December 4, 2017
Council Packet
Agenda
City Council Agenda

Mayor Sam Lee, Mayor Pro-Tem Matthew King
Council members: Phil Clemmer, Anthony Cunningham, John Mahony, Michael Maier, Rose Ann Woods

Monday, December 4, 2017
6:00 P.M.
Council Chambers

1. Call to Order – Mayor Sam Lee

2. Invocation

3. Pledge of Allegiance

4. Installation of Council – Elect
   John Mahony – Ward 1
   Rose Ann Woods – Ward 3
   Anthony Cunningham - Ward 5

5. Proclamations/Recognitions
   Berry Woods, Jr. – 40 Years of Service

6. 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.
   a. November 9, 2017 Council Meeting Minutes

7. City Administrator’s Report – Shawn M. Bell

8. Unfinished Business
   a. Approval of Change Order No. 1 to the 2016 Sewer Rehab Project

9. New Business
   a. Approval of Change Order No. 2 to the 2016 Sewer Rehab Project
   b. Gas Department staffing needs
   c. Ratify Parking License Agreement with SSL Properties, LLC
   d. Appointment of City Attorney, Finance Director and City Clerk
   e. Appointment of Chris Ellisor to Board of Zoning Appeals to fill vacancy

10. Executive Session:
   None

11. Upcoming Meetings
   a. January 11, 6:00pm – Regular Council Meeting
   b. Senior Staff Meeting – 3rd Thursday of each month.

12. Adjourn

FOIA Compliance – Public notification of this meeting has been published, posted and distributed in compliance with the Freedom of Information Act and the City of Fountain Inn’s requirements.
Consent Agenda
Call to Order – Mayor, Sam Lee

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

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 Development Director, Lori Cooper, Public Works, Tammy Finley, Judicial, David Holmes, City Attorney

Visitors present: 23

Invocation – Councilmember, Rose Ann Woods

Pledge of Allegiance

Proclamations/Recognitions
Mayor Pro Tempore King presented John Hastings, outgoing President and CEO of the Fountain Inn Chamber of Commerce, with a Proclamation.

Councilmember Mahony introduced Whitney Ferguson as the new President and CEO of the Fountain Inn Chamber of Commerce.

Mayor Lee introduced Michael Maier as our new Councilmember for Ward 2. Councilmember Maier was sworn in on October 16, 2017.

Introduction of New Employees:
Allen Car – Gas 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.

October 2017 Preliminary Financial Report
October 12, 2017 Council Meeting Minutes

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

City Administrators Report – Shawn M. Bell

Administration
- An RFP for Janitorial Services for City facilities was issued on 10/30 and proposals are
due 11/13

- “Ask the Administrator” question & answer session via the City’s Facebook Page on 11/15 from 2:00-4:00 p.m.
- A re-occurring column will be in the November edition of *The Simpsonville Sentinel* entitled, “Inn the Know”.

Preliminary FY18-19 Budget meetings were held with all Department Heads on 10/25 and 10/26

**Woodside Projects**

- Woodside Park Connector/Trail
  - Finalized and mailed off the TAP Grant application to SCDOT on 11/1
- Woodside Streetscape
  - Met with Arbor Engineering on 11/1 to get the project back on track
- Woodside Mill District Development (Diamond Tip/Valley View property exchange)
  - Had a call with our State Liaison to the Nation Park Service on 10/27 regarding what all needs to be completed.
  - Environmental assessments on both properties are the next step, but the paperwork and process is cumbersome. I am waiting to hear back from the Appalachian Council of Governments (COG) to see if they are able to assist.
- Woodside Park Revitalization
  - Applied for all applicable permitting
  - No funding for construction at this time; have requested a meeting with Greenville County to discuss options

**Special Events**

- Halloween
  - Truck or Treat in Downtown
    - Due to the forecast of rain, the event time was changed from 4:00-8:00 p.m. to 12:00-2:00 p.m., but we still had a large turnout trick or Treat on North Main
    - Great turnout – no incidents
  - Great team effort by Special Events, Police, Fire, and Public Works
- Christmas “Inn” Our Town
  - Tree Lighting 11/30 at 6:00 p.m. at City Hall
  - Charity Fair 12/1 from 5:00-9:00 p.m. at Farmer’s Market
  - Rudolph Run 12/2 at 6:00 p.m. in Downtown
  - Christmas Parade 12/6 at 5:00 p.m. in Downtown
  - Christmas movies in Commerce Park 12/7-12/9 at 5:30 p.m.
  - Craft Vendor Fair 12/14-12/16 from 5:00-9:00 p.m. at the Farmer’s Market Pavilion
  - Christmas Party on 12/16 (Ugly Christmas Sweater and Gingerbread House Competition)
City of Fountain Inn Council Meeting Minutes  
11/09/2017

- Other highlights of the festival: Carriage Rides, Santa’s Workshop, Kids Fair, Trackless Train and Carousel
  - Arbor Day Celebration is on 12/1 at 3:00 p.m. at Georgia Street Park

**Fire**

- A Firefighter left the City of Fountain Inn for another Department and another has put in his two weeks’ notice
- The Fire Department is a Child Safety Seat Inspection Station and inspections are conducted every Fourth Monday from 4:00-8:00 p.m.
- The Fire Department is actively going to local businesses conducting extinguisher training classes as well as doing annual inspections on area businesses

**Police**

- Two vacant patrol officer positions waiting to be filled
- Three uncertified officers waiting to attend the SC Criminal Justice Academy

