

PICKENS CITY COUNCIL
Minutes of Regular Meeting
July 18, 2011

Present: Mayor David Owens
Council Member Jason Cassell
Council Member Carlton Holley
Council Member Patrick Lark
Council Member Fletcher Perry
Council Member Tommy Stephens
Council Member Patti Welborn
City Administrator Katherine Brackett
Finance & Human Resources Director Denise Dyer
(taking minutes in absence of Phyllis Mann, Clerk to Council)

Mayor Owens called the meeting to order at 6:06 PM. Waste Water Superintendent Brian Gravely opened the meeting with a prayer of invocation.

Mayor Owens advised attendees that the media would be holding a meeting outside related to Tommy Ellenburg. Media crews proceeded outside.

Mayor Owens opened a Public Hearing on Zoning Ordinance Amendments for Ordinance 2011-09. There were initially no comments from the public, but the Mayor stated that he would leave the Public Hearing open until the end of the meeting in case anyone comes in who would like to speak.

MOTION: Council Member Cassell moved that the **Minutes from the June 6, 2011 Regular Meeting** be adopted; Council Member Holley seconded. The vote was unanimous in favor of the motion.

Mayor Owens invited public comments from residents. There were no public comments at this time.

A presentation of the final Town Creek Park Master Plan from Ride Garden was presented by John Darrohn.

Mr. Darrohn said that he was excited to be here and that the project started over a year ago. Ride Garden applauds the City with results that residents are going to be proud of. This is a roadmap for you and your successors. The final trail map was presented. In short, the total cost is 1.7 million. The primary element is a greenway, which follows the old railway. The site of Reece Mill is another historical element. Another feature is a retreat lodge facility of 4200 square feet with 200 parking spaces. Other planned

elements are an 18 hole disc golf course, a dog park, and riding features which will provide various activities with training for bike riders. Future features include a boardwalk and a pump coaster. All options are possible as the budget allows.

The SC 2011 Recreation Trails Program (RTP) grant was not approved. There were 47 applicants and only 17 were granted. Katherine Brackett wants to apply for grants each year and eventually have a financing plan to move forward.

Ride Garden presented pictures to display pathways and trails. If the budget allows, the first phase would be to anticipate a parking lot and try to find recycled materials and harvested materials. If we are going to use fallen trees, etc., we would need to get a staging area ready and put up signs about the upcoming Town Creek Park site. This generates excitement from citizens. The parking would be at Reece Mill Road, which would also open up the other side of the park.

Katherine Brackett thinks a subcommittee needs to be set up and Jason Cassell should lead the committee. The project needs to be split among five phases.

A CDBG Village Renaissance Planning Grant Progress Report was presented by David Shellhorse. In December the Department of Commerce awarded a \$20,000 planning grant. This is stage one. The next stage will be in two years and in December we will apply for more in a 2-year project. This is all about neighborhoods close to downtown. We have analyzed the survey which addresses what is important to the people here and discussed strategies to move forward. We completed a SWOT analysis to identify strengths, weaknesses, opportunities, and threats.

A final decision on what to apply for in December needs to be made. We will have a plan in place with priorities in October. See handout for specifics; we will not do anything without approval and further discussions of ideas. We will be checking streetlights tonight. The Department of Commerce is allowed to designate funds for outside structures. The general assessment of the housing repair from the outside was determined and the grant will be targeted at the works areas first. Streetlights are public Safety and parks instill community development. Next meeting is first Wednesday of the month.

Mayor Owens read Ordinance 2011-10 to Amend Separate Fee for Commercial and Residential Trash Collected from Dumpsters and to Establish a Roll Cart Fee. Michael Tate, Streets & Sanitation Superintendent, brought

information about new trucks, dumpsters, and containers. The new trucks would be able to lift containers and dumpsters. There are 13 dumpsters in the city already, and they have already improved the litter and animal infestation problems in the city.

The sample black container is \$59 with removable parts that can be replaced individually if a part breaks. The sample green container is \$68 and is all one piece; if the container is damaged, the entire unit would need to be replaced. These are for commercial use only and residential areas would be considered at a later date. The City will furnish the first cart; if it is damaged or stolen, the business owner will be responsible for paying for the replacement. Containers will be assigned a serial number and will have the City of Pickens logo stamped on them. Other local cities use these and they are recommended by Central, Anderson, and Greenville.

MOTION: Council Member Holley moved that **Ordinance 2011-10 to Amend Separate Fee for Commercial and Residential Trash Collected from Dumpsters and Establish Roll Cart Fee** be adopted; Council Member Lark seconded. **This was the second and final reading of Ordinance 2011-10.** The vote was unanimous in favor of the motion.

Mayor Owens read Ordinance 2011-11 to Amend Article III, Division II, Officers and Employees of the Official Codes of the City of Pickens, South Carolina. Ms. Brackett explained that these sets of amendments were recommended several years ago when we had an HR consultant and Herb Thompson in-house. She clarified that this is not a change in the form of government, but is simply an outline of the responsibilities of the Administrator. This is currently written in the Administrator's contract, but it is more appropriate to first have it in the ordinance.

This document takes language from Mauldin and Mt. Pleasant, both council forms of government with mayors and administrators. It has also been reviewed by MASC. She said the only notable change is that instead of having all department heads report to Council (that is, they are hired and fired by Council currently and are actually treated laterally with the Administrator who is hired and fired by Council), this language puts them back in proper chain of command where they report to the Administrator and are hired and fired by the Administrator with Council approval. No one person has the power, and department heads cannot be removed without the Administrator recommending it to Council for approval.

MOTION: Council Member Lark moved that **Ordinance 2011-11 to Amend Article III, Division II, Officers and Employees of the Official Codes of the City of Pickens, South Carolina** be adopted; Council Member Perry

seconded. This was the first reading of Ordinance 2011-11. The vote was unanimous in favor of the motion.

Reports were received as information from Council Committees, as follows:

Recreation – Chair Welborn reported summer camp has over 30 children. Last week was down due to summer vacations. Good feedback from people that had never seen camps. Registration for fall soccer starts this week. Several volleyball camps have been concluded. Border on plat area has been holding up and mulch has made a great difference. Carlton stated grounds look good so kids are really using the park.

Planning – Meeting 5:30 on Thursday. Working on 2005 Comprehensive Plan update under direction of the Appalachian Council of Governments, and they meet again on the 28th. The plan is due to Council soon for review and adoption by Dec. 2011. Pickens Revitalization Assoc. is looking at the resumes for the Main Street Director. Ongoing meetings for other committees are in place. They will begin working on mission next week.

Finance – Monthly budget report was presented. Ms. Brackett reported: Last week we sent auditors to other project and we worked with consultant to clean up all loose ends and clean up prior years. Budgets year-to-date look good. Also got reimbursed from C fund Committee for the West Main Sidewalk Project for the total of 164k.

Streets & Sanitation – Michael Tate needs to determine which type of striping will be done on Court Street based on when the road is scheduled for repaving. Potholes present at the intersection of Hampton and Main Street. Michael Tate has made notes and will fix. Michael Tate submitted roads to county to repave since they had extra funds. Sangamo has been approved and Calla Lily has been approved for repaving.

Water & Sewer – The water line mapping has been added to most city computers so that employees have access to view water line detail. Water plant project cleared stormwater and is currently with DHEC and will go to bids maybe mid-August. The Edens Rd. pump station problems have been worked out and the new Scada system is running smoother.

Police & Fire – Police: 540 cases, 270 tickets, see police report for details. Hired Rebecca Rozell as part-time dispatcher. SRO ad has been posted and will be accepting applications till month end. Two part-time fire fighters for Shady Grove have started.

Senior Adults – Would like trimming of shrubs and would like security camera in back of building. High school items have been changed from \$400 to \$2000.

Buildings & Grounds – Council gave approval for exterior boxing repairs at City Hall at a cost of \$9800.00. Fletcher asked department heads if they have any building concerns. Waste Water needs gutter and so does Rec center. Rec has gutter leaking above back doors and leak in bathroom. Katherine Brackett gave them the name of Eddie Durham Builders, the current insured and licensed contractor working on the boxing at City Hall.

