

Telephone: 843-549-2545

Fax: 843-549-9795

CDB Relay: 1-800-735-2905

# City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

Mailing Address:

Post Office Box 709

Walterboro, South Carolina 29488-0008

Walterboro City Council  
Regular Meeting  
February 10, 2015  
City Hall  
6:15 P.M.

## A G E N D A

**I. Call to Order:**

1. Invocation.
2. Pledge of Allegiance.

**II. Public Input on Agenda Items:**

**III. Approval of Minutes:**

1. Minutes of the January 27, 2015 Public Hearing and Regular Meeting (Minutes attached).

**IV. Old Business:**

**V. New Business:**

1. **Ordinance # 2015-01**, An Ordinance to Amend the Unified Development Ordinance of the City of Walterboro, So As to Clarify and Strengthen Portions of the Ordinance, **First Reading** (Ordinance attached).
2. **Resolution No. 2015-R-02**, A Resolution to Annex Property of the City of Walterboro, South Carolina, Pursuant to Section 5-3-100 of the Code of Laws of South Carolina 1976 as Amended, City of Walterboro Wastewater Treatment Plant (Resolution attached).
3. Consideration of General Agreement for Professional Engineering Services between the City of Walterboro and URS Corporation for Feasibility Study and Preliminary Engineering Report for Biosolids Handling in the Amount of \$26,249.00 (Copy of Agreement attached).
4. Discussion of Potential Uses of CDBG Funds.
5. Request to Close Street for St. Patrick's Day Race on March 13, 2015 from 6:15 P.M. to 7:30 P.M., by Jeremy Ware, Walterboro-Colleton Chamber of Commerce, (Letter attached).

**V. New Business (Cont):**

6. Request to Use the Downtown Waterfall Plaza for Salkehatchie Stew's Sixth Annual Mystery Stroll on April 10, 2015 from 5:00 P.M. to 10:00 P.M., by Dr. Carmela Gottesman, Co-Chair (Letter attached).
7. Request for Street Closings and Use of Parking Lot for Annual Downtown Walterboro Criterium Pro-Cycling Classic on April 29, 2015 (Letter attached).

**VI. Committee Reports:**

**VII. City Manager's Report:**

1. 2015 Strategic Planning Retreat.

**VIII. Executive Session:**

1. Discussion of Negotiations Incident to Proposed Contractual Arrangements Related to the Expansion of Services Encouraging the Location or Expansion of Industries or Other Businesses to Venture Park.
2. Personnel Matters:
  - a. Tourism Director Search Update.

**IX. ADJOURNMENT.**

DRAFT

Walterboro City Council  
Public Hearing and Regular Meeting  
January 27, 2015

**MINUTES**

A Public Hearing and Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, January 27, 2015 at 6:15 P.M., with Mayor Bill Young presiding.

**PRESENT WERE:** Mayor Bill Young, Council Members: Jimmy Syfrett, Paul Siegel, Tom Lohr, Bobby Bonds, James Broderick and Judy Bridge. City Manager Jeff Molinari, City Clerk Betty Hudson, and City Attorney George Cone were also present. There were approximately 19 persons present in the audience.

There being a quorum present, Mayor Young called the meeting to order and welcomed everyone to the meeting. Council Member Syfrett gave the invocation, and Council Member Bridge led the pledge of allegiance to our flag.

**PUBLIC INPUT ON AGENDA ITEMS:**

No public comments or questions were received on agenda items.

**PUBLIC HEARING:**

Mayor Young then opened a public hearing, duly advertised to receive public comments or questions on the City's CDBG Needs Assessment. He then introduced Ms. Michelle Knight of Lowcountry Council of Governments, who was present to conduct the hearing.

Ms. Knight stated that tonight we are here to hold the City's annual needs assessment public hearing. This public hearing is one of three points within a grant process, where the public is allowed input. This particular hearing is solely for the purpose of identifying needs and prioritizing those needs for the coming year.

Ms. Knight further stated that the State Community Development Block Grant Program has been in existence since 1982. HUD, the U.S. Department of Housing and Urban Development, basically allocates out to the states by a formula each year an amount of money for the state to run their program and it is run by the South Carolina Department of Commerce, Division of Grants Administration.

Ms. Knight then gave the following highlights of the CDBG program for 2015.

1. The State is anticipating receiving roughly \$19.3 million. There is also an anticipated program income of \$6 million (This is money that is returned back to the state for projects that under-run their budgets).
2. The program has been divided among two set asides for CDBG funding:

<b>Community Development</b>	<b>\$16,116,505</b>
<b>Business Development Programs</b>	<b>\$ 2,000, 000</b>

Technical Assistance for Administration and regional planning which allows LCOG to come out and hold public hearings like this, meet with their staff on various potential projects and talk with them about things that they can and can't do.

- A. **Community Development** \$16,116,505 set aside

This program is the largest part of the set asides. Projects in this set aside are things that improve citizens' quality of life, and create a competitive environment for

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business by addressing some essential community needs in an area primarily benefitting low-to moderate income people. There are five subsets for this set aside:

1.	Community Infrastructure	\$10,216,505
2.	Community Enrichment	\$ 3,000,000
3.	Neighborhood Revitalization	\$ 2,000,000
4.	"Ready to Go" Public Facilities Program	\$ 600,000
5.	Special Projects	\$ 300,000

1. **Community Infrastructure** \$10,216,505 set aside

Community Infrastructure is basically what we all refer to as our "spring infrastructure round." Projects under this set aside typically contribute to the creation of healthy and sustainable communities by alleviating documented threats in a community or providing improved access to critical public facilities, meaning water, sewer, drainage and roads. There are three basic priorities:

- a. To provide significant improvements to existing infrastructures that address health concerns. There are basically projects where there is a DHEC Consent Order involved.
- b. To provide viable regional solutions or new service in areas where it is near business centers and where it is cost effective to provide that new service. They define cost-effective service as new services costing less than \$10,000 per house after installed.
- c. To provide general upgrades to address quality standards or new service that is more in rural areas that are not near business centers, but are cost effective to provide a new service.

2. **Community Enrichment** \$3,000,000 set aside

This program funds set asides like buildings. Typically what we do, we are looking at three priority areas here. We are looking at projects that will increase economic competitiveness, address educational workforce development issues, or do things that provide safe and health communities. Some examples of the types of projects in this set aside are:

*Economic Competitiveness examples:* Developing energy efficiencies for CDBG Public facilities. This means a building that provides services to an LMI clientele. So, you could not apply for energy efficient improvements for your City Hall, but you could do a DSS center or something like that. Also, Brownfield projects, downtown streetscape projects, and planning for regional infrastructures.

*Education and Workforce Development examples:* Libraries in LMI areas; publicly owned (non school) facilities that offer extended education programs to at-risk youth; and transportation oriented public facilities or services that serve LMI workforce populations.

*Safe and Healthy Communities examples:* Public safety facilities in LMI neighborhoods such as a police substation; demolition or clearance of properties that are vacant or done as part of crime prevention; health clinics in LMI neighborhoods near business centers; firefighting facilities or equipment in areas serving LMI neighborhoods that are near business centers.

3. **Neighborhood Revitalization** \$2,000,000 set aside

This is like your North Lemacks Street project that you have right now. This is

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where you look at a neighborhood and you have a neighborhood plan for a Low-to-Moderate Income area. In it, you laundry list all the needs that need to be addressed in that neighborhood and you look at comprehensive ways to address those problems. You can have infrastructure activities involved in a project like that, exterior housing rehab, demolition and clearance, some public service activities, such as putting up security cameras, and things like that if they are needed. A completed neighborhood plan is a requisite for this application. You cannot apply for another neighborhood project until you have finished the neighborhood projects that you have. So, if you already have a neighborhood project, you are not really going to be able to do anything else until you finish what you are doing in that neighborhood. Then, you can focus on another neighborhood in the City.

4. **"Ready to Go" Public Facilities** \$600,000 set aside

This is for any project that would fit in Community Infrastructure or Community Enrichment that you have done all your up-front work on. - you have cleared your environmental review, and you have acquired property if you needed it. You have done all of your engineering and design work, and have the project permitted, but for having a check in your hand, you could go out tomorrow and start working on the project. This is a noncompetitive set aside. It's first come, first serve, but the idea is that you have done all of your up-front work and you are ready to be able to do work within 60 days.

5. **Special Projects** \$300,000 set aside

This program is something new this year. It is a pilot program designed to meet community development needs that are not typically funded through the other set asides, but meet the criteria for CDBG. These projects could include:

Historic preservation, energy conservation, parks, trails or green ways. There has to be significant leveraging involved. You still have to meet a national objective while working on this type of project. Their priorities, in general, are projects that have an economic development impact or increase competitiveness. Projects that address health or safety issues, and improve long term stability. Finally, the lowest priority is historic preservation and energy conservation projects.

B. **Business Development - 2<sup>nd</sup> Major Program** - \$ 2,000,000

-Regional Planning Program	\$500,000
-State Technical Assistance (1%)	\$192,953
-State Administration (2% of Allocations + \$100,000)	\$485,907

Ms. Knight stated that this program is basically where the old Economic Development Program was. There are no application deadlines. Here, you will apply for money whenever you have a project. The idea behind this is that the City can receive grant funding to provide public infrastructures to support a business that is either locating in the area or expanding in the area, provided they write a letter and provide their private investment that they are going to put into their business as a result of this expansion. Also, they commit to create jobs with at least 51% of those jobs going to LMI individuals. Also, those jobs have to be what we call grant qualifying jobs, most of them meaning that you can do them with a high school education and a year's experience. So, they are not necessarily looking at high educational requirement jobs there. The maximum you can apply for is \$500,000.

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- 3. Ms. Knight then explained all projects must meet a national objective, meaning:
  - a) Benefit low-to-moderate income (LMI) people.
  - b) Aid in the prevention of elimination of slums or blight.
  - c) Meet other urgent community needs posing a serious threat to the health or welfare of the community, where other financial resources are not available to meet such need.

Ms. Knight explained that in reality, in South Carolina over 90% of what is funded is funded under low-to-moderate income benefit. There are a few examples of slum/blight projects - your streetscape project is one that we got documented under slum/blight. Urgent community needs are health threat projects and are typically done when there is some sort of natural disaster, where there has been a declared emergency - basically, water and sewer systems need to be brought back into operation - that kind of thing.

