



Fountain *Inn*
the *Inn* place to be

December 4, 2017
Council Packet



Fountain *Inn*
the *Inn* place to be

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.



Fountain *Inn*
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Consent Agenda

**City of Fountain Inn
Council Meeting Minutes
November 9, 2017 – 6pm – Council Chambers**

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

11/09/2017

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)

- o 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

Younts Center

- Fountain Inn Symphony Orchestra
 - o Veterans Day Performance: An American Salute on 11/10 at 7:30 p.m.
- Fountain Inn Chorale
 - o Autumn Light on 11/14 at 7:30 p.m.
 - o Christmas at the Center on 12/12 at 7:30 p.m.
- The Ball Brothers
 - o Christmas Concert on 12/1 at 7:30 p.m.
- Rick Alviti
 - o Blue Christmas on 12/16 at 7:30 p.m.
- Crawford Jazz Project
 - o 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.

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 by 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



Fountain *Inn*
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Departmental Reports

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.

FACT SHEET

Civitan International ♦ www.civitan.org

- ❖ 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.



Civitan Membership APPLICATION

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 _____

Who are Civitans?

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.

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



*Where Volunteers
become
Heroes*
HEROES

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.



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.

Where Volunteers become Heroes



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



GCRA

Greenville County Redevelopment Authority

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)

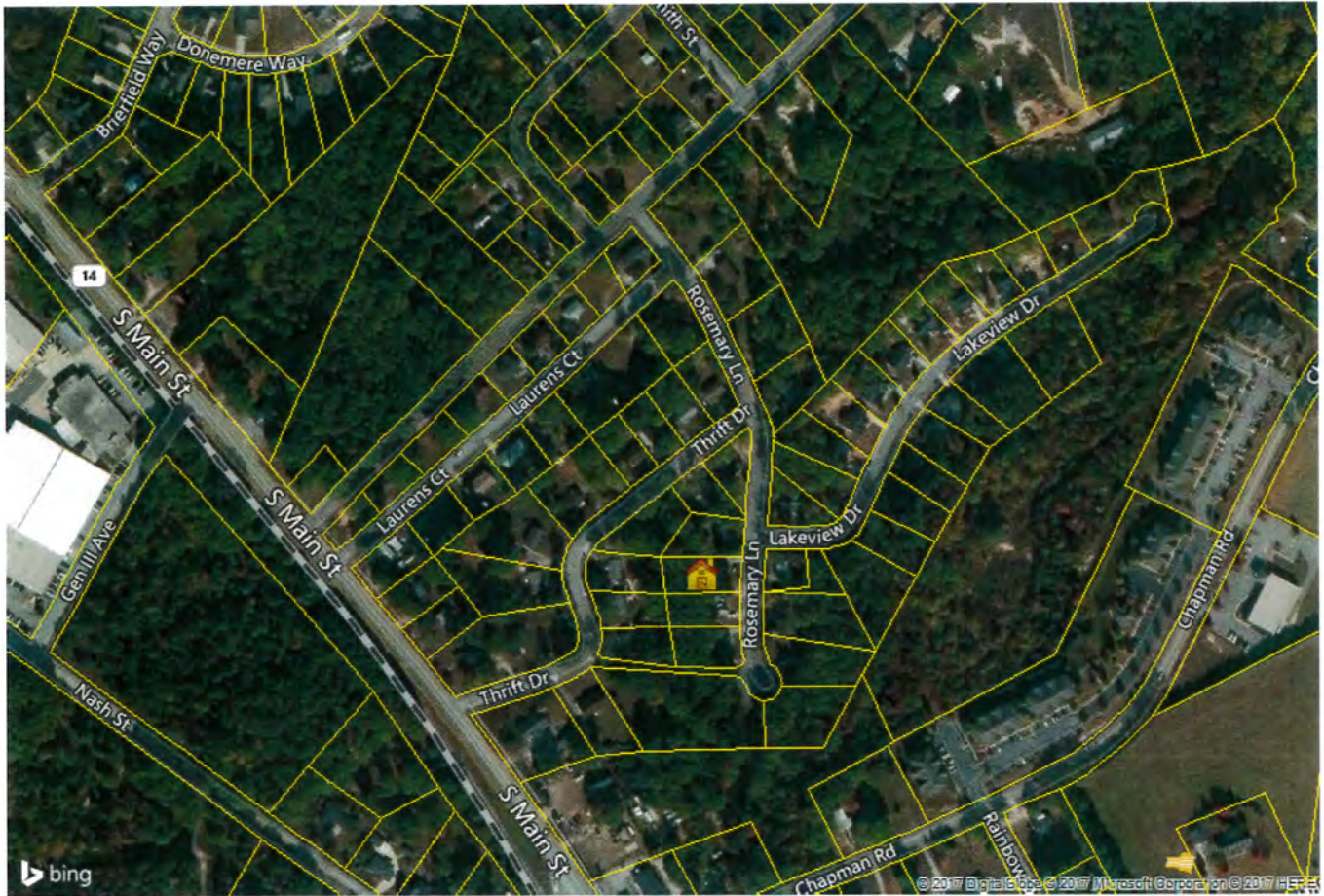
Next actions: Annual meeting with City Administration in January 2018