**Public Works**

- Christmas decorating is about 70% complete
- The new leaf truck is working out tremendously and is keeping the Department on schedule with leaf pickup
- The re-paving of Hellams Street should be complete in the next two weeks and then the contractor will be moving on to Timberland Trail
- Six construction permits have been issued for the Lakeview Chase Townhomes (Ryan Homes Development on North Main Street)
- The Department is already gearing up for the 2020 Census

**Natural Gas**

**Parks & Recreation**

- Will be scheduling a Gas Committee in the near future to discuss operational and staffing needs of the Department
- A preliminary report has been completed regarding return on investment for new subdivisions and commercial businesses
- 2017 PARD Grant was approved to upgrade interior gym lights at Activity Center
- Exterior parking lot light project is partially complete at the Activity Center
City of Fountain Inn Council Meeting Minutes
11/09/2017

**Younts Center**

- Fountain Inn Symphony Orchestra
  - Veterans Day Performance: An American Salute on 11/10 at 7:30 p.m.
- Fountain Inn Chorale
  - Autumn Light on 11/14 at 7:30 p.m.
  - Christmas at the Center on 12/12 at 7:30 p.m.
- The Ball Brothers
  - Christmas Concert on 12/1 at 7:30 p.m.
- Rick Alviti
  - 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.

**Unfinished Business**

  None

**New Business**

**Appointment to Board of Zoning Appeals**

The Public Works Department recommended James J Comensoli to be appointed to the Board of Zoning Appeals.

Motion by Councilmember Maier, second by Councilmember King to approve the appointment. The motion carried unanimously 7/0.

**Resolution 2017-005 Hospitality Tax Collections**

City Administrator, Shawn Bell explained that the Ways and Means Committee met to review the Hospitality Tax Collection process. The Committee decided that the Hospitality Tax Collection responsibilities should fall under the Finance Director.

Motion by Councilmember King, second by Councilmember Mahony to approve the resolution as presented. The motion carried unanimously 7/0.

**Approval of Change Order No. 1 to the 2016 Sewer Rehab Project**

Shawn Bell presented a resolution authorizing the City of Fountain Inn to execute Change Order No. 1 with IPR Southeast, LLC for the 2016 Sewer Rehab Project. He explained that the change order was signed by the Public Works Director without the approval of he or the Mayor. He stated that procedures have been put in place so this will not happen again and confirmed with the Finance Director that the funds are available. He requested for Council to approve the change order.
City of Fountain Inn Council Meeting Minutes  
11/09/2017

Motion by Councilmember Berry Woods, second by Councilmember Clemmer to approve Change order No. 1 to the 2016 Sewer Rehab Project.

Discussion

Motion by Councilmember Maier, second by Councilmember Clemmer to go into executive session to discuss change order # 1. The motion carried unanimously 7/0.

Back in regular session. Mayor Lee stated that while in executive session no votes were taken.

Motion by Councilmember Rose Ann Woods, second by Phil Clemmer to table the approval of change order No. 1 until additional information is received. The motion carried unanimously 7/0.

Approval of Consulting Agreement with NuStrat Analytics, LLC

Shawn Bell presented a consulting agreement with NuStrat Analytics, LLC to assist the city in analyzing business activity within the city limits and identify businesses that have not obtained a business license. He has used this service before and feels it will benefit the city. Mr. Bell introduced Barbara Willingham with NuStrat to Council.

Motion by Councilmember Mahony, second by Councilmember Maier to approve the consulting agreement with NuStrat Analytics, LLC. The motion carried unanimously 7/0.

Executive Session:

Motion by Councilmember King, second my Councilmember Rose Ann Woods to meet in executive session to discuss the following items. The motion carried unanimously 7/0.

- a. For the discussion of matters relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses in the area served by the city concerning Project Antler.
- b. For the discussion of contract negotiations and to receive legal advice concerning a development agreement for Project Bullfrog.

Back in regular session. Mayor Lee stated during Executive Session no votes were taken.

Motion by Councilmember Maier, second by Councilmember Rose Ann Woods to approve the development agreement concerning Project Bullfrog. The motion carried unanimously 7/0.

Motion by Councilman Mahony, second by Councilman Clemmer to adjourn the meeting at 7:41 pm. The motion carried unanimously 7/0.
City of Fountain Inn Council Meeting Minutes
11/09/2017

Respectfully submitted,
Sandra H. Woods
City Clerk
Departmental Reports
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 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.

### Membership Benefits
- Make a difference in your community
- Service opportunities to fit any schedule
- Meet active, interesting, dedicated people
- Leadership development and networking opportunities
- Join an organization with nearly 100 years of history in serving others

### 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
Greenville County Redevelopment Authority
City of Fountain Inn
Introductory Meeting
Fountain Inn City Hall

Tuesday, November 14, 2017

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
## Greenville County Redevelopment Authority
### Fountain Inn Budget Report
#### September 30, 2017

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<th>ACTUAL</th>
<th>ENCUMBERED</th>
<th>VARIANCE</th>
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### CDBG Revenue
- **BUDGET**: 80,638.00
- **ACTUAL**: 1,856.46
- **ENCUMBERED**: -
- **VARIANCE**: 78,781.54

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<th>VARIANCE</th>
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### HOME Revenue
- **BUDGET**: 25,452.00
- **ACTUAL**: 1,490.53
- **ENCUMBERED**: -
- **VARIANCE**: 23,961.47

### Total Revenue
- **BUDGET**: 106,090.00
- **ACTUAL**: 3,346.99
- **ENCUMBERED**: -
- **VARIANCE**: 102,743.01

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### Total Expense
- **BUDGET**: 106,090.00
- **ACTUAL**: 378.00
- **ENCUMBERED**: -
- **VARIANCE**: 105,712.00
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:

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<td>Deposit (non-refundable)</td>
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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
Name: ___________________ Telephone #: __________ Certificate of Insurance

THE ABOVE IS AGREED TO:

City of Fountain Inn

By: ____________________________  
Its: ____________________________

______________________________  
Signature

______________________________  
Print Name

______________________________  
Date

______________________________  
Date

______________________________  
Telephone Number

______________________________  
Address
To: Shawn Bell, City Administrator
From: Ashlee Tolbert, Special Events & Community Development Manager
Subject: City Council Report
Date: December 4, 2017
CC: Sandra Woods

Special Events Updates:

- Christmas Event – Seven planning meetings have been held with the Christmas committee, (August 9, August 30, October 4, November 2, November 9, November 16, and November 30). Christmas Festival packets have been distributed to all committee members in attendance. The packets include details about the festival along with flyers for the events. The Christmas Festival has been advertised in several local journals; Community Journal (publication November 24), South Carolina Living Magazine (Nov. /Dec. edition), and the November edition of the The Simpsonville Sentinel. Special Events & Community Development Manager Ashlee Tolbert was a guest on the “What’s Happening on the Block,” show on November 19 and the Saturday morning show on WYFF to advertise the Christmas Festival. Magic 98.9 will be featuring a Christmas ad on their radio station beginning December 4 and ended December 16. Magic 98.9 is the upstate’s Christmas music radio station.

- There are 10 local representatives who are participating in the charity/non-profit fair on Friday, December 1, including our local fire and police department.

- We have received a great response on sign up genius for volunteers. We are still in need of a few more volunteers throughout the festival. [http://www.signupgenius.com/go/60b0c48aaab2fa0f58-fountain](http://www.signupgenius.com/go/60b0c48aaab2fa0f58-fountain)

- All vendor spots are filled for December 15 and 16 and there are only 2 spots available for December 14 (about 36 local vendors per night)

- Commerce Park – Special Events is still focusing on advertising the rental of the Commerce Park facilities. A new sign for advertisement during wedding festivals has been created with updated pictures and information on the facility. We are aiming to participate in the wedding festival in January in Greenville. We continue to receive inquiries about renting the park, and should see an increase once we are able to attend the wedding festival.

- A new Special Events Facilities Rental Agreement is in place, and includes current fees (including, non-refundable deposit and security deposit)
• Special Events is still looking for feedback in what types of festivals/events that should be
planned for the City of Fountain Inn and also evaluating the budget that it takes to put on
events, staff events, and recruit vendors.
• Special Events would like to host the Dr. Mac Arnold Collard Greens and Corn Bread Festival in
April 2018 (potential dates are April 26-28). This is an annual festival that takes place in different
cities. Dr. Mac Arnold has a huge following. Dr. Mac Arnold performed during the Fourth of July
celebration in Fountain Inn. The event was so successful he asked if he could host his annual
festival here in the Farmer’s Market Pavilion Amphitheatre. Discussion of the event took place
back and July, with Mayor Lee and Whitney Ferguson (former Special Events Coordinator). Dr.
Mac Arnold has reached out to Special Events and would like to follow-up in January to work out
a contract agreement.

Community/Economic Development Updates:
• There was no INN Business Merchant meeting during the month of November.
• Special Events & Community Development manager attended the Chamber Board meeting on
November 14.
• Meeting with City Administrator Shawn Bell and GCRA (Greenville County Redevelopment
Authority) took place on November 14 to discuss pending projects with them. Community
Development will be working to complete the surveys from the Sanctified Neighborhood so the
sidewalk project can be completed. Community Development and City Administrator Shawn Bell
will follow up with GCRA in January to review 2018 funding allocations for projects.
• The Community Development and Special Events department would like to adopt a mission
statement. Here is the proposed mission statement: "The purpose of the City of Fountain Inn’s
Community Development Department is to maintain a safe, well-designed community for
residents while improving sustainability and quality of life that encourages culture, economic
growth, preservation, and revitalization and delivering services with commitment to
excellence."
November 2017 Fire Report

Report totals are from November 1 - November 27, 2017

(1) We ran 159 calls this month
(2) Fuel costs were $971.56
(3) Monthly vehicle maintenance was $300.56
(4) We cooked and prepared 21 meals and gave out to the less fortunate.
(5) One of our Firefighters turned in their notice and is going to Reidville FD. We now have two vacancies.
(6) The Fire committee met on the 20th to discuss future needs.
(7) The Fire Department is a Child Safety Seat Inspection Station. We conduct inspections every Fourth Monday of each month 4 pm-8 pm.
(8) We did fire extinguisher classes and CPR training at several businesses this month.
(9) Overall Budget in good shape.
Breakdown by Major Incident Types for Date Range
Zone(s): All Zones | Start Date: 11/01/2017 | End Date: 11/30/2017

MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL
--- | --- | ---
Fires | 3 | 1.89%
Rescue & Emergency Medical Service | 138 | 86.79%
Hazardous Condition (No Fire) | 2 | 1.26%
Service Call | 3 | 1.89%
Good Intent Call | 8 | 5.03%
False Alarm & False Call | 5 | 3.14%

TOTAL | 150 | 100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.
# Detailed Breakdown by Incident Type

<table>
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<th>INCIDENT TYPE</th>
<th># INCIDENTS</th>
<th>% of TOTAL</th>
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</thead>
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</tr>
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<td>143 - Grass fire</td>
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<td>311 - Medical assist, assist EMS crew</td>
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<tr>
<td>321 - EMS call, excluding vehicle accident with injury</td>
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<tr>
<td>322 - Motor vehicle accident with injuries</td>
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<tr>
<td>324 - Motor vehicle accident with no injuries.</td>
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<td>411 - Gasoline or other flammable liquid spill</td>
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<td>500 - Service Call, other</td>
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<td>510 - Person in distress, other</td>
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<td>550 - Public service assistance, other</td>
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<td>622 - No incident found on arrival at dispatch address</td>
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<td>700 - False alarm or false call, other</td>
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<td>731 - Sprinkler activation due to malfunction</td>
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**TOTAL INCIDENTS:** 159  
100.00%
### Fuel Report-Summary by Sub-Agency

