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# City of Walterboro

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Walterboro City Council  
Regular Meeting  
April 3, 2018  
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. Presentation:

1. South Carolina Municipal Insurance Risk Fund (SCMIRF), Heather Ricard and Leigh Stoner.

### IV. Approval of Minutes:

1. Minutes of the March 6, 2018 Regular City Council Meeting (Minutes attached).

### V. Old Business:

1. **Ordinance # 2017-14**, An Ordinance to Amend the Unified Development Ordinance of the City of Walterboro, South Carolina, to Provide for Changes to Chapter 4, Section 4.7.3.1 General Provisions Item D.2, and Section 4.7.4 New Structures Items G.4, and I.3 of the Unified Development Ordinance of the City of Walterboro, **Second Reading and Adoption** (Ordinance attached).

### VI. New Business:

1. **Ordinance # 2018-01**, An Ordinance Authorizing and Establishing a Program to Grant Special Property Tax Assessments to Certain Rehabilitated Historic Properties; and Other Matters Related Thereto, **First Reading** (Ordinance attached).
2. **Resolution No. 2018-R-03**, A Resolution to Give Notice to South Carolina Electric and Gas Company (SCE&G) of the City's Intent to Terminate the Franchise Agreement (Resolution attached).

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

3. **Resolution No. 2018-R-04**, A Resolution to Give Notice to Coastal Electric Cooperative, Inc. of the City's Intent to Terminate the Franchise Agreement (Resolution attached).Page
4. Discussion of Potential Uses of CDBG Funds.
5. Consideration of Bids Received for the North Lemacks Street Revitalization Phase III, Streetscape Improvements (Memorandum and bid materials attached).
6. Consideration of Quotes Received for Property and Liability Insurance for the City of Walterboro (Memorandum and materials attached).
7. Request to Close Street for Annual Cubmobile Race on **April 28, 2018** from 6:00 A.M. to 11:00 A.M., by Ms. Denise Godley-Givens, Cub Scouts Pack 646 (Letter attached).
8. Request to Close Streets for 5K Color Run Fundraiser on **May 19, 2018** from 10:00 A.M. to 1:00 P.M., by Savannah Connor, Head Coach, USC Salkehatchie Women's Volley Ball Team (Letter attached).
9. Request to Close Streets for *1<sup>st</sup> Farm Fresh Meal on Main*, **May 24, 2018** from 5:00 P.M. to 10:00 P.M., by Matt Mardell, Director, Colleton Museum & Farmers Market (Letter attached).
10. Request to Use Downtown Plaza and to Close Street for Annual Memorial Day Ceremony on **May 28, 2018**, by Colleton County Veterans Council (Letter attached).
11. Request to Close Streets for Carolina Cycling Association Regional Criterium Championship on **August 11, 2018**, by Michelle Strickland, Tourism Director (Letter attached).

**VII. Committee Reports:**

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

1. Walterboro Wildlife Sanctuary Gate Repair.
2. Appointment to Civil Rights Committee.

**IX. Executive Session:**

1. The Provision of Water and Sewer Services Encouraging Location or Expansion of Industries or Other Businesses in the Area Served by the City of Walterboro.
2. Potential Purchase of Property.
3. Personnel Matters:
  - a. Appointment of Associate Municipal Judge.
  - b. City Manager Evaluation.
4. Receipt of Legal Advice - City Trademarks.

**X. Open Session:**

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

**XI. ADJOURNMENT.**

Walterboro City Council  
Regular Meeting  
March 6, 2018

**MINUTES**

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, March 6, 2018 at 6:15 P.M., with Mayor Bill Young presiding.

**PRESENT WERE:** Mayor Bill Young, Council Members: Carl Brown, Judy Bridge, Paul Siegel, Bobby Bonds, and Greg Pryor. City Manager Jeff Molinari, City Clerk Betty Hudson, and City Attorney George Cone were also present. There were approximately 10 persons present in the audience. Council Member James Broderick was absent.

There being a quorum present, Mayor Young called the meeting to order and invited everyone to join in the invocation and the pledge of allegiance. Council Member Siegel gave the invocation and Council Member Bonds led the pledge of allegiance to our flag.

**PUBLIC INPUT ON AGENDA ITEMS:**

No public comments on agenda items were given.

**PUBLIC HEARINGS:**

The Mayor then opened a public hearing duly advertised to receive public comments on the following two items:

1. Ordinance # 2017-14, An Ordinance to Amend the Unified Development Ordinance of the City of Walterboro, South Carolina, to Provide for Changes to Chapter 4, Section 4.7.3.1 General Provisions Item D.2, and Section 4.7.4 New Structures Items G.4, and I.3 of the Unified Development Ordinance of the City of Walterboro.

Assistant City Manager Hank Amundson briefed Council on the proposed changes to this ordinance.

Mr. Amundson stated, as we discussed during First Reading of this ordinance, this is an effort to clarify and unify the language in the different pages of our United Development ordinance to include "clear storefront windows" in multiple sections, and that is what is being repeated throughout this section. We have also asked window commercial contractors about their ability during renovations to meet energy codes with clear glass, and we were assured that is a possibility, and that is why we left it as "clear storefront windows".

There were no public comments or questions.

2. CDBG Needs Assessment Hearing - Michelle Knight, Lowcountry Council of Governments (LCOG)

Ms. Knight stated that this public hearing is our annual needs assessment hearing that we do every year to get the City in a position to be able to apply for Community Development Block Grant funds.

She further stated that this public hearing was advertised in accordance with the City's Citizen Participation Plan which allows for public input at three points. The three points are: once a year for this Needs Assessment, right before we put in an application and at the end of a project that's funded, we report back on what we did.

Using a power point presentation, Mrs. Knights gave the following highlights of the CDBG program for 2018.

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1. As part of the requirements of the program, the locality is expected to undertake activities that promote Fair Housing. Title VIII of the Civil Rights Act of 1968 stipulates that we all have the right to be treated fairly regardless of our race, color, religion, sex, familial status, or national origin.

Ms. Knight stated that part of what we do to participate in the program is to have activities to further Fair Housing. The City does activities such as notifying the public that April is Fair Housing Month. Another thing that we do is this announcement during our public hearings to state for the record that the City does not discriminate against the protected classes and Fair Housing is used in the sale or rental of housing in residential real estate transactions or in the provision of brokerage services. Ms. Knight pointed out that if someone should contact the City, saying they believe they have been discriminated against, then the City can have the person contact the Lowcountry Council of Governments at 843-473-3990.

2. The Community Development Block Grant (CDBG) Program is designed to provide assistance to units of local government to address items that improve economic opportunities and meet community revitalization needs, particularly for people who are low-to-moderate income (LMI).

In Colleton County, the low to moderate income for a family of four means that the annual income is less than \$36,700 a year. That being said, the City itself is not a majority low-to-moderate income, but most of what we do, we have to go out and do door-to-door surveys to make sure we are benefitting the low-to-moderate income area.

3. The CDBG Program has been in existence since 1982. It's funded by the U.S. Department of Housing and Urban Development under Title I of the Housing Community Development Act 1974 as amended (Title I).
4. For this year, South Carolina has been allocated approximately \$18.5 million for projects.
5. The CDBG Program has three (3) major grant program categories as follows:
  - A. **Community Development**
  - B. **Business Development**
  - C. **Regional Planning**

Ms. Knight then gave a description of each funding program category as follows:

- A. **Community Development Program (1<sup>st</sup> Major Program)**

Under the Community Development, the money which is set-aside for this program has the following categories with set-asides as follows:

1. **Community Infrastructure \$10,534.86 set-aside**

This is what we call our spring water/sewer and drainage round. The maximum that can be applied for in this category is \$750,000, with a minimum of \$50,000, and there is a 10% match requirement for any project. The priority is on upgrades to existing services that address a health issue or a DHEC health threat, then general upgrades, and then expansion of services in areas that are densely populated. That would be, for example, expanding water/sewer service outside of the City limits where there is a demand for it.

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

This is a fall round category. There is an August request deadline, with a September application deadline. Under this program, basically, we call this our in-house or our facilities type program. You are looking at meeting one of three State objectives:

- a. Increasing economic competitiveness.
- b. Addressing a work force or technology issue.
- c. Addressing a health or safety issue.

The type of projects under this type set-aside includes:

- a. Brownsfield Projects. This is a project where you are demolishing publicly owned, or what I call "white elephant" buildings,
- b. Downtown streetscape improvements.
- c. We can do planning for regional infrastructure, so if there was a need for a master drainage plan for a large area, we could do something like that.
- d. Public Facilities Modifications. These are facilities modifications to buildings that basically serve a low-to-moderate income clientele, so we are not talking about doing things, for example like energy efficiencies to a City Hall or something like that.
- e. Libraries or Technology Centers. This could be with libraries - where we are talking about computer equipment, or we could be talking about things like book mobiles for a library.
- f. Transportation-Oriented Public Facilities.
- g. Public Safety Facilities or Services. This could be like EMS or fire substations or fire trucks where we can prove that the service area is low-to-moderate income.
- h. Health Clinic Facilities. These are basically facility modifications to buildings that serve a low-to-moderate income clientele.

The maximum amount funding amount the City can apply for under this category is \$500,000. The minimum amount is \$50,000, with a match requirement of 10%.

3. **Special Projects**      ***\$300,000 set-aside***

Again, this is a fall round project with a request deadline in August and a deadline in September for the application. This is an opportunity to be able to do small pilot type projects that don't really fit other categories. It could be things that address historic preservation, such as stabilization of a historic building. There could be parks, trails or green way projects, and projects that address economic competitiveness issues that could be considered innovative. The maximum that you can apply for here is \$150,000, with a minimum application requirement of \$50,000. For our region, the only thing that we have done under this category so far has been two historic preservation projects.

4. **Neighborhood Revitalization** ***\$914,708 set-aside (must have a plan)***

This is like your Lemacks Street Project that you have right now. There is a fall deadline on it, with a maximum of \$500,000 you can apply for, with a minimum of \$50,000. This is where you target the low-to-moderate income neighborhoods. You must have a developed neighborhood plan. You go through that plan and you work on the

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recommendations for it. You can have projects like water or sewer drainage, lighting, trails, demolition of attractive nuisance residential properties, and exterior rehab to houses. This is basically for anything that you need to do to address that neighborhood in a comprehensive way to make it sustainable and viable.

**5. Ready to Go Projects                    **\$600,000 set-aside****

This is a non-competitive set-aside, and is designed to address activities under community infrastructure or community enrichment that cannot wait until the competitive round. So, let's say for instance, in the middle of summer, Walterboro was slapped with a DHEC consent order with their wastewater system, and you could not wait to apply for funding in the spring to address that issue. Potentially, if it's a project that qualifies, we could apply under this. You would not have to compete under this program, you would just have to meet the minimum requirements of eligibility to do that.

Ms. Knight then explained that all projects must meet a national objective, meaning:

1. Benefit low-to-moderate income (LMI) persons.
2. Aid in the prevention or elimination of slums or blight.
3. Meet other urgent community needs posing a serious threat to the health or welfare of the community.

She further stated that all the match requirements for these programs are 10% as a minimum.

**B. Business Development (2<sup>nd</sup> Major Program)    **\$2 million set-aside****

This is our old Economic Development Program. There is not a deadline, but this will be where you would put in a request where there is a need. What you do here is address public infrastructure issues for companies that are locating or expanding in your area to do things like run water or sewer or put a road in. There has to be a significant company investment for you to be able to tap into that money, with private investment by the company, and there has to be a job creation commitment. Typically, under this program, the maximum amount given is \$500,000 and the maximum that you can get per job created is roughly \$10,000 per job. The jobs that are created must be jobs that are determined to be CDBG qualifying, which basically means that most of those jobs that the companies create could be done with a high school diploma or less than a year's experience of on-the-job training. So, we are not necessarily looking at high tech jobs or degree jobs or high skilled jobs for those job creations. There is a performance agreement that is required of companies when they pursue this funding, and there is a provision that if those companies do not meet those job creation commitments within a certain period of time, that the State can ask for that money to be returned. This doesn't happen often, but it can happen under certain circumstances.

**C. Regional Planning (3<sup>rd</sup> Major Program)                    **\$500,000 set-aside****

This is basically the planning grant monies which is divided among the 10 COGS, of which Lowcountry Council of Governments is one, to be able to do public hearings like this, be able to sit down with your staff and talk about potential projects and

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develop those projects. Those other funds (\$185,046) are used for State Technical Assistance to do the same sort of things and State Administration funds are \$470,093.

**6. Performance Thresholds**

Ms. Knight explained that in order for a community to be eligible for funding, you can have no more than two grant projects open at a time, which are less than 30 months old. Right now, Walterboro has a threshold issue this year in that the Lemacks Street Project that we are trying to finish up right now is over 30 months old. So, once we close it, the City can pursue another project. You can have only one neighborhood project at a time, which means using the City as an example, you cannot apply for another neighborhood project, while the Lemacks Street project is still open in a different neighborhood. You can have only one Ready-to-Go Project at a time, and the last thing is that you can have no more than one project for the same general target area open at the same time, unless the current project is under construction. For example, if you had a water project in the Lemacks Street area that you were working on right now, if it were under construction and the project was less than 30 months old, then you could apply for another project in the same area and you would say work on another phase of the project.

**HOME CONSORTIUM**

Concluding her remarks on the CDBG Program, Ms. Knight stated that she would like to talk about the HOME Consortium Program. She said, this is a little bit different, because at the end of this, we are going to ask the City to not only rank its community needs like you usually do, but we are also asking you to give us some feedback at your leisure, hopefully before April 30, about the specifics of the priority housing needs for your area.

Ms. Knight explained that the Lowcountry Regional Housing Consortium is comprised of all of our counties and all of our municipalities, except for one; going from memory, its either Williams or Lodge. Anyway, it is comprised of the vast majority of our whole region. It includes the following counties: Beaufort, Colleton, Hampton and Jasper and all 21 municipalities in the region. There are three main objectives for the Housing Consortium:

1. Rehabilitate substandard housing.
2. Increase accessibility to adequate and affordable housing.
3. Support the development and availability of safe, decent and affordable housing.

Ms. Knight stated that every year we are required to prepare an action plan for the Housing Consortium funds we receive. Our region controls that money that we receive. What we would like is to get some feedback from the municipalities and the counties in our region about what you feel your housing needs are in your area. Typically, we hold public hearings for this action plan, but we only hold one or two. We typically hold one in the northern end of the region, one in the southern end of the region and usually one at our board meeting. We thought it would be a good idea, in an effort to outreach and get more public input, to be able to ask people during this Needs Assessment Public Hearing that we do every year for CDBG, also specifically about housing needs in relation to the Home Consortium funds. This is a completely different issue from your CDBG priority needs and we would just need this prior to our April 30<sup>th</sup> deadline.



