



City of Camden  
South Carolina

**CAMDEN CITY COUNCIL**

**WORK SESSION MINUTES**

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Tuesday, January 22, 2013

4:00 P.M.

Council Chambers-City Hall

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**PRESENT**

Mayor Anthony P. Scully

Mayor Pro-Tem X. Willard Polk

Councilmember Walter M. Long

Councilmember Alfred Mae Drakeford

Councilmember Laurel M. Parks

Interim City Manager Mel Pearson

City Clerk Brenda Davis

Chronicle-Independent Reporter Martin Cahn

and interested Citizens

**CALL TO ORDER**

Mayor Anthony P. Scully called the Camden City Council Work Session to order at 4:00 p.m.

**WELCOME** – Interim City Manager Mel Pearson welcomed Council to the January 22, 2013 Camden City Council Work Session. Archives Director, Katherine Richardson introduced Mrs. Rickie Good, City of Camden’s new Curator of Collection employee.

**FISCAL YEAR 2013-2013 BUDGET TIMETABLE**

Interim City Manager, Mel Pearson presented Council with a review of the 2013/2014 Budget Development schedule as follow:

- Initial budget review with Department heads and initial revenue forecast will be held during the week of February 18-February 22, 2013.
- Budget reviews with City Manager will be held during the week of March 4-March 8, 2013.
- Staff will present budget to City Council at Special Meeting on March 20, 2013.
- Budget Work Session will be held on April 3, 2013 from 3 – 5 p.m., if necessary.
- Public Hearing will be held on April 9, 2013 – City Council Meeting – 6:30 p.m.
- First Reading Approval of FY 2013/2014 Budget- April 23, 2013- City Council Meeting -6:30 p.m.
- Final Reading Approval of FY 2013/2014 Budget- May 14, 2013 – City Council Meeting – 6:30 p.m.

**SECURITY FUNDING AT THE CAROLINA CUP**

Council was informed of the security funding at the Carolina Cup. The Carolina Cup Racing Association, Inc. has asked the City of Camden Police Department to oversee security measures for both the Carolina Cup and Colonial Cup race days during the 2013



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race events. Council agreed to grant a request for Hospitality Tax Fund revenues in the amount of \$25,000 to be utilized to fund the security at the 2013 Carolina Cup race day.

There was general discussion regarding this matter. Councilmember Long recused himself from discussion and voting due to being a member on the Carolina Cup Racing Association. Interim City Manager Mel Pearson presented this item to Council.

**ACCOMMODATIONS TAX GRANT PUBLIC NOTICE**

A review of the city of Camden Accommodation Tax Public Notice was presented to Council.

Interim City Manager, Mel Pearson, presented this item to council as follow:

**Public Notice:**

The City of Camden Accommodation Tax Advisory Committee is now accepting tourism funding grant applications for the 2013-2014 funding cycle.

The grant program is open to non-profit organizations for advertising and marketing projects or sites promoting tourism in Kershaw County. High priority is given to projects that can verify that they generate overnight visitation in our city.

Applications may be obtained by calling the City of Camden at (803) 432-2421 or on the City website: [www.cityofcamden.org](http://www.cityofcamden.org). Applications must be postmarked or delivered by 5:00 p.m. April 5, 2013 to Attn: Accommodations Tax Advisory Committee – City of Camden – Post Office Box 7002 Camden, SC 29021.

Applicants will be notified to the status of their grant application in the week following City Council's approval of funding.

There was general discussion from Council regarding this matter.

**FISCAL YEAR 2013-2014 COMMUNITY GRANT BUDGET DEVELOPMENT  
(Public Notice)**

Interim City Manager Mel Pearson opened the discussion regarding the 2013/2014 Community Grant Budget Development. During discussion, Council was reminded of last fiscal year formation of a Community Grant Committee. Last fiscal year the committee convened and made recommendations to allocate \$95,000. The \$95,000 was only a portion of the hospitality funds budgeted for the FY 2012/2013.



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During further discussion, Council agreed to utilize the same committee process for the 2013/2014 budget year. Staff will publish the availability of grant forms on February 1, 2013 as follow:

**PUBLIC NOTICE:**

The City of Camden is now accepting Community Grant Applications for the 2013-2014 funding cycle.

The grant program is open to City of Camden non-profit organizations that serve our City residents.

Applications may be obtained by calling the City of Camden at (803) 432-2421, or by visiting the city website: [www.cityofcamden.org](http://www.cityofcamden.org). Applications must be postmarked or delivered by 5:00 p.m. March 15, 2013 to: Attn: Community Grant Applications – City of Camden – Post Office Box 7002 Camden, SC 29021.

Applicants will be notified to the status of their grant application in the week following city Council's approval of funding.

There was general discussion from Council regarding this matter.

**WORK SESSION AND COUNCIL MEETING CANCELLATION -  
(FEBRUARY 12, 2013)**

Staff recommended the cancellation of the February 12, 2013, Work Session Meeting and the Regular Council Meeting due to the majority of Council attending training at the Municipal Elected Officials Institute of Government – Columbia SC, on February 12, 2013. Council agreed to cancel both meetings.

**STRATEGIC PLANNING WORK SESSION**

City Council received a copy of the Strategic Planning Work Session Agenda to be held on January 31, 2013 from 9:00 a.m. - 4:00 p.m.

**BOARD OF ARCHITECTURAL REVIEW/CAMDEN HISTORIC LANDMARKS  
COMMISSION**

City Planner Shawn Putnam opened discussion on three major topics regarding the Board of Architectural Review/Camden Historic Landmarks Commission (BAR/CHLC); the topics included the Ordinance, Design Guidelines and Staff for Commission.

During discussion of the Ordinance, Mr. Putnam asked for direction from Council on the following: Does the City of Camden want to be approved as a Certified Local Government (CLG)? This would require a change to the existing ordinance so City Council could



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designate a property as a historic property without the owner's consent. If yes, what changes are needed to draft the BAR ordinance? The current draft meets all CLG requirements. If no, there is no need to create a BAR; the existing Camden Historic Landmarks Commission (CHLC) can be used. Are there any changes needed to the existing CHLC ordinance (Section 158).

Mr. Putnam proceeded to obtain additional direction on the design guidelines from Council on the following:

Are the design guidelines previously submitted to Council sufficient? If so, are any changes needed? If not, is a completed re-write of the current guidelines desired? If so, what specifics should be included?

Finally, City Planner Shawn Putnam sought direction from Council on Staff for the BAR or CHLC as follow: Does Council want to hire a consultant to serve as staff for the BAR or CHLC? And what would their role be? i.e. Review applications for major projects and make recommendations to CHLC and/or Authority to approve minor projects.

During a lengthy discussion, Council made several suggestions regarding the CHLC status, the existing guidelines, and the of a hiring consultant and/or staff person to help the CHLC with administrative/consultant work. Council further agreed to not seek CLG status or the creation of a Board of Architectural Review (BAR). Council also agreed to revise the design guidelines and by the suggestion of Councilmember Long, appoint a subcommittee to work with staff and the CHLC on the guidelines and the hiring of a consultant and/or staff person.

### **OTHER BUSINESS**

**Councilmember Drakeford** asked that Economic Development Director Wade Luther to brief Council on the meeting held at the Central Midlands Council of Governments.

Mr. Luther summary of the meeting was in regards to the city's inclusion in the Columbia Area Transportation Study (COATS) and the Metropolitan Planning Organization (MPO). The City of Camden is now considered an Urbanized Area according to the population growth recorded in the 2010 Census. As a result, funding for future transportation projects for the City of Camden will be combined with the request of other local government funding.

**Councilmember Parks** requested an update of the City's website in regards to the boards and commissions vacancies. Council directed staff to also advertise boards and commission vacancies in the newspaper.



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**Councilmember Long** asked staff to prepare a financial report in regards to allocating funds for SC Equine project. Council will discuss the financial report at the strategic planning meeting to be held on January 31, 2013.

**EXECUTIVE SESSION**

Council, on motion by Councilmember Long, seconded by Mayor Scully, voted unanimously to enter into Executive Session at 5:37 pm to discuss a personnel matter.

**REGULAR SESSION**

Council unanimously agreed to re-enter the Work Session at 5:55 pm. No action was taken during Executive Session.

**ADJOURNMENT**

There being no further business, Council on motion by Councilmember Parks, seconded by Councilmember Polk, voted unanimously to adjourn the Work Session at 6:00 p.m.

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Mayor Anthony P. Scully

Attest:

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Brenda Davis, City Clerk