

**CITY COUNCIL MEETING
CONWAY CITY COUNCIL
CITY HALL COUNCIL CHAMBERS
MONDAY - JUNE 25, 2007 - 5:30 P.M.
MINUTES**

PRESENT: Gregory K. Martin, Mayor; Irby L. Koon, Mayor Pro Tem; Vivian E. Chestnut, Alys C. Lawson, Jean M. Timbes, Randle L. Alford and Thomas J. Anderson II

STAFF: Bill Graham, City Administrator; Barbara Blain-Olds, Assistant Administrator; Greg Richardson, Special Projects Coordinator; Reggie Gosnell, Chief of Police; Wanda Lilly, City Arborist; Timmy Williams, Beautification Department; Freddie DuBose, Public Utilities Director; Karen Godin, Planning Director; Ken Senn, Parks and Recreation Director; Darrell McDowell, Fire Chief, Billy Joe Sawyer, Building Official; Larry Schilling, Director of Grants and Procurement; Nathan Nelson, Fire Department, Lamar Jordan, Fire Department, James Warren, Public Works Department, Reggie Jenerette, Public Works Department, Tyrone Williams, Police Department and Linda Vereen, Interim City Clerk.

OTHERS IN ATTENDANCE: Tidy Singleton, Nextmedia Outdoor, Ben Neeves, Nextmedia Outdoor; Carmin F. Samaha, Horry County Museum; Mike Boyle, Agape Senior, Matt Staub, Agape Senior, Chip Taylor and Bill Molnar-Strom Thurmond Institute of Government and Public Affairs Clemson University; Doug Zayicek, Bellamy Law Firm; Kathy Ropp, Horry Independent; Tonya Root, Sun News, and interested citizens of Conway.

CALL TO ORDER: Mayor Martin called the Council meeting to order.

INVOCATION AND PLEDGE OF ALLEGIANCE: Reverend Charles M. Pee, Friendship Baptist Church led a prayer of guidance. City Council and others in attendance recited the Pledge of Allegiance.

PRESENTATIONS:

- A. A resolution was presented to **Dr. John Wilson, Jr.**, recognizing him for the many hours he has spent picking up debris along Long Avenue, between Sherwood and Country Club Drive. According to his family, Dr. Wilson has done this for the past twenty years. Councilman Alford read and presented the resolution to Dr. Wilson.

- B. An Assessment of the “Fiscal Impact of Population Growth on the City of Conway, South Carolina”. This report was prepared by Charles Taylor and William Molnar of the Strom Thurmond Institute of Government and Public Affairs. Copies of the report are available at City Hall

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According to the report, the City of Conway can expect the addition of up to 8,200 new households over the next twenty years. These new households and the commercial development that accompanies them will increase both the City's revenues and its expenditures. It was the opinion of Molnar and Taylor that under any of the three scenarios they looked at, the growth-related increase in revenues would be sufficient to cover the growth-related increase in expenditures. The projected fiscal surpluses range from \$15 to 50 million under the three scenarios.

The fiscal surpluses discussed did not include the cost of any local road system improvements that will be required to serve the growing population. It was estimated that the total cost of these improvements could range from \$12 to 24 million over the twenty-year study period. It was recommended by Taylor and Molnar that the City conduct a traffic engineering analysis.

The study projected that the water and sewer system will nearly breakeven after accounting for both the increase in operating expenditures and the increase in capital expenditures required to serve new utility customers within the city limits. The City will also, however, be responsible for the future upgrade and replacement of facilities provided by developers. After accounting for these obligations, the projection indicates that the City's utility system faces a growth-related deficit of approximately \$7.5 million over the study period. However, the growth will continue within the portion of the City's utility service territory outside the city limits. The provision of water and sewer utility services in this area should produce a fiscal surplus which can be used to offset the deficit resulting from serving growth within the City.

City leaders will be making further decisions concerning Conway's growth and development during the coming years. As they deliberate on these decisions, Molnar and Taylor recommend that City leaders consider the following policies:

1. Limit the further outward expansion of the city limits,
2. Attempt to coordinate the City's land use planning decisions with those of other local governments in the region,
3. Formalize the City's capital planning process, and
4. If new sources of revenue are required to fund capital improvements, consider sources that shift some of the financial burden to new residents and away from existing residents.

