



THE TOWN OF
Irmo
GATEWAY TO LAKE MURRAY

PUBLIC HEARING – TO RECEIVE COMMENTS ON ORDINANCE 22-01 (TO ZONE TMS# R03203- 01-26 AS (RS) SINGLE-FAMILY RESIDENTIAL)

PUBLIC HEARING – TO RECEIVE COMMENTS ON ORDINANCE 22-03 (TO CHANGE THE DUE DATE ON HOSPITALITY TAX PAYMENTS)

TOWN COUNCIL MEETING – WILL FOLLOW THE PUBLIC HEARING

February 15, 2022 @ 7:00pm

Irmo Municipal Building – 7300 Woodrow Street, Irmo, South Carolina

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Invocation

IV. Reading of Minutes – January 11, 2022, January 18, 2022, and
February 15, 2022

V. Report of Standing

A. Administrative Briefing

B. New In-Town Businesses

Palmetto Kids Speech Therapy – 237 Newpark Place

Quick Trip #1192 – 950 Lake Murray Blvd.



VI. Amendments to the Agenda

VII. Consideration of Communication

- A. Recognition of Silver Fox Grill as the February Small Business of the Month
- B. Introduction and brief presentation from the new Executive Director of Keep the Midlands Beautiful, Ebonee Gadson
- C. Update from Irmo High School by Sarah H. Ostergaard – Magnet Lead Teacher with Irmo High School International School of the Arts (Sickinger)

VIII. Presentation by Citizens (Agenda Items IX and X only)

IX. UNFINISHED BUSINESS

- A. **SECOND READING of Ordinance 22-01** to add a zoning designation of Single-family Residential (RS) to Richland County Tax Parcel # R03203-01-26 (7.70 acres) on Salem Church Road near Muskrat Run now or formerly owned by Linda Duffie (Planning Commission) – This was referred from the Planning Commission after receiving the petition for annexation and recommended a zoning designation of Single-family Residential (RS)
- B. **SECOND READING of Ordinance 22-02** Distributing of Tax Funds to Non-Profits and Businesses (Mayor) – This would require recipients to submit an Expenditure Accounting Report if awarded any money from the Town of Irmo
- C. **SECOND READING of Ordinance 22-03** Repeal and Replace the due date for the Local Hospitality Tax payments (Mayor) – This is a text change to the Local Hospitality Tax changing the due date from the 15th of the month to the 20th of the month.

X. NEW BUSINESS

- A. **FIRST READING of Ordinance 22-04** Amending the Zoning Map to rezone and assign RS (Single-Family Residential District) Zoning to TMS# 001999-02-016 and TMS# 001999-02-005 off Palmetto Woods Parkway (Planning Commission). This recommendation came from the Planning Commission after a petition from the property owner and public hearing on the request.



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B. **FIRST READING of Ordinance 22-05** Designating Allocations for Funding through the Coronavirus State and Local Recover Funds (Staff) This Ordinance designates \$2,269,125 of American Rescue Plan funds received to governmental services by electing the standard allowance option through the CSLRF and allocates funds for projects.

C. Approval to award nonprofit grants in the amount of \$325,000 distributed from ARPA Funds to the following eight nonprofit organizations subject to the terms and conditions set by the town: (Council)

1. The Ivy heritage Foundation of Irmo, Inc. - \$20,000
2. HeartEd Youth Zone/Universal Community Improvement Organization - \$100,000
3. SC Kings Foundation - \$50,000 with special conditions
4. Irmo Outreach Committee - \$40,000
5. Irmo Police Department Community Foundation - \$25,000
6. Irmo Elementary PTA - \$25,000
7. Friarsgate Skate Park Committee - \$40,000 with special conditions
8. Irmo Fire Foundation - \$25,000 with special conditions

D. Approval to award a nonprofit grant in the amount of \$15,000 from ARPA Funds to the District Five Foundation subject to the terms and conditions set by the town (Council).

E. Approval to award a nonprofit grant in the amount of \$4,000 from ARPA Funds to the St. Andrews Woman's Club subject to the terms and conditions set by the town (Council).

F. Approval to transfer \$250,000 from ARPA Funds to the General Fund to cover the previous allocation to the Irmo Future Growth on 4/20/21 & 7/20/21 (Mayor).