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



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

Account Number	Account Description	BUDGET	ACTUAL	ENCUMBERED	VARIANCE
4000-510-1017	4000 Grant Revenue	74,638.00	-	-	74,638.00
4400-510-1099	4400 Mortgage Loan Interest Payments-CDBG PI	2,250.00	188.94	-	2,061.06
4600-510-1099	4600 Mortgage Loan Principal Payments-CDBG PI	3,750.00	1,667.52	-	2,082.48
	CDBG Revenue	80,638.00	1,856.46	-	78,781.54
4000-510-1517	4000 Grant Revenue	23,952.00	-	-	23,952.00
4400-510-1599	4400 Mortgage Loan Interest Payments-HOME PI	-	96.15	-	(96.15)
4600-510-1599	4600 Mortgage Loan Principal Payments-HOME PI	1,500.00	394.38	-	1,105.62
4700-510-1599	4700 Rental		1,000.00	-	(1,000.00)
	HOME Revenue	25,452.00	1,490.53	-	23,961.47
	Total Revenue	106,090.00	3,346.99	-	102,743.01
4800-510-1599	1599 Rental Expense	-	378.00	-	(378.00)
6900-510-1517	1517 New Construction-HOME 2014	23,952.00	-	-	23,952.00
6900-510-1599	1599 New Construction-HOME PI	1,500.00	-	-	1,500.00
7998-510-1017	1017 Infrastructure	64,638.00	-	-	64,638.00
7998-510-1099	1099 Infrastructure Sanctified-CDBG PI	6,000.00	-	-	6,000.00
8012-510-1017	1017 Parks and Recreation	5,000.00	-	-	5,000.00
8402-510-1017	1017 Center for Community Services	5,000.00	-	-	5,000.00
	Total Expense	106,090.00	378.00	-	105,712.00



Map for Parcel Address: 402 Rosemary Ln Fountain Inn, SC 29644-2361, Parcel ID: 9040502068

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 _____

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



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>
- 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 in 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.

Fountain Inn Fire Department

Fountain Inn, SC

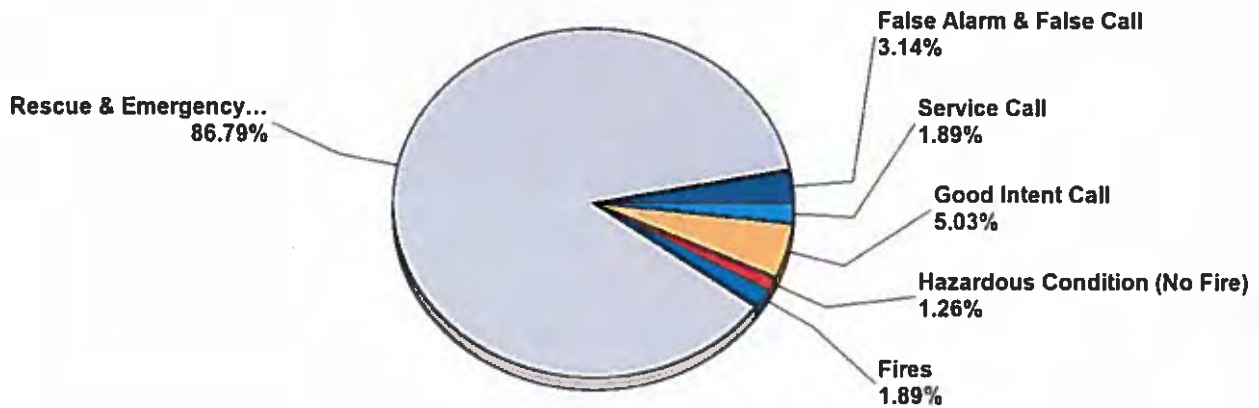
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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2017 | End Date: 11/30/2017

