

**MINUTES OF MEETING
CONWAY CITY COUNCIL
CITY HALL COUNCIL CHAMBERS
229 MAIN STREET
CONWAY, SOUTH CAROLINA
MONDAY – JUNE 17, 2013 – 5:30 p.m.**

PRESENT: Mayor Alys C. Lawson, Mayor Pro Tem Irby L. Koon and Council Members Barbara Blain-Olds, William M. Goldfinch IV, Jean M. Timbes and Larry A. White; **ABSENT:** Council Member Thomas J. Anderson II

STAFF: Bill Graham, City Administrator; Michael Hardee, Finance Director; Billy Joe Sawyer, Building Official; Foster Hughes, Parks, Recreation and Tourism Director; Reggie Gosnell, Police Chief; Jerry Barnhill, Public Works Director; Freddie DuBose, Public Utilities Director; Rick Baker, Fire Chief; Michael Leinwand, Planning Director; and Vicky Lefler, City Clerk

OTHERS IN ATTENDANCE: Kathy Ropp, Rev. Jonathan Gardner, Hillary Howard, Duke University Summer Interns Will Victor and Diego Farias, and others

CALL TO ORDER: Mayor Lawson called the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE: Mayor Lawson recognized Rev. Jonathan Gardner of Langston Baptist Church who gave the invocation. City Council and those in attendance recited the Pledge of Allegiance.

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

APPROVAL OF CONSENT AGENDA:

A. Final reading of Ordinance #ZA-2013-06-17 (A) Accepting the request by Andrew W. Altman and Terra C. Altman to annex approximately 1.5 acres located at 4104 Hagwood Circle (TMS# 111-00-01-016) and to zone the property Low Density Residential (R-1) upon annexation

B. City Council minutes – June 3, 2013

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

PUBLIC INPUT: None.

SPECIAL PRESENTATIONS:

A. Interactive Walking Tour of Historic Downtown Conway. Duke University Summer Interns Will Victor and Diego Farias who are working with Conway Downtown Alive gave a powerpoint presentation on a proposal for a self-guided tour of the Historic Downtown Conway area utilizing quick response (QR) codes. The interns were accompanied by Conway

Downtown Alive Executive Director Hillary Howard. The interns reported that the proposal for the one-hour walking tour includes 10-15 sites that would be marked with small signage containing a QR code. Upon scanning each site's QR code, the tour taker would access a mobile website with historic information, fun facts, map, video or slide show of that particular site. A sample of the proposed signage containing the QR code was shared along with a list of proposed sites for the tour. The possibility of adding other sites on the tour, such as locations for shopping, dining, restrooms, etc., was discussed. It was noted that Conway Downtown Alive would obtain permission to install the signs from the property owners, including the City, before the signage request is presented to the Community Appearance Board. Conway Downtown Alive requested the approval of Council to proceed with the project. **Motion:** Koon made a motion, seconded by Blain-Olds, to approve the concept of an interactive walking tour of the Historic Downtown Conway area utilizing quick response codes. **Vote:** Unanimous. Motion carried. Mayor Lawson thanked Victor and Farias for their work on this project and invited them to return with another presentation on this project before the end of their internship.

- B. Plaque for donation of brick for the mini park at the corner of 4th Avenue/Main Street.** Hillary Howard of Conway Downtown Alive presented a request for the installation of a commemorative sign in the mini park at the corner of 4th Avenue and Main Street for the donation of the historic bricks used in the park. The bricks were donated in memory of Martha Ann Ray by her family, Allen L., JoAnn, and Gregory Allen Ray. A mock up of the sign with wording was presented for review. The signage request must be approved by the Community Appearance Board. **Motion:** Timbes made a motion, seconded by Goldfinch, to approve the sign for the 4th Avenue/Main Street mini park. **Vote:** Unanimous. Motion carried.
- C. Employee of the Month Award for May** was presented to Capt. Jason Perzan, Fire Department. The City Administrator, accompanied by the Fire Chief, made the presentation. Capt. Perzan was commended by City Council for having been selected as the recipient of this award.

ITEMS FOR CONSIDERATION:

- A. Acceptance of bid to install sports field lighting for the multipurpose (football/soccer) field at the Conway Recreation Complex.** Hughes reported three bids for the installation of the sports field lighting were received. Staff recommended that Council accept the low bid of \$33,180 which was submitted by West Electrical Contractors. Funds to pay for this project will come from the FY2013-14 General Fund budget. **Motion:** Blain-Olds made a motion, seconded by Goldfinch, to accept the low bid for the installation of the sports field lighting as recommended by staff. **Vote:** Unanimous. Motion carried.
- B. Acceptance of bids for equipment for Solid Waste Department.** Barnhill reported that funds were included in the FY 2013-14 budget for the replacement of one front end loader and three side loaders for the Solid Waste Department under a five-year lease-purchase agreement. Staff recommended that Council accept the low bid from Triple T Trucks of Florence SC in the amount of \$613,386 for three sideloaders and accept the low bid from Florence Truck Center in the amount of \$215,079 for one front end loader. Bids did not include tax. **Motion:** White made a motion, seconded by Goldfinch, to accept the bids for the front end loader and side loaders for the Solid Waste Department as recommended by

staff. **Vote:** Unanimous. Motion carried.

