

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

Monday, May 21, 2007
6:30 p.m.

Breedin Assembly Room
Pansy Ridgway Admin. Bldg.

Members Present:

Mayor Johnson
Mayor Pro-tem Gordon
Councilmember Davis
Councilmember Evans
Councilmember Georgia
Councilmember Pack
Councilmember Witherspoon

I. Welcome/Introductory Remarks: Mayor Johnson welcomed all present and stated that the media was notified. Mayor Johnson acknowledged the following:

News Media: Eric Goold, Manning Times
Sharron Haley, The Item

Others: Larry Williamson, Manning Zoning Board of Appeals
James Zimmerman, Manning Election Commission
John Truluck, Director of Clarendon County Development Board
Attorney William Coffey
Mindy Miller, Waste Management of Florence
Dean Richardson, McGregor & Associates
Lt. Keith Brice, South Carolina State Highway Patrol

II. Invocation: Councilmember Davis

III. Pledge: Councilmember Georgia

IV. Approval of Agenda:

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

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V. Minutes:

**Minutes of the Regular Meeting of City Council, April 16, 2007.
Minutes of a Special Called Meeting of City Council, April 23, 2007.**

A **motion** was made by Councilmember Evans and was seconded by Councilmember Witherspoon to approve the minutes of the Regular Meeting of City Council, April 16, 2007. There was no discussion. All favored the motion.

A **motion** was made by Councilmember Witherspoon and was seconded by Councilmember Georgia to approve the minutes of a Special Called Meeting of City Council, April 23, 2007. There was no discussion. All favored the motion.

VI. Citizens' Comments: None.

VII. Committee Reports: None.

VIII. Mayor's Report:

Mayor Johnson stated that the Mayor's Report was included in Council's packet as information. In addition, Mayor Johnson stated that he received a letter from Mr. and Mrs. Larry Tibbals on behalf of the Public Safety Committee of the Wyboo Plantation Owners Association.

Mayor Johnson stated that the letter thanked Capt. Ridgeway, Chief Garrett and the Manning Police Department for demonstrating how video surveillance can be used to monitor the Wyboo Plantation property. Then, Mayor Johnson thanked the Police Department for working with the community.

Following, Mayor Johnson recognized National Law Enforcement Officers Week and stated that on behalf of City Council he would like to thank all officers for the fine job they do throughout the city of Manning in law enforcement.

IX. Public Presentations:

Mayor Johnson welcomed Ms. Mindy Miller of Waste Management of Florence. Mayor Johnson stated that Ms. Miller would speak to Council on a proposal for changes in services for commercial waste service.

**Commercial Waste Service.....Mindy Miller
Waste Management of Florence**

Ms. Miller, on the behalf of Waste Management of Florence, thanked Council for their business. Ms. Miller stated that she had been in contact with representatives of the City of Manning concerning ways to reduce costs for waste service.

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Ms. Miller stated that the City of Manning is one of only two cities that continue to subsidize commercial service. Ms. Miller presented a proposal to Council whereby the city could save approximately \$105,000 to \$110,000 yearly on commercial service by providing for pick up of commercial waste, one time per week, four times a month regardless of the container size.

Mayor Johnson thanked Ms. Miller for her presentation and for helping the city to make reasonable, sensible cuts in the city's expenses. Mayor Johnson stated that Council had discussed waste services pick up during their Budget Workshop. Then, Mayor Johnson asked Ms. Miller if commercial businesses would be charged for garbage pick-up in excess of one time per week.

Ms. Miller stated that the businesses would set up a contract directly with Waste Management for the supplemental service.

A **motion** was made by Councilmember Pack and was seconded by Mayor Pro-tem Gordon to change commercial garbage pick up, any size container, to one time per week effective July 1, 2007. There was no discussion. All favored the motion.

Following, Ms. Miller stated that the businesses could contact Waste Management to obtain lockable containers.

Next, Mayor Johnson stated that the city's auditor, Mr. Dean Richardson, McGregor & Associates, was available to speak to Council on the FY' 2004-2005 Audit Report. Mayor Johnson stated that the audit had been delayed due to the accounting, booking and posting corrections which had to be made. In addition, Mayor Johnson stated that Council had made steps to strengthen the Finance Department.

**Audit Report for FY' 2004-2005.....Dean Richardson
McGregor & Associates**

Mr. Richardson stated that the FY'2004-2005 Audit is nearing completion and that Management is working to complete the Management Discussion and Analysis (MD&A) Report. Mr. Richardson stated that he is working on completing and finalizing the audit for FY' 2004- 2005 and FY' 2005-2006. Mr. Richardson stated that he will provide Council with the MD&A Report and Management Letter that will contain his findings and suggestions on ways to improve operations. As a result of working on the FY' 2005-2006 report, some of the recommendations listed in the FY' 2004-2005 report have been acted on or implemented. In addition, Mr. Richardson commended the actions that the Finance Department has taken since last fall on addressing the critical issues in the financial reporting and accounting transactions in the prior year. Mr. Richardson stated that once he receives from management the MD&A Report for 2004-2005, he can incorporate it into the actual statements and complete the audit within the next couple of weeks.

