

**MINUTES OF THE REGULAR MEETING
OF THE
MANNING CITY COUNCIL**

Monday September 15, 2008
6:30 p.m.

Breedin Assembly Room
City Hall

Members Present:

Mayor Johnson
Mayor Pro-tem Gordon
Councilmember Davis
Councilmember Georgia
Councilmember Pack
Councilmember Welle
Councilmember Witherspoon

- I. Welcome/Introductory Remarks:** Mayor Johnson welcomed all present and stated that the media was notified. Mayor Johnson acknowledged the following:

News Media: Cathy Gilbert, Manning Times
Bobby Baker, The Item

- II. Invocation:** Councilmember Ervin Davis.
- III. Pledge:** Councilmember Gregory Witherspoon.
- IV. Approval of Agenda:**

Mayor Johnson asked for Council's approval of the agenda as presented.

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Georgia to approve the agenda as presented. There was no discussion. All favored the motion.

- V. Minutes:**

Minutes of the Regular Meeting of City Council, August 18, 2008.

A **motion** was made by Councilmember Welle and was seconded by Mayor Pro-tem Gordon to approve the minutes as presented. There was no discussion. All favored the motion.

- VI. Citizens' Comments:** None.

VII. Committee Reports: None.

VIII. Mayor's Report: Mayor Johnson stated that the Mayor's Report was included in Council's packet as information along with other letters received since the last Council Meeting.

IX. Public Presentations:

**National Alcohol and Drug Addiction Recovery Month.....Mrs. Tonya Nelson,
Clinical Counselor,
Clarendon Behavioral Health Services**

Mayor Johnson presented a proclamation to Mrs. Nelson proclaiming September as National Alcohol and Drug Addiction Recovery Month. Mrs. Nelson accepted the proclamation on behalf of Mrs. Anne Kirven, Executive Director of Clarendon Behavioral Health Services, who was unable to attend the meeting. Mayor Johnson thanked Mrs. Nelson and Clarendon Behavioral Health Services for the various programs they provide for the community.

**Clarendon Memorial Hospital Bond Referendum.....Mr. Ed. R. Frye, Jr.,
Chief Executive Officer
Clarendon Health Systems**

Mayor Johnson welcomed Mr. Frye. Mr. Frye showed a power point presentation and spoke to Council concerning the Bond Referendum that will be on the Election Ballot on November 4th. Mr. Frye stated that the referendum would ask the voters to approve the expansion of Clarendon Memorial Hospital at a cost of \$22.5 million dollars. Mr. Frye stated that the expansion would consist of:

- a new parking area with a minimum of 100 spaces
- expanding the emergency room to double the size
- a separate urgent care clinic to handle non-emergent patients
- three new operating rooms and a new ambulatory surgical center
- twenty-four new patient rooms with ten designated for Guest Care.
- New generators and boilers for powering the entire hospital.
- Dining room additions.

Mr. Frye stated that the expansion would allow the hospital to maintain a modern, state-of-the art facility prepared to provide for the anticipated growth in the community and would also attract competent physicians and specialists. After the presentation, Mr. Frye asked Council to allow Mrs. Barbara Ardis, volunteer for Clarendon Health Systems, to speak about her experiences working at the hospital.

Mrs. Ardis stated that she has been a resident of Clarendon County for over 50 years and spoke about her experiences as a volunteer, the city's growth, the anticipated expansion of the hospital and how it would benefit Clarendon County.

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Mayor Johnson thanked Mrs. Ardis for her presentation and asked Council if there were any questions.

Councilmember Davis asked Mr. Frye how would the expansion affect a citizen's taxes.

Mr. Frye stated that attorneys and financial advisors had advised him that the amount of additional taxes on an individual homeowner with a home valued at \$100,000 would be approximately \$45.00. In addition, Mr. Frye stated that this figure depends on the assessed tax value of the county, the number of years used for financing the expansion, and the interest rate at the time. Mr. Frye stated that he spoke to several officials of the county and was advised that over a fifteen year period, the payments would average approximately \$45.00 in additional taxes to a homeowner. Mr. Frye stated that he would also look at alternative financing options, such as delaying full payment of the bond issue through interest only payments.

Mrs. Rhodes stated that the growth of the county would help distribute the cost of the bond issue.

Mayor Johnson thanked Mr. Frye and Clarendon Memorial Hospital for all they do for the City of Manning.

X. Public Hearing:

A Petition for annexation of property owned by the State of South Carolina, located on Raccoon Road, Tax Map Number 169-00-02-020-00.

Mayor Johnson asked those in favor or against the annexation to come forward.

Mrs. Rhodes stated that if the State wishes to have property annexed in, there are several steps to be taken before the property is annexed. Mrs. Rhodes stated that there must be a Public Hearing.

No one came forward in favor or against the Public Hearing, therefore, Mayor Johnson brought the Public Hearing to a close.

XI. Finance Director's Report:

Finance Report for the month ending August, 2008

(Checking Account Balances are as of 9/15/08)

General Fund Unrestricted:	\$1,796,294
Total Unrestricted GF	\$1,796,294

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General Fund Restricted:	\$ 121,710
 Total Restricted GF	\$ 121,710
Interest Earned (GF):	\$ 3,210
Utility Fund Unrestricted:	\$ 1,194,780
 Total Unrestricted UF	\$ 1,194,780
Utility Fund Restricted/Reserved:	\$1,073,021
 Total Restricted/Reserve UF	\$1,073,021
Interest Earned (UF)	\$ 2,137
Special Fund:	\$ 47,125
 Total Special Fund	\$ 47,125

We are 2 months into the budget year which is 16% with a remainder of 84%.

REVENUE

	<u>YTD Spent</u>	<u>Percent Collected</u>
YTD GF Revenue	\$ 183,568	5%
YTD UF Revenue	\$ 403,451	21%

EXPENDITURES

General Fund

	<u>YTD Spent</u>	<u>Percent Spent</u>
Legislative	\$ 12,812	14%
Judicial	\$ 12,275	13%
Administration	\$ 69,298	15%
Non-Departmental	\$ 33,375	19%
Police	\$ 185,026	16%

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Fire	\$ 74,640	16%
Street	\$ 104,949	12%
YTD GF	\$ 492,375	15%

Utility Fund

	<u>YTD Spent</u>	<u>Percent Spent</u>
Utility Fund	\$ 241,340	12%

Mrs. Prince asked if there were any questions.

Councilmember Georgia asked Mrs. Prince whether the Police Department's Convention and Meeting line item, 010-550-00020-00225, had spent 62% of that line item in the current budget year.

Mrs. Prince stated that the percentage figure on the expenditure report shows that 62% was the remaining balance in that particular line item and that only 38% had been spent year-to-date.

Mrs. Rhodes stated that each department has a budget for conventions, meetings and training and that the department head is responsible for monitoring their budget.

Councilmember Georgia stated that she was concerned because we are just a few months into the budget year.

Mrs. Rhodes stated that the times that the conferences are scheduled during the year should be taken into account when interpreting that particular line item.

There were no other questions.

XII. Administrator's Report:

Mrs. Rhodes reported on the following:

- 1) Weldon Porch Party-** The event will be held September 18, 2008, from 6-8 p.m.
- 2) Clarendon County Kids' Day-** The event will be held September 27, 2008 from 10 a.m. to 1 p.m., Manning High School.
- 3) Special Called Joint Meeting-** The meeting will be held between Councilmembers of Clarendon County, the City of Manning, Town of Summerton and Town of

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Turbeville on September 22, 2008, F.E. DuBose Career Center. Mrs. Rhodes stated that a copy of the resolution that would be discussed at the meeting was forwarded to Council in their weekly packet for review. Mrs. Rhodes stated that Attorney Margaret Pope would answer any questions that may arise. Mrs. Rhodes stated that Council would have 30 days after the meeting to sign the resolution to become a member of the joint water agency.

Mayor Johnson asked Mrs. Rhodes if Council could request an extension of time if needed. Mrs. Rhodes stated that the decision would come from Clarendon County Council.

- 4) **ETV Presentation-** Mrs. Rhodes stated that Mayor Johnson was featured on ETV. Mayor Johnson stated that he served on the panel for the Municipal Elected Officials Institute for training on Economic Development.
- 5) **Main Street Manning-** Four committees have been formed as required. Training sessions with the MASC staff have been held. A meeting would be held later this month to develop work plans for each committee. Mrs. Rhodes stated Mrs. Beppie Legrand, MASC's Main Street SC Manager, has recommended that a market analysis be done that is more comprehensive. Mrs. Rhodes estimated the cost would be approximately \$20,000- \$25,000 and that Main Street partners would help raise funding for the market analysis. Mrs. Rhodes also recommended that the market analysis include analysis for the entire city that would give detailed information on what type of businesses would be attracted to the area.
- 6) **Economic Restructuring Committee-** This committee would be meeting September 22, 2008 to discuss the work plan for a market analysis.
- 7) **Enhancement Grant for Phase VII-** Mrs. Rhodes stated that due to limited funding from the Department of Transportation and the grants the city currently have open, the grant application submitted for revitalization of area in front of the Post Office and in front of the Bank of Clarendon was not awarded. In addition, Mrs. Rhodes stated that the \$50,000 budgeted in anticipation of grant funding could be used for other city projects.
- 8) **Chamber of Commerce 2nd Annual Golf Tournament-** Mrs. Rhodes asked Council if they would like to sponsor the Tournament which would be held September 26th. Mrs. Rhodes stated that Council was a sponsor last year at \$100.00 level.

A **motion** was made by Councilmember Witherspoon and was seconded by Mayor Pro-tem Gordon to sponsor the Chamber of Commerce 2nd Annual Golf Tournament at \$100.00. There was no discussion. All favored the motion.

- 9) **Council Retreat-** Mrs. Rhodes asked Council's preference on having a retreat in town or out of town. Mrs. Rhodes recommended having a retreat the first part of November.

Council agreed to have the retreat in the county. Mrs. Rhodes recommended having the retreat on a Saturday at Bob Cooper. In addition, Mrs. Rhodes recommended Mr. Ed Thomas as a facilitator of the retreat. Councilmember Welle also recommended Mr. John Vincent as a facilitator. Mrs. Rhodes also stated that she would contact a speaker to talk about strategic planning for water and sewer along with discussion on

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rates.

- 10) Water Meters-** Mrs. Rhodes indicated that Mr. Hardy has received a quote to purchase water meters at a bulk rate of \$224.00 each as opposed to \$244.00. Mayor Johnson asked Mr. Hardy the total number of meters the city has. Mr. Hardy stated that the city has 3,000 meters of which 1,200 meters are not radio read. Mrs. Rhodes recommended to Council that some of the profit from last year's water and sewer fund balance be used to purchase approximately 200 meters to begin changing some of the meters that are not programmed for radio reads. Mrs. Rhodes asked Mr. Hardy about the hand held meter reading devices.

Mr. Hardy stated that two trucks have a hand held unit purchased in 2000 which is currently outdated and will have to be upgraded in order to accurately read the meters. Mr. Hardy stated that the cost would be approximately \$8,000 for each unit.

Mayor Johnson asked Mr. Hardy if any other companies make the hand held units. Mr. Hardy stated that the company that makes the units is the only company that can read the meters the city uses. Mayor Johnson asked about the warranty on the hand held unit. Mr. Hardy stated that the city has a maintenance contract on the hand held units that is renewable yearly and that each meter has a ten year warranty.

Mrs. Rhodes stated that there is not a mass replacement of meters, but once a meter becomes defective, it is replaced. Mayor Johnson stated that he thought that the city was replacing a certain number of meters each year until all meters were replaced that could be read by the hand held units. Mr. Hardy stated that the meters are only being replaced as they become defective and that approximately 100 meters were replaced last year. Mrs. Rhodes stated that the approximate cost to purchase 200 meters and to replace two hand held units would be approximately \$63,936.00. Mrs. Rhodes stated that the Utility Fund came in under budget by \$230, 154 and that the figure is an unaudited figure.

Councilmember Pack asked how long it would take to replace 200 meters. Mr. Hardy stated that the meters could be replaced within a couple months.

Mayor Johnson asked Mr. Hardy his plans for replacing the remaining 1,000 meters. Mr. Hardy stated that the meters would be replaced as the funds are available.

A **motion** was made Councilmember Pack and was seconded by Mayor Pro-tem Gordon to purchase 200 meters and 2 hand held units with the funds taken out of the Utility Fund Balance. There was no further discussion. All favored the motion.

Mrs. Rhodes stated that the \$300,000 in the Contingency account that was allocated to go towards the I-95 Water Line Extension is in a checking account. The \$70,000 grant monies that the city will be receiving will also go towards the I-95 Water Line Extension.

Mayor asked Mrs. Rhodes about the status of elevating the street clock.

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Mr. Hardy stated that a 2 ½ foot brick foundation in the shape a circle would be placed around the clock to elevate it.

Next, Mayor Johnson asked Mrs. Rhodes if the city could appeal the decision not to award the revitalization grant and if the Senator could write a letter on the city's behalf.

Mrs. Rhodes stated that she would contact the Senator to see what could be done.

Councilmember Georgia asked Mrs. Rhodes for an update concerning the installation of a sidewalk on Alfred Henry Drive.

Mrs. Rhodes stated that applications are not available for the School District to apply for the "Safe Routes To Schools" grant.

A) Departmental Reports

XIII. New Business:

- A. Ordinance No. 2008-06- (First Reading). An Ordinance to annex County Tax Map No. 169-00-02-020-00, owned by the Catholic Diocese of Charleston, SC and known as Our Lady of Hope Catholic Church, located on Raccoon Road.**

A **motion** was made by Councilmember Welle and was seconded by Councilmember Pack to approve the ordinance for first reading. There was no discussion. All favored the motion.

- B. Ordinance No. 2008-07- (First Reading). An Ordinance to annex a portion of South Carolina Department of Transportation (SCDOT) right-of-way of S-63 (Raccoon Road) Pursuant to Section 5-3-110, Code of Laws of South Carolina (1976 as amended).**

A **motion** was made by Councilmember Davis and was seconded by Councilmember Welle to approve the ordinance for first reading. In discussion, Mayor Johnson expressed his concerns that Council review the costs and benefits of an annexation issue before it is placed on the Agenda.

Councilmember Witherspoon stated that he was aware of the city's intent to annex the businesses along Highway 261 and that the annexation along Raccoon Road was never discussed.

Mrs. Rhodes stated that she had included in Council's packet information sent to businesses along Highway 261 concerning the benefits to annex into the city. In addition, Mrs. Rhodes stated that she had received a number of responses from the businesses and that the consensus was that it would cost existing businesses a substantial amount in business license fees to annex into the city.

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Mayor Johnson asked Mrs. Rhodes to bring to Council, prior to annexing property, an analysis on the city's cost to provide police, fire, and city services to see whether it would be of benefit to the city.

Mrs. Rhodes stated that she would place annexation requests on the agenda as a discussion item and then get direction from Council on how they would like to proceed.

C. A Resolution Adopting a Safety Policy for the City of Manning.

Mrs. Rhodes stated that Mr. Phil Cromer, MASC's Risk and Safety Services Manager, recommended that a resolution be adopted to help the city be proactive in loss control, improve the workplace for city employees and to help reduce the city's insurance premiums.

Mayor Johnson asked Mrs. Adger if a resolution had been passed previously.

Mrs. Adger stated that a resolution had been passed once and that the Municipal Association is now requiring that the resolution be adopted annually.

A **motion** was made by Councilmember Welle and was seconded by Councilmember Pack to approve the resolution. There was no discussion. All favored the motion.

D. A Resolution to Amend Article IV, Section C, Item 14 of the City of Manning Policy and Personnel Procedure Manual for the City of Manning, South Carolina.

Mrs. Rhodes stated that the city did not have a policy in place that addressed employees wishing to take leave without pay. Mrs. Rhodes stated that an employee wished to take leave without pay and that in order to address the request, a policy would have to be on the books. Mrs. Rhodes stated that she had compared the policies of other municipalities the same size and the attorney had reviewed the amendment.

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Witherspoon to amend Section C, Item 14 of the City of Manning Policy and Personnel Procedures to add Leave Without Pay Status. There was no further discussion. All favored the motion.

XIV. Councilmembers' Comments

Councilmember Welle

Councilmember Welle had concerns about street light outages along the Fuller Road area. Mrs. Rhodes asked Council to contact one of the city's Customer Service

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Representatives at City Hall to report street light outages. Mayor Johnson also noted that citizens could call Progress Energy's toll free number to report outages immediately. Mayor Johnson also noted that the Police Department should also be checking for outages as they are riding through the community.

Councilmember Welle also noted that she had contacted Chief Garrett to check on strange vehicles riding and parking in the Pine Knoll Subdivision.

Mrs. Rhodes noted that she has contacted Mr. King concerning possible property in the Pine Knoll area that would be suitable for a park.

Councilmember Welle stated that there are some residents in the Pine Knoll area that wish to be annexed who would be contacting the Administrator.

Councilmember Pack

Councilmember Pack thanked everyone for their support during the bereavement of his Mother.

Councilmember Pack asked for an update on installing a bathroom at the Bellwood Park.

Mrs. Rhodes stated that she would check with Mr. Hardy concerning estimates received and would give him an update next month.

Councilmember Davis

Councilmember Davis asked if there were any funds available in the Rex Josey Park line item.

Mrs. Rhodes stated that the Rex Josey Park line item was combined with the Recreation line item in the new fiscal year.

Mayor Pro-tem Gordon

Mayor Pro-tem Gordon asked that Council consider cost for providing water and installing bathrooms at all of the city's parks.

Mayor Johnson

Mayor Johnson asked Mr. Clemmons about the abandoned property report and asked the recourse for property owners who live out of state and who has not responded to notices concerning abandoned houses.

Mrs. Rhodes stated that although the city could go through the legal process to demolish the property and put a lien on the property, there is only a certain amount budgeted for

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lot clearing.

Mr. Clemmons noted that the city's attorney stated that he would approach the County's Administrator and request that the cost the city incurs to demolish a house be attached to the property owner's tax bill so that the city could collect their costs.

Mayor Johnson asked Mr. Clemmons to let him know what the he finds out.

XV. Executive Session

- 1) Police Department- Personnel Matter.
- 2) Public Works Department- Contractual matter.

A **motion** was made by Councilmember Pack and was seconded by Mayor Pro-tem Gordon to enter into Executive Session to discuss a personnel matter in the Police Department and a contractual matter in the Public Works Department. There was no discussion. All favored the motion.

Following Executive Session, the following action was taken:

A **motion** was made by Councilmember Pack and was seconded by Councilmember Welle to transfer funds from the Fund Balance to allow the Police Department to hire three Police Officers now and to fund the pay raises requested in the Police Department. In discussion, Mayor Johnson stated that the Administrator and Police Department will bring back to Council the exact figures of the amount needed to fund the new positions and pay raises. There was no further discussion. All favored the motion.

XVI. Adjournment:

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Pack to adjourn. There was no discussion. All favored the motion.

Time: 8:35 p.m.

Respectfully submitted,

Daun Davis, City Clerk