

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

**Monday, September 19, 2016
6:30 p.m.**

**Council Chambers
Manning City Hall**

Council Present:

Mayor Nelson
Councilmember Davis
Councilmember Georgia
Councilmember Gordon
Councilmember Welle

Members Absent:

E= Excused; U= Unexcused

Mayor Pro-tem Pack- E

- I. Welcome/Introductory Remarks:** Mayor Nelson welcomed everyone to the meeting. The following media representatives were present:

News Media present: *Konstatin Vengerowsky , The Item*

- II. Invocation:** Pastor Michael Murdoch, Pastor Grace Christian Fellowship Church, Manning, SC.

- III. Pledge:** Councilmember Sherry A. Welle.

IV. Approval of Agenda:

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

V. Minutes:

Minutes of a Regular Meeting of City Council, August 15, 2016.

A motion was made by Councilmember Gordon and was seconded by Councilmember Welle to accept the minutes as presented. There was no discussion. Those in favor of the motion were Councilmember Davis, Councilmember Welle and Councilmember Gordon. Those opposed were Councilmember Georgia.

VI. Citizens' Comments: None.

VII. Committee Reports: None.

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

Report for month ending August 31, 2016

REVENUES

Type of Fund	Percent Collected
General Fund	4%
Utility Fund	19%

EXPENDITURES

Type of Fund	Percent Spent
General Fund	16%
Utility Fund	15%

Bank Balances and Notes Payables Balances

General Fund Unrestricted	Balances
Checking (A/R, A/P, Payroll, Cemetery)	\$3.4 million
GENERAL FUND RESERVE	
Police, Juror, Drug, Equitable, Fire, Farmers Market, Reserve	\$ 137,000
UTILITY FUND UNRESTRICTED	\$ 2.4 million
Checking (A/R & A/P)	
UTILITY FUND RESTRICTED ACCOUNTS CD's	\$ 1.6 million
Fire Department Extension CD	\$ 50,000
UTILITY FUND NOTES PAYABLES BALANCES	\$16.8 million

Mrs. Prince stated that the auditors have completed their field work. There are no final figures for fiscal year ending 6/30/16. Unofficial figures reflect that the city took in 116% in General Fund Revenues and 142% in Utility Fund Revenues and expended 97% of the budget under the General Fund and 97% under the Utility Fund.

IX. Mayor's Report:

Mayor Nelson looked at the departmental reports and stated she had some questions for each department head.

Police Department- Mayor Nelson stated that she issued a press release about recent issues concerning clown sightings frightening the public. In her press release, she asked citizens to be mindful of costumes worn during Halloween, suggesting that the public refrain from wearing "clown" types of costumes. Next, Mayor Nelson asked Chief Shaffer for an update on this issue. Chief Shaffer stated that his department has not had a report of clown sightings in the city. However, the Sheriff's Department has received one call in the county area and one call in Davis Station area.

Following, Mayor Nelson stated that she had received text messages from people in the Pine Knoll subdivision concerning recent break-ins in the area and asked Chief Shaffer for an update. Chief Shaffer stated they have had house and car break-ins. 5 individuals, which included 2 juveniles and one female, have been arrested for the house and car break-ins. Last week they received information on a location of the stolen items and were able to retrieve some of the victims' items. The Sheriff's department also assisted in this case. There have been no car break-ins since the arrests.

Councilmember Welle asked if there was an arrest for the house break-in in Loblolly. Chief Shaffer confirmed that there was an arrest that occurred as the suspect left the house. Councilmember Welle stated that she has also received reports of more incidents involving people riding golf carts and teenagers riding bicycles in the area. Mayor Nelson asked that everyone be alert to strangers in the neighborhood.

Fire Department- Mayor Nelson commended Chief McElveen on the activities in the community with the "Back to School" bash at the Weldon Auditorium and with assisting Ms. Trebil with the Movies at the Park events. Mayor Nelson asked Chief McElveen for an update on the hydrant flows in the city. Chief McElveen stated that his department makes sure that the hydrants are working properly. They also check the flow, the gallons per minute, static pressure and residual pressure. It takes about 10-15 minutes to check all 203 hydrants. All hydrants have been tested with the exception of the downtown area, which testing has to take place on a Sunday when less cars are parked in the area. Mayor Nelson stated that his report reflected information on structure fires and the dollars saved and asked for clarification. Chief McElveen stated that it is an estimate of the cost of replacement of the damaged property. Mayor Nelson thanked Chief McElveen for his report.

Utility Department- Mayor Nelson asked Mr. Hardy for an understanding on how adjustments are made to water bills due to water leaks. Mr. Hardy stated that they take an average of meter readings for the last three months to get an estimated monthly amount for the account. A letter or statement is needed from the account holder or the plumber stating that the leak was fixed and the cost incurred. Then an adjustment is made. Mayor Nelson also asked about the process for filling swimming pools. Mr. Hardy stated that if

the pool is filled before notifying the water department, an estimate is taken, based on the size of the pool and the gallons filled. If the water department is called before filling the pool, a meter reading is taken before and after filling and the sewer reading is subtracted from the billing.

