



# CITY COUNCIL MEETING

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**MONDAY, FEBRUARY 16, 2026 | 7:00 PM**

**City Council will meet in the Mauldin City Hall Council Chambers, 5 East Butler Road**

**STADIUM FACILITY FEE PUBLIC HEARING WILL BE HELD DURING THE COUNCIL MEETING**

Please note that members of the public are encouraged to participate remotely through Zoom.

Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing

**CITY OF MAULDIN  
COUNCIL MEETING AGENDA  
FEBRUARY 16 , 2026  
CITY HALL COUNCIL CHAMBERS, 5 E. BUTLER ROAD**

- 1. Call to Order** Mayor Merritt
  - a. Welcome
  - b. Invocation
  - c. Pledge of Allegiance
  
- 2. Proclamations and Presentations** Mayor Merritt
  - a. Bolton and Menk- Parks Master Plan Presentation
  - b. Mauldin Theatre Company Presentation
  
- 3. Reading and Approval of Minutes** Mayor Merritt
  - a. City Council Meeting – January 12, 2026 [Pages 4-7]
  - b. City Council Workshop- January 27, 2026 [Page 8]
  
- 4. Public Comment (Agenda Items)** Mayor Merritt
  - a. Public Hearing- Ordinance- Amend Chapter 10, Businesses, to Establish Chapter VIII, Stadium Facility Fee [Page 9]
  
- 5. Report from City Administrator** Seth Duncan
  
- 6. Report from Standing Committees**
  - a. Economic Planning & Development Chairman Matney
  - b. Public Safety Chairwoman King
  - c. Public Works Chairman Kraeling
  - d. Finance and Policy Chairman Reynolds
  - e. Recreation Chairman Allgood
  - f. Business and Development Services Chairman Steenback
  
- 7. Unfinished Business** Mayor Merritt
  - Ordinances 2nd Reading**
  - a. Ordinance- Amend Chapter 10, Businesses, to Establish Chapter VIII, Stadium Facility Fee [Pages 10-14] Chairman Reynolds

- 8. New Business** Mayor Merritt  
**Ordinances 1<sup>st</sup> Reading**  
None
- Standing Committee Items**
- a. MOU - Statewide Court Management System (CMS) [Pages 15- 28] Chairwoman King
  - b. City Hall Generator Replacement [Pages 29-36] Chairman Kraeling
  - c. MOA- Woodruff Road Congestion Relief Project [Pages 37-43] Chairman Kraeling
- Committee of the Whole**  
None
- 9. Public Comment (Non-Agenda Items)** Mayor Merritt
- 10. Council Concerns** Mayor Merritt
- 11. Call for Executive Session** Mayor Merritt
- a. Executive Session to consider economic development matters as allowed by State Statute 30-4-70(a)(2)
    - 1. Project Trailblazer
    - 2. Project Crow's Nest
    - 3. Project Bunker
    - 4. Project Puzzle
    - 5. Project Partial
- Immediately following Executive Session*  
**Possible action on items discussed in Executive Session**
- 12. Adjournment** Mayor Merritt

**MINUTES  
CITY OF MAULDIN  
COUNCIL MEETING  
JANUARY 12 , 2026  
CITY HALL COUNCIL CHAMBERS, 5 E. BUTLER ROAD**

Members present were Mayor Terry Merritt, Council members Taft Matney, Carol King, Michael Reynolds and Mark Steenback. Councilman Frank Allgood and Councilman Jason Kraeling were not present.

Others present were City Administrator Seth Duncan, Assistant City Administrator Greg Saxton and City Attorney Evan Bramhall.

- 1. Call to Order-** Mayor Merritt
  - a. Welcome-** Mayor Merritt
  - b. Invocation-** Councilman Matney
  - c. Pledge of Allegiance-** Councilman Matney
- 2. Proclamations and Presentations-** None
- 3. Reading and Approval of Minutes**
  - a. City Council Meeting – December 15, 2025
  - b. Special Called Council Meeting- January 5, 2026

Both sets of minutes were approved by unanimous consent.

- 4. Public Comment (Agenda Items)-** None

**5. Report from City Administrator**

Mr. Duncan reported construction continues along Jenkins Street this week as crews are busy installing curbing, sidewalk, and other enhancements as part of the City Center Streetscaping Project. Once the roadwork is complete, crews will install landscaping and signage to close out the project. The railroad crossing will be open soon.

The Bey/Tay Experience begins this Thursday at the Mauldin Cultural Center.

City offices will be closed next Monday in honor of Martin Luther King, Jr Day. Offices will reopen on Tuesday.

The Mauldin Theatre Company Season Reveal is on January 30th at 6:30 p.m. and the production of Children of Eden will be held February 12th through February 15th.

## 6. Report from Standing Committees

- a. Economic Planning & Development- No report
- b. Public Safety- No report
- c. Public Works- No report
- d. Finance and Policy- No report
- e. Recreation- No report
- f. Business and Development Services- No report

## 7. Unfinished Business

**Ordinances 2nd Reading-** None

## 8. New Business

### Ordinances 1st Reading

- a. Ordinance- Amend Chapter 10, Businesses, to Establish Chapter VIII, Stadium Facility Fee

**Motion:** Chairman Reynolds made a motion to approve this ordinance on first reading. Councilman Matney seconded the motion.

**Vote:** The vote was unanimous (5-0).

### Standing Committee Items

- b. Resolution -Sale of Equipment

**Motion:** Councilwoman King made a motion to adopt this resolution. Councilman Steenback seconded the motion.

**Vote:** The vote was unanimous (5-0).

- c. Sidewalk Repairs- Hyde Circle

**Motion:** Councilman Reynolds made a motion to award the contract for sidewalk repairs along Hyde Circle to R&G Construction LLC. Councilwoman King seconded the motion.

**Vote:** The vote was unanimous (5-0).

- d. 2026 Road Repaving Project

**Motion:** Councilwoman King made a motion to authorize funds from the Transportation Fund to commence a City-Wide repaving project with the first priority being roads that scored less than 50 on the most recent PCI report. Councilman Steenback seconded the motion.

Councilman Matney said he would like to see more coordination with utilities and other entities during the paving project so a utility company does not come in and cut fresh asphalt. He would like the City to work with Greenville Water to have our sewer department look for leaks in the pipes that will be under these new streets, so that as we pave these new streets, we are not going back in for repairs.

Councilman Reynolds asked if there was a way to designate the City-owned streets so citizens would know who is doing the paving and maintenance and what their tax dollars are going towards. Mr. Duncan said he would look into different options. Councilman Matney said A-frame signs are sometimes put down before and during different paving projects. Mr. Duncan said that would be an easy designation.

**Vote:** The vote was unanimous (5-0).

e. Rebranding Budget

**Motion:** Chairman Reynolds made a motion to accept the branding budget. Councilman Matney seconded the motion.

Councilman Reynolds said this was mentioned in the committee meetings, but he wants to make sure we do not put new rebranded logos over old.

**Vote:** The vote was unanimous (5-0).

f. Discussion on land use/ rezoning changes prior to the adoption of the Comprehensive Plan

Chairman Steenback introduced the item and asked for Council discussion on whether a formal moratorium on land use or rezoning applications was needed until the Comprehensive Plan is finalized.

Mayor Merritt said he didn't believe Council needed to do a moratorium and this could be handled at the staff level, encouraging developers to wait. Councilwoman King agreed and said by the time an ordinance was presented for two readings, the comprehensive plan should be close to being ready to present to Council for adoption.

No action is needed on this item.

**Committee of the Whole**

None

**9. Public Comment**

- a. Joseph Sentelle of 226 Edgewood Drive first said thank you for the information on Jenkins Street, as that is what he wanted to ask.

He then let Council know that kids are riding go-carts, minibikes and scooters at dusk in the Knollwood neighborhood with no lights. He asked the police department to be diligent in checking the neighborhood for these kids. Mr. Sentelle does not want anyone to get hurt.

**10. Council Concerns-** Councilman Reynolds said he appreciated the rezoning discussion that was had last month. Even though there were differing opinions, the discussion was civil. Council did exactly what it was elected to do.

