

Mayor
ISAIAH SCIPIO

City Council
CAMERON RIVERS, Mayor Pro-Tem
JOHN MCMANUS
FLOYD ROGERS
RAY WILSON
ALLIE WINTER



Administrator
TIM O'BRIANT
City Clerk
DONNA F. OWEN

City of Pickens

www.cityofpickens.com

AGENDA

CITY COUNCIL REGULAR MEETING

MONDAY NOVEMBER 10, 2025

6:00 pm

CITY HALL

**219 PENDLETON STREET PICKENS,
SOUTH CAROLINA**

- 1. WELCOME AND CALL TO ORDER:**
- 2. INVOCATION AND PLEDGE OF ALLEGIANCE:**
- 3. COMMENTS FROM MAYOR SCIPIO:**
- 4. COMMENTS FROM CITIZENS:**
- 5. ADMINISTRATOR'S REPORT:**
- 6. APPROVAL OF MEETING MINUTES:**
October 7, 2025, Regular Meeting
October 21, 2025, special called Meeting
October 22, 2025, special called Work Session
- 7. APPROVAL OF RESOLUTION NO. 2025-R3, ADOPTING WRITTEN BENEFICIARY AND/OR TENANT SELECTION PROCEDURES FOR PARTICIPATION IN SOUTH CAROLINA HOUSING TRUST FUND PROGRAMS:**
- 8. FURTHER DISCUSSION AS IT RELATES TO THE LOSS OF REVENUE WITH NEW METER CHANGES:**
- 9. CONVENE INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF APPOINTMENT, SECTION 30-4-70 (a) (1): appointment to the Board of Architecture Review:**
- 10. RECONVENE INTO PUBLIC SESSION:**
- 11. ACTIONS AS IT RELATES TO EXECUTIVE SESSION:**
- 12. COMMENTS FROM COUNCIL:**
- 13. ADJOURNMENT:**

City of Pickens
Regular Meeting
October 7, 2025
6:00 P.M.

The Mayor and City Council convened at Pickens City Hall, 219 Pendleton Street, Pickens, S.C. for a Regular Meeting. Agendas were posted and sent to media on September 24, 2025.

Council Members in Attendance:

Mayor, Isaiah Scipio
Council Member, John McManus
Council Member, Floyd Rogers
Council Member, Cameron Rivers
Council Member, Allie Winter

Absent: Council Member, Ray Wilson

Absent: Donna Owen, Clerk

Staff:

Administrator, Tim O'Briant
City Attorney, Daniel Hughes
Public Works Director, Trey Adams
Chief of Police, Randal Beach
Kayla McJunkin, Acting Clerk

(The minutes are a synopsis of the meeting, and they are not a verbatim discussion. Full viewing and recording of the meeting is available on the City of Pickens Web-page and Facebook. Also, the full agenda packet with all departmental reports are available in the City Clerk's office.)

WELCOME AND CALL TO ORDER:

Mayor Isaiah Scipio called the meeting to order and welcomed those in attendance. Council Member Floyd Rogers gave the invocation followed by the Pledge of Allegiance.

COMMENTS FROM MAYOR SCIPIO:

Mayor Scipio expressed his love and concern to everyone for all they have done, including Administrator Tim O'Briant and all of City Council. Mr. Scipio stated that his health has suffered lately from stress.

COMMENTS FROM CITIZENS:

1. Pam Winters. Mrs. Winters thanked Mayor Scipio and Council for allowing her to speak. Ms. Winters stated she will be discussing for ugliness. She quoted some screen shots she had from social media from an appointed planning commissioner member. She wanted to read them so the public could know how an appointed official chose to talk about a citizen for exercising their right to ask questions. She states the attack happened after she shared a FOIA request that revealed the unauthorized budget changes. Instead of focusing on that, the member decided to attack her. She also stated she emailed council with concerns about the annexation and questioning how the planning commissioner got her email due to just sending it to council and the city attorney. She stated at a minimum there needs to be a

public statement condemning the behavior, and a review of how emails are shared outside of the FOIA.

2. Pat Mulkey. Mr. Mulkey stated that he attended the meeting last Thursday for public input regarding the comprehensive plan, he was disappointed with the low turnout. The few that attended he stated was complaining about small matter items, and that we are better than that. He said that it was embarrassing to citizens and the council to be attacking one another, he is proud of the council and getting things done. He feels that the annexation would be good for our town, and he welcomes anyone wanting to move here. He feels like City Council will make the right decision.
3. Kent Nillson. SC State Guard was in attendance on behalf of the State, and they are proud to serve our city and community. Captain McConnell, Lt. David White, Lt. Paul Christopher, and Kent Nillson were here to represent. They would like to develop a relationship where they can be called upon in an emergency situation and that all would be comfortable doing so.

ADMINISTRATOR'S REPORT:

Administrator Tim O'Briant reported on the following items to the Mayor, Council, and Public.

- Memo detailing the number of grants that we have received, most recently the Appalachian Regional Council in the amount of \$50,000.00. These funds run through 2027.
- Rural Infrastructure Authority, we invested 6 million dollars to improve our water system with new pipes, with a \$1.6-million-dollar local match. A remainder amount was available to us for \$58,000.00 left from another jurisdiction.
- Police Department has done great in bringing in money to support their needs through Body Worn Camera program from SC Public Safety, the grant brought in \$20,114.00. Chief Beach is routinely bringing in grants to help maintain their technology.
- Welcomed Rebecca Cockrell to the front office staff.
- On a personal note, Mr. O'Briant stated he has chosen a life and profession where he lives and works in a glass house. He commented on the fact that he made some changes in the police department budget without the consent of Council. Appropriately, the council did reprimand those actions. Mr. O'Briant stated he believes the changes he made would have been corrected, but he should have waited for Council approval. Mr. O'Briant stated he is proud of the work he does and enjoys working with everyone.

FINANCE DIRECTOR'S REPORT:

- Gave reports that included current fiscal year and exception report for last fiscal year.
- Council Member Allie Winter appreciated Mandy Hess's recommendation on the expired CD with balance of \$35,833.83 to reallocate for the purchase of the property.
- Council Member Allie Winter wanted to state for the record that she was not in agreement with the purchase of iPads for council and that it was done without the Finance Director's knowledge/approval, and she doesn't see that as a useful expenditure.

