

**CITY OF TRAVELERS REST  
SPECIAL MEETING OF COUNCIL  
Monday, January 8, 2024, 6:00 p.m.  
City Hall Large Conference Room**

Please join us at City Hall in Council Chambers or on our YouTube Channel at  
<https://www.youtube.com/channel/UCyau-beS3wyxOv1drMCpGMw>

- 1. Call to Order** Mayor Brandy Amidon
- 2. Executive Session**
  - a. City Administrator Interview
- 3. Adjournment** Mayor Brandy Amidon

**CITY OF TRAVELERS REST  
COUNCIL COMMITTEE MEETING AGENDA  
Monday, January 8, 2023, 5:00 p.m.  
City Hall Council Chambers**

Please join us at City Hall in Council Chambers or on our YouTube Channel at  
<https://www.youtube.com/channel/UCyau-beS3wyxOv1drMCpGMw>

**OATH OF COUNCILMEMBERS**

Induction of:

- Grant Bumgarner
- Kelly Byers
- Shaniece Criss
- Sherry Marrah

**1. Call to Order** Mayor Brandy Amidon

**2. Approval of Minutes**

- a. Approval of minutes from the December 11, 2023 Special Council Meeting at 4 p.m.
- b. Approval of minutes from the December 11, 2023 Special Council Meeting at 6 p.m.

**3. Public Works Committee**

***Members: Shaniece Criss, Lisa Lane, and Sherry Marrah***

- a. Roll Call by Chair Criss
- b. Approval of December 11, 2023, Public Works Committee minutes
- c. Review Public Works Report for December

**4. Public Safety Committee**

***Members: Kelly Byers, Grant Bumgarner, Shaniece Criss, Wayne McCall, and Brantly Vest***

- a. Roll Call by Chair Byers
- b. Approval of December 11, 2023, Public Safety Committee minutes

c. Review Public Safety Reports for December

- Police Department
- Fire Department
- Building Department
- Municipal Court

**5. Planning & Development Committee**

*Members: Brantly Vest, Grant Bumgarner, Kelly Byers, Shaniece Criss, and Wayne McCall*

- a. Roll Call by Chair Vest
- b. Approval of December 11, 2023, Planning & Development Committee minutes
- c. Review of Planning & Development Report for December

**6. Ways & Means Committee**

*Members: Grant Bumgarner, Kelly Byers, Shaniece Criss, and Brantly Vest*

- a. Roll Call by Chair Bumgarner
- b. Approval of December 11, 2023, Ways & Means Committee minutes

**7. Old Business**

- a. None

**8. Executive Session**

- a. Executive Session to Discuss Interim City Administrator Contract

**9. New Business**

- a. None

**10. Miscellaneous Matters**

- a. Administrative Update

**11. Adjournment** Mayor Brandy Amidon

### **Council Committee Meeting Minutes**

**Monday, December 11, 2023**

**5:00 p.m.**

**Council Chambers, City Hall**

**Council Present:** Mayor, Brandy Amidon; Councilmembers Grant Bumgarner, Kelly Byers, Shaniece Criss, Catherine James, Lisa Lane, Sherry Marrah, Wayne McCall, and Brantly Vest

**Staff Present:** Eric Vinson, City Administrator; Carson Ruffrage, City Clerk; Mac McMakin, Assistant Fire Chief; Tim Kelley, Police Captain; Mike Forman, Planning Director; and Phillip Tate, Public Works Director

**Absent:** Greg Robertson, Fire Chief; Benjamin Ford, Police Chief

#### **1. Call to Order**

- a. Mayor Amidon called the meeting to order at 5:00 p.m.

#### **2. Public Works Committee**

***Members: Shaniece Criss (Chair), Lisa Lane, and Sherry Marrah***

- a. Chair Criss called the meeting to order by roll.
- b. Committee member Marrah made a motion to approve the minutes from the Public Works Committee meeting held on November 6, 2023. The motion was seconded by Committee member Lane.
- c. Committee Chair Criss thanked Public Works for the float. She also thanked Councilmembers Marrah and James for working on the float for the holiday parade. Director Tate thanked the entire Public Works staff for their hard work on the float.
- d. Director Tate is waiting to hear back about the Palmetto Pride grant by Friday or Monday. The department is working with Duke Energy to get more lighting on Main Street. Trash collection is going back to the old way (using the rear load truck). The arm truck wasn't suitable for the City's needs. The trees in the median of Highway 25 were trimmed from Roe and Little Texas to Tigerville. The report also reflects a litter pick up and shred event in November. The sign machine is in, but they are waiting for a few programs to load before operations begin. Lastly, the sidewalk in front of T&S Brass was repaired due to a 2-inch lip that was sticking up.

- e. Committee member Marrah asked about the speed limit signage that is unclear on Tubbs Mountain Road. Director Tate said that DOT has been notified and they are looking into the issue. DOT owns the sign, and they will need to correct it. There is also another signage issue on State Park Road that DOT is looking at.
- f. Councilmember Bumgarner wanted Director Tate to thank Greater Greenville for accommodating the city's needs concerning the trash pick-up truck.
- g. Councilmember McCall noted the bad condition of the lawn at Trailblazer where the Holiday Market was over the weekend. Director Tate said he would investigate the condition of the sod and noted the drainage in the field wasn't great.
- h. Committee member Lane made a motion to adjourn. Committee member Marrah seconded the motion.

### **3. Public Safety Committee**

***Members: Kelly Byers (Chair), Grant Bumgarner, Shaniece Criss, Wayne McCall, and Brantly Vest***

- a. Chair Byers called the meeting to order by roll call.
- b. Committee member Criss made a motion to approve minutes from the Public Safety Committee meeting held on November 6, 2023. The motion was seconded by Committee member Vest.
- c. The Police Department is at full staff. They do have two officers that are not certified but are currently going through training. There are 100-150 responses to the opinion survey. They will present it during the January Committee meeting. Committee Chair Byers thanked them for responding to the situation in front of Glenview Park. She noted that it was a tough situation for everyone involved.
- d. Chair Byers opened it up to the Committee for question. Committee member McCall asked about an accident at State Park and 25. Assistant Fire Chief McMakin noted that they had four calls at once: a structure fire, an EMS call, and another one. Committee member McCall wanted to thank North Greenville Fire Department for assisting. Chair Byers noted that the fire report wasn't included in the packet. The report was forwarded to the Council the next morning for review. Assistant Chief McMakin noted that call volume is normal, just more EMS calls than normal. Councilmember Lane asked about snow readiness, Assistant Chief McMakin stated that they are always ready for snow.
- e. Administrator Vinson noted a little bit of slowdown in permitting for the month. He also stated that the letters for tax exempt companies went out and he's met with both Furman and the Woodlands for a fee agreement in lieu of the ordinance. He does anticipate they will move forward.
- f. Councilmember Criss made a motion to adjourn the meeting. Councilmember Vest seconded the motion.

#### **4. Planning & Development Committee**

***Members: Brantly Vest (Chair), Grant Bumgarner, Kelly Byers, Shaniece Criss, and Wayne McCall***

- a. Chair Vest called the meeting to order by roll call.
- b. Committee member Byers made a motion to approve the Planning and Development minutes from the November 6, 2023 committee meeting. The motion was seconded by Committee member Bumgarner.
- c. Director Forman noted the Athens Street duplexes will be coming before Council in February. Their application was submitted in December. The numbers for the bike report are down. Committee member Criss asked what the price points for the duplexes were. Director Forman wasn't positive, but did think it was in the missing middle price range. The total number of units is unknown, but he didn't think they could fit anymore than four units. Councilmember Marrah asked about the community meeting and wanted to know if there would be ample time for public input. Director Forman noted there would be signage at the property, a newspaper ad, and on the city's website. Public input happens at the planning commission meeting in January.
- d. Director Forman gave a 5 year Planning update. There were four core elements to the original Comprehensive Plan. From those elements were 6 challenges and all recommendations tied back to those challenges. Over the last five years, they have been able to address many of those challenges. Residential and commercial requirements were updated. An ADU ordinance was created. New neighborhoods have to be connected to the city and streets in newer neighborhoods have higher standards. The rentals in the city are more structured in their requirements. The tree ordinance has been a success with some of the benefits can be seen in the new playground with 11 new trees. The zoning ordinance was updated by forming a downtown district with a more walkable, people friendly area. Public Safety was able to increase salaries. The addition of Beth Sicignano improved communications. Trailblazer and Athens park were updated with playgrounds. The city received a Forestry Grant that allowed us to inventory the trees along main street. The facade improvement program has assisted downtown business owners to improve their building frontage. Future agenda items include the the Poinsett project, the wheel park, and the Main and McElhaney diagonal just to name a few. Director Forman noted that the city is hitting a lot of the marks outlined in the plan.
  - a. Chair Vest opened discussion up to the full council. Mayor Amidon emphasized that Travelers Rest has done a good job of following through with the priorities of the Comprehensive Plan. Councilmember Bumgarner also noted the comments complaining about the growth may not understand how council has tried to mitigate the growth. Councilmember James wondered how the Comp Plan is getting out to the community to better understand what Council and the city have done. There were suggestions on how to accomplish that via the website and social media from various members. Committee member McCall wanted to know how many respondents were from outside the city. Director Forman stated that approximately 3/4ths of the respondents were city residents.

- b. Committee member Criss made a motion to approve the Comprehensive Plan 5 Year Update to 1<sup>st</sup> Reading. Committee member Bumgarner seconded the motion.
- e. Text Amendment for Article 5 and 6. Chair Vest opened the discussion up to the Committee. There being no questions, Committee member Byers motioned to move it to full council, Committee member Bumgarner seconded the motion.
- f. Councilmember Marrah suggested the city place important news on the website or notify residents via the app.
- g. Committee member Bumgarner motioned to adjourn; Committee member Byers seconded.

## **5. Ways and Means Committee**

***Members: Grant Bumgarner (Chair), Councilmember Criss, Councilmember Vest, Councilmember Byers***

- a. Chair Bumgarner called the meeting to order by roll.
- b. Committee member Vest made a motion to approve the November 6, 2023 minutes. Committee member Byers seconded.
- c. Chair Bumgarner introduced the Business License NAICS Code Change Scheduling Update. It is an item that must be voted on every other year. Chair Bumgarner opened it up to the Committee for questions. There being no questions Committee member Vest made a motion to move to full Council. Committee member Byers seconded the motion.
- d. Committee member Criss made a motion to adjourn, Committee member Vest seconded.

## **6. Old business**

- a. None

## **7. Executive Session**

- a. Council went into Executive Session to discuss the Board and Commission potential appointments. Councilmember Criss made a motion to go into Executive Session. Councilmember Lane seconded the motion. The motion passed unanimously.
- b. Councilmember Byers made a motion to adjourn the meeting. Councilmember Vest seconded the motion.