**11. Adjournment-** Mayor Merritt adjourned the meeting at 7:44 p.m.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk

**MINUTES  
CITY OF MAULDIN  
CITY COUNCIL WORKSHOP  
JANUARY 27, 2026  
6:00 P.M.  
CITY HALL – COUNCIL CHAMBERS  
5 E. BUTLER ROAD**

Members present were Mayor Terry Merritt, Council Members Jason Kraeling, Taft Matney, Frank Allgood and Mark Steenback. Councilwoman King was not present at Call to Order, but joined the meeting at 6:05 p.m. Councilman Reynolds joined the meeting remotely at 6:14 p.m. due to a business trip.

Others present were City Administrator Seth Duncan, Assistant City Administrator Greg Saxton, and Business and Development Services Director David Dyrhaug. All members of the Planning Commission were in attendance.

**1. Call to Order-** Mayor Merritt at 6:00 p.m.

Councilman Matney gave the invocation and led the attendees in the Pledge of Allegiance.

**Motion:** Councilman Matney made a motion to recess for dinner. Councilwoman King seconded.

**Vote:** The vote was unanimous (6-0).

**2. Comprehensive Plan Presentation and Discussion**

At 6:18, Council returned from recess and listened to a presentation by Benchmark Strategies regarding the latest development of the Comprehensive Plan.

**3. Adjournment-** Mayor Merritt adjourned the meeting at 7:55 p.m. Steenback/Allgood (7-0).

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk

# CITY COUNCIL

## AGENDA ITEM SUMMARY

**MEETING DATE:** February 16, 2026

**AGENDA ITEM:** 4a

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**TO:** City Council  
**FROM:** Seth Duncan, City Administrator  
**SUBJECT:** Public Hearing: Ordinance to Amend Chapter 10 to Establish Stadium Facility Fee

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### NOTICE

The Mauldin City Council, pursuant to Section 6-1-330 of the Code of Laws of South Carolina, 1976, as amended, will hold a public hearing on February 16, 2026 at 7:00 p.m. in City Council Chambers at 5 East Butler Road, Mauldin, SC on an Ordinance Establishing a Stadium Facility Fee for Commercial Events at the Stadium at BridgeWay Station. The Stadium Facility Fee of two dollars and zero cents (\$2.00) will be assessed on the sale of every ticket of admission to a Commercial Event held at the Stadium. Notice of this Public Hearing was published in a newspaper of general circulation as required by state law.

### HISTORY/BACKGROUND

The City is currently building a multipurpose entertainment venue and stadium at BridgeWay Station. Slated to be semi-operational in May 2026 and fully operational in 2027, the facility will host professional soccer matches, concerts, public events, and more. The total cost of the initial phase of the project is projected to be more than \$28 million with the City contributing approximately \$4.5 million for both infrastructure and premium seating.

In order to offset capital improvements and maintenance associated with the stadium and for future public infrastructure to support stadium operations, Council is seeking to establish a Stadium Facility Fee for the stadium at BridgeWay Station. The fee proposed would be \$2.00 on each ticket sold at all commercial events held at the stadium. The fee would not be applicable to city events, events that are governmental or charitable in nature when no ticket profit is realized by a commercial entity.

The ordinance, as drafted and attached, establishes the fee (\$2.00), provides for administration and remittance processes and procedures, fee uses, and reporting/audit requirements. Funds collected will be segmented into a new *Capital Fund – Stadium* for the purpose of collection and future expenses.

Revenue generated from the Stadium Facility Fee is expected to generate between \$166k-230K in its first full year (2027). The following revenue projections are based upon a minimal utilization schedule (33 events annually) and attendance greater than 50% of the venue. These figures do not include business license fees or hospitality taxes which will also be collected at the stadium.

Events	2026*	2027	2028	2029	2030	2031
USL Games, Concerts, Events	\$39,000	\$236,000	\$243,000	\$250,000	\$258,000	\$265,000

\*Partial season will be played at the stadium.

A draft ordinance is on file with the City Clerk.

# CITY COUNCIL

## AGENDA ITEM SUMMARY

**MEETING DATE:** February 16, 2026

**AGENDA ITEM:** 7a

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**TO:** City Council  
**FROM:** Seth Duncan, City Administrator  
**SUBJECT:** Ordinance to Amend Chapter 10 to Establish Stadium Facility Fee

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### REQUEST

Staff is requesting Council approval to establish a Stadium Facility Fee to support infrastructure and capital improvements at the stadium at BridgeWay Station.

### HISTORY/BACKGROUND

The City is currently building a multipurpose entertainment venue and stadium at BridgeWay Station. Slated to be semi-operational in May 2026 and fully operational in 2027, the facility will host professional soccer matches, concerts, public events, and more. The total cost of the initial phase of the project is projected to be more than \$28 million with the City contributing approximately \$4.5 million for both infrastructure and premium seating.

In order to offset expenses related to the stadium and to support future capital improvements and infrastructure needs, staff is proposing the establishment of a Stadium Facility Fee. This fee, if enacted, would be derived from the ticket sales of commercial events held at the stadium and used exclusively for stadium-related capital improvements and infrastructure.

### ANALYSIS OR STAFF FINDINGS

According to SC Code of Laws Section 6-1-330, a local governing body, by ordinance, is authorized to charge and collect a service or user fee. The user fee must be used to pay costs related to the provision of the service or program for which the fee was paid and must be held in a separate fund if the revenue generated is greater than 5% of the governing body's prior year's budget. A public hearing is required prior to the adoption of final reading.

In order to offset capital improvements associated with the stadium and for future public infrastructure related to the stadium, staff is proposing the establishment of a Stadium Facility Fee for the stadium at BridgeWay station. The fee suggested by staff would be \$2.00 on each ticket sold at all commercial events held at the stadium. The fee would not be applicable to city events, events that are governmental or charitable in nature when no ticket profit is realized by a commercial entity.

The ordinance, as drafted and attached, establishes the fee (\$2.00), provides for administration and remittance processes and procedures, fee uses, and reporting/audit requirements. Funds collected will be segmented into a new Capital Fund – Stadium for the purpose of collection and future expenses.

### Revenue Model

Revenue generated from the Stadium Facility Fee is expected to generate between \$166k-230K in its first full year (2027). The following revenue projections are based upon a minimal utilization schedule (33

events annually) and attendance greater than 50% of the venue. These figures do not include business license fees or hospitality taxes which will also be collected.

<b>Events</b>	<b>2026*</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
USL Games, Concerts, Events	\$39,000	\$236,000	\$243,000	\$250,000	\$258,000	\$265,000

\*Partial season will be played at the stadium.

**RECOMMENDATION**

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Staff recommends Council approve the ordinance as drafted or with modifications.

**ATTACHMENT(S)**

- 
- Draft Ordinance – Stadium Facility Fee

State of South Carolina )  
 )  
Greenville County )  
 )  
City of Mauldin )

Ordinance 2026 - \_\_\_\_\_  
To Amend Chapter 10 *Businesses*  
to Establish *Article VIII - Stadium*  
*Facility Fee*

**AN ORDINANCE TO AMEND CHAPTER 10, *BUSINESSES*, TO ESTABLISH A STADIUM FACILITY FEE FOR COMMERCIAL EVENTS AT THE STADIUM AT BRIDGEWAY STATION; TO PROVIDE FOR THE COLLECTION, DEPOSIT, AND EXPENDITURE OF SUCH FEES; AND TO PROVIDE FOR THE PERIODIC REVIEW THEREOF.**

**WHEREAS**, the City of Mauldin, South Carolina (the “*City*”), a body corporate and politic and a municipal corporation of the State of South Carolina, owns a multi-purpose stadium (“*Stadium*”) at BridgeWay Station in the City; and

**WHEREAS**, the Stadium provides substantial economic, cultural, and recreational benefits to the City, its residents, and the surrounding region; and

**WHEREAS**, the City has a vital interest in supporting and maintaining high-quality public infrastructure at the Stadium; and