*Report is restricted to City of Fountain Inn*

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**Total for T23001:** 4,700.42 $10,447.28

**Grand Total:** 12.61 $10,447.28

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Nov. 1 - Nov. 27,

Vehicle Maintenance

---

Run date & time: 11/27/2017 3:21:07 PM

Fuel Report-Summary by Sub-Agency 1 of 1
CITY OF FOUNTAIN INN  
DETAIL ACCOUNT INQUIRY BY FUND  
11/01/2017 TO 11/27/2017

100-422-435-001 VEHICLE MAINTENANCE

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SUBTOTALS FOR ACCOUNT 100-422-435-001:

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Nov 1, 2017 - Nov 27, 2017

November Vehicle Maintenance

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Report Total Expenditure: 1,690,621.46
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1,102,331.36
65
To: Shawn Bell, City Administrator
From: Roger Case, Public Works Director
Re: Year End Report for Council

Public Works has one open position for a CDL Driver (Brandon Hill resigned)

Sewer Rates for 2018 are in place to go on January bills for Greenville Water and Laurens County Water & Sewer. Rates are as follows:

- Residential 5/8" $20.40
- Commercial 5/8" $37.20
- Commercial 1" $99.05
- Commercial 1 ½" $186.15
- Commercial 2" $496.70
- Commercial 3" $620.65
- Commercial 4" $1241.75

2017 ReWa Annual Sub-District Meeting was held October 17, 2017 at ReWa. Aaron Frazier with Frazier Engineering Represented Fountain Inn along with Roger Case. We completed 388 manhole inspections, 26 creek crossing inspections, 53,000 feet of cleaning and T.V., 20,000 feet of CIPP (cured in place pipe), and 4 years remaining work of a 15-year work plan.

Building Department has completed 1513 building inspections to date.

City purchased a new leaf truck and new leaf machine (pull behind). Both are working very well for us.

We completed 10 zoning hearings this year.

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<tr>
<th>Date</th>
<th>Description</th>
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<tr>
<td>3/14/17</td>
<td>1st draft of Master Plan approved</td>
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<tr>
<td>3/14/17</td>
<td>301 W Jones St (Gas Shop) setbacks from 25’ to 10’ approved</td>
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<td>4/27/17</td>
<td>Final Master Plan approved</td>
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<td>6/19/17</td>
<td>308 W Jones St rezone from I-1 to C-2 approved</td>
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<td>6/19/17</td>
<td>Trailside @ Garrett St SAC Report approved</td>
</tr>
<tr>
<td>6/27/17</td>
<td>Fountainbrook Phase 5 SAC Report approved</td>
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<tr>
<td>7/25/17</td>
<td>105 Inn Circle Pool in side yard tabled</td>
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<tr>
<td>10/24/17</td>
<td>1125 N Main Jain Dental- Sign request approved</td>
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<td>10/24/17</td>
<td>1301 N Main Bobbies BBQ Rear Setback approved</td>
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<td>10/24/17</td>
<td>105 Inn Circle Pool in side yard approved</td>
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Subdivision Update:

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<th>Builder(s)</th>
<th>Permits Pulled</th>
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<tr>
<td>Lakeview Chase</td>
<td>Dan Ryan Builders</td>
<td>12 permits pulled</td>
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<td>Village at Fountain Inn</td>
<td>Ryan Homes</td>
<td>36 permits pulled</td>
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<td>Jones Mill Crossing</td>
<td>Sabal Homes</td>
<td>15 permits pulled</td>
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<td>Gulliver Oaks</td>
<td>DR Horton</td>
<td>5 permits pulled</td>
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<td>West Farm Phase II</td>
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<td>Country Chase</td>
<td>Southern Vintage</td>
<td>10 permits pulled</td>
</tr>
<tr>
<td>Dawn Creek (Fountainbrook)</td>
<td>Great Southern Homes</td>
<td>just starting</td>
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1. **SYSTEM OVERVIEW:**
   - Deliveries for November ‘2017 were **17.0% ABOVE** average and **24.8% HIGHER** than last year
   - Year to date we are **1.35% ABOVE** average and **-5.31% BELOW** last year
   - Hedging Program – Hedging for Winter 2017-18 is complete – 80% Hedging for Summer
   - Natural Gas Rates – No update

2. **CURRENT OPERATIONS UPDATE:**
   - LCPW Lawsuit over Territorial Boundary – Hearing held on October 2, 2017 (Nothing to Report)
   - GPS/GIS Mapping Project
     - Data collection is progressing well (95% complete)
     - Updating Maps

3. **NEW PROJECTS:**
   - **SUBDIVISIONS**
     - Trailside at Garrett (30 lots) - NEW
     - The Vineyards at Tuscany Falls (68 lots) – (FING is being considered as natural gas supplier)
     - Braxton Ridge (125 lots) - NEW
     - East Georgia Road Townes (70 units) – (FING is being considered as natural gas supplier)
     - Townes at Fountain Inn (61 units) – NEW
     - Heritage Village (277 lots) – (FING is being considered as natural gas supplier)
     - Shadow Stone (178 lots) - NEW
   - **INDUSTRIAL – SYSTEM ENHANCEMENTS**
     - AVX – Building Expansion (Evaluating Increase in Load Requirements)
     - Shaw and Fisher Barton building is being evaluated for possible lease
     - Repair and Painting of Farm Taps (46) – Scheduled for 4th Qtr. 2017
   - **COMMERCIAL**
     - Martin Farm Development (29 Ac) on Fairview Road
       - Public’s Grocery as Anchor Store – Opened in October ‘2017
     - Harrison Bridge Road / Grandview Drive – Commercial Development
     - Simpsonville Express Car Wash – Harrison Bridge Road

4. **COMPLETED PROJECTS:**
   - Jones Mill Crossing (136 lots) – Phase I & II Mainline Install – 11 Homes under Construction

5. **MONTHLY OPERATIONAL STATUS:**
   - New Applications
   - New Residential Services Completed
   - Leak-Maintenance Repair
   - Customer Work Order Tickets
   - Locate Tickets

6. **STAFFING REQUIREMENTS:**
   - Preliminary Report completed on ROI for Subdivisions and Commercial Business
   - Meeting with Gas Committee on Monday, November 20th – Discussion with Council
Unfinished Business
<table>
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<th>REQUEST FOR COUNCIL ACTION</th>
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<tr>
<td>City of Fountain Inn, South Carolina</td>
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<tr>
<td>To: Mayor and Members of City Council</td>
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<tr>
<td>From: Shawn M. Bell, City Administrator</td>
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Date: December 4, 2017

**Agenda Date Requested: December 4, 2017**

**Ordinance/Resolution Caption: Approval of Change Order No. 1 to the 2016 Sewer Rehab Project**

A verbal resolution authorizing the City of Fountain Inn to execute Change Order No. 1 with IPR Southeast LLC for the 2016 Sewer Rehab Project.

**Summary Background:**

A 2014 Capital Improvement Plan (CIP) for the City’s Sewer System outlined over $2.5 million worth of rehab work. The City entered into a contract with IPR Southeast LLC on January 25, 2016 for a $1,000,000 sewer rehab project.

The scope of work for the contract/project includes: cleaning and televising existing sewers, performing point repairs, replacing sewers from manhole to manhole (via excavation), replacing sewers with cured-in-place pipe lining (CIPP), performing various manhole rehabilitation, and performing miscellaneous work and restoration.

It has been determined that the City has additional funds available from the City’s Sewer Operating Fund and State Local Government Account to perform additional sewer rehabilitation work; and the City’s engineer on the project, Aaron M. Frazier with Frazier Engineering, P.A., has recommended a change order agreement to the original contract in the amount of $600,000.

**Impact If Denied:**

The City will not be able to perform additional sewer rehabilitation work.

**Impact If Approved:**

The City will be able to continue addressing the sewer rehabilitation needs as outlined in a 2014 Capital Improvement Plan. The date of completion of all work will be extended from June 25, 2017 to December 31, 2017 if Change Order No. 1 is approved.

**Financial Impact:**

Change Order No. 1 will increase the contract price with IPR Southeast LLC by $600,000.
CHANGE ORDER AGREEMENT

OWNER: CITY OF FOUNTAIN INN

PROJECT: 2016 SEWER REHAB PROJECT

Change Order No. 1
Date: October 11, 2017

The following changes are made to the Contract Documents:

The OWNER has $600,000 of additional funds available to perform additional sewer rehabilitation work. This Change Order adds that amount to the Contract as follows:

Original CONTRACT PRICE: $1,000,000

Current CONTRACT PRICE as adjusted by previous CHANGE ORDERS: $1,000,000

The CONTRACT PRICE due to this CHANGE ORDER will be increased (decreased) by: $600,000

The new CONTRACT PRICE including this CHANGE ORDER will be: $1,600,000

The CONTRACT TIME will also be increased to complete this additional work due to this CHANGE ORDER. The date of completion of all work will be extended from June 25, 2017 to December 31, 2017.

THE CONTRACTOR AFFIRMS, REPRESENTS AND WARRANTS AS OF THIS DATE THAT THERE ARE NO OTHER OUTSTANDING CHANGE ORDERS REQUIRED BY THE CONTRACTOR, OR OUTSTANDING CLAIMS FOR ANY ADDITIONAL MONEY OR COSTS, INCLUDING IMPACT COSTS OR DAMAGES OR CLAIMS FOR TIME EXTENSION, OR CLAIMS OF ANY OTHER KIND OR NATURE AGAINST THE OWNER, EXCEPT THE FOLLOWING: (Describe separately here any such claim, state the total dollar amount and/or time extension sought per claim alleged to be due from the Owner, and the status of the claim as of this date.)

Requested by:

Recommended by: FRAZIER ENGINEERING, P.A.

Signature: Aaron M. Frazier, Project Manager
AGREED: CONTRACTOR - IPR SOUTHEAST LLC
By: [Signature]
Date: 10/13/2017

AGREED: OWNER - CITY OF FOUNTAIN INN
By: [Signature]
Date: 10-17-17
SECTION 01130
AGREEMENT

THIS AGREEMENT, made this 25\textsuperscript{th} day of January, 2016, by

and between the City of Fountain Inn, South Carolina herein after called "OWNER" and IPR
Southeast, LLC of the City of Stone Mountain and State of Georgia herein after called
"CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements herein after
mentioned:

1. The CONTRACTOR hereby agrees with the OWNER to commence and complete the
construction described as follows:

   2016 SEWER REHAB PROJECT

hereinafter called the PROJECT.

2. This AGREEMENT is being entered into through a COOPERATIVE PURCHASING
AGREEMENT process in accordance with Title 11, Chapter 35, Section 11-35-4810 of
the South Carolina Code of Laws. The OWNER is entering into this AGREEMENT with
the CONTRACTOR based on the CONTRACTOR’s Bid for the 2015 Sewer Bond Project
submitted to the City of Mauldin, South Carolina on July 9, 2015, at which time the Bid
was publicly opened and read aloud. The CONTRACTOR subsequently entered into an
AGREEMENT with the City of Mauldin to perform the work. The OWNER (City of
Fountain Inn) is undertaking similar work as Bid on the City of Mauldin’s 2015 Sewer
Bond Project, and via this AGREEMENT, the CONTRACTOR agrees to perform the
OWNER’s work in accordance with the terms, conditions and specifications of the City of
Mauldin’s Contract Documents at the unit prices bid on July 9, 2015.

The Contract Documents bound with this AGREEMENT are directly incorporated from the
City of Mauldin’s Contract with the CONTRACTOR for the 2015 Sewer Bond Project. Any
modifications to the Contract Documents are as defined in Item 6 below.

3. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor, and
other services necessary for the construction and completion of the PROJECT described
herein.

4. The CONTRACTOR will commence work required by the CONTRACT DOCUMENTS
within fifteen (15) calendar days after the date of the NOTICE TO PROCEED and will fully
complete the PROJECT within 450 calendar days from the date of the NOTICE TO
PROCEED unless the period for completion is extended otherwise by the OWNER. The
CONTRACTOR further agrees to pay, as liquidated damages, the sum of five hundred
dollars ($500) for each consecutive calendar day thereafter as herein provided in the
SPECIAL PROVISIONS.
5. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for an amount of up to ($1,000,000) One Million Dollars and No Cents based on the actual work performed at the unit prices shown in the Bid Schedule.

6. The term "CONTRACT DOCUMENTS" means and includes the following:

   A. Agreement – Section 01130

   B. Bid – Section 01140: The Bid included herein is the Bid submitted to the City of Mauldin on July 9, 2015. The OWNER will utilize the same Bid Items for this PROJECT, and the CONTRACTOR will honor the unit prices bid as shown on the Bid Form.

   C. Performance Bond – Section 01212

   D. Payment Bond – Section 01214

   E. General Conditions – Section 01230

   F. Special Provisions – Section 01232: The Special Provisions included in these Contract Documents have been modified to reflect the specific project requirements for the OWNER’s PROJECT.

   G. Notice to Proceed

   H. Change Orders

   I. Drawings as prepared by Frazier Engineering, P.A. and issued to the CONTRACTOR during construction of this PROJECT. In addition, the Drawings prepared by Frazier Engineering, P.A. for the City of Mauldin’s 2015 Sewer Bond Project dated June 2015 are incorporated herein by reference, specifically the general requirements on Sheet G-1, the Technical Details shown on Sheets D-1 through D-6, and the Erosion Control Details shown on Sheets EC-1 through EC-3.

   J. These Specifications prepared by Frazier Engineering, P.A. dated December 2015.

7. The OWNER agrees to pay the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS.

8. This Agreement shall be binding on all parties hereto and their respective heirs, executors, administrators, successors and assigns.
IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Agreement in three (3) counterparts, each of which shall be deemed an original, in the year and day first above written.

CITY OF FOUNTAIN INK
(OWNER)

By: ________________________________
    L. Paul A. Rose
    City Administrator
    (Title of Authorized Official)

(SEAL)

ATTEST

Jordan A. Woods
(Secretary)

(Robin Jones
(Witness)

IPR SOUTHEAST LLC
(CONTRACTOR)

By: ________________________________
    Patrick Martin
    General Manager
    (Title)

5207 Brer Rabbit Road
Stone Mountain, GA 30083

(SEAL)

ATTEST:

______________________________
(Secretary) Patrick Martin

______________________________
(Witness) Alyson Jones

(End of Section 01130)
New Business
REQUEST FOR COUNCIL ACTION
City of Fountain Inn, South Carolina

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

December 4, 2017

☐ Ordinance/First Reading  ☐ Ordinance/Second Reading  ☒ Resolution/First & Final Reading

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Agenda Date Requested: December 4, 2017

Ordinance/Resolution Caption: Approval of Change Order No. 2 to the 2016 Sewer Rehab Project

A verbal resolution authorizing the City Administrator to execute Change Order No. 2 with IPR Southeast LLC for the 2016 Sewer Rehab Project.

Summary Background:

Change Order No. 1 increased the scope of work by $600,000 and extended the date of completion of all work from June 25, 2017 to December 31, 2017. However, due to some delays, Frazier Engineering is recommending issuing the contractor (IPR Southeast) an extension of three months to complete the work (primarily for manhole rehabilitation). The date of completion of all work would be extended from December 31, 2017 to April 1, 2018.

Impact If Denied:

The original 2016 Sewer Rehab Contract executed January 25, 2016 had extremely favorable pricing (piggybacked from Mauldin). Change Order No. 1 and Change Order No. 2 hold IPR Southeast’s pricing to the 2016 Sewer Rehab Contract. If Change Order No. 2 is denied, sewer rehabilitation work pricing is subject to increase.

Impact If Approved:

The contractor will have an additional three months to complete the additional sewer rehabilitation work (primarily manhole rehabilitation) from Change Order No. 1.

Financial Impact:

No impact.
CHANGE ORDER AGREEMENT

OWNER: CITY OF FOUNTAIN INN  Change Order No. 2
Date: November 28, 2017

PROJECT: 2016 SEWER REHAB PROJECT

The following changes are made to the Contract Documents:

This Change Order extends the Contract completion date to April 1, 2018 to facilitate completion of the work that has been issued to the Contractor. No additional money is being added to the Contract via this Change Order.

Original CONTRACT PRICE: $1,000,000

Current CONTRACT PRICE as adjusted by previous CHANGE ORDERS:

$1,600,000

The CONTRACT PRICE due to this CHANGE ORDER will be (increased) (decreased) by:

$0.00

The new CONTRACT PRICE including this CHANGE ORDER will be:

$1,600,000

The CONTRACT TIME shall be increased to complete the issued work. The date of completion of all work will be extended from December 31, 2017 to April 1, 2018.

THE CONTRACTOR AFFIRMS, REPRESENTS AND WARRANTS AS OF THIS DATE THAT THERE ARE NO OTHER OUTSTANDING CHANGE ORDERS REQUIRED BY THE CONTRACTOR, OR OUTSTANDING CLAIMS FOR ANY ADDITIONAL MONEY OR COSTS, INCLUDING IMPACT COSTS OR DAMAGES OR CLAIMS FOR TIME EXTENSION, OR CLAIMS OF ANY OTHER KIND OR NATURE AGAINST THE OWNER, EXCEPT THE FOLLOWING: (Describe separately here any such claim, state the total dollar amount and/or time extension sought per claim alleged to be due from the Owner, and the status of the claim as of this date.)

__________________________________________________________________________

Requested by:______________________________________________________________

Recommended by: FRAZIER ENGINEERING, P.A.

Aaron M. Frazier, Project Manager
AGREED: CONTRACTOR – IPR SOUTHEAST LLC

By: ________________________________

Date: ______________________________

AGREED: OWNER – CITY OF FOUNTAIN INN

By: ________________________________

Date: ______________________________
The City of Fountain Inn

Sanitary Sewer Rehabilitation Program Overview

November 21, 2017
Fountain Inn’s Sewer System

- Fountain Inn owns the smaller collection sewers

- Flow is transported to ReWa’s larger sewers and is treated at ReWa’s Durbin Creek wastewater treatment plant

- Approx 270,000 feet of 6” to 12” Sewers
  - Approx 60% is old clay sewer pipe

- Approx 1,200 manholes

- Fountain Inn does NOT own the service laterals
Fountain Inn’s Sewer Agreement with ReWa

- Agreement signed in 2007 – 15-year Agreement

- Focus of Agreement is to reduce Inflow and Infiltration (I/I) into the sewer system – measured at Meter Sites 63 and 64

- I/I is groundwater and rainwater that enters the sewer system through leaks – adds substantial flow to the sewers during rain events

- ReWa Agreement requires Fountain Inn to evaluate their sewer system routinely and to rehabilitate the sewers to eliminate I/I

- An I/I limit has been established in the Agreement – deadline is 2022

- NOTE: EPA’s CMOM Program and DHEC also require Fountain Inn to maintain the sewer system
October 23, 2017 Rain Event
2.0 inches of Rain

Peak Flow Exceeds ReWa's Allowable Flow Rate
Flows are not in compliance
### Flows During Rain Event

**Typical Dry-Weather Flow**

Peak Flow Exceeds ReWa's Allowable Flow Rate
Flows are not in compliance

---

**ReWa's Allowable Flow Rate (Babbitt Equation)**

**October 23, 2017 Rain Event**
2.0 inches of Rain

---

**Graph**

- **Dates**: 10/23/2017 to 10/27/2017
- **Flows During Rain Event**
- **Typical Dry-Weather Flow**
October Total Flow: 3.55 MG
October 23 l/l: 115,084 gallons
* Band removed 10/2 - 10/5.

October Total Flow: 48.51 MG
October 23 l/l: 800,157 gallons

Durbin Rain Gauge
October 23: 2.00 inches

October Total Flow: 4.66 MG
October 23 l/l: 245,915 gallons

October Total Flow: 25.84 MG
October 23 l/l: 581,617 gallons
Work Completed to Address ReWa Agreement

- 2004 – 2005: Sewer Evaluation Work
  - Smoke Tested 230,000 feet of sewer and Inspected 890 manholes
  - Televised 148,000 feet of sewer
  - Performed flow metering at 10 sites
  - Identified Sewers and Manholes for Rehabilitation
Work Completed to Address ReWa Agreement

- **2006 – 2007: Detailed Work Plan**
  - Developed and Submitted to ReWa for Approval
  - Included specific evaluation and rehabilitation work to perform
  - Included funding mechanisms
  - Included a detailed schedule for compliance with the ReWa Agreement
  - ReWa Agreement signed in 2007

- **2008 – 2012: Sewer Rehabilitation Work Performed**
  - Work performed in accordance with the approved Work Plan
  - Rehabilitated approx 45,000 feet of sewer
Work Completed to Address ReWa Agreement

- **2013 – 2014: Planning and Prioritization**
  - Prioritization of Remaining Sewers & Manholes based on Data Collected
  - Bond issued for Sewer Rehabilitation Work

- **2015 – Current: Rehabilitation Construction**
  - 55,000 feet of sewer being rehabilitated
  - Priorities as defined by previous work and Fountain Inn knowledge
  - $1.6 million project
Current and Previous Rehabilitation Work
Primary Rehabilitation Construction Methods
Future Work to Address ReWa Agreement

- 2018 and Beyond: Evaluation, Prioritization and Rehabilitation
  - 2018: Flow metering to be performed to identify I/I status
  - 2018: Additional Sewer Evaluation Work to be identified based on flow metering
  - Future Rehabilitation to be identified from evaluation work
  - Update Work Plan to define work through 2022 to meet ReWa Agreement
  - Budgets, rehab costs, and rates to be reviewed for program funding
  - Sewer Evaluation and Rehabilitation must be continuous
  - NOTE: About 2/3 of oldest clay sewers have been rehab’d after current project
STATE OF SOUTH CAROLINA )  
COUNTY OF GREENVILLE )  
PARKING LICENSE AGREEMENT

THIS LICENSE AGREEMENT is entered into the day and year hereinafter set forth by and between the City of Fountain Inn, South Carolina (the “City”) and SSL Properties, LLC (“Licensor”):

WITNESSETH:

1. PREMISES. Licensor, for and in consideration of the covenants hereinafter contained and made on the part of the City, does hereby license unto the City, and the City does hereby license from Licensor, certain premises situated in the County of Greenville and State of South Carolina and described as shown on Exhibit A attached hereto and made a part hereof by reference.