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Concluding, Ms. Knight pointed out that the City ranked its community priority needs last year as follows:

1. Public Infrastructure.
2. Community Enrichment.
3. Multiple Activity Neighborhood Projects.
4. Special Projects as identified.
5. Economic Development projects as identified.

Ms. Knight then requested that the City identify and rank its new priority needs for 2018 at this meeting or at the next City Council Meeting.

The Mayor then opened the floor to receive comments or questions.

Council Member Bridge then asked, what is the funding basis for the HOME Consortium?

Ms. Knight answered that it is based on a formula, as well, but that money is through a different Act. It is through the HOME Act, which is Housing Opportunities Made Equal. So, it's a different formula for funding than CDBG, but it works in a similar way, except that it is devoted solely to housing activities. If you will notice, most of the CDBG projects that we have talked about, other than needing some exterior rehab as part of the neighborhood project, we cannot do housing with those CDBG funds any more. But under the HOME Consortium, that is all we do there.

The Mayor then asked if the City's partnership with Mission Serve was covered by some of the HOME Consortium funds? Ms. Knight responded, actually your partnership with Mission Serve was done through CDBG. That was the exterior housing rehab work. The extent how CDBG was involved - was that we provided the materials and Mission Serve provided the labor. That actually was a big success as far as Lemacks Street was concerned, because we did more than we intended with that. But with this program, what you are doing is a homeowner will come to us and if we agree to work on their house, and they are income qualifying, because they have to meet certain requirements, then we will address everything, first addressing the health or safety issues. So, it could be that we are spending \$20,000 or \$30,000 on a house. Whereas, for example with CDBG, I think our average cost per house with Mission Serve on Lemacks Street was less than \$4,000 per house. The low end house, we spent \$400 on materials and on the high end house, we spent maybe \$4,500. I mean it was a small amount of money, but we did 14 houses, which was a big impact.

Mayor Young then asked, if the City does something, for example, in infrastructure or even in Community Enrichment that benefits the whole county, is the county LMI as a whole? Ms. Knight responded that the City, nor the County according to census data, is a majority of low-to-moderate income. So, you have to find an area that you can target. As a general rule, if the county has a project that has a county-wide benefit, but it's located in the City, like doing something with your library, they (the County) can make that application. The City does not have to make that application. If the City has a project, for instance, running water lines outside of the City limits, then we have to be able to justify why we are doing that and not working on something inside the City limits. I mean, we can do that, and we have done it before, but you can't automatically use a City slot or City application to do "a project" that's in the County.

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Mayor Young then said, so like our wastewater treatment plant, if we expand the capacity of that to benefit the whole county, then would we have a problem with that or if we build an amphitheater that's used by everyone in the County. Ms. Knight responded, I don't know if the amphitheater example would be something that would be a practical thing to do under this program. Mayor Young further pointed out that this type project could come under Community Enrichment, which has things like that listed. Ms. Knight then said, but with the amphitheater you would have to say that the majority of the people who are going to use it are low-to moderate income, and let's face it, anybody could use it, and they might not just be county or City residents. So, I don't know if you could use it for the amphitheater. She then discussed the wastewater treatment example. She said, probably under that circumstance, you would have to do a joint application for the City and the County, and they have worked together before to do things, and they could work together on that.

The Mayor then said, I know we asked the question one time before if we could get an EDA grant for the Wastewater Treatment Plant and there was some talk about it, and we did make that work.

Ms. Knight then stated that the City is on schedule with the current project. We were told by EDA that if the City is ready and wanted to do another phase through EDA, EDA is open to that. Naturally, you have to compete and the key there is that we have to have other job creations commitments. We can't use the same commitments that we originally had for the first phase. It has to be additional investments and additional jobs, and we have been talking about that.

Mayor Young then announced that Ms. Michelle Knight has been a great resource for the City of Walterboro over the years and because of her efforts, we have been able to do a lot of things here that we would not have been able to do. So, Michelle thank you for all of your help.

No further comments were made and the public hearing was closed.

**PRESENTATIONS:**

2. Virtual Tour of the Walterboro Wildlife Sanctuary by Adam Davis, Parks Director

The Mayor pointed out that over the last two or three years, the Friends of the Sanctuary have partnered with several eagle scout projects. Lance Calcutt built a bicycle rack that looks like an alligator, and then Claude Gibson built bird houses that were placed in the Sanctuary, and most recently an eagle scout project was done that has to do QR codes to be able to learn about the sanctuary right on your phone as you walk through the sanctuary. I think the QR codes presentations are really exceptional.

Using an overhead power point presentation, Mr. Davis gave a brief tour of the Walterboro Wildlife Sanctuary and gave the following remarks:

1. Over the past couple of years, different scouts have come to the City through the FROGS Committee with their ideas for eagle scout projects.
2. In 2015, envisioning his project, Jacob Huggins presented his idea of a Virtual Tour as one would walk through the sanctuary. This will be possible by scanning a QR Code, which accesses information about the sanctuary, which shows plants and animals in their natural habitats that are seen throughout the sanctuary. Jacob also consulted with Dr. Erin Kilpatrick about the flora and fauna throughout the sanctuary, and Dr. Kilpatrick actually narrated all the videos that you scan with your QR Codes.

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Mr. Davis then gave a quick glimpse of Jacob's project. He stated that portions of Jacob's project will be displayed at the two entrances to the sanctuary on Detreville Street and on East Washington Street. As soon as you walk up, you will see the project with Jacob's name and the QR Codes.

Mr. Davis then showed a short video hosted by Erin Kilpatrick which showed all the highlights, including the beaver pond, wetlands, vegetation, animals, plants, flora and fauna shown in the Wildlife Sanctuary.

Concluding, Mr. Adam Davis stated that Jacob was not able to attend the meeting tonight, but he was recognized last week, when the City did the BIG RED ROCKER CHAIR dedication event. Mr. Davis said, I would like to thank Jacob for his project, which has created a more interactive experience as people tour the Wildlife Sanctuary.

**APPROVAL OF THE MINUTES:**

The Minutes of the February 13, 2018 Regular Meeting were approved as submitted on the motion of Council Member Bridge, seconded by Council Member Brown with all members voting in favor, except Council Member Broderick was absent and did not vote.

**OLD BUSINESS:**

1. **Ordinance # 2017-14**, An Ordinance to Amend the Unified Development Ordinance of the City of Walterboro, South Carolina, to Provide for Changes to Chapter 4, Section 4.7.3.1 General Provisions Item D.2, and Section 4.7.4 New Structures Items G.4, and I.3 of the Unified Development Ordinance of the City of Walterboro, **Second Reading and Adoption.**

A motion was made by Council Member Pryor giving Second Reading and Adoption to Ordinance # 2017-14 as submitted. Council Member Bridge seconded the motion.

In discussing the motion, Council Member Bonds asked the following questions.

1. Regarding buildings along main street that already have tinted windows: If a hurricane comes through and blows those windows out, will they be able to put back tinted windows or will they have to put in clear windows?

Assistant City Manager Hank Amundson responded: This becomes a level of damage, because of prior non-conforming. It's a level of damage question.

Mr. Bonds responded, I can think of a business right now that has tinted windows. So, my concern is that if a storm comes or if someone gets a BB gun one night and shoots out those windows, will this business be forced to go back and put in clear windows? I have a concern about that.

2. On the next question, Mr. Bonds said, I can think of another store downtown. It has clear glass, but they basically have this stuff like you see on buses in Charleston, where you can see something and this one is clear - right next to main street. There is clear glass and they have this white stuff all over the window. So, what's that?

Assistant City Manager Amundson responded, that is not an open business. That's done when there is a closed business.

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Council Member Bonds then said: So, my question is, does clear glass mean how far you can see into the window?. I mean, if that was an open business, would that be permitted or not permitted? Mr. Amundson responded that would not be permitted.

3. Council Member Bonds then said: Let's say for Mr. Derrick Rush's building that he loses his store front windows. Can he go and make those storefront windows smaller or does he have to maintain the same size storefront windows?

Mr. Amundson responded, under the current ordinance, he would need to maintain the historic nature of his storefront, which is the size of those windows.

Mr. Bonds then asked: if he wanted to appeal, then he would go to the Board of Zoning Appeals (BZA), and if they didn't like it or it was ruled against him, he would have to go through the Circuit Court to appeal. Mr. Amundson responded, yes.

Council Member Brown, agreeing with Council Member Bonds, stated that he also has a problem with the definition of "clear". He stated, as you know, there are different types of windows with some being Low-E, which is a small tint, but it is made into the glass, and there are different variations of Low-E. It's not clear glass. There is a tint to it. So, the definition of clear to me means clear, like your eye glasses. So, are you going to allow Low-E where it has a tint to it?

Mr. Amundson responded: That's why I asked Wildwood Contractors specifically about work they have done in Charleston. Can they achieve the energy code, because Low-E is in place in order to achieve the energy code. They said that they could.

Council Member Brown then asked: So, are you going to allow Low-E glass? It has a tint to it, it's not clear. A company has to come out and stretch out the vinyl on it to give it a tint, but the glass is actually made with a sun-dimming tint in it. It's not clear.

Mr. Amundson responded, under this new ordinance, that would not be allowed. If sun dimming is the goal, and we did discuss this in a Planning Commission meeting, that if the sun hits a window directly, then that is why there are awnings available downtown.

Mr. Brown then said, in that case, I will have to vote against this ordinance, because in 10 or 15 years, we have not put in a single sheet of clear glass. It's all Low-E.

Mayor Young then said, this comes to us as a recommendation from the Planning Commission. He then asked if there were any further questions.

The Mayor then said, if Council would like to have the language cleared up a bit more, the Chair would entertain a motion to "Table the Ordinance" in order to get the language cleared up a little more to suit Council. Mr. Pryor said, he agreed in view of the good questions asked.

A motion was then made by Council Member Brown to Table Second Reading and Adoption of Ordinance # 2017-14 to a later date in order to clear up the language in the ordinance. Council Member Bonds seconded the motion that passed with all members voting in favor, except Council Member Broderick was absent and did not vote.

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**NEW BUSINESS:**

1. Resolution # 2018-R-02, Designating April 2018 as Fair Housing Month and Approval of the Annual Nondiscrimination Policy

City Manager Molinari stated that this resolution is a requirement for participation in the CDBG program, and this is something that we adopt on an annual basis.

A motion to adopt Resolution # 2018-R-02, designating April 2018 as Fair Housing Month and approval of the annual nondiscrimination policy, was made by Council Member Siegel and seconded by Council Member Pryor. All in favor. None opposed. Motion carried. Council Member Broderick was absent and did not vote. A copy of said resolution is attached as part of these minutes.

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

City Manager Molinari announced that the A-Tax Committee met on February 15, 2018 and considered two applications that came before the committee. The Committee approved and is recommending Council's approval of the following requests for A-tax funding:

<u>Requests for 65% Tourism Fund</u>	<u>Requested</u>	<u>Approved</u>
Walterboro-Colleton Chamber of Turkey Trot	\$ 3,000	\$ 1,500
Walterboro-Colleton Chamber Fall Festival	<u>\$10,000</u>	<u>\$ 6,000</u>
Totals	\$13,000	\$ 7,500

Concluding, City Manager Molinari stated that if these requests are approved as submitted, there will be approximately \$33,699 left over, and the remaining funds will be for consideration at the next scheduled A-Tax meeting. The Accommodations Tax Committee respectfully requests City Council's approval of these recommendations.

A motion was made by Council Member Brown to approve the A-Tax Committee's funding recommendations as presented. Council Member Bonds seconded the motion. The motion passed unanimously. Council Member Broderick was absent and did not vote.

3. A request to close the streets on April 14, 2018 for the March of Dimes "March for Babies" Walk by Holly Mardell, Chairman, was approved on the motion of Council Member Pryor, seconded by Council Member Bridge, with all members voting in favor, except Council Member Broderick was absent and did not vote.

**COMMITTEE REPORTS:**

There were no Committee Reports given.

**CITY MANAGER'S REPORT:**

1. Recognition of Michelle Strickland Tourism Director

City Manager Molinari stated that he would like to take the opportunity to recognize the City's Tourism Director, Michelle Strickland. As you are all aware, she is going to take a position with Palmetto Telephone, and I just wanted to recognize her for her achievements over the past three years. She has done an outstanding job. Some of the things that she accomplished were:

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1. The Brag a Little About Walterboro Campaign, which was very successful.
2. She was able to bring two cycling events to Walterboro - the Festivelo and the Carolina Cycling Association's Regional Criterium this past June.
3. She secured \$250,000 in grants for the Discovery Center, and \$129,000 in TAG grants from the State.
4. She also increased the City's Social Media presence and led the redesign of the City's website.

Mr. Molinari said, I just want to recognize Michelle for everything that she has done for the City and as much as I hate to lose her, it's a great opportunity and she will still be here in Colleton County contributing to the area.

Ms. Michelle Strickland then addressed Council. She said, I want to thank each one of you, the Mayor & City Council, City staff and especially our City Manager for the opportunity to work for this great organization. I admire and respect the City so much, and I feel so blessed to be a part of everything that has been going on, but I am also proud of the accomplishments that we have been able to make. Thank you again, for all the support you have given me.

Mayor Young then thanked Michelle for all the work she had done. He said, we wish you the best of luck in your new position. We are not letting her go right away, we've got a lot of loose ends that she has to tie up before she can leave us, but we appreciate your being willing to do that. It is especially good to have a native Walterborian promoting our City with marketing the City. So, that was great. Thank you.

**EXECUTIVE SESSION:**

The Mayor then entertained a motion to enter an Executive Session. Council Member Bridge so moved and Council Member Pryor 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:

1. Potential Purchase of Property.
2. Contractual Matters:
  - a. Property & Liability Insurance.
  - b. Dispatch Services.
3. Personnel Matters:
  - a. Reappointments to Boards and Commissions.
  - b. Appointment of Associate Municipal Judge.

The meeting then entered into an Executive Session.

A motion was made by Council Member Bridge to exit Executive Session and return to Open Session. Council Member Pryor seconded the motion. All in favor. None opposed. Motion carried. Council Member Broderick was absent and did not vote.

The meeting returned to Open Session and the following motions were made:

A motion was made by Council Member Bridge to reappoint Boards and Commissions Members as recommended by the City Manager. Council Member Bonds seconded the motion. All in favor. None opposed. Motion carried. Council Member Broderick was absent and did not vote.

