

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

Monday, May 16, 2011
6:30 p.m.

Council Chambers
Manning City Hall

Members Present:

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

I. Welcome/Introductory Remarks: Mayor Pro-tem Davis welcomed all present and acknowledged the following:

News Media: Cathy Gilbert, *The Clarendon Citizen*.
Jason Lesley, *The Manning Times*.
Sharron Haley, *LakeMarionLiving.com*

Others: Mr. Larry Williamson, Manning Board of Appeals

II. Invocation: Mayor Pro-tem Ervin L. Davis, Sr.

III. Pledge: Councilmember Witherspoon.

IV. Approval of Agenda:

Mr. Goodwin asked Mayor Pro-tem Davis' permission to advise Council of the following additions: Under Public Presentations, Ride for Hope Bike Team, an insertion should be made for a Proclamation for Police Officers' Week, after the Proclamation for Safe Boating Week, an insertion should be made for a certificate of recognition to be presented to the Public Works Department. Under Old Business, Item XII, A, there will be a statement from the American Cancer Society.

A **motion** was made by Councilmember Welle and was seconded by Councilmember Gordon to amend the agenda as noted. There was no discussion. All favored the motion.

V. Minutes:

Minutes of a Regular Meeting of Manning City Council, April 18, 2011.

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

VI. Citizens' Comments: None.

VII. Committee Reports: None.

VIII. Mayor's Report:

Mayor Pro-tem Davis stated that he has a report that would be made available for Council's review at a later date as needed.

IX. Public Presentation:

1) "Ride for Hope Bike Team.....City of Manning Police Department Certificate of Appreciation.....Police Officers' Week

Mayor Pro-tem Davis presented certificates of appreciation to Team Manning, riders of the bike team, and their support staff: Detectives Scott Danback, Eric Rosdail, and Carroll Harrington; Cpl. Melissa Buck, Cpl. Daniel Buck of the Sumter Police Department, First Sgt. Gene Morris of the SC Department of Natural Resources, Major Douglas Ridgeway, and Patrolman Thomas Huckaby.

Chief Shaffer stated that the team had been working for over a year to prepare for the event and then asked Detective Danback to give a brief presentation to Council of the highlights of the trip.

Detective Danback stated that the purpose of the trip was to join other law enforcement officers in the ride to help raise money for the families of police officers killed in the line of duty and to honor the service and sacrifice made by those officers. The ride began in Chesapeake, VA and ended at the National Law Enforcement Officers Memorial in Washington, DC. In addition, Detective Danback noted that each member of the team represented an officer killed in the line of duty. Next, Detective Rosdail stated that after the ride, the team was able to meet their families and spend time with them and thanked Council for the honor of being able to participate in the event.

Detective Danback stated that the team raised over \$14,000 which would be used to send children to summer camps, help with counseling and for other resources. Mayor Pro-tem Davis thanked the team and stated that he was humbled and proud of the way the officers represented the City of Manning.

Mayor Pro-tem Davis thanked the officers for their dedication and service to the City of Manning.

2) Proclamation.....National Safe Boating Week

Mayor Pro-tem Davis read the proclamation recognizing May 21-27 as Safe Boating Week and presented it to Mr. Joe Livingston, Commander of the Flotilla 1, Division 12 of the U. S. Coast Guard Auxiliary.

3) Certificate of Recognition..... Public Works Department

Mayor Pro-tem Davis presented a certificate of recognition to Mr. Hardy, Public Works Director, for the dedication and hard work shown by him and those in his department.

X. Finance Director's Report: Included in Council's packet as information. Mrs. Prince asked Council if there were any concerns or questions. There were none. Next, Mrs. Prince stated that they have completed the first 10 months into the financial year, at 83% with 17% remaining. Then Mrs. Prince gave the following report from the summary sheet provided in Council's packet:

Finance Report for the month ending April, 2011

General Fund unrestricted:	\$ 1.3 million
General Fund restricted:	\$ 118,000
Interest Earned (GF):	\$ 1,300
Utility Fund unrestricted:	\$ 752,000
Utility Fund restricted/reserved:	\$ 1.1 million
Interest Earned (UF):	\$ 1,200
Special Fund:	\$ 50,513

We are at 75% of the budget with a remainder of 25%. Some line item numbers have gone over budget, but were for purchases approved by Council. Revenues are coming in a little slow due to property taxes and business license revenues not yet received.

