

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

**Monday, June 19, 2017
6:00 p.m.**

**Council Chambers
Manning City Hall**

Members Present:

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

Members Absent:

E= Excused; U= Unexcused

Councilmember Davis - E
Councilmember Welle - E

****PUBLIC INPUT****

The purpose of the meeting is to give an opportunity to become acquainted with a proposed Rural Development project consisting generally of the purchase of three police cars.

Mayor Nelson welcomed everyone to the Public Hearing to give public input on the proposed purchase of three police cars. Mr. Tanner stated that those wishing to comment either for or against the proposed purchase could come forward, complete the sign in form and have the opportunity to give their input. No one came forward. Mayor Nelson brought the public input to a close.

****PUBLIC HEARING****

Budget for Fiscal Year Ending June 30, 2018

Mr. Tanner stated that the public hearing was for those wishing to comment on the proposed budget for the Fiscal Year Ending June 30, 2018. Mr. Tanner gave the following highlights on the budget:

Expenses

- Mandated expenditure increases- 2% increase in Employer retirement funding this year and 1% the next 2 years.
- Insurance premium an increase of about 3%
- Local Government fund- to remain at current levels.

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- Notification of our Millage cap for the year is 1.34%. There will be no tax increase.
- COLA- an increase of 2% for employees
- Increase in operational cost for the WWTP.

Additional Expenses:

- We have closed on our City Hall extension purchase. The cost split between the General Fund and the Utility Fund.
- Purchase of 6 Police Cars through a \$100,000 USDA Grant/match- purchase 3 cars at a time.
- Purchase of Walkie Talkie Upgrades (next 2 years) \$70,000 for the Police Department- one half purchased this year. The other half purchased next year.
- Purchase of Pagers- Upgrade -(\$4,500) and a generator (\$4,500) and a new vehicle for the Fire Chief.
- Update of the city's website; upcoming Election in 2018; developing a Code Red; \$500 Scholarship fund to Francis Marion University for a student from the city of Manning. City Council will decide on the recipient of the scholarship.

Revenue:

- Increase in Sanitation rates- Commercial Customers only:
\$1.50 for commercial roll carts/ \$5.00 for dumpsters.
Street Department- looking at several options for debris pick up.
- Increase in Water and Sewer Rates:

A 2% increase on water and sewer (translates to a \$1.00 increase in the base bill for inside residential; \$1.80 increase on base water and sewer bill for outside residential).

Proposed Budget for Fiscal Year ending June 30, 2018:

Utility Fund	\$3,325,651
General Fund	\$4,762,350
Total Budget	<u>\$8,088,001</u>

Mr. Tanner asked that those that wished to speak to give public comments on the proposed budget to come forward and complete the sign in sheet. No one came forward. Mayor Nelson closed the public hearing.

**Monday, June 19, 2017
6:30 p.m.**

**Council Chambers
Manning City Hall**

Regular Meeting

Members Present:

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

Members Absent:

E= Excused; U= Unexcused

Councilmember Davis-E
Councilmember Welle-E

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

News Media attending: Jim Hilley, *The Item*.

II. Invocation: Pastor Rosa Mae Fulton, The Master's Place, Manning, SC.

III. Pledge: Councilmember Diane D. Georgia.

IV. Approval of Agenda:

A **motion** was made by Councilmember Gordon and was seconded by Councilmember Dukes to approve the agenda as presented. There was no discussion. All favored the motion.

V. Minutes:

- **Minutes of a Budget Workshop of City Council, May 15, 2017.**

A **motion** was made by Councilmember Georgia and was seconded by Mayor Pro-tem Pack to approve the minutes of a Budget Workshop of City Council, May 15, 2017. There was no discussion. All favored the motion.

- **Minutes of a Public Hearing on the Comprehensive Plan Update and a Regular Meeting of City Council, May 15, 2017.**

A **motion** was made by Mayor Pro-tem Pack and was seconded by Councilmember Georgia to approve the Minutes of a Public Hearing on the Comprehensive Plan Update and a Regular Meeting of City Council, May 15, 2017. There was no discussion. All favored the motion.