- Ms. Winter asked Mandy Hess to go over the CWS fees. The transaction took place last fiscal year. There was an overage in the budget due to intention of bringing in water and sewer in house. Ms. Hess stated during the transition the City of Pickens decided to keep CWS to handle and treat sewer, so the City continued to pay them an additional \$16,000 per month causing an over budget.
- Ms. Winter asked Mandy Hess to go over the utility, maintenance, and fleet fees. Ms. Hess stated since the City of Pickens had CWS at the time and that was part of their agreement there were no budgeted lines for fleet in the water and utility department. Bringing those departments back in house but those line items over budget due to CWS covering those fees in the amount we paid them.
- Professional Fees have gone over due to current issues seeking legal advice.
- Ms. Winter asked Ms. Hess how she felt thus far in the budget year and what has been spent. Ms. Hess stated that both she and Dana Epps are still working on ways to monitor and audit expenses. Ms. Hess gave an example of needing to have a new IT company, so that has caused some extra expenses due to equipment not working. Ms. Hess stated she feels secure with the current budget as long as expenses are monitored.
- Council Member John McManus questioned Mandy Hess about a better report for percentages now versus the end of the fiscal year. Ms. Hess stated she would research and see if there was a better report out there.
- Mayor Isaiah Scipio suggested a work session to discuss nothing but finance questions. Mayor Scipio suggested a Special Called meeting and suggested October 27th, Councilmen Rivers asked for this date to be tentative.
- Councilmen Floyd Rogers wanted the public to know that he and Ms. Hess have discussed budget items line by line .
- Councilman Rogers wanted to discuss that council members recently spent time with Recreation Director Jonathon Morris, and the air conditioners are at 50% capacity and that is not an item that is budgeted. An idea was mentioned to start charging a fee to people using our facilities and those funds could help pay for new air conditioners. He thanked Mandy Hess for the time she spent with him explaining everything.

APPROVAL OF MEETING MINUTES:

>>Council member Allie Winter made the motion to approve minutes from August 11, 2025, August 25, 2025, September 8,2025, and September 17, 2025. Motion was seconded by Council Member Floyd Rogers, motion passed with a unanimous vote.

APPROVAL OF RESOLUTION NO. 2025 R-2 OF THE CITY OF PICKENS SOUTH CAROLINA , EXPRESSING GRATITUDE TO THE SOUTH CAROLINA STATE GUARD FOR THEIR ASSISTANCE FOLLOWING HURRICANE HELENE.

Administrator O’Briant shared a statement about the history of South Carolina State Guard from their website. Since 2015 this organization has been more organized around emergency services and helping in recovery efforts.

Mayor Scipio read Resolution NO. 2025-R2.

>>Council member Floyd Rogers made the motion to approve Resolution No. 2025 R2. Council Member John McManus seconded, and the motion passed with a unanimous vote.

FIRST READING OF ORDINANCE NO. 2025-06 AMENDING THE BUSINESS LICENSE ORDINANCE OF THE CITY OF PICKENS TO UPDATE THE CLASS SCHEDULE AS RFEQUIRED BY ACT 176 OF 2020

- Finance Director explained what the ordinance means and explained how the fees work for business license. This is done every two years.
- >>Council member John McManus made the motion that this constitutes First Reading of ordinance No. 2025-06. Council Member Allie Winter seconded the motion, and the motion was passed unanimously.

FIRST READING OF ORDINANCE NO. 2025-09 TO AMEND CHAPTER 5 “BUILDING AND BULDING REGULATIONS” OF THE CITY OF PICKENS, SOUTH CAROLINA TO PROVIDE FOR THE SPECIAL PROPERTY TAX ASSESMENTS AUTHORIZED BY SECTION 4-9-195 AND MADE APPLICABLE TO MUNICIPALITIES BY SECTION 5-21-140 OF SOUTH CAROLINA CODE OF LAWS AS TO REAL PROPERTY WHICH QUALIFIES AS “REHABILITATED HISTORIC PROPERTY” AND OTHER MATTERS RELATED THERETO:

- Administrator O’Briant stated this ordinance has been discussed, and using the Bailey Bill to provide incentives to take historic buildings and invest in them. This ordinance would allow for those property tax incentives which are extended to historic properties. In the next item on the agenda, Council would create the criteria for historic properties. They are required to invest at least 20% of fair market value to improve it with rules and regulations to maintain the historic meaning. The benefit one would receive is the property owner and enjoy a freeze on their predevelopment assessment on the property, the fee stays assessed at the lower tax for 10 years.
- >>Council member John McManus made the motion that this constitute a First Reading of Ordinance No. 2025-09. Motion was seconded by Council Member Floyd Rogers and unanimously passed.

FIRST READING OF ORDINANCE NO. 2025-13 TO AMEND CHAPTER 5 “BUILDING AND BUILDING REGULATIONS” OF THE CITY OF PICKENS, SOUTH CAROLINA TO ADD HISTORIC DESIGNATION:

>>Council member Allie Winters made the motion that this constitutes a First Reading of Ordinance No. 2025-13. Council member Floyd Rogers seconded the motion.

During discussion Ms. Winter wanted clarification that anyone that was under this ordinance would not be put on the National Register of Historic Places. Administrator clarified that it was correct.

>>All members voted unanimously.

FIRST READING OF ORDINANCE NO. 2025-11 AUTHORIZING THE EXECUTION AND DELIEVERY OF A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF PICKENS, SOUTH CAROLINA AND BRD LAND AND INVESTMENT WITH RESPECT TO CERTAIN INVESTMENTS MADE IN THE CITY; AUTHORIZING THE EXECUTION AND DELIVERY OF A DEVELOPMENT AGREEMENT; AND PROVIDING FOR OTHER RELATED MATTERS:

City Attorney, Mr. Hughes, went over the following items as it relates to the Development Agreement Ordinance.

- Incorporates (PD) Ordinance
- Term – 5 years with one extension of 5 years if Developer is not in default and has diligently pursued development
- Development must comply with Site Plan, approved Statement of Intent, Final Development

- Plan, and LDRs, all building codes and environmental regulations
- Developer's minimum investment is \$6MM
- General constructions requirements
 - Cleanliness to entire worksite area
 - Repair of damage to utilities
 - Parking for construction employees, material lay down area
 - Coordination with residents regarding noise, after-hours construction
- Development Schedule – to be approved as part of the PD
- Vested Rights – once City approves site specific development plan, then developer under state law has vested rights for 2 years, but under our agreement, they would have 5 years.
- Developer agrees that all direct costs, including public infrastructure, are Developer's responsibility
 - Public roads to be constructed to City road standards
 - Stormwater system must comply with all City ordinances
 - City to provide
 - solid waste and recycling as is customary
 - police protection
 - fire service and EMS
 - school services
- Offsite road improvements
 - Intersection improvements and 2 separate entrances
- Defaults
 - Developer shall continuously and diligently proceed with Project
 - If work stops for more than 6 months, developer shall be in default
 - ADR
- Bonds
 - P&P bond
- Insurance requirements
- Indemnification for City from Developer's failure to comply with this Agreement; developer's performance under the Agreement; and environmental matters

>>During Council discussion, Council Member Allie Winter wanted to clarify that there is a cap of 142 homes on site. Mr. Hughes confirmed.

