

**MINUTES OF MEETING
CONWAY CITY COUNCIL
CITY HALL COUNCIL CHAMBERS
229 MAIN STREET
CONWAY, SOUTH CAROLINA
MONDAY – JUNE 11, 2012 – 5:30 p.m.**

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

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

OTHERS IN ATTENDANCE: Kathy Ropp, Rev. Cheryl Adamson, Steve Jones, Prentice Williams, Hillary Howard, Larry Carter, Jr., Tim McGhee, Ketrick Porter, Lois Edwards, Chuck Jordan, 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:** Goldfinch made a motion, seconded by White, to approve the agenda contents. **Vote:** Unanimous among those present. Motion carried.

APPROVAL OF CONSENT AGENDA:

- A. **Resolution in Recognition of the 2012 Palmetto Silver Award Winners in the Conway School Attendance Area**
- B. **Final reading of Ordinance #ZA2012-06-11 (A) Accepting the petition of Creola C. Harrelson to rezone approximately 0.2 acre of property located at 1512 Oak Street (TMS 123-14-25-027) from Medium Density Residential (R-2) to Professional (P)**
- C. **Final reading of Ordinance #ZA2012-06-11 (B) Accepting the petition of Jessica L. Pereira to annex approximately 0.5 acre of property located at 551 SC Highway 905 (TMS 137-03-01-008) and to rezone the property Low Density Residential (R-1) upon annexation**
- D. **City Council minutes – May 14, 2012, Council meeting and Budget Retreat minutes**

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

PUBLIC INPUT: None.

SPECIAL PRESENTATIONS:

- A. Tree City USA Award** was presented by Lois Edwards, formerly of the South Carolina Forestry Commission. This is the City's 27th year as a Tree City USA Community. Council member Koon arrived during this presentation.
- B. Resolutions in recognition of employee retirement** were presented to Betty Gail Molnar and Patricia Ann Breeze. The presentation was made by Mayor Lawson, on behalf of Council, and Foster Hughes, Director of Parks, Recreation and Tourism.
- C. Proposal regarding Conway High School flags.** Conway High School has requested permission for local business owners to display "Conway Tigers" flags on the day of school sporting events. The school has asked for permission to use existing sidewalk flag pole holes and for the City to provide additional holes where needed upon request of the school and approval of the City. Flags would be flown no more than 24 hours on Conway High School football Fridays and any other predetermined game day for sporting events at the school; however, the school flags will not be flown on holidays when US flags are displayed on the sidewalks. The school flags will be available for citizen purchase as well. Chuck Jordan of Conway High School was present to answer questions concerning the request. Graham advised Council that staff will monitor requests being received for additional flag pole holes with regard to number/location. **Motion:** Goldfinch made a motion, seconded by Timbes, to approve this proposal from Conway High School as presented. **Vote:** Unanimous among those present. Motion carried.
- D. Special event request: Theatre of the Republic Torry Awards, July 14, 2012.** Plans for this event include an outdoor tented reception on City property at the corner of Main Street and 4th Avenue. Council reviewed a map showing the proposed designated special event area for the public consumption of alcohol during the event. No street closures and no City services were requested; however, the applicant requested a waiver of the noise ordinance for the event until midnight. Ms. Hillary Howard was present to answer questions concerning the request. **Motion:** Goldfinch made a motion, seconded by White, to approve the special event permit application for the Theatre of the Republic Torry Awards as presented. **Vote:** Unanimous among those present. Motion carried.
- E. Employee Longevity Awards** were presented to Ketrick Porter, Public Utilities; Jamie Rhodes, Police; and Carolyn Stevens, Administration, 10 years; and Freddie DuBose, Public Utilities, 25 years. The presentation was made by Council Member Koon and the City Administrator.

ORDINANCES FOR FIRST READING

- A. Ordinance #2012-06-25 (A) Amending Title 1, Chapter 3, Article A, Section 1-3-1 (a) of the Code of Ordinances to Change the Date of City Council Meetings.** This ordinance would change the date of City Council meetings from the second and fourth Monday of each month to the first and third Monday of each month. Staff recommended first reading approval. **Motion:** Blain-Olds made a motion, seconded by Koon, to approve first reading of Ordinance #2012-06-25 (A). **Discussion:** Graham noted for the record that Council

Member Goldfinch has a previous commitment that will likely prevent his attendance at the first meeting in August but he is in favor of moving forward with this ordinance as proposed. **Vote:** Unanimous among those present. Motion carried.

- B. Ordinance #ZA2012-06-25 (B) Accepting the petition of Eric J. Hebden to annex approximately 0.50 acre of property located at 131 Clemson Road (TMS 151-19-02-046) and to rezone the property Low Density Residential (R-1) upon annexation.** The property owner has requested to connect to the Conway water system, and because this parcel of property is contiguous to the municipal city limits, annexation will be required before utility service can be provided. Staff recommended first reading approval. **Motion:** Koon made a motion, seconded by White, to approve first reading of Ordinance #ZA2012-06-25 (B). **Vote:** Unanimous among those present. Motion carried.

PUBLIC HEARING AND ORDINANCE FOR FIRST READING: Public hearing and first reading of Ordinance #ZA2012-06-25 (C) Accepting the petition of Ramon Moran to annex approximately 1.0 acre of property located at 676 Highway 544 (TMS 137-00-06-133) and to rezone the property Highway Commercial (HC) upon annexation. Ownership of this property was in the process of being transferred when the annexation petition was filed. Because this parcel of property is contiguous to the municipal city limits, the City can require annexation in order to transfer the City water service account to the new property owner. Leinwand advised Council that the transfer of ownership of this property was finalized on the Friday before this meeting. Staff recommended first reading approval. **Public Hearing:** There was no comment from the public. **Motion:** Blain-Olds made a motion, seconded by Timbes, to approve first reading of Ordinance #ZA2012-06-25 (C). **Vote:** Unanimous among those present. Motion carried.

RESOLUTION: Accepting road dedication of Rivertown Boulevard at Rivertown Commons. Anderson Brothers Bank, current owner of Rivertown Commons, has requested permission to dedicate the right-of-way and drainage of Rivertown Boulevard to the City. The roadway, which totals approximately 1,170 linear feet, has been inspected by the Public Works Department and has been found to be in suitable condition for dedication. The final subdivision plat was recorded in August, 2005. Staff recommended that Council adopt the resolution accepting the right-of-way and drainage for Rivertown Boulevard without a warranty as the road was installed over three years ago. **Motion:** Blain-Olds made a motion, seconded by White, to adopt the resolution as presented. **Vote:** Unanimous among those present. Motion carried. See attachment.

ITEMS FOR CONSIDERATION

- A. Bid for fill dirt material.** Three local bids were received in response to an RFP for a two-year contract for fill dirt material for various City departments. After a careful analysis of factors including volume and type of materials purchased in the last two years, location of fill dirt material pits, employee time and gas costs, staff recommended that Council accept the bid of KAHM Farms which was as follows: Regular fill material \$3.20, black fill material \$3.20, and top soil \$7.50. **Motion:** Goldfinch made a motion, seconded by White, to accept staff's recommendation. **Vote:** Unanimous among those present. Motion carried.
- B. Fire contract with Horry County.** Baker informed Council that the proposed FY 2012-13 fire service agreement with Horry County is the same as that for the current fiscal year,

including the contract amount (\$80,000). Staff recommended approval of the proposed contract. **Motion:** Blain-Olds made a motion, seconded by Goldfinch, to approve the FY 2012-13 fire service agreement with Horry County at an amount of \$80,000. **Vote:** Unanimous among those present. Motion carried.

C. Contract with Conway Downtown Alive for Visitor Services, Downtown Marketing, and Alive after Five Events. Conway Downtown Alive has contracted with the City to provide visitor services for the City from April 1st to June 30th. Staff presented for Council's consideration a proposed contract with Conway Downtown Alive for the continuation of these visitor services (\$38,910) along with the addition of downtown marketing (\$22,500) and Alive after Five events (\$8,850) for a total contract amount of \$70,260 for the upcoming fiscal year. **Motion:** Goldfinch made a motion, seconded by Blain-Olds, to approve the contract with Conway Downtown Alive as presented. **Vote:** Unanimous among those present. Motion carried. Mayor Lawson recognized Hillary Howard and the Board Members of Conway Downtown Alive who were present.

D. Expenditure of remainder of Justice Assistance Grant (JAG) Direct Award. Staff recommended that the remaining balance of the Police Department's Justice Assistance Grant Direct Award in the amount of \$1,718.76 be spent to purchase protective defensive tactics training equipment (aggressor and student suits, impact shields and targets). **Motion:** Koon made a motion, seconded by Goldfinch, to approve the disbursement of these funds as recommended. **Vote:** Unanimous among those present. Motion carried.

E. Courtroom security recommendations. After a review of the City's courtroom security, staff made the following recommendations for Council's consideration: the installation of a security system with panic buttons that, once activated, would alert Horry County's E-911 Center; installation of a tempered glass service window; replacement and upgrade of an entrance door and lock system, and installation of "No Concealed Weapons" placards at all public entrances to the Finance Department, City Hall and Municipal Court. Staff also recommended that a security system with panic buttons be installed in the City's Finance Department. The total cost of the recommended security upgrades is approximately \$1,773. In addition to these upgrades, staff recommended that a recorder system be relocated to a secure location accessible to court officials and procedures be implemented for the system to be monitored and tapes replaced at weekly intervals and that all entrances to the administrative offices and storage areas be secured at all times. **Motion:** Blain-Olds made a motion, seconded by Goldfinch, to approve staff's recommendations regarding the upgrades for courtroom and Finance Department security. **Discussion:** In response to an inquiry from White, Gosnell reviewed pending upgrades for the first floor of City Hall. Blain-Olds asked that additional security measures, such as a metal detector for the courtroom, be considered as funds become available. **Vote:** Unanimous among those present. Motion carried.

F. Purchase of two replacement handheld water meter reading devices. In FY 2012-13, \$13,500 is budgeted for the replacement of two handheld reading units. The Public Utilities Department received three bids for two Trimble Ranger handheld water meter reading devices for the replacement of these units. Staff recommended that Council accept the low bid in the amount of \$12,392, which submitted by Carolina Meter and Supply, and authorize the City Administrator to approve the purchase order to allow the purchase in July 2012. **Motion:** White made a motion, seconded by Koon, to approve staff's recommendation. **Vote:** Unanimous among those present. Motion carried.

G. Purchase of ¾ inch water meters for Public Utilities for continuation of replacement program in FY 2012-13. In FY 2012-13, \$200,000 is budgeted for the City's water meter replacement program. Based on the amount of funding and the cost per water meter, staff requested approval for a purchase order to obtain 1,152 water meters for the period July 2012 to June 2013, to be shipped in monthly orders of 96 water meters per month with the change outs being handled in-house by existing personnel. Three bids were received for 1,152 5/8" x ¾" water meters. Staff recommended that Council accept the low bid in the amount of \$199,065.60, which was submitted by Carolina Meter and Supply, and authorize the City Administrator to approve a purchase order to allow the first monthly shipment in July 2012. **Motion:** White made a motion, seconded by Goldfinch, to approve staff's recommendation. **Vote:** Unanimous among those present. Motion carried.

ITEM FOR INFORMATION: Fiscal year 2011-2012 budget update. Hardee provided Council with an update, by fund, on the City's financial status as of April 30, 2012. The financial update was presented as information only.

ADMINISTRATOR'S REPORT:

- Announced that the 2012 Dodge Charger that the Police Department won at the state LEN Awards Banquet and the Fire Department's new quick response vehicle were parked on the 3rd Avenue side of City Hall for viewing by City Council and the public.
- Informed Council that Horry County Emergency Management is providing a public presentation about recent changes in hurricane planning for our coastal area including updated evacuation zones and times on June 25th at 2:00 pm at the Myrtle Beach Convention Center. City Council was invited to attend and some staff members will attend as well. Baker gave a brief report on the new evacuation zones.

COUNCIL INPUT:

Koon conveyed recent compliments he had heard regarding work of the Street Department. He also reported calls regarding trees that are hindering pedestrian traffic on Elm Street that need attention.

Timbes noted the large attendance at the first Alive after Five event of the season. She also reminded those present to vote in the primary election on Tuesday.

White commended the City for placing the American flags around town. He also relayed concerns regarding the sale of beer and wine by a business that has recently opened on Highway 378 next door to a mosque.

Goldfinch reported the South Carolina Gamecocks were going to the College World Series.

Blain-Olds

- reported on the demise of Linda Benliza and requested that a proclamation be issued by Mayor Lawson in appreciation for her services to the City. Mayor Lawson asked that information for the proclamation be given to the City Clerk.
- expressed concern that the City's groundskeepers cannot keep up with increasing demands

and that it is starting to show in Conway's appearance. She suggested that a re-evaluation be made of what is required of employees, especially groundskeepers, to keep providing the same level of care.

Mayor Lawson commented on the recent ribbon cutting ceremony at the Salvation Army's Boys and Girls Club gymnasium facility and thanked the Salvation Army for its commitment to the Conway community.

EXECUTIVE SESSION: Motion: Koon made a motion, seconded by Blain-Olds, to enter into executive session to consider appointments to boards, commissions and committees, conduct the annual performance evaluation of the City Clerk/Executive Assistant, and discuss a personnel matter. **Vote:** Unanimous among those present. Motion carried.

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

Appointments to Boards, Commissions and Committees. Motion: Koon made a motion, seconded by Goldfinch, to make the appointments as listed below. **Vote:** Unanimous among those present. Motion carried.

Lakeside Cemetery Committee: Appointed June Brown to fill an unexpired term ending December 31, 2013.

Recreation Advisory Commission: Appointed Wyatt Wise to a three-year term ending December 31, 2014, and appointed James Lawson to fill an unexpired term ending December 31, 2013.

Smith Jones Joint Venture Committee: Approved the appointment of Mr. Gary Lee for a three-year term ending December 31, 2014 (joint appointee).

In addition to these appointments, Council also approved the appointment of Council Member Timbes as Council's representative to the Board of Directors for Conway Downtown Alive.

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

ADJOURNMENT: Motion: Koon made a motion, seconded by White, to adjourn the meeting. **Vote:** Unanimous among those present. Motion carried.

APPROVAL OF MINUTES: Minutes approved by City Council this _____ day of _____, 2012.

Vicky Lefler, City Clerk