I. CALL TO ORDER OF THE REGULAR MEETING

Mayor Rick Danner – 6:44 P.M.

The following members of Council were on remote access: Jay Arrowood, Wayne Griffin, Mark Hopper, Lee Dumas, Wryley Bettis and Judy Albert.

Others on remote access: Ed Driggers, City Administrator, Mike Sell, Deputy City Administrator, Steve Owens, Communications Manager and various other staff, and Kaelyn Cashman, Greer Citizen.

II. PLEDGE OF ALLEGIANCE

Councilmember Mark Hopper

III. INVOCATION

Councilmember Mark Hopper

IV. PUBLIC FORUM

Randy Knighton, 243 Marshland Lane, shared his concerns regarding Ordinance Number 7-2020.

V. MINUTES OF THE COUNCIL MEETING

March 24, 2020

ACTION – Councilmember Jay Arrowood made a motion that the minutes of March 24, 2020 be received as written. Councilmember Mark Hopper seconded the motion.

VOTE - Motion carried 5-2 unable to hear voting from Councilmembers Bettis and Albert.

VI. APPOINTMENT TO BOARDS AND COMMISSIONS

A. Board of Architectural Review

Marney Hannon resigned his term expires 6/30/2020.

No action was taken.
B. **Planning Commission**
District 3 Mark Hopper resigned his term expires 6/30/2021.

No action was taken.

VII. **ADMINISTRATOR’S REPORT**

Ed Driggers, City Administrator presented the following:

**COVID19**
Staffing - All of our departments are affected with alternative scheduling. We have employees that are working from home, and we have employees taking leave, and we have a large number of employees that are classified as essential and they are with us each and every day, most of those being in the public safety arena. In our Police Department that is obviously an essential operation we have some of our non-commission staff working from home. We do have one officer that we are working with that has a child care issue and we are allowing some flexible scheduling with that particular employee.
In our Fire Department all personnel are reporting as they are assigned to their respective shifts. We have three Fire Marshalls in City Hall and we have one reporting inside the building and the other two are working from their vehicles.
Our Court Department is doing some flexibility as well. As you know Court is not holding Court now and all lobbies are closed and we are handling our work through telephone or by email. We are doing rotational schedules within the Court Department with two on and two off keeping the staff separated.
In Building and Development Standards all of our inspectors are working, we are having a high activity at this point with a large volume of permit requests and inspections requests. The Senior Building Inspector is making those assignments and all of our other inspectors are working from their vehicles not coming into the building at the end of the day they are working from home. The remainder of the personnel are doing alternating shifts so that we can separate folks within the workplace. The permit technicians are working from home. The Planners are doing rotation as well with two on and two off and taking leave when they are not able to do work here or from home.
Our Public Services Department crew has been split in half and work separately at all times.
Our Recreation Department is rotating the Events Staff so that only one person is here at a time the other two work from home. If they do not have a sufficient amount of work, they take leave as well. The department head is monitoring that.
The Finance Department is doing something very similar we are only bringing one person in at a time in the IT Department, we have one full time employee that is working completely remotely handling help desk items remotely. The remaining two folks are alternating their days coming in and working from home. We have ten employees that are rotating home and here. Again, our priority is social distancing for employees here on site with us and keeping them separated.
In Administration the Human Resources staff is rotating, they are doing a three day on two day off rotation. We have one employee in the department that is working completely from home another that is working four days at home and one in the office each week. Again, we are monitoring all of that. Myself, I am operating daily from City Hall and the
Deputy City Administrator is working from here as well. From a staffing perspective we are doing very, very well.

**Track It** – the investment we made into the operating system Track It is working extremely well, it allows contractors to login to our system remotely. It allows permit reviews and permit requests. All of those are processed online. We have a drop box here at City Hall for anything anyone needs to leave for us, we give it sufficient time for it to be sanitized before we bring those items into the facility to be processed. The assignments for the inspectors are coming in through the Track It system and it is working very well.

**Training Video (Track It)** – we have a training video our communications staff has prepared and it is working very well for the contractors. For those that are having difficulty with it we are working with them on a one on one basis. It has really been a blessing for us to keep those assignments going in that department.

