

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

Monday January 26, 2009  
6:30 p.m.

Breedin Assembly Room  
City Hall

**Members Present:**

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

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

News Media: Cathy Gilbert, *The Manning Times*  
Bobby Baker, *The Item*

Others: Larry Williamson, Manning Zoning Board of Appeals,  
Mrs. Marie Land, Ms. Ericka Sexton, Clarendon County Chamber  
Of Commerce, Ms. Carrie Trebil, Ms. Linda Lesemann

- II. Invocation:** Councilmember Ervin Davis.

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

**IV. Approval of Agenda:**

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

**V. Minutes:**

**Minutes of the Regular Meeting of City Council, December 8, 2008.**

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

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**VI. Citizens' Comments:** None.

**VII. Committee Reports:** None.

**VIII. Mayor's Report:** Included in Council's packet as information. On behalf of the City of Manning, Mayor Johnson expressed pride on how well the Manning High School Band represented the City of Manning and State of South Carolina in the Presidential Inaugural Parade.

**IX. Public Presentation:**

Mayor Johnson thanked Mrs. Land for the work she has done as Co-Chair of Main Street Manning and on the progress that has been made. In addition, Mayor Johnson thanked Mrs. Mary Adger, Ms. Carrie Trebil, Mr. Jeffrey Black and everyone working with Main Street Manning. Following, Mayor Johnson asked Mrs. Land to make her presentation.

**Main Street Manning Update..... Mrs. Marie Land**

Mrs. Land presented to Council a list of the various committees for Main Street Manning. Mrs. Land thanked the Mayor and Councilmembers for their support, for the vision of becoming a Main Street City and for supporting the Clemson Grant. In addition, Mrs. Land thanked Mrs. Adger and Ms. Carrie Trebil for their time and hard work. Following, Mrs. Land gave an update on Main Street Manning.

- Main Street Manning was formed in February 2008 with training given by Main Street South Carolina. There are 11 cities in South Carolina that benefit from the program. The program uses a 4-point approach to the program: Design, Promotion, Organization, and Economic Restructuring. These four points were divided into committees.
- **The Promotion Committee-** Chaired by Dawn Griffith. Mrs. Land distributed to Council the current promotion that the committee is working on for the month of February to get people downtown to shop and buy local. Several businesses have agreed to give customers a 10% discount between February 1 and February 15, 2009. In addition, Mrs. Land displayed the new logo that the committee had developed which would be used in their "buy local" campaign. There would be additional promotions in the coming months.
- **Design Committee-** Chaired by Linda Lesemann. Mrs. Land stated that this committee is working on a facade program. The city qualifies for two facade studies by Main Street's resident architect for being a part of the Main Street program. Letters were sent out to 75 property owners who have businesses in the Historic District to see who would be interested in participating in the program. One of the qualifications of the study would require an owner to participate in the study within two years of acceptance. The city has two businesses that have agreed to participate in the facade study. Next, Mrs. Land stated that she would hope that the city would help with some mini grants and asked Council to consider donating \$2,000.00 toward this program. Mrs. Land stated that the Historic District must first be officially declared which would then give owners a tax credit for restoring their buildings. Following, Mrs. Land stated that she would like to see a

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committee formed to help show owners and merchants how to restore their buildings.

- **Economic Restructuring Committee**- Chaired by Mr. Barry Ham. Mrs. Land stated that the committee has formed some priorities for economic restructuring. One priority that the committee would like Council to consider is to pave the back parking lots behind the downtown businesses. In addition, Mrs. Land stated that Mrs. Adger and Ms. Trebil are working on a survey of all businesses in the downtown area and asked Ms. Trebil to explain. Ms. Trebil stated that a survey was sent to all businesses in the 9 block radius. 17 surveys have been completed, 15 are partially completed. The survey consisted of several questions. Some questions that were asked: How a business felt about downtown Manning, was it safe, was parking available, what were the weaknesses, and how they would improve the downtown shopping experience. Ms. Trebil stated that the common concerns that were mentioned were storefront appearance and the variety of retail stores. Ms. Trebil stated that there were 7 new businesses and that they are working on creating a database to get information to the businesses more readily.
- **The Organization Committee** - Chaired by Steve Harrington. Mrs. Land stated that this committee is working on establishing by-laws and developing a Board of Directors. The committee is also working on setting up newsletters and brochures for businesses.

Mrs. Land stated that all committees meet monthly and that Mr. Jeffrey Black, who is Co- Chair of Main Street Manning, also works closely with her. Mrs. Land asked Mrs. Rhodes if there was any additional information to share. Mrs. Rhodes stated that the Historic District application is nearing completion. In addition, Mrs. Rhodes stated that the South Carolina Historic Preservation Organization meets twice a year with the next meeting scheduled for June at which time the city will be listed on the agenda for recommendation to be approved as a Historic District. Mrs. Melaney will work with the staff from the SC Department of Archives and History to review the application and give recommendations before it is submitted. Mrs. Land again thanked Council for their support.

