



MEETING AGENDA

Monday, February 26, 2024

Chester City Hall
6:30pm
100 West End Street
Chester, SC
In Person/Virtual
<https://us02web.zoom.us/j/83177660947>

1. Call to Order

- a. Roll Call
- b. Prayer
- c. Pledge of Allegiance
- d. Civility Pledge – *"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others, and their viewpoints, and finding solutions for the betterment of The City of Chester."*

2. Addressing Chester City Council

- a. Citizens Forum -*Each citizen will be limited to two (2) minutes.*
- b. Petitioner -*Each petitioner will be limited to three (3) minutes.*
 - a. Brooklyn Community Foundation – Ken Lebbon
 - b. Susanne Nazian – Evergreen Cemetery Commission

3. City Council Meeting Minutes Approval

4. Monthly Administrative Report - Information Only**5. Consideration of Ordinances and Resolutions**

- a. Zoning Request NC to R-10: 201-06-06-034 – Second Reading
- b. A Draft Resolution to Adopt the City of Chester "Must -Do" Goals for 2024-2026
- c. Ordinance 2024-003 *Ordinance to Sell Real Property*

6. City Administrator's Updates

Requested:

- a. Maragret Foote Building
- b. Parks and Recreation Aquatic Center Hours
- c. Fire Commission Appointment

7. Unfinished Business**8. New Business**

- a. SCDHEC Site Inspection -Wylie Park Pool (Capital Project)
- b. MOU for Grant Writing and Management Services with Catawba Regional Council-Govt-*Funding Request*
- c. 2024 (MOU) with Chester Downtown Development Association (CDDA)-*Funding Request*
- d. Hospitality Grant Request- Light It Up Blue Festival- *Funding Request*
- e. Capital Project – Police Building Uplift – *Funding Request*
- f. Rural Infrastructure Authority stormwater Study Application with Catawba Regional Council-Govt-*after project awarded funding request*
- g. Letter to Chester County Council requesting relinquishment of property rights to jointly owned 139 Cadz Street
- h. Councilman Claytor -George Guy Park Request

9. Executive Session

- a. Legal Advice

The SC Freedom of Information Act limits municipal executive sessions to four open meeting exceptions. (Section 30-4-70):

- 1. Discussion of employment, appointment, compensation, promotion, demotion, discipline or release of an employee, or an appointment to a public body.
- 2. Discussion of negotiations incident to proposed contractual arrangements, discussions of a proposed sale or purchase of property, receipt of legal advice, settlement of legal claims or discussions of the public agency's position in adversary situations, discussion about development of security personnel or devices.

3. Investigative proceedings or allegations of criminal misconduct; and
4. discussion of matters concerning the proposed location, expansion or provision of services encouraging location or expansion of industries or other businesses in the area served by the public body.

10. Adjourn

GUIDELINES FOR ADDRESSING CHESTER CITY COUNCIL

Citizens Forum:

- Please sign the sign-in sheet upon arrival.
- Must state name and address.
- Each citizen will be limited to two (2) minutes.

Petitioners: (A maximum of five petitioners will be allowed per meeting.)

- Must be placed on the agenda prior to noon on the Thursday before the Council Meeting on Monday.
- Must state name and address.
- Each petitioner will be limited to three (3) minutes.

Public Hearings:

- Must sign the sign-in sheet upon arrival.
- Must state name and address.
- Each speaker will be limited to a three-minute presentation.

When introduced, Please:

- Approach the podium.
- Speak loudly and clearly making sure that the microphone is not obstructed.
- **DO NOT** address the audience - direct all comments to Council.
- **DO NOT** approach the Council table unless directed.
- Allow Council the opportunity to ask questions when finished.

Anyone addressing Council will be called out of order if you:

- Use profanity.
- Stray from the subject.
- Make comments personally attacking an individual member of Council.
- Exceed the time limit.
- Speak from the audience when not on the agenda.
- Make threats or derogatory remarks toward individuals. .



CITY OF CHESTER

AGENDA ITEM REQUEST FORM

Name of Person/Organization Request: Brooklyn Community Foundation

Address and Telephone Number: 119 Sunset Drive – Chester, SC

Date of Request: 02/20/2024

Date of Meeting: 02/26/2024

(Council Meets on the last Monday of each Month at 6:30 p.m. All agenda request forms must be submitted to Marquita Fair, City of Chester, 100 West End Street, Chester, SC 29706, or email to mfair@chester.sc.gov by noon, Thursday prior to the Council Meeting.)

TYPE OF REQUEST

(Check only one.)

Petition ☒

Report/Discussion ☐

Policy ☐

Executive Session ☐

Subject Matter:

Attachments: Yes ☐ No ☒

Signature: _____

All agenda request forms must be submitted to Marquita Fair, City of Chester, 100 West End Street Chester, SC 29706, or email to mfair@chester.sc.gov by 12 noon, Thursday prior to the Council Meeting.



CITY OF CHESTER

AGENDA ITEM REQUEST FORM

Name of Person/Organization Request: Susanne Nazian

Address and Telephone Number: 170 York Street – Chester, SC

Date of Request: 02/21/2024

Date of Meeting: 02/26/2024

(Council Meets on the last Monday of each Month at 6:30 p.m. All agenda request forms must be submitted to Marquita Fair, City of Chester, 100 West End Street, Chester, SC 29706, or email to mfair@chester.sc.gov by noon, Thursday prior to the Council Meeting.)

TYPE OF REQUEST

(Check only one.)

Petition ☒

Report/Discussion ☐

Policy ☐

Executive Session ☐

Subject Matter: Evergreen Cemetery Commission

Attachments: Yes ☐ No ☒

Signature: _____

All agenda request forms must be submitted to Marquita Fair, City of Chester, 100 West End Street Chester, SC 29706, or email to mfair@chester.sc.gov by 12 noon, Thursday prior to the Council Meeting.



Economic Development Committee Meeting Minutes

**February 20, 2023 – 6:30 pm
In Person/Virtual**

Minutes

PRESENT: Councilwoman Tabatha Strother, Councilman Wade Young, and Councilwoman Nelson

ABSENT: Jamie Price

Call to Order

The meeting was called to order by Chair, Tabatha Strother at 6:32 pm.

Prayer

Councilwoman Strother offered prayer.

Roll Call

3 Present at the time of roll call.

Approval of Agenda

Councilman Young made a motion to approve the agenda. Councilwoman Nelson second the motion. The motion carried (3-0).

City Administrator's Report

City Administrator, Malik Whitaker provided an update that included Historic Preservation vacant seats, The Kuester Project (restoration of two historic properties downtown), and the Outdoor Fitness Court (pad installed) which should be completed by mid-March. *No action was taken.*

Quick Updates

Planning Document

Councilwoman Strother presented the Committee with a MOU with the CDDA:

**2024 Memorandum of Understanding (MOU)
between**

Chester Downtown Development Association (CDDA) shall:

- a. Be responsible for all event management, registration, administration, and contract compliance.
- b. Use funds granted by City for above-described events.
- c. Procure all necessary permits and licenses as may be necessary, and comply with all laws, ordinances, codes, and regulations now or hereafter in effect promulgated by any federal, state, or local governmental agency relating to CDDA's performance under this Agreement, before commencing the performance of any activity under this Agreement. CDDA will not be subject to the Special Event Permit Fee and/or the Major Event Deposit since all events are in conjunction with the City of Chester and this MOU serves as the notice and agreement of terms.
- d. Provide accounting for the funds provided by the City and reserve the right to fundraise for additional funds to augment the events.
- e. Rollover funds from event to event at the discretion of the CDDA Board. If there are unused funds at the end of the season these will be returned to the City. Accounting for all expenses will be maintained and provided to the City at the end of the season.
- f. Be responsible for all cost associated with any property damages resulting from the actions of CDDA while utilizing City property under this agreement. In the event CDDA causes damage to City property, the City shall utilize a vendor of the City's selection to make necessary repairs to return the area to pre-use condition. CDDA shall pay the full cost of the repair, including overhead, within thirty (30) days of receipt of an invoice from the City. This section is not intended, nor shall it be construed, to limit CDDA's liability for any other negligent or intentional acts or omissions that may occur during this Agreement.
- g. Provide the following event specific things:
 - a. Event banners
 - b. Event plans
- h. Make intentional efforts to provide and promote diverse entertainment that is reflective of the taste of the Community.

City of Chester shall:

- a. Provide \$1,500 for each of the "Live After Five" events. (Dates listed under the Events, Location, and City Financial Support section.)
- b. Provide \$1,000 for the HILLarity event. (Dates listed under the Events, Location, and City Financial Support section.)
- c. Provide trash, security, first responders, and road closure services for all CDDA events.
- d. Provide event insurance under the City's liability policy for the "Live After Five" events.

- e. Protect the dates for the above-described events and not issue event permits, vending licenses, or peddlers license that will compete with vendors or performances of those participating in all listed events.
- f. Support the vending license process with an effective and efficient process by providing a dedicated online website link and payment method for vendors to obtain a peddler's license. If such a method cannot be furnished, then the City of Chester will register the vendor on the day of the event at their place of business on Gadsden Street.
- g. City shall furnish the facility and any City-owned equipment used by CCDA in its existing "as-is" condition. By taking possession, CCDA warrants that it has inspected the Premises and equipment and confirms that it is acceptable for CCDA's use.
- h. Support events and communicate events on City communication outlets.
- i. CCDA will make every effort to work with community organizations for live event attached to special dates, such as Light It Up Blue, Juneteenth, and City of Chester Fireworks display, so long as they are communicated no less than 90 days in advance, along with proper contact information and details of the activities and resources being provided.
- j.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from (list parties). This MOU shall become effective upon signature by the authorized officials from the (list parties) and will remain in effect until modified or terminated by any one of the parties by mutual consent. In the absence of mutual agreement by the authorized officials from (list parties) this MOU shall end on January, 31, 2025.

Councilman Young made a motion to take the CCDA MOU to full Council. Councilwoman Strother second the motion. The motion carried unanimously (3-0).

Ordinances

None

Policies

None

Old Business

Grants

Mr. Whitaker provided an update on grants (T-Mobile: Hometown Grant) and shared business recruitment. *No action was taken.*

Electronic Media

Clerk to Council gave an update on Channel 3: A TruVista Communications' contact has been provided to Sharp Business Solutions in hope to solve the issue with Access Channel 3. *No action was taken.*

Annual Chamber Banquet

Councilwoman Strother shared with the Committee that the 2024 Annual Chamber Banquet will be March 14, 2024. The theme will be "There's No Place Like Home". *No action was taken.*

New Business

Earth Day

Councilwoman Strother shared with the Committee that Earth Day will be April 20, 2024. She stated that she would like to see it be a City wide clean up day. *No action was taken.*

Downtown Beautification

Councilwoman Strother recommended a downtown beautification project that could include businesses downtown to have some type of decoration for the season featured in their store front. *No action was taken.*

With no other business, Councilman Young made a motion to adjourn the meeting.

The meeting was adjourned at 7:13pm.

Respectfully Submitted,



Marquita Fair
Municipal Clerk



Properties Committee Meeting Minutes

**February 20, 2024 – 5:30 pm
In Person**

Minutes

PRESENT: Councilwoman Tabatha Strother, Councilwoman Boyd-Crosby, and Councilman Wade Young

ABSENT:

Call to Order

The meeting was called to order by Chair, Tabatha Strother at 5:30 pm.

Prayer

Councilwoman Crosby offered prayer.

Roll Call

2 Present at the time of roll call.

Approval of Agendas

Councilwoman Strother made a motion to approve the agenda. Councilman Young second the motion. The motion carried (2-0).

Public Works Director's Report

Public Works Director, Regge McBeth provided an update on the following:

- Renovations at the Police Building (deadline extended),
- Flood Plain locations,
- Generators
 - City Hall, Police Building, Margaret Foote Building, and Public Works
- Downtown sidewalks
 - Remarking on Church Street, Hudson Street, and Gadsden Street
- Speed Bumps (to be located on Gadsden Street up to the top of the hill)
- Signs for Downtown Entertainment District
- City-wide speed limit.

No action was taken.

Unfinished Business

City Owned Properties

Public Works Director, Reggie McBeth, shared with the committee that nothing has changed with the City owned properties list. The committee suggests selling of city properties to adjacent property owners and requested that Mr. Whitaker take the conditions on selling properties to the City Attorney. *No action was taken.*

Chester Sports Complex

Mr. Whitaker gave an update on the PARD grant. There is a 20% match for the grant. Mr. Whitaker shared that he will be asking for \$12,000 for the match. *No action was taken.*

Executive Session

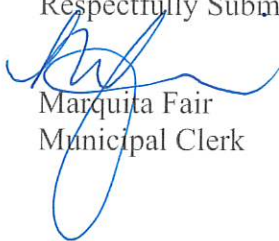
Chair entertained a motion to go into Executive Session to discuss Contractual Matter-AA Building, Contractual Matter-Police Building, and Contractual Matter.

Councilman Young made a motion to go into Executive Session to discuss Contractual Matter-AA Building, Contractual Matter-Police Building, and Contractual Matter. The motion was second by Councilwoman Crosby. The motion carried (3-0).

NOTE: Chair called the meeting back to open session without Clerk being present therefore no actions were recorded until adjournment.

With no other business, The meeting was adjourned at 6:27 pm.

Respectfully Submitted,



Marquita Fair
Municipal Clerk



City Council Meeting Minutes

**February 1, 2024 – 6:30 pm
In Person**

Minutes

PRESENT: Mayor Carlos Williams. Members of Council: Wade Young, Tabatha Strother, Dave Claytor, Danielle Hughes, Jamie Price, Ursula Boyd-Crosby and Robbie King-Boyd

ABSENT: Tony Nelson

Call to Order

The meeting was called to order by Mayor Williams at 6:30 pm.

Roll Call

8 Present at the time of roll call.

Prayer

Councilwoman Hughes offered prayer.

Pledge

Council recited The Pledge of Allegiance and The Civility Pledge.

Councilwoman Strother made a motion to include "Item E" under unfinished to include i58 donation of property. Councilman Young second the motion. Attorney Boykin stated that he would not recommend adding an agenda item to a special called meeting agenda due FOIA. Councilman Young rescinded his motion. Councilwoman Strother rescinded her motion. No action was taken.

Councilwoman Strother made a motion to approve the agenda as is. Councilman Claytor second the motion. The motion carried unanimously (8-0).

Consideration of Ordinances and Resolutions

Zoning Request NC to R-10: 201-06-06-034

Councilwoman King-Boyd made a motion to approve first reading of Ordinance 2021-01 *Zoning Request NC to R-10: 201-06-06-034*. Councilwoman Hughes second the motion. The motion carried unanimously (8-0).

Wylie Park Pool Update

City Administrator, Malik Whitaker gave an update on Wylie Park Pool and the letter received regarding the issues at Wylie Park Pool. There will be SC DHEC inspection on February 12, 2024. Mr. Whitaker shared that bids from vendors who can fill the pool in and the cost to repair the pool. The information will be available at the regularly scheduled February meeting.

No action was taken.

2023-12 Installation of Basketball Court Update

Mr. Whitaker gave an update regarding the lowest bidder for the Basketball Court. The bidder rescinded the bid due to the bidder not having the capacity to complete the project. The bid will be rebid. *No action was taken.*

Budget Work Session Update

Mr. Whitaker shared that a budget work session will be scheduled for February 24, 2024 (9am-3pm). Charlie Barrineau will be available to facilitate. No action taken.

With no other business, Councilman Young made a motion to adjourn the meeting. Motion was second by Councilwoman Strother.

The meeting was adjourned at 7:00 pm.

Respectfully Submitted,



Marquita Fair
Municipal Clerk



City Council Meeting Minutes

**January 22, 2024 – 6:30 pm
In Person**

Minutes

PRESENT: Mayor Carlos Williams. Members of Council: Wade Young, Tabatha Strother, Dave Claytor, Danielle Hughes, Tony Nelson, and Robbie King-Boyd

ABSENT: Jamie Price

Call to Order

The meeting was called to order by Mayor Williams at 6:30 pm.

Approval

Councilwoman Hughes made a motion to amend the agenda to add Recognition of Parks & Recreation Manager, Dorrell Gregory. Councilwoman Hughes rescinded her motion. Councilwoman Boyd-Crosby rescinded her motion.

Councilwoman Strother made a motion to accept the agenda. Councilman Youn second the motion. The vote was unanimous (8-0).

Roll Call

8 Present at the time of roll call.

Prayer

Councilwoman King-Boyd offered prayer.

Pledge

Council recited The Pledge of Allegiance and The Civility Pledge.

Citizens Forum

Britt Studermire – Mt. Gap Road, Richburg 2024 Tourism Fair.

New Business

Approval of Minutes

Councilwoman Strother made a motion to accept the minutes with necessary changes. Councilwoman Young second the motion. The motion passed unanimous (7-1)

Monthly Administrative Report – Information Only

No action was taken.

Consideration of Ordinances and Resolutions

Zoning Request NC to R-10: 201-06-06-034

No action was taken.

City Administrator's Update

City Administrator, Malik Whitaker gave an update on the month of January. Mr. Whitaker introduced Charles Boykin of Boykin & Davis, LLC. Mr. Whitaker reminded Council of the bi-weekly update.

Unfinished Business-Update

Boards & Commissions

Mr. Whitaker gave an update on the status and vacant seats for Boards & Commissions. No action taken.

New Business

Wylie Park Pool Update

Mr. Whitaker shared the DHEC letter regarding Wylie Park Pool. An action plan must be presented to DHEC by February 2, 2024. No action taken.

Approval of Bid-2023-12 Installation of Basketball Court

Mr. McBeth shared with Council about the bidders of the Basketball Court. The low bidder will have to provide a breakdown of No action taken.

Margaret Foote Recreation Center-Scope of Work

City Administrator Malik Whitaker presented a scope of work of Margaret Foote Recreation Center. Councilwoman Strother requested that the scope of work be presented at the Finance and Properties Committees. *No action taken.*

i58 Property Request

Councilwoman Strother shared that in the past, Council has gifted properties to nonprofit organizations. Leslie Brakefield from i58 thanked City Council for the consideration of gifting 46 White Street. No action was taken.

Budget Work Sessions

Mr. Whitaker shared that he is in the process of planning a budget work session. No action taken.

Goal Setting Work Sessions – Next Steps

Mr. Whitaker thanked Council and Charlie Barrineau for facilitating the work session. He shared (3) must dos. No action was taken.

Executive Session

Councilwoman Strother made a motion to go into Executive Session to discuss Legal Advice and Contractual Matter. Councilwoman Hughes second the motion. The vote was unanimous (8-0).

Open Session

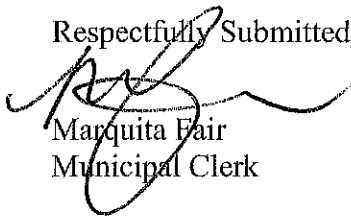
Chair entertained a motion to go back to open session at 9:39pm. Councilwoman Strother made a motion to go back into open session. Councilwoman Hughes second the motion. The vote was unanimous (9-0).

Mayor Willimas stated that while in Executive Session, Council discussed Contractual Matter – First Net/ATT, Contractual Matter – Police Department and Personnel Matter -Administration Department in which no action was taken.

With no other business, Councilwoman Strother made a motion to adjourn the meeting. Motion was second by Councilman Young.

The meeting was adjourned at 9:47pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Marquita Fair', is written over the printed name.

Marquita Fair
Municipal Clerk



City Council Memorandum
24-2

February 23, 2024

TO: Honorable Mayor and City Council
FROM: Malik Whitaker, City Administrator
SUBJECT: Monthly Administrative Report – February 23, 2024

Highlights of Staff Activities

Administration

- Application documents submitted to South Carolina Department of Parks, Recreation & Tourism to complete legislative earmark application for Aquatic/ Fitness Center phase one roof repair award (\$500,000.00).
- Planning Meeting with State Historic Preservation Office, a division of the S.C. Department of Archives and History as a member of the Certified Local Government (CLG) program. The CLG program is a designation and partnership program between the National Park Service, the state preservation offices, and local governments. The City of Chester has had the CLG designation since 1988.
- Catawba Region City/County Administrators/Managers Networking Lunch with York, Union, Lancaster local government managers.
- Safe Streets and Roads For All Peer Learning Session. The Bipartisan Infrastructure Law (BIL) established the Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. Over \$3 billion is still available for future funding rounds. The SS4A program supports the U.S. Department of Transportation's National Roadway Safety Strategy and our goal of zero roadway deaths using a Safe System Approach.

