



City of Conway, Arkansas
CITY COUNCIL
Agenda • February 14th, 2023
www.conwayarkansas.gov

Elected Officials
Mayor Bart Castleberry
City Clerk Michael O. Garrett
City Attorney Charles Finkenbinder

Ward 1 Position 1 – Andy Hawkins
Ward 1 Position 2 – David Grimes
Ward 2 Position 1 – Anne Tucker
Ward 2 Position 2 – Shelley Mehl
Ward 3 Position 1 – Mark Ledbetter
Ward 3 Position 2 – Cindy Webb
Ward 4 Position 1 – Theodore Jones Jr.
Ward 4 Position 2 – Shelia Isby

5:30pm: Discussion of Pension Plan • The Conductor
6:00pm: City Council Meeting • City Council Chambers • 1111 Main Street
Call to Order: Bart Castleberry, Mayor
Roll Call: Michael O. Garrett, Clerk/Treasurer
Minutes Approval: January 24th, 2023

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

1. Consideration to approve nominations for the Conway Tree Board & Conway Housing Authority.
2. Resolution requesting the Faulkner County Tax Collector to place a lien on 2205 Maplewood Drive for expenses incurred by the City.
3. Consideration to dispose of inventory (vehicles) for the Conway Airport.
4. Resolution to approve applying for grant funds for the Federal Aviation Administration and accepting the bid for the Runway 4-22 Rehabilitation project for the Conway Airport.
5. Ordinance accepting and appropriating donation funds for the Conway Tree Board.

B. Public Service Committee (Physical Plant, Parks & Recreation, Sanitation)

1. Resolution to approve installing and purchasing the field lighting at the Conway Soccer Complex.

C. Finance

1. Ordinance appropriating funds for the non-uniformed employee's pension plan.

Adjournment

**Minority Business Development Agency
Capital Readiness Program Overview**

The MBDA Capital Readiness Program is designed to help close the entrepreneurship gap between socially and economically disadvantaged individuals (SEDI) and non-SEDI. This notice requests applications from qualified organizations that have the expertise to provide technical assistance for entrepreneurs starting or scaling their businesses who are seeking various forms of capital. Specifically, MBDA expects this Program to serve SEDI-owned businesses that are applying, have previously applied, or plan to apply to an SSBCI capital program or other government program that supports small businesses.

The proposed activities may resemble the service models of incubators (focusing on early-stage technical assistance for new entrepreneurs) or accelerators (providing emerging-stage technical assistance to businesses ready to expand or scale), or provide a combination of both service models.

The program is focused on Capacity Building, Access to Capital, and Access to Networks for SEDI groups.

Each eligible applicant shall provide a non-Federal match ranging from 10% to 25% depending on the award amount for the entire 4 year program period.

Tier Level	Yearly Budget Amount	Required Non-Federal Share	Estimated Total Federal Funding (Over Four Years)	Estimated Total Non-Federal Share (Over Four Years)
Tier 1	Up to \$500,000	10%	Up to \$2,000,000	Up to \$200,000
Tier 2	From \$500,001 to \$625,000	15%	From \$2,000,001 to \$2,500,000	From \$300,001 to \$375,000
Tier 3	From \$625,001 to \$750,000	25%	From \$2,500,001 to \$3,000,000	From \$625,001 to \$750,000

Funding will be distributed beginning July 1, 2023 and will continue for up to 4 years in 12 month increments.

The Conductor is preparing an application to bolster our reach and services provided out of the Arnold Innovation Center specifically focusing on BIPOC, women, and rural entrepreneurs providing technical assistance and a mini accelerator program for new businesses to bridge the gap until they're eligible for our 10X Growth Accelerator. State, local, and federal entities are not eligible to apply for these grant funds, but can act as match partners.

Our internal deadline is February 24, 2023 for submission of our application.

City of Conway, Arkansas
 Office of the Mayor
 Mayor Bart Castleberry
 1111 Main Street
 Conway, AR 72032
www.conwayarkansas.gov

MEMO

To: Mayor Castleberry
 CC: City Council Members
 From: Felicia Rogers
 Date: February 7th, 2023
 Re: Annual Boards/Commissions Appointments

The following selections were made for the Conway Tree Board for ex-officio positions from the City of Conway and Conway Corporation and Conway Housing Authority.