Mayor Johnson thanked Mrs. Land, the committees and everyone working with Main Street Manning for the hard work they have done. Next, Mayor Johnson stated that Mrs. Rhodes has the authority as City Administration to transfer funding of \$2,000.00 and under and asked Mrs. Land to meet with Mrs. Rhodes. Mrs. Rhodes stated that \$2,000.00 will be transferred to the Downtown Development line item for the two facade studies and asked if Council had any objections. There were none. Mrs. Land stated that she hopes that additional businesses would want to do the upgrade. At this time, Councilmember Welle asked Ms. Trebil about the surveys that were distributed and asked what were some suggestions and concerns of the business. Ms. Trebil stated that there were concerns about the availability of parking areas downtown, the appearances of the buildings and unity among all merchants. Ms. Trebil stated that the Economic Restructuring Committee is working on getting a retail support group. Overall, the comments were most favorable. Ms. Trebil also noted that during the “buy local” promotion, February 1- 15th, customers must ask for the Main Street Discount in order to receive the 10% discount.

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**Audit Reports.....Mr. Dean Richardson, Auditor,  
C.C. McGregor & Co., L.L.P.**

Mr. Richardson stated that he would be presenting to Council the Audit Reports for the periods ending June 30, 2006 and June 30, 2007. Mr. Richardson distributed to Council some information and explained the reports. Mr. Richardson noted the following:

Overall for the period ending June 30, 2006 year showed an improved financial position and stewardship of resources. Expenditures were in line with the budget and revenues exceeded the budget leaving an increase in the fund balance.

Mrs. Rhodes stated that she would prepare a management letter to be included in the final document from the Auditor.

For the period ending June 30, 2007, the Governmental Funds showed an increase in revenues of \$343,680 and the Utility Fund showed a net loss of \$58,430 after depreciation.

Mayor asked when the binded copies would be available to Council. Mr. Richardson stated that the copies would be ready by the end of the week. Mayor Johnson asked if the reports would be received by the State Treasurer's Office before the February 1, 2009 deadline. Mr. Richardson stated that that they would be received before the deadline. Next, Mayor Johnson noted that the City received an Unqualified Opinion on both audits and asked Mr. Richardson to explain statements on the report marked with a "yes". Mr. Richardson stated that the statements would be explained in the management letter showing the problems encountered and recommendations to correct deficiencies.

Mayor Johnson asked if previous problems have been addressed with changes in that department. Mr. Richardson confirmed that this was correct. In addition, Mr. Richardson stated that with the addition of Mrs. Prince in the Finance Department, it has helped tremendously to prevent a material mis-statement, detect a material mis-statement, if one has been made previously made.

Following discussion, a **motion** was made by Councilmember Davis and was seconded by Mayor Pro-tem Gordon to accept the Audit Reports for the periods ending June 30, 2006 and June 30, 2007 as presented. There was no discussion. All favored the motion.

Mr. Richardson noted that Council is responsible for monitoring and due diligence to make sure that reports are accurate and recorded properly. Mr. Richardson also recommended better communications between the Department Heads and the Finance Department to insure accurate reporting. Mayor Johnson stated that Council's goal is to make sure that audit reports are done in a timely matter and recommended that members of Council review the Finance Report and ask questions about concerns they may have.

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Mrs. Rhodes stated that Mrs. Prince began working for the City September 2006 and that she began working in August 2007 based on Council's decision to make changes that would improve the 2007-2008 Audit.

Councilmember Davis also recommended that Council consider a contract with C.C. McGregor & Co. to do a quarterly review and to provide a report to Council.

Mayor Johnson stated that the two important things that Council is responsible for is the hiring of an Administrator and the Budget. Mayor Johnson thanked Mr. Richardson for coming.

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

**Finance Report for the month ending December, 2008**

<b>General Fund Unrestricted:</b>	\$1,575,705
<b>Total Unrestricted GF</b>	<b>\$1,575,705</b>
<b>General Fund Restricted:</b>	\$ 118,987
<b>Total Restricted GF</b>	<b>\$ 118,987</b>
<b>Interest Earned (GF):</b>	<b>\$ 1,376</b>
<b>Utility Fund Unrestricted:</b>	\$ 1,152,676
<b>Total Unrestricted UF</b>	<b>\$ 1,152,676</b>
<b>Utility Fund Restricted/Reserved:</b>	\$1,087,871
<b>Total Restricted/Reserve UF</b>	<b>\$1,087,871</b>
<b>Interest Earned (UF)</b>	<b>\$ 1,359</b>
<b>Special Fund:</b>	\$ 48,967
<b>Total Special Fund</b>	<b>\$ 48,967</b>

We are 6 months into the budget year which is 50% with a remainder of 50%.

**REVENUE**

	<b><u>YTD Collected</u></b>	<b><u>Percent Collected</u></b>
YTD GF Revenue	\$ 663,970	20%
YTD UF Revenue	\$1,095,103	56%

**EXPENDITURES**

**General Fund**

	<b><u>YTD Spent</u></b>	<b><u>Percent Spent</u></b>
Legislative	\$ 40,189	44%
Judicial	\$ 37,990	39%
Administration	\$ 215,354	46%
Non-Departmental	\$ 78,560	44
Police	\$ 613,255	53%
Fire	\$ 236,530	50%
Street	\$ 393,040	44%
YTD GF	\$1,614,919	48%

**Utility Fund**

	<b><u>YTD Spent</u></b>	<b><u>Percent Spent</u></b>
Utility Fund	\$ 841,281	43%

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Mrs. Prince asked if there were any questions. Mayor Johnson stated that property taxes and business license fees are beginning to come in which will be reflected in the General Fund Revenue in the coming months. In addition, Mayor Johnson commended everyone for being good stewards of the city's funds.

**XI. Administrator's Report:**

- 1) **The Oversight Committee for the Regional Wastewater Agreement-** met on December 18, 2008. The committee directed Attorney Thomas Player to create language to address questions from the Chamber Infrastructure Committee.
- 2) **The Administrative Committee-** met on December 22, 2008. The County Council has realized that they do not have the authority to give franchise areas to the municipalities. The committee will meet again in March.
- 3) **Public Works Building-** The original closing date of January 14<sup>th</sup> was postponed due to sustained wind damage to the roofs of two buildings. Once the roofs are repaired the closing will be rescheduled.
- 4) **The Paxville Waterline Project –** The engineers have been surveying, performing appraisals of easements, and would be contacting property owners for easements.
- 5) **Shannon Greens Sewer line-** This project is well underway and the city can expect to pay for our portion of that in the 2009-2010 budget.
- 6) **Funding for the Wastewater Treatment Plant Upgrade Study –** A budget amendment is recommended to transfer \$25,000 from the Wastewater Treatment Plant Upgrade line item (030-720-00020-00344) and \$25,000 from the Sewer Line Repair line item (030-760-00020-00332) to fund the study at a cost of \$50,000.00. Mrs. Rhodes stated that there will be enough money remaining in each line item to cover expenditures.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Davis to approve the transfer of \$25,000 from line item 030-720-00020-00344 and \$25,000 from line item 030-760-00020-00332 to fund the Wastewater Treatment Plant Upgrade in the amount of \$50,000. There was no discussion. All favored the motion.

Mrs. Rhodes stated that Doug Clary of Hybrid Engineering will be conducting the study.

- 7) **Big Check Ceremony for Manning CDBG Renaissance Village Project-** This ceremony will be held on Friday January 30<sup>th</sup>, 11:30 a.m., City Hall. Mayor Johnson stated that he would not be able to attend and asked that as many members of Council as possible to attend.

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- 8) **SARE Grant for Farmer's Market-** The city was approved for a \$5,500 grant to pay for signage, advertisement and for someone to supervise the Farmers Market on Saturdays.
  
- 9) **Christmas Decorations-** Replacement bows for the existing wreaths for the downtown streetscape project and new wreaths for the streetscaping project on S. Mill Street was quoted by Universal Concepts for \$5,400.00.
  
- 10) **Façade Mini-grant-** An estimate to repair the parking lots was distributed to Council. Mrs. Rhodes will work with the engineers to see what cost savings and funding options are available.

Mayor Johnson asked Mrs. Rhodes when she and Mrs. Prince would begin working on next year's budget. Mrs. Rhodes stated that beginning in February she would begin asking for the budget worksheets to be distributed.

Mayor Johnson thanked Councilmember Davis for commenting last month on the downtown decorations and that he also noticed the condition of the bows.

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

1) Public Works Department.....Update on new meters.

Mr. Hardy stated that the city has a total of 3,230 meters in the ground. There are 1,011 that are "automatic" reads read with a wand, 1,844 "direct reads" that must be physically read and 374 "radio" reads. Mr. Hardy distributed to Council information on 26 new meters that were recently installed on Drayton Street. With the new meter reading device, it took only one minute and 33 seconds to read the meters on Drayton Street as opposed to 42 minutes. There were 58 new meters installed at the Village of St. Clair Apartments which took 7 minutes and 42 seconds to read the meters. Meters are being replaced at Manning Lane Apartments. Man hours were reduced from 112 hours to 70 hours and 24 minutes using the datalog meter device. The datalog meter device can print a report showing how long it takes to read each meter, detect the amount of water used, and detect the exact time a leak occurs. Mr. Hardy stated that he has purchased 200 new "radio" read meters, with 170 of these meters installed.

