

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

Monday, June 21, 2010
6:00 p.m.

Council Chambers
Manning City Hall

Members Present:

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

Members Absent-

E=Excused/U=Unexcused:

Councilmember Welle- **E**
Councilmember Witherspoon- **E**

PUBLIC HEARING

Budget for Fiscal Year 2010-2011

Mayor Johnson opened the Public Hearing for the Budget of the Fiscal Year Ending June 30, 2011 welcoming all present. In addition, Mayor Johnson welcomed the youth from the Wateree Community Actions, Inc. Youth Leadership Program. Next, Mayor Johnson stated that according to state law, Council must hold a public hearing on the budget before it is passed. Then Mayor Johnson asked if anyone would like make a comment in favor or against the proposed budget to come forward to sign the sign-in sheet provided.

Following, Mayor Johnson gave an overview of the budget:

- The General Fund budget was \$3,641,404. There would be no tax increase. However, there will be a \$1.50 per month increase for residential and commercial trash pick up to help cover the city's cost for providing this service.
- The Utility Fund budget was \$2,075,464. There would be a \$.50 per month increase in the base cost of water bills and a \$.50 per month increase in the base cost of sewer bills.

Next, Mayor Johnson turned the meeting to Mrs. Rhodes for comments on the proposed budget.

Mrs. Rhodes stated that there was one correction on the budget. Mrs. Rhodes stated that the match for for the Rural Development Community Facilities Grant for the police vehicles would be \$56,000 instead of the \$104,000 originally reported on the budget worksheets. Next, Mrs. Rhodes stated that if the grant is approved, the match would be taken out of the police supplies

There were no other comments from Council.

Mayor Johnson explained to the Wateree Community Actions, Inc. youth where the city's operating funds come from and how the city provides services to the community. Following, Mayor Johnson entertained questions from the youth and the audience.

No one came forward in favor of or against the proposed budget and Mayor Johnson closed the public hearing at 6:30 p.m.

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Councilmember Welle- **E**
Councilmember Witherspoon- **E**

I. Welcome/Introductory Remarks: Mayor Johnson welcomed all present and stated that the media was notified. Mayor Johnson stated that Councilmembers Welle and Witherspoon had excused absences. Next, Mayor Johnson acknowledged the following:

News Media: Konstantin Vengerowsky, *Clarendon Citizen*.
Bobby Baker, *The Item*.
Daniel Lackey, *The Manning Times*.

Others: Mr. Travis Holmes, Leadership Coordinator,
Wateree Community Actions, Inc.
Wateree Community Actions, Inc. Youth Leadership Group

II. Invocation: Mayor Pro-tem Ervin L. Davis, Sr.

III. Pledge: Councilmember Johnny L. Gordon.

IV. Approval of Agenda:

Mayor Johnson asked for a motion to amend the agenda to add under New Business, Item H, Discussion of Utility Department Write-offs. A **motion** was made by Mayor Pro-tem Davis and was seconded by Councilmember Georgia to amend the agenda to include under New Business, Item H, Discussion of Utility Department Write-offs. There was no discussion. All favored the motion.

V. Minutes:

Minutes of the Regular Meeting of City Council, May 17, 2010.
Minutes of the Budget Workshop of City Council, June 8, 2010.

A **motion** was made by Councilmember Gordon and was seconded by Councilmember Pack to approve the minutes of the Regular Meeting of City Council, May 17, 2010. There was no discussion. All favored the motion.

A **motion** was made by Councilmember Georgia and was seconded by Councilmember Gordon to approve the minutes of the Budget Workshop of City Council, June 8, 2010. There was no discussion. All favored the motion.

VI. Citizens' Comments: None.

VII. Committee Reports: None.

VIII. Mayor's Report: Included in Council's packet as information.

IX. Public Hearing:

1) A proposed amendment to the zoning ordinance to re-zone property located at 224 Memorial Street, Tax Map # 187-01-06-014-00, owned by John Joe Wilson, Jr., from Residential-6 (RS-6) to Light/Limited Industrial (LI).

Mayor Johnson asked Mrs. Rhodes for additional information.

Mrs. Rhodes stated that the Planning Commission met and recommended approval of the re-zoning request.

