

**MINUTES OF A
RE-SCHEDULED REGULAR MEETING
OF THE
MANNING CITY COUNCIL**

**Tuesday, March 21, 2017
6:30 p.m.**

**Council Chambers
Manning City Hall**

Members Present:

Mayor Nelson
Mayor Pro-tem Pack
Councilmember Davis
Councilmember Dukes
Councilmember Georgia
Councilmember Gordon
Councilmember Welle

I. Welcome/Introductory Remarks: Mayor Nelson welcomed everyone to the meeting.

News Media: Bobby Baker, *The Manning Times*.
Adrienne Sarvis, *The Item*.

II. Invocation: Rev. Ervin L. Davis, Sr, Pastor, First Servant's Church, Manning, sc

III. Pledge: Mayor Pro-tem Pack.

IV. Approval of Agenda

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

V. Minutes:

Minutes of a Regular Meeting of City Council, February 21, 2017.

A **motion** was made by Councilmember Welle and was seconded by Councilmember Gordon to approve the minutes of a Regular Meeting of City Council, February 21, 2017. There was no discussion. All favored the motion.

VI. Citizens' Comments: None.

VII. Committee Reports: None.

VIII. Presentations:

1) Manning Basketball Team..... Mayor Nelson

Mayor Nelson stated that this presentation will be re-scheduled for next month's meeting.

2) Clarendon Pride Basketball Program.....Mr. Kenneth Sales

Mayor Nelson stated that Mr. Sales had contacted the Clerk to state that he would be unable to attend the meeting tonight.

IX. Finance Director's Report: Included in Council's packet as information. Mrs. Prince stated that we are 8 months into the budget year, at 67% with 33% remaining.

Report for month ending February, 2017

REVENUES

Type of Fund	Amount Collected
General Fund	\$ 2.6 million due to
Utility Fund	\$ 4.8 million due to grant funds received from USDA

EXPENDITURES

Type of Fund	Amount Spent
General Fund	\$ 2.9 million
Utility Fund	\$ 2 million
Total	\$ 4.9 million

Bank Balances and Notes Payables Balances

General Fund Unrestricted	Balances
Checking (A/R, A/P, Payroll, Cemetery)	\$ 3.7 million
Interest	\$ 2,900
GENERAL FUND RESERVE	
Police, Juror, Drug, Equitable, Fire, Farmers Market, Reserve	\$ 146,000
Fire Department Extension CD	\$ 50,375
General Fund Notes Payable Balances	\$ 786,000
UTILITY FUND UNRESTRICTED	
Checking (A/R & A/P)	\$ 2.9 million
Interest	\$ 2,000

UTILITY FUND RESTRICTED ACCOUNTS CD's	\$ 2 million
UTILITY FUND NOTES PAYABLES BALANCES	\$ 16.7 million
Special Fund Reserve (Victim's Rights, CDBG, Disaster Recovery)	\$ 121,000

X. Mayor's Report:

Mayor Nelson stated that she and Mayor Pro-tem Pack just returned from Charlotte, NC, attending the International Council of Shopping Centers Carolina. They were able to speak to several prospects about our community and to provide facts. Mayor Nelson stated that there is a lot of follow-up that must be done and that it was good to hear different businesses stating that they are beginning to hear about Manning and that they like us. Another announcement should be coming within a year. In addition, Mayor Nelson stated that meanwhile, they will continue working hard to gain more businesses to Manning, to help provide jobs for our citizens, to provide a better tax base and a better quality of living.

Next, Mayor Nelson acknowledged and thanked Mayor Pro-tem Pack, Councilmembers Dukes, Georgia and Gordon for coordinating and leading the efforts in getting litter picked up in the District 2 area. Mayor Nelson stated that she was pleased with the efforts of the citizens, business owners, and homeowners in keeping their property beautiful.

XI. Administrator's Report:

1. Mr. Tanner stated that in 2014, he had applied for a grant for the streetscape project between Rigby & Boyce Streets. This is the third time the city has bid the project. This time it came in under budget and construction should start within two to three months. The streetscape would cover the City Hall side only and some work at both intersections.
2. Work has begun on the budget. A budget workshop will be scheduled in the next few weeks for the General Fund, followed by a workshop for the Utility Fund.

Mayor Nelson asked that a meeting be scheduled with the Council Committees before the big meeting on the budget.

3. Mr. Tanner stated that he has submitted a grant application through the Rural Infrastructure Authority to relocate a water line on Hwy. 261. The SCDOT will be resurfacing the road which will be bid out in May. Mr. Tanner stated that he is hopeful to get the grant to get the waterline relocated before the road is resurfaced.
4. The city received reimbursement checks from FEMA for the damage done during the Hurricane Matthew storm. The city received approximately \$60,000 to \$ 70,000 for the

damage at the WWTP and will receive more checks for the overtime that was worked as a result of the storm. The city may possibly get another check for cleaning the debris from the Pocotaligo channel.

5. The Municipal Association's Annual Meeting will be held July 20-23, Hilton Head, SC. More information will follow at a later date.
6. Statement of Economic Interest Forms are due March 30th.

Departmental Reports: Included in Council's Packet.

- a) Main Street Manning.....Ms. Carrie Trebil

Ms. Trebil stated that Main Street Manning is a part of Main Street SC, an accredited program of the National Main Street Center. The National Main Street program started in 1980's and was structured on 4 points:

- 1) Economic Vitality
- 2) Promotions
- 3) Design Committee
- 4) Organization

The National Main Street wanted to revisit their program and came up with the "Refreshed" Main Street Approach. They are taking the emphasis from the "process" by bringing committees together to work for a common goal.

Main Street Manning will focus on: Customer based strategies that would identify customers that our business district could help (i.e. weddings & events); product based strategies (i.e barbeque trail. A brochure has been developed to go to all welcome centers to bring travelers to Manning); a customized strategy that would be unique to the community (highlight Althea Gibson and her contribution to Manning and also Peggy Parrish to familiarize people about her).

Next, Ms. Trebil stated that last year's events included Scarecrows on Main and Trick or Treat on Main. The upcoming activities will include:

Easter Egg Hunt- April 13th at 6:30 pm at Gibbons Street Park.

Manning Merry Elves- A new activity this year. Six vintage elves are put in different businesses to get people into stores to find the Elf and win a prize and to shop.

Movie in the Park- May 12th.

Farmers Market-

Ice Cream Social and Popsicle Parties- to be scheduled.

Following, Ms. Trebil stated that she was happy to announce that Main Street Manning received a Main Street SC Inspiration Award for the Old Belk Building. Ms. Trebil asked if there were any questions. There were none.

Mayor Nelson thanked Ms. Trebil and the committee for their hard work. Mr. Tanner stated that last year's budget included new street signs in the downtown area. They have been ordered. Mr. Tanner stated that he is working on possible way-finding signage with help from the County. Mayor Nelson acknowledged Mr. Tanner for the grant efforts, his due diligence and the work he does to make the grants successful. Mayor Nelson also thanked him for his work overall.

XII. Old Business:

A. Zoning Ordinance No. 2017-05M (Second Reading). An ordinance to re-zone property located at 3 W. Winfield Drive, Tax Map # 169-14-07-011-00, owned by Mary Jo H. McCutchen, from Office Commercial (OC) to General Commercial (GC).

A **motion** was made by Councilmember Davis and was seconded by Mayor Pro-tem Pack to approve the Zoning Ordinance for second reading. There was no discussion. All favored the motion.

B. Zoning Ordinance No. 2017-06M (Second Reading). An ordinance to re-zone property located at 625 Spencer Street, Tax Map # 169-12-04-001-00, owned by Kaycee, Inc. of Camden, C/o Phillip C. Kirlis, from Light Industrial (LI) to Neighborhood Commercial (NC).

A **motion** was made by Councilmember Welle and was seconded by Councilmember Georgia to approve the Zoning Ordinance for second reading. There was no discussion. All favored the motion.

XIII. New Business:

A. A Resolution Proclaiming April as Fair Housing Month.

Mr. Tanner stated that this proclamation is issued annually as part of our requirement for block grants and to support good and adequate housing in Manning.

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

B. A Resolution Authorizing the Mayor, and/or, as appropriate Her Designee, the City Administrator, to enter into an agreement with Clarendon County for the

purchase and sale of Bulk Water as a secondary source.

Mr. Tanner stated that this is an edited agreement with Clarendon County to sell water to them on an emergency basis or to buy water from Clarendon County on a emergency basis. It will be a reversible meter at \$1.33 per thousand gallons. The agreement sets the terms for emergency service.

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

C. Review of Council Committee Assignments.

Mayor Nelson restructured the Council Committees as follows:

<i>Finance/Administration</i>	Mayor Nelson, Councilmembers Davis and Gordon
<i>Public Safety</i>	Mayor Nelson, Councilmembers Welle and Dukes
<i>Public Works</i>	Mayor Nelson, Mayor Pro-tem Pack and Councilmember Georgia

These changes are to be implemented as soon as possible.

D. Discussion of Council Appointments to Boards:

Grievance Committee- Replacements needed

Douglas Ridgeway	Term Expiring June 30, 2019
Doris Tilton	Term Expiring June 30, 2017
Scott Danback	Term Expiring December 31, 2018

Mayor Nelson stated that the Administrator had recommendations for the vacancies:

<u>Employee</u>	<u>Term Expiring</u>
James Pringle- Fire Department	6/30/2019
Ed Pompey- Street Department	6/30/2020
Carroll Harrington- Police Department	12/31/2018

Mr. Tanner stated that the Grievance Committee hears any employee grievances, concerning disciplinary matters and termination as outlined in the personnel policy. Recommendations are made to the Administrator, or, if un-satisfied, the City Council hears the grievance.

A **motion** was made by Mayor Pro-tem Pack and was seconded by Councilmember Dukes to appoint the employees to the Grievance Committee based on the

Administrator's recommendations. There was no discussion. All favored the motion.

XIV. Councilmembers' Comments:

Councilmember Gordon

Councilmember Gordon stated that at the end of Dinkins and Depot Streets there is an abandoned property that is of great concern. Councilmember Gordon asked Mr. Tanner to add that property to the dilapidated housing list.

Councilmember Dukes

Councilmember Dukes stated that there are certain properties, privately owned, that has debris and litter. Councilmember Dukes stated that the city needs to pay closer attention to those property owners to get them to clean their lots. Mayor Nelson stated that there is a process that must be followed and that our Codes Enforcement Officer, Mr. Carroll Harrington, has sent letters to some owners. Mr. Tanner stated that he will check with Mr. Harrington. Mayor Nelson asked that Council please report issues to Mr. Tanner and that Mr. Tanner will also be looking at adjusting the fines to strengthen the ordinance. In addition, Mayor Nelson stated that other civic organization are interested in helping the committee and stated that Ms. Trebil will be the point of contact for those organizations. Ms. Trebil will in turn forward the information to the Litter and Beautification Committee.

Next, Councilmember Dukes stated that there is a problem with property owners using electric blowers to clear leaves off their property, into the streets and down the drains. Mayor Nelson stated that this issue has been addressed and asked that the local media publish information informing the public about the harmful effects of debris and leaves going into drains causing them to clog up and overflow.

Councilmember Welle

Councilmember Welle stated that if someone would put the wording together, she would like to offer to put it on the radio as a Public Service Announcement.

Mayor Pro-tem Pack

Mayor Pro-tem Pack asked for an update on lights in the Bellewood Community on W. Huggins Street. In addition, Mayor Pro-tem Pack stated that he has a list for Mr. Tanner of the ditches needing cleaning.

Councilmember Georgia

Councilmember Georgia asked Mr. Tanner for an update on signs for Toccoa Drive and Toccoa Drive Extension. Mr. Tanner stated that he will check on it.

XV. Executive Session:

1) **Administration Department.....Legal matter concerning possible acquisition of property.**

2) **Administration Department.....Contractual matter concerning the Administrator.**

A **motion** was made by Councilmember Welle and was seconded by Councilmember Georgia to enter into Executive Session to discuss a legal matter concerning possible acquisition of property in the Administration Department and to discuss a contractual matter concerning the Administrator. There was no discussion. All favored the motion.

Time: 7:12 pm

A **motion** was made by Councilmember Welle and was seconded by Councilmember Gordon to return to Open Session There was no discussion. All favored the motion.

Time: 7:58 pm

XVI. Possible Action Following Executive Session for items discussed in Executive Session.

A **motion** was made by Councilmember Welle and was seconded by Mayor Pro-tem Pack to renew the city's administrator's contract. There was no discussion. All favored the motion.

XVII. Adjournment:

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

Time: 7:59

Respectfully submitted,

Daun Davis
Administrative Services Coordinator/Clerk