## **8. New Business**

- a. Board and Commission Appointments. Councilmember McCall made a motion to approve the attached appointments. Councilmember Byers seconded the motion. After no further discussion, the motion carried unanimously.

## **9. Miscellaneous Matters**

- a. Council dinner after next Council meeting.

## **10. Adjournment**

There being no further business before the Council Committee, Councilmember Lane made a motion to adjourn. Councilmember Byers seconded the motion, which was carried unanimously.

Mayor Amidon adjourned the meeting at 6:10 p.m.

\_\_\_\_\_ Brandy Amidon, Mayor

Completed by \_\_\_\_\_ Carson Ruffrage, City Clerk

\_\_\_\_\_ Eric Vinson, City Administrator



## 2024 PLANNING COMMISSION

Authority: Chapter 16, City Code 5.08

Term of Appointment: 3 Years

MEMBER	TERM EXPIRES	PHONE	EMAIL
Ben Klosowski, Member 6 Duchess Court Travelers Rest, SC 29690 (Fulfilling unexpired term for Bryan Haffey)	12/31/2024	864-430-9252	<a href="mailto:USNA86@bellsouth.net">USNA86@bellsouth.net</a>
Evan Cantrell, Member 14 Glenview Park Place Travelers Rest, SC 29690	12/31/2025	864-640-5992	<a href="mailto:Evan7775@gmail.com">Evan7775@gmail.com</a>
Michelle Garrison, Member 24 Center Street Travelers Rest, SC 29690	12/31/2025	864-354-4006	<a href="mailto:miogarrison@yahoo.com">miogarrison@yahoo.com</a>
Rebecca Cooper, Chair 205 Tubbs Mountain Road Travelers Rest, SC 29690	12/31/2024	864-313-4586	<a href="mailto:rebeccanixcooper@gmail.com">rebeccanixcooper@gmail.com</a>
Diane Maxwell, Member 214 Grandview Circle Travelers Rest, SC 29690	12/31/2026	864-420-1017	<a href="mailto:Dianemaxwell214@gmail.com">Dianemaxwell214@gmail.com</a>
Tony Rackley, Vice-Chair 15 S. Poinsett Highway Travelers Rest, SC 29690	12/31/2025	864-230-8923	<a href="mailto:itrackley@aol.com">itrackley@aol.com</a>
Don Watson, Member 109 McElhaney Road Travelers Rest, SC 29690	12/31/2026	864-313-5399 864-834-1009	<a href="mailto:Docwatson109@gmail.com">Docwatson109@gmail.com</a>

## 2024 BUILDING CODES & HOUSING BOARD OF APPEALS

Authority: Chapter City Code 5.04.070

Term of Appointment: 3 Years

(3 Members – No Alternate)

MEMBER	TERM EXPIRES	PHONE	EMAIL
Ron Finley, Chair	12/31/2026	864-915-7331 (H)	
227 Lipscombe Drive		864-269-0754 (O)	
Travelers Rest, SC 29690		864-915-7331 (C)	
Cory Satterfield, Member	12/31/2024	864-380-8366 (C)	
8 Bluff Ridge Court		864-834-4050 (O)	
Greenville, SC 29617			
Evert Headley, Member	12/31/2025	864-360-0967 (C)	<a href="mailto:evertheadley@yahoo.com">evertheadley@yahoo.com</a>
111 Midwood Road			
Travelers Rest, SC 29690			

## 2024 BOARD OF ZONING APPEALS

Authority: Chapter City Code 5.04.120

Term of Appointment: 3 Years

(5 Members – No Alternate)

MEMBER	TERM EXPIRES	PHONE	EMAIL
Susan Donkers-Franklin, Chair 102 Northcliff Way Greenville, SC 29617 (filling unexpired term of Rebecca Cooper)	12/31/2026	202-957-4291	<a href="mailto:susandonkers@donkersdevelopment.com">susandonkers@donkersdevelopment.com</a>
Larry Moore, Member 505 Summitbluff Drive Travelers Rest, SC 29690	12/31/2025	864-907-6068	<a href="mailto:Motormn188@gmail.com">Motormn188@gmail.com</a>
Mark Garrison, Vice-Chair 24 Center Street Travelers Rest, SC 29690	12/31/2025	864-354-4006	<a href="mailto:markgarrison33@yahoo.com">markgarrison33@yahoo.com</a>
Leslee Alexander, Member 8 Sullivan Drive Travelers Rest, SC 29690	12/31/2026	864-787-6916	<a href="mailto:lesleejalex@gmail.com">lesleejalex@gmail.com</a>
Tom Bates, Jr., Member 8N Glenview Park Place Travelers Rest, SC 29690	12/31/2025	864-270-0023	<a href="mailto:tom@stokesfarnham.com">tom@stokesfarnham.com</a>

## 2024 ACCOMMODATIONS TAX ADVISORY COMMITTEE

Authority: SC Code Sec. 6.04.25

Term of Appointment: 2 Years

MEMBER	TERM EXPIRES	PHONE	EMAIL
Brice Bay, Member The Station 745 Old Buncombe Road Travelers Rest, SC 29690	12/31/2025	864-915-8301	<a href="mailto:bib.sc.usa@gmail.com">bib.sc.usa@gmail.com</a> Lodging
Wendy Lynam, Vice-Chair Topsoil Restaurant 200 South Main Street Travelers Rest, SC 29690	12/31/2024	864-517-4617	<a href="mailto:info@topsoilrestaurant.com">info@topsoilrestaurant.com</a> Hospitality
Kristen Heiselman, Member Treehouse Café 27 South Main Street Travelers Rest, SC 29690	12/31/2025	864-320-6198	<a href="mailto:cafalunch@gmail.com">cafalunch@gmail.com</a> Hospitality
Steven Bryant, Member Chick-fil-A 22 Benton Road Travelers Rest, SC 29690	12/31/2025	864-444-1959	<a href="mailto:sjbryantcfa@gmail.com">sjbryantcfa@gmail.com</a> Hospitality
Kristin LaRoy, Chair TR Makers Co 24 Fox Creek Court Travelers Rest, SC 29690	12/31/2025	803-351-7995	<a href="mailto:kristinlaroy@gmail.com">kristinlaroy@gmail.com</a> Cultural Arts
Dave Smits 601 Summit Bluff Drive Greenville, SC 29617	12/31/2024	864-609-4454	<a href="mailto:dave.smits@live.com">dave.smits@live.com</a> At Large
Kem Theisen T&S Brass/Ingild Properties 2 Saddleback Cove Travelers Rest, SC 29690	12/31/2024	864-230-9470	<a href="mailto:ingildproperties@gmail.com">ingildproperties@gmail.com</a> Lodging

## 2024 MUNICIPAL ELECTION COMMISSION

Authority: SC Code Sec. 5-15-90

Term of Appointment: 6 Years

MEMBER	TERM EXPIRES	PHONE	EMAIL
Harvey Choplin, Member 106 Ina Street Ext. Travelers Rest, SC 29690	12/31/2029	864-616-4760	<a href="mailto:chopli@bellsouth.net">chopli@bellsouth.net</a>
David Smits, Member 601 Summitbluff Drive Greenville, SC 29617	12/31/2026	309-721-1319	<a href="mailto:Dave.smits@live.com">Dave.smits@live.com</a>
Patti Leonard, Member 105 Midwood Drive Travelers Rest, SC 29690 (Fulfilling unexpired term for Charlotte Dyal)	12/31/2027	828-551-4090	<a href="mailto:thebarkerbar@gmail.com">thebarkerbar@gmail.com</a>

**Public Works Report  
December 2023**

**Sanitation**

Request for Brush / Bulk Pick Up	4
Roll Cart Request	2
Residential	1
Commercial	1

**Roads**

Complaints	20
Resolved by City	11
DOT Notification	9

**Animal Control**

Complaints	0
Impoundments	0
Dispositions	0
Humane Society	0
Return to Owner	0

**Septic Pumps**

0
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**Environmental**

Complaints	0
Resolved by City	0

**Fuel**

PW 1	133.43
PW 2	42.7
PW 3	20.7

<b>Total</b>	<b>196.83</b>
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## **Public Works Summary for December 2023**

- **Sanitation:** We have stopped accepting requests for recycling carts. We delivered 2 roll carts for new residents in the month of December. We did not receive the Litter Crew Grant from Palmetto Pride this year. Please see attached report of year end Litter Pick Up numbers.
- **Road and Bridge:** We had 20 complaints about roads in the month of December. Eleven of these were handled by the city. Nine were sent to SCDOT. Six encroachment permits were signed for the month of December. We had a tree fall on Main Street Christmas Night during the rain. Public Works, The Police Department and Fire department along with SCDOT, Charter and AT and T, all responded to remove this tree from the roadway. Trees were trimmed in the median along 25 in several locations. This was funded by our tree mitigation fund.
- **Septic:** We received no request for septic tank reimbursement this month.
- **Building / Grounds Maintenance:** We are still receiving good feedback on Jan Pro, our cleaning service. Christmas Decor was installed in late November, and we will be removing some of it this week. We are planning to adjust and leave some of the lights on the trees on Main Street until late February.
- **Miscellaneous Items:** We are waiting on the county rec to get quotes back planning to apply a seal coat to the section of the trail in front of Loftis Printing to Roe Rd. Greenville County will provide the contractor for this. We had our Parade debriefing in December to help improve the safety for parade participants and patrons of the parade as well. We will meet again in July to finalize our plan to submit to SCDOT.

2023			
Month	Number of Bags	Vol.	Pounds
January	87	69	1740
February	47	11	940
March	19	6	380
April	102	60	2040
May	30	23	600
June	18	8	360
July	26	6	572
August	13	8	286
September	29	8	638
October	39	32	858
November	76	39	1672
December	20	7	440
Yearly Total	506	277	10526



## 2021 Through 2023 Litter Comparison

Year	Number of Bags	Volunteers	Pounds	Bags	Volunteers	Pounds
2021	346	177	7780			
2022	407	191	9140	15 % Increase	8% Increase	17 % Increase
2023	506	277	10520	24% Increase	41% Increase	15 % Increase

# **REPORT FOR DECEMBER 2023**

**SCOTT PITMON**



***DEPARTMENT OF PUBLIC WORKS***

*It Starts With*



## **DECEMBER REPORT 2023**

### **Dec 4<sup>th</sup>- 8<sup>th</sup>**

- 1)Went to pick up chairs from the party and took them back to Clearview Baptist Church, picked up all the cones from sidewalk that was poured of concrete, came back to the shop to start gathering all the Christmas decorations for the Christmas float for the City Council, cleaned the shop and the trailer for the float, went to get the straw for the float.
- 2)put up signs on main street about Christmas Parade, mounted a TV for training, fix lights in the tree on main St.
- 3) Worked on the parade stuff this week. Getting the cone trailer ready and helped with getting the TR Mayor and Council float ready to pull.
- 4)All day was preparing for TR Christmas Parade.