Main Street Manning- Mayor Nelson asked Ms. Trebil about upcoming events taking place. Ms. Trebil stated that this year the Main Street Annual Meeting will be highlighting the area's Bar-b-Que restaurants. The SC Department of Parks, Recreation and Tourism launched a state-wide Bar-b-Que trail several years ago and Main Street Manning wanted to do something similar. JK's House of Ribs, Sugar Hill Bar-b-Que and D&H Bar-b-Que will be participating in this event, which will be set up on Brooks Street between Boyce and Rigby Streets. The band Distant Cousins will play and Calla Lily and Lucy's will provide desserts. Everyone is invited. Main Street Manning will also be awarding the Best of Main Street Awards for the following: Most Hospitable Business, Best Window Display and Best Building Renovation.

In addition, Ms. Trebil stated that the SC Teach for America program held their professional Development Training at Manning High School. Part of their training is a service project for the community in which they work. For this year's project they cleaned all of the city parks. There were between 75-100 teachers from across the country participating in the project.

Following, Mayor Nelson encouraged Council to look through their reports and noted that it contains a lot of information. Mayor Nelson also encouraged Council to pay attention to the vendor activity reports which lists the vendors we pay. In addition, Mayor Nelson noted to Council that when something comes up where the community asks a member of Council about a decision that was made, or something concerning the city, she encouraged Council to make sure to give accurate information, or, if not sure of the answer, to contact the Administrator or the Mayor.

Then Mayor Nelson encouraged everyone working for the city to make sure they are not showing bias toward anyone or giving favors to anyone. Exceptions to the rule should be justified. We are to work with integrity. Mayor Nelson thanked everyone for all they are doing.

Mayor Nelson stated that lighting on Spann and Huggins Streets is needed and asked the Police Officers to observe dark areas while they are on patrol and to report the information to Mr. Tanner.

X. Administrator's Report:

- 1) Flood Recovery- Mr. Tanner stated that he has been notified that the State will reimburse the City for the remaining 25% on all of our FEMA projects damaged during the flood. FEMA has already reimbursed the City 75% of losses incurred.

- 2) Audit – Mr. Tanner stated that he has preliminary financials on the audit and is very pleased with the year turn out. The formal audit will be presented in November.
- 3) WWTP Expansion- Phase II of the Waste Water Treatment Plant Expansion continues to go well. Hopefully Phase III will be bid soon.
- 4) Fleming Project- The contractor is removing asbestos from the homes to be demolished. There will be five additional structures to be torn down within the next few weeks.
- 5) City Hall Expansion- Mr. Tanner stated that he has completed the application for a USDA project for the expansion of City Hall.
- 6) Economic Development Grant- Mr. Tanner stated that he has completed the application for the Retail Strategy Initiative.
- 7) Main Street Annual Meeting will be held September 20th with a Bar-B-Que on Brooks Street and invited everyone to attend.
- 8) The Taste of Clarendon This event will be held September 29th.
- 9) Mr. Tanner will be out of the office on September 22nd and September 23rd.

Departmental Reports: Included in Council's Packet.

XI. New Business:

A. Ordinance No. 2016-04 (First Reading). An Ordinance Providing For The Issuance Of Not Exceeding, In the Aggregate, \$2,004,000 Waterworks and Sewer System Improvement Revenue Bond of the City of Manning, South Carolina; Providing for Bonds, In One or More Series, Tax-Exempt or Taxable, To be Used To Complete Phase III of the Manning Wastewater Treatment Plant Improvements; Authorizing the City of Manning to Prescribe the Form and Details of the Bonds; Providing for the Payment of the Bonds and the Disposition of the Proceeds of the Bonds; Providing for Borrowing in Anticipation of the Issuance of the Bonds; Providing for the Acceptance of a Grant Related to the Waterworks and Sewer System Improvement Phase III Project Related to the Bonds; And Other Related Matters.

Mr. Tanner stated that the Ordinance would authorize the city to move forward with temporary financing for Phase III of the Waste Water Treatment Plan Expansion and once completed it will move into the final bond issue.

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

B. A Resolution Committing the City of Manning to Providing a Local Match for a Municipal Association of South Carolina Hometown Economic Development Grant.

Mr. Tanner stated that the Resolution is for the grant that the Municipal Association is offering. The grant is for \$25,000 and the City's match would be 5% or \$1,200.

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

XII. Councilmembers' Comments:

Councilmember Gordon

Councilmember Gordon thanked the Mayor and Ms. Trebil for their efforts with the litter pick-up.

Councilmember Georgia

Councilmember Georgia stated that more lighting may be needed on Oakland and Huggins Streets or there may be a shortage in the lighting. In addition, Councilmember Georgia asked everyone to stand and give the department heads a hand clap to commend them for the jobs they do.

XIII. Executive Session

1) Administration Department - Discussion of a legal matter concerning District 5 Vacant seat.

A **motion** was made by Councilmember Welle and was seconded by Councilmember Gordon to enter into Executive Session to discuss a legal matter concerning District 5 Vacant seat. There was no discussion. All favored the motion.

Time: 7:00 pm

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

Time: 7:08 pm

XIV. Possible action following Executive Session

No action was taken.

XV. 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: 7:10 pm

Respectfully submitted,

Daun Davis
Administrative Services Coordinator/Clerk