,720

Alternate: Add pickleball lines \$450 per set

All contracts subject to Carolina Sport Surfaces General Conditions.

Offered By: Date _____

Accepted By: Date _____

Skip Scarpa, Pres.
Carolina Sport Surfaces Inc.
P: 843-2004956
E: skipscarpa@icloud.com
www.carolinasportsurfaces.com
2102 Atlantic Ave.
Sullivans, Island, SC 29482

City of Walterboro

Note: No warranty if offered or implied relative to the reflection of existing or formation of new cracks in this surface. All contracts are subject to Carolina Sport Surfaces Inc. general conditions.



MEMORANDUM

To: Jeffrey P. Molinari
City Manager

From: Jonathan A. Burroughs
Parks Director

Date: August 8th, 2023

Subject: Sole source procurement for renovations to the Forest Hills Tennis Center

Council tasked the Parks Department with procuring funds and contracting work to renovate the playing surfaces at the Forest Hills Tennis Center.

On August 7th, 2023, the Parks Department solicited (1) bid for renovations to the playing surfaces at the Tennis Center, with the option of adding pickle ball lines to each of the (6) tennis courts.

Contractor

1. **Carolina Sport Surfaces Incorporated - \$81,720.00**
 - Optional services (pickleball lines) - **\$450.00** per court/ additional **\$2,700.00**.
 - Total cost including optional services - **\$84,420.00**.

I recommend that we award the contract to *Carolina Sport Surfaces Incorporated* due to their years of experience, qualifications, and expertise in the field of tennis court maintenance and repair. This contractor is a sole source procurement because the tennis court repair market is limited in scope and range in our region of the state.



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: August 30, 2023
SUBJECT: Landscape Maintenance of the I-95 Business Loop and the I-95 Interchanges at Exits 53 and 57

In July, the Parks Department received four (4) bids to contract out the landscaping maintenance of the I-95 Business Loop and the maintenance of the interchanges at exits 53 and 57 on I-95. The four (4) bids represent a 1-year contract price from January 1, 2024 – December 31, 2024:

<u>Contractor</u>	<u>Bid</u>
Palmetto Landscaping (Summerville, SC)	\$63,382.00
Galloway Enterprises (Harleyville, SC)	\$90,222.00
Russell Landscaping (Charleston, SC)	\$118,950.00
R&D Timber (Ritter, SC)	\$150,200.00

The FY 2023-2024 Parks Department budget allocated \$65,000 for contractual services. City staff recommends awarding the contract to Palmetto Landscaping (Summerville, SC) in the amount of **\$63,382** to be paid from the Parks Department. 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



MEMORANDUM

To: Jeffrey P. Molinari
City Manager

From: Jonathan A. Burroughs
Parks Director

Date: August 8th, 2023

Subject: Landscape maintenance of the I 95 Business Loop (S. Jefferies Blvd and Sniders Hwy) and the I 95 Interchanges at exits 53 & 57

At the July 2023 meeting, Council approved \$65,000.00 of the Parks Department's budget to be used for landscape maintenance of the I 95 Business Loop and the I 95 Interchanges at exits 53 & 57.

On July 10th, 2023, the Parks Department received 4 bids from a posting on the State's South Carolina Business Opportunities (SCBO) portal.

Contractor

1. **Palmetto Landscaping - \$63,382.00**
2. **Galloway Enterprises - \$90,222.00**
3. **Russell Landscaping - \$118,950.00**
4. **R&D Timber - \$150,200.00**

These bids represent a (1) year contract price beginning January 1st, 2024 – December 31st, 2024.

I recommend that we award the contract to **Palmetto Landscaping** as they are the lowest bid and have the proper qualifications, experience, and materials to complete the project specifications.



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: August 29, 2023
SUBJECT: Ireland Creek Greenway and Stream Restoration Project

WSP has submitted a proposal to complete the boundary survey, underground utility survey, and initial project coordination for the Ireland Creek Greenway and Stream Restoration project in the amount of **\$139,955** to be paid from the Capital Project Sales Tax. 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

Ireland Creek Park and Greenway

WSP Project No. 6480210284, Work Order No. 6

Attachment No.1 - Scope of Services

August 4, 2023

Task 1 – Boundary Survey and Topographic Survey and Underground Utilities	\$99,955
<u>Task 2 – Initial Project Coordination</u>	<u>\$40,000</u>
Total Work Order #5	\$139,955

Note: Effort in this Work Order will be billed on a time and materials (T&M) basis.

WSP Environment & Infrastructure Inc. (WSP) is pleased to submit this work order to provide additional engineering services for surveying services and preliminary project coordination for the Ireland Creek Park and Greenway project. Included in this work order is our understanding of the scope of services, our fee, schedule, and authorization procedures.

PROJECT INFORMATION

Summary Background

WSP has previously provided the City of Walterboro (City) with a Master Plan for Ireland Creek Park and Greenway. WSP understands that the City would like WSP to provide an engineering services contract to prepare Design Documents (construction drawings) and specifications that the City can submit to contractors for bid and construction. As a first step in the process, a topographic and limited boundary survey will be needed for the project area.

Commencing upon written authorization to proceed, WSP will provide professional services to produce the following deliverables.

Boundary and Topographic Survey

WSP will engage a surveyor, expected to be Atlas Surveying, Inc., to provide limited boundary survey (property corners encountered will be marked where not present, iron pins will be placed and surveyed at the corners), one-foot contour topographical survey, underground utilities, tree locations and existing conditions survey. Existing conditions will include natural and man-made features located within the survey corridor. This may include, but not be limited to, buildings, fences, parking areas, pavement, impermeable features, and utilities and appurtenances that are apparent by visual inspection. Trees referenced in the City’s grand tree ordinance will be located. Flood elevations and full pool water elevations will be noted. Survey will be limited to the shaded portions of the parcels shown in the attached map (Appendix A). The survey will be certified in accordance with South Carolina requirements. Utilities will be delineated inside the public right-of-way based on South Carolina 811 services. Deliverables will include a CAD file and a certified Improvements/Topographic Survey.

Detailed Survey Scope of Services

The survey will include the identified property survey area (Appendix A) including roads and right-of-way limits within the project area unless noted otherwise. The survey will meet the Standards of Practice Manual for Land Surveying in South Carolina as described in relevant regulations with accuracy agreed upon with owner, engineer, and surveyor.

The database will be prepared with match lines, sheet numbers, and a key map. These drawings will be used as the basis to prepare the construction documents for bidding.

Horizontal and vertical control for the project in accordance with the state plane coordinate system will be established by the surveyor in agreement with WSP. A control baseline with stationing will be laid out and tied to the control points developed during the database preparation.

TASK 1A: BOUNDARY SURVEY AND TOPOGRAPHIC SURVEY

Property & Deed Research:

Surveyor will conduct research at the Colleton County Courthouse to establish the tax identification number, property owner's name, and current deed book and page number for each property within the survey limits. Additional research will be performed to uncover major easements and recorded rights-of-way. Existing Deeds, Plats, and Easements search is limited to a Grantor/Grantee Search from the date of the current deed, forward to the executed date of the "Consultant/Sub-consultant Agreement".

Horizontal & Vertical Control:

Surveyor will perform research to obtain monument descriptions; coordinate values, and field recover existing State Geodetic and National Geodetic Survey monuments that are closest to the project limits. Using this information, a horizontal and vertical control network will be established along the project limits.

The horizontal control traverse will be referenced and adjusted to the NAD 83/2011 datum. Project coordinates will be localized around one control point set near one end of the project. Horizontal control traverses will conform to standard set for third order class I surveys (1:10,000) or as agreed upon with WSP. Horizontal control points will be monumented by placing 36-foot rebar with aluminum caps or as outlined in local survey standards and regulations.

