

**MINUTES  
COUNCIL WORKSHOP  
TUESDAY, DECEMBER 5, 2018  
5:30 P.M.**

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{Summary minutes of City Council meeting. Audio tapes of the meeting are on file and are included by reference as part of this meeting. An agenda of this meeting has been either mailed or made available to persons, organizations and local news media as per their request. The agenda gives the date, time and place of the meeting as well as the order of business. This disclosure is in compliance with the South Carolina Code of Laws of 1976, Section 30-4-80 (c) }

A council workshop meeting was held on Wednesday, December 5, 2018 at 5:30 P.M. at the City Municipal building with the following present:

**COUNCIL:** Mayor Harold Thompson, Mayor Pro Tem Robert Garner, Councilmembers Tommy Anthony, Vicki Morgan, Ricky Todd Harris, Pamela Sloss and Sonja Craig.

**CITY ATTORNEY:** Larry Flynn

**DEPARTMENTAL STAFF:** Gloria Rogers – Municipal Clerk/Personnel Director; Sam White – Public Safety Director; Joe Nichols – Utility Director; Adam Harris – Assistant Utility Director; Maintenance Shop Director – Leroy Edwards; Public Service Director – Kenny Thomas; Finance Director – Laura Hembree; Rebecca Lance – Accounting Supervisor and Melissa Youngblood – Media Technology Director

**NEWS MEDIA:** Mike Stevens – WBCU Radio and Graham Williams – Union County News

**OTHERS:** Jeff Shacker, David Kitchens, Katherine Pendergrass, Curtiss Hunter, Andrena Powell-Baker, Amy Belue, Alise Asby, Melody Porter, Robbie Moody; DeWayne Hardy, David Lance and Kathy Teague

1. **CALL TO ORDER**

Mayor Thompson called the meeting to order. He gave the invocation. The pledge of allegiance was given by all present. The roll was called by Municipal Clerk Gloria Rogers.

2. **WORKSHOP ITEMS/DISCUSSION/ACTION**

A. **CITY ADMINISTRATOR JOB DESCRIPTION/RESPONSIBILITIES**

Mayor Thompson asked Jeff Shacker from the Municipal Association of S.C. to go over information that he sent to council in reference to a sample job description for a City Administrator job ad and a sample job description. Mr. Shacker reviewed the process and time line for selecting an individual for the position which is entirely up to council. He next states that council can determine what responsibilities they want to delegate to a City Administrator and the scope of the authority the individual has. The idea way to do this is with an ordinance. He discussed the City of Lancaster's job description sample stating that it could be the most likely one that the City of Union may want to use as a model or guide. MASC will also help with the review of applicants for the City Administrator's position.

**MOTION** by Councilmember Morgan that Jeff Shacker work with Gloria on getting an ad ran as soon as possible and to review the City of Lancaster's job description to see if there are any minor changes that need to be made

**SECOND** by Mayor Pro Tem Garner

**CARRIED UNANIMOUSLY**

B. Street Department Job Posting

Mayor Thompson briefly discussed job postings for the Street Department. There will be several employees retiring at the end of the year. Councilmember Anthony feels that the vacancies should be advertised immediately.

C. Wage & Comp Study (Action)

Mayor & Council briefly discussed a Wage & Comp Study. He states that this is to ensure the compensation structure is competitive with the relevant labor markets for personnel or in-line with other related job.

**MOTION** by Mayor Pro Tem Garner to begin the Wage & Comp Study process and it be implemented

**SECOND** by Councilmember Sloss

**CARRIED UNANIMOUSLY**

D. Downtown Parking Solutions (Action)

Mayor Thompson ask Chief White to speak on implementing parking signs in the Downtown area. The Chief states parking signs do not have to meet a highway department specification but it would have to met the specification of what the City's ordinance allows and also look official. Next the Mayor asked Chief White to look at signs. The Chief also states that there was some mention about loading and unloading zones on the side streets that would need to be addressed. It would have to be specified in the ordinance what the regulations are. Parking enforcement would have to be monitored. The Mayor asked the Chief to get with City Attorney Larry Flynn to revise the ordinance. He asked Public Service Director Kenny Thomas to do research on signage and bring back to council; also re-surfing parking spaces were discussed. Councilmember Morgan made a motion to increase parking tickets to \$25. Motion died for lack of second. Councilmember Harris recommend that the first parking ticket be \$10 and maybe the next time \$25. Mayor Pro Tem Garner ask if Chief White could come back with a recommendation on where they need to start with and what kind of progression they need to do. He also states that an increase in fines could solve some or most of the problem.

E. Security At City Hall

Mayor Thompson states that security at City Hall has been talked about for a while. The Mayor and the Mayor Pro Tem states there need to have more security to protect employees at City Hall. Utility Joe Nichols states that it is very hard to secure building because customers are coming in to pay their utility bill. He states there are nine cameras in City Hall which is being recorded at Public Safety. The Chief suggest looking at the exit and entrances to the building. He also suggest getting a professional to come in and give advice on how to better secure City Hall. The Mayor asked Chief White to look into this.

F. Downtown Cameras

Mayor Thompson states that Downtown Camera would most likely be a budgeted item. Chief White states that he has talked with Councilmember Morgan and due to the price tag which was 50,000 to 60,000 plus more depending if you want to add. He states that he called the sales lady and told her that he would be getting back with her in March or April. Councilmember Morgan states that it would be a good idea to have the sales rep come in and present cameras demonstration to the full council. Mayor Thompson states that council would review this first of the year.

G. Awnings – Main Street

Councilmember Anthony states that he feels it is time to do something about the awnings on Main Street. It has been talked about for three or four months. Councilmember Anthony states that council needs to get a group together and figure out what they need to do about the awnings on Main Street. Mayor Thompson discussed scenarios for the awnings: the City would do the awnings; ask the businesses on the side street (they felt they was being left out) or City do half and ask the business owners do half. After the awnings are up; he said that it should be the building owners responsibility to maintain the awning. That was part of the previous grant process that the City had some years ago; after a certain period of time, the business owners step in and maintain the awnings but this never happened. Mayor asked for volunteers from council to proceed with awning project. Councilmembers Anthony, Morgan and Harris volunteer. They will also get the Chamber of Commerce involved.

H. Code Enforcement & Building Inspector

Councilmember Anthony feels that the Code Enforcement & Building Inspector program with the County is going well. He states that the City should leave the Planning Department as is until a City Administrator is hired and let him take a look at that. Councilmember Morgan states that she thinks that the City and the County working together is very positive. She feels there have been a lot of good things that has happened. Councilmember Morgan praised County Supervisor Frank Hart for his involvement with Healing Springs and Label Shoppers locating in Union. Councilmember Sloss states that it needs to be more customer friendly in the Planning Department. County Supervisor Frank Hart agreed that the City and County working with the code enforcement & building inspector is working well and a one stop shop is the goal. Councilmember Anthony asked Mr. Hart have they adopted the RBB (Residential Building License). Mr. Hart states that they are currently issuing any sub-trade permit to a RBB level residential license. Councilmember Anthony feels that the City needs to change its ordinance to the RBB Level Residential License Code. City Attorney Larry Flynn will review the City's ordinance for revision and come back to City Council with a recommendation at the next council meeting.

I. Building for Museum

Councilmember Anthony addressed council regarding the Museum. The councilman states that there have been a lot of issues regarding the museum. He made a recommendation to re-locate the Museum to the old Graham Cash building. County Supervisor Frank Hart states that he can get in touch with the owner of the building; they have had several meetings. Mr. Hart also states that there could be a possibility that they could get the building donated to Museum. Mayor Thompson states that the Museum Building belongs to Landmark Assets as well as the apartments above. He would need to take a look at the agreement with Landmark Assets.

J. Blue Sky Mural Decision (Action)

Mayor Thompson states that he will go ahead and get someone to touch up paint on the mural. After council discussed, Mayor Pro Garner recommends getting City Attorney Larry Flynn to look at contact agreement with Blue Sky to make sure there is nothing in it that prohibits the City from getting someone to touch up the paint on the mural. Otherwise, the Mayor Pro Tem would like to go forward with the touch-up.

K. Dog Park Latest

Mayor Pro Tem Mayor Thompson states that he has been pushing for a Dog Park for a year and asked the status of this. Mayor Thompson states that he has talked to a lady who is a member of a local dog club. They are interested in working with the Dog Park for the City; however there are issues that come with a Dog Park. The Mayor also states that most of the towns that have Dog Parks have a civic group to oversee it. Mayor Thompson recommends putting out notice in our local papers asking for volunteers for the Dog Park. Mayor Pro Tem Garner is fine with recommendation; he just want to move forward. Mayor Thomson states that it will be discussed up the next meeting.

L. Lights on Thompson Boulevard

Councilmember Harris feels that the City could cut down power consumption on Thompson Boulevard taking out every other light or every three lights. He states that there are about 40 lights from the Old County Store to the car wash and if the City go to using the LED's, the City may be able to reduce even more lights between pole. This would save the City money. Mayor Pro Tem Garner suggested doing a sample somewhere installing LED light and turn off light on each side of LED to see if this work. Utility Director Joe Nichols states that the City only uses LED's. He always thought the area was well lighted because of the Public Safety Department. The Utility Director will ask Shealy's to look at and make any suggestion.

M. Lights at Stadium Crossing

Councilmember Harris discussed the lights at the Stadium Crossing. He states that whenever there is a football game or other events going on in the area, Public Safety has to bring a generator with lights to light crosswalk. He suggest putting lights with timer on it or a key switch opposed to Public Safety having to bring their generator. The Utility Director with look into this.

N. Lights Behind Main Street Junction (Action)

Mayor Thompson states that he received a call about not being enough lightning behind Main Street Junction. Mayor Pro Tem states that the area is not very well lite. He feels that it need more light if we want people to use the parking lot when events are going on. Councilmember Morgan also feels there need to be more lights behind USC student housing on Main Street. Mayor Thompson asked Utility Director to look at this. Councilmember Harris also feels that there to be need more lights at Foster Park, with timer. He also would like to see the pond stocked with fish twice a year.

O. Suspenders For Police Officers/Comfort (Action)

Mayor Thompson states that he and Councilmember Harris talked with a couple of Public Safety Officers and they suggest that the City purchase a certain type of suspenders for the officer for more comfort and support. Chief White will get with Officer Scott Hood on this.

P. Donation To Jail Facility \$5,000/2 years (Action)

Mayor Thompson states that some time ago, Neil McKeown, of the Union County ail asked council for a donation for an education/training facility for inmates. His request was a total of \$10,000; \$5,000 for a two year period. The Mayor states the jail received a grant in the amount of \$25,000. County Supervisor states that the total facility is around \$60,000 and Mr. McKeown is trying to get support from the community. The Mayor asks for a recommendation from council

**MOTION** by Mayor Pro Tem Garner to fund the project at the level of \$5,000 for (2) years  
**SECOND** by Councilmember Morgan  
**CARRIED UNANIMOUSLY**

Mayor Thompson asked Utility Director Joe Nichols to give update on projects:

- Timken Industrial building is all painted except one side/parking lot has been paved on the truck side and the dock side
- The roof on 113 Main Street – still having a lot of issues, trying to get building safe
- Working on the parking lot on Main Street/Pinckney continues
- Working on force Main on Meansville Road; 80% complete

Mayor Thompson states that he will attend an emergency meeting at 911 because of inclement weather predication tomorrow. He also asked for prayer for Councilmember Morgan's daughter who is recovering from an auto accident. He states that he will send out notification that he will be out of the office for three days next week for surgery on his hand and elbow but he will be available by cell phone or e-mail.

### 3. **ADJOURNMENT**

**MOTION** by Councilmember Sloss to adjourn.  
**SECOND** by Councilmember Craig  
**CARRIED UNANIMOUSLY.**

Council meeting adjourned at 7:03 P.M.

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Gloria J. Rogers, Municipal Clerk

Minutes approved \_\_\_\_\_ 2018