Council member Floyd Rogers questioned the 126 ft water line extension and to be paid for by the developers. Mr. Hughes stated that is public infrastructure

Council member Allie Winters questioned and wanted to clarify the wording of the Ordinance on page 1 about the Administrator and Mayor. Attorney Daniel Hughes is proposing that paragraph, Council would give the authority for the Mayor and Administrator to sign agreements.

>>Council Member Floyd Rogers moved that this constitutes a First Reading of Ordinance No.2025-11 as stated. Motion was seconded by Allie Winter. Motion carried 5-1 with Council Member Cameron Rivers voting in opposition.

FIRST READING OF ORDINANCE NO. 2025-12 TO ADOPT ZONING CLASSIFIACATION OF CERTAIN PROPERTY LOCATED ON WOLF CREEK ROAD PARCEL #4180-00-46-1109 OWNED BY E. DEAN HOLDER, TRUSTEE OF TRUST B FBO E. DEAN HOLDER CREATED UNDER THE EDGAR O. HOLDER REVOCABLE TRUST U/A DATED NOVEMBER 8, 2006, TO THE PLANNED DEVELOPMENT ZONING DISTRICT:

- Attorney Daniel Huges explains that the Annexation must happen before the re-zoning can happen. This has already had the First Reading approval and has not had Second Reading.

The planning commission reviewed a request for zoning on September 24, 2025, and made a request for approval for Planned Development District. (PDD)
>>Motion was made by Council Member John McManus that this constitutes First Reading of Ordinance No. 2025-12. Motion was seconded by Council Member Allie Winter. All in favor were council members Allie Winters, John McManus, Floyd Rogers, and Mayor Isaiah Scipio. Council member Cameron Rivers voted in opposition. Motion carried 5-1.

REQUEST FOR \$4,000.00 FOR THE APPLICHAIN FOLK FESTIVAL:

- Mr. Bryan Owens spoke on behalf of the Pickens Chamber of Commerce and stated they started the Folk Festival in 2023. The first year was very successful and the city gave \$5,000.00 to help with paying for bands. Year 2 was successful in not having to ask for additional help because they had enough sponsorship. This year they do have some sponsorship; they did receive funding from the County to pay for advertising but are still in need of funds to cover bands and lighting. This year the festival is moving to Hagood Mill. The bands will be performing at the new pavilion they have at the Hagood Mill.

Council member John McManus asked if there was an admission charge and Bryan clarified that there were not. Council members clarified that the police protection will come from the County, and Sheriff Tommy Blankenship has already provided the alcohol permit. Council member Allie Winters questioned the funding available, and Mandy Hess stated that the Hospitality and Community Festival Budget was available.

>>Council Member Allie Winter made the motion to approve the \$4,000 to assist with the Appalachian Folk Festival. Council Member Floyd Rogers seconded the motion. Motion carried with a unanimous vote.

APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION AND THE CITY OF PICKENS:

- Administrator Tim O'Briant explained that the County and SCDOT combined together to handle all clean up of debris from Hurricane Helene at no charge to us. In the process of trying to provide all the paperwork, FEMA requested documentation about the clean up and get a signed agreement to do so. Now the paperwork needs to be signed between all parties in order to get the funding they need, this is just a housekeeping procedure that will not be backdated.

>>Council member Floyd Rogers made the motion to approve the memorandum of agreement as presented. Council member Allie Winter seconded the motion. Motion carried with a unanimous vote.

COMMENTS FROM COUNCIL:

- Council Member John McManus stated that he empathizes with the community's concerns about the proposed development. He shared that his own entry into politics was driven by a similar situation in his neighborhood, where a developer ultimately worked with residents to reach a compromise. Although the outcome wasn't initially welcomed, it turned out to benefit the area in ways they hadn't anticipated. Mr. McManus acknowledged the emotional difficulty of change and encouraged thoughtful planning, transparency, and a commitment to doing what's best for the community. Mr. McManus expressed hope that, despite the challenges, the project would ultimately be a positive change for the neighborhood.
- Council Member Floyd Rogers expressed his support for the proposed development, emphasizing that he had carefully reviewed the details and ensured that his prior concerns were addressed. He stated that the project would:

- Serve the long-term interests of the city
- Generate capital investment and controlled growth
- Expand the city's tax base
- Provide a development that remains under council oversight

Mr. Rogers acknowledged the emotional and physical toll the process has taken on Council Members and staff, noting the extensive time and effort invested over two years. He praised the collaborative work of the Mayor, City Attorney, Administrator, and staff. Mr. Rogers concluded his comments by stating he believes the City Administrator does a very good job for the residents of Pickens.

- Mayor Scipio stated that Clerk to Council was out due to her husband having surgery and Council Member Ray Wilson is out due to going to Texas to be with his wife receiving an award for her work. Mayor Scipio thanked Kayla McJunkin for being the acting Clerk. Mayor Scipio reiterated the comments of Mr. Rogers and thanked staff for all the hard work.
- Council Member Cameron Rivers wanted to thank the ladies at City Hall for working so hard the last (2) months with all the water meter changes, and other office issues. The staff handles many things that others do not see.
- Council member Allie Winter thanked all staff including the Department Heads. Ms. Winter shared appreciation for a recent tour of the City's Recreation facilities led by Jonathon Morris.
Ms. Winter addressed concerns from constituents regarding a perceived conflict of interest related to the annexation vote Ms. Winter stating that she had consulted legal counsel and was assured there was no conflict, and that she is eligible to vote. Ms. Winter acknowledged the difficulty of the decision at hand and emphasized her commitment to fulfilling her elected responsibilities.
- Council member John McManus wanted to follow up with Jonathon Morris about the Recreation Department. Mr. McManus stated he's doing a great job with organization, and he appreciates all Department Heads, and he has spent some time with the police department lately as well. He stated we have some challenges regarding equipment.
- Council member Allie Winter wanted to make sure Recreation departments was added to the list at the next meeting to discuss for finance.
- Council member Floyd Rogers echoed what has been said about Jonathon Morris and showed Council many things about recreation in Pickens.

ADJOURNMENT:

Hearing no further business, Mayor Scipio called for the motion to adjourn. Council member John McManus made the motion to adjourn. Council member Allie Winters seconded; all were in favor. Pickens City Council stood adjourned at 7:44 p.m.

