CITY COUNCIL MEETING  
CITY HALL COUNCIL CHAMBERS  
229 MAIN STREET  
CONWAY, SOUTH CAROLINA  
MONDAY, NOVEMBER 5, 2018 – 5:30 P.M.

PRESENT: Mayor Barbara Blain-Bellamy and Council Members William M. Goldfinch IV, Shane Hubbard, Ashley Smith, and Jean M. Timbes  ABSENT: Larry A. White (sickness) and Thomas J. Anderson II (sickness)

STAFF: Adam Emrick, City Administrator; Vicky Lefler, Deputy City Administrator; Kevin Chestnut, Public Works Director; Mary Catherine Hyman, Planning Director; Robert Cooper, Building Official; James Friday, Public Utilities Director; Le Hendrick, Fire Chief; David Williams, Parks, Recreation and Tourism Assistant Director; Reggie Jenrette, Solid Waste Director; Dale Long, Police Chief; Taylor Newell, Public Information Officer; Lynn Smith, Human Resources Director; Allison Williams, Finance Director; Timmy Williams, Grounds and Maintenance Director; and Barbara Tessier, City Clerk

OTHERS: Kathy Ropp and others

The requirements for posting notice of this meeting under South Carolina’s Freedom of Information Act (FOIA) were met.

CALL TO ORDER: Mayor Blain-Bellamy called the meeting to order. She introduced Reverend Bruce Davenport of Langston Baptist Church who gave the invocation. City Council and those in attendance recited the Pledge of Allegiance.

APPROVAL OF AGENDA:  Motion: Timbes made a motion, seconded by Hubbard, to approve the agenda as presented.  Vote: Unanimous. Motion carried.

CONSENT AGENDA:

A. Final reading of Ordinance #2018-11-05 (A) Amending the City’s Business License Ordinance to incorporate recent changes in the MASC model ordinance

B. Final reading of Ordinance #2018-11-05 (B) Relating to the recovery of collection costs as part of delinquent debts collected by MASC pursuant to the Setoff Debt Collection Act

C. Final reading of Ordinance #ZA2018-11-05 (C) An ordinance to annex approximately 0.50 of an acre of property located on Sellers Road (TMS 123-12-01-018 | PIN 33906030005) and to rezone the property to Low Density Residential (R-1) upon annexation

D. Final reading of Ordinance #ZA2018-11-05 (D) An ordinance to annex approximately 0.74 of an acre of property located at 3960 Long Avenue Extension (TMS 111-00-02-042
E. Final reading of Ordinance #ZA2018-11-05 (E) An Ordinance to annex approximately 2.67 acres of property located on South Oaks Drive (PIN 36912020065) and to rezone the property to Low Density Residential (R-1) upon annexation

F. Special event request: Rivertown Reindeer Run – Saturday, December 1, 2018 – Shannon Jordan, Conway Rotary Club

G. Special event request: Annual Veterans Day Celebration and Parade – Saturday, November 10, 2018 – Rev. Bob Fogner

H. Purchase of mobile license plate reader (budgeted item)

I. Minutes of City Council meetings – October 10 and 15, 2018

Motion: Goldfinch made a motion, seconded by Smith, to approve the consent agenda as presented. Vote: Unanimous. Motion carried.

PUBLIC INPUT: There was no public input.

Motion: Goldfinch made a motion, seconded by Hubbard, to close public input. Vote: Unanimous. Motion carried.

SPECIAL PRESENTATIONS:

A. Presentation by the Honorable Harold Phillips, Horry County Council Member, District 7. Councilman Phillips was unable to attend this meeting.

B. Recognition of Dixie Majors Baseball Team - Mayor Blain-Bellamy welcomed the coaches and players and recognized them for winning the L.M. Joye Sportsmanship Award at the South Carolina Dixie Majors State Tournament and finishing second in the District 11 Tournament. Each team member was presented a miniature Key to the City by the Mayor.

C. Funding recommendations from the Accommodations Tax Advisory Committee – Rein Mungo, Committee Chairman – Rein Mungo, Accommodations Tax Advisory Committee Chairman, informed Council that funds available from the fiscal year ending June 30, 2018 total $59,709.40. In accordance with state law, the first $25,000 of these funds is allocated to the General Fund and the balance is allocated as follows: 5% to General Fund, 30% to the City’s selected designated marking organization (Conway Downtown Alive), and 65% ($22,584.80) to tourism related expenses. The City’s Accommodations Tax Advisory Committee met on October 16th and considered applications from seven organizations requesting funding for FY 2018. Mungo presented the committee’s recommendations on these requests: Chamber of Commerce - $5,080; Conway Downtown Alive - $4,750; CREATE Conway - $1,500; Conway Farmers Market Association - $1,000; Theatre of the Republic -
$9,000; American Rivers - $500; and SC Federation of Museums - $750. **Motion:** Timbes made a motion, seconded by Smith, to approve the allocations as recommended by the City’s Accommodations Tax Advisory Committee. **Vote:** Unanimous. Motion carried.