The recommended reappointments by the City Manager were as follows:

Walterboro City Council  
Regular Meeting  
March 6, 2018

**MINUTES/Page XII**

**Accommodations Tax Committee**

Amar Patel (3-year term expiring January 1, 2021)  
Viral Patel (3-year term expiring January 1, 2021)

**Board of Zoning Appeals**

Travis Godley (3-year term expiring January 1, 2021)  
Dandi Daniels (3-year term expiring January 1, 2021)

**Election Commission**

T. Payton Crosby (6-year term expiring January 1, 2024)

**Historic Preservation Commission**

Sherry Cawley (2-year term expiring January 1, 2020)  
Lucille Powers (2-year term expiring January 1, 2020)

**Municipal Planning Commission**

Glenn Nixon (4-year term expiring January 1, 2022)  
Chris Bickley (4-year term expiring January 1, 2022)

**Tree Protection Committee**

Calvin Bailey (2-year term expiring January 1, 2020)  
Robert Wilkinson, III (2-year term expiring January 1, 2020)  
Mitzi Carter (2-year term expiring January 1, 2020)  
Sue Tilden (2-year term expiring January 1, 2020)

A second motion was made by Council Member Brown, seconded by Council Member Pryor, to appoint Mary Ann Blake as Associate Judge. All in favor. None opposed. Motion carried. Council Member Broderick was absent and did not vote.

Mayor Young then appointed Ms. Sabrina Johnson to the Airport Commission for a term which expires 1/2020.

There being no further business to consider, a motion to adjourn was made by Council Member Brown, seconded by Council Member Bridge and passed unanimously. The Mayor adjourned the meeting at 8:05 P.M. Notice of this meeting was distributed to all local media, 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

**ORDINANCE # 2017-14**

**AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, TO PROVIDE FOR CHANGES TO CHAPTER 4, SECTION 4.7.3.1 GENERAL PROVISIONS ITEM D.2, AND SECTION 4.7.4 NEW STRUCTURES ITEMS G.4, AND I.3 OF THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO.**

**WHEREAS**, at the November 21, 2017, Planning Commission Meeting, the Planning Commission discussed text amendments to Chapter 4, Section 4.7.3.1 D.2. and Section 4.7.4 G.4 & I.3 of the Unified Development Ordinance; and

**WHEREAS**, the Planning Commission unanimously recommends that Chapter 4, Section 4.7.3.1 D.2., and Section 4.7.4 G.4 & I.3 of the Unified Development Ordinance be amended; and

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF WALTERBORO, IN COUNCIL ASSEMBLED**, that Chapter 4, Section 4.7.3.1 D.2. and Section 4.7.4 G.4 & I.3 of the Unified Development Ordinance of the City of Walterboro, South Carolina is hereby amended as follows:

**Chapter 4**

**Section 4.7.3.1 General Provisions - Item D 2**

Add the words "Clear storefront" and delete the word "display".

Item will now read:

D.

2. Clear first floor storefront windows

**Section 4.7.4 New Structures – Items G 4**

Add the words "Clear first floor".

Item G will now read:

- G. 4. Clear first floor storefront windows.

**Section 4.7.4 New Structures – Items I 3**

Delete the words "or lightly tinted".

Item I will now read:

- I. 3. Clear glass

**Definition Addition**

Add Definition of Clear Glass:

Clear Glass is defined as either true clear glass or Low-E Glass with maximum visible light transmittance (VLT), unencumbered by blinds, curtains, or other window blocking treatments.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2018.

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



ATTEST:

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

First Reading: December 5, 2017  
Public Hearing: March 6, 2018  
Second Reading: \_\_\_\_\_

## ORDINANCE # 2018-01

### **AN ORDINANCE AUTHORIZING AND ESTABLISHING A PROGRAM TO GRANT SPECIAL PROPERTY TAX ASSESSMENTS TO CERTAIN REHABILITATED HISTORIC PROPERTIES; AND OTHER MATTERS RELATED THERETO.**

**WHEREAS**, the City of Walterboro, South Carolina (the “*City*”) was created as a municipal corporation under the laws of the State of South Carolina (the “*State*”); and

**WHEREAS**, the City is authorized pursuant to Sections 5-21-140 and 4-9-195 of the Code of Laws of South Carolina 1976, as amended (collectively, the “*Bailey Bill*”), to grant special property tax assessments to real property that qualifies as a “rehabilitated historic property;” and

**WHEREAS**, the Bailey Bill provides for certain procedures that the City and the owner of qualifying historic property must follow in order to receive the benefits of the Bailey Bill; and

**WHEREAS**, City Council of the City of Walterboro, the governing body of the City (the “*Council*”), through the adoption of its 2010 Comprehensive Plan, has established as a matter of policy that the City’s historic areas are great assets that should be fostered, maintained and redeveloped, and expressly supported the use of incentives to encourage the appropriate rehabilitation of and additions to existing historic buildings; and

**WHEREAS**, in furtherance of the City’s policies regarding its historic resources, the City Council, the governing body of the City (the “*Council*”), has determined that the development and establishment of the Bailey Bill will achieve the following goals (collectively, the “*Goals*”): (i) encourage the restoration of historic properties; (ii) promote community development and redevelopment; (iii) encourage sound community planning; and (iv) promote the general health, safety and welfare of the City; and

**WHEREAS**, the City Council hereby finds that the value of the benefits that will accrue to the citizens of the City due to the achievement of the Goals will exceed the value of the special property tax assessments to those who receive them; and

**WHEREAS**, the Council further finds that the provisions of the Bailey Bill that permit the rescission of the special property tax assessments in certain instances ensures that the benefits will, in fact, accrue to the citizens of the City.

**NOW, THEREFORE, BEING DULY ASSEMBLED, BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF WALTERBORO AS FOLLOWS:**

**Section 1.** There is hereby enacted by the City, for the purposes discussed above, the Special Property Tax Assessment Program for Rehabilitated Historic Properties (the “*Bailey Bill Program*”). Absent some change to the Bailey Bill which affects or preempts the Bailey Bill Program established herein, any amendments, modifications and clarifications to the Bailey Bill shall become effective, only if approved and enacted by the City.

**Section 2.** The Bailey Bill Program shall be codified into the City's Code of Ordinances. By and through the enactment of this Ordinance, Article XI, entitled "SPECIAL PROPERTY TAX ASSESSMENT PROGRAM FOR REHABILITATED HISTORIC PROPERTIES" shall be added to Chapter 2 "ADMINISTRATION" of the City's Code of Ordinances of the City's Code of Ordinances.

Chapter 2 "ADMINISTRATION", Article XI "SPECIAL PROPERTY TAX ASSESSMENT PROGRAM FOR REHABILITATED HISTORIC PROPERTIES" shall be added to the City's Code of Ordinances as follows

Sec. 2-260 – Title.

This ordinance shall be titled "Special Property Tax Assessment Program for Rehabilitated Historic Properties."

Sec. 2-261 – Authority.

Pursuant to Sections 5-21-140 and 4-9-195 of the Code of Laws of South Carolina 1976, as amended (collectively, the "**Bailey Bill**"), the City is enacting and establishing its Special Property Tax Assessment Program for Rehabilitated Historic Properties (the "**Bailey Bill Program**").

Sec. 2-262 – Definitions.

As used in this Article XI, unless the context shall otherwise require, capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Bailey Bill.

Sec. 2-263 – Creation of Special Tax Assessment; Term.

(a) Special Tax Assessment Created.

A special tax assessment is hereby created wherein real property that has complied with all provisions of the Bailey Bill Program shall receive a property tax assessment for such real property and any improvements thereon that is based upon the fair market value of such property during the year that Preliminary Certification of the historic rehabilitation of such property is granted (the "**Special Assessment**"). Only work that is performed after the Preliminary Certification is granted shall be considered for purposes of determining the Special Assessment.

(b) Term.

The “*Assessment Term*” means a period of up to 20 years. The Assessment Term is contingent upon the Expense Percentage (as defined below) of each qualifying property. “*Expense Percentage*” means the percentage determined by dividing the rehabilitation expenses occurring after the Preliminary Certification by the fair market value of the qualifying property as provided in the Preliminary Certification. If the Expense Percentage equals 50% or greater, the Assessment Term shall be 20 years.

Any Special Assessment granted pursuant to the provisions of this Bailey Bill Program shall remain the assessment applicable to such historic property for the purposes of *ad valorem* taxes for the applicable Assessment Term. If an application for Preliminary Certification is filed by May 1 of any year, or Preliminary Certification is granted by August 1 of any year, the first year of the Assessment Term shall be the year in which such application was filed or Preliminary Certification was granted, as applicable. Otherwise, the first year of the Assessment Term shall be the year following the year in which such application was filed or Preliminary Certification was granted, as applicable.

Sec. 2-264 – Eligibility.

(a) Eligible Properties.

In order to be eligible to receive the Special Assessment, a property must be granted a historic designation by the City Council based upon one or more of the following reasons (“*Eligible Properties*”):

- (i) the property is at least fifty years old; and
- (ii) it also qualifies under the following:
  - (1) the property is listed on the National Register of Historic Places;
  - (2) the property has been designated as a historic property by the City Council; or
  - (3) the property is located within the Walterboro Historic Preservation Overlay District.
- (iii) the principal use of the property is commercial.

(b) Historic Designation.

Each property included within the descriptions provided for in Section 123.05(a) is hereby granted a “Historic Designation” for the purposes of the Bailey Bill and the Bailey Bill Program (a “*Historic Property*”).

Sec. 2-265 – Eligible Rehabilitation.

(a) In order to be eligible to receive the Special Assessment, a property must undergo a historic rehabilitation (a “***Historic Rehabilitation***”) that adheres to the Secretary of the Interior’s Standards for Rehabilitation, together with the Design Guidelines for Historic Districts in Walterboro, South Carolina, as provided for in Sections 4.6 and 4.7 of the City’s Unified Development Ordinance (together, the “***Rehabilitation Standards***”).

(b) Rehabilitation Work to be Evaluated Based Upon the Rehabilitation Standards.

The following elements of any Historic Rehabilitation shall be reviewed according to the Rehabilitation Standards:

- (i) repairs to the exterior of the designated building;
- (ii) alterations to the exterior of the designated building;
- (iii) new construction on the property on which the building is located; and
- (iv) for public or commercial buildings, interior alterations for primary public spaces.

(c) Expenditures for Rehabilitation

Qualified expenditures for any Historic Rehabilitation include the actual costs of rehabilitation related to one or more of the following:

- (i) improvements located on or within the historic building as designated;
- (ii) improvements outside of and directly attached to the historic building which are necessary to make the building fully usable; such improvements shall not include rentable/habitable floor space attributable to new construction;
- (iii) architectural and engineering services attributable to the design of the improvements; and
- (iv) costs necessary to maintain the historic character or integrity of the building.

(d) For purposes of Section 2-265(c)(3) above, the costs of architectural or engineering services shall be limited to a maximum of twenty percent (20%) of the total qualified rehabilitation costs. To the extent that the architectural or engineering costs exceed 20% of the qualified rehabilitation costs of a Historic Property, such additional costs shall not be includable when determining the Expense Percentage or the Minimum Expenditure (as defined below).

Sec. 2-266 – Minimum Expenditures; Fair Market Value.

In order to be eligible to receive the Special Assessment, the total expenditures that an owner of a Historic Property must incur applicable to a Historic Rehabilitation shall equal or exceed 50 percent of the fair market value of the Historic Property at the time in which Preliminary Certification is granted (the "*Minimum Expenditure*"). Fair market value shall be based upon (i) the appraised value of the Historic Property as certified by a licensed real estate appraiser and as submitted as part of an application for Preliminary Certification; (ii) the sales price of the Historic Property delineated in a bona fide, arms-length real estate transaction taking place within 12 months of the time that an application for Preliminary Certification is submitted; or (iii) the most recent appraised value determined by the Colleton County Assessor.

Sec. 2-267 – Reviewing Authority Designation; Jurisdiction.

The City's Historic Preservation Commission (the "*HPC*"), as the board of the City with jurisdiction over historic properties pursuant to Section 6-29-870 of the Code of Laws of South Carolina 1976, as amended, is hereby designated as the "Reviewing Authority," as such term is used in the Bailey Bill, for the purposes of the Bailey Bill Program. The jurisdiction of the HPC, as provided for in Section 2.7.3.2 of the City's Unified Development Ordinance, is hereby expanded to the extent necessary to permit the HPC to review and oversee any Historic Rehabilitation authorized hereunder.

Sec. 2-268 – Approval Process.

(a) Application.

In order to be eligible to receive the Special Assessment, a Historic Property proposing a Historic Rehabilitation must receive Preliminary Certification by the City Council using the application and review process provided for in this Section. Any owner of a Historic Property may apply to the City for Preliminary Certification of a proposed Historic Rehabilitation by submitting an Application for Preliminary Certification (an "*Application*"), the form of which is attached hereto as Exhibit A, to the planning department of the City. In order to receive consideration, all Applications must be complete and must include the following fees and other information:

- (i) a completed Application, including any application fees that may be required in the discretion of the City's staff based upon the budget then in effect;
- (ii) an application fee (such amount to be determined in the City's annual budget process);
- (ii) a plan detailing the proposed Historic Rehabilitation detailing the scope of work that is to be performed and demonstrating compliance with the Rehabilitation Standards;

- (iv) sufficient evidence of the current fair market value of the Historic Property (see Sec. 2-237 herein); and
- (v) the total amount that the owner anticipates will be expended on the Historic Rehabilitation.

(b) HPC Review.

Provided the finished Application (as to all form and content) has been filed with the Planning and Development Department at least seven calendar days before the regularly scheduled meeting of the HPC, the HPC shall review the submitted application at its next regular meeting; otherwise consideration shall be deferred until the next occurring meeting of the HPC. Any applicant may be present at any such meeting to offer further explanation regarding the proposed Historic Rehabilitation and answer any questions of the HPC. The HPC shall affirm that the Minimum Expenditure is expected to be met and that the property meets the standard for a Historic Property. The HPC shall review each Application and proposed Historic Rehabilitation to ensure that the proposed scope of work complies with the Rehabilitation Standards. In the event that all criteria are met, the HPC may recommend to the City Council that the Historic Rehabilitation be approved. In the event that the HPC declines to recommend approval to the City Council, the HPC shall provide the applicant with specific reasons for its denial and the applicant may re-apply under the terms of this Section.

(c) Certificate of Appropriateness.

In no instance shall a recommendation to City Council for the approval of a Historic Rehabilitation be construed as a grant of a Certificate of Appropriateness by the HPC as required by Section 11.5 of the City's Unified Development Ordinance; however, applicants are encouraged to submit applications for Preliminary Certification and applications for a Certificate of Appropriateness for any Historic Rehabilitation at the same time and the HPC is hereby authorized to defer the consideration of either application for no more than one regularly scheduled meeting in order to permit both applications to be considered in conjunction.

(d) City Council Preliminary Certification.

Upon an Application receiving a recommendation of approval by the HPC, the application shall be considered at the next regularly scheduled meeting of the City Council, provided that sufficient time remains to include such an Application on the upcoming meeting agenda. City Council may, by ordinance, approve the Application and proposed Historic Rehabilitation and, in such event, shall make specific findings of the following facts regarding the following:

- (i) The property constitutes an Eligible Property;
- (ii) The Minimum Expenditures are expected to be met; and

(iii) The fair market value of the Historic Property that is to be used to calculate the Special Assessment and the Expense Percentage.

(e) Substantive Changes.

If at any time during the application process or after Preliminary Certification is granted, the scope of work considered or approved thereunder is substantively changed in any way, the applicant must promptly notify the City's Planning and Development Department who shall make a determination as to whether such a change required the prior approval of the City Council. In the event that such approval is necessary, such a change may be brought directly before the City Council at its next available regularly scheduled meeting for consideration. Unapproved substantive changes are conducted at the risk of the property owner and may disqualify the property from eligibility for the Special Assessment.

(f) Assessment for Two Years During Work.

Once a proposed Historic Rehabilitation has received Preliminary Certification, the Historic Property shall receive the Special Assessment for an initial period of two years during which the proposed Historic Rehabilitation is undertaken. Any such period shall apply towards the applicable Assessment Term in Section 2-263(b) herein. In the event that, after the expiration of two years, the Historic Rehabilitation is not complete but the Minimum Expenditure has been met, the Special Assessment shall continue for such time as it is necessary to complete the Historic Rehabilitation. In the event that after the expiration of two years, the Minimum Expenditures have not been met, the City Council may, at its discretion, disqualify the property from eligibility for the Special Assessment and any monies not collected due to the special assessment must be returned to the City and other affected taxing districts, as applicable.

Sec. 2-269 – Rehabilitation Monitoring; Final Certification.

(a) Monitoring.

During the period of time during which the Historic Rehabilitation is underway, staff of the City's Planning and Development Department may inspect the work in progress to ensure that the Historic Standards are met. Inspections of any exterior work may be made at any time and inspections of any interior work may be made upon 24-hours-notice. The refusal of an applicant to permit inspection shall serve as grounds for the disqualification of the property from eligibility for the Special Assessment. In the event that such an inspection shows substantive deviations from the approved scope of work or a failure to comply with the Historic Standards, the City Council may disqualify the property from eligibility for the Special Assessment.

(b) Final Certification.



Upon completion of the Historic Rehabilitation, the applicant must notify the Planning and Development Department and request that the property be granted Final Certification. The Planning and Development Department staff shall inspect the Historic Property to ensure compliance with the approved scope of work and the Historic Standards. If compliance is found, the planning department staff shall grant Final Certification and shall provide the property owner with sufficient documentation of such Final Certification.

Sec. 2-270 – Notification of the Colleton County Tax Assessor.

Upon receipt of Final Certification, it shall be the responsibility of the property owner to provide such Final Certification to the Colleton County Assessor in order to secure the Special Assessment.

Sec. 2-271 – Additional Work; Decertification.

(a) For the remainder of the applicable Assessment Period, the property owner shall notify the Planning and Development Department staff of any additional exterior work undertaken on the Historic Property, other than ordinary maintenance. The Planning and Development Department staff will present the proposed work to the HPC at its next regularly scheduled meeting who will review the work and determine whether the overall project is consistent with the standards for rehabilitation. If the additional work is found to be inconsistent, the property owner shall withdraw his request and cancel or revise the proposed additional work.

(b) Once the Historic Property has received Final Certification, it shall remain so certified and must be granted the Special Assessment until the property becomes disqualified by any one of the following:

- (i) the expiration of the applicable Assessment Term;
- (ii) written notice from the property owner to the planning department staff and the Colleton County Auditor requesting removal of the Special Assessment;
- (iii) removal of the historic designation by the City Council; or
- (iv) rescission of the approval of the Historic Rehabilitation by the HPC because of alterations or renovation by the owner or the owner's estate which causes the property to no longer possess the qualities and features which made it eligible for Final Certification.

(c) Notification of any change affecting eligibility must be given immediately to the Colleton County Assessor, Auditor, and Treasurer.

**Section 3.** If any section, subsection, sentence, clause or phrase of the Bailey Bill Program or this Ordinance is, for any reason, held or determined to be invalid, such decision shall not affect the validity of the remaining portions of the Bailey Bill Program and/or this Ordinance.

**Section 4.** Nothing in this Ordinance or in the Bailey Bill Program hereby enacted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause of causes of action acquired or existing, under any act or ordinance hereby repealed; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

**Section 5.** All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this ordinance are hereby repealed to the extent of the conflict or inconsistency. This Ordinance and the provisions of the Bailey Bill Program shall take effect immediately upon its enactment by the Council.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2018.

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

**ATTEST:**

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

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

**EXHIBIT A**

**Bailey Bill Program Application Form**

# City of Walterboro

## Historic Preservation Commission

### BAILEY BILL HISTORIC PROPERTY REHABILITATION APPLICATION

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Owner's Email Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Fair Market Value of Property: \$ \_\_\_\_\_ (Please attach appraisal or other proof of value)

Estimated Project Cost \$ \_\_\_\_\_ (Must meet or exceed 20% of the fair market value)

#### Historic Designation Status

The property must have been granted a "historic designation by the Walterboro City Council. Check all that apply:

\_\_\_\_\_ The property is listed on the National Register of Historic Places

\_\_\_\_\_ The property has been designated as an historic property by the City Council

\_\_\_\_\_ The property is located within an area that has been designated as a historic district by the City Council

#### Attachments

The following information must be submitted along with a completed application:

\_\_\_\_\_ An original signed and completed application

\_\_\_\_\_ An application fee of \$ \_\_\_\_\_

\_\_\_\_\_ Plan detailing the proposed Historic Rehabilitation including the following: the areas of the structure or property that are to be rehabilitated; the scope of work to be done; and detailed information on the materials and techniques to be used to comply with the Rehabilitation Standards of the City.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature (if not Applicant): \_\_\_\_\_

Co-Owner's Signature (if not Applicant): \_\_\_\_\_

The above signatures certify that the information in this application is accurate and complete, that the City may copy any drawings and materials necessary for review, and that pursuant to S.C. Code Ann. Section 6-29-1145 this property is not subject to a recorded covenant that is contrary to, conflicts with, or prohibits this activity.

---

#### FOR STAFF USE

Application #: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

\_\_\_\_\_ The work as described in this application and attachments appears to meet the Rehabilitation Standards and would likely receive final approval if completed as described.

\_\_\_\_\_ The work as described in this application and attachments would meet the Rehabilitation Standards if the Special Conditions on the attached sheet are met.

\_\_\_\_\_ The work as described in this application and attachments does not appear to meet the Rehabilitation Standards and is not approved for this property. The attached sheet describes the specific problems with the proposed work.

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

## DESCRIPTION OF PROPOSED WORK

Use the spaces below to describe the proposed work. Architectural features would include items such as: roof; exterior brick or siding; windows; doors; site/landscape features; entrance hall; main stair; parlors; fireplaces/mantles; floors/walls/ceilings; mechanical/ electrical/plumbing; etc. Please feel free to make copies of this sheet. Use as many spaces as necessary to fully describe your project.

<p>Architectural feature_ Approximate date of feature _____ Describe feature and its condition</p> <p>Photograph No.____Drawing No.____</p>	<p>Describe work and impact on feature</p>
<p>Architectural feature_ Approximate date of feature _____ Describe feature and its condition</p> <p>Photograph No.____Drawing No.____</p>	<p>Describe work and impact on feature</p>
<p>Architectural feature_ Approximate date of feature _____ Describe feature and its condition</p> <p>Photograph No.____Drawing No.____</p>	<p>Describe work and impact on feature</p>
<p>Architectural feature_ Approximate date of feature _____ Describe feature and its condition</p> <p>Photograph No.____Drawing No.____</p>	<p>Describe work and impact on feature</p>

**RESOLUTION NO. 2018-R-03**

**A RESOLUTION TO GIVE NOTICE TO SOUTH CAROLINA ELECTRIC AND GAS COMPANY (SCE&G) OF THE CITY'S INTENT TO TERMINATE THE FRANCHISE AGREEMENT**

**WHEREAS**, SCE&G has a combined electric and natural gas franchise agreement with the City of Walterboro pursuant to Ordinance No. 2000-01, which was passed on April 11, 2000, and accepted by SCE&G on April 27, 2000, and was amended by Ordinance No. 2000-06, dated June 14, 2000 and made effective January 1, 2001; and

**WHEREAS**, the franchise agreement between SCE&G and the City of Walterboro is in effect for a period of twenty (20) years; and

**WHEREAS**, Notice of Termination needs to be sent before April 27, 2018; and

**WHEREAS**, the City of Walterboro has determined that it is in the best interests of the City to put SCE&G on notice of the City's intent to terminate the franchise agreement.

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

The Council hereby directs the City Manager to put SCE&G on notice of the City of Walterboro's intent to terminate the franchise agreement.

ADOPTED, this 3<sup>rd</sup> day of April, 2018.

---

CITY OF WALTERBORO, SOUTH CAROLINA

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

ATTEST:

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

**RESOLUTION NO. 2018-R-04**

**A RESOLUTION TO GIVE NOTICE TO COASTAL ELECTRIC COOPERATIVE, INC. OF  
THE CITY'S INTENT TO TERMINATE THE FRANCHISE AGREEMENT**

**WHEREAS**, Coastal Electric Cooperative, Inc. has an electric franchise agreement with the City of Walterboro which became effective on August 10, 2004; and

**WHEREAS**, the franchise agreement between Coastal Electric and the City of Walterboro is in effect through April 11, 2020; and

**WHEREAS**, Notice of Termination needs to be sent before April 11, 2018; and

**WHEREAS**, the City of Walterboro has determined that it is in the best interests of the City to put Coastal Electric on notice of the City's intent to terminate the franchise agreement.

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

The Council hereby directs the City Manager to put Coastal Electric on notice of the City of Walterboro's intent to terminate the franchise agreement.

**ADOPTED**, this 3<sup>rd</sup> day of April, 2018.

CITY OF WALTERBORO, SOUTH CAROLINA

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

**ATTEST:**

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



## MEMORANDUM

---

**TO:** Mayor and City Council  
**FROM:** City Manager  
**DATE:** March 26, 2018  
**RE:** CDBG Prioritization

Pursuant to City Council's discussions during the 2018 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. Public Infrastructure and Facilities
  - Improvements to Wastewater Treatment Plant
  - Upgrades of water and sewer lines as needed
  - Others projects as identified
2. Community Enrichment
  - I-95 loop project
  - Adaptive reuse of existing structures
  - Demolition of properties that are attractive nuisances
  - Others as identified
3. Multiple Activity Neighborhood Improvement Projects
  - North Lemacks Street
  - Other neighborhoods as identified
4. Special Projects as identified
5. Economic Development projects as identified.

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





**MEMORANDUM**

**TO:** Mayor and City Council  
**FROM:** City Manager  
**DATE:** March 27, 2018  
**SUBJECT:** North Lemacks Street Revitalization Phase III – Streetscape Improvements

The City advertised for competitive bid proposals for streetscape improvements/multi-use path related to Phase III of the North Lemacks Street Revitalization project. The City received two (2) bids as follows:

<u>Contractor</u>	<u>Total Bid</u>	<u>Division Bid</u>
Palmetto Sitework Services (Orangeburg, SC)	\$300,820.00	\$145,450.00
IPW Construction Group, LLC (Charleston, SC)	\$346,593.00	\$210,808.00

The City has \$134,976 remaining in the Community Development Block Grant for Phase III of the North Lemacks Street Revitalization Project. The City is providing a \$10,474 match. Because of the limited amount of funding available, staff recommends selecting divisions one, two and four.

**Division One:** Demolition of existing asphalt pavement and installation of grate inlet aprons, grass seeding and eighteen (18) crape myrtle trees along North Lemacks Street.

**Division Two:** Existing asphalt roadway removing and replacing, installation of overlay paving and paint striping of North Lemacks Street.

**Division Four:** Installation of two (2) entry gateway signs at the intersections of North Lemacks/Sweet Street and North Lemacks/Colleton Loop.

Staff recommends Palmetto Sitework Services (Orangeburg, SC) with the low bid of **\$145,450.00**. Pursuant to CDBG requirements, formal approval of execution of a contract with Palmetto Sitework Services is contingent upon approval by the South Carolina Department of Commerce. City staff asks for City Council's favorable consideration of this request.

Sincerely,

Jeffrey P. Molinari  
City Manager

Attachments

**North Lemacks Village Renaissance - Phase III  
Bid Tab Comparisons**

**9-Mar-18**

<b>Contractors</b>		<b>Base Bid</b>	<b>Bid Bond</b>
<b>Palmetto Sitework Services</b> 1737 Joe S. Jeffords Hwy Orangeburg, SC 29115	<b>Division One:</b> Demolition of Existing Asphalt Pavement and Installation of Grate Inlet Aprons, (5,460 Square Feet) Grass Seeding and (18) Crape Myrtle Street Trees along North Lemacks Street	\$ 43,950.00	Yes
	<b>Division Two:</b> Existing Asphalt Roadway Removing and Replacing, Installation of Overlay Paving and Paint Striping of North Lemacks Street	\$ 75,000.00	
	<b>Division Three:</b> (23,960 Square Feet) of Site Clearing and Grubbing, Installation of (6,250 Square Feet) Aggregate and (100 Square Feet) Concrete Paths, (3) Benches, (17,590 Square Feet) Grass Seeding and (2) Live Oak Trees	\$ 86,870.00	
	<b>Division Four:</b> Installation of (2) Entry Gateway Signs	\$ 26,500.00	
	<b>Division Five:</b> Installation of (1) Transformer Pad and (8) Pedestrian Light Poles and Fixtures	\$ 68,500.00	
	<b>Total All Divisions</b>	<b>\$ 300,820.00</b>	

<b>IPW Construction Group, LLC</b> PO Box 40968 Charleston, SC 29423	<b>Division One:</b> Demolition of Existing Asphalt Pavement and Installation of Grate Inlet Aprons, (5,460 Square Feet) Grass Seeding and (18) Crape Myrtle Street Trees along North Lemacks Street	\$ 72,150.00	Yes
	<b>Division Two:</b> Existing Asphalt Roadway Removing and Replacing, Installation of Overlay Paving and Paint Striping of North Lemacks Street	\$ 108,758.00	
	<b>Division Three:</b> (23,960 Square Feet) of Site Clearing and Grubbing, Installation of (6,250 Square Feet) Aggregate and (100 Square Feet) Concrete Paths, (3) Benches, (17,590 Square Feet) Grass Seeding and (2) Live Oak Trees	\$ 92,300.00	
	<b>Division Four:</b> Installation of (2) Entry Gateway Signs	\$ 29,900.00	
	<b>Division Five:</b> Installation of (1) Transformer Pad and (8) Pedestrian Light Poles and Fixtures	\$ 43,485.00	
	<b>Total All Divisions</b>	<b>\$ 346,593.00</b>	

This Bid Tabulation is certified by Wood+Partners inc. to be accurate to the bids submitted on March 9, 2018 for the above referenced project.



Eric Walsnovich  
 Sr. Project Manager  
 Wood+Partners inc.  
 7 Lafayette Place  
 Hilton Head Island, SC 29925

SECTION 004100 - BID FORM

3/9/18  
(Date)

TO: Mr. Jeff Molinari  
City Manager  
City of Walterboro City Hall  
242 Hampton Street  
Walterboro, SC 29488

FROM: Palmetto Sitework Services  
(Bidder)  
1737 Joe S Jeffords Hwy  
(Address)  
Orangeburg, S.C. 29115

Dear Sir:

The Undersigned, having carefully examined drawings, project details, specifications, and other documents bound in the Request for Bids Package, for NORTH LEMACKS VILLAGE RENAISSANCE -- PHASE III, and the following addenda:

Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_

as well as the premises and conditions affecting the work proposes to furnish all services, labor, materials and equipment called for by them for the entire work in accordance with said documents for the Stipulated Sums per each Division as shown below, which sums are hereafter called the "Base Bid":

Division One: Demolition of Existing Asphalt Pavement and Installation of Grate Inlet Aprons, (5,460 Square Feet) Grass Seeding and (18) Crape Myrtle Street Trees along North Lemacks Street for:  
Forty-three thousand nine hundred fifty + 00/100 Dollars (\$ 43,950.00 )

Division Two: Existing Asphalt Roadway Removing and Replacing, Installation of Overlay Paving and Paint Striping of North Lemacks Street for:  
Seventy-five thousand + 00/100 Dollars (\$ 75,000.00 )

Division Three: (23,960 Square Feet) of Site Clearing and Grubbing, Installation of (6,250 Square Feet) Aggregate and (100 Square Feet) Concrete Paths, (3) Benches, (17,590 Square Feet) Grass Seeding and (2) Live Oak Trees for:  
Eighty-six thousand eight hundred seventy + 00/100 Dollars (\$ 86,870.00 )

Division Four: Installation of (2) Entry Gateway Signs for:  
Twenty-six thousand five hundred + 00/100 Dollars (\$ 26,500.00 )

Division Five: Installation of (1) Transformer Pad and (8) Pedestrian Light Poles and Fixtures for:  
Sixty-eight thousand five hundred + 00/100 Dollars (\$ 68,500.00 )

Division Prices, as submitted, may or may not be used in calculating additions or deductions from the Contract, at the option of Owner. Such Division prices as may be employed by Owner shall be written into the Contract, and accepted and agreed upon by the respective parties to the Contract.

Unit Prices, as submitted in Section 012200 Unit Prices, may or may not be used in calculating additions or deductions from the Contract, at the option of Owner. Such unit prices as may be employed by Owner shall be written into the Contract, and accepted and agreed upon by the respective parties to the Contract.

Bid Holding Time: The Undersigned hereby agrees that this bid may not be revoked or withdrawn after time set for opening bids, but shall remain open for acceptance for a period of sixty (60) days following such time.

Contract Acceptance: In case the Undersigned be notified in writing by mail, telegraph or delivery of acceptance of this bid within 90 days after the time set for opening of bids, he agrees to execute, within ten days from notice, a contract (AIA Standard Form of Agreement Between Contractor and Owner When A Stipulated Sum Forms the Basis of a Payment, AIA Form A101) for the work for the above-stated amount and at the same time to furnish and deliver to Owner a Performance Bond and a Payment Bond, in the form issued by the American Institute of Architects (AIA Form A312), each in an amount equal to 100 percent of the contract sum.

Completion Time: The Undersigned agrees to commence actual physical work at the site, with an adequate force and equipment, within ten calendar days from a date to be established in a "Notice to Proceed" and to substantially complete the work within 90 consecutive calendar days from such date.

Contractor Resources: It is understood that, before a proposal is considered for award, Bidder may be requested by Owner to submit a statement of facts in detail as to his previous experience in performing similar or comparable work; his business and technical organization; and financial resources and available workforce to be used in performing contemplated work.

Company Name: Palmetto Sitework Services

Address: 1737 Joe S. Jaffords Hwy  
Orangeburg, S.C. 29115

City of Walterboro Contractor's License No:

By:

Title:

[Signature]  
President/General Manager

SEAL ALL BIDS

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

10/16

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, and 2 CFR Part 200, Participants' responsibilities. )

*(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)*

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant Number: 4-V-14-002

Name of Participant: Palmetto Sitework Services

Address of Participant: 1737 Joe S. Jefferson Hwy, Orangeburg, S.C. 29115

Karlmsfeller - President/General Manager      [Signature]      3/9/18  
Name and Title of Authorized Representative      Signature      Date

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Orders 12549 and 12689.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the System for Award Management (SAM).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT**  
**CONTRACTOR CERTIFICATION**

In accordance with the requirements of the South Carolina Illegal Immigration Reform Act, Contractor Name ("Contractor") hereby certifies that it is currently in compliance with the requirements of Title 8, Chapter 14 of the S.C. Code Annotated and will remain in compliance with such requirements throughout the term of its contract with Name Of Owner ("Owner").

Contractor hereby acknowledges that in order to comply with requirements of S.C. Code Annotated Section 8-14-20(B), it will:

1. Register and participate in the federal work authorization program (E-Verify) to verify the employment authorization of all new employees; and require agreement from its subcontractors, and through the subcontractors, the sub-subcontractors, to register and participate in the federal verification the employment authorization of all new employees.

Contractor agrees to provide to Owner any documentation required to establish the applicability of the South Carolina Illegal Immigration Reform Act to the Contractor, subcontractor, or sub-subcontractor. Contractor further agrees that it will provide Owner with any documentation required to establish that the Contractor and any subcontractors or sub-subcontractors are in compliance with the requirements of Title 8, Chapter 14 of the S.C. Code Annotated.

Date: 3/9/18

By: Karl M. Stoller

Title: President / General Manager

**BIDDER'S SECTION 3 ESTIMATED NEW HIRES**

***NOTE: This form must be filled out by the contractor and is used to determine if any new hires will be needed as part of the project and if so, if any will be filled with Section 3 residents.***

Job Category	Total Estimated Positions Needed (for this project)	No. Positions Occupied by Permanent Employees (for this project)	Number of Positions Not Occupied (for this project)	Number of Positions to be Filled with Section 3 Residents (for this project)
Officer/Supervisors	0		0	0
Professionals	0		0	0
Technical	0		0	0
Hsq. Sales/Rental Mgmt.	0		0	0
Office/Clerical	0		0	0
Service Workers	0		0	0
Others			0	0
<b>TRADE:</b>				0
Journeyman	0		0	0
Apprentices	0		0	0
Trainees	0		0	0
Others	0		0	0

**Section 3 Resident Definition:**  
 Individual residing in a public housing project or within the non-metropolitan county in which the project is located and whose income does not exceed 80% of the higher of the median income, adjusted by family size, for the county of residence or the non-metropolitan area of the state.

Palmetto Sitework Services  
 Company

North Lemacks VR Phase III  
 Project Title

4-V-14-002  
 CDBG Grant Number

Karl Stollert  
 Name of Person Completing Form

3/9/18  
 Date

**BIDDER'S PROPOSED SECTION 3 CONTRACT/SUBCONTRACTS**

Type of Contract (Business or Profession)	Total No.	Total Approx. Dollar Amt.	Estimated No. of Contracts to Section 3 Businesses	Est. Dollar Amt. to Section 3 Businesses
N/A				

**Section 3 Business Concern**

1. A business that is 51% or more owned by section 3 residents, or
2. A business whose permanent full time work force is at least 30% section 3 residents or,
3. A business which contracts a dollar amount of all subcontracts with businesses as defined in numbers 1 and 2 above.

Palmetto Sitework Services

Company  
North Lemacks VR Phase III

Project Name  
CDBG #4-V-14-002

Project Number

Karl Stoller  
Person Completing Form

3/9/18  
Date



THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we Palmetto Sitework Services, LLC, 1737 Joe S. Jeffords Hwy, Orangeburg, SC 29115

as Principal, hereinafter called the Principal, and Liberty Mutual Insurance Company, 175 Berkeley Street, Boston, MA 02116

a corporation duly organized under the laws of the State of Mass, as Surety, hereinafter called the Surety, are held and firmly bound unto the City of Walterboro, SC

as Obligee, hereinafter called the Obligee, in the sum of Five (5) Percent of Bid Dollars (\$ ),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for the North Lemacks Village Renaissance - Phase III

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 9th day of March, 2018.

Edward H. Wolfe (Witness)

Charles W. Seiler (Witness)

Palmetto Sitework Services, LLC (Principal) Seal; Liberty Mutual Insurance Company (Surety) Seal; Charles W. Seiler (Title) Attorney-in-Face

SC # 211217

**THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.**

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7900624

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company West American Insurance Company

**POWER OF ATTORNEY**

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Paul R. Baker; John H. Earl; William H. Griffin; Misty L. Halg; W. Wesley Hamilton, Jr.; Pamela K. Hays; Debra Johnson; Margaret S. Meyers; John W. Miller, II; Richard W. Naylor; David E. Paddison; Brian Perry; Nick W. Peters; F. Anderson Phillips; James R. Ramsay; Douglas L. Rieder; Charles W. Sells; S. Lynn Sghialli; Cynthia L. Trickey; Carl R. Wise

all of the city of Atlanta state of GA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 27th day of September 2017.



The Ohio Casualty Insurance Company  
Liberty Mutual Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

On this 27th day of September 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

**ARTICLE IV - OFFICERS - Section 12. Power of Attorney.** Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings.** Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation -** The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization -** By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 9th day of March, 20 18



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Palmetto Sitework Services, LLC**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **C**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**1737 Joe S. Jeffords Hwy**

6 City, state, and ZIP code  
**Orangeburg, SC 29115**

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

		-			-			
--	--	---	--	--	---	--	--	--

or

Employer identification number

4	7	-	3	5	3	0	0	2	1
---	---	---	---	---	---	---	---	---	---

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here    Signature of U.S. person ▶     Date ▶ **1/26/18**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is backup withholding*, later.

\*\*\* CHECK LICENSE CARD, CERTIFICATE, CLASSIFICATION(S), AND CONTRACT LIMIT FOR ACCURACY \*\*\*

LICENSE RENEWALS - YOUR LICENSES EXPIRES ON 10/31/2018. Renewing is only available 3-4 months prior to this date; renewal notices will be mailed out. Renewal website: <https://renewals.lhonline.com/RegLogin.asp>. If you do not renew your license by January 31<sup>st</sup> after your expiration date, you must submit an initial application, Doc #165, financial statement and \$350 to reinstate your license - website: [www.lhonline.com/pol/contractors](http://www.lhonline.com/pol/contractors).

\*\* THIS IS A 2-PART POCKETCARD! FOLD CARD - DO NOT CUT OR TEAR CARD IN HALF! \*\*

BOTH PARTS OF POCKETCARD MUST BE PRESENTED TO CUSTOMER, PERMIT OFFICE, BUILDING OFFICIAL, ETC. AT ALL TIMES!

\*\*\* LICENSE#: G119837 CCB1041483  
South Carolina Department of Labor, Licensing and Regulation  
SC Contractor's Licensing Board

Certifies:  
PALMETTO SITEWORK SERVICES LLC  
1737 JOE S JEFFORDS HWY  
ORANGEBURG SC 29115  
HY5 WLS WPS  
GENERAL CONTRACTOR



\*\*\* LICENSE#: G119837 CCB1041483  
EXPIRATION DATE: 10/31/2018

HY5 WLS WPS  
GENERAL CONTRACTOR  
PALMETTO SITEWORK SERVICES LLC

\*\*\* Group Numbers and Dollar Limitations \*\*\*

Group #1 - \$50,000 Group #3 - \$500,000  
Group #2 - \$200,000 Group #4 - \$1,500,000  
Group #5 - \$Unlimited

License Classification(s) - 2 letters in front of number (Abbreviation Key on back)  
Licensee Group# - number after 2-letter classification

Qualifying Party: ROGER W RHOD JR

EFFECTIVE LICENSE DATE: .....10/14/2016  
INITIAL LICENSE DATE: .....12/30/2016  
EXPIRATION DATE: .....10/31/2018

*Roger Rhoad*  
Administrator

**DO NOT PEEL CARD FROM A CORNER**

To remove card from backing

- Bend form back from the outside edge
- Pull card off backing

WALL CERTIFICATE BELOW:

LICENSE# G119837

STATE OF SOUTH CAROLINA

CCB1041483  
LICENSE# G119837

DEPARTMENT OF LABOR, LICENSING AND REGULATION

SC CONTRACTOR'S LICENSING BOARD

LICENSE CERTIFICATE

The following licensee:

PALMETTO SITEWORK SERVICES LLC  
1737 JOE S JEFFORDS HWY  
ORANGEBURG SC 29115

has met the necessary qualifications required by the laws of South Carolina and is duly qualified and entitled to practice as a:

**GENERAL CONTRACTOR**

for the Classification(s) and Group Limitation shown below:

HY5 WLS WPS

\*\*\* Group Number and Dollar Limitations: \*\*\*

The number after your 2-letter classification(s) above is your Group#

Group #1 - \$50,000 Group #3 - \$500,000  
Group #2 - \$200,000 Group #4 - \$1,500,000  
Group #5 - \$Unlimited

EXPIRATION DATE: .....10/31/2018  
Effective License Issue: 10/14/2016  
Initial License Date: ....12/30/2015

*Roger Rhoad*  
Administrator

Qualifying Party: ROGER W RHOD JR

It is at the discretion of the licensee, not the board, to authorize officers or employees of the company to pull permits and conduct business

SECTION 004100 - BID FORM

3/9/2018  
(Date)

TO: Mr. Jeff Mollnari  
City Manager  
City of Walterboro City Hall  
242 Hampton Street  
Walterboro, SC 29488

FROM: IAC CONSTRUCTION GROUP, LLC  
(Bidder)  
PO BOX 40968  
(Address)  
CHARLESTON, SC 29423

Dear Sir:

The Undersigned, having carefully examined drawings, project details, specifications, and other documents bound in the Request for Bids Package, for NORTH LEMACKS VILLAGE RENAISSANCE - PHASE III, and the following addenda:

Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_

as well as the premises and conditions affecting the work proposes to furnish all services, labor, materials and equipment called for by them for the entire work in accordance with said documents for the Stipulated Sums per each Division as shown below, which sums are hereafter called the "Base Bid":

Division One: Demolition of Existing Asphalt Pavement and Installation of Grate Inlet Aprons, (5,460 Square Feet) Grass Seeding and (18) Crape Myrtle Street Trees along North Lemacks Street for:  
SEVENTY TWO THOUSAND, ONE HUNDRED FIFTY Dollars (\$ 72,150 )

Division Two: Existing Asphalt Roadway Removing and Replacing, Installation of Overlay Paving and Paint Striping of North Lemacks Street for:  
ONE HUNDRED EIGHT THOUSAND, SEVEN HUNDRED FIFTY EIGHT Dollars (\$ 108,758 )

Division Three: (23,960 Square Feet) of Site Clearing and Grubbing, Installation of (6,250 Square Feet) Aggregate and (100 Square Feet) Concrete Paths, (3) Benches, (17,590 Square Feet) Grass Seeding and (2) Live Oak Trees for:  
NINETY TWO THOUSAND, THREE HUNDRED Dollars (\$ 92,300 )

Division Four: Installation of (2) Entry Gateway Signs for:  
TWENTY NINE THOUSAND, NINE HUNDRED Dollars (\$ 29,900 )

Division Five: Installation of (1) Transformer Pad and (8) Pedestrian Light Poles and Fixtures for:  
FOURTY THREE THOUSAND, FOUR HUNDRED EIGHTY FIVE Dollars (\$ 43,485 )

Division Prices, as submitted, may or may not be used in calculating additions or deductions from the Contract, at the option of Owner. Such Division prices as may be employed by Owner shall be written into the Contract, and accepted and agreed upon by the respective parties to the Contract.