11-1 / 11-26



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	159	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.63%
143 - Grass fire	2	1.26%
311 - Medical assist, assist EMS crew	117	73.58%
321 - EMS call, excluding vehicle accident with injury	6	3.77%
322 - Motor vehicle accident with injuries	6	3.77%
324 - Motor vehicle accident with no injuries.	8	5.03%
352 - Extrication of victim(s) from vehicle	1	0.63%
411 - Gasoline or other flammable liquid spill	2	1.26%
500 - Service Call, other	1	0.63%
510 - Person in distress, other	1	0.63%
550 - Public service assistance, other	1	0.63%
611 - Dispatched & cancelled en route	7	4.40%
622 - No incident found on arrival at dispatch address	1	0.63%
700 - False alarm or false call, other	4	2.52%
731 - Sprinkler activation due to malfunction	1	0.63%
TOTAL INCIDENTS:	159	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



Fuel Report-Summary by Sub-Agency

By: Posted Transaction Dates 11/1/2017 to 11/27/2017

South Carolina

Report is restricted to City of Fountain Inn

Agency	Level 1	Level 2	Purchase Type	Quantity
T23001	City of Fountain Inn			
	-		Fuel:	346.10 \$805.28
	FIRE	Asst Fire Chief	Fuel:	51.36 \$107.13
	FIRE		Fuel:	354.63 \$802.29
	FIRE CHIEF-		Fuel:	29.65 \$62.14
	FLATBED DUMP		Fuel:	7.14 \$17.24
	FORD EXPLORER	POLICE	Fuel:	43.71 \$92.20
	GAS	K1500	Fuel:	57.22 \$119.57
	GAS		Fuel:	854.01 \$1,872.71
	Gas Dept		Fuel:	126.77 \$255.46
	POLICE	CHRYSLER	Fuel:	20.82 \$42.33
	Police	Durango	Fuel:	55.92 \$125.41
	Police	Explorer	Fuel:	75.89 \$160.72
	POLICE		Fuel:	1,145.49 \$2,412.91
	POLICE		Other:	66.61 \$182.12
	PUBLIC WORKS		Fuel:	26.73 \$68.94
	Public Works	Car Wash	Fuel:	44.31 \$90.62
	REC		Other:	3.91 \$9.41
	REC MOWER		Other:	6.40 \$15.42
	RECREATION	IMPALA	Fuel:	12.61 \$27.71
	RECREATION	COLORADO	Fuel:	18.15 \$37.69
	RECREATION		Fuel:	49.86 \$102.00
	Sanitation		Fuel:	89.36 \$215.47
	SEWER		Fuel:	165.94 \$393.40
	STREET	331	Fuel:	22.10 \$55.60
	STREET		Fuel:	642.80 \$1,479.71
	STREETS	356	Fuel:	18.61 \$45.71
	Streets	355	Fuel:	88.64 \$193.68
	STREETS		Fuel:	121.81 \$284.65
	STREETS		Other:	44.70 \$110.65
	Streets Dept		Fuel:	109.19 \$259.11
Total for T23001:			4,700.42	\$10,447.28
Grand Total:			12.61	\$10,447.28

Nov. 1 - Nov. 27,
Vehicle Maintenance

\$971.56

CITY OF FOUNTAIN INN
DETAIL ACCOUNT INQUIRY BY FUND

FY 2017-2018

11/01/2017 TO 11/27/2017

100-422-435-001 VEHICLE MAINTENANCE

			<u>BUDGET</u>		<u>YTD AMT</u>	<u>ENC AMT</u>	<u>REM BAL</u>
			25,000.00		262.21	0.00	18,152.66
<u>DATE</u>	<u>MOD</u>	<u>REFERENCE</u>	<u>JE # or VOUCHER#</u>	<u>CHECK#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
		BALANCE FORWARD					6,585.13
11/09/2017	AP	O'REILLY AUTO PARTS 4562-346852	132861	159176		38.35	6,546.78
11/09/2017	AP	O'REILLY AUTO PARTS 4562-346842	132862	159176	52.12		6,598.90
11/09/2017	AP	MM FIRE APPARATUS REPAIR, INC. 17-385	132855	159216	178.50		6,777.40
11/17/2017	AP	SPARTAN FIRE AND EMERGENCY 114066	133004	159222	69.01		6,846.41
11/22/2017	AP	B. W. BURDETTE & SON 666448	133117		0.93		6,847.34
SUBTOTALS FOR ACCOUNT 100-422-435-001:					300.56	38.35	
					300.56	38.35	