- Technical assistance session with City of Chester Recreation Manager to support grant application preparation (bathroom renovations for Joe Collins Stadium) from the South Carolina Park and Recreation Development Fund (PARD) Program. The PARD grant program is a non-competitive reimbursable grant program for eligible local government or special purposes district entities, which provide recreational opportunities within each county.
- Weekly Team Meetings to ask questions, go over open items, provide feedback, and discuss present and future projects.
- Planning, research, and agenda prep for Council Budget Work Session on February 24
- Sponsorship letter and flyer prepared for City Council to reach out to local sponsors to financially support City 's National Fitness Campaign Outdoor Fitness Court with the opportunity for their business logo placement on the fitness wall.
- Follow-up meeting with national vendor offering Budget Cycle Management software, focused on helping local governments streamline the annual budgeting process by improving the collection, creation, and communication of their budgets.
- Council Member Drop-In at Boykin& Davis, LLC during Hometown Legislative Action Day.
- Public Works Committee Meeting on Monday, February 5
- Sheriff reelection campaign kickoff on February 8
- Meeting with CURES for Chester leadership to discuss boulevard banners placement for the Hometown Heroes program.
- Attended Chester County Tourism Fair 2024
- SCDOT/ City of Chester Public Works Coordination Meeting
- Evolve/ City of Chester Permit Configuration meeting with Evolve Permit Software Implementation Team.
- Catawba Regional Council of Governments Planning Meeting for making grant application to RIA Infrastructure Planning Grant for the Chester Stormwater Study.



Chester Fire Department

January 2024 MONTHLY REPORT

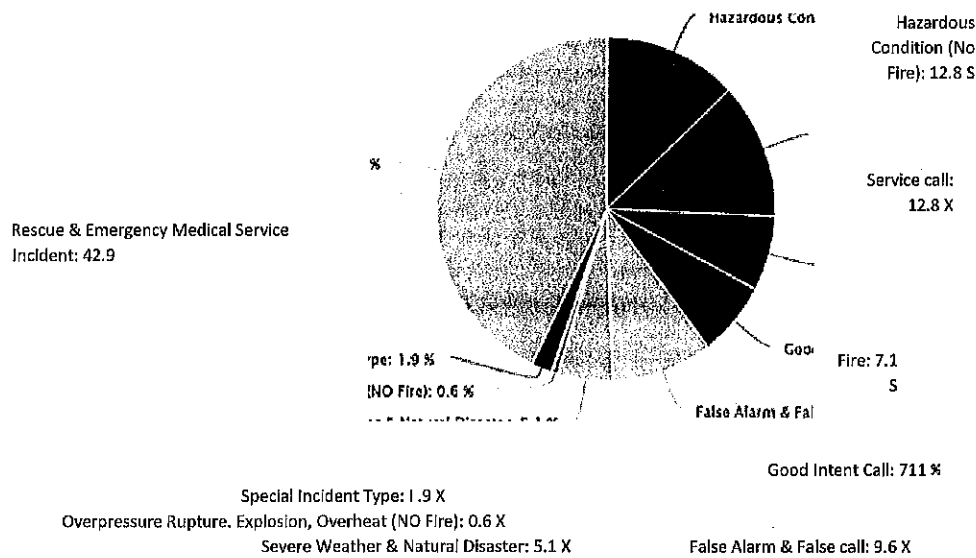
James C. Jackson III

Fire Chief

CALL VOLUMES

Total Incidents: 156

Incident Run Series



Calls-

- 20 Hazardous Condition (No Fire)
- 20 Service Call
- 11 Fire
- 11 Good Intent Call
- 15 False Alarm & False Call
- 18 Severe Weather & Natural Disaster
- 1 Overpressure Rupture, Explosion, Overheat (NO Fire)
- 3 Special Incident Type
- 67 Rescue & Emergency Medical Service Incident

CODES ENFORCEMENT/FIRE PREVENTION

TOTAL INSPECTIONS - 11

CITY-2 DIST. -9

PLAN REVIEW/CONFERENCES—4

New Construction/New Businesses

i58	VaMan Smoke Shop

Captain Ka'Nya Givens — Fire Inspector

Chief Don Wood — Fire Marshal

Public Works Monthly Report

Monthly building permit and inspection dept. report

25 building permits issued from	1.1.2024 to 2.29.2024
Total building valuation	\$151,743.00
Total fees paid	\$1591.00
Inspections perform.	50

CHESTER POLICE DEPARTMENT

PUBLIC MONTHLY REPORT

JANUARY 2024



"To Protect and Serve"

Calls For Service

[illegible]

Traffic Safety

Total Traffic Stops

2023											
JAN 49	FEB 40	MAR 34	APR 17	MAY 12	JUN 13	JUL 38	AUG 02	SEPT 11	OCT 10	NOV 13	DEC 40
2024											
JAN 33	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

Total Citations Issued:[illegible]

DUI Arrests:

[illegible]

2023											
JAN 05	FEB 08	MAR 06	APR 11	MAY 06	JUN 04	JUL 11	AUG 07	SEPT 07	OCT 14	NOV 07	DEC 04
2024											
JAN 10	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

#1	Center st
#2	Gadsen St
#3	Ashford St
#4	Hamilton St
#5	Henery St

Criminal Arrest

[illegible][illegible]

2023											
JAN 02	FEB 00	MAR 04	APR 00	MAY 01	JUN 02	JUL 03	AUG 02	SEPT 01	OCT 01	NOV 00	DEC 02
2024											
JAN 03	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

2023											
JAN 07	FEB 01	MAR 12	APR 0	MAY 00	JUN 00	JUL 00	AUG 00	SEPT 04	OCT 00	NOV 01	DEC 01
2024											
JAN 03	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

2028											
JAN 08	FEB 12	MAR 01	APR 15	MAY 04	JUN 07	JUL 03	AUG 03	SEPT 13	OCT 03	NOV 00	DEC
2024											
JAN 04	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

[illegible]

Employee Actions:

- None

Community Tips:

- None

Complaints and Findings:

- None

Vehicle Pursuits:

- None

Use of Reasonable Force (UORF) Incidents and Findings:

- None

Operations/Notable Events:

- None

Municipal Court Budget Summary:

• Fines Collected	\$ 246.77	Ins. Fraud	\$ 0.00
• 88.84%(TO STATE)	\$235.67	Cruelty to Animals	\$ 0.00
• 11.16%(VICTIM FUND)	\$ 29.61	Fraudulent Checks	\$ 0.00
• Reg. Fines	\$173.98	Ordinance Violations	\$ 0.00
• DUI	\$ 7.35	Total Fines Collected	\$ 693.38
• Drug Convictions	\$ 00.00	Adjusted Fine	\$ 211.37
• Total Number of Tickets	13		

Community Outreach/Special Events:

- None

Awards and Recognitions:

- None

Grants Management:

- None

Recruiting/Retention:

- Still seeking qualified candidates.



ORDINANCE NO. 2024-01

**AN ORDINANCE REZONING FROM (NC)NEIGHBORHOOD COMMERCIAL TO
(R-10) ONE FAMILY RESIDENTIAL THAT CERTAIN PARCEL OF
LAND LYING WITHIN THE CITY OF CHESTER, SOUTH CAROLINA,
CONTAINING APPROXIMATELY. 355 ACRES; LOCATED AT 193 COLUMBIA
STREET; PARCEL ID 201-06-06-034**

WHEREAS, Alex Oliphant, the owner of the real property designated herein, has initiated this ordinance by filing an application with the City requesting that real property be rezoned from NC Neighborhood Commercial to R-10 One family residential; and

WHEREAS, this ordinance changes only the zoning map designation of the real property described herein; and

WHEREAS, the City of Chester Planning Commission conducted a meeting on December 18, 2023, reviewed the proposed zoning change, and recommended approval; and

WHEREAS, the requested zoning change is consistent with the land uses in the general area and the land planning of the City.

NOW, THEREFORE, BE ORDAINED by the Mayor and Council of the City of Chester, South Carolina that the property herein described situated within the municipal limits of the City of Chester, South Carolina, is rezoned from Neighborhood Commercial to One family residential and the City's zoning map is amended accordingly. This ordinance shall take effect immediately upon passage.

Adopted this _____ day of _____ 2024.

Carlos Williams, Mayor

ATTEST:

S. Malik Whitaker, City Administrator

ATTEST:

Marquita Fair, Municipal Clerk

Introduced: 02-01-2024

Final Reading:

COUNTY/CITY REZONING APPLICATION

Request: From NC to R-10

PROPERTY INFORMATION

PROPERTY ADDRESS 193 Columbia St

TAX MAP # 201-06-06-034-000 PLAT: ATTACH TO APPLICATION

LOT AREA: ACRES .355

CURRENT ZONING: NC PROPOSED: R-10

2025 LAND USE _____

CURRENT USE OF PROPERTY Vacant Lot

REASON FOR REZONING _____

GENERAL INFORMATION

APPLICANTS NAME Alex Oliphant

ADDRESS PO Box 518

PHONE 803-374-3060

WORK

HOME

CELL

Signature of Applicant: [Signature]

PROPERTY OWNERS NAME Oliphant + Co, Inc

ADDRESS PO Box 518, Chester SC 29706

PHONE 803-374-3060

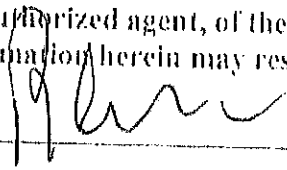
WORK

HOME

CELL

Signature of Owner: [Signature]

development of the land, I further certify that I am the property owner, or his/her authorized agent, of the subject site(s). I understand that falsifying any information herein may result in rejection or denial of this request.

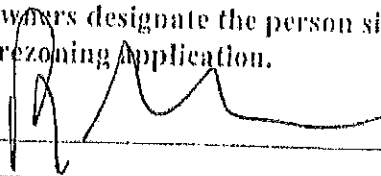


12-14-22

Applicants Signature

Date

I (we) the owners designate the person signing as applicant to represent me (us) in this rezoning application.



12-14-22

Owner's Signature

Date

CANCELATION MAY RESULT IN AN ADDITIONAL FEE OF \$150.00.
YOU MAY HAVE SOMEONE TO REPRESENT YOU AT THE
MEETING.



City of Chester
Public Works Department
Building Safety Inspections & Zoning Administration
405 Ashford Street, Chester, SC 29706
Phone: (803) 581-1405 • Email: rncbeth@chester.sc.gov

MEETING AGENDA
December 18, 2023
COUNCIL CHAMBERS
5.30pm

CITY HALL
100 WEST END STREET
CHESTER, SOUTH CAROLINA 29706
In Person/Virtual
<https://us02web.zoom.us/j/86114924368>

CALL TO ORDER

PRAYER

ROLL CALL

APPROVAL OF THE AGENDA

APPOINTMENT OF CHAIR

NEW BUSINESS: Subdivision approval

- A. Alex Oliphant
201-06-06-034-000
193 Columbia Street, Chester SC 29706
Re-zoning from 3.55 Acres NC to R-10
- B. 201-07-03-079-000
Chris Raeker
3570 Torin Donway, Charlotte, NC 28277
9 lots R-10 Murray Hills Residential
Corner Murray Street and Dye Street
- C. 201-05-13-002-000
Daryl Boyd
Chester SC 29706
Hinton Street 5-lots

Overview

#

Legend

Roads

2018

2019

2020

2021

2022

2023

2024

Municipals

Parcels

City of Chester Zoning

AG Agricultural

BI

C1 - Central

Commercial

District

C2 - General

Commercial

District

CC

EDD Economic

Development

District

GC General

Commercial

GR

HC

I - Industrial

I1 - Industrial

District

ID1 Restricted

Industrial

ID2 Limited

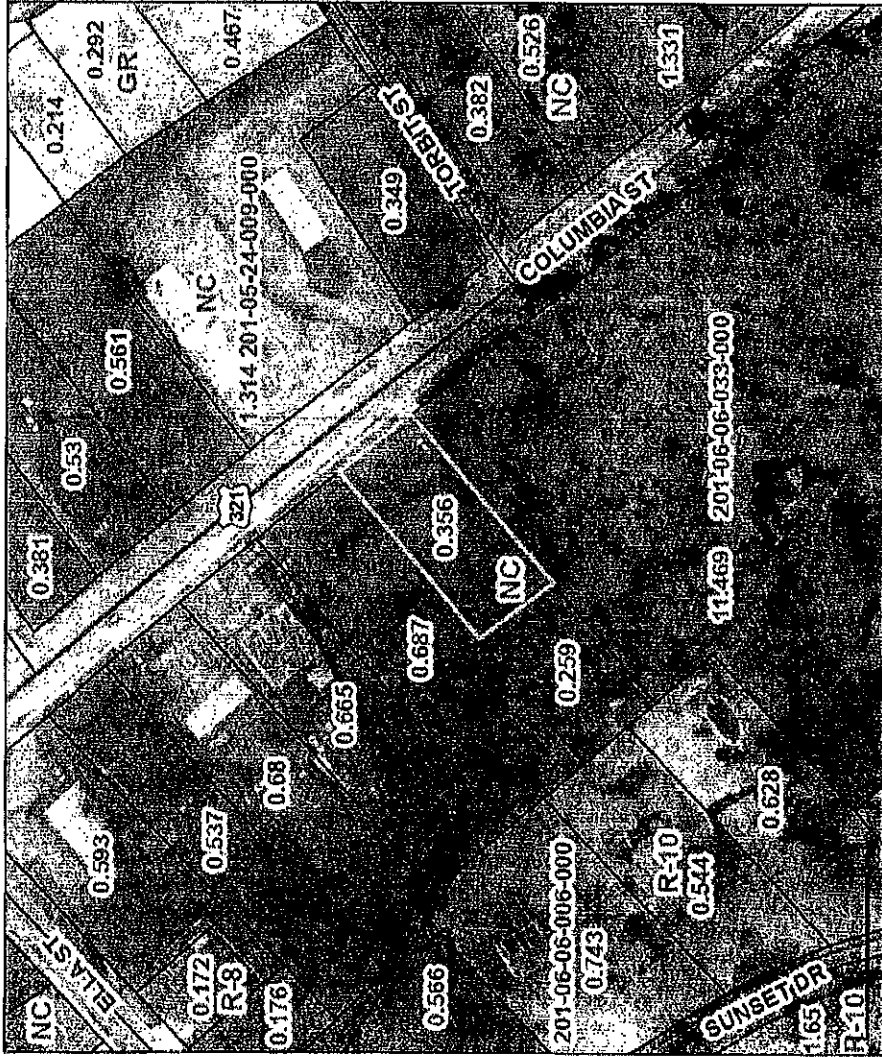
Industrial

ID3 General

Industrial

LC Limited

Commercial




- ☐ R-10
- ☐ R-6
- ☐ R1 Rural One
- ☐ R2 Rural Two
- ☐ R3 Rural Three
- ☐ R4 Rural Four
- ☐ R8 One Family Residential
- ☐ RG1 Multi-family Residential
- ☐ RG2 General Residential
- ☐ RIV River Preservation
- ☐ RS1 Single Family Residential
- ☐ County Boundary

Owner Address OLIPHANT & CO INC
PO BOX 519
CHESTER SC 29706

Alternate ID n/a
Class RL
Acreage n/a

Parcel ID 201-06-06-034-000
Sec/Twp/Rng n/a
Property Address 193 COLUMBIA ST
District 02C
Brief Tax Description COLUMBIA

(Note: Not to be used on legal documents)

Date created: 1/23/2024
Last Data Uploaded: 1/23/2024 2:17:01 AM
Developed by  Schneider
GEOGRAPHICAL

RESOLUTION
A RESOLUTION TO ADOPT THE CITY OF CHESTER'S "MUST-DO GOALS" FOR
2024-2026

WHEREAS, the Mayor and Council of the City of Chester, South Carolina, recognize the value of prioritizing its strategic goals to articulate a shared vision for future actions to be taken by Council, and to ensure the most efficient and effective use of limited public resources; and

WHEREAS, on January 6, 2024, the Mayor and Council of the City of Chester held a Goal Setting Session facilitated by Charlie Barrineau of the Municipal Association of South Carolina to identify and rank the city's strategic priorities for 2024-2025; and

WHEREAS, the Mayor and Council of the City of Chester believe it is proper to formalize the results of the planning session by adopting its Must Do Goals for 2024-2026;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council for the City of Chester hereby adopts the "MUST-DO GOALS" FOR 2024-2026, attached hereto as Exhibit A and incorporated by reference as if set forth fully herein; and

BE IT FURTHER RESOLVED, that the items contained within the attached "Must Do Goals Work Plan for Fiscal Year 2024-2026" shall be considered a guide for future actions to be undertaken by the Mayor and Council in the furtherance of the city's strategic goals and objectives; and

BE IT FURTHER RESOLVED, that the City Administrator is hereby directed to post the "Must Do Goals for 2024-2026" on the city's website, disseminate the Must Do Goals as the Administrator deems appropriate and to make copies of the same available to the public upon request.

Passed and approved this _____ day of _____, 202____.

ATTEST:

Marquita Fair, City Clerk

Carlos Williams, Mayor

Date: _____

Approved as to Form:

Charles Boykin, City Attorney



City Council Memorandum
24-3

TO: Honorable Mayor and City Council

FROM: Malik Whitaker, City Administrator

SUBJECT: Must do goals 2024-2026

On Saturday, January 6, 2024, Chester City Council engaged in the Municipal Association of South Carolina's Field Services Manager Goal Setting Facilitation process with Charlie Barrineau. I have attached the overview notes.

I have developed a work plan based on 4 "must do goals" for the next two years.

The next step is for city council to adopt the 2024-2026 goals through a resolution for the upcoming Fiscal Year 2024-2025. A draft resolution is included and we are planning on including this item on the agenda for the March 2024 meeting.

Please let me know if you have any questions.

Exhibit A

Chester City Council Goal Setting 2024

Saturday, January 6, 2024 9 AM

Margaret Foote Community Center (161 West End Street, Chester, SC)

Attendees: Mayor Carlos Williams, Mayor Pro Tem Tabatha Strother, Councilmember Ursula Boyd-Crosby, Councilmember David Claytor, Councilmember Antrea Danielle Hughes, Councilmember Wade Young, Councilmember Jamie Price, Councilmember Tony Nelson, Councilmember Robbie King-Boyd, City Administrator Malik Whitaker, City Attorney Charles Boykin, City Attorney Tierney Goodwyn and Municipal Association of South Carolina Field Services Manager Charlie Barrineau (facilitator)

Goals

Must Do:

1. Financial Stability
 - Cost saving measures
 - Ask department heads for review, etc.
 - Privatization(?), partnership(?), consolidation(?), reorganization(?)
 - New revenue source(s)
 - Work through Council Finance Committee
2. Police Department
 - Assess structure
 - Community policing focused
 - Consider consultant for assistance
 - Retention, recruitment
 - Ensure hiring right people (HR) that are committed to Chester
 - Assess police zones and educate citizens
3. Recreation Master Plan
 - Comprehensive assessment/plan/vision for Chester recreation facilities, programming, etc.
 - Funding opportunities(?)

Should Do:

4. Seeking service time for non-violent offenders
5. Public works schedule communication; assess pickup of items
 - Improved communication to the public of pickup schedule
 - What is being picked up
 - Should we change what is picked up (bulk items, etc.)
6. Clean up parks
 - Clean/replace capital structures
 - Improve branding and marketing of park assets
 - Engage volunteers ("Adopt a Park")

- Parks reflect the image of the community
 - Possible future Capital Project Sales Tax (CPST) project(s)
 - Seek new revenue sources
6. Research arrangement with apartment complex development
- Ensure city receiving appropriate revenue

Could Do:

7. Assess property tax collections and other revenue sources
- Look behind county to ensure City is collecting correct amount(s)
 - Franchise fees – ensure collected at appropriate rate and amount
 - Utilities – structured to city's benefit
 - Business license administration?
7. Create Frequently Asked Question (FAQ) Section on Website
- Develop list of commonly asked questions by citizens and make answers easily found
8. Develop master schedule for parks and recreation programming
- Improve schedule and communication of schedule (social media, City website, etc.)
 - Tasked to Parks & Recreation Director
8. Infill Housing
- Continue conversations with Chester Housing Authority
 - SC Uplift
 - I58 Housing Initiative (In Partnership with Ember Church)
9. Chester Live Establishment
- Non-profit established by the City
 - Get it up and running
 - Est. policies, procedures, etc.
 - Fundraising, sponsorships, etc.