G. Approval of bids and to award a contract to KGR Construction & Consulting, LLC. in the amount of \$12,000 to perform forestry mowing work at the Irmo Community Park (Staff). This service will be used to forestry mow the expansion property recently purchased adjoining the Community Park.



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H. Approval of General Terms and Conditions for Grant Awards (Waldman) This would set specific terms and conditions for any grants awarded by the Town.

I. Approval to select Councilman Kelly Busch to represent the Town of Irmo on the Central Midlands Council of Governments (Staff). The Town of Irmo is allocated one member to serve on the COG

J. Appointment to the Planning Commission – 1 opening (Staff) – This vacancy was advertised and received three qualifying applications for review (Joseph Murphy, Aquysha Arthur & Charles Gaillard).

XI. Presentation by Citizens

XII. Discussion

XIII. Executive Session – Council may act on items discussed in executive session after returning from the executive session.

XV. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Irmo will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities. If you need an accommodation to attend the meeting, please contact the Town Administrator or Municipal Clerk for assistance at (803)781-7050, M-F between the hours of 8:30 – 5:00 (closed most Federal and State Holidays).

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TOWN OF IRMO)

AN ORDINANCE TO AMEND THE TOWN OF IRMO'S OFFICIAL ZONING MAP TO ASSIGN RS (SINGLE-FAMILY) ZONING DESIGNATION FOR ANNEXED PROPERTY THE EFFECTIVE DATE OF THIS ORDINANCE.

BE IT ORDERED AND ORDAINED, BY THE TOWN OF IRMO, SOUTH CAROLINA, IN COUNCIL DULY AND LAWFULLY ASSEMBLED AND BY THE AUTHORITY THEREOF.

The Town of Irmo desires to strengthen its Zoning Ordinance and Land Development Regulation and reconcile the associated zoning standards with its Official Zoning Map. The adoption of the official zoning map is mandatory for zoning per *SC Codes § 6-29-740 Planned development districts*. The Town Official Zoning Map is the visual reference to the Town's zoning districts and applicable standards.

The parcel, TMS# R03203-01-26, off Salem Church Road now or formerly owned by Linda Duffie at el zoned to be annexed into the Town. Annexed properties are assigned zoning designation consist with the Town's zoning standards. The property's RS zoning designation appropriately reflects the zoning district's size, use, and residential characteristics. The Town and its Planning Commission per *SC Codes § 6-29-760 Procedure for enactment or amendment of zoning regulation or map; notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in the Irmo News 15 days before the public hearing, letters sent to the property owner and property owners within 300 feet of the property, and appropriate posting on the property.

The Planning Commission recommended the adoption of the following zoning designation and amendment to the Official Zoning Map on Monday, January 3, 2022.

PASSED AND ADOPTED this 15th day of February 2022.

Barry A. Walker, Sr., *Mayor*

ATTEST:

Renee Caviness, *Municipal Clerk*

1st Reading: January 18, 2022

2nd Reading: February 15, 2022

Public Hearing: February 15, 2022

RESOLUTION NO. 02-2022

ASSIGN RS (SINGLE-FAMILY) ZONING DESIGNATION FOR ANNEXED PROPERTY

WHEREAS, the Town of Irmo desires to strengthen its Zoning Ordinance and Land Development Regulation and reconcile the associated zoning standards with its Official Zoning Map;

WHEREAS, the adoption of the official zoning map is mandatory for zoning per *SC Codes § 6-29-740 Planned development districts*;


WHEREAS, the Town Official Zoning Map is the visual reference to the Town's zoning districts and applicable standards;

WHEREAS, the parcel, TMS# R03203-01-26, off Salem Church Road owned by Linda Duffie at el to be annexed into the Town.

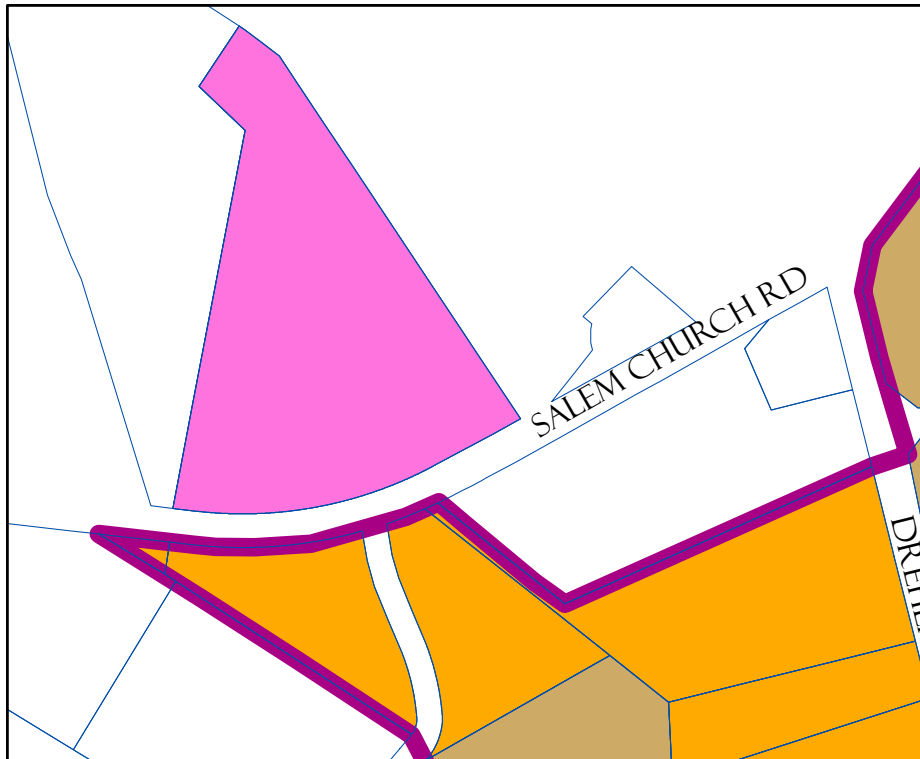
WHEREAS, the property's RS zoning designation appropriately reflects the zoning district's size, use, and residential characteristics. The Town and its Planning Commission per *SC Codes § 6-29-760 Procedure for enactment or amendment of zoning regulation or map: notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in the Irmo News 15 days before the public hearing, letters sent to the property owner and property owners within 300 feet of the property, and appropriate posting on the property;

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission, this resolution was formally adopted by a vote of the Irmo Planning Commission of Irmo, South Carolina on the 3rd of January 2022.

Attest:


Makayla Moore, Zoning Clerk


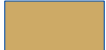





Walter Lindler, Chair

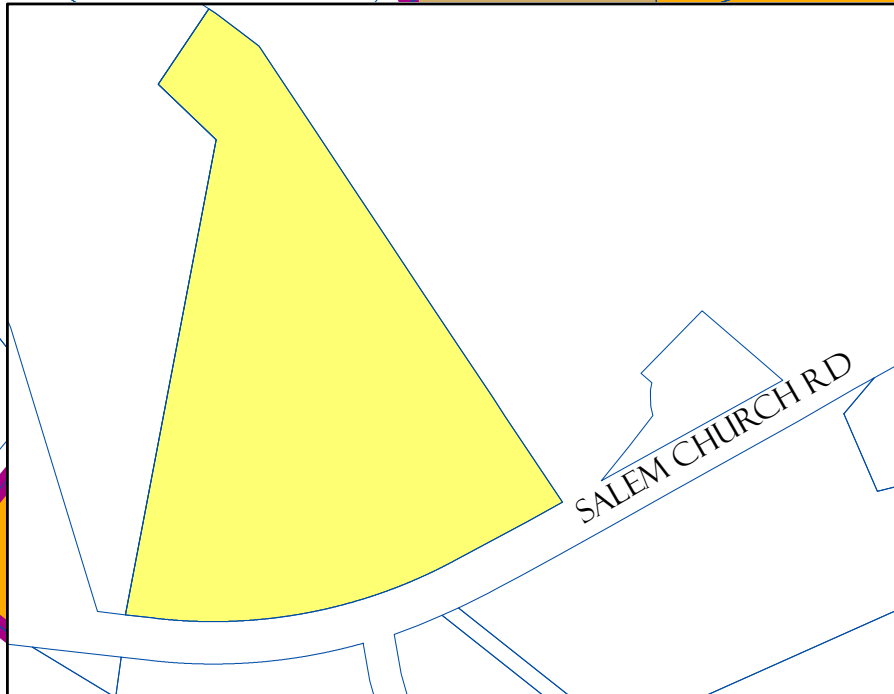


ANNEXATION REQUEST

Applicant: Linda Duffie et al
 Address: 216 Montclair Rd
 TMS: R03203-01-26
 Planning Commission's Proposed Zoning: RS

LEGEND

 Proposed Annexation	Zoning	 FA
 Proposed Zoning Classification	 CG	 RG
 Irmo Town Limits		



STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE NO. 22-02

AN ORDINANCE AMENDING THE IRMO TOWN CODE, CHAPTER 2, ADMINISTRATION; ARTICLE V, IN DIVISION 1, ADDING SECTION 2-326 – DISTRIBUTING OF TAX FUNDS TO NON-PROFITS AND BUSINESSES

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE TOWN CODE IS AMENDED AND ADDED AS FOLLOWS:

The recipient of funds (including but not limited to Hospitality Tax, Accommodation Tax, American Rescue Plan Act (ARPA) funds, Town of Irmo General Fund or any State or Federal funding distributed through the Town of Irmo) from the Town of Irmo, where such recipient is a non-profit organization (NPO) or for-profit business, shall be required to submit an Expenditure Accounting Report (EAR). The EAR shall include the amount of funds received and any and all expenditures associated with the funds and other information as required and as included in the EAR form as promulgated by the Town of Irmo. The recipient shall submit the EAR to the Town Administrator within thirty (30) days from the date that the funds are depleted, by June 30 each year until the funds are depleted and within thirty (30) days of a written request from the Town of Irmo for the EAR. The EAR may be requested at any time by any member of Council, the Mayor, or the Town Administrator. Failure to submit the EAR in compliance with this ordinance shall disqualify the NPO or for-profit business from consideration for receiving future funds for a period of 1 (one) year from the date the requested EAR should have been produced by the recipient.

PASSED AND ADOPTED on this 15th day of February, 2022.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Municipal Clerk

1st Reading: January 18, 2022

2nd Reading: February 15, 2022

Expenditure Accounting Report

Funding Recipient:

Name of Organization: _____

Contact Person: _____

Address: _____

Type of Organization (check one): NPO ____ For-profit Business ____

Amount Received: _____

Source of Funding: Town of Irmo General Budget ____

ARPA ____

Accommodation Tax ____

Hospitality Tax ____

Other (specify) _____

Date Funding Granted: _____

Proposed Uses of Funding: _____

Itemized list and categorization of Expenditures using this funding (Double-Click on table to open Excel sheet; insert additional rows as needed):

Date	Category*	Expenditure Amount	Description of expenditure

Total Expenditure: _____

Residual funds (if any) due to Town of Irmo: _____

Submitted by: _____ Date _____

Funding recipient agrees to provide further documentation of expenses if requested.

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 22-03

AN ORDINANCE TO AMEND THE LOCAL PAYMENT DUE DATE FROM THE FIFTEENTH DAY OF THE MONTH TO THE TWENTIETH DAY OF THE MONTH FROM ALL ENTITIES THAT COLLECT AND SUBMIT A LOCAL HOSPITALITY TAX ON BEHALF OF THE TOWN OF IRMO.

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT THE TOWN CODE IS AMENDED AS FOLLOWS:

Repeal and replace Section 3 of Ordinance 20-25 with the following:

Section 3 – Payment of the hospitality tax established herein shall be remitted by the vendor to the Town of Irmo monthly, along with such return or form as may be established by the Town for such purposes, not later than the twentieth day of the month and shall cover the tax due for the previous month. Any tax not timely remitted shall be subject to a penalty of five percent (5%) of the sum owed for each month or portion thereof until paid. The failure to collect from the customer the tax imposed by this ordinance shall not relieve the vendor from making the required remittance.

PASSED AND ADOPTED this 15th day of February 2022.

Barry A. Walker, Sr. Mayor

ATTEST:

Renee Caviness, Municipal Clerk

1st Reading: January 18, 2022
2nd Reading: February 15, 2022
Public Hearing: February 15, 2022

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TOWN OF IRMO)

AN ORDINANCE TO AMEND THE TOWN OF IRMO'S OFFICIAL ZONING MAP TO REZONE AND ASSIGN RS (SINGLE-FAMILY) ZONING TO PROPERTIES OFF PALMETTO WOODS PARKWAY THE EFFECTIVE DATE OF THIS ORDINANCE.

BE IT ORDERED AND ORDAINED, BY THE TOWN OF IRMO, SOUTH CAROLINA, IN COUNCIL DULY AND LAWFULLY ASSEMBLED AND BY THE AUTHORITY THEREOF.

The Town of Irmo desires to strengthen its Zoning Ordinance and Land Development Regulation and reconcile the associated zoning standards with its Official Zoning Map. The adoption of the official zoning map is mandatory for zoning per *SC Codes § 6-29-740 Planned development districts*. The Town Official Zoning Map is the visual reference to the Town's zoning districts and applicable standards.

Great Southern Homes sought Neighborhood Commercial (CN) zoning designation for parcels, 001999-02-061 and 001999-02-005, off Palmetto Woods Parkway for 74 townhome development. The Town and its Planning Commission per *SC Codes § 6-29-760 Procedure for enactment or amendment of zoning regulation or map; notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in The New Irmo News 15 days before the public hearing, letters sent to the property owners and owners within 300 feet of the properties, appropriate posting on the property, and a public hearing was held. The Planning Commission voted to rezone parcel 001999-02-061 from CG (General Commercial) to RS (Residential Single-Family) and assign RS zoning classification to parcel 001999-02-005. Its decision reflects the Town of Irmo Comprehensive Plan's Future Land Use Map.

The Planning Commission recommended the adoption of the following zoning designation and amendment to the Official Zoning Map on Monday, January 31, 2022.

PASSED AND ADOPTED this 15th day of March 2022.

Barry A. Walker, Sr., *Mayor*

ATTEST:

Renee Caviness, *Municipal Clerk*

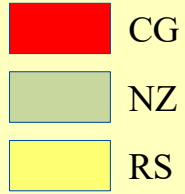
1st Reading: February 15, 2022

2nd Reading: March 15, 2022

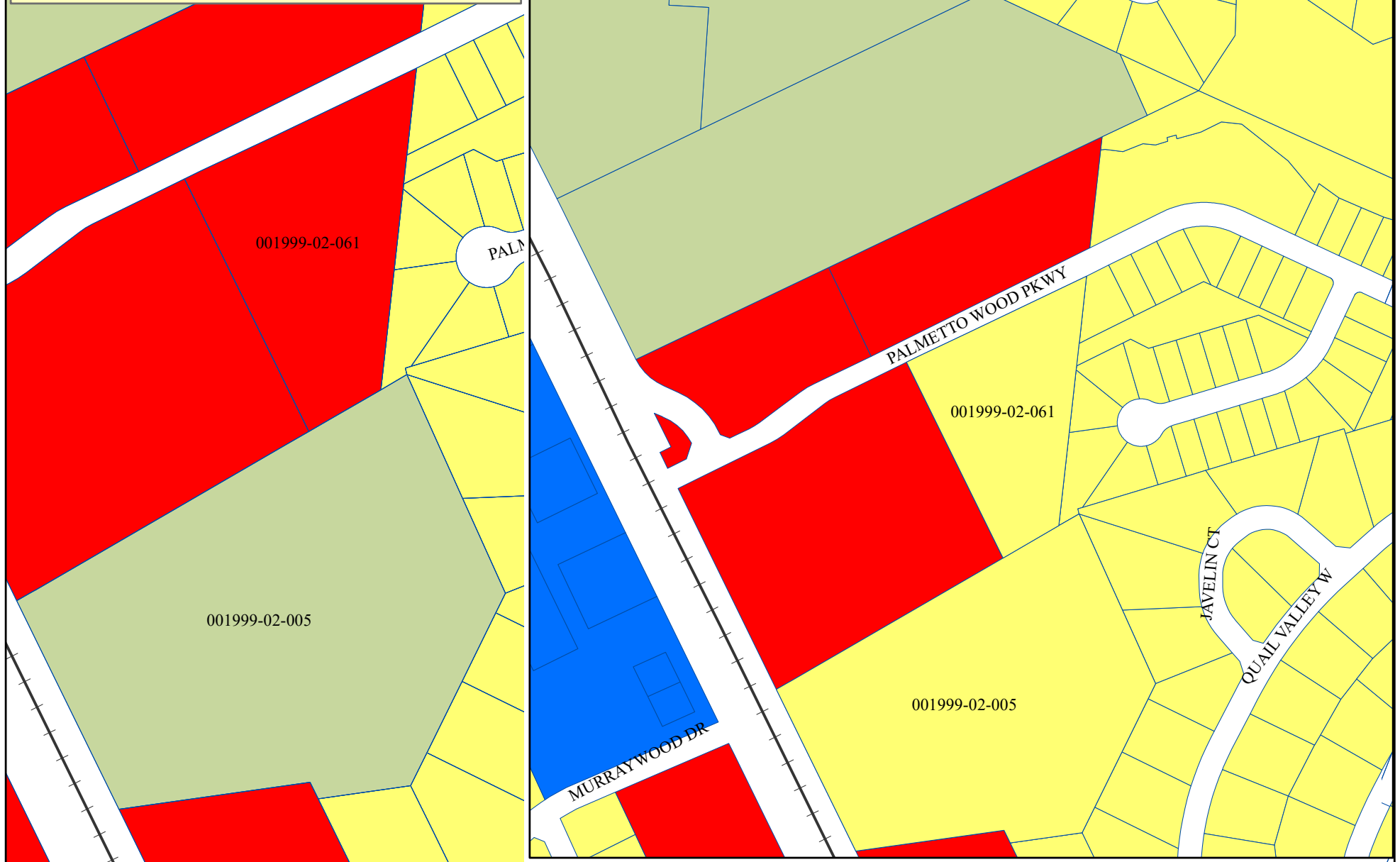
Public Hearing: March 15, 2022

REZONING/ZONING DESIGNATION MAP

Legend



PLANNING COMMISSION RS ZONING RECOMMENDATION



RESOLUTION NO. 03-2022

REZONING AND ASSIGNING ZONING DESIGNATION

WHEREAS, the Town of Irmo desires to strengthen its Zoning Ordinance and Land Development Regulation and reconcile the associated zoning standards with its Official Zoning Map;

WHEREAS, the adoption of the official zoning map is mandatory for zoning per *SC Codes § 6-29-740 Planned development districts*;

WHEREAS, the Town Official Zoning Map is the visual reference to the Town's zoning districts and applicable standards;


WHEREAS, Great Southern Homes sought Neighborhood Commercial (CN) zoning classifications for parcels, 001999-02-061 and 001999-02-005, off Palmetto Woods Parkway as part of a 74 townhome development;

WHEREAS, the Town and its Planning Commission per *SC Codes § 6-29-760 Procedure for enactment or amendment of zoning regulation or map; notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in The New Irmo News 15 days before the public hearing, letters sent to the property owner and property owners within 300 feet of the property, and appropriate posting on the property;

WHEREAS, the Planning Commission took careful consideration and voted to rezone parcel 001999-02-061 from CG (General Commercial) to RS (Residential Single-Family) and assign RS zoning classification to parcel 001999-02-005. Its decision reflects the Town of Irmo Comprehensive Plan's Future Land Use Map.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission, this resolution was formally adopted by a vote of the Irmo Planning Commission of Irmo, South Carolina on the 31st of January 2022.

Attest:


Makayla Moore, Zoning Clerk


Walter Lindler, Chair

STATE OF SOUTH CAROLINA)

) **ORDINANCE NO. 22-05**

TOWN OF IRMO)

**AN ORDINANCE DESIGNATING ALLOCATIONS FOR FUNDING THROUGH THE
CORONAVIRUS STATE AND LOCAL RECOVERY FUNDS (CSLRF)**

WHEREAS, Congress adopted the American Rescue Plan Act (ARPA) of 2021, which included \$65 million in Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to provide support to state and local governments; and

WHEREAS, the Town Council has been informed that the Town of Irmo will receive \$5,056,297.44 through ARPA and the SLFRF with \$2,528,148.72 received as of October 2021; and

WHEREAS, the Final Rule by the U.S Treasury allows for recipients of the SLFRF to elect to use a “standard allowance” instead of calculating actual lost revenue with total allocations of \$10 million or less to replace lost public sector revenue; and

WHEREAS, the “standard allowance” provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss; and

WHEREAS, the SLFRF program for replacing lost revenue provides flexibility to meet local needs and may be used to pay for government services including construction of roads and other infrastructure, provision of public safety and other services, and health and educational service; and

WHEREAS, these funds will be used to spend on government services through the period of the award program; and

WHEREAS, the Mayor and Town Council agree to elect the “standard allowance” to calculate the lost revenue for the Town of Irmo and will be used on government services; and

WHEREAS, the Council desires to maximize the public benefit and to adhere to the public purpose for any allocations of funds, with the attention to projects that will have a lasting effect on services provided by the Town of Irmo; and

WHEREAS, the Council hereby designates the following allocations and amounts of funding for the Town through the ARPA fund:

1. *Premium Pay to Essential Personnel* \$134,139

The Town of Irmo has distributed Premium Pay to town employees as previously approved by Town Council on 04/20/2021 and 10/19/2021.

2. *Police Projects and Upgrades* \$335,186

The Police Department has demonstrated the need to improve efficiencies with report writing and other software and hardware upgrades to keep up with the increased demand for thorough reporting of police incidents and activities. Projects also include replacing aging Taser systems, upgrading police vehicles, installing fiber at the police station, replacing outdated computers, server, scanners, and printers. (\$19,764 for fiber was previously approved on 04/20/2021)

3. *Administrative Projects and Upgrades* \$149,690

The Town Administrative Staff has demonstrated the need for upgrading their capabilities in preserving, scanning, and archiving town and council records in accordance with standard practices and record retention regulations. Projects include upgrading the town’s website for easier access of town information and upgrading computers and copier. (\$118,690 was previously approved on 04/20/2021)

4. *Downtown District*

\$800,000

The Town Council desires to build a downtown district with direct access along Mosley Avenue and adjoining our Irmo Community Park. Projects included building a roadway with sidewalks, lighting, water, and sewer components along Mosley Avenue. (\$56,355 was previously approved on 04/20/2021)

5. *Irmo Community Park Expansion Project*

\$65,000

The Irmo Town Council desires to enhance the uses of the additional 9 acres added to the Community Park by designing an Open-Air Market and adding additional parking within the park.

6. *Rawls Creek Park*

\$127,110

The Town has negotiated with Richland County on the development of a new Rawls Creek Park. Projects will include the engineering and designing phase of the development.

7. *Grant Awards*

\$500,000

The Irmo Town Council desires to use ARPA funds to distribute through grants to nonprofit entities that suffered financial strains from the COVID-19 pandemic.

8. *Court System*

\$57,000

The court staff has demonstrated the need to convert our existing software to a Court Management System provided by the South Carolina Judicial Branch. Projects also include data conversion and replacing computers.

9. *Public Works*

\$101,000

The Public Works Department has demonstrated the need to replace aging equipment. Projects include replacing a backhoe and riding lawn mowers.

Total Funds from ARPA \$2,269,125

BE IT ORDERED AND ORDAINED, BY THE TOWN OF IRMO, SOUTH CAROLINA, IN COUNCIL DULY AND LAWFULLY ASSEMBLED AND BY THE AUTHORITY THEREOF.

PASSED AND ADOPTED this ____ day of _____ 2022.

Barry A. Walker, Sr., *Mayor*

ATTEST:

Renee Caviness, *Municipal Clerk*

1st Reading – February 15, 2022

2nd Reading – March 15, 2022

BID TABULATION

Project - Forestry Mowing at the Community Park

Close Date: 2/9/2022

Contractor	Address	City / State	Zip Code	Point of Contact	Phone	Bid
McCrary Services Landscape & Hauling LLC.	332 View Drive	Blythewood / S.C.	29016	Arden McCrary	803.546.6329	\$18,000.00
Herring Lawn Service	534 Weed Drive	Columbia / S.C.	29212	herringlawnservicellc@gmail.com	803.600.2183	\$40,000.00
Jo's Lawn Care, LLC.	207 Greenstone Way	Columbia / S.C.	29212	joslawncarellc@gmail.com	803.727.4827	\$20,000.00
Lake Murray Forestry Mulching	137 Ashely Oaks Drive	Lexington / S.C.	29072	Austin Albea	803.509.3165	\$12,500.00
Armstrong Land Management	9 Alumni Lane	Blythewood / S.C.	29016	Spencer Armstrong	910.666.0177	\$13,000.00
KGR Construction & Consulting,LLC.	76 Cedar Forest Road	Ronda / N.C.	28670	Kameron	336.793.7683	\$12,000.00
Farmer National, LLC	P.O. Box 143	Blythewood / S.C.	29016	Andra Farmer	803.665.1457	\$19,950.00
Stone Mill Land Works LLC	2738 Pine Street	Pelion / S.C	29123	Jason Poole	803.513.4823	\$20,000.00

I certify the above information to be true and accurate _____

Courtney Dennis
Town Administrator
Town of Irmo

Town of Irmo, South Carolina

General Terms and Conditions for Grant Awards

1. Applicable Terms: Grants awarded by the Town of Irmo, South Carolina ("Town") are subject to the specific terms and conditions stated in the award notification letter as well as the general terms and conditions provided in this document. Grants are made in accordance with applicable laws and regulations and Grantee confirms that it is organized in or under the laws of the United States, or any state of the United States, and is recognized by the Internal Revenue Services as an organization described under Code § 501(c)(3).
2. Disbursement of Grant Funds: Grant funds shall be disbursed according to the payment schedule provided in the award notification letter and Grantee's satisfactory compliance with any special conditions, such as securing matching contributions. If matching contributions are required, Grantee is responsible for securing the designated percentage match of an award amount by the interim reporting date. In-kind donations are not acceptable towards satisfaction of a matching contribution requirement unless expressly approved by the Town Administrator or appropriate designee. Grant funds may be withheld if the designated percentage for matching contributions are not secured by the interim reporting date.
3. Use of Grant Funds: Grant funds shall only be used for the specific purpose(s) stated in the award notification and may be spent only in accordance with funding requests or budgets as approved by the Town and applicable terms and conditions. Any changes in expenditures must be approved in advance by the Town Administrator or appropriate designee. Expenses charged against this grant may not be incurred prior to the beginning of the grant period or after the end of the grant period. No funds provided by the Town may be used for any political campaign or to support attempts to influence legislation or regulatory activity by any governmental body.
4. Reports and Recordkeeping: Grantee shall submit periodic reports in accordance with the reporting schedule provided in the award notification and Town Ordinances covering both the substance of activities related to the project and financial details of how grant funds have been expended. Such reports should also include copies of all press releases, public announcements, or any other materials related to the project. Reports must demonstrate meaningful progress towards project goals. If meaningful progress has not been made, the report should explain why not and what adjustments are being made to get the project back on track. Grantee is responsible for reporting any material changes in the program/project as described in the application for funding. This would include changes in purpose, staff, funding from other sources, timeframe of program, relationships with other agencies, budget or other items impacting program delivery. If there is any doubt about the significance of any such change, consult the Town Administrator.

Grantee shall maintain complete and accurate accounting records, consistent with generally accepted accounting practices, and copies of any reports submitted to the Town. Grantee shall retain such records and reports for a period of four (4) years after grant funds have been fully spent. The Town may examine Grantee's financial records and accounting procedures at any time.

5. Publicity: The Town may feature programs via website, social media, promotional or other published materials. Therefore, we require that each Grantee provide digital photographs/video highlighting the impact of the program, which may include individuals that have benefited from grant funds. If individuals are included, please have photo releases signed by those individuals and retain with grant related records. All photographs/video will become the property of the Town.

Grantee is encouraged to promote the grant and the supported project. All public announcements, news features, or information concerning the grant program must indicate the Town's role in program funding. Any published materials resulting from awarded grant must include Town logo and be approved by the Town Administrator. Grantee agrees to notify the Town of any upcoming publicity or media coverage related to the grant.

6. Termination: The Town reserves the right to terminate this grant if: (a) the Town is not reasonably satisfied with progress towards grant milestones; (b) there is a change in tax status; (c) a change in organizational structure/control that may threaten the project's success; (d) Grantee has made any misrepresentations about the organization or the program; or (e) has in any way misappropriated grant funds.

7. Return of Funds: Any funds not used for the specified purpose of this grant will be returned to the Town unless the Grantee has requested and received an extension of the grant. Allocated funds shall not extend beyond the designated grant period unless permission is granted in writing from the Town Administrator or the Town Council. Funds will also be promptly returned if the Town elects to terminate the grant.

8. Nondiscrimination: Grantee shall not discriminate on the basis of race, color, religion, age, national origin, disability, marital status, parental status, military status, sexual orientation, gender, or gender expression, or any other improper criterion under any program or activity funded in whole or in part with funds made available by the Town, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Town. This policy also applies to relationships with outside vendors and customers, use of contractors and consultants, and in dealing with the general public. Violations of this policy could result in termination of the grant.

9. Indemnification: Grantee shall indemnify and hold the Town harmless from any damage or injury sustained by any person or property in any manner arising out of the administration, planning, development, conduct or implementation of the program undertaken in conjunction with this grant or any other programs operated by or associated with the Grantee's organization.