
MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

Conway, Arkansas
Tuesday 6:30 pm
February 14, 2017

On this date the City Council of the City of Conway, Arkansas met in regular session. The following members being a quorum were present and acting: Alderman Hawkins, Alderman Grimes, Alderman Pruitt, Alderwoman Mehl, Alderman Ledbetter, Alderwoman Smith, Alderman Jones and Alderwoman Isby. Also, present and acting: Mayor Bart Castleberry, City Clerk Michael Garrett and City Attorney Chuck Clawson.

Call to Order: Mayor Bart Castleberry

Roll Call: Michael O. Garrett

Minutes: January 24, 2017

Alderwoman Smith motioned to approve the **January 24, 2017** minutes as submitted. Alderwoman Isby seconded the motion. There was no discussion. The motion passed 8-0.

1. Report of Standing Committees:

A. Public Hearing

1. Public Hearing to discuss the closing of a portion of a utility/drainage easement located on Lot 17 Princeton Village PUD.
 - a. Ordinance to close a portion of a utility/drainage easement located on Lot 17 Princeton Village PUD.

Mayor Castleberry declared the public hearing open and called for anyone who would like to speak for or against the request. Joe Dablock was in attendance and explained that he wants to purchase the property adjoining Lot 17 and has asked that the easement be reduced in order to allow proper width for building purposes. Alderwoman Smith asked for clarification as to the location of the driveway into the property. Mr. Dablock detailed the location and explained the relationship to the easements in place. Finley Vinson was in attendance and confirmed that the information was correct and he had no objections to reducing the 20' easement to 10' on Lot 17.

O-17-15

Mayor Castleberry closed the public hearing and brought the item back before the City Council for discussion. Alderwoman Smith motioned to waive the three readings of the ordinance. Alderwoman Isby seconded the motion. The motion passed 8-0. Alderwoman Isby motioned to adopt the ordinance. Alderwoman Smith seconded the motion. There

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

was no further discussion. The clerk called the roll with the following voting "Aye": Alderwoman Mehl, Alderwoman Smith Alderman Grimes, Alderman Hawkins, Alderman Ledbetter, Alderman Pruitt, Alderwoman Isby and Alderman Jones. The motion passed 8-0.

B. Community Development Committee (Planning, Zoning, Permits, Community Development, Historic District, Streets, & Conway Housing Authority)

- 1. Resolution setting a public hearing to discuss the closing of a utility easement located on Lot 2, Acxiom commercial addition.**

R-17-04

Alderman Hawkins presented item B1 to the Council. There was no discussion. Alderwoman Smith motioned to adopt the resolution setting the public hearing for February 28, 2017, 6:30 pm. Alderwoman Mehl seconded the motion. There was no discussion. The motion passed 8-0.

- 2. Resolution setting a public hearing to discuss the renaming of a portion of 8th Avenue to be renamed Central Landing Blvd.**

R-17-05

Alderman Hawkins presented item B2 to the Council. There was no discussion. Alderwoman Smith motioned to adopt the resolution setting the public hearing for February 28, 2017, 6:30 pm. Alderwoman Mehl seconded the motion. There was no discussion. The motion passed 8-0.

- 3. Resolution requesting the Faulkner County Tax Collector place a certified lien on property located at 3290 Stone Road as a result of incurred expenses by the City.**

R-17-06

Alderman Hawkins presented item B3 to the Council. Alderman Hawkins pointed out that the lien for \$4,212.36 was a higher amount than usual due to the fact that it was a demolition. There was no one present to represent the property owner. Alderwoman Smith motioned to approve the lien in the amount of \$4,212.36. Alderwoman Isby seconded the motion. The motion passed 8-0.

- 4. Consideration to approve change order #2 for the Siebenmorgen Half Road Improvements for the Community Development Department.**

Alderman Hawkins presented item B4 to the Council. Scott Grummer, City Planner, was present to address the Council and answer questions. Mr. Grummer explained that the designs were made for the project over a period of time, therefore changes in the utility improvements did not get transitioned to the half-road improvement causing the conflict

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

with three manhole elevations. Two manholes require raising 24" and one requires lowering 14". A change order in the amount of \$6,300.00 is needed to correct the elevations of the manholes and complete the sidewalk improvements. Alderwoman Smith motioned to approve change order #2 as presented. Alderwoman Isby seconded the motion. There was no further discussion. The motion passed 8-0.

5. Resolution to amend the master street plan to remove a proposed collector street northwest of the intersection of Meadowlake and Salem Road.

R-17-07

Alderman Hawkins presented item B5 to the Council. Bryan Patrick was in attendance to explain that the collector street was placed on the city plan in 2008. A railroad right of way, and steep terrain make the street proposal impractical today, and could impair future development in the area. Alderwoman Smith motioned to accept the Resolution and Alderwoman Mehl seconded the motion. There was no further discussion. The motion passed 8-0.

6. Consideration to approve a conditional use permit for Mt. Carmel Community to allow senior living community at property located at 2505 Salem Road in and A-1 zoning district.

Alderman Hawkins presented item B6 to the Council. The Conditional Use Permit was reviewed by the Planning Commission on January 17, 2017 with a vote of 9-1 that the request be forwarded to the City Council with a recommendation for approval with some conditions:

1. Right-of way dedication at the Salem Road/Meadowlake Road intersection for a roundabout per City Engineer specifications shall be dedicated during platting/development review.
2. The proposed development shall be generally constructed as presented.
3. Single ownership of all property and structures is required.
4. ~~Right of way from roundabout to access residual Irby property to the south and west per City Engineer specifications shall be dedicated during platting and development review.~~

Bryan Patrick, Planning and Development Director addressed the Council stating that he recommends eliminating #4 of the conditions, due to the fact that right of way referenced would not be desirable in the forthcoming master street plan revision. Jimmy Elrod, of the Mt. Carmel Community was also present to answer questions from the Council. Mr. Elrod clarified that the community would include independent garden homes, assisted living and memory care for senior citizens. Alderman Grimes asked for clarification about the condition #3, single ownership of homes. Bryan Patrick explained that the designation of single family dwellings was in line with the nature of the assisted living model, as a "community", but without the option of dividing into parcels in future. There being no further questions, Alderwoman Smith motioned to accept the Resolution and Alderwoman

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

Isby seconded the motion. There was no further discussion. The motion to approve the conditional use permit was passed 8-0.

- 7. Resolution expressing the willingness of the City to accept portions of the I-40 frontage road system into the street system from the Arkansas State Highway and Transportation Department.**

R-17-08

Alderman Hawkins presented Item B7 to the Council. There was no discussion, Alderwoman Isby motioned to accept the Resolution and Alderwoman Smith seconded the motion. The motion to approve the Resolution was passed 8-0.

- 8. Ordinance authorizing the reclassification of positions within the Street & Engineering Department.**

O-17-16

Mayor Castleberry presented Item B8 to the Council. Lisa Mabry-Williams addressed the Council stating that the reclassifications of one (1) Construction Specialist and one (1) Storm water Technician to two (2) Job Supervisor Positions in the Street Department were approved in the 2017 budget. There were no questions from the Council. Alderwoman Isby motioned to waive the three readings of the ordinance. Alderwoman Smith seconded the motion. The motion passed 8-0. Alderwoman Isby motioned to adopt the ordinance with emergency clause. Alderwoman Smith seconded the motion. There was no further discussion. Mayor Castleberry called for a vote with the following voting "Aye": Alderwoman Mehl, Alderwoman Smith Alderman Grimes, Alderman Hawkins, Alderman Ledbetter, Alderman Pruitt, Alderwoman Isby and Alderman Jones. The motion passed 8-0.

- 9. Ordinance authorizing the reclassification of positions within the Administration Department.**

O-17-17

Mayor Castleberry presented the Council with item B9, stating that rather than filling the Vice Mayor position, he proposes creating a position of Purchasing Manager within the City, adding \$7,186.00 to the already budgeted salary for Vice Mayor of \$60,000 for a total of \$67,186.00, and moving the position from the Finance Department to the Administration Department. Tyler Winningham, Chief Financial Officer was present and was asked by Alderman Hawkins if the transferring of the position would cause hardship in the Finance Department. Mr. Winningham stated that the new Purchasing Manager position would carry with it some of the duties of the Finance Department so he did not see that it would create a burden. Lisa Mabry-Williams, Human Resource Director was present and asked by Alderman to clarify the rate of pay for the Purchasing Manager position. Ms. Williams stated the pay rate was \$67,186.00 as determined by the Jessup Study.

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

Mayor Castleberry continued the discussion with regard to the reclassification of one (1) Budget Analyst II position in the Finance Department to one (1) Grants Administrator position in the Administration Department. Alderman Pruitt asked Mr. Winningham how much revenue is currently being generated through grants. Mr. Winningham stated that Federal Grant revenue is just under one million annually at this time. Mayor Castleberry reiterated the need for a person dedicated to researching and acquiring additional grant money for the City. Alderman Grimes clarified to the Council that the two staff positions covered in Ordinance O-17-17 does not add any new personnel to staff, to the cost of approximately \$4,000.00 to the general fund, and that it is expected that the Purchasing Manager position will create a cost savings to the City and the Grants Administrator position will create revenue for the City. Alderwoman Isby motioned the meeting be adjourned. Alderwoman Smith seconded the motion. There was no further discussion. The meeting was adjourned.

Adjournment

PASSED this 14th day of February 2017

APPROVED:

Mayor Bart Castleberry

City Clerk Michael O. Garrett