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City of Walterboro

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Walterboro City Council
Regular Meeting
July 14, 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 May 26, 2015 Public Hearing and Regular Meeting (Minutes attached).
2. Minutes of the June 9, 2015 Public Hearing and Regular Meeting (Minutes attached).
3. Minutes of the June 23, 2015 Regular Meeting (Minutes attached).

IV. Old Business:

V. New Business:

1. **Resolution No. 2015-R-07**, A Resolution Authorizing the City Manager and City Clerk to Execute Forms Pursuant to USDA Rural Development Community Facilities Grant in the Amount of \$50,000 for the Purchase of Police Cars for the City of Walterboro (Memorandum and resolution attached).
2. Council Committee Appointment - Mayoral Appointment.
3. Consideration of Bids Received to Purchase Vehicle for Parks Department (Memorandum attached).
4. Acceptance of Resignation of Leonard Hultquist from the Historic Preservation Commission (Letter attached).
5. Request to Use City Parking Lot on Saturday, September 19, 2015 from 9:00 to 11:00 A.M. by Leadership Colleton Class of 2015 for Community Volunteer Fair (Letter attached).

6. Request to Use Gruber Street Park for Youth Community Reach Fun Day on Wednesday, July 29, 2015 from 8:00 A.M. to 1:00 P.M. by Scott Stanton, United Colleton (Park application attached).
7. Request for Street Closings for Parade on Saturday, August 8, 2015 at 10:00 by Miracle Deliverance Center Youth Fair, Yolanda Scriven (Permit application attached).

VI. Committee Reports:

VII. City Manager's Report:

VIII. Executive Session:

1. Receipt of Legal Advice:
 - a. Airport Property Washout.
 - b. Hampton St. Waterline Project.
2. Personnel Matter: Investigative Proceedings of Former Employee.
3. Potential Purchase of Property.

IX. ADJOURNMENT.

Walterboro City Council
Public Hearing and Regular Meeting
May 26, 2015

MINUTES

A Public Hearing and Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, May 26, 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 17 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 Siegel led the pledge of allegiance to our flag.

PUBLIC INPUT ON AGENDA ITEMS:

Former Mayor Charlie Sweat addressed Council regarding Budget Ordinances # 2015-03 and # 2015-04. He asked Council at this time to explain to the public why they are raising the water and sewer rates 5%. He said, you also need to go back and tell them (the citizens) why 5 or 6 years ago, for a 3-year period you increased the water and sewer rates so that Walterboro would no longer have the lowest water and sewer rates in South Carolina.

Mayor Young thanked Mr. Sweat for his comments and noted that Council will address that matter further down on the agenda.

Ms. Paula Todd, a citizen, raised a question on Ordinance # 2015-05, An Ordinance Authorizing the City of Walterboro to Grant an Easement to South Carolina Electric and Gas Company Over property on or Near Robertson Boulevard, First Reading. She said, I would like it if you have someone here from SCE&G to explain that to me - exactly what this is. I live on Durham Street, which is right off Robertson and North Lemacks Street. I think I have an idea, but when I saw the actual pictures and drawings, it looked like an awful lot of poles, and I was just wondering how that would affect the look of the area. It looks like a lot of different poles and different things. If someone could just give me a better idea of what that is.

Mayor Young then stated, if there is no objection from Council, if we could just wait until we get to that point on the agenda. Mr. Todd Litchfield is here and I think he has some diagrams and things, and he can show you exactly what we are doing and where they (the polls) are going. Then, if you have more questions, then I will allow you to ask them at that time, if Council has no objections. There were no objections from Council.

No further comments or questions were raised under Input on Agenda Items.

PUBLIC HEARING:

The Mayor then opened a public hearing, duly advertised, to receive public comments and questions on Ordinance # 2015-02, An Ordinance to Amend Chapter 36, Article VII, Wrecker Rotation, of the Code of Ordinances of the City of Walterboro.

The Mayor then asked Chief Marvin to give the public a short briefing on this ordinance. Chief Marvin told Council that use of private wrecker companies occurs almost daily by the Walterboro Police Department. The policy needed to be updated to establish revised guidelines to becoming eligible to operate in the City of Walterboro. It had not been updated for several years, around 2006. We have added requirements for the owners of larger vehicles and vehicles that require a commercial driver's license

MINUTES/Page II

to operate. This was not covered in the original policy. In fairness to the wrecker companies, we have updated the prices that they can charge for their services, and in some cases doubled the amount they can charge. The requirements and prices of the new policy have been updated to reflect what other law enforcement agencies in the area and state have been doing. This gives an across-the-board idea of fairness. The revision of this policy will allow the Walterboro Police Department to conduct their business with the public in a more professional manner.

The Mayor then opened the floor to receive comments or questions from the public on Ordinance # 2015-02. No further comments or questions were received and the public hearing was closed.

There was no Minutes before Council for approval.

OLD BUSINESS:

1. **Ordinance # 2015-02, An Ordinance to Amend Chapter 36, Article VII, Wrecker Rotation, of the Code of Ordinances of the City of Walterboro, Second Reading**

A motion was made by Council Member Bridge, seconded by Council Member Broderick, giving Second Reading and Adoption to Ordinance # 2015-02, being An Ordinance to Amend Chapter 36, Article VII, Wrecker Rotation, of the Code of Ordinances of the City of Walterboro. The motion passed with all members voting in favor.

NEW BUSINESS:

1. **Ordinance # 2015-03, An Ordinance Adopting the City Budget for Fiscal Year 2015-2016 and Matters Relating Thereto, First Reading**
2. **Ordinance # 2015-04, An Ordinance Adopting the City Enterprise Budget for Fiscal Year 2015-2016 and Matters Relating Thereto, First Reading**

The Mayor announced that the two agenda items (above) would be considered together by Council. He then called on Mayor Pro-Tem, Tom Lohr, for a brief highlight on the budget.

Council Member Lohr stated that the City Budget is about \$10,896,586. The General Fund Budget is \$7,378,848. The difference there would be the Enterprise Budget.

Council Member Lohr then stated as he goes through the highlights, he will not identify which budget it belongs to, but I will just identify what it is and what's going on there.

- 1) There will be no property tax increases and no business license increase.
- 2) In response to Mr. Sweat's question, we are proposing a 5% water increase and a 5% sewer rate increase. Basically, we are still, I think, in the bottom level of where we rank with other municipalities.
- 3) We will be having more and probably more stringent long term and short term needs in terms of waste disposal. I am sure Wayne could give you more information. We are going to be in very close contact with DHEC whether we like it or not, but we are going through the same thing as other municipalities are going through. Nobody is going to get a free ride on this. So, my simple comment would be it has to do with waste

MINUTES/Page III

disposal. I think what we are doing now is all right, but how we are doing things today is not going to work down the road that far. That's the reason why I said short-term as well as long term. We can wait and wait and wait and then so, okay now we are going to do it. The cost of everything will be going up in the meantime. Obviously, this will increase the cost for the people who have water and sewer bills. We are very much aware of that.

- 4) There will be a 3.4% increase in health insurance premiums for all the employees in the City.
- 5) The South Carolina Retirement System increases will be effective July 1, 2015. It's not much of an increase, but it is still an increase. This will be from the State, and of course, we have a certain portion that we have to also increase for the City.
- 6) The Police Officers Retirement System has some increases effective July 1, 2015. Again, it's not a lot of increase, but if some increases and any increase is multiplied by the number of employees, this will send a few more bucks up.
- 7) There is no change in the Mayor and City Council Budget, the City Manager's Budget, the Planning and Codes Department, Judicial, Sanitation, Utilities Support and Sewer Support. Under the Sewer budget there is an increase on increased sludge and disposal cost. It will not be the same this year as it probably will be next year. So, we just can't afford to sit and not be ready for that.
- 8) The Water Department will have one new technician to help with some water issues.
- 9) Under the Parks Department, there will be a purchase of one F-250 truck.
- 10) The Fire Department will ask for and hopefully get 3 new firefighters. This will help give better coverage for all shifts.
- 11) The Police Department will ask for 3 new vehicles.
- 12) We will be purchasing a front loader with a tink bucket and we will be painting the annex building.

Mr. Lohr then asked that Council give First Reading approval to the budget ordinances. You will have a chance at a next meeting, if you want to come and express some concerns you have about the budget. He announced that Jimmy Syfrett and James Broderick were members of the Budget Committee, Council Members Bonds and Siegel also attended the meetings and the City Manager gave Council Member Bridge a tutorial on the budget. So, we all have some input, but it is basically the Budget Committee's job. So, tonight, we are requesting a first reading of the budget.

A motion was made by Council Member Syfrett, seconded by Council Member Siegel, giving First Reading Approval to Ordinance # 2015-03, An Ordinance Adopting the City Budget for Fiscal Year 2015-2016 and Matters Relating Thereto. The motion passed unanimously.

A second motion was made by Council Member Lohr, seconded by Council Member Broderick, giving First Reading Approval to Ordinance # 2015-04, An Ordinance Adopting the City Enterprise Budget for Fiscal Year 2015-2016 and Matters Relating Thereto. The motion passed with all members voting. At this point, the Mayor said that the simplest way to understand the difference between the two budgets is that the Enterprise Budget relates to items that generate revenue. Water and sewer would be in the Enterprise Budget.

3. **Ordinance # 2015-04, An Ordinance Authorizing the City of Walterboro to Grant an Easement to South Carolina Electric and Gas Company Over Property on or Near Robertson Boulevard, First Reading**

MINUTES/Page IV

City Manager Molinari, with the use of overhead screen and map, pointed out the location of the easement and placement of 3 utility poles on City owned property. He explained that these 3 utility poles will be used to service a new industry which will be located on Airport Commission property along Robertson Boulevard. Mr. Molinari pointed out that Mr. Todd Litchfield was present tonight if anyone had any technical questions about the utility poles.

