PRESENT: Mayor Barbara Jo Blain-Bellamy, Mayor Pro Tem Larry A. White, and Council members Thomas J. Anderson II, William M. Goldfinch IV, Shane Hubbard, Ashley Smith, and Jean M. Timbes

STAFF: Adam Emrick, City Administrator; Kevin Chestnut, Public Works Director; Jessica Hucks, Zoning Administrator; Robert Cooper, Building Official; James Friday, Public Utilities Director; Le Hendrick, Fire Chief; Addison Jarrell, Parks, Recreation and Tourism Director; Reggie Jenrette, Solid Waste Director; Dale Long, Police Chief; Taylor Newell, Public Information Officer; Ken Senn, Procurement Specialist; Lynn Smith, Human Resource Director; Allison Williams, Finance 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 Barbara Blain-Bellamy called the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE: Mayor Blain-Bellamy introduced Rev. Rhett Talbert from Kingston Presbyterian 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 Timbes, to approve the agenda as presented. Vote: Unanimous. Motion carried.

APPROVAL OF CONSENT AGENDA:

A. Final reading of Ordinance #2018-09-04 (A) An Ordinance to revise Title 3, Chapter 1, Article D, Section 3-1-36 of the City of Conway Code of Ordinances relative to the special event permit application process

B. Acceptance of bid for two riding lawn mowers for Grounds & Maintenance Department

C. Purchase of vehicles budgeted for FY2018-19 for various City departments

D. City Council meeting minutes – August 20, 2018

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

SPECIAL PRESENTATIONS:

A. Presentation of a proclamation honoring Lonnie White for three title wins at the 2018 National Championship of the American Tennis Association in the 55 and older age division. Mayor Blain-Bellamy welcomed to the meeting Mr. White, a three title winner at the American Tennis Association’s 2018 National Championship. On behalf of Council, the Mayor read aloud and presented a proclamation to Mr. White in recognition of his accomplishment.

B. Employee Longevity Bonus Awards were presented to James Hucks, PRT Department, and Steve Warren, Fire Department, five years, and Darrell McDowell, Facilities Manager, 30 years, of service with the City. The presentations were made by the City Administrator accompanied by Council Member Timbes.

Council Member Hubbard arrived at this time.

PUBLIC HEARING AND ORDINANCE FOR FIRST READING: Ordinance #ZA2018-09-17 (A) An Ordinance to rezone approximately 0.34 acres of property located on Racepath Avenue (TMS #137-05-09-009 | PIN 36802020020, TMS #137-05-09-010 | PIN 36802020021, and TMS #137-05-09-011 | PIN 36802020022) from Neighborhood Commercial (NC) to Low-Density Residential (R-1). The property owners appeared before Council at a recent meeting to request that their properties be rezoned residential. The property owners shared concerns with Council that they were unaware their properties had been rezoned to commercial which would prevent them from building homes on their properties at some point in the future as they had planned. Hucks commented that the Comprehensive Plan identified these parcels as Medium Density Residential on the Future Land Use Map. The Planning Commission recommended approving the rezoning at its August 2, 2018, meeting. Cedric Spain represented Ms. Higgs, one of the property owners, in her absence. Staff recommended first reading approval. Motion: White made a motion, seconded by Goldfinch, to close the public hearing. Vote: Unanimous. Motion carried. Motion: Anderson made a motion, seconded by Hubbard, to approve first reading of Ordinance ZA#2018-09-17(A). Vote: Unanimous. Motion carried. Emrick informed Council the majority of residences on Racepath Avenue were already zoned residential, but staff would arrange a meeting with property owners to clear up any questions.

ORDINANCES FOR FIRST READING:

A. Ordinance #ZA2018-09-17 (B) An Ordinance to annex approximately 0.99 acres of property located at 4331 Siwel Road (TMS #111-00-02-049 | PIN 29516010017) and to rezone the property to Low Density Residential (R-1) upon annexation. Hucks informed Council that the subject property is changing ownership and this request was made to allow an existing house on the property tie into City water services. The Comprehensive Plan identifies the parcel as existing residential on the Future Land Use Map. Staff recommended first reading approval. Motion: Goldfinch made a motion, seconded by Smith, to approve first reading of Ordinance #ZA2018-09-17 (B). Vote: Unanimous. Motion carried.
B. **Ordinance #2018-09-17 (C) An Ordinance adopting an amended budget for Fiscal Year 2018-19.** The Finance Officer informed Council that the provisions of this ordinance would affect both the General Fund and the Utility Fund. The General Fund would increase by $131,700 to provide funding for three recreation assistants, and the Utility Fund would increase by $12,272 to allow for two small personnel changes (two Tradesworker I positions to be replaced with one Tradesworker II position and one Pump Mechanic position); both items would be recurring expenses. Timbes questioned the timing of the addition of the recreation positions at the end of the summer after students had returned to school. Jarrell explained that increased usage of the facility had been noted even during the school year, and at least two of the positions had been needed before the new youth program began this summer. He further stated that these positions would assist at the Recreation Center as well as with special events and programs, which would hopefully minimize overtime. He suggested the option of adopting the ordinance but to defer filling one of the positions until close to next summer. In response to an inquiry from Timbes, Jarrell advised that none of the three new positions would be a lifeguard position. **Motion:** Anderson made a motion, seconded by White, to approve first reading of Ordinance #2018-09-17 (C). **Vote:** Smith, Goldfinch, Anderson, White, and Hubbard voted in the affirmative. Timbes voted in the negative. Motion carried.

C. **Ordinance #2018-09-17 (D) An Ordinance to revise Title 3, Chapter 2, Article A, Section 3-2-5 Recreation Fees, of the Code of Ordinances to remove the annual membership commitment requirement for the Conway Recreation Center.** Jarrell informed Council that the proposed ordinance would remove the requirement for annual membership commitments which will allow monthly memberships in the Recreation Center. Staff recommended first reading approval. **Motion:** Goldfinch made a motion, seconded by Smith, to approve first reading of Ordinance #2108-09-17 (D). **Vote:** Unanimous. Motion carried.

**ITEMS FOR CONSIDERATION:**

A. **Acceptance of bid for emergency pump for large sewer lift station behind The Rock Church.** Friday informed Council that the lift station behind The Rock Church (on Mill Pond Road near Highway 501) was having mechanical issues and would sometimes overflow before workers could get it restarted. The emergency pump would replace the emergency generator at this lift station and would help prevent overflows from manholes along the Crabtree Swamp Canal when there is mechanical failure, electrical failure or a surcharge from heavy flow rain events. The existing emergency generator will be relocated to another lift station that is without back-up power. Staff solicited bids for the pump and two companies responded: Godwin - $89,089.85 and Thompson Pumps - $63,917.64. Staff recommended acceptance of the low bid. Friday advised the funds for the purchase can be taken from the sewer lining and manhole project budget allocation. **Motion:** Anderson made a motion, seconded by Goldfinch, to accept the low bid in the amount of $63,917.64 which was submitted by Thompson Pumps. **Vote:** Unanimous. Motion carried.

B. **Purchase of truck to replace wrecked Public Utilities Department vehicle.** Friday informed Council that one of the Public Utility trucks had recently been in an accident and was declared a total loss. The accident was the fault of the other driver and the City received nearly $9,000 in insurance money. Staff requested permission to use the insurance payment toward the purchase of a Ford 150 half-ton V8 pickup truck from Conway Ford. Conway Ford has agreed
to honor its bid of $23,640 that was quoted for other City department vehicles for this purchase. Friday informed Council that the shortfall of $14,927.50 can be made up with funds remaining from the Langston Heights water main project. **Motion:** Anderson made a motion, seconded by Hubbard to approve the purchase of Ford 150 truck from Conway Ford to replace the wrecked Public Utilities vehicle as outlined by staff. **Vote:** Unanimous. Motion carried.

**C. Acceptance of bid for contract to supply rental uniforms for certain City employees.** Senn advised Council that the City currently contracts with Unifirst for the supply of rental uniforms for employees in the Public Works, Public Utilities, Streets, Solid Waste, Vehicle Maintenance, Building, Recreation, and Grounds & Maintenance Departments. This contract expires in November, 2018. Staff solicited bids for a one-year contract with a three-year renewal option to supply uniforms for the aforementioned departments. The low bid was submitted by Unifirst: pants and shirt weekly - $4.25; fire retardant shirts and pants - $7.97; pants and polo shirt - $4.25; and coveralls - $0.30 each. Staff recommended the acceptance of the low bid. **Motion:** Anderson made a motion, seconded by Smith, to accept the low bid which was submitted by Unifirst as recommended by staff. **Vote:** Unanimous. Motion carried.

**D. Acceptance of ownership and maintenance of Grainger Road from Wright Boulevard to 9th Avenue from the SCDOT State Highway System.** This matter was discussed in an earlier Council workshop. Chestnut reminded Council that acceptance of this .72 section of Grainger Road from Highway 378 to 9th Avenue would allow the City to move forward with Phase 2 of Maple-Magnolia drainage project in an expedient manner. Staff recommended that the City Administrator be authorized to execute the necessary documents to accept ownership of the referenced section of Grainger Road from SCDOT. **Motion:** Goldfinch made a motion, seconded by Timbes, to approve staff’s recommendation. **Vote:** Unanimous. Motion carried.

**E. Acceptance of bid for Phase 1 of the Chicora Subdivision drainage improvement project.** Mayor Blain-Bellamy recused herself from discussion and vote on this matter. Mayor Pro Tem White presided over the meeting for this item of business. The following bids were received on August 23, 2018 for this project. Donald Richardson and Son - $743,838.50; Palmetto Corporation of Conway - $748,756.30; AASAP Construction Company, Inc. - $860,275.00; Consensus Construction - $878,000.28; and RH Moore Company, Inc. - $1,287,400.00. Staff recommended the acceptance of the low bid which was submitted by Donald Richardson and Son. **Motion:** Hubbard made a motion, seconded by Goldfinch, to approve staff’s recommendation. **Vote:** Mayor Blain-Bellamy abstained; all others voted in the affirmative. Motion carried.

Mayor Blaine-Bellamy presided over the remainder of the meeting.

**CITY ADMINISTRATOR’S REPORT:**

- The Compensation and Classification Study has commenced and all employees have been asked to complete a detailed survey about their positions within the City to evaluate their proper compensation and job classifications. Once done, Evergreen Solutions, the consultant, will compare this information with twenty neighboring, competing, and similar jurisdictions and workplaces and the results will be shared with Council in November.
• The City will host the Municipal Association’s regional advocacy meeting at 5th and Main on September 6 at 11:00 a.m.
• The City exceeded the United Way goal of $10,000 by donating $12,413.16 to date. On September 14 starting at 8:00 a.m., the City’s United Way Day of Caring team will work on painting and landscaping at A Father’s Place.
• Gave a progress report on improvements to Kingston Park. The front two seat pads are poured, the foundation for the knee wall is in, the light poles are up and the cables are strung. The lights have been hung. Additional historical brick has been received from Mrs. JoAnn Ray for this project.
• The Fall Council Retreat is planned for November 6th and 7th. A van will be rented for transportation to Greenville with a stop in Columbia.
• The Riverfront Tennis Center has an improvement plan in place. A small informal committee is being formed by PRT staff to meet with members of the center for discussion on plans for the center’s future.
• Announced the retirement of Mrs. Carolyn Stevens, former City Clerk, who served as a part-time clerical assistant at City Hall since 1997.
• The videos produced by CGI are now compete and can be seen on the City’s website. It is anticipated that the videos will soon be aired on the City’s access channel.

COUNCIL INPUT:

White asked about road repair and restriping at the intersection of 9th Avenue and Highway 378.

Timbes mentioned that Cecily Hennigan, a young lady from Conway, had been invited to sing on the Steve Harvey Show.

Anderson asked for an upon on the Lakeland Drive repaving project.

Mayor Blain-Bellamy

• Read a thank you note from Conway High School’s Solid Gold Booster Club for the City’s support.
• Read a thank you note from the WES Foundation for the City’s support of its football camp.
• Expressed her pride in Cecily Hennigan and her excitement about Cecily’s upcoming appearance on the Steve Harvey Show.
• Commented on the need for the City to take care of what it owns before making additional purchases.
• Commented on the poor reception of the City’s access channel.
• Commented that the CGI videos mentioned by the City Administrator were produced by CGI at no cost to the City.

WORKSHOP: Discussion on proposal to update the City’s Business License Ordinance to incorporate recent changes in the MASC model ordinance. Williams commented that the City adopted the Municipal Association’s Model Business License Ordinance in 2014, and since then there had been some updates. Staff proposed to update the City’s ordinance to align with these changes which Williams characterized as language changes only and no fee changes. There was some discussion among Council members about the fees charged by the City and their impact on businesses, particularly the small “mom and pop” businesses. OUTCOME: Staff will prepare a draft ordinance for consideration by Council at a future meeting.
ADJOURNMENT: Motion: White made a motion, seconded by Hubbard, to adjourn the meeting. Vote: Unanimous. Motion carried.

APPROVAL OF MINUTES: Minutes approved by City Council this 1st day of October, 2018.

Barbara A. Tessier, City Clerk