

Mayor Bart Castleberry

Clerk/Treasurer Michael O. Garrett

City Attorney Charles Finkenbinder



City Council Members

Ward 1 Position 1 – Andy Hawkins
Ward 1 Position 2 – David Grimes
Ward 2 Position 1 – Drew Spurgers
Ward 2 Position 2 – Shelley Mehl
Ward 3 Position 1 – Mark Ledbetter
Ward 3 Position 2 – Spencer Hawks
Ward 4 Position 1 – Theodore Jones Jr.
Ward 4 Position 2 – Shelia Isby

Tuesday, January 14th, 2025 City Council Agenda

Conway City Hall - City Council Chambers - 1111 Main Street, Conway, AR 72032

5:30pm Committee:

6:00pm:

Call to Order:

Roll Call:

Minutes Approval:

No Committee Meeting

City Council Meeting

Bart Castleberry, Mayor

Denise Hurd, Clerk/Treasurer

December 10, 2024

A. Public Hearings:

1. Public hearing to discuss the issuance of electric revenue bond improvement bonds for the new operation center campus for Conway Corporation.
2. Public hearing to discuss the issuance of water revenue improvement bonds for the Roger Q. Mills Water Treatment Plant and related improvements.

B. Economic Development Committee (Conway Area Chamber of Commerce, Conway Development Corporation, Conway Downtown Partnership, & Conway Corporation)

1. Consideration to approve waiving all three readings for the ordinances on the January 14, 2025, City Council agenda
2. Ordinance authorizing the issuance and sale of electric revenue improvement bonds for Conway Corporation.

C. Community Development Committee (Airport, Community Development, Code Enforcement, Permits, Inspections, & Transportation, Planning & Development)

1. Resolution to approve the organizational rules and procedures for the City of Conway in FY2025.
2. Consideration to approve the nomination of Scotty Bell to Conway Corporation Board of Directors.
3. Consideration to approve the nomination of Jennifer Welter to Conway Housing Authority Board of Commissioners.
4. Ordinance to appropriate funding for capital improvement projects at the Conway Regional Airport.
5. Ordinance to set the 2025 building permit fees schedule for the Permits & Inspection Department.
6. Ordinance to appropriate funds for the Linn Settlement for the Transportation Department.
7. Ordinance to rezone property located at 931 Faulkner Street from O-3 to C-1.

D. Public Service Committee (Public Works, Parks & Recreation, & Sanitation)

1. Ordinance to create a natural landscaping habitat permit administered by the Public Works Department.
2. Ordinance to update the rates for the rental of the Conway Expo Center.

E. Public Safety Committee (Police, Fire, District Court, IT, CEOC, City Attorney)

1. Consideration to dispose of seized assets for the Conway Police Department.
2. Ordinance appropriating asset forfeiture funds for the rental of the training facility range for the Conway Police Department.
3. Ordinance to waive the competitive bid process and purchase LPR equipment for the Conway Police Department.
4. Ordinance authorizing personnel changes and appropriating funds within the District Court.

Adjournment

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Mayor and City Council of the City of Conway, Arkansas (the “City”) at the place and time set forth below on the question of the issuance by the City of up to \$6,000,000 principal amount of its Electric Revenue Improvement Bond, Tax-Exempt Series 2025 (the “Bond”), under the authority of Amendment 65 to the Arkansas Constitution and Arkansas Code Annotated §§14-164-401 *et seq.* and §§14-203-101 *et seq.*

The proceeds of the Bond will be used to pay the costs of completion of a new Operations Center campus for Conway Corporation, including, but not limited to, the design, construction and equipping of an office building, warehouse and vehicle maintenance shop, the renovation of existing building(s), the addition of covered parking for Conway Corporation vehicles and equipment, and associated site work (collectively, the “Operations Center Project”). The Operations Center Project will be located on approximately 190 acres currently owned by Conway Corporation or the City near Stone Dam Creek on South German Lane within the City.

A public hearing will be held with respect to the issuance of the Bond on Tuesday, January 14, 2025, at 6:00 p.m., in the City Council Chambers, 1111 Main Street, Conway, Arkansas. Any persons interested may express their views, both orally and in writing, on the proposed issuance of the Bond and on the nature of the improvements to be financed thereby. At such hearing, all objections and suggestions will be heard and considered, and such action will be taken by the City Council as is deemed proper in response to said objections and suggestions.

This notice is published and the above described hearing is to be held in satisfaction of the requirements of Arkansas Code Annotated §19-9-607.

Bart Castleberry, Mayor

Publication Instructions: Publish one time in the *Log Cabin Democrat* not later than January 4, 2025. Please send two proofs of publication to Kutak Rock LLP, 124 W. Capitol, Suite 2000, Little Rock, Arkansas, 72201, Attn: Gordon M. Wilbourn.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Mayor and City Council of the City of Conway, Arkansas (the “City”) at the place and time set forth below on the question of the adoption of an ordinance authorizing the issuance by the City of up to \$8,267,870.00 in principal amount of its Water Revenue Improvement Bond, Series 2025 (the “Series 2025 Bond”), under the authority of Amendment 65 to the Constitution of the State of Arkansas and Arkansas Code Annotated Sections 14-164-401 *et seq.* and 14-234-201 *et seq.* The Bond shall be payable from and secured by revenues derived from the City’s water system (the “System”).

The proceeds of the proposed Bond will be utilized to pay or to reimburse the costs of completion of certain improvements to the System, including, specifically, the construction and equipping of an expansion to the Roger Q Mills Water Treatment Plant and related improvements (the “Project”), and to pay costs of issuance of the Bond. The Project will be located at 5108 Highway 319 West within the City.

A public hearing will be held with respect to the issuance of the Bond on Tuesday, January 14, 2025, at 6:00 p.m., in the City Council Chambers, 1111 Main Street, Conway, Arkansas. Any persons interested may express their views, both orally and in writing, on the proposed issuance of the Bond and on the nature of the Project to be financed thereby. At such hearing, all objections and suggestions will be heard and considered, and such action will be taken by the City Council as is deemed proper in response to said objections and suggestions.

This notice is published and the above described hearing is to be held in satisfaction of the requirements of Arkansas Code Annotated §19-9-607.

Bart Castleberry, Mayor

Publication Instructions: Publish one time in the *Log Cabin Democrat* not later than January 4, 2025. Please send two proofs of publication to Kutak Rock LLP, 124 W. Capitol, Suite 2000, Little Rock, Arkansas, 72201, Attn: Gordon M. Wilbourn.

City of Conway, Arkansas
Office of the Mayor

Memo:

To: Mayor Bart Castleberry
CC: City Council Members
From: Felicia Rogers
Date: December 6th, 2024
Re: December 10th, 2024 City Council Agenda

The following ordinances are included on the December 10th City Council Agenda for consideration of waiving the three readings of each ordinance:

1. B-2 - Ordinance authorizing the issuance and sale of electric revenue improvement bonds for Conway Corporation.
2. C-4 - Ordinance to appropriate funding for capital improvement projects at the Conway Regional Airport.
3. C-5 - Ordinance to set the 2025 building permit fees schedule for the Permits & Inspection Department.
4. C-6 - Ordinance to appropriate funds for the Linn Settlement for the Transportation Department.
5. C-7 - Ordinance to rezone property located at 931 Faulkner Street from O-3 to C-1.
6. D-1 - Ordinance to create a natural landscaping habitat permit administered by the Public Works Department.
7. D-2 - Ordinance to update the rates for the rental of the Conway Expo Center.
8. E-2 - Ordinance appropriating asset forfeiture funds for the rental of the training facility range for the Conway Police Department.
9. E-3 - Ordinance to waive the competitive bid process and purchase LPR equipment for the Conway Police Department.
10. E-4 - Ordinance authorizing personnel changes and appropriating funds within the District Court.

ORDINANCE NO. O-25-_____

AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE OF \$6,000,000 OF SUBORDINATE ELECTRIC REVENUE IMPROVEMENT BONDS, TAX-EXEMPT SERIES 2025, BY THE CITY OF CONWAY, ARKANSAS; AUTHORIZING THE EXECUTION AND DELIVERY OF A TRUST INDENTURE PURSUANT TO WHICH THE SERIES 2025 BONDS WILL BE ISSUED AND SECURED; AUTHORIZING THE EXECUTION AND DELIVERY OF A BOND PURCHASE AGREEMENT PROVIDING FOR THE SALE OF THE SERIES 2025 BONDS; AND PRESCRIBING OTHER MATTERS RELATING THERETO.

