

CONWAY CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
229 MAIN STREET
CONWAY, SOUTH CAROLINA
MONDAY, NOVEMBER 7, 2016 – 5:30 PM

PRESENT: Mayor Barbara Blain-Bellamy, Mayor Pro Tem Jean Timbes, Council Members Randle L. Alford, Thomas J. Anderson II, William M. Goldfinch IV, Ashley Smith, and Larry A. White

STAFF: Bill Graham, City Administrator; Vicky Lefler, Deputy City Administrator; Kevin Chestnut, Public Works Director; Adam Emrick, Planning Director; James Friday, Public Utilities Director; Reggie Gosnell, Police Chief; Le Hendrick, Fire Chief; Foster Hughes, Parks, Recreation and Tourism Director; Reggie Jenrette, Solid Waste Director; Billy Joe Sawyer, Building Official; Lynn Smith, Human Resource Director; Allison Williams, Finance Director; Timmy Williams, Grounds and Maintenance Director; and Debbie F. Smith, City Clerk

OTHERS IN ATTENDANCE: Bob Scarborough, Kathy Ropp and others

The requirements for posting notice of this meeting under South Carolina's Freedom of Information Act (FOIA) were met.

CALL TO ORDER: Mayor Blain-Bellamy called the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE: Mayor Blain-Bellamy recognized Rev. Cheryl Adamson of Palmetto Missionary Baptist Church who gave the invocation. City Council and those in attendance recited the Pledge of Allegiance.

APPROVAL OF AGENDA: **Motion:** Anderson made a motion, seconded by Goldfinch, to approve the agenda as presented. **Vote:** Unanimous. Motion carried.

APPROVAL OF CONSENT AGENDA:

A. Final reading of Ordinance #2016-11-07 (A) An Ordinance conveying title to 0.24 of an acre of City-owned property consisting of a separately platted abandoned railroad spur to The Burroughs Company

B. Minutes: City Council meetings – October 5, 9, and 17, 2016; Council Committee of the Whole – October 11, 2016

Motion: White made a motion, seconded by Timbes, to approve the consent agenda as presented. **Vote:** Unanimous. Motion carried.

PUBLIC INPUT: There was no input from the public.

Motion: Timbes made a motion, seconded by White to close the public input. **Vote:** Unanimous. Motion carried.

SPECIAL PRESENTATIONS:

- A. Employee Longevity Awards** were presented to Joel Watford, Police Department, 5 years; and Jerry Bellamy and Dustin Skipper, Public Utilities Department, 10 years. Ethan Gibbons, Fire Department, 5 years, was recognized; however he was unable to attend this meeting. The presentations were made by the City Administrator accompanied by Council Member Smith.
- B. Employee of the Month Awards for October** (co-winners) were presented to Jamie Givens and Willie Woodbury, Public Utilities Department. The presentation was made by the City Administrator accompanied by the Public Utilities Director.
- C. Special event request: Conway Celebration of Lights.** Hughes reported that the first Conway Celebration of Lights will be held each night beginning at 5:30 p.m. from November 25, 2016 – January 1, 2017. Staff requested approval of the following road closures during the dates of the event:
- Marina Drive to be closed to traffic from the maintenance entrance at the former site of the Grainger steam plant to Elm Street.
 - Elm Street from the railroad tracks to the marina to be closed daily at 5 p.m. and no parking allowed on this portion of Elm Street after 4:30 p.m.
 - Laurel Street from the fountain at the Riverwalk entrance to Elm Street to be closed daily at 5 p.m. and no parking allowed on this portion of Laurel Street after 4:30 p.m.

Staff requested use of the former Police Department site after 3 p.m. for holiday activities on November 25-26 and December 2-3, 9-10, 16-17, and 23-24. In order to get the full effect of the Celebration of Lights, staff also requested that there be no lights on at the Riverfront Tennis Court during the event; night play will be available on tennis courts at other City parks.

Motion: White made a motion, seconded by Goldfinch, to approve the special event request for the Conway Celebration of Lights as presented. **Vote:** Unanimous. Motion carried.

ORDINANCE FOR FIRST READING: First reading of Ordinance #2016-12-05 (A) Amending Article 10.3.8 of the City of Conway Unified Development Ordinance (UDO) and Title 5, Chapter 2, of the City of Conway General Code of Ordinances to revise requirements for first floor building elevations in flood prone areas. Graham reported that, as a result of Hurricane Matthew in October 2016, several houses in Conway experienced flood levels higher than the building flood elevation requirements of the City. Current City regulations require that the first floor elevation of residential and non-residential structures be at least two feet above the base flood level or the highest flood elevations resulting from Hurricane Floyd in 1999. Houses that were permitted and built according to the current regulations, such as those in Jordan Estates, experienced several feet of water above the first floor elevation during Hurricane Matthew. The proposed ordinance would revise current regulations in UDO Section 10.3.8 and the City's Flood Damage Prevention Ordinance (Title 5, Chapter 2) to require new construction, substantial damage and/or substantial improvement of structures currently required to meet flood prevention regulations in flood prone areas to be elevated at least two feet above the base flood level or two feet above Hurricane Matthew's flood level, whichever is higher. Graham commented that a survey is underway to mark the highest flood elevations experienced during Hurricane Matthew. Graham also advised Council that approval of first reading would establish a pending ordinance that will allow immediate implementation of the new regulations. Staff recommended first reading approval. **Motion:** Goldfinch made a motion, seconded by Alford, to approve first reading of Ordinance #2016-12-05 (A). **Vote:** Unanimous. Motion carried.

RESOLUTIONS:

- A. Resolution accepting Oak Glen Subdivision Phase I roadway and drainage system dedication (Donald Street, Johnson Street, and Holly Loop).** Southern Land Partners has requested to dedicate the roadway and drainage system for Donald Street, Johnson Street, and Holly Loop (total of 2,815 linear feet) located in Phase I of the Oak Glen residential subdivision. Upon approval of this request, the City will accept the following documents which will finalize dedication of the roadway: Drainage Easement, Right-of-Way Deed, General Joinder and Consent to Dedicate, As-Built Road Plans, Certification of Non-Litigation, Warranty Agreement and the Warranty Surety in the form of a Letter of Credit. Emrick noted the warranty agreement, in the amount of \$43,650, will be for three years from the date of the accepted road dedication. The City’s Public Works staff has inspected the roadways and drainage in Oak Glen Phase I and found them to be acceptable. **Motion:** Alford made a motion, seconded by Smith, to adopt the resolution accepting the dedication of the roadway and drainage system (Donald Street, Johnson Street and Holly Loop) in Phase I of the Oak Glen Subdivision with a three year warranty in the amount of \$43,650. **Vote:** Unanimous. Motion carried.

- B. Resolution accepting Rivertown Row Subdivision Phase IIA roadway and drainage system dedication (Little Bay Drive and Woodcliffe Drive).** Beverly Homes LLC has requested to dedicate the roadway and drainage system for Little Bay Drive and Woodcliffe Drive (total of 2,084 linear feet) located in Phase IIA of the Rivertown Row Subdivision. Upon approval of this request, the City will accept the following documents which will finalize dedication of the roadway: Drainage Easement, Right-of-Way Deed, General Joinder and Consent to Dedicate, As-Built Road Plans, Certification of Non-Litigation, Warranty Agreement and the Warranty Surety in the form of a Letter of Credit. Emrick noted the warranty agreement, in the amount of \$31,260 will be for three years from the date of the accepted road dedication. The City’s Public Works staff has inspected the roadways and drainage in Rivertown Row Subdivision Phase IIA and found them to be acceptable. **Motion:** White made a motion, seconded by Alford, to adopt the resolution accepting the dedication of the roadway and drainage system (Little Bay Drive and Woodcliffe Drive) in Phase IIA of the Rivertown Row Subdivision with a three year warranty in the amount of \$31,260. **Vote:** Unanimous. Motion carried.

- C. Resolution accepting St. John’s Ridge Subdivision Phases II, III and IV roadway and drainage system dedication (Leatherman, Kershaw, Spyderco, Victorinox, Valor, and Boker Roads).** St. John’s Ridge LLC has requested to dedicate the roadway and drainage system for Leatherman, Kershaw, Spyderco, Victorinox, Valor, and Boker Roads (total of 6315 linear feet) located in Phases II, III and IV of the St. John’s Ridge Subdivision. Upon approval of this request, the City will accept the following documents which will finalize dedication of the roadway: Drainage Easement, Right-of-Way Deed, General Joinder and Consent to Dedicate, As-Built Road Plans, Certification of Non-Litigation, Warranty Agreement and the Warranty Surety in the form of a Letter of Credit. Emrick noted the warranty agreement, in the amount of \$94,725 will be for three years from the date of the accepted road dedication. The City’s Public Works staff has inspected the roadways and drainage in Phases II, III, and IV of St. John’s Ridge Subdivision and found them to be acceptable. **Motion:** Goldfinch made a motion, seconded by White, to adopt the resolution accepting the dedication of the roadway and drainage system (Leatherman, Kershaw, Spyderco, Victorinox, Valor, and Boker Roads) of the Rivertown Row Subdivision Phases II, III, and IV with a three year warranty in the amount of \$94,725. **Vote:** Unanimous. Motion carried.

ITEMS FOR CONSIDERATION:

- A. Request from South Carolina Department of Public Safety to lease office space in Fire Station #3.** Gosnell reported that there are currently two vacant offices in Fire Station #3 that are sufficient to meet the needs of the SCDPS. These offices were leased to Coastal Carolina University in 2013; however, the space has been unoccupied for over a year and CCU has waived the requirement of the 90 day written notice of termination. A copy of the proposed lease agreement with SCDPS was shared with Council. The proposed agreement allows automatic annual renewal with the provision of a 90 day written termination notice. Staff recommended approval of the request and that the City Administrator be authorized to execute the lease agreement. **Motion:** Goldfinch made a motion, seconded by Anderson, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.
- B. Bids for mini tractor and mini track loader for Grounds and Maintenance Department.** Funds were included in the Grounds and Maintenance Department's FY 2016-17 budget for a mini tractor and mini track loader. Bids were solicited per the City's specifications and four companies responded. A copy of the bid tabulation was shared with Council. Bids included sales tax. Williams noted that the amount budgeted for this equipment was \$52,000; however, the overage (\$1,275.30) could be absorbed by the department's overall budget. Staff recommended acceptance of the low bid. **Motion:** Timbes made a motion, seconded by White, to accept the low bid which was submitted by Altman Tractor Company in the amount of \$12,722.30 for a Kioti mini tractor and \$40,553 for a mini track loader for a total of \$53,275.30. **Vote:** Unanimous. Motion carried.
- C. Bids for purchase of mini excavator and backhoe loader for Public Works Department.** Funds were included in the Public Works Department's FY 2016-17 budget for a mini excavator and backhoe loader. Bids were solicited per the City's specifications and four companies responded. A copy of the bid tabulation was shared with Council. Bids included sales tax. Staff recommended acceptance of the low bid. **Motion:** Goldfinch made a motion, seconded by White, to accept the low bid which was submitted by Flint Equipment in the amount of \$62,200 for a mini excavator and \$104,349 for a backhoe loader for a total of \$166,549. **Vote:** Unanimous. Motion carried.
- D. Bids for interior and exterior painting of former Post Office/Museum building.** Bids were solicited for the painting of the interior and exterior of the building. Three bids were received; staff recommended acceptance of the low bid. **Motion:** Goldfinch made a motion, seconded by Smith, to accept the low bid which was submitted by John Watts Painting in the amount of \$30,000. **Vote:** Unanimous. Motion carried.
- E. Issuance of credit for Riverfront Tennis Center members.** Hughes reported that the Riverfront Tennis Center was closed from October 8 – November 4 due to flooding which resulted from Hurricane Matthew. Staff recommended that persons who were members in good standing of the Tennis Club during this closure receive a one-time credit toward their 2017 membership dues for the amount of time the tennis center was closed due to flooding. **Motion:** Goldfinch made a motion, seconded by Alford, to approve staff's recommendation. **Vote:** White voted in the negative; all others voted in the affirmative. Motion carried.
- F. Authorization of PARD grant applications (2).** Hughes reported that Horry County has been allocated \$41,842.23 in recurring PARD funds for 2017. In addition, the General Assembly has passed a proviso that provides one-time PARD funds and Horry County has been allocated

\$198,154.73 of such funds. All parks and recreation departments in the county are eligible to apply for these funds. The Conway Parks, Recreation & Tourism Department requested authorization to submit PARD grant applications as follows: Request #1 – *Mobile Recreation Unit* - \$12,500 (trailer \$3,500, games and activities \$9,000). Request #2 – *Kitchen equipment and supplies* (\$8,500); *play equipment* (\$10,000); and *meeting equipment and supplies* (\$13,000) for the proposed community center at Smith Jones Park. The total for Grant Request #2 is \$31,500. Hughes noted that the PARD grant requires a 20% local match which would total \$8,800 (Grant Request #1 - \$2,500 and Grant Request #2 - \$6,300). **Motion:** White made a motion, seconded by Anderson, to authorize the two PARD grant applications as presented by staff. **Vote:** Unanimous. Motion carried.

G. Recommendation on selection of firm to develop Riverfront and Downtown master plan.

Graham reported that on September 27, 2016, the City advertised an RFP for the development of a Master Plan for the City's Riverfront and other areas of Redevelopment. Graham reviewed the criteria and scoring system used to rank proposals received. Proposals received (with scores) were: Arnett Muldrow, Greenville, SC – 21 points – Total cost - \$48,970; WPI, Hilton Head, SC – 20 points – Total cost \$50,000; Land Plan Group, Columbia, SC – 16 points – Total cost \$44,150; SGA, Pawley's Island, SC – 15 points – Total cost \$60,780; Allison Platt, Goldsboro, NC – 13 points - Total cost \$50,000 + \$18,500 in other deliverables; Design Workshop, Asheville, NC – 12 points – Total cost \$50,000 – did not include all deliverables. The total budget presented for the Master Plan is \$48,970. Staff recommended that Council accept the proposal submitted by Arnett Muldrow & Associates. **Motion:** Timbes made a motion, seconded by Anderson, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.

H. Recommendation on contract for FEMA flood mitigation consultant. Graham reported on the extent of damage sustained by homes and businesses in the City as a result of Hurricane Matthew last month and, as flood events are occurring more frequently, the City should explore options to help affected citizens. Based on the recommendation of the consultant who assisted the City following Hurricane Floyd in 1999, staff contacted Lisa Sharrard with US Flood Solutions and Jeff Ward with Jeffery S. Ward & Associates, Inc. to discuss their proposals to provide flood mitigation consulting services. Copies of these proposals were shared with Council. Staff recommended that the City enter into a contract with Jeffery S. Ward & Associates to provide flood mitigation consulting services. Jeff Ward gave a summary of his credentials and an overview of the flood mitigation program via conference call. **Motion:** Anderson made a motion, seconded by Goldfinch, to authorize the City Administrator to enter into a contract with Jeffery S. Ward & Associates, Inc., for the provision of flood mitigation consulting services. **Vote:** Unanimous. Motion carried.

ITEMS FOR INFORMATION:

A. Report on Horry County Transportation Committee (CTC) approval of City's 2016 CTC funding request. During the October 3rd Council meeting, City Council approved a CTC funding request in the amount of \$284,000 for street, sidewalk, and drainage improvements. Chestnut reported that the CTC approved Council's funding request at its October 25th meeting. Chestnut also announced that SCDOT has Main Street (from Main Street Bridge to 16th Avenue) on its list of resurfacing projects for 2017 using Federal Aid funds.

B. Fiscal Year 2016-17 budget update as of September 30, 2016 was presented as information by the Finance Director.

CITY ADMINISTRATOR'S REPORT:

Graham gave an update on the removal of storm debris. To date, 1,623 tons of debris have been delivered to the landfill with an additional 1,200 tons of storm debris that has been collected and will go to the landfill. He thanked Jenrette, Chestnut and their staffs for their hard work.

Graham asked Council to consider waiving building permit fees associated with the repair of damage caused by Hurricane Matthew. **Motion:** Alford made a motion, seconded by Goldfinch, to waive building permit fees for repairs due to Hurricane Matthew. **Amended Motion:** Alford made a motion, seconded by Goldfinch, to waive building permit fees for repairs due to Hurricane Matthew for a period of six months from the date of the storm. **Vote:** Unanimous. Motion carried.

COUNCIL INPUT:

Alford:

- Requested that City Council consider an ordinance against price gouging to be effective for 30 days after a natural disaster.
- Requested that the City police help ensure that no harassment and/or intimidation takes place at the polls on Election Day (November 8th).

White reported a complaint that Smith Jones Park needed the same level of attention as other city parks relative to storm clean-up.

Timbes:

- Expressed gratitude to SCDOT for repairing the collapsed brick retaining wall on Main Street.
- Suggested that oak trees from the City's Heritage Oak seedling program be planted to replace trees lost in Collins Park during Hurricane Matthew.

Anderson:

- Commented that the meeting on the heroin epidemic was informative and thanked Chief Gosnell for his assistance with this event.
- Expressed gratitude to City employees for their hard work in cleaning up the City after Hurricane Matthew.

Goldfinch:

- Inquired about the issuance of a fire ban within the City.
- Suggested the City look at a policy to address credit to citizens for time lost for various city fees.
- Offered an apology for his comments at the October 17th Council meeting.

Blain-Bellamy:

- Reported on her attendance at the meeting to address the heroin use and her hopes that the City will assist in every possible way to help stem the heroin epidemic including the use of Narcan.
- Commented that she was proud to be a citizen of Conway and thanked the City Administrator for his efforts to support citizens who were affected by the flood waters of Hurricane Matthew.

The remainder of the meeting was held in the City Hall Conference Room.

SELECTION OF 2016 CHRISTMAS CARD CONTEST WINNER. Hughes presented the top five cards selected by staff from the 70 entries in the City's annual Christmas card contest. Council members were asked to pick their choice for the winning entry. The winning contestant will be notified by the City and invited for recognition at the December Council meeting.

ADJOURNMENT: Motion: White made a second, seconded by Timbes, to adjourn the meeting.
Vote: Unanimous. Motion carried.

APPROVAL OF MINUTES: Minutes approved by City Council this 5th
day of December, 2016.



Debbie F. Smith, City Clerk