

City of Conway Council Agenda

Mayor Tab Townsell

City Clerk Michael O. Garrett City Attorney Chuck Clawson

City Council Members

Ward 1 Position 1 - Andy Hawkins

Ward 1 Position 2 - David Grimes

Ward 2 Position 1 – Wesley Pruitt

Ward 2 Position 2 - Shelley Mehl

Ward 3 Position 1 - Mark Ledbetter

Ward 3 Position 2 – Mary Smith

Ward 4 Position 1 – Theodore Jones Jr.

Ward 4 Position 2 - Shelia Isby

Council Meeting Date: June 28th, 2016

5:30pm Committee Meeting: No Committee Meeting

<u>6:30pm:</u> Council Meeting

<u>Call to Order:</u> Mayor Tab Townsell

Roll Call: City Clerk/Treasurer Michael O. Garrett

Minutes Approval: June 14th, 2016

Employee Service Awards

Approval of Monthly Financial Report ending May 31st, 2016

1. Report of Standing Committees:

- A. Community Development Committee (Planning, Zoning, Permits, Community Development, Historic District, Streets, & Conway Housing Authority)
 - 1. Resolution setting a public hearing to discuss the naming of a new road that would connect Mill Pond Road to Old Military Road to Empy Trail.
 - 2. Resolution setting a public hearing to discuss the renaming of Sand Gap Road to JW and Pat Brown Blvd.
 - 3. Resolution requesting the Faulkner County Tax Collector to place a certified lien on property located at 66 Briarwood Circle as a result of incurred expenses by the City.
 - 4. Consideration to approve the nomination Tom Mikel to the Conway Housing Authority Board.
 - 5. Ordinance to rezone property located at 2522 College Avenue from R-1 to O-2.
 - 6. Ordinance to rezone property identified as the 400 Block of Ingram Street including properties located at 420 2nd Street and 401 Monroe Street from R-2A to PUD.
 - 7. Consideration to approve a conditional use permit No. 1288 to include properties located at 2195 Dave Ward Drive & 815 South Donaghey Avenue.
 - 8. Consideration to approve a conditional use permit to allow religious activities at 701 Garland Street.
 - 9. Consideration to amend conditional use permit no. 1323 (which allowed for a public stable) to change the name of the person tied to permit due to change in property ownership.
 - 10. Review of special permit that allowed a temporary water park located in the 2200 Block of East Oak Street.

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

- 1. Ordinance appropriating insurance proceeds funds received from the Municipal Vehicle program for the Conway Sanitation Department.
- 2. Ordinance accepting the bid & appropriating funds for the replacement of the slide gates at Lake Beaverfork for the Parks & Recreation Department.

C. Public Safety Committee (Police, Fire, District Court, CEOC, Information Technology, City Attorney, & Animal Welfare)

1. Ordinance appropriating reimbursement funds from various entities for the Conway Police Department.

D. New Business

- 1. Discussion regarding entering into an agreement for services associated with the Springfield/Des Arc Bridge.
- 2. Discussion regarding a waterline relocation by the City of Mayflower for the project associated with the Conway Western Loop (Baker/Wills Parkway).

Adjournment



City of Conway Human Resources Department City Hall 1201 Oak Street Conway, Arkansas 72032 www.cityofconway.org

Date: June 23, 2016

To: Jody Spradlin

Steve Ibbotson

Cc: Rhonda Sutton

Years

Tyler Whitmire

From: Lisa Mabry-Williams

Subject: Years of Service Recognition – Presentation of Pins

The City will present service pins in recognition of employees with 5, 10, 15, 20, 25 and 30 years of service at the 2^{nd} City Council Meeting of each month. Mayor Townsell will present the pins to the employees. During the Council meeting on Tuesday, June 28th at 6:30 p.m. the following employees are eligible to receive a pin:

of <u>Service</u>	<u>Name</u>	Date of Hire	<u>Department</u>
5	Officer Brandon Huff Officer Andrew McKendree Bruce Alexander, Grounds Supervisor Debbie Smith, Telecommunicator	06/27/2011 06/27/2011 06/14/2011 06/13/2011	Police Police Parks & Recreation CEOC
15	Officer Jimmy Weser	06/04/2001	Police
20	Officer Jonathan Burnett	06/10/1996	Police

We would like to extend an invitation to the above listed employees to attend the City Council meeting at 6:30 p.m. on Tuesday, June 28th, 2016. The service pin presentation will be the first item on the Council agenda.