Mayor Johnson asked that those in favor of or against the proposed amendment to the zoning ordinance to come forward and to sign the sign-in sheet provided. No one

2) **A proposed grant application with Rural Development Community Facilities to obtain six police vehicles.**

Mayor Johnson stated that the public hearing was for a grant to obtain six police vehicles. Mayor Johnson also noted that the grant would require a match of \$56,000 from the city. Mrs. Rhodes stated that the US Rural Development requires a copy of the minutes which states that Council approved going forward with the grant and that the city supports the grant. Mayor Johnson asked those in favor of or against the proposed grant application to come forward to sign the sign-in sheet provided. No one came forward.

X. **Finance Director's Report:** Mrs. Prince gave the following report:

Finance Report for the month ending May, 2010

General Fund unrestricted:	\$over \$1 million
General Fund restricted:	\$135,000
Interest Earned:	\$1,203.00
Utility Fund unrestricted:	\$566,000
Utility Fund restricted/reserved:	\$1.1 million
Interest Earned (UF)	\$425
Special Fund:	\$67,029

REVENUE

	<u>Collected</u>	<u>Percent</u>
YTD GF Revenue	\$2.7 million	71%
YTD UF Revenue	\$1.7 million	90%

We should be at 91% of the budget with 9% remaining. The General Fund was lagging in revenues because Business License revenues from the Municipal Association have not been received. The Utility Fund Revenues are on target. Mayor Johnson stated the Municipal Association will be making a concerted effort to distribute the business license revenues to the cities and towns before the end of the fiscal year. Mrs. Prince stated that as of June, the Municipal Association has collected \$83,000 for business license fees and had \$291 from the set-off debt program.

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Mayor Johnson asked Mrs. Prince how much she anticipates the city would receive from the Municipal Association for business license fees. Mrs. Prince stated that she would say approximately \$300,000.00. In addition, Mayor Johnson asked if the city would receive more than what was budgeted for business license revenues.

Mrs. Rhodes stated that it would be close to what was budgeted. In addition, Mrs. Rhodes stated that the city should be receiving one of their franchise fees soon. Mayor Johnson asked if the gross sales reported on business license renewal applications are matched against the report received from the South Carolina Department of Revenue. Mrs. Rhodes stated that they figures reported are compared against the report and if there are discrepancies a letter is sent to the business owner that they have underreported their gross sales to the city and must pay the difference. Mrs. Rhodes also noted that by the end of June the city would be owed approximately \$50,000 in police salaries, benefits and grants for the two grants. The C.O.P.S. grants reimbursement has been received; however, the reimbursement from the Narcotics Drug Task Force Grant has not been received. Mrs. Rhodes stated that a check for \$22,000 was received today for the Police Department's Direct Award.

Mrs. Prince noted that the expenditures should be around 91% and reported for the following departments:

Department	YTD Expenditures
Legislative	79%
Judicial	79%
Administration	82%
Non-Departmental	51%
Downtown Development	71%
Police	95%
Fire	89%
Street	87%
Utility	87%

Mrs. Rhodes stated that the Police Department's expenditures can be justified because the city will be reimbursed for the salaries.

Mrs. Prince stated that..... our big bulk is our business licenses. Our expenditures exceeded our revenues so far by \$51,000.

Mayor Johnson noted that when all revenues are received, the city may come in under budget. Mrs. Rhodes stated that the budget will come in even.

Mrs. Prince stated that the total expenditures for all departments in the General Fund is 94%. We spent \$3.6 million. We are at 92% on our fixed services. Penalties collected were \$3,928. We served 2,910 water customers and 2197 sewer customers. Delinquent

accounts decreased

Mrs. Prince asked if there were any questions. There were none.

XI. Administrator's Report:

- 1) **Paxville Waterline Project-** Mrs. Rhodes thanked Councilmember Pack for attending the meeting at the Paxville Town Hall for the Paxville Waterline Project. Mrs. Rhodes noted there were approximately 30 people who signed up for the service. Another meeting will be scheduled for those who would like additional information and would like to sign up for the service.
- 2) **Wastewater Treatment Plant Project-**The application was sent to Washington, DC for approval. The Preliminary Engineering Report, the Environmental Report and the application had been approved and will go into the Stimulus Book awaiting the President's signature. An announcement would be forthcoming.
- 3) **Sawmill Project-** This project is nearing completion. Fire hydrants have been placed in the area.
- 4) **RFP for Auditing Services-** The Advertisement had been placed in the South Carolina Business Opportunities (SCBO) Newsletter. The deadline for receipt of RFP's would be July 9th. The Finance Committee will meet to review the RFP and make a recommendation to Council at their July meeting.
- 5) **Safety Energy Grant-** The advertisement will be placed in the newspaper. The bid opening will be held July 19th at City Hall. Mrs. Rhodes stated that she met with Mrs. Sharon Durden, and Mr. Jim Darby of Santee-Lynches RCOG, Mr. Pat Goodwin of Turbeville and Mr. Bucky Brailsford of Summerton. Mrs. Durden has agreed to assist each entity with the bidding and contract documents and bid documents to ensure the requirements are met for the ARRA money. A joint pre-bid conference will be held at City Hall.
- 6) **Lettering for Billie S. Fleming Protective Services Building-** Mrs. Rhodes stated that Councilmember Pack had asked her to get a quote for new lettering. Mrs. Rhode stated that she had received two quotes: The best quote was received for \$1,100.00 with a life-time warranty. Mrs. Rhodes asked Council for direction.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Gordon to authorize the Administrator to find money within the budget to replace the lettering on the Billie S. Fleming Protective Services Building. There was no discussion. All favored the motion.

- 7) **Commercial Historic District-** Mrs. Rhodes stated that on May 28, 2010, the Commercial Historic District had been placed on the National Register of Historic Places. Mrs. Rhodes gave information to Council. Mrs. Rhodes stated that the Design Committee and Main Street Manning Committee are working on the type of recognition that will be placed on each building and the type of advertising campaign to be placed at the Interstate exits. Mrs. Rhodes thanked Mrs. Janet Melaney and Mr. Eric Plaag for their hard work to make the application successful. Mayor Johnson asked Mrs. Rhodes to also thank them on Council's behalf.
- 8) **Police Department Donation-**The Police Department's Bike Team has received donations from Dr. Ken Johnson and Subway totaling \$3,700 to purchase a bike trailer to use when going to certain events. Mrs. Rhodes thanked them for their donation.

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9) GIS Software- The city will purchase software to be used in police vehicles to map where the vehicles are located. In addition, the software will be used for officer's safety, patrol analysis, complaints and for use to increase patrol presence in high crime areas.

Mayor asked Mrs. Rhodes for an update on the "Welcome To Manning Sign" located on Highway 521 that was recently destroyed in a traffic accident. Mrs. Rhodes stated that the city will be filing a claim with the insurance company of the individual involved in the accident. Mrs. Rhodes stated that the intent is to have the sign built back as close to the original design as possible.

Mayor Johnson asked for an update on the "punch list" for work to be done at the new City Hall. Mrs. Rhodes stated that the contractor has been working on the "punch list". Mrs. Rhodes stated that parts have been ordered for the elevator and should be in working order and permitted soon. The camera system will be installed by the Police Department.

Mrs. Rhodes stated that a meeting was held with the property owners concerning the parking lot in back of the new City Hall. Mrs. Rhodes stated that she met with 6-8 of the property owners. In addition, Mrs. Rhodes stated that she would need approval from 23 parcels of land owners and has contacted approximately 15 of those owners. Mrs. Rhodes stated that she would have an update soon of those owners who are willing to participate...????????????

XII. Old Business:

A. Ordinance No. 2010- 02 (Second Reading) An Ordinance to amend the Ordinance to raise revenue and levy taxes for the City of Manning, South Carolina for the Fiscal Year Ending June 30, 2011.

Mayor Johnson stated that first reading and a public hearing have been held as required by law.

A **motion** was made by Councilmember Pack and was seconded by Mayor Pro-tem Davis to approve the ordinance for second reading. In discussion, the Mayor stated that Council is pleased to have a balanced budget as required. There was no further discussion. All favored the motion.

B. Zoning Ordinance No. 2010-01M (Second Reading). An ordinance to re-zone property located at 224 Memorial Street, Tax Map No. 187-01-06-014-00, owned by John Joe Wilson, Jr., from Residential-6 (RS-6) to Light/Limited Industrial (LI).

Mayor Johnson stated that first reading and a public hearing have been held. In addition, Mayor Johnson stated that the Planning Commission met and have recommended that Council approve the re-zoning request.

A **motion** was made by Councilmember Gordon and was seconded by

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Councilmember Pack to deny the request to re-zone the property. There was no discussion. All favored the motion.

XIII. New Business:

- A. Ordinance No. 2010-03(First Reading). An ordinance authorizing the Mayor and/or His Designee, The Administrator, to execute an assignment and assumption of easement between the City of Manning and Carolina Power and Light Company, d/b/a, Progress Energy Carolinas, Inc.**

A **motion** was made by Mayor Pro-tem Davis and was seconded by Councilmember Georgia to approve the ordinance for first reading. In discussion, Mrs. Rhodes stated that the easement is for a pole that must be moved three feet. Mrs. Rhodes stated that relocating the pole would result in it being placed on personal property and that the ordinance would give the easement to the City, who would in turn give the easement to Progress Energy. There was no further discussion. All favored the motion.

- B. Zoning Ordinance No. 2010-02M (First Reading). An ordinance to re-zone property located on Durant Street, Tax Map No. 187-02-04-018-00, owned by James E. Kindell, from Residential-6 (RS-6) to General Commercial (GC).**

A **motion** was made by Councilmember Pack and was seconded by Councilmember Georgia to approve the zoning ordinance for first reading. There was no discussion. All favored the motion. Mrs. Rhodes stated that the Planning Commission had recommended that Council approve the re-zoning request and that next month, Council would have a Public Hearing and second reading of the zoning ordinance

- C. 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.**

A **motion** was made by Councilmember Georgia and was seconded by Councilmember Gordon to approve the resolution as presented. In discussion, Mrs. Rhodes stated that this agreement is done by Resolution yearly. There was no further discussion. All favored the motion.

D. Discussion of Council Appointments to Boards.

Planning Commission
Arthur Moyd

Term Expiring June 30, 2010

Zoning Board of Adjustment and Appeals
Larry Williamson
Ted Gardner

Term Expiring June 30, 2010

Municipal Grievance Committee

Term Expiring June 30, 2010

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**Paulette Young
Daun Davis
Virginia Strickland
Mitch McElveen**

Mrs. Rhodes stated that with the exception of one person, all have agreed to serve another term. Mrs. Rhodes stated that Mrs. Paulette Young, who served on the Grievance Committee, would be retiring and that a replacement would be needed to fill her position. Mrs. Rhodes stated that she would have a recommendation for a replacement at the July meeting.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Georgia to re-appoint the members to serve on the boards for another term.

E. Approval of Bid Award for Phase II Manning Village Renaissance Project.

Mayor Johnson stated that information was included in Council's packet.

Mrs. Rhodes stated that the work is to be done on Depot and Barfield Streets, the sidewalks, and lights.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Gordon that the bid award be approved. In discussion, Mrs. Rhodes stated that the bid award to CNA Construction was for \$67,550.00. There was no further discussion. All favored the motion.

F. Discussion of providing water service to Poston Lane.

Mrs. Rhodes stated that a request was received some time ago requesting the city to look into providing water service to residents on Poston Lane due to poor water quality. Mrs. Rhodes stated that the city has looked into the costs involved in servicing approximately 15 homes on Poston Lane and noted that Mr. Hardy has indicated that his department could do the work necessary to lay the water lines. Mrs. Rhodes stated that Mr. Hardy has money in his budget to do the work. Mrs. Rhodes stated that if the city purchases the material, pay \$4,855 to Hybrid Engineering to administer the project and design, and pay \$6,000 to an independent contractor to do the bore under the road for \$6,000, the project could be done for approximately \$20,000.00. Mrs. Rhodes stated that Mr. Hardy has the money in his budget this year to do the project and asked Council's approval to move forward with the project. Mrs. Rhodes stated that if the residents agreed to tap on, the income in the first year would be approximately \$20,000.00. Mrs. Rhodes stated that she would meet with the residents to see how many would be willing to tap on. Mrs. Rhodes also stated that the city would finance the tap and impact fee and attach a monthly cost to their water bills.

Mayor Johnson asked Mrs. Rhodes if she would like an answer tonight or to wait

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until she meets with the residents. Mrs. Rhodes stated that she would ask Council for approval to do the project this budget year if she gets enough people to sign up.

A **motion** was made by Councilmember Pack and was seconded by Mayor Pro-tem Davis to authorize the approval of providing water to residents on Poston Lane contingent upon the residents wanting the service. There was no discussion. All favored the motion.

G. Presentation and Approval for the City of Manning Utility Department to accept on-line payments.

Mayor Johnson stated that the city had received many requests to provide service to accept on-line payments. Mayor Johnson asked Mr. Eddie Gleaton to make his presentation. Mayor Johnson thanked Mr. Gleaton for all he does to keep the computer systems running and for working with the CSI system. Mr. Gleaton stated that a convenience fee of \$1.00 plus 1.7% of the amount of the payment being made will be charged through the SC.GOV website. In addition, Mr. Gleaton stated that the city does not retain any portion of the convenience fees and that the city does not charge an annual fee or set up charges. No credit card information will be stored on any City of Manning computer system. Mr. Gleaton continued his presentation on how to access the on-line payment system and how to access billing and payment history.

Mayor Johnson asked if there were any questions. Mrs. Rhodes stated that she had asked Mr. Gleaton to do the research to find the best company to provide the service. Mrs. Rhodes thanked Mr. Gleaton for all his help. Mayor Johnson asked if there are any up-front costs to the city for initiating the service. Mr. Gleaton stated that there are no fees through SC.GOV, but to interface with our billing system, CSI, there is a cost for a module. Mr. Gleaton stated that the cost would be approximately \$3,500.00 a year. Mayor Johnson asked when the on-line payments would begin. Mr. Rhodes stated that information would need to be sent to customers offering the service that would begin possibly July 1 or August 1 start date. There were no further questions.

A **motion** was made by Councilmember Georgia and was seconded by Councilmember Pack to approve the Utility Department to accept on-line payments according to the presentation received. There was no discussion. All favored the motion.

H. Discussion of Utility Departmental Write-offs.

Mayor Johnson asked Mrs. Rhodes to talk about the Utility Bill write-offs recommended that Council approve.

Mrs. Rhodes stated that last year, the city's Auditor recommended that Council write-off on a yearly basis uncollectable debts. Mrs. Rhodes distributed to Council a list of accounts that have outstanding debts because they have either been submitted to the

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set-off debt program and remain uncollectable, they are too small to submit to the set off debt program, account holders are deceased, or tax identifying information was not collected when the account opened. Next, Mrs. Rhodes stated that the bad debts date back to 1997 and total \$29,066.87 and that the auditor recommended the city write-off the debt every year. Following, Mr. Rhodes stated that the city has put into place requirements where every account holder must submit their social security number which would be linked to their account. In addition, if a customer leaves a debt and opens another account with the same social security number, that debt would be attached to their new account. Mrs. Rhodes asked if there were any questions. There were none.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Gordon to approve the recommended write-off as recommended by staff. In discussion, Councilmember Pack asked if a customer could open an account after their debt was written off. Mrs. Rhodes stated that the customer's social security number is compared to see if it has been linked to another account. Mayor Johnson asked if the principal of a business is required to provide their social security number in addition to their business federal identification number. Mrs. Rhodes stated that their social security number is not required, but if that would be something Council would like to make a requirement, it could be done. Mayor Johnson stated it would be something to check into. There was no further discussion. All favored the motion.

XIV. Councilmembers' Comments: None.

XV. Executive Session

- | | |
|--------------------------------------|-------------------------------------|
| 1) Administration Department: | Contractual Matter. |
| 2) City-wide: | Update on personnel matters. |
| 3) Utility Department: | Contractual Matter. |

Mayor Johnson stated that Council would not entertain the first item tonight.

Next, Mayor Johnson asked Mrs. Rhodes to make a brief introduction. Mrs. Rhodes introduced to Council, Mrs. Patricia Brown, Administrative Services Clerk. Mrs. Rhodes stated that Mrs. Brown does the minutes and mailings for the Planning Commission and Board of Appeals and would fill in for Mrs. Davis when needed. Mrs. Rhodes stated that Mrs. Brown also is being trained to back up payroll and accounts payable.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Georgia to enter into Executive Session to discuss an update on personnel matters city-wide and to discuss contractual matters in the Utility Department. There was no discussion. All favored the motion.

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Time: 7:30 p.m.

A **motion** was made by Mayor Pro-tem Davis and was seconded by Councilmember Georgia to come out of Executive Session. There was no discussion. All favored the motion.

Time: 8:03 p.m.

Following Executive Session, no action was taken.

XV. Adjournment:

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

Time: 8:03 p.m.

Respectfully submitted,

Daun Davis
Administrative Services Coordinator/Clerk