Nov. 1, 2017 - Nov. 27, 2017

November Vehicle Maintenance

\$ 300.56

BUDGET REPORT BY ACCOUNT - EXPENDITURE

Current Period: 11/01/2017 To 11/27/2017

City Of Fountain Inn

FY 2017-2018

Ideal Remaining Percent: **59 %**

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
100-422-110-001 Salaries - Fire	774,581.40	59,387.71	300,494.44	0.00	474,086.96	61
100-422-110-002 Salaries - Fire Dispatchers	122,861.96	8,417.02	42,305.73	0.00	80,556.23	66
100-422-110-003 Part Time Salaries - Fire	6,000.00	54.96	287.52	0.00	5,712.48	95
100-422-110-004 Salaries - Sleep Time	12,400.00	854.30	7,794.95	0.00	4,605.05	37
100-422-120-001 Salaries - Volunteers	50.00	0.00	0.00	0.00	50.00	100
100-422-130-002 Overtime - Dispatchers	10,400.00	1,234.32	5,351.78	0.00	5,048.22	49
100-422-130-003 Salaries - Special Events	5,000.00	0.00	375.00	0.00	4,625.00	93
100-422-140-001 Christmas Bonus	5,300.00	0.00	0.00	0.00	5,300.00	100
100-422-210-001 Employee Health Insurance	181,327.80	14,017.54	71,693.01	0.00	109,634.79	60
100-422-213-001 Health Screening	5,500.00	0.00	0.00	0.00	5,500.00	100
100-422-220-002 Payroll Taxes - Fica/Medicare	71,649.39	5,351.08	27,280.89	0.00	44,368.50	62
100-422-220-003 Unemployment Compensation	7,420.00	91.95	432.63	0.00	6,987.37	94
100-422-230-001 Retirement	148,512.58	11,100.93	56,623.28	0.00	91,889.30	62
100-422-260-001 Workers Comp - Fire	43,056.00	3,233.30	16,658.97	0.00	26,397.03	61
100-422-261-001 Workers Comp Deductible	5,000.00	0.00	0.00	0.00	5,000.00	100
100-422-430-001 Portable Radio Maintenance/F	2,040.00	0.00	664.92	0.00	1,375.08	67
100-422-430-004 Repeater Maint/Facility Expndi	1,700.00	222.13	1,336.47	0.00	363.53	21
100-422-430-005 Operating Equipment Maintenz	13,000.00	742.20	7,640.91	0.00	5,359.09	41
100-422-431-001 Station Maintenance	5,500.00	13.18	2,053.66	0.00	3,446.34	63
100-422-431-002 Landscaping	252.09	13.51	115.31	0.00	136.78	54
100-422-432-001 Computer Support / Internet	9,000.00	128.58	2,039.51	0.00	6,960.49	77
100-422-435-001 Vehicle Maintenance	25,000.00	262.21	6,847.34	0.00	18,152.66	73
100-422-471-001 2015 G.O. Bond Principal Pym	109,480.44	0.00	0.00	0.00	109,480.44	100
100-422-471-002 2015 G.O. Bond Interest Pymn	3,789.80	0.00	3,789.80	0.00	0.00	0
100-422-520-001 General Liability - Scmrif	24,000.00	0.00	6,868.79	0.00	17,131.21	71
100-422-530-001 Telephone	7,700.00	428.94	3,081.43	0.00	4,618.57	60
100-422-530-002 Cell Phones	1,700.00	0.00	323.34	0.00	1,376.66	81
100-422-580-002 Conferences	2,500.00	0.00	295.68	0.00	2,204.32	88
100-422-583-002 Training	5,000.00	0.00	582.22	0.00	4,417.78	88
100-422-610-001 General Supplies	5,000.00	227.86	1,992.07	0.00	3,007.93	60
100-422-610-002 Office Supplies/Printing/Postag	5,000.00	48.37	281.10	0.00	4,718.90	94
100-422-610-003 Prevention	1,800.00	0.00	479.06	0.00	1,320.94	73
100-422-622-001 Utilities	16,800.00	873.53	6,083.47	0.00	10,716.53	64
100-422-626-001 Vehicle Gas	19,500.00	0.00	5,439.24	0.00	14,060.76	72
100-422-640-001 Publications	300.00	0.00	221.54	0.00	78.46	26
100-422-642-001 Professional Membership	900.00	0.00	380.00	0.00	520.00	58
100-422-656-001 Uniforms	16,000.00	702.30	4,024.29	0.00	11,975.71	75
100-422-743-010 Scmrif Grant Expenditures	2,000.00	0.00	0.00	0.00	2,000.00	100
100-422-810-001 Miscellaneous	1,600.00	0.00	0.00	0.00	1,600.00	100
100-422-810-002 Innovapad Expenditures	12,000.00	2,236.39	4,451.75	0.00	7,548.25	63
Report Total Expenditure	1,690,621.46	109,642.31	588,290.10	0.00	1,102,331.36	65

November 27, 2017

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
	1"	\$99.05
	1 1/2"	\$186.15
	2"	\$496.70
	3"	\$620.65
	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.