City of Conway, Arkansas

Monthly Financial Reports

May 31, 2016

City of Conway

Monthly Financial Report - General Fund

For the month ended May 31, 2016



		Month	Year to		(Over)/Under	<u>%</u>
Revenues	Budget	Activity	Date	Encumbered	Budget	Expend/Collect
Ad Valorem Tax	3,800,000	906,609	1,345,369		2,454,631	35%
Payments in Lieu of Tax	31,250	-	-		31,250	0%
State Tax Turnback	883,250	63,511	380,019		503,231	43%
Insurance Tax Turnback - LOPFI	1,100,000	-	-		1,100,000	0%
Sales Tax	18,200,000	1,585,074	7,590,110		10,609,890	42%
Beverage Tax	400,000	(1,043)	164,709		235,291	41%
Franchise Fees	3,511,000	250,925	1,385,155		2,125,845	39%
Permits	298,000	40,550	257,665		40,335	86%
ACIEA Revenues	5,000	(524)	1,785		3,215	36%
Dog Tags & Fees	25,000	2,314	10,475		14,525	42%
Municipal Court Fines and Fees	1,042,500	70,551	450,719		591,781	43%
Law Enforcement	757,376	18,092	101,934		655,443	13%
State Grant Revenues	-	-	92,529		(92,529)	-
Parks	552,500	32,668	264,616		287,884	48%
Interest Income	17,000	1,944	9,868		7,132	58%
Proceeds from Sale of Assets	-	432	432		(432)	-
Insurance Proceeds	22,649	1,012	25,270		(2,621)	112%
Donations	17,189	-	17,757		(568)	103%
Act 833 Revenue	90,000	-	-		90,000	0%
Miscellaneous Revenues	115,000	1,059	29,745		85,255	26%
Transfers from Other Funds	423,000	35,250	176,250		246,750	<u>42</u> %
Total Revenues	31,290,714	3,008,422	12,304,407	-	18,986,307	39%
Expenditures						
Admin (Mayor, HR)	635,029	34,948	209,741	4,282	421,006	33%
Finance	439,657	38,534	152,444	-	287,213	35%
City Clerk/Treasurer	170,569	10,526	52,153	-	118,416	31%
City Council	91,913	7,097	28,031	-	63,882	30%
Planning	388,860	25,497	138,887	182	249,792	36%
Physical Plant	536,348	38,556	156,269	1,378	378,701	29%
Fleet Maintenance	87,142	12,603	52,501	5,205	29,436	60%
Information Technology	1,118,652	67,608	476,053	24,480	618,119	43%
Airport	-	12,571	120,477	-	(120,477)	-
Permits and Inspections	648,346	36,152	180,279	18,750	449,317	28%
Nondepartmental	594,300	17,875	396,271	953	197,075	67%
Police	11,074,805	902,527	4,137,508	23,060	6,914,237	37%
CEOC	1,024,201	77,856	368,063	775	655,363	36%
Animal Welfare	441,046	30,663	145,012	165	295,868	33%
Municipal District Court	866,042	60,920	328,115	-	537,927	38%
City Attorney	465,157	33,504	164,951	-	300,206	35%
Fire	9,505,109	816,914	3,751,868	54,338	5,698,903	39%
Parks	2,915,128	218,521	936,534	30,675	1,947,919	<u>32%</u>
	31,002,303	2,442,872	11,795,158	164,243	19,042,902	38%
Total Expenditures	31,002,303	2,442,872	11,795,158	164,243	19,042,902	38%
Net Revenue/(Expense)	288,411	-	509,249	-		
		=		=		

*All figures are unaudited

Notes:

¹⁾ Budget column is current budget which includes all year-to-date adjustments, if any.