Conway Tree Board:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> | Skylor Swope | Park& Recreation Representative | Term Expires December 31, 2026 |
| <input type="checkbox"/> | Logan Pryor | Conway Corporation Representative | Term Expires December 31, 2026 |

Conway Housing Authority:

- | | | | |
|--------------------------|-----------------------|--------------------------|--|
| <input type="checkbox"/> | Major Robyn G. Edward | Conway Housing Authority | Term Expires January 31 st , 2028 |
|--------------------------|-----------------------|--------------------------|--|

Please advise if you have any questions.



Housing Authority of the City of Conway

DIEDRA LEVI
Executive Director

January 26, 2023

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 January 23rd, 2023, and recommended Major Robyn G. Edward, a United States Veteran be appointed to fill the vacancy on the Board.

Major Edward will be a great asset to the Board and the low-income families and elderly, we serve. Conway Housing Authority Board requests the confirmation of the City Council on this appointment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Diedra Levi".

Diedra Levi
Executive Director

CC: Dr. Ellen Hosteller



City of Conway, Arkansas
Resolution No. R-22-_____

A RESOLUTION REQUESTING THE FAULKNER COUNTY TAX COLLECTOR PLACE A CERTIFIED LIEN AGAINST REAL PROPERTY AS A RESULT OF INCURRED EXPENSES BY THE CITY OF CONWAY, AND FOR OTHER PURPOSES.

Whereas, in accordance with Ark. Code Ann. § 14-54-901, the City of Conway has corrected conditions existing on **2205 Maplewood Dr.**, within the City of Conway and is entitled to compensation pursuant to Ark. Code § 14-54-904: and

Whereas, State law also provides for a lien against the subject property, with the amount of lien to be determined by the City Council at a hearing held after the notice to the owner thereof by certified mail with said amount **\$113.74** (\$89.76 + Penalty \$8.98 + filing fee \$15.00) to be thereafter certified to the Faulkner County Tax Collector; and

Whereas, a hearing for the purpose of determine such lien has been set for **February 14, 2022** in order to allow for service of the attached notice of same upon the listed property owners, by certified or publication as is necessary.

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

Section 1: That after said public hearing the amount listed above is hereby certified and is to be forwarded to the Faulkner County Tax Collector and Assessor by the City of Conway.

Section 2: That this Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 14th day of February 2022.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer

City of Conway
Code Enforcement &
Public Works
1111 Main St.
Conway, Arkansas 72032
www.conwayarkansas.gov



Phone 501-450-6191
Fax 501-450-6144

Larry D Williams
2205 Maplewood Dr.
Conway AR 72032

Parcel # 710-05318-000

RE: Nuisance Abatement at 2205 Maplewood Dr., Conway AR
Cost of Clean-Up, Amount Due: \$89.76

To whom it may concern:

Because you failed or refused to remove, abate, or eliminate certain conditions on the aforementioned real property in the City of Conway, after having been given seven (7) days notice in writing to do so, the City of Conway was forced to undertake the cleanup of this property to bring it within compliance of the Conway Municipal Code.

The City of Conway is requesting payment for all costs expended in correcting said condition. If after thirty (30) days from the receipt of this letter notifying you of the cost to correct said condition, such payment has not been remitted to the City, the City has the authority to file a lien against real estate property for the cost expended after City Council approval.

At its **February 14, 2023 Meeting**, 6:30 p.m. located at 1111 Main Street, the City Council will conduct a public hearing on three items:

1. Consideration of the cost of the clean-up of your real property.
2. Consideration of placing a lien on your real property for this amount.
3. Consideration of certifying this amount determined at the hearing, plus a ten percent (10%) penalty for collection & filing fees, to the Tax Collector of Faulkner County to be placed on the tax books as delinquent taxes and collected accordingly.

None of these actions will be necessary if full payment is received before the meeting date. Please make check payable to the **City of Conway** and mail to **1111 Main Street Conway Arkansas 72032** with the **attention** to **Missy Schrag**. If you have any questions, please feel free to call me at 501-450-6191.