WHEREAS, the City of Conway, Arkansas (the “City”), a city of the first class, presently owns an electric generation and distribution system (the “Electric System”) serving the residents of the City, which Electric System is operated and maintained by Conway Corporation, a nonprofit corporation organized and existing under the laws of the State of Arkansas (the “Corporation”), pursuant to a lease from the City and an exclusive franchise to operate the Electric System granted to the Corporation by the City; and

WHEREAS, the City is authorized and empowered under the provisions of Amendment 65 to the Constitution of the State of Arkansas and Arkansas Code Annotated §§14-164-401 *et seq.* and §§14-203-101 *et seq.* (the “Authorizing Legislation”) to issue and sell its electric revenue bonds for the purpose of financing and refinancing the cost of improvements to the Electric System; and

WHEREAS, pursuant to the provisions of Ordinance No. O-22-20 of the City, adopted and approved on February 28, 2022, the City has previously issued (i) its Electric Revenue Improvement Bonds, Tax-Exempt Series 2022A (the “Series 2022A Bonds”), in the original principal amount of \$24,165,000, for the purpose of financing betterments and improvements with respect to the Electric System, including a new Operations Center campus for the Corporation, including, but not limited to, the design, construction and equipping of an office building, warehouse and vehicle maintenance shop, the renovation of existing building(s), the addition of covered parking for Corporation vehicles and equipment, and associated site work (collectively, the “Operations Center Project”), and (ii) its Electric Revenue Refunding Bonds, Taxable Series 2022B (the “Series 2022B Bonds,” and collectively with the Series 2022A Bonds, the “Series 2022 Bonds”), in the original principal amount of \$13,360,000, for the purpose of refunding certain prior electric revenue indebtedness of the City; and

WHEREAS, in order to secure funds necessary to finance the costs of completing the Operations Center Project, the City has now determined to issue its Electric Revenue Improvement Bonds, Tax-Exempt Series 2025, in the aggregate principal amount of \$6,000,000 (the “Series 2025 Bonds”); and

WHEREAS, the City has determined to issue and secure the Series 2025 Bonds on a junior and subordinate basis to the security for its outstanding Series 2022 Bonds pursuant to a Trust Indenture (the “Trust Indenture”) by and among the City, the Corporation and First Security Bank, as trustee (the “Trustee”), a form of which has been presented to and is before this meeting; and

WHEREAS, the City proposes to enter into a Bond Purchase Agreement (the “Bond Purchase Agreement”) in substantially the form presented to and before this meeting, with First Security Bank, as purchaser (the “Purchaser”), providing for the sale of the Series 2025 Bonds to the Purchaser; and

WHEREAS, an open public hearing on the questions of the issuance of the Series 2025 Bonds and the financing of the completion of the Operations Center Project has been held before the City Council and Mayor of the City on January 14, 2025, following publication of notice of such public hearing in the *Log Cabin Democrat* on January 4, 2025;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Conway, Arkansas that:

Section 1. The City Council hereby finds and declares that the completion of the acquisition, construction, equipping and installation of the Operations Center Project is in the best interests of the City and the customers of the Electric System.

Section 2. Under the authority of the Constitution and laws of the State of Arkansas, including particularly Amendment 65 to the Constitution of Arkansas and the Authorizing Legislation, there is hereby authorized the issuance of bonds of the City to be designated as “Subordinate Electric Revenue Improvement Bonds, Tax-Exempt Series 2025” (the “Series 2025 Bonds”). The Series 2025 Bonds shall be issued in the original aggregate principal amount of Six Million Dollars (\$6,000,000), shall mature on February 15, 2030, and shall bear interest at the rate of 5.38% per annum. Principal of and interest on the Series 2025 Bonds shall be made in substantially equal semiannual payments on each February 15 and August 15, commencing August 15, 2025.

The proceeds of the Series 2025 Bonds will be utilized to pay the costs of completing the Operations Center Project. The payment of the principal of and interest on the Series 2025 Bonds will be secured by a pledge of the revenues of the Electric System as provided in a Trust Indenture to be dated as of the date of delivery of the Series 2025 Bonds (the “Trust Indenture”), by and among the City, the Corporation and the Trustee. Such security shall be granted on a junior and subordinate basis to the security for the Series 2022 Bonds and any additional bonds hereafter issued on a parity basis with the Series 2022 Bonds. The Series 2025 Bonds shall be issued as a single typewritten bond in the form, shall be dated, shall be numbered, shall be subject to redemption prior to maturity and may contain such other terms, covenants and conditions, all as set forth in the Trust Indenture.

The Mayor is hereby authorized and directed to execute and deliver the Series 2025 Bonds in substantially the form thereof contained in the Trust Indenture submitted to this meeting, and the City Clerk is hereby authorized and directed to execute and deliver the Series 2025 Bonds and to affix the seal of the City thereto, and the Mayor and City Clerk are hereby authorized and directed to cause the Series 2025 Bonds to be accepted and authenticated by the Trustee. The Mayor is hereby authorized to confer with the Trustee, the Corporation and Kutak Rock LLP, Little Rock, Arkansas (“Bond Counsel”), in order to complete the Series 2025 Bonds in substantially the form contained in the Trust Indenture submitted to this meeting, with such

changes as shall be approved by such persons executing the Series 2025 Bonds, their execution to constitute conclusive evidence of such approval.

Section 3. To prescribe the terms and conditions upon which the Series 2025 Bonds are to be executed, authenticated, issued, accepted, held and secured, the Mayor is hereby authorized and directed to execute and acknowledge the Trust Indenture, by and among the City, the Corporation and the Trustee, and the City Clerk is hereby authorized and directed to execute and acknowledge the Trust Indenture and to affix the seal of the City thereto, and the Mayor and the City Clerk are hereby authorized and directed to cause the Trust Indenture to be accepted, executed and acknowledged by the Corporation and the Trustee. The Trust Indenture is hereby approved in substantially the form submitted to this meeting, including, without limitation, the provisions therein pertaining to the pledge of Electric System revenues to the Series 2025 Bonds and the terms of the Series 2025 Bonds. The Mayor is hereby authorized to confer with the Corporation, the Trustee and Bond Counsel in order to complete the Trust Indenture in substantially the form submitted to this meeting with such changes as shall be approved by such persons executing the Trust Indenture, their execution to constitute conclusive evidence of such approval.

(Advice is given that a copy of the Trust Indenture in substantially the form authorized to be executed is on file with the City Clerk and is available for inspection by any interested person.)

Section 4. In order to prescribe the terms and conditions upon which the Series 2025 Bonds are to be sold to the Purchaser, the Mayor is hereby authorized and directed to execute, at the request of the Corporation, a Bond Purchase Agreement on behalf of the City, to be dated as of the date of its execution (the “Bond Purchase Agreement”), by and between the City and the Purchaser, and approved by the Corporation, and the Bond Purchase Agreement is hereby approved in substantially the form submitted to this meeting, and the Mayor is hereby authorized to confer with the Corporation, the Purchaser and Bond Counsel in order to complete the Bond Purchase Agreement in substantially the form submitted to this meeting with such changes as shall be approved by such persons executing the Bond Purchase Agreement, their execution to constitute conclusive evidence of such approval.

(Advice is given that a copy of the Bond Purchase Agreement in substantially the form authorized to be executed is on file with the City Clerk and is available for inspection by any interested person.)

Section 5. The Mayor and City Clerk, for and on behalf of the City, are hereby authorized and directed to do any and all things necessary to effect the issuance, sale, execution and delivery of the Series 2025 Bonds and to effect the execution and delivery of the Trust Indenture, the Bond Purchase Agreement and a Tax Compliance Agreement relating to the tax exemption of interest on the Series 2025 Bonds, and to perform all of the obligations of the City under and pursuant thereto. The Mayor and the City Clerk are further authorized and directed, for and on behalf of the City, to execute all papers, documents, certificates and other instruments that may be required for the carrying out of such authority or to evidence the exercise thereof.

Section 6. Kutak Rock LLP, Little Rock, Arkansas, is hereby appointed to act as Bond Counsel on behalf of the City in connection with the issuance and sale of the Series 2025 Bonds.

Section 7. The rates for services of the Electric System previously enacted pursuant to Ordinance No. O-23-45 and Ordinance No. O-19-66 are hereby ratified and confirmed.

