

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

Monday, November 16, 2009
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 congratulated Ms. Cathy Gilbert for being named Citizen of the Year by the Chamber of Commerce during their Annual Dinner, held November 5, 2009. In addition, Mayor Johnson congratulated Mr. and Mrs. Matthew Prince on being named Family of the Year by the Clarendon County Ministerial Alliance. Next, Mayor Johnson acknowledged the following:

News Media: Cathy Gilbert- *Manning Times*.
Bobby Baker- *The Item*.

- II. Invocation:** Councilmember Ervin Davis.

- III. Pledge:** Councilmember Diane D. Georgia.

IV. Approval of Agenda:

Mayor Johnson asked Council to amend the agenda under Item XIII, Executive Session, to add a contractual matter concerning water and sewer in the Public Works Department.

A **motion** was made by Councilmember Welle and was seconded by Mayor Pro-tem Gordon to amend the agenda to add a contractual matter concerning water and sewer in the Public Works Department, under Item XIII Executive Session,. There was no discussion. All favored the motion.

- V. Minutes:**

Minutes of the Regular Meeting of City Council, October 19, 2009.

Page 2. Minutes of the Regular Meeting of Manning City Council, November 16, 2009.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Georgia to approve the minutes of the Regular Meeting of City Council, October 19, 2009. 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. Mayor Johnson asked Council to pay special attention to the dates of upcoming events listed inside their Council packet.

IX. Finance Report: Mrs. Prince asked Council if there were questions concerning the Finance Report listed in their packet. Mayor Johnson stated that he had a question about the Police Department's expenditures, then realized that there was a recent purchase of seven vehicles.

Mrs. Prince noted the following:

- The Fire Department's year-to-date expenditures, listed at 37%, included the purchase of a fire truck.
- The General Fund Revenue, listed at negative \$909,842, is due to real property taxes not yet received.
- The Utility Department's balance in the Accounts Receivable Checking account reflects a recent check issued in the amount of \$132,000 to provide water and sewer to the Shannon Greens Development approved by Council on March 31, 2008.
- The General Fund year-to-date expenditures are at 35% and the Utility Fund year-to-date expenditures are at 31%.
- Collection of revenue for the Utility Fund fixed services (hydrant, solid waste, water and sewer) are at 34% and are on target.
- There were 652 delinquent water customers in October verses 595 in September. Of those 652 customers, 53 were commercial businesses.
- \$3,900 was collected in penalties for water accounts, an increase of \$100.00 from last month.
- \$103.72 was collected from the Municipal Association of South Carolina for set-off debt.

We have completed the 4th month into the budget year which is 33% with a remainder of 67%.

Finance Report for the month ending October, 2009

General Fund unrestricted:	<u>\$1,225,724.00</u>
Total unrestricted GF	1,225,724.00
Interest Earned (GF):	\$ 1,350.00
Utility Fund unrestricted:	<u>\$ 1,075,252.00</u>
Total unrestricted UF	\$ 1,075,252.00
Interest Earned (UF)	\$ 2,163.00
Special Fund:	<u>\$ 68,394.00</u>
Total Special Fund	\$ 68,394.00

Mrs. Rhodes stated that the figure of negative \$900,000.00 represents expenditures over revenue. Mayor Johnson stated that the bulk of the revenue is collected at certain times of the year.

Next, Mayor Johnson congratulated Mrs. Mary Adger for Main Street Manning's participation at the Chamber's Annual Dinner and for winning third place for table decorations.

X. Administrator's Report:

- 1) Paxville Waterline Project-** Boring has begun on Raccoon Road and will last for a couple of weeks.
- 2) Wastewater Treatment Plant Upgrade-** The expansion of discharge was approved by the EPAC Committee and the COG Board. It will be forwarded to SC DHEC as a recommendation.
- 3) CDBG Habitat Village Project-** A majority of the sidewalks have been constructed. Housing construction is still on-going. Verbal approval has been received for a change in the scope of the plan and the addition of extra sidewalks and drainage. The city will continue to negotiate with the property owner for an easement to construct a bus shelter.
- 4) Department of Energy Grant-** The COG will vote on this. The city has applied for \$20,400 grant to make the Public Safety Building more energy efficient. The grant does not require a match of funds and the monies will be used to purchase new appliances, light fixtures, and heating and air system which will realize approximately \$5,000 in energy savings.

Page 4. Minutes of the Regular Meeting of Manning City Council, November 16, 2009.

- 5) **Christmas Parade and Christmas Tree Lighting-** The parade will begin at 5:00 p.m., followed by the Christmas Tree Lighting and Main Street Manning's "Snow Ball" Drop.
- 6) **Chamber of Commerce Retreat-** The retreat will be held January 22-24, 2010, in Greenville, SC. The Chamber of Commerce will also host a meeting on Wednesday, November 18th, 6 p.m., Wyboo Meeting Center. Mr. Pat Mason, will speak on tourism and retiree recruitment to Clarendon County.
- 7) **Council Packets-** Mrs. Rhodes asked Council for recommendations on how they would like to receive their packets to make sure they are received in a timely manner. It was recommended that the phone number of the Councilmember appear on the mailing label.
- 8) **New City Hall-** Met with Jake Buddin. The elevator has been ordered and may take 8-10 weeks for delivery. The manufacturer has been contacted to see if they can speed up the process. Mrs. Rhodes recommended that Council consider the lease or sale of City Hall in January or February, 2010.

Mayor Johnson thanked Councilmember Pack, Councilmember Georgia and Mayor Pro-tem Gordon for attending the meeting concerning the point of sale legislation, Act 388. Mayor Johnson thanked Councilmember Welle, for attending the Chamber Dinner and the Clarendon County Council meeting. Mayor Johnson stated that with Council's attendance at various events, lets the citizens know that they are interested in what happens within the community.

A) Departmental Reports: Included in Council's report as information.

- 1) Public Works Department- Mr. Hardy updated Council on the changes made in his department. Mr. Hardy stated that he has been working on water loss reports. Mr. Hardy stated that he found 24 commercial accounts, 22 residential accounts and 3 zoning accounts that were incorrectly billed. A spreadsheet was developed to track the amount of water pumped at each well, the gallons of water passing through the wastewater plant and the difference between what was pumped and treated. A study showed that the city was losing 6 million gallons of water from what was pumped. New meters were installed and audits were done. Results found that when the meters are read it counts the water that has already been pumped that is stored in our water tanks. Mr. Hardy stated that because of this error in calculation, the city is only losing 148,000 gallons a month and that the loss is well below the one percent that is suggested.

stated
gallons a

Next, Mr. Hardy stated that one of the hand held data log units used to read meters has to be replaced. The cost of a new unit is approximately \$8,000.00. Mr. Hardy asked Council for approval to purchase the new unit.

Page 5. Minutes of the Regular Meeting of Manning City Council, November 16, 2009.

A **motion** was made by Councilmember Pack and was seconded by Mayor Pro-tem Gordon to purchase a hand held computer to read meters out of Utility Fund Balance. There was no discussion. All favored the motion.

At this time, Mrs. Prince stated that she should have also noted in her Finance Report that the City is now receiving revenue from Wyboo Utilities.

Mrs. Rhodes stated that a meeting was held with the County Administrator, County Attorney and County Utilities Director and they were happy with the performance and how things were operating.

XI. New Business:

A. Ordinance No. 2009-11 (First Reading). An Ordinance pertaining to the 2010 Municipal Election Process for the City of Manning.

A **motion** was made by Councilmember Welle and was seconded by Mayor Pro-tem Gordon to approve the ordinance for first reading. There was no discussion. All favored the motion.

B. A Resolution Authorizing the Mayor, or his Designee to enter into an agreement with CSX Transportation, Inc. for a facility encroachment agreement.

Mrs. Rhodes stated that the resolution is for the line going out on Highway 301 to the A&K Mulch Company. Mrs. Rhodes stated that approval is needed from CSX Transportation before going under their property. An agreement for the encroachment must be signed in order to get a permit to bore under their property.

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

C. Approval of engineering fees for the increase in scope of the Manning Village Renaissance Project.

Mrs. Rhodes stated that the Department of Commerce has given approval for the increased scope of the Habitat Village Project for additional sidewalks and drainage. They have not agreed to pay for any increased engineering fees. The savings experienced with the bid should be spread out over the engineering, the bid and the administrative cost. Their guidelines are based on a percentage of the total cost of the project. The estimated cost for additional engineering fees is \$15,979.00.

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Georgia to approve an increase in engineering fees for sidewalks to be charged to the downtown development line item. There was no discussion. All favored the motion.

Page 6. Minutes of the Regular Meeting of Manning City Council, November 16, 2009.

Mayor Johnson thanked Mrs. Rhodes for her efforts and also thanked Senator John Land for writing a letter on the city's behalf.

XII. Councilmembers' Comments:

Councilmember Davis:

Councilmember Davis asked about the Christmas Decorations and whether the faded bows on the Christmas Wreaths have been replaced.

Mrs. Rhodes stated that the city bought new bows to replace the ones that were faded.

Mayor Pro-tem Gordon:

Mayor Pro-tem Gordon stated that his constituents were happy with the progress being made with the sidewalks and the bus shelter.

Mrs. Rhodes stated that she has spoken to Mayor Pro-tem Gordon about the property for the bus shelter and the easement that is needed.

XIII. Executive Session:

- 1) Administration Department- Personnel Matter.**
- 2) Public Works Department- Contractual Matter.**

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

After Executive Session, no action was taken.

XIV. Adjournment:

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

Time: 8:10 p.m.

Respectfully submitted,

Daun Davis
Administrative Services Coordinator/Clerk