Respectfully,

City of Conway
Code Enforcement

INVOICE

City of Conway
Code Enforcement &
Public Works Dept.

DATE: OCTOBER 31, 2022

822 Locust St.
Conway, AR 72034
Phone: 501-450-6191
Fax 501-450-6144
missy.schrag@conwayarkansas.gov

TO Larry D Williams
2205 Maplewood Dr
Conway AR 72032

Description: Mowing/Clean-up/Admin Fees
associated with the nuisance abatement at
2205 Maplewood Dr. Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
Michael Davis	710-05318-000		February 14, 2023

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	MOWING & DEBRIS REMOVAL BY C.E.P.P.	30.00	30.00
	Maintenance Fee (Mower/bush hog/weed eat)		
	Sanitation Ticket #829206	10.00	10.00
1	Administrative Fee (Code Enforcement)	20.00	20.00
1	Administrative Fee (Code Officer)	17.46	17.46
2	Regular Letter	.55	1.10
2	Certified Letter	5.60	11.20
	(10% penalty + \$15.00 filing fees)		

TOTAL \$89.76

- **Total amount due after February 14, 2023 includes collection penalty & filing fees**

TOTAL WITH PENALTY & FILING FEES \$113.74

Make all checks payable to City of Conway Code Enforcement @ 1111 Main Street Conway Arkansas 72032



CODE CASE HISTORY REPORT RESPROP-1122-1372 FOR CITY OF CONWAY

Changed On	User	Description	Before	After	Additional Info
11/17/2022	Michael Davis	Code Case added			Code Case (RESPROP-1122-1372)
11/17/2022	Michael Davis	Due Date	[none]	11/17/2022	Code Case Workflow Step (Violations)
	Michael Davis	Step Workflow Status	Not Started	Started	Code Case Workflow Step (Violations)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.5.3 Appliance/Furniture)
11/29/2022	Kim Beard	Due Date	[none]	11/17/2022	Code Case Workflow Step (Notice of Violation)
	Kim Beard	Code Case Workflow Step Start Date	[none]	11/29/2022	Code Case Workflow Step (Notice of Violation)
	Kim Beard	Step Workflow Status	Not Started	Started	Code Case Workflow Step (Notice of Violation)
	Kim Beard	Inspection added			Inspection ([Auto])
	Kim Beard	Action Workflow Status	Not Started	Failed	Code Case Workflow Step Action (Property Maintenance Follow-up Investigation)
	Kim Beard	Violation Compliance Date	11/28/2022	12/5/2022	Violation (3.5.1 Accumulation of Rubbish or Garbage)
	Kim Beard	Violation Compliance Date	11/28/2022	12/5/2022	Violation (3.5.3 Appliance/Furniture)
12/13/2022	Michael Davis	Code Case Status	Open	Schedule City Clean up	Code Case (RESPROP-1122-1372)
12/13/2022	Michael Davis	Date Closed	[none]	12/13/2022	Code Case (RESPROP-1122-1372)
12/13/2022	Michael Davis	Due Date	[none]	11/17/2022	Code Case Workflow Step (Letter Phase)
	Michael Davis	Step Workflow Status	Not Started	Started	Code Case Workflow Step (Letter Phase)
	Michael Davis	Inspection added			Inspection ([Auto])
	Michael Davis	Action Workflow Status	Not Started	Started	Code Case Workflow Step Action (Code Enforcement Final Investigation)
	Michael Davis	Inspection Actual Departure Date	[none]	12/13/2022	Inspection (ICODE-12526-2022)
	Michael Davis	Inspection Actual Arrival Date	11/29/2022	[none]	Inspection (ICODE-12526-2022)
	Michael Davis	Inspection Status	No Progress	City Cleanup Performed	Inspection (ICODE-12526-2022)
	Michael Davis	Action Workflow Status	Failed	Started	Code Case Workflow Step Action (Property Maintenance Follow-up Investigation)
	Michael Davis	Due Date	11/17/2022	11/29/2022	Code Case Workflow Step (Violations)
	Michael Davis	Step Workflow Status	Started	Passed	Code Case Workflow Step (Violations)
	Michael Davis	Violation Resolved Date	[none]	12/13/2022	Violation (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Violation Status	In Violation	Resolved	Violation (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Violation Resolved Date	[none]	12/13/2022	Violation (3.5.3 Appliance/Furniture)
	Michael Davis	Violation Status	In Violation	Resolved	Violation (3.5.3 Appliance/Furniture)
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (3.5.3 Appliance/Furniture)
01/03/2023	Michael Davis	Date Closed	12/13/2022	1/3/2023	Code Case (RESPROP-1122-1372)
	Michael Davis	Code Case Status	Schedule City Clean up	Closed - Resolved	Code Case (RESPROP-1122-1372)