- **Minutes of a Budget Workshop of City Council, June 1, 2017.**

A **motion** was made by Councilmember Georgia and was seconded by Mayor

Pro-tem Pack to approve the Minutes of a Budget Workshop of City Council, June 1, 2017. There was no discussion. All favored the motion.

VI. Citizens' Comments: None.

VII. Committee Reports: None.

VIII. Public Presentations:

1) Alzheimer's and Brain Awareness Month.....Mayor Nelson

Mayor Nelson presented to Ms. Elizabeth Brantley, Regional Program Director for the Alzheimer's Association, a proclamation proclaiming June as Alzheimer's and Brain Awareness Month. In addition, Mayor Nelson also stated that this disease has impacted our community locally and stated that she appreciates the work of the Alzheimer's Association.

2) National Safety Month.....Mayor Nelson

Mayor Nelson presented Mrs. Mary Adger, Human Resources Director, a proclamation recognizing June 12-18, 2017 as Safe + Sound Week. Mrs. Adger accepted the proclamation on behalf of the City of Manning Safety and Wellness Committee. Mayor Nelson thanked Mrs. Adger for her work in bringing attention to health and safety awareness to the employees.

Following, Mayor Nelson stated that she received a card of thanks from Mr. Robert Lee Waiters, 105 Breedin Street, for Council's acknowledgement of the recent passing of his wife. In addition, Mayor Nelson recognized Mr. Waiters for his faithful attendance at the Council meetings and for keeping Council aware of things of concern in the community.

IX. Public Hearing:

1) A proposed amendment to the zoning ordinance to re-zone property located at 106 N. Boundary Street, Tax Map # 169-15-08-016-00, owned by Michael Miller from Office Commercial (OC) to General Commercial (GC).

Mayor Nelson opened the public hearing and asked that those in favor of or against the proposed amendment to come forward to complete the sign in sheet before speaking. No one came forward. Mayor Nelson closed the public hearing.

X. Finance Director's Report: The report was distributed to Council separately. Mrs. Prince stated that we are 92% into the budget year with one month remaining.

REVENUES

Type of Fund	Percent Collected
General Fund	81%- awaiting franchise fees, business license fees and local option sales taxes
Utility Fund	188% - due to grant funds received from USDA

EXPENDITURES

Type of Fund	Percent Spent
General Fund	87%
Utility Fund	88%

Bank Balances and Notes Payables Balances

General Fund Unrestricted	Balances
Checking (A/R, A/P, Payroll, Cemetery)	\$ 3.7 million
Interest	\$ 3,200
GENERAL FUND RESERVE	
Police, Juror, Drug, Equitable, Fire, Farmers Market, Reserve	\$ 133,000
Fire Department Extension CD	\$ 50,000
General Fund Notes Payable Balances	\$ 786,000
UTILITY FUND UNRESTRICTED	\$ 3 million
Checking (A/R & A/P)	
Interest	\$ 2,500
UTILITY FUND RESTRICTED ACCOUNTS CD's	\$ 1.9 million
UTILITY FUND NOTES PAYABLES BALANCES	\$ 16.5 million
Special Fund Reserve (Victim's Rights, CDBG, Disaster Recovery)	\$ 123,000

XI. Mayor's Report:

1. Mayor Nelson reminded everyone of the Red, White and Blue Celebration to be held on July 3rd beginning at 7 pm and opened to the public. Mayor Nelson also thanked Mr. Hardy and his employees in advance for their preparation for the clean up after the celebration.
2. Mayor Nelson noted that Chief McElveen's daughter was recently in a serious accident and stated that a fundraiser will be held on July 29th to help with expenses. Mayor Nelson stated that the city would be participating and supporting the fundraiser.