- 4. Ms. Knight also pointed out that in Colleton County, a low-to-moderate income family of four would make less than \$38,150 a year. That number goes up or down based on the number of people in your house.
- 5. Ms. Knight stated as part of our public hearing, we have to notify the public that the City of Walterboro does not discriminate in fair housing practices in either the sale or rental or housing, in residential real estate transactions or in the provision of brokerage services. If you think that you have been discriminated against or someone contacts you and says that they have been discriminated against, you can have them contact Lowcountry Council of Governments. They can call us and we can talk to them and determine whether we need to forward that information on to other people to investigate.

- 6. Application Request Deadlines:

Under the "Ready to Go" and Business Development Program, there is no application deadline, and it is ongoing. You apply whenever you have a project.

For Community Infrastructure, the application request deadline is March 13, 2015.

Under the Community Enrichment Program, Neighborhood Revitalization and Special Projects, the application request deadline is: August 14, 2015.

All applications are due in 30 days from when the request was made. For the spring round, it is April 13. For the fall round, it is September 14 and Ready to Go and Business Development is 30 days after you make the request and you receive your application.

- 7. Funding amounts that can be applied for:

	<u>Minimum</u>	<u>Maximum</u>
Community Infrastructure	\$50,000	\$750,000
Community Enrichment	\$50,000	\$500,000
Special Projects	\$50,000	\$150,000
Neighborhood Revitalization	\$50,000	\$500,000
"Ready to Go"	\$50,000	\$500,000
Business Development	\$50,000	\$500,000
Job Creation/Retention	\$50,000	\$10,000 per job

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8. **Match Requirements:**

The matching fund requirement for all projects is 10%. However, the more you match, the higher your score goes up. So, if you leverage more, your score goes up for your competitive applications.

Ms. Knight informed Council that right now the City of Walterboro has three projects open, and due to close one in November. She said, if it closes on time, you will be good for pursuing something in the spring of next year. If anything closes early, you might be able to do a project this fall.

Concluding her presentation, Ms. Knight told Council that at the last public hearing for needs assessment, the City ranked its priority projects as follows:

1. Infrastructure.
2. Neighborhood Revitalization.
3. Downtown Revitalization and Economic Development.
4. Public Safety.
5. Public Facilities.

Mayor Young then opened the floor to receive comments/questions from the public.

Ms. Paula Todd then asked Ms. Knight, are the priorities that you just mentioned from the public or just from City Council? Ms. Knight responded that last year, we had a public hearing like this, gave people the opportunity to make comments and then at the next meeting, there was a recommendation made through the staff to rank the priority needs based on the comments received.

Ms. Todd then asked a question in regard to the nondiscrimination in housing. She asked Ms. Knight if her agency conducts some sort of investigation itself. Ms. Knight responded, what we do is we collect information and forward it on and someone else investigates. That is done through the HUD field office in Columbia.

Mayor Young then asked, under the Business Development program, could that be used to provide water and sewer to a business, or would you have to go under the infrastructure? Ms. Knight responded that this could be used under Business Development, but the business has to agree to write a letter providing information about the private investment that they are putting in as a result of having, but for having the water or sewer supplied out to them. They are committing to expanding their business and sink private funds into it and provide jobs. Mayor Young asked, does it have to be an expansion of a business or could it be a new business? Mr. Knight responded, it could be a new business, but the grant money can only go toward public infrastructure. So, we can't run the water and sewer onto their private property. Mayor Young then asked, could we run it to the airport? Ms. Knight affirmed that you could run it down the right-of-ways at the airport parcels to certain businesses. Ms. Knight further stated, there is another funding program that you can look at that you can get up to 50% of what you need. Then, you can take this money and use it as the match money to go toward it. If you had that \$1 million need, it might be for \$50,000 in local funds, you can leverage \$950,000, but you still have to be making public improvements.

**APPROVAL OF THE MINUTES:**

Upon motion of Council Member Bridge, seconded by Council Member Broderick,

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the Minutes of the January 13, 2015 Public Hearing and Regular Meeting were approved as submitted. The motion passed with all members voting in favor.

**OLD BUSINESS:**

There was no Old Business before Council.

**NEW BUSINESS:**

1. Consideration of 2015 Rice Festival Requests, Jimmy Trippe, President Colleton County Rice Festival and Approval of Street Closing Request and Parade Permit Request

When asked by the Mayor, if he wanted to say anything, Mr. Jimmy Trippe made a remark about one of the streets to be closed. This street is supposed to be Ireland Drive. This is the street that runs behind Ivanhoe. I don't know what that street is, but I think that is what that is supposed to be. Mayor Young then told City Manager Molinari that the best thing is to have the Police Chief meet with Mr. Trippe just to make sure they understand which streets they are talking about, so that we have the right streets closed.

Mr. Trippe informed Council of another event they plan to hold. He said, on April 18, we will do a Tour of the Lowcountry, which is a bike ride. We won't close any streets, but it is leaving from Palmetto Rural on Robertson Blvd., but we might need some police assistance on that, because we are hoping to draw in a lot of bicyclers from all over the state. That's something new that we are doing this year.

Mayor Young then asked, will you then be back to make a request for the Criterium which is the week after the Rice Festival. It was noted that this event will be on April 29<sup>th</sup>, and that request will be the same as it has always been.

Mr. Trippe then said, I won't turn in another request on the "Tour of the Lowcountry," unless you want me to. Mayor Young then asked, what's the date of that. Mr. Trippe responded, this is the Saturday before at 8:00 in the morning. Mayor Young then said, you just need to probably just get with the City Manager to take care of that.

A motion granting this the 2015 Rice Festival requests and approval of the parade permit as submitted was made by Council Member Siegel, seconded by Council Member Lohr and passed unanimously.

Mayor Young thanked Mr. Trippe and stated that the Rice Festival has gotten better and better each year and I know it is due to your hard work and that of the committee members. All of us in Walterboro appreciate it, and we are looking forward to this year's event.

2. Request to Close Street for Annual Cubmobile Race on February 7, 2015 from 7:30 A.M. to 12:00 Noon, by Ms. Sheila Morris, Den Leader and Anthony Kubik, Cubmaster

A motion was made by Council Member Siegel, seconded by Council Member Broderick to approve the request to close the streets for the Annual Cubmobile Race on February 7 at submitted. The motion passed with all members voting in favor.



DRAFT

Walterboro City Council  
Public Hearing and Regular Meeting  
January 27, 2015

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3. Consideration of Cancelling or Rescheduling the March 10, 2015 Regular City Council Meeting

Mayor Young explained that the March 10 meeting will also be at the same time some Council Members will be attending the NLC Congress of Cities Meeting in Washington, D.C.

A motion was made by Council Member Syfrett to cancel the March 10 Regular City Council Meeting. Council Member Broderick seconded the motion that passed unanimously. The Mayor stated that if some business arises, Council can always call a special meeting.

**COMMITTEE REPORTS:**

There were no Committee Reports given.

Mayor Young brought to Council's attention that a very nice thank-you note had been received from Mrs. Patti Lohr, wife of Council Member Ton Lohr. He said, we are thankful that she is doing well.

There being no further business to consider, a motion to adjourn the meeting was made by Council Member Bridge, seconded by Council Member Bonds and passed unanimously. The meeting adjourned at 6:45 P.M. Notice of this meeting was distributed to all local media and posted on the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson  
City Clerk

## **MEMORANDUM**

**To:** Mayor and Council  
**From:** David B. Dodd, Planning Director  
**CC:** Jeff Molinari, City Manager  
**Subject:** UDO Update for Corrections and Clarification  
**Date:** January 31, 2015

The Municipal Planning Commission recommends an amendment to the Unified Development Ordinance for the purpose of correcting errors and improving clarity of intent. The changes recommended are listed along with a brief description below:

- Section 2.5.2 Dimensional Table changes to IICD maximum height and number of stories based on both, the current hospital's height and number of stories with, 4 floors at 56 feet plus a penthouse of 12 additional feet, along with the proposed new Hampton Inn development project. This change will include a simple number change for the height and the addition of a fifth footnote in reference to the number of stories.
- 6.5 Flood Damage Control
  - There are 2 sections numbered 6.5.4 - correct numbering
  - change reference from Flood Hazard Boundary Map (FHBM) to Flood Insurance Rate Map (FIRM) that is actually used for this purpose
  - add a reference to include related permit requirements from Chapter 9, Section 9.3.1
- 7.5 Fences and Walls – add NCD to the Residential section, currently NCD is not included at all
- Section 11.6 used twice. Subdivisions Section needs numbering corrected to Section 11.7 on pages 11-29, 11-33 and 11-34.
- Chapter 14
  - correct page number references to 14-2 for Sections 14.2 and 14.3 on page 14-1
  - correct section number on page 14-4 for section 14.4
- Appendix
  - clarify definition for Canopy by adding “, Building”
  - change definition for Flood Hazard Boundary Map to Flood Insurance Rate Map

Public Notice of the Planning Commission meeting was adequately advertised and there was no opposition to the matter from any members of the public during the meeting at which the above described changes were discussed. The Members of the Commission present voted unanimously in favor of recommendation of the amendment attached.

## **ORDINANCE # 2015-01**

### **AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO, SO AS TO CLARIFY AND STRENGTHEN PORTIONS OF THE ORDINANCE.**

**WHEREAS**, the Municipal Planning Commission has studied improvements that strengthen the Unified Development Ordinance; and,

**WHEREAS**, the Municipal Planning Commission recommends the following changes to the Unified Development Ordinance in order to clarify portions of the Ordinance.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the City of Walterboro, in Council Assembled, that the following amendments to the Unified Development Ordinance will become effective upon passage of this ordinance:

#### **Section 2.5.2 Dimensional Table**

IICD Max. Height (feet) 68

Foot note 4 - Maximum of five (5) stories.

#### **Section 6.3.3 Mitigation**

A. The removal of any protected tree authorized by permit shall be mitigated by planting new trees from the *South Carolina Urban Species Guide* listed in Section 7.4. The replacement trees shall have a minimum two (2) inch DBH; provided, however, for protected flowering trees, replacement flowering trees of one (1) inch DBH minimum are acceptable. The number of trees required shall have a total DBH equal twenty-five (25) percent of the total diameter of the trees requiring mitigation, except for grand trees which shall require a minimum of 12 inches DBH of mitigation per grand tree. A grand tree shall mean any tree of 24 inches DBH or larger.

