

**CITY COUNCIL MEETING  
CITY HALL COUNCIL CHAMBERS  
229 MAIN STREET  
CONWAY, SOUTH CAROLINA  
MONDAY – JULY 21, 2014 – 5:30 PM**

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

**STAFF:** Bill Graham, City Administrator, Vicky Lefler, Deputy City Administrator; Reggie Gosnell, Police Chief; Foster Hughes, Director of Parks, Recreation and Tourism; Rick Baker, Fire Chief; Michael Leinwand, Planning Director; Billy Joe Sawyer, Building Official; Kevin Chestnut, Public Works Director; Michael Hardee, Finance Director; Jerry Barnhill, Interim Public Utilities Director; Cindi Howard, Human Resource Director; and Debbie Smith, Interim City Clerk

**OTHERS IN ATTENDANCE:** Kathy Ropp, Rev. Phillip Miles, Randy Webster, and others

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

**INVOCATION/PLEDGE OF ALLEGIANCE:** Mayor Lawson recognized Rev. Phillip Miles of Christ Community 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 contents. **Vote:** Unanimous. Motion carried.

**APPROVAL OF CONSENT AGENDA:**

- A. Final reading of Ordinance #ZA2014-07-21 (A) Accepting the request by Harrell W. Hardwick and Patricia O. Hardwick to annex approximately 0.73 acres of property located at 3958 Long Avenue Extension (TMS #111-00-02-043, PIN #29413020011) and to rezone the property Low Density Residential (R-1) upon annexation**
- B. Final reading of Ordinance #ZA2014-07-21 (B) Accepting the request by Yvonne A. Shield to annex 0.45 acres of property located at 762 Highway 905 (TMS #123-16-02-015, PIN #33911030008) and to rezone the property Low Density Residential (R-1) upon annexation**
- C. City Council Minutes – June 16, 2014**

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

**PUBLIC INPUT:** **Darren Robinson** presented his concerns regarding the effects of yard debris being burned outdoors and the reasons why he believed this practice was unnecessary. He asked Council to consider prohibiting the outside burning of yard debris within the City.

There was no further input from the public.

#### **SPECIAL PRESENTATIONS:**

- A. Implementation of new program granting extended customer parking privileges in Downtown Conway.** Conway Downtown Alive, in collaboration with the Police Department, has identified several businesses in the downtown area that provide services which may require parking beyond that which the City's Parking Ordinance allows. Hillary Howard, Executive Director with Conway Downtown Alive, presented and reviewed this proposal that would allow extended parking privileges in the downtown area with the display of a vehicle hangtag. It was emphasized that this program was intended only for extended customer parking and not for business owners and employees. Staff recommended Council approve the extended customer parking program. **Motion:** Goldfinch made a motion, seconded by Timbes, to approve the extended customer parking program in Downtown Conway as presented. **Vote:** Unanimous. Motion carried.
- B. Special Event Request – Crady's Macaroni & Cheese Bake-Off, September 20, 2014, 11:00 am to 3:00 pm.** Barbara Whitley, owner of Crady's Eclectic Cuisine on Main, submitted this special event request. The event will be held in the City's mini-park at the corner of 4<sup>th</sup> Avenue and Main Street and the Horry-Georgetown Technical College Culinary Arts Institute will receive 100% of the proceeds. This is the inaugural Bake-Off of what is planned to be an annual event held in memory of Adam Whitley. The Crady's Macaroni & Cheese Bake-Off is also intended to be a small festival-type activity which will promote the downtown area. No City support services were requested. Staff recommended Council approve the special event request. **Motion:** Anderson made a motion, seconded by Timbes to approve the special event request for the Crady's Macaroni & Cheese Bake-Off as presented. **Vote:** Unanimous. Motion carried.
- C. Employee Longevity Awards** were presented to Michael Leinwand, Planning Director, five years, and Don Willard, Utility Worker, Public Utilities Department, fifteen years. The presentation was made by Council Member Alford and the City Administrator.
- D. Employee of the Month Award for June** was presented to Jimmy Cannon, Police Department. The presentation was made by the City Administrator, accompanied by the Police Chief.

**ORDINANCE FOR FINAL READING:** Ordinance #ZA2014-05-19 (B) Accepting the request by Beverly Homes LLC to rezone, with stated conditions, approximately 33.85 acres of property located behind Rivertown Row Subdivision and identified by Horry County Tax Map Number #122-22-04-011 and Horry County PIN #33700000033 from Planned Development District (PD) to Medium Density Residential (R-2). First reading of

this ordinance was approved at the June 16, 2014 City Council meeting. Graham reported that, since first reading was approved, the residents of the adjacent subdivisions had submitted a petition asking for the retention of the natural tree line area that exists between the Rivertown Row Subdivision and the currently undeveloped Rivertown Bluffs Planned Development that is being requested to be rezoned to R-2. Staff's recommendation at first reading was that the 15 ft. wide Type B landscaped buffer be required in order to resolve drainage issues and to ensure that an adequate buffer is provided. Staff reiterated this recommendation for final reading. Graham advised Council that he and the Public Works Director had looked at the area and both of them were of the opinion that this was the proper way to deal with both the buffer and potential future drainage issues. He commented that there is currently existing a 10'-30' wide natural buffer with young pine trees and underbrush. The developer has indicated he can allow only a 15' buffer and have adequate lot size for R-2. Therefore, any portion remaining of the existing natural tree lined area beyond this 15' would be on the deeded property of the new lots to be created and neither the developer nor the City could guarantee the new property owners would leave the trees in place. Graham further remarked that staff believes the pine trees are not as suitable as plants and trees that would be required by the City in a Type B buffer. Mayor Lawson advised those in attendance that, inasmuch as a public hearing was held at first reading of this ordinance and an additional opportunity for further comment was given at the last meeting, Council would now make a decision on this issue. **Motion:** Anderson made a motion, seconded by White, to approve final reading of Ordinance #ZA2014-05-19 (B). **Vote:** Timbes voted in the negative; all others voted in the affirmative. Motion carried.

**ORDINANCE FOR FIRST READING: Ordinance #ZA2014-08-04 (A) Accepting the request by Lee Lewis Construction of Conway LLC to annex approximately 0.67 acres of property located at 2589 Long Avenue Extension (TMS #123-00-02-171, PIN 32416030027) and to rezone the property Low Density Residential (R-1) upon annexation.** Leinwand reported the owner is in the process of developing this property which is adjacent to the City limits. He advised that the owners will need City utility service for the property and, therefore, are requesting this annexation. Staff recommended first reading approval. **Motion:** Alford made a motion, seconded by Blain-Olds, to approve first reading of Ordinance #ZA2014-08-04 (A). **Vote:** Unanimous. Motion carried.

## **ITEMS FOR CONSIDERATION:**

### **A. Acceptance of Bids**

- 1. Acceptance of fill dirt material bid.** Two local companies, Donald Richardson & Son and KAHM Farms, submitted bids in response to an RFP for a two-year contract for fill dirt material for various City departments. After a careful analysis by staff of factors including volume/type fill material purchased, location of fill dirt material pits, employee time and gas costs, and price per cubic yard, staff recommended that Council accept the bid of KAHM Farms which was as follows: regular fill material \$3.25, black fill material \$4.30, and top soil \$7.00. **Motion:** Goldfinch made a motion, seconded by Blain-Olds, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.

- 2. Acceptance of bids for water meters and approval of plans for purchase by Public Utilities Department.** Barnhill presented a summary of bids received for ¾-inch, 1-inch, and 2-inch water meters. Staff recommended that Council accept the low bid of \$182 for ¾-inch water meter, \$278.41 for the 1-inch water meter, and \$859.18 for the 2-inch water meter; all low bids were 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 1,944 ¾-inch water meters, 24 1-inch water meters, and 60 2-inch water meters for the period of July 2014 to June 2015. The Public Utilities Department will receive a monthly order of 162 ¾-inch meters. The monthly order of 1-inch water meters would consist of one meter for repair and one for new installation. The 60 2-inch water meters purchased for the year will allow four for upgrades and one new installation per month. The total purchase would be \$440,883.60 and the monthly expenditure would be \$36,740.30. **Motion:** Goldfinch made a motion, seconded by Blain-Olds, to accept the low bids for the ¾-inch, 1-inch, and 2-inch water meters as recommended by staff and to approve the purchase plan for the water meters for the period of July 2014 through June 2015 as presented. **Vote:** Unanimous. Motion carried.
  - 3. Acceptance of bid for furniture for Public Safety Building.** Gosnell presented and reviewed staff's recommendation on the purchase of office furniture for the new public safety building. Staff recommended Council accept the lowest total bid which was submitted by Herald Office Solutions in the amount of \$85,364.35. Adequate funds are available in the public safety building project budget for this furniture. **Motion:** Anderson made a motion, seconded by Timbes, to accept the bid from Herald Office Solutions as recommended by staff. **Vote:** Unanimous. Motion carried.
  - 4. Replacement vehicles for Beautification, Public Works, and PRT Departments (one each department/a total of three vehicles).** The FY 2014-2015 budget include funds for the purchase of replacement vehicles for the Directors of the Beautification, Public Works, and PRT Departments. Bids solicited according to specifications were received from Palmetto Chevrolet (2015 Traverse) \$25,433 and Conway Ford (2015 Explorer) \$26,785. Staff recommended that Council accept the low bid which was submitted by Palmetto Chevrolet for the purchase of three 2015 Chevrolet Traverse vehicles in the amount of \$25,433, including tax, for each vehicle. **Motion:** Blain-Olds made a motion, seconded by Anderson, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.
- B. Renewal of partnership agreement with Shoreline Behavioral Health Services for the Community Action and Safe Tomorrow action plan.** Gosnell reported that Shoreline Behavioral Health is sponsoring this plan to address underage drinking and DUI-related vehicle crashes. Under this partnership agreement local law enforcement agencies agree to provide off-duty officers to participate in alcohol related enforcement activities. Participating agencies will be reimbursed for the officer's overtime at the rate of \$35 per hour. The term of the agreement is July 1, 2014, through September 30, 2014. Staff recommended approval of the proposed partnership agreement. **Motion:** Anderson made a motion, seconded by White, to approve the partnership agreement as presented. **Vote:** Unanimous. Motion carried.

- C. Approval of City's participation in Horry County's Code Red Emergency Notification System.** Horry County recently purchased an updated version of its Emergency Code Red Notification System (CRNS) which alerts County residents of natural or manmade disasters, law enforcement emergencies, and general notifications (road closures, community meetings, weather alerts, etc.). The County has offered local municipalities the opportunity to participate in CRNS in order to provide notifications to their residents in the event of emergencies for an annual fee of \$250. Staff recommended Council approve the City's participation and pay the annual fee of \$250. **Motion:** Blain-Olds made a motion, seconded by Timbes, to approve the City's participation in Horry County's CRNS and the payment of the annual fee of \$250. **Vote:** Unanimous. Motion carried.
- D. Approval of revised 2014 City of Conway Emergency Operations Plan.** Council received copies of the updated plan and highlights of the changes were reviewed by Baker. Staff recommended approval of the plan. **Motion:** Goldfinch made a motion, seconded by Blain-Olds, to approve the 2014 Emergency Operations Plan for the City of Conway. **Vote:** Unanimous. Motion carried.
- E. Approval of purchase of Wibit Aqua Track Play Structure for Recreational Center.** Staff recommended the purchase of a Wibit Aqua Track play structure for the Recreation Center's pool. The Aqua Track is available in the United States through a sole source, Commercial Recreation Specialists of Verona, Wisconsin, at a cost of \$12,000, including tax and shipping. Funds to purchase this item are included in the FY 2014-2015 budget. **Motion:** Goldfinch made a motion, seconded by Blain-Olds, to approve the purchase of the Wibit Aqua Track as recommended by staff. **Vote:** Unanimous. Motion carried.

**ITEM FOR INFORMATION: Fiscal Year 2013-14 Budget Update** was presented as information.

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

#### **WORKSHOP ITEMS:**

- A. Discussion on plans for installation of wireless cameras.** Gosnell reported on a wireless video surveillance camera network being proposed by A Service Group. The proposed camera system consists of eight cameras along with four "police hot spots" and would allow officers to remotely connect to the network and monitor any camera from a smart device (iPad, iPhone) or police mobile data terminal (MDT).

Camera locations and "police hot spots" were proposed for Riverfront Park (three PTZ cameras and one hotspot), the Recreation Center (three PTZ cameras and one hotspot), Collins Park (one PTZ camera and one hotspot), and Smith Jones Park (one PTZ camera and one hotspot).

The cameras could also be monitored at the Police Department and Recreation Center as well as by way of the County's fiber network. Mr. Walt Glenn, President/CEO of A Service Group, was present and explained the proposed installation and operation of the camera network. Glenn reported the system is expandable, simple to operate, and would not require extra training. **OUTCOME:** There was no disagreement voiced to the proposed camera locations and a wireless camera system such as that which was proposed. This item will be placed on an upcoming Council meeting agenda for consideration.

**B. Discussion on proposed RFP for mobile vending franchise – ice cream/shaved ice sales in City parks.** Hughes reported staff has received requests from a shaved ice vendor for permission to sell products in City parks. According to City ordinance, mobile vending in City parks is only allowed through a franchise agreement approved by Council. Hughes reviewed with Council the Request for Proposals for ice cream/shaved ice sales that staff is proposing to send to this vendor and all other similar mobile vendors that hold a current business license in the City of Conway. This vending franchise opportunity would be for all City parks with the exception of Riverfront Park (the Marina Store offers ice cream and other items for Riverfront Park). **OUTCOME:** There was a consensus for staff to release the RFP as presented. The responses to the RFP will be presented to Council for consideration.

**C. Discussion on future plans for Sherwood Forest Park and possible amenities for the former Conway Swimming Pool property.** In the FY 2014-15 budget, \$50,000 was designated for park improvements. Hughes presented a proposed floor plan for a restroom facility at Sherwood Forest Park which is proposed to be constructed of block with a green metal roof at an estimated cost of \$23,000. Since LWCF and PARD grant funds were used to develop Sherwood Forest Park, staff advised Council that moving the amenities in this park to another location would be time consuming and was not recommended. Staff recommended that the existing amenities in Sherwood Forest Park be kept at their current location while the old swimming pool site is developed into passive green space in two phases over two fiscal years. A proposal for development and list of estimated costs for the development of the swimming pool property were presented to Council. Discussion followed on activities being proposed for the pool site and the availability of the required equipment to participate (bocce, horseshoes, disc golf). Mayor Lawson suggested that a picnic table be added to pool site improvements in Phase I, the location of the restroom be moved to the current location of the port-a-johns, and an additional shelter be constructed beside the existing shelter in Sherwood Forest Park. There was no opposition stated to these suggestions. There was an inquiry on the feasibility of completing both development phases within one fiscal year. **OUTCOME:** There was no opposition voiced to moving forward with proposed Phase I improvements based on direction from Council and in accordance with the FY 2014-15 budget allocations of \$50,000 with staff implementing items under \$10,000.

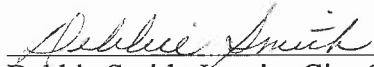
**EXECUTIVE SESSION: Motion:** Anderson made a motion, seconded by Blain-Olds, to enter into executive session to discuss negotiations incidental to proposed contractual arrangements. **Vote:** Unanimous. Motion carried.

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

**Discussion on negotiations incidental to proposed contractual arrangements.** **Motion:** Based on Council's discussion during executive session, Alford made a motion, seconded by Blain-Olds, to authorize the City Administrator to negotiate and execute a memorandum of understanding with Coastal Carolina University for the establishment and operation of a business technology incubator in downtown Conway. **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 18<sup>th</sup> day of August, 2014.

  
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Debbie Smith, Interim City Clerk