**WHEREAS**, capital improvements related to the Stadium results in the City incurring additional expenses, and it is necessary and appropriate for the City to recover costs associated with capital improvements to the building and surrounding infrastructure; and

**WHEREAS**, the City deems it in the public interest to establish a Facility Fee (the “*Fee*”) to be assessed on the sale of every ticket of admission purchased for a for profit event held at the Stadium; and

**WHEREAS**, pursuant to Section 6-1-330 and Section 5-7-30 of the Code of Laws of South Carolina, 1976, as amended, the City desires to establish a Facility Fee, the revenues of which will be used for upgraded infrastructure of the Stadium as well as the acquisition and construction of related capital improvements.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAULDIN, SOUTH CAROLINA, THAT CHAPTER 10, *BUSINESSES* BE AMENDED TO ESTABLISH *ARTICLE VIII STADIUM FACILITY FEE* AS FOLLOWS:**

**SECTION 1.**

**Sec. 10-350. – Definitions.**

For the purposes of this Ordinance, the following terms shall have the meanings ascribed to them in this section:

“**Commercial Event**” means any event, concert, exhibition, athletic contest, or performance held at the Stadium for which an admission ticket, fee, or other charge is required for entry, but **excluding** events that are:

- a. Exclusively governmental or charitable in nature, where no ticket profit is realized by a commercial entity.
- b. Events specifically authorized by the City to be exempt.

“**Ticket**” means any evidence, tangible or intangible, of admission to a Commercial Event, including but not limited to paper tickets, electronic tickets, passes, or Facility licenses.

“**Facility Fee**” means the fee established by this Ordinance to be collected on the sale of each Ticket.

“**Stadium Operator**” means the person, firm, corporation, or entity responsible for the operation, management, and/or ticketing of Commercial Events at the Stadium.

#### **Sec. 10-351. - Establishment of Facility Fee.**

The Facility Fee shall be in the amount of Two dollars and zero cents (\$2.00) on the sale of every ticket of admission to any Commercial Event held at the Stadium. The Facility Fee will be due at time of purchase and assessed on each individual ticket. This fee shall be in addition to the base ticket price, any state or local admissions tax, and any other charges.

#### **Sec. 10-352. - Administration and Remittance.**

- (a) **Collection Responsibility:** The Stadium Operator shall be solely responsible for collecting the full amount of the Facility Fee from the purchaser at the time of the Ticket sale. The Facility Fee shall be clearly and separately itemized on the Ticket or on the sales receipt provided to the purchaser, consistent with all applicable federal and state truth-in-pricing laws.
- (b) **Remittance:** The total amount of all Facility Fees collected by the Stadium Operator for all Commercial Events within a given month shall be remitted to the City of Mauldin on or before the 20th day of the following month, or on the next business day if the 20<sup>th</sup> is not a business day.
- (c) **Reporting:** Each remittance shall be accompanied by a sworn statement or report, signed by an authorized agent of the Stadium Operator, detailing the following information for the reporting period:
  - i. The total number of Tickets sold for each Commercial Event.
  - ii. The total gross receipts from the sale of the Tickets.
  - iii. The calculation of the total Facility Fee amount due to the City.
- (d) **Late Penalty and Enforcement:** Remittances that are more than 10 business days late will be assessed a five percent (5%) penalty. Penalties will not be waived. Should the Facility Fee remain unpaid for a period of 30 days after its due date, the official or appointed designee shall issue a written warning citation with an order of payment of the fee and assessed penalties be made within ten business days. After being issued a written citation warning, any person or business that fails to make payment within the time allotted shall be served a formal citation and court summons in the amount of \$500 with a prescribed date to appear before the Mauldin Municipal Court. Each day of violation will be considered a separate offense. Punishment for violation will not relieve the offender of liability for delinquent fees, penalties and cost provided for herein.
- (e) **Use of Funds:** All proceeds collected from the Facility Fee shall be placed in a dedicated, restricted fund to be utilized by the City for purposes including, but not limited to, capital improvements related to the operation of the Stadium and its surrounding area.

(f) **Audit:** The City shall have the right to audit the books, records, and accounts of the Stadium Operator pertaining to the sale of Tickets and the collection of the Facility Fee.

**Sec. 10-353. - Authorization.**

The City Administrator, for and on behalf of the City, is fully empowered and authorized to take such further action as may be reasonably necessary to affect the establishment and implementation of the Facility Fee including entering into any agreements as may be needed for the collection of such Fee.

**SECTION 2. Severability**

If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 3. Repealing Clause**

All ordinances, resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistencies.

**DONE IN MEETING DULY ASSEMBLED**, this \_\_\_ day of February 2026.

**CITY OF MAULDIN, SOUTH CAROLINA**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

# CITY COUNCIL

## AGENDA ITEM SUMMARY

**MEETING DATE:** February 16, 2026

**AGENDA ITEM:** 8a

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**TO:** City Council  
**FROM:** Donna DeRado, Judicial Director  
**SUBJECT:** MOU - Statewide Court Management System (CMS)

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### REQUEST

To execute a software support and hosting service MOU for Mauldin Municipal Court and the Statewide Court Management System (CMS).

### HISTORY/BACKGROUND

Mauldin Municipal Court has been operating within the judicial side of the Lawtrak software system in conjunction with the Mauldin Police Department on the law enforcement side. Mauldin Court has been operating within the Lawtrak system since approximately 2002. With the recent sale of Lawtrak, their unknown future capabilities and decline in support services, we started exploring other potential options with upgraded function and abilities.

### ANALYSIS or STAFF FINDINGS

After researching several different third-party software systems, both independent and ones with a compatible law enforcement side, we feel converting over to the SCJB unified Statewide software system (CMS) is most beneficial and efficient for the following reasons: cost, cloud based hosting service, automatic SLED and SCDMV reporting functions, live access to SC Court Administration uploaded forms, connected jury management software system, set off debt module, public index case search function (including past cases converted over), internal case transfers and sealed sentence access to magistrate and circuit courts, upgraded counter credit card payment service and new online payment system through sc.gov.

### FISCAL IMPACT

CMS annual support fee is \$3500 (due July 1 each year) and a one-time data conversion cost not to exceed \$5,000 (payable 30 days after conversion is complete). The annual support fee also includes 24/7 technical support.

### RECOMMENDATION

To authorize the City Administrator and Chief Judge to execute an MOU to convert Mauldin Court from Lawtrak software system to Statewide CMS software system.

### ATTACHMENTS

- MOU
- MUNICIPAL COURTS ON CMS
- CMS LAWTRAK COMPARISON

**SOUTH CAROLINA JUDICIAL BRANCH (SCJB)**

**Statewide  
Court Case Management System  
(CMS)**

**Software Support and Hosting Services  
Memorandum of Understanding  
for Courts Hosted by SCJB**

**MUNICIPALITY OF MAULDIN**

**Agreement Date**

This document identifies the responsibilities of the Municipality of Mauldin and the South Carolina Judicial Branch for ongoing support and hosting services for the Statewide Court Case Management System (CMS).

# **SOUTH CAROLINA JUDICIAL BRANCH (SCJB)**

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## INTRODUCTION

The South Carolina Judicial Branch (SCJB) is hosting the statewide Court Case Management System for the counties and municipalities of South Carolina in accordance with this document. Each municipality decides whether or not to have SCJB host, operate, and support this application for them on an individual basis. If a municipality decides to have SCJB host them, then this document serves as the description of the responsibilities of both the municipality and SCJB.

The statewide Court Case Management System is an application that is developed, maintained, trained and supported by the South Carolina Judicial Branch (SCJB) to serve the operational needs of the Summary and Circuit Courts of South Carolina. SCJB has an in-house Court CMS application and support staff that work full-time on the Court CMS. The Court CMS application is inclusive of both the Case Management System and the Jury Management System (JMS).