Honorable Mention (no particular order)

- Downtown pedestrian safety
 - Improve/upgrade crosswalks
 - Pedestrian Signage
 - Speed
- Give community feedback at event forums
 - Improve communication to citizens
 - Allow for feedback opportunities of citizens
 - "Chester Talkbacks"

City of Chester

City Administrator

Introduction:

The City of Chester 2024-2026 Work Plan is a comprehensive document designed to support the City's mission and goals. These goals, officially ratified by the City Council in early 2024, delineate the City's key areas of focus and provide a roadmap for future development. The Work Plan encompasses projects planned for the 2023-2026 fiscal years, aiming to address the Council's priorities and various objectives aligned with the City's overarching goals.

This strategic document serves as the foundation for formulating each annual budget, outlining the City's strategy in achieving the City Council's priorities and overarching goals through specific work activities and objectives. It underscores the City's commitment to the vision of Chester as a community making consistent progress. The Work Plan is designed to be a dynamic, living document, subject to periodic modifications to ensure ongoing alignment with the City's mission, vision, and goals. The City also engages in day-to-day operations to provide essential services to residents, which are not explicitly outlined in the Work Plan but constitute a significant part of the work carried out by City staff.

Must Do Priority Goals:

1. Implement practices to enhance the City's financial position
2. Create and Implement Strategic Plan for Police Department
3. Create and Implement Strategic Plan for Recreation Department
4. *Develop City Council Operating and Administrative Procedures Manual (Administrator Priority)*

Implement practices to enhance the City's financial position

Work Activity	Performance Objective	Due Date	Activity Lead
Review and update financial policies and procedures for compliance with laws and best practices.	Ensure adherence to applicable laws, regulations, and financial best practices.	Ongoing	Finance Team
Assess costs and revenues of parks and recreation facilities, programs, and services.	Enable Council to determine subsidy levels.	Annually	Parks and Recreation Team
Enhance public access to self-service options to improve staff efficiency.	Reduce staff costs by increasing self-service options.	Ongoing	IT and Public Services Team
Present an annual balanced budget with minimal financial impact on residents.	Achieve a balanced budget while minimizing additional financial burdens.	Annually	City Administrator
Evaluate and enhance security measures and internal controls annually.	Identify and address financial vulnerabilities.	Annually	Security and Risk Management Team
Create an asset management plan.	Develop a comprehensive plan for managing city assets.	TBD	Asset Team
Establish the City's Fiscal Sustainability Implementation Plan.	Implement strategies for long-term fiscal sustainability.	TBD	Finance team
Identify opportunities for insourced services to generate revenue and optimize staffing.	Explore partnerships for service provision to external agencies.	Ongoing	City Administrator
Complete action items for S.C. Municipal Insurance and Risk Financing Fund WorkSmart Program	WorkSmart pledge initiatives completed	12-24	Administrative Team

Create and Implement Strategic Plan for Police Department

Work Activity	Performance Objective	Due Date	Activity Lead
Conduct a Strategic Planning Retreat.	Facilitate SWOT analysis, mission statement review, vision exercise, and goal setting.	TBD	Police Leadership Team
Implement strategic goals and priorities.	Establish a management structure, assign roles, communicate goals, secure funding, and manage change.	Ongoing	Police Leadership Team

Create and Implement Strategic Plan for Recreation Department

Work Activity	Performance Objective	Due Date	Activity Lead
Conduct a Strategic Planning Retreat.	Facilitate SWOT analysis, mission statement review, vision exercise, and goal setting.	TBD	Recreation Team
Implement strategic goals and priorities.	Establish a management structure, assign roles, communicate goals, secure funding, and manage change.	Ongoing	Recreation Team

Develop City Council Operating and Administrative Procedures Manual (Administrator Priority)

Work Activity	Performance Objective	Due Date	Activity Lead
Draft Mayor and City Council Operating Procedures	Policies developed for: <ul style="list-style-type: none"> • Meeting Agendas • Conduct of Meetings • Rules of Decorum • Duties of Mayor and Mayor Pro Tem • Rules and Responsibilities of Council Members • Commissions, Committees and Boards • Council Standing and Ad Hoc Committees • Rules of Conduct for Council Members 	TBD	City Administrator
Draft Governmental Operating Procedures	Policies for developed for: <ul style="list-style-type: none"> • Form of government (Duties of Council, Council Goals, Council Attendance Policy, Council Representation, Council Non-Participation in Administration, Role in Disaster, Finance Authority). • Council/ Administrator Plan/ Duties • City Attorney Duties • Priority of Resources • Use of City Personnel, Equipment or Resources • Code of ethics for all City Officials, employees, consultants, and contracted personnel • Council Communications • Press Relations • Council Financial Matters • Civility Guidelines • Non-Discrimination Policy • Dress Code 		City Administrator

STATE OF SOUTH CAROLINA)	
)	ORDINANCE 2024-003
COUNTY OF CHESTER)	
)	ORDINANCE TO SELL REAL PROPERTY
CITY OF CHESTER)	

WHEREAS, S.C. Code of Laws, § 5-7-40 authorizes a municipality to acquire and own real estate, and further authorizes a municipality to enter into lease arrangements; and

WHEREAS, City Council has determined that it is in the City's best interest to sell property located in the City of Chester, at 46 White Street, TMN 201-04-14-005-000, to a nonprofit corporation providing housing in the community; and

NOW THEREFORE, BE IT ORDAINED:

Section 1. The City of Chester shall sell commercial property located at 46 White Street, TMN 201-04-14-005-000 in the City of Chester to i58, a South Carolina nonprofit corporation exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code, at no cost, for the public purpose of returning the property to the public tax rolls.

Section 2. All contracts and related documents for the sale of the property shall be consistent with the foregoing terms. The City Administrator shall be authorized to execute and deliver any documents and take all further action necessary to carry out the sale of the property, including the execution of a deed, so long as the terms thereof are consistent with this Ordinance.

Section 3. All prior actions of City officers in furtherance of the purposes of this Ordinance are hereby ratified, approved and confirmed to the extent they are consistent with the terms as stated herein. All prior ordinances or parts thereof in conflict with this Ordinance are hereby repealed to the extent of the conflict.

Section 4. If for any reason any sentence, clause, or provisions of this Ordinance shall be declared invalid, such shall not affect the remaining provisions thereof.

Section 5. This Ordinance shall become effective on the approval of Council.

FIRST READING: _____

SECOND READING: _____

BE IT ENACTED, this __ day of _____, 2024, as witness our hands and seals, in
Council done, at Chester, South Carolina

Carlos Williams, Mayor

ATTEST:

Marquita Fair, Clerk to Council

APPROVED TO FORM:

Charles J. Boykin, City Attorney

MEMORANDUM OF UNDERSTANDING

Between the City of Chester & Catawba Regional Council of Governments

Catawba Regional Council of Governments will allocate staff resources to the City of Chester for grant writing services.

Specifically, but not limited to, the Catawba Regional Council of Governments will allocate staff time to perform the following duties:

1. Prepare county, state, and federal grant applications for the City of Chester. The City will only be charged for time allocated to non-reimbursable programs (i.e. Rural Infrastructure Authority, Parks, Recreation and Tourism, Historic Preservation, County Grants, etc.). Grants with funding sources that will not be charged are Community Development Block Grant programs, SCIIIP Grants, EDA Grants, TAP grants, and any other planning grant that may awarded to the Catawba Regional Council of Government to cover planning services for the Catawba Region.
2. Administration of grants that are not covered with other funds.

The City of Chester agrees to the following conditions for the services rendered:

1. To pay actual costs not to exceed \$10,000/fiscal year, billed per quarter.
2. To compensate Catawba Regional Council of Governments for any consumables related to requested services at actual costs.

The City Administrator or his designee shall approve all grants utilizing services under this MOU in writing. The contract amount is an estimate. If, during the course of this work program, it becomes evident that this amount will not be sufficient to cover the COG staff time required, the COG will advise the City at the earliest possible opportunity to reassess the work program or the amount of compensation.

This agreement shall continue in force until modified in writing by either party. Upon 30 days' notice in writing, either party may cancel this agreement. If canceled, Union County shall be responsible only for costs incurred until cancellation.

Accepted by
Catawba Regional Council of Governments

Accepted by
City of Chester

Randy Imler, Executive Director

Malik Whitaker, City Administrator

Date: _____

Date: _____

2024 Memorandum of Understanding (MOU)
between
Chester Downtown Development Association (CDDA)
(PARTY)
and
City of Chester
(PARTY)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Chester Downtown Development Association (CDDA) and City of Chester who are working together to promote downtown Chester with planned community events.

PURPOSE

The purpose of this MOU is to establish an agreement among the above-mentioned parties concerning their respective roles and responsibilities for calendared events conducted in the City of Chester with the intent of enhancing the downtown area and promoting events and activities that attract visitors to the area.

EVENTS, LOCATION, AND CITY FINANCIAL SUPPORT

Permission is hereby granted to CDDA to use city locations for the purposes of hosting the following events:

Event Description	Location	Date	City Support
Live After Five	Gadsden Street (top of hill down to past Broad River Mercantile)	April 5, 2024	\$1,500.00
Live After Five	Gadsden Street (top of hill down to past Broad River Mercantile)	May 3, 2024	\$1,500.00
Live After Five	Gadsden Street (top of hill down to past Broad River Mercantile)	June 3, 2024	\$1,500.00
Live After Five	Gadsden Street (top of hill down to past Broad River Mercantile)	June 28, 2024 (to coincide with City of Chester Fireworks date)	\$1,500.00
Hog on the Hill	Back Lot-(Pundt & Cadz Streets) and Chester Farmers Market building	May 10-11, 2024	
HILLarity	Gadsden Street (top of hill down to Broad River Mercantile), Hudson Street, Wylie Street & Back Lot (Pundt & Cadz)	October 19, 2024	\$1,000.00

RESPONSIBILITIES OF THE PARTIES

Chester Downtown Development Association (CDDA) shall:

- a. Be responsible for all event management, registration, administration, and contract compliance.
- b. Use funds granted by City for above-described events.
- c. Procure all necessary permits and licenses as may be necessary, and comply with all laws, ordinances, codes, and regulations now or hereafter in effect promulgated by any federal, state, or local governmental agency relating to CDDA's performance under this Agreement, before commencing the performance of any activity under this Agreement. CDDA will not be subject to the Special Event Permit Fee and/or the Major Event Deposit since all events are in conjunction with the City of Chester and this MOU serves as the notice and agreement of terms.
- d. Provide accounting for the funds provided by the City and reserve the right to fundraise for additional funds to augment the events.
- e. Rollover funds from event to event at the discretion of the CDDA Board. If there are unused funds at the end of the season these will be returned to the City. Accounting for all expenses will be maintained and provided to the City at the end of the season.
- f. Be responsible for all cost associated with any property damages resulting from the actions of CDDA while utilizing City property under this agreement. In the event CDDA causes damage to City property, the City shall utilize a vendor of the City's selection to make necessary repairs to return the area to pre-use condition. CDDA shall pay the full cost of the repair, including overhead, within thirty (30) days of receipt of an invoice from the City. This section is not intended, nor shall it be construed, to limit CDDA's liability for any other negligent or intentional acts or omissions that may occur during this Agreement.
- g. Provide the following event specific things:
 - a. Event banners
 - b. Event plans
- h. Make intentional efforts to provide and promote diverse entertainment that is reflective of the taste of the Community.

City of Chester shall:

- a. Provide \$1,500 for each of the "Live After Five" events. (Dates listed under the Events, Location, and City Financial Support section.)
- b. Provide \$1,000 for the HILLarity event. (Dates listed under the Events, Location, and City Financial Support section.)
- c. Provide trash, security, first responders, and road closure services for all CDDA events.
- d. Provide event insurance under the City's liability policy for the "Live After Five" events.

- e. Protect the dates for the above-described events and not issue event permits, vending licenses, or peddlers license that will compete with vendors or performances of those participating in all listed events.
- f. Support the vending license process with an effective and efficient process by providing a dedicated online website link and payment method for vendors to obtain a peddler's license. If such a method cannot be furnished, then the City of Chester will register the vendor on the day of the event at their place of business on Gadsden Street.
- g. City shall furnish the facility and any City-owned equipment used by CCDA in its existing "as-is" condition. By taking possession, CCDA warrants that it has inspected the Premises and equipment and confirms that it is acceptable for CCDA's use.
- h. Support events and communicate events on City communication outlets.
- i. CCDA will make every effort to work with community organizations for live event attached to special dates, such as Light It Up Blue, Juneteenth, and City of Chester Fireworks display, so long as they are communicated no less than 90 days in advance, along with proper contact information and details of the activities and resources being provided.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from (list parties). This MOU shall become effective upon signature by the authorized officials from the (list parties) and will remain in effect until modified or terminated by any one of the parties by mutual consent. In the absence of mutual agreement by the authorized officials from (list parties) this MOU shall end on January, 31, 2025.

CONTACT INFORMATION

Party name: Chester Downtown Development Association

Party representative: Darren C. Brittain

Position: President

Address: P.O. Box 761, Chester, SC 29706

Telephone: 803-616-5249

E-mail: cddainfo@yahoo.com

Party name: Malik Whitaker

Party representative: City of Chester

Position: City Administrator

Address: 100 West End Street, Chester, SC 29706

Telephone: 803-899-0396

E-mail: mwhitaker@chester.sc.gov

(Party signature)
(Darren C. Brittain, CDDA, President)

(Party signature)
(Malik Whitaker, City of Chester, City Administrator)



Hospitality Tax Grants Guidelines & Application Grant Reporting Form and Request for Funds

TO CITY OF CHESTER HOSPITALITY TAX APPLICANTS:

The City of Chester supports organizations that contribute to the quality of life of our citizens by sponsoring, planning or hosting recreational and cultural events or managing those destinations that will attract tourists to spend time in Chester, promote the uniqueness of Chester and return for repeat visits. The City began collecting the Hospitality Tax to show our commitment to such community organizations and to support their efforts.

INTRODUCTION:

These guidelines and application are designed so that you fully understand the intent of the Hospitality Tax and its intended use within the City of Chester. Please read the guidelines carefully and complete the application in its entirety. Incomplete applications will not be considered. The guidelines will also assist you in determining whether your projects and/or programs are eligible for Hospitality Tax funding. In addition to reading the guidelines, it is important that you review the Compliance Information on page three (3) of the Application Form before you begin preparation. The application is meant to determine the project/event, budget, how Hospitality Tax dollars will be used, and the number of attendees.

A. LOCAL HOSPITALITY TAX LAWS

Hospitality Tax Grants are available to eligible projects through revenue collected by the City from the 2% Hospitality Tax on the sale of all prepared foods and beverages served within the City of Chester.

The revenue generated by the collection of hospitality taxes must be used solely for the following purposes:

1. Tourism-related buildings, including, but not limited to: civic centers, coliseums, and aquariums.
2. Tourism-related cultural, recreational, and historic facilities.
3. Beach access and re-nourishment.
4. Highways, roads, streets, and bridges providing access to tourist destinations.
5. Advertising and promotions related to the development of tourism.
6. Water and sewer infrastructure to serve tourism-related demand.

In a county in which less than nine hundred thousand dollars in accommodations taxes is collected annually pursuant to Section 12-36-920, an amount not to exceed fifty percent of the revenue in the preceding fiscal year of the local hospitality tax authorized pursuant to this article may be used for the additional purposes provided in item (1) of this subsection.

The City of Chester defines a tourist to be anyone traveling from outside of the city limits.

“Tourism development” is considered anything involving bringing tourist into the city or providing essential services while they are here.

“Promotion and Marketing” should be designed to create an interest and demand in a location or event, entice individuals to visit and participate, and satisfy them so that they return.

B. CONDITIONS FOR FUNDING:

1. Organization must be a nonprofit with an operational board and documentation from the South Carolina Secretary of State and be in good standing with both the State and IRS.
2. City Hospitality Tax Grants are awarded to eligible projects that physically take place within the corporate limits of the City of Chester.
3. The event must “attract” and/or “provide for tourists.”

C. PROCEDURES

1. The City Administrator will review each application for completeness and to see if it meets the basic intent of the statute after receipt.
2. Complete applications will be logged and presented to City Council. Each Applicant should be prepared to make a five (5) minute oral presentation of the funding request to City Council at least 60 days before an event. You will be notified of the presentation meeting date and time.
3. In order to apply for funds, a firm date must be set for the event (a date cannot be tentative) and a firm venue secured. Written confirmation of the secured venue should be provided along with the application.
4. The Grant Reporting Form must be submitted 30 days after the end of the event to be eligible for future funding.
5. If your funding request is granted, please be advised that Hospitality Tax funding carries the following conditions:
 - The City has the right to audit the organizations funded. (Ex: Looking at their books or attending the events.) This includes access to all records of expenditures.
 - Recipient organizations are subject to ongoing evaluations by City staff. The goal of these evaluations is to encourage self-sufficiency for each organization or program funded through the use of additional or alternative funding sources.
 - All projects must be completed during the fiscal year in which they are funded. Fiscal year 2016-17 begins July 1, 2016 and ends on June 30, 2017.

D. RULES FOR DISBURSEMENT OF FUNDS:

1. Statement of Assurance accompanying award notification must be signed and returned.
2. Reimbursement for project expenses requires the submission of invoices verifying expenditures
3. Expenditures must be consistent with the application budget.
4. Only goods and services that comply with the Hospitality Tax Guidelines and State Law are reimbursable.
5. Reimbursement checks will be written only to the applicant.
6. Request for reimbursement must be on letterhead from the organization funded, including a valid contact number and address. Invoices for reimbursements should be submitted with the letter.

Eligible expenditures:

- Advertising/Promotions/Marketing (designing, printing, postage for items mailed to attract tourist)
- Municipal services/Security
- Entertainment/Speakers/Guest Artist Instructors
- Infrastructure improvements

Ineligible Expenditures:

- Any Rentals,
- Items given to tourist once they are here (tee shirts, cups, trophies...etc.)
- Insurance or licenses, invoices outside the funding year, salaries
- Transportation or accommodations,

- Food or beverages
 - Decorations, staging or fencing
7. Checks will not be released without an IRS Form W-9, Statement of Assurance, and a completed Grant Reporting Form on file. The process of receiving a check, after receipt of eligible back up, takes approximately 10-14 business days.
 8. Quarterly allocations are made when applicable. A portion of funding may be obtained in advance but back up must be submitted within 30 days after event.
 9. ALL request for funding and/or request to carry forward funding in a fiscal year MUST be received by May 30th of the funding year. If May 30th falls on Saturday or Sunday, the deadline will be the following Monday.
 10. Applicants must verify two sources used to verify attendance.
 11. **Full reimbursement for all projects is dependent on the receipt of expected Hospitality Tax revenues from the State of South Carolina. Any decision or lower than expected funding could affect project reimbursement. If funding received is less than budgeted, project reimbursements will be reduced on a pro-rata basis or as otherwise determined. Project Directors should remember this in developing project budgets.**

E. INSTRUCTIONS FOR SUBMITTING AN APPLICATION:

1. Submit your original application plus twelve (12) copies (front and back) with standard three holes punched to: City of Chester City Hall, 100 West End Street, Chester, SC 29706.
2. Original application and copies should include the following required attachments:
3. **Submit the following required documents as attachments to your funding request:**
 - A detailed budget for the project/event (not the organization) for which you are requesting funds
 - A project/event specific Income & Expense statement for same or similar project/event for the previous funding year, if applicable
 - South Carolina Secretary of State letter
 - W-9 form
 - A copy of your 990-tax form (if applicable)
 - A list of current board members
 - A list of all paid staff member, indicate full or part-time or indicate if no paid staff
 - A completed Special Events Form
 - Two sources to be used to verify attendance.

F. COMPLIANCE INFORMATION In the event that you receive a grant award, the information requested in this section will aid the City of Chester in documenting compliance with state statutes governing the expenditure of Hospitality Tax funding. Please list your organizations information below. If your organization is using a fiscal agent, please list their information below.