Mayor Johnson asked Mr. Hardy how many more meters were needed. Mr.

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Hardy stated that 1,011 meters will only need to have the registers changed to “radio” reads at a cost of \$200.00 each. There are 1,844 direct read meters that are now read manually and that it would cost approximately \$244 per meter to replace them with the new meters. Mayor Johnson stated that once the Administrator begins to work on the budget, a recommendation could be made on what to do.

Councilmember Welle asked Mr. Hardy how long it would take to recoup the savings from installing the meters. Mr. Hardy stated that it would take a couple years. Mayor Johnson thanked Mr. Hardy for the update.

**XII. New Business:**

**A. Zoning Ordinance No. 2009-01M. (First Reading) An ordinance to zone property located at County Tax Map No. 169-00-02-020-00, owned by the Catholic Diocese of Charleston, SC and known as Our Lady of Hope Catholic Church, to Residential-20 (RS-20).**

Mrs. Rhodes stated that the Planning Commission reviewed the zoning of the property after it was annexed into the city and recommended that Council uphold the zoning designation of Residential-20 (RS-20).

A **motion** was made by Councilmember Welle and was seconded by Mayor Pro-tem Gordon to approve the ordinance for first reading.

**B. Discussion of a budget amendment to allocate funding for the match for the Manning CDBG Village Renaissance Project.**

Mrs. Rhodes stated that Council had approved the match and a Resolution August 12, 2008. Mrs. Rhodes stated that Council would need to put the match in a line item to track expenditures. Mrs. Rhodes stated that she had met with a representative of the Department of Commerce, had a technical advisory meeting, and a RFQ has been published for the engineering services for the design of the sidewalk and street lights and have begun working with Habitat for Humanity. There will be two Habitat Units in the first phase and two rent-to-own units done by the Santee Lynches Community Development Corp. The project must be completed within 18 months. This was not a budgeted line item and will need to transfer \$50,000.00 from Fund Balance to a line item for CDBG.

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Pack to transfer \$50,000.00 from Fund Balance to a line item for CDBG Match. There was no discussion. All favored the motion.

**C. Establishment of a 3-member Review Committee for the CDBG Bid Process.**

Mayor Johnson asked if this committee would be for the Manning CDBG Village

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Renaissance Project. Mrs. Rhodes stated that it was. Mayor Johnson asked who appoints the committee. Mrs. Rhodes stated that Council appoints the members who would review all the bids for the project. Mrs. Rhodes recommended that Council would consider appointing her, Mr. Hardy, and a member of Council as committee members. Mayor Johnson recommended Mayor Pro-tem Gordon as a committee member.

A **motion** was made by Councilmember Davis and was seconded by Councilmember Pack to appoint Mayor Pro-tem Gordon, Mrs. Rebecca Rhodes and Mr. Rubin Hardy as members of the Review Committee for the CDBG Bid Process for the Manning CDBG Village Renaissance Project. There was no discussion. All favored the motion.

**XIII. Councilmembers' Comments**

**Mayor Johnson**

Mayor Johnson asked Mrs. Rhodes to give Council a report on junk/abandoned vehicles during the next Council Meeting.

In addition, Mayor Johnson reminded Council that the Statement of Economic Interest forms are due to the State Ethics Commission by April 15, 2009.

**XIV. Executive Session:**

Personnel Matter: Administration and Public Works Department.

A **motion** was made by Councilmember Davis and was seconded by Councilmember Georgia to enter into Executive Session to discuss a personnel matter in the Administration Department concerning the Administrator's Evaluation and a personnel matter in the Public Works Department. There was no discussion. All favored the motion.

Following Executive Session, the following action was taken:

A **motion** was made by Councilmember Davis and was seconded by Mayor Pro-tem Gordon to accept the Administrator's recommendation on a salary increase for the Public Works Director. There was no discussion. All favored the motion.

Mayor Johnson stated that Council discussed the Administrator's Evaluation and agreed that the evaluation was a good one that included a list of accomplishments and goals.

A **motion** was made by Councilmember Welle and was seconded by Councilmember Pack to approve a 5% pay increase for the Administrator, retroactive to November 1, 2008, based on the evaluation. There was no discussion. All favored the motion.

**XV. Adjournment:**

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

**Time: 9:20 p.m**

Respectfully submitted,

Daun Davis  
Administrative Services Coordinator/Clerk