2. LICENSE TERM. The City shall have and hold the licensed premises, for a term of November 30, 2017 through December 16, 2017, during city festivals and special events.

3. LICENSE FEE. The City covenants and agrees to pay to Licensor a license fee for the licensed premises of One Dollar.

4. NO LIABILITY.

(a) The Licensor shall not be liable for any and all claims, actions, damages, liability and expense, in connection with loss of life, personal injury and/or damage to property arising from or out of the use by the City of the licensed premises, or occasioned wholly or in part by any act or omission of the City, its agents, contractors, or employees.

(b) The City shall not be liable for any and all claims, actions, damages, liability and expense, in connection with loss of life, personal injury and/or damage to property arising from, out of, or in any way connected with the licensed premises, whether occasioned wholly or in part by any act or omission of Licensor, Licensor’s agents, contractors, employees, successors, or assigns.

5. USE. Premises shall be used by the City for parking and Santa’s Workshop. The City has identified areas in the City that are privately owned that can be used during special City events.

6. TERMINATION. Either party may terminate this License Agreement at any time for any reason upon Sixty (60) days advance written notice.

7. MAINTENANCE. The City shall remove trash on the premises that accumulates during a festival or special City event.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.
WITNESSES:

Kaylee Simmons
Candya King

SSL Properties, LLC

By: [Signature]
Its: [Owner]
Date: 11-16-17

WITNESSES:

Kaitlinia Plante
Kira Amos

City of Fountain Inn, SC

By: [Signature]
Its: [City Administrator]
Date: 11-16-17
EXHIBIT A

DESCRIPTION OF THE LICENSED PREMISES

Tax Map # 0357000201100
Site Address: 124 Main Street, Fountain Inn, SC
November 15, 2017

Mrs. Sandra Woods
City Clerk
City of Fountain Inn
200 North Main Street
Fountain Inn, SC 29644

Re: Appointment as City Attorney

Dear Mrs. Woods:

Please consider this letter as my request to be re-appointed as City Attorney for the City of Fountain Inn to include being City Prosecutor. As you know, it has been my privilege to represent the City continuously since April 2007.

I am very grateful for the opportunity to serve the City and would consider it an honor to continue my service.

With kindest personal regards, I remain,

Very truly yours,

HOLMES LAW FIRM

[Signature]

David W. Holmes

DWH/cjh
December 4, 2018

To: Mayor and Council
From: Naomi B. Reed, Finance Director/Treasurer

I have enjoyed serving the City of Fountain Inn as Finance Director/Treasurer since April 2017, and it is with continued interest and enjoyment that I respectfully request to be re-appointed.

Sincerely,

Naomi B. Reed
Naomi B. Reed
City of Fountain Inn
Finance Director/Treasurer
November 15, 2017

Mayor, Sam Lee
City Council
City of Fountain Inn
200 North Main Street
Fountain Inn, SC 29644

Subject: Request for Re-appointment as City Clerk

Dear Mayor Lee and City Council,

I am writing to express my interest in being re-appointed as City Clerk beginning January 1, 2018.

It has been a pleasure serving the City of Fountain Inn for the past 31 years. Fountain Inn is my home and I care deeply for the city and the citizens of Fountain Inn.

I am extremely grateful for the opportunity you gave me to come back to work part-time as City Clerk last April after a brief retirement.

I graduated from the Municipal Clerk Treasurers Institute from the Municipal Association 3/7/2008. I am a member of the International Institute of Municipal clerks and I have the educational requirements needed to receive the Certified Municipal Clerk (CMC) designation.

Respectfully,

[Signature]

Sandra H. Woods
City Clerk
Name: Chris Ellison  Home Phone: 864-409-6081
Home Address: 308 Fairview Street  Zip: Fountain Inn 29644
Mailing Address (If different):
E-Mail Address: CELLISO22@gmail.com
Board/Commission Preference: Zoning (Flexible)
City of Fountain Resident: Yes  No  County:
City Ward (Please Circle One) 1  2  3  4  5  6  Mayor
Daytime/Business Telephone Number:
Business/Firm: Village Vapors
Business Address: Zip: 
Position/Occupation: Owner
How did you hear of City Boards and Commissions?  ✅ City Staff  City Council Member  Other

Background information you consider important to this application (including education, family, civic interest/organizations, etc.):

City Municpal Volunteer, Holly Oak Chemical Electrician

Reasons for wanting to serve on a City Board/Commission: I want to improve the Community. I bring in education and background.

List any governmental Boards/Commission on which you are currently serving on or have served on in the past:

Clemson Housing Judicial Board

Please read carefully the following statement before signing: I am willing to devote the time necessary to carry out the responsibilities and requirements of serving on a City of Fountain Inn Board/Commission.

Signatures: Chris Ellison  Date: 2 Nov 17

RETURN APPLICATION AND/OR RESUME TO:
Clerk of Public Works  City of Fountain Inn  315 North Main Street  Fountain Inn, SC 29644