Respectfully Submitted:

Approved:

Kayla McJunkin, Acting Clerk

Mayor Isaiah Scipio

**City of Pickens
Special Called Meeting
October 21, 2025
6:00 p.m.**

The Mayor and City Council convened at City Hall 219 Pendleton Street, Pickens S.C. for a Special Called Meeting. Agendas were posted and sent to media on October 16, 2025.

Council Members in Attendance:

Mayor, Isaiah Scipio
Mayor Pro-Tem Cameron Rivers
Council Member, John McManus
Council Member, Floyd Rogers
Council Member, Ray Wilson
Council Member Allie Winter

Staff:

Administrator Tim O'Briant
Attorney, Daniel Hughes
Randal Beach, Police Chief
Public Works Director, Trey Adams
Recreation Director, Jonathon Morris

(The minutes are a synopsis of the meeting, and they are not a verbatim discussion. Full viewing and recording of the meeting is available on the City of Pickens Web-page and Facebook. Also, the full agenda packet with all departmental reports are available in the City Clerk's office.)

WELCOME AND CALL TO ORDER:

Mayor Scipio called the meeting to order and welcomed those in attendance. Mayor Scipio called upon Council Member John McManus to give the invocation followed by the Pledge of Allegiance.

COMMENTS FROM THE MAYOR:

Mayor Scipio stated the City received (2) Petitions on 10/20/2025 and the attorney will speak about both of these petitions.

City Attorney, Mr. Hughes, stated the City of Pickens received (2) petitions as it relates to several matters before Council regarding zoning, annexation, and planned development.

One petition focuses on a law regarding allowing citizens to propose ordinances via initiative referendum. And one petition requests to repeal a planned development zoning ordinance. Mr. Hughes stated the state Supreme Court has ruled that initiative referendums cannot be used to change zoning laws. Mr. Hughes stated the petitions also lack certification from the Election Commission confirming sufficient valid signatures (15% of registered voters from the last municipal election) . Mr. Hughes stated he would recommend that Council proceed with the agenda as presented.

ADMINISTRATOR'S REPORT:

Mr. O'Briant reported the following for the Citizens, Mayor, and Council.

- On 10/22/2025 at 10:30 a.m. there will be a special work session for Council to look at the State Housing Trust Fund, capitol planning and the finances. This meeting will be livestreamed and open to the public. The meeting will be at City Hall.

SECOND READING OF ORDINANCE NO. 2025-11 AUTHORIZING THE EXECUTION AND DELIVERY OF A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF PICKENS, SOUTH CAROLINA AND BRD LAND AND INVESTMENT WITH RESPECT TO CERTAIN INVESTMENTS MADE IN THE CITY; AUTHORIZING THE EXECUTION AND DELIVERY OF A DEVELOPMENT AGREEMENT; AND PROVIDING FOR OTHER RELATED MATTERS:

Motion was made by Council Member John McManus that this constitute second reading of Ordinance No. 2025-11 as stated. Motion was seconded by Council Member Allie Winter. Hearing no discussion, Mayor Scipio called for the vote. Motion passed 5-1. All Council Members voting in favor with the exception of Council Member Cameron Rivers who voted in opposition.

SECOND READING OF ORDINANCE NO. 2025-04 TO PROVIDE FOR THE ANNEXATION OF PROPERTY OWNED BY EDDIE DEAN HOLDER, TRUSTEE, OF THE EDDIE DEAN HOLDER REVOCABLE TRUST DATED MARCH 22, 2018 AS AMENDED LOCATED AT THE INTERSECTION OF MAULDIN LAKE ROAD AND WOLF CREEK SCHOOL ROAD (TAX MAP PARCEL #4180-00-46-1109) BY ONE HUNDRED PERCENT PETITION METHOD PURSUANT TO THE PROVISIONS OF S.C. CODE SECTION 5-3-150 (3)

Motion was made by Council Member Floyd Rogers that this constitute second reading of Ordinance No. 2025-04 as stated. Motion was seconded by Council Member John McManus.

- Mr. Rogers made a statement and asked that the statement be placed in the record. (Per request this statement is verbatim)

“On May 28, 2025, I made the motion to approve this ordinance on first reading. In that motion, I stated the following conditions precedent to second reading:

The execution of a fully executed development agreement in recordable form pursuant to the statutory requirements of S.C. Code Section 6-31-10 et seq. between the City and the developer that requires and is subject to among other things, approved building standards, density limitations, landscaping, sufficient ingress and egress, and other elements of the proposed development, including the provision of utilities and that the development agreement be perpetual and binding upon all successors in interest to the development agreement.

The purpose of this statement is to explain why references to the state Development Agreement Act were never included and how the City of Pickens is proceeding under its Home Rule authority to ensure a lawful, practical, and transparent process.

The City’s initial thoughts on how to accomplish this agreement centered on the South Carolina Development Agreement Act (Title 6, Chapter 31). However, that Act requires full compliance with the Development Impact Fee Act (Title 6, Chapter 1, Article 9), which mandates a detailed citywide study before any development fees can be imposed. Such a study is costly, time-consuming, and designed for larger, high-growth municipalities that can recover those costs through ongoing development. Pickens, with limited growth and no additional projects currently proposed, would not recover the time or expense required to meet those conditions.

Because the City would not fully comply with all provisions of the Development Agreement Act, those references were never included in first reading or thereafter based on legal advice. Instead, the City is proceeding under its Home Rule authority (South Carolina Code §5-7-30), which allows municipalities to enter reasonable, transparent, and negotiated agreements that serve the best interests of their residents.

Additionally, the passage of the Planned Development District zoning in the last month has given Council unprecedented power over every step of the development as it progresses. The voluntary agreement before us is arguably a much more powerful set of tools to preserve they character of our community than the SC Development Agreement Act offered. There are differences in the procedures required to enter an agreement under Title 6, Chapter 31, that the city is not required to do to the change in approach. If there has been any confusion related to this, we apologize for it.”

- Council Member Cameron Rivers stated that he was opposed to this annexation due to the fact that he believes this development is too large for the area. Mr. Rivers stated there are

still questions about infrastructure and he has tried to listen to the citizens' concerns regarding the impact on the area.

>>Hearing no further discussion, Mayor Scipio called for the vote. Motion passed 5-1. All Council Members voting in favor with the exception of Council Member Cameron Rivers who voted in opposition.

SECOND READING OF ORDINANCE NO. 2025-12 TO ESTABLISH A ZONING CLASSIFICATION OF PLANNED DEVELOPMENT DISTRICT (PDD) FOR PROPERTY LOCATED ON WOLF CREEK SCHOOL ROAD OWNED BY E. DEAN HOLDER, TRUSTEE OF TRUST B FBO E. DEAN HOLDER CREATED UNDER THE EDGAR O. HOLDER REVOCABLE TRUST U/A DATED NOVEMBER 8, 2006:

Motion was made by Council Member John McManus that this constitute second reading of Ordinance No. 2025-12 as stated. Motion was seconded by Council Member Allie Winter. Hearing no discussion, Mayor Scipio called for the vote. Motion passed 5-1. All Council Members voting in favor with the exception of Council Member Cameron Rivers who voted in opposition.