## **DECEMBER 2023**

### **(Dec 11-15)**

- 1)Cleaned up and put away Christmas float, Reorganized the cone trailer, fixed the lights on the cone trailer.
- 2)Pick up trash off Hwy25, installed and built table for roller for the sign room, took the chainsaws to Epps, took new cones to old city hall.
- 3) removed all decorations
- 4) picked up trash in the city

(Dec 18-19)

1) Worked on inspections.

2)Thursday, Friday, Monday, Tuesday, Wednesday, vacation and bereavement days for the death of my Mom

DECEMBER 2023

(28-29)

1)worked on TV in city hall conference room, worked on city crosswalk putting batteries in, picked up signs in the city

Happy New Year!!

<i><b>Date</b></i>	<i><b>Mileage</b></i>	<i><b>Miles</b></i>	<i><b>Gallons</b></i>	<i><b>Miles/Gallon</b></i>	<i><b>Total Gallons/Month</b></i>
24-Oct	112638	#VALUE!	21.5	#VALUE!	
14-Nov	112816	178	24.7	7.2	
8-Dec	112985	169	20.7	8.2	
				#DIV/0!	



City of Travelers Rest

# Report for December 2023

*Department of Public Works  
David Garland*

*It Starts With*





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## *Get to Know Employee Page:*

### Scott Pitmon:



Scott started work at the City of Travelers Rest in October 2023. Scott is a fairly new newlywed in which he and his wife Angie got married during the covid outbreak. Some of us who previously knew Scott was wondering if that day would ever happen!!! Scott is very devoted to his wife but most of all is very devoted to God.

He and Angie attend Locust Hill Baptist Church and are very active in the ministry. They are also new grandparents of a beautiful baby boy.

Recently Scott lost his mom to an ongoing illness. She was a very devoted mom to her 3 children and her husband Walt. Keep them in your thoughts and prayers as they travel this road without Miss Pat.

Scott works in the Public Works Department. Look for Scott on the roads or at Trailblazer Park or on the SRT and stop and say hello. He always has a smiling place and as many of us know, he doesn't meet a stranger.

## December 2023 Monthly Report for David Garland:

### Summary for the Week beginning 12/04/23:

#### Routine weekly preventive maintenance (PM's)

- 1: Inspected the generator after the weekly test period which is on Monday morning. Generator ran for the normal amount of time (.6 hours). All controls were normal. Oil level was normal and no leaks observed. Hours at 192.7.
- 2: Inspected the Storm Pond. Pond was dry. Vegetation looked good. All the drains were visible and looked good. Trash was present but minimal. Fence is in good shape. Erosion is minimal.
- 3: Inspected Emergency eye washer at the Public Works building. All valves working normally. Nozzles seemed free from debris and flowing adequately.
- 4: Still working on the sign room. Sign machine is in place. Waiting on roller to be installed.
- 5: Worked on the parade stuff this week. Getting the cone trailer ready and helped with getting the TR Mayor and Council float decorated and ready to pull.
- 6: Parade went smoothly apart from it raining.



**Summary for the Week beginning 12/11/23:**

- 1: Inspected the generator after the weekly test period which is on Monday morning. Generator ran for the normal amount of time (.6 hours). All controls were normal. Oil level was normal and no leaks observed. Hours at 193.3.
- 2: Inspected the Storm Pond. Pond was dry. Vegetation looked good. All the drains were visible and looked good. Trash was present but minimal. Fence is in good shape. Erosion is minimal.
- 3: Inspected Emergency eye washer at the Public Works building. All valves are working normally. Nozzles seemed free from debris and flowing adequately.
- 5: Inspected the Fire extinguishers at City Hall, Police Department, Public Works and Trailblazer Park.
- 6: Inspected the Sprinkler System's at City Hall and the Public Works Building.
- 7: Cleaned the trailer float and removed all the decorations.
- 8: Worked on organizing the cone trailer and repaired the lights that weren't working.

### **Summary for the Week beginning 12/18/23:**

#### **Routine weekly preventive maintenance (PM's)**

- 1: Inspected the generator after the weekly test period which is on Monday morning. Generator ran for the normal amount of time (.6 Hours). All controls were normal. Oil level was normal and no leaks observed. Hours at 193.9.
- 2: Inspected the Storm Pond. Pond was relatively dry. Vegetation looked good. Some trash but not extreme. Fence is in good shape. Erosion is minimal.
- 3: Inspected Trailblazer Park. Pavillion area is normal. Lights and fans were operating normally. Area was relatively clean. Dumpster area looks good. Some clutter inside enclosure. Trailblazer field area looked good. Continue to see fire ant signs. Restroom building looked normal with all fixtures working normally with no leaks. Storage room is a little cluttered but all electrical equipment seemed in working order and accessible. Amphitheater area looked normal. No problems with stage area. All lights functioned normally. Holes in cover fabric have not expanded. All the trash cans looked good.
- 4: Inspected Emergency eye washer at the Public Works building. All valves working normally. Nozzles seemed free from debris and flowing adequately.
- 5: Weekly report was all normal. Nothing stood out during the inspection.
- 6: Inspected Exit signs and Emergency Lights
- 6: Working on developing the KPI's for Public Works

### **Summary for the Week beginning 12/25/23:**

#### **Routine weekly preventive maintenance (PM's)**

- 1: Inspected the generator after the weekly test period which is on Monday morning. Generator ran for the normal amount of time (1.1 hours - two weeks). All controls were normal. Oil level was normal and no leaks observed. Hours at 194.5.
- 2: Inspected the Storm Pond. Pond was relatively dry. Vegetation has been cut. Some trash but not extreme. Fence is in good shape. Erosion is minimal.
- 3: Inspected Trailblazer Park. Pavillion area is normal. Lights and fans were operating normally. Area was relatively clean. Dumpster area looks good. Some clutter inside enclosure. Trailblazer field area looked good. Continue to see fire ant signs. Restroom building looked normal with all fixtures working normally with no leaks. Storage room is a little cluttered but all electrical equipment seemed in working order and accessible. Amphitheater area looked normal. No problems with stage area. All lights functioned normally. Holes in cover fabric have not expanded. All the trash cans looked good.
- 4: Inspected Emergency eye washer at the Public Works building. All valves working normally. Nozzles seemed free from debris and flowing adequately.
- 5: Weekly report was all normal. Changed batteries in 3 soap dispensers. Nothing else stood out during the inspection.
- 6: Merry Christmas Everyone and Happy New Year

**Fuel Consumption for the 2020 F250 = 42.7 gallons**



## ***Department of Public Works***

### **Upcoming:**

- 1: Public Works will begin monthly safety training. Training will include subjects such as, Chainsaw safety, Power and hand tool safety, Bloodborne Pathogens safety (Already complete for this year), CPR and First Aid training (Already complete for this year), Hazardous Communications, PPE, office safety and other subjects as we try to improve workplace safety.

First training will be "Ladder safety and inspection" to be conducted on 1/10/24 at 3:30pm.

- 2: Christmas decorations will be coming down
- 3: Planning on getting the Sign machine operational in January
- 4: Continuing the PW round table discussions with the crew. Topics below:
  - A: KPI's – What they are and how they will help
  - B: How can we make TR better
  - C: Training subjects
  - D: Inspections

City of Travelers Rest

to State High



Month: **December 2023**

Trailblazer Park Check

Week of:		4	11	18	25
<b>Pavillion Check</b>	Check parking area around pavillion	✓	✓	✓	✓
	Check concrete under pavillion	✓	✓	✓	✓
	Check fluorescent lights for operation	✓	✓	✓	✓
	Check scone lights for operation	✓	✓	✓	✓
	Check ceiling fans for operation	✓	✓	✓	✓
	Check recepticals for operation	✓	✓	✓	✓
<b>Trailblazer Field area</b>	Check Trash cans. Empty if needed	✓	✓	✓	✓
	Check electrical outlets (Representative number)	✓	✓	✓	✓
	Check Sprinklers	NA	NA	✓	✓
<b>Amphitheater Check</b>	Check for fire ants	✓	✓	✓	✓
	Check Stage lights for operation	✓	✓	✓	✓
	Check stadium lights for operation	✓	✓	✓	✓
	Check electrical on stage area	✓	✓	✓	✓
	Check electrical at Sound area	✓	✓	✓	✓
	Check stage concrete	✓	✓	✓	✓
	Check seating area	✓	✓	✓	✓
	Check for fire ants in seating area	✓	✓	✓	✓
	Check electrical panel area behind stage	✓	✓	✓	✓
	Check walkway around stage	✓	✓	✓	✓
<b>Restroom Check</b>	Check Parking area	✓	✓	✓	✓
	Check urinal for operation (Mens)	✓	✓	✓	✓
	Check toilet for operation (Mens)	✓	✓	✓	✓
	Check sink for operation (Mens)	✓	✓	✓	✓
	Check walls (Mens)	✓	✓	✓	✓
	Check toilet seat for tightness (Mens)	✓	✓	✓	✓
	Check toilet for operation (Womens)	✓	✓	✓	✓
	Check handicap toilet for operation (Womens)	✓	✓	✓	✓
	Check sink for operation (Womens)	✓	✓	✓	✓
	Check walls (Womens)	✓	✓	✓	✓
	Check toilet seats for tightness (Womens)	✓	✓	✓	✓
	Check both hand dryers (Mens and Womens)	✓	✓	✓	✓
	Check restroom supplies in Storage room	✓	✓	✓	✓
	Check for neatness in storage room	✓	✓	✓	✓
	Check electrical panels in storage room	✓	✓	✓	✓
<b>Trash (Dual Cans) Empty if needed</b>	Check light timer panel in storage room	✓	✓	✓	✓
	At Restroom	✓	✓	✓	✓
	At Amphitheater (2)	✓	✓	✓	✓
	At Roundabout (2)	✓	✓	✓	✓
	Bee Traps (At each dual)	NA	NA	NA	NA
Put out ant killer		NO	NO	✓	✓
Inspector initials		AG	AG	AG	AG

N.I.A. = Needs Immediate Attention

Notes:

# City of Travelers Rest



## Eyewash Weekly Inspection Form

### General Requirements:

- 1) The pathway to the eyewash station is clear of obstructions
- 2) The eyewash fixture is free of obstructions in all directions
- 3) The nozzle dust caps/covers are in place and operating properly
- 4) To test the eyewash station, flush water until clear water flows continually through eyewash head without any leaks, rust, dirt, etc for approximately 5 seconds. If problems are evident, Repair immediately!