Section 8. The provisions of this Ordinance are hereby declared to be severable, and if any section, phrase or provision shall for any reason be declared to be illegal or invalid, such declaration shall not affect the validity of the remainder of the sections, phrases or provisions of this Ordinance.

Section 9. All ordinances, resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

ADOPTED AND APPROVED THIS 14th DAY OF JANUARY, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

(S E A L)



**City of Conway, Arkansas
Resolution No. R-25-_____**

**A RESOLUTION ADOPTING THE ORGANIZATIONAL RULES AND PROCEDURES FOR THE CONWAY,
ARKANSAS CITY COUNCIL FOR THE CALENDAR YEAR 2025**

Whereas, by state law city councils are charged with organizing their proceedings and setting their rules; and

Whereas, City councils are tasked to set their organizational rules and procedures at the first business meeting every year; and

Whereas, the City is required by law to have a majority of the elected members of the City Council vote on a particular issue in order to adopt or approve a measure presented for consideration; and

Whereas, if a state of emergency due to a public health concern is granted, the City of Conway maintains the the ability to provide electronic means which would permit a City Council Member to view a particular meeting as it is being held and also enable that Member to actively participate in the meeting despite the fact that they are not physically present in City Council Chambers, or such other location where a City Council meeting is being held; and

Whereas, the City would have the ability to broadcast/livestream City Council meetings so that the meetings may be viewed electronically without physical presence at the meeting and have a method for the public to present comments on the agenda items without physically attending the meeting during this period.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF
CONWAY ARKANSAS THAT:**

Section 1. The Conway City Council shall formally adopt the rules and procedures of its long standing traditions and its general adherence to Robert's Rules of Order as written in the Rules & Procedures for Conway City Council, January 14th, 2025.

Section 2. Special rules set forth in said Rules & Procedures for Conway City Council and regarding the conduct of City Council meetings during a pandemic emergency shall be included.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**

CITY OF CONWAY, ARKANSAS

Rules and Procedures Conway City Council

January 14th, 2025

Elected Officials

Mayor Bart Castleberry

City Clerk/Treasurer Denise Hurd

City Attorney Charles Finkenbinder

City Council Members:

Ward 1 Position 1 – Andy Hawkins

Ward 1 Position 2 – David Grimes

Ward 2 Position 1 – Drew Spurgers

Ward 2 Position 2 – Shelley Mehl

Ward 3 Position 1 – Mark Ledbetter

Ward 3 Position 2 – Spencer Hawks

Ward 4 Position 1 – Theodore Jones Jr.

Ward 4 Position 2 – Shelia Isby

THE CONWAY CITY COUNCIL RULES AND PROCEDURES:

City Council Jurisdiction:

The City Council shall possess all legislative powers granted by state law to cities of the first class and other corporate powers of the city not prohibited in state law or by some ordinance of the city council made in pursuance of the provisions therein and conferred on some officer of the city. [A.C.A. 14-43-502(a)]

The City Council shall have the management and control of finances and of all real and personal property belonging to the corporation. [A.C.A. 14-43-502(b)(1)]

City Council Meetings:

City Council meetings are always open to the public. [A.C.A. 14-43-502 (b)(2)(A)]

The City Council shall conduct regular business meetings at 6:00pm in the City of Conway Council Chambers building located at 1111 Main Street on the second and fourth Tuesdays of each month. If City Council meets in committee, it will start at @ 5:30pm. The City Council by majority vote may reschedule or cancel such meeting as it deems necessary on a meeting by meeting basis. [A.C.A. 14-43-502 (b)(2)(A)]

Special or emergency meetings of the City Council may be called by the Mayor or any three (3) alderman by signed submittal of time and place of the scheduled meeting and its agenda to the Mayor or Office of the Mayor, City Clerk or Office of the City Clerk, or the City Attorney, or the Office of the City Attorney in a timely manner to fully comply with the two hour notification requirement [A.C.A. 25-19-106(6)(2)] for all media and for the same notification of all elected city officials. The notification shall be deemed given when those to be notified have been contacted or when an attempt to contact them has been made by the proper time, by every means of instant communications they have submitted for notification purposes.

Agenda for City Council Meetings:

Agenda items shall consist of all items of city business needing city council approval, judgment or review arising out of the city budget; city departments; City Council committees; city committees, boards, and commissions; and all city systems and processes submitted for the purpose of city council action according to the procedures herein described.

Agenda items may also be submitted by the Mayor or any Alderman following the procedures herein described for consideration at any city council meeting. Planning Commission items are automatically forwarded to the Office of the Mayor for inclusion on the agenda.

The Office of the Mayor prepares the agenda. All Agenda items for consideration at regular City Council meetings must be submitted to the Office of the Mayor by 12:00pm no later than seven days prior to the City Council meeting. Items may be submitted later with the Mayor's approval; however, the published agenda shall not include items submitted after 12:00pm the Friday before the Tuesday City Council meeting. All items should be submitted electronically (if applicable) with all necessary documentation, including ordinances and/or resolutions.

The City Council may, by a non-debatable two-thirds majority vote, add an item of business to any regular, special, or emergency City Council meeting.

Preparation of the Agenda packet for each regular City Council meeting should be completed and the agenda published before the close of business on Friday before the Tuesday City Council meeting. An electronic copy shall be sent to each Aldermen and made available on the city's website. This schedule may change for rescheduled meetings and does not apply to special meetings.

Conduct of the City Council Meeting:

The Mayor shall be the ex officio President of the City Council and shall preside at its meetings, regular and special. [A.C.A. 14-43-501 (b) (1) (A)]

A quorum is defined as a majority of all Aldermen on the City Council.

The City Council may as necessary compel the attendance of absent members in such a manner and under such penalties as they think fit to prescribe [A.C.A. 14-43-501 (a)(2)(C)(ii)]

The Mayor shall have a vote to establish a quorum at any regular meeting of the City council and when his or her vote is needed to pass any ordinance, by-law, resolution order, or motion. [A.C.A. 14-43-501 (b) (1) (B)]

In the absence of the Mayor, Alderman Andy Hawkins is elected president pro tempore to preside in his absence. If Alderman Hawkins is unavailable to preside in the Mayor's absence, the aldermen present at the meeting shall elect a temporary president pro tempore to preside for that one meeting. [A.C.A. 14-403-501 (b) (2)]

Business shall be conducted by Roberts Rules of Order. However, it is to be understood that parliamentary procedure is not the goal. The goal is respectful conduct of business in equitable order. It is also understood that formal parliamentary procedure is not well known. Therefore, an informal form of procedure can be used, provided that equity and order is maintained. If a question of order arises or if so, requested by an alderman, the Mayor may implement the formal parliamentary procedure.

A positive motion is encouraged to start consideration of each business item.

Ordinances by state law are required to be read at three separate council meetings before being considered for action unless the various readings are waived by Council. The Council can choose to waive any or all readings of an ordinance when it comes up on the agenda by a non-debatable two third majority voice vote. [A.C.A. 14-55-202]

Ordinances shall require a roll call vote. Emergency clauses associated with ordinances shall require an undebatable separate roll call vote and with a two-third majority approval. The City Clerk shall maintain a random roll call list of aldermen for each separate business item requiring a roll call vote (Ord. No. O-02-200).

Resolutions and all other motions of the Council may be approved by voice vote. A show of hands will be required on all non-unanimous votes to properly record the votes in the record.

Discussion and Citizen Commentary:

Debate on Agenda items appearing before the City Council is reserved for the City Council. Citizen commentary at council meetings is allowed in specific situations and under conditions allowed by the City Council herein described.

While the City Council generally wishes for public input and public participation and publishes their individual contact information through the City, this willingness does not constitute an unrestricted right to speak at meetings of the Council.

Petitioners and City Officials: Petitioners and city officials appearing before the City Council regarding items of business arising from the agenda or placed on the agenda are recognized by the Council as having a right to speak to their petition or report subject to restriction thereof.

City Council members and the Mayor may ask questions from time to time from petitioners, city officials, or the public. Those questioned will be allowed to answer subject to restrictions imposed.

General Citizenry: The City Council restricts citizen input at any regular or special meeting to germane commentary regarding items of business before the Council arising from the meeting agenda or from the Council's placement of an item on the agenda. Citizen commentary may only occur at such time as the item of business is before the Council and under consideration for action. It is the City Council's intention to allow public input in an informal format with due regard to the equity of allowing the various sides of issues to speak and, within reason, with due regard to the number of people wishing to address the Council.