**Section 6.5 Flood Damage Control - Correct Numbering** for Sections 6.5.4 thru 6.5.16 to 6.5.4 thru 6.5.17.

#### **Section 6.5.6 Establishment of Areas of Special Flood Hazard**

The areas of special flood hazard identified by the Federal Emergency Management Agency in Flood Insurance Rate Map (FIRM).

#### **Section 6.5.7 Development Permit Required**

A development permit shall be required in conformance with the provisions of this section and Section 9.3.1

**Section 7.5 Fences and Walls** - Include NCD in Residential Districts in chart on center of page.

**Section 11.7 Subdivisions**

**11.7.1 Subdivisions Defined**

**11.7.2 Approval Process**

**11.7.3 No Subdivision or Improvements Without Plat Approval**

**11.7.4 Preliminary Plat Validity**

**11.7.5 Plat Approval Not Acceptance of Dedication Offers**

**11.7.6 Protection Against Defects**

**11.7.7 Maintenance of Dedicated Areas Until Acceptance**

**Chapter 14: Amendments - Correct Page Numbers** for Section 14.2 to Page 14-2 and Section 14.3 to Page 14-2 on page 14-1. **Correct Section Number** for Amendment and Approval Process to Section 14.4 on Page 14-4

**Appendix A: Definitions**

**Canopy, Building**

A permanent structure other than an awning attached or unattached to a building for the purpose of providing shelter to patrons or automobiles, or as a decorative feature on a building wall. A canopy is not a completely enclosed structure.

**Flood Control Definitions**

Flood Insurance Rate Map (FIRM) means an official map of a community, issued by the Federal Emergency Management Agency (FEMA), where the boundaries of the areas of special flood hazard have been defined as Zone A.

DONE, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
William T. Young, Jr.  
Mayor

Attest:

\_\_\_\_\_  
Betty J. Hudson  
City Clerk

First Reading: \_\_\_\_\_, 2014  
Public Hearing: \_\_\_\_\_, 2014  
Second Reading: \_\_\_\_\_, 2014

**RESOLUTION NO. 2015-R-02**

**A RESOLUTION TO ANNEX PROPERTY OF THE CITY OF WALTERBORO, SOUTH CAROLINA, PURSUANT TO SECTION 5-3-100 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976 AS AMENDED (City of Walterboro Wastewater Treatment Plant)**

**WHEREAS**, the City of Walterboro, South Carolina, purchased a 52.5 acre parcel of property located at 789 Gervais Street in the Walterboro area on August 19, 1985; and

**WHEREAS**, the property purchased by the City of Walterboro is identified on the tax records of Colleton County as parcel TMS number 179-00-00-057, and is contiguous to the current City limits of the City of Walterboro, South Carolina, and is wholly owned by the City of Walterboro, South Carolina; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Walterboro, South Carolina, in Council duly assembled, that the said 52.5 acre parcel identified on the tax records of Colleton County as TMS 179-00-00-057 is hereby annexed to the City of Walterboro, South Carolina pursuant to Section 5-3-100 of the Code of Laws of South Carolina 1976 as amended. A tax map plat of the same is attached hereto and incorporated herein by reference.