Following the report by Taylor and Molnar there was a brief period of questions and answers from City Council.

C. Longevity Bonus Awards:

1. Tyrone Williams, Nathan Nelson, Reggie Jenerette and James Warren were recognized for 10 years of service with the City of Conway. Ken Senn was recognized for having 15 years of service with the City.

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D. Special Event Request:

Graham explained that the Friends of Horry County Museum are requesting permission to close a portion of Kingston Street and Fifth Avenue for the Tobacco Heritage Festival to be held on August 4, 2007, from 9:00 a.m. until 1:00 p.m. This is the same request which was allowed for the previous two years. **Motion:** Koon made a motion, seconded by Timbes to allow the street closing as presented. **Vote:** Unanimous. Motion carried.

PUBLIC HEARING

The Public Hearing was on the proposed FY 2007-08 Budget Ordinance. Ordinance #2007-06-25(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 (TIF) Fund, Accommodations Tax Fund, Community Development Fund and Hospitality Fee Fund, City of Conway, South Carolina for the Fiscal Year Beginning July , 2007 and Ending June 30, 2008.

Graham explained the proposed FY 2007-08 Budget. The proposed budget totals \$37,189,507. This is a \$9.6 million increase over the current year's budget (34.6% increase). The Administrator reviewed for Council the major increases over the FY 2006-2007 Budget. Significant increases are as follows:

- New Positions added during FY 2006-2007 (10)	\$ 385,000
- Implementation of Pay Study Results 12/30/2006	\$ 531,000
- New Positions Proposed in FY 07-08 budget (10)	\$ 418,000
- Cost of Living Increase (2.5%)	\$ 200,000
- Merit Increase (Up to 2.5%)	\$ 165,000
- Workers Compensation (10% increase)	\$ 70,000
- Health Insurance (11% increase)	\$ 90,000
- State Appropriation for City Shop Complex	\$1,000,000
- Public Utilities Revenue Bond for City Shop Complex	\$3,100,000
- Appropriations in Support of City Council Goals	\$ 589,000
- Street Resurfacing	\$ 200,000
- Major Drainage Projects	\$ 253,000
\$153,000 was re-budgeted from FY 2006-07	
\$100,000 was budgeted for the Judicial Complex Project	
- Grants from GSATS & HUD (increase)	<u>\$ 759,000</u>
- TOTAL MAJOR COST INCREASES	\$7,760,000

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Graham then reviewed the highlights of the various funds. Following this he reviewed with Council the amendments to the proposed budget which are as follow:

\$ 86,300	Realignment of University Blvd.
18,600	Land Improvement/Additions
	Recreation Complex Parking & Entrance Rd.
9,000	City Park Improvements
4,100	Beautification of Entrances
<u>4,200</u>	Tree City USA
\$122,200	Total Budget Amendments

Graham also noted that the new salary schedule, including the 2.5% cost of living as well as the new positions are included in the proposed budget.

At this point, Mayor Martin asked for any public comments. There being none, the public hearing portion of the meeting was closed.

PUBLIC INPUT

There being none, the public input portion of the meeting was closed.

ORDINANCES FOR FINAL READING

- A. Ordinance #2007-06-25(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 (TIF) Fund, Accommodations Tax Fund, Community Development Fund and Hospitality Fee Fund, City of Conway, South Carolina for the Fiscal Year Beginning July 1, 2007 and Ending June 30, 2008

Motion: Koon made a motion, seconded by Alford to approve final reading of Budget Ordinance #2007-06-25(A) with amendments as presented. Timbes said she appreciated staff's work in preparing the budget document, she said it was well prepared and presented; however she said that she would vote against the budget ordinance because she was opposed to building all the buildings within the shop complex at one time. Mayor Martin said he would also vote against the budget ordinance for much the same reason as already stated, he said he would rather build the shop complex in phases and he feels the water and sewer rate increase is excessive. Chestnut said she feels the water/sewer rate increase will be a burden to a lot of people and she too would vote against the Ordinance. Koon said he would vote in favor of the motion as he feels the money is

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there to build the complex in one phase and the City needs to be proactive. Lawson feels the water and sewer rate increases are necessary and she will support passage of the Ordinance.