REVENUE

GF Revenue- We are at 67% and are coming in a little slow due to property taxes and business license revenues not yet received.

UF Revenue We are in good standing at 80%

Mrs. Prince stated that the following revenues were received in May, and were not included in the report : 1) additional property taxes from state shared revenue totaling \$22,000, 2) Local Option – 29% taxes totaling \$17,000, 3) Local Option- 71% taxes totaling \$30,000, 4) Homestead check totaling \$112,000, 5) personal property taxes totaling \$7,800, 6) delinquent taxes totaling \$9,000, and a direct deposit from the Municipal Association from business license insurance premiums totaling \$30,000.

EXPENDITURES

The individual departments are under 83%. One department is over budget due to Council’s approval of pay adjustments in the fire department.

	<u>YTD Spent</u>	<u>Remaining</u>	
YTD GF	\$2.5 million	29%	(in line)
YTD UF	\$1.3 million	34%	

Mrs. Prince continued with the following information:

- Received an additional \$27,000 in property taxes on April 8, 2011.
- Received \$2,500 in setoff debt from the Municipal Association.
- Collected 92% of fines year-to-date.
- On target with fixed services.
- Collected \$3,900 in penalties, up from last month by \$360.
- Served 2,934 water customers and 2,222 sewer customers
- We have spent \$348,000 in accounts payables.
- Spent \$82,000 in payroll, including liability payments.

Following her report, Mrs. Prince asked Council if there were any questions. There were none.

XI. Administrator's Report:

Mr. Goodwin stated that packets of information were distributed to Council tonight and reported the following:

- The city has solid department heads in place. Mr. Goodwin stated that during the first three weeks of employment as Administrator have been excellent, challenging weeks that could not have been successful without the department head's help.
- In the next few weeks he would be making adjustments to the department head's duties and responsibilities so that the departments could flow efficiently and effectively.
- A weekly leadership team meeting with department heads meets every Tuesday morning at 8:30 a.m. to make sure that communication lines remain open and everyone has the same goal of working together.
- To stay within budget for the new fiscal year, effective July 1st, a "flag" rule for expenditures would be instituted. When a Purchase Order is entered that exceeds the amount budgeted for a particular line item, the program would prohibit the Purchase Order from being approved without review and removal of the "flag" status by the Administrator.
- Mayor Pro-tem Davis had asked him to follow up on a request from Mrs. Tonya Mallett-Smith for a letter of support from the City of Manning on the Carroll M. White Physical Education Program Grant. The purpose of the grant is to keep the school students of Clarendon School District 2 physically fit and eating healthy. Mr. Goodwin stated that he had submitted the letter of support on behalf of City Council
- USDA Project- Paxville Waterline Extension- Mr. Goodwin will be meeting with Mr. George Hicks of USDA on May 17, 2011 to discuss this project and the other projects the city is currently working on.
- Wastewater Capacity Reservation- A report was issued from Hybrid Engineering . Mr. Goodwin stated that he had distributed to Council's stations a copy of the report.
- Paperless Reports- Mr. Goodwin recommend that Council allow him to discontinue mailing the weekly reports to Council in paper form and to allow him to combine the information into one report to be sent to Council electronically. Mr. Goodwin stated that it would save employee's time, save on paper, and allow Council to receive information in a quicker manner. Mr. Goodwin asked Mr. Gleaton to do some research to see what it would take to have the city go paperless, and the costs to purchase some sort of computer notebook that Council would use for council meetings.
- 2011-2012 Budget- The agenda calls for first reading of the budget tonight. Mr. Goodwin asked Council's direction for the date of the public hearing.
- City Signage- The entrance sign at Highway 301 South will need sprucing up and repair work. There is no signage coming from Highway 261 East. Mr. Goodwin asked Council's permission to look into what could be done to erect a sign on

Highway 261 and for repairing the sign at Highway 301 South near the Presbyterian Church.

- Strategic Planning Session- Mr. Goodwin asked Council's permission to begin planning for one Saturday in August or September. The goal would be to get together to see where Council would like for the City to go.

Mayor Pro-tem Davis asked Council for a motion concerning paperless reports. A motion was made by Councilmember Welle and seconded by Councilmember Witherspoon to allow the Administrator continue to keep Council updated in the weekly reports and from the team leadership meetings in the form of an email. In

discussion, Councilmember Welle commended Mr. Goodwin on the weekly team leadership meetings and asked that he email Council on any information they would need to be informed and kept in the loop. Councilmember Witherspoon asked that the Administrator give highlights of important information that would keep Council abreast of what is happening in the community. There was no further discussion. All favored the motion.

Councilmember Welle made a motion to schedule a budget workshop prior to the next Council meeting. The motion was seconded by Councilmember Witherspoon. In discussion, Council discussed and decided to have the budget workshop on May 24, 2011 at 6:00 p.m. There was no further discussion. All favored the motion.

Next, on behalf of Manning City Council, Mayor Pro-tem Davis welcomed Mr. Patrick Goodwin, as Administrator and thanked him for his hard work thus far.

1) Departmental Reports

XII. Old Business:

A. Ordinance No. 2011-01. (Second Reading). An Ordinance to Enact a New City Ordinance Regulating Smoking in Public Places to Protect the Public Against The Harmful Effects of Secondhand Smoke.

A **motion** was made by Councilmember Welle and was seconded by Councilmember Pack to table the ordinance until the meeting in July. In discussion, Councilmember Welle stated that in light of the information presented to Council, and the Administrator, and on based on advice from the city's attorney, she thought it was best to get additional information on the ordinance. There was no further discussion. All favored the motion.

Next, Mayor Pro-tem Davis stated that Ms. Megan Hicks from the SC Tobacco Collaborative had asked to read a notice on behalf the American Cancer Society concerning the effects of second-hand smoke and the importance of a smoke-free workplace. Mayor Pro-tem Davis allowed Ms. Hicks to read the statement thanked Ms. Hicks for attending the meeting.

B. Ordinance No. 2011-02 (Second Reading). An Ordinance to Amend the City of Manning Code of Ordinances, Chapter 2, Section 2-86, Administration, Article III. Officers and Employees.

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

XIII. New Business:

A. Ordinance No. 2011-03 (First Reading). An Ordinance Pertaining to the 2011 Municipal Election Process for the City of Manning.

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

B. Ordinance No. 2011-04 (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, 2012.

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

C. Discussion of request for sign on Rhame Street.

Mr. Goodwin stated that a request was made to erect a sign that would alert drivers to slow down and to watch out for children in the area. Chief Shaffer stated that most subdivisions request signs from South Carolina Department of Transportation (SCDOT). In addition, Chief Shaffer stated that he would have his officers patrol the area to see if the sign was warranted.

Mr. Goodwin stated the Council had previously stated that the requests would be approved on a case-by-case basis. Councilmember Welle asked Chief Shaffer to gather information and report back to Council. Councilmember Pack asked Mr. Hardy would be able to purchase the sign. Mr. Hardy stated that if approved by Council, the city would purchase the sign and SCDOT would install them. Councilmember Pack asked Mr. Hardy to also consider the Bellewood Community. Mayor Pro-tem Davis asked Chief Shaffer and Mr. Hardy to research the request and report back to Council their findings.

XIV. Councilmembers' Comments:

Councilmember Witherspoon

Councilmember Witherspoon thanked the Administrator for coming on board.

Councilmember Gordon

Councilmember Gordon thanked the Administrator for coming on board. Next, Councilmember Gordon stated that there is a problem with overgrown lots and houses in his district and asked the Administrator to check it. Mr. Goodwin stated that he already had asked the Codes Enforcement Officer to check and act on those issues quickly.

Councilmember Welle

Councilmember Welle stated that she had received reports and also witnessed people littering on Rudy Road. Councilmember Welle stated that Rudy Road has become a "dumping ground" and stated that she would ask Chief Shaffer to follow up on this issue.

XV. Executive Session:

1) Administration Department.....Contractual matters concerning real estate.

2) Judicial Department.....Personnel Matter.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Gordon to enter into Executive Session to discuss a contractual matter in the Administration Department and a personnel matter in the Judicial Department. There was no discussion. All favored the motion.

Time: 7:39 p.m.

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

Time: 8:33 p.m.

The following action was taken:

A **motion** was made by Councilmember Welle and was seconded by Councilmember Pack to authorize the purchase of the Paxville water tank property as advised by the city's attorney. There was no discussion. All favored the motion.

XVI. Adjournment:

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

Time: 8:35 p.m.

Respectfully submitted,

Daun Davis
Administrative Services Coordinator/Clerk