SECOND READING OF ORDINANCE NO. 2025-06 AMENDING THE BUSINESS LICENSE ORDINANCE OF THE CITY OF PICKENS TO UPDATE THE CLASS SCHEDULE AS REQUIRED BY ACT 176 OF 2020:

Motion was made by Council Member Floyd Rogers that this constitute second reading of Ordinance No. 2025-06 as stated. Motion was seconded by Council Member Allie Winter. Hearing no discussion, Mayor Scipio called for the vote. Motion passed unanimously.

SECOND READING OF ORDINANCE NO. 2025-09 TO AMEND CHAPTER 5 "BUILDING AND BUILDING REGULATIONS" OF THE CITY OF PICKENS, SOUTH CAROLINA TO PROVIDE FOR THE SPECIAL PROPERTY TAX ASSESSMENTS AUTHORIZED BY SECTION 4-9-195 AND MADE APPLICABLE TO MUNICIPALITIES BY SECTION 5-21-140 OF THE SOUTH CAROLINA CODE OF LAWS AS TO REAL PROPERTY WHICH QUALIFIES AS "REHABILITATED HISTORIC PROPERTY" AND OTHER MATTERS RELATED THERETO:

Motion was made by Council Member John McManus that this constitute second reading of Ordinance No. 2025-09 as stated. Motion was seconded by Council Member Ray Wilson. Hearing no discussion, Mayor Scipio called for the vote. Motion passed unanimously.

SECOND READING OF ORDINANCE NO. 2025-13 TO AMEND CHAPTER 5 "BUILDING AND BUILDING REGULATIONS" OF THE CITY OF PICKENS, SOUTH CAROLINA TO ADD HISTORIC DESIGNATION:

Motion was made by Council Member Floyd Rogers that this constitute second reading of Ordinance No. 2025-13. Motion was seconded by Council Member Ray Wilson. Hearing no discussion, Mayor Scipio called for the vote. Motion passed unanimously.

COMMENTS FROM COUNCIL:

- Council Member John McManus expressed strong support for the legislation passed during the meeting, particularly the Bailey Bill, which provides tax incentives for the renovation of older buildings. Mr. McManus stated this initiative will have a profoundly positive impact on the community by helping preserve the character of downtown areas. In Regard to the annexation and development agreement, Mr. McManus stated he had no regrets in voting for this legislation and believes this development will ultimately benefit the

community. Mr. McManus also recognized that some residents may oppose change, and respected their right to do so, but felt confident that most citizens in Pickens and the surrounding area will embrace the progress. Council Member John McManus gave a personal account regarding him being opposed to the Pickens Country Club and RV resort and believed this project would have a negative impact on the area and community. However, he admitted he was wrong, and the project is positive and beneficial. Mr. McManus concluded his comments by stating he believes the annexation and development has been thoroughly vetted over a two-year period with extensive public and council input. Mr. McManus thanked Council for all their work.

- Council Member Allie Winter requested to speak about gratitude. Ms. Winter stated that Council has moved through discussions about development, growth, and infrastructure, and she would like to recognize and thank the City employees for their work on roads, public safety, parks and recreation, and customer service. Ms. Winter stated many employees work tirelessly behind the scenes to make Pickens a great place to live. Ms. Winters thanked the City of Pickens business owners and downtown partners for investing and believing in Pickens. Ms. Winter stated the creativity and faith of businesses turn empty spaces into destinations. Ms. Winter stated she was thankful for the Citizens that show up, ask the tough questions, and caring enough to hold elected officials accountable. Ms. Winter stated that citizen input reminds everyone that development isn't just about buildings, it's about belonging. Council Member Allie Winter concluded her comments by thanking her fellow council members for continuing to show up with purpose, patience, and passion. Moving forward with infrastructure improvements, new opportunities downtown, and careful responsible development, she hopes the Council continues to carry gratitude forward, because gratitude builds trust, and trust builds community. Ms. Winter stated she was thankful to serve with each Council Member.
- Council Member Floyd Rogers stated that he and Mayor Scipio attended an advanced training session hosted by the Municipal Association of South Carolina (MASC) in Columbia last week. During the roundtable discussion, the topic of annexation was an issue in every municipality. The growth in South Carolina is among the highest in the nation. Mr. Rogers stated he is bringing this up to state that growth is inevitable, and other municipalities at the MASC meeting were intrigued about how the City of Pickens has approached the challenge with annexation. Mr. Rogers stated he believes this Council has taken the time, invested hours of effort, and worked through stress and setbacks to ensure that growth is managed in a way that benefits Pickens. Mr. Rogers stated that elected officials are elected to utilize education, experience, and judgment and he believes every member of this council has brought their unique skills and talents to the table. He is proud of the work City Council has accomplished. Mr. Rogers concluded his comments by reiterating this Council has spent over two years planning controlled growth and ensuring that the elected officials with retain control over planning, zoning, and the ability to guide developments. Mr. Rogers stated these decisions in shaping the community for the present and future are extremely difficult and stressful and he would hope the citizens realize how diligent this Council has worked.
- Council Member Cameron Rivers reiterated that he is not opposed to the ideals of annexation. However, this particular development in the area and the impact is what he has opposed. Mr. Rivers agreed with Councilman Rogers that this has been an extremely difficult and stressful debate, and he would have liked to have worked more on some of the issues. However, the vote is complete and now he would like to move forward and be hopeful for the best outcome of this development. Mr. Rivers concluded by stating he appreciates all of Council and respects healthy debate and everyone's opinion. Mr. Rivers

stated he also hopes that Council and the Citizens realize that he feels strongly about his opinions and he votes based on his values and he believes the people elected him to vote in that manner.

- Council Member Ray Wilson stated he voted in favor of this annexation for reasons that he believed will be beneficial for the City of Pickens and for local businesses. Mr. Wilson stated he has studied this issue as a broader long-term vision that will bring needed revenue and jobs.
- Mayor Scipio stated he believed this annexation and development will have long lasting benefits such as increased revenue for the City and for local businesses. Mayor Scipio recapped many of the comments of other Council Members and stated this debate has been ongoing for over two years. Mayor Scipio stated he was a Council Member and tabled this issue because he wanted to do the work that was needed. When he became Mayor, he presented the facts to the Council Members, and the Council has put in the necessary work. Mayor Scipio stated he was extremely proud of this Council for the hours of meetings, talking to citizens, talking with property owners, and developers. Mayor Scipio stated that he knew this would be a debate where not everyone was satisfied, but he voted the way he thought was the best for Pickens. Also, he believed the Planned Development District was a way to control growth and to ensure the elected officials are in control. Pickens County has turned over code enforcement to the municipalities, therefore the city employees will be inspecting and overseeing development. Mayor Scipio concluded his comments by stating he respected each Council Member for their efforts and even during the disagreements he is sure that everyone voted the way they thought was best for Pickens and their constituents.

ADJOURNMENT:

Hearing no further business, Mayor Scipio called for the motion to adjourn. Motion was made by Council Member Floyd Rogers, seconded by Council Member Ray Wilson, and unanimously approved to adjourn. Pickens City Council stood adjourned at 6:34 p.m.

Respectfully Submitted:

Approved

Donna F. Owen, City Clerk

Isaiah Scipio, Mayor

**City of Pickens
Special Called Meeting
October 22, 2025
10:30 a.m.**

The Mayor and City Council convened at City Hall 219 Pendleton Street, Pickens S.C. for a Special Called Work Session. Agendas were posted and sent to media on October 20, 2025.

Council Members in Attendance:

Mayor, Isaiah Scipio
Mayor Pro-Tem Cameron Rivers
Council Member, John McManus
Council Member, Floyd Rogers
Council Member, Ray Wilson
Council Member Allie Winter

Staff:

Administrator Tim O'Briant
Finance Director, Mandy Hess
Public Works Director, Trey Adams
Kayla McJunkin, Front Office Manager
Dana Epps, Finance
Randal Beach, Police Chief
Chris Elrod, Fire Chief
Recreation Director, Jonathon Morris

(The minutes are a synopsis of the meeting, and they are not a verbatim discussion. Full viewing and recording of the meeting is available on the City of Pickens Web-page and Facebook. Also, the full agenda packet with all departmental reports are available in the City Clerk's office.)

This was an informal work session for Council to hear and openly discuss the following items. The minutes will not be as detailed and the entire livestream is available on the website, and can be viewed in the City Clerk's office

WELCOME AND CALL TO ORDER:

Mayor Scipio called the meeting to order and welcomed those in attendance. Mayor Scipio called upon Police Chief Randal Beach to give the invocation followed by the Pledge of Allegiance.

DISCUSSION AS IT RELATES TO SOUTH CAROLINA HOUSING TRUST PROGRAMS AND FUNDING AVAILABILITY – WORKFORCE HOUSING IN PICKENS:

City Council heard a presentation from Mr. Todd Latiff and Robert Macdonald.

The South Carolina Housing Trust Fund (SC HTF) provides financial support for affordable housing initiatives, including home repairs, disaster recovery, and builder incentives—resources that can directly benefit residents and developers in the City of Pickens. The South Carolina Housing Trust Fund (HTF) is a state-funded program administered by SC Housing. Its mission is to develop and preserve safe, decent, and affordable housing for low- to very low-income households across South Carolina.

SC HTF operates through several targeted initiatives:

- Home Repair Program: Assists homeowners with general repairs to maintain safe living conditions.
- Critical Home Repair Program: Focuses on urgent repairs that affect health and safety, such as roofing, plumbing, or HVAC issues.
- Supportive Housing Program: Funds housing projects that serve vulnerable populations, including seniors, people with disabilities, and those experiencing homelessness.
- Disaster Assistance Program (DAP): Provides emergency housing support and repair funding after natural disasters.

During the presentation, SC HTF officials outlined several ways the program can support the city:

- Grants for homeowners: Residents in Pickens may qualify for funding to repair or modify their homes, especially for accessibility or disaster recovery needs.
- Builder incentives: Developers in Pickens can access workforce housing incentives to build affordable homes, helping address local housing shortages.
- Partnership opportunities: The city can collaborate with SC Housing and nonprofit organizations to expand affordable housing options and improve housing conditions.

Council members inquired about several items and declared they would begin the application process.

>>Council Member John McManus moved to have a short recess, motion was seconded by Council Member Ray Wilson and unanimously passed.

>>Motion was made by Council Member Allie Winter, seconded by Council Member Floyd Rogers, and unanimously passed to convene from recess.

FINANCIAL PLANNING MODEL FOR CURRENT AND FUTURE YEARS WITH EXAMPLE PROJECTS FOR INITIAL COUNCIL REVIEW:

Administrator Tim O'Briant presented a detailed spreadsheet and explained the City of Pickens has partnered with First Tryon Advisors, a firm specializing in government finance, to develop a custom financial dashboard. This tool helps visualize:

- Current and future capital projects
- Fund balances (hospitality, general, utility)
- Debt service obligations
- Revenue and expense projections (with 3% inflation applied)
- Impact of project timing and funding sources

It is a living document updated with audited financials and used to simulate scenarios like:

- Pay-as-you-go vs. debt-financed projects
- Prioritization of amenities (e.g., splash pad vs. skate park)

- Long-term infrastructure needs (e.g., sewer plant upgrades through 2041)
- Strategic Planning Capabilities, The model allows council and staff to:
- Toggle projects on/off to see financial impact
 - Plan for match funding to unlock state and federal grants
 - Forecast reserves and operating impacts through 2062
 - Make data-driven decisions on timing and funding sources (hospitality tax, general Reserves are not just “money we haven’t spent”—they are intentional safeguards and financial tools. Here's why they exist and why they are valuable:

>>Council asked several questions about reserves, bonding, and credit. Legal and Policy Requirements

- State law and city code mandate minimum reserve levels:
- 24% for the General Fund
- 16% for the Utility Fund
- These thresholds ensure fiscal stability and compliance with best practices.

Bonding and Creditworthiness

- Reserves are essential for maintaining a strong credit rating.
- They support revenue bonds, which rely on future utility revenues.
- Lenders and rating agencies assess whether the city can withstand disruptions (e.g., a tornado halting payment for six months).

Emergency Preparedness

- Reserves function as a rainy-day fund for unforeseen events.
- They ensure continuity of services like water, sewer, and public safety—even during crises.

Strategic Flexibility

- Reserves allow the city to:
- Pay cash for one-time capital projects (e.g., road resurfacing, splash pads)
- Avoid over-reliance on debt
- Match grant funding from state or federal sources

Cash Flow Management: With the state withholding up to \$800,000 due to audit delays, reserves ensure payroll and services continue uninterrupted.

Mr. O’Briant stated The city hasn’t tapped reserves yet but is prepared to do so responsibly and reimburse itself once state funds are released.

>>Council will propose an Ordinance regarding Audit Compliance.

- It reinforces accountability beyond state mandates
- It signals good faith to legislators, rating agencies, and residents
- It assist in preventing future funding freezes like the current one

Mayor Scipio asked Council members and staff about reviewing a preliminary list of capital projects for 2027 and beyond. Council held discussions about many projects, but discussed the following:

Garbage truck replacements
Fire Truck expenses/needs
Recreation center HVAC
Teen Canteen
SCADA system

Council discussed the need to group projects by their funding source before prioritizing:

- Hospitality Tax Fund: Restricted to tourism and recreation-related projects.
- General Fund: Broad flexibility for city operations and services.
- Utility Fund: Limited to water, sewer, and related infrastructure.
 - Department heads will review and confirm their top capital needs. Department Heads will become part of regular work sessions.
 - Council will prioritize based on updated input and financial modeling.
 - Visual tools and folders will support decision-making in upcoming work sessions.

UPDATE ON METER INSTALLATION PROCESS: TREY ADAMS AND KAYLA MCJUNKIN:

Trey Adam explained to Council what has happened with the new meter installation. Routes 1 through 6 have the new meters.

Initial Issues Identified:

- Route 1 had 241 meters.
- Initially, 85–87 meters failed to transmit readings.
- Troubleshooting steps reduced failures to 22 meters.
- Corrected EID mismatches.
- Replaced metal lids with plastic ones.
- Adjusted meter working modes to match AMR system.
- Identified meters too deep or in outdated boxes.

Read Accuracy:

- Target: 3–8 missed reads per cycle.
- Current: 22 missed reads in Route 1.
- All meters still read accurately; issue is transmission, not data integrity
- Testing 8–10 wired units for hard-to-reach meters.
- Wired units transmit from a puck mounted on the lid.
- May resolve issues with deep installations or metal obstructions.
- Potential swap program with Consolidated for wired units.
- Awaiting cost difference details.

Council members asked several questions about reading and billings. Kayla McJunkin explained one of the issues was that the staff was supposed to have a 2 or 3-day intensive training with Master Meter. This did not happen appropriately but is now resolved with better understanding between the meters and billing software.

The new meters can log usage retroactively from the time they were installed.

This means it's technically possible to retrieve water consumption data for the past 6 months.

- Flat fees were charged during the troubleshooting period.
- Actual usage was not billed, resulting in lost revenue for both water and sewer services.

- Sewer charges are based on water consumption, so underbilling affects both utilities. Councilman Rogers raised the question: Should the city go back and bill for actual usage now that data is available? Some members expressed concern about fairness, because customers were not at fault. Council also discussed businesses (e.g., restaurants, schools) which may have higher usage and greater impact on lost revenue.

Staff is doing more checks on meters. Also, water crews are carrying the plastic lids in the truck, and the wire for deeper meters. Mr. Adams stated more is being done with the actual installation. No new meters are being installed until there is resolve. Council needs to decide about going back after the lost revenue. The city is currently 6.8% behind trend, equating to approximately \$300,000 in lost collections for the year. Mr. O’Briant stated there is approximately \$296,000 in the budget for purchasing more meters. Therefore, since no further installations are being done at the present, this could help. Council discussed looking at the company for faulty meters to recover some of the loss and be fair. Mr. O’Briant also emphasized the equipment is working.

Council would like to continue keeping up with these issues and would like to see instructions in place as it relates to installation, settings, and software. Council would also like to have knowledge about issues like this sooner rather than later.

DISCUSSION AS IT RELATES TO CITY FINANCIAL REPORTS:

The State Treasurer’s Office is withholding all tax disbursements until the city submits its FY 2023–2024 audit, scheduled for January 2026. Mandy Hess went over the Finance Reports and reported on the State Withholding Revenue for incomplete Audits:

- Homestead Exemption reimbursements
- Merchants Inventory Tax
- Accommodations Tax
- Local Government Fund
- Local Option Tax
- Estimated \$700,000 in withheld funds from now until January.
- Funds will be released upon audit submission, regardless of audit findings.
- Audit submission triggers a verification via the financial clearinghouse, typically within a day.

Spending Freeze & Cash Flow Strategy

Recommendations:

- Implement spending freeze policy for discretionary expenses.
- Continue auditing expenditures (led by Dana Epps).
- Possibly tap into reserves if necessary, pending council approval.

Seasonal Revenue Dip:

- August–January is historically the city’s lowest revenue period.
- Applies to budgeted items that can be deferred.
- All spending must be reviewed by the finance director and administrator.
- If reserves are needed, council will vote on the amount and repayment terms.

Council Discussion Highlights

- Emphasis on avoiding a “run on the bank” once funds are released.
- Spending must remain aligned with budget priorities.
- Council does not need to vote on the freeze itself but will vote if reserve funds are needed.

>>Council Member Allie Winter moved to recess; motion was seconded by Council Member Ray Wilson. Council will recess for a 15–20-minute lunch.

>>Motion was made by Council Member Floyd Rogers, seconded by Council Member Allie Winter to reconvene from recess. Motion carried with a unanimous vote.

DISCUSSION AS IT RELATES TO POLICIES FOR BOARDS AND COMMISSIONS FOR THE CITY OF PICKENS:

Council reviewed a sample policy governing boards and commissions. Council preferred an ordinance and requested the policy be sent to the City Attorney.

Current City Boards Involved

- Planning Commission
- Board of Zoning Appeals (BZA)
- Board of Architectural Review (BAR)

Appointment & Vacancy Process

- Application Access: Board applications are available on the city website and promoted via Facebook.
- Retention: Applications are kept on file for two years.
- Current Vacancies: Two open seats on the BAR; outreach yielded three interested applicants.

Reporting & Oversight Structure

- Staff Role: Jennifer Vissage serves as staff liaison, not manager, to the boards.
- Reporting Incidents:
- Incidents or concerns should be reported to the clerk, who will notify all council members.
- The City Clerk will notify all council members as vacancies occur.

Term Limits & Succession

- Current Practice:
- Some boards have term limits (e.g., two terms), others do not.
- Planning Commission is considering aligning with BAR/BZA by requiring reappointment after four years.
- 90-Day Rule Proposal: Council discussed leaving a member on the board until replaced. The City Attorney will advise.

ADJOURNMENT:

Hearing no further business, Mayor Scipio called for the motion to adjourn. Motion was made by Council Member John McManus, seconded by Council Member Floyd Rogers, and unanimously approved to adjourn. Pickens City Council stood adjourned at 2:18 p.m.

Respectfully Submitted:

Approve

Donna F. Owen, City Clerk

Isaiah Scipio, Mayor

RESOLUTION NO. 2025 R3

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICKENS
A RESOLUTION ADOPTING WRITTEN BENEFICIARY AND/OR TENANT SELECTION
PROCEDURES FOR PARTICIPATION IN SOUTH CAROLINA HOUSING TRUST FUND
PROGRAMS.**

WHEREAS, the City of Pickens participates in housing activities funded, in whole or in part, by the South Carolina Housing Trust Fund; and

WHEREAS, the South Carolina State Housing Finance and Development Authority requires written, adopted procedures governing the selection of beneficiaries and/or tenants of Housing Trust Fund–assisted activities; and

WHEREAS, the City Administrator has prepared and issued Written Beneficiary and/or Tenant Selection Procedures (“Procedures”) to ensure compliance, fairness, transparency, and accountability in the administration of Housing Trust Fund–assisted housing activities;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PICKENS, SOUTH CAROLINA, that the Written Beneficiary and/or Tenant Selection Procedures, as prepared and issued by the City Administrator, are hereby acknowledged and accepted for use in the administration of Housing Trust Fund–assisted activities; and

BE IT FURTHER RESOLVED that the City Administrator is authorized to make administrative revisions to said Procedures as may be necessary to maintain continued compliance with State or Federal requirements.

ADOPTED in meeting duly assembled. _____ day of _____, 2025

Isaiah A. Scipio, Mayor

_____ attest

Donna Owen, City Clerk



Mayor
ISAIAH SCIPIO

City Council
CAMERON RIVERS, Mayor Pro-Tem
JOHN McMANUS
FLOYD ROGERS
RAY WILSON
ALLIE WINTER

Administrator
Tim O'Briant
City Clerk
DONNA F. OWEN

City of Pickens

www.cityofpickens.com

October 26, 2025

**City of Pickens, South Carolina
Key Staff**

Tim O'Briant, MPA
City Administrator

Mandy Hess,
Finance Director

Jennifer Vissage
Planning Director

Matt Chappell
Codes Compliance Official



Mayor
ISAIAH SCIPIO

City Council
CAMERON RIVERS, Mayor Pro-Tem
JOHN McMANUS
FLOYD ROGERS
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City of Pickens

www.cityofpickens.com

October 26, 2025

City of Pickens, South Carolina
Written Beneficiary and/or Tenant Selection Procedures
(Umbrella Policy for Participation in South Carolina Housing Trust Fund Programs)

I. Purpose and Scope

These Written Beneficiary and/or Tenant Selection Procedures (“Procedures”) govern the manner in which the City of Pickens evaluates and selects all applicants for assistance, occupancy, or program benefit under any South Carolina Housing Trust Fund (“HTF”)–assisted activity administered or sponsored by the City.

These Procedures apply to all HTF-funded rental, ownership, rehabilitation, rapid re-housing, homelessness response, and other HTF-eligible housing activities.

II. Compliance and Non-Discrimination

All selection activities shall be conducted in compliance with:

- The Federal Fair Housing Act
- Section 504 of the Rehabilitation Act
- Americans with Disabilities Act
- South Carolina Human Affairs Law
- South Carolina Housing Trust Fund requirements

No applicant shall be discriminated against on the basis of any characteristic protected by law.

III. Baseline Eligibility Screening

Applicants must meet all core eligibility conditions before being considered for selection, including:

1. **Income Eligibility** — household income must be at or below the applicable Area Median Income (AMI) limit established by the HTF program funding the activity.
2. **Program-Specific Eligibility** — where applicable, applicant must meet criteria required by the HTF activity (e.g., homelessness verification, ownership status for OOR, disability verification for set-asides).

3. **Supporting Documentation** — required income, identity, and eligibility documentation must be submitted and verified in accordance with SC Housing standards.

IV. Waiting List Procedures

When demand exceeds available units or funding, applications will be maintained on a waiting list.

Applications will be time/date stamped, retained securely, and may be opened or closed with public notice.

V. Selection and Prioritization

Among all applicants deemed eligible under Section III, households will be prioritized in the following order unless restricted by program rules:

1. Extremely Low Income ($\leq 30\%$ AMI), including HTF-designated special-needs or homeless populations
2. Very Low Income ($\leq 50\%$ AMI)
3. Low Income ($\leq 80\%$ AMI)

Tie-breakers among equally ranked applicants may be applied, in order:

- a) Local preference for residents of or displaced from within the City of Pickens
- b) Severity of housing condition or risk of displacement
- c) Length of time on waiting list

Local preference is used **only as a tie-breaker** and only where not prohibited by Fair Housing or SC Housing rules.

VI. Verification and Recordkeeping

Eligibility, priority, and tie-breaker criteria shall be verified by documentation consistent with SC Housing standards.

Confidential information shall be protected consistent with law.

VII. Notification, Acceptance, and Forfeiture

Selected applicants will be notified in writing.

Failure to respond, provide required documentation, or execute agreements within deadlines may result in forfeiture and advancement of the next eligible applicant.

VIII. Denial and Appeal

Denied applicants will receive written notice stating the basis for denial.

Applicants may appeal in writing within 14 days.

Appeals will be reviewed by a neutral decision-maker, with a written decision issued.

IX. Administrative Authority

These Procedures may be amended by the City Administrator or designee as needed to remain compliant with SC Housing Trust Fund requirements or applicable law.

Administrative Adoption Statement

These procedures are adopted for use by the City of Pickens in administering Housing Trust Fund-assisted activities.

Exhibit 1 HTF Participant Application Tab Checklist

Government Entities

Applicant Name: _____

Date: _____

Applicants must check off each category for which documents are included and complete.

Tab #	Tab Name	Comments	Check Off
1	Application	Application Listing of Council Members	X
2	Applicant Information	Service area map	X
		Written Beneficiary and/or Tenant Selection Procedures	X
		EPA Renovation, Repair and Painting certification (if applicable)	NA
3	Staff Members	List of key staff members coordinating the project	X
		If applicable, Organizational Chart	X
		Copies of PII training for staff members	X
4	Applicant Experience - Home Repair Programs	Applicants that have not participated in the SC HTF program previously, must provide the following:	No
		A summary of housing experience. Has the applicant managed a housing repair program within the last year? Has the applicant managed a federally funded housing program? Project summaries should include dates of completion, funding sources, total development costs, number of units, end use (rental, homeownership, owner-occupied repairs, etc.), project type, i.e. new construction, rehabilitation, conversion etc.	Extensive grant management experience, none with housing programs
		If applicable, DRAFT contract for services with Consulting Organization and Training Plan	NA
		If applicable, Attachment A - Consultant Disclosure	NA
5	Financials	if applicable, resumes of key contact person of Consulting Organization (including rsume and organizational bio)	NA
		Copy of Most Recent Audit	X
		Operating budget	X