The Mayor as ex-officio president of the Council may allow citizen input on a per business item basis provided that individual speakers are recognized in turn, identify themselves for the record and address the Council from a podium and/or position established for such. Unrecognized comments from the audience are prohibited. The City Council may at any time restrict such citizen input in any fashion including, but not limited to, the length of individual comments, the total number of speakers, and/or the total time allotted for public input.

At all times, an open conversation with or within the audience is strongly discouraged. The redundancy of commentary is strongly discouraged. More than one speaker at a time is prohibited.

Non Agenda Commentary: The City Council may suspend the rules of order and allow citizen input/commentary on matters not included on the agenda of the City Council meeting. Suspending the rules of order requires a non-debatable two-third majority vote.

Special Procedures During Pandemic Emergency:

If a public health emergency is declared by the State of Arkansas or Federal Government, below are the procedures that the City of Conway City Council will maintain:

- (a) During the Pandemic Emergency, City Council Members are authorized to attend, speak and vote using Zoom or other virtual electronic means of communication during City Council Meetings and Committee Meetings.
- (b) That a Council Member may appear by electronic means for the purpose of providing the requisite membership attendance for matters coming before the Council; provided that the Mayor, the City Clerk, and the City Attorney, or their designees, are physically present and located at the place where the Council Meeting is being held and conducted, and who confirm such electronic appearance by such Council Member upon roll call. Council Members appearing at meetings pursuant to this subsection shall be entitled to participate by electronic means in matters coming before the Council, including discussion, debate, and voting, as if they were physically present at such meeting.

- (c) During a public health emergency, the public is encouraged to watch the video broadcast or live-streaming Internet broadcast of the City Council meetings rather than physically attending.
- (d) Members of the public may attend as set forth herein or as permitted by a plan approved by the Arkansas Department of Health for indoor gatherings.
- (e) Any member of the public may comment on any item of business on the published agenda of the meeting by delivering a written comment (no longer than 200 words) to the City Clerk/Treasurer no later than 4:30pm the day of the City Council meeting. These comments can be dropped off at the front desk of City Hall, 1111 Main Street, Suite 102 . Electronic delivery to councilagenda@conwayarkanas.gov is encouraged. Written comments so delivered will be read at the meeting.

DRAFT



December 17, 2024

The Honorable Bart Castleberry, Mayor
and Members of the City Council
1201 Oak Street
Conway, AR 72032

Dear Ladies and Gentlemen:

The Board of Directors of the Conway Corporation met on December 17, 2024, and elected Scotty Bell to fill the remaining term of Reggie Rose who resigned November 19, 2024.

As mandated by the Articles of Incorporation of the Conway Corporation, it is my pleasure to submit to the Conway City Council for its ratification and approval the election of Scotty Bell.

We respectfully request your favorable consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bret A. Carroll', written over a light blue horizontal line.

Bret Carroll
Chief Executive Officer
Conway Corporation

BC:aj



Housing Authority of the City of Conway

LORNA SIMMONS
Interim Director

December 11, 2024

Honorable Mayor Bart Castleberry & City Council
City of Conway
1111 Main Street
Ste. 102
Conway, Arkansas 72032

Dear Mayor & City Council Members:

The Board of Commissioners met on December 10th, 2024, and recommended Co-Chairperson Jennifer Welter to complete a second five- year term.

Enclosed is a copy of the By-Laws Article V, Section III: Number and Tenure: The Board of Commissioners shall serve terms of Five (5) years. One additional five (5) year term may be served provided the Mayor and the Executive Director recommend such consideration.

The Conway Housing Authority Board requests the confirmation of the City Council on this appointment.

Sincerely,

A handwritten signature in black ink that reads "Lorna Simmons".

Lorna Simmons
Intérim Director

CC : Jennifer Welter



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE APPROPRIATING FUNDS FOR CAPITAL IMPROVEMENT PROJECTS FOR THE CONWAY REGIONAL AIRPORT; AND FOR OTHER PURPOSES

Whereas, the Conway City Council previously approved the Conway Regional Airport five year capital improvement plan; and

Whereas, the Federal Aviation Administration & Arkansas Division of Aeronautics have funding available for a runway extension and taxiway, & a joint seal project; and

Whereas, if approved the City of Conway match cost would be \$36,000.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. The Mayor is hereby authorized to submit an application to the Federal Aviation Administration and the Arkansas Division of Aeronautics for the CIP improvements project Runway 4 extension, taxiway, and joint seal project for the Conway Regional Airport.

Section 2. The City of Conway shall appropriate \$36,000 from the Airport’s Fund Balance Appropriation account (550.109.4900) into the Airport Account CIP – Misc. account (550.109.5990) for the capital improvements project listed above.

Section 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 14th day of January, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



**City of Conway
Ordinance No. O-25-_____**

**AN ORDINANCE AMENDING CHAPTER 11.16 SECTION 11.16.06 OF THE CONWAY MUNICIPAL CODE;
DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:**

Whereas, The city of Conway would like to update the building permits fee schedules for building within the city limits, we request the following amendment be made to the following section of the Municipal Code:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS:

Section 1: That 11.16.06 Amendments to the code in the Conway Municipal Code be hereby amended to read as follows:

Make checks payable to City of Conway.

Note: Commencing work before permit issuance shall result in doubling of the appropriate permit fee.

Building Permit Fees Residential		
New Construction	\$0.11 per total under roof square footage	Minimum of \$250
Addition	\$0.11 per total under roof square footage	Minimum of \$45
Remodeling	\$1 per \$1,000 of total cost of construction	Minimum of \$45
Accessory	\$0.11 per total under roof square footage	Minimum of \$45
Re-Inspect/Additional Inspection fee	\$25 per inspection	

Building Permit Fees Commercial		
New Construction	\$0.14 per total under roof square footage	Minimum of \$250
Addition	\$0.14 per total under roof square footage	Minimum of \$65
Remodeling	\$1 per \$1,000 of total cost of construction	Minimum of \$65
Accessory	\$0.14 per total under roof square footage	Minimum of \$65
Temporary Structure	\$0.14 per total under roof square footage	Minimum of \$250
Re-Inspect/Additional Inspection fee	\$25 per inspection	

Trade Fees (Plumbing, Mechanical, Electrical, Gas)		
Plumbing + Building Permit	Residential: 47% of Building permit fee	Minimum of \$45
	Commercial: 35% of Building permit fee	Minimum of \$65
Gas	\$40	

<i>Plumbing Stand Alone</i>	Residential \$50	Commercial \$75
Mechanical + Building Permit	Residential: 47% of Building permit fee	Minimum of \$45
	Commercial: 35% of Building permit fee	Minimum of \$65
<i>Mechanical Stand Alone</i>	Residential \$50	Commercial \$75
Electrical + Building Permit	Residential: 47% of Building permit fee	Minimum of \$45
	Commercial: 35% of Building permit fee	Minimum of \$65
<i>Electrical Stand Alone</i>	Residential: \$50	Minimum of \$75
Demolitions	Residential: \$1 per \$1,000 of total cost of construction	Minimum of \$50
	Commercial: \$1 per \$1,000 of total cost of construction	Minimum of \$100
Building Code Appeals	\$250	
Permit Review Fee	\$25	

*State Trade Fee shall be determined by staff for all Commercial Projects according to the state rate.

*Square footage is measured as *total under roof*.

Section 2: This ordinance shall be in full effect immediately upon passage.