Initial and date in the corresponding box verifying the eyewash station is checked:

Year

2023

	Week 1	Inspector	Week 2	Inspector	Week 3	Inspector	Week 4	Inspector	Week 5	Inspector
January	1-5	Ans	1-13	Ans	1-20	Ans	1-27	Ans		
February	2-3	Ans	2-10	Ans	2-17	Ans	2-24	Ans		
March	3-10	Ans	3-16	Abe	3-24	Ans	3-31	Ans		
April	4-6	Abe	4-14	Ans	4-20	Abe	4-28	Ans		
May	5-5	Ans	5-12	Ans	5-19	Ans	Vacation			
June	6-9	Ans	6-16	Ans	6-23	Ans	6-30	Ans		
July	7-7	Ans	7-14	Ans	7-21	Ans	7-28	Ans		
August	8-4	Ans	8-11	Ans	8-18	Ans	8-25	Ans		
September	9-1	Ans	9-8	Ans	9-15	Ans	9-22	Ans	9-29	Ans
October	10-2	Abe					10-27	Ans		
November	11-3	Ans	11-17	Ans	11-24	Ans				
December	12-1	Ans	12-8	Ans	12-13	Ans	12-15	Ans		

Notes:

2-17-23 - Adjusted Temperature

# City of Travelers Rest

Year: 2023

tr Share With



## AED Inspection Sheet

Public Restroom Hall

Physio Control

AED Serial Number	43487293	AED Model Number	Life Pac CR Plus	Battery Expiration date	2/17/2026
Electrode Set Expiration date	2/17/2026	Electrode Set Expiration date		Battery Installation date	7-24-23
Inspection:					
Month	Status Indicator	Battery Status	Rescue Kit	General Condition	Inspector Initials
January					
February					
March					
April					
May					
June					
July	OK	✓	✓	✓	Ans
August	OK	✓	✓	✓	Ans
September	OK	✓	✓	✓	Ans
October	OK	✓	✓	✓	Ans
November					
December					

Admin Hall

AED Serial Number	400026835	AED Model Number	defibtech Review View	Battery Expiration date	10-31-27
Electrode Set Expiration date	5-31-25	Electrode Set Expiration date		Battery Installation date	8-2-23
Inspection:					
Month	Status Indicator	Battery Status	Rescue Kit	General Condition	Inspector Initials
January					
February					
March					
April					
May					
June					
July					
August	OK	✓	✓	✓	Ans
September	OK	✓	✓	✓	Ans
October	OK	✓	✓	✓	Ans
November					
December					

Notes: Trauma Bag Located in Printer Room

# City of Travelers Rest

Year: 2023



## AED Inspection Sheet

Pd 24 hr Entrance Hall

Defibtech

AED Serial Number	400098032	AED Model Number	Reviver View	Battery Expiration date	3-31-2027
Electrode Set Expiration date	7-31-2025	Electrode Set Expiration date		Battery Installation date	8-15-2023
Inspection:					
Month	Status Indicator	Battery Status	Rescue Kit	General Condition	Inspector Initials
January					
February					
March					
April					
May					
June					
July					
August	OK	✓	✓	✓	AW
September	OK	✓	✓	✓	AW
October	OK	✓	✓	✓	AW
November					
December	OK	✓	✓	✓	AW

Public Works

AED Serial Number	400076409	AED Model Number	Reviver View	Battery Expiration date	3-31-2027
Electrode Set Expiration date	7-31-2025	Electrode Set Expiration date		Battery Installation date	8-15-23
Inspection:					
Month	Status Indicator	Battery Status	Rescue Kit	General Condition	Inspector Initials
January					
February					
March					
April					
May					
June					
July					
August	OK	✓	✓	✓	AW
September	OK	✓	✓	✓	AW
October	OK	✓	✓	✓	AW
November					
December	OK	✓	✓	✓	AW

Notes:



# City of Travelers Rest

4 Simsbury



## Storm pond and fencing inspection (Weekly)

Week of:	Check storm pond for trash	Check storm pond for proper drainage	Check fencing around storm pond	Check storm for unusual erosion	Check storm pond for vegetation growth	Inspector
7/3/2023	✓	✓	✓	✓	✓	Ans
7/10/2023	✓	✓	✓	✓	✓	Ans
7/17/2023	✓	✓	✓	✓	✓	Ans
7/24/2023	✓	✓	✓	✓	✓	Ans
7/31/2023	✓	✓	✓	✓	✓	Ans
8/7/2023	✓	✓	✓	✓	✓	Ans
8/14/2023	✓	✓	✓	✓	✓	Ans
8/21/2023	✓	✓	✓	✓	✓	Ans
8/28/2023	✓	✓	✓	✓	✓	Ans
9/4/2023	✓	✓	✓	✓	✓	Ans
9/11/2023	✓	✓	✓	✓	✓	Ans
9/18/2023	✓	✓	✓	✓	✓	Ans
9/25/2023	✓	✓	✓	✓	✓	Ans
10/2/2023	✓	✓	✓	✓	✓	Ans
10/9/2023	✓	✓	✓	✓	✓	Ans
10/16/2023	VACATION					
10/23/2023	✓	✓	✓	✓	✓	Ans
10/30/2023	✓	✓	✓	✓	✓	Ans
11/6/2023	out Sick					
11/13/2023	✓	✓	✓	✓	✓	Ans
11/20/2023	✓	✓	✓	✓	✓	Ans
11/27/2023	✓	✓	✓	✓	✓	Ans
12/4/2023	✓	✓	✓	✓	✓	Ans
12/11/2023	✓	✓	✓	✓	✓	Ans
12/18/2023	✓	✓	✓	✓	✓	Ans
12/25/2023	✓	✓	✓	✓	✓	Ans
Notes:	Week of 11-13-23. Trimmed Pond -					

# City of Travelers Rest

12-~~18~~ 25  
12/20/2023

tr Travelers Rest



## Weekly Checklist

Janitorial Supplies, On hand		Break Room Check		Building Exterior		Laundry	
Multifold PT	7	Fire Suppresion Check gauge	✓	Check doors	✓	Wash Jail cell blankets	✓
Roll PT	20	Check paper towel supply	✓	Check lights	✓	Wash rags if needed	✓
Toilet paper	73	Check each stove eye for operation	✓	Check flag	✓	Trash - Police Station (Mon)	✓
Hand sanitizer Dispenser	2	Check sink for operation	✓	Check shrubs	✓	PD after hours entrance	
Trash Bags : 12-16 gal	4	Check fridge Temp	34.9	Check sidewalk	✓	Check toilet for operation	✓
Trash bags : 45 gal	4	Large Conference Room		Check front entrance	✓	Check sink for operation	✓
Spot shot	1	Check Lights for Operation	✓	Check swings	✓	Check soap dispenser	✓
Foaming hand Soap Gal	3 1/2	Check Ice maker Temp	37.0	Check windows	✓	Admin Hallway	
Sun Detergent	1	Check Fridge Temp	✓	Check siding	✓	Check toilet for operation	✓
Fabuloso	0	Check sink for operation	✓	Check rock trim	✓	Check sink for operation	✓
Affresh Ice machine cleaner	1	Check Restroom Sink for operation	✓	Check Heat pumps	✓	Check soap dispenser	✓
Enzyme Drain Cleaner	1	Check toilet for operation	✓	Check Sally port doors	✓	City Admin Restroom	
Clorox	0	Check soap dispenser	✓	Check rear entrances (2)	✓	Check toilet for operation	✓
Facial Tissue	12	PD ROOM		Check Roof (Admin)	✓	Check sink for operation	✓
Fusion Deodorizer	3	Check Lights	✓	Check Roof (PD)	✓	Check soap dispenser	✓
Toiletry Bags (Box)	1/2	Check Fridge Temp	43.0	Check Sprinkler Control box	✓	Public womens restroom	
Thermostats SetPoint/Actual		Jail Inspection		Dispatch Check		Check toilets for operation	✓
24 Hr Hall	69-73 / 69	Check cell sink (5)	✓	Check toilet for operation	✓	Check sinks for operation	✓
Back Hallway	69-73 / 71	Check cell toilet (5)	✓	Check Sink for operation	✓	Check soap dispensers	✓
Court Room	70-75 / 70	Fill cell drains	✓	Check soap dispenser	✓	Public mens restroom	
Dispatch	68-73 / 70	Court room		Check Comm Rack	✓	Check toilet for operation	✓
City Administrator office	69-72 / 69	Check lights	✓	Check Generator Panel	✓	Check sink for operation	✓
Investigators	70-70 / 70	Check carpets	✓	Check Fire Alarm Panel	✓	Check soap dispenser	✓
Lobby	70-73 / 70	Check closet	✓	UPS (No Faults)	✓	Check urinal for operation	✓
Drain Maintenance				PD Locker room restrooms (4)			
Fill floor drain in Men's restroom	✓	Fill floor drain in dispatch restroom	✓	Check soap dispensers	✓	Check toilets for operation	✓
Fill floor drain in women's restroom	✓	Fill floor drain in admin restroom	✓	Check showers for operation	✓	Check sinks for operation	✓

# City of Travelers Rest

12/18/2023



## Weekly Checklist

Janitorial Supplies, On hand		Break Room Check		Building Exterior		Laundry	
Multifold PT	9	Fire Suppresion Check gauge	✓	Check doors		Wash Jail cell blankets	✓
Roll PT	31	Check paper towel supply	✓	Check lights		Wash rags if needed	✓
Toilet paper	81	Check each stove eye for operation	✓	Check flag	✓	Trash - Police Station (Mon)	✓
Hand sanitizer Dispenser	2	Check sink for operation	✓	Check shrubs		PD after hours entrance	
Trash Bags : 12-16 gal	5	Check fridge Temp	38	Check sidewalk		Check toilet for operation	✓
Trash bags : 45 gal	4	Large Conference Room		Check front entrance		Check sink for operation	✓
Spot shot	1	Check Lights for Operation	✓	Check swings		Check soap dispenser	✓
Foaming hand Soap Gal	3 1/2	Check Ice maker Temp	48.9	Check windows		Admin Hallway	
Sun Detergent	1	Check Fridge Temp	63.8	Check siding		Check toilet for operation	✓
Fabuloso	0	Check sink for operation	✓	Check rock trim		Check sink for operation	✓
Affresh Ice machine cleaner	2	Check Restroom Sink for operation	✓	Check Heat pumps		Check soap dispenser	✓
Enzyme Drain Cleaner	2	Check toilet for operation	✓	Check Sally port doors		City Admin Restroom	
Clorox	0	Check soap dispenser	✓	Check rear entrances (2)		Check toilet for operation	
Facial Tissue	12	PD ROOM		Check Roof (Admin)		Check sink for operation	
Fusion Deodorizer	4	Check Lights	✓	Check Roof (PD)		Check soap dispenser	
Toiletry Bags (Box)	1/2	Check Fridge Temp	32	Check Sprinkler Control box	✓	Public womens restroom	
Thermostats SetPoint/Actual		Jail Inspection		Dispatch Check		Check toilets for operation	✓
24 Hr Hall	69.73 / 69	Check cell sink (5)	✓	Check toilet for operation	✓	Check sinks for operation	✓
Back Hallway	69.73 / 69	Check cell toilet (5)	✓	Check Sink for operation	✓	Check soap dispensers	✓
Court Room	64.73 / 68	Fill cell drains	✓	Check soap dispenser	✓	Public mens restroom	
Dispatch	68.73 / 68	Court room		Check Comm Rack	✓	Check toilet for operation	✓
City Administrator office	69.72 / 69	Check lights	✓	Check Generator Panel	✓	Check sink for operation	✓
Investigators	70 / 70	Check carpets	✓	Check Fire Alarm Panel	✓	Check soap dispenser	✓
Lobby	70.73 / 70	Check closet	✓	UPS (No Faults)	✓	Check urinal for operation	✓
Drain Maintenance				PD Locker room restrooms (4)			
Fill floor drain in Men's restroom	✓	Fill floor drain in dispatch restroom	✓	Check soap dispensers	✓	Check toilets for operation	✓
Fill floor drain in women's restroom	✓	Fill floor drain in admin restroom	✓	Check showers for operation	✓	Check sinks for operation	✓