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

Subdivision Update:

Lakeview Chase	Dan Ryan Builders	12 permits pulled
Village at Fountain Inn	Ryan Homes	36 permits pulled
Jones Mill Crossing	Sabal Homes	15 permits pulled
Gulliver Oaks	DR Horton	5 permits pulled
West Farm Phase II	Mungo Homes	6 permits pulled
Country Chase	Southern Vintage	10 permits pulled
Dawn Creek (Fountainbrook)	Great Southern Homes	just starting

FOUNTAIN INN NATURAL GAS SYSTEM UPDATE

DECEMBER 04, 2017

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



Fountain *Inn*
the *Inn* place to be

Unfinished 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**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

Change Order No. 1

Date: October 11, 2017

PROJECT: 2016 SEWER REHAB PROJECT

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:

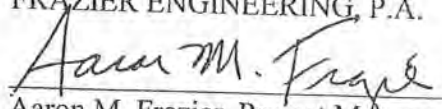
\$ 1,600,000

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.

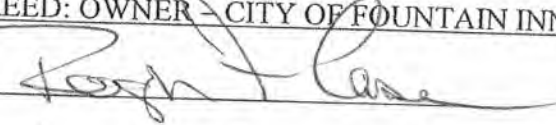

Aaron M. Frazier, Project Manager

AGREED: CONTRACTOR - IPR SOUTHEAST LLC

By: 

Date: 10/13/2017

AGREED: OWNER - CITY OF FOUNTAIN INN

By: 

Date: 10-17-17

SECTION 01130

AGREEMENT

THIS AGREEMENT, made this 25th 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 hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter 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.

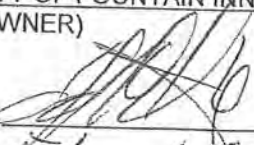
5. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for an amount of up to (\$1,000,000) One Million Dollars and No Cents based on the actual work performed at the unit prices shown in the Bid Schedule.
6. The term "CONTRACT DOCUMENTS" 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.

(SEAL)

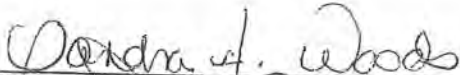
ATTEST

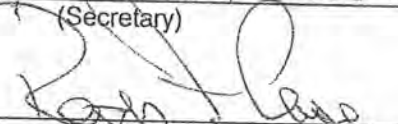
CITY OF FOUNTAIN INN
(OWNER)

By: 

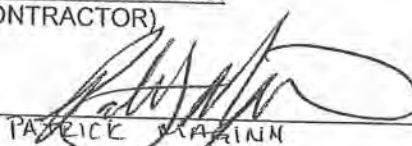
Edward A. Poso

City Administrator
(Title of Authorized Official)


(Secretary)


(Witness)

IPR SOUTHEAST LLC.
(CONTRACTOR)

By: 

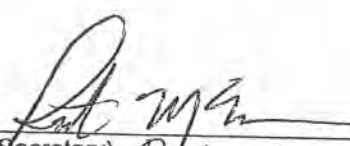
PATRICK MAHAN

General Manager
(Title)

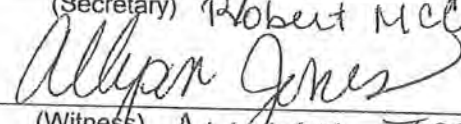
5207 Brer Rabbit Road
Stone Mountain, GA 30083

(SEAL)

ATTEST:


(Secretary)

Robert McChae


(Witness)

Alyson Jones

(End of Section 01130)



Fountain *Inn*
the *Inn* place to be

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**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:

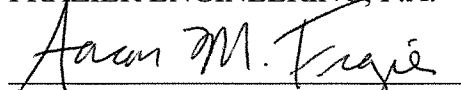
\$ 1,600,000

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



FRAZIER
ENGINEERING P.A.



Fountain
Inn

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

SIMPSONVILLE

Fountain Inn Area Flow Meters



Durbin Creek

FOUNTAIN INN

Legend

- Permanent Monitoring Site
- PS ReWa Pump Station
- ReWa Wastewater Treatment Facility
- Fountain Inn Gravity Sewer
- ReWa Gravity Sewer
- ReWa Force Main