**RESOLVE, THIS 9<sup>TH</sup> DAY OF FEBRUARY, 2015.**

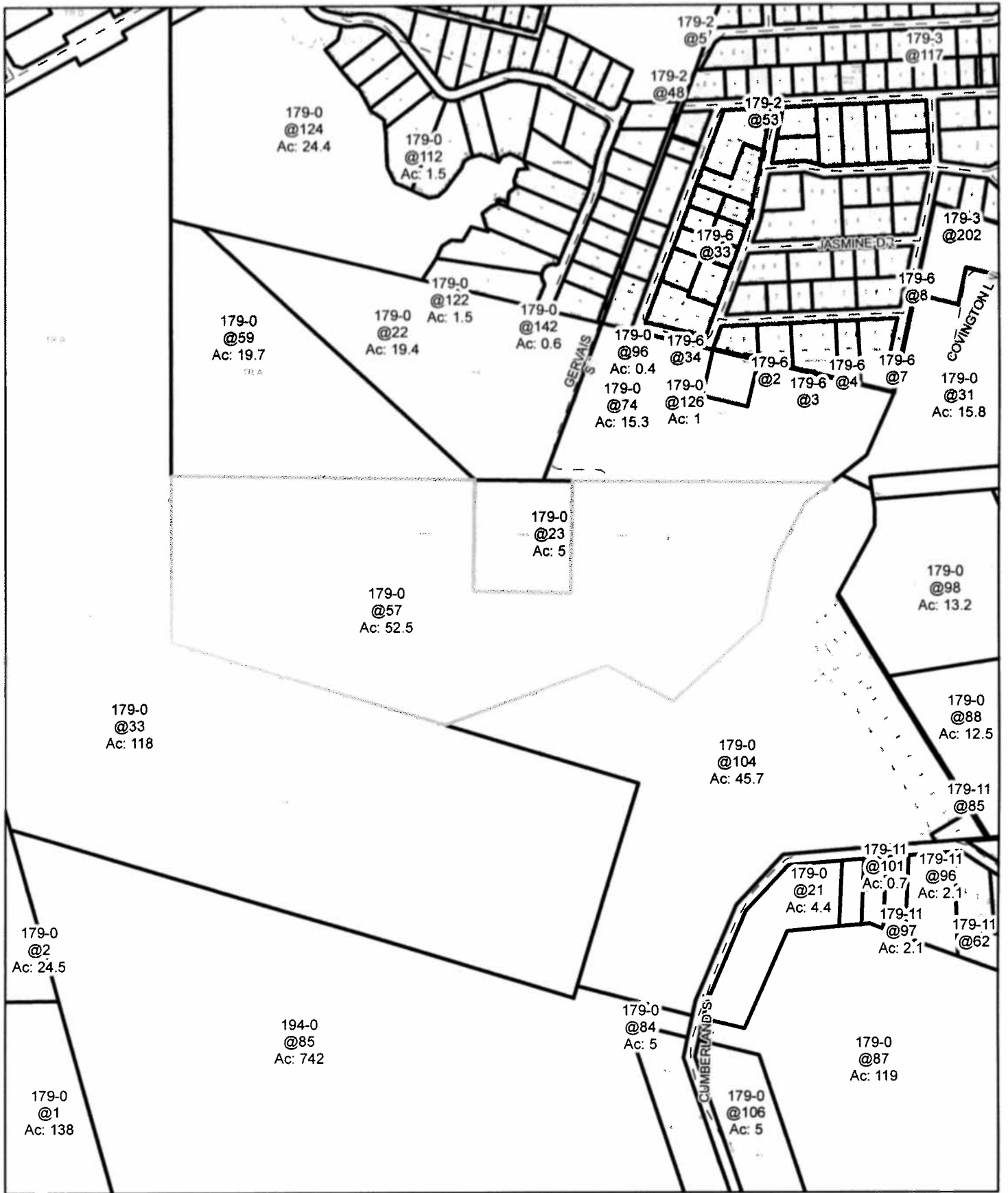
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William T. Young, Jr.  
Mayor.

Attest:

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Betty J. Hudson  
City Clerk



179-00-00-057.000

1 inch = 590 feet



Colleton County Technology Dpt  
 31 Klein Street, Rm. 111  
 Walterboro, SC 29488  
 (843) 782-4282  
 technology@colletoncounty.org

Date: Friday, February 06, 2015



DISCLAIMER: County GIS data is made available to the public as a service of the Colleton County Technology Department. This information is intended for general reference purposes only. Colleton County does not assume any liability for damage arising from errors, omissions or use of this information. This information is offered to the public AS IS WITHOUT WARRANTY OF ANY KIND.

**EXHIBIT**  
to the  
*GENERAL AGREEMENT for PROFESSIONAL ENGINEERING SERVICES*  
**INDIVIDUAL TASK ORDER No. 33**

**A. Description of Project**

1. The Project consists of the following:
  - Assistance with DHEC Form 0874 – Sludge Annual Agronomic Loading Rate Worksheet and Land Application Program review
  - Feasibility study and Preliminary Engineering Report (PER) for biosolids handling

**B. Scope of Services**

1. DHEC Form 0874 and Land Application Program Review

The ENGINEER will review the City's land application permit and practices, and prepare an MSEXcel worksheet for use by the City for maintaining records in compliance with the April 1, 2014 SCDHEC requirement for biosolids application at the agronomic rate. The following services shall be included in this item:

- a. The ENGINEER will review the City's current land application permit and land application practices and prepare comments and recommendations for compliance with regulations.
- b. The ENGINEER will review laboratory analyses of sludge, soils and groundwater in connection with Form 0874.
- c. The ENGINEER will prepare a spreadsheet for compliance with DHEC Form 0874 and assist the City in the use of the spreadsheet.
- d. The ENGINEER will prepare a Nutrient Management Plan to address DHEC "Application Requirements to Meet Agronomic Rates" (DHEC Form 0874, page 2).

2. **Feasibility Study and PER**

The ENGINEER will conduct a feasibility study and prepare a PER in connection with biosolids handling at the WWTP to develop recommendations for expanding/upgrading the existing facility to provide additional storage for operational flexibility and improvements for sludge dewatering. The following services shall be included in this item:

- a. **Site visit, information and data collection:** The ENGINEER will visit the WWTP to observe wastewater treatment and biosolids management operations and gather record drawings and other plant operating data necessary for further study.
- b. **Waste activated sludge projection:** The Engineer will first review three-year influent qualities and WWTP operating data. The Engineer will predict volumetric and mass waste activated sludge productions for the plant capacity.
- c. **Biosolids storage improvement and dewatering improvement feasibility study:** The Engineer will evaluate the capacity of the available sludge holding volumes and identify storage volume improvement needs. The Engineer will evaluate feasibility of converting the available water holding structures to new sludge holding basins and use of sludge thickening to maximize solids retention time. The Engineer will propose a new sludge dewatering facility for landfill disposal. The ENGINEER will provide preliminary engineering and opinions of probable construction costs for proposed improvements.
- d. **Preliminary Engineering Report:** The Engineer will prepare a preliminary engineering report for the proposed biosolids storage and dewatering improvements in accordance with the guidelines of Preparation and Submission of Engineering Reports and Environmental Impact Statements as published by the South Carolina Department of Health and Environmental Control (SCDHEC).

C. **Deliverables**

1. DHEC Form in MSEXcel electronic format; staff training; two (2) hard copies of Nutrient Management Plan



3. Two (2) hard copies of draft and final Technical Memorandum - Feasibility Study
4. Two (2) hard copies of draft and final PER

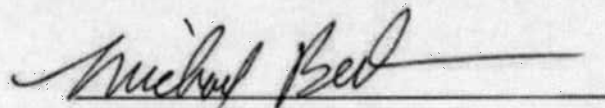
**D. Compensation**

Based on the percentage of completion of all item and as services are rendered compensation to the ENGINEER for the services outlined above shall be in accordance with the following:

1. For all services rendered under Items B.1-B.2, compensation to the ENGINEER shall be a Lump Sum cost of \$26,249.00.

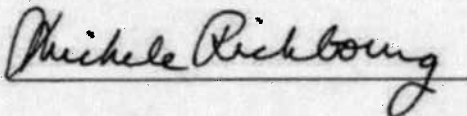
This Agreement formally entered into and agreed upon this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**URS**



Michael A. Beckman, P.E.  
Vice President

ATTEST:



**City of Walterboro**

\_\_\_\_\_  
Jeffrey P. Molinari  
City Manager

ATTEST:

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## MEMORANDUM

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**TO:** Mayor and City Council  
**FROM:** City Manager  
**DATE:** February 6, 2015  
**RE:** CDBG Prioritization

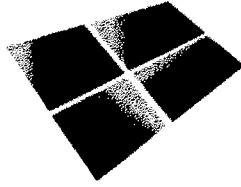
Pursuant to City Council's discussions during the 2015 Strategic Planning Retreat, I recommend the following CDBG priority needs for the next funding cycle. The top-3 priorities will be eligible for funding.

1. Community Infrastructure
2. Community Enrichment
3. Neighborhood Revitalization
4. "Ready to Go" Public Facilities
5. Special Projects

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

Sincerely,

Jeffrey P. Molinari  
City Manager



# WALTERBORO-COLLETON C H A M B E R O F C O M M E R C E

Mayor Young  
Walterboro City Council  
242 Hampton Street  
Walterboro, SC 29488

RE: St. Patrick's Day Race

Mayor Young and City Councilmen,

On March 13, 2015 beginning at 6:15 P.M., the Walterboro-Colleton Chamber of Commerce would like to have a 5k run/walk and a 1 mile fun run.

The event will last from 6:15-7:30 P.M. The race will start in the Ivanhoe Parking lot by the old movie theater. The race will travel down Ivanhoe creek onto Jefferies Blvd., turn down Ireland Hills Drive, turn right onto Washington St, (Hargo Hill), turn right onto Klein Street, then entering into the Walterboro Wildlife Sanctuary, continuing through the sanctuary turning left onto Washington Street, passing over Ireland Creek turning right onto Ivanhoe Road. The race will end on Ivanhoe Road in the parking lot area.

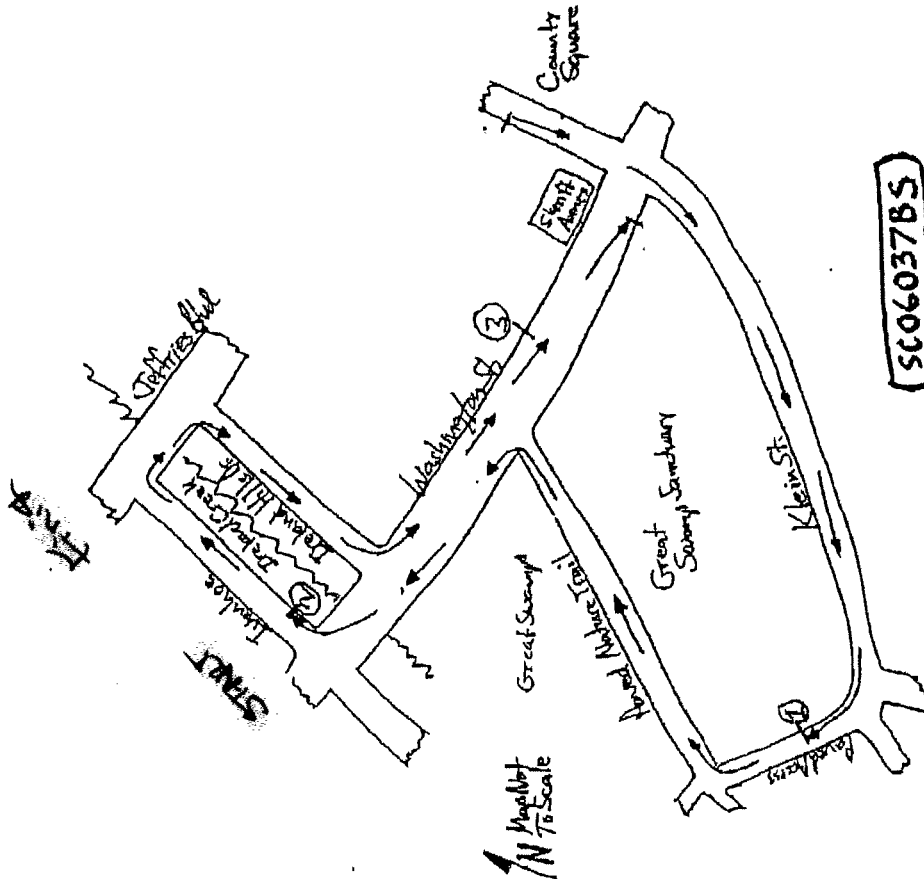
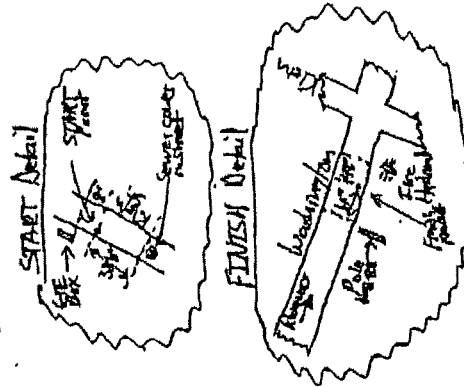
Jeffrey Herndon is heading up this event for the WCCC. We appreciate you taking the time to consider this race for our community. We believe this is a great evening event for our community.

