

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

Monday, March 22, 2010  
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 everyone, stated that the media was notified and acknowledged the following:

News Media: Cathy Gilbert- *Clarendon Citizen*.  
Jason Lesley- *Manning Times*.  
Bobby Baker- *The Item*.

Others:

- II. Invocation:** Councilmember Ervin Davis.
- III. Pledge:** Councilmember Mayor Pro-tem Johnny E. Gordon
- IV. Approval of Agenda:**

A **motion** was made by Councilmember Welle 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, February 15, 2010.**

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Welle to approve the minutes of the Regular Meeting of City Council, February 15, 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. Mayor Johnson stressed the importance of being counted in the 2010 Census and encouraged everyone to complete and return the census forms. Mayor Johnson stated that for every person not counted in the Census, the city would lose federal funding of approximately \$1,200.00 per person, per year over the next ten years. In addition, Mayor Johnson stated that the information collected is strictly confidential and would not be used for any other purpose.

IX. Public Presentation:

Presentation of Draft Audit Report for FY' 2008-2009..... Mr. Dean Richardson,  
McGregor &

Associates

Mr. Richardson greeted Council and reviewed a few highlights of the draft audit that was distributed to Council. Mr. Richardson stated that Council would be able to review the information over the next couple days and that he would be available to answer questions. Next, Mr. Richardson stated that the filing deadline for the Audit would be March 31, 2010. Mr. Richardson stated that the opinion that would be issued with the Financial Statements would be an Unqualified Opinion. Then, Mr. Richardson noted the following:

- The account balances and expenditures are fairly stated and materially correct.
- For the Governmental Fund for the year ending June 30, 2009, the city reported a deficit of \$20,400 in the General Fund before the \$100,000 transfer from the Utility Fund. After the transfer there was increase in the Fund Balance to carry forward in the FY' 09-10.
- Revenues and Expenditures were very close to amounts budgeted.
- Water and Sewer in the Utility Fund recognized an increase or net income of \$89,500 before the transfer to the General Fund of \$100,000.

Mr. Richardson asked if there were any questions.

Mayor Johnson noted that the report presented was a preliminary report and that Council would have an opportunity to review the report in detail and could contact Mr. Richardson if there are any questions or concerns. In addition, Mayor Johnson stated that he appreciated the city's standings in light of the economic conditions. Mayor Johnson stated that, unlike other local governments, the city has not had to furlough or lay off any employee and has also given employees cost of living raises and appreciation functions. Mayor Johnson also noted that the city has been able to function pretty well without affecting any needs or wants of the department heads.

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Mr. Richardson stated that compared to audits of other non-profits and governmental entities, the city had fared very well.

Mrs. Rhodes asked Mr. Richardson if the fund balance increased after Council's approval of expenditures that were approved to be taken out of fund balance. Mr. Richardson stated that she was correct.

Mayor Johnson thanked the Administrator and every employee for operating in an efficient manner. There were no further questions.

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

**Proclamation.....National Volunteer Week**

Mayor Johnson stated much of the work done throughout the city could not be accomplished without the help and service of volunteers. Mayor Johnson read a proclamation proclaiming April 18-24, 2010 as National Volunteer Week and thanked all volunteers on the various city boards and commissions for their contributions to the city.

**X. Finance Director's Report:**

Mrs. Rhodes stated that the report was included in Council's packet as information and that Mrs. Prince would entertain questions that Council may have.

Mayor Johnson asked Mrs. Prince if there was anything that needed to be brought to Council's attention. Mrs. Prince stated that she did not have any concerns if Council did not.

Next, Mrs. Rhodes stated that she would be meeting with Mr. Matt Evans, Clarendon County Treasurer, and Mr. Pat Goodwin, Administrator for Turbeville on Thursday, March 25th to discuss the real and personal property tax revenues and that she would ask Mrs. Prince to attend the meeting. Mrs. Rhodes stated that as of last week there was approximately \$133,000 in unpaid real property taxes and that the purpose of the meeting would be to review the tax information to see when they are anticipated to be received. Mrs. Rhodes stated that the city's spending has been conservative since the beginning of the year and that this pattern would continue.

Mayor Johnson stated that revenues are down across the state and the nation because of the economy and that this situation is not unique to the City of Manning. Mayor Johnson stated that the city expects to collect most of the revenue that was projected.

**XI. Administrator's Report:**

**USDA Grants-** The PER and Environmental Reports have been sent to the State for review. The Wastewater Treatment Plant Expansion review has to go through Washington, DC for approval because it is over \$10,000,000.

**I-95 Waterline-** The bore has gone under the interstate. A letter will be sent to SC DHEC stating that the city will operate and maintain the waterline. Then the city will be allowed to flush the line and be given a permit to operate.