CODE CASE HISTORY REPORT RESPROP-1122-1372

Changed On	User	Description	Before	After	Additional Info
	Michael Davis	Complete	No	Yes	Code Case (RESPROP-1122-1372)
01/03/2023	Michael Davis	Inspection Actual Arrival Date	1/3/2023	1/3/2023	Inspection (ICODE-12526-2022)
	Michael Davis	Inspection Status	City Cleanup Performed	Corrected	Inspection (ICODE-12526-2022)
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (Property Maintenance Follow-up Investigation)
	Michael Davis	Due Date	11/29/2022	12/13/2022	Code Case Workflow Step (Violations)
	Michael Davis	Violation Resolved Date	12/13/2022	1/3/2023	Violation (3.5.1 Accumulation of Rubbish or Garbage)
01/03/2023	Michael Davis	Code Case Workflow Step Start Date	[none]	1/3/2023	Code Case Workflow Step (Letter Phase)
	Michael Davis	Inspection Actual Arrival Date	1/3/2023	1/3/2023	Inspection (ICODE-12764-2022)
	Michael Davis	Inspection Status	City Cleanup Performed	Corrected	Inspection (ICODE-12764-2022)
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (Code Enforcement Final Investigation)
	Michael Davis	Inspection Actual Departure Date	12/13/2022	1/3/2023	Inspection (ICODE-12526-2022)
	Michael Davis	Inspection Actual Arrival Date	1/3/2023	1/3/2023	Inspection (ICODE-12526-2022)



Conway Regional Airport

Jacob Briley

Airport Director

501-358-6204ph.

501-358-6205 FX.

Jacob.Briley@conwayarkansas.gov

MEMORANDUM

TO: City Council Members/Mayor Bart Castleberry
From: Jacob Briley, Airport Director
Date: January 16, 2023
Subject: Request for disposal of assets

The Conway Regional Airport has the following vehicles that are no longer used:

2007 Dodge Durango	VIN: 1D8HD38P17F539018
2009 Dodge Nitro	VIN: 1D8GU28K39W534982

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

Thank you for your consideration.



**City of Conway, Arkansas
Resolution No. R-23-_____**

A RESOLUTION APPROVING THE CITY TO APPLY FOR GRANT FUNDS FROM THE FEDERAL AVIATION ADMINISTRATION AND ACCEPTING THE LOWEST BID FOR THE RUNWAY 4-22 REHABILITATION PROJECT FOR THE CONWAY AIRPORT; AND FOR OTHER PURPOSES

Whereas, the Conway City Council previously approved the Conway Regional Airport five year capital improvement plan and professional engineering and support services for the Runway 4-22 Rehabilitation Project through R-22-47; and

Whereas, the City of Conway seeks Council approval to apply for a Federal Aviation Administration (FAA) AIP grant in the amount of \$58,400 to cover professional services for the project stated above. This grant funding will consist of \$52,560 federal share and \$5,840 state share and will be received at the end of the project; and

Whereas, the City seeks Council approval to apply for a FAA BIL grant in the total amount of \$346,500 to cover construction and project advertisement. This grant funding will consist of \$311,850 federal share and \$34,650 state share and will be received at the end of the project; and

Whereas, the City solicited bids for this project and received a total of five bids from: Scodeller Construction, GDS, LLC, Metro Construction Services, LLC, Eagle Rock Contracting and Weaver-Bailey Contractors. The lowest bid submitted was from Scodeller Construction in the amount of \$345,656.50. The City requests Council approval to enter into a contract with Scodeller Construction for the bid amount.

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

Section 1. The City of Conway shall apply for the Federal Aviation Administration AIP and BIL grants.

Section 2. The City of Conway shall enter into agreement with Scodeller Construction in the amount of \$345,656.50 for the Runway 4-22 Rehabilitation project. The mayor is hereby authorized and directed to execute all appropriate agreements and contracts necessary for the above stated project.

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

PASSED this 14th day of February 2023.

Approved:

Mayor Bart Castleberry

Attest:

**Michael O. Garrett
City Clerk/Treasurer**



**City of Conway, Arkansas
Ordinance No. O-23- _____**

AN ORDINANCE ACCEPTING AND APPROPRIATING DONATION FUNDS FOR THE CONWAY TREE BOARD;

Whereas, donations in the amount of \$5,000.00 from Conway Corporation have been received in support of the Conway Tree Board; and

Whereas, donations in the amount of \$250.00 have been received by Smithson Real Estate in support of the Conway Tree Board.

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

Section 1: The City of Conway, Arkansas, shall accept donation funds in the amount of \$5,250.00 and appropriate said funds from Donation Account (260-000-4705) to the Tree Board Expense Account (260-000-5430).

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

PASSED this 14th day of February 2023.

Approved:

Mayor Bart Castleberry

Attest:

**Michael O. Garrett
City Clerk/Treasurer**



City of Conway, Arkansas

Resolution No. R-23 ____

A RESOLUTION ALLOWING THE CITY TO FOLLOW COOPERATIVE PROCUREMENT CONTRACTS FOR THE PURCHASE AND INSTALLATION OF FIELD LIGHTING FOR THE CONWAY SOCCER COMPLEX PROJECT; AND FOR OTHER PURPOSES

Whereas, the City of Conway approved a rededication of the Advertising and Promotion bond to build a new soccer complex that would include ten lighted fields, a concessions building, bathrooms, office space, seating, trails; and

Whereas, after a complete detailed scope of this project, it would be most beneficial for the City to enter into separate agreements for the purchase and installation of field lighting; and

Whereas, the City request that Council allow the City to use the Sourcewell Contract 071619-MSL Contract with Musco Lighting Company to purchase field lighting for an amount not to exceed \$883,913.00 and

Whereas, the City request Council allow the City to use the TIPS USA Contract #200201 with Centech for installation of the field lighting for an not to exceed \$380,000.

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

Section 1. The City of Conway shall enter into an agreement with Musco Lighting Company to purchase field lighting for the Conway Soccer Complex for an amount not to exceed \$883,913.00.

Section 2. The City of Conway shall enter into an agreement with Centech for the installation of field lighting for the Conway Soccer Complex for an amount not to exceed \$380,000.

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

PASSED this 14th day of February, 2023.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-23- _____

AN ORDINANCE APPROPRIATING FUNDS FOR THE NON-UNIFORMED EMPLOYEES PENSION PLAN; AND FOR OTHER PURPOSES

Whereas, the Non-Uniformed Employees' Pension Plan ("the Plan") underwent an actuarial valuation ("the report") as of January 1, 2022; and

Whereas, the report showed that the Plan had a funded ratio of 38.5%, meaning that the actuarial value of assets in the Plan were sufficient to cover only 38.5% of the actuarial accrued liability; and

Whereas, the report projects that in order to get the Plan 100% funded, it would take an additional approximate contribution of \$460,000 per year for the next 30 years; and

Whereas, City management agrees that to get the Plan 100% funded would be ideal, however it is not necessary to ensure the viability of the Plan in perpetuity; and

Whereas, City management instead prefers to contribute funding to the Plan on a per annum basis, depending on financial performance of the previous fiscal year; and

Whereas, fiscal year 2022 yielded above average financial performance.

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

Section 1. The City of Conway shall appropriate \$_____ from the Fund Balance Appropriation Accounts of the City's operating funds (General, Street, Sanitation, Airport) to the Non-Uniformed Employees Pension Plan.

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

Section 3. That this ordinance is necessary for the protection of the public peace, health and safety, and 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 February, 2023

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer