Call to Order – Mayor, Sam Lee

The following members of City Council were in attendance: Mayor Sam Lee, Phil Clemmer, Anthony Cunningham, Matthew King, John Mahony, Michael Maier, and Rose Ann Woods

Others present: Shawn Bell, City Administrator, Sandra Woods, Municipal Clerk, Naomi Reed, Finance Director, Keith Morton, Police Chief, Ronnie Myers, Fire Chief, Russell Alexander, Assistant Fire Chief, Mike Pitman, Gas Manager, Ross Fletcher, Gas Dept., Ashlee Tolbert, Community Dev/Special Evts, Roger Case, Public Works Director, Lori Cooper, Public Works, Tammy Finley, Melissa Woods, Police Dept., David Holmes, City Attorney

Visitors present: 18

Invocation – Councilmember, Rose Ann Woods

Pledge of Allegiance

Installation of Council – Elect
City Attorney, David Holmes administered the Oath of Office to John Mahony, Ward 1; Michael Maier, Ward 2; Rose Ann Woods, Ward 3; and Anthony Cunningham, Ward 5.

Proclamations/Recognitions
Mayor and Council presented Councilmember Berry Woods, Jr. with a Proclamation, Plaque and gift from the city for 40 years of dedicated service to the City of Fountain Inn.

Police Chief, Keith Morton presented Berry Woods, Jr., with a special gift from the Police Department.

Consent Agenda – There will be no discussion of Consent Agenda items unless a Council member so requests in which event the item in question will be considered separately.

November 9, 2017 Council Meeting Minutes

Motion by Councilmember Mahony, second by Councilmember Maier to approve the consent agenda. The motion carried unanimously 7/0.

City Administrators Report – Shawn M. Bell
(Report is attached)
Unfinished Business

Approval of Change Order No. 1 to the 2016 Sewer Rehab Project
City Administrator, Shawn Bell reminded Council that this was an item on the November Council agenda. He stated that the Public Works Committee met November 21st with Frazier Engineering and received a thorough presentation from Aaron Frazier. The PW Committee felt like the request for Change Order No. 1 was justified and recommend approval of Change Order No. 1.

Motion by Councilmember Maier, second by Councilmember Cunningham to approve Change Order No. 1 to the 2016 Sewer Rehab Project. The motion carried unanimously 7/0.

New Business

Approval of Change Order No. 2 to the 2016 Sewer Rehab Project
City Administrator Bell explained that this is a verbal resolution authorizing the City Administrator to execute Change Order No. 2 with IPR Southeastern, LLC. He explained all this change order does is extend the completion date to April 1, 2018.

Motion by Councilmember Clemmer, second by Councilmember Woods to approve Change Order No. 2 to the 2016 Rehab Project. The motion carried unanimously 7/0.

Gas Department Staffing Needs
Councilmember Clemmer stated that the Gas Committee met multiple times with Mike Pitman and a full presentation was presented to Council several months ago. Councilmember Clemmer stated that the gas committee recommends adding an Assistant Billing Clerk, Operations Leader and a Service Crew Worker totaling $67,000. City Administrator Bell explained that the gas department budgeted $430,000 for capital projects and there will be enough to fund the salaries for the remaining budget year.

Motion by Councilmember King, second by Councilmember Maier to approved the staffing requests as presented. The motion carried unanimously 7/0.

Appointment of City Attorney, Finance Director and City Clerk
Motion by Councilmember Clemmer, second by Matthew King to appoint David Holmes as City Attorney, Naomi Reed as Finance Director and Sandra Woods as City Clerk. The motion carried unanimously 7/0.

Appointment to Board of Zoning Appeals to fill vacancy
Motion by Councilmember Woods, second by Councilmember Cunningham to appoint Chris Ellisor to the Board of Zoning Appeals. The motion carried unanimously.
Ratify Parking License Agreement with SSL Properties, LLC
Mayor Lee explained that he is the owner of SSL Properties and he recused himself from the discussion and left the room.

