

**REGULAR MEETING
OF THE
MANNING CITY COUNCIL**

Monday, July 17, 2006
6:30 p.m.

Breedin Assembly Room
City Hall

Members Present:

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

Members Absent (E- excused)

Councilmember Evans -E

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

News Media: Mike Gellatly, Manning Times

Others: Vickie Williams, Santee Lynches
Larry Williamson, Manning Zoning Board of Appeals

- II. Invocation:** Councilmember Ervin Davis.

- III. Pledge:** Councilmember Diane Georgia.

- IV. Approval of Agenda:** A **motion** was made by Councilmember Davis and was seconded by Councilmember Pack to approve the amended agenda. There was no discussion. All favored the motion.

V. Minutes:

Minutes of the Regular Meeting of City Council, June 19, 2006. A motion was made by Mayor Pro-tem Gordon and was seconded by Councilmember Witherspoon to approve the minutes. There was no further discussion. All favored the motion.

VI. Citizens Comments: None.

VII. Committee Reports: None

VIII. Mayor's Report: Included in Council's packets as information. Mayor Johnson noted that he had a speaking engagement not listed on his report that was later postponed due to death in the family. In addition, Mayor Johnson stated that he had received a copy of a letter Senator Land had received from the U.S. Postal Service in response to his letter to the U.S. Postal Service asking for consideration for a new Post Office in Manning. The letter stated that Manning does not qualify for a new post office, but funding was requested to redesign the existing building.

IX. Public Presentation:

Vickie Williams, Santee Lynches. Mayor Johnson thanked Mrs. Williams for all that she does for housing for the citizens of Manning.

Mrs. Williams gave an update to Council on the Neighborhood Revitalization Program under the Community Development Block Grant Program (CDBG) administered by Santee-Lynches. Mrs. Williams stated that the housing committee had chosen an area adjacent to the project that was just finished. The current project covers the areas around Hampton, Breedin, Huggins and Boundary Streets.

In doing a survey of the area, Mrs. Williams stated that it would be a comprehensive project in which the dollar amount has yet to be determined. Mrs. Williams stated that the program would serve approximately 23 units if qualified. In addition Mrs. Williams stated that the cap for this project is \$500,000.00 with a 5% cash match or other options from which to choose. Available options are as follow: (1) choose the 5% cash match, (2) put any percentage in that Council chooses (Council would be competing with other cities and towns in the state of South Carolina), or (3) ask for a waiver of the match (must submit your product along with a letter requesting a waiver of the match).

Mrs. Williams stated that she would need a decision from Council on which option they would like to choose by next month.

In addition, Mrs. Williams stated that the letters of applications are submitted in August, applications are due in September, a notice of approval will be back in December, and

monies for the match will need to be available for match payout in February or March.

Mrs. Williams stated she will be back next month to give Council an idea of what the project will be, and will have the project information to Mrs. Adger before next Council meeting. Mrs. Williams also noted that the home has to be occupied by the homeowner to be eligible. The homeowner would need to meet a financial eligibility criteria, too. In addition, rental houses can be added with the renter meeting the financial guidelines. However, the owner of a rental house would have to commit 10% towards the rehabilitation.

Next, Mayor Johnson asked Council to come back next month prepared to commit a 5% match thru funds budgeted for grant matches or to utilize fund balance, if Council desires. Mayor Johnson thanked Mrs. Williams and also thanked Mrs. Shirley Keels and Mr. James Zimmerman, members of the Manning Housing Committee, for their work they do on behalf of the citizens of Manning.

X. Finance/Administrator's Report. Mrs. Adger thanked Council for choosing her as Interim Administrator. Following, the Administrator gave the following report:

A. Financial Report to Council. The Administrator gave the following finance report as of July 17, 2006:

General Fund- Checking Accounts-

<u>Unrestricted</u>	<u>Restricted</u>
\$1,841,032.00	\$ 52,107.00

Utility Fund - Checking Accounts

<u>Unrestricted</u>	<u>Restricted</u>
\$1,082,048.00	\$1,154,207.00

Grand total of all funds

<u>Unrestricted</u>	<u>Restricted</u>
\$2,923,080.00	\$1,206,314.00

Interest Earned/ June 2006:

General Fund	\$ 6,594.00
Utility Fund	\$ <u>4,502.00</u>
<i>Total Interest Earned</i>	\$ 11,096.00

Special Fund Accounts: CDBG, Victim's Rights, Water Tower and RIF Grant- \$69,415.00

Mayor Johnson stated that the city had received several large business license fee payments at the end of the year which helped the overall budget. Also, Mayor Johnson thanked the employees, Department Heads, and everyone for operating within the budget so that the expenditures did not exceed the City's ability to pay bills.