Regards,

Jeremy Ware  
President

Walterboro-Colleton  
Chamber of Commerce

Location of Key Points  
**START:** On Klein St. in the County Square. Point is 38' Northeast of a sewer cover in street and 8' Southwest of GTE cable box #1720267 P205  
**1 MILE:** On Access trail from Merfield Park Artery Lot. Point is 386' Northeast of parking lot.  
**2 MILE:** On Inshore beside Ireland Creek. Point is 81' Northeast of Washington St.  
**3 MILE:** On Washington St. near County Maintenance building. Point is 4710' Northeast of SEEG Aft #172102 and 200' Southwest of a GTE leased Cable Box.  
**FINISH:** On Washington St. Point is 4 1/2' Northwest of a fire hydrant and 41' Southwest of GTE Aft #8-88.





January 30, 2015

Walterboro City Council  
242 Hampton St.  
Walterboro, SC 29488

Attn: Jeff Molinari, City Manager

Dear Council,

The Salkehatchie Stew executive committee has started to organize the sixth Annual Mystery Stroll. The theme for this year is strawberries and poetry. The event will take place on April 10th 2015 Friday night. We would want to use the Waterfall area again on Friday evening as always.

We request City Council approval for the use of the waterfall area between the hours of 5:00 and 10:00 PM on the evening of April the 10th. We ask that you include this on your agenda for the first City Council meeting in February of 2015 if possible.

On behalf of the executive committee of Salkehatchie Stew: The Colleton Collection, we thank you for your continued support and encouragement. If you have any questions regarding the above please do not hesitate to contact me.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Carmela", is written over a horizontal line.

Co-chair  
cvgottesman@sc.edu

Dr. Carmela Gottesman

DOWNTOWN  
**Walterboro**  
CRITERIUM

January 28, 2015

City of Walterboro  
248 Hampton Street  
Walterboro, SC 29488

Dear City Officials:

The Criterium Committee would like to thank the City for your past support and request continued support from the City of Walterboro as we plan for the 13<sup>th</sup> Annual Downtown Walterboro USA Pro Cycling Classic. The bicycle race will again include a Women's Professional Race and three Amateur Races (Masters, Category 5/4, & Category 3/2) in addition to the Men's Professional and a kid's race.

The Criterium Committee would like to request the following:

-We ask for use of the **City Parking Lot on Wednesday, April 29, 2015.**

With set up to begin in back portion of parking lot on Tuesday

-We ask that you **include sidewalk areas** for the event.

-The **Criterium Course** Street closure Wed, April 29, 2015 between **2pm-11pm**

E. Washington Street **closed for parking at 2pm**

Then **closed to ALL traffic at 3:30pm-10pm**

**Criterium Course street closed from 2pm-11pm**

E. Washington from Jefferies Blvd. to Memorial Street

Neyle Street from E. Washington to N. Miller Street

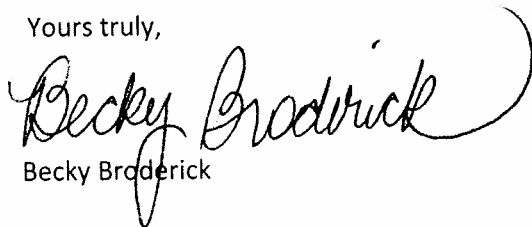
N. Miller Street from Bellinger St. to Hampton Street

Hampton Street from N. Miller Street to Walter Street

Walter Street from Hampton Street to E. Washington Street

This event is one of the few true professional events held in the State of South Carolina. The City of Walterboro is very fortunate to have the opportunity to host this event. The Criterium Committee appreciates the City of Walterboro's continued commitment.

Yours truly,



Becky Broderick