

Minutes
City Council Meeting / Teleconference
Tuesday, January 12, 2021

The monthly meeting of the Mullins City Council was held Tuesday, January 12, 2021 at 6:00 P.M. via teleconference. The following were notified of the time, date, and place of the meeting: Mayor Robert L. Woodbury and Members of City Council, the City Staff, and the press. Present at the meeting were the following: Mayor Robert L. Woodbury, Mayor Pro Tem Pat Phillips, Council Members: Carolyn Wilson, Andre Campbell, M. Christian Phillips, Eddie Kitchen, Terry Davis, Interim Administrator Holly Jackson, City Clerk Felicia Sawyer, City Attorney Robert Corley, Street Supervisor Tarus Gilchrist, Jean Brunson, Kelly Williams, Miko Pickett, Porsche Foxworth, Chrystle Neal, and many others.

1. Call Meeting To Order & Welcome: Mayor Woodbury called the meeting to order and welcomed all present.

Pledge of Allegiance: Council Member Eddie Kitchen
Invocation: Council Member Carolyn Wilsin

2. Disclosure that local media has been informed of meeting pursuant to South Carolina Freedom of Information Act: Mayor Woodbury stated the local media had been contacted regarding the time, date, and place of the monthly meeting for January 12, 2021.

3. Approval of Agenda

Council Member Terry Davis made a motion to Approve the Agenda as presented. Mayor Pro Tem Phillips seconded the motion.

4. Consent Agenda:

- (a) Approval of Minutes – November 10, 2020 – City Council Meeting
- (b) Approval of Minutes – November 23, 2020 – Special City Council Meeting
- (c) Approval of Minutes – December 11, 2020 – Special City Council Meeting
- (d) Approval of Minutes – December 21, 2020 – Special City Council Meeting
- (e) Approval of Monthly Bills

Council Member Andre Campbell made a motion to accept the Consent Agenda as presented. Council Member Terry Davis seconded the motion.

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5. New Business:

- (a) 2020 Council Meeting Schedule

It was the consensus of Council to accept the 2020 Council Meeting Schedule.

- (b) Appointment of City Council Committees

Mayor Woodbury noted a copy of the City Council Committees would be emailed to everyone tomorrow.

- (c) Mayor Pro Tem

Council Member Terry Davis nominated Council Member Pat Phillips as Mayor Pro Tem. Council Member Davis made a motion to accept the nomination of Phillips. Council Member Campbell seconded the motion. Phillips will keep her position as Mayor Pro Tem.

- (d) Risk Management Resolution #21-001

Council Member Kitchen made a motion for Risk Management Resolution #21-001. Council Member Davis seconded the motion. Resolution #21-001 was approved.

- (e) Ordinance #21-002 "AN ORDINANCE TO ALLOW TRAVEL AND EXPENSE RE-IMBURSEMENT TO THE MAYOR AND COUNCIL MEMBERS"

Council Member Wilson made a motion for the 1st Reading of Ordinance #21-002 "AN ORDINANCE TO ALLOW TRAVEL AND EXPENSE RE-IMBURSEMENT TO THE MAYOR AND COUNCIL MEMBERS". Council Member Davis seconded the motion.

- (f) The Clean Neighborhoods Initiative Resolution #20-003

Council Member Campbell made a motion for The Clean Neighborhoods Initiative Resolution #20-003. Mayor Pro Tem Phillips seconded the motion.

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Former City Employee Jean Brunson was recognized by Mayor Woodbury. Ms. Jean wanted to thank the City of Mullins for her retirement celebration on December 18th. Ms. Jean stated she would always keep the City of Mullins and her citizens in her prayers. Ms. Jean was congratulated on her years of dedication to the City of Mullins. Ms. Jean will truly be missed by all.

6. Executive Session:

(a) Re: Contractual / Grant Writing Proposal

Council Member Kitchen made a motion to go into Executive Session. Council Member Davis seconded the motion.

7. Return to Open Session

Council Member Wilson made a motion to Return to Open Session. Council Member Davis seconded the motion. Mayor Woodbury stated no action was taken. Mayor Woodbury will report back to Council on the following:

- Procurement Policy
- Report Back to Council
- Schedule a Special Meeting
- Paid by Grant

8. Committee Reports

9. Comments:

10. Adjournment:

Council Member Kitchen made a motion to adjourn. Council Member Davis seconded the motion. The meeting adjourned at 7:22 PM.

Robert L. Woodbury

ATTEST:

Felicia J. Sawyer, City Clerk

STATE OF SOUTH CAROLINA)
)
COUNTY OF MARION)
)
CITY OF MULLINS)

**RISK MANAGEMENT
RESOLUTION #21-001**

WHEREAS, the Mayor and City Council recognizes the need to have a safe and healthful workplace for its employees and its responsibility to manage public funds prudently. It further recognizes that municipal government, with its full range of services, is considered a high-risk operation.

WHEREAS, the City of Mullins is dedicated to managing the risks of providing services for its citizens and will do all it can to prevent losses. Recognizing that losses will inevitably occur, the City of Mullins considers no losses acceptable and will make efforts to identify and treat all loss exposures.

NOW, THEREFORE, BE IT RESOLVED, by the City of Mullins that the City of Mullins will support compliance with all Federal and State safety regulations; provide and require the use of personal protective equipment by all employees; and insure that all employees are advised of and understand their loss control responsibilities in the performance of their work.

Approved this 12th of January 2021 by the City of Mullins Council.

Robert L. Woodbury, Mayor

ATTEST:

Felicia Sawyer, City Clerk

**ORDINANCE #21-002 "AN ORDINANCE TO ALLOW TRAVEL AND EXPENSE RE-
IMBURSEMENT TO THE MAYOR AND COUNCIL MEMBERS "**

When traveling outside Marion County, the Mayor and Councilmembers shall receive payment for actual expenses incurred in the performance of their official duties. Reimbursement of such expenses will be regulated in the following manner:

Transportation

Transportation may be accomplished by either common carrier or private carrier and in no instance will allowance for such travel exceed the cost of Common Air Carrier, Coach Fare. Upon proper authorization, Officials utilizing their personally owned vehicles will be paid, per mile, at the rate as established by the Internal Revenue Service. Such allowance will not exceed the cost of Common Air carrier, Coach Fare. Employees will be properly reimbursed upon proper receipt for all bridge, road, ferry and parking tolls. Receipts for taxis are not required; however taxi expenses must be itemized.

Mileage Reimbursement

The Mayor and Council Members who use their personal vehicles in the performance of their duties will be reimbursed for actual business mileage at the current established Internal Revenue Service rate. No reimbursement will be made for travel destinations inside the city limits. Those using their privately owned vehicles are responsible for carrying appropriate insurance coverage. The City is not responsible for any damage incurred by the Mayor or Council Member when using their privately owned vehicle.

Subsistence

Subsistence for work outside of Marion County may be reimbursed under applicable conditions. Reimbursement for meals shall not to exceed the allowable expense rate as established by the Internal Revenue Service for the area where such expense is incurred. No reimbursement will be made for entertainment or alcoholic beverages unless such expenses are included in the conference registration fee and cannot be separated.

When lodging is required for official travel, Employees are expected to utilize standard, medium priced hotels and motels whenever possible. If an elected official is to attend a formal, organized meeting or convention, he or she may stay at the hotel or motel where the meeting is being held. Parking expenses (self park and valet) may be reimbursed but other expenses charged to the hotel, such as in-room movies and laundry services, will not be reimbursed.

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Ordinance #21-002

Receipts for all expenses must be presented within thirty (30) days of return from the trip and be included on the City's expense form to be eligible for reimbursement.

Elected Officials will be reimbursed for all registration fees if not prepaid by the City.

Advance Travel Expenses

Expenses for lodging and conference registration may be paid by the City in advance when reservations are made. All other expenses, including mileage and meals, will be reimbursed after the supporting vouchers and receipts have been submitted to the City Clerk and approved by the City Administrator.

Mayor & City Council Members

1st Reading: January 12, 2021
Final Reading: February 9, 2021

ATTEST:

Felicia J. Sawyer, City Clerk

Robert H. Corley, City Attorney



STATE OF SOUTH CAROLINA)
)
COUNTY OF MARION)
)
CITY OF MULLINS)

**THE CLEAN
NEIGHBORHOODS INITIATIVE
RESOLUTION #20-003**

WHEREAS, the Clean Neighborhoods Initiative is a city-wide litter prevention program for the City of Mullins, SC. This initiative is a partnership between Mullins City Council, Street and Sanitation Department, Police Department, and the residents. Based on numerous studies from across the nation, when the number of trash receptacles is significantly increased in higher litter areas, the overall litter rates of those areas decrease.

WHEREAS, this initiative will focus on identifying areas with high litter concentrations and building relationships within those neighborhoods to produce measurable results. Once those areas are identified within the city, a targeting plan will be initiated that consists of at least three components; Awareness, Prevention, and Intervention. The Clean Neighborhoods Initiative is designed to be an expandable program based upon monthly data and metrics from partners.

WHEREAS, the following are components of the Clean Neighborhoods Initiative:

Awareness

- Education content added to city newsletter, website, and publications.
- Targeted education, reading, and video content for school-aged children (studies show individuals under the age of 30 are more likely to litter).
- Social Media campaigns consisting of at least 8 targeted posts per month on platforms such as Facebook, Youtube, and Instagram (video, infographics, graphics, etc).

Prevention

- Place 25 trash receptacles and no littering signs throughout the city in high litter areas. Each councilmember will have 3 receptacles to be placed in their district and the Mayor will have 7 at-large.
- Continued enforcement of the SC state litter laws

Intervention

- Clean Neighborhoods Community Service Award - Recognition/Incentive program for individuals, neighborhoods, or districts with notable service or improvement towards creating cleaner neighborhoods.
- City-wide trash pick-up events organized by councilmembers 4 times a year.

NOW, THEREFORE, BE IT RESOLVED, by the City of Mullins that the City of Mullins will support the Clean Neighborhood Initiative.

Approved this 12th day of January 2021 by the City of Mullins Council.

Mayor & City Council Members

ATTEST:

Felicia J. Sawyer, City Clerk