**CDBG Projects-** For the Manning Village Renaissance, the first Habitat house is occupied and the second house is under construction. A ribbon cutting ceremony will be held at 1 p.m. on March 26<sup>th</sup> for the Santee-Lynches CDC house located at the corner of Reardon and Dickson Streets. Approval has been received from the SC Dept. of Commerce to bid out the work for extra sidewalks, lighting and landscaping on Depot and Barfield Streets. The engineer will be developing the design and have it approved by SCDOT and do the construction documents. For the power poles on Dickson Street, they are awaiting approval on the Farmers Telephone and Verizon contracts before the work can be done. The Bus Shelter- The title issues are being corrected. Once a clear title is received construction will then begin on the shelter.

**City Hall-** The elevator has arrived and will be installed by the manufacturer. The anticipated date to begin moving is the middle of April.

**Judicial Building-** All the construction is complete. The cleanup process on-going.

**Budgets-** Department Heads are working on their budgets. A budget workshop will need to be scheduled to review the proposed budget for the FY '10-11. Mayor Johnson asked Council to recommend a date for the workshop. After discussion, Council agreed to hold a budget workshop on Monday, April 12, 2010 at 6:00 p.m.

**Flyer-** Weldon Auditorium- The Weldon Committee has asked the city to sponsor someone for King and Queen of the "Back To The Future" Party which will be held May 1, 2010 to benefit the Weldon Auditorium.

**Breedin Ball Park-** Mrs. Rhodes stated that she was approached by the Junior Chamber of Commerce Jaycees about the Breedin Ball park located on Gibbons Street. Mrs. Rhodes stated that the Jaycees are named on the deed and that they would like to contribute to a fund for the park, help build the park and to give the city a clear title to the park. In addition, the Jaycees would like the city to maintain the park. Councilmember Welle stated that she had also been in contact with Attorneys Coffey and Johnson about what could be done to contact the owners of the deed. Mrs. Rhodes asked if this would be of interest to Council. Mayor Johnson stated that Council would be interested in pursuing this matter. Mrs. Rhodes stated that she would contact the Jaycees.

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Mayor Johnson asked if there were any questions for Mrs. Rhodes. There were none.

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

1) Updates from the Utility Department.

Mr. Hardy stated that the Utility department had received \$5,900 from the Municipal Association Set-Off Debt Collection program. Mr. Hardy referred to information included in Council's packet concerning meters that were replaced at two commercial businesses. Mr. Hardy stated that he found that the old meters were not accurately calculating the water usage and that the city had been losing revenue.

Next, Mr. Hardy distributed to Council a proposal for a new radio-read water meter system, called Fixed Network. Mr. Hardy stated that an antenna would be placed on the city's water tank to read meters automatically by computer. The city has 988 water meters in ground which are read by touch pad, 540 radio-read meters which use hand held computers and 1,793 manual meters where an employee has to physically look at the meter to read them. A proposal was distributed to Council which listed 2 Options:

- Option 1: The cost to convert the touch pad and radio-read meters total approximately \$138,000.
- Option 2- The cost to convert all meters to radio-reads would total approximately \$286,000.

Mr. Hardy stated that the fixed network system would save the city money by notifying him when water is turned on illegally and other things. In addition, Mr. Hardy stated that it would take approximately 5 months to get the meters and the city would also have to apply for an FCC license. Next, Mr. Hardy stated that the Adjustment Report for February reflected a large adjustment because an incorrect reading was entered into the computer for a meter that was repaired. Mr. Hardy asked Council if there were any questions.

Mayor Johnson asked Mr. Hardy how he would propose to pay for either option proposed. Mr. Hardy stated that that the city could look into applying for a loan from USDA Rural Development.

Mayor Johnson asked how long it would take for the new system to pay for itself and if the city would begin with replacing the manual-read meters first.

Mr. Hardy stated that it would take longer to convert the manual-read meters because the whole meter would need to be changed. In addition, Mr. Hardy stated that only the register would need to be changed on the touch pad meters and that it

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would be the fastest conversion. Mayor Johnson asked Mr. Hardy to gather additional information and bring a proposal back to Council on the cost, how long it would take to replace all meters, how it would be paid for.

Next, Mrs. Rhodes noted that Mr. Hardy has been replacing about 200 meters per year. Mayor asked Mr. Hardy to check with the vendor to see how long he would honor the cost that was proposed.

Mrs. Rhodes stated that the changes made in the Utility Department last year has enabled the Utility Billing Clerk to keep up with information, to analyze the reports that would help collect money in a timely manner and make sure the information the Auditor needs is completed.

**XII. New Business:**

**A. Resolution Proclaiming April as Fair Housing Month.**

Mayor Johnson read the Resolution.

A **motion** was made by Councilmember Davis and was seconded by Councilmember Witherspoon to approve the Resolution as presented.

**B. Discussion of the City of Manning's Membership to the National League of Cities.**

Mayor Johnson stated that he would recommend that the city become a member of the National League of Cities. Mayor Johnson stated that this organization lobbies on behalf of cities and towns on a federal level. This year their emphasis is on creating jobs, stabilizing the housing market, investing in transportation infrastructure, and supporting energy efficiencies and conservation efforts. Mayor Johnson stated that there are approximately 37 cities in the state of South Carolina that are members of this organization and based on the city's population, the new membership cost would be \$688.00.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Georgia to approve the City of Manning's membership to the National League of Cities. There was no discussion. All favored the motion.

**C. Approval to accept a \$20,804 Energy Efficiency and Conservation Block Grant.**

A **motion** was made by Councilmember Davis and was seconded by Mayor Pro-tem Gordon to accept the funding for the Energy Efficiency and Conservation Block Grant. There was no discussion. All favored the motion.

Mayor Johnson thanked Santee-Lynches Regional Council of Governments for helping to coordinate the grant application process.

**D. Approval to move forward with a \$376,667 USDA Community Facilities Grant/Loan Application for a downtown parking lot.**

A **motion** was made by Councilmember Davis and was seconded by Councilmember Pack to proceed with the grant/loan application. In discussion, Mrs. Rhodes stated that after meeting with the USDA officials the application was corrected to include the cost of legal services making the total amount \$400,111.00. Mrs. Rhodes stated that because of the city's low per capita income, the city would qualify for 75% grant and 25% loan.

Mrs. Rhodes stated that the city may get reimbursed for the engineer and design work that has already been completed. Mrs. Rhodes stated that the 25% portion of the application would need to be taken out of fund balance if the application is approved before the current fiscal year ends. There was no further discussion. All favored the motion.

**E. Approval to move forward with a \$225,400 USDA Community Facilities Grant/Loan Application for Police Vehicles and Equipment.**

Mayor Johnson stated that upon approval of the application the city's match would be \$56,350 and the city would receive 6 new vehicles. Mrs. Rhodes noted that the application is for a grant and that no loan is required.

A **motion** was made by Councilmember Davis and was seconded by Councilmember Pack to proceed with the grant application. There was no discussion. All favored the motion.

Mrs. Rhodes thanked the USDA for all their help in working with the City and all of Clarendon County to get funding through the U.S. American Recovery Act, the USDA Community Facilities and Rural Development.

**XIII. Councilmembers' Comments:**

**Mayor Johnson**

Mayor stated that he had concerns with the approaching spring and summer months and possible violations of various ordinances. Mayor Johnson asked the Police Department to pay close attention to the noise ordinance, sagging pants ordinance, overgrown lots, abandoned lots, litter ordinance and loitering ordinances to make sure they are enforced.

**Mayor Pro-tem Gordon**

Mayor Pro-tem Gordon stated that the basketball goals at the Memorial Street Park are down and in need of attention. Mayor Johnson stated that although the city provides the recreation facilities for the park, Council may have to address the situation if there is abuse

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of the equipment.

Mayor Pro-tem Gordon thanked Mrs. Rhodes for her efforts for the work done in his District with the Habitat Houses, and the Santee-Lynches CDC Houses.

**Councilmember Welle**

Councilmember Welle stated that she had concerns about Jaime Court and the absence of street lighting. Councilmember Welle asked if Mr. Hardy could check on her concern. In addition, Councilmember Welle commended Mr. Clemmons on the dilapidated housing report and on keeping Council informed on what the city is doing to address the problems.

**Mayor Johnson**

Mayor Johnson spoke about the various events that are held throughout the city and state and the importance of having representatives attending these events as much as possible. Mayor Johnson thanked the following individuals:

- Councilmember Pack, Mrs. Mary Adger, Mr. Russell Miller- attended the *Hometown Legislative Action Day*, in Columbia on Feb 17<sup>th</sup>.
- Councilmembers Pack and Georgia- attended the SC Rural Summit , in Myrtle Beach March 7 through the 9<sup>th</sup>.
- Councilmember Welle- attended the Clarendon Memorial Hospital's ground breaking on March 15<sup>th</sup>.
- Councilmembers Welle, Pack and Georgia- attended the Summerton Rotary Club on March 20<sup>th</sup>.

**XIV. Executive Session:**

1) Administration Department: Personnel Matter.  
Contractual Matter.

2) Utility Department: Contractual Matters.

A **motion** was made by Councilmember Davis and was seconded by Councilmember Witherspoon to enter into Executive Session to discuss a personnel and contractual matter in the Administration Department concerning the Administrator's evaluation and contractual matters in the Utility Department concerning a road maintenance agreement and a water contract. There was no discussion. All favored the motion.

After Executive Session, the following action was taken:

A **motion** was made by Councilmember Welle and was seconded by Mayor Pro-tem Gordon to authorize the Mayor to respond to the letter from Clarendon County Council reaffirming the rate the city would charge Clarendon County for water. There was no discussion. All favored the motion.

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Next, Mayor Johnson stated that Council discussed the Administrator's evaluation and job performance. Mayor Johnson stated Council was pleased with her performance.

A **motion** was made by Councilmember Witherspoon and was seconded by Councilmember Welle to approve a pay raise of \$5,000 a year for the Administrator. In discussion, Mayor Johnson stated that Council also approved adding the Administrator to the city's health insurance plan and the discontinuance of an allowance for health insurance. There was no further discussion. All favored the motion.

**XV. Adjournment:**

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

**Time:** 8:40 p.m.

**Respectfully submitted,**

Daun Davis  
Administrative Services Coordinator/Clerk