City of Conway General Fund 2016



Ordinance	<u>Date</u>	Description	<u>Amount</u>
O-16-18	2/23/16	Planning Dept interim Deputy Director	14,000
O-16-37	4/12/16	Entry level police officer/firefighter promotional testing	5,000
O-16-38	4/26/16	Mosquito abatement program	150,000
			\$ 169,000



City of Conway Balance Sheet - General Fund For the month ended May 31, 2016



Total Liabilities & Fund Balance	14,190,912
Fund Balance	10,702,021
Fund Balance - Unassigned	6,702,021
Fund Balance - Committed to reserve	2,000,000
Fund Balance - Committed to cash flow	2,000,000
Liabilities	3,488,891
Deferred Revenue	3,006,736
Event Deposits	820
Insurance and Benefits Payable	112,643
Salaries Payable	223,136
Accounts Payable	145,555
Assets	14,190,912
General Inventory	585
Fuel Inventory	23,985
Fleet Inventory	15,539
Due from Component Unit	197,859
Due from Street	25,534
Due from Other Funds	(2,615)
Accounts Receivable	3,287,532
Taxes Receivable	3,226,136
Petty Cash	715
Cash - Reserve	2,011,965
Cash - Operating	5,403,674

^{*}All figures are unaudited

City of Conway Monthly Financial Report - Street Fund For the month ended May 31, 2016



		Month	Year to		(Over)/Under	<u>%</u>
Revenues	Budget	Activity	Date	Encumbered	Budget	Expend/Collect
Ad Valorem Tax	1,440,000	334,716	474,936		965,064	33%
Payments in Lieu of Tax	15,000	-	-		15,000	0%
State Tax Turnback	3,579,020	326,315	1,551,556		2,027,464	43%
Severance Tax	250,000	4,390	50,446		199,554	20%
Sales Tax	250,000	22,210	106,351		143,649	43%
Sign Permits	500	-	180		320	36%
Engineering Fees	10,000	-	600		9,400	6%
Insurance Proceeds	-	-	143		(143)	-
Interest Income	20,000	1,786	9,357		10,643	47%
Miscellaneous Revenues	5,050	4,119	9,521		(4,471)	<u>189%</u>
Total Revenues	5,569,570	693,536	2,203,089	-	3,366,481	40%
Expenditures						
Personnel Costs	2,363,977	167,043	774,391	-	1,589,586	33%
Other Operating Costs	1,987,471	141,693	520,696	35,186	1,431,589	<u>26</u> %
Total Operating Costs	4,351,448	308,736	1,295,087	35,186	3,021,175	30%
Capital Outlay	3,365,277	52,535	2,085,694	132,434	1,147,149	<u>62%</u>
Total Expenditures	7,716,725	361,271	3,380,781	167,621	4,168,324	44%
Net Revenue/(Expense)	(2,147,155)	-	(1,177,692)	:		

^{*}All figures are unaudited

Notes:

¹⁾ Budget column is current budget which includes all year-to-date adjustments, if any.

City of Conway Street Fund 2016



<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-16-40	4/26/16	Contribution to AHTD for Dave Ward Dr project	2,000,000
O-16-47	5/10/16	Demolish house at 2901 College Ave	5,700
			\$ 2,005,700



City of Conway Balance Sheet - Street Fund For the month ended May 31, 2016



Cash - Operating	3,009,760
Taxes Receivable	89,294
Accounts Receivable	1,616,959
Assets	4,716,013
Accounts Payable	21,167
Salaries Payable	18,797
Insurance and Benefits Payable	16,060
Due to General	3,693
Deferred Revenue	1,294,270
Liabilities	1,353,986
Fund Balance	3,362,027
Total Liabilities & Fund Balance	4,716,013

^{*}All figures are unaudited

City of Conway Monthly Financial Report - Sanitation For the month ended May 31, 2016