0 1,000 2,000 4,000 6,000 8,000 Feet

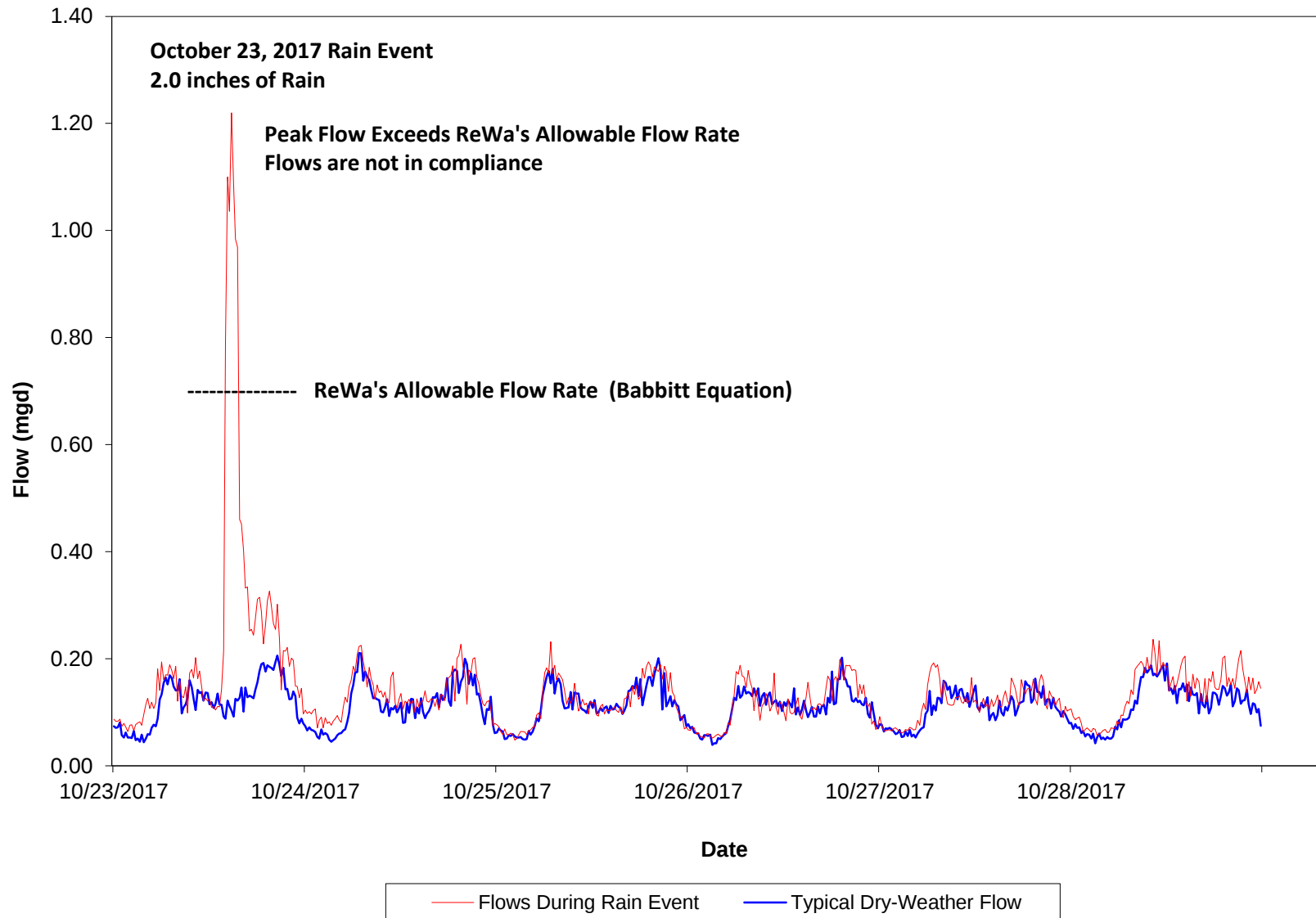


FRAZIER
ENGINEERING P.A.

