

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

Conway, Arkansas
Tuesday, 6:30 pm
March 26, 2019

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 Jones, Alderman Ledbetter, Alderwoman Mehl, Alderwoman Isby, Alderman Grimes, Alderman Pruitt and Alderwoman Smith. 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, City Clerk

Minutes: March 12, 2019

Alderwoman Smith motioned to approve the **March 12, 2019** minutes as submitted. Alderwoman Isby seconded the motion. There was no discussion. The motion passed 7-0.

Approval of the monthly financial report ending February 28, 2019

Tyler Winningham, CFO, addressed the Council stating that sales tax was down 4.4% this month and down 3.5 % for the year, but he clarified by stating that taxes were high last year due to the new shopping centers that opened in the area and that the numbers we are seeing now are likely a correction to those earlier inflated numbers. He added that at this early point in the year things are on track and stable. Alderwoman Smith made a motion to approve the monthly financials and Alderwoman Isby seconded it. The motion to approve passed 8-0.

Report of Standing Committees:

A. Community Development Committee (Airport, Community Development, Planning & Development, Permits & Inspection (Code Enforcement), Historic District, Transportation)

1. Consideration to approve the nomination of Jackie Wright to the Conway Housing Authority Board.

Alderman Hawkins presented Item A1 to the Council and moved that this nomination be approved. Alderwoman Isby seconded the motion. The motion was approved 8-0.

2. Resolution requesting the Faulkner County Tax Collector to place certified liens on certain properties as a result of incurred expenses by the City.

R-19-06

Resolution requesting the Faulkner County Tax Collector to place certified lien on 1625 Jasmine as a result of incurred expenses in the amount of \$198.65 by the City. There was no one present to represent the property. Alderwoman Smith moved to adopt the Resolution and Alderwoman Isby seconded it. The motion was approved 8-0.

R-19-07

Resolution requesting the Faulkner County Tax Collector to place certified lien on 275 S. Ash as a result of incurred expenses in the amount of \$220.42 by the City. There was no one present to represent the property. Alderwoman Isby made a motion to adopt the Resolution and Alderwoman Smith seconded it. The motion to approve passed 8-0.

R-19-08

Resolution requesting the Faulkner County Tax Collector to place certified lien on 1700 Appalachian as a result of incurred expenses in the amount of \$429.94 by the City. There was no one present to represent this property. Alderwoman Isby moved to adopt the Resolution and Alderwoman Smith seconded it. The motion passed 8-0.

3. Resolution to approve the Program Year 2019 Community Development Block Grant Budget and the submission of the 2019 Action Plan.

R-19-09

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

Alderman Hawkins presented Item A3 to the Council. Kiera Oluokun addressed the Council stating that the CDBG Department is seeking to be more proactive by submitting their action plan early this year. She added that there is contingency language in the Resolution, stating that all of the services and projects are allocated based on a set percentage, so that when actual numbers come in they will be increased or decreased but the percentage will not change. She pointed out that in the budget the services are the same this year with the addition of two services and two new projects- an emergency shelter and a rental assistance program- as the Pine Street Project will be completed this year. Alderwoman Mehl asked if the rental assistance program would be open to the entire City or just certain designated housing areas. Ms. Oluokun stated that it would be available City-wide to moderate and low income persons. Alderman Hawkins asked what the qualifications for low to moderate income were and Ms. Oluokun stated that it would fall under the 2018 HUD guidelines. There was no further discussion. Alderwoman Smith made a motion to adopt the Resolution and Alderwoman Mehl seconded it. The motion to adopt the Resolution passed 8-0.

4. Ordinance authorizing a change in staffing levels for the Airport Department.

O-19-36

Alderman Hawkins presented Item A4 to the Council. Lisa Mabry-Williams, Human Resources Director addressed the Council stating that due to some staff openings in the Airport Department, it is necessary to add an additional Line Technician, Level 2 position to the Airport Staff. Mayor Castleberry added that there is a qualified candidate ready to assume the position when approved. He also explained that when a new Airport Director is hired, the two part-time positions will likely be eliminated which will ease the budget over the hiring of the Line Technician. Alderwoman Isby made a motion to waive the three readings and Alderwoman Smith seconded it. The motion carried 8-0. Alderman Jones moved for the adoption of the Ordinance with the emergency clause and Alderwoman Isby seconded it. The Clerk called the roll with the following voting "Aye:" Alderman Hawkins, Alderman Pruitt, Alderwoman Smith, Alderwoman Mehl, Alderwoman Isby, Alderman Jones, Alderman Grimes and Alderman Ledbetter. The Ordinance with the emergency clause passed 8-0.

5. Resolution to approve the bid for brick pavers for the City of Conway.

R-19-10

Alderman Hawkins presented Item A5 to the Council. Jamie Brice, Purchasing Manager addressed the Council stating that the City only received one bid from ACME Brick Company for the pavers. Alderwoman Smith moved to adopt the Resolution to approve the bid and Alderman Ledbetter seconded it. There was no further discussion. The motion carried 8-0.

6. Resolution to approve the purchase of a dump truck for the Transportation Department.

R-19-10

Alderman Hawkins presented Item A6 to the Council. Jamie Brice stated that she found that it was more cost-effective and timely to go through Sourcewell, a procurement coop for this purchase. Alderwoman Isby made a motion to adopt the Resolution and Alderwoman Smith seconded it. The adoption of the Resolution passed 8-0.

7. Ordinance to rezone property locate at 1106-1108 Donaghey Avenue from R-2A to R-2 and HR.

O-19-37

Alderman Hawkins presented Item A7 to the Council. James Walden addressed the Council explaining that the applicant for this rezoning has a lot that contains a duplex and wants to split off a portion of the lot to enable another structure to be built on the back end of the property. The new lot being created in this rezoning will be zoned Historic Residential because the area falls into the Old Conway Overlay District, requiring it to be zoned as HR. There was no further discussion. Alderwoman Smith made a motion to waive the three readings and Alderwoman Isby seconded it. The motion carried 8-0. Alderwoman Smith moved for the adoption of the Ordinance and Alderwoman Isby seconded it. The Clerk called the roll with the following voting "Aye:" Alderwoman Isby, Alderman Grimes,

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

Alderwoman Mehl, Alderman Jones, Alderman Hawkins, Alderman Ledbetter, Alderwoman Smith and Alderman Pruitt. The Ordinance passed 8-0.

8. Ordinance accepting the annexation of property located at the southeast corner of the intersection of Dave Ward Drive/AR-286 and Thomas G. Wilson Drive.

O-19-38

Alderman Hawkins presented Item A8 to the Council stating that the Planning Commission reviewed this Item at their March 19th, 2019 meeting and voted 7-0 that the request be sent to City Council with a recommendation for approval. Alderwoman Isby made a motion to waive the three readings and Alderwoman Smith seconded it. The motion carried 8-0. Scott Schallhorn, a representative of the applicant addressed the Council saying that the property fills in a notch in the existing City limits and is a natural extension of the City's boundaries. He said that of the 55+/- acres, 3 acres would be zoned commercial and the remainder zoned agricultural at this time. Alderwoman Mehl asked if there were any future plans for the C-3 acreage and Mr. Schallhorn said that it was still to be determined. James Thomas, developer, was also present to answer questions from the Council. He stated that it was planned that a hotel (Courtyard Marriot) would be built on the property and contain meeting facilities for up to 500 people. He also explained how utilities such as water and sewer would be connected to the property. Alderwoman Smith asked Planning and Development Director James Walden what the master plan for development in this area is. Mr. Walden explained that historically this is an area that has been considered industrial although that is beginning to change due to the influx of retail in the area lately. Alderwoman Smith moved for the adoption of the Ordinance and Alderwoman Isby seconded it. The Clerk called the roll with the following voting "Aye:" Alderwoman Smith, Alderman Hawkins, Alderman Grimes, Alderman Pruitt, Alderwoman Mehl, Alderwoman Isby, Alderman Ledbetter and Alderman Jones. The Ordinance passed 8-0.

9. Ordinance appropriating funds and accepting the low bidder for the remodel project of 1111 Main Street.

O-19-39

Alderman Hawkins presented Item A9 to the Council. Rik Sowell reported the bid results to the Council stating that 8 bids were received on March 14, with the low-bidder being Wagner Construction out of Searcy in the amount of \$1,803,142.00. Others costs for fees, furniture, fixtures, equipment, etc. will total \$855,485.20 for a combined total for the project of \$2,658,627.20. Alderwoman Smith asked when the project would start, and Mr. Sowell answered that it would start immediately after a contract is executed and the estimated construction time is six months. Alderwoman Smith made a motion to waive the three readings and Alderwoman Isby seconded it. The motion passed 8-0. Alderman Jones moved to adopt the Ordinance with the emergency clause and Alderwoman Smith seconded it. The Clerk called the roll with the following voting "Aye:" Alderman Pruitt, Alderman Ledbetter, Alderman Grimes, Alderwoman Mehl, Alderwoman Smith, Alderman Jones, Alderman Hawkins and Alderwoman Isby. The Ordinance with the emergency clause passed 8-0.

B. Public Safety Committee (Police, Fire, District Court, Animal Welfare Unit, CEOC-Communication Emergency Operations Center, Department of Information Systems & Technology, & Office of the City Attorney)

1. Consideration to approve the bid for SWAT pole cameras for the Conway Police Department.

Mayor Castleberry presented Item B1 to the Council. Chief Jody Spradlin addressed the Council stating that this item was the annual SWAT grant from Homeland Security and they have been approved to purchase telescoping cameras for the SWAT Team. Three bids were received but he asked that the low bid be rejected because the bid was incomplete. He requested approval of the bid from ABN Supply for \$21,641.75. Alderwoman Smith moved to accept the bid and Alderwoman Isby seconded it. The motion to approve passed 8-0.

2. Ordinance appropriating fiscal year 2018 funds for the Conway Police Department.

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

O-19-40

Mayor Castleberry presented Item B2 to the Council and Chief Spradlin explained that with personnel changes and payout for vacation, sick time, etc. that there was a need to appropriate additional funds in the amount of \$60,000 to balance the 2018 budget. Alderwoman Smith made a motion to waive the three readings and Alderwoman Isby seconded it. The motion carried 8-0. Alderwoman Smith moved to adopt the Ordinance and Alderwoman Isby seconded it. The Clerk called the roll with the following voting "Aye:" Alderwoman Mehl, Alderman Jones, Alderwoman Smith, Alderman Hawkins, Alderman Grimes, Alderman Ledbetter, Alderman Pruitt and Alderwoman Isby. The Ordinance passed 8-0.

3. Ordinance authorizing changes within the Information Technology Department.

O-19-41

Mayor Castleberry presented Item B3 to the Council. Aaron Knight, Director of the IT Department addressed the Council stating that this Ordinance is a reorganization and re-distribution of duties within the Department. He added that a new position of Information Security Coordinator was added which is not funded in this year's budget but is to be added in the 2020 Budget. He said there is no addition cost to the budget this year for this reorganization. There was no further discussion. Alderwoman Smith made a motion to waive the three readings and Alderwoman Isby seconded it. The motion carried 8-0. Alderwoman Smith moved to adopt the Ordinance with the emergency cause and Alderwoman Isby seconded it. The Clerk called the roll with the following voting "Aye:" Alderman Pruitt, Alderman Grimes, Alderwoman Mehl, Alderwoman Smith, Alderman Ledbetter, Alderman Jones, Alderwoman Isby and Alderman Hawkins. The Ordinance with the emergency clause passed 8-0.

Alderman Grimes asked Transportation Director Finley Vinson to report on vacancies of engineering positions within the Department. Mr. Vinson stated that he had made an offer to a candidate but was declined and had no other candidates show interest in the positions. Alderman Grimes stressed that the City needed to do whatever is necessary to attract qualified candidates for the positions. Alderman Grimes added that funds spent on third party contractors could be used to pay on-staff engineers. The Council agreed that they should meet in committee to discuss how to make those funds available.

There was no further discussion. The meeting was adjourned.

Adjournment-----

PASSED this 26th day of March, 2019

APPROVED:

Mayor Bart Castleberry

City Clerk Michael O. Garrett