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Following, Mr. Richardson stated that the Council should be concerned that there is enough revenue budgeted in the utility fund to pay for normal operating expenses and to be able to provide cash for capital items which are not budgeted expense items. Mr. Richardson thanked Mrs. Prince for working closely with him during this process.

Then Mayor Johnson thanked Mr. Richardson for his hard work and advice.

Next, Mayor Johnson stated that Mrs. Sharon Durden, Santee-Lynches Regional Council of Governments would speak on Policies and Procedures for the CDBG Grant and for approval of rehabilitation of 116 West Huggins Street. In addition, Mayor Johnson thanked Mrs. Durden for her help in assisting the city to qualify to receive CDBG funds for revitalizing homes and neighborhoods.

**Policies and Procedures for CDBG Grant.....Mrs. Sharon Durden
Santee-Lynches**

Mrs. Durden stated that the CDBG Housing Grant was approved in December 2006. Paperwork was signed and forwarded to the Dept. of Commerce and the City of Manning and Santee-Lynches was notified that it was approved for funding. In addition, Mrs. Durden stated that due to one house that is to be replaced in the grant and increases in new construction costs, Santee-Lynches had requested additional funding through the State Housing Authority which was subsequently approved.

Mrs. Durden stated that there were additional measures to take before the State Housing Authority would approve the housing replacement; however, they have notified Santee-Lynches that the rehabilitation portion of the project could move forward. However, Mrs. Durden anticipated that the rehabilitation project would begin in the next couple months.

Next Mrs. Durden stated that as a stipulation of the CDBG Fund grant, the City must approve the Standard Policies and Procedures Policy with Santee-Lynches as the Administering Agent of the grant.

Following, a **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Evans to approve the CDBG Housing Rehabilitation Program Policies and Procedures for the City of Manning Housing Rehabilitation CDBG# 4-NR-06-014. There was no discussion. The vote on the motion was as follows:

For

Mayor Pro-tem Gordon
Councilmember Davis
Councilmember Evans
Councilmember Georgia
Councilmember Pack

Abstained

Councilmember Witherspoon

**Approval for Rehabilitation of 116 W. Huggins Street.....Mrs. Sharon Durden
Santee-Lynches**

Mrs. Durden stated that a housing unit located at 116 W. Huggins Street is to be rehabilitated. Mrs. Durden stated that a letter was included in Council's packet concerning the unit and what needed to be done to comply with the Federal and State Guidelines. Mrs. Durden asked Council for approval to allow Santee-Lynches to complete the rehabilitation of the unit.

Mayor Johnson stated for the record that Councilmember Witherspoon had abstained from participating in any discussion and voting on both the approval of the Policies and Procedure Policy for CDBG Grant # 4-NR-06-014 and rehabilitation of 116 W. Huggins Street due to a conflict of interest.

Following, a **motion** was made by Councilmember Davis and was seconded by Councilmember Pack to approve rehabilitation of 116 W. Huggins Street under CDBG Grant # 4-NR-06-014. There was no discussion. The vote on the motion was as follows:

For

Mayor Pro-tem Gordon
Councilmember Davis
Councilmember Evans
Councilmember Georgia
Councilmember Pack

Abstained

Councilmember Witherspoon

Mayor Johnson thanked Mrs. Durden for working with the City on the grant.

Following, Mayor Johnson stated that he had the opportunity to attend the grand opening of the Ipock Place, a new apartment complex for mental health clients. Mayor Johnson stated that the new complex will be a great addition to the city and will also provide a much needed service.

Mental Health America of Clarendon County.....Ms. Sharron Haley

Mayor Johnson presented Ms. Haley with a proclamation on behalf of Mental Health America recognizing the month of May as Mental Health Month.

Following, Ms. Sharron Haley stated that Ms. Doreathea Ford would not be able to attend the meeting and that as a board member she could speak to Council on behalf of Mrs. Ford and Mental Health America of Clarendon County.

Ms. Haley stated that the Ipock Place consisted of twelve apartments for mental health clients. Ms. Haley stated that the State had paid for the furnishings and appliances for

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each apartment but not the small necessities that the apartments would need and therefore Mental Health America of Clarendon County requested that Council make a donation of \$250 to sponsor an apartment.

Following, a **motion** was made by Councilmember Davis and was seconded by Councilmember Georgia to donate \$250 to the Ipock Place. There was no discussion. All favored the motion.

