

CONWAY CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
229 MAIN STREET
CONWAY, SOUTH CAROLINA
MONDAY, MAY 16, 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 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; Billy Joe Sawyer, Building Official; Lynn Smith, Human Resource Director; Allison Williams, Finance Director; and Debbie F. Smith, City Clerk

OTHERS IN ATTENDANCE: Kathy Ropp and others

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

INVOCATION/PLEDGE OF ALLEGIANCE: Mayor Blain-Bellamy recognized Rev. Jerry Faulk of Mt. Pisgah 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. Resolution reaffirming City's Risk Management Policy

B. Minutes of City Council meeting – May 2, 2016

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

PUBLIC INPUT: There was no input from the public.

SPECIAL PRESENTATIONS:

A. Progress report on the 4th Avenue underground wiring project. Steve Powell, Venture Engineering, gave a progress report on the 4th Avenue underground project, Phases 1 and 2. He gave a brief overview of the options for crossing Kingston Lake, the least expensive of which is to suspend the utility lines alongside the bridge. The location of obstacles in the project area have been determined and the next step will be to plot the simplest path for the underground wiring. Bid pricing is expected to be solicited simultaneously for Phase 1 and Phase 2. The project should be designed and out for bids by the end of the summer. Based on experience with the Elm Street underground wiring project, Powell noted that he anticipates a large amount of concrete will be found underneath 4th Avenue and that will be factored into bid pricing. Conduit will be added for City use in order to minimize cuts for water and sewer and Powell informed Council that he may need to assess drainage replacement/repair

on the lowest cost route (included in his bid). Jake Powell, Venture Engineering Project Manager, was also present.

B. Recognition of employee educational achievement. Foster Hughes, Director of Parks, Recreation, and Tourism, was recognized for having recently received his Master's Degree in Parks, Recreation, Tourism and Sports Management from North Carolina State University. The presentation was made by the City Administrator.

C. Employee of the Month Award for April was presented to Becky Graham, Finance Department. The award was presented by the City Administrator, accompanied by the Human Resource Director.

PUBLIC HEARING AND ORDINANCE FOR FINAL READING: Public hearing and final reading of Ordinance #2016-05-16 (A) An Ordinance to raise revenues and adopt budgets for the General Fund, Enterprise/Public Utility Fund, Street/Drainage Fund, Storm Water Fund, Tax Increment Financing Fund, Accommodations Tax Fund, Community Development Fund, and Hospitality Fee Fund, City of Conway, South Carolina, for the fiscal year beginning July 1, 2016, and ending June 30, 2017. Williams reported on changes that had been made to the budget proposal since first reading was approved at the May 2nd Council meeting. Those changes are as follows: \$75,000 allotted to assist the Chamber of Commerce with economic development; the amount rebudgeted for renovations to the former post office/museum building increased to \$375,000 from \$250,000 (state grant will be 25% match instead of the anticipated 50% match). Williams also reviewed budget highlights by fund and noted the two changes in City fees, both for Public Utilities: an increase from \$50 to \$65 for testing backflow prevention devices for City water customers and the addition of a \$50 fee for water reconnections requested after normal business hours. The total proposed budget for FY 2016-17 is now \$35,118,818. Staff recommended final reading approval of the budget ordinance. **Public Hearing:** There was no comment from the public. **Motion:** Anderson made a motion, seconded by White, to approve final reading of Ordinance #2016-05-16 (A). **Vote:** Unanimous. Motion carried.

ITEMS FOR CONSIDERATION:

A. Bids for street resurfacing. Chestnut reported that the CTC approved a total of \$499,900 for City street resurfacing projects and asphalt repairs and the City's match will be \$249,950. The City will also receive \$380,008 in non-recurring funds from the CTC for resurfacing state roads; there is no match required from the City for these funds. Council was provided a list of City and state roads to be resurfaced. Chestnut noted that, due to permitting issues, the resurfacing of 9th Avenue (from Highway 378, across Highway 501, to Main Street) was transferred to SCDOT to manage and bid out. The following bids were received for the street improvements: Palmetto Corporation - \$818,057.52; C R Jackson, Inc. - \$1,076,555.00; and Southern Asphalt - \$747,675.00. Staff recommended acceptance of the low bid. **Motion:** Anderson made a motion, seconded by Smith, to accept the low bid in the amount of \$747,675.00 which was submitted by Southern Asphalt for street resurfacing. **Vote:** Unanimous. Motion carried.

B. Installation of pedestrian crossing signage in the 1700 block of Oak Street. Gosnell reported that Health Care Partners recently requested the installation of a marked crosswalk on Oak Street between its two facilities located at 1708 Oak Street and 1608 Main Street. Upon review with the City's Public Works Director, it was determined that, in lieu of a marked crosswalk, pedestrian crosswalk signage be installed mid-block in the 1700 block of Oak Street and a 20 mph speed limit sign be relocated nearer the pedestrian crossing area for better visibility. A map showing the proposed locations of the signage was shared with Council. Staff recommended that Council approve the installation of pedestrian crossing signs and the relocation of the speed limit sign and authorize the work to be done

by the City's Public Works Department. **Motion:** Goldfinch made a motion, seconded by Anderson, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.

C. Lease agreement between the City of Conway and The Nature Conservancy for recently-purchased conservation property. At its April 4th meeting, Council approved the installation of amenities such as a shelter, parking area, signage, security gate and other items and features on the portion of the recently-acquired Springland Timberwood conservation property that will be deeded to the City. The City will hold title to this portion of the property until ownership can eventually be transferred to the Waccamaw National Wildlife Refuge. In order to expedite the installation of the above-referenced amenities while the survey is being completed, The Nature Conservancy has proposed a lease agreement with the City for the property. Graham commented that he had contacted the South Carolina Municipal Insurance Risk Financing Fund and was advised that the City cannot name The Nature Conservancy as an additional insured as called for in the lease agreement. In light of this information, staff recommended that Council approve the lease agreement with revisions to delete wording pertaining to indemnification and insurance/risk of loss, where appropriate, and to authorize the City Administrator to execute the revised document. **Motion:** Goldfinch made a motion, seconded by White, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.

CITY ADMINISTRATOR'S REPORT:

- Reported that employer and employee contributions to the South Carolina Retirement System and the Police Officers Retirement System are expected to increase 0.50%, effective July 1, 2016.
- Based on a review of the current budget, recommended that the Fire Department move forward with the purchase of four mobile data terminals. All purchase orders will be less than \$10,000. Council voiced no disagreement regarding the plans for this purchase.
- Provided an update on the Long Avenue Bridge replacement projects and shared a map of the planned detour during the Grier Swamp bridge replacement (June 6th thru August 1st).
- Announced the date for Council's on-site visit to the Racepath neighborhood and the former post office/museum building has been rescheduled for Tuesday, June 14th, departing from City Hall at 4 p.m.
- Announced that the RFP for the provision of legal services for the City has been released. Bids will be accepted thru June 10th.
- Reported on plans to invite comments and/or suggestions on the uses of the former Conway Post Office/Museum building during the Public Input portion of the June 20th City Council meeting.

COUNCIL INPUT:

Alford

- Asked staff to check on Land and Water Conservation Fund grant funding.
- Asked staff to research whether or not the City's impact fees are at the appropriate level.

White

- Requested Council to consider prohibiting dogs at special events and City sponsored ballgames.
- Requested that the bird waste be removed from the front steps to Council Chambers and that staff take any prevention measures available.

Timbes inquired about the status of the valet parking service in the downtown area and commented on the possibility of such a service to deal with limited parking at the new Civic Center.

Anderson requested an update of the City employee directory.

Smith suggested that a round table discussion be held with Ms. Mae Days (Racepath Avenue) and other residents to discuss establishment of a Neighborhood Watch program, etc., in that area.

Blain-Bellamy

- Expressed appreciation to the Conway Police Department for sponsoring the recent clean-up effort in the Racepath community.
- Commented on the success of the recent Rivertown Music and Craft Beer Festival sponsored by Conway Downtown Alive.
- Encouraged everyone to vote in the County election on Tuesday, May 17th.
- Place-making
- Reported that she had been informed of a recent sign on Highway 501 that addressed the Mayor in reference to sidewalks and asked anyone who knew the source of the sign to contact her.

The Council meeting recessed after this item of business and reconvened in the Conference Room for the remainder of the meeting.

WORKSHOP:

- A. Discussion on potential amendment of UDO to prohibit the parking of commercial vehicles on public streets.** This item was last discussed during the workshop portion of the May 2nd Council meeting, and at that time, staff was asked to prepare a recommendation for an amendment to the UDO pertaining to parking regulations for large commercial vehicles. Emrick presented a proposed amendment to the UDO that would prohibit the parking of commercial vehicles on public streets and right of ways within the City except when being loaded or unloaded. Commercial vehicles were defined as vehicles that are (1) used for commercial purposes, (2) are classified as Class 3 or above or having a weight class of 10,001 pounds or greater, and (3) are greater than 20 feet in length. The proposed amendment would continue to allow commercial vehicles to be parked on private property in residential neighborhoods. **OUTCOME:** Following presentation of the proposed amendment to the Planning Commission, a public hearing and consideration of first reading approval will be placed on the Council meeting agenda.
- B. Discussion on a moratorium on the enforcement of Article 5 of the Unified Development Ordinance, Section 5.2.6 – Parking, Storage and Use of Recreational Vehicles.** In the workshop portion of the May 2nd Council meeting, staff was asked to prepare a recommendation for enacting a moratorium on the enforcement of current UDO regulations pertaining to the parking, storage and use of recreational vehicles. Staff proposed that Council consider first reading by title only of an ordinance to amend the subject regulations in the UDO. First reading approval would establish a pending ordinance and would allow Council to place a moratorium on enforcement of the current regulations while it further considers the matter. If Council takes such action, Emrick suggested that residents be notified via utility billing when the moratorium is lifted. **OUTCOME:** Consideration of first reading of the ordinance by title only and action to place a moratorium on enforcement of Section 5.2.6 will be placed on the agenda for the next Council meeting.
- C. Discussion on potential amendments to Article 11.4.9 of the Unified Development Ordinance – Electronic Message Centers.** During discussion of this issue in the workshop portion of the April 18th Council meeting, staff was asked to prepare a draft amendment of the UDO regulations pertaining to Electronic Message Centers. Emrick presented and reviewed the proposed amendments which include the following: only one electronic message center per parcel; no limitations on color, animations, and transitions; a minimum of a 15-second interval of the message unless it is a public

service announcement; allow only one electronic message center every 500 feet; and messages are not to be a distraction to drivers (such as “flashing” messages). Emrick informed Council of two issues that recently arose: namely, the size of the digital display and a need to clarify the Highway 501 By-Pass location. Debbie Jenkins, Tyson Signs representative, commented that 30 sf of digital display on a sign on Highway 501 was too small to be effective and she recommended that Council not limit the percentage of the sign that could be used for digital display. Emrick also informed Council that, for clarification, the proposed amendment would specify “Church Street” through the City rather than Highway 501 By-Pass. A copy of the proposed amendments, as reviewed by Emrick, was shared with Council. **OUTCOME:** Staff will present the proposed amendments, including removal of the cap on the size of the digital display area on the signs and clarification on Highway 501 By-Pass (Church Street) to the Planning Commission for review and consideration. First reading will be scheduled for an upcoming Council meeting.

EXECUTIVE SESSION: Motion: Goldfinch made a motion, seconded by Smith, to enter into executive session to discuss the promotion and compensation of employees and the annual performance evaluation of the City Administrator. **Vote:** Unanimous. Motion carried.

Motion: White made a motion, seconded by Goldfinch, to come out of executive session. **Vote:** Unanimous. Motion carried.

Motion: Goldfinch made a motion, seconded by Smith, to accept the proposed revision to the organizational chart and salary adjustments as presented. See attachment. **Vote:** Unanimous. Motion carried.

ADJOURNMENT: Motion: Timbes made a motion, seconded by Smith, to adjourn the meeting. **Vote:** Unanimous. Motion carried.

APPROVAL OF MINUTES: Minutes approved by City Council this 6th day of June, 2016.


Debbie F. Smith, City Clerk