This document identifies the responsibilities for ongoing support and hosting services for the Court CMS by SCJB for the courts. Specifically, this document identifies the following:

- I. Period of Memorandum of Understanding (MOU)
- II. Municipality of <Municipality> Responsibilities
- III. SCJB Responsibilities
- IV. Ownership of Data
- V. Support Procedures
- VI. Performance Measures
- VII. Cost to the Municipality
- VIII. Signatures

# SOUTH CAROLINA JUDICIAL BRANCH (SCJB)

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## Memorandum of Understanding (MOU)

This Memorandum of Understanding is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the MUNICIPALITY OF MAULDIN hereinafter referred to as the *Municipality*,

AND

THE SOUTH CAROLINA JUDICIAL BRANCH hereinafter referred to as the *SCJB*.

The SCJB is providing the Municipality with the statewide Court Case Management System, hereinafter referred to as *Court CMS*.

### **I. PERIOD OF MEMORANDUM OF UNDERSTANDING (MOU)**

This MOU shall be in effect during the time the Municipality utilizes the Court CMS hosting by SCJB.

### **II. MUNICIPALITY RESPONSIBILITIES**

- A. The Municipality must keep all court computers, scanners, and printers in good working condition.
- B. The Municipality must keep all computers up to date with critical security (including virus and spyware) and operating system patches and updates.
- C. The Municipality must keep all court computers up-to-date with the minimum hardware, operating system, and Microsoft Office versions as identified as minimum system requirements for the court as provided under the Support and FAQ tabs on the SCJB CMS Portal Page (<https://cmsportal.sccourts.org/>).
- D. The Municipality must maintain reliable email such that all court users in the Municipality have a valid and working email address.
- E. The Municipality must maintain a reliable, high-speed internet connection of adequate bandwidth as mutually agreed to by the Municipality and the SCJB.
- F. The Municipality must maintain local area network wiring and/or wireless connections within the judicial facilities in good working condition for use and access by the court users.
- G. The Municipality must provide written notice of staff changes to the SCJB within five (5) working days so credentials can be created, updated, or scheduled for deletion as appropriate. In cases of emergency departure of staff, the Municipality should provide written notice to the SCJB within 24 hours of the change.
- H. The Municipality must follow the procedures identified in the Support Procedures section of this document when requesting support from the SCJB.

## **SOUTH CAROLINA JUDICIAL BRANCH (SCJB)**

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- I. The Municipality is responsible for enforcing an Acceptable Use Policy (AUP) for all CMS users.
- J. The Municipality shall support and assist the SCJB in identifying and clarifying problems encountered by the Municipality and shall make available source documents or data files as may be necessary to isolate or replicate a problem condition.
- K. The Municipality shall maintain the most recent version of Citrix workspace installed on all court computers using CMS. Only printers and scanners on the Citrix compatibility list will be supported.
- L. Any municipal court which chooses to participate in the Judicial Branch's Statewide Court Case Management System must comply with all provisions of this Order [*Financial Accounting Order dated 10/26/2017*]. Only court personnel may receive and/or disburse court funds. This subsection applies to all municipalities currently in agreement to so participate, and all municipalities who agree to so participate subsequent to the effective date of this Order.

### **III. THE SCJB RESPONSIBILITIES**

- A. For the hosting of the Court CMS, the SCJB will follow industry best practices and standards for the operation and support of this system. The SCJB will employ the same rigor and standards to the hosting of the Court CMS for the counties and municipalities as it does for its own internal systems for the Supreme Court, Court of Appeals, Office of the Chief Justice, and Court Administration. For the hosting of the Court CMS, the SCJB has the following responsibilities pertaining to the production environment:
  - 1. The SCJB will maintain the Court CMS operational on dedicated servers within the SCJB data center.
  - 2. The SCJB will utilize a Citrix hosting platform that enables the users to access the Court CMS through a compatible browser.
  - 3. The SCJB will keep the Court CMS production systems current with all security and operating system patches.
  - 4. The SCJB will hold and maintain the licensing of the required commercial-off-the-shelf (COTS) software current (i.e., SQL Server, Citrix, Microsoft operating systems, etc.) on the Court CMS production systems.
  - 5. The SCJB will keep the hardware components of the Court CMS production systems operational and in good working condition.
  - 6. The SCJB will operate the current release of the Court CMS in the hosted production environment. Note that upon distribution of a new release of the Court CMS, the hosted production environment will be operating one (1)

## SOUTH CAROLINA JUDICIAL BRANCH (SCJB)

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release back until production testing is successfully completed on the new release of the Court CMS.

7. The SCJB will perform data and system backups in accordance with the SCJB System and Data Backup Schedule:
  - a) Incremental database backups occur hourly and full database backups are conducted nightly.
  - b) Complete system OS backups are conducted nightly.
  - c) Backup media are stored and maintained in accordance with the SCJB System and Data Backup Schedule.
8. The SCJB will follow the procedures as defined in the SCJB Disaster Recovery Plan (in process) in the event that data needs to be restored.
9. The SCJB will provide Court CMS production environment security in accordance with the SCJB Technology Security Policy (in process).
10. The SCJB will provide system administration to the Court CMS production environment by the SCJB authorized system administrators only.
11. The SCJB will perform general system maintenance after normal business hours. Users will be provided with at least one (1) week of notice of general system maintenance.
12. The SCJB will perform emergency system maintenance when issues are severely impacting system integrity and/or performance. In these situations, the SCJB will address the issues in the production environment utilizing every available means to rectify the problem. In some severe cases, the production environment systems may be shut down immediately. When emergency system maintenance is needed and/or taking place, notification will be sent to the Court CMS users with an estimated time when service will resume. Note that the SCJB reserves the right to restrict or stop all system operations in the event of any major system issues that may cause loss of operational integrity, unauthorized data movement or loss and/or potential corruption across the system.
13. The SCJB will install, configure, and put into the production environment, new releases, patches, upgrades, and versions to the Court CMS after it has been issued for production and it has been tested and validated for production by the CMS support team.

## SOUTH CAROLINA JUDICIAL BRANCH (SCJB)

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- B. The SCJB has the following responsibilities for the software support, maintenance, and enhancements of the Court CMS.
1. Application software support services for the current version of the Court CMS and one (1) version back from the current version of the Court CMS.
  2. Application software support services through the SCJB Call Center for the Court CMS during normal working hours of Monday through Friday, 8:30 am – 5:00 pm. Services include technical assistance in troubleshooting and resolving problems/questions associated with the Court CMS.
  3. Application software support services are available through the SCJB paging notification system after hours, during holidays, and weekends.
  4. Court CMS enhancements developed by the SCJB shall be made available as an update to the current version.
  5. New releases of the Court CMS are made available periodically, which include major and significant technical updates and functional improvements.
  6. Testing of new releases, patches, upgrades, and versions of the Court CMS to validate its readiness for the production environment.
  7. Table configuration changes, e.g., the addition of officers or new users, will be performed by the authorized SCJB system administrator support person.
  8. Updates to the Court CMS which are required as a result of changes to the laws, regulations, legislation, administrative directives, or rules of the State of South Carolina or the uniform rules of South Carolina Courts.
  9. If system issues arise that require modifications of the application or non-development data that are not a result or caused by the operations of the SCJB production environment, the procedures defined for modifications to the Court CMS as documented in the *SCJB Court CMS Application Modification Procedures* will be followed.

#### IV. OWNERSHIP OF DATA

Data collected is the property of the **Mauldin Municipal Court** and no use shall be made thereof without the written permission of the **Mauldin Municipal Court**.

# **SOUTH CAROLINA JUDICIAL BRANCH (SCJB)**

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## **V. SUPPORT PROCEDURES**

The SCJB Call Center is the means of communication between the **Mauldin Municipal Court** and the SCJB regarding Court CMS issues.

- A. During normal working hours of Monday through Friday, 8:30 am through 5:00 pm, SCJB will provide support through the SCJB Call Center utilizing the standard Court CMS support procedures:
  - 1. The **Mauldin Municipal Court** will designate a person as the first level of support (Tier I support).
  - 2. End users will contact the designated Tier I person in their court agency when Court CMS questions or issues arise.
  - 3. If the problem cannot be resolved by the Tier I support person, that person will log a support ticket in the SCJB call tracking system. The call tracking system is monitored by the SCJB support team at the SCJB Call Center. The SCJB support team will communicate with the Tier I support person to answer the question or resolve the issue.
  - 4. Requests for table configuration changes, e.g., the addition of officers or new users, will be submitted through the SCJB call tracking system.
- B. After hours, during holidays, and weekends, end users may access the SCJB paging notification system by calling 803-734-1200 to request technical assistance for emergency issues.

## **VI. PERFORMANCE MEASURES**

Three primary performance measures will be monitored, reported, and reviewed by the SCJB with each hosted county on a periodic basis.

- A. Court CMS system uptime of the hosting operations production systems will average 99% on an annual basis.
- B. The SCJB will acknowledge support calls during normal business hours within 20 minutes. Note that the SCJB will make best effort to readily resolve the issue; however, depending upon the magnitude, scope, difficulty of troubleshooting, and criticality of the issue, resolution may take longer than 20 minutes.
- C. The SCJB will acknowledge support calls during holidays, weekends, and after hours within 30 minutes. Note that the SCJB will make best effort to readily resolve the issue; however, depending upon the magnitude, scope, difficulty of troubleshooting, and criticality of the issue, resolution may take longer than 30 minutes.

# SOUTH CAROLINA JUDICIAL BRANCH (SCJB)

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## VII. COST TO THE MUNICIPALITY

### **Hosting Operations and Application Support**

The Municipality of **Mauldin** will pay the SCJB's approved base hosting/support cost of **\$3,500.00** to the SCJB on an annual basis beginning on **July 1, 2026**.

### **Lawtrak Data Conversion Options**

If the Municipal Court would like their data converted, SCJB offers data conversion at a one-time cost to the Municipality. The one-time data conversion cost will be in addition to the base hosting/support cost stated in the above Hosting Operations and Application Support section. If you require the data conversion, all Municipal cases will be converted from the legacy system to the Municipal court agency in CMS. All codes, i.e. charge codes, disposition codes, cost codes, etc., are translated to state standards and all cases are available in the primary Municipal court agency. The cost of the full data conversion is not to exceed \$5,000.00. This is based on a rate of \$125 per hour. The municipality will be invoiced by SCJB for the actual time consumed for data conversion tasks. Payment will be due 30 days after invoice.

## VIII. COST ADJUSTMENTS

The SCJB's approved base costs for Hosting Operations and Application support are subject to increase at a rate not to exceed the CPI index (annually adjusted) beginning in FY 2022-2023.

## IX. NON-APPROPRIATION

Any contract entered into by the Municipality shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

# SOUTH CAROLINA JUDICIAL BRANCH (SCJB)

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## VIII. SIGNATURES

**SOUTH CAROLINA JUDICIAL BRANCH**

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**CITY OF MAULDIN**

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Signature

Date

Signature

Date

Name (Please Print.)

**SCJB Director of Information Technology**

Title

Name (Please Print.)

**City Manager**

Title

Signature

Date

Name (Please Print.)

**Clerk of Court**

Title

Signature

Date

Name (Please Print.)

**Judge**

Title

County #	County	Court	Court Type
01	Abbeville	Due West Municipal Court	Municipal Court
02	Aiken	Aiken Municipal Court	Municipal Court
02	Aiken	North Augusta Municipal Court	Municipal Court
03	Allendale	Fairfax Municipal Court	Municipal Court
04	Anderson	Belton Municipal Court	Municipal Court
04	Anderson	Honea Path Municipal Court	Municipal Court
04	Anderson	Pendleton Municipal Court	Municipal Court
04	Anderson	West Pelzer Municipal Court	Municipal Court
04	Anderson	Anderson Municipal Court	Municipal Court
04	Anderson	Williamston Municipal Court	Municipal Court
06	Barnwell	Barnwell Municipal	Municipal Court
06	Barnwell	Blackville Municipal	Municipal Court
06	Barnwell	Williston Municipal	Municipal Court
07	Beaufort	Beaufort Municipal Court	Municipal Court
07	Beaufort	Bluffton Municipal	Municipal Court
08	Berkeley	Hanahan Municipal	Municipal Court
08	Berkeley	Moncks Corner Municipal	Municipal Court
10	Charleston	Charleston Municipal Court	Municipal Court
11	Cherokee	Blacksburg Municipal	Municipal Court
15	Colleton	Walterboro Municipal Court	Municipal Court
17	Dillon	Dillon Municipal Court	Municipal Court
18	Dorchester	Harleyville Municipal	Municipal Court
18	Dorchester	Ridgeville Municipal	Municipal Court
18	Dorchester	Summerville Municipal	Municipal Court
20	Fairfield	Winnsboro Municipal Court	Municipal Court
20	Fairfield	Ridgeway Municipal Court	Municipal Court
22	Georgetown	Andrews Municipal	Municipal Court
22	Georgetown	Georgetown Municipal	Municipal Court
22	Georgetown	Pawleys Island Municipal	Municipal Court
23	Greenville	Travelers Rest Municipal Court	Municipal Court
23	Greenville	Fountain Inn Municipal Court	Municipal Court
23	Greenville	Greer Municipal Court	Municipal Court
24	Greenwood	Ninety-Six Municipal	Municipal Court
24	Greenwood	Ware Shoals Municipal	Municipal Court
26	Horry	Atlantic Beach Municipal	Municipal Court
26	Horry	Aynor Municipal Court	Municipal Court
26	Horry	Conway Municipal Court	Municipal Court
26	Horry	Loris Municipal Court	Municipal Court
26	Horry	Myrtle Beach Municipal Court	Municipal Court
26	Horry	North Myrtle Beach Municipal Court	Municipal Court
26	Horry	Surfside Beach Municipal Court	Municipal Court
27	Jasper	Hardeeville Municipal	Municipal Court
27	Jasper	Ridgeland Municipal	Municipal Court
30	Laurens	Clinton Municipal Court	Municipal Court
30	Laurens	Gray Court Municipal	Municipal Court
31	Lee	Lynchburg Municipal	Municipal Court

32	Lexington	Chapin Municipal Court	Municipal Court
32	Lexington	Irmo Municipal Court	Municipal Court
32	Lexington	Batesburg Leesville Municipal Court	Municipal Court
37	Oconee	West Union Municipal	Municipal Court
37	Oconee	Seneca Municipal Court	Municipal Court
37	Oconee	Westminster Municipal	Municipal Court
39	Pickens	Central Municipal Court	Municipal Court
39	Pickens	Clemson University Municipal Court	Municipal Court
39	Pickens	Easley Municipal Court	Municipal Court
40	Richland	Columbia Municipal Court	Municipal Court
41	Saulda	Saluda Municipal	Municipal Court
42	Spartanburg	Cowpens Municipal	Municipal Court
42	Spartanburg	Spartanburg Municipal	Municipal Court
42	Spartanburg	Pacolet Municipal Court	Municipal Court
43	Sumter	Sumter Municipal Court	Municipal Court
43	Sumter	Pinewood Municipal	Municipal Court
43	Sumter	Mayesville Municipal	Municipal Court
46	York	Clover Municipal	Municipal Court
46	York	Fort Mill Municipal	Municipal Court
46	York	Tega Cay Municipal	Municipal Court
46	York	York Municipal	Municipal Court

## CMS vs. Lawtrak

<u>Feature / Capability</u>	<u>CMS Lawtrak</u>	
Automatic reporting to SLED	✓	✗
eCitation upload integration from SCUTTIES	✓	✓
Automatic eDisposition reporting (SCDMV)	✓	— (Partial)
Setoff Debt module	✓	✓
Jury Management System	✓	✓
Automated year-end reporting to Court Administration	✓	✗
Countywide Public Index search	✓	✗
Bond court case transfers (GS ↔ Bond Court)	✓	✗
Standard statewide processes, codes & forms	✓	— (Partial)
Comprehensive financial reporting	✓	✓
SC Monthly Revenue Report	✓	✓
Credit card payments (online & in-person)	✓	— (Third Party)
Reporting tools for case & court management	✓	✓
Automated uploaded forms from SC Court Administration	✓	✗
Direct police-to-court case connectivity	✗	✓

# CITY COUNCIL AGENDA ITEM

**MEETING DATE:** February 16, 2026

**AGENDA ITEM:** 8b

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**TO:** City Council

**FROM:** Public Works Director, Matthew Fleahman

**SUBJECT:** City Hall Generator Replacement

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## **REQUEST**

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The Public Works Department is requesting approval from Council to award the contract for the generator upgrades at City Hall to Generator Services, Inc.