Passed this 14th day of January 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

MEMO FOR PERMIT FEE SCHEDULE

Building Permit Fees Residential	2024	2024 Minimum	2025	2025 Minimum	Difference
New Construction	.1062 per total sqft	\$250	.11 per total sqft	\$250	.0038
Addition	.1062 per total sqft	\$35	.11 per total sqft	\$45	\$10
Remodeling	\$1.00 per \$1,000	\$35	No Change	\$45	\$10
Accessory	.1062 per total sqft	\$20	.11 per total sqft	\$40	\$20
Re-Inspect/Additional Inspection fee	\$25 per inspection	\$25	No change	\$25	No change
Building Permit Fees Commercial	2024	2024 Minimum	2025	2025 Minimum	Difference
New Construction	.1366 per total sqft	\$250	.14 per total sqft	\$250	.0034
Addition	.1821	\$50	.18 per total sqft	\$65	\$15
Remodeling	\$1.00 per \$1,000	\$35	\$1.00 per \$1,000	\$50	\$15
Accessory	.1821	\$50	.18 per total sqft	\$65	\$15
Temporary Structures	.1366	\$250	.14 per total sqft	\$250	.0034
Re-Inspect/Additional Inspection fee	\$25 per inspection	\$25	No change	\$25	No change
Trade Fees (Plumbing, Mechanical, Electrical, Gas)	2024	2024 Minimum	2025	2025 Minimum	Difference
Plumbing + Building Permit	Res: 47% of Building permit fee	\$35	No change	\$45	\$10
	Com: 35% of Building permit fee	\$50	No change	\$65	\$15
Gas	\$20		\$40		\$20
Plumbing Stand Alone	Residential: \$35 Commercial: \$50	\$35 / \$50	Residential: \$50 Commercial: \$65	\$50 / \$65	\$15
Mechanical + Building Permit	Res: 47% of Building permit fee	\$35	No change	\$45	\$10
	Com: 35% of Building permit fee	\$50	No change	\$65	\$15

MEMO FOR PERMIT FEE SCHEDULE

Mechanical Stand Alone	Residential: \$35 Commercial: \$50	\$35 /\$50	Residential: \$50 Commercial: \$65	\$50 / \$65	\$15
Electrical + Building Permit	Res: 47% of Building permit fee	\$35	No change	\$45	\$10
	Com: 35% of Building permit fee	\$50	No change	\$65	\$15
Electrical Stand Alone	Residential: \$35 Commercial: \$50	\$35 / \$50	Residential: \$50 Commercial: \$65	\$50 / \$65	
Demolitions	\$35	\$35	Residential: \$1 per \$1,000	\$50	\$15
			Commercial: \$1 per \$1,000	\$100	
Building Code Appeals	\$250				No change
Permit Review Fee	\$25	\$25	\$25	\$25	

*The index construction cost rate is determined annually as average reported construction cost per sq. ft. by construction type.

*State Trade Fee shall be determined by staff for all Commercial Projects according to the state rate.

*Square footage is measured as total under roof.

*Fees to become effective January 31st, 2025.



**City of Conway, Arkansas
Ordinance No. O-25-___**

AN ORDINANCE APPROPRIATING FUNDS FOR THE LINN SETTLEMENT FOR THE CONWAY TRANSPORTATION DEPARTMENT; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

Whereas, the City of Conway has reached a settlement agreement in the condemnation lawsuit with Mary Kathryn Linn Revocable Trust and Bobby Dale Linn Revocable Trust, the defendant, in the amount of \$516,125; and

Whereas, the City of Conway has previously deposited \$248,250 with the clerk of the court; and

Whereas, the balance due the defendant is \$267,875.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. The City of Conway shall appropriate \$267,875 from the Transportation Department Fund Balance Account (002-201-4900) to the Transportation Department Land Acquisition Account (002-201-5901).

Section 2. This ordinance is necessary for the protection of the public peace, health and safety, and emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

Section 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 14th day of January, 2025.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**



**City of Conway, Arkansas
Ordinance No. O-25- _____**

AN ORDINANCE AMENDING THE CONWAY ZONING DISTRICT BOUNDARY MAP REFERENCED IN SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING CODE TO REZONE PROPERTY LOCATED AT 931 FAULKNER STREET, FROM O-3 to C-1:

Whereas, in accordance Arkansas Code Annotated § 14-56-416 has adopted a Zoning Code and Arkansas Code Annotated § 14-56-423 provides for the amendment of such regulations; and

Whereas, Proper public notice was given, and the Conway Planning Commission held a duly authorized public hearing on **August 21st, 2023**, and adopted the amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

SECTION 1: The Zoning District Boundary Map of the Conway Land Development Code be amended by changing all the **O-3** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

LOTS 17, 18, 19, AND NORTH 1/2 OF LOT 20, BLOCK 25, ROBINSON'S PLAN, TO THE CITY OF CONWAY, ARKANSAS, AS SHOWN ON PLAT OF RECORD IN PLAT BOOK A, PAGE 46, RECORDS OF FAULKNER COUNTY, ARKANSAS.

to those of **C-1**, and a corresponding use district is hereby established in the area above described and said property is hereby rezoned.

SECTION 2: All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 14th day January, 2025.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**



To: Anne Tucker & Ryan Robeson
 Cc: Felicia Rogers
 From: Brent Salter
 Project: 931 Faulkner Street
 Date: 1.6.2025
 Sent Via: email

RE: Updated information regarding rezoning request

As we are requesting this “tabled” vote be brought back in front of Council, I felt it would be helpful to reintroduce the topic and explain how we got to where we are today.

June '23: I met with Planning to discuss our interest in building a mixed-use building on the unused portion of the property. They informed me that current zoning doesn't allow multifamily and recommended a rezoning request to C-1.

August '23: Our request to rezone to C-1 was heard by the Planning Commission and was sent to Council with a recommendation for approval.







August '23: After Planning Commission meeting, a few neighbors reached out regarding their concerns. We met and I heard their concerns. It was decided that it would be best to table the vote until further conversations could be had.

September '23: This request was put forth in front of Council, and a request to table the vote was made.

In early '24, I began to meet with neighbors and we communicated on multiple occasions. Their main concern was the uncertainty of having a commercial use on this lot. Therefore, our plan has changed from building a mixed-use building, to a building that is solely residential. To my knowledge, the neighbors are in support of the project considering this change.

After we decided to make this change, I reached out to Planning and Beth Sketoe confirmed that continuing with the C-1 rezoning request is still the best approach. Email correspondence:

Re: meeting about 931 Faulkner

 Beth Sketoe <Beth.Sketoe@conwayarkansas.gov>
 To:  Brent Salter
 Cc:  Jay Salter;  Lauren Hoffman;  Ryan Robeson;  Tara Jackson

Thank you. And yes, I think continuing with the C-1 request is likely the best approach if 14-15 dwelling units is the ultimate development goal. I will let other staff weigh in if they think differently.
 Thank you,
 Beth Sketoe, AICP
 City of Conway, AR • Planning & Development
 (501) 450-6105


From: Brent Salter <brent.salter@engagemanagement.com>
Date: Friday, January 12, 2024 at 10:31 AM
To: Beth Sketoe <Beth.Sketoe@conwayarkansas.gov>
Cc: Jay Salter <jay.salter@engagemanagement.com>, Lauren Hoffman <Lauren.Hoffman@conwayarkansas.gov>, Ryan Robeson <ryan.robeson@conwayarkansas.gov>, Tara Jackson <tara.jackson@conwayarkansas.gov>
Subject: RE: meeting about 931 Faulkner

This message was sent from outside the organization. If you were not expecting this email, please be cautious when opening attachments or clicking on links.

That's correct on the acreage. Thank you. Would Planning agree that continuing with the proposed C-1 zoning is the prudent next step here vs modifying the existing request?

Hate to see you go Beth, but best of luck on what's next! It's been great working with you.

BRENT SALTER
 PRESIDENT





Over the next few months, we met with Conway Corp to ensure we would have adequate utilities to see this project through, as I did not want to bring this back to Council without knowing we would be able to move forward with the project. We were informed that the existing water service on Faulkner is not capable of supporting the fire suppression system that will be required within this new building. We worked through a plan to increase the capacity of the water, but the cost to increase the size of the pipe made the project economically unfeasible.