B. Administrator Report. The Administrator gave the following report:

1. **Auditor's Report for FY 2005-** Will be ready at the end of July and will be forwarded to Council once received.
2. **Street Department/Equipment.** The department has experienced deterioration of its four lawnmowers which have been in and out of the repair shop in the past two weeks. Two lawnmowers, as approved, have been ordered locally, but were too large to maneuver around trees and other vegetation. Therefore, the order was canceled and placed with a vendor in Sumter. The equipment will be shipped in two weeks.

Mayor Johnson and Council authorized the Administrator to get with the Public Works Director to immediately get the equipment necessary to cut the grass along the right-of ways and public parks to do their jobs.

3. **Bellewood Park.** Fill dirt was spread out, causing overgrowth. Some of the overgrowth will need to be pulled by hand. A drainage pipe will be put in to run water off the area. More fill dirt will be spread and grass planted approximately the first week of August. Recommendations for landscaping will come from the Tree Board at their next meeting.
4. **Grants.**
 1. RIF Grant (Master Plan/Market Analysis): Have met with the firm awarded the contract for the Master Plan. Contact has been made with all interested parties. Must move forward with negotiations.
 2. Fire Station: Met with representative from USDA- Rural Development to discuss and provide items needed to update the application for the loan/grant. Awaiting the Auditor's Report and the Architect PAR. A mandatory Public Hearing is scheduled for Monday July 31st at 7:00 p.m.
 3. Phase VI: Met today with Dale Wagner, Enhancement Coordinator to fulfill the FY 2005/2006 Transportation Enhancement Mandatory Recipient's Workshop.
5. **Santee Lynches RCOG Board Attendance:** For period of June 2005 through July 2006, Mayor Johnson was present at all meetings.
6. **Advertisements:** One position for Utility Worker I (Street) and two positions for Maintenance Worker I were advertised July 18th.

7. **Personnel:** Rubin Hardy, Public Works Director- Vacation July 15-22.
Chief Garrett: SCLEOA Conference, Myrtle Beach- July 16-20.
Chief McElveen: SC Fire Rescue Conference, Myrtle Beach July 19-23.
Police Department: Officer Wicker to graduate from the Police Academy. The Police Department will be fully staffed.
8. Landscaping: The front of City Hall will be landscaped as recommended by the Tree Board.
9. Housing: Two abandoned homes have been added to the list for condemnation, twenty projects on-going and one condemned house to be bid out for demolition.
10. MASC Annual Meeting: Several activities planned during the meeting.
11. Hampton Inn Ribbon Cutting: July 18th at 5:30 p.m.
12. CDBG Review: Scheduled for July 27th at City Hall to satisfy performance criteria.
13. Tree City USA: Manning was named 2005 Tree City for the 6th straight year by the National Association of State Foresters and the USDA Forest Service.

XI Old Business:

- A. Ordinance No. 2006-05. (Second Reading) An Ordinance to annex a portion of South Carolina Department of Transportation (SCDOT) right-of-way SC 261 (West Boyce Street) pursuant to Section 5-3-110, Code of Laws of South Carolina (1976 as amended).**

Mayor Johnson noted that this ordinance would annex the part of the highway that goes with the property so that both the highway and the property are in the city limits.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Davis to approve second and final reading of the ordinance. There was no further discussion. All favored the motion.

XII. New Business:

- A. Zoning Ordinance No. 2006-3M (First Reading) An ordinance zoning property located on Bradham Street, Tax Map No.'s 169-16-03-004-00 and 169-16-03-007-00 and 169-16-03-008 from Residential-6 (RS-6) to General Residential-2 (GR-2)**

Mayor Johnson stated that enclosed in Council's packet was a request submitted to the
Page 6. Minutes of Manning City Council Meeting, July 17, 2006.