D. **Employees of the Month Awards** for October were presented to Chris Weatherford, Glen Black and Anthony Montgomery of the Public Utilities Department. The Fire Chief also recognized these employees for their quick actions to extinguish a City vehicle fire.

E. **Employee Longevity Bonus Award** was presented to Kevin Chestnut, Director of Public Works – 5 years. Emrick and Council Member Hubbard made the presentation.

**ORDINANCE FOR FIRST READING:** Ordinance #ZA2018-11-19 (A) An ordinance to annex approximately 0.35 of an acre of property located at 5202 Converse Drive (TMS 151-18-11-002 | PIN 38308030011) and to rezone the property to Low Density Residential (R-1) upon annexation. Hyman informed Council that the annexation request was being made to allow an existing single-family home on the property to tie into City water service. The property is contiguous to the city limits. Staff recommended first reading approval. **Motion:** Hubbard made a motion, seconded by Smith, to approve first reading of Ordinance #ZA2018-11-19 (A). **Vote:** Unanimous. Motion carried.

**RESOLUTIONS:**

A. **Amending projects and budget for the City of Conway HUD/CDBG Entitlement Grant for 2017-18 (Year 10).** Hyman informed Council that $276,272 was originally allotted in Year 10 to the former Whitemore School project, but due to compliance with a HUD-required environmental process, the project schedule has been delayed. In order to avoid the loss of funds because of this delay, Council was informed that a portion of the money set aside for the Whitemore project in Year 10 needs to be re-allocated and spent before March 1, 2019. Of the $276,272 total that was originally allocated to the Whitemore project in Year 10, staff recommended reallocating $100,000 to the home repair program and to add and fund ($86,500) to a new at-risk teen program as approved activities for Year 10. A balance of $89,787 will remain in Year 10 for the Whitemore project and the Year 11 budget would remain the same. Staff recommended the reallocation of funds as outlined. **Motion:** Goldfinch made a motion, seconded by Hubbard, to adopt the resolution amending the projects and budget for the City of Conway HUD/CDBG Entitlement Grant for 2017-18 as presented. **Vote:** Unanimous. Motion carried.

B. **Supporting the exploration of all infrastructure options available to mitigate future flooding affecting the City of Conway.** Emrick said the devastating floods in 2015, 2016, and 2018 had resulted in enormous private and public economic losses and danger to personal life and well-being of City residents. He cited specific areas of the City that could be helped by improving culverts to reduce flooding and allow for better flow of water during flood events. Emrick advised Council that the non-funded resolution would signify the City’s support. **Motion:** Goldfinch made a motion, seconded by Timbes, to adopt the resolution as recommended by staff. **Vote:** Unanimous. Motion carried.
ITEMS FOR CONSIDERATION:

A. **Acceptance of bid for fill dirt material bid.** Chestnut informed Council that two bids were received for a two-year contract to supply the City with fill dirt material: King Construction - regular fill, $5.75 and top soil, $10; KAHM Farms - regular fill $4.00, no bid on top soil. All bids were per cubic yard. Staff recommended acceptance of the bid from King Construction. **Motion:** Smith made a motion, seconded by Hubbard, to accept the bid from King Construction for fill material and top soil. **Vote:** Unanimous. Motion carried.

B. **Acceptance of bid for electrician services in conjunction with SCDOT’s Main Street Bridge refurbishment project.** Chestnut reminded Council that the City is required to remove all of its wire and conduit from Main Street Bridge prior to the SCDOT refurbishment project that will begin in January 2019, and then install new wire and conduit after the refurbishment is complete. The City received the following bids for this work: Southern Energy (Lexington), $119,776; Kingston Electric (Conway), $126,000; and Melton Electric (Myrtle Beach), $475,000. The bid submitted by Kingston Electric met the requirements for the City’s local vendor preference, and after being contacted by staff, Kingston Electric agreed to match the low bid. Staff recommended that Council accept the bid of Kingston Electric in the amount of $119,776. **Motion:** Goldfinch made a motion, seconded by Hubbard, to accept the bid of $119,776 from Kingston Electric for services in conjunction with the SCDOT’s Main Street Bridge refurbishment project. **Vote:** Unanimous. Motion carried.

C. **Acceptance of bid for half-ton 4-wheel drive pickup truck for Police Department.** Long informed Council that the Police Department is requesting permission to substitute the purchase of a 4-wheel drive pick-up truck in place of one of the three new patrol sedans that were approved in the Police Department’s FY2018-19 budget. Bids received for a 4x4 half-ton pickup truck were $31,483 from Palmetto Chevrolet and $32,869 from Conway Ford. State contract vendors Love Chevrolet and Vic Bailey Ford were solicited, with neither submitting a bid. Staff recommended acceptance of the bid from Palmetto Chevrolet. Long noted that the total cost to purchase and outfit the truck will be slightly lower than that of a patrol sedan. **Motion:** Smith made a motion, seconded by Hubbard, approve the purchase of a pickup truck in place of one patrol sedan for the Police Department and to accept the bid from Palmetto Chevrolet for the 4-wheel drive pick-up truck in the amount of $31,483. **Vote:** Unanimous. Motion carried.

D. **Approval of name for new subdivision on East Cox Ferry Road – “Coastal Point West.”** Hyman informed Council that Venture Engineering has requested to name the proposed subdivision on East Cox Ferry Road “Coastal Point West” upon final recording of the subdivision plat. Staff recommended the approval of the request. **Motion:** Goldfinch made a motion, Smith to accept staff’s recommendation. **Vote:** Unanimous. Motion carried.

E. **Proposed contract for the provision of legal services for indigent defendants in Municipal Court.** Emrick informed Council that a request for qualifications (RFQ) from attorneys interested in providing public defender services for Municipal Court was issued and one response was received. Council received a copy of the response from Attorney Melinda Knowles along with the proposed contract for her services. The proposed rate of pay is a flat
rate of $400 for each case. Eligibility of defendants who request public defender services will be determined by Municipal Court Judge Hendrick. Staff recommended approval of the proposed contract. **Motion:** Hubbard made a motion, seconded by Goldfinch, to authorize the City Administrator to execute the contract with Attorney Melinda Knowles for the provision of public defender services for Conway Municipal Court as presented. **Vote:** Unanimous. Motion carried.

**CITY ADMINISTRATOR’S REPORT:**

- Announced that the City was awarded a $25,000 MASC Hometown Economic Development Grant for a feasibility study of a proposed amphitheater.
- Gave a progress report on FEMA damage assessments and reporting from Hurricane Florence. Riverfront Park is in rough, but useable, condition and has reopened but almost all landscaping there is dead. The Riverwalk could be reopened by the weekend. Reopening of some of the other parks, including the dog park, is pending receipt of soil testing results to ensure safety.
- Reported that the homecoming game at CCU had, by far, the largest number of attendees yet and a large number of those attendees were supporting the away team.
- CCU will present the play, “Our Town,” on November 10th at McCown Auditorium, free of charge as a gesture of community spirit. The play begins at 7:30 pm.
- A public information meeting on the FEMA buyout program is scheduled for November 14th at 5:30 p.m. at the McCown Auditorium. Jeff and Dan Ward, the FEMA buyout program consultants, will be present to meet with the public.

**COUNCIL INPUT:**

**Ashley Smith**
- Inquired as to the estimated cost to dredge Crabtree Canal.
- Reported that a fundraiser for Conway is being coordinated by David Bennett, former CCU football coach.

**Jean Times**
- Asked how much of the Main Street Bridge refurbishment project cost is being paid by federal funds.
- Suggested that reminders be publicized of the dates Main Street Bridge is expected to be closed for refurbishment.

**Shane Hubbard**
- Reported on the positive feedback he had received relative to the City’s actions throughout the recent flood event.
- Thanked the Recreation Center for providing the Council on Aging staff with a place to conduct business when their building flooded.

**Mayor Barbara Blain-Bellamy**
- Expressed appreciation for the condolences on the recent passing of her sister.
- Asked if checks issued by the City could have an expiration date of less than 90 days.
• Reported on her participation in the City’s pumpkin decorating contest and employee luncheon on Halloween.
• Noted recognition of first responders by the Cherry Hill Baptist Church.
• Read excerpts of several letters of appreciation to the City and staff for their efforts during Hurricane Florence.

WORKSHOP:

A. Presentation and discussion on results from banking services RFP process and banking options by the City’s financial advisor – Tyler Traut with First Tryon, the City’s financial advisors, gave a presentation on banking services proposals received in response to an RFP issued by the City. The RFP focused on cash management and investment solutions, fraud control, lockbox solutions, and purchasing card programs. Six responses were received and First Tryon narrowed the list down to the three: TD Bank, Conway National Bank and South State Bank. Traut produced an overview of the banking services of each bank and rated them accordingly. Traut noted that the bank’s on-line platform, fraud prevention and pricing were what he considered the three most important issues. During discussion, Council asked Traut to provide additional information on specific services that constituted “fraud prevention,” and the amount of involvement by TD Bank in the local community. OUTCOME: Council will continue discussion on this matter of business at the November 19, 2018, meeting during executive session.

B. Discussion a possible amendment to Article 3 – Zoning Districts, Article 4 – Use Tables, Article 5 – Specific Use Regulations, Article 6 – Design Standards, and Article 9 – Landscaping and Buffer Requirements, of the Unified Development Ordinance to allow the creation of a new default residential zoning district. Hyman noted that this issue was last discussed by Council during its workshop on October 19th. At that time, staff was requested to draft an ordinance declaring a moratorium on annexing and/or rezoning of major residential subdivisions until such time as the UDO could be revised. After research, Hyman reported, staff is now proposing that a new default zoning district be created for all new annexations. The new zoning district would be designated as (R) and it would be the new low density zoning district with a minimum lot size of 15,000 sq. ft. instead of the current default of 7,500 sq. ft. and a minimum width of 100 ft. instead of the current 75 ft. The larger lots would not carry any additional standards that had been discussed previously. Emrick commented that minimum size of the new zoning district could be whatever Council wanted. If the new (R) zoning becomes the default zoning, review by the Planning Commission, public hearing, and the annexation fee would not be required. Council members expressed concern that 15,000 sq. ft. was too large and that it should be less than double the current default requirements. A concern was also raised about parking space for boats and recreational vehicles. Hyman commented that, when the new default zoning district in place, then design standards could be considered. Emrick noted that invoking the pending ordinance doctrine would mean that persons requesting large development annexation/rezoning after first reading would have to meet the new requirements while appropriate changes are being made throughout the UDO. OUTCOME: Staff will prepare an ordinance for first reading consideration with a new zoning district designated as R with a minimum lot size of 10,000 sq. ft.
C. **Discussion on proposed wayfinding signage plan.** Emrick shared proposed sign locations and sign designs. He noted that the lettering would be 4" on a tall sign for thoroughfares, whereas the downtown signs would be pedestrian-focused with 3" lettering and a lower clearance. The sign background will be the City’s logo green in color with white lettering, and the top of the signs will be the Conway logo with bronze trim and accents. Emrick said the mismatched, poorly colored, improperly placed signage would be removed. Public parking locations should also be better signed and new parking areas identified. There are 84 signs to be installed. Emrick reported that, if the color and design ideas are acceptable, staff will move forward with an RFP. **OUTCOME:** Council was agreeable with staff’s proposal to develop an RFP for the fabrication and installation of wayfinding signage for the City.

D. **Selection of 2018 City Christmas Card contest winner.** Lefler presented the top three cards selected by staff from the 239 entries in the City’s annual Christmas card contest. Council members were asked to pick their choice for the winning entry. The winning contestant will be notified by the City and invited for recognition at the December Council meeting.

**EXECUTIVE SESSION:** Timbes made a motion, seconded by Hubbard to enter into executive session to discuss negotiations incidental to proposed contractual arrangements and potential acquisition of property. **Vote:** Unanimous. Motion carried. While in executive session, no decisions were made and no votes were taken.

**RECONVENE FROM EXECUTIVE SESSION: Motion:** Hubbard made a motion, seconded by Smith, to come out of Executive Session. **Vote:** Unanimous. Motion carried.

**ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION:** Negotiations incidental to potential acquisition of property. **Motion:** Goldfinch made a motion, seconded by Hubbard, to move forward with an exchange of property between the City and Gerald Builders of Conway; that being a swap of approximately 3.38 acres (parcel TMS 122-00-04-067) owned by the City for an equal-sized portion of parcel TMS 122-00-04-033 (on the Oak Street/Mill Pond Road side) which is owned by Gerald Builders of Conway, Inc. **Vote:** Unanimous. Motion carried.

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

**APPROVAL OF MINUTES:** Minutes approved by City Council this 19th day of November, 2018.

Barbara A. Tessier, City Clerk