

**MINUTES OF MEETING
CONWAY CITY COUNCIL
CITY HALL COUNCIL CHAMBERS
229 MAIN STREET
CONWAY, SOUTH CAROLINA
MONDAY – JULY 15, 2013 – 5:30 p.m.**

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

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. Cheryl Adamson, Jason Hunnicut, Hillary Howard, Duke University Summer Interns Will Victor, Diego Farias, and John Hare-Grogg, and others

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

INVOCATION/PLEDGE OF ALLEGIANCE: Mayor Lawson 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: White made a motion, seconded by Anderson, to approve the agenda contents. Vote: Unanimous. Motion carried.

APPROVAL OF CONSENT AGENDA: **City Council minutes – June 17, 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. Report on plans to submit grant application to SC Department of Parks, Recreation and Tourism to refurbish and expand the Cox Ferry Lake Recreation Area.** Jason Hunnicut, Visitor Services Manager, Waccamaw National Wildlife Refuge, shared information with Council on this grant application which is being submitted by the Refuge. If awarded, plans call for the funds to be spent replacing a boardwalk, creating new hiking and biking trails and resurfacing old trails on property known as the “Long Tract” that was recently purchased by the Refuge.
- B. Update on Interactive Walking Tour of Historic Downtown Conway.** Duke University Summer Interns Will Victor and Diego Farias gave a video demonstration of this interactive QR code tour they developed while working with Conway Downtown Alive this summer.

The kick-off event for the tour is scheduled for July 19th. The interns reported they will provide brief training on updating and adding sites to the tour before their departure. The Mayor and Council thanked the interns for their efforts on this project.

C. Report on findings of the Gullah/Geechee Culture. Duke University Summer Intern John Hare-Grogg reported on his research and findings relative to the Gullah/Geechee Culture in this region and his recommendations for incorporating Gullah/Geechee Cultural Heritage information into the City's Comprehensive Plan. Hare-Grogg has worked part-time this summer as an intern with the City of Conway Planning Department. Mayor Lawson and Council thanked Hare-Grogg for sharing this information and for his work on this project.

D. Employee Longevity Award was presented to James Ward, Public Works Department, 15 years. The presentation was made by Council Member Timbes and the City Administrator.

PUBLIC HEARING AND RESOLUTION: Public Hearing and Resolution to increase funding and amend projects for the City of Conway HUD/CDBG Entitlement Grant Year 6. Council discussed the increased funding in the amount of \$63,395 and staff's proposal for amending the budget in light of this increase in funding at its last meeting. The total allocation for Year 6 is now anticipated to be \$343,283. Leinwand also informed Council that the proposed Intergovernmental Agreement between Horry County, the City of Conway, and the City of Myrtle Beach for the HUD/CDBG Urban County Entitlement for fiscal years 2014-2016 had been received. He noted that, under the new agreement, Horry County will receive 20% of the gross entitlement amount to administer the grant, up from 15% under the previous agreement. Staff recommended that Council adopt the resolution amending the City's HUD/CDBG Entitlement Grant Year 6 budget and authorize the City Administrator to sign the Intergovernmental Agreement for the HUD/CDBG County Entitlement for fiscal years 2014-2016. **Public Hearing: Rev. Cheryl Adamson** inquired how people in the community can receive information on how funds were allocated and can be used. Referencing the proposed budget amendments, Rev. Adamson inquired if additional funding could be used for new projects and programs as well as continuation of projects. Leinwand and Mayor Lawson responded to these inquiries. There was no further comment from the public. **Motion:** Blain-Olds made a motion, seconded by Goldfinch, to adopt the resolution amending the HUD/CDBG Entitlement Grant Year 6 budget and to authorize the City Administrator to sign the HUD/CDBG County Entitlement Intergovernmental Agreement for fiscal years 2014-2016. **Vote:** Unanimous. Motion carried. See attachment.

PUBLIC HEARING AND ORDINANCE FOR FIRST READING: Public Hearing and First Reading of Ordinance #ZA2013-08-05 (A) Amendment to Article 2 Definitions relating to Artisan and Artist's Studio & Gallery and Amendment to Article 4 Use Tables of the City of Conway Unified Development Ordinance (UDO) relating to the Professional (P) Zoning District. Leinwand reported this text amendment was initiated by a request to open a photography studio at 702 Main Street. This property is zoned Professional and, according to the UDO, that specific use is not permitted at that location. Leinwand also advised Council that, after an evaluation, it was staff's opinion that it would be appropriate to permit that use, along with a few others including Antique Store, Artist's Studio and Gallery, Frame Shop, and Hobby/Craft Shop, in the Professional Zoning District and recommended these uses be included in the Article 4 Use Tables. In addition, staff recommended that definitions be added for "Artisan" and "Artist's Studio and Gallery" in Article 2. In response to inquiries from Council, Leinwand noted that tattoo establishments are not included in this specific use and are not

allowed in the Professional Zoning District. He also noted that artists' galleries are currently allowed in NC, HC, MU, CC, CBD, WRD, IN, LI, and HI zoning districts. The Planning Commission has also recommended both amendments. Staff recommended first reading approval. **Public Hearing:** There was no comment from the public. **Motion:** Goldfinch made a motion, seconded by Anderson, to approve first reading of Ordinance #ZA2013-08-05 (A). **Vote:** Unanimous. Motion carried.

ORDINANCE FOR FIRST READING: First reading of Ordinance #2013-08-05 (B) Amending Title 5, Chapter 1, Section 5-1-40 International Existing Building Code, Subsections (a) and (b), with regard to future code revisions and adoptions. The wording in the proposed ordinance will make amendments unnecessary in the future as new editions of the International Existing Building Code are released. Staff recommended first reading approval. **Motion:** White made a motion, seconded by Timbes, to approve first reading of Ordinance #2013-08-05 (B). **Vote:** Unanimous. Motion carried.

ITEMS FOR CONSIDERATION:

- A. Application for South Carolina Recreational Trails Program grant.** Staff requested authorization to submit a grant application in the amount of \$65,000 to construct a paved trail at the new multi-purpose fields at the Conway Recreation Complex. Suitable for biking, jogging and walking, the proposed asphalt trail would be approximately 2,500 feet in length and 8' wide and would include approximately 150 feet of boardwalk around wetland areas and 200 feet of existing sidewalk. A map of the proposed trail location was shown. If awarded, the grant requires a 20% match. **Motion:** Anderson made a motion, seconded by Blain-Olds, authorizing staff to submit the South Carolina Recreational Trails grant application as presented. **Vote:** Unanimous. Motion carried.
- B. Acceptance of bid for ¾-inch and 1-inch water meters and approval of plans for purchase by Public Utilities Department.** DuBose presented a summary of bids received for ¾-inch and 1-inch water meters. Staff recommended that Council accept the low bid of \$300.68 for the 1-inch water meter and the low bid of \$196.56 for the ¾-inch water meter, both bids submitted by Carolina Meter. Bids include sales tax. In addition, based on funding and cost per water meter, staff requested approval to purchase a total of 1,704 ¾-inch water meters and 96 1-inch water meters for the period of July 2013 through June 2014. The Public Utilities Department will receive a monthly order of 144 ¾-inch meters and eight 1-inch water meters to be used for upgrades, repairs, and new installations. If approved, the total purchase would be \$363,803.75 and the monthly expenditure would be \$30,317. **Motion:** Goldfinch made a motion, seconded by White, to accept the low bids for the ¾-inch and 1-inch water meters as recommended by staff and to approve the purchase plan for the water meters for the period of July 2013 through June 2014 as presented. **Vote:** Unanimous. Motion carried.
- C. Annual update of City of Conway Emergency Operations Plan.** Copies of the updated plan were presented and highlights of the changes were reviewed by Baker. Staff recommended approval of the plan. **Motion:** Blain-Olds made a motion, seconded by Goldfinch, to approve the 2013 Emergency Operations Plan for the City of Conway. **Vote:** Unanimous. Motion carried.
- D. Purchase of five replacement APX 6000 digital walkie talkie radios and one multiport**

charger. Funds were included in the Police Department's budget to continue the Department's transition from analog to digital capabilities. Staff recommended the purchase of five replacement Motorola radios at a per unit price of \$3,264 and one Impress Multi Unit Charger at \$669.80 for a total cost of \$16,969.28 including tax (state contract pricing). Funds to support this request in the amount of \$16,000 will come from the Department's FY 2013-14 budget and the remaining \$969.28 will be paid from Federal Drug Forfeiture Funds. Staff recommended that Council approve the expenditure of these funds as presented. **Motion:** White made a motion, seconded by Anderson, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.

- E. Purchase of four replacement patrol vehicles for Police Department.** Funds were included in the FY 2013-14 Police Department's capital outlay budget for replacement of older front line patrol vehicles with high mileage. Staff recommended the purchase of four 2014 Chevrolet Impalas from Love Chevrolet at the state contract per unit price of \$20,571 for a total expenditure of \$88,474. Gosnell advised Council this price does not include the emergency lights and other add-ons. **Motion:** White made a motion, seconded by Anderson, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.
- F. Acceptance of bid for vehicle for City Administrator.** The FY 2013-14 budget includes \$30,000 for the replacement of the City Administrator's vehicle, a 2006 Chevrolet Trailblazer with approximately 88,000 miles. Graham reported that bids were solicited for a Ford Explorer and a Chevrolet Tahoe on state contract and locally from Conway Ford and Palmetto Chevrolet. Council was provided a summary of bids received. Staff recommended that Council accept the low bid which was submitted by Conway Ford. **Motion:** Timbes made a motion, seconded by Blain-Olds to accept the bid submitted by Conway Ford for a 2014 Ford Explorer in the amount of \$29,795. **Vote:** Unanimous. Motion carried.

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

WORKSHOP ITEMS:

- A. Update on design and preliminary cost estimates for Long Avenue Extension multi-use trail.** Barnhill reported that, because of safety concerns, SCDOT had redesigned this project and had moved the portion of the proposed trail adjacent to the Dudley Farms Subdivision across the road from the original design. The original estimate for the project was \$500,000 (\$100,000 of that amount was the match which has already been provided by the City). SCDOT now estimates the project could be close to \$700,000 and this estimate does not include the original 500 ft section along Long Avenue Extension from Collins Jollie Road to Siwel Road. Staff recommended that Council allow staff members to work with SCDOT in regard to design and, once the project design is finalized, bid the project in the sections so Council can decide where to make cuts should that become necessary due to budget constraints. During discussion, some concerns mentioned included loss and/or relocation of trees, brick columns and other property in the right-of-ways, maintenance, and notice to property owners. **Outcome:** Council was in agreement with staff's recommendation. Staff was asked to return to Council with specifics on design, costs, undue impact on residents, etc.
- B. Update on City of Conway Low-to-Moderate Income Home Repair Program.** Leinwand gave a progress report on this program. A total of 17 applicants were qualified under this

program. To date, six applicants' homes have been repaired, two should be completed in the near future, and five will be too costly to repair using CDBG funds, leaving four qualified applicants. There was discussion on the status of these remaining four qualified applicants if funds are depleted before their homes are repaired. After the presentation, it was suggested that "before" pictures show specific areas to be repaired and staff was asked to determine if assistance is being sought for applicants through the SC Safe Homes Program. Concern was also expressed that there be as little lag time as possible in restarting this year's Home Repair Program. **Outcome:** No opposition was voiced to the Mayor's suggestion that, if funds run out before the last four qualified applicants' homes are repaired, these applicants should move to the top of the list for the current year's Home Repair Program.

- C. **Report on homeless population in Conway.** Leinwand reviewed this report as information for Council. There was discussion on the population numbers reported, and Council expressed particular concern for the welfare of the homeless students and children. **Outcome:** Leinwand was asked to bring back to Council for discussion any information he receives at other organizations' meetings on programs or initiatives that the City might help facilitate to assist the homeless. Reschedule for future workshop as information becomes available.
- D. **Consideration of limiting the number of days for special events.** Graham reviewed the current special events ordinance as well as the policy, which was agreed upon by Council, that staff uses to determine which special events applications will be handled by staff and which will be brought before Council. Graham advised that staff had encountered no problems with the current process and that any special event application beyond the norm is brought to Council and Council may set limits on the event at its discretion. However, noting there had been recent feedback regarding this topic, Graham asked for direction from Council. During discussion on the current process for handling special event applications, Timbes asked Council to consider an ordinance specifying items which may not be draped on/attached to City property, specifically the City's oak trees and/or other vegetation. Other Council members expressed support for the current ordinance and the flexibility to make a decision on the merits of each request. Other comments included the difficulty in writing such an ordinance, an Arborist is on City staff and can be consulted as needed, decisions can be made on issues as they arise, and such an ordinance would limit Council's flexibility. Graham commented that if staff believed any part of a proposed special event might harm public property, they would continue to include this in the recommendation to Council on the special event request. **Outcome:** The majority of Council was in favor of continuing with the current procedure for handling special events.
- E. **Discussion regarding attendance at 2012 Christmas Drop In event.** The primary purpose of this event is to recognize and show appreciation to members of the City's boards and commissions. At last year's event, in addition to Council members and staff, there were only about 16 invitees in attendance. Since attendance at this event has been dwindling for several years, Graham asked if Council would like to consider a change. There was general agreement a change was needed and several options were discussed. **Outcome:** There was a consensus to invite members of the City's boards and commissions to the City's Christmas Party in lieu of holding the Christmas Drop In.

EXECUTIVE SESSION: Motion: Timbes made a motion, seconded by Anderson, to enter into executive session to complete the annual performance evaluation of the City

Clerk/Executive Assistant and to discuss negotiations incident to proposed contractual arrangements. **Vote:** Unanimous. Motion carried.

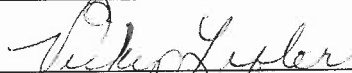
Motion: Goldfinch made a motion, seconded by Anderson, to come out of executive session.
Vote: Unanimous. Motion carried.

A. **City Clerk/Executive Assistant's annual job performance evaluation.** **Motion:** Blain-Olds made a motion, seconded by White, to approve the City Clerk/Executive Assistant's annual job performance evaluation as discussed in executive session. **Vote:** Unanimous. Motion carried.

B. **Proposed Contractual Arrangements.** **Motion:** Anderson made a motion, seconded by White, to reject the amended offer submitted by Bobby McWaters for lease of the Riverfront Tennis Center and to continue in-house operation of the Tennis Center by the City. **Vote:** Unanimous. Motion carried.

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

APPROVAL OF MINUTES: Minutes approved by City Council this 5th day of August, 2013.



Vicky Lefler, City Clerk