It Starts With

[illegible]

# City of Travelers Rest

Location: City Hall/PD



## Monthly Inspection of the <sup>Fire</sup>Sprinkler System

Date 12/20/23 Inspector SCOTT PITMAN

Valve Inspection:	OK	Not OK	Notes
Position Normal	✓		
Properly Sealed, Locked or Supervised	✓		
Accessible	✓		
No leaks	✓		
No Damage	✓		
Appropriately labeled	✓		

Gauge Inspection:	OK	Not OK	Notes
Reading	163		
No leaks	✓		
No Damage	✓		

# City of Travelers Rest

Location: Public Works



## Monthly Inspection of the Sprinkler System

Date 12/20/23 Inspector Scott Pitman

Valve Inspection:	OK	Not OK	Notes
Position Normal	✓		
Properly Sealed, Locked or Supervised	✓		
Accessible	✓		
No leaks	✓		
No Damage	✓		
Appropriately labeled	✓		

Gauge Inspection:	OK	Not OK	Notes
Reading	163		
No leaks	✓		
No Damage	✓		

# City of Travelers Rest

## Monthly Emergency Lighting test

Date Inspected

PC

08/20/2023

Tr. Services & More



Type	Location	Pass/Fail
Fluorescent	Patrol Room	P
Can light	Outside Patrol room	P
Can light	Outside locker room	P
Can light	Outside supervisors room	P
Can light	Outside Admin Captain	P
Can light	Mid PD hall	P
Can light	End PD hall	P
Can light	Outside mens restroom	P
Can light	Mens restroom 1	P
Can light	Mens restroom 2	P
Can light	Outside womens restroom	P
Can light	Womens restroom 1	P
Can light	Womens restroom 2	P
Can light	Dispatch hall 1	P
Can light	Dispatch hall 2	P
Can light	Dispatch hall 3	P
Can light	Dispatch hall 4	P
Fluorescent	Dispatch	P
Fluorescent	Dispatch UPS Room	P
Can light	Locker room 1	P
Can light	Locker room 2	P
Can light	Locker restroom 1	P
Can light	Locker restroom 2	P
Can light	Locker restroom 3	P
Fluorescent	Judge hall 1	P
Type	Location	Pass/Fail
Fluorescent	Judge hall 2	P
Fluorescent	Judge hall 3	P
Can light	Admin rear entrance door	P
Fluorescent	Admin hall 1	P
Fluorescent	Admin hall 2	P
Fluorescent	Admin hall 3	P
Fluorescent	City hall entrance 1	P
Fluorescent	City hall entrance 2	P
Fluorescent	City hall entrance 3	P
Fluorescent	City hall entrance 4	P
Can light	Court room Entrance	P
Can light	Court room 1	P
Can light	Court room 2	P
Can light	Court room 3	P
Can light	Court room 4	P
Fluorescent	Court room 1	P
Fluorescent	Court room 2	P
Can Light	Outside at after hours entrance	P
Fluorescent	After hours entrance hall	P
Fluorescent	2 cell room	P
Fluorescent	3 cell room	P
Fluorescent	Booking Room	P
Fluorescent	Booking Room	P
Fluorescent	After hrs lobby	P
Can light	Outside at admin entrance	P

Notes:

Inspector:

Lewis - Pitman - Wirtz

Review - Dan Schep

# City of Travelers Rest

Date Inspected

Dec 01 2023

by Simon Wick



## Monthly Exit sign test

	Location	Pass/Fail
1	PD After hours Entrance	PASS
2	PD After hours hallway	PASS
3	PD hall 1	PASS
4	PD hall 2	PASS
5	PD hall 3	PASS
6	PD hall 4	PASS
7	PD hall 5	PASS
8	Dispatch Hall 1	PASS
9	Dispatch Hall 2	PASS
10	PD Admin Hall 1	PASS
11	PD Admin Hall 2	PASS
12	Court room 1	PASS
13	Court room 2	PASS
14	Judge hall 1	PASS

	Location	Pass/Fail
15	Judge hall 2	PASS
16	Judge hall 3	PASS
17	Admin hall 1	PASS
18	Admin hall 2	PASS
19	Admin hall 3	PASS
20	Admin hall 4	PASS
21	Admin hall 5	PASS
22	City hall entrance 1	PASS
23	City hall entrance 2	PASS

Inspector: Warn - David Garland - Evans - Pitman

Revised [Signature]

Notes:

Battery Type - Unitech Ni-Cd AA900mAh 2.4 volt

# City of Travelers Rest

## Monthly Fire Extinguisher Inspection

Month/Year

12/23

Inspector:

D. Garland

6 Sheets With



Building	Location	Pressure				Safety Ring		Repairs	Initials
		Date Serviced	Extinguisher Missing	OK?	Low?	Discharged?	OK?		
City Hall-Admin	Admin Hallway South close to rear entrance of Admin	8/7/2023	No	✓	No	No	✓	No	SP
	Admin Server Room outside of Court Room	8/7/2023	No	✓	No	No	✓	No	SP
	Breakroom beside door	8/7/2023	No	✓	No	No	✓	No	ARE
	Breakroom Fire suppression inside cabinet above stove	8/7/2023	No	✓	No	No	✓	No	SP
	Admin hallway North outside of Records Clerks office	8/7/2023	No	✓	No	No	✓	No	ARE
City Hall-PD	PD Hallway outside of PD Room	8/7/2023	No	✓	No	No	✓	No	MB
	PD at After hours entrance	8/7/2023	No	✓	No	No	✓	No	ARE
	Dispatch	8/7/2023	No	✓	No	No	✓	No	SP
PW Building	Maintenance Building in Parking area	8/7/2023	No	✓	No	No	✓	No	SP
	Maintenance Building in shop area	8/7/2023	No	✓	No	No	✓	No	SP
	Maintenance Dog Kennel on left, inside door	8/7/2023	No	✓	No	No	✓	No	SP
	Maintenance Storage on left inside storage room	8/7/2023	No	✓	No	No	✓	No	SP
TBP Storage	TBP Restroom Storage	8/7/2023	No	✓	No	No	✓	No	SP



# ***December Downtown Safety Report***

## **MAIN STREET**

<b>VIOLATION</b>	<b>CITATIONS</b>	<b>WARNINGS</b>
<b>Speeding Violations</b>	<b>17</b>	<b>47</b>
<b>Other Moving Violations</b>	<b>17</b>	<b>32</b>

## **N. POINSETT HIGHWAY**

<b>VIOLATION</b>	<b>CITATIONS</b>	<b>WARNINGS</b>
<b>Speeding Violations</b>	<b>1</b>	<b>5</b>
<b>Other Moving Violations</b>	<b>1</b>	<b>6</b>

## **CENTER STREET**

<b>VIOLATION</b>	<b>CITATIONS</b>	<b>WARNINGS</b>
<b>Speeding Violations</b>	<b>0</b>	<b>1</b>
<b>Other Moving Violations</b>	<b>1</b>	<b>2</b>

## **MCELHANEY ROAD**

<b>VIOLATION</b>	<b>CITATIONS</b>	<b>WARNINGS</b>
<b>Speeding Violations</b>	<b>0</b>	<b>1</b>
<b>Other Moving Violations</b>	<b>0</b>	<b>1</b>

## **WILLIAMS ROAD**

<b>VIOLATION</b>	<b>CITATIONS</b>	<b>WARNINGS</b>
<b>Speeding Violations</b>	<b>0</b>	<b>0</b>
<b>Other Moving Violations</b>	<b>0</b>	<b>0</b>

# December Downtown Safety Report



## SPEED TRAILER DEPLOYMENT

DAYS: 31

LOCATIONS: 2

## DOWNTOWN FOOT PATROL HOURS:

43



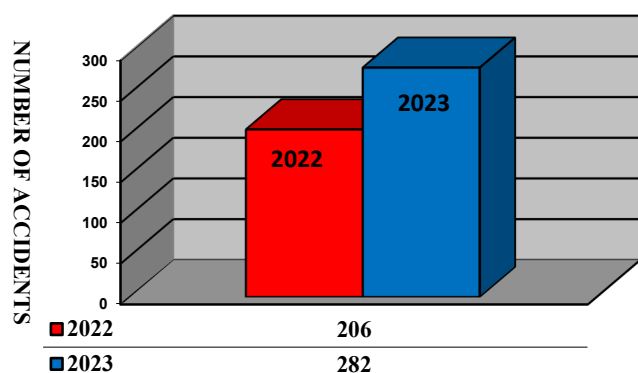
Copyright by Signe Wilkinson

# Travelers Rest Police Department December Monthly Report 2023

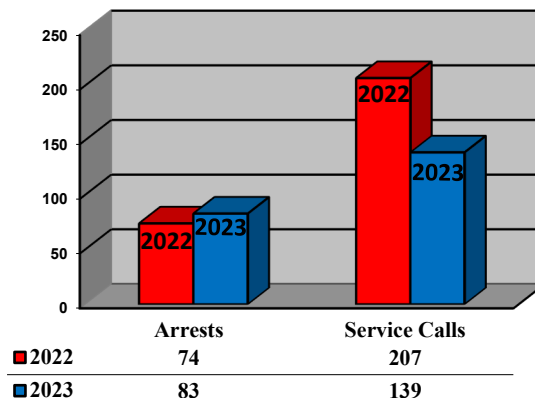
## MOTOR VEHICLE COLLISIONS AND WALMART CALLS, ARRESTS, AND TOWED VEHICLES

CRIME	December 2023	December 2022	Amt. of Change	Percent Change	YTD 2023	YTD 2022	Amt. of Change	Percent Change
Total MVC	27	10	+17	+170	282	206	+76	+36
MVC W/ Injury	11	1	+10	+100	89	64	+25	+39
Wal-Mart Shoplifting Arrests	5	11	-6	-54	83	74	+9	+12
Wal-Mart Service Calls	17	20	-3	-15	139	207	-68	-32
Wal-Mart Cars Towed	0	0	0	0	5	4	+1	+25