X. Finance Director's Report:

The Finance Director gave the following report:

Finance Report for Month Ending April 30, 2007

| | |
|--|----------------------|
| General Fund Unrestricted: | \$1,641,274.00 |
| Total Unrestricted GF | 1,641,274.00 |
| General Fund Restricted: | \$ 50,188.00 |
| Total Restricted GF | 50,188.00 |
| Interest Earned (GF): | \$ 7,382.00 |
| Utility Fund Unrestricted: | \$1,171,833.00 |
| Total Unrestricted UF | 1, 171,833.00 |
| Utility Fund Restricted/Reserved: | \$1,304,303.00 |
| Total Restricted/Reserve UF | 1,304,303.00 |
| Interest Earned (UF) | 5,174.00 |
| Special Fund: | \$ 45,763.00 |
| Total Special Fund | 45,763.00 |

Financial reports are unadjusted totals due to incomplete audits for FY 05 and 06. Should be 83% into the budget year.

REVENUE

| | <u>Current</u> | <u>Percent Collected</u> |
|-----------------------|------------------|--------------------------|
| YTD GF Revenue | 2,261,545 | 63% |
| YTD UF Revenue | 1,348,153 | 67% |

EXPENDITURES BY DEPARTMENT

GENERAL FUND

| | <u>YTD Spent</u> | <u>Remaining</u> |
|------------------|------------------|------------------|
| Legislative | \$ 65,167.00 | 86% |
| Judicial | \$ 97,160.00 | 84% |
| Administration | \$ 243,257.00 | 60% |
| Non-Departmental | \$ 97,931.00 | 25% |
| Police | \$ 879,837.00 | 80% |
| Fire | \$ 334,094.00 | 64% |
| Street | \$ 711,449.00 | 67% |
| YTD GF | \$2,428,894.00 | 68% |
| Utility | \$1,286,020.00 | 64% |

XI. Administrator's Report:

The Administrator gave the following report:

1. **Leadership Clarendon Graduate:** Engineer James Kindell graduated May 17th.
2. **Events List:** Listed on the inside cover of Council's packets.
3. **Budget Requests:**
 - a) Public Works Department: Mrs. Adger stated that the U.S. Hwy. 521 Tank was in need of painting. Mrs. Adger stated that the approximate cost is \$75,000.00 and funds have been identified in the budget to cover the cost. Mrs. Adger stated that bids would be obtained for this project.

Mayor Johnson stated that the painting of the water tank is a DHEC requirement. A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Witherspoon to approve the expenditure to paint the U.S. Hwy. 521 water tank after completing the procurement process. There was no discussion. All favored the motion.

- b) Public Works Department: Purchase of 2 vehicles: \$18,100/\$25,900 (taxes

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and tags are additional cost). Mrs. Adger stated that the Public Works Department had been approved for the purchase of two vehicles in the current budget year, bids have been obtained and they will be purchased very soon.

4. **RIF Grant:** The Master Plan and Market Analysis are completed. Copies are available for review.
5. **Business License:** Received a check of \$16,565.03 from MASC for Telecommunications Program.
6. **Department Heads:** All department heads were present.
7. I will be on vacation June 18- June 26.

A) Departmental Reports:

Mayor Johnson stated that departmental reports were included in Council's packet as information.

XII. Old Business:

A. Discussion of a replacement on the Tree and Beautification Board.

Mayor Johnson asked Council if there were any nominations for the vacancy on the Tree and Beautification Board. There were none. Following, Mayor Johnson stated that this item would remain on the agenda until the vacancy is filled.

XIII. New Business:

A. Ordinance No. 2007-01 (First 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, 2008.

Mayor Johnson stated that the City is required to have a balanced budget passed by June 30, 2007. Mayor Johnson stated that the Public Hearing and second and final reading of the Ordinance is scheduled for Council's June 18, 2007 Meeting.

In addition, Mayor Johnson stated that under the proposed budget, the General Fund will be balanced by using \$295,000 of the Fund Balance and on the Utility Fund side, which is out of balance by \$300,000, will be balanced by raising the water and sewer rates \$4.00 each.

Mayor Johnson reminded Council of Mr. Richardson's presentation earlier in the Agenda that stated that the Utility Fund is an Enterprise Fund and should incorporate a budget that produces a profit to make sure that the city can cover all of its obligations, pay for repairs and capital improvements that may arise.

Next, Mayor Johnson stated that the \$4.00 increase in water and sewer rates will only generate a \$6,000 profit in the Utility Fund. Following Mayor Johnson stated that research had been done by the staff, Public Works Director and it was found

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even after the proposed increases in rates, the City of Manning's rates were still below rates charged by surrounding towns and cities. Mayor Johnson also noted that the proposed budget does not incorporate a tax increase or business license fee increase.