Unit Prices, as submitted in Section 012200 Unit Prices, may or may not be used in calculating additions or deductions from the Contract, at the option of Owner. Such unit prices as may be employed by Owner shall be written into the Contract, and accepted and agreed upon by the respective parties to the Contract.

Bid Holding Time: The Undersigned hereby agrees that this bid may not be revoked or withdrawn after time set for opening bids, but shall remain open for acceptance for a period of sixty (60) days following such time.

Contract Acceptance: In case the Undersigned be notified in writing by mail, telegraph or delivery of acceptance of this bid within 90 days after the time set for opening of bids, he agrees to execute, within ten days from notice, a contract (AIA Standard Form of Agreement Between Contractor and Owner When A Stipulated Sum Forms the Basis of a Payment, AIA Form A101) for the work for the above-stated amount and at the same time to furnish and deliver to Owner a Performance Bond and a Payment Bond, in the form issued by the American Institute of Architects (AIA Form A312), each in an amount equal to 100 percent of the contract sum.

Completion Time: The Undersigned agrees to commence actual physical work at the site, with an adequate force and equipment, within ten calendar days from a date to be established in a "Notice to Proceed" and to substantially complete the work within 90 consecutive calendar days from such date.

Contractor Resources: It is understood that, before a proposal is considered for award, Bidder may be requested by Owner to submit a statement of facts in detail as to his previous experience in performing similar or comparable work; his business and technical organization; and financial resources and available workforce to be used in performing contemplated work.

Company Name: IAW CONSTRUCTION CORP, LLC

Address: PO BOX 40968  
CHARLESTON, SC 29423

City of <sup>SC CC</sup> Walterboro Contractor's License No: G117838

By: CYRUS D. SINKER

Title: MEMBER-MANAGER

SEAL ALL BIDS

COMPLETE AND SUBMIT THIS FORM FOR APPROVAL OF SUBSTITUTES. SUBMISSION SHALL BE MADE IN DUPLICATE FOR EACH PROPOSED SUBSTITUTE ITEM.

**SUBSTITUTION REQUEST FORM**

TO: Eric Walsnovich, Wood + Partners, Inc.; [EWalsnovich@woodandpartners.com](mailto:EWalsnovich@woodandpartners.com)

PROJECT: North Lemacks Village Renaissance – Phase III

We submit for your consideration the following product instead of the specified item for the above project:

Section	Paragraph	Specified Item
_____	_____	_____

Proposed Substitution:

Attach complete technical data, including laboratory tests, if applicable.

Include complete information on changes to Drawings and/or Specifications which proposed substitution will require for its proper installation.

Fill in blanks below:

N/A

A. Does the substitution affect dimensions shown on the drawings?

Yes \_\_\_ No \_\_\_

B. Will the undersigned pay for changes to building design, including engineering and detailing costs caused by the requested substitution?

Yes \_\_\_ No \_\_\_

C. What effect does substitution have on other trades?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Differences between proposed substitution and specified item?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Manufacturer's guarantees of proposed and specified items are:

Same                      Different (Explain on Attachments)

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The Undersigned states that the function, appearance, and quality are equivalent or superior to the specified item.

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

Date: \_\_\_\_\_ TEL/FAX: \_\_\_\_\_

For Use by Design Consultant

N/A

Accepted                       Accepted as Noted  
 Not Accepted                       Received Too Late

By: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

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Attachment to Section 002213 - Supplementary Instructions to Bidders



**SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT**  
**CONTRACTOR CERTIFICATION**

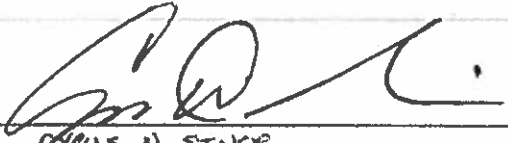
In accordance with the requirements of the South Carolina Illegal Immigration Reform Act, Contractor Name ("Contractor") hereby certifies that it is currently in compliance with the requirements of Title 8, Chapter 14 of the S.C. Code Annotated and will remain in compliance with such requirements throughout the term of its contract with Name Of Owner ("Owner").

Contractor hereby acknowledges that in order to comply with requirements of S.C. Code Annotated Section 8-14-20(B), it will:

1. Register and participate in the federal work authorization program (E-Verify) to verify the employment authorization of all new employees; and require agreement from its subcontractors, and through the subcontractors, the sub-subcontractors, to register and participate in the federal verification the employment authorization of all new employees.

Contractor agrees to provide to Owner any documentation required to establish the applicability of the South Carolina Illegal Immigration Reform Act to the Contractor, subcontractor, or sub-subcontractor. Contractor further agrees that it will provide Owner with any documentation required to establish that the Contractor and any subcontractors or sub-subcontractors are in compliance with the requirements of Title 8, Chapter 14 of the S.C. Code Annotated.

Date: 3/9/2013

By:   
CYRUS D. SENCER

Title: MEMBER - MANAGER

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

10/16

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, and 2 CFR Part 200, Participants' responsibilities. )

*(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)*

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant Number: 4-V-14-002

Name of Participant: JPW CONSTRUCTION GROUP LLC

Address of Participant: 7623 DORCHESTER ROAD, N. CHARLSTON, SC

G. W. SINGOR  
Name and Title of Authorized Representative

[Signature]  
Signature

3-8-2018  
Date

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Orders 12549 and 12689.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the System for Award Management (SAM).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

# Section 3 Business Self-Certification

## BASIC INFORMATION

1. Company Name: \_\_\_\_\_

2. Company Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

4. Contractor's License: Class A B C N/A License Number: \_\_\_\_\_

5. Business License \_\_\_\_\_ Number Federal ID Number \_\_\_\_\_

6. Type of Business: \_\_\_\_\_

## TYPES OF SECTION 3 BUSINESS ENTERPRISES

Please check "Yes" or "No". If you answer "YES" to one or more of the following questions, you may designate your company as a Section 3 Business Enterprise.

1. 51% or more of your business is owned by a Section 3 residents\*; or  
 Yes  No

*Attach list of Section 3 owners and income certifications*

~~N/A~~

2. At least 30% of your full time employees include persons that are currently Section 3 residents\*, or within three years of the date of first employment with the business concern were Section 3 residents; or

Yes  No

*Attach list of employees, Section 3 employees, and self certifications*

3. You can provide evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs.

Yes  No

*Attach list of subcontracted businesses, types and amounts*

**VERIFICATION** - The company hereby agrees to provide, upon request, documents verifying the information provided on this form.

I declare and affirm under penalty of law that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status.

Signature of Business Owner or Authorized Representative: \_\_\_\_\_

Signature: Date: \_\_\_\_\_

Attested by: Date: \_\_\_\_\_

\*Section 3 resident is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.



**BIDDER'S SECTION 3 ESTIMATED NEW HIRES**

**NOTE: This form must be filled out by the contractor and is used to determine if any new hires will be needed as part of the project and if so, if any will be filled with Section 3 residents.**

Job Category	Total Estimated Positions Needed (for this project)	No. Positions Occupied by Permanent Employees (for this project)	Number of Positions Not Occupied (for this project)	Number of Positions to be Filled with Section 3 Residents (for this project)
Officer/Supervisors				
Professionals				
Technical	None at this time			
Hsq. Sales/Rental Mgmt.				
Office/Clerical				
Service Workers				
Others				
<b>TRADE:</b>				
Journeyman				
Apprentices				
Trainees				
Others				

**Section 3 Resident Definition:**

Individual residing in a public housing project or within the non-metropolitan county in which the project is located and whose income does not exceed 80% of the higher of the median income, adjusted by family size, for the county of residence or the non-metropolitan area of the state.

IPW CONSTRUCTION GROUP, LLC  
 Company  
NORTH LEMACK VR PH III  
 Project Title  
 4-V-14-002  
 CDBG Grant Number  
CYRUS D. SIMON  
 Name of Person Completing Form  
3/8/2018  
 Date

**Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*

IPW Construction Group, LLC

7623 Dorchester Road, North Charleston, SC 29418

**SURETY:**

*(Name, legal status and principal place of business)*

RLI Insurance Company

9025 N Lindbergh Drive, Peoria, IL 61615

**OWNER:**

*(Name, legal status and address)*

City of Walterboro

242 Hampton Street, Walterboro, SC 29488

**BOND AMOUNT:** Five percent (5%) of the attached bid\*\*\*

**PROJECT:**

*(Name, location or address, and Project number, if any)*

North Lemacks Village Renaissance - Phase 3

Project Number, if any:

COBG Project # 4-V-14-002

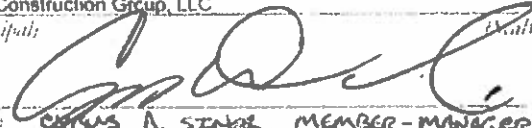
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

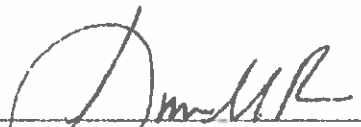
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.


When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with such statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of March 2018

  
\_\_\_\_\_  
*(Witness)* Timothy A. Oswald

IPW Construction Group, LLC  
*(Principal)* \_\_\_\_\_ *(Seal)*  
  
\_\_\_\_\_  
*(Title)* CURTIS D. SINGER, MEMBER-MANAGER

  
\_\_\_\_\_  
*(Witness)* Kathryn McCartha-Powers

RLI Insurance Company  
*(Surety)* \_\_\_\_\_ *(Seal)*  
  
\_\_\_\_\_  
*(Title)* Raymond E. Cobb, Jr., Attorney-in-Fact



By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) ([www.nasbp.org](http://www.nasbp.org)) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010. Bid Bond Subsequent modifications may be made to the original text of this document by users, so careful review of its wording and consultation with an attorney are encouraged before its completion, execution or acceptance.

# POWER OF ATTORNEY

## RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615  
Phone: 800-645-2402

### Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

C. Wayne McCartha, Raymond E. Cobb Jr., M. Kathryn McCartha-Powers, jointly or severally

in the City of Columbia, State of South Carolina its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

**RLI Insurance Company and/or Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 1st day of November, 2017.



**RLI Insurance Company  
Contractors Bonding and Insurance Company**  
By: B. W. Davis  
Barton W. Davis Vice President

State of Illinois }  
County of Peoria } SS

On this 1st day of November, 2017, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company and/or Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: Gretchen L. Johnnig  
Gretchen L. Johnnig Notary Public



### CERTIFICATE

I, the undersigned officer of **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company and/or Contractors Bonding and Insurance Company** this 9th day of March, 2018.

**RLI Insurance Company  
Contractors Bonding and Insurance Company**  
By: Jean M. Stephenson  
Jean M. Stephenson Corporate Secretary

**Small & Minority Business  
Contracting  
& Certification**

**Certificate of Minority Owned Business  
IPW CONSTRUCTION GROUP, LLC**

---

located at  
**North Charleston, South Carolina**

---

has been determined to be a  
minority owned business operating in  
the State of South Carolina



*[Signature]*  
Director, Office of Small & Minority  
Business Contracting & Certification

Certification Number: 201723

Date: May 11, 2017

Expiration Date: May 11, 2022





# Certificate of Eligibility

granted to

*IPW Construction Group, LLC*

*It has been determined that the firm listed above has met all federal requirements in accordance with the Code of Federal Regulations (49 CFR Part 26) and is thereby eligible to participate in the Disadvantaged Business Enterprise Program in the State of South Carolina.*

### *Area of Work:*

*Highway Paving - Asphalt, Concrete, Building, Grading, Highway Incidentals, Engineering and General Contracting, Electrical and Plumbing Contractors, Bridge Site Work, Bridge Concrete, Marine Pier Carpentry, and Boat Landing Concrete & Grading; Surveying*

### *NAICS:*

236220, 238110, 238210, 238220, 238310, 238910, 541330, 541370

Issue Date: 5/5/2017

*Arlene Prince*

Director of Business Development & Special Programs  
South Carolina Department of Transportation

Business Development and Special Programs • 955 Park Street • P.O. Box 191 • Columbia, SC 29202-0191  
(803)737-1372 • Fax: (803)737-2021 • [www.scdot.org/doing/dbe.shtml](http://www.scdot.org/doing/dbe.shtml)





South Carolina  
Department of Transportation

May 5, 2017

Mr. Cyrus D. Sinor  
IPW Construction Group, LLC  
Post Office Box 40968  
Charleston, SC 29423

RE: Disadvantaged Business Enterprise Certification - **EXPANSION**

Dear Mr. Sinor:

We are pleased to inform you that your request for **expansion** of services has been approved for participation as a Disadvantaged Business Enterprise (DBE) with the South Carolina Unified Certification Program.

The Unified Certification Program is a "One-Stop Shopping" certification program that eliminates the need for DBE firms to obtain certifications from multiple USDOT recipients that receive federal financial assistance within this State. A list of recipients is attached for your reference.