Ms. Paula Todd then asked about the cluster of items on the map. She asked if they were poles or what. Mr. Litchfield responded, those are our transformers. Mayor Young stated, those are existing things, that's not anything new that we are addressing. Mr. Litchfield then stated, the only things new are the circles with the "x" on them. Council Member Bonds, then said, I looked at this and I saw all that, and I said oh, my gosh. So, the only things new we are talking about are those poles which are located right where our maintenance shed is? Mr. Molinari then pointed out the location of the poles. Mr. Bonds, then asked, so everything else that is existing will not change in any way? Mr. Molinari responded, that is correct. Mayor Young added, and some on Robertson Blvd. Mr. Molinari then said, as Mr. Litchfield has indicated, the circles with the "x" indicate new service. The Mayor then added, and this is to service a potential development at the airport.

Council Member Bridge then raised a concern on the placement of the poles. She stated, the location of those is so near the runway, is there a problem with this by the airport? Mr. Litchfield responded, we have talked with Tommy Rowe and based on the height, he has already indicated verbally that the height would be okay. The height will be about 40 ft. from ground level. Ms. Bridge then asked how far are the poles located from the industry's proposed location and how is that helping the industry?

In answering Ms. Bridge's question, City Manager Molinari asked if he could advance the overhead screen to the next map. This will probably give you a better idea. He pointed out the location of the industry on airport property. Mr. Litchfield said, right now in that area, we have single phase service. What we will be doing is upgrading the line down Lemacks Street. We will be upgrading it to a 3-phase line. We will be putting in larger wires and replacing a good many of the poles in the area. They will all be new poles coming back down Robertson Blvd. It will give us a chance to make that a feeder line. It does two things for us. One, it would serve any additional customers coming to the airport. They are going to need 3 phase power. The other thing, it will give us a chance to make it a feeder line through there, because with an industrial customer, you don't want him on a regular feed, because he will not be happy with a 6-hour outage or an 8-hour outage. Making it a feeder line, we can tie it together and open and close switches and minimize his outage down to 30 minutes to an hour or less. Upon further questioning, Mr. Litchfield pointed out that the 3 phase line had already been placed up at the intersection of Colleton Loop. So, we are just going to upgrade that line from a single phase to 3 phase.

Council Member Broderick then asked if the 40-foot pole was the standard size pole that goes down the side of the road? Mr. Todd responded, any time you do a 3-phase line, we try to set 45 foot poles. That way, if we put any equipment on it, it wouldn't be overcrowded. If we do put equipment on it, like from Comcast or the telephone company, then we will have enough room for them. Mr. Broderick then asked, so the 3 phase size is similar to what going down the side of the roads right now? Mr. Litchfield responded affirmatively. Mr. Broderick then said, so it's not anything out of the ordinary. Mr. Litchfield responded no, it's just like down Jefferies Blvd.

Ms. Paula Todd then stated that Mr. Litchfield had told her previously that some of the old transformers would be replaced. She asked him to explain this. Mr.

MINUTES/Page V

Litchfield explained that the transformers are about the same size as they were twenty years ago. He explained that when we come to those that have some abuse or wear on them, we will replace them. The ones that are PCB unknown, we will replace those also.

Council Member Siegel then said, I think Jeff mentioned there are only 4 poles being replaced, and he is only talking about those in our easement area. Apparently, there are some other poles that show "x's" on them, but those are outside of the easement.

Mr. Litchfield then pointed out the area that is owned by the City containing the easement. He also identified other areas owned by the Airport Commission and the City that will also be identified in Ordinance # 2015-06.

A motion giving First Reading Approval to Ordinance # 2015-05 as submitted was made by Council Member Bridge, seconded by Council Member Syfrett, and passed unanimously.

4. Ordinance # 2015-06, An Ordinance Authorizing the City of Walterboro to Join with the Walterboro-Colleton County Airport Commission and the County of Colleton in Granting an Easement to South Carolina Electric and Gas Company Over Property on or Near Robertson Boulevard, First Reading.

A motion was made by Council Member Broderick giving First Reading Approval to Ordinance # 2015-06 as submitted. Council Member Syfrett seconded the motion that passed with all members voting in favor.

5. Request for Approval of Purchase of Materials for North Lemacks Street Revitalization Project, Phase III, in the Amount of \$33,357.33

City Manager Molinari briefed Council on this agenda item. He stated, as you are aware, phase III of the North Lemacks Street Revitalization Project is getting ready to begin. Mission Serve will be in town the week of June 15-19th. In accordance with their presence, they are going to be doing rehab work on 10 different homes in that area. In your packets, you have supporting documentation from Michelle Knight and the Lowcountry Council of Governments for the purchase of roofing materials, other materials and dumpsters and portalets for the construction sites. This is for a grand total of \$33,357.33. Mr. Molinari stated that this entire cost will be covered by the Community Development Block Grant. Staff asks for Council's favorable consideration of this request.

A motion was made by Council Member Lohr to approve the purchase of materials for the North Lemacks Street Revitalization Project, Phase III, as submitted. Council Member Broderick seconded the motion. In discussing the motion, Council Member Siegel then asked Mr. Molinari, does that mean that the grant is going to pay us back, are we advancing this money, or is it part of the grant money that we are actually appropriating? City Manager Molinari responded, there is a component of it that the City will be advancing. The other will go through the regular procurement procedures through CDBG, which basically we submit the invoice to the Department of Commerce and they cut us a check and then we write a check to the vendor. Because all these 3 elements were combined as far as being one project, it was above and beyond the \$25,000 that I, as City Manager, am authorized to approve. So, that's why it is before you.

The motion then passed with all members voting in favor.

MINUTES/Page VI

6. **Request to Use Pinckney Park for Back Yard Bible Club from 10:00 A.M. - 12:00 P.M. the week of June 15-19, 2015**

City Manager Molinari explained that the City received a request from the Youth Minister at First Baptist Church, in conjunction with "Mission Serve" being here the week of June 15-19, they have asked permission to use Pinckney Park each day from 10:00 to 12:00 noon to conduct their Backyard Bible Club.

The motion to approve the request from the Youth Minister at First Baptist Church to use Pinckney Park June 15-19, 2015 for the Back Yard Bible Club, as submitted was made by Council Member Lohr, seconded by Council Member Broderick and passed unanimously. The Mayor then asked if a sign would be posted at the park to let others know that the park will be in use. The City Manager responded, we certainly can do that, but typically, it doesn't apply to all citizens, we have an application that people wanting to use the park must fill out. Sometimes that doesn't happen. I can certainly coordinate that with Adam.

EXECUTIVE SESSION:

The Mayor then entertained a motion to enter into an Executive Session. Council Member Bridge So Moved and Council Member Syfrett seconded the motion. All in favor. None opposed. Motion carried. The Mayor announced that the meeting will convene into an Executive Session for:

- 1) A discussion of negotiations incident to proposed contractual arrangements - I-95 Business Loop Streetscape Corridor.
- 2) Receipt of Legal Advice.

At approximately 7:39 p.m., a motion was made by Council Member Siegel to exit Executive Session and return to Open Session. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried.

A motion was made by Council Member Bonds to authorize the City Manager to execute the General Agreement for Engineering Services with AECOM for Phases 1C and 1D of the I-95 Business Loop in an amount not to exceed \$136,850. Council Member Broderick seconded the motion that passed unanimously.

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 7:40 P.M. Notice of this meeting was distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

Walterboro City Council
Public Hearing and Regular Meeting
June 9, 2015

MINUTES

A Public Hearing and Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, June 9, 2015 at 6:15 P.M., with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Jimmy Syfrett, Paul Siegel, Bobby Bonds, James Broderick and Judy Bridge. City Manager Jeff Molinari, City Clerk Betty Hudson and City Attorney George Cone were also present. Council Member Tom Lohr was absent. There were approximately 8 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 Siegel led the pledge of allegiance to our flag.

PUBLIC INPUT ON AGENDA ITEMS:

There were no public comments or questions on agenda items.

PUBLIC HEARING:

1. **Ordinance # 2015-03, An Ordinance Adopting the City General Fund Budget for Fiscal Year 2015-2016 and Matters Relating Thereto**
2. **Ordinance # 2015-04, An Ordinance Adopting the City Enterprise Budget for Fiscal Year 2015-2016 and Matters Relating Thereto**

The Mayor asked the City Manager to give a brief description of the budget, and then we will have public comments.

City Manager Molinari told Council that staff has been working on this budget for sometime. The Budget Committee convened in April and went through the entire budget for the General Fund and the Enterprise Fund. Just to give you a quick overview.

- 1) The total City Budget is \$10.8 million. The General Fund is \$7.3 million of that.
- 2) There are no property tax increase and no business license increase in this year's budget.
- 3) We are proposing a 5% water rate and sewer rate increase to account for increased costs at the Wastewater Treatment Plant.
- 4) Both the City and employees are having to endure increases in health insurance premiums. As of July 1, premiums are going up 3.4% for both the City share and employees.
- 5) We are also seeing increases in South Carolina Retirement System and Police Officers Retirement System.
- 6) Staff has proposed a 2% cost of living adjustment for City employees to help offset some of those increased costs.
- 7) The Mayor and City Council and City Manager's budgets are status quo.
- 8) The Finance Department is proposing to paint the annex building next door.
- 9) The Department of Public Works is looking at purchasing a new front loader with a tink bucket. This will be used for yard debris collection.
- 10) The Planning and Codes budget is status quo.
- 11) The Police Department is looking at purchasing 3 new vehicles - 2 patrol vehicles and an admin car.
- 12) The Judicial Department's budget is status quo.

