

**MINUTES OF MEETING
CONWAY CITY COUNCIL
CITY HALL COUNCIL CHAMBERS
229 MAIN STREET
CONWAY, SOUTH CAROLINA
MONDAY – OCTOBER 15, 2012 – 5:30 p.m.**

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

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

OTHERS IN ATTENDANCE: Kathy Ropp, Margaret McGougan, Dr. Robert Guffey, and others

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

INVOCATION/PLEDGE OF ALLEGIANCE: Mayor Lawson recognized Council Member Koon who gave the invocation. City Council and those in attendance recited the Pledge of Allegiance.

BUSINESS SESSION

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

APPROVAL OF CONSENT AGENDA: City Council minutes – October 1, 2012. Motion: White made a motion, seconded by Timbes, to approve the consent agenda. **Vote:** Unanimous. Motion carried.

SPECIAL PRESENTATIONS:

- A. Presentation of resolution to Amber Campbell.** City Council recently adopted a resolution recognizing Amber Campbell for her athletic achievements. Ms. Campbell, a Myrtle Beach resident and graduate of Coastal Carolina University, represented the United States in the 2008 and 2012 Summer Olympics. Mayor Pro Tem White read aloud the resolution and, on behalf of Council, presented it to Ms. Campbell.
- A. Employee of the Month Award** was presented to Casey Jones of the Police Department. Officer Jones was commended by City Council for having been selected as the recipient of this award. The presentation was made by the City Administrator and Chief Gosnell.
- B. “Excellence in Financial Reporting” Award – Michael Hardee and City Finance Department.** The City of Conway has received this award for 22 of the last 24 years, and

this is the seventh consecutive such award to the City, one for each year that Michael Hardee has been employed as Finance Director. A plaque from the Government Finance Officers Association was presented to Hardee by Graham. Council and Graham extended congratulations to Hardee and the Finance Department staff.

ITEMS FOR CONSIDERATION:

- A. Special event request: Trunk or Treat, October 31, 2012, 6:15 – 7:00 p.m.** Dr. Robert Guffey, Jr., of First Baptist Church, has requested a special event permit for this event to be held in the Church's parking lot. The applicant requested the closure of 6th Avenue from Elm Street to Beaty Street from 5:00 pm to 7:30 pm for the event. Staff recommended approval of the request with the cost of City services provided to be absorbed by the City's operating budget. **Motion:** Blain-Olds made a motion, seconded by Timbes, to approve the special event application for the First Baptist Church's Trunk or Treat as presented. **Vote:** Unanimous. Motion carried.
- B. Acceptance of bid for engineering services related to the construction of a replacement sewer pump station at the wastewater treatment facility on New Road.** The current facility is over 30 years old and, because of the growth of new development in the South Conway area, this facility is near capacity and in need of replacement as well as upgrade. In FY 2012-13 \$200,000 was budgeted to design, engineer, relocate and construct a sewer pump station near the intersection of Creel Street and New Road. Requests for proposals and bid packets were forwarded to 13 qualified engineering firms and bids received were opened on September 25, 2012. DuBose reviewed the bid tabulation sheet showing the five bids that were received. Staff recommended that the low bid of \$16,024 which was submitted by Marziano & McGougan PA of Conway be accepted for these engineering services and that staff be authorized to give this firm notice of award. **Motion:** Goldfinch made a motion, seconded by White, to approve staff's recommendation. **Vote:** Unanimous. Motion carried.

The business session was then recessed and the Council meeting reconvened in the Conference Room for the workshop session.

WORKSHOP SESSION

- A. Report on plans for overhead to underground utilities conversion project on Elm Street from 2nd Avenue to 5th Avenue.** Gene Smith with Santee Cooper gave an update on this project and presented Council with a copy of the final design for the installation of the conduit bank system that goes in the street and advised that the project is now ready for the bid process. Trapper Myers of Venture Engineering, the design firm, was also present. Smith advised that there will be four above-ground pad mount transformer locations in this project and any above-ground communication company pedestals will be similar to those installed in previous conversion projects. Conduit trenches will be patched and, at the completion of the project, the streets in the project area will be resurfaced. Responding to questions regarding a timeline, Smith reviewed the process and estimated that the project could take approximately eight months to a year to complete. Council discussed the possibility of starting the project after the Christmas holidays. Smith recommended moving forward with the bid process and work with the contractor to determine a schedule or areas of work that would be less disruptive to the businesses. He also pointed out that a certain amount of pre-construction work would have to be done, such as securing a

materials lay-down area, ordering conduit materials, etc., before actual work would begin in the streets and that all of the companies involved in the project would work with the City to lessen the impact and/or disruption at identified key times/areas. Staff recommended moving forward with the bidding process for the project. **Outcome:** Council agreed the design was acceptable and there was a consensus to move forward with the bidding process. The Mayor thanked Santee Cooper and Venture Engineering for their work on this project.

B. Discussion on request regarding median/entrance sign project at Rose Haven Subdivision (Belladora Drive) and improvements to City property at Smith Jones Park – Marshall Godwin, Palmetto Properties of Conway, LLC. Leinwand presented two requests from Mr. Godwin. The first request was for permission to construct a landscaped median inside the right-of-way of Belladora Road for the installation of an entrance sign for the Rose Haven Subdivision. Graham advised that, if Council has no objections to the request, it would be presented to the Planning Commission for consideration. The second request concerned improvements Godwin has offered to make on City property adjacent to the rear of his property at the corner of US Highway 378 and Belladora Road (tile ditch to property line and plant trees or install fence). Godwin would like to purchase the additional property needed to make these improvements or acquire an easement from the City. Godwin then made a presentation before Council giving the full details on both of his requests. Mayor Lawson spoke of the need for a shelter on the pool side of the playground at Smith Jones Park (in keeping with the existing shelter) and inquired if Godwin would be willing to consider this need in regard to his request for an easement/purchase of property. Godwin agreed that he was willing to negotiate and that, given the limited amount of property being proposed in this request (approximately 2,000 sf), he may be interested in purchasing additional property to allow vehicular access at the rear of his property. Godwin also offered to negotiate on another parcel of property he owns near Rose Hill Cemetery if the City is interested. **Outcome:** Council was agreeable to discussing an exchange of property (with improvements as outlined in Godwin's request) for the installation of the shelter at Smith Jones Park. Mayor Lawson asked Graham to check on the cost of the shelter that was recently installed at the park and then follow-up with Godwin.

C. Update on Public Safety Building project. Graham gave an update on this project including the purchase of property for the facility, Budget Retreat discussions, studies of needs by Chiefs Baker and Gosnell, and funding for the project. He commented that the presentations at this meeting of the identified approximate space needs of the Fire and Police Departments were only for illustration and discussion and that the actual layout of the building would be determined in the design phase of the project. Chiefs Baker and Gosnell then reviewed the space needs of their respective departments. Some issues mentioned by Council during these reviews included the need for ample storage, how it would be determined where budget cuts would be made (if necessary), the need for a welcoming lobby area, possible community use of the dayroom, security, meshing of the two departments in one building and use of common space, additional space for future offices, and the possibility of building a skate park on this property. Following these presentations, Graham recommended that Council consider the Design/Build approach to construct this facility and reviewed the basis for this recommendation. He explained the process that would take place under this approach, including the issuance of the request for proposals (RFP), review of proposals, the next steps that would be taken, and a tentative

timeframe for the project. Graham clarified that the RFP would ask for qualifications and other information (financial, references, etc.) along with a fee proposal (fixed fee percentages for design, construction, and construction overhead costs and expenses) and that the actual design work would be done after a firm for the project is chosen by City Council. He noted that the next immediate steps in the process would be to finalize the Design/Build RFP and to work toward refinancing the current hospitality revenue bond with an additional \$1.25 million to assist with funding. Graham recommended that staff be allowed to draw up a Design/Build RFP based on what had been presented at this meeting and send it to Council for review. Following Council's review, unless there are major concerns that need to be discussed with the entire Council, the Design/Build RFP for the Public Safety Building will then be issued. The RFP would be sent to those firms that submitted a proposal for the Recreation Center, advertised in the newspaper, on the City's access channel and website, and on the South Carolina Business Opportunities website. After an evaluation of all proposals submitted, the Evaluation Committee would recommend one firm to Council. The Evaluation Committee would also provide Council with a summary of all proposals. **Outcome:** There was no opposition to staff's recommendation.

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

APPROVAL OF MINUTES: Minutes approved by City Council this 5th day of November, 2012.



Vicky Lefler, City Clerk