1. **How long has this organization been in existence?** Years Months
2. **Is this organization currently chartered as a private, non-profit Organization under South Carolina law?** Yes No Date of Charter:
3. **Does this organization have an IRS Determination Letter and/or a Federal Identification Number?** Yes No Federal ID#: Date of Letter:



Hospitality Tax Grant Application

Office Use Only

Date Received: _____

Amount Requested: _____

Amount Funded: _____

A. Amount you are requesting: \$ 3525.00

B. For a: ☐ One-time Event ☒ Annual or recurring event ☐ Other: _____

Project Name Light It Up Blue Festival

Date(s) of Event April 5, 2024 Location of Event Gadsden and Wylie Street

(Please attach documentation of venue and date confirmation)

C. Sponsor Organization WorkAbility

Contact Name & Title Susan Kovas, Chair of WorkAbility

Address P.O. Box 346

Telephone (803)374-1136 Email shkovas@gmail.com

Tax Status: 501c3

Years/Months in Existence? 9 years

(Please provide a list of active board members, Secretary of State Letter and IRS designation letter)

Federal ID Number: 81-2833284

Are you in good standing with both the IRS and the Secretary of State? Yes

D. Describe the proposed project or activities for which funds are requested and the timetable for implementation:

Light It Up Blue is a Downtown Festival to promote Autism Awareness which corresponds with World Autism Day which is April 2. We involve the Police and Fire Departments so that our citizens with Autism will become familiar with them and learn that they are here to help.

We also like for the Police and Fire Departments to become familiar with all our citizens with Special Needs so that they will know how to repond to them.

E. How does this project attract visitors to the area & and promote tourism?

More and more visitors come to the Light It Up Blue Festival to take part in the activities.

They learn about our town, eat and shop in our stores. Many people enjoy supporting our special needs community. Plans are to have food trucks, speakers, a Bouncy House, Train, the Cinderella Carriage, face painting, coloring, Window Design, Exhibits and much more.

F. Estimated Total Attendance: 500

Of this total attendance, what is the estimated number of "tourists" (non-residents) attending the event? 350

How will you measure where your visitors will come from?

Volunteer Collection of residency. We will poll attendees to identify non-city residents.

G. Financial information: Total Project Budget \$ \$6450.00

Please attach a copy of your budget using the attached form to detail all expenses and revenues for this project.

1. **EXPENSES:** How are funds spent for this project? What are your total expenses?
2. **REVENUES:** How is this project funded? What are your revenues for this project? You must list all funding sources for this project. Some examples include:
 - Accommodations Tax Grant (county)
 - Foundation Grant(s) and Individual Contributions
 - Entry Fees/ (Admissions, etc.), Sold Services or Concessions/Merchandise
 - Sponsorships Sold or Space Rental Fees
 - Special Event Fundraisers

H. Detail how the funds requested from the City of Chester will be spent:

Use the following Categories:

Statutory Category for Funding	Amount
Printing/Publications (designing, printing, postage for items mailed to attract tourist)	\$1375.00
Advertising/Promotions/Marketing (design cost, air time, etc)	\$1425.00
Entertainment/Speakers/Guest Artist or Instructors	\$700.00
Municipal services/Security (specify)	
Infrastructure improvements (specify)	
Total Requested	\$3525.00

G. STATEMENT OF ASSURANCES/CERTIFICATION

Upon grant application acceptance and funding award, applicant agrees that financial records, support documents, statistical records, and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. The applicant agrees that all procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open free competition. The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by the City of Chester upon request. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Hospitality Tax funds. Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex or national origin. None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. The applicant hereby certifies that the information

submitted as part of this application is accurate and reliable. Any change and/or variation must be reported immediately, otherwise funding may be withheld.

Name: Susan Kovas

Title: Chair, WorkAbility

Signature: _____ Date: _____

Witness: _____ Date: _____



Hospitality Tax Grant Reporting and Reimbursement Request

Due 30 days after event

Office Use Only

Date Received: _____

Date of Event: _____

A. Project Name Light It Up Blue Festival
B. Date(s) of Event April 5, 2024 Location of Event Downtown
C. Amount funded _____ Reimbursement Request \$ _____
D. Sponsor Organization WorkAbility
Contact Name Susan Kovas Title Chairperson
Telephone (803) 374-1136 Email shkovas@gmail.com

A. Detail how the funds from the City of Chester were spent:

Please attach receipts and proof of paid invoices for each category and vendor used.

Statutory Category for Funding	Amount
Printing/Publications (designing, printing, postage for items mailed to attract tourist)	
Advertising/Promotions/Marketing (design cost, air time, etc)	
Entertainment/Speakers/Guest Artist or Instructors	
Municipal services/Security (specify)	
Infrastructure improvements (specify)	
Total Requested	\$

B. Estimated Total Attendance: 500 Tourist attendance: _____

What two sources did you use to collect tourist data? (Attach source used to justify attendance.)

☐ Wireless Data (TruVista)

☒ Volunteer Zip Code Collection

☒ Visitors' logs (i.e. Chamber of Commerce, Farmers Market, Arts Council, CDDA, etc)

☐ Local hotel rooms occupied (% increase during event date)

☐ Other _____

☐ Other _____

I hereby certify that the above information and statements are true according to my best information and that all Hospitality Tax Funds that were received from the City of Chester were be solely used for the purposes set forth in this report, and complied with all laws and statutes.

Signature: _____ Date: _____

Title: Chair

This form should be used to submit your application as well as the project report.

Itemize Total Expected Project Costs	
Itemize Individual Expenses Below	Dollar Amount
Bouncy House/Train	\$700.00
Promotional Material Advertising, Social Media, Radio, Newspaper	\$500.00
Brochures	\$250.00
Flyers	\$250.00
T-Shirts for Volunteer staff workers	\$625.00
Window Contest Material and Prizes	\$250.00
Blue Lights	\$350.00
Blue Tables and Chairs	\$250.00
Stick in the Ground Signs	\$350.00
DJ	\$500.00
Porta-Potties	\$350.00
Insurance	\$300.00
Total Projected Cost	\$4675.00

List ALL Sources of Funds for the Proposed Project		
Source of Funds	Proposed, Requested, Received	Dollar Amount
Chester Downtown Development	Proposed	\$1000.00
Archer Western	Proposed	\$500.00
Pilot Club of Chester	Give Aways	\$100.00
First Citizens (Donations)	Received	\$200.00
Civitans	Coloring Activity	\$125.00
Police	onsite give aways	\$500.00
Fire	onsite give aways	\$500.00
City of Chester Hospitality Funds	Requested	\$3525.00

Total Budget	\$6450.00
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This form should be used to submit your application as well as the project report.

Detail How the Hospitality Tax Grant Funds Will Be/Were Used	
Printing/Publications (designing, printing, postage for items mailed to attract tourist)	Dollar Amount
Flyers	\$250.00
Brochures	\$250.00
T-shirts for Volunteer Staff	\$625.00
Window Contest materials for Merchant Store Windows	\$250.00
Advertising/Promotions/Marketing (design cost, air time, etc)	
Promotional Material Advertisement	\$500.00
Blue Light Bulbs	\$350.00
Stick In the Ground Signs	\$350.00
Blue Tables and Chairs	\$250.00
Entertainment/Speakers/Guest Artist or Instructors	
Bouncy House/Train	\$700.00
Municipal services/Security (specify)	
Infrastructure improvements (specify)	

Amount Requested <i>(Must equal to the amount in application)</i>	\$3525.00
--	------------------



City of Chester Permit Application for

Permit #: _____

Date: _____

____ \$25 ____ \$50 < 30 Days

FESTIVALS & SPECIAL EVENTS

The City of Chester welcomes festival and major events to the city. This application process is designed to provide notice to the City, provide guidelines to the organizer(s), while maintaining flexibility for the company and ensuring the safety and well-being of the citizens and businesses of Chester.

APPROVAL PROCESS BEGINS WITH POLICE DEPARTMENT

Non-Refundable Application Fee: \$25 less than 30 days, \$50

*This form is should be submitted **NO LESS THAN 30 BUSINESS DAYS PRIOR** to the start of the event, however, an expedited process may be possible depending on requirements.*

A. APPLICANT & EVENT INFORMATION

Name of Event: _____

Applicant Name: _____

Affiliated Organization/Company: _____

Non-Profit? ____ Yes ____ No If yes, circle one: 501c3 or 501c6 and attach a copy of the IRS designation letter.

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Email: _____

Link to Event Website: _____

Who is your Target Audience? _____

How will you ensure a Diverse Audience? _____

Does the event have (check all that apply): ____ Twitter ____ Facebook ____ Instagram ____ Other _____

EVENT INFORMATION

Event Location: _____ Date of Event: _____

Event Address: _____

Event Location Website: _____

Start Time: _____ End Time: _____

Road Closure Begins: _____ Road Closure Ends: _____

Set-Up Begins: _____ Clean-up Ends: _____

Estimated Attendance: _____

Please see EVENT SECURITY STAFFING Matrix to determine the number of Off-Duty Police Officers needed.

The Event is: ____ Private (by invitation only) ____ Open to the General Public ____ Gated Admission

If private or paid admission, how will you monitor? _____

B. RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures or may cause disruption for the City of Chester residents, businesses, churches, etc., must provide notification to the affected parties two weeks prior to the event. **Notices must reflect the date(s), day(s) and location(s) of the event, type of activities taking place during your event and the event coordinator's contact information.** The notice must give detour or alternate route information if normal access is affected.

Applicants may be required to provide advisory signs (placed a minimum of one week prior to the event) if your event impacts a major roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

Will your event require roads to be closed? ☐ Yes ☐ No

If yes, please provide a sample of the notice and a proposed list of recipients with your application.

Road closure verification: DATE DELIVERED: _____ METHOD: _____

C. PUBLIC PROPERTY CLEAN-UP

Applicants are responsible for cleaning and restoring the site after the event. Please pick up the trash including paper, plastic, bottles, cans and event marketing signs. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be the responsibility of the applicant. If you believe no litter will be generated during your event, please state this in your plan.

- ✓ Trash and recycling containers must be used at all events where trash is created as a result of the event.
- ✓ Vendors that sell beverages must have a 95 gallon blue recycling roll carts.
- ✓ Glass, plastic and aluminum must be collected separately.
- ✓ All cardboard must be broken down and kept separately next to collection containers.

Contracted personnel or volunteers may be used to restore the site to its original condition after the event is over.

Event Clean-up plan: _____

CITY PUBLIC WORKS SERVICES

STAFF – Will the event need City personnel to assist with the even site clean-up? ☐ Yes ☐ No

Date & Time of arrival of staff: _____

Roll Carts and Recycling Carts – The City will provide trash and blue recycling roll carts at your request, however, additional city staff to empty and remove the bins must be contracted separately and indicated above.

How many 95 gallon roll carts are you requesting for TRASH? _____

How many 95 gallon BLUE roll carts are you requesting for RECYCLING? _____

Roll Cart Delivery Location? _____

Roll Cart Emptied? Date: _____ Time: _____ Roll Cart Pick up Date: _____ Time: _____

Will the event need street sweepers prior to the event or at the conclusion of the event?

☐ Before ☐ After ☐ No Specify where: _____

D. SAFETY AND SECURITY

Applicant may be required to hire sworn off-duty law enforcement officers to provide security to insure public safety. Such officers should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of the City of Chester Police Department Procedures, and be approved by the Chief of Police.

Indicate all types of Security needed and the estimated numbers:

___ Beer/Alcohol Security ___ Stage Security ___ Event Area Security
___ Gate Security ___ Road Closure Security ___ Money Handling Security
___ Overnight Security From ___:___ to ___:___ ___ Other:_____

Please refer to the Event Staffing Matrix to estimate the number of security officers that will be required in addition to the ones listed above.

Will you require Off-Duty Police Officers to supplement your security staff? ___ Yes ___ No TOTAL: _____

Date and Time for Security to be on site: _____

Additional Security Information: _____

CITY OFF-DUTY POLICE

The cost to hire off-duty City Police to provide the above services is \$30/hour per hour per officer for a minimum of (3) three hours. A **Police Service Agreement** must be signed before the Special Event Permit is issued.

In the event that non City of Chester law enforcement officers are used to supplement your security staff, at least one member of the security detail shall be a member of the Chester Police Department, and a City Police Officer will assume supervisory responsibilities as directed by the Chief of Police.

TOTAL OFF-DUTY CITY OFFICERS NEEDED: _____ TOTAL NON-CITY OFFICERS NEEDED: _____

EVENT SECURITY STAFFING MATRIX

The Special Event Staffing Matrix is a guideline to assist the planning in reasonably predicting the staffing level necessary for their event. The number of the personnel assigned may vary as dictated by the nature of the particular event or as calculated as necessary by the Police Department or Fire Department. **Ultimately the decision of the Police Department to deploy will prevail.**

Estimate # in Attendance*	0 - 100	101 - 200	201 - 500	501 - 1000**
Fairs/Festivals	0	0	3	6
Sporting Events	0	2	3	10
Dances	0	2	4	10
Live Concerts	2	4	6	10
Other (Parades, filming, etc.)	To be determined by Police Department			

*For Private events serving alcohol, an additional 2 officers are needed

**For each additional 500 attendees, 2 officers are needed.

E. EVENT SCHEDULE

Please provide a detailed schedule of the event including dates and times for entertainment, activities, hours of events, start time, finish time, etc. If the event requires an extended time frame for set up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (Use additional sheets if needed.)

DATE	TIME	ACTION	ASSIGNED TO

F. ROADS, TRAFFIC AND ROUTES

Does the event restrict access to any private or public parking lots? ☐ Yes ☐ No

If yes, the applicant must provide a signed letter of consent from the private parking lot owners. **This may require the event applicant to lease the lot, pay for relocating the occupants, or reimburse the property owners for any loss of revenue.** This letter must be submitted before the permit will be issued.

ROAD CLOSURES

Will the event need to close any road? ☐ Yes ☐ No (Requests to close roads are not guaranteed, may depend on SCDOT)

If yes, please fill in the following information (attach additional sheets if needed):

STREET	FROM	TO	DATES	TIMES

Applicant should post "No Parking" signs along city roads where public parking spaces exist within the event site.

If your event involves road closures, a parade or any other procession, or more than one location, please attach a map outlining the route and traffic plan. When planning a moving route, please consult the Chester Police Department before submitting application.

Please note: the City of Chester Police Department has final discretion over your Route and Traffic Plan including but not limited to the placement of all barricades, signs and police/volunteer locations.

ROUTE AND TRAFFIC PLAN

☐ Parade ☐ Road Race ☐ Bike Race ☐ Bike Tour ☐ Walk ☐ Other: _____

Start Location (if applicable): _____ Finish Location: _____

G. CRISIS MANAGEMENT PLAN

Each event must develop a communication and crisis management plan. This plan must be approved by the Fire Marshal before the Special Event permit is issued. *Plan must include:*

____ Name and phone number of responsible person:

____ Method by which emergency services will be notified in the event of an emergency:

____ Method event staff and volunteers will use to communicate with each other:

FIRST AID

Please indicate what arrangements you will make for providing First Aid staffing and equipment during your event.

Site Location(s):

Times of operation:

HAZARDOUS MATERIALS

Will the event have any hazardous materials such: (please check all that apply)

☐ Propane ☐ Butane ☐ Gasoline ☐ Helium cylinders ☐ other upright tanks

☐ Portable heaters ☐ Deep fat fryers ☐ Diesel tanks ☐ fireworks, torches, candles or pyrotechnics

All tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place. **If there will be any fireworks or pyrotechnics, please refer to City Ordinance Sec. 23-68. - Public displays permitted. Approval from the Fire Marshal must be received 30 days prior to the event.**

H. SITE PLAN

Provide a detailed Site Plan Sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following if applicable.

<input type="checkbox"/> Tents (include tent sizes) (X)	<input type="checkbox"/> First Aid and/or EMS (FA)	<input type="checkbox"/> Public Recycling receptacle (PR)
<input type="checkbox"/> Food vendors (FV)	<input type="checkbox"/> Garbage receptacles (G)	<input type="checkbox"/> Vendor recycling receptacle (VR)
<input type="checkbox"/> Beverage vendors (BV)	<input type="checkbox"/> Retail Merchant (RM)	<input type="checkbox"/> Alcoholic Beverage vendors (ABV)
<input type="checkbox"/> Barricades (B)	<input type="checkbox"/> Sign or banners (S)	<input type="checkbox"/> Stages or amplified sound (SO)
<input type="checkbox"/> Fire Extinguisher (EX)	<input type="checkbox"/> Fire Lane (FL)	<input type="checkbox"/> Trailers, vehicles, storage (ST)
<input type="checkbox"/> Portable toilet (T)	<input type="checkbox"/> Hand washing sinks (HWS)	<input type="checkbox"/> Bleachers (BL)
<input type="checkbox"/> Security (P)	<input type="checkbox"/> Generator/Electricity (E)	

FIRE HYDRANTS OR SIDEWALK CURB BREAKS THAT ARE USED FOR ADA ACCESSIBILITY MAY NOT BE BLOCKED DURING ANY TIME.

The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed special event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.

I. VENDORS

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services. Use Section J to list all vendors. Use additional sheets if needed.

Does the event include vendors? ☐ Yes (Submit Complete Vendor List) ☐ No How many? _____

FOOD & BEVERAGE VENDORS

Does the event include food concession or cooking areas? ☐ Yes ☐ No

Fire Code requires a fire extinguisher at each cooking location. Food and beverage shall not be sold at an event unless approved and licensed, if necessary by the Chester County Health Department. Event organizers are responsible for arranging health inspections for their events. Applicant must show a plan for clean-up and grease removal.

SPECIAL ATTRACTIONS

Does the event include mechanical rides, spacewalks, or other attractions? ☐ Yes ☐ No How many? _____

Please list special attraction sites on your site plan.

Applicants contracting with amusement ride companies are required to provide the City of Chester with a certificate of insurance naming the City of Chester as addition insured on general liability.

J. ALCOHOL

Please follow all applicable laws for selling, serving and consuming alcoholic beverages.

Will alcoholic beverages be served? ☐ Yes ☐ No

How will you keep beverages confined to a particular area? Define area on site plan.

What type of alcohol will be served? ☐ Beer (served in plastic or paper cup) ☐ Wine ☐ Other

What method of determining age will you use? _____

Times for serving alcohol: BEGIN: _____ END: _____

Please list locations where alcohol will be served on your site plan.

City Code of Ordinances Section 38-8. – prohibits drinking in public except by permit.

K. EVENT VENDOR LIST

Please list all commercial vendors who will be present during the event (serving, selling, sampling, or displaying).

Vendor Name	Vendor Address & Phone Number	Type of Vendor
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction
		___ Food Cooked by: ___ Gas ___ Electric ___ Charcoal ___ Beverages: ___ Non-Alcohol ___ Beer ___ Wine ___ Merchandise ___ Services ___ Special Attraction

L. VOICE/MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? ____ Yes ____ No

If yes, attach a schedule of any music or entertainment proposed to occur during the event including band's name and type of music.

Number of stages? _____ Number of bands/performers? _____

Will your event use amplified sound? ____ Yes ____ No If yes, Start time: _____ Finish Time: _____

M. ELECTRIC PLAN

Will generators or electrical service be used? ____ Yes ____ No (If yes, please indicate where on site plan.)

Service beyond that which is generally available must be provided and arranged for by the applicant. Restrictions may apply at certain sites. Generators **CANNOT** be refueled within the event site during event operating hours. Use additional sheets if needed.

ITEM	LOCATION	AMPERAGE

N. PORTABLE RESTROOMS

The City of Chester recommends one (1) chemical or portable toilet for every 250 people, or portion thereof that attends the event. At least one of these facilities should be ADA accessible or ten percent (10%) of all facilities. This figure is based upon the maximum number of attendees at your event during peak time. The City of Chester may determine the total number of required facilities on a case-by-case basis.

You are required to provide portable facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public.

Do you plan to provide portable restroom facilities at your event? ____ Yes ____ No

If yes, how many? _____ How many ADA accessible portable toilets? _____

If no, please explain: _____

Sanitation/Portable Provider: _____ Telephone: _____

Equipment Set-up: Date: _____ Time: _____

Equipment Pick-up: Date: _____ Time: _____

O. TENTS AND SIGNAGE

When required by International Fire Code, tents and canopies must be "flame resistant."

Will tents be used for the event ____ Yes ____ No Are the tents flame resistant? ____ Yes ____ No

List the number, size and type of tents used: (Use additional sheets)

Pavement Holes/Marring: Drilling into pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels or weights.

Will any signs or banners be hung? ____ Yes ____ No How many? _____

If yes, list sizes and locations on site plan.

Fastening or attaching any rope, signs banner or flyer or any other object to any tree shrub or park feature on City of Chester property is strictly prohibited.

P. INSURANCE REQUIREMENTS

The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and identifying The City of Chester as an additional insured for the duration of the event.

Has liability insurance listing the City as an additional insured been secured? ☐ Yes ☐ No

Event Type	General Liability \$1,000,000 Individual \$2,000,000 Aggregate	Liquor Liability* \$1,000,000 Individual
Major Event or Festival (road closures, food service, pyrotechnics, and entertainment stages)	Required	Required
Parade, Procession, March, Road Race, Bicycle Race	Required	N/A
Filming and Photography	Required	N/A

*(If alcoholic beverages are served for either a private or public event on City property.)

Your permit will not be issued if the insurance certificate has not been received prior to the event.

Q. APPLICANT ACCEPTANCE

Please read and attest to the following conditions and areas of responsibility before signing application.

The authorized agent(s) sponsoring the EVENT attests that the information provided in this application is actual and true and will make every effort to amend the permit should any substantial changes arise.

Notice is hereby given that this permit may be revoked by the Chief of Police, the Fire Chief or Fire Marshal or any Chester Police Department Supervisor for any violation of city/state or federal law or violation of permit conditions, or in the event of any emergency affecting the public health or safety, in addition to appropriate legal action(s).

HOLD HARMLESS CLAUSE:

Applicant/organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicants operation. Applicant hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees.

My signature below acknowledges that I have read and understand the above terms and conditions.

Name of Authorized Agent: Susan Kras Title: Chair

Signature: Susan A. Kras Date: 2/20/24

PERMIT APPLICATION STATUS

Receipt #:	Amount:	Taken by:	Date:
Payment Type (Check One)	<input type="checkbox"/> MC <input type="checkbox"/> Visa	<input type="checkbox"/> Check <input type="checkbox"/> Cash	<input type="checkbox"/> Money Order
Credit Card/Check /MO#:		Exp Date:	3Code:
Special Event Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Background Check Performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPROVAL	NAME	SIGNATURE	DATE
Police			
Fire			
Administration			
Comments:			



TO: Honorable Mayor and City Council

FROM: Malik Whitaker, City Administrator

SUBJECT: Police Building Uplift Capital Project

Please see the remaining uplift budget for the Police Department Capital Project. We are requesting \$285,500.00 from ARPA funds.

Original interior bid	\$ 279,000.00
Add. Rooftop 2- HVAC	\$ 129,000.00
Add. Interior painting and doors	\$ 65,000.00
Additional interior office upfit	\$ 65,000.00
Add. IT	\$ 4,000.00
Add. Exterior signage	\$ 19,000.00
Add. Pressure Wash building	\$ 3,500.00
Add. Parking lot stripping	\$ 3,500.00
Total	\$ 285,500.00

Project total	\$ 564,500.00
---------------	---------------

Reginald McBeth
Public Works Dir./Building Codes Official



MEMORANDUM

TO: City of Chester

FROM: Catawba Regional Council of Governments

DATE: January 29, 2024

SUBJECT: Potential Application for Stormwater Study

The City of Chester previously submitted an application twice for SC Rural Infrastructure Authority (RIA) funds to upgrade the drainage system in the Joe Collins Stadium area. Funding was not granted either time because RIA indicated that the application would be stronger if the City had a citywide drainage/stormwater study that would identify the drainage and stormwater problems.

Funding is now available from RIA to conduct water, sewer and stormwater studies. The total amount available is \$250,000, which will cover the cost of the stormwater study. The only cost to the City of Chester would be for Catawba Regional Council of Governments to administer the project. The anticipated administration cost would be \$10,000-\$15,000. These funds would not be needed until after the project is funded, which will be in May 2024, and would be billed over the project period of eighteen months.

Catawba Regional Council of Governments staff is available to prepare a RIA application for the City of Chester, for which there will be no charge. The RIA applications are due March 11, 2024, so Catawba Regional staff will need to know if the City wants to apply as soon as possible, but no later than February 8.

If you have any questions or need additional information, please contact Grazier Rhea at 803-985-9617.

Serving Chester, Lancaster, Union, & York Counties

215 Hampton St. • P.O. Box 450 • Rock Hill, SC 29731 • Phone (803) 327-9041 • Fax (803) 327-1912 • E-mail crcog@catawbacog.org

INFRASTRUCTURE PLANNING Application Form Attachments

APPLICATION FORM (two pages)

Must be accurate and filled out completely. Includes:

- Page 1: Applicant Information, Project Description, Grant Category, Project Benefit, Project Type, and Funding Request & Budget Summary
- Page 2: Project Schedule, Contacts, and Certification

ATTACHMENT 1: APPLICATION NARRATIVE

Attach a brief narrative about the project that addresses each of the topics indicated.

A. NEED

Explain the need for this project, including:

- Specific technical, financial and managerial challenges faced by the applicant or other regional participants as applicable.
- Steps that have been taken to strengthen viability or achieve regulatory compliance.

B. PROJECT DESCRIPTION

- Provide a detailed description of each proposed planning activity regardless of funding source. Describe how costs were determined.

C. FEASIBILITY

- Identify how the planning activities will cost-effectively address the challenges identified.
- Explain how the planning activities will be carried out to meet the 18-month grant period, including any anticipated problems or delays.
- If a regional study, define all participants and describe their roles.

D. BENEFITS/IMPACT

- Describe how the outcome of the planning activities will be used to support long-term viability, including plans for the implementation of any recommendations.
- Include any additional information that should be considered in evaluating the proposed project.

ATTACHMENT 2: DETAILED COST ESTIMATE

A detailed, itemized cost estimate for all proposed planning activities, prepared within the past year.

ATTACHMENT 3: SERVICE AREA MAPS

County or municipal road/street maps identifying the applicant's service area including the census tracts and, if relevant, where the proposed activities will be carried out.

ATTACHMENT 4: UTILITY VIABILITY TOOL

For water and sewer utilities only: Attach the summary report after completing the on-line Utility Viability Assessment Tool which can be downloaded at ria.sc.gov/utility-viability/. Contact RIA for assistance.

For stormwater applications: Provide the applicant's most recent audited financial statements.

ATTACHMENT 5: FUNDING AND OTHER COMMITMENTS

- Commitments of all non-RIA funds required to implement the project:
 - For local funds, a letter of commitment (with original, pen and ink signature) from the chief elected or administrative official. The letter should identify the source of the funds (e.g., general fund or enterprise fund) and when the funds will be available.
 - For other sources, a copy of the award letter or other documentation from the agency that includes the amount of funds awarded.

ADDITIONAL ATTACHMENTS

Include any other relevant documentation that supports the application narrative. Examples include:

- Most recent sanitary surveys
- Compliance inspections
- Consent Orders
- Notices of Violation or other documentation of regulatory issues

**City of Chester
Stormwater Study Project
Items Needed for Application**

I. Project Need – Reggie/Malik

- a. Description of why a stormwater study is needed, including specific technical, financial and managerial challenges with the system. Reasons can include the following:
 - GIS of entire systems to identify existing stormwater infrastructure for reliable location maps of the system.
 - Identify areas of flooding and drainage problems.
 - Other reasons
- b. List any steps/activities that have been taken to address stormwater/drainage problems.

II. Project Description

- Detailed description of each proposed planning activity.

III. Feasibility

- Identify how the planning activities will cost effectively address the challenges listed under the Project Need section.
- The following project target dates are based on using June 2024 as the beginning date.
 - Project Start-Up – 6/2024
 - Advertise Engineering RFQ – 7/2024
 - Receive Engineer Qualifications – 8/2024
 - Award Engineering Contract – 11/2024
 - Draft Study – 6/2025
 - Final Study – 9/2025
 - Grant Closeout – 12/2025

IV. City Information

1. Water Customers
 - a. Residential:
 - b. Commercial:
2. Sewer Customers
 - a. Residential:
 - b. Commercial:
3. Most recent DHEC Sanitary Survey
4. Most recent DHEC Compliance Evaluation Inspection
5. Are there any DHEC Consent Orders or letters about stormwater problems?
6. Have there been any Notices of Violations or other documentation of regulatory issues?
7. Water and Sewer Fee and Rate Schedule (were these recently updated or are there plans to update them?)

V. Viability Tool (attached)

VI. Other Documentation

- 1. Does the City have a Capital Improvements Plan?**
- 2. Letter from City committing to matching funds (Katherine to provide)**
- 3. Town's Utility operating budget and actual revenue/expenses**

**CITY OF CHESTER
CITY OF CHESTER STORMWATER STUDY PROJECT
SC RURAL INFRASTRUCTURE AUTHORITY
INFRASTRUCTURE PLANNING APPLICATION
ATTACHMENT LIST**

1. Application Narrative
2. Detailed Cost Estimate
 - a. Total Project Cost Estimate
 - b. Project Budget Funding Sources
3. Project Location and Service Area Maps
 - a. General Location Map - South Carolina
 - b. General Location Map - Chester County
 - c. Project Location Map - City of Chester
4. Utility Viability Tool
5. Funding and Other Commitments
 - a. City of Chester's Letter of Commitment for Non-Construction Costs
 - b. City of Chester's Letter about Ownership, Operation and Maintenance
 - c. City of Chester's 2023 Audit - Utility Fund Budget
6. Additional Attachments
 - a. SC DHEC 2022 Public Water Sanitary Survey
 - b. SC DHEC 2023 Compliance Evaluation Inspection
 - c. City of Chester's FY 23-24 Water and Sewer Rate Schedule
 - d. Letter about Problems and Needs - City Manager and/or City Public Works Director
 - e. Capital Projects List
 - f. City of Chester's 2021 Strategic Plan

BOOK 676 PAGE 341 001615

HAMILTON, HAMILTON, DELLENEY & GIBBONS, P.A., ATTORNEYS AT LAW,
HISTORIC COUNTY JAIL BUILDING (CIRCA 1842), 128 CENTER STREET, P.O.
DRAWER 808, CHESTER, S.C. 29706-0808, PHONE: (803) 581-2211, FAX (803)
581-2216.

STATE OF SOUTH CAROLINA)
COUNTY OF CHESTER) TITLE TO REAL ESTATE

KNOW ALL MEN BY THESE PRESENTS, That,
(hereinafter whether singular or plural the "Grantor")

I, WILLIAM H. YOUNG, JR.

in the State aforesaid, for and in consideration of the sum of ONE AND NO/100 (\$1.00)
DOLLAR AND OTHER VALUABLE CONSIDERATION to the Grantor paid by

THE CITY OF CHESTER AND THE
COUNTY OF CHESTER

(hereinafter whether singular or plural the "Grantee"), has granted, bargained, sold and
released, and by these presents does grant, bargain, sell and release unto the said Grantee
the following described property;

ALL that certain piece, parcel or lot of land with any and all improvements situate, lying
and being in the City of Chester, Chester County, South Carolina and lying to the
Southeast of an alley which runs from Cadz Street and is shown and designated as that
certain lot entitled 1-Story Brick Liquor Store on that certain plat by Ashmark Land
Surveyors dated August 12, 1994 and recorded February 26, 1995 in Plat Cabinet "C",
at Slide 47, at Page 28 and has such courses and distances, metes and bounds as
shown on said plat which said plat is incorporated herein by reference. This is the
identical real estate conveyed by Richard W. Cameron and Maude M. Cameron to William
H. Young by deed dated December 1, 1971 and recorded December 6, 1971 in Deed
Book 455, at Page 4. All references being made to the Office of the Clerk of Court for
Chester County, South Carolina.

Chester County Tax Map Number: 201-11-6-15.
(YCity)

The address of the Grantee is: _____

TOGETHER with all and singular, the rights, members, hereditaments and
appurtenances to the said premises belonging or in anywise incident or appertaining.

TO HAVE AND TO HOLD all and singular the premises before mentioned unto
the said Grantee, THE CITY OF CHESTER AND THE COUNTY OF CHESTER, ITS
Successors and Assigns forever.

And the Grantor does hereby bind HIMSELF AND HIS Heirs, Executors and
Administrators, to warrant and forever defend all and singular the said premises unto the
said Grantee and the Grantee's Successors and Assigns, against the Grantor and the
Grantor's Heirs and against every person whomsoever lawfully claiming, or to claim, the
same or any part thereof.



WITNESS the Hand and Seal of the Grantor this 24 day of April, the year of our Lord one thousand nine hundred ninety-five and in the two hundredth and eighteenth year of the Sovereignty and Independence of the United States of America.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

William H. Young, Jr. (SEAL)
William H. Young, Jr.

STATE OF SOUTH CAROLINA)

COUNTY OF CHESTER)

PERSONALLY appeared before me the undersigned witness and made oath that s/he saw the within named Grantor(s) sign, seal and, as the Grantor's act and deed, deliver the within-written Deed for the uses and purposes therein mentioned and s/he with the other witness whose signature appears above witnessed the execution thereof.

SWORN to before me this 24 day of April, 1995.

My Commission Expires: 11-9-96
NOTARY PUBLIC FOR S.C. Witness

Date 9:27 AM
Chester 1995
341
My Commission Expires: 11-9-96

CHESTER COUNTY, S.C.
DATE 24 APR 1995
FILE MAP NO. 201-11-6-15

I hereby certify that the within Deed has
been this 25th day of April
A. D. 1995. Recorded in Book J
of Deeds, District No. _____
Edward M. Thomas REC Auditor
for Chester County



CITY OF CHESTER

AGENDA ITEM REQUEST FORM

Name of Person/Organization Request: Councilman David Claytor

Address and Telephone Number: 119 Pinckney Street.

Date of Request: February 4, 2024

Date of Meeting: February 26, 2024

Return by Noon: Click or tap here to enter text.

(Council Meets on the last Monday of each Month at 6:30 p.m. All agenda request forms must be submitted to Marquita Fair, City of Chester, 100 West End Street, Chester, SC 29706, or email to mfair@chester.sc.gov by noon, Thursday prior to the Council Meeting.)

TYPE OF REQUEST

(Check only one.)

Petition ☐

Report/Discussion ☒

Policy ☐

Executive Session ☐

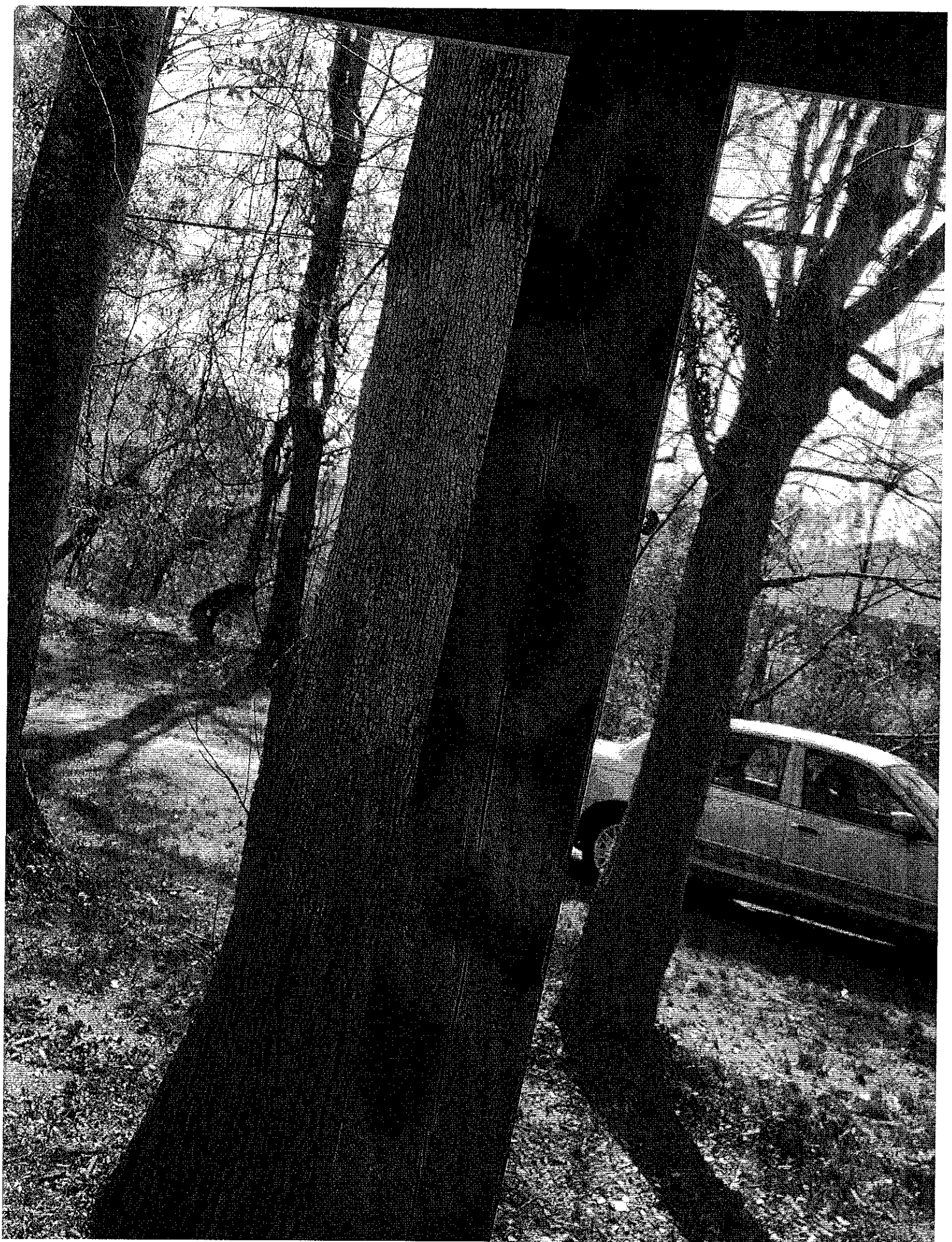
Subject Matter: Roof Repairs and painting Pavilion at George B. Guy Park

Attachments: Yes ☒ No ☐

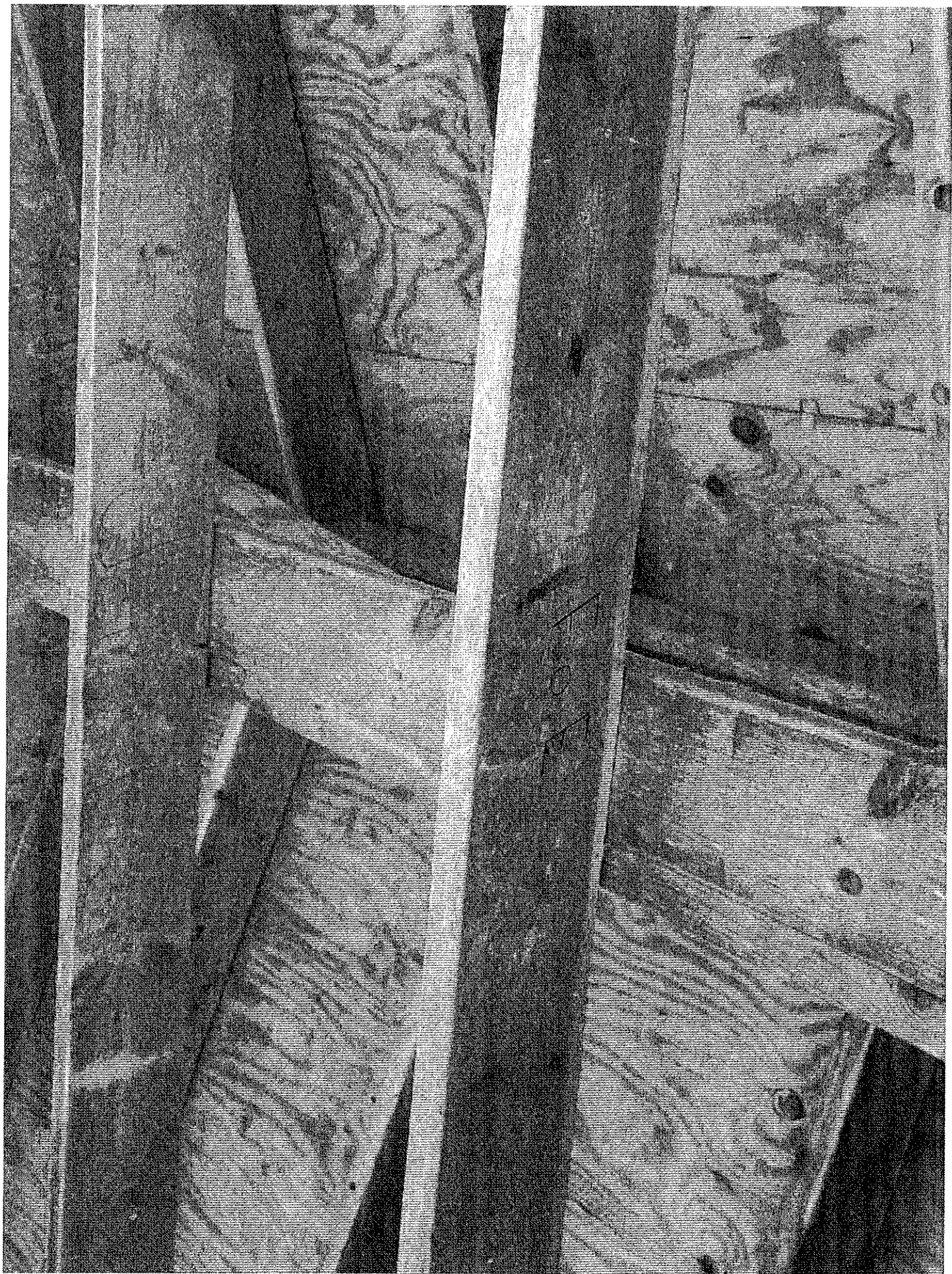
Signature:

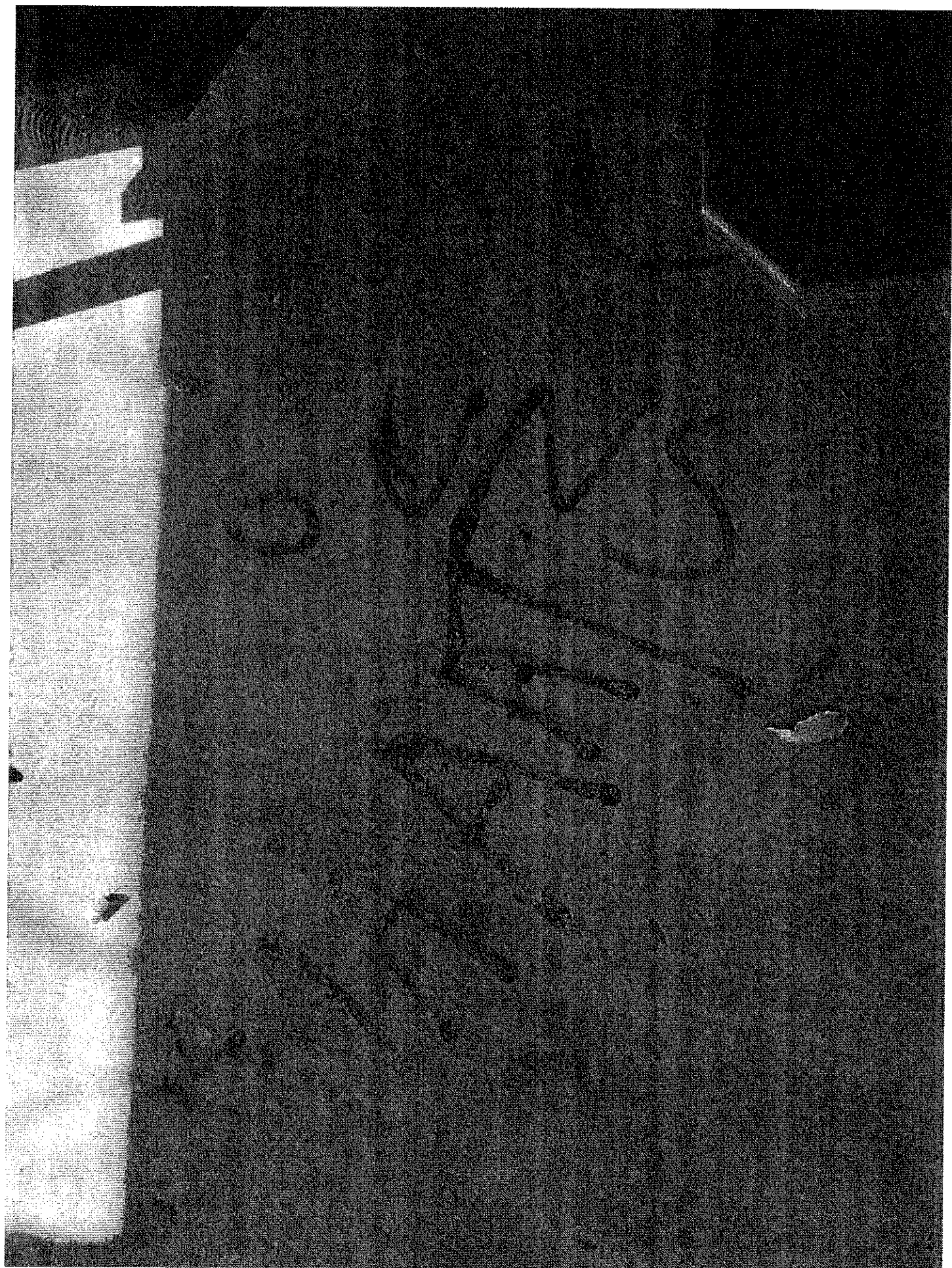
A handwritten signature in black ink, appearing to read "David Claytor", is written over a horizontal line.

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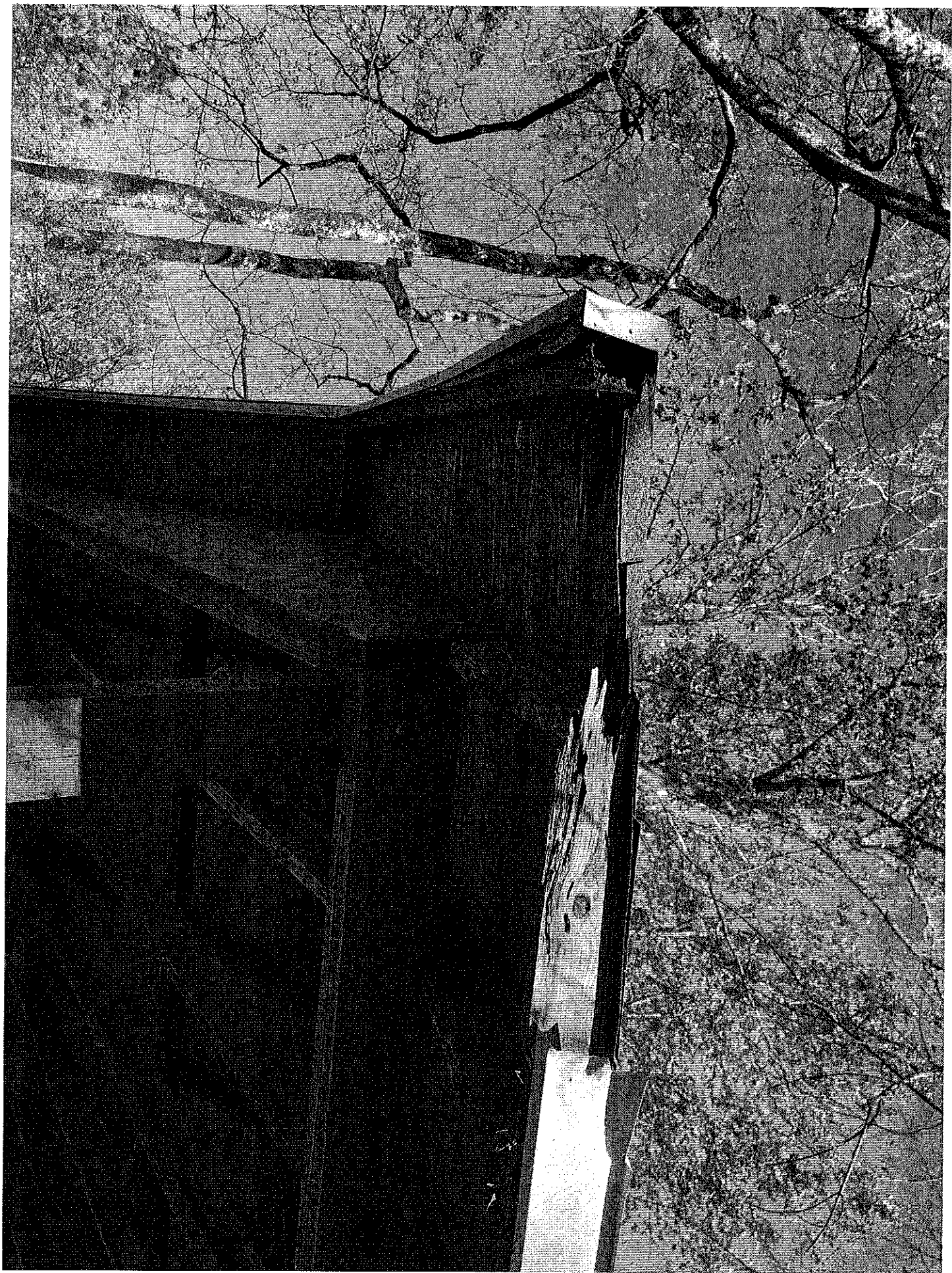


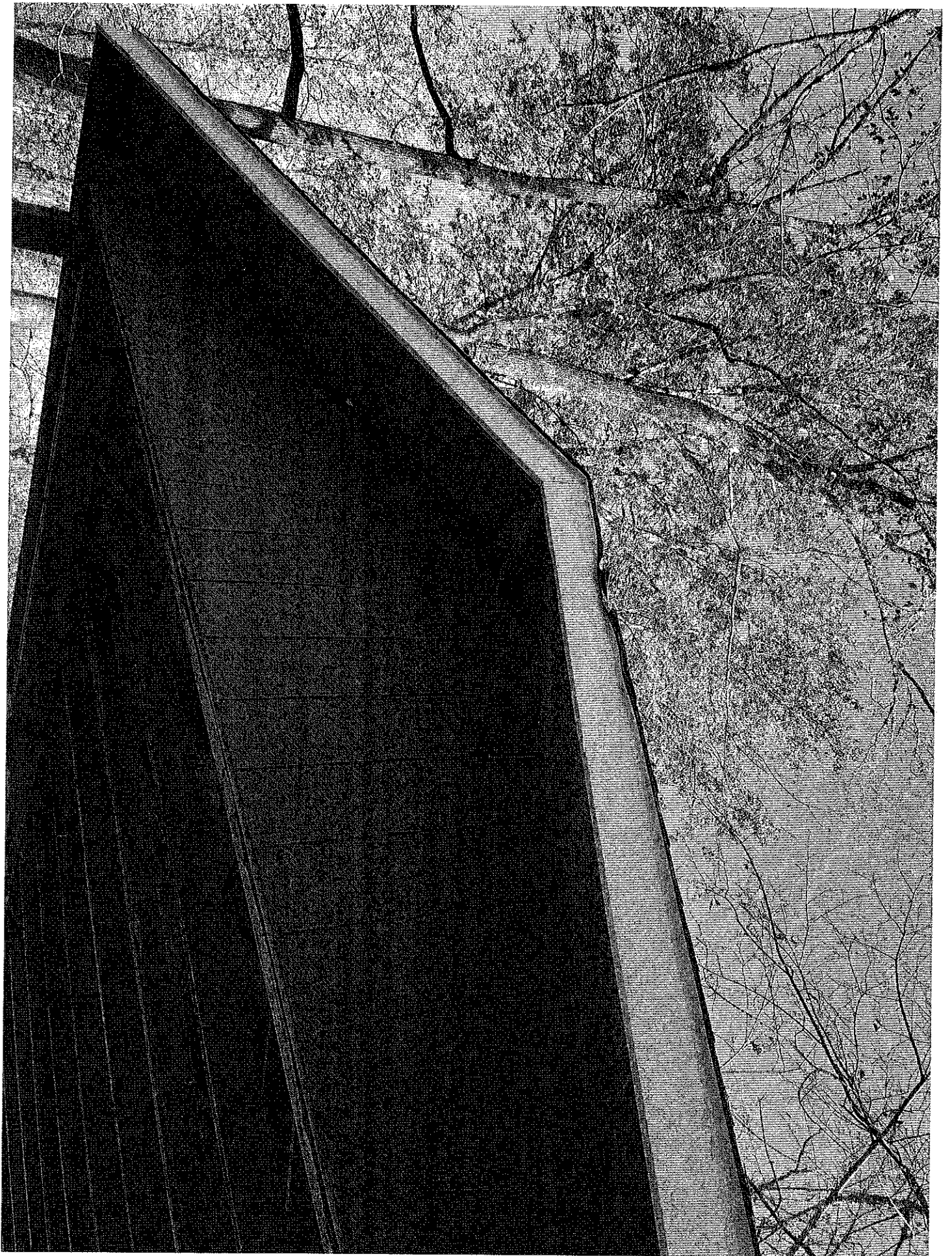






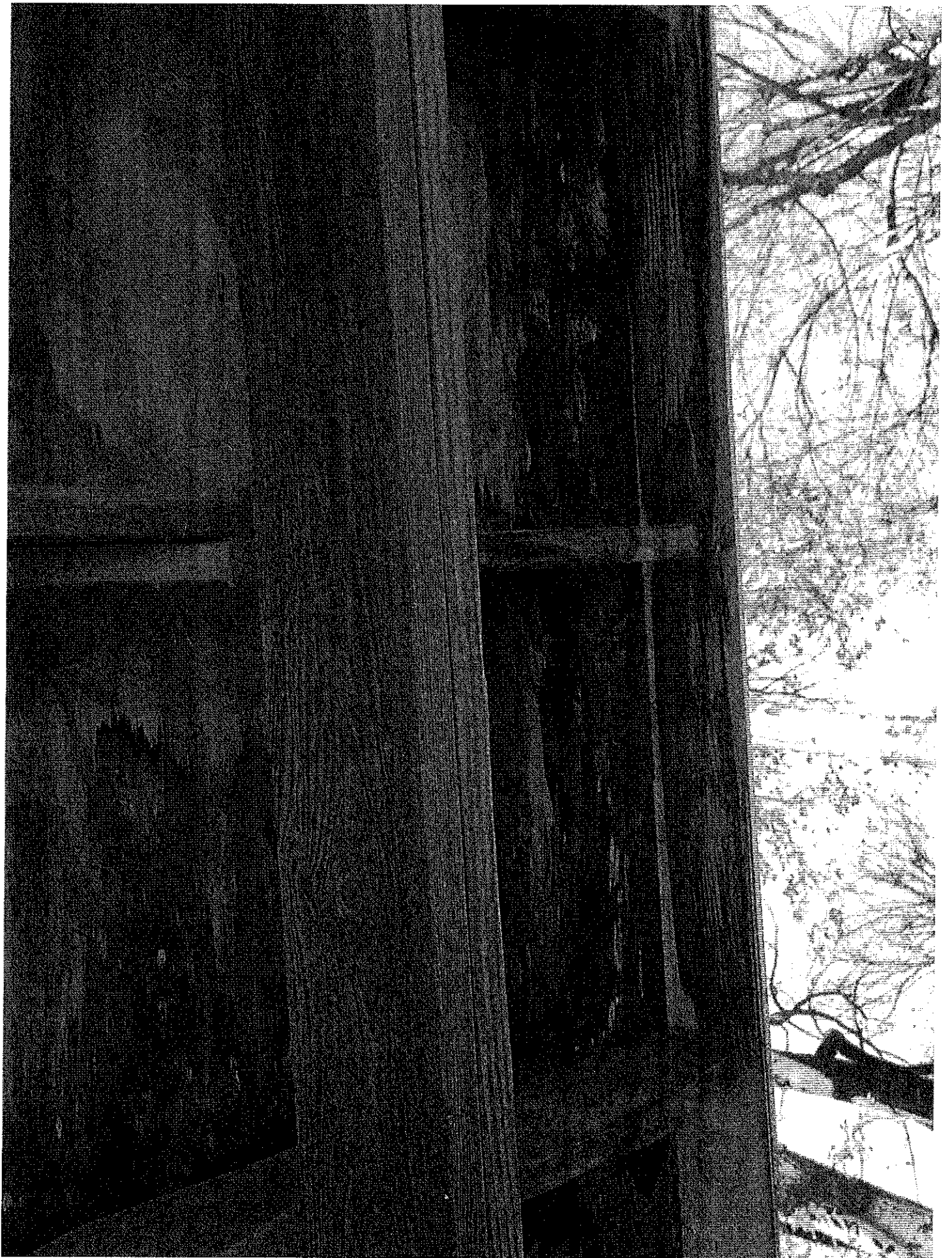




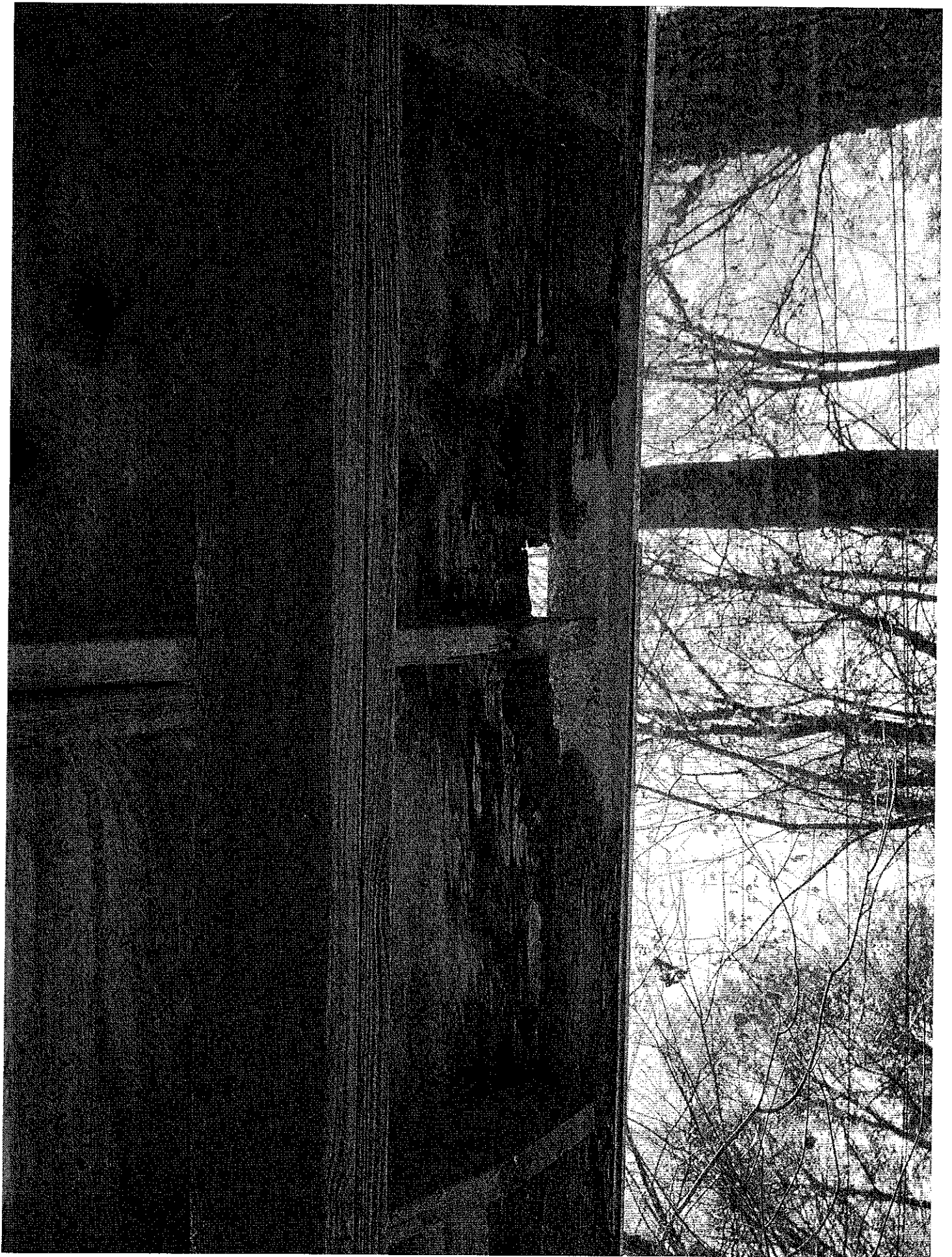


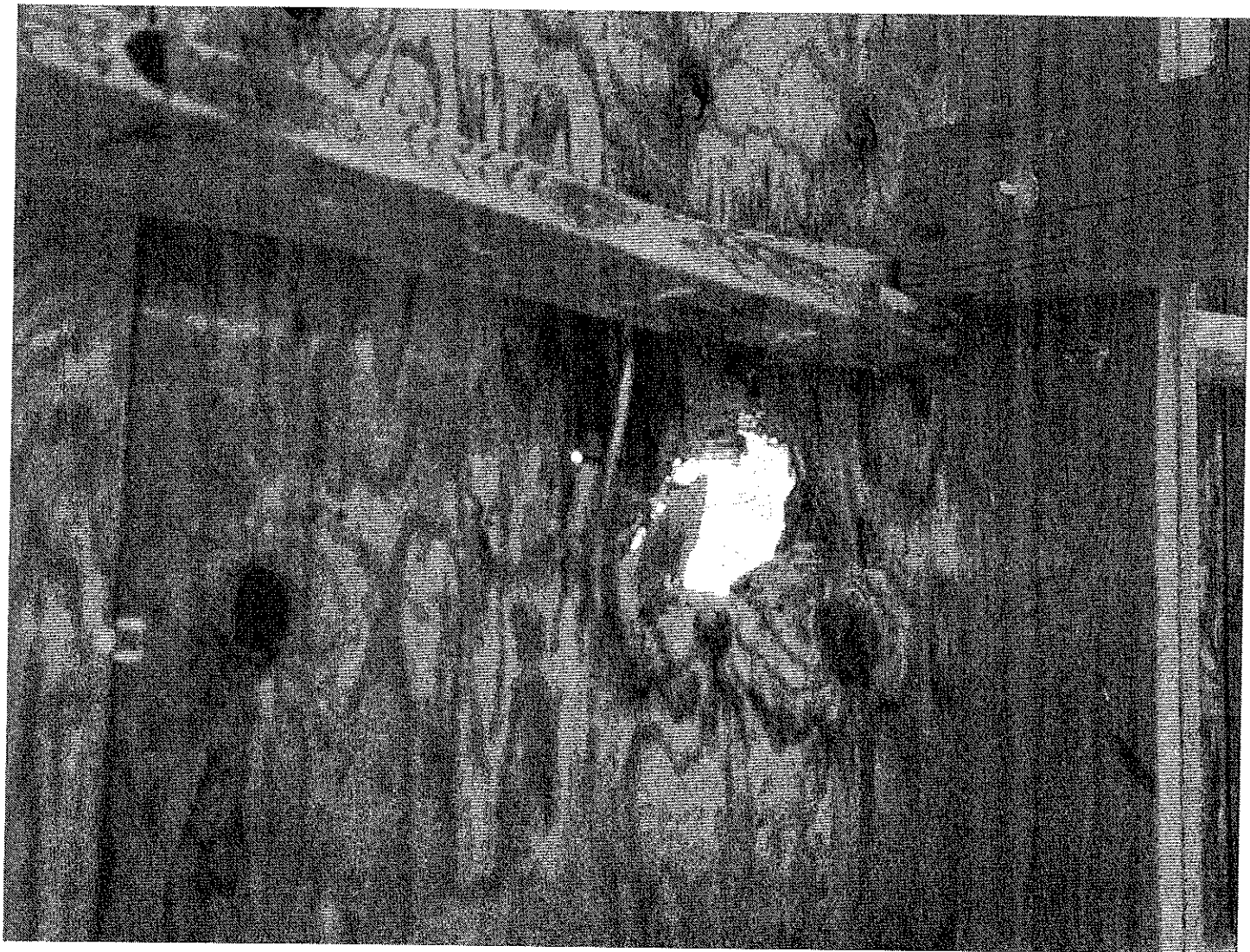














CITY OF CHESTER

AGENDA ITEM REQUEST FORM

Name of Person/Organization Request: Councilman David Claytor.

Address and Telephone Number: 119 Pinckney Street/ 803-209-7312.

Date of Request: February 4, 2024.

Date of Meeting: February 26, 2024.

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TYPE OF REQUEST

(Check only one.)

Petition ☐

Report/Discussion ☐

Policy ☐

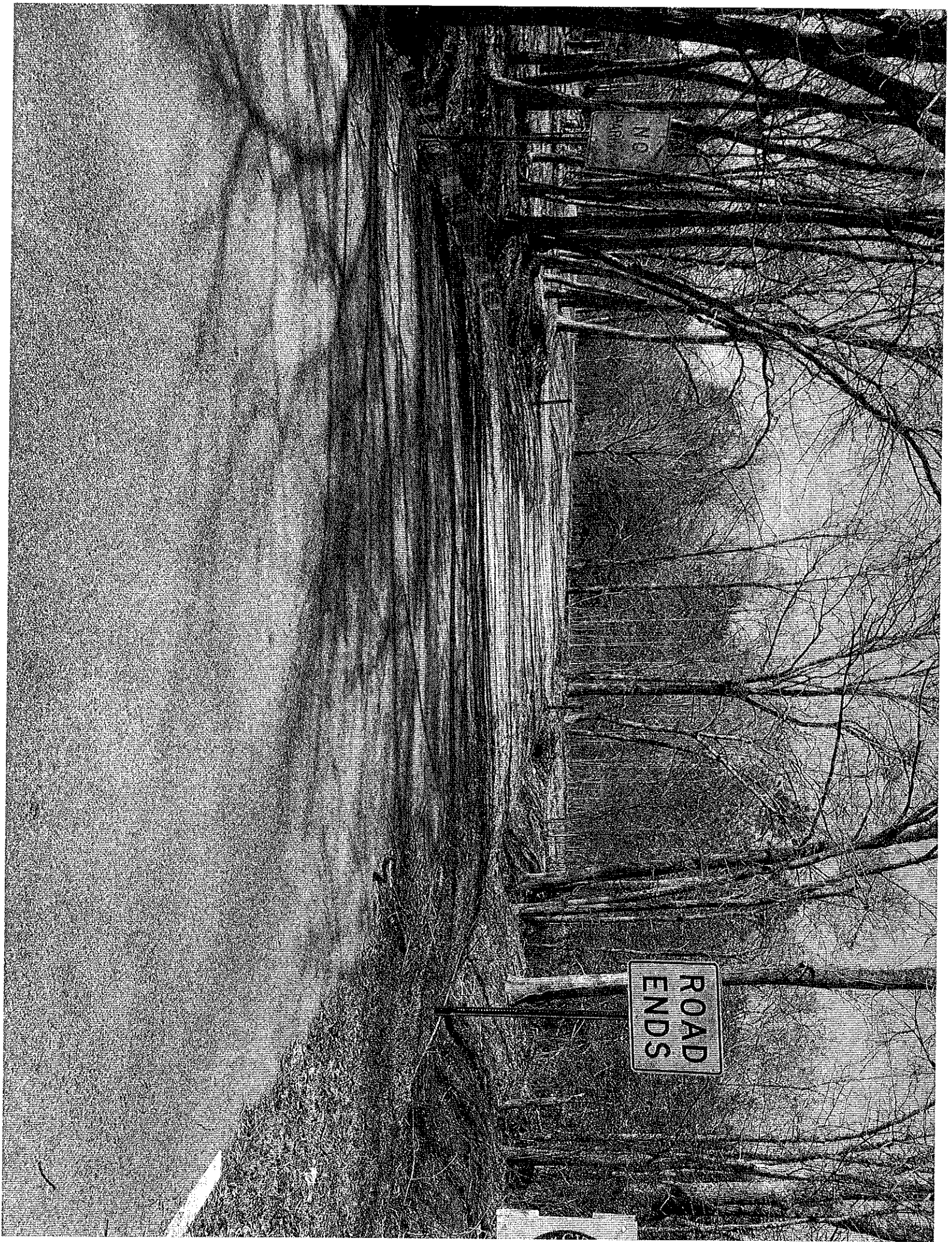
Executive Session ☐

Subject Matter: Security: Purchase of 4-5 Security Chains and Posts and 1 Security Gate Post & Installation at George B. Guy Park

Attachments: Yes ☒ No ☐

Signature: 

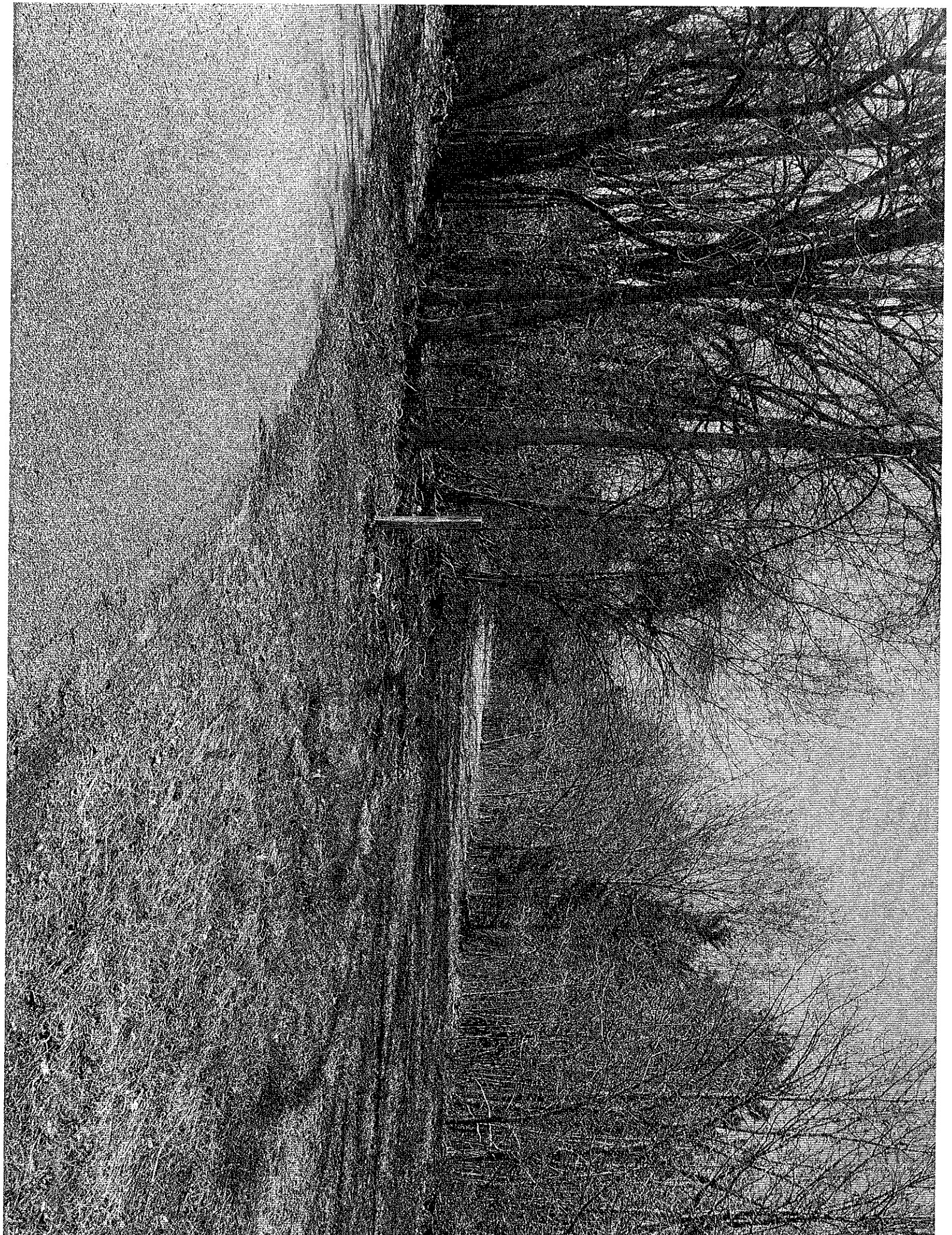
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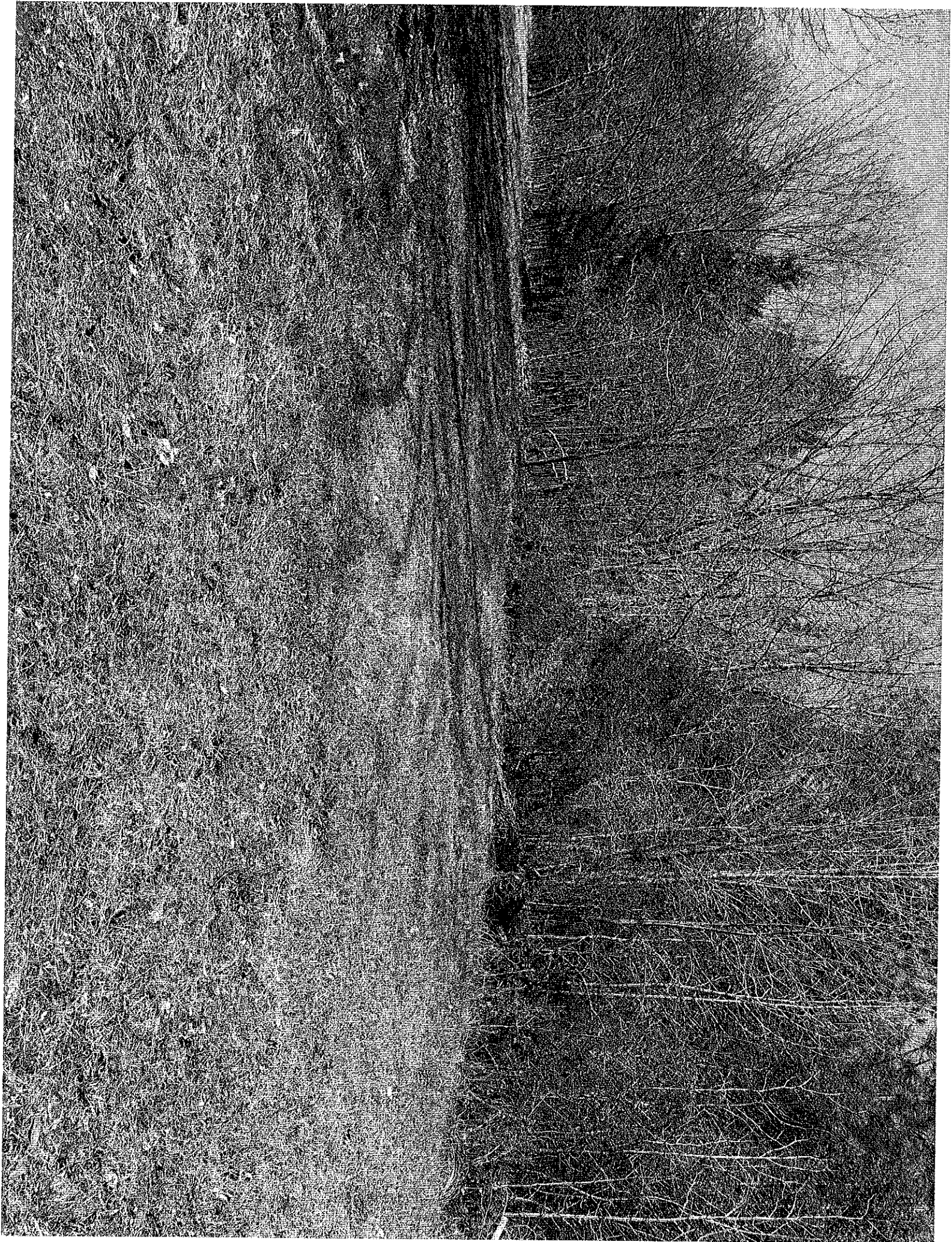


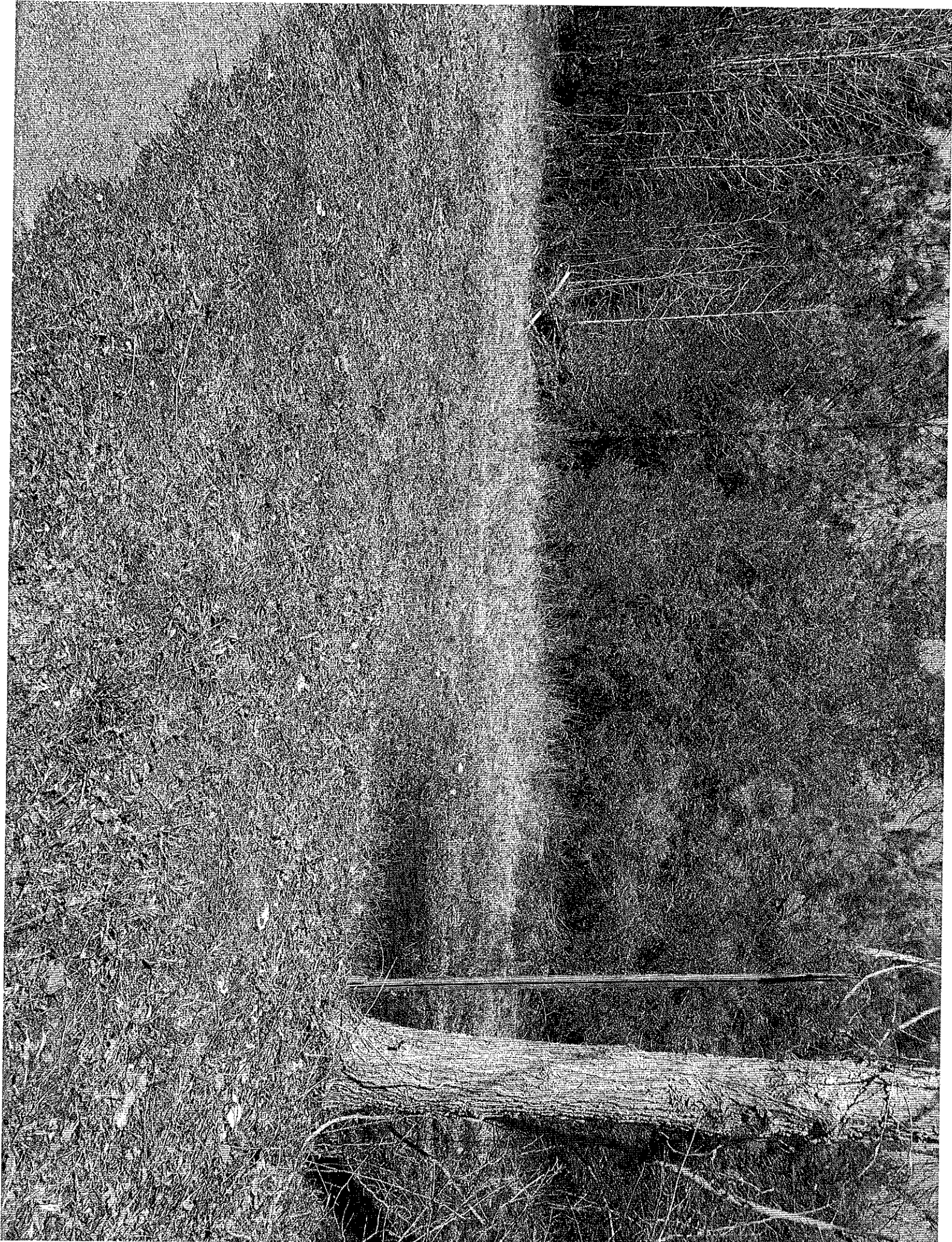
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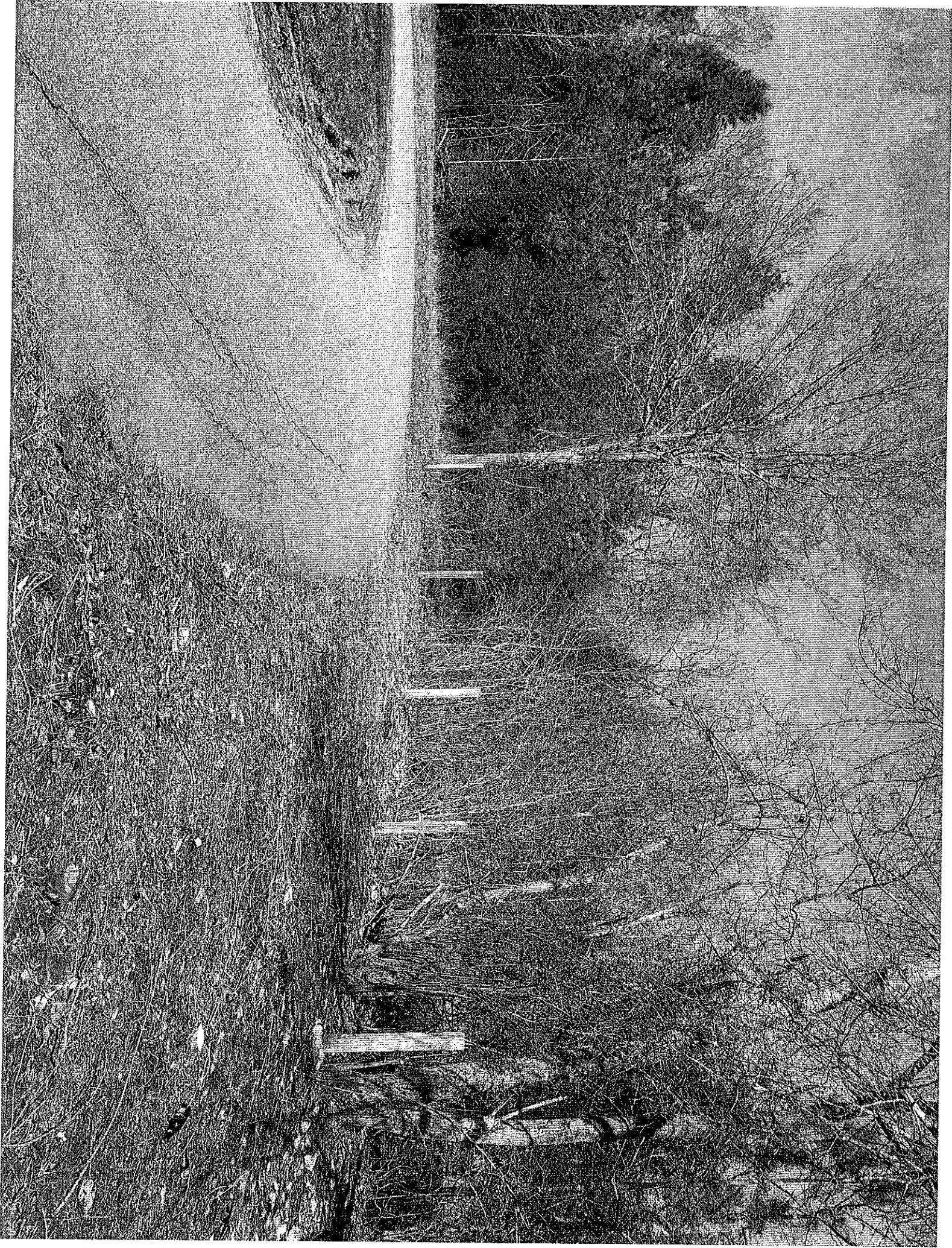


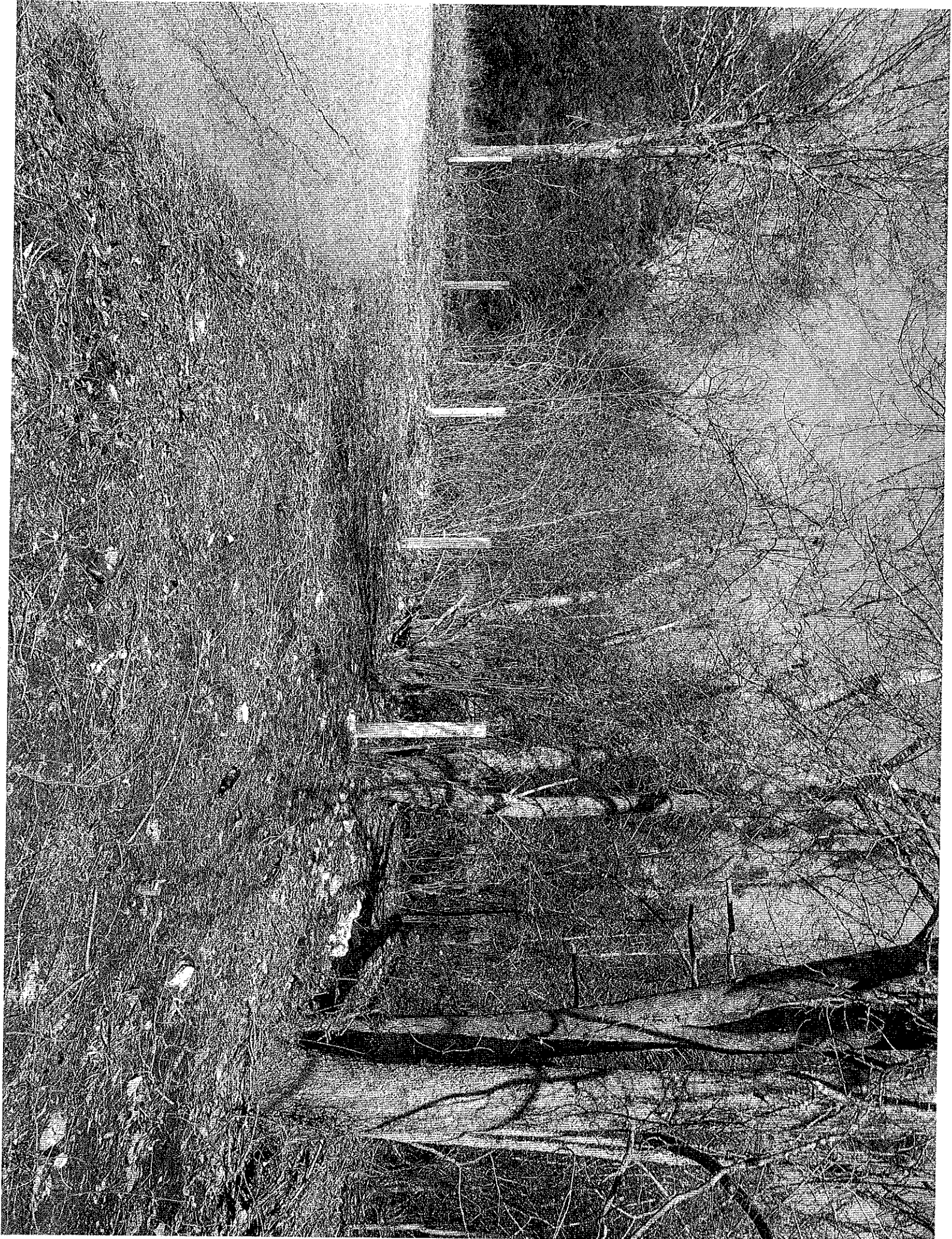
GEORGE B. GUN
Park
PARK HOURS: DAWN TO DUSK

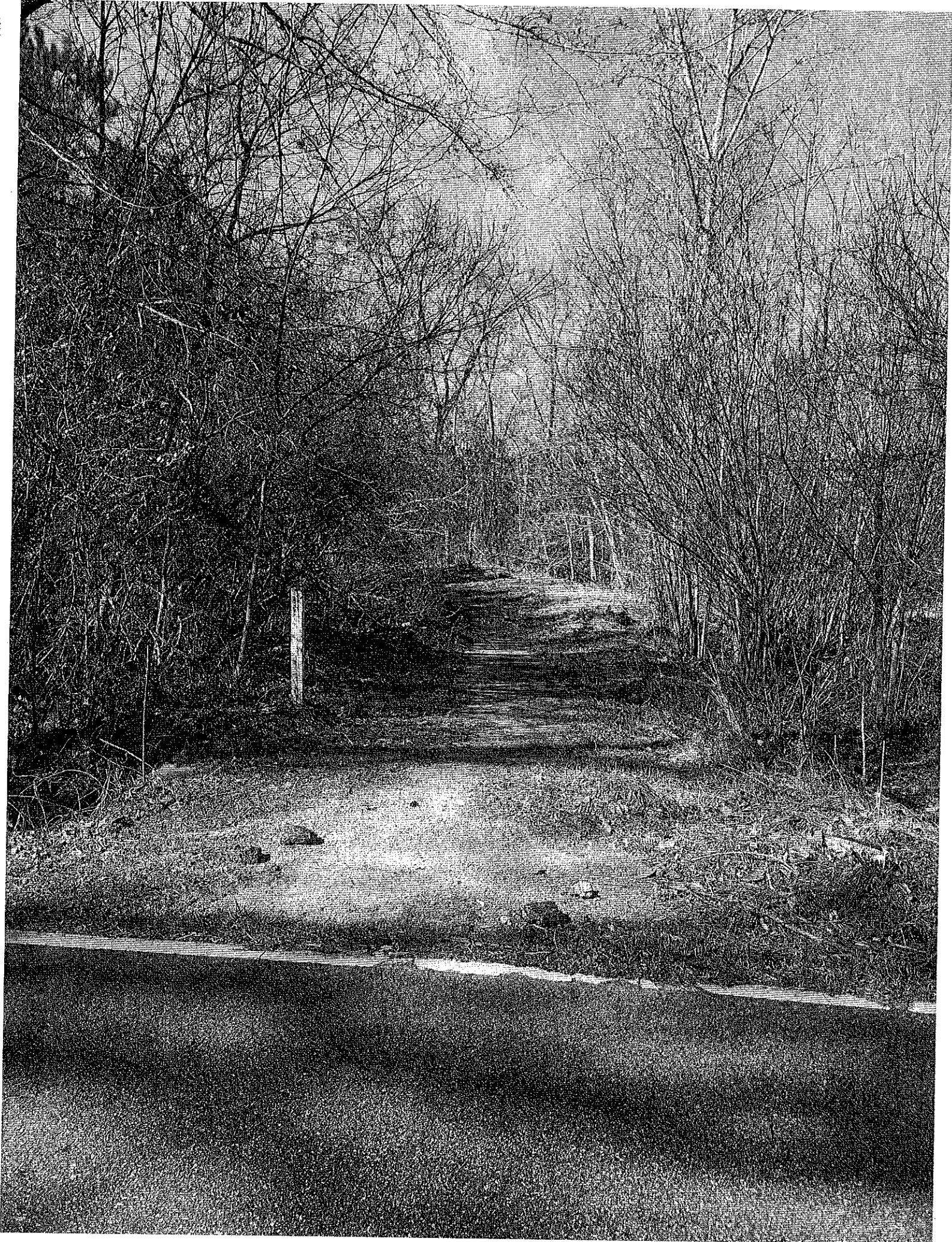










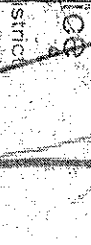


FRAZER PARK WATERSHED FLOOD PREVENTION PROJECT



USDA Natural Resource
Conservation Service

Cooperating with:
Chester Soil and Water Conservation
Chester County
City of Chester
Land Resources and Conservation District
South Carolina Department of Natural Resources



Division of the
Natural Resource



CITY OF CHESTER

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TYPE OF REQUEST

(Check only one.)

Petition ☐


Report/Discussion ☒

Policy ☐

Executive Session ☐

Subject Matter: Security: Request for Duke Energy to install street lights on four already live electric poles and install 1 pole with lighting at park entrance George B. Guy Park

Attachments: Yes ☒ No ☐

Signature: 

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CITY OF CHESTER AGENDA ITEM REQUEST FORM

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TYPE OF REQUEST

(Check only one.)

Petition ☐

Report/Discussion ☒

Policy ☐

Executive Session ☐

Subject Matter: Request Official City endorsement for the "Guy Park Open House" on Saturday March 16, 2024 at George B. Guy Park

Attachments: Yes ☐ No ☐

Signature: _____

All agenda request forms must be submitted to Marquita Fair, City of Chester, 100 West End Street Chester, SC 29706, or email to mfair@chester.sc.gov by 12 noon, Thursday prior to the Council Meeting.



CITY OF CHESTER

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Petition ☐

Report/Discussion ☒

Policy ☐

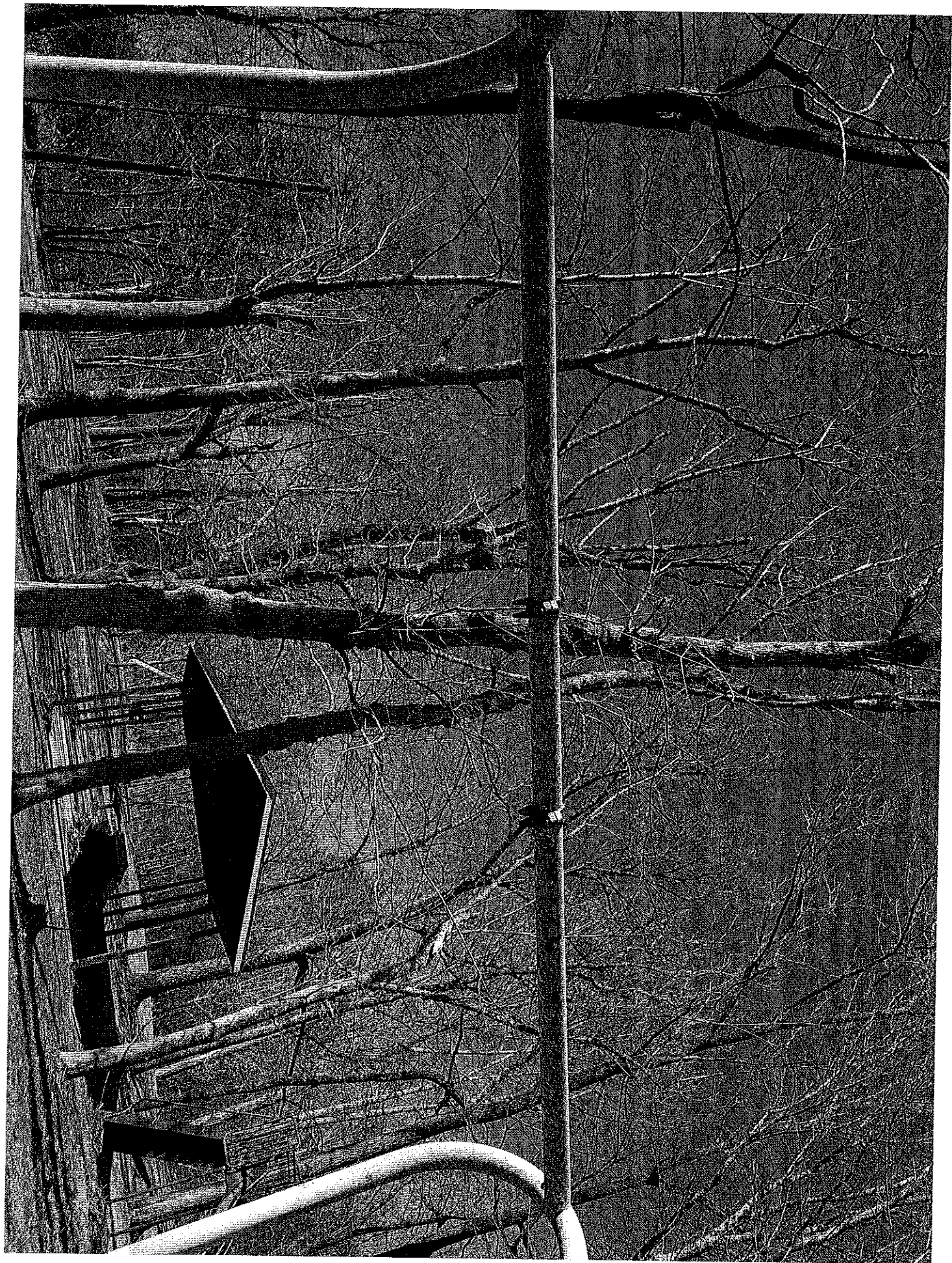
Executive Session ☐

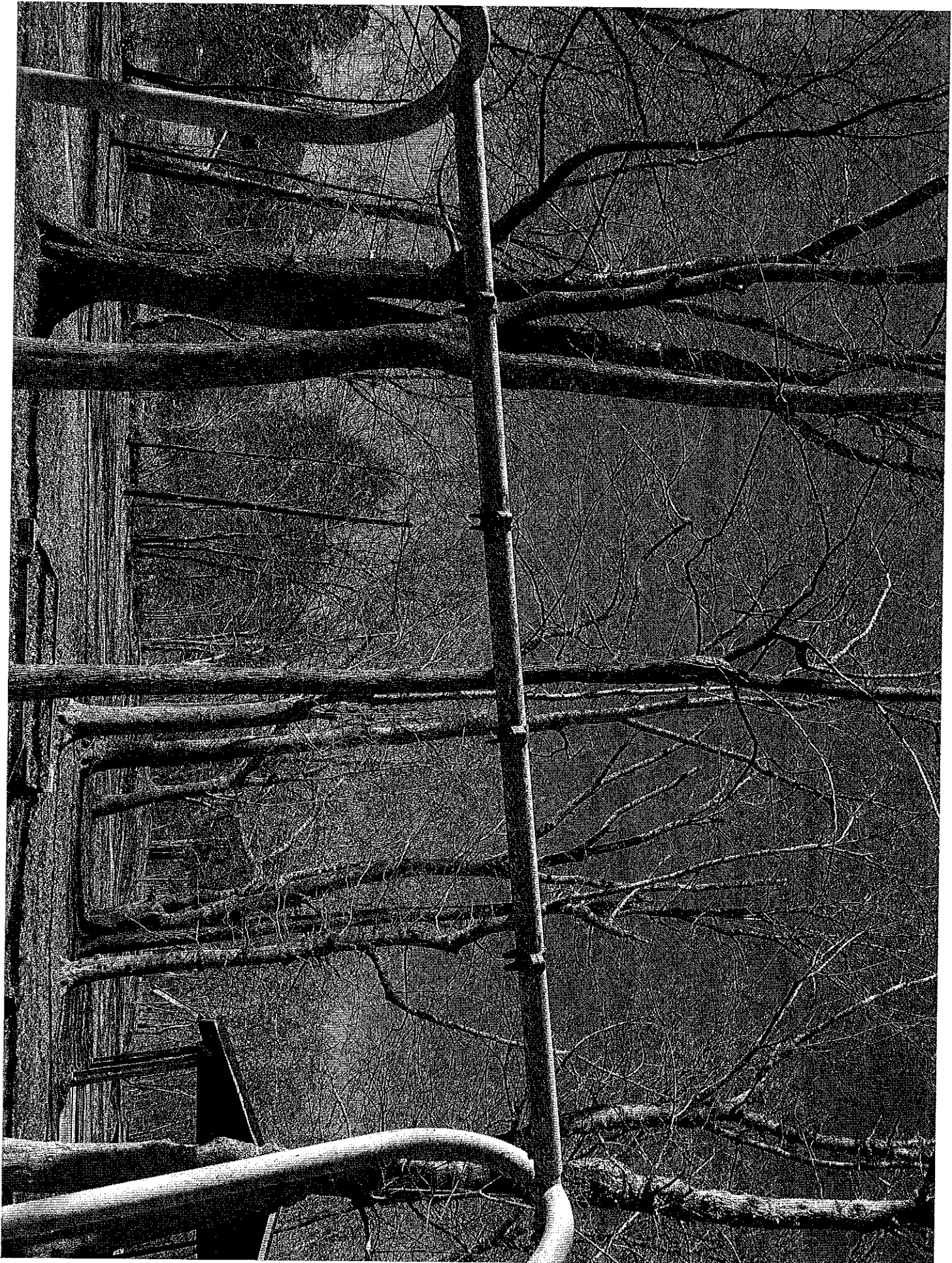
Subject Matter: Request purchase of 6 swings, chains and brackets and installation and painting swing structure and 2 benches for swing area at George B. Guy Park

Attachments: Yes ☒ No ☐

Signature: _____

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CITY OF CHESTER

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Report/Discussion ☐

Policy ☐

Executive Session ☐

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