MINUTES/Page II

- 13) The Fire Department is looking at hiring 3 new firefighters. This will allow the City to meet the OSHA requirement of 2 in and 2 out. This will give us at least 4 firefighters on duty at all times.
- 14) The Sanitation Department's budget is status quo.
- 15) The Parks Department is looking at purchasing a new Ford F-250 Pickup Truck.
- 16) The Tourism Department budget is status quo.
- 17) The Water Department is looking at adding one new technician.
- 18) The Utilities Support Department's budget is status quo.
- 16) The Sewer Department is having to absorb increased sludge and disposal costs.
- 17) Sewer Support Department's budget is status quo.

No further comments or questions were raised and the Public Hearing was closed.

PROCLAMATIONS AND RESOLUTIONS:

1. **Revised Resolution # 2015-R-04**, A Resolution Approving the Colleton County Bicycle and Pedestrian Plan, was before Council for consideration.

The Mayor announced that this resolution had been tabled previously by Council.

A motion to take Resolution No. 2015-R-04 from the table for reconsideration was made by Council Member Siegel, seconded by Council Member Broderick and passed with all members voting in favor.

A second motion was then made by Council Member Siegel to adopt revised Resolution No. 2015-R-04, A Resolution Approving the Colleton County Bicycle and Pedestrian Master Plan, as submitted. Council Member Bridge seconded the motion. The motion passed unanimously. A copy of said resolution is attached as part of these minutes.

2. **Resolution No. 2015-R-05**, A Resolution to Formally Recognize and Offer Commendation to Charlie Chewning, Public Works Director, for 23 Years of Distinguished Service to the City of Walterboro, South Carolina, was before Council.

Mayor Young then asked Public Works Director Charlie Chewning to come to the podium. The Mayor then read the resolution in its entirety into the record.

The Mayor stated, there really aren't enough words to show our appreciation to Charlie. Thank you for all you have done. In jest, the Mayor stated that Charlie had tried to retire a couple of times, but we never would let him.

Mr. Chewning then addressed Council. He said, I hope that I deserve these great comments and I hope that I have done something to help the City. Walterboro is my hometown and I hope that I have contributed.

A motion to adopt Resolution No. 2015-R-05 as submitted was made by Council Member Bridge, seconded by Council Member Broderick and passed unanimously. A copy of said Resolution is attached as part of these minutes.

APPROVAL OF MINUTES:

Upon motion of Council Member Broderick, seconded by Council Member Siegel, the following Minutes were approved unanimously as submitted:

MINUTES/Page III

- 1) Minutes of the April 28, 2015 Work Session for Budget Committee.
- 2) Minutes of the April 28, 2015 Regular Meeting.

OLD BUSINESS:

1. **Ordinance # 2015-03, An Ordinance Adopting the City General Fund Budget for Fiscal Year 2015-2016 and Matters Relating Thereto - Second Reading and Adoption**

A motion was made by Council Member Bridge, seconded by Council Member Lohr, giving Second Reading and Adoption to Ordinance # 2015-03 as submitted. The motion carried unanimously.

2. **Ordinance # 2015-04, An Ordinance Adopting the City Enterprise Budget for Fiscal Year 2015-2016 and Matters Relating Thereto - Second Reading and Adoption**

A motion was made by Council Member Bonds, seconded by Council Member Syfrett, giving Second Reading and Adoption to Ordinance # 2015-04 as submitted. The motion passed with all members voting in favor.

3. **Ordinance # 2015-05, An Ordinance Authorizing the City of Walterboro to Grant an Easement to South Carolina Electric and Gas Company Over Property on or Near Robertson Boulevard - Second Reading and Adoption**

City Manager Molinari briefed Council on this agenda item. He explained that there is an industry wanting to be located on airport property. In order to provide electrical service to that industry, SCE&G is requesting an easement to place three utility poles on City owned property. Where you see the circle and the x, those are the three locations. This is the same parcel, about a 24-acre parcel, where the City's Public Works Facility is located. Mr. Molinari then pointed out the locations for the 3 poles.

A motion was made by Council Member Bonds, seconded by Council Member Syfrett, giving Second Reading and Adoption to Ordinance # 2015-05, as submitted. The motion passed unanimously.

4. **Ordinance # 2015-06, An Ordinance Authorizing the City of Walterboro to Join with the Walterboro-Colleton County Airport Commission and the County of Colleton in Granting an Easement to South Carolina Electric and Gas Company Over Property on or Near Robertson Boulevard - Second Reading and Adoption**

City Manager Molinari explained that this is the same industry just mentioned. Mr. Molinari explained that they will be located on property jointly owned by the County and the City. Because of this, we are required to pass an ordinance to allow for the easement. They are looking at locating thirteen (13) utility poles on Walterboro-Colleton County Airport property.

A motion was made by Council Member Broderick giving Second Reading and Adoption to Ordinance # 2015-06 as submitted. Council Member Bridge seconded the motion. In discussing the motion, Council Member Broderick asked, is this project "DENT?" City Manager Molinari responded that this is project "DENT" - Palmetto Aero. The motion passed unanimously.

NEW BUSINESS:

MINUTES/Page IV

1. **Ordinance # 2015-07, An Ordinance Authorizing the City of Walterboro to Join with the Walterboro-Colleton County Airport Commission and the County of Colleton in Approving a Ground Lease for Project "C," First Reading**

Mayor Young then explained that this is a lease for a business that would be located at the airport. I don't think we've gotten everything signed yet, but this is first reading. I think the lease is really lengthy. I can tell you that the lease has been written and rewritten and has gone back and forth between the Airport Commission and the owner of this prospective entity a number of times over the past several months. The Airport Commission has voted to approve this ground lease and send it to City Council and County Council for First Readings. When you get to Second Reading, it will have the names and other information on it that are not in this one.

City Manager explained that people have been working on this for about 5 or 6 months. The City is represented with three members on the Airport Commission - the Mayor, Tom Lohr, Chairman of the Finance Committee, and Mr. Franklin Smalls, another City appointee. He further stated, this is really a ground breaking event, because it is the first ground lease on airport property. Mr. Molinari further said, the perspective industry is looking at making a fairly significant investment - about 127 jobs and over \$3,000,000, with very competitive wages. It is an aerospace-related company.

Mayor Young then stated, we have been pretty excited about this. Negotiations have gone on for some time.

A motion giving First Reading Approval to Ordinance # 2015-07 as submitted to approve the ground lease for Project "C" was made by Council Member Siegel and seconded by Council Member Broderick.

In discussing the motion, Council Member Bonds asked if the Airport Commission had a lawyer to review the documents and negotiating the matter? If so, who is that lawyer? The Mayor responded that Burt Duffie is the Airport Commission's lawyer. He went back and forth extensively between the prospect and the Commission as we worked this out. There were a number of extra meetings, and some times on weekends, and unscheduled meetings were called to try to get through with this. Council Member Siegel then asked if parcel "A" was abutting the runway? Mayor Young responded, there is a space in between there and the runway. He has access to that runway. For a point of reference, the City Manager Molinari pointed out the area where the main terminal is located. Mr. Siegel then asked, is it their plan to lease similar parcels all the way down that runway? Is this a scheme or a plan that will hopefully replicate down the line? Mayor Young answered, there is some discussion about some expansion in the future, but it is not right by that parcel.

The motion giving First Reading Approval to Ordinance # 2015-07 then passed with all members voting in favor.

2. **Authorization for Submission of EDA Grant Application for Upgrades to the Wastewater Treatment Plant and Committing \$1,360,000 in Matching Funds**

City Manager Molinari briefed Council on this agenda item. He said, as you are aware we need to make some upgrades to the Wastewater Treatment Plant. To that end, the City has been pursuing grant opportunities, specifically, for money through EDA, the Economic Development Administration. With the assistance of Michelle Knight of the Lowcountry Council of Governments, we have had to scramble a bit, but we have been putting together an application to submit to EDA in the amount of \$2,040,000. The grant requires that the City provide a match of \$1,360,000. Mr. Molinari cautioned Council by stating, with regard to the \$1,360,000 match, I am

MINUTES/Page V

hoping to offset that cost with additional grants. If we can get the EDA money, then that should open the door to some other funding sources. But the timing is critical. With Colleton County recently being designated a "Promise Zone," we wanted to get in on the last funding cycle. There are four different funding cycles for EDA, and this is the last of the fiscal year. The grant applications are due on Friday, and we wanted to try and capitalize on that recent designation as much as we can. So, for the purposes of the grant application, I have to commit the City to \$1,360,000 as a match, but like I said, I am going to do everything I can to reduce the out-of-pocket cost for the City.

A motion was made by Council Member Bridge authorizing the submission of the EDA Grant Application for Upgrades to the Wastewater Treatment and Committing \$1,360,000 in Matching Funds. Council Member Broderick seconded the motion.

In discussing the motion, Council Member Bridge then asked if she could address the amount of money the City is required to give as matching funds? She said, with that amount of money, are we trying to think in terms of the increase in water rates and sewer rates as part of that committed funding? City Manager Molinari responded, that is not going to come into play until a little further down the road. As I was saying, the more that I can reduce that number of the City's match, the fewer adjustments we'll have to make in terms of rates and things of that nature. Now, the rate increases that were put into this coming budget were to go to handle the increased cost of sludge disposal as well as the plan for future expansion. But this grant application is really critical, because the total cost of the project, including engineering, is about \$3.8 million. If we can get this grant, we will be in a much better shape.