		Month	Year to		(Over)/Under	<u>%</u>
Revenues	Budget	Activity	Date	Encumbered	Budget	Expend/Collect
Sanitation Fees	8,750,000	711,624	2,860,200		5,889,800	33%
Proceeds - Recycled Materials	400,000	55,427	217,705		182,295	54%
Landfill Fees - General	225,000	22,131	87,564		137,436	39%
Insurance Proceeds	-	7,078	181,078		(181,078)	-
Interest Income	55,000	6,616	30,838		24,162	56%
Miscellaneous Revenues		7,766	30,928		(30,928)	Ξ
Total Revenues	9,430,000	810,643	3,408,313	-	6,021,687	36%
Expenditures						
Personnel Costs	3,959,146	317,137	1,512,895	-	2,446,251	38%
Other Operating Costs	2,977,297	162,414	833,351	144,045	1,999,901	<u>28%</u>
Total Operating Costs	6,936,443	479,551	2,346,246	144,045	4,446,151	34%
Capital Outlay	3,690,815	327,184	521,215	66,328	3,103,272	<u>14</u> %
Total Expenditures	10,627,258	806,735	2,867,461	210,374	7,549,423	27%
Net Revenue/(Expense)	(1,197,258)	-	540,852	- =		

*All figures are unaudited

Notes:

- 1) Budget column is current budget which includes all year-to-date adjustments, if any.
- 2) Capital outlay is shown here for budgeting purposes, but only depreciation expense will be recorded at year end.

City of Conway Sanitation Fund 2016



<u>Ordinance</u> <u>Date</u> <u>Description</u> <u>Amount</u>

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City of Conway Balance Sheet - Sanitation For the month ended May 31, 2016



Cash - Operating	5,082,895
Petty Cash	200
Post Closure Cash Account	5,566,353
Accounts Receivable	735
Due from Other Funds	11,500
General Inventory	2,122
Land & Buildings	2,697,649
Infrastructure	1,136,716
Machinery and Equipment	5,946,952
Vehicles	139,589
Computer Equip & Software	958
Assets	20,585,671
Accounts Payable	36,144
Salaries Payable	195,124
Insurance and Benefits Payable	28,238
Net Pension Obligation	1,286,026
Due to Other Funds	(5,027)
Landfill Close/Post Close	7,926,380
Liabilities	9,466,885
Net Assets	11,118,786
Total Liabilities and Net Assets	20,585,671

*All figures are unaudited

Note: Capital assets shown at book value (cost less accumulated depreciation).

City of Conway Monthly Financial Report - Airport For the month ended May 31, 2016



		Month	Year to		(Over)/Under	<u>%</u>
Revenues	Budget	Activity	Date	Encumbered	Budget	Expend/Collect
Airport Fuel Sales	761,000	52,815	258,681		502,319	34%
Sales Tax	18,000	1,196	5,250		12,750	29%
T-Hangar Rent	118,000	3,535	25,762		92,238	22%
Community Hangar Rent	15,000	920	4,056		10,944	27%
Ground Leases	20,250	8,712	55,215		(34,965)	273%
Miscellaneous Revenues	2,500	1,010	3,792		(1,292)	<u>152%</u>
Total Revenues	934,750	68,188	352,756	-	581,994	38%
Expenditures						
Personnel Costs	203,100	14,107	66,754	-	136,346	33%
Fuel for Resale	550,000	33,173	160,071	-	389,929	29%
Other Operating Costs	139,200	8,066	31,625	357	107,218	<u>23%</u>
Total Operating Costs	892,300	55,345	258,450	357	633,493	29%
Capital Outlay						<u>0%</u>
Total Expenditures	892,300	55,345	258,450	357	633,493	29%
Net Revenue/(Expense)	42,450	-	94,306	- ≡		

*All figures are unaudited

Notes:

- 1) Budget column is current budget which includes all year-to-date adjustments, if any.
- 2) Capital outlay is shown here for budgeting purposes, but only depreciation expense will be recorded at year end.

City of Conway Airport Fund 2016 Fund Balance Appropriations



Ordinance Date Description

Amount

\$ -

City of Conway Balance Sheet - Airport



For the month ended May 31, 2016

Cash - Operating	224,004
Taxes Receivable	2,020
Accounts Receivable - Fuel Vendor	47,066
Due from Other Funds	1,074
Assets	274,164
Salaries Payable	1,855
Insurance and Benefits Payable	1,468
Due to General	387
Liabilities	3,710
Fund Balance	270,454
Total Liabilities & Fund Balance	274,164

^{*}All figures are unaudited

City of Conway

Monthly Financial Report - Major Project Funds For the month ended May 31, 2016



Parks and Rec A&P Tax

Balance, 4/30/16 1,867,324
Receipts 267,631
Payments (153,962)
Balance, 5/31/16 \$1,980,993

Pay as you go Sales Tax

Balance, 4/30/16 2,067,591 Receipts 1,493,657 Payments (1,525,488) Balance, 5/31/16 \$2,035,760

Street Impact Fees

Balance, 4/30/16 431,230
Receipts 38,304
Payments (600)
Balance, 5/31/16 \$ 468,934

Parks Impact Fees

Balance, 4/30/16 273,703
Receipts 7,490
Payments Balance, 5/31/16 \$ 281,193



City of Conway, Arkansas Resolution No. R-16-____

Whereas, the City Council of the City of Conway, Arkansas has been petitioned to name **Empy Trail** due to new road construction from Mill Pond Rd to Old Military Rd.

Whereas, the City shall set a date and time for a hearing before the City Council for consideration of this street name to be <u>EMPY TRL</u> (Range 2600-3699).

NOW, THEREFORE, BE IT RESOLVEDBY THE CITY COUNCIL OF CONWAY ARKANSAS

- 1. That the City Council shall conduct a public hearing at its regular meeting to be held at City Hall, 1201 Oak Street, Conway, Arkansas, on the 12th day of July 2016 at 6:30 p.m.
- 2. That the City Clerk is hereby directed to publish notice of the hearing for the time and in the manner prescribed by law.

PASSED this 28th day of June, 2016.

	Approved:
Attest:	Mayor Tab Townsell
Michael O. Garrett City Clerk/Treasurer	



City of Conway, Arkansas Resolution No. R-16-____

Whereas, the City Council of the City of Conway, Arkansas has been petitioned to rename Sand Gap Rd by petition of City and County Government to honor longtime landowners in the area

Whereas, the City shall set a date and time for a hearing before the City Council for consideration of this street name change to JW and Pat Brown Blvd.

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

- 1. That the City Council shall conduct a public hearing at its regular meeting to be held at City Hall, 1201 Oak Street, Conway, Arkansas, on the 12th day of July 2016 at 6:30 p.m.
- 2. That the City Clerk is hereby directed to publish notice of the hearing for the time and in the manner prescribed by law.

PASSED this 28th day of June, 2016

	Approved:
Attest:	Mayor Tab Townsell
Michael O. Garrett City Clerk/Treasurer	



City of Conway, Arkansas Resolution No. R-16-___

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 <u>66 Briarwood Circle</u> 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 \$173.25 (\$130.23 + Penalty-\$13.02 + filing fee-\$30.00) 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 <u>June 28th</u>, <u>2016</u> 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 28th day of June, 2016.

	Approved:
Attest:	Mayor Tab Townsell
Michael O. Garrett City Clerk/Treasurer	

City of Conway

Code Enforcement 1201 Oak Street Conway, Arkansas 72032



Missy Lovelady
Phone: 501-450-6191

Fax: 501-450-6144

MEMO:

To: Mayor Tab Townsell CC: City Council Members

From: Missy Lovelady Date: June 20, 2016

Re: 66 Briarwood Cir

- April 22, 2016– Warning Violation written regarding grass in the yard by Kim Beard.
- Property Owner is listed as Arthur Buras.
- Property was rechecked on 5/2/16 with no progress made.
- Certified and regular letters were mailed 5/6/16 to address on file and a notice was left by post office.
- Property was rechecked on 5/18/16 with no action taken.
- Final Cleanup completed on 5/24/16.
- Certified and regular letters were sent including date, time & place of the City Council meeting.

If you have any questions please advise.