XII. Administrator's Report:

- 1) Mill St. Streetscape- The project has begun. The project will take approximately three months to complete.
- 2) Rural Infrastructure Grant- Bids were taken last Thursday for moving the waterlines on Hwy. 260. One bid came in within budget. The bids will be submitted to the State for review and approval. Once approved, Council will have to award the contract to the successful bidder.
- 3) WWTP Phase III- The project was approved by DHEC and the city was issued a construction permit. Awaiting the USDA to give approval to bid the project. Hopefully to begin receiving bids in late July with construction to begin late summer or early fall.
- 4) Pootaligo Park Nature Walk- The city has been invited to submit a full grant to Duke Energy Foundation which is due by the end of July.
- 5) Historic District Street Signs- The signs have been received and will be put up in the downtown areas.
- 6) Red, White and Blue Celebration- The event will be held on July 3rd and should be a great event.

Mayor Nelson asked Chief Shaffer about his upcoming surgery. Chief Shaffer stated that he would have surgery for a total knee replacement on June 20th and will be recovering for approximately 8 weeks. Chief Shaffer stated that Captain Sonia Daniels will be in charge while he is out of the office.

Departmental Reports: Included in Council's Packet.

XIII. Old Business:

- 1) **Ordinance No. 2017-01 (Second Reading). An Ordinance to Adopt the 2017-2027 City of Manning Comprehensive Plan as required by the South Carolina Local Government Planning Enabling act of 1994, as amended.**

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

- 2) **Ordinance No. 2017-02 (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, 2018.**

A **motion** was made by Councilmember Dukes and was seconded by Councilmember Gordon to approve the Ordinance for second reading. There was no discussion. All

avored the motion.

- 3) Zoning Ordinance No. 2017-07M (Second Reading). An Ordinance to re-zone property located at 106 N. Boundary Street, Tax Map Number 169-15-08-016-00, owned by Michael Miller, from Office Commercial (OC) to General Commercial (GC).**

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

XIV. New Business:

- A. Council's approval to transfer \$6,500.00 from line item # 010-550-00040-00610 (Police Department Operations fuel) to line item # 010-550-00050-00535 (Police Department Buildings repair and maintenance) to purchase a new air conditioning unit.**

Mr. Tanner stated that the air conditioning unit went out at the Police Department that they were advised that it will need to be replaced. Mr. Tanner stated that this was an unbudgeted expense and that there is excess funds in the fuel line item. Mr. Tanner requested that Council approve the budget transfer so that a new unit could be purchased.

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

XV. Councilmembers' Comments:

Mayor Nelson

Mayor Nelson stated that Councilmember Davis was still recuperating from the procedure on his back and had an excused absence. In addition, Councilmember Welle had a scheduling conflict and had an excused absence.

Mayor Pro-tem Pack

Mayor Pro-tem Pack asked Mr. Tanner for an update on the lighting on West Huggins St. Mr. Tanner stated that the project should be underway. Some tree trimming will need to be done before the lighting work begins.

Mayor Pro-tem Pack also asked the Police Department to monitor traffic for speeding on West Huggins St. Mayor Pro-tem Pack noted that the kids are out for the summer and extra pre-caution is needed.

Councilmember Dukes

Councilmember Dukes asked Mr. Tanner for an update on a request for a light at the intersection of Hwy. 261 and Barfield Street. Councilmember Dukes stated that there is a problem exiting off Barfield Street onto Hwy. 261. Mr. Tanner stated that he has contacted the local DOT office and was advised to submit a letter to the District Engineer. Mr. Tanner stated that he has submitted the letter and that it is a timely process. However, he would check on the status of the request.

XVI. Executive Session:

1) Administration Department.....A personnel matter concerning salaries.

A **motion** was made by Councilmember Georgia and was seconded by Councilmember Gordon to enter into Executive Session to discuss a personnel matter concerning salaries. There was no discussion. All favored the motion.

Time: 7:19 pm

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

Time: 7:30 pm

XVII. Possible action following Executive Session for item discussed in Executive Session.

No action was taken following Executive Session.

XVIII. 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: 7:30 pm

Respectfully submitted,

Daun Davis
Administrative Services Coordinator/Clerk