Mayor Young then asked, where will we get the balance of what we need if funded by grants? What are you thinking about for that? City Manager Molinari responded, if we are able to secure an EDA grant, that is going to put us in a much stronger position for a rural infrastructure grant, and that is up to \$500,000. So, that would take that \$1.3 million down to \$800,000. Depending on how we would want to finance those improvements and what types of rates we could get would dictate what we would have to do as far as the rate structure is concerned. At this point, I am just trying to accumulate as much grant money as I possibly can.

Council Member Broderick then asked, does the "Promise Zone" designation tie into the Rural Infrastructure Grant? Would that help us? City Manager Molinari responded, it does not, but that being said, it is certainly something that we will look for on the application. The Federal Department of Commerce is one of ten federal agencies that are currently participating in the "Promise Zone" program. In talking to Commerce officials in Columbia a couple of weeks ago, they indicated to us that with the "Promise Zone" designation that would give us a leg up. Let's say, they were evaluating two projects that were essentially equal. By virtue of us being in a "Promise Zone," that would give us a leg up and get us across the goal line.

Council Member Bridge then said, the amount of money for our matching, this project is going to take about two years, was that the time frame? City Manager Molinari then said, actually the next item on the agenda, the time line that URS has proposed is a very aggressive time line, but looking at what they proposed, we are looking about a nine-month construction period. Obviously, this would be contingent upon the funding. One of the conversations I have had with the Utilities Director is that in the event that we are not funded, then we are going to have to go back to DHEC for a little lead way until we can piece together all the financing. But the time line that is outlined in the task order is a very aggressive schedule and we will try to do that. It's all contingent upon funding.

MINUTES/Page VI

The motion authorizing the submission of the EDA Grant Application for Upgrades to the Wastewater Treatment and Committing \$1,360,000 in Matching Funds then passed with all members voting in favor.

3. **Consideration of Agreement with URS for Engineering Services for Upgrades to the Wastewater Treatment Plant**

City Manager Molinari informed Council that URS had provided the City a task order in the amount of \$332,988 to perform design and engineering services for upgrades to the Wastewater Treatment Plant that would include increased biosolids storage and improvements in how we dewater sludge at the plant with the installation of two (2) screw presses. Mr. Molinari pointed out that for the engineering component of this project, the City would have to come out-of-pocket and that the City has some capacity in its consumer water deposit account. This is basically interest that has accumulated over time, and we have some resources available in there for us to fund the necessary improvements that we have to make at the plant.

A motion was made by Council Member Bonds to approve the agreement with URS for Engineering Services for the Wastewater Treatment Plant Upgrades as submitted. Council Member Syfrett seconded the motion. The motion passed unanimously.

4. **Consideration of Requests for Qualifications (RFQ's) to Provide Engineering Services for the North Lemacks Street Revitalization Project, Phase III**

City Manager Molinari briefed Council on this agenda item. He stated, as you are aware we are getting underway with Phase III of the North Lemacks Street Revitalization Project. Last month, the City sent out a Request for Qualifications to engineering firms to provide services for some components of Phase III, which includes: installation of pedestrian trails, removal of asphalt aprons, gateway features, and a community garden. Also, not included here is: lighting, security cameras, and landscaping along North Lemacks Street. We received proposals from 3 different firms as follows:

Johnson, Mirmiran & Thompson (Charleston, SC)	\$49,000
Wood + Partners (Hilton Head, SC)	\$32,000
Johnson, Laschober & Associates (Mt. Pleasant, SC)	\$15,000

Mr. Molinari pointed out that the City is required, through the terms of the grant, to evaluate the proposals based on six (6) different criteria. The committee consisted of the City Manager, the Public Works Director and the Utilities Director. The proposals were graded on the experience of the firm, project team familiarity with the City, project approach, and schedule, qualifications and cost. Mr. Molinari noted that Wood + Partners, Hilton Head Island, SC, scored the highest on the evaluation. Their proposal is in the amount of \$32,000. Mr. Molinari stated that the bid is actually under budget. He stated that there is actually \$43,694 in the budget for engineering services. CDBG will provide \$11,582 and the City's match will be \$20,418. Concluding, Mr. Molinari stated that pursuant to CDBG requirements, if approved, the contract with Wood + Partners would not be signed until it's approved by the Department of Commerce.

A motion was made by Council Member Siegel to approve Wood + Partners to provide engineering services for the North Lemacks Street Revitalization Project as recommended by staff. Council Member Broderick seconded the motion that passed with all members voting in favor.

COMMITTEE REPORTS:

There were no Committee Reports given.

MINUTES/Page VII

CITY MANAGER'S REPORT:

There was no City Manager's Report given.

EXECUTIVE SESSION:

The Mayor then entertained a motion to enter into an Executive Session. Council Member Broderick So Moved and Council Member Bridge seconded the motion. All in favor. None opposed. Motion carried. The Mayor announced that the meeting will convene into an Executive Session for:

- 1) A discussion of potential purchase of property, and
- 2) Receipt of legal advice.

At approximately 7:23 p.m., a motion was made by Council Member Bridge to exit Executive Session and return to Open Session. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried.

The meeting returned to Open Session, and there being no further business to consider, a motion to adjourn the meeting was made by Council Member Broderick, seconded by Council Member Bonds and passed unanimously. The meeting adjourned at 7:24 P.M. Notice of this meeting was distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

Walterboro City Council
Regular Meeting
June 23, 2015

MINUTES

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, June 23, 2015, at 6:15 P.M. with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Jimmy Syfrett, Paul Siegel, Tom Lohr and Judy Bridge. City Manager Jeff Molinari, City Clerk Betty Hudson, and City Attorney George Cone were also present. Twelve (12) persons were present in the audience. Council Member James Broderick was absent.

There being a quorum present, Mayor Young called the meeting to order. He then said, this is the first meeting we have had since the tragic incidents in Charleston last week, so when we stand for the invocation and pledge of allegiance, I am asking that you join me in a moment of silence for those (9 persons) who were killed at Mother Emanuel A.M.E. Church in Charleston last week. Then, we will have the invocation.

Everyone then stood for a moment of silence to honor those who were killed at Mother Emanuel A.M.E. Church last week (June 17, 2015). The invocation was given by Council Member Syfrett and Council Member Bridge led the Pledge of Allegiance to our flag.

The Mayor then announced that Council Member Broderick would not be attending the meeting tonight, because he is with one of his students attending a national competition in Kentucky.

PUBLIC INPUT ON AGENDA ITEMS:

No comments or questions were received on agenda items.

PROCLAMATIONS AND RESOLUTIONS:

1. Resolution No. 2015-R-06, a Resolution to Formally Recognize and Offer Commendation to Bill Floyd, Finance Director.

A motion approving Resolution No. 2915-R-06 as submitted was made by Council Member Siegel, seconded by Council Member Lohr and passed unanimously. Council Member Broderick was absent and did not vote.

The Mayor then asked Finance Director Bill Floyd, who is retiring after 6 years of service, to come to the podium. Mayor Young then read the proclamation in its entirety into the record. A copy of said proclamation is attached as part of these minutes.

APPROVAL OF THE MINUTES:

The Minutes of the May 12, 2015 Work Session for the Budget Committee were approved as submitted upon the motion of Council Member Bridge, seconded by Council Member Syfrett, with all members voting in favor. Council Member Broderick was absent and did not vote.

The Minutes of the May 12, 2015 Regular Meeting were approved as submitted upon the motion of Council Member Siegel, seconded by Council Member Bonds and passed unanimously. Council Member Broderick was absent and did not vote.

OLD BUSINESS:

MINUTES/Page II

There was no Old Business before Council.

NEW BUSINESS:

1. **Consideration of Funding Recommendations from the Accommodations Tax Advisory Board**

Next, City Manager Molinari advised Council that the Accommodations Tax Advisory Committee met on June 18th and approved the following requests for A-tax funding and to recommend those funding requests to Council:

<u>Request for 30% Designated Marketing Org</u>	<u>Requested</u>	<u>Approved</u>
Walterboro Tourism Commission	\$53,000	\$53,000
<u>Requests for 65% Tourism Fund</u>	<u>Requested</u>	<u>Approved</u>
Tuskegee Airmen-memorial brochure	\$ 1,029	\$ 1,029
Colleton Museum & Farmer's Market- Lowcountry Fiber Fair	\$ 1,063	\$ 1,063
Walterboro Tourism-signage for Sanctuary	\$ 3,000	\$ 3,000
Colleton County Rice Festival	\$20,000	\$15,500
Downtown Walterboro Criterium	\$21,000	\$17,000
City of Walterboro-billboard program	\$21,000	\$21,000
Walterboro Tourism Comm-Walterboro Rocks	\$46,000	\$42,000

Mr. Molinari stated that should these requests be approved by Council, the projected remaining balance in A-tax funds would be approximately \$40,921. These remaining funds will be up for consideration for the next scheduled meeting in October.

A motion was made by Council Member Syfrett, seconded by Council Member Bridge, to approve the funding recommendations of the A-Tax Advisory Board as submitted. The motion passed with all members voting in favor, except Council Member Broderick was absent and did not vote.

2. **Council Internal/External Committee Appointments - Mayoral Appointments**

Mayor Young then announced that he will make the following appointments of City Council Members to the following boards and committees. He said, I tried to put people where I think they would do the most good for the City and also to share the work. He then made the following appointments:

- Airport and Finance - Jimmy Syfrett
- Airport Commission - Franklin Smalls and Bill Young
- Budget Committee - Tom Lohr-Chairman, James Broderick and Judy Bridge
- Fireman Insurance Fund Board of Trustees - Jimmy Syfrett
- LCOG - Bobby Bonds
- Joint Railroad Right-of-Way Committee - Tom Lohr and Paul Siegel
- Economic Development Commission - Judge Bridge
- City Appearance Board - James Broderick
- North Lemacks St. Revitalization - Paul Siegel
- Tourism Commission - Bill Young

The Mayor also announced that Council Member Lohr will continue to be Mayor Pro-Tem until after the next election.

MINUTES/Page III

3. Recommendation to Purchase Three (3) Vehicles for Police Department

City Manager Molinari noted that he had submitted a recommendation in Council's agenda packet for the purchase of three (3) new police vehicles. As part of the 2015-2016 budget, the City allocated \$125,400 for the purchase of three new police vehicles. Mr. Molinari then recognized Chief Marvin to brief Council on this item.

Police Chief Marvin told Council that the 2015-2016 budget appropriated funds for two marked patrol cars and one investigative car. The Police Department received bids from three vendors as follows:

<u>Vendor</u>	<u>Vehicle</u>	<u>Total Price</u>
State Contract	2015 Chevrolet Caprice	\$126,935.34
Rizer Chevrolet (Walterboro, SC)	2015 Chevrolet Caprice	\$128,594.03
Butler Dodge (Beaufort, SC)	2015 Dodge Charger	\$115,985.34
Walterboro Ford (Walterboro, SC)	2015 Ford Taurus	Vehicle Unavailable

Per the City's ordinance, Chief Marvin recommended that the City accept the lowest bid from Butler Dodge for three (3) Dodge Chargers in the amount of \$115,985.34.

A motion to accept the bid of Butler Dodge for three (3) Dodge Chargers in the amount of \$115,985.34 as recommended by staff was made by Council Member Lohr and seconded by Council Member Bridge. The motion passed with all members voting in favor, except Council Member Broderick was absent and did not vote.

4. Consideration of Bids Received for Construction Contract for I-95 Business Loop Project, Phases 1C and 1D

City Manager Molinari stated that the City has been working on the I-95 Business Loop Project for some time. To that end, the City received a \$500,000 CDBG grant to improve the section of South Jefferies Highway from Elizabeth Street to Perry Road. This section is roughly .4 of a mile. On June 15, the City received three bids for the project:

Palmetto Site Prep LLC	\$1,443,607.10
Greenwall Construction Company	\$2,133,066.74
Anson Construction Co.	\$2,136,498.00

Mr. Molinari recommended the acceptance of the low bidder, Palmetto Site Prep LLC from Orangeburg, SC in the amount of \$1,443,607.10. He pointed out that a letter had been received from Mr. Charlie Johnson of Wood + Partners stating that the bid from Palmetto Site Prep was in proper order and recommended that the City accept the bid as submitted.

Mr. Molinari asked Council to keep in mind that pursuant to CDBG requirements, execution of a contract with Palmetto Site Prep will be contingent upon the Department of Commerce approving the contract.

A motion to accept the low bid of Palmetto Site Prep in the amount of \$1,443,607.10 for a construction contract for the I-95 Business Loop Project, Phases 1C and 1D, as recommended by staff was made by Council Member Syfrett. The motion was seconded by Council Member Lohr. In discussing the motion, Council Member Bonds asked if the City has dealt with Palmetto Site Prep before? Do we know anything about them, he asked? City Manager Molinari responded, to the best of my

MINUTES/Page IV

knowledge, I don't believe that the City has done any work with them. Public Works Director Charlie Chewning added, not under that name. They were a sub-contractor and did all of the sidewalk work on Henderson Street, Black Street, Gerideau Street and others. They finished that work about two years ago. They seem to be good contractors. When asked if the City was pleased with their work, Mr. Chewning responded 'yes'. Council Member Siegel then stated, I just question how there could be such a \$600,000 variance in those two bids. I am concerned that something that looks too good to be true, some times is too good to be true.

City Manager Molinari then brought attention to the two bids from Greenwall Construction Co. (2,133,066.74) and Anson Construction Co. (\$2,136,498.00). He said, I think both of those companies have a lot going on right now and I don't think that those bids are necessarily reflective of what the job is worth. But based on the engineer's estimate that we received from Wood + Partners that is significantly lower than what those two contractors have bid, so the \$1.4 bid is a more realistic assessment of what the job is worth.

The motion to award the contract for the I-95 Business Loop Project to Palmetto Site Prep then passed unanimously with all members voting in favor, except Council Member Broderick was absent and did not bid.

5. Consideration of Bids Received for the Hampton Street Waterline Project

City Manager Molinari reminded Council that the City had received a \$750,000 CDBG Grant last year to upgrade waterlines around Hampton Street. This project will increase water pressure and enhance fire protection in the areas of Edgewood Avenue, Third Street, Francis Street, Peurifoy and Hickory Street. The City received a good response, and we had bids from six (6) different contractors. Alternate bids were also received from the contractors to extend an 8" waterline from Robertson Boulevard to Francis Street. The bids received were as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate Bid</u>	<u>Total</u>
BES Construction (Walterboro, SC)	\$509,466.96	\$62,877.00	\$572,343.96
Potters Construction (Guyton, GA)	\$772,720.00	\$90,145.00	\$862,865.00
L-J, Inc. (Columbia, SC)	\$973,518.50	\$88,824.00	\$1,062,342.50
MJL (Moncks Corner, SC)	\$937,828.30	\$139,640.20	\$1,077,468.50
Eadie's Construction(Ridgeville, SC)	\$993,111.90	\$98,001.00	\$1,091,112.90
Anson Construction (Ravenel, SC)	\$988,272.00	\$125,930.00	\$1,114,202.00

Mr. Molinari stated that staff is recommending acceptance of the bid from Potters Construction (Guyton, GA) in the total amount of \$862,865.00. This includes an alternate bid that will extend a section of water line from Robertson Boulevard to Francis Street. He also stated the City's match of \$112,865 will come from the Water Consumer Deposit account. Again, pursuant to CDBG requirements, execution of the contract with Potters Construction is contingent upon the South Carolina Department of Commerce approving the contact.

The City Manager then stated, if you have any technical questions about the project, our Utilities Director Wayne Crosby is here and he will be able to answer any questions. City staff is requesting City Council's favorable consideration of this contract.

A motion to accept the Potters Construction bid in the amount of \$862,865.00 for the Hampton Street Waterline Project was made by Council Member Lohr and seconded by Council Member Bridge. In discussing the motion, Council Member Bridge asked for the date this project would begin after the approval of the contract. City Manager Molinari said that his understanding is once we get the approval from the Department of Commerce, we can issue the Notice of Award and the Notice to Proceed. Utilities Director Wayne Crosby then responded, "within 30 days after the Notice of

MINUTES/Page V

Award is given." The motion then passed with all Council Members voting in favor, except Council Member Broderick was absent and did not vote.

CITY MANAGER'S REPORT:

There was no City Manager's Report given.

COMMITTEE REPORTS:

There were no Committee Reports given.

EXECUTIVE SESSION:

The Mayor then entertained a motion to enter an Executive Session. Council Member Lohr So Moved and Council Member Bonds seconded the motion that passed unanimously. Council Member Broderick was absent and did not vote. The Mayor announced that the meeting will convene into an Executive Session for receipt of legal advice on Project "C" and for a discussion of potential purchase of property.

The meeting then entered into an Executive Session.

At approximately 7:29 P.M., a motion was made by Council Member Lohr, seconded by Council Member Syfrett, to exit Executive Session and return to Open Session. All in favor. None opposed. Motion carried. Council Member Broderick was absent and did not vote.

The meeting returned to Open Session and there being no further business, a motion to adjourn the meeting was made by Council Member Lohr, seconded by Council Member Bridge and passed unanimously. Councilman Broderick was absent and did not vote. The Mayor adjourned the meeting at 7:30 P.M. Notice of this meeting was distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

RESOLUTION NO. 2015-R-07
COMMUNITY FACILITY GRANT RESOLUTION

State of South Carolina
County of Colleton

For funding vehicles, City of Walterboro has made application to USDA, Rural Development for a Community Facility Grant in the amount of \$50,000.00 to assist in the need for essential community facilities in rural areas of South Carolina.

A meeting of the City of Walterboro Council, governing body, was duly called and held on July 14, 2015. The governing body is composed of _____ members of whom _____, constituting a quorum, were present at this meeting. At the meeting, the City of Walterboro Council, governing body, adopted a resolution agreeing to the responsibilities and requirement of Form RD1940-1, "Request for Obligation of Funds", with attachment and authorizing Jeffrey P. Molinari, City Manager and Betty J. Hudson, City Clerk, to execute this form and Forms RD 400-1, "Equal Opportunity Agreement", 400-4, "Assurance Agreement", 442-7, "Operating Budget", and 1942-46, "Letter of Intent to Meet Conditions", RE3570-3, "Agreement for Administrative Requirements for Community Facilities Grants", AD-1047, "Certification Regarding Debarment, Suspension and other Responsibility Matters - Primary covered Transactions", AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transaction", AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - for Grantees Other Than Individuals", and RD 400-8, "Compliance Review", Exhibit A-1 of RD Instruction 1940-Q, "Certification for Contract, Grants, and Loans".

The vote was:

Yeas _____ Nays _____ Absent _____

SEAL

Jeffrey P. Molinari

Attest:

Betty J. Hudson, City Clerk



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: July 10, 2015
SUBJECT: USDA Grant

In January 2014, the City submitted a Community Facilities (CF) grant application to USDA Rural Development for the purchase of police vehicles in the amount of \$50,000. The public hearing was held on January 28, 2014. On June 23, 2015, City Council authorized the expenditure of \$115,985.34 for three (3) new police vehicles for Fiscal Year 2015-16. The \$50,000 grant will help offset the cost of the vehicles.

City staff respectfully requests City Council's favorable consideration to approve the resolution for the USDA grant award in the amount of \$50,000.00. If you have any questions, comments or concerns, please do not hesitate to contact me or come by City Hall at your convenience.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachments



United States Department of Agriculture
Rural Development
State Office
Columbia, South Carolina

June 11, 2015

Mr. Jeff Molinari, City Manager
City of Walterboro
248 Hampton Street
Walterboro, SC 29488

Dear Mr. Molinari;

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given your application. This letter is not to be considered as grant approval or as a representation as to the availability of funds. The docket may be completed on the basis of USDA Rural Development administering a Community Facilities (CF) grant not to exceed \$50,000.00.

This project is for the purchase of police cars for the City of Walterboro. Any change in project cost, source of funds, scope of services, or any other significant changes in the project or applicant must be reported to and approved by Rural Development by written amendment to this letter. Any changes not approved by Rural Development shall be cause for discontinuing processing of the application. The proposed funding for this project is set forth on the attached copy of Form RD 1942-14, "Association Project Fund Analysis."

The City of Walterboro is required to identify and report to Rural Development any known relationship or association with a Rural Development employee.

Please execute and return to Rural Development the following completed items if you desire that further consideration be given to your application: Forms RD 1942-46, "Letter of Intent to Meet Conditions;" 400-1, "Equal Opportunity Agreement;" 400-4, "Assurance Agreement;" 442-7, "Operating Budget;" and 1940-1, "Request for Obligation of Funds."

If the conditions set forth in this letter are not met within 180 days from the date hereof, Rural Development reserves the right to discontinue the processing of the application.

The conditions are as outlined below:

- A. **Organization:** Consideration for this grant is based on the municipality of City of Walterboro being chartered by the Secretary of State of South Carolina.
- B. **Maximum Amount of Grant To Be Considered:** \$50,000.00
- C. **Contribution Required of Applicant:** The City of Walterboro will contribute \$42,478.00 to the project. These funds must be disbursed in accordance with the requirements of

the sources of funds and must be available before proceeding with procurement. Rural Development will monitor the disbursement of all proceeds.

D. Responsibilities of the Applicant: The City of Walterboro recognizes certain responsibilities in receiving this grant:

1. Attached is a copy of Form RD 3570-3 "Agreement for Administrative Requirements for Community Facilities Grants" for your review. You will be required to execute the agreement at the time of grant closing.
2. The City of Walterboro understands that any property acquired or improved with Federal grant funds may have use and disposition conditions which apply to the property as provided by 7 CFR 3015, 3016, or 3019 in effect at this time and as may be subsequently modified.
3. The City of Walterboro understands that any sale or transfer of property is subject to the interest of the United States Government in the market value in proportion to its participation in the project as provided by 7 CFR 3015, 3016, or 3019 in effect at this time and as may be subsequently modified.

E. Special Requirements:

1. A dedication ceremony is expected for this project. Any public information events are to be coordinated in advance with Rural Development. These events are to be planned in order for the public to be aware of this project and Rural Development's participation in the project.
2. All documents requiring the signature of the officials will be executed by the City Manager, Jeff Molinari attested by the City Clerk, Betty J. Hudson, and the impression of the City's seal affixed thereon.
3. Furnish a certified list of the governing body, samples of their signatures, and terms of their offices.
4. Prior to the approval of the grant, you will have certified on at least two different occasions as to your inability to finance this project from your own resources or other credit at reasonable rates and terms. This was based on prevailing private and cooperative rates and terms in or near your community for grants for similar purposes and periods of time.
5. The City of Walterboro will operate its facilities on a fiscal year that begins July 1st and ends June 30th.
6. The City of Walterboro should inform the general public regarding the development of the proposed project. At least one public information meeting must be held. This meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Rural Development. You are required, at least 10 days prior to the meeting to publish a notice of the meeting in a newspaper of general circulation in the service areas, post a public notice at your principal office, and notify Rural Development. You are also to provide Rural Development a copy of the published notice

and minutes of the public meeting. A public referendum can be used to satisfy this requirement in lieu of this meeting.

7. This financial assistance is subject to your compliance with the Civil Rights Act of 1964, and the Age Discrimination Act of 1975.
8. Under section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Rural Development financial assistance.
9. Prior to the closing of the grant, it will be necessary that our Rural Development Area Office conduct a compliance review. Your office's full cooperation will be necessary in accomplishing this certification and review. During the review, the representative of the Rural Development Area Office will complete and execute Form RD 400-8, "Compliance Review." So as to assist the Rural Development Area Office with the Compliance Review, you will need to have available a numerical breakdown of the **City of Walterboro's** service area population into the following categories: Black, Hispanic, Asian or Pacific Islander, American Indian or Alaskan Native, White, and Other. The nondiscrimination poster, "And Justice for All," is to be displayed at your offices and facilities. Also at this time the **City of Walterboro** must present evidence that the **\$42,478.00** cash contribution required in paragraph C is available for use.
10. Unless the requirements of the Letter of Conditions have already been satisfied, Rural Development will request to meet with the **City of Walterboro's** officials, attorney, and any other parties that may be involved in the project during the 4th month after the date of Form RD 1942-46, "Letter of Intent to Meet Conditions." The purpose of this meeting will be to determine the progress that has been made in complying with the "Letter of Conditions" and to establish goals and a timetable for completing work on the conditions that have not yet been satisfied.
11. If there is a significant reduction in project costs, the **City of Walterboro** funding needs will be reassessed before grant closing. This reassessment will include the necessary revisions of the grant docket and the Letter of Conditions. The reassessment and revisions will be based on revised project costs and Rural Development regulations effective at the time the grant was approved. Grant funds not needed to complete the proposed project will be de-obligated.
12. Form AD-1047, "Certification Regarding Debarment, Suspension and other Responsibility Matters - Primary Covered Transactions," must be executed by the (authorized official). If the (authorized official) is unable to certify to any of the statements in this certification, the **City of Walterboro** must attach an explanation to this proposal. The **City of Walterboro** agrees by executing this form, it will not knowingly enter into any transaction with a person or entity debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project, unless authorized by Rural Development.

The City of Walterboro further agrees by executing this form that it will include and maintain in its files Form AD-1048, "Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," a copy of which is attached without modification, in all transactions, in this project in excess of \$25,000.

13. The town manager (authorized official) must execute form AD-1049 "Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - for Grantees Other Than Individuals. By executing this form, the City of Walterboro is agreeing to establish and maintain a drug-free workplace with its employees.
14. "Certification for Contracts, Grants, and Grants," Exhibit A-1 of RD Instruction 1940-Q, is to be executed by the (authorized official). This is the City of Walterboro's certification that they will comply with Section 319 of Public Law 101-121, which prohibits applicants and recipients of Federal contracts, grants, and grants from using appropriated Federal funds for lobbying the Federal Government in connection with a specific award. In addition, contractors and subcontractors that bid on contracts exceeding \$100,000 must submit an executed copy of the Certification.

Also, the expenditure of other than appropriated Federal funds for lobbying activities must be disclosed by completion and submission of Form SF-LLL, "Disclosure of Lobbying Activities."

Failure to file the required certification or disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

15. The City of Walterboro must adopt the attached grant resolution agreeing to the responsibilities and requirements of Form RD 1940-1, "Request for Obligation of Funds", with attachment, and authorizing the execution of this and other forms related to the grant application.
16. The City of Walterboro represents that it has not paid, and also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for this assistance.
17. **The Central Contractor Registration (CCR)** is the primary contractor database for the US Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. (Since October 1, 2003, it is federally mandated that any organization wishing to do business with the Federal Government under Federal acquisition Regulations (FAR) - based contract must register in CCR before being awarded a contract). Because CCR is a federally mandated and funded Program, there is no cost to registrants for registering in CCR. Further detailed information on CCR is available at this URL: <http://www.ccr.gov/FAQ.aspx>.

You as the recipient must maintain the currency of your information in the CCR. This requires that you review and update the information at least annually after the initial registration.

18. **Restrictions on Use of Funds** – You are required to execute the attached “Addendum” which certifies that the corporation or any of its officers or agents has not been convicted of a felony criminal violation under Federal or State Law and that the organization does not have any unpaid Federal tax liability that has been assessed. You should read the full disclosure language in the “Addendum” attached to this document for your execution.

F. Funds Disbursement:

1. Funds will be requested by the **City of Walterboro** in writing. Form RD 440-11, "Estimate of Funds Needed for 30 day Period Commencing," may be used for making this request. Funds are to be deposited in the City of Walterboro's equipment account and Partial Payment Estimates and invoices paid by the City of Walterboro from this account, after prior approval by Rural Development. Funds required by Rural Development to be deposited in the equipment account are considered project funds and are to be used only for authorized purposes. A pledge of collateral should be obtained for any funds in the account in excess of \$100,000. Any funds remaining in this account after payment of all Rural Development approved project costs are to be handled as unused grant funds. If necessary, and approved by the Rural Development Community Programs Director, the grant funds may be disbursed through a supervised bank account selected by the **City of Walterboro**. This bank will pledge collateral security to be maintained at a level equal to the greatest amount on deposit at any one time, less \$100,000.

G. Procurement and Contract Award:

1. Procurement transactions shall be conducted in a manner that provides maximum open and free competition. Procurement procedures shall not restrict or eliminate competition. The method of procurement must be approved by Rural Development.
2. Request For Proposals/Specifications are to be approved by Rural Development. Rural Development is to concur before a proposal is accepted by the **City of Walterboro**.
3. The seller of the equipment is to be required to execute Form AD-1048. A copy is to be submitted to Rural Development.

H. Accounting Methods, Management Reports and Audit Reports:

Audits may be required in the years in which grant funds are received. Audits are to be performed in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States, 1994 Revision, and any subsequent revisions.

