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

STAFF: Adam Emrick, City Administrator; Vicky LeFler, Deputy City Administrator; Tammy Carter, Police Captain; Kevin Chestnut, Public Works Director; Robert Cooper, Building Official; James Friday, Public Utilities Director; Le Hendrick, Fire Chief; Mary Catherine Hyman, Planning Director; Reggie Jenrette, Solid Waste Director; Lynn Smith, Human Resources Director; Allison Williams, Finance Director; Timmy Williams, Grounds and Maintenance Director and Debbie F. Smith, City Clerk

OTHERS: Hillary Howard, Amanda Rodermond, Haylee Owens, C. N. Brown, John Wright, Harold Hawley, Lethea Butler, 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.

INVOCATION/PLEDGE OF ALLEGIANCE: Mayor Blain-Bellamy recognized Dr. Bill Childs of Trinity United Methodist 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 White, to approve the agenda as presented. Vote: Unanimous. Motion carried.

APPROVAL OF CONSENT AGENDA:

A. Adoption of resolution reaffirming the City’s risk management policy and update on safety programs

B. Special event request: Rivertown Music & Craft Beer Festival, May 3, 2018

C. Acceptance of bids for two additional gymnasium curtains and plastic lockers for the Conway Recreation Center

D. City Council meeting minutes – January 16 and 22, 2018

Motion: Timbes made a motion, seconded by White, to approve the consent agenda as presented. Vote: Unanimous. Motion carried.
PUBLIC INPUT:

**Grace Giffords** thanked Council for its efforts in managing the waste stream and requested that Council voice their opinion to legislators in reference to House Bill 2539 (auxiliary container bill) while attending the MASC Hometown Legislative Action Day in Columbia on Tuesday, February 6, 2018.

**John Wright** requested that City Council consider applying for a grant to purchase the Conway Golf Course to be used for youth recreation programs.

**Dennis Beck** invited Council to attend a heroin/opioid awareness meeting on Wednesday, February 7, 2018. The workshop will be held at the James Frazier Community Center in Bucksport beginning 6:30 p.m.

**Lethea Butler** requested Council to assist residents of the Kingston Village apartments by using City contract vendors to make needed improvements to the property and allow those residents to reimburse the City in monthly installments. Butler stated needed improvements included better area lighting, repaving of walkways and fence repair. Mayor Blain-Bellamy requested that the City Administrator meet with Butler to discuss her request in detail.

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

SPECIAL PRESENTATIONS:

A. **Presentation of resolution honoring Randle L. Alford for service on Conway City Council.** At its January 2nd meeting, City Council adopted a resolution honoring Randle Alford for his years of service on City Council. On behalf of Council, Mayor Blain-Bellamy read aloud and officially presented this resolution to Alford. In addition to the resolution, a bench in Collins Park has been designated in honor of his service to the City.

B. **Visitor Center mid-year report.** Hillary Howard, Executive Director of Conway Downtown Alive, gave an update for FY 2017 for the Visitor Center and the Downtown Marketing Campaign. Howard noted a temporary decrease in the number of visitors during the late spring of 2017, possibly during the move of the Visitor Center to 5th & Main. She elaborated on the various sponsored programs and events as well as advertising outlets. Howard was assisted in her presentation by Amanda Rodermond and Haylee Owens.

C. **Employee Longevity Bonus Awards** were presented to Kevin Edwards and Gavin Rowe, Public Works Department, and Jessica Stalvey, PRT Department - 5 years; Shelley Hendrick, Fire Department - 10 years; and Jane Mackey, Municipal Court - 30 years. The presentations were made by the City Administrator, accompanied by Council Member Smith.

**RESOLUTION:** Resolution authorizing the acceptance of a letter of credit from King Construction Services, Inc., guaranteeing the installation of infrastructure in Oak Glen Subdivision Phase II. The Conway Planning Commission approved Phase II of the Oak Glen Subdivision, consisting of 74 lots on 38 acres, in September 2017. A financial guarantee equal to 125% of the value of the infrastructure work for Phase II must be approved by City Council if the required infrastructure cannot be provided prior to the recording of the final plat. Hyman reported
that the estimate for the installation of infrastructure in Phase II is $415,640; 125% of this value is $519,550. This amount includes erosion control, storm drainage and grading, final roadway improvements including curbing, waste and sewer systems improvements, site cleanup, as-builts, landscaping, open space, sidewalks on both sides of the street, street trees every 50 linear feet, and ADA accessible ramps. Staff recommended that Council adopt the resolution accepting the letter of credit in the amount of $519,550 from King Construction Services, Inc., to financially guarantee the installation of infrastructure in Oak Glen Subdivision Phase II. **Motion:** Anderson made a motion, seconded by Goldfinch, to adopt the resolution as recommended by staff. **Vote:** Unanimous. Motion carried.

**PUBLIC HEARINGS AND ORDINANCES FOR FIRST READING:**

**A. Public hearing and first reading of Ordinance #ZA2-18-02-19 (A) An Ordinance to annex approximately 2.62 acres of property located on Victory Lane (TMS #151-00-02-058 | PIN 38310010021) and to rezone the property from Horry County Highway Commercial (HC) to City of Conway Institutional (IN) upon annexation.** Hyman advised Council that this request is being made by Horry Georgetown Technical College to provide areas for the development of medical, educational, and higher educational facilities. The City of Conway Comprehensive Plan identifies this parcel as Institutional on the Future Land Use Map. The Planning Commission has recommended approval of the request. Staff recommended first reading approval. **Public Hearing:** Harold Hawley, HGTC Chief Financial Officer, spoke in support of the request. **Motion:** Goldfinch made a motion, seconded by Anderson, to close the public hearing. **Vote:** Unanimous. Motion carried. **Motion:** Timbes made a motion, seconded by Smith, to approve first reading of Ordinance #ZA2018-02-19 (A). **Vote:** Unanimous. Motion carried.

**B. Public hearing and first reading of Ordinance #ZA2018-02-19 (E) Amending Article 2 – Definitions, Article 4 – Use Tables, and Article 5 – Specific Use Regulations of the Unified Development Ordinance to allow parklets in the Central Business District.** During the December 4th meeting, Council discussed proposed amendments to the UDO to add a definition and regulations for parklets. The proposed amendment also would allow parklets to be located in City-owned rights of way (parking spaces), establish requirements for raised decking, barriers, and furnishings and set hours of operation. The Planning Commission reviewed the proposed amendment at its January 11th meeting and proposed the addition of language pertaining to posting of the property and newspaper notice. Staff also added language concerning annual permits for parklets. **Public Hearing:** Hillary Howard expressed support by Conway Downtown Alive for parklets in the Central Downtown area. **Motion:** White made a motion, seconded by Goldfinch, to close the public hearing. **Vote:** Unanimous. Motion carried. **Motion:** Timbes made a motion, seconded by White, to approve first reading of Ordinance #ZA2018-02-19 (E). **Vote:** Unanimous. Motion carried.

**ORDINANCES FOR FIRST READING:**

**A. Ordinance #ZA2018-02-19 (B) An ordinance to annex approximately 0.77 of an acre of property located at 4300 Siwel Road (TMS # 111-00-02-059 | PIN 29516010004) and to rezone the property to Low Density Residential (R-1) upon annexation.** Hyman advised Council that the request is being made to allow a residential structure on the property to tie onto the City’s water and sewer system. The City of Conway Comprehensive Plan identifies the parcel as Low Density Residential. The Planning Commission has recommended approval
of the request. Staff recommended first reading approval. **Motion:** Goldfinch made a motion, seconded by Timbes, to approve first reading of Ordinance #ZA2018-02-19 (B). **Vote:** Unanimous. Motion carried.

B. **Ordinance #ZA2018-02-19 (C) An ordinance to annex approximately 1.02 of an acre of property located at 1305 Dirty Branch Road (TMS #136-00-02-090 | PIN 36910040008 and to rezone the property to Low Density Residential (R-1) upon annexation.** Hyman advised Council that the request is being made to allow a residential structure on the property to tie onto the City’s water system. The City of Conway Comprehensive Plan identifies the parcel as Low Density Residential. The Planning Commission has recommended approval of the request. Staff recommended first reading approval. **Motion:** Goldfinch made a motion, seconded by Smith, to approve first reading of Ordinance #ZA2018-02-19 (C). **Vote:** Unanimous. Motion carried.

C. **Ordinance #ZA2018-02-19 (D) An ordinance to annex approximately 5.34 acres of property located at 4248 Long Avenue Extension (TMS #111-00-02-083 | PIN 29405030006) and to rezone the property to Low Density Residential (R-1) upon annexation.** Hyman advised Council that the request is being made to allow a future residential structure on the property to tie onto the City’s water and sewer system. The City of Conway Comprehensive Plan identifies the parcel as Low Density Residential. The Planning Commission has recommended approval of the request. Staff recommended first reading approval. **Motion:** Goldfinch made a motion, seconded by Anderson, to approve first reading of Ordinance #ZA2018-02-19 (D). **Vote:** Unanimous. Motion carried.

D. **Ordinance #2018-02-19 (E) An ordinance conveying non-exclusive right-of-way easements to Time Warner Cable Southeast LLC, Horry Telephone Cooperative, Inc., and the South Carolina Public Service Authority across property of the City of Conway adjacent to 4th Avenue from Kingston Street to Kingston Lake.** Emrick reported that the City’s property located at the corner of 4th Avenue and Kingston Street is included in the 4th Avenue E/C/T wiring conversion project area; therefore, easements are required for Time Warner, Horry Telephone Cooperative, and the South Carolina Public Service Authority (Santee Cooper) for work to begin on the conversion of overhead utility wiring to underground on this property. **Motion:** Goldfinch made a motion, seconded by Hubbard, to approve first reading of Ordinance #2018-02-19 (E). **Vote:** Unanimous. Motion carried.

**ITEM FOR CONSIDERATION:** Installation of a 3-way stop at the intersection of Temple Street and Bayside Avenue. In response to a request from Mayor Blain-Bellamy that the City make a 3-way stop at the intersection of Temple Street and Bayside Avenue, a speed study was conducted in the subject area on December 21-27, 2017. Of the 1,751 vehicles that passed through the area during the study, 10% were recorded as speeding. The posted speed limit in this area is 30 mph. Mayor Blain-Bellamy commented that, although the speed study did not support this action, complaints received from residents who live in that vicinity merited consideration. **Motion:** Goldfinch made a motion to approve the installation of a 3-way stop at the intersection of Temple Street and Bayside Avenue. In response to an inquiry from Anderson regarding any negative reservations regarding this matter, Carter responded that the subject intersection is owned by the State; therefore, if Council approves the installation of stop signs necessary to make the 3-way stop, SCDOT would require the City to accept ownership and maintenance of Temple Street, probably as far as 9th Avenue and possibly to 4th Avenue. The motion was seconded by Anderson. Emrick suggested that amending the motion to authorize the acceptance of Temple Street to the
extent required by the state would allow staff to more efficiently implement this action. Upon further inquiry by Council, Emrick and Chestnut advised that Temple Street is in good condition. **Amended Motion:** Goldfinch made a motion, seconded by Anderson, to approve the installation of a 3-way stop at the Temple Street/Bayside Avenue intersection, including the acceptance of ownership of a short portion of Temple Street, if necessary, as required by SCDOT. Emrick commented that, should the City be asked to assume ownership of a greater portion of Temple Street than what appears to be necessary, this issue will be brought to Council’s attention prior to any action being taken. **Vote:** Unanimous. Motion carried.

**CITY ADMINISTRATOR’S REPORT:**

- Advised Council that there will no recommendation for a Parks, Recreation and Tourism Director on during this meeting.
- Reported that 17 applications have been received for the Police Chief position and interviews may begin next week.
- Announced that staff is currently working on budget items discussed at the recent budget workshop; no cost items will be given immediate attention and others will be presented at the Budget Retreat.
- Announced that the MASC Hometown Legislative Action Day will be held on Tuesday, February 6, 2018 in Columbia.
- In response to a request from Council Member Anderson, Emrick reported that he did not anticipate that Santee Cooper would address annexation of the Grainger Plant site before this summer.
- Congratulated Captain Tammy Carter and the Police Department for receiving a 10 of 10 rating during a recent SCMIRF audit.
- Requested that City Hall be contacted to report litter issues within the City.
- Reported that the Chicora Subdivision project bids were over budget and only one was under $1 million. Staff is exploring other options for this project for discussion at a future Council meeting.
- Announced the Father/Daughter Valentine Ball is scheduled for Saturday, February 10th, at the Recreation Center.
- Thanked Wanda Lilly, Darrell McDowell, Robert Cooper and other staff members for the installation of the Norman Alley lights.

**COUNCIL INPUT:**

**Timbes**
- Requested that the kiosk maps throughout Downtown be replaced.
- Reported an incident of malicious spraying of weedkiller on plants along Laurel Street.

**Anderson**
- Requested that Council Members who plan to attend Hometown Legislative Action Day activities ask legislators to oppose the sale of Santee Cooper.
- Requested that the practice of using low blue lights on police vehicles be discontinued.

**Blain-Bellamy**
- Supported Anderson’s request regarding the use of low blue lights on police vehicles at night.
- Requested that the “Protocol Committee” be discussed at the February 19th Council meeting.
• Requested that staff to explore the possibility of adding concrete curbing on Kingston Street at its intersection with Main Street to help prevent left turns.

**WORKSHOP:**

**A. Discussion on youth membership at the Recreation Center.** Based on input received at the January 16th Council meeting, staff presented the following proposal for a youth membership plan at the Conway Recreation Center:

- Youth membership for ages 5-18 (monthly membership)
  - City Resident fee $5.00 per month
  - Non Resident fee $7.50 per month
  Signed parent or guardian agreement required with initial monthly membership payment.

- Youth Daily Rates for 5-18 - $2.00 per day

White suggested a scholarship program for those who could not afford the monthly youth membership fee. Timbes expressed the need for non-sports related activities. **OUTCOME:** This item will be put on a future agenda for Council consideration.

**B. Discussion on proposal to amend Title 2, Chapter 2, Section 2-2-27 (e) in the City’s Code of Ordinances relative to open burning.** Section 2-2-27 (e) of City Code states that the City can issue a burn ban only when the South Carolina Forestry Commission or the governor issues a red flag alert or a burn ban. Staff presented a proposal amend the City’s code of ordinances to add a provision under which the City Administrator (or his designee) could prohibit open burning under certain circumstances. **OUTCOME:** This item will be put on a future agenda for Council consideration.

**C. Discussion on possible franchise agreements for mobile food trucks on public property and a proposed UDO amendment and pilot program for mobile food trucks on private property.** Hyman reported that Drew Basilicato with Trojan Cow Food Truck, Laura Fauvreau with Charleston Flats Food Truck, and David Gooden with Clean Eatz Food Truck have requested franchise agreements to operate food trucks on certain City-owned properties as currently allowed under the UDO. These persons have also requested permission to operate on certain private properties within the City which is not currently permitted. During the workshop at the November 20, 2017, Council meeting, staff was asked to draft a UDO amendment to allow food trucks on private properties as part of a pilot program. Hyman reviewed the proposed amendment and noted that, as requested, invitations to this meeting were mailed to all restaurant owners in the city and posted on the City’s access channel and website; however, none appeared to be in attendance. Basilicato and Fauvreau were in attendance in support of their requests. **OUTCOME:** The proposed amendment will be presented to the Planning Commission for review and recommendation; the requested franchise agreements for mobile vending on public property will be presented for consideration at a future meeting.

**D. Discussion on possible amendment of projects for 2016-17 (Year 9) HUD/CDBG Funding Cycle and proposed projects for 2018-19 (Year 11).** The Magnolia Maple Drainage Project was approved as part of the 2015-16 CDBG funding cycle for $150,000 and a subsequent cost overrun for the project was approved this year for $39,365, for a total of $189,365. Due to
significant drainage issues, this project estimate has increased to $370,000, leaving a gap in funding of $185,600. In FY 2016-17 and FY 2017-18, allocations of CDBG funds totaling $516,287 ($240,000 and $276,287, respectively) were budgeted for a community center in the Whittemore Park School area. Staff presented a proposal to reallocate the $240,000 originally budgeted for the Whittemore Community Center in 2016-17 to the Magnolia Maple Drainage Project. In addition, Hyman noted that Grand Strand Housing & CDC has requested funds to acquire property for its Home Rental Program, under which vacant properties or properties with dilapidated structures are purchased and the dilapidated structures demolished to construct new duplexes for rent. Based on this request, staff proposed that any balance remaining after completion of the drainage project be allocated to Grand Strand for its Home Rental Program. The proposal further called for $272,000 to be allocated in the 2018-19 CDBG budget for the Whittemore Community Center. **OUTCOME:** This item will be put on a future agenda for Council consideration and the required public hearing will be advertised.

E. **Discussion on procedure for future elections of Mayor Pro Tem.** Currently, the Mayor Pro Tem is selected by the longevity among the sitting Council Members. Mayor Blain-Bellamy asked Council to consider clarification on procedure should a Council Member choose not to accept the role of Mayor Pro Tem when it is his/her turn. There appeared to be support for election of the mayor pro tem by nomination in lieu of longevity and to contact the Municipal Association for guidance while attending the Hometown Legislative Action Day. **OUTCOME:** This item will be revisited for discussion at a future Council meeting.

**EXECUTIVE SESSION:** **Motion:** Goldfinch made a motion, seconded by White, to enter into executive session to consider appointments to boards, commissions and committees and to discuss the employment of a Public Information Officer. **Vote:** Unanimous. Motion carried.

**RECONVENE FROM EXECUTIVE SESSION:** **Motion:** Goldfinch made a motion, seconded by Hubbard, to come out of executive session. **Vote:** Unanimous. Motion carried.

**ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION:**

Consideration of appointments to boards, commissions and committees [pursuant to SC Code §30-4-70)(a)(1)]. **Motion:** Goldfinch made a motion, seconded by Hubbard, to approve the following appointments as discussed in executive session. **Vote:** Unanimous. Motion carried.

Construction Board of Appeals: Appointed Sandye Hicks to fill the unexpired term of Alex Cook (December 31, 2019) who resigned subsequent to his employment in the City’s Building Department.


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

ADJOURNMENT: Minutes approved by City Council this 19th day of [February], 2018.

Debbie F. Smith, City Clerk