**Covid 19** – Financial impacts are minimal right now. We are early in the process where we would see personnel costs and material costs. We are in an Emergency Declaration we know we will receive 75% reimbursement of all expenses related to the crisis. We know there is an opportunity that either the Federal or State Government may be able to come in and increase that match as well. Sometimes in a State of Emergency we get 100% reimbursement but we now under the FEMA guidelines we will get 75% reimbursement. Materials costs right now have been only about $21,000.00 that has mostly been sanitizing equipment and materials and supplies. The other items are an operating expense we would normally have respective to the Fire Department, masks, protective equipment making sure that what is necessary is there. Our personnel cost has been extremely minimal right now we are only monitoring that, that would be required as overtime that is what would qualify for reimbursement. That cost prior to this payroll is only about $1,500.00. That is negligible at this point but we know that amount will grow as we continue to operate in these alternative type schedules. Obviously, our biggest concern is productivity and we are continuing to monitor that especially with our folks working from home, we believe that is going very, very well. Supervisors are monitoring output for those employees. We expect the biggest impact for Covid 19 will be on the revenue side to give you some comparisons to date on the business license side if we look at April 10th 2019 business license revenue was $2,180,000.00 in comparison to April 10, 2020 the business license revenue is $1,900,000.00 that is a reduction of $280,000.00 at that point. We anticipate that number will grow what exactly we think that number will be we don’t know yet. We know there will be a decrease in annual revenue for restaurants. We know there will be a decrease in annual revenue for restaurants but remember as we are reporting business license income that income is based on their 2019 income. So, what we should be receiving will be based on their 2019 income so January 1, 2019 through December 31, 2019. So, what we will be receiving should be comparable to prior year but I think when City Council did a Declaration of Emergency for our City that suspended those deadlines for any of those revenues. So, we have a lot of our businesses taking advantage of not filling their business license at this time. Our original due date is April 30th now we are extending that until June 30th for payment without penalty. So, we are anticipating that we will have a number of people that will take advantage of that delay and the intent of that was to make is easier for our businesses that are now in their tightest cash flow time of year. We want to make sure as we come out of businesses not being able to operate that as we come out on the other side of that this will help those businesses with cash flow issues. Even though we may not receive those monies until the
end of the fiscal year June 30th we are certainly prepared that we know the way we do our financial accruing that when we book those revenues even if those revenues are received in July they are put back into the June 30th fiscal year. So, as we accrue those, they will be applied back to the fiscal year. Our biggest impact will be next year when we are anticipating what our business license revenue will be and what our hospitality revenue will be relative to all prepared food and beverage. That is more likely to hit us as we go into the next fiscal year. Remember business license will apply January 1st through December 31st and hospitality that applies on a quarter to quarter basis. The hospitality tax is collected at point of sale and remitted to us quarterly. Extending the deadline with that we will see some impact of that. What it will be we just do not know. We can go into our prior year and look at what those revenues were last April, May and June and recognize that it is going to be substantially smaller than what we’ve had in years past but there are a number of businesses that continue to operate and because those business continue to operate we would have to do business by business basis on who we believe is operating or not operating. So, yes there is impact and we are greatly concerned about the impact we are going to continue to monitor that as we continue to move forward, we will keep you in the loop as we look at our financial data and look at our monthly reports. We will identify for you any of those that we are coding those expenses or revenue shortages specific to Covid 19. We will be highlighting those and making you aware of every report we continue to do.

Discussion held.

Employees communications – continue to be strong. We are attempting to keep our employees informed about our daily activities and what is happening in the work place and restrictions that are in place and we are also sharing what resources are being provided through the Federal Government as well because we know there is some relief there for sick leave allowance there for employees that meet certain sick leave requirements. What we’ve said to our employees from day one of the issue that our number one priority for them is income preservation. We do not want our employees to be worried about getting a paycheck. We are well positioned for that to happen either though them being on duty now, working from home, or they are using available leave now to continue their compensation. So, at this point we do not have any of our employees, except maybe a few of our part time folks that do not have sick leave available. Even in that case we made a commitment to them (part time employees) when we come out of this crisis, we will be able to provide make up work for them to be able to make them whole. That has been a number one priority is to keep our employees whole. Because we don’t know if there is a spouse that is unemployed, what are their circumstances they are needing to deal with other than what is affecting them from the City of Greer’s perspective. Our objective is to have that continuing source of income so that they can do what they need to do to provide for their families. We are not anticipating at the point any furloughs; we are not anticipating any layoffs. We are fully staffed and we are scrutinizing vacancy for a position. We are operating as usual and we believe we are financially able to do that.

IT System Security (Zoom Meetings) – Jim Ridgill – We are a licensed user and are not susceptible to some of the exposures that are out there for others. The Zoom Bombing has been a major concern particular by the Zoom Organization. As you can imagine as the pandemic hit and the number of remote workers increased their use of that tool grew exponentially. They were not prepared for many of the issues that were raised but they have done a great deal of work to mediate those. Many of the issues that were
happening were user errors. Meetings and Webinars that were created were wide open with no security whatsoever. There was no selection of individuals that could join the meeting. Participants were allowed to do what ever they wanted to do. There were a lot of configurations set up that were not appropriately utilized and created the Zoom Bombing. With some of the security the Zoom Organizations has now taken many of those issues have already been addressed. They have pushed out updates to the Zoom Client that make the meetings much more secure. They issued a twelve-page document on way to set up your meeting and protect yourself from these uninvited guests and the Zoom bombers. They've taken a great deal of steps to make sure it is more usable and more secure. At this point I do not have any real concerns about that happening to us. We will continue to monitor the situation. Currently all employees that are working from home are using city devices with city protections on those devices.

CenterG – continues to move forward. I have received the timeline for them to complete that project. They are on schedule for the end of June as our contract calls for. We will be using the time from that point to dedication on July 10th to address punch list items. We are looking forward to the July 10th dedication. We will be using Sossamon Construction for the phase two which is the extension of the streetscape relative to the garage and hotel project.

Parking Garage – we see mobilization; they’ve already put the construction trailer on site. We’ve had some continued delay relative to grading on that site for the hotel it’s had an impact to us on the garage side. The communication I received today is that there is equipment being mobilized as early as tomorrow. We’ve had two construction meetings relative to the garage already the permits have been obtained and are in place so that project is ready to start.

VIII. OLD BUSINESS

A. Second and Final Reading of Ordinance Number 7-2020

AN ORDINANCE TO CHANGE THE ZONING CLASSIFICATION OF PROPERTY OWNED BY CMT INVESTORS LLC. LOCATED AT 1940 GIBBS SHOALS ROAD FROM I-1 (INDUSTRIAL DISTRICT) TO DRD (DESIGN REVIEW DISTRICT).

ACTION – Councilmember Wryley Bettis made a motion to approve Second and Final Reading of Ordinance Number 7-2020. Councilmember Jay Arrowood seconded the motion.

VOTE – Motion carried 5-2 with Councilmembers Hopper and Albert voting in opposition.

IX. NEW BUSINESS

A. Lease Summary – Golf Cart Lease Proposal for the Golf Course

Red Watson, Assistant Director of Parks and Recreation presented the request. Staff recommended Club Car in the amount of $5500.02.
ACTION – Councilmember Wayne Griffin made a motion to approve the Golf Cart Lease Proposal with Club Car in the amount of $5500.02. Councilmember Jay Arrowood seconded the motion.

Discussion was held.

VOTE – Motion carried unanimously.

B. First Reading of Ordinance Number 10-2020
AN ORDINANCE TO PROVIDE FOR THE ANNEXATION OF PROPERTY OWNED BY CHERYL LYNN GRANT LOCATED AT 1103 KIST ROAD BY ONE HUNDRED PERCENT PETITION; AND TO ESTABLISH A ZONING CLASSIFICATION OF R-12 (SINGLE FAMILY RESIDENTIAL DISTRICT) FOR SAID PROPERTY.

Brandon McMahan, Planner presented the request. He stated the Planning Commission will hold a Public Hearing April 20, 2020.

ACTION – Councilmember Jay Arrowood made a motion to approve First Reading of Ordinance Number 10-2020. Councilmember Wryley Bettis seconded the motion.

A representative of the owner Melonie Giles, spoke briefly.

Brief discussion.

VOTE – Motion carried unanimously.

C. First Reading of Ordinance Number 11-2020
AN ORDINANCE TO PROVIDE FOR THE ANNEXATION OF PROPERTY OWNED BY JAMES BURNS LOCATED AT 286 NATURE TRAIL ROAD BY ONE HUNDRED PERCENT PETITION; AND TO ESTABLISH A ZONING CLASSIFICATION OF R-20 (SINGLE FAMILY RESIDENTIAL DISTRICT) FOR SAID PROPERTY.

Brandon McMahan, Planner presented the request. He stated the Planning Commission will hold a Public Hearing April 20, 2020.

ACTION – Councilmember Wayne Griffin made a motion to approve First Reading of Ordinance Number 11-2020. Councilmember Jay Arrowood seconded the motion.

A representative of the owner Melonie Giles, was available for questions.

VOTE – Motion carried 6-1 with Councilmember Albert voting in opposition.

D. First Reading of Ordinance Number 12-2020
AN ORDINANCE TO PROVIDE FOR THE ANNEXATION OF PROPERTY OWNED BY JAMES BENJAMIN AND EVELYN BURNS LOCATED AT 282
NATURE TRAIL ROAD BY ONE HUNDRED PERCENT PETITION; AND TO ESTABLISH A ZONING CLASSIFICATION OF R-20 (SINGLE FAMILY RESIDENTIAL DISTRICT) FOR SAID PROPERTY.

Brandon McMahan, Planner presented the request. He stated the Planning Commission will hold a Public Hearing April 20, 2020.

**ACTION** – Councilmember Wryley Bettis made a motion to approve First Reading of Ordinance Number 12-2020. Councilmember Jay Arrowood seconded the motion.

A representative of the owner Melonie Giles, was available for questions.

**VOTE** – Motion carried 6-1 with Councilmember Albert voting in opposition.

E. **First Reading of Ordinance Number 13-2020**

AN ORDINANCE TO PROVIDE FOR THE ANNEXATION OF PROPERTY OWNED BY MARK III PROPERTIES LOCATED AT 925 ABNER CREEK ROAD BY ONE HUNDRED PERCENT PETITION; AND TO ESTABLISH A ZONING CLASSIFICATION OF R-7.5 (SINGLE FAMILY RESIDENTIAL DISTRICT) FOR SAID PROPERTY.

Brandon McMahan, Planner presented the request. He stated the Planning Commission will hold a Public Hearing April 20, 2020.

**ACTION** – Councilmember Wryley Bettis made a motion to approve First Reading of Ordinance Number 13-2020. Councilmember Wayne Griffin seconded the motion.

A representative of the owner Jamie McCutchen, was available but did not speak.

Discussion held.

**VOTE** – Motion carried 6-1 with Councilmember Albert voting in opposition.

F. **First and Final Reading of Ordinance Number 14-2020**

AN EMERGENCY ORDINANCE TO TEMPORARILY SUSPEND THE NORMAL OPERATING PROCEDURES OF THE CITY OF GREER BOARD AND COMMISSION MEETINGS; AND MATTERS RELATED THERETO.

Ed Driggers, City Administrator presented the request.

**ACTION** – Councilmember Wryley Bettis made a motion to approve First and Final Reading of Ordinance Number 14-2020. Councilmember Jay Arrowood seconded the motion.

**VOTE** – Motion carried unanimously.

X. **EXECUTIVE SESSION**
ACTION – In (8:06 p.m.)

(A) Personnel Matter – Administration

Councilmember Wryley Bettis made a motion to enter into Executive Session to discuss a Personnel matter pertaining to the Administration Department; as allowed by State Statute Section 30-4-70(a)(1). Councilmember Lee Dumas seconded the motion. Motion carried unanimously.

Mayor Danner stated during Executive Session they considered the above matter and no action was taken.

ACTION - Out (8:42 p.m.) – Councilmember Wryley Bettis made a motion to come out of Executive Session. Councilmember Mark Hopper seconded the motion. Motion carried unanimously.

XI. ADJOURNMENT

Richard W. Danner, Mayor

Tammela Duncan, Municipal Clerk

Public Forum Sign Up List – April 14, 2020

Name: Randy Knight

Address: 243 Marshall Lane 29050

Phone Number: 

How will you join the meeting?

Video: Audio: 514.648.1112

Name: 

Address: 

Phone Number: 

How will you join the meeting?

Video: Audio: 

Name: 

Address: 

Phone Number: 

How will you join the meeting?

Video: Audio: 

Name: 

Address: 

Phone Number: 

How will you join the meeting?

Video: Audio: 
Memorandum

To: Ed Driggers, City Administrator
From: Red Watson, Assistant Director, Parks and Recreation
cc: Tammy Duncan, Municipal Clerk
Ann Cunningham, Director, Parks and Recreation
Date: April 7, 2020
Re: Golf Cart Lease

The City of Greer Parks and Recreation Department received proposals for golf cart rental lease options. Two (2) different companies provided proposals. Prices are as follows:

**Monthly lease cost for 60 golf carts with GPS cart control and lithium batteries:**

- **Club Car**: 54 month lease- $5,500 per month
- **EZ-Go**: 48 month lease- $6,340 per month

Staff has reviewed the information contained in each proposal such as references, pricing, service warranty, etc.

Staff recommends the lease be awarded to Club Car. Club Car is a very reputable company that services numerous local courses, including Carolina CC in Spartanburg, Hollytree CC in Simpsonville, Woodfin Ridge GC in Boiling Springs, Verdae Greens GC in Greenville, The Reserve at Lake Keowee, Furman University and Green Valley CC in Travelers Rest, and several others. Club Car also participates in South Carolina State Contract Purchasing and OMNIA Governmental Purchasing Cooperative.
TE_SC-PLATINUM_SS-GREY_BLACK_BLACK