Shawn Bell explained that the city approached Mr. Lee about using his gas station at the corner of Main and Trade Street for our Christmas Festival. Since this property is privately owned and not a city facility Mr. Lee asked the city to sign an agreement indemnifying him in case someone gets hurt. Mr. Holmes drafted an agreement and it has been signed by Mr. Lee and the City Administrator. We now need Council to ratify the agreement.

Motion by Councilmember Maier, second by Councilmember Cunningham to Ratify Parking License Agreement with SSL Properties, LLC. The motion carried unanimously 6/0

Motion by Councilman Mahony, second by Councilman Cunningham to adjourn the meeting. The motion carried unanimously 7/0.

Respectfully submitted,
Sandra H. Woods
City Clerk
CITY ADMINISTRATOR REPORT
Agenda Date: December 4, 2017

To: Mayor and City Council
From: Shawn M. Bell, City Administrator

Administration

- The “Ask the Administrator” question & answer session via Facebook on 11/15 was a success. I will look to do this at least quarterly and will attempt to try different time slots.
- I have reached out to the Tribune Times to see if they would be willing to print my monthly “Inn the Know” column.
- The Laurens County Development Corporation Annual Meeting will be held on January 18th at Musgrove Mill Golf Club
- Civitan International is looking to start a chapter in Fountain Inn and is looking for charter members and a place to meet. Attached to this report is additional information about the service club.
- The FY 18-19 Budget Calendar is included in this report.
- The FY 17 Audit results will be presented at the January Council Meeting.

Woodside Projects

- Woodside Park Connector/Trail
  - SCDOT informed me on 11/28 that our TAP grant award of $119,400 plus the City’s match of $29,850 ($149,250 total) is insufficient to complete our project. They estimate an additional $125,000 is necessary for design and construction observation. Their suggestion was to request additional funds from GPATS. I made contact with GPATS on 11/29/17 explaining the situation. I will update as new information becomes available.
- Woodside Streetscape
  - Waiting to hear back from Arbor Engineering on next steps.
- Woodside Mill District Development (Diamond Tip/Valley View property exchange)
  - Appalachian Council of Governments (COG) will be assisting the City with the necessary environmental assessments.
- Woodside Park Revitalization
  - Applied for all applicable permitting
    - Currently, the cost for taps and impact fees for Greenville Water are $49,400.
  - No funding for construction (or excessive permitting fees) at this time.
Special Events and Community Development

- Hired Metropolitan Studies Institute at USC Upstate to perform an economic impact study for the City’s Christmas festival. The purpose of the study will be to analyze and report out baseline economic impact measures to assist the City in identifying the return on investment of tax payer dollars spent on the program.
- Met with GCRA on 11/14 for an introductory meeting. Meeting materials are attached.
- New Special Events Facilities Rental Agreement is in place. It is attached.
- Ashlee Tolbert was a guest on the “What’s Happening on the Block” show on 11/19 and was on the WYFF Saturday morning show on 11/25 advertising our Christmas festival.

Fire

- Two vacant firefighter positions waiting to be filled.
- The Department cooked and prepared 21 meals for the less fortunate for Thanksgiving.
- Please keep Chief Myers and family and Assistant Chief Alexander and family in your thoughts and prayers.

Police

- Two vacant patrol officer positions waiting to be filled.
- Three uncertified officers waiting to attend the SC Criminal Justice Academy.
- We no longer are utilizing the Laurens County Detention Center.
  - All prisoners arrested by FIPD, regardless of which County the crime was committed in, will be taken to the Greenville County Detention Center.

Public Works

- One CDL driver vacancy.
- Sewer Rates for 2018 will be on January bills for Greenville Water and Laurens County Water & Sewer Commission.
  - Residential rate will be $20.40

Younts Center

- The Ball Brothers
  - Christmas Concert on 12/1 at 7:30 p.m.
- Fountain Inn Chorale
  - Christmas at the Center on 12/12 at 7:30 p.m.
- Rick Alviti (Elvis tribute)
  - Blue Christmas on 12/16 at 7:30 p.m.
- Crawford Jazz Project
  - A Timeless New Year on 12/31 at 9:00 p.m.
Civitan International is an association of volunteer service clubs, with more than 40,000 total members across North America, Europe, Africa, and Asia.

The worldwide mission of Civitan International is to build good citizenship by providing a volunteer organization of clubs dedicated to serving individual and community needs, with an emphasis on helping people with developmental disabilities.

The centerpiece of this focus is the UAB Civitan International Research Center, founded in 1991 through an ongoing financial commitment from Civitan. Located at the University of Alabama at Birmingham, this world-class research facility is dedicated to improving lives through the research and treatment of developmental disabilities and other cognitive disorders.

Civitan clubs support the Research Center and local community projects through several long-running fundraisers, such as the Civitan International Annual Golf Benefit, the Civitan Candy Box and Coin Box programs, the Junior Civitan Dance-a-Thon, and more.

Civitans help people in their communities through hands-on service projects, outreach programs, and fundraisers for local charitable causes. Civitan has a history of partnership with other organizations, and gave crucial early support to Radio Free Europe, the Boy Scouts of America, Special Olympics, and ARC.

Junior Civitan and Campus Civitan are Civitan’s youth and collegiate organizations, respectively, with roughly 11,000 members across nearly 350 clubs.

Famous Civitans include Thomas Edison, President John F. Kennedy, U.S. Supreme Court Justice Hugo Black, astronaut James Irwin, President William Clinton (a Junior Civitan), professional athlete Bo Jackson, racecar driver Richard Petty, and more.

Civitan was founded in Birmingham, Alabama in 1917. Its founder and first president was Dr. Courtney W. Shropshire, a prominent Birmingham physician.

The official website of Civitan International is www.civitan.org. To contact Civitan International, call 1-800-CIVITAN. For media inquiries, contact the PR and Communications Department at pr@civitan.org.
Who are Civitans?

Civitans are people who join together to make a difference. They are people just like you – they want to make the world a better place.

Civitans come together from all walks of life to have fun, learn together and help others. Wherever there is a need, Civitan is there to help.

To join your local Civitan club and become a member of Civitan International, just fill out this application and turn it in to an officer with your local club. Membership is open to anyone at least 18 years old and of good character.

To find a Civitan club near you, visit www.civitan.org, or email growth@civitan.org with your name, contact information, and a brief message. A Civitan leader in your area will contact you shortly!

___________________________________ Civitan Club

Please Print:

Name ________________________________________
Title __________________________________________
Business ______________________________________
Address ______________________________________
City __________________________________________
State/Province ______ Zip/Postal Code_____________
Telephone (area code 1st): Home _________________
Work __________________ Cell __________________
E-mail Address ________________________________
Sponsoring Civitan _____________________________
Spouse’s Name ________________________________
Children ______________________________________
Other Organizations & Civic Activities ____________

I hereby request membership in this Civitan club.
Upon acceptance, I agree to be subject to its bylaws and official policies. I agree to pay any initiation fees, as well as the regular dues to the club, district and Civitan International, as billed by the club.

Applicant’s Signature           Date

Civitan Membership
APPLICATION

Civitan International
P.O. Box 130744
Birmingham, Alabama 35213-0744
1-800-CIVITAN
Email: growth@civitan.org
www.civitan.org
What is Civitan?

Civitan International is an organization of local service clubs dedicated to making the world a better place. Civitans meet together to socialize, learn and help people in their communities. With active clubs across North America, Europe, Asia and Africa, the work of Civitan literally spans the globe!

Have you ever wanted to make a difference?

Civitans make a lasting impact on the people around them. Local clubs come together to help people in their own communities, face to face. At the same time, Civitan International empowers them to make a lasting difference through international projects. Civitan offers fun volunteer opportunities for nearly every schedule and level of commitment.

Club members also receive excellent leadership opportunities. Officers can take part in leadership training, and everyday Civitans hold office at the local, regional and even international levels!

Across the globe, Civitans have a great time making the world a better place.

Who do Civitans help?

- People with Developmental Disabilities: Civitans host special events, support developmental disability camps and group homes, and raise funds for the Civitan International Research Center. This amazing facility, founded by Civitan, produces groundbreaking research into cognitive disorders, and brings hope to countless families around the world.

- The Needy: Civitan members have a great time helping local people in need. Many hold fundraisers, volunteer at soup kitchens, and conduct food drives for those who need it most. Civitans know they make a difference in people's lives.

- People with Physical Disabilities: Civitans work to see that people with physical disabilities have the opportunities they deserve. Many clubs construct wheelchair ramps, loan out assistive devices, and fund accessible playground equipment for children of all abilities.

- Youth: Clubs have an awesome time working with their local youth! Civitans run after-school programs, sponsor youth sports teams, and hold joint service projects with young people in their areas.

- Community Involvement: Civitan clubs are among the most visible groups in their communities. Civitans organize special events such as concerts, host public officials as guest speakers, and support local veterans and first responders.

- Conservation: Civitans take great pride in beautifying and caring for their communities. Many clubs adopt highways, clean up local parks, and educate local youth on the importance of caring for the world around them.

...and so much more!

If you would like to make a difference in someone's life, contact your local Civitan club. To find out more about Civitan, visit www.civitan.org.
City of Fountain Inn  
FY 2018/2019 Budget Calendar

- January 2, 2018  
  Budget Request Forms prepared by Finance Department and Distributed to Department Heads

- January 2, 2018  
  Finance Department compiles salaries, FICA, WC costs, Retirement and inputs into Budget Prep

- January 6, 2018  
  Council Retreat

- January 29 – February 2, 2018  
  Finance Department Compiles Projected Revenues

- February 5, 2018  
  Departmental Budget Requests Due to Finance Director

- February 16, 2018  
  Preliminary Budget Request Due to City Administrator from Finance Director

- February 19-23, 2018  
  Departmental Meetings with City Administrator and Finance Director and Department Heads to Develop Budget  
  *(Meeting Times will be Set by City Administrator)*

- February 28, 2018  
  Departmental Changes due to Finance Department

- March 8, 2018  
  Regular Council Meeting

- March 1-9, 2018  
  Budget Requests Entered into Budget Prep by Finance Department. Council Budget Notebooks Compiled

- March 22, 2018  
  Workshop to Discuss Preliminary Budget

- March 26-30, 2018  
  Budget Revisions entered into Budget Prep by Finance Department

- April 5, 2018  
  Budget Workshop - Determined by Council and City Administrator

- April 12, 2018  
  Regular Council Meeting - Budget Revisions Entered – Budget Ad Prepared by City Clerk

- April 26, 2018  
  Budget Workshop – 6:00pm

- May 10, 2018  
  Regular Council Meeting – First Reading on Budget

- May 31, 2018  
  Budget Workshop (if needed) at 6:00pm

- June 14, 2018  
  Regular Council Meeting | Public Hearing | Second Reading

Prepared by: Naomi B. Reed
Introductions:

FY 2017 – Entitlement funds & Program Income

Housing Strategies
- City-wide rehabilitation
- Redevelopment of Sanctified Hill Community
- Woodside Community – infill development

Economic Development
- Revolving Loan
- Façade Improvement Program:

Infrastructure Improvement: - Thrift Street – *Still waiting on the remainder of the survey*

Subrecipient Funding: $10,000

Others – On going activities
- Demolition – 400 Fairview Street ($7,000)
- Putnam Street property acquisition
- Lighting project – Senior Center ($36,092)

Next actions: Annual meeting with City Administration in January 2018

- FY 2018 Annual Action Plan & projected budget
- Discuss projects & programs
- Public Hearing/Approval
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**Total Revenue**

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**Total Expense**

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CITY OF FOUNTAIN INN

FACILITIES RENTAL AGREEMENT

THIS RENTAL AGREEMENT is entered into the day and year hereinafter set forth, by and between the City of Fountain Inn, South Carolina (the “City”) and Tenant:

FACILITY: ____________________________
EVENT DATE: ____________________________
STARTING TIME: ____________________________
ENDING TIME: ____________________________

1. RENTAL FEES:

   Deposit (non-refundable) $250.00
   Security Deposit $200.00
   Due today: $450.00

   Rental Fee (due 15 days prior to event):

The Deposit holds the Facility for the Event Date until 15 days prior to the Event Date and is non-refundable and non-transferrable. If the Rental Fee is not paid on or before 15 days prior to the Event Date, this rental agreement will be automatically cancelled. The Security Deposit will be returned within one week after the Event Date if the Facility, after inspection, has not been damaged. Tenant is responsible to pay for the repair of any damage to the Facility.

Payment may only be made by cash, credit card or cashier’s check.

2. DATE CHANGES: Up to 15 days prior to the Event Date, should Tenant desire to change the Event Date, the City of Fountain Inn will try to accommodate Tenant. Tenant agrees to pay any additional expenses the City may incur as a result of a change of the Event date.

3. CANCELLATION: In the event of a cancellation made in writing and received by the City less than 60 days in advance of the Event Date, all payments made to the date of the cancellation shall be non-refundable. Any amount that remains due and payable to the City shall be due immediately.

4. RULES AND REGULATIONS: This agreement is subject to such rules and regulations as may be imposed for the Facility by the City. The rules and regulations are incorporated herein by reference.

In addition, the following is a list of rules and regulations which must be followed by all EVENT PLANNERS, WEDDING COORDINATORS, VENDORS and the like who are involved in the planning and execution of the event:
(a) Parking: All vehicles associated in any way with the event or wedding must be parked within the parking area. No vehicles shall be parked on any other lawn surface or on unallowable streets.

(b) Barbecues/Grills: Barbecues and grills are to be used outside only. No fires are to be started directly on the grounds of the venue.

(d) Candles: All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass.

5. EVENT ENDING TIMES: All outdoor events must end by 11pm on Friday and Saturday evenings, 10pm on Sunday-Thursday evenings to comply with sound ordinances and in order to allow for cleanup and closure of the site by midnight.

6. DECORATIONS: Decorations may not be hung with nails or screws or by any other means that will damage or leave holes in the Facility. All decorations must be removed immediately at the close of the event unless special arrangements have been made with the City in writing.

Note: The use of birdseed, bubbles, flower petals and sparklers are permitted only outdoors for wedding and reception farewells. Rice, confetti, balloons, glitter and pyrotechnics, are not permitted inside or outside the Facility.

7. INSURANCE: Client(s), through Event Planner or Caterer shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than $500,000.00 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name The City of Fountain Inn as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.

8. ALCOHOL/BEVERAGES/ILLEGAL SUBSTANCES: If Tenant wishes to have alcohol at the event, a separate Alcohol Event Permit must be obtained from the City. All the rules governing the issuance and use of an Alcohol Event Permit shall apply to this agreement.

9. SMOKING: Smoking is not allowed at any City Facility.

10. CHILDREN:

All children under the age of 12 MUST be supervised at all times!

11. PHOTOGRAPHY: The City and the Facility uses video and still photography to assist with promotion of the Facility. All photographs taken at the Facility, including those taken by the event photographer, must be made available to the City, at no cost, for use for promotional purposes. NO boudoir or nude photography is permitted.
Party providing services:
(Name of Event Planner, Wedding Coordinator, Florist, Photographer, Catering Company Here)

Name: ___________________ Telephone #: ___________ Certificate of Insurance____
Name: ___________________ Telephone #: ___________ Certificate of Insurance____
Name: ___________________ Telephone #: ___________ Certificate of Insurance____
Name: ___________________ Telephone #: ___________ Certificate of Insurance____
Name: ___________________ Telephone #: ___________ Certificate of Insurance____
Name: ___________________ Telephone #: ___________ Certificate of Insurance____
Name: ___________________ Telephone #: ___________ Certificate of Insurance____

THE ABOVE IS AGREED TO:

City of Fountain Inn

Tenant (Financially responsible for all the above)

By: __________________________

Its: __________________________

__________________________
Date

__________________________
Signature

__________________________
Print Name

__________________________
Date

__________________________
Telephone Number

__________________________
Address