Audit Requirements:

- a) Audits are to be conducted by an independent licensed certified public accountant (CPA). A CPA will be considered independent if the CPA meets the standards for independence contained in the American Institute of Certified Public Accountants (AICPA) Code of Professional Conduct in effect at the time the CPA's independence is under review, does not have any direct financial interest or any material indirect financial interest in the borrower

during the period covered by the review; and is not, during the period of the audit, connected with the borrower as promoter, underwriter, trustee, director, officer or employee.

- b) Audits are to be performed in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States, 1994 Revision, and any subsequent revisions.

The **City of Walterboro** is to be audited in accordance with the Office of Management and Budget (OMB) Circular A-133 in years it expends \$500,000 or more in Federal funds. The OMB will assign a cognizant Federal agency to oversee the implementation of this circular. If an agency is not assigned, the Center will be under the general oversight of the Federal agency that provided the most funds. Reports required by this circular must be submitted no later than 9 months after the end of the **City of Walterboro's** fiscal year.

The **City of Walterboro** is to be audited in accordance with the generally accepted government auditing standards (GAGAS) and Rural Development requirements in years it expends less than \$500,000 in Federal funds. These audits are to be completed with two copies of the report submitted to the Rural Development Area Office no later than 150 days following the end of the **City of Walterboro's** fiscal year.

I. Reports:

1. Reports: Forms SF-269, "Financial Status Report", and a Project Performance Activity Report will be required on a quarterly basis (due 15 working days after end of quarter). A final Project Performance Report will be required with the last Form SF-269. The Final report may serve as the last quarterly report. You are to constantly monitor performance to ensure that time schedules are being met, projected work by time periods is being accomplished, and other performance objectives are being achieved.

The project performance reports shall include, but not be limited to, the following:

- a. A comparison of actual accomplishments to the objectives established for that period;
- b. Reasons why established objectives were not met;
- c. Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular project work elements during established time periods. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the situation; and
- d. Objectives and timetable established for the next reporting period.

J. Insurance Coverage:

1. Worker's Compensation Insurance – will be required on all employees in accordance with appropriate state laws. Evidence of such compliance must be furnished to Rural Development. If Worker's Compensation is not required, a statement of such determination by your attorney is to be furnished to Rural Development.

- 2 **Liability and Property Damage Insurance - Public Liability and Property Damage Insurance is required for County owned trucks, tractors, or other vehicles that are driven over public highways.**

The necessary forms referred to in this letter will be supplied by Rural Development. You will have the full cooperation of this agency and if we can be of any further assistance to you, please let us know.

Sincerely,

**MICHELE J. CARDWELL
Community Facilities Program Director**

Enclosures



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: July 7, 2015
SUBJECT: Request to Purchase New Pickup Truck for Parks Department

The FY 2015-16 Parks Department budget allocated \$31,000 for a new pickup truck. The Parks Department received bids from three (3) dealers. I have attached all supporting documentation from Adam Davis, Parks Director.

<u>Vendor</u>	<u>Vehicle</u>	<u>Total Price</u>
State Contract	2015 Ford F-250 Crew Cab	\$29,180.00
Rizer Chevrolet (Walterboro, SC)	2015 Chevrolet Silverado Crew Cab	\$30,426.70
Walterboro Ford (Walterboro, SC)	2016 Ford F-250 Crew Cab	\$27,110.00

Staff recommends purchasing the 2016 Ford F-250 Crew Cab from Walterboro Ford (Walterboro, SC) in the amount of **\$27,110**, which is \$3,890 less than budgeted. City staff asks for Council's favorable consideration of this request. If you have any questions, comments or concerns, please do not hesitate to contact me or come by City Hall at your convenience.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachments

MEMORANDUM

To: Jeff Molinari

From: Adam Davis

Re: Request for Bid

Date: 7/7/15

The City of Walterboro Parks Department recently requested bids for a pickup truck. This vehicle will be used in the daily operations of the department. The local dealerships were contacted. The third price is from State Contract Procurement.

The bids were as follows:

Rizer Chevrolet – \$30,426.70

Walterboro Ford - \$27,110.00

Vic Bailey Ford - \$ 29,180.00

It is our recommendation to accept the low bid from Walterboro Motor Sales in the amount of \$27,110.00. This price is within the budgeted figure for this department.

**RIZER**



351 N. Jefferies Blvd., P.O. Box 1425
Walterboro, SC 29488

June 23, 2015

Adam Davis
City of Walterboro
242 Hampton Street
Walterboro, SC 29488

Dear Mr. Davis,

I am submitting to you a bid for a 2015 Chevrolet Silverado Crew Cab 2500 4 wheel drive truck. Per your specifications, the price for this truck will be \$30,126.70 plus \$300.00 for S. C. Sales tax for a total of \$30,426.70. This truck will include all of the standard factory equipment plus All-terrain blackwall tires, factory installed trailering equipment, frame mounted underbody shields, high visibility extendable mirrors and 3 inch wide step bars. The warranty on a 2015 Chevrolet is 3 years or 36,000 miles bumper to bumper with a 5 year or 100,000 miles powertrain.

Please give me a call with any questions.

Thank you very much for the opportunity to bid on this unit.

Sincerely,


Scott Rizer

Rizer Chevrolet Buick GMC



Since 1917

Walterboro Ford-Mercury



902 Bells Highway
Walterboro, South Carolina 29488
walterboroford.com
843-549-5581
Fax: 843-782-3113

6/30/2015

TO: ADAM DAVIS
PARKS DIRECTOR
City of Walterboro
242 Hampton St
Walterboro, SC - 29488

Please accept my Bid for The following

(1) 2016 F250 CREW CAB 4x4
172' wheelbase

\$ 26,725⁰⁰
+ TAX

- Automatic Transmission
- Air Condition
- Power Equipment Group
- Power windows
- Power Locks
- Remote Keyless entry
- Fold away Trailer Tow Mirrors

- 3.73 Locking Axle
- Running Boards
- Cruise Control
- Spare Tire
- Trailer Tow
- Auxiliary Power Port

	26,725
TAX	300
TAG	85
<hr/>	
	27,110

THIS BID DOES NOT INCLUDE WINCH.

F250

Packaged Option Contents

Available Exterior Colors

VIC BAILEY FORD

David Vetter 864.585.3600 or 800.822.1365

2015 FORD F250 CREW CAB PICK UP

Truck, Pick Up, 4x2, 3/4 Ton, Crew Cab

Contract #: 4408007331

Standard Equipment Included:

6.2L V-8 Engine	Power Steering
Automatic Transmission	Power Brakes
A/C	Power Windows and Door Locks
AM/ FM Radio	Vinyl 40/20/40 Bench Seat
172" Wheel Base	Heavy Duty Rubber Floor
Cruise Control	8' Bed - Long Bed

SC STATE CONTRACT PRICE:

F250 Crew Cab 4x4 6.75' Bed - Short Bed	\$23,559.00
LT265/70R17 All Terrain Tires	\$3,237.00
Cab Steps (Factory Installed)	\$428.00
Electric Shift on the Fly	\$348.00
Manual Telescopic Trailer Tow Mirrors w/ Power Glass (Available w/ Power Equip Group Only)	\$174.00
4x4 Off Road Package -Requires Limited Slip and All Terrain Tires	\$151.00
Trailer Tow Package w/ Class V Hitch	See the Tab Below for Contents
Tow Command Integrated Trailer Brake Controller	\$277.00
XL Décor Group	\$26.00
XL Value Package	\$216.00
Sales Tax	See the Tab Below for Contents
TOTAL SC STATE CONTRACT PRICE:	\$257.00
	\$300.00
	\$23,180.00

Exterior Colors Available: Oxford White, Magnetic and Vermillion Red

After Market Installed Options:

Garmin GPS Model# NUVI 2497 LMT	\$179.00
Garmin GPS Model# NUVI 2597 LMT	\$199.00
Black Platform Running Boards	\$525.00
Bedliner (Drop-In)	\$229.00
Bedliner (Spray-In)	\$450.00
Bed Mat	\$139.00
Fiberglass Camper Top w/ Side and Rear Door Glass	\$1,600.00
Fiberglass Bed Cover (Tonneau Cover)	\$1,200.00
Warn 9000lb Winch & Black Grill Guard	\$1,995.00
Warn 12000lb Winch & Black Grill Guard	\$2,495.00
Warn Brush Guard for Winch	\$325.00
2" Ball, Receiver Tube and Pin for Frame Mounted Hitch	\$45.00
3 - Ball Hitch	\$125.00
Combo Ball and Pintle Hook	\$165.00
Adrian Single Lid Cross Box	\$525.00
Adrian Cross Box & Side Mounted Tool Boxes	\$1,525.00
4-Corner Flashing Strobe System	\$495.00
4-Corner Flashing Strobe System (LED Lights)	\$595.00
16" Mini Light Bar (Amber/Clear) Roof Mounted w/ 4-Corner Strobes	\$825.00
LED Mini-Light Bar (Amber/Clear) Roof Mounted w/ 4-Corner LED Strobes	\$925.00
Decals and Markings	Call for Pricing
Adrian Steel SB Series Cab Over Ladder Rack (Painted Black)	\$925.00
FMVSS Safety Kit (Fire Ex., Triangle and First Aid Kit)	\$95.00
1000lb Tommy Gate Installed	\$2,295.00
1300lb Tommy Gate Installed	\$2,495.00
1500lb Tommy Gate Installed	\$2,750.00

David Dodd

From: Leonard <lhultquist@lowcountry.com>
Sent: Monday, July 06, 2015 6:16 PM
To: ddodd@walterborosc.org
Subject: Re: Historic Preservation Commission

David:

Due to circumstances beyond my control, I made a decision to move from Walterboro, thus I am no longer able to continue my service to the Walterboro Historic Commission .