ACCIDENTS REPORTED



WAL-MART SHOPLIFTING ARRESTS AND SERVICE CALLS



### December Crime Stats

· Murder	0
· Rape	0
· Robbery	0
· ABHAN	0
· Assault & Battery	6
· Burglary	0
· Larceny	3
· Motor Vehicle Theft	0
· Arson	0
· Narcotics Violations	17
· DUI	7

### Miscellaneous Service Calls:

Animal Calls:	9
Code Enforcement:	0
Public Intoxication:	3
City Events:	4

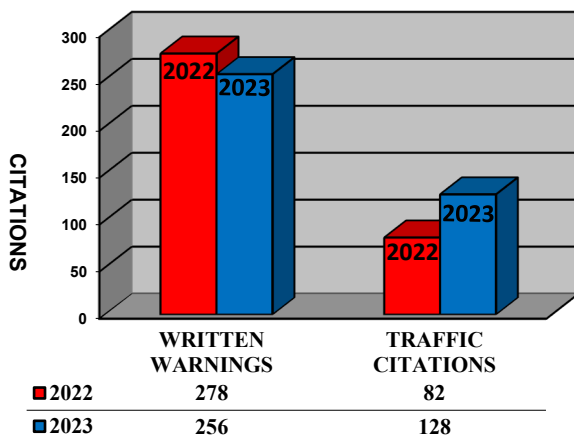
### Monthly Warrants:

Warrants Issued:	17
Warrants Served:	16

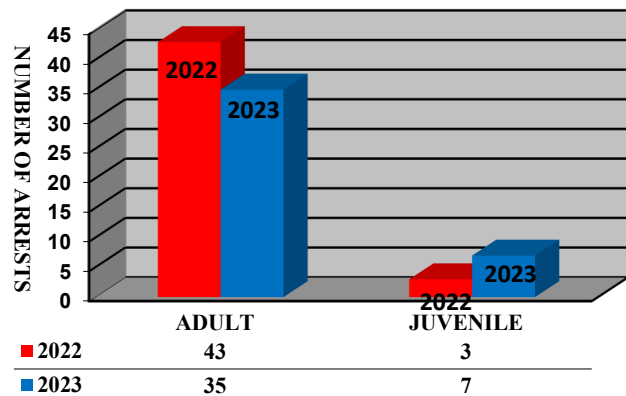
### CITATIONS AND WARNINGS FOR DECEMBER

VIOLATION	CITATIONS	WARNINGS
No Seat Belt	4	
No Child Restraint	2	
Speeding Under 10 mph	22	
Speeding Over 10 mph and Under 25 mph	15	
Speeding Over 25	7	
Disregard Sign/Signal	5	
Insurance Violations	7	
Other Moving Violations	66	
<b>Total</b>	<b>128</b>	<b>256</b>

**WRITTEN WARNING & TRAFFIC CITATIONS**



**ADULT & JUVENILE ARRESTS**



### CRIMINAL OFFENSES REPORTED YEAR TO DATE

CRIME	**2023 To Date	2022	2021	2020	2019
Murder	0	0	0	0	1
Rape	1	0	0	0	1
Robbery	0	0	1	1	1
Assault/Battery HAN	4	1	2	1	2
Assault/Battery	45	46	21	42	42
Burglary	6	11	10	13	7
Larceny	75	60	74	75	100
Motor Vehicle Theft	6	9	13	7	12
Arson	0	0	0	0	1
Narcotic Violations	93	56	52	61	91
DUI	85	27	14	23	22
<b>Total</b>	<b>315</b>	<b>210</b>	<b>187</b>	<b>252</b>	<b>308</b>
<b>Total Calls for Service</b>	<b>18,818</b>	<b>9785</b>	<b>10,474</b>	<b>8339</b>	<b>8753</b>

\*\*All statistics are compiled using figures at time of analysis.

# Travelers Rest Fire Dept.

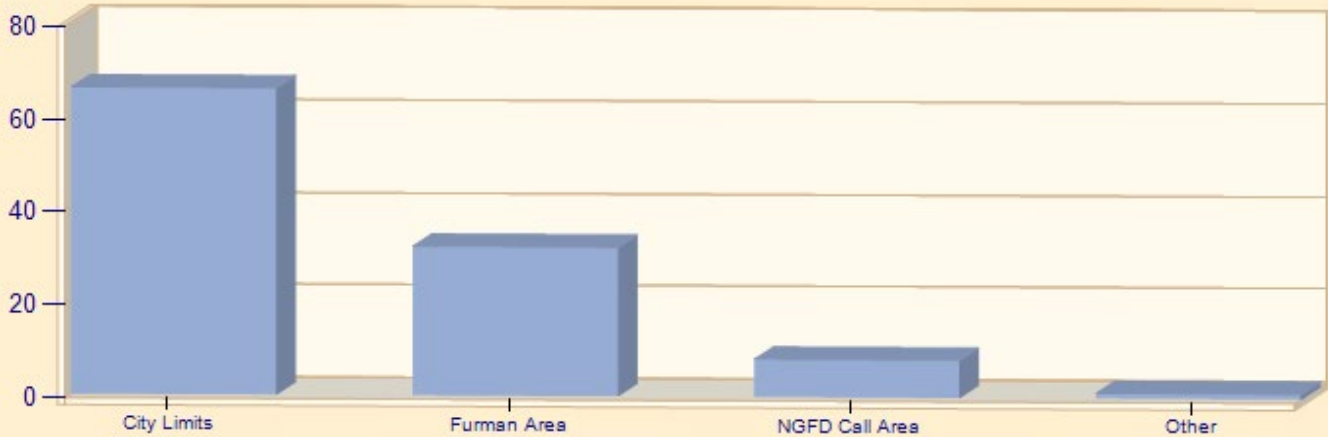
Travelers Rest, SC

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## Incident Type Count per Zone for Date Range

Start Date: 12/01/2023 | End Date: 12/31/2023



ZONES	INCIDENT TYPE	COUNT
City Limits - City Limits		
	111 - Building fire	1
	141 - Forest, woods or wildland fire	1
	200 - Overpressure rupture, explosion, overheat other	1
	321 - EMS call, excluding vehicle accident with injury	35
	322 - Motor vehicle accident with injuries	3
	324 - Motor vehicle accident with no injuries.	3
	550 - Public service assistance, other	1
	553 - Public service	1
	554 - Assist invalid	4
	611 - Dispatched & cancelled en route	11
	651 - Smoke scare, odor of smoke	1
	700 - False alarm or false call, other	1
	735 - Alarm system sounded due to malfunction	1
	744 - Detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	1
	Total Incidents for City Limits - City Limits:	66
Furman Area - Furman Area		
	321 - EMS call, excluding vehicle accident with injury	12
	322 - Motor vehicle accident with injuries	3
	324 - Motor vehicle accident with no injuries.	1
	522 - Water or steam leak	1
	553 - Public service	1
	611 - Dispatched & cancelled en route	3
	733 - Smoke detector activation due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	7
	744 - Detector activation, no fire - unintentional	3
	Total Incidents for Furman Area - Furman Area:	32
NGFD Call Area - North Greenville FD Jurisdiction		
	321 - EMS call, excluding vehicle accident with injury	1

	611 - Dispatched & cancelled en route	4
	622 - No incident found on arrival at dispatch address	1
	733 - Smoke detector activation due to malfunction	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for NGFD Call Area - North Greenville FD Jurisdiction:</i>	<i>8</i>
<b>Other - Other</b>		
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Other - Other:</i>	<i>1</i>
<b>Total Count for all Zone:</b>		<b>107</b>



# Travelers Rest Fire Dept.

Travelers Rest, SC

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## Occupancies Inspected for Date Range

Start Date: 12/01/2023 | End Date: 12/31/2023

OCCUPANCY	ID	ADDRESS	ZONE	LAST INSPECTION
All Balers	419	118 S Main ST		12/07/2023
Bridge City Coffee	657	606 Old Buncombe RD		12/27/2023
Furman Art Building	103	3300 Poinsett HWY		12/27/2023
Furman Baseball Clubhouse	107	1450 Dins DR	Inside Furman Campus	12/07/2023
Furman Baseball Press Box And Pleachers	106	3300 Poinsett HWY		12/07/2023
Furman Bell Tower Housing Old College	113	3300 Poinsett HWY		12/07/2023
Furman Bell Tower Housing Shack	109	3300 Poinsett HWY		12/07/2023
Furman Bell Tower Housing Cabin	110	3300 Poinsett HWY		12/07/2023
Furman Bell Tower Housing Cottage	111	3300 Poinsett HWY		12/07/2023
Furman Bell Tower Housing Hut	112	3300 Poinsett HWY		12/27/2023
Furman Biodiesel Shed	209	3300 Poinsett HWY		12/27/2023
Furman Child Development Center	528	1501 Duncan Chapel RD		12/27/2023
Furman Cliffs Cottage	117	3300 Poinsett HWY		12/27/2023
Furman Golf Course Complex Rek Golf Clubhouse	527	Old Roeford RD		12/27/2023
Furman Golf Course Maintenance Bldg, Storage Bldg, Pump House & Restroom	130	3300 Poinsett HWY		12/27/2023
Furman Golf Course, Pro Shop, Cart Storage & pavilion	129	3300 Poinsett HWY		12/27/2023
Furman Hipp Hall	516	3300 Poinsett HWY		12/27/2023
Furman Playhouse	171	3300 Poinsett HWY		12/27/2023
Furman Playhouse Annex	172	3300 Poinsett HWY		12/27/2023
Furman Soccer Press Box/Gate	526	3300 Poinsett HWY		12/07/2023
Furman Softball Pressbox	178	3300 Poinsett HWY		12/07/2023
Furman Warehouse	225	5909 Old Buncombe RD		12/27/2023
On Point Therapeutic Massage LLC	644	104 S Poinsett HWY #C2		12/07/2023
Pinestone Construction, LLC	648	6701 Statepark RD #B		12/27/2023
Poinsett Commons	599	6 Tubbs Mountain RD		12/27/2023
Quick N Clean Express Wash	656	6 Benton RD		12/27/2023
RE/MAX RESULTS TR.	617	104 S Poinsett HWY		12/27/2023
Sidewall Pizza Office	353	606 Old Buncombe RD		12/27/2023
Travelers Rest Funeral Home	313	113 N Poinsett HWY		12/07/2023
Travelers Rest Second Baptist Church	282	9 Mcalister ST		12/04/2023
Zen Rabbit Yoga, LLC	394	14 S Main ST	Downtown	12/07/2023

# of Occupancies Inspected: 31

% Occupancies Inspected: 5.81



# Travelers Rest Building Permit Report

## Summary Report By Month 2023

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	YTD '23
<b>PERMITS ISSUED:</b>													
RESIDENTIAL NEW CONSTRUCTION (SFD, Townhouse, Condo)	5	8	9	2	13	2	1	5	24	5		4	78
COMMERCIAL NEW CONSTRUCTION	-	-	-	-	-	-	-	-	-	-		1	1
STAND ALONE PERMITS (Electrical/Mechanical/Plumbing)	1	8	11	14	18	11	7	12	18	4	2	3	109
SIGN PERMITS	2	2	1	-	-	1	2	3	3	-		2	16
RESIDENTIAL RENOVATION	3	1	3	1	2	2	2	2	8	4	2	1	31
COMMERCIAL RENOVATION	2	2	2	1	4	2	2	4	4	-	1	3	27
DEMOLITION	1	-	1	-	-	-	1	-	-	-		1	4
OCCUPANCY/TENANT	1	-	-	-	-	1	-	1	1	-		-	4
TOTAL PERMITS ISSUED	15	22	27	18	37	19	15	27	58	13	5	15	271
<b>FEES COLLECTED:</b>													
RESIDENTIAL NEW CONSTRUCTION (SFD, Townhouse, Condo)	7,390	10,400	16,563	3,072	11,670	3,864	2,935	11,538	23,363	6,829	-	7,231	104,855
COMMERCIAL NEW CONSTRUCTION	-	-	-	-	-	-	-	-	-	-	-	12,560	12,560
STAND ALONE PERMITS (Electrical/Mechanical/Plumbing)	842	681	1,505	3,370	3,233	1,577	2,503	2,071	1,633	1,311	280	216	19,222
SIGN PERMITS	100	100	50	-	-	130	150	382	150	-	-	80	1,142
RESIDENTIAL RENOVATION	518	224	1,185	484	735	992	850	1,100	2,598	958	441	515	10,600
COMMERCIAL RENOVATION	9,087	12,367	25,355	4,261	5,302	2,325	371	12,295	4,098	-	201	20,815	96,477
DEMOLITION	50	-	50	-	-	-	50	-	-	-	-	50	200
OCCUPANCY/TENANT	40	-	-	-	-	40	-	40	40	-	-	-	-
PLAN REVIEW	910	2,075	8,896	-	1,138	300	7,635	3,394	9,722	-		2,235	36,305
TOTAL FEES COLLECTED	\$ 18,937	\$ 25,817	\$ 53,604	\$ 11,187	\$ 22,108	\$ 9,228	\$ 14,494	\$ 30,820	\$ 41,604	\$ 9,098	\$ 922	\$ 43,702	\$ 281,521
<b>INSPECTIONS PERFORMED:</b>													
ELECTRICAL	36	46	37	40	37	65	48	90	55	44	39	27	564
PLUMBING	20	23	38	43	30	71	33	44	43	39	46	32	462
MECHANICAL	16	25	36	41	36	117	68	58	56	30	36	20	539
BUILDING	48	35	67	41	64	84	63	46	58	62	65	74	707
CERTIFICATE OF OCCUPANCY	5	4	12	27	12	17	2	9	15	10	3	9	125
DEMOLITION	-	-	-	-	-	-	-	1	-	-	-	-	1
TOTAL INSPECTIONS PERFORMED	125	133	190	192	179	354	214	248	227	185	189	162	2,398
<b>CODE ENFORCEMENT CASES:</b>													
NEW CASES	6	13	3	4	8	6	3	5	2	0	0	0	50
ACTIVE CASES	1	2	0	2	4	2	3	5	1	0	0	0	20
CLOSED CASES	5	11	3	2	4	4	3	0	1	0	0	0	33

# MUNICIPAL COURT REMITTANCE FORM FOR STATE'S PORTION OF REVENUE

To City Treasurer of Travelers Rest

For The Month Of DECEMBER 2023

## Municipal Court Cases

Total Fines		\$	<u>8,516.81</u>
Conviction Surcharges		\$	<u>300.00</u>
DUI Assessment		\$	<u>711.00</u>
DUS Assessment	\$ _____	\$	<u>100.00</u>
Insurance Fraud (See Form A)	\$ _____		
Cruelty to Animals (See Form B)	\$ _____		
Wildlife	\$ _____		
Size & Weight	\$ _____		
Carrier of Household Goods and Hazardous Waste	\$ _____		
Other Assessments		\$	<u>12,206.98</u>

## Transfer Cases from General Sessions Court

Fines	\$	_____
Conviction Surcharge	\$	_____
DUI Assessment	\$	_____
Other Assessments	\$	_____
Bond Estreatments	\$	_____
TOTAL	\$	<u>21,834.79</u>

Signed J. Twitty  
Municipal Judge

Date January 3, 2024

## ATTACHMENT F

Total Amount Allocated to State \$ 11,987.44

Total Amount Allocated to Victim Assistance Fund \$ 1,030.54

\_\_\_\_\_



**THE HONORABLE CURTIS M. LOFTIS, JR.**  
State Treasurer

Municipal Name: \_\_\_\_\_ Municipal Code: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Collection Period Beginning (Month/Year): \_\_\_\_\_ Collection Period Ending (Month/Year): \_\_\_\_\_

**SOUTH CAROLINA STATE TREASURER'S REVENUE REMITTANCE FORM**

LINE	FINES, FEES AND FILING FEE/ASSESSMENT	%	CODE	AMOUNT DUE	LINE
A	Public Defender Application Fee - \$40 Per Application	100%	17-3-30		A
B	Body Piercing	100%	44-32-120		B
C	Marriage License Fee - Additional \$ 20 Per License	100%	20-1-3 75		C
D	Bond Estreatment	25%	17-15-260		D
DA	Municipal Conditional Discharge Fee-\$150	100%	44-53-450(C)		DA
DB	Violations of State Shellfish Laws	33%	44-1-152		DB
DC	Criminally Negligent Use of Firearms/Archery Tackle	100%	50-1-85		DC
DD	Highway Work Zone – Department of Public Safety	65%	56-5-1535		DD
DE	Highway Work Zone – State Highway Fund	25%	56-5-1535		DE
DF	Public Disorderly Conduct <i>(New as of 7/1/2019)</i>	100%	16-17-530		DF
<b>DUI/DUS/BUI - ASSESSMENTS/SURCHARGES/ PULLOUT</b>					
E	Boating Under the Influence (BUI)	100%	50-21-114		E
F	Municipal DUS DPS Pullout - \$100	100%	56-1-460		F
G	Municipal DUI Assessment- \$12 Per Case	100%	56-5-2995		G
H	Municipal DUI Surcharge - \$100 Per Case	100%	14-1-211		H
I	Municipal DUI DPS Pullout- \$100	100%	56-5-2930 & 2945		I
IA	DUI/DUAC Breathalyzer Test Conviction Fee-SLED \$25	100%	56-5-2950(E)		IA
<b>SURCHARGES</b>					
J	Municipal Drug Surcharge - \$150 Per Case	100%	14-1-213(A)		J
K	Municipal Law Enforcement Surcharge - \$25 Per Case	100%	14-1-212(A)		K
KA	Municipal Criminal Justice Academy \$5 Surcharge / <i>Terminated 6/30/16</i>	100%	14-1-240(A)		KA
<b>OTHER ASSESSMENTS - STATE SHARE</b>					
L	Municipal- 107.5%	88.84%	14-1-208		L
LA	Municipal Traffic Education Program \$140 Application Fee	90.83%	17-22-350(C)		LA
M	<b>TOTAL REVENUE DUE TO STATE TREASURER</b>				M

PLEASE FILL IN THE AMOUNTS RETAINED BY YOUR OFFICE IN THE TABLE BELOW. THIS SECTION IS FOR REPORTING PURPOSES ONLY. DO NOT REMIT THESE AMOUNTS TO THE STATE TREASURER.

LINE	RETAINED BY MUNICIPAL FOR VICTIM SERVICES	%	CODE	AMOUNT RETAINED	LINE
N	Assessments-Municipal	11.16%	14-1-208		N
O	Surcharges-Municipal	100%	14-1-211		O
OA	Other Assessments-Municipal	9.17%	17-22-350(C)		OA
P	<b>TOTAL RETAINED FOR VICTIM SERVICES</b>				P

Comments: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Contact Person Email: \_\_\_\_\_

I, Municipal Treasurer, certify that the foregoing information is true and accurate.

Municipal Treasurer Signature: \_\_\_\_\_  
Municipal Treasurer Email: \_\_\_\_\_

**\*Note:** This report is required by law to be filed monthly, on or before the 15th, by the Municipal Treasure, even if there are no Collections.  
Form can be emailed to [court.fines@sto.sc.gov](mailto:court.fines@sto.sc.gov). If form is filed by fax, please confirm with Marty Woods (Phone: 803.734.2657) **PRIOR** to transmission.

## Travelers Rest Planning Report

### Projects in Entitlement Process

Project Name	Address	Request	PC #	Ordinance #	Acreage	Lots	Density
OZF LLC Duplexes	Athens St	R-7.5 to R-D	TR 23-04		0.34	2	
Bowers Annexation	129 & 132 E Bowers Rd	Unzoned to FRD	TR 24-01		49.63	87	1.87
					<b>49.97</b>	<b>89</b>	

### Preliminary Subdivisions Approved

Project Name	Address	Date Approved	Zoning	Type	Acreage	Lots	Density
Parkside Village	Center St and S Poinsett	11/23/21	R-M	Townhomes	2.51	29	11.55
The Refuge	N Main St and Glenview Rd	11/29/22	FRD	SF Housing	9.54	43	4.51
					<b>12.05</b>	<b>72</b>	

### Approved Projects In Permitting

Project Name	Address	Status	Zoning	Type	Acreage	Units	Density
Spring Park	Hwy 276	Land Disturbance	PD	SF Housing	35.27	54	1.53
Whitehawk Meadows	Hawk Valley Dr and School St	Land Disturbance	R-7.5	SF Housing	69.23	165	2.38
					<b>104.50</b>	<b>219</b>	

### Projects Under Construction

Project Name	Address		Zoning	Type	Acreage	Units	Density
Magnolia Cottages Ph II	Magnolia Dr and Thomas Dr		R-M	Townhomes	1.11	22	19.82
Pinestone					40.83		
Detached	Roe Rd and State Park Rd		PD-R	Detached		70	
Attached	Roe Rd and State Park Rd		PD-R	Attached		37	
Tri-/Quad-Plex	Roe Rd and State Park Rd		PD-R	Tri-/Quad-Plex		12	
Live/Work	Roe Rd and State Park Rd		PD-R	Live/Work		1	
					<b>40.83</b>	<b>142</b>	

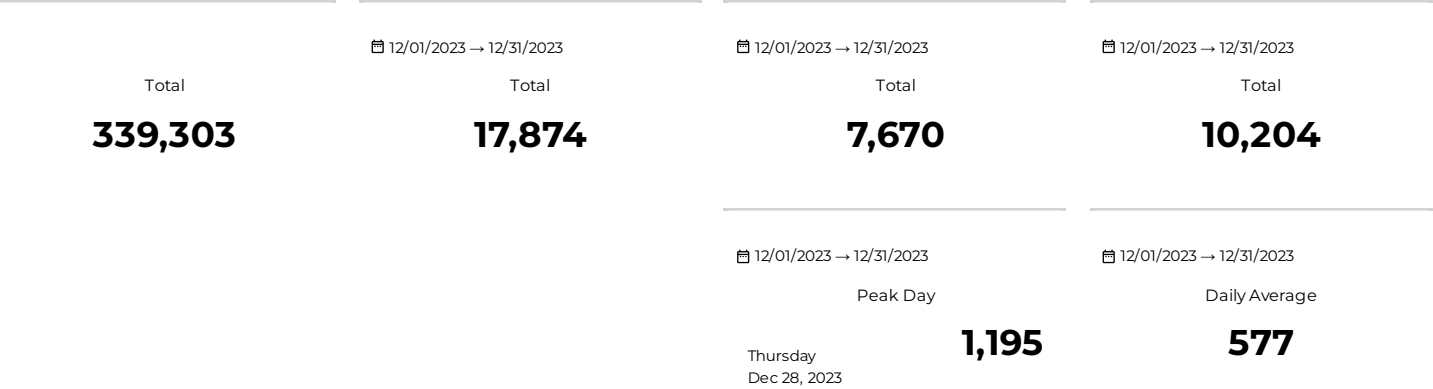
### Short Term Rentals/Lodging Projects

Approved in December 2023	Total Approved
0	33

# Travelers Rest

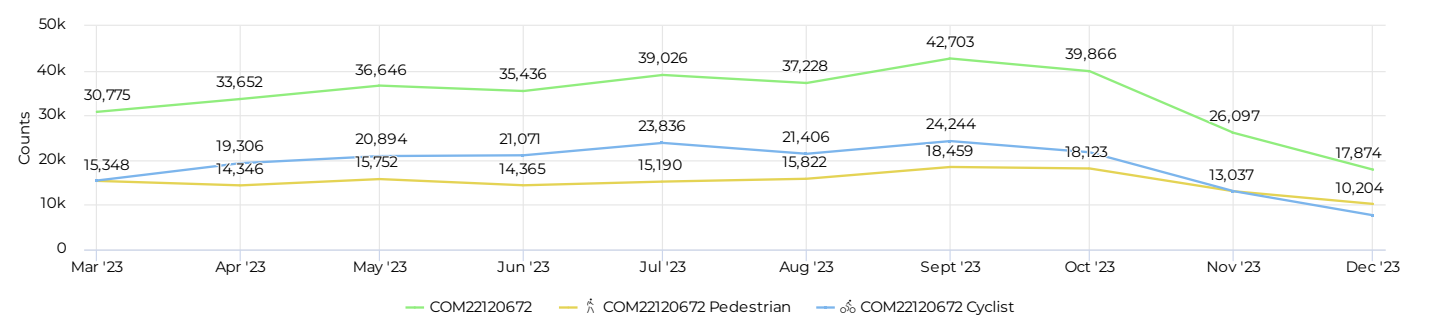
City of Travelers Rest

March 1, 2023 → December 31, 2023



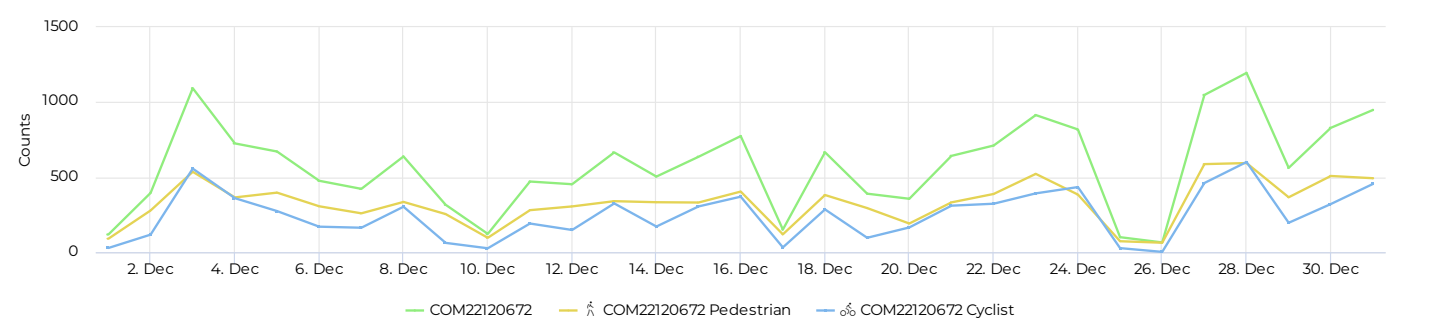
## Monthly traffic

03/01/2023 → 12/31/2023



## Daily Traffic - Last Month

12/01/2023 → 12/31/2023



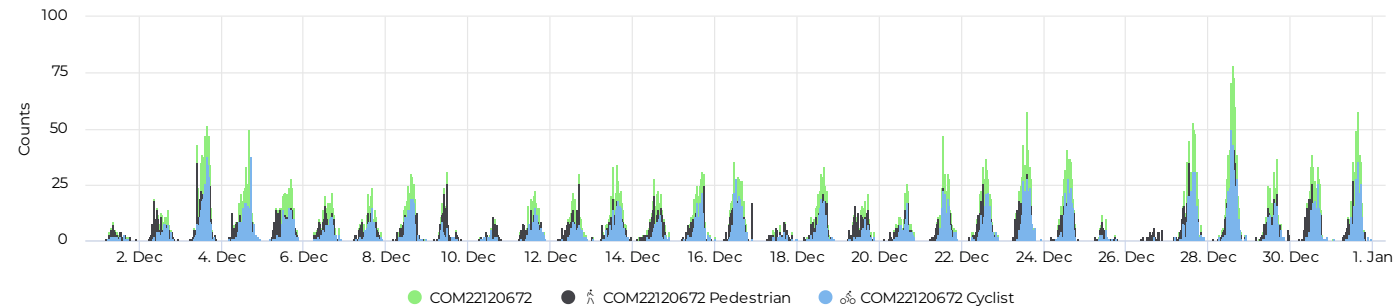
# Travelers Rest

City of Travelers Rest

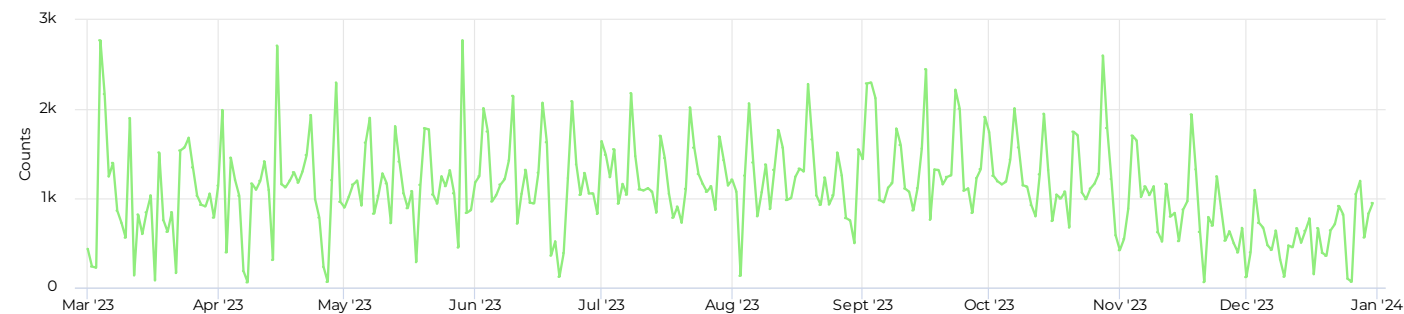
March 1, 2023 → December 31, 2023

## Monthly Travel - 15 Minute Intervals

12/01/2023 → 12/31/2023

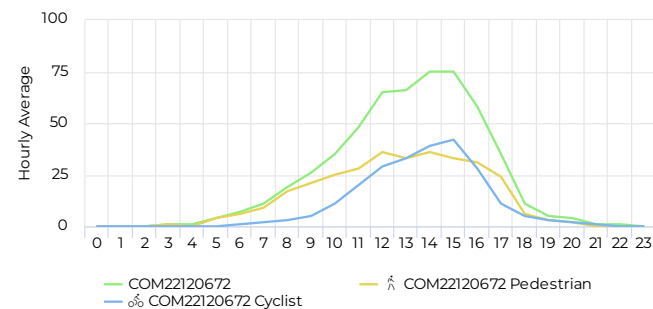


## Daily Traffic Since March 1, 2023



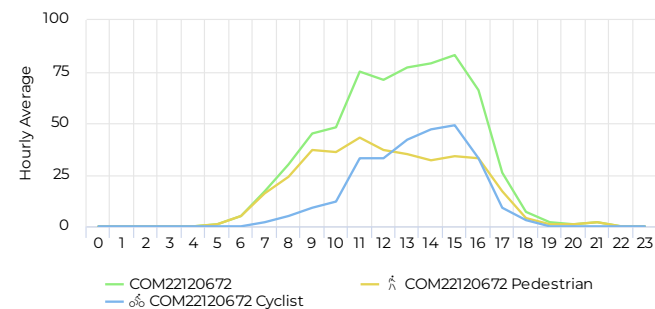
## Hourly Profile - Weekdays

12/01/2023 → 12/31/2023



## Hourly Profile - Weekend

12/01/2023 → 12/31/2023



**CITY OF TRAVELERS REST  
SPECIAL MEETING OF COUNCIL  
Monday, January 8, 2024, 6:00 p.m.  
City Hall Large Conference Room**

Please join us at City Hall in Council Chambers or on our YouTube Channel at  
<https://www.youtube.com/channel/UCyau-beS3wyxOv1drMCpGMw>

- 1. Call to Order** Mayor Brandy Amidon
- 2. Executive Session**
  - a. City Administrator Interview
- 3. Adjournment** Mayor Brandy Amidon