As a condition of your certification, you will be required to submit your Personal Financial Statement, an Affidavit of No Change, and current Tax Returns on an annual basis. You must report to this office any changes in ownership, management, control and location of the firm. Your firm will be listed in the Unified DBE Directory as follows:

IPW Construction Group, LLC  
Post Office Box 40968  
Charleston, SC 29423  
(843)308-0524  
Contact: Cyrus Sinor  
Website: [www.ipwgc.com](http://www.ipwgc.com)

*Area of Work:* Highway Paving - Asphalt, Concrete, Building, Grading, Highway Incidentals, Engineering and General Contracting, Electrical and Plumbing Contractors; Bridge Site Work, Bridge Concrete, Marine Pier Carpentry, and Boat Landing Concrete & Grading; Surveying

*NAICS:* 236220, 238110, 238210, 238220, 238310, 238910, 541330, 541370

If you have any questions regarding your certification or the Unified Certification Program in general, please call Christina Johnson at (803) 737-3482 or Gary Linn at (803) 737-4672.

Sincerely,

Arlene Prince, Director, Ph.D.  
Business Development & Special Programs

AFP:nd-UPCEX  
Enclosure



South Carolina Department of Transportation

Columbia, South Carolina

**SOUTH CAROLINA DEPARTMENT  
OF  
TRANSPORTATION**

**PRIME CONTRACTOR**

**PREQUALIFICATION CERTIFICATE**

*This Certifies that, IPW CONSTRUCTION GROUP, LLC, a contractor located in CHARLESTON, SC , having complied with the rules and regulations of the Department and the State of South Carolina, and subject to the rules and regulations for a prime contractor, is declared eligible to submit a bid and be awarded any construction contract issued by the Department, subject to obtaining proper bonds and insurance acceptable to the Department and complying with all other statutory and contract requirements.*

**ALL BIDS SUBMITTED TO THE DEPARTMENT MUST BE IN THE NAME AS SHOWN ABOVE.**

**SCDOT PRIME CONTRACTOR VENDOR ID: 11N023**

**ISSUED AT COLUMBIA, SC ON: 11/14/2017**

**THIS CERTIFICATE EXPIRES ON: 11/30/2018**

Approved By: \_\_\_\_\_

  
SCDOT Contract Administration Engineer



**MEMORANDUM**

---

**TO:** Mayor and City Council  
**FROM:** City Manager  
**DATE:** March 27, 2018  
**SUBJECT:** Property and Liability Insurance Quotes

City staff solicited rate quotes for FY 2018-2019 from the South Carolina Municipal Insurance Risk Fund (SCMIRF) and the South Carolina Insurance Reserve Fund (IRF).

<u>Provider</u>	<u>Quote</u>
SCMIRF	\$234,053
IRF	\$242,488

Staff recommends SCMIRF as the property and liability insurance provider for the City of Walterboro in the amount of **\$234,053.00** for FY 2018-2019. If approved, the coverage would go into effect on July 1, 2018. 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

## PROPERTY/AUTO QUOTE FY 2018-2019

<i><b>QUOTE</b></i>	<i><b>SCMIRF</b></i>	<i><b>INSURANCE RESERVE FUND</b></i>
General Liabilities	\$81,613	\$97,602
Prepaid Legal (\$250k)	not available	\$23,500*
Automobile	\$77,409	\$76,188
Property/Equipment	\$65,141	\$54,287
Excess Liability	\$8,990*	not available
Risk control services	included	\$12,500 third party
Employee dishonesty (purchase of separate policy)	included	\$1,448 third party
Public Official Bonds	\$900	\$463 third party
<b>Total</b>	<b>\$234,053</b>	<b>\$265,988</b>
 <b>For comparison:</b>		
Remove prepaid legal	not available	-\$23,500
 <b>GRAND TOTAL</b>	 <b>\$234,053</b>	 <b>\$242,488</b>
 Agency involvement	 all under one umbrella	 3 separate umbrellas

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\*\*Currently using third party for items not available but required.

### ***Automobile***

Limits	\$1,000,000 per Occurrence including Hired and Non-Owned Vehicles	\$1,000,000.00
Uninsured Motorist	\$25,000 per Person, \$50,000 per Accident Bodily Injury, \$25,000 per Accident Property Damage	Same
Physical Damage Deductible	\$1,000 Comprehensive and Collision (minimum deductible – higher deductibles available)	\$500 Comprehensive \$500 Collision
Liability Deductible	None	None
Coverage	All automobiles ( <i>Owned &amp; Leased</i> ) Comprehensive & Collision on all vehicles.	Scheduled vehicles only for comprehensive and collision.
Additional Vehicles during policy period	Added at no additional cost.	Premiums audited at year-end.

## PROPERTY/AUTO QUOTE FY 2018-2019

<i>General Liability</i>	<i>SCMIRF</i>	<i>INSURANCE RESERVE FUND</i>
Limits	\$1,000,000 per Occurrence. <i>(No Aggregate)</i> .	\$600,000 (\$1,000,000 limit available)
Deductible	No deductible except \$10,000 for Fiber Optic Communication Lines <i>(unless higher deductible chosen)</i>	\$250 <i>(Property Damage Only)</i>
Form	Occurrence	Occurrence
Coverages	Law Enforcement Paramedics/EMT's Personal Injury Watercraft - 25 ft. (Owned and Non-Owned) Athletic Activities Employee Benefits Volunteer Coverage Host Liquor Incidental Malpractice Contractual Discrimination, Civil Rights Including <i>"Whistle Blower"</i> Action Sexual Harassment (Covers Member only-not employees) Limited Pollution Pollution coverage for Wastewater Treatment Operations Cyber Liability at \$100,000 (higher limits available for qualified members through AIG)	Same as SCMIRF except <u>no coverage for:</u> Contractual <i>"Whistle Blower"</i> Action Sexual Harassment Cyber Liability
	Sewer Back Up	\$100,000 with graded deductible

<i>Property</i>	<i>SCMIRF</i>	<i>INSURANCE RESERVE FUND</i>
Building and Contents	No coinsurance requirement. Pays up to 150% of scheduled value to replace.	Covered on a scheduled basis on a 80% minimum coinsurance basis. <i>"Not Scheduled, Not Covered"</i> .
Perils	All risk including theft.	All risk including theft available.
Deductible	\$1,000 minimum.	\$1,000 minimum
Inland Marine- Mobile Equipment	Scheduling of equipment is required. Limited coverage for unreported equipment. \$2,500 per occurrence/per member for Unscheduled owned mobile equipment and \$10,000 for rented inland marine equipment.	<i>"Not Scheduled, Not Covered"</i> after 30 days. Actual Cash basis with 100% coinsurance clause. A deductible equal to 2% of the amount of loss, with a \$500 minimum deductible applies to each loss.

## PROPERTY/AUTO QUOTE FY 2018-2019

<i><b>Property</b></i>	<i><b>SCMIRF</b></i>	<i><b>INSURANCE RESERVE FUND</b></i>
Inland Marine – Computer Equipment	Non mobile equipment covered under contents. Mobile computer equipment covered under Property Extensions.	Automatic coverage up to \$500,000, but must report within 60 days. 100% coinsurance applies, \$1,000 deductible
Flood Limit	\$25,000,000 annual aggregate per member \$100,000,000 annual pool limit \$50,000,000 annual pool limit for Special Flood Hazard Areas	Coverage Included.
Earthquake Limit	\$130,000,000 ( <i>Annual Pool Limit</i> ) . \$25,000,000 ( <i>Member Annual Aggregate</i> )	Coverage Included. 5% deductible applies
Terrorism	\$300,000,000 Per Occurrence/Pool Limit	Not addressed in Policyholder's Manual
Accounts Receivable	\$25,000 - Per Occurrence Per member	Not addressed in Policyholder's Manual
Debris Removal	\$10,000,000 Per Occurrence/Pool Limit	Additional coverage, not an additional amount of insurance.
Employee Personal Property	\$5,000 Per Person/\$10,000 Per Occurrence/Per Member	Coverage available by endorsement on a scheduled basis.
Fine Arts	\$100,000 – Per Occurrence/Per Member	Coverage available on a scheduled basis. Witten on an agreed value basis with 100% coinsurance clause. \$500 deductible per loss.
Business Income / Rental Income	\$100,000 - Per Occurrence Per Member	Included
Valuable Papers	\$100,000 – Per Occurrence Per Member	Excluded from coverage (Property not covered)
Media Reproduction	\$100,000 – Per Occurrence Per Member	Part of Data Processing Equipment coverage. Media covered up to 20% of highest location value with a minimum of \$10,000 and a maximum of \$100,000. Coverage on an ACV Basis.
Miscellaneous Property	\$5,000 – Per Occurrence Per Member  (any one item limit \$1,000)	Not addressed in Policyholder's Manual
Newly Acquired Locations including Builders Risk	\$1,000,000 - Per Location Per Member No endorsement charge as long as value is \$1,000,000 or less	Builders Risk - \$250,000 (excess of any specific builders risk coverage). Additional premium charged from date construction begins or the property is acquired.
Ordinance Deficiency	\$5,000,000 Per Occurrence/per member \$25,000,000 Annual Pool Limit for all Members.	Coverage available by endorsement on a scheduled basis.
Trees, Plants, Shrubs, Landscaping, and Landscaping Materials	\$10,000 – Per Occurrence Per Member	\$3,000 (Limited Perils coverage only)
Unscheduled Leased or Rented Equipment	\$10,000 – Per Occurrence Per Member	Not addressed in Policyholder's Manual
<i><b>Property</b></i>	<i><b>SCMIRF</b></i>	<i><b>INSURANCE RESERVE FUND</b></i>

## PROPERTY/AUTO QUOTE FY 2018-2019

Property Off-Premises Limit	\$100,000 – Per Occurrence Per Member	\$10,000 per policy.
Unscheduled Personal Property of Others in Care Custody or Control	\$5,000 – Per Occurrence Per Member	\$5,000 each premises <i>(No Theft Coverage)</i> .
Water Back-up of Sewers & Drains	\$ 100,000 - Per Occurrence Per Member with Graded deductible.	Not addressed in Policyholder's Manual

<i><b>Equipment Breakdown</b></i>	<i><b>SCMIRF</b></i>	<i><b>INSURANCE RESERVE FUND</b></i>
Limits	\$75,000,000 per accident	Policyholder Manual states direct damage to covered property unless excluded or limited.
Deductible	\$1,000 Combined \$1,000 Combined/\$1,000 Boiler & Pressure Vessels \$25 per hp, \$10,000 minimum Internal Combustion Engines/Generator Units	Deductibles not discussed in Policyholders Manual.
Form	Blanket Comprehensive	Scheduled form.
Extra Expense/Business Interruption	Policy Limit	Not discussed in Policyholders Manual
Expediting Expense	Policy Limit	Included in coverage extensions
Ammonia Contamination	Policy Limit	Not discussed in Policyholders Manual
Water Damage	Policy Limit	Not discussed in Policyholders Manual
Refrigeration Interruption	Policy Limit	Not discussed in Policyholders Manual

<i><b>Crime/Blanket Bond</b></i>	<i><b>SCMIRF</b></i>	<i><b>INSURANCE RESERVE FUND</b></i>
Blanket Bond Limits	\$200,000 <i>(Higher Limits Available)</i>	Not available
Depositors Forgery Limit	\$200,000	Not available
Money and Securities Limit	\$200,000	Not available
Deductible	\$1,000	Not available

<i><b>Public Officials Liability</b></i>		
Limits	\$1,000,000 <i>Member (Annual Aggregate)</i>	\$600,000 or \$1,000,000
Deductible	None	None
Coverage	Employees, Board Members, Volunteers, Officials.	Same




March 1, 2018

Dear Council,

On behalf of Walterboro Cub Scouts Pack 646, I would like to ask the City of Walterboro City Council if we could have permission to close Forest Hills Road between South Jeffries Boulevard and Ivanhoe Creek Drive on Saturday, April 28, 2018 from 6:00 a.m. until 11:00 a.m. for our Annual Cubmobile Race. This has been a very successful event for Scouting. We anticipate over 15 cars and 60 Scouts and Parents. I would like to thank you in advance for the City of Walterboro supporting the Boy Scouts of America.

Sincerely,



Denise Godley-Givens  
Committee Chair, Pack 646  
Phone: 843-909-0232



Joe Davis  
Cubmaster, Pack 646  
Phone: 843-729-1017

To the city council of Walterboro, South Carolina:

My name is Savannah Connor. I am the Head Women's Volleyball Coach at The University of South Carolina Salkehatchie. In order for us to afford the expense of traveling to away games and provide scholarships for players, it is necessary to raise money to support my program. My vision is to grow this program into one that Salkehatchie and the community of Walterboro can be proud of. I am coming to you for permission to host a 5K Color Run so that we can build the funds to support our program. Color Runs have become very popular around the state and I am hoping to make this an annual event for the Walterboro community. In a color run, participants either walk or run by stations where a colored powder will be thrown on them adding to the fun of the run. The colored powder or "chalk dust" is a nontoxic powder so there is no risk of harm to the runners or the environment. This will be a great way to get the community of Walterboro involved with our school as well as provide a fun filled family day for those that participate or observe the run. The run will begin on Strickland Street in front of the Salkehatchie gym and will end there as well. I am planning to host this event on May 19, 2018 provided you grant me permission to do so. Registration will begin at 9:30 and the run will start at 10:00. I hope for everyone to be done no later than 1:00, if not before. The price for participants is \$35 a person. Your support in this endeavor would be greatly appreciated. If there are any questions, you may contact me on my cell at 803-682-1424 or email [volleyball4\\_ssc@yahoo.com](mailto:volleyball4_ssc@yahoo.com). You may also contact Jane Brewer, our Athletic Director on her cell at 803-300-1579 or email [JTBREWER@mailbox.sc.edu](mailto:JTBREWER@mailbox.sc.edu).

\*Attached is the potential route for the event.

Savannah Connor



Head Women's Volleyball Coach  
USC Salkehatchie

**Potential Route for 5K Color Run**

**Start on Strickland Street beside Salkehatchie Gym**

**Turn right on Hampton Street**

**Turn right on N Jefferies Blvd**

**Turn right on E Washington Street**

**Turn left on S Memorial Ave**

**Turn right on Neyle Street**

**Turn left on N Miller Street**

**Go straight across Wichman Street**

**Turn right on Church Street**

**Turn left on Heyward Street**

**Turn right on Valley Street**

**Turn right on N Lemacks Street**

**Go straight across Wichman Street to N Lemacks Street**

**Go straight across Hampton Street to S Lemacks Street**

**Turn left on Black Street**

**Turn left on Simmons Street**

**Turn left on Carn Street**

**Turn right on Carter Street**

**Turn right on Hampton Street**

**Turn left on Strickland Street- arrive back at the school**



March 26, 2018

**Re: Farm Fresh Meal on Main – Street Closure & Waterfall Request**

Dear Mr. Mayor and City Council,

The Colleton County Farmers' Market, together with City Economic Development, and all downtown restaurants, is excited to announce the 1<sup>st</sup> ever *Farm Fresh Meal on Main*. The event will feature the wonderful local produce and more from our Farmers' Market growers, prepared by our valued downtown restaurants and served family style, under the stars in the center of the street to showcase the beauty of our historic downtown.