Thank you for giving me the opportunity to serve. I remain.

Very truly

Leonard Hultquist

v

From: [David Dodd](#)
Sent: Monday, July 06, 2015 4:32 PM
To: [Leonard Hultquist](#) ; [Leonard Hulquist](#)
Subject: Historic Preservation Commission

Leonard,

Hope everything is going well for you.

I never received your email if reference to your membership of the Historic Preservation Commission. Could you please send me a short message with your current status.

July 2nd, 2015

Dear Council Members,

The Leadership Colleton Class of 2015 has chosen to sponsor a Community Volunteer Fair on Saturday September 19th, 2015 from 9am to 11am and would like to formally request the use of the City of Walterboro Parking Lot, located at the intersection of E. Washington Street and Lucas Street. The purpose of this fair is to allow organizations and businesses, who depend on volunteers, the opportunity to educate the Community on the needs and benefits of volunteering. We are inviting a representative from each organization to set up a booth with information and areas of volunteering. We are opening this event to the public and our goal is to raise awareness and increase the number of volunteers within our community. If you have any questions or concerns please feel free to contact myself or Mr. Mardell as we are the Project Leaders for this event. Our contact information is below.

Sincerely,

Amye Stivender & Matt Mardell, Project Leaders
Leadership Colleton Class of 2015

Contact Information:

Amye Stivender
Walterboro Police Department
242 Hampton Street
Walterboro, SC 29488
Phone: 843-898-1162
Email: Astivender@walterborosc.org

Matt Mardell
Colleton Museum & Farmers Market
506 E. Washington Street
Walterboro, SC 29488
Phone: 843-549-2303
Email: mpmardell@gmail.com

City of Walterboro
242 Hampton Street
Walterboro, SC 29488
Tel: (843) 782-1000
Fax: (843) 549-9795

Application for use of Public Park Facilities and Use Agreement

PLEASE READ ALL RULES AND REGULATIONS CAREFULLY PRIOR TO COMPLETING APPLICATION

1. Name of Applicant: Scott Stewart - United Collectors
2. Address: ~~843-635-538~~ 100 Ramp CT Walterboro SC 29488
3. Daytime Phone: 843.635.5387
4. Park or facility requested: SANKE ²¹¹ FRUBER ST Park
Maree
5. Date of Use: 2/29/2015 Hours: 8-1 am/pm to _____ am/pm
6. Type of activity: Youth Community Beach
6-14 Fun Day
7. Estimated Attendance: 125

PARK FACILITIES USE RULES AND REGULATIONS

1. Authorized individuals or groups shall agree to comply with and accept all policies, rules and regulations pertaining to the use of City property. Any violation of said policies, rules and regulations shall be cause for permit revocation and immediate departure from facilities. Authorized individuals or groups shall be solely responsible for the conduct of members and/or participants (including individuals entering the area whether considered a member, affiliate or not) in any activity authorized to be held in any City park or facility and agree to limit admission to stated capacity of the area/facility; and for the use of all properties, equipment or other resources thereon; and shall agree to be responsible for any damages or mistreatment of any part of the facilities or equipment as indicated in the use agreement and to pay the cost of any repairs or replacement therefore.
2. When a park is reserved, only the area of use is closed for private use. All walkways, grass areas, etc. are open for public use. The City is not responsible for public use of the area before the event and shall have no duty to clean the property prior to the event.
3. Park facilities event must be completed cleaned and vacated by sundown.
- ④ 4. No grills are permitted on City park facilities.
5. No alcohol is permitted on City park facilities.

The applicant hereby agrees to indemnify and hold harmless the City of Walterboro, its officers, agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly and indirectly arising from the use of the Park/Facility permitted under this application. I certify that I shall accept responsibility on behalf of my group/organization for any damages or theft sustained by the City (premises, furniture or equipment) because of the occupancy of said premises by our group/organization.

I have read and agree to comply with the rules and regulations stated within this contract. I agree to be personally assessed for any cost of any special cleaning or damage to the facility, equipment or grounds due to the event.

DATE

SIGNATURE OF APPLICANT

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

APPLICATION GRANTED _____

APPLICATION DENIED _____

CITY OF WALTERBORO
PARADE/PROCESSION PERMIT REQUEST

(PLEASE PRINT INFORMATION REQUESTED)

Application Date: 7-8-15

1. Person submitting application: Yalonda Scriven
Address: 198 Industrial Rd
Telephone: 843-599-4969

2. Name of Organization: Miracle Deliverance Center Youth Fair
600 Padgett Loop
Chairperson/President: William Polite
Address: 176 Callow N.
Telephone: 843-908-3973

3. Parade Chairman: Yalonda Scriven
Address: 198 Industrial Rd
Telephone: 843-599-4969

4. Date/Time of Parade: 8-8-15 @ 10^{am} - 12:30 noon

5. Parade Route requested (Attach Sketch) Memorial up Hampton ending @ Padgett Loop

6. Number of Vehicles/Floats: 15-20 Number of Animals: 5-8 cowboys riding horse

7. Portion (width) of street parade will occupy: whole street

8. Additional Information (Upon Request): Cowboys / Horses
Line up will begin @ 9am

Yalonda Scriven
Signature/Parade Chairman

William Polite
Signature/Organization Chairperson

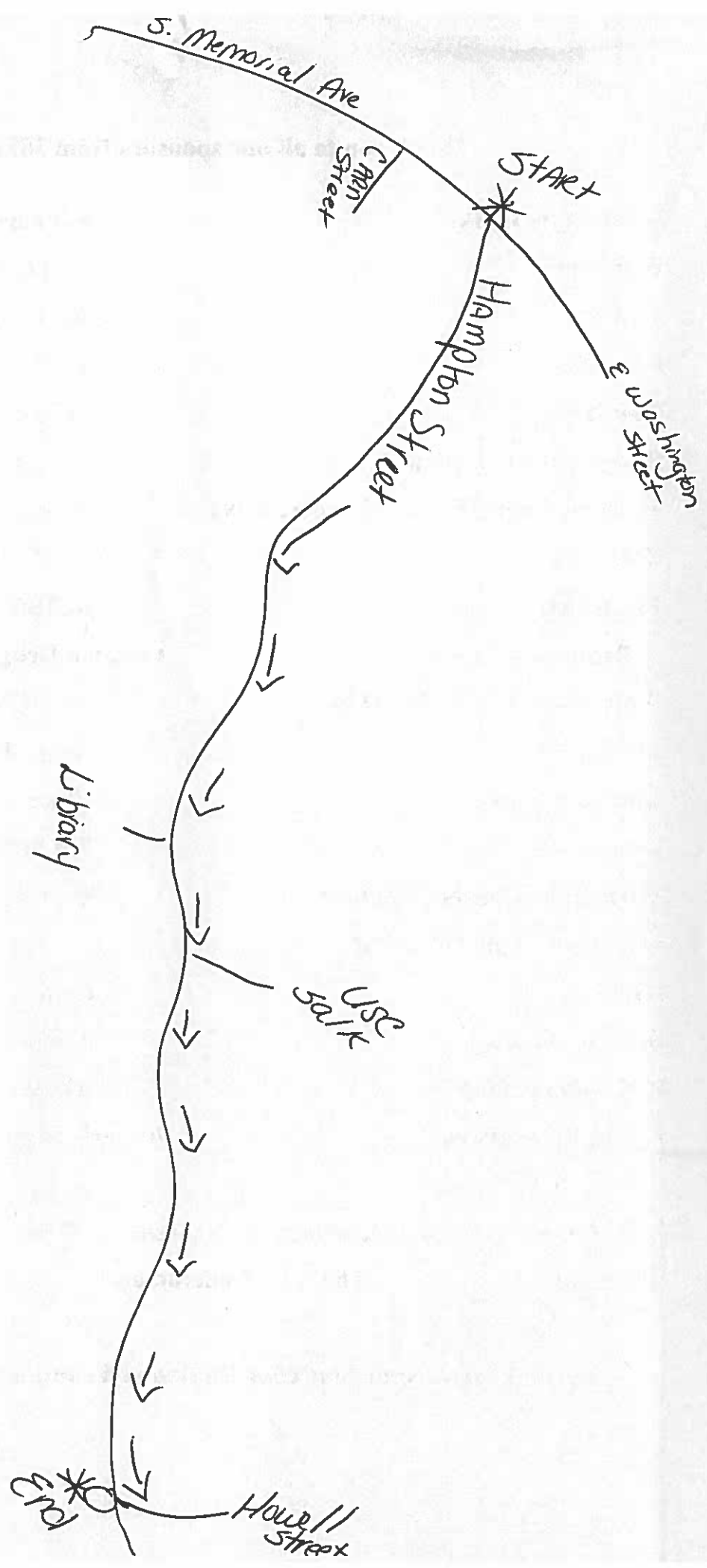
_____ Approval _____ Disapproval

Police Chief

City Manager

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

Youth Fair Parade



OUR KIDS MATTER!!!

6TH ANNUAL YOUTH FAIR

FREE SCHOOL SUPPLIES*

*while supplies last

11:00 AM to 4 PM August 8, 2015

600 Padgett Loop • Walterboro, SC 29488

For more information, please call 843.599.4969



Cotton Candy
Funnel Cakes
Hotdogs Popcorn
Drinks

Sponsors



**Our Children
and Community
need you!**

**Advance America • Direct Insurance • Kogers Mortuary • William Seafood • Mount Olive Baptist Church
Harry's Clear Vision • South State Bank • PRTC • Foodland • Bi-Lo • Walmart • MDC Harvest of Praise**