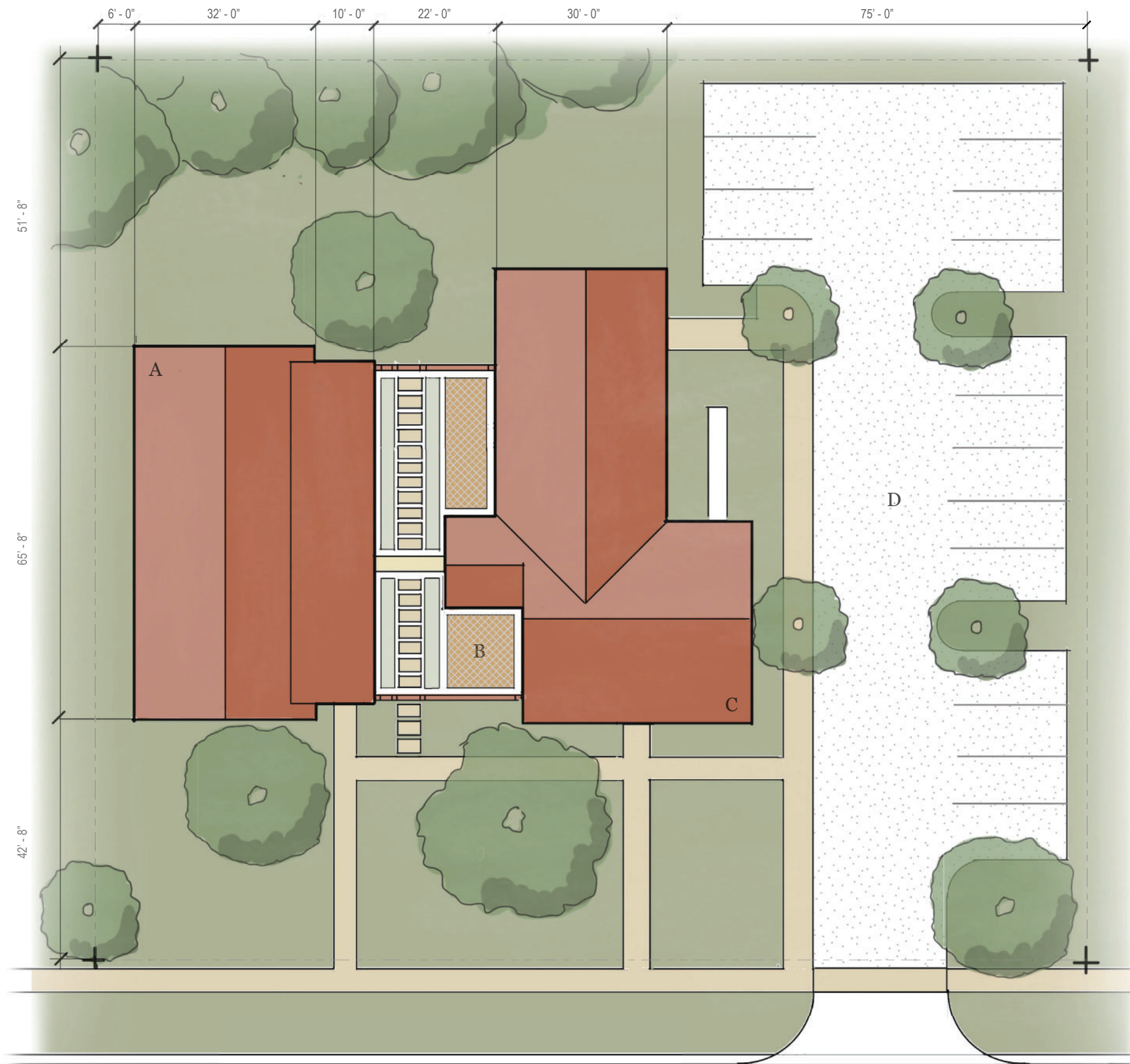
Later, we were informed that the City had adopted a new Fire Code. The new code that was adopted changed the distance requirement from a fire hydrant to the building (FDC). This change allows the project to become financially feasible, which is why we are now asking this rezoning request be brought back to Council.

Considering our change from mixed-use to solely residential, it feels as of now the only point of contingent with the neighbors is the height of the building, not the use. I would like to remind Council that this property falls under the guidelines of the Historic District Commission, and any plans will have to be approved by them prior to construction commencing. It is the HDC's role to govern the appropriateness of proposed structures. The Council is only voting on the land use.

Therefore, acknowledging that we are only considering if this is an appropriate land use, not what the structure will be – I respectfully request an approval to rezone this property from O-3 to C-1.

Concept site plan and rendering included.

Thank you.



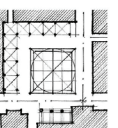
- A NINE ONE - BEDROOM APARTMENTS
- B PRIVATE COURTYARD
- C EXISTING BUILDING
- D PARKING COURT

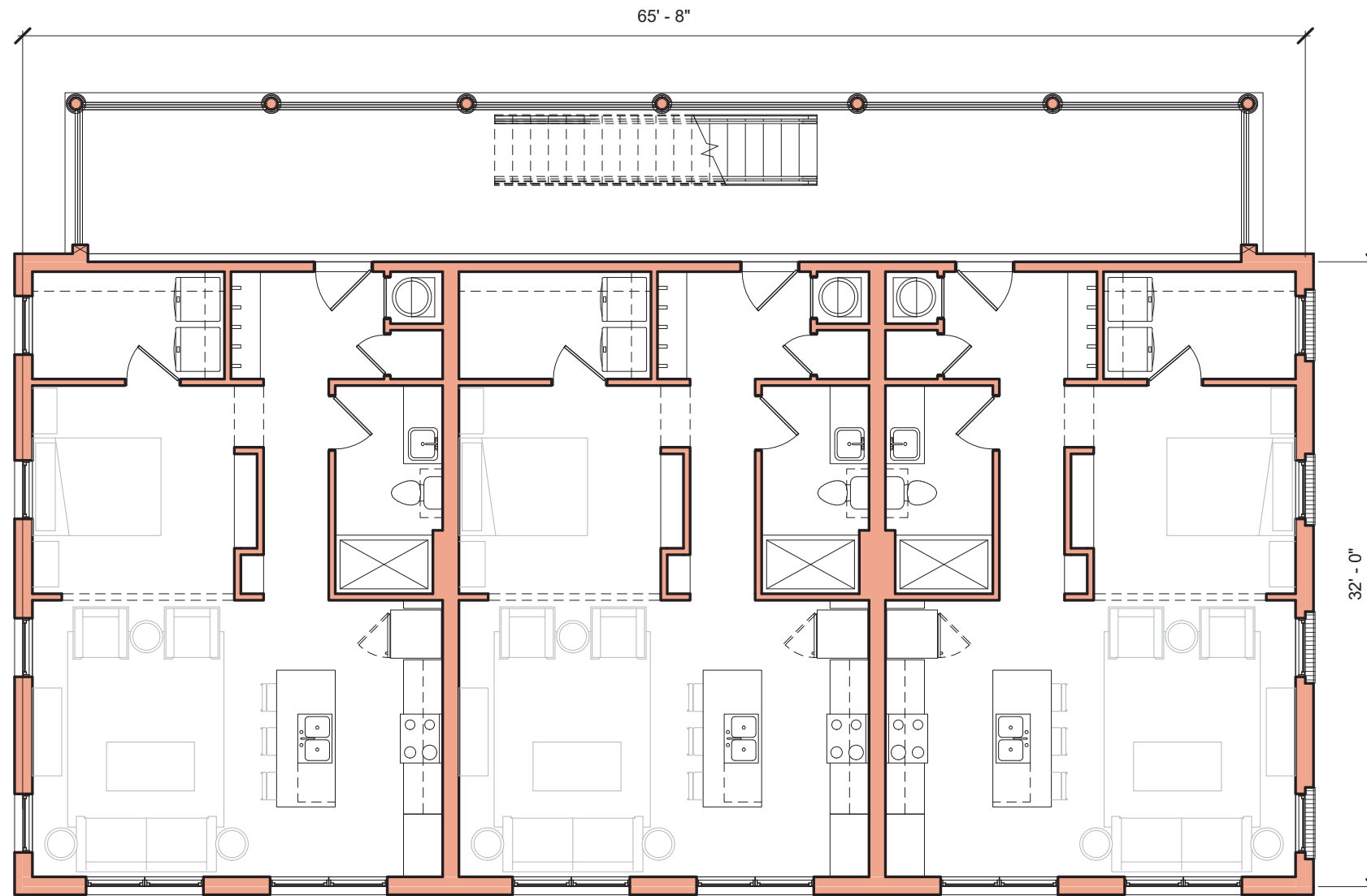
FAULKNER STREET

FAULKNER SIDE-YARD

COURTYARD BUILDING & BLOCK, LLC

11/15/23

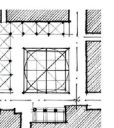


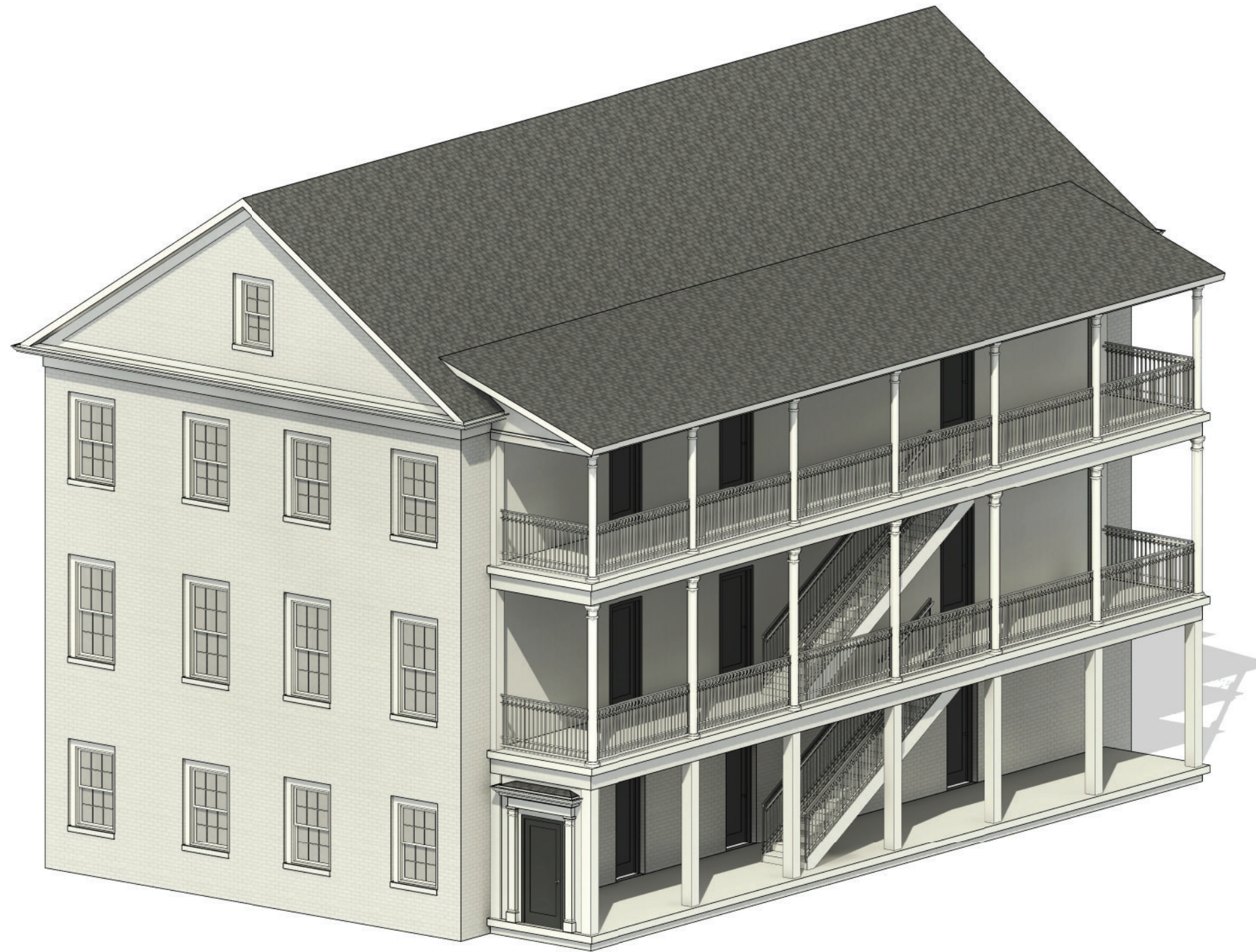


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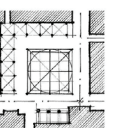


① FRONT AXON

FAULKNER SIDE-YARD

COURTYARD BUILDING & BLOCK, LLC

11/15/23





1111 MAIN STREET • CONWAY, AR 72032
501) 450-6105 • planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry
cc: City Council Members

From: Lori Quinn, 2025 Planning Commission Chairman

Date: January 7, 2025

Re: Request to rezone property located at 931 Faulkner Street, from O-3 to C-1

Brent Salter, has requested to rezone property located at 931 Faulkner Street, from O-3 to C-1, with the legal description:

LOTS 17, 18, 19, AND NORTH 1/2 OF LOT 20, BLOCK 25, ROBINSON'S PLAN, TO THE CITY OF CONWAY, ARKANSAS, AS SHOWN ON PLAT OF RECORD IN PLAT BOOK A, PAGE 46, RECORDS OF FAULKNER COUNTY, ARKANSAS.

The applicant is seeking the rezoning from O-3 to C-1 to be more in line with the zoning of adjacent properties and appropriate uses as C-1 zoning currently exists to the south and east. The Comprehensive Plan defines this area as Single Family, however, non-residential zoning exists on three sides of this parcel. The proposed zoning would be consistent with and would not negatively impact adjacent property.


The Planning Commission reviewed the request at its regular meeting on August 21, 2023 and voted 7-3 that the request be forwarded to the City Council with a recommendation for approval.

Please advise if you have any questions.


Center St


Faulkner St


Zoning

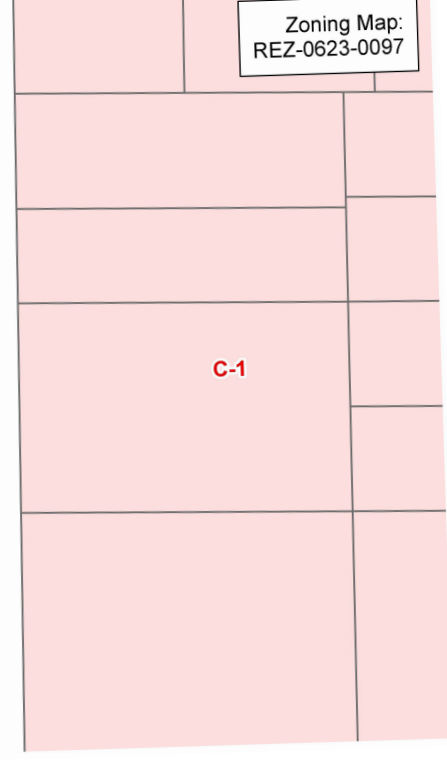
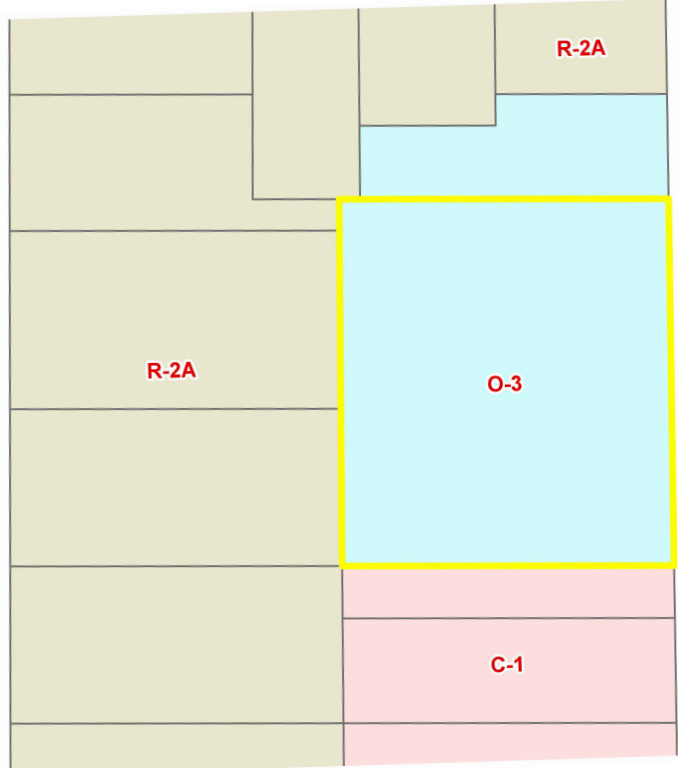
 City Limits

Zoning Codes

 C-1

 O-3

 R-2A





City of Conway, Arkansas
Ordinance No. O-24-____

AN ORDINANCE REGULATING NATURAL LANDSCAPING FOR THE CITY OF CONWAY, DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

Whereas, the City of Conway Department of Public Works desires to encourage citizens to use sustainable, low maintenance, landscaping practices that mimic natural ecosystems within the City limits of Conway by allowing by certificate a Natural Landscape; and

Whereas, the Definition of “Natural Landscaping” shall be defined in the Ordinance in Section 1; and

Whereas, this shall apply to both existing properties with Natural Landscaping and properties wishing to establish Natural Landscaping; and

Whereas, a certificate will be required to allow the City of Conway to better regulate Natural Landscaping for the peace and enjoyment of all citizens.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:

Section 1. Natural landscaping will be defined as follows: a landscape design that primarily utilizes native plants and natural elements, essentially mimicking the vegetation that would naturally occur in a given area without significant human intervention.

Section 2. Natural landscaping is only applied in residential zone areas as defined by the City of Conway Zoning Ordinance.

Section 3. Individuals with an existing natural landscape or those wishing to implement natural landscaping must apply for a certificate through the Public Works Department. The certificate fee is a one-time charge of thirty-five dollars (\$35.00). A maintenance plan and site map will be required as part of the application process. Certificate holders must display signage on the property to indicate it has been approved as a natural landscaping habitat. Signage will be provided as part of the certificate fee.

Failure to obtain or maintain a certificate for either an existing or new natural landscape will result in a fine of one hundred fifty dollars (\$150). All certificate fees collected for natural landscaping will benefit the Conway Tree Board.

Section 4. For residential properties, no more than twenty five (25%) percent of the back of the property and no more than ten (10%) percent of the front of the property, for a total of thirty-five (35%) percent, shall be dedicated to natural landscaping.

Section 5. All natural landscaping shall not exceed the height of any fence located on the property. In the absence of a fence, the height of the natural landscaping shall not exceed six (6) feet.

Section 6. All natural landscaping beds must be set back at least five (5) feet from all property boundaries.

Section 7. All natural landscaping beds must be contained within a border. Acceptable borders include wood, metal edging, stone, or other commonly used landscape materials. Cardboard or paper-like materials are not certificated.

Section 8. Any significant changes to the natural landscaping will require an updated site map to be filed with the Public Works Department.

Section 9. All ordinances in conflict herewith are repealed to the extent of the conflict.

Section 10. This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

Passed this 14th of January, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

NATURAL LANDSCAPING HABITAT



This Property: _____

is in compliance with CITY ORD: _____

PERMIT # _____



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE TO REPEAL ORDINANCE NO. O-11-20 & ESTABLISHED NEW FEES TO BE ASSESSED FOR THE RENTAL OF THE CONWAY EXPO CENTER; DECLARING AN EMERGENCY AND FOR OTHER PURPOSES.

Whereas, Ordinance No. O-11-20 set the rates and fees for the City of Conway Expo Center and Fairgrounds; and

Whereas, the Conway Parks and Recreations desires to update the language & fees associated with the rental of the facility therefore repealing Ordinance No. O-11-20.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Conway, Arkansas that:

Section 1: Assess the following rental fees for the Conway Expo Center and Fairgrounds:

- 1. Expo Center
 - Building Rental \$ 1,250 per day on event day / sale day
\$ 750 per day on set-up / breakdown days

 - Table & Chair Rental \$ 7 per table per event
\$ 3 per chair per event
(Events must use City tables and chairs if needed).

 - Trash Fee \$ 30 per day

- 2. Pavilion
 - Building Rental \$ 750 per day on event day / sale day
\$ 500 per day on set-up / breakdown days

 - Cage, Pen, Stall, Coup Rental \$ 5 per item per event

 - Trash Fee \$ 30 per day

- 3. RV Site Rental \$ 25 per day per site (includes power and water hookups)

- 4. Security / Cleaning Deposit \$200 - \$1,500 per event required for all facilities
The security deposit amount varies based on the type of use. Security and cleaning deposits are 100% refundable proved the conditions are met per Section 7 (H) of the License Agreement.

- 5. Facility Use Fee \$ 60 per hour
On all rental days a \$60 per hour charge will be accessed on any hours that the facilities are open in excess of 8 hours

Section 2: The City of Conway hereby repeals Ordinance O-11-20 in its entirety.

Section 3. This ordinance is necessary for the protection of the public peace, health and safety, and emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage and approval.

Section 4. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 14th day of January, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk / Treasurer

MEMORANDUM

TO: City Council Members
Mayor Bart Castleberry

FROM: Chief Chris Harris

DATE: January 14, 2024

SUBJECT: Request for disposal of seized assets

The Police Department has the following vehicles that are not being used:

- 2010 Nissan Maxima VIN 1N4AA5AP8AC849230
- 2011 Hyundai Sonata VIN 5NPEC4AC7BH166017

I would like to request approval to remove these items from our inventory listing and to dispose of them. These vehicles/items will be sold through auction, "as is", on www.publicsurplus.com.

Thank you for your consideration.



**City of Conway, Arkansas
Ordinance No. O-25-_____**

AN ORDINANCE APPROPRIATING POLICE DEPARTMENT ASSET FORFEITURE FUNDS FOR RENTAL OF THE TRAINING FACILITY RANGE; AND FOR OTHER PURPOSES

Whereas, S7 Tactical has informed the Conway Police Department of an increase in rates effective for the 2025 agreement, resulting in additional costs not accounted for in the current budget; and

Whereas, the increased costs amount to \$10,000 over the originally anticipated expenditure, resulting the need to use forfeiture fund to cover the shortage; and

Whereas, money in the Conway Police Department Asset Forfeiture account is allowed, by law, to be used for such purposes as these.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. The City of Conway shall appropriate funds in the amount of \$10,000 from the Asset Forfeiture Fund Balance Account 250.000.4900, into the Equipment Rental expense account 250-121-5710;

Section 2. All ordinances in conflict herewith are repealed to that extent of conflict.

PASSED this 14th day of January, 2025.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**



**City of Conway, Arkansas
Ordinance No. O-25-_____**

AN ORDINANCE TO WAIVE THE COMPETITIVE BID PROCESS FOR THE PURCHASE OF LPR EQUIPMENT FROM FLOCK SAFETY AND APPROPRIATING ASSET FORFEITURE FUNDS FOR THE CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the Conway Police Department needs to purchase the LPR system, computer equipment; and

Whereas, Flock Safety is the only provider who can supply the LPR system in order to be in compliance with surrounding agencies, therefore, we request that the City Council waive the bid process and approve the purchase of this system in the amount of \$180,000; and

Whereas, money in the Conway Police Department Asset Forfeiture account is allowed, by law, to be used for such purposes as these.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. The City of Conway shall waive competitive bid requirements for the LPR system.

Section 2. The City of Conway shall enter into an agreement to purchase the LPR System from Flock Safety in the amount of \$180,000.

Section 3. The City of Conway shall appropriate funds in the amount of \$180,000 from the Fund Balance Account 250.000.4900, into the Computer Equipment/Software Asset Forfeiture expense account 250-121-5930.

Section 4. All ordinances in conflict herewith are repealed to that extent of conflict.

PASSED this 14th day of January, 2025.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**



City of Conway, Arkansas
Ordinance No. O-25- _____

AN ORDINANCE AUTHORIZING PERSONNEL CHANGE WITHIN THE DISTRICT COURT DEPARTMENT AND APPROPRIATING FUNDS FOR AN ADDITIONAL POSITION AND RELATED COST, DECLARING AN EMERGENCY AND FOR OTHER PURPOSES:

Whereas, the City of Conway has determined that it can more effectively and efficiently manage City property, personnel and resources at District Court through an increase of one (1) additional position; a Court Clerk Manager, and

Whereas, the City Council has determined that there is a need for one (1) additional District Court position; a Court Clerk Manager; and

Whereas, the pay for the new Court Clerk Manager position will be \$64,136 annually, and

Whereas, the Court Clerk Manager shall supervise all Deputy Court Clerks, the Deputy Court Clerk Accountant, Special Services Officers, and the Chief Deputy Court Clerk; oversee all hiring and disciplinary actions for these positions; prepare the yearly budget; submit employee payroll to finance; submit invoices for payment; prepare monthly work schedules; and schedule special assignments; and

Whereas a budget adjustment in the amount of \$85,000 is required for the remainder of the 2025 budget year to cover salary and total benefit cost for the new position.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. The authorized staffing level of the District Court Department is increased by one (1) full time Court Clerk Manager position.

Section 2. The City of Conway shall appropriate \$85,000 from the Fund Balance Appropriation Account (001.119.4900) to the 001-121-5111 Non-Uniformed salary and benefit expense account.

Section 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

Section 4. This ordinance is necessary for the protection of the public peace, health, and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED this 14th day of January, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer