

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

Monday August 20, 2007  
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: Eric Goold, Manning Times

Others: Mrs. Lois Edwards, Regional Urban Forester,  
SC Forestry Commission  
Mr. Larry Williamson, Manning Zoning Board of Appeals

Mayor Johnson officially introduced and welcomed Mrs. Rebecca Rhodes in her new position as Administrator for the City of Manning.

- II. Invocation:** Councilmember Davis.

- III. Pledge:** Councilmember Georgia.

- IV. Approval of Agenda**

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

A **motion** was made by Councilmember Welle and was seconded by Councilmember Georgia to accept the agenda as presented. There was no discussion. All favored the motion.

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**V. Minutes.....Tab A**

Minutes of the Regular Meeting of City Council, July 16, 2007  
Minutes of a Special Called Meeting of City Council, July 26, 2007

A **motion** was made by Councilmember Welle and was seconded by Councilmember Pack to approve the Minutes of a Regular Meeting of City Council, July 16, 2007, and the Minutes of a Special Called Meeting of City Council, July 26, 2007. 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.

In addition, Mayor Johnson stated that included in Council's packet, under the General Information tab, was information concerning Clarendon County Historical Society's 10<sup>th</sup> Anniversary celebration and an invitation to a short tour and refreshments at the Clarendon County Archives and History Center on September 17, 2007 at 5:15 p.m. Mayor Johnson asked that Council let the Clerk know who would be attending.

Following, Mayor Johnson thanked Chief Garrett and the Police Department for their participation in the Goodwill Baptist Church's Back-to-School events to raise funds for school supplies for the children.

Mayor Johnson stated that included also in Council's packet, under the General Information tab, were two letters of appreciation sent to Mr. Rubin Hardy, Public Works Director, thanking him and his staff for their help in assisting the Methodist Salkahatchie Summer Service in arranging trash pickup while they were repairing homes in the city limits.

Mayor Johnson thanked Mr. Hardy for the assistance that was given to that organization.

**IX. Public Presentation**

Mayor Johnson welcomed Mrs. Lois Edwards, Regional Urban Forester, SC Forestry Commission. Mayor Johnson stated that due to the hard work and dedication of the staff and Tree & Beautification Board, the City of Manning was named Tree City USA for the seventh year in a row.

Mayor Johnson thanked Mrs. Edwards, on behalf of Manning City Council, for all that she does for the city. He also thanked Council for appropriating the funds to be able to

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apply for the Tree City USA status, and thanked the Tree and Beautification Board for their hard work.

**Tree City USA Award.....Lois Edwards, Regional Urban Forester,  
SC Forestry Commission**

Mrs. Edwards thanked City Council for providing the funds to allow the staff and Tree Board to do the work to obtain the award. Mrs. Edwards stated that in order to be a Tree City USA the following criteria must be met:

- A Tree Board must be established.
- The City must adopt a Tree Ordinance.
- Establish a Community Forestry Program with an annual budget of at least \$2.00 per capita.
- An Arbor Day Observance and Proclamation.

Mrs. Edwards stated that it takes a lot of effort to keep up the status from year to year and commended the City of Manning for their work. Mrs. Edwards stated that one of the benefits to having trees is better air quality.

Next, Mrs. Edwards presented Council with the Tree City USA award materials.

Mayor Johnson accepted the award on behalf of Manning City Council.

**Proclamation..... Back to School Month**

Mayor Johnson read the proclamation recognizing August as Back to School Month. Mayor Johnson also noted that Council supports all schools and especially the Character Education Program in which the city is a partner with Clarendon School District II and the Chamber of Commerce.

In addition, Mayor Johnson stated that Council appreciated the Character Education lapel pins that were distributed to them by Clarendon School District II.

**X. Finance Director's Report.....Tab B**

Mrs. Prince gave the following report:

Finance Report as of July, 2007

<b>General Fund Unrestricted:</b>	\$ 1,788,149.00
<b>Total Unrestricted GF</b>	<b>1,778,149.00</b>

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<b>General Fund Restricted:</b>	\$ 51,334.00
<b>Total Restricted GF</b>	<b>51,334.00</b>
<b>Interest Earned (GF):</b>	<b>8,842.00</b>
<b>Utility Fund Unrestricted:</b>	\$ 1,001,995.00
<b>Total Unrestricted UF</b>	<b>1,001,995.00</b>
<b>Utility Fund Restricted/Reserved:</b>	\$ 1,306,844.00
<b>Total Restricted/Reserve UF</b>	<b>1,306,844.00</b>
<b>Interest Earned (UF)</b>	<b>3,315.00</b>
<b>Special Fund:</b>	\$ 59,928.00
<b>Total Special Fund</b>	<b>59,928.00</b>

**REVENUE**

	<u>Current</u>	<u>Percent Collected</u>
<b>YTD GF Revenue</b>	<b>\$ 293,272</b>	<b>8%</b>
<b>YTD UF Revenue</b>	<b>\$159,939</b>	<b>9%</b>

**EXPENDITURES BY DEPARTMENT**

**GENERAL FUND**

	<u>YTD SPENT</u>	<u>Percent Spent</u>
<b>Legislative</b>	<b>\$ 7,666 .00</b>	<b>8%</b>
<b>Judicial</b>	<b>\$ 4,349.00</b>	<b>5%</b>
<b>Administration</b>	<b>\$ 28,592.00</b>	<b>6%</b>
<b>Non-Departmental</b>	<b>\$ -1,420.00</b>	<b>0%</b>
<b>Police</b>	<b>\$ 93,268.00</b>	<b>8%</b>

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<b>Fire</b>	<b>\$ 31,199.00</b>	<b>6%</b>
<b>Street</b>	<b>\$ 36,506.00</b>	<b>4%</b>
<b>YTD GF</b>	<b>\$200,160.00</b>	<b>6%</b>
<b>UTILITY FUND</b>	<b>\$123,529.00</b>	<b>7%</b>

Mrs. Prince noted that the figures represent unadjusted totals due to the forthcoming Audit for FY'2006-07. Mrs. Prince noted that in May, 2007, information was sent stating that the SCRS Retirement would increase at .18% effective July 1, 2008. However, the increase took place July 1, 2007.

Also a check was printed for \$2,500.00 made payable to RTA for sponsorship. Mrs. Prince stated that Council had originally approved a sponsorship level of \$5,000.00, but that with communication between Mayor Johnson and Mr. Larry Woods, the RTA Representative, only \$2,500.00 was needed at this time.

Mayor Johnson stated that the RTA Board originally requested that the City contribute \$5,000.00 towards their budget which was approved in last fiscal year's budget and was not issued until it was requested. In the meantime, Mr. Woods, who represents Manning on the Board, asked that only \$2,500.00 be issued at this time.

**XI. Administrator's Report**

Mrs. Rhodes thanked the staff and everyone for their help during her transition. Mrs. Rhodes gave the following report:

- **Judicial Audit Report:** The City was randomly selected to be audited for compliance in our Judicial Department. Mrs. Rhodes stated that Council was given a copy of the Audit and her response to their findings. Mrs. Rhodes stated that corrections have been made.
- **Judicial Annex:** The occupants have begun the process of moving and renovations to the building will begin very soon. Mr. Ted Hardy, Tefon Construction Company, will meet with the Administrator to discuss plans for both sides of the Judicial Annex and also City Hall renovations.
- **Business License:** Mrs. Rhodes stated that there is a listing of businesses that have underpaid their licenses. Mrs. Rhodes stated that out of a total of 33 businesses, 16 have underpaid by \$25.00 or more and would represent a total amount uncollected of approximately \$2,249.98. Mrs. Rhodes recommended that the city send out assessment letters to those businesses who underreported their gross sales and would owe the city over \$25.00.

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Mayor Johnson stated that when businesses apply for a business license, they are to report their gross sales. Mayor Johnson stated that the SC Department of Revenue sends the municipalities a report listing the actual gross sales reported in a calendar year which the city uses in their assessments of the businesses to compare the figure reported to the city versus what was reported to the state.

Next, Mayor Johnson asked if Council would like to accept the Administrator's recommendation.

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Pack to accept the Administrator's recommendation to send assessment letters to those businesses who underpaid their business licenses and would owe over \$25.00 based on information received from the SC Department of Revenue. There was no discussion. All favored the motion.

- **Revitalization Committee:** A meeting is scheduled for August 21, 2007. Mrs. Rhodes stated that the street clock will be ordered and that she will be on the September Agenda for Clarendon County Council to approve a location to place the street clock.
- **Land Development Regulations:** Mrs. Rhodes handed out a draft of the regulations for Council's review. Mrs. Rhodes stated that problems are arising in the county concerning acceptance of roads and the city annexing the property.

Mayor asked Council to review the regulations and make recommendations.

Mrs. Rhodes stated that Council will need to decide who will maintain the roads.

Councilmember Witherspoon stated that the City does not maintain roads and that it is maintained by the SC Department of Transportation.

Mayor Johnson stated that the City will need to come to an agreement on how roads within a subdivision are maintained.

- **Annexation:** Mrs. Rhodes stated that she is working with Mr. Hardy to research and enforce the tap forms signed by individuals that state that they will annex into the city but have not done so after receiving services.
- **Water and Sewer:** Mrs. Rhodes and Mr. Hardy met with Mayor Jamie Corbett, Mayor of Paxville, about the possibility of running water to Paxville utilizing a CDBG grant for that purpose. The next grant cycle is April, 2008.
- **Weekly Reports:** Weekly reports will resume and will continue to be mailed to Council on Wednesdays.

## XII. Old Business

### A. Discussion of a replacement on the Tree and Beautification Board.

Mayor Johnson stated that this item would remain on the agenda until the vacancy has been filled.

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**B. Adoption of the Audit Report for FY' 2004-2005.**

Mayor Johnson stated that Council held a Special Called Meeting last month to receive the city's Audit Report for Fiscal Year 2004-2005. In addition, Mayor Johnson stated that this item was to remain on the August, 2007, Agenda so that Council could adopt the Audit Report.

A **motion** was made by Councilmember Welle and was seconded by Councilmember Pack to adopt the Audit Report for Fiscal Year 2004-2005 as presented. There was no discussion. All favored the motion.

**XIII. New Business**

**A. A Resolution Authorizing the Mayor, and/or, as appropriate, His Designee the City Administrator, to enter into an agreement with the South Carolina Department of Juvenile Justice for the secure detention of Juveniles.**

Mayor Johnson stated that this is a resolution that is adopted yearly to state the terms of the agreement for the secure detention of Juveniles.

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

**B. Discussion of Council Appointments to Boards.**

Planning Commission	Term Expiring June 30, 2007
Stephanie Black	
Pamela Clavon-Brunson	

Zoning Board of Appeals	Term Expiring June 30, 2007
Levy Young	

Municipal Grievance Committee	Term Expiring June 30, 2007
Paulette Young	
Daun Davis	
James Bethea (need replacement)	

Mayor Johnson asked the Clerk if the members of the Planning Commission, Zoning Board of Appeals and two members of the Municipal Grievance Committee have agreed to be reappointed for another term.

Mrs. Davis stated that the members have agreed to serve for another term.

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A **motion** was made by Councilmember Pack and was seconded by Mayor Pro-tem Gordon to reappoint the members of the Planning Commission, Zoning Board of Appeals and the Municipal Grievance Committee whose terms expired June 30, 2007.

Next, Mayor Johnson asked Mrs. Rhodes if she had a recommendation for a nominee to replace Mr. Bethea, who did not wish to be reappointed for another term on the Municipal Grievance Committee.

Mrs. Rhodes stated that she did not have a recommendation at this time.

Mayor Johnson asked Mrs. Rhodes to bring a recommendation back to Council at the September Council Meeting.

**XIV. Councilmembers' Comments**

**Councilmember Welle**

Councilmember Welle stated that she received a request concerning the city's interest in supporting a fundraiser for Friends of the Library on October 6, 2007.

Councilmember Welle stated that she advised the individual to ask to be placed on the Agenda to address Council.

**XV. Executive Session**

- 1) Administration Department: Contractual Matter concerning the Administrator's Contract.
- 2) Judicial Department: Personnel Matter.
- 3) Public Works Department: Contractual Matter concerning water and sewer.

A **motion** was made by Councilmember Davis and was seconded by Councilmember Pack to enter into Executive Session to discuss a contractual matter in the Administration Department, a Personnel Matter in the Judicial Department and a Contractual Matter concerning water and sewer 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 Welle and was seconded by Councilmember Pack to approve the Administrator's Contract as presented and to authorize the Mayor to sign the contract on behalf of Council. There was no discussion. All favored the motion.

**XVI. Adjournment:**

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

**Time:** 8:05 p.m.

Respectfully submitted,

Daun Davis  
Administrative Services Coordinator/Clerk