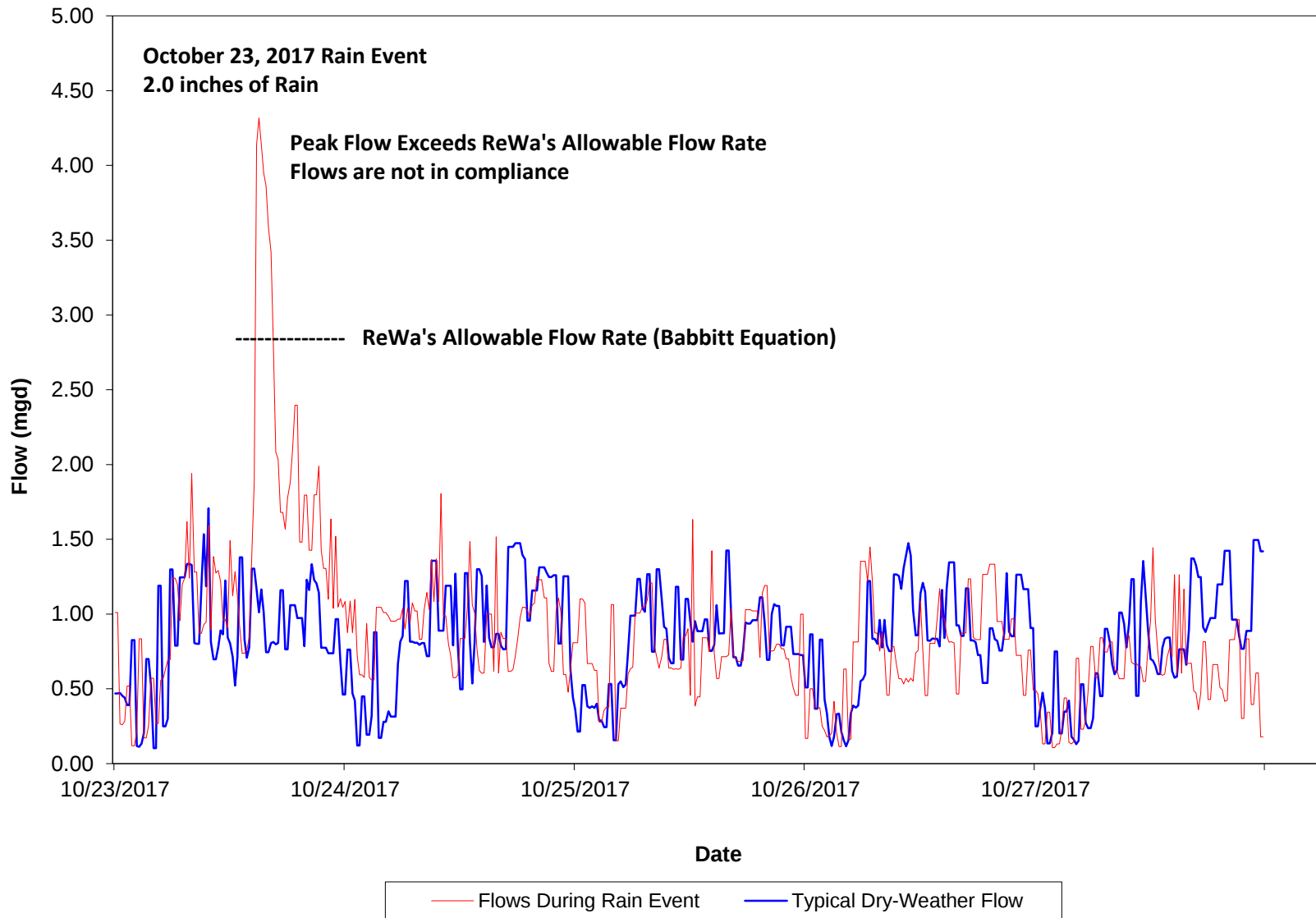
Fountain Inn's Sewer Agreement with ReWa

- 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

ReWa - Site 63



ReWa - Site 64



SIMPSONVILLE

Fountain Inn Area Flow Meters



October Total Flow: 3.55 MG*
October 23 I/I: 115,084 gallons
* Band removed 10/2 - 10/5.

63

64

9

Durbin Creek

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

Durbin Rain Gauge
October 23: 2.00 inches

October Total Flow: 25.84 MG
October 23 I/I: 581,617 gallons

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

554

Legend

- Temporary Meter
- Permanent Monitoring Site
- ReWa Pump Station
- ReWa Wastewater Treatment Facility
- Fountain Inn Gravity Sewer
- ReWa Gravity Sewer
- ReWa Force Main