Vertical control bench loops will be established along the project corridor and benchmarks will be established at 500-foot intervals. Temporary benchmarks will be placed outside of the construction limits when possible. Benchmarks will have third-order closure accuracy and will be based on NAVD 88, or other datum as agreed upon with WSP.

Boundary Ties and Property Mapping:

Surveyor will perform field surveys to delineate existing property lines, rights-of-way, and easements within the project limits. Existing property lines will be mapped based on existing property monumentation and recorded deeds and plats. The property surveys do not constitute a boundary survey of each parcel, but instead are intended to provide sufficient information for the preparation of right-of-way and easement acquisition plats.

Digital Terrain Model:

Horizontal and vertical data points will be collected throughout the project corridor to create a triangular irregular network (TIN) for the purpose of defining the existing topography and grades using a one-foot contour interval (1 foot minor/5 foot major). Index and intermediate contours will be shown in the plan view. Index contours will contain elevations labels. Vertical elevation will be within a tolerance of 0.01 foot and horizontal location will be within a tolerance of 0.10 foot. Spot elevations will be provided for above ground fixed features such as building thresholds, manhole covers, curbs, meter boxes, poles, and signs.

Vertical control bench loops will be established within the project area and benchmarks will be established at 500-foot intervals along road corridors. Temporary benchmarks placed outside of the

construction limits will be used when possible. Benchmarks will have third-order closure accuracy of 0.05 feet $\sqrt{\text{miles}}$ (English) or 12 millimeter $\sqrt{\text{kilometer}}$ (Metric).

Plan View Mapping:

Field surveys will be performed to locate and map information within the project limits. Location will include the following items:

- Road pavement limits.
- Driveway location and type (concrete, gravel, asphalt).
- Top and bottom of curbs (at 50-foot intervals)
- Building/structure corners and type.
- Building Finished Floor Elevation (FFE) and doorway thresholds.
- Limits of wooded areas and limits of vegetation.
- A tree survey will be performed throughout project area (yellow shaded areas on the map in Appendix A) for trees regulated by City tree ordinance or a diameter at breast height (DBH) of 10-inch or larger. Surveyor will note species of tree and diameter of tree on provided mapping. Tree survey will extend over the survey area (yellow-shaded area on attached map). Tree survey may be accomplished utilizing survey grade GPS.
- Signs to include road signs, business signs, and billboards.
- Fence location and type.
- Sanitary Sewer System (location, size, type, and elevation of inverts and tops).
- Drainage features/Storm Sewer System (location size, type, and elevations or invert and rim elevations and pipe diameters/materials, if possible).
- Retaining walls (bottom and top of wall).
- At-grade and above-grade utility locations and identifiers (valve boxes, manholes, light poles, post-indicator valves, fire hydrants).
- Water Lines – location of above-ground appurtenances such as valves, meters, and hydrants. Does not include underground location (See Task 1B).
- Gas Lines – location of above-ground appurtenances, such as valves, meters, and vents. Does not include underground location (See Task 1B).
- Telephone – location of above-ground appurtenances such as poles, pedestals, and manhole access covers. Does not include underground location (See SUE Mapping).
- Power – location of above-ground appurtenances, such as poles, pedestals, and manhole access covers. Does not include underground location (See Task 1B).
- Cable TV/Fiber Optic/etc. – location of above-ground appurtenances, such as poles and pedestals. Does not include underground location (See Task 1B).

Hydraulic Survey:

A topographical survey will be performed for the hydraulic features within the project corridors as highlighted in yellow in the map in Appendix A. The project corridors will consist of the designated stream segments, adjacent floodplains and wetlands, and noted restoration/enhancement areas. The existing site survey will describe the existing conditions and allow for characterization of the site, modeling, design, quantity estimates, and other information. The Topographical Survey scope of work will include the following.

Surveyor will set a minimum of two permanent benchmarks with spot elevation data at the top, middle, and end of the stream segment. Each permanent pin will be marked with a PVC witness post, a minimum of three feet in height, and have the elevation permanently recorded on the side of the post. Each permanent pin will be located no greater than 50 feet from and no closer than 10 feet from the top of bank and be within a clear/unobstructed sight distance of no greater than 100 linear feet from one another. Permanent benchmarks may be set with survey grade GPS, where applicable.

- Surveyor will collect sufficient topographic information to represent the existing stream channel/feature and the proposed stream restoration alignment.
- Cross-sections of the existing stream channel/feature will be collected at a maximum distance of 100 linear feet and will extend to no greater than 15 linear feet beyond top of bank (left and right).
- Surveyor will collect topographic cross-sections and underwater break points as necessary to provide accurate location of streams and waterways to create a digital terrain model (DTM) of hydrographic features, if required.
- Where no transition is present between the floodplain and the valley slope within the stream enhancement project corridor, surveyor will extend floodplain survey a minimum of 300 feet beyond top of bank (left and right).
- Surveyor will make note of significant features residing within the stream enhancement corridor to include significant sandbars, depressions, rock outcroppings/grade control, pipes/culverts, structures, and other significant features as may be thought to be pertinent to the stream restoration design.
- Surveyor will include an additional 200 feet upstream and downstream of the proposed project limits in this scope to provide sufficient tie-in information.
- The plan and profile views of the stream corridor will be shown on the drawing with coordinates at the beginning point, the end point, and all points of intersection. Stream centerline will be stationed.
- The edge of water, toe of slopes, top of banks, and terraces, will be shown throughout the project limits. Federal Emergency Management Agency flood limits will also be shown.
- State and local stream buffers will be identified.

Surveyor will develop a three-dimensional DTM for the Ireland Creek Stream corridor. The surveyor will provide one digital copy as an AutoCAD Civil 3D (Version 2016 or later) DWG file.

Road/Bridge Crossings:

Information associated with the three road crossings to be collected/surveyed at West Washington Street, Forest Hill Road, and N. Jeffries Blvd will include:

- Stream channel cross-sections under each bridge and on each side of each bridge crossing.
- Top road elevation, at the structure and up to 100 feet either side (need the road profile at the crossing).
- Bridge low-chord elevation.
- Bridge abutments (elevation at base of abutment).
- Bridge span length.
- Bridge piers (size of pier and elevation at base).
- Photos of structures associated with crossings.

TASK 1B – Underground Utilities (SUE Level B – Non-invasive method)

Surveyor will contact 811 and the City of Waltherboro to have existing utilities marked within the survey area. Surveyor will locate utility marking upon completion of the service by others and combine information within the overall survey. Services provided by the private utility marking company will be provided at a Quality Level B (non-invasive) for the overall survey area.

SUE Level B information obtained through the application of appropriate geophysical methods to determine the existence and approximate horizontal location of subsurface utilities will be provided.

Mapping Requirements:

The following items will be submitted at the completion of the survey:

- Finished survey will be provided at scale and size as directed by the client.

- Finished products will include a signed and sealed map by a South Carolina-registered Land Surveyor.
- Digital file in CAD format in State Plane Coordinate System with vertical datum NAVD88. with TIN surface and survey point file.

TASK 2 – Initial Project Coordination

WSP will provide preliminary project coordination and consulting services including meetings with City staff, stakeholders including South Carolina Department of Transportation (SCDOT), presentations to City Council and other support related to the Ireland Creek stream restoration and greenway. This task includes preparing maps, presentation documents, responding to questions from stakeholders and other various tasks as assigned by the City. WSP has reserved a certain dollar amount that will address our labor and expenses under this task; once this amount of effort has been reached, WSP will continue to bill on a time-and-materials basis with the written acknowledgement of the City.

ASSUMPTIONS

WSP made the above assumptions in preparing this work order. Please notify us if any of these assumptions are incorrect so that we can modify our work order accordingly.

- The Client will ensure that the work area will be clear of vehicles and debris.
- The Client will provide any pertinent boundary information in their possession.
- The Client will gain and/or allow safe access for any work to be performed.

SCHEDULE AND FEES:

The above scope of services will be developed according to a mutually agreeable schedule. WSP proposes to provide the above-described services for the following amounts:

Tasks	Schedule	Fees
1. Boundary and Topographic Survey and Underground Utilities	16-18 weeks	\$99,955
2. Initial Project Coordination	As needed	\$40,000
Total		\$139,955

Optional additional services and phases will be quoted upon request.

AUTHORIZATION/TERMS AND CONDITIONS:

The services proposed herein will be executed under the Terms and Conditions of the Agreement between the City of Walterboro and Wood Environment & Infrastructure Solutions, Inc. (now operating as WSP USA Environment & Infrastructure, Inc.) dated 30 March 2022. WSP will proceed with the services outlined above upon receipt of signed Work Order (Appendix B).

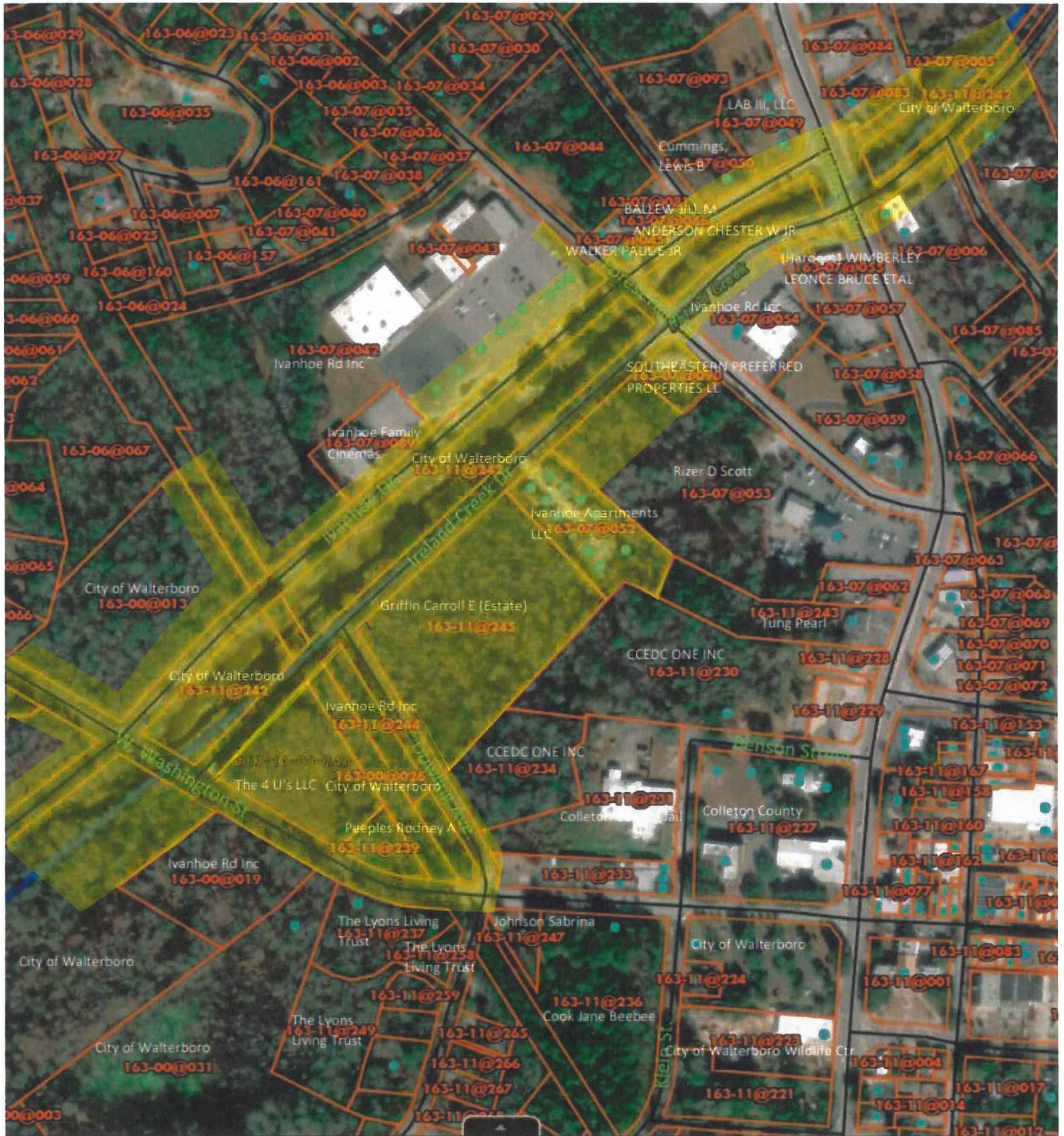
CLOSING:

WSP appreciates the opportunity to work with you on this project. If you have any questions concerning this work order, please contact Angela Vandelay at (803) 528-1685.



APPENDIX A

Limits of Survey - Ireland Creek, Walterboro, SC



APPENDIX B

Work Order



Client: City of Walterboro
Agreement Work Order Number: 6

Project Name: Walterboro
Project Number: 6480210284

This Work Order ("Work Order"), when approved and signed by both parties, is issued under and amends that certain Agreement between the parties dated 30 March 2022 ("Agreement"). Except as modified herein, all terms and conditions of the Agreement remain in full force and effect.

SCOPE OF SERVICES:

Wood Environment & Infrastructure Solutions, Inc. (now operating as WSP USA Environment & Infrastructure, Inc.) company indicated in the Agreement shall perform the services ("Services"):

- Set forth in the attached document entitled City of Walterboro WSP Project No. 6480210284 Work Order No. 6 Attachment No. 1 – Scope of Services August 4, 2023
- Described as follows:

The Services are are not in support of a U.S. Government contract.

SCHEDULE:

The date for completion of these services is December 31, 2023

COMPENSATION:

The Client's payment obligation under this Work Order is as follows:

- The Firm Fixed Price for Services is
- The Fixed Unit Prices are set forth in the document attached hereto entitled or as follows:

<u>Service(s)</u>	<u>Price</u>
-------------------	--------------

- The Estimated Cost for the Services are Time & Materials not to exceed: Task 3 - \$139,955. Applicable billing rates are set forth in the document attached hereto entitled.

By their signatures below, the parties acknowledge that they shall be bound by the terms of this Work Order, including the attachments hereto, and that the undersigned are authorized to enter into this Work Order.

Client: **City of Walterboro, SC**

WSP USA Environment & Infrastructure, Inc.

Date: _____

Date: _____

By: _____
(Signature)

By: _____
(Signature)

By: _____
(Signature)

Name: _____
(Printed Name)

Name: _____
(Printed Name)

Name: _____
(Printed Name)

Title: _____

Title: _____

Title: _____



Fee Schedule

**WSP USA Environment and Infrastructure Solutions, Inc.
JULY 2023 FEE SCHEDULE**

TECHNICAL SERVICES

Charges will be made at the following rates for time spent in administration of projects, consultation or meetings, field inspection, review and evaluation of field and laboratory data, travel time, report preparation and review, etc. Charges will be based on the position level of the individual performing the services.

A. ENGINEERING SERVICES

Environmental Technician	per hour		\$55
Technical Professional 1	per hour	\$80
Technical Professional 2	per hour	\$90
Technical Professional 3	per hour		\$105
Senior 1 Engineer/Geologist/Scientist	per hour	\$125
Senior 2 Engineer/Geologist/Scientist	per hour	\$155
Senior Associate	per hour		\$165
Principal Engineer/Geologist/Scientist	per hour	\$185
Senior Principal			
Engineer/Geologist/Scientist	per hour	\$230
Administrative	per hour		\$70

B. EXPENSES

Direct expenses incurred and identifiable to the project will be charged at direct cost multiplied by 1.1 to address internal procurement costs.

C. SUBCONTRACTS

Subcontracted services through WSP will be invoiced at direct cost multiplied by 1.1 to cover the internal cost of contract administration.



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