Planning Commission by the property owner requesting that the properties be rezoned

to General Residential so that he would be able to construct duplexes on the property. Mayor Johnson also noted that the Planning Commission reviewed the request and at their July 10, 2006 meeting recommended to Council to approve that the request be approved.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Gordon to approve first reading of the ordinance. There was no discussion. All favored the motion.

B. Discussion of Administration Vehicle.

Mayor Johnson stated that the vehicle used by the former Administrator is not currently being used because the Interim Administrator is using her personal vehicle for city business under the same terms as a former Administrator. Then Mayor Johnson asked Council to assign the vehicle to him for Mayoral duties. All favored the motion.

A **motion** was made by Councilmember Davis and was seconded by Councilmember Pack to assign the city vehicle to the Mayor for use in his official capacity as Mayor.

C. Discussion of South Carolina Dept. of Juvenile Justice Agreement.

Mayor Johnson stated that this agreement was an annual agreement and asked Mrs. Adger to elaborate.

Mrs. Adger stated that the agreement was a standard agreement between the South Carolina Department of Justice which outlines the terms of housing juveniles and the costs associated with it. Mrs. Adger noted that the fees for housing juveniles have increased from \$25.00 per day for a 24-hour period to \$50.00 per day for a 24-hour period. In addition, Mrs. Adger stated that the language of the agreement has changed to allow municipalities to utilize any local law enforcement agency or entity that they desire.

Next, Mayor Johnson stated that a copy of the agreement was enclosed in Council's packet and has also been reviewed by the city attorney.

D. Resolution authorizing the Mayor and/or his Designee to execute an Agreement with the Department of Juvenile Justice.

Mayor Johnson asked for a motion to approve the Resolution. A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Georgia to

Page 7. Minutes of Manning City Council Meeting, July 17, 2006.

approve the Resolution authorizing the Mayor and/or his Designee to execute the agreement between the City of Manning and the South Carolina Department of

Juvenile Justice. There was no discussion. All favored the motion.

E. Discussion of an alternate for the Planning Commission Board.

Mayor Johnson stated that Council needed to appoint an alternate to the Planning Commission. Councilmember Witherspoon recommended Ms. Pamela Clavon-Brunson as an alternate to the Planning Commission Board.

Mayor Johnson stated that this seat became vacant when Miss Monica Reed, the former alternate, filled the unexpired term of Ms. Diane D. Georgia, who was elected to Council in the April, 2006 election.

A **motion** was made by Councilmember Witherspoon and was seconded by Councilmember Pack to appoint Ms. Pamela Clavon-Brunson as an alternate to the Planning Commission Board. There was no further discussion. All favored the motion.

XIII. Councilmembers' Comments

Mayor Johnson

Mayor Johnson reminded Council of the upcoming South Carolina Municipal Association Annual Conference which will be held at Hilton Head Island, SC. Mayor Johnson asked the Clerk to notify Council of the color coordination of shirts to wear during the Conference: Grey, White and Yellow.

Councilmember Pack

Councilmember Pack stated that his concerns about the Bellewood Park have already been addressed earlier in the meeting.

Mayor Johnson

Mayor Johnson asked about the status of the placement of a fence at the Manning Cemetery.

Mary Adger stated that a request for bids has been advertised in the newspaper.

XIV. Executive Session

- 1. Personnel Matter: Administration Department**

2. Contractual Matter: Market Analysis

A **motion** was made by Councilmember Davis and was seconded by Councilmember Pack to enter into executive session to discuss a personnel matter within the Administration Department and a contractual matter concerning the Market Analysis regarding the RIF Grant. All favored the motion.

Following executive session, the following action was taken:

A **motion** was made by Councilmember Witherspoon and was seconded by Councilmember Pack to enter into an agreement with ERA to provide a Market Analysis for the RIF Grant and to authorize the Administrator to execute the agreement. There was no discussion. All favored the motion.

A **motion** was made by Councilmember Davis and was seconded by Councilmember Pack to allow the Administrator a gas expense of \$100.00 a month for the use of her personal vehicle to conduct business on behalf of the city. There was no discussion. All favored the motion.

XV. Adjournment

A **motion** was made by Councilmember Pack and was seconded by Councilmember Witherspoon to adjourn. All favored.

Time: 7:24 p.m.

Respectfully submitted,

Daun Davis
Interim City Clerk