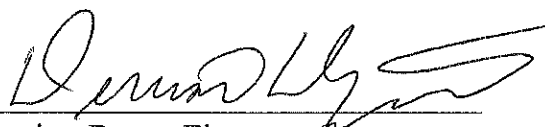
MOTION: Council Member Cassell moved that the **Public Hearing on Zoning Ordinance Amendments for Ordinance 2011-09 be adjourned;** Council Member Holley seconded. The vote was unanimous in favor of the motion.

MOTION: Council Member Perry moved that **Ordinance 2011-09 Amendments to Article IV District Regulations, Section 408.3a and Article VI, Section 604.8** be adopted. These regulations will apply to specific types of signs of the Official Zoning Ordinance of the City of Pickens; Council Member Cassell seconded. **This was the second and final reading of Ordinance 2011-09.** The vote was unanimous in favor of the motion.

MOTION: Council Member Cassell moved that the regular meeting adjourn; Council Member Holley seconded. The vote was unanimous in favor of the motion, and the meeting adjourned at 7:23 PM.


David Owens, Mayor


Katherine Brackett, City Administrator


Denise Dyer, Finance &
Human Resources Director
(Minutes taken by Denise Dyer in absence of
Phyllis Mann, Clerk to Council)

PICKENS CITY COUNCIL
Minutes of Regular Meeting
August 1, 2011

Present: Mayor David Owens
Council Member Jason Cassell
Council Member Carlton Holley
Council Member Patrick Lark
Council Member Tommy Stephens
City Administrator Katherine Brackett
Clerk to Council Phyllis Mann

Absent: Council Member Fletcher Perry
Council Member Patti Welborn

Mayor Owens called the meeting to order at 6:00 PM. Fire Chief David Porter opened the meeting with a prayer of invocation.

MOTION: Council Member Cassell moved that the **Minutes from the July 18, 2011 Regular Meeting** be adopted; Council Member Holley seconded. The vote was unanimous in favor of the motion, with Council Members Perry and Welborn absent.

Resolution 2011-04 to move funds to the SC Local Government Investment Pool was explained by Ms. Brackett and was tabled. Our new auditors brought this issue to our attention, and we are still exploring increasing the collateralization amount with SunTrust Bank. It is important to keep some of our money local if possible.

MOTION: Council Member Holley moved that **Resolution 2011-05 on Workplace Safety** be adopted; Council Member Cassell seconded. The vote was unanimous in favor of the motion, with Council Members Perry and Welborn absent.

MOTION: Council Member Lark moved that **Rick Huffman be appointed to the Planning Commission** to replace Scott Ellenburg who is leaving the area; Council Member Holley seconded. The vote was unanimous in favor of the motion, with Council Members Perry and Welborn absent.

MOTION: Council Member Lark moved that **Ordinance 2011-11 to Amend Article III, Division II, Officers and Employees of the Official Codes of the City of Pickens, South Carolina** be adopted; Council Member Cassell

seconded. **This was the second and final reading of Ordinance 2011-11.** The vote was unanimous in favor of the motion.

MOTION: Council Member Holley moved that **Ordinance 2011-12 to amend Section 501 Parking Regulations of the Official Zoning Ordinance** of the City of Pickens be adopted; Council Member Stephens seconded. Our parking policy was out of date and the Planning Commission has already approved this amendment. A Public Hearing will be held on September 6, 2011. This was the first reading of Ordinance 2011-12. The vote was unanimous in favor of the motion, with Council Members Perry and Welborn absent.

MOTION: Council Member Stephens moved that **Ordinance 2011-13 to establish an Outdoor Café Ordinance and Permit of the Official Code** of the City of Pickens be adopted; Council Member Lark seconded. Ms. Brackett offered details from the Streets and Sanitation Committee meeting held just before this meeting, and expressed optimism that this will encourage economic development. Plans will have to be approved by the Board of Architectural Review, with City Planner Jennifer Vissage or Katherine Brackett signing off. This was the first reading of Ordinance 2011-13. The vote was unanimous in favor of the motion, with Council Members Perry and Welborn absent.

MOTION: Council Member Lark moved that **Ordinance 2011-14 to Rezone parcels belonging to Blue Ridge Electric Cooperative from Residential to General Business District** be adopted; Council Member Cassell seconded. The eight parcels, which are located on Henderson Street, Nealy Street, and Reece Mill Road, are identified on Pickens County Tax Maps as:

4181-14-44-0395
4181-14-44-2149
4181-14-44-4225
4181-14-44-5249
4181-14-44-4365
4181-14-44-3379
4181-14-44-3592
4181-14-44-2467

A Public Hearing will be held on September 6, 2011. This was the first reading of Ordinance 2011-14. The vote was unanimous in favor of the motion, with Council Members Perry and Welborn absent.

Reports were received as information from Council Committees, as follows:

Recreation – In Ms. Welborn’s absence, others reported that summer camps are ongoing and football has started.

Planning – Chair Lark announced that four candidates will be interviewed this week for the Main Street Executive Director position.

Finance – Chair Cassell reported that we received a request for a grant match in the amount of \$750 as a sub-recipient of a Vision 2025 workshop grant. This workshop will teach Heritage Corridor communities, which includes the City of Pickens, how to have a successful tourism based economy.

MOTION: Council Member Cassell moved that this **\$750 grant match be funded**; Council Member Stephens seconded. The vote was unanimous in favor of the motion, with Council Members Perry and Welborn absent.

Mr. Cassell asked Ms. Brackett about progress with our annual audit, and she responded that she has a draft of the general fund audit.

Clerk to Council Phyllis Mann asked to report to Council on hospitality tax collections. She reported that June was our highest month ever, indicating that the Pickens area is supporting our growth in number of restaurants in the City.

Streets & Sanitation – Chair Stephens reported that there was nothing new to report to Council.

Water & Sewer – In Mr. Perry’s absence Ms. Brackett said that the water plant pre-bid meeting will be August 16th with bid opening September 7th; both meetings will be held at 3:00 pm in council chambers.

MOTION: Council Member Lark moved that revised **Fire Sprinkler Head Fee Policy 2011-12** be adopted; Council Member Cassell seconded. The vote was unanimous in favor of the motion, with Council Members Perry and Welborn absent.

MOTION: Council Member Cassell moved that **Policy P08-2011-03 Commercial Customer Water Leak Credit** be adopted; Council Member Holley seconded. Ms. Brackett explained the differences between residential and commercial adjustments when there is a leak in the customer’s water lines. Commercial customer’s bills can be adjusted only on the sewer portion of the bill. The vote was unanimous in favor of the motion, with Council Members Perry and Welborn absent.

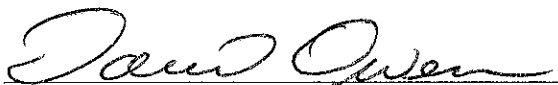
Police & Fire – Chair Cassell called on Fire Chief David Porter and Assistant Police Chief Rodney Gregory. They both reported busy months. Chief Porter reported on new software which is helping tremendously with record keeping. Interviews for a new SRO Police Officer are being conducted.

Senior Adults – Chair Holley said the ceilings are looking good at the Senior Center. Remodeling continues with donated carpet from Shaw Industries being installed.

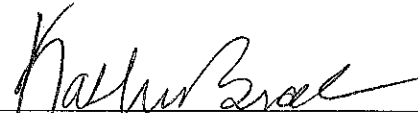
Buildings & Grounds – Ms. Brackett reported that she has remodeled the City Hall lobby with painting, light fixtures, loaned art, and inexpensive furniture. Rotten boards will be replaced on the roof boxing at City Hall.

Mayor Owens asked if there were any unscheduled business. Mayor Owens reminded everyone that election filing will be open on August 18th.

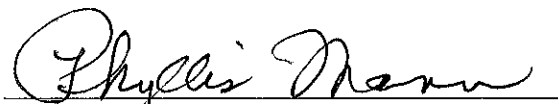
MOTION: Council Member Cassell moved that the regular meeting adjourn; Council Member Stephens seconded. The vote was unanimous in favor of the motion, and the meeting adjourned at 6:50 PM.



David Owens, Mayor



Katherine Brackett, City Administrator



Phyllis Mann, Clerk to Council/
Assistant to the Administrator

PICKENS CITY COUNCIL
Minutes of Regular Meeting
September 6, 2011

Present: Mayor David Owens
Council Member Carlton Holley
Council Member Patrick Lark
Council Member Fletcher Perry
Council Member Tommy Stephens
Council Member Patti Welborn
City Administrator Katherine Brackett
Clerk to Council Phyllis Mann

Absent: Council Member Jason Cassell

Mayor Owens called the meeting to order at 6:00 PM and welcomed everyone, especially visitors. Council Member Fletcher Perry opened the meeting with a prayer of invocation.

MOTION: Council Member Perry moved that the **Minutes from the August 1, 2011 Regular Meeting** be adopted; Council Member Lark seconded. The vote was unanimous in favor of the motion, with Council Member Cassell absent.

Mayor Owens recognized citizen Amy Duegaw who requested the City's assistance with transportation options for disabled people. She described the limited options available with Greenlink and Clemson Area Transit, and asked for support of New Freedom funding. Mayor Owens was able to respond with current information since he and Ms. Brackett serve with the Greenville Pickens Area Transportation Study (GPATS) organization. Also, Tiffany Wedmore, Associate Transportation Planner with Greenville, updated the group with plans and ideas being considered. Ms. Brackett stated that she is hopeful that some options will be available for Ms. Duegaw and others. Ms. Brackett also encouraged Ms. Duegaw to get involved by contacting Jennifer Vissage, our City Planner, who is writing a five-year comprehensive plan for the City.

MOTION: Council Member Lark moved that **Resolution 2011-04 School District Property Swap and Purchase** be adopted; Council Member Holley seconded. Certain properties will be swapped and the City will pay \$200,000 to the School District. The vote was unanimous in favor of the motion, with Council Member Cassell absent.

MOTION: Council Member Lark moved that **Sharon Whitworth be appointed to the Board of Architectural Review** to replace Bob Ward who resigned; Council Member Stephens seconded. The vote was unanimous in favor of the motion, with Council Member Cassell absent.

MOTION: Council Member Holley moved that **Ordinance 2011-13 to establish an Outdoor Café Ordinance and Permit of the Official Code** of the City of Pickens be adopted; Council Member Lark seconded. **This was the second and final reading of Ordinance 2011-13.** The vote was unanimous in favor of the motion, with Council Member Cassell absent.

MOTION: Council Member Lark moved that **Ordinance 2011-15 to Officially Adopt Water and Sewer Fee Schedule** be adopted; Council Member Welborn seconded. Ms. Brackett explained that the fees should be formally adopted and may be adopted annually with future budgets. The City is looking at adopting set fees for labor costs when Henry Anthony's water maintenance crew installs lines. This was the first reading of Ordinance 2011-15. The vote was unanimous in favor of the motion, with Council Member Cassell absent.

MOTION: Council Member Lark moved that **Ordinance 2011-16 to Establish Financial Policies** be adopted; Council Member Stephens seconded. Ms. Brackett explained that these policies were developed as part of the audit process. These are aggressive policies but will ensure the long term stability of the City's finances, requiring future Councils to follow this strict set of guidelines before agreeing to purchases. This was the first reading of Ordinance 2011-16. The vote was unanimous in favor of the motion, with Council Member Cassell absent.

MOTION: Council Member Stephens moved that **Ordinance 2011-17 to Annex Three Parcels identified on Pickens County GIS Maps as #4192-17-00-1855 and #4192-17-00-3735, owned by Martha S. Banks, and #4192-17-00-1790, owned by Martha S. Banks, Dennis Broom, and Michelle Broom;** Council Member Holley seconded. These are residential lots on Crescent Hill Drive. This was the first reading of Ordinance 2011-17. The vote was unanimous in favor of the motion, with Council Member Cassell absent.

MOTION: Council Member Perry moved that **Ordinance 2011-18 Being the Second Supplemental Ordinance Providing for the Issuance and Sale of a City of Pickens, South Carolina, Waterworks and Sewer System Revenue Bond, Series 2011, in the Aggregate Principal Amount of Not Exceeding \$4,700,000** be adopted; Council Member Lark seconded. The amount of the bond will be adjusted once bids are opened on September 15th.

This was the first reading of Ordinance 2011-18. The vote was unanimous in favor of the motion, with Council Member Cassell absent.

Reports were received as information from Council Committees, as follows:

Recreation – Chair Welborn reported that Rec Night was Friday night, with about 100 children attending the Pickens/Liberty football game in uniform. Soccer season begins today. Football Super Saturday will be September 17th with games and the Spirit Queen competition. An NFL Punt, Pass and Kick competition will be held on September 17th also. There are 219 children in football and cheerleading. A successful summer day camp ended Friday. Scott Holder Builders is working on installing wall-pads in both gyms. Ms. Welborn encouraged everyone to visit the Rec booth at the Pumpkin Festival October 8th.

Planning – Chair Lark reported that this Thursday two final candidates will make presentations as part of the interview process for the Main Street Executive Director position. Both candidates are outstanding.

Finance – In the absence of Chair Cassell, Ms. Brackett reported that our auditors will present the annual audit at 5:00 PM, before the next work session, on September 19th. The financial report given to Council members tonight is right on target. It has been recommended that we adopt a revised mid-year budget each year.

Streets & Sanitation – The Mayor will get Michael Tate to check on the dark parking area in front of the new ice cream shop on West Main Street. Ms. Brackett will talk to Henry Anthony about the pothole on Lewis Street near the affordable housing construction.

Water & Sewer – Chair Perry reminded Council that the bid opening for upgrading the water treatment plant will be September 15th. Mr. Perry updated Council on costs for renovating the water tank behind the businesses on East Main Street versus much less expensive removal of the tank. He has an estimate from R. E. McClain Company of \$14,800 for removal.

MOTION: Council Member Perry moved that a **contract be awarded to R. E. McClain Company for \$14,800 for removal of the water tank** from the parking lot behind Main Street businesses; Council

Member Lark seconded. The vote was unanimous in favor of the motion, with Council Member Cassell absent.

Police & Fire – Assistant Police Chief Rodney Gregory reported that traffic was bad today around the new Pickens High School. Fire Chief David Porter reported that there had been 40 calls this month. The Chief of Police job is open from September 7th to September 21st. The top three finalists will be interviewed in late September.

Senior Adults – Chair Holley said the seniors are having their board meeting tonight. They have already sold 20 theater seats at \$200 each in their “adopt-a-seat” program. Dean Holder is working on handicapped access; and the seniors are not participating in the Pumpkin Festival this year.

Buildings & Grounds – Chair Perry reported that there were active termites at the Senior Center, and the seniors have a contract with Terminix for treatment. Mr. Perry reminded Council that we agreed to pay \$1,800 toward that contract. Helen Dodgens has located four places for lights in the back of the Center. Mayor Owens said the boxing at City Hall has been repaired.

Mayor Owens asked if there were any unscheduled matters, and there were none. Mayor Owens reminded everyone of the Municipal Association meeting in Clemson September 26th.

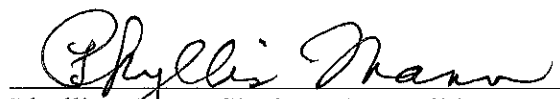
MOTION: Council Member Lark moved that the regular meeting adjourn; Council Member Holley seconded. The vote was unanimous in favor of the motion, and the meeting adjourned at 7:10 PM.



David Owens, Mayor



Katherine Brackett, City Administrator



Phyllis Mann, Clerk to Council/
Assistant to the Administrator