A **motion** was made by Councilmember Davis and was seconded by Councilmember

Pack to approve the ordinance for first reading in title only. There was no discussion. All favored the motion.

B. Ordinance No. 2007-02 (First Reading) An Ordinance to annex portions of 169-10-01-001-00 and 169-10-01-002-00 owned by Cecil Ridgill and Presley Ridgill, located along West Boyce Street/South Carolina Highway 261.

Mayor Johnson stated that the ordinance to annex the property into the city as General Commercial and was up for first reading in title only. Mayor Johnson stated that information was included in Council's packet and that there would be a Public Hearing and second reading of the ordinance at the June meeting.

A **motion** was made by Councilmember Evans and was seconded by Councilmember Pack to approve the ordinance for first reading in title only. There was no discussion. All favored the motion.

C. Discussion of budget requests for transfers, bid solicitations, and grant match review.

Mayor Johnson asked Mrs. Adger to explain.

Mrs. Adger stated that a memo was included in Council's packet explaining several requests that would require Council's approval.

1. Renovations/Judicial Building- Permission to solicit bids for repairs/renovation of the judicial building, furniture for the Judge's office and to make the necessary transfer of funds.
2. Window repair/City Hall- Permission to solicit bids for repairs and proceed with the renovations and to make the necessary transfer.
3. RTA- Permission to proceed with \$5,000 to present to the Agency in the Fiscal Year 2007/208.
4. Fire Building- Permission at the end of June to review the account (line item) and rollover the remaining balance to a restrictive checking account for capital improvements and identify other funds that may be available at the year's end to make up \$100,000.00 for the new fire building.

Mayor Johnson asked if the items mentioned were to be paid out of the current year's budget. Mrs. Adger stated that they would.

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A **motion** was made by Councilmember Evans and was seconded by Councilmember Pack to proceed with the following expenditures:

1. The renovations for the Judicial Building and Judge's office.
2. Windows at City Hall
3. RTA donation.
4. Fire Department Building Account Review/Funding.

There was no discussion. All favored the motion.

Following, Mayor Johnson stated that Council has wisely over the years budgeted funds to go into the Contingency Funds for unexpected expenses in the Utility Fund. Mayor Johnson stated that both funds currently had a total of approximately \$1,000,000.

Mayor Johnson stated that the U.S. Hwy. 521 improvements obtained with a low interest loan of \$471,762.67. Mayor Johnson stated that Mrs. Adger had renegotiated the terms of the loan to a no-interest loan in which quarterly payments of over \$29,000 would be paid. Mayor Johnson stated that the staff recommended to Council to discontinue funding the Contingency Funds until the loan is paid off in approximately four years rather than pass the cost on to the citizens of Manning.

Following, a **motion** was made by Councilmember Pack and was seconded by Mayor Pro-tem Gordon to discontinue funding the contingency funds in order to make payments to SCDOT for repayment of U.S. Hwy. 521 Improvements. There was no discussion. All favored the motion.

XIV. Councilmembers' Comments:

Mayor Johnson

Mayor Johnson asked Council to refer to the inside cover of the Council packets for upcoming events.

Councilmember Evans

Councilmember Evans stated that the street sign labeled "Bob White Drive" located off of Georgetown Road was missing and needed to be replaced.

In addition, Councilmember Evans stated that there were several lots in the Pine Knoll subdivision that were overgrown and asked that the Administration Department follow up on the matter.

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XV. Executive Session:

A **motion** was made by Councilmember Evans and was seconded by Councilmember Georgia to enter into Executive Session for three contractual matters (concerning Holiday Heights, the Regional Water Authority and the Summerton Wastewater Agreement) and a personnel matter in the Public Works Department and a Personnel Matter in the Administration Department concerning the Administrator's Position. There was no discussion. All favored the motion.

Following Executive Session, the following action was taken:

A **motion** was made by Councilmember Witherspoon and was seconded by Councilmember Georgia to provide water service to the proposed Holiday Heights subdivision dependent upon a contract presented to Council. There was no discussion. All favored the motion.

A **motion** was made by Councilmember Evans and was seconded by Councilmember Pack to provide water and sewer service to the Eagle Cove subdivision off U.S. Hwy. 260 dependent upon contractual agreements between the contractor, engineers and the City of Manning. There was no discussion. All favored the motion.

A **motion** was made by Councilmember Evans and was seconded by Mayor Pro-tem Gordon to re-advertise for the position of Administrator immediately. There was no discussion. All favored the motion.

XVI. Adjournment:

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

Time: 8:45 p.m.

Respectfully submitted,

**Daun Davis
City Clerk**