Vote: Voting in favor of the motion - Koon, Anderson Lawson and Alford. Opposed: Martin, Chestnut and Timbes. Motion carried.

- B. Ordinance #2007-06-25(B) - Relating to the Recovery of Collection Costs as a Part of Delinquent Debts Collected Pursuant to the Setoff Debt Collection Act, by Deleting Section 1 in its Entirety and Placing in its Stead a Revised Section 1

On September 11, 2006, City Council approved an Ordinance allowing the City to charge an administrative fee for preparing and transmitting information to the Municipal Association, the fee being considered a collection cost and included in the delinquent debt owed the City. The City contracts with the Municipal Association of South Carolina and the MASC submits claims on the City's behalf to the SC Department of Revenue, pursuant to the Setoff Debt Collection Act. The fee amount included in the ordinance adopted September 11, 2006 was mistakenly typed in as \$75.00, rather than \$25.00. Ordinance #2007-06-25(B) will correct this error. First reading of Ordinance \$2007-06-25(B) was approved at the June 11, City Council meeting.

Motion: Alford made a motion seconded by Chestnut to approve final reading of Ordinance #2007-06-25(B). **Vote:** Unanimous. Motion carried.

ORDINANCES FOR FIRST READING

- A. Ordinance #2007-07-23(A) - Accepting the request to annex approximately 18,337 square feet located at 5103 Presbyterian Drive and zone the property Low Density Residential R-1 at annexation

Shannon Callihan has requested the annexation of approximately 18,337 square feet of land located at 5103 Presbyterian Drive. The property is identified in the Horry County Tax records as TMS#151-18-03-007. The property will be zoned R-1 when annexed. A copy of the annexation petition and a map of the property are enclosed for your review. The petition was signed by Shannon Callihan's attorney who has power of attorney over real estate. **Motion:** Chestnut made a motion, seconded by Timbes to approve first reading of Ordinance #2007-07-23(A). **Vote:** Unanimous. Motion carried.

- B. Ordinance #2007-07-23(B) - Accepting the Request to Amend the Conway Zoning Ordinance Regarding the Required Placement of Street Trees.

Godin said that several developers have commented recently on the difficulty of placing trees in the public right of way due to all the utilities, sidewalks, etc.

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The Planning Commission has discussed this issue several times and made recommendations to Council. This issue had been remanded back to the Commission by City Council at the May 14, 2007 meeting. After more discussion, it was determined that the following wording will be added to Section 11.1045 of the Zoning Ordinance:

As an alternative to the above requirements, a developer may submit a master streetscape plan for the development. This plan must be reviewed and approved by the Planning Commission and must meet the minimum requirements stated in Section 11.1095.

Motion: Lawson made a motion, seconded by Koon to approve first reading of Ordinance #2007-07-23(B). **Vote:** Unanimous. Motion carried.

VII. RESOLUTIONS

- A. Resolution Accepting several Irrevocable Letter of Credit for the Proposed Infrastructure for Carsens Ferry (Independent Builders Development - Carsens Ferry, Inc.)

Independent Builders Development - Carsens Ferry, Inc. has received approval to create a four-lot subdivision in the Rivertown Landing Planned District. These newly created lots require roads and sidewalks meeting City specifications. Per the City of Conway Land Development Regulations a cash bond or letter of credit in the amount equal to 125% of the value of work remaining must be approved by City Council in order for the developer to record a final plat of the lots and proceed with building. The estimate to complete the required infrastructure improvements provided by the developer's engineer and approved by the Public Works director is \$467,165.00; 125% of this value is \$583,956.25. This total amount is provided in five separate letters of credit. **Motion:** Alford made a motion, seconded by Koon to approve the above Resolution. **Vote:** Unanimous. Motion carried.

- B. Resolution Accepting an Irrevocable Letter of Credit for the Proposed Infrastructure for Midtown Village, Phases 1A and 1B (Portrait Homes - Midtown Village, LLC)

Portrait Homes - Midtown Village LLC has received approval to create Phases 1A (25 units) and Phase 1B (32 units) within the Midtown Village Subdivision. This entire subdivision has 272 units (66 units - paired ranches, 90- single family homes, 116 townhomes). These newly created lots require roads and sidewalks meeting city specifications. Per the City of Conway Land Development Regulations a cash bond or letter of credit in the amount equal to 125% of the value

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of work remaining must be approved by City Council in order for the developer to record a final plat of the lots and proceed with building. The estimate to complete the required infrastructure improvements provided by the developer's engineer and approved by the Public Works Director is \$2,060,727.82; 125% of this value is \$2,575,909.78. **Motion:** Timbes made a motion, seconded

by Koon to approve the Resolution accepting an Irrevocable Letter of Credit for the proposed infrastructure for Midtown Village, Phases 1A and 1B. **Vote:** Unanimous. Motion carried.

C. Resolution Relating to the Declaration of Intent of the City of Conway, South Carolina, to Deny the Use of City Property by Political Organizations and for Political Activities

The City has been approached by a political campaign person requesting the rental of a City ballfield for a fund-raising event. Council instructed staff to research the practice of allowing use of city property for political purposes.

We are cautioned that to allow use of public property by one political group effectively opens the door for all political groups. Of utmost concern is avoidance of the perception that the City supports any candidate or political organization.

A survey was made of other South Carolina municipalities. The cities of Florence and Charleston do not allow political activities on City property. Conversely, Myrtle Beach allows use of the Mayor's office and the front steps of City Hall for the filming of political ads. Other cities report having had no requests by political groups and thus, no policy on the issue. Staff recommendation was to continue the rental of City owned property to non-profit organizations, for-profit organizations, churches, school groups and families, and to deny the rental or use of any City owned property by political groups or organizations, including, but not limited to, partisan groups and individual campaigns.. Timbes asked if this would eliminate the use of the City facilities for voting precincts, vote tallying, etc. Staff said that the wording could be changed to allow use by the City. **Motion:** Anderson made a motion, seconded by Lawson, to approve the resolution including the recommended wording change. **Vote:** Unanimous. Motion carried.

D. Resolution Relating to the Declaration of Intent by the City of Conway, South Carolina, to Reimburse Certain Expenditures Prior to the Issuance by the City of its Admissions Tax Revenue Bonds.

Graham said that plans call for the City to be reimbursed for its cost for the realignment of University Boulevard by proceeds from the issuance of admissions tax revenue bonds related to

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the project. At this point, it appears that the City and Coastal Carolina University are

responsible for equally sharing costs totaling \$172,543 or \$86,271.50 each for the road realignment project. If the arena is built and the admissions tax revenue bond is issued, the City and CCU will be reimbursed for the above costs.

Graham said the proposed resolution will allow for reimbursement to the City if reimbursement from the bond issue is made within 18 months of the date on which the expenditures were paid or the date the project was placed in service, but in no event, more than three years after the original expenditures. The City would then reimburse CCU for its share of the costs (\$86,271.50).

Without the proposed resolution being adopted, the City would not be eligible for reimbursement, if the bonds were not issued within 50 days of incurring the expense. The proposed resolution was prepared and is recommended by Frannie Heizer with the McNair Law Firm. **Motion:** Anderson made a motion, seconded by Alford to approve the resolution: **Vote:** Unanimous. Motion carried.

GRANT

A. Project Safe Neighborhoods, Anti-Gang Initiative Grant

Schilling said the Police Department would like to apply for a grant in the amount of \$10,500.00 from the SC Department of Public Safety to provide training and materials for the Police Department's School Resource Officers at the Elementary and Middle School levels. The Department received the grant last year to start a GREAT program in the Middle and Elementary Schools along with instituting a Summer Camp for at risk children. The purpose of the program is to improve the relationship between the police and our children and steer them away from bad influences that cause them to commit crimes. There is no local match requirement. The grant will pay for additional training materials, training and supplies to continue this effective program. This grant has the approval of the Horry County School District. **Motion:** Chestnut made a motion, seconded by Anderson to allow staff to apply for the grant. **Vote:** Unanimous. Motion carried.

ITEMS FOR DISCUSSION/CONSIDERATION

A. Multi-Jurisdictional Alcohol Enforcement Unit

Chief Gosnell said that the Conway Police Department has been requested to participate in a new multi-jurisdictional enforcement unit, which will focus on the sale, use, consumption, possession and distribution of alcohol to underage minors. Horry County is one of eighteen counties within South Carolina, which has been targeted for increased enforcement, due to the number of fatal alcohol related collisions. Part of this enforcement effort, includes stepped up enforcement of

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identifying establishments and individuals, who illegally transfer or facilitate the transfer of alcoholic beverage to minors. State funding may be available. **Motion:** Koon made a motion, seconded by Chestnut to approve and authorize the Police Department to participate in this multi-jurisdictional unit. **Vote:** Unanimous. Motion carried.

B. Posting of maximum speed limits signage in Elmhurst Subdivision,

In response to a citizen's complaint, the Department's Traffic Speed Trailer was deployed to the Elmhurst Subdivision from May 18 - June 1, 2007, to record traffic volume and speed data. A review of the data indicated that, approximately 4,500 vehicles accessed the subdivision via way of Mill Pond Road (Lockwood Lane). Currently the speed signage is posted; however, the statutory maximum speed limit is set at 30 MPH. Speed data indicated that approximately 50 percentile of all vehicles recorded were traveling 32 MPH, 80 percentile of vehicles were traveling at 38 MPH and that the average for all was 33 MPH.

Chief Gosnell presented the following recommendations:

1. Direct Public Works to install 30 MPH signage at both entrances to Elmhurst Subdivision.
2. Draft a letter requesting that SCDOT lower the speed limit to 30 MPH on the following streets, that provide either direct and/or indirect access to Elmhurst, in order to establish a uniform speed
 - a. King Street (State Secondary #553)
 - b. Richardson Street (State Secondary #960)
 - c. Anderson Street (State Secondary #959)
 - d. Camelot Street (State Secondary #551)

Motion: Lawson made a motion, seconded by Anderson to approve the recommendations of Chief Gosnell. **Vote:** Unanimous. Motion carried.

C. Resolution Adopting "Historic Rivertown" as the official City motto. Council asked why we would leave South Carolina off the "Historic Rivertown". Staff indicated that this could be added if it is the desire of Council. It was also mentioned by Council that we might want to show the established date of the City, since that is what sets Conway aside from other historic towns. Following discussion, Council said they would like more time to think about the motto.

D. New City Flag. Timbes said that she would like to see a sample of the fabric color. Staff indicated that the green would be the same color as the current flag, unless Council would like a different shade of green. Council asked to have more time to think about the new City flag design also.

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E. Intersection Visibility - Second Avenue at Laurel Street

Since the implementation of the new parking plan whereby many City employees have been required to park in the County parking lot, poor visibility at the intersection of Second Avenue and Laurel Street has been brought up by staff. According to State Code, no person shall park a vehicle within thirty feet of the approach to any flashing signal, stop sign, yield sign or traffic control signal located at the side of a roadway. There is currently not 30 feet of visibility at this intersection. Removing one parallel parking space from each side of Second Avenue will improve intersection visibility to over 30 feet each direction. Also, removing one public parking space from Second Avenue next to the Police Station will improve visibility to 25 feet. **Motion:** Chestnut made a motion, seconded by Anderson to remove the three parking spaces. Staff was also asked to look at the intersection of 2nd Avenue and Elm Street. **Vote:** Unanimous. Motion carried.

F. Next Media Billboard Relocation Request

Ben Neeves of Next Media has requested permission to relocate a billboard on Highway 701 N. Site work is currently underway on this lot for the construction of a new Wilco Hess Gas Station. The City of Conway Zoning Ordinance specifically prohibits off-premise signage; however, the South Carolina Landowner and Advertising Protection and Property Valuation Act specifically addresses nonconforming billboards.

The relevant section of the legislation reads: “A local governing body shall not prevent the repositioning of a nonconforming sign on the same parcel of land to facilitate the development of the parcel so long as the repositioning of the sign does not increase the degree of the sign’s nonconformity”.

The existing billboard, which has already been removed from the site without a permit, was 35 feet in height with two (2) 12' x 24' side by side sign panels. It was supported by eight (8) wooden poles. Next Media is proposing a new location on the same lot, with the same front setback and within the building setback on the side yard. The relocated sign will also be 35 feet in height with two (2) 12' x 24' side by side sign panels; however, it will be mounted on a new structure, a single metal monopole.

The request is also subject to review and approval by the Community Appearance Board. Council asked staff if they had checked with an attorney for an opinion. Godin said no. It was also noted that if we allow the company to go back with a metal pole then that would prolong the life of the billboard. **Motion:** Koon made a motion, seconded by Anderson to table the request until staff has an opportunity to seek a legal opinion. **Vote:** Unanimous. Motion carried.

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G. SCDOT - Rural Enhancement Grant Project

Godin said that FY 07 SCDOT Rural Enhancement Transportation Funds are available. These are competitive grants with a \$200,000 maximum grant and a 20% required match (\$50,000).

The potential projects are limited to areas of the City that are outside the GSATS boundaries. The major eligible area of the City is the section of Long Avenue Extension beyond Pottz Trail, and Collins Jollie Road.

After reviewing the Master Greenway Plan, staff noted that a trail crosses into the eligible area, called the East Bikeway (Corridor L). It is also named as a priority greenway corridor. (See attached map). This area calls for a bikeway only. This entails at least 4 foot striped lanes on both side of the street.

Godin said that staff suggests the following:

1. 10' multi use paved trail - 2,800 linear feet. Approximate cost - \$231,00. This estimate is based on \$75 per linear foot plus 10% for engineering.
2. 4' on street bike lanes, both sides of the street - 2,250 linear feet. Approximate cost - \$247,500. This estimate is based on \$50 per linear foot on each side of the street plus 10% for engineering.

Both cost estimates include extensive drainage work along with tiling ditches. **Motion:** Lawson made a motion, seconded by Anderson, to apply for funding to install a 10' multi use paved trail in the eligible area. **Vote:** Unanimous. Motion carried.

H. Third Avenue Street Closure Request - Clock Ceremony, July 15, 2007, 2 p.m. The City has scheduled a Clock Ceremony to honor the families who contributed to the restoration of the town clock. Two families, in memory of their parents, funded the restoration of the clock: John "Buzz" W. Darden III, Carolyn Darden Karn and Doris Darden Gunsalus in memory of their parents, John W. Darden, Jr. And Hannah Ross Smith Darden; and Sylvia Cox Reddick, Ann Cox Long and Susan Cox Graves in memory of their parents, Sanford DeWitt Cox, Jr. And Irene Butler Cox. The ceremony will be held on Sunday, July 15 at 2 p.m. at City Hall. Staff is requesting permission to close Third Avenue from Main Street to Laurel Street from 2 p.m. to 4 p.m.; however, as soon as the ceremony is over, the street will be reopened. **Motion:** Anderson made a motion, seconded by Koon to approve closing of Third Avenue as requested. **Vote:** Unanimous. Motion carried.

BID

A. Force Main Extension to serve St. John's Ridge and Forest Glen Subdivisions

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On January 8, 2007, City Council approved Public Utilities to move forward with design and construction of a 10" force main on Dunn Shortcut Road to serve two new subdivisions, St. John's Ridge and Forest Glen Subdivisions, along with other potential developments along the corridor. Both of these subdivisions are currently under construction.

Four contractors submitted bids on this extension. Their bids were available for Council's

review. Low bidder was Fleming Construction of Conway with a price of \$99,695.96.

Council also approved that in order for the City to recoup its costs, the developers would pay their portion of the total cost of the project based on the number of lots for each development. Based on prior discussions with the developers of St. John's Ridge and Forest Glen and not knowing bid prices, projected engineering, and consideration for contingency cost, staff recommends that the developers pay \$150.00 per lot for their portion of this extension. The developers would pay at the final stage of permitting and would pay prior to receiving water and sewer from the City. Projected number of lots for the City @ \$150.00 per lot would be \$117,000.00.

City Council in May 2007, also approved a force main extension on Long Avenue with a recommended recoupment of \$250.00 per lot for this area. This was based on recommendations from our recent rate study on what other entities were doing with similar type extensions in their area. Any future development in the Dunn Shortcut area should be assessed at the \$250.00 per lot rate to stay standard with these fees. St John's Ridge and Forest Glen Subdivision only would be assessed the \$150.00 per lot based on the original proposal with them.

DuBose recommends that Council accept Fleming Construction's low bid of \$99,695.96 and issue purchase order for work. Secondly, he recommends that St. John's Ridge and Forest Glen Subdivisions recoupment would be \$150.00 per lot. Any future development in this area would be \$250.00 per lot based on the recommendations Council approved in May 2007. **Motion:** Chestnut made a motion, seconded by Timbes to approve bid and recoupment fees as recommended by DuBose. **Vote:** Unanimous. Motion carried.

CONSENT AGENDA

- | | | |
|----|-------------------------------------|-----------------|
| A. | City Council Minutes, June 11, 2007 | For Approval |
| B. | Planning Department Monthly Report | For Information |

Motion: Koon made a motion, seconded by Anderson to approve the Consent Agenda as presented. **Vote:** Unanimous. Motion carried.

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ADMINISTRATOR'S REPORT - None

COUNCIL INPUT

Anderson - Advised staff of a dead limb on Main Street in front of the Mayor's Office. Was concerned about paving in The Pines. Would like to see Council implement a "smoke free City". It was suggested that this might be a topic to get input from the Chamber on. Anderson

said he would like the City to look at possible ways it might encourage “savings” by employees. Look at some sort of saving incentive or match. Also he would like staff to look at catch basin along 16th Avenue and make certain the new catch basins going along Mill Pond have reinforcement to keep them level with sidewalks.

Lawson - Said there is a vacant house on 16th Avenue, opposite side of street from Stilleys which is totally overgrown. Mayor Martin noted that staff is working on a complaint form for Council to have available and keep with them. Graham said that the forms have been ordered.

Koon thanked staff for the beautification around the signs coming into the City. He also noted that he had been by Smith Jones Community Center and praised the Recreation Department for the appearance of the grounds there. He said he was glad to see that the broken steps on 4th Avenue have been repaired, even though matching brick was not used.. Koon also asked about the opening date for the theater. Opening date is unknown at this time.

Chestnut asked Graham for a status report on Michael Hardee who recently had shoulder surgery.

She said that she attended the patriotic service at the Church of God on Cultra Road and it was an exceptional service. She said she was proud of the City Firemen who attended. The church presented Chestnut with a plaque for the Mayor and Council. Mayor Martin advised Council that the City will soon be hanging the many plaques it has received.

Timbes asked about the status of an ordinance to prevent developers/owners from clear cutting land for construction. Godin said she is working on the guidelines. Timbes said that there seems to be a lot of public interest in updating and enhancing City parks and asked Council to form a committee and develop a master plan for city parks, sculpture and art. Timbes said she would be glad to head up this effort. Mayor Martin said he thought the Council/Staff committee that works on improving and beautifying the City’s thoroughfares, public spaces and parks would be the group to look into this request.

Alford - Nothing

Mayor Martin - commended staff on the excellent coordination of the Comprehensive Planning Meetings. He said they were extremely well done. He also thanked the Council members that

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attended.

EXECUTIVE SESSION

- A. Letter of Retirement
- B. Contractual Matter

Motion: Anderson made a motion, seconded by Lawson to enter into executive session. **Vote:**

Unanimous. Motion carried.

Motion: Chestnut made a motion, seconded by Koon to adjourn from executive session. **Vote:** Unanimous. Motion carried. **Motion:** Chestnut made a motion, seconded by Koon to authorize the Administrator to proceed with a contractual matter in regard to a substandard house and related matters as discussed in executive session. **Vote:** Unanimous. Motion carried. Chief Darrel McDowell met with City Council during executive session and presented his notice of retirement from the City of Conway. The retirement could be as early as July 1, 2007; however, Chief McDowell said he would be willing to continue to serve as Chief of the Fire Department until such time as his successor is hired and trained.

Following the executive session there was an announcement of Chief McDowell's pending retirement.

ADJOURNMENT

There being no further business, the meeting was adjourned upon **motion** by Koon, seconded by Anderson. **Vote:** Unanimous. Motion carried.

Minutes approved by City Council this _____ day of _____, 2007.

Linda K. Vereen, Interim City Clerk

c:\ccmin.6.25.07