City of Conway Code Enforcement

1201 Oak Street Conway, Arkansas 72032 www.cityofconway.org



Missy Lovelady
Conway Permits & Code Enforcement
Phone 501-450-6191
Fax 501-450-6144

May 31, 2016

Parcel # 710-09029-000

Arthur Buras 66 Briarwood Cir Conway AR 72034

RE: Nuisance Abatement at 66 Briarwood Cir, Conway AR Cost of Clean-Up, Amount Due: \$130.23

Dear Mr. Buras,

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 **June 28, 2016 Meeting**, 6:30 p.m. located at 810 Parkway 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 **1201 Oak Street Conway Arkansas 72032** with the **attention** to **Missy Lovelady.** If you have any questions, please feel free to call me at 501-450-6191.

Sincerely,		
Missy Lovelady		

INVOICE

City of Conway

Code Enforcement DATE: JUNE 23, 2016

1201 Oak Street Conway, AR 72032 Phone: 501-450-6191 Fax 501-450-6144

missy.schrag@cityofconway.org

TO Arthur Buras 66 Briarwood Cir Conway AR 72034 Description: Mowing/Clean-up/Admin Fees associated with the nuisance abatement at 66 Briarwood Cir, Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
Kim Beard 710-09029-000			June 28, 2016

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	1 Employee -Mowing/Cleanup	16.62	16.62
1	1 Employee -Mowing/Cleanup	16.62	16.62
2	2 PT Employees - Mowing/Cleanup	10.94	21.88
1	Maintenance fee (mower)	15.00	15.00
1	Administrative Fee (Missy Lovelady)	20.49	20.49
1	Administrative Fee (Kim Beard)	17.46	17.46
1	Administrative Fee (Michelle Collins)	10.94	10.94
2	Certified Letter	5.13	10.26
2	Regular letter	.48	.96
		TOTAL BY 6/28/16	\$130.23
	al amount due after June 28, 2016 includes lection penalty & filing fees	TOTAL AFTER 6/28/16	\$173.25

Make all checks payable to City of Conway Code Enforcement @ 1201 Oak Street Conway Arkansas 72032

Conway Code Enforcement Incident Report

Date of Violation: 04/22/16

Violator Name: Arthur Buras
Address of Violation: 66 Briarwood Circle
Violation Type: Grass
Warning #: CE8922
Description of Violation and Actions Taken: On $04/22/16$ Code Enforcement Officer Kim Beard wrote a notice to correct grass. Property was rechecked on $05/02/16$ with no progress made. Certified and regular letters were mailed $05/06/16$ to address on file. Property was rechecked on $05/18/16$ with no action taken. Final cleanup was completed on $05/24/16$.
Code Enforcement Officer: Kim Beard
Officer Signature:
Date: Time:





Housing Authority of the City of Conway

MARY ANN BOYD Executive Director

June 13, 2016



Honorable Mayor Tab Townsell & City Council City of Conway 1201 Oak Street Conway, AR 72032

Dear Mayor & City Council Members:

The Board of Commissioners met on June 13, 2016 and recommended Mr. Tom Mikel, Attorney-At-Law be appointed to fill the vacancy on the Board.

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

Sincerely,

Mary A. Boyd Executive Director

CC: Tom Mikel, Attorney-At-Law



City of Conway, Arkansas Ordinance No. O-16-

AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING ORDINANCE TO REZONE PROPERTY LOCATED AT 2522 COLLEGE AVENUE FROM R-1 TO 0-2:

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 **R-1** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

Part of Block 2, West End Addn. to the City of Conway, Arkansas, described as beginning at the SW Corner of said Block 2; thence N0°18′58″E along the West line of said Block 2, 290.0′; thence S89°29′00″E, 210.0′; thence S0°18′58″W, 290.0′ to the South line of said Block 2; thence N89°29′00″W, 210.0′ to the point of beginning.

to those of **O-2**, 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 28th day of June, 2016.

	Approved:
Attest:	Mayor Tab Townsell
Attest	
Michael O. Garrett City Clerk/Treasurer	



1201 OAK STREET CONWAY, AR 72032 (501) 450-6105

MEMO

To: Mayor Tab Townsell CC: City Council Members

From: Mark Lewis, 2016 Planning Commission Chairman

