



**WALTERBORO CITY COUNCIL
REGULAR MEETING
AUGUST 5, 2025
CITY HALL
6:15 P.M.**

AGENDA

I. Call to Order:

1. Invocation
2. Pledge of Allegiance

II. Public Input on Agenda Items:

III. Public Hearings:

1. **Ordinance # 2025-11**, AN ORDINANCE TO AMEND ORDINANCE # 2025-06, SO AS TO SET THE LOCAL OPTION SALES TAX CREDIT FACTOR IN THE FISCAL YEAR 2025-2026 GENERAL FUND BUDGET (Second and Final Reading).

IV. Presentations:

1. Main Street South Carolina Inspiration Award Presentation – Outstanding Promotion, Main Street SC, Jenny Boulware, MASC Main Street SC Manager.
2. 2025 Municipal Achievement Award Presentation – 5,001-10,000 Population Category, Desiree Fragoso, MASC Field Services Manager.

V. Approval of Minutes:

1. Regular Meeting – July 8, 2025

VI. Old Business:

1. **Ordinance # 2025-11**, AN ORDINANCE TO AMEND ORDINANCE # 2025-06, SO AS TO SET THE LOCAL OPTION SALES TAX CREDIT FACTOR IN THE FISCAL YEAR 2025-2026 GENERAL FUND BUDGET (Second and Final Reading).

VII. New Business:

1. Consideration of a request from First Baptist Church to use the grassy field for FestiVELO, November 4-12, 2025 (Letter Attached).
2. Consideration of requests from the Walterboro Rotary Club for the 11th Annual Ireland Creek Bridge Run to be held on Thursday, October 23, 2025 (Letter Attached).

VIII. City Manager's Report:

1. Consideration of Task Order #25 for water system improvements in the area of Thunderbolt Drive and Industrial Road. (Memo Attached).

IX. Executive Session:

1. Provision of services encouraging the location or expansion of industries or other businesses in the area served by the public body:
 - a. Main Street South Carolina Grant Opportunity.
 - b. Lower and Middle Ireland Creek Sewer Trunk Line Improvement Project.
2. Contractual Matter: Business License Revenue Enhancement.
3. Personnel Matters:
 - a. City Prosecutor.
 - b. Municipal Election Commission.

X. Open Session:

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

XI. Adjournment

ORDINANCE # 2025-11

AN ORDINANCE TO AMEND ORDINANCE # 2025-06, SO AS TO SET THE LOCAL OPTION SALES TAX CREDIT FACTOR IN THE FISCAL YEAR 2025-2026 GENERAL FUND BUDGET

WHEREAS, the fiscal year 2025-2026 budget was adopted with the passage of Ordinance # 2025-06 on June 3, 2025; and

WHEREAS, City Council has determined that a need exists to amend said budget to set the Local Option Sales Tax Credit Factor for the fiscal year 2025-2026 budget.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walterboro, South Carolina, in Council Assembled, that the fiscal year 2025-2026 budget be amended as follows:

A local option sales tax credit factor of .002262 shall be established.

This ordinance shall be effective upon adoption.

ADOPTED, this 5th day of August, 2025.

William T. Young, Jr.
Mayor

ATTEST:

Adrienne M. Nettles
City Clerk

First Reading: July 8, 2025
Public Hearing: _____
Second Reading: _____

Walterboro City Council
Rescheduled Regular Meeting

City Hall

July 8, 2025

Minutes

A Rescheduled Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, July 8, 2025, at 6:15 P.M., with Mayor Bill Young presiding.

Present: Joined in the meeting were: Mayor Bill Young, Councilmembers: James Broderick, Paul Siegel, Judy Bridge and Carl Brown. City Manager Jeff Molinari, City Clerk Adrienne Nettles, Finance Director Amy Risher, Utilities Director Wayne Crosby, Public Works Director Michael Crosby, and Deputy Police Chief Kevin Martin. Councilmembers Greg Pryor and Ladson Fishburne were absent.

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 # 2025-10**, AN ORDINANCE PURSUANT TO TITLE 5, CHAPTER 3, SECTION 5-3-10, SUBSECTION 3, OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976 AS AMENDED, TO ANNEX AN AREA KNOWN AS TMS # 180-00-00-107 INTO THE CITY OF WALTERBORO, A SOUTH CAROLINA MUNICIPAL CORPORATION (Second and Final Reading).

Approval of Minutes:

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

1. Regular Meeting – May 6, 2025
2. Regular Meeting – June 3, 2025
3. Special Called Meeting – June 10, 2025

Old Business:

1. **Ordinance # 2025-10**, AN ORDINANCE PURSUANT TO TITLE 5, CHAPTER 3, SECTION 5-3-10, SUBSECTION 3, OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976 AS AMENDED, TO ANNEX AN AREA KNOWN AS TMS # 180-00-00-107 INTO THE CITY OF WALTERBORO, A SOUTH CAROLINA MUNICIPAL CORPORATION (Second and Final Reading).

A motion to approve Ordinance # 2025-10, James Broderick, Carl Brown, second. Carl Brown, Judy Bridge, Paul Siegel, James Broderick in favor, Mayor Bill Young opposed. Motion carries.

New Business:

1. **Ordinance # 2025-11**, AN ORDINANCE TO AMEND ORDINANCE # 2025-06, SO AS TO SET THE LOCAL OPTION SALES TAX CREDIT FACTOR IN THE FISCAL YEAR 2025-2026 GENERAL FUND BUDGET (Introduction and First Reading).

Motion: Councilmember Brown; Seconded by Councilmember Bridge

Discussion: None

Carried: All ayes

2. **Ordinance # 2025-12**, AN ORDINANCE PURSUANT TO TITLE 5, CHAPTER 3, SECTION 5-3-10, SUBSECTION 3, OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, TO ANNEX AN AREA KNOWN AS TMS # 179-03-00-221 INTO THE CITY OF WALTERBORO, A SOUTH CAROLINA MUNICIPAL CORPORATION (Introduction and First Reading).

City Manager Jeff Molinari stated Mr. Mayor and members of City Council you have in your agenda packet an ordinance and petition for the annexation of 5 acres that J.H. Hiers is looking to expand their business on Green Pond Highway. We recommend first reading on this ordinance.

Motion: Councilmember Bridge; Seconded by Councilmember Broderick

Discussion: None

Carried: All ayes

City Manager's Report

1. Consideration of a request to approve a contract to bury overhead utilities at Water Tower Park.

City Manager Jeff Molinari stated Mr. Mayor and members of City Council you have a memo and supporting documentation for the undergrounding of overhead utilities for Water Tower Park project. On June 18, 2025, the city received one (1) bid and two (2) no bids to bury the overhead utility lines for the Water Tower Park Project. The project entails approximately 1,200 feet of directional bore, three handholds and converting five (5) services from overhead to underground.

The city can utilize its Non-Standard Service Fund to pay for half of the cost of the project. The city's share of the project is \$33,400 and can be paid from ARPA interest. Staff recommends awarding the contract to H & H Electrical Service, LLC (Walterboro, SC) in the amount of \$66,800.00.

Councilmember Broderick asked, can you tell us what the interest has been in the ARPA Fund?

Amy Risher stated it is \$250,000.00.

Motion: Councilmember Broderick; Seconded by Councilmember Brown

Discussion: None

Carried: All ayes

2. Consideration of a request to approve Task Order No. 24 for the Forest Hills Waterline Improvement Project.

City Manager Jeff Molinari stated Mr. Mayor and members of Council you have in your agenda packet a memo and supporting documentation for Hybrid Engineering Task Order # 24. The city received a \$1,340,143 grant from the South Carolina Rural Infrastructure Authority to upgrade water lines in Forest Hills Subdivision. The project involves the replacement of 9,120 linear feet of 1 and 2-inch galvanized water mains with 6-inch water mains. The project will remove galvanized pipe in this area of the neighborhood and the increased line sizes with fire hydrants will increase pressure in the system and improve fire flow capabilities. The city's engineer, Hybrid Engineering, has provided a task order in the amount of \$125,490 to perform design, engineering, permitting, contract administration, and construction observation services for the project. Staff recommends approval of Task Order # 24 in the amount of \$125,490 to be paid from the Impact Fee Fund.

Motion: Councilmember Brown; Seconded by Councilmember Bridge

Discussion: None

Carried: All ayes

3. Consideration of a request to purchase a backhoe for the Water Department.

City Manager Jeff Molinari stated Mr. Mayor and members of City Council you have in your agenda packet a memo and supporting documentation from Utilities Director Wayne Crosby to purchase a backhoe. The FY 2025-2026 Water Department budget included the lease/purchase of a backhoe and dump truck. The Water Department solicited bids for the purchase of a Backhoe Loader and received three (3) bids. Staff recommends purchasing the backhoe from Blanchard Cat through the State Contract in the amount of \$147,359.67. The FY 2025-2026 Water Department budget estimated the cost of the backhoe at \$161,000.00. City staff asks for Council's favorable consideration of this request.

Motion: Councilmember Siegel; Seconded by Councilmember Bridge

Discussion: None

Carried: All ayes

4. Consideration of a request to purchase two (2) patrol vehicles for the Police Department.

City Manager Jeff Molinari stated Mr. Mayor and members of Council you have in your agenda packet a memo and supporting documentation for the purchase of two (2) patrol vehicles. The FY 2025-2026 Police Department budget allocated \$163,000 for the purchase of two (2) police patrol vehicles. The Police Department received bids from two (2) dealers and (1) no bid. Staff recommends purchasing two (2) Chevy Silverado's from Cooper Chevrolet/GMC (Walterboro, SC) in the amount of \$100,700.00. Although the purchase price is \$2,508 more than the Ford F-150 Responders, the Chevy Silverado's have safety equipment already installed that reduces the overall cost compared to the Ford Responder. In addition, the Chevrolet is equipped with a V-8 engine and Ford is equipped with a V-6 Twin Turbo. The Ford engine has proven over time to be unsatisfactory with the stop and go driving style and idling times that are required to patrol the city. Any short-term savings would be quickly overtaken by repair costs to keep the vehicles in service. Both vehicles will require police packages that will run approximately \$30,000 each for a total cost of \$160,700.00 which is within budget. City staff asks for Council's favorable consideration of this request.

Motion: Councilmember Broderick; Seconded by Councilmember Brown

Discussion: None

Carried: All ayes

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

City Manager Jeff Molinari stated Mr. Mayor and members of City Council you have in your agenda packet a memo and supporting documentation from the A-TAX Committee. At its regular scheduled meeting held on June 19, 2025, the Accommodations Tax Advisory Committee approved the following request:

- Walterboro Tourism Commission: Requested \$80,000, Approved \$80,000.
- Velos of SC dba Festivelo XXVIII: Requested \$ 38,667, Approved \$27,000.
- SC Artisans Center - Shop & Explore SC Art: Requested \$65,000, Approved \$56,000.
- Walterboro Tourism Commission - Walterboro Rocks! Advertising: Requested \$74,000, Approved \$74,000.
- City of Walterboro – Washington St Plaza/Veterans Mem Park: Requested \$80,000, Approved \$80,000.

Should these requests be approved as submitted, the projected remaining balance for 2025-2026 will be approximately \$235,783. The remaining funds will be up for consideration at the next scheduled meeting in October 2025. Therefore, the Accommodations Tax Advisory Committee respectfully request City Council approve these items.

Motion: Councilmember Bridge; Seconded by Councilmember Sigel

Discussion: None

Carried: All ayes

6. Recognition of Utilities Director, Wayne Crosby for attaining his South Carolina Class A Biological Wastewater Treatment Operator Certificate.

City Manager Jeff Molinari stated it is my pleasure to recognize our Utilities Director Wayne Crosby. He recently obtained his South Carolina Class A Biological Wastewater Treatment Operator Certification. This is a big deal, there are not a lot of Class A Operators in the State. I just wanted to congratulate Wayne on getting this done.

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 Provision of services encouraging the location or expansion of industries or other businesses in the area served by the public body: Lower and Middle Ireland Creek Sewer Trunk Line Improvement Project, Receipt of Legal Advice: Receipt of legal advice dealing with matters covered by attorney-client privilege, including potential or pending legal claims, and Personnel Matters: Municipal Court and Finance Department.

Executive Session:

1. Provision of services encouraging the location or expansion of industries or other businesses in the area served by the public body: Lower and Middle Ireland Creek Sewer Trunk Line Improvement Project.
2. Receipt of Legal Advice: Receipt of legal advice dealing with matters covered by attorney-client privilege, including potential or pending legal claims.
3. Personnel Matters:
 - a. Municipal Court
 - b. Finance Department

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

Open Session:

A motion to appoint Mary Ann Blake as Associate Judge was made by Councilmember Siegel, seconded by Councilmember Brown. All in favor, motion carries.

There being no further business to consider, a motion to adjourn was made by Councilmember Broderick, seconded by Councilmember Brown, and passed unanimously. Mayor Young adjourned the meeting at 7:30 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
FIRST BAPTIST CHURCH

124 South Memorial Avenue
Walterboro, South Carolina 29488

Braxton Edwards, Lead Pastor

June 11, 2025

To: Ryan Wright, Event Director

Re: Use of First Baptist Church of Walterboro's field for FestiVELO

Ryan,

The Administrative Council voted to allow your organization to use the grassy field adjacent to the church for the annual FestiVELO event again in 2025.

I will need a Certificate of Insurance for this event at least two weeks prior to November 4. The council agreed to the following terms for the use of the field:

- Nov. 4 - 5 set up shower trailers, portable potties and orange plastic fencing
- Nov. 6 - 10 cyclists may camp in the field
- Nov. 11-12 all fencing, equipment and trash removed

If you have any questions, please let me know. I hope you have a successful event this year.

Blessings,

Pam Williams

Ministry and Finance Director

pam@walterborofirst.org

843.909.3380



July 31, 2025

Walterboro City Council
242 Hampton Street
Walterboro, SC 29488

RE: 11th Annual Ireland Creek Bridge Run

Dear Mayor and City Council,

The Walterboro Rotary Club is planning for the 11th Annual Ireland Creek Bridge Run to be held on Thursday, October 23, 2025 with a rain/weather date of October 30, 2025. 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 23rd.

- 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 handwritten signature in black ink, appearing to read "David Smalls".

David Smalls
Rotary Club President



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: July 30, 2025
SUBJECT: Hybrid Engineering Task Order 25

The city is the subrecipient of a \$2,150,000 CDBG grant to take an 85-year-old well out of service (Teledyne) and drill a new well on Thunderbolt Drive to pump 400 GPM and to upgrade the Stevens Well on Industrial Road from 660 GPM to 1,300 GPM. This project will greatly enhance the city's water supply capabilities to many critical facilities including Venture Park, Colleton County High School and Middle School, Colleton Prep, Northside Elementary, the Veterans Victory House and the Colleton County Recreation Center. The city's engineer, Hybrid Engineering has provided a task order in the amount of \$189,380 to perform design, engineering, permitting, contract administration, and construction observation services for the project. Staff recommends approval of Task Order 25 in the amount of **\$189,380** to be paid from Net Position in the Enterprise Fund.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachment



Task Order No. 25

Master Agreement for Professional Engineering Services

Client: City of Walterboro

Project: 2025 Water Supply Improvements

Date: July 27, 2025

Scope of Services:

Perform administrative, investigative, design, permitting, contract administration, and construction observation services for the 2025 Water Supply Improvements located along Thunderbolt Drive and Industrial Road in Colleton County, South Carolina. The improvements will be located on properties depicted on the attached map. Includes the following tasks:

1. Project Kickoff Meeting w/ City of Walterboro & LCOG
2. Prepare SCDES Groundwater Capacity Use Permit Modification
3. Field Investigations & Verifications
4. Design-Upgraded Well 4AB-Stevens
5. Design-New Thunderbolt Drive Well
6. Project Manual (Contract Instruments & Technical Specifications)
7. Construction Drawings
8. Project Review Meeting with City of Walterboro
9. Prepare SCDOT Encroachment Permit Application & Response to Review Comments
10. Prepare Coastal Zone Consistency (CZC) Request
11. Prepare SCDES Notification Form for Sites Disturbing Less Than 1-Acre
12. Prepare SCDES Construction Permit Application Package
13. Bid Solicitation
14. Contract Award Activities
15. Preconstruction Conference
16. Submittal Data Review
17. Periodic Construction Observation Site Visits (Avg. 2 Half-Day Visits/Week for 44 Weeks of Activity)
18. Review & Process Contractor's Application for Payment (11)
19. Coordination with LCOG on Contractor's Applications for Payment, Change Orders & Certified Payrolls
20. Prepare Request for SCDES Approval to Operate
21. Record Construction Drawings
22. Final Site Visit & Project Closeout

Task Order No. 25
July 27, 2025
Page 2

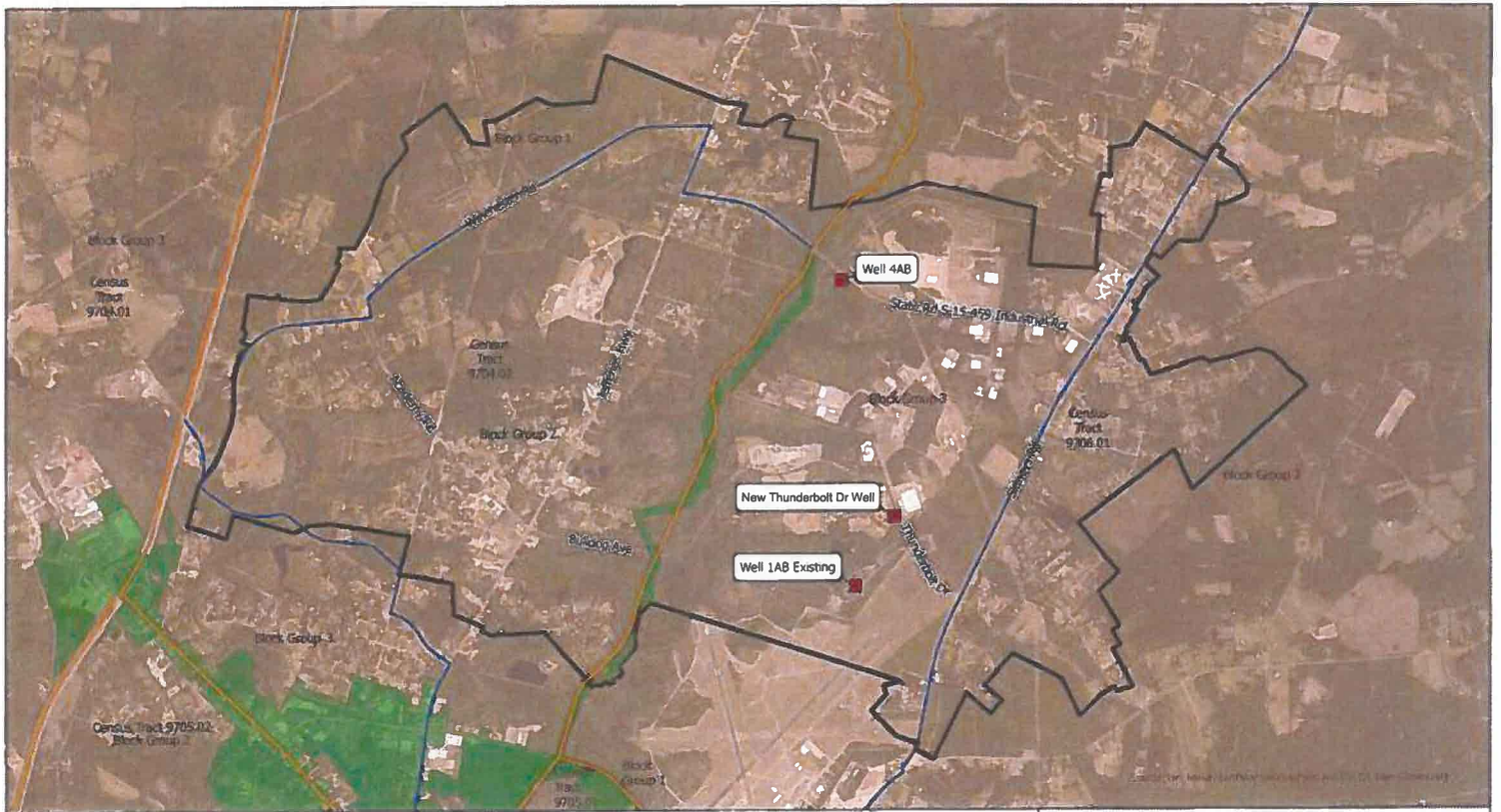
Payment:

Payment shall consist of an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class plus Reimbursable Expenses, the total of which shall not exceed \$189,380 without prior written approval. The Engineer's Labor & Fee Projection is attached.

City of Waltherboro Approval: _____

Date: _____

Attachment: Project Map
Engineering Labor & Fee Projection



0 1,500 3,000 6,000
Feet

- Wells
- Project Service Limits
- Walterboro City Limits
- Block Groups
- Census Tracts

Project Service Area
Census Tracts & Block Groups
Walterboro Water Supply Improvements
 Colleton County, SC

April 11, 2025



ENGINEERING LABOR AND FEE PROJECTION

2025 Water Supply Improvements

City of Walterboro

Walterboro, South Carolina

July 27, 2025



LABOR PROJECTION		Project Manager	Design Engineer I	Engineering Technologist	Engineering Technician	Construction Manager
Task		Manhours	Manhours	Manhours	Manhours	Manhours
Project Kickoff Meeting w/ City of Walterboro & LCOG		5		5	5	
Prepare SCDES Groundwater Capacity Use Permit Modification		4				
Field Investigations & Verifications			8	8	16	
Design-Upgraded Well 4AB-Stevens		8	32	24		
Design-New Thunderbolt Drive Well		8	32	24		
Project Manual (Contract Instruments & Technical Specifications)		4			24	
Construction Drawings		8	80	20	80	
Project Review Meeting with City of Walterboro		6		6	6	
Prepare SCDOT Encroachment Permit Application & Response to Review Comments					6	
Prepare Coastal Zone Consistency (CZC) Request		2			8	
Prepare SCDES Notification Form for Sites Disturbing Less Than 1-Acre		2			6	
Prepare SCDES Construction Permit Application Package		4	16		16	
Bid Solicitation			24		24	
Contract Award Activities		4	16		8	
Preconstruction Conference			6			6
Submittal Data Review		8	24	24		
Periodic Construction Observation Site Visits (Avg. 2 Half-Day Visits/Week for 44 Weeks of Activity)			44			440
Review & Process Contractor's Application for Payment (11)			44			
Coordination with LCOG on Contractor's Applications for Payment, Change Orders & Certified Payrolls		12	48			
Prepare Request for SCDES Approval to Operate		2	8			
Record Construction Drawings		2	16			4
Final Site Visit & Project Closeout		8				8
Total Manhours		87	398	111	199	458

COST PROJECTION			
Labor	Manhours	Hourly Rate	Total
Project Manager	87	\$180	\$15,660
Design Engineer I	398	\$125	\$49,750
Engineering Technologist	111	\$120	\$13,320
Engineering Technician	199	\$75	\$14,925
Construction Manager	458	\$120	\$54,960
Labor Subtotal			\$148,615
Expenses			
Record Site & Topographic Surveys:	Lump Sum Estimate		\$10,000
Electrical Engineering:	Lump Sum Estimate		\$15,000
Mileage: 22,260 miles @ \$0.65/mile			\$14,469
Per Diem: 108 days @ \$12/day			\$1,296
Expenses Subtotal			\$40,765
Total Projected Cost			\$189,380