This letter is a formal request to reserve the closing of East Washington St. from Walter St. to Lucas St. from 5:00pm until 10:00pm on May 24<sup>th</sup>, 2018. This has been scheduled so that it does not negatively affect regular business hours and is supported by the after-hours businesses, in our restaurants. We will have signs at the intersection of Washington and Walter Streets directing traffic to the City Parking Lot and informing visitors that the street's businesses are still open. Activities will include, but not be limited to:

- A multi-course, fresh, sit-down meal served under the stars.
- A local band playing in the waterfall plaza for entertainment.
- Farmers' Market vendors set up to feature the fresh meats, vegetables and more proudly produced locally.

This will be a ticketed event as it benefits our local farmers and restaurants. However the restaurants may remain open for walk-in, non-event business as can other local businesses if they do wish.

We sincerely hope that you will join us for this great event that will connect our growers, our businesses and our community. Thank you for your consideration.

Sincerely

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

Matt Mardell

Director – Colleton Museum, Farmers Market & Commercial Kitchen

# Colleton County Veterans Council

P.O. BOX 256  
WALTERBORO, SC 29488  
TELEPHONE: (843) 908-2123

JOHNNY HOLMES  
CHAIRMAN

WILLIAM H. PROCTOR  
CO-CHAIRMAN

BOB TIEGS  
TREASURER

JANET D. SMITH  
VA OFFICER

KIMBERLY BROWN  
SECRETARY

Date: March 14, 2018

Mr. Jeff Molinari, City Manager  
P.O. Box 709  
Walterboro, SC 29488

Dear Mr. Molinari:

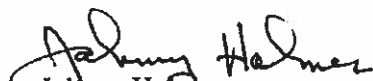
The Colleton County Veterans Council is writing to extend an invitation to you and City Council to attend our annual Memorial Day Ceremony. The Ceremony is scheduled for Monday, May 28, 2018, 9:00 a.m. at the Downtown Plaza, Washington Street.

The Veterans Council is also requesting approval of the following in preparation for the ceremony:

1. The City to arrange to display the US flags on Washington Street from May 14 -31, 2018
2. Reserve the Waterfall Plaza for setup and turn the water off from 12:00 pm - May 27th to May 28<sup>th</sup>, 12:00 pm.
3. Close Washington Street on Monday, May 28<sup>th</sup> from 8:00 a.m. to 12:00 pm.

We appreciate your continued support and hope that you will attend this year's Memorial Day Ceremony. If you have any questions, please give me a call on my cell at (843) 908-2123.

Respectfully,

  
Johnny Holmes  
Council Chairman

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April 3, 2018

Walterboro City Council  
242 Hampton Street  
Walterboro, SC 29488

**Re: Carolina Cycling Association Regional Criterium Championship**

Dear Mayor and City Council,

I am writing on behalf of Lowcountry Racing Team to request the use of city streets on August 11, 2018 for the Carolina Cycling Association Regional Criterium Championship, and law enforcement support.

Please see attached race route map and event details.

Walterboro is fortunate to have the opportunity to host this event for a second year, and I hope for your favorable consideration of this request.

Sincerely,



Michelle Strickland

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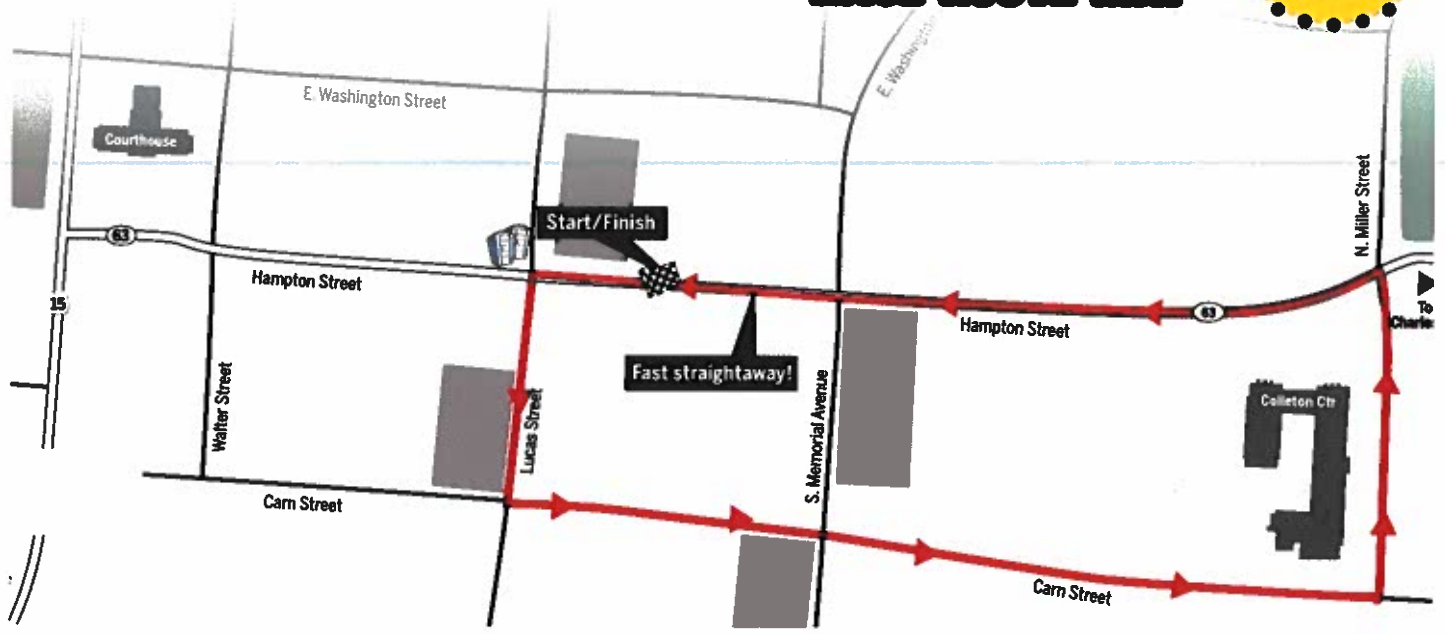
THE CAROLINAS CYCLING ASSOCIATION  
REGIONAL CRITERIUM CHAMPIONSHIPS

Downtown  
Walterboro



**RACE ROUTE MAP**

300-400  
Cyclists



**PROPOSED AGENDGA AND DESCRIPTION FOR  
CAROLINAS CYCLING ASSOCIATION  
REGIONAL CRITERIUM CHAMPIONSHIPS  
CITY OF WALTERBORO**

**Applicant Name:** Lowcountry Racing Team

**Date of Event:** Saturday, August 11, 2018

**Publicized Name of Event:** CCA Regional Criterium Championships

**SECTION 1 - EVENT OVERVIEW**

**1.1 - PURPOSE & DESCRIPTION**

*PURPOSE OF THE RACE EVENT*

The South Carolina Lowcountry area has a world class cancer research facility through the MUSC Hollings Cancer Center. Through a strategic partnership, Lowcountry Racing is seeking to promote the mission of Hollings Cancer Center, increase cancer awareness among South Carolinians, and raise funds to further their research initiatives through our annual race event.

A portion of each race entry fee will be directly donated, and collectively, Lowcountry Racing aims to raise \$28,000 during the race event to benefit Hollings Cancer Center.

*DESCRIPTION*

The CCA Regional Criterium Championships at Walterboro are a series of amateur and professional bicycle races. They are in the format of a Criterium, a popular North American style of bicycle race. It is a timed event, involving multiple laps around a closed course of less than 1 mile in length.

There will be multiple categories for racers, ranging from a fun race for children, Juniors from ages 9-18, beginner men's & women's races, as well as more advanced categories for the elite men/women and Masters (age restricted). These categories are determined by USA Cycling and the Carolina Cycling Association guidelines. For 2018, the Carolinas Cycling Association has again awarded their regional championships to Lowcountry Racing.

This year's event will will be similar to previous criterium races in Walterboro, using the same popular route and setup at the Downtown Walterboro Criterium (part of Speed Week).



These events are free and open to the public for spectators. Competitors must hold a valid racing license from USA Cycling, and pay an entry fee per race. Prizes are given out to the winners of each race, as well as mid-race 'Primes'. Some prizes may include money, gift certificates, medals, commemorative jerseys, and certificates.

Liability and excess insurance will be provided by USA Cycling. Walterboro and its representatives, sponsors, competitors, and volunteers will be covered per the policy's terms. A copy of the insurance certificates will be provided as requested.

## 1.2 - PROPOSED SCHEDULE

The races will take place from ~10:30AM to 7:30PM. Each race ranges from 15 to 75 minutes, with a short break between each. A proposed schedule is below. Weather conditions may shorten or cancel any/all of the events as determined by the Race Officials.

Category	Time	Distance
Juniors 15-18	10:30 AM	25 Minutes
Juniors 9-14	10:31 AM	25 Minutes
Women Category 4	11:00 AM	35 Minutes
Men Category 5	11:45 AM	40 Minutes
Men Masters 35+	12:35 PM	45 Minutes
Men Masters 45+	1:30 PM	50 Minutes
Men Category 3	2:40 PM	55 Minutes
Men Category 4	3:45 PM	50 Minutes
Women Pro 1,2,3	4:45 PM	50 Minutes
Celebrity Race/Break	5:50 PM	1 lap
Pro 1,2	6:00 PM	75 Minutes

***THIS SCHEDULE MAY BE ALTERED FOR START/FINISH TIMES PER RECOMMENDATION OF CITY OF WALTERBORO***

## 1.3 - SETUP/BREAKDOWN & CLEAN UP

Setup of the course barriers, Start/Finish line equipment, staging, and safety equipment will need to begin approximately 2 hours before the first event, and clean up will take approximately 1 hour after the last race has finished. Certain street closures may not need to be closed until just prior to the first race.

Garbage and Refuse will be disposed of per City of Walterboro's recommendations. A large amount of waste is not expected from the competitors and spectators. The volunteer base

from Lowcountry Racing will take responsibility for returning the areas of use back to their original state.

## **SECTION 2 - RACE ROUTE AND LOCATION**

### **2.1 - COURSE LOCATION**

Low country Racing proposes to utilize the same route and course from the Downtown Walterboro Criterium. Barricades will be setup in an identical manner.

### **2.2 - PORTABLE TOILETS**

Portable toilets will be setup near the Start/Finish lines in the quantity as required by the City of Walterboro for this event.

### **2.3 - STAGES/PLATFORMS**

Platforms for the Race Officials will be set up at the Start/Finish line for both days. A podium stage may also be setup for award ceremonies at a similar location.

## **SECTION 3 - EQUIPMENT/STRUCTURES/UTILITIES**

### **3.1 - TEMPORARY OUTDOOR STRUCTURES**

The Start/Finish line will have a truss system that spans the width of the course with attached banner.

A platform for the finish line judge and camera equipment will be setup at the Start/Finish Line. A select number of pop-up canopies may be erected for uses such as Race Officials, Check-in station for competitors, Medical Tent, VIP spectators, and Mechanic's station. All of these structures will be removed immediately after the races are finished.

A PA system will be in place to announce during the races. Popular background music may be played during the races as well.

### **3.2 - UTILILTY SERVICES**

The anticipated needs for equipment are minimal, with only the camera equipment and PA system needing a direct feed. If adequate power is not available at street level as is, vendors may provide their own portable generators.

All races take place during daylight hours, so no additional lighting is requested or expected to be necessary for the courses.

### **3.3 - PORTABLE TOILETS**

Lowcountry racing will contract with a vendor to provide an adequate quantity of Portable Toilets for the competitors and spectators as specified by the City of Walterboro.

### **3.4 - STREET EQUIPMENT**

Temporary crowd control barriers along the course to keep the road clear of non-competitors, hay bales at corners to reduce risk of injury, and traffic cones strategically placed to warn of hazards will be set up.

## **SECTION 4 - PUBLIC SAFETY INFORMATION**

### **4.1 - PARKING, CROWDS, AND VEHICULAR TRAFFIC CONTROL**

Competitors, volunteers, and spectators will be asked to park in the available public parking spaces near the event Start/Finish lines. Certain support vehicles may be parked along the course to block of intersections not stationed by the Walterboro Police department.

Many spectators will gather on the sidewalks near the Start/Finish lines, along the course, or at one of the businesses that are located on the course. Spectators will be discouraged from walking through any private residences or alleyways.

Utilizing the police officers from Walterboro, major intersections along the course will be closed to motorized traffic. In addition, interior street crossings may be marked with traffic cones or crowd control barriers. Volunteer Course Marshals and USAC Race Officials will work with the Police Officers to inform of any vehicle that may need to access a portion of the course during the race day.

### **4.2 - POLICE AND SECURITY ARRANGEMENTS**

Lowcountry Racing will contract with Walterboro Police Department to provide both traffic control and security as needed along the course and at areas where large groups of spectators are gathered. A formal safety plan based on recommendations of the Walterboro Police Department will be created as requested by the City.

### **4.3 - FIRE AND RESCUE ARRANGEMENTS**

As per the USA Cycling guidelines, a Safety Coordinator and Medical Team Coordinator will be appointed for Race Related incidents. A first aid station will be available to those in need of attention.

As available, the Walterboro Fire Department will handle any emergency response that is needed. If necessary, a private EMT/Ambulatory service will be contracted to be onsite throughout the entirety of the races.

#### **4.4 - OVERNIGHT PARKING ALONG COURSE ROUTE**

Lowcountry Racing requests assistance from the City of Walterboro to discourage overnight parking along the course, and to remove vehicles that may be blocking a portion of the roadways. This will prove to be critical for the safety of participants, spectators, officials, and the general public.



## MEMORANDUM

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**TO:** Mayor and City Council  
**FROM:** City Manager  
**DATE:** March 29, 2018  
**SUBJECT:** Civil Rights Committee

As a participant in the Federal Community Development Block Grant Program, the City is required to have a Civil Rights Committee. I appointed Hank Amundson, Assistant City Manager as the City of Walterboro representative to the Civil Rights Committee.

### Civil Rights Committee Members

Hank Amundson  
Melissa O'Quinn  
Darren Sisk

Sincerely,

Jeffrey P. Molinari  
City Manager