0 1,000 2,000 4,000 6,000 8,000 Feet



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

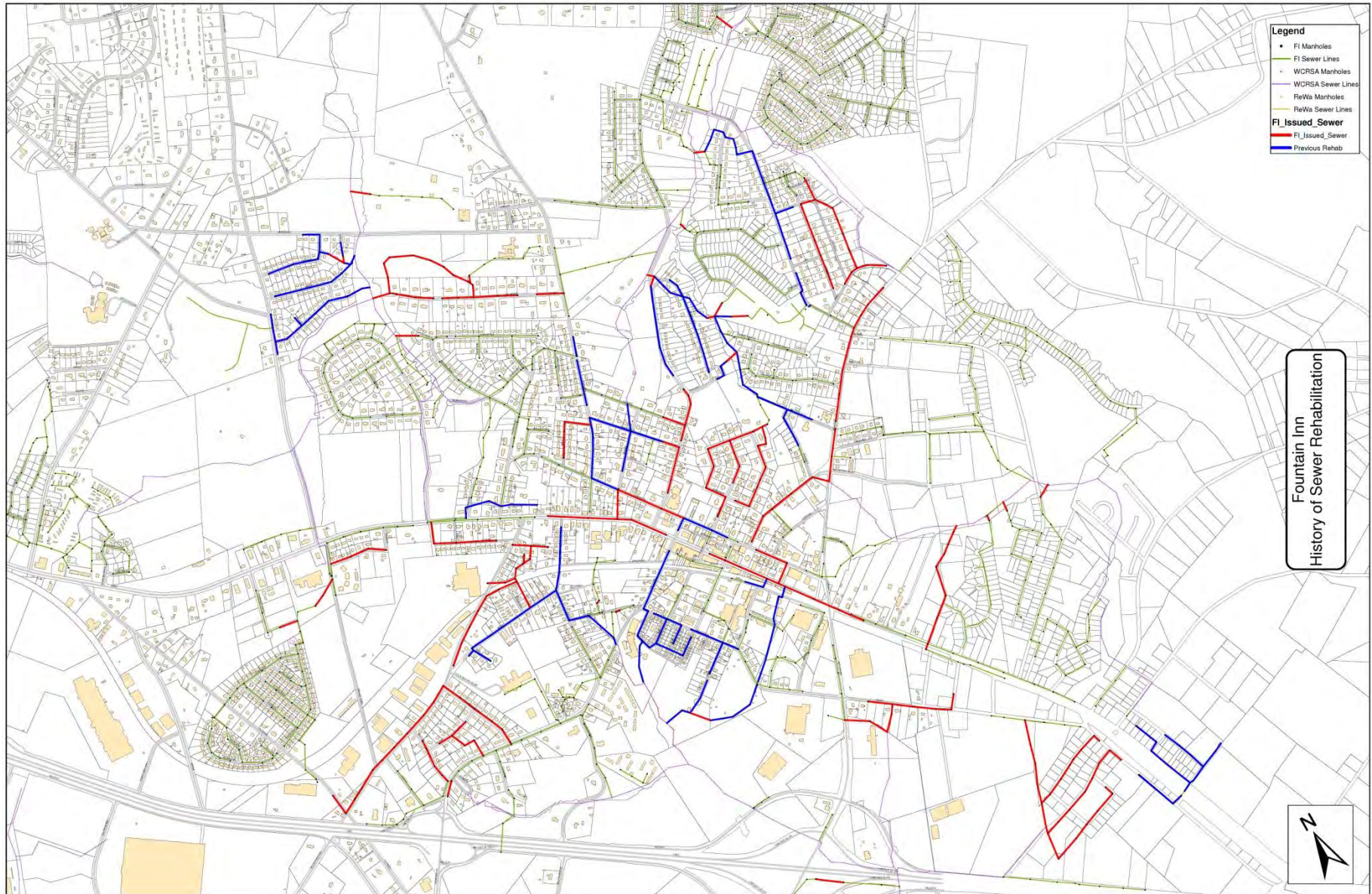
- 2008 – 2012: Sewer Rehabilitation Work Performed
 - Work performed in accordance with the approved Work Plan
 - Rehabilitated approx 45,000 feet of sewer

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

PARKING LICENSE AGREEMENT

WITNESSETH:

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

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

WITNESSES:

Waylee Summerton
Candice Keen

SSL Properties, LLC

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

WITNESSES:

Kristina Place
NE Bell

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

HOLMES LAW FIRM
712 NORTH MAIN STREET
GREENVILLE, SOUTH CAROLINA 29609

DAVID W. HOLMES
Writer's email: davidholmes@holmes-law.com

Tel. 864.271.2381
Fax. 864.751-9484

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:

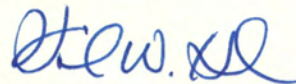
Please consider this letter as my request to be re-appointed as City Attorney for the City of Fountain Inn to include being City Prosecutor. As you know, it has been my privilege to represent the City continuously since April 2007.

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



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/Treasure 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,

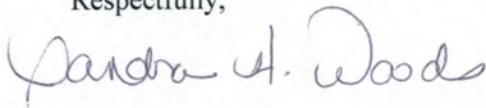
I am writing to express my interest in being re-appointed as City Clerk beginning January 1, 2018.

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,

A handwritten signature in dark ink, reading "Sandra H. Woods". The signature is fluid and cursive, with the first name "Sandra" and last name "Woods" clearly legible.

Sandra H. Woods
City Clerk



Fountain
Inn

Application for Service
City of Fountain Inn - Boards and Commissions

Name: Chris Ellisor 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.) Life time Resident, Clemson Honor Grad,
City Museum Volunteer, Holly Oak Chemical Electrician

Reasons for wanting to serve on a City Board/Commission: I want to improve the
community I live in and feel my knowledge and background
can be a positive influence in my local government.

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.

Signature: Chris Ellisor

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