C. Acceptance of bid for street resurfacing and asphalt repairs. The present budget includes \$903,621 for street resurfacing and \$118,000 for asphalt repairs. Council was provided the list of streets to be resurfaced and the list of asphalt repair locations within the City. Barnhill reported that these projects were in the CTC request of March 12, 2013, and were approved for 50% matching funds. The City's share of the street resurfacing and asphalt patching projects is \$510,810.50. A summary sheet showing bids recently received was shared. Staff recommended that Council accept the low bid, based on unit prices, and award the contract for the street resurfacings and asphalt repairs to Southern Asphalt. Barnhill informed Council that, based on Southern Asphalt's bid, he anticipates budgeted funds will be sufficient to cover the cost of these projects. **Motion:** Blain-Olds made a motion, seconded by Koon, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.

D. Preliminary design and funding for intersection improvement project– Singleton Ridge Road, Technology Boulevard, and W.M. Finlayson Road. Leinwand reported that the cost of the original design for this GSATS project, which included a traffic signal, was \$2.164 million, which is about \$1.4 million over the \$765,000 GSATS allocation for this project. He further reported that staff has met with SCDOT and SCDOT is now recommending a roundabout design for this intersection, which would reduce the estimated project cost to \$1.77 million. Approximately \$500,000 in highway safety funds could be allocated by SCDOT for the roundabout; however, the balance of funding needed for a roundabout (approximately \$505,000) would have to come from other sources. Council was presented with a map of the project location, a preliminary roundabout design, and preliminary budget for the intersection improvement project. In order to move forward with this project, staff recommended that Council endorse the preliminary roundabout design for the intersection and request that the County Transportation Committee provide the \$505,000 needed to complete this project. **Motion:** Blain-Olds made a motion, seconded by White, to approve staff's recommendation. **Vote:** Unanimous. Motion carried

E. Bureau of Justice 2013 Local Justice Assistance (JAG) Direct Award. Gosnell reported the City is eligible to receive a direct award of \$12,262 to be used for specific law enforcement purposes. There is no match required. Staff recommended that Council authorize the Police Department to complete the required application to accept this award and to utilize these funds to purchase mobile data computers along with supporting software, air cards, and mounting hardware. **Motion:** White made a motion, seconded by Goldfinch, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.

ITEM FOR INFORMATION: Fiscal year 2012-2013 budget update as of April 30, 2013, was presented as information only.

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

WORKSHOP ITEMS:

A. City-Wide Community Watch Meeting. Gosnell reported on plans for this meeting scheduled for June 25th. He reviewed and gave background information on the topics that are planned for discussion at this meeting and informed Council of how notice of the meeting is

being publicized. Gosnell commented that the intent of the meeting is to provide information on programs and services offered by the Police Department and to receive feedback on areas of concerns from residents in an informal setting. **OUTCOME:** Gosnell was asked to publicize the city-wide meeting among church leaders and ministerial groups. Mayor Lawson asked Council Members to advise Gosnell of any other groups they would like to receive notice of the meeting.

B. Discussion on proposed amendment to HUD/CDBG Entitlement Grant Year 6 budget.

Leinwand reported that the City of Conway will receive an allocation of \$343,283 for HUD/CDBG Entitlement Grant Year 6 (2013-2014), which is \$63,395 more than the original estimated allocation and that the Year 6 budget will need to be amended to reflect these additional funds. He reviewed with Council a chart showing the initial 2013-2014 budget, the amended budget Council approved on May 6th, and budget amendments staff recommended in light of the additional funding. These recommendations were to restore \$50,000 to the Home Repair Program (the amount that was cut in the May 6th budget amendment) and add a Contingency reserve of \$13,395 to cover any additional costs associated with the approved infrastructure projects in the Year 6 budget. Leinwand informed Council that an amendment to the budget for these additional funds requires a public hearing which will be held at the July 15, 2013, City Council meeting. There was discussion on the Jail Diversion Program and staff was requested to obtain information from the County on this program (funding by source, number and population served, type of services, etc.) for consideration during next year's budgeting deliberations. Mayor Lawson noted that the amount in increased funding was insufficient for the Whittemore/Brown Street project which is next in line. In response to inquiries, Leinwand confirmed any funds not spent for infrastructure over-runs could be carried over and applied to next year's funding. **OUTCOME:** Hold a public hearing and consider the budget amendments as presented at next Council meeting.

C. Heritage Oaks Legacy Program. Hughes gave a report on the inventory of seedlings from the Hanging Oak (22), Alligator Oak (2) and the Wade Hampton Oak (2). Staff suggested that these larger seedlings, which are about 5-6 feet in height, be planted at the following locations: On both sides of the Highway 501/Highway 701 Overpass, behind the County Maintenance Building (at the Highway 501 bypass exit at the Grainger Steam Plant), along Marina Drive between the Riverfront Tennis Center and the Horry County Government and Justice Center (toward the Grainger Steam Plant), and on the former City Public Works site (in conjunction with a planned park). It was also suggested that these seedlings be planted as part of Arbor Day Celebrations and a youth Heritage Oak be planted in honor of US military veterans. In regard to a Heritage Tree Sale Program, Hughes discussed a proposal for harvesting seedlings from the City's recognized Heritage Oaks for a Heritage Tree Sale Program. Plans call for 50 seedlings to be harvested from two different Heritage Oaks annually for a total of 100 seedlings to be available for sale each year. Trees from which seedlings are harvested would rotate yearly. The seedlings would be packaged in green pots with the City logo and sold on a first-come, first served basis when the seedlings are about 12-15 inches tall (mock-up shown). The tentative purchase price is \$15 per seedling. The program could start in the fall of 2014. Hughes commented that permission would be obtained from property owners before seedlings are harvested from Heritage Oaks that are on property other than that owned by the City. Input during discussion included the need to update the Heritage Oak pamphlet, inclusion of the Heritage Oaks information on the new QR code tour, the need to put some form of identification on/near the Heritage Oaks, the

seedlings to be sold could be accompanied by the pamphlet with its parent tree identified, and notification to subdivisions on the availability of these seedlings. Hughes stated that sales may be limited to one seedling from each tree per person at first with a waiting list until sales are exhausted. **OUTCOME:** There was no opposition expressed to the proposal as presented. Mayor Lawson thanked Hughes and City Arborist Wanda Lilly for their work to implement this long-term Council goal.

D. Discussion on Tennis Center lease proposal. Hughes reported only one bid was received in response to an RFP for the lease of the Riverfront Tennis Center and it was submitted by Mr. Bobby McWaters. In a review of his analysis of that bid, Hughes noted the bidder proposes to raise rates \$50 a year for residents and \$75 a year for nonresidents (requires Council approval), to have a fully-stocked pro shop open 65 hours per week, and to offer a variety of lessons, clinics and events. The City has asked the bidder to look into obtaining his own liability insurance; the bidder has asked the City to install windscreens, lines, replace nets, and resurface all of the courts. Hughes pointed out the bidder states that, with his maintenance program, lifting the courts would not be necessary. Staff had anticipated that this work would be needed in 2015 at an estimated cost of \$60,000. The bidder proposes a 5 year lease at \$100 a month payable to the City. Hughes advised Council that, according to his analysis, the anticipated cost, with scheduled court lift and roof replacement, is \$403,350 if the City continues to operate the facility over the next five years. He estimated savings under the bidder's proposal over the five year period at about \$198,775 (or \$258,775 if the court lift is not necessary). During discussion, Hughes explained that the Tennis Advisory Committee would not be affected by the leasing of the facility and that a 90-day written notice termination provision would be included in the lease agreement. He also confirmed that staff would move forward with making the repairs and upgrades for which it is responsible. Graham advised that, if Council is favorable, staff would work toward putting together a lease document for Council's consideration. He asked Council for guidance as to how to proceed. **OUTCOME:** There was consensus for staff to move forward with preparing a lease agreement for Council's consideration, at the July 15th Council meeting if finalized by that time. Staff was also asked to advise tennis center personnel that Council has received a bid for lease of the tennis center and it is being considered.

EXECUTIVE SESSION: Motion: Koon made a motion, seconded by Blain-Olds, to enter into executive session to consider appointments to boards, commissions and committees and to discuss negotiations incident to proposed contractual arrangements. **Vote:** Unanimous. Motion carried.

Council Member Blain-Olds excused herself during executive session and was not present for the remainder of the meeting.

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

Motion: Koon made a motion, seconded by Timbes, to authorize the City Administrator to sign a Supplemental Water Service Agreement between the City of Conway and Grand Strand Water & Sewer Authority which will modify the Bull Creek water service contract to change the method of payment of capital charges from a cost based on capacity allocation to consumption based on flow through the meters delivering water. **Vote:** Unanimous. Motion carried.

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

APPROVAL OF MINUTES: Minutes approved by City Council this 15th day of July, 2013.

Vicky Lefler
Vicky Lefler, City Clerk