## **HISTORY/BACKGROUND**

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During the August 2025 City Council meeting, Council approved funding for City Hall improvements as part of the City of Mauldin's 2024-2025 Fiscal Year surplus projection and recommended expenditure plan. The funds were generated from revenues coming in over projections on primary items (property taxes, permits, and business license). As part of staff's recommendation for the funds, it was identified that a full facility generator was needed for the building as well as other interior improvements. Council ultimately authorized \$250,000 for the upgrades and authorized a budget in October.

## **ANALYSIS or STAFF FINDINGS**

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On November 3, 2025, the Public Works Department released a Request for Quotation (RFQ) for the replacement of the existing generator with a new unit capable of powering the entire facility. The RFQ was posted on the City's website as well as South Carolina Business Opportunities Online Edition in accordance with the City's Purchasing policy. The proposals were due on December 3, 2025, and the City received five (5) submittals. The submittals were reviewed by staff and determined to be complete and responsible. The lowest responsible bid was in the amount of \$245,332.46 by Generator Services, Inc. A summary of the bids is presented below:

<b>Name of Company</b>	<b>Amount Bid</b>	<b>Alternate Bid</b>
Generator Services	\$245,332.46	\$284,792.81
Page Power	\$298,470.00	\$305,470.00
Reedy Power	\$307,000.00	
JDI	\$305,173.00	
Excel Electric	\$314,052.00	

## FINANCIAL IMPACT

---

As part of the City of Mauldin’s 2024-2025 Fiscal Year surplus projection and recommended expenditure plan, Council approved \$250,000 for various City Hall improvements. These improvements include the following:

Project	Budget	Actual Cost	Quote	Balance
Full Facility Generator	\$185,000.00		\$245,332.46	
Interior Painting	\$5,000.00	\$4,925.00		
Electronic Door Locks	\$16,000.00	\$16,306.71		
ADA accessible entry way	\$8,000.00	\$3,208.40		
Council Chamber Carpet	\$15,000.00	\$0.00		
Contingency	\$21,000.00	\$0.00		
<b>TOTAL</b>	<b>\$250,000.00</b>	\$24,440.11	<b>\$269,772.57</b>	<b>(\$19,772.57)</b>

To date, \$24,440.11 has been spent on interior painting, electronic door locks, and the ADA compliant door at the rear of the facility. If staff reallocates all remaining funds to support the purchase and installation of the generator, the balance remaining would be negative \$19,772.57. To cover the balance, staff is proposing utilizing savings/balance of budgeted Capital Budget Funds in the amount of \$32,000 that were achieved due to expenses coming in less than budgeted.

Capital Budget Items	Budget	Cost	Balance
Trucks	\$100,000.00	\$88,762.00	\$11,238.00
MCC Building	\$30,000.00	\$23,794.90	\$6,205.10
Scissor Lift	\$9,000.00	\$7,875.00	\$1,125.00
Asphalt Drag Box	\$18,000.00	\$13,135.00	\$4,865.00
Concrete Curb Machine	\$20,000.00	\$13,189.70	\$6,810.30
Zero Turn Mower	\$20,000.00	\$17,673.37	\$2,326.63
<b>TOTAL</b>	<b>\$197,000.00</b>	<b>\$164,429.97</b>	<b>\$32,570.03</b>

With the allocation of the balance of unexpended funds (\$32,570.03) from the Public Works Department capital purchases, sufficient funds are present to cover this expenditure and any contingency needed for unanticipated electrical expenses and taxes.

## RECOMMENDATION

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Staff recommends City Council award the contract for generator upgrades at City Hall to Generator Services, Inc. funded in the amount of \$245,332.46 and allocate a contingency of \$32,000 from the Capital Fund for the generator, unexpected electrical expenses and taxes.

31 C.Trotter Road  
West Columbia, SC 29169  
www.GeneratorServicesInc.com

24 Hr: 803.939.1470  
Fax: 803.939.1473

Dillon Harper | Dillon@GeneratorServicesInc.com



WWW.GENERATORSERVICESINC.COM

## MAULDIN CITY HALL GENERATOR

**Generator Services, Inc**  
31 C Trotter Rd. West Columbia, SC 29169  
**Phone:** 803-939-1470  
**Email:** Dillon@GeneratorServicesInc.com  
**Date:** 12-1-2025

**To:**  
City of Mauldin  
Procurement Department

Dear Selection Committee,

Generator Services, Inc is pleased to submit our proposal for the City of Mauldin's generator bid. We appreciate the opportunity to provide a reliable, long-term power generation solution tailored specifically to the operational needs of your facilities.

The primary point of contact for this proposal is:

**Name:** Dillon Harper  
**Title:** Account Manager  
**Phone:** 803-391-5411  
**Email:** Dillon@GeneratorServicesInc.com

We look forward to the opportunity to support the City's critical power infrastructure.

Sincerely,  
**Dillon Harper**

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31 C. Trotter Road  
West Columbia, SC 29169  
www.GeneratorServicesInc.com

24 Hr: 803.939.1470  
Fax: 803.939.1473

Dillon Harper | Dillon@GeneratorServicesInc.com



WWW.GENERATORSERVICESINC.COM

## Qualifications

**Generator Services, Inc**  
31 C Trotter Rd. West Columbia, SC 29169  
**Phone:** 803-939-1470  
**Email:** Dillon@GeneratorServicesInc.com  
**Date:** 12-1-2025

At Generator Services Inc, our generator solutions are backed by 35+ years of industry experience. Homeowners and businesses of all kinds – including data centers, hospitals, and water/sewer facilities – trust us to provide high-end backup and standby power systems. GSI offers the largest generator service team in the Region with over 15 technicians on staff and in-house electrical and gas plumbing crew. We are a turn-key solution to any and all generator related projects.

### Certifications & Manufacturer Support

- Factory-authorized distributor for **Blue Star Power Systems, Cummins, MTU, Generac, and several other generator manufacturers.**
- Technicians certified in **ASCO, Generac, Blue Star, Cummins, MTU, and Kohler**
- Licensed South Carolina Mechanical Contractor
- In-House Master Electrician
- In-House Master Plumber

Sincerely,  
**Dillon Harper**

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Dillon Harper | Dillon@GeneratorServicesInc.com



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## Pricing

**Generator Services, Inc**  
 31 C Trotter Rd. West Columbia, SC 29169  
 Phone: 803-939-1470  
 Email: Dillon@GeneratorServicesInc.com  
 Date: 12-1-2025

Below, I have attached two pricing options for the generator + installation at the Mauldin City Hall.

MTU 300kW (~20 week lead time)	182360.25	Blue Star (~25 week lead time)	142899.9
ASCO 300 800amp NEMA 3R ATS	14160.2	ASCO 300 800amp NEMA 3R ATS	14160.2
Freight	4200	Freight	4200
Start Up, Training, and Load Bank Testing	3360	Start Up, Training, and Load Bank Testing	3360
Electrical Installation	21600	Electrical Installation	21600
Electrical Materials	25512.36	Electrical Materials	25512.36
Plumbing Installation	15600	Plumbing Installation	15600
Plumbing Materials	6000	Plumbing Materials	6000
Crane	3000	Crane	3000
Concrete Pad + Rebar	9000	Concrete Pad + Rebar	9000
Total (PRE TAX)	284792.81	Total (PRE TAX)	245332.46

Please note, I have utilized copper wire and the highest quality materials for this installation. If required, I can provide alternatives such as utilizing aluminum wire.

The above pricing is a "turn-key" solution.

Sincerely,  
**Dillon Harper**

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## How Our Proposal Meets the City's Scope of Services

### Complete Compliance With RFQ Generator Requirements

Our provided equipment meets or exceeds every requirement listed in the RFQ, including:

- Blue Star or MTU 300 kW NG generator, 480/277V, 3-phase, 60 Hz
  - Mainline 400A circuit breaker
  - 24V DC starting system
  - 10A battery charger
  - Jacket water heater for cold-start reliability
  - Sound-attenuated aluminum enclosure
  - Heavy-duty skid base with vibration isolators
  - ASCO 300 Series 800A 480V 3-pole Transfer Switch (or approved equivalent)
  - Delivery, full installation, and 12-month warranty
- All specifications tie directly to the City's published Scope of Work.

---

### Minimal Disruption to City Operations

All work is planned to avoid disruption to City Hall functions.

- Generator changeover sequencing protects existing power until cutover
- Coordination with City facilities and renovation schedule
- All cutovers will be performed at approved times to minimize downtime
- Proper notification prior to any temporary outage

---

### Safety, Code Compliance & Documentation

- Installed per NEC, S.C. building codes, City of Mauldin requirements, and manufacturer instructions
- All terminations torqued to manufacturer specification with logs provided
- Detailed startup checklists and commissioning documentation delivered at close-out
- Training and warranty validation included.



#### Implementation Schedule

##### Phase 1 — Project Kickoff & Submittals (Weeks 0–2)

- Assign project manager (single point of contact) as required by RFQ.
- Conduct on-site kickoff meeting with City staff.
- Perform field verification of existing generator, gas supply, electrical routing, pad condition, and ATS location.
- Submit generator, ATS, and installation submittals for City review and approval.
- Coordinate with any ongoing City Hall renovations.  
(Aligns with "Project Administration" expectations.)

##### Phase 2 — Procurement & Logistics (Weeks 2–10)

- Order generator, ATS, and accessories.
- Provide weekly lead-time updates.
- Coordinate delivery staging with City staff.
- Verify gas line requirements and meter capacity with gas provider.

##### Phase 3 — Site Work & Preparation (Weeks 14–20)

###### Electrical & Civil Work:

- Remove existing generator (if within awarded scope or coordinated with City).
- Install new concrete pad (if required) or set directly on existing pad after verification.
- Install (3) 4" conduits between generator, ATS, and main gear (two active, one spare).
- Pull copper feeders, install grounds, bond per NEC.
- Install ASCO 300 ATS and integrate with existing electrical gear.
- Pipe and connect natural gas supply; pressure test.
- Install jacket heater, battery charger, and all auxiliary components

##### Phase 4 — Startup, Testing & Training (Week 20–30)

- Set Generator upon arrival. This portion is scheduled based strictly on generator lead time.
- Certified technician performs full factory-spec startup.
- Load-bank test (if included).
- ATS testing: transfer & retransfer, time delays, alarms.
- Verify communications, alarms, remote annunciation (if applicable).
- Provide on-site training for City maintenance and operations staff.

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Fax: 803.939.1473

Ken Britton | [Ken@GeneratorServicesInc.com](mailto:Ken@GeneratorServicesInc.com)



[WWW.GENERATORSERVICESINC.COM](http://WWW.GENERATORSERVICESINC.COM)

12-1-2025

Mauldin City Hall Generator  
Attn: Curtis Broughton  
RE: References

1. **Richland County Finance** - David Bertolini - 803-576-2419 - [BertoliniD@rcgov.us](mailto:BertoliniD@rcgov.us)  
- Perform preventative maintenance on all generators. Also provide and install new generators as needed. Customer for 20+ years.  
  
- 60 Units under contract
2. **City of North Myrtle Beach** - Ralph Norris - 843-280-5694 - [Rnorris@NMB.us](mailto:Rnorris@NMB.us)  
- Perform preventative maintenance on all generators. Also provide and install new generators as needed. Customer for 22+ years.  
  
- 45 Units under contract
3. **Spirit Communications/Segra** - Kevin Jones - 540-280-5694 - [Kevin.Jones@segra.com](mailto:Kevin.Jones@segra.com)  
- Perform preventative maintenance on all generators. Also provide and install new generators as needed. Customer for 18+ years.  
  
- 31 Units under contract
4. **Richland County School District 2** - Chris Kelly - 803-513-7509 - [Ckelly@Richland2.org](mailto:Ckelly@Richland2.org)  
- Perform preventative maintenance on all generators. Also provide and install new generators as needed. Customer for 19+ years.  
  
- 30 Units under contract
5. **Lexington School Dist 5** - David Shealy - 803-600-7979 - [DMShealy@LexRich5.org](mailto:DMShealy@LexRich5.org)  
- Perform preventative maintenance on all generators. Also provide and install new generators as needed. Customer for 25+ years.  
  
- 20 Units under contract

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# CITY COUNCIL AGENDA ITEM

**MEETING DATE:** February 16, 2026

**AGENDA ITEM:** 8c

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**TO:** City Council

**FROM:** Public Works Director, Matthew Fleahman

**SUBJECT:** MOA – Woodruff Road Congestion Relief Project

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## **REQUEST**

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The Public Works Department is requesting Council authorize the memorandum of agreement (MOA) between the City of Mauldin, the City of Greenville, and Greenville County for the Woodruff Road Congestion of Relief project.

## **HISTORY/BACKGROUND**

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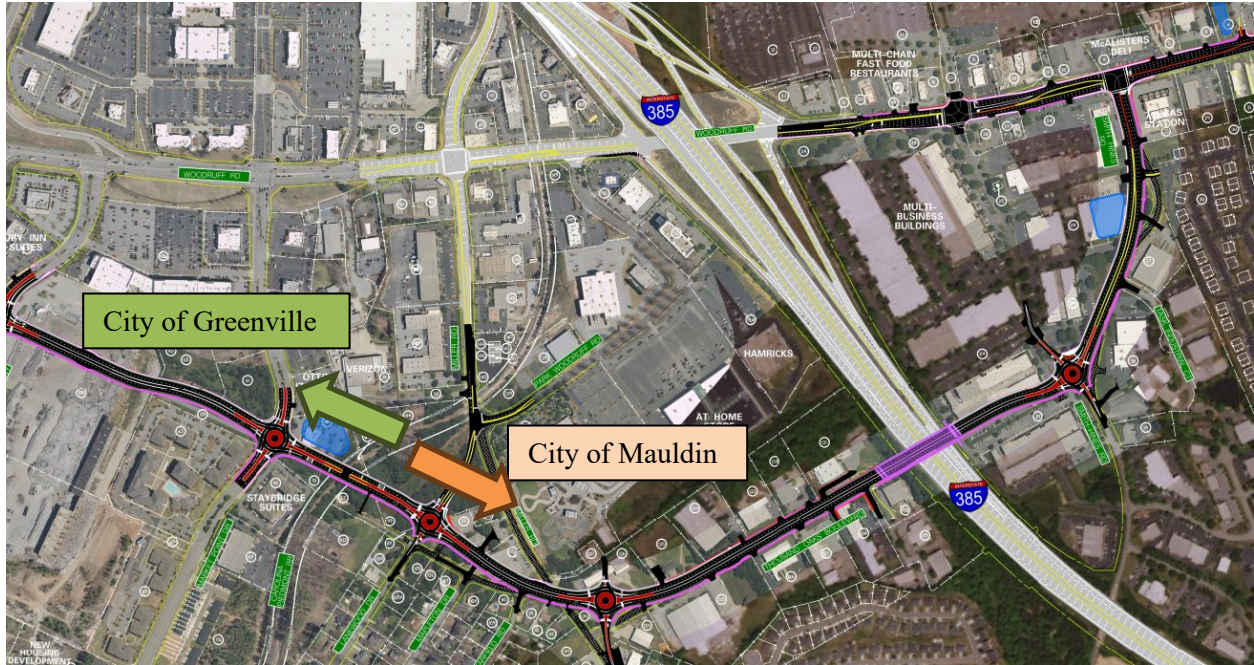
The Greenville-Pickens Area Transportation Study (GPATS) has prioritized the Woodruff Road Congestion Relief Project (WRCRP) in its Long-Range Transportation Plan (LRTP) and has progressed through Transportation Improvement Program (TIP) inclusion, Preliminary Engineering National Environmental Policy Act (NEPA) design, and is currently in Right-of-Way acquisition. Funding for the WRCRP has been secured by GPATS, the South Carolina Transportation Infrastructure Bank (SCTIB), and Greenville County in the amount of \$127.4 million. The WRCRP includes a new, alternate parallel route to Woodruff Road that will pass through the City of Greenville, the City of Mauldin, and Greenville County.

## **ANALYSIS or STAFF FINDINGS**

---

The MOA stipulates that after construction is complete, SCDOT will turn over ownership of the new parallel roadway and its rights-of-way to the Cities with comprehensive roadway and landscaping Maintenance Agreements, with the following ownership limits imposed:

- City of Greenville ownership of the parallel roadway from Verdae Boulevard to the Genesee-Wyoming railroad crossing;
- City of Mauldin ownership of the parallel roadway from the Genesee-Wyoming railroad crossing to Woodruff Road



The agreement (attached) is the current working draft and articulates to SCDOT which jurisdictions would be responsible for each portion. SCDOT would still own all bridge crossings.

**FINANCIAL IMPACT**

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There is no financial impact in authorizing the MOA; however, there will be costs associated with road maintenance. These costs are expected to be absorbed by the Street Division in the Public Works Department.

**RECOMMENDATION**

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Staff recommends City Council authorize the MOA between the City of Mauldin, the City of Greenville, and Greenville County for the Woodruff Road Congestion of Relief project once the draft has been finalized by all parties.

**DRAFT - MEMORANDUM OF AGREEMENT - DRAFT**

BETWEEN THE COUNTY OF GREENVILLE, SC,  
THE CITY OF GREENVILLE, SC, AND  
THE CITY OF MAULDIN, SC FOR THE  
**WOODRUFF ROAD CONGESTION RELIEF PROJECT**

**RECITALS**

**WHEREAS**, the Woodruff Road Congestion Relief Project (“WRCRP” or the “Project”) is an SCDOT project that proposes to alleviate traffic congestion on Woodruff Road and to improve mobility between I-385 and Roper Mountain Road/Verdae Boulevard; and,

**WHEREAS**, the WRCRP includes a new, alternate parallel route to Woodruff Road that will pass through the City of Greenville, the City of Mauldin, and Greenville County (see Attachment 1) (the “WRCRP parallel road”); and,

**WHEREAS**, the Greenville-Pickens Area Transportation Study (GPATS) has prioritized the WRCRP in its Long-Range Transportation Plan (LRTP) and has progressed through Transportation Improvement Program (TIP) inclusion, Preliminary Engineering National Environmental Policy Act (NEPA) design, and is currently in Right-of-Way acquisition; and,

**WHEREAS**, funding for the WRCRP has been secured by GPATS, the South Carolina Transportation Infrastructure Bank (SCTIB), and Greenville County in the amount of \$127.4 million; and,

**WHEREAS**, WRCRP parallel road will impact critical and sensitive commercial, industrial and residential land uses; and,

**WHEREAS**, the Project must “improve operational efficiency and alleviate traffic congestion on Woodruff Road to improve mobility” according to the NEPA Environmental Assessment; and,

**WHEREAS**, the South Carolina Department of Transportation (SCDOT) requires an agreement between jurisdictions sharing ownership of any new roadway, including the WRCRP parallel road.

**WHEREAS**, this document will serve as a Memorandum of Agreement (“MOA”) between the County of Greenville, SC (Greenville County or the County), the City of Greenville, SC (City of Greenville), and the City of Mauldin, SC (City of Mauldin) (collectively, the City of Greenville and City of Mauldin are the Cities) (Greenville County and the Cities are each a “Party” to this MOA and collectively “the Parties”), for the purposes of

agreeing to and understanding aspects concerning the WRCRP parallel road ” (“WRCRP” or the “Project”);” and,

**NOW THEREFORE, BE IT KNOWN**, in consideration of the terms and conditions set forth herein, including the Recitals set forth above, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

- 1) That the WRCRP and the WRCRP Parallel Road is currently in Right-of-Way planning and scheduled to be under construction between Calendar Years 2027-2030.
- 2) That SCDOT will administer the WRCRP with Federal funding and under Federal regulations, , and that properties affected by access changes and Right-of-Way purchases by SCDOT will be dealt with by SCDOT at the appropriate time as prescribed by Federal regulations.
- 3) That the County and Cities agree to remain informed and participate in project updates as they are made available by SCDOT, shall distribute relevant information to their departments, developers, businesses and residents as appropriate, and will make reasonable, good faith efforts to assist SCDOT with its project time frames as they are established and are changed/updated.
- 4) That the County and the Cities will make reasonable, good-faith efforts to be proactive in their land use planning along Woodruff Road and the WRCRP parallel road corridor to ensure appropriate development and redevelopment at the appropriate times to avoid impediments to SCDOT acquisition of Right-of-Way, and to prevent undue impacts to property owners, businesses, and residents during Right-of-Way acquisition.
- 5) After construction is complete, SCDOT will turn over ownership of the WRCRP parallel road and its rights-of-way to the Cities, which will be subject to comprehensive roadway and landscaping Maintenance Agreements between the Cities and SCDOT, with the following ownership limits imposed:
  - City of Greenville shall own the WRCRP parallel road and its rights-of-way from Verdae Boulevard to the Genesee-Wyoming railroad crossing as shown on Attachment 1; and,

- City of Mauldin shall own the WCRCP parallel road and its rights-of-way from the Genesee-Wyoming railroad crossing to Woodruff Road as shown on Attachment 1, and
  - County of Greenville and GPATS shall provide coordination and planning assistance, while not to own any of the new parallel road or its rights-of-way.
- 6)** That the Parties agree to identify and utilize the “best practices” of Access Management and Parcel Connectivity (see the SCDOT Access and Roadside Standards Manual and the Federal Highway Administration page on Access Management) to mitigate negative land use impacts on the future corridor infrastructure, including but not limited to:
- Cross-parcel connectivity access;
  - Prohibiting the creation of new curb cuts along the new parallel corridor unless required by law; and,
  - Preservation of the planted and concrete median.
- 7)** That the Parties agree that the WCRCP parallel road is best served through cooperation and policies using proactive Area Planning and Infrastructure Best Practices.
- 8)** Accordingly, the Parties agree to work with GPATS and SCDOT to develop a single Woodruff Parallel Road Area Plan, to address the following :
- A Joint and Collaborative Planning Process for any land use plans to be conducted that will affect Woodruff Road and the WCRCP parallel road;
  - Establishing Access Management Standards for the WCRCP parallel road;
  - Maintaining a single set of roadway, bike/pedestrian, transit and landscaping Design Standards for the WCRCP parallel road;
  - A single Name for the WCRCP parallel road, from Verdae Boulevard to Woodruff Road.
- 9)** That this Memorandum of Agreement shall empower the planning and engineering staffs of the County and Cities to convene regularly, be proactive in reaching out to stakeholders as appropriate, and work diligently with GPATS and SCDOT towards the completion of the WCRCP Project .

This Memorandum of Agreement entered into agreement upon this day, the \_\_ of \_\_\_\_\_, 2026.

COUNTY OF GREENVILLE

By: \_\_\_\_\_  
Benton Blount, Chairman  
Greenville County Council

ATTEST:

By: \_\_\_\_\_  
Regina McCaskill  
Clerk to Council

By: \_\_\_\_\_  
Joseph M. Kernell  
County Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
Knox White, Mayor of the City of Greenville

\_\_\_\_\_  
Shannon Lavrin, City Manager, Greenville

\_\_\_\_\_  
Terry Merritt, Mayor of the City of Mauldin

\_\_\_\_\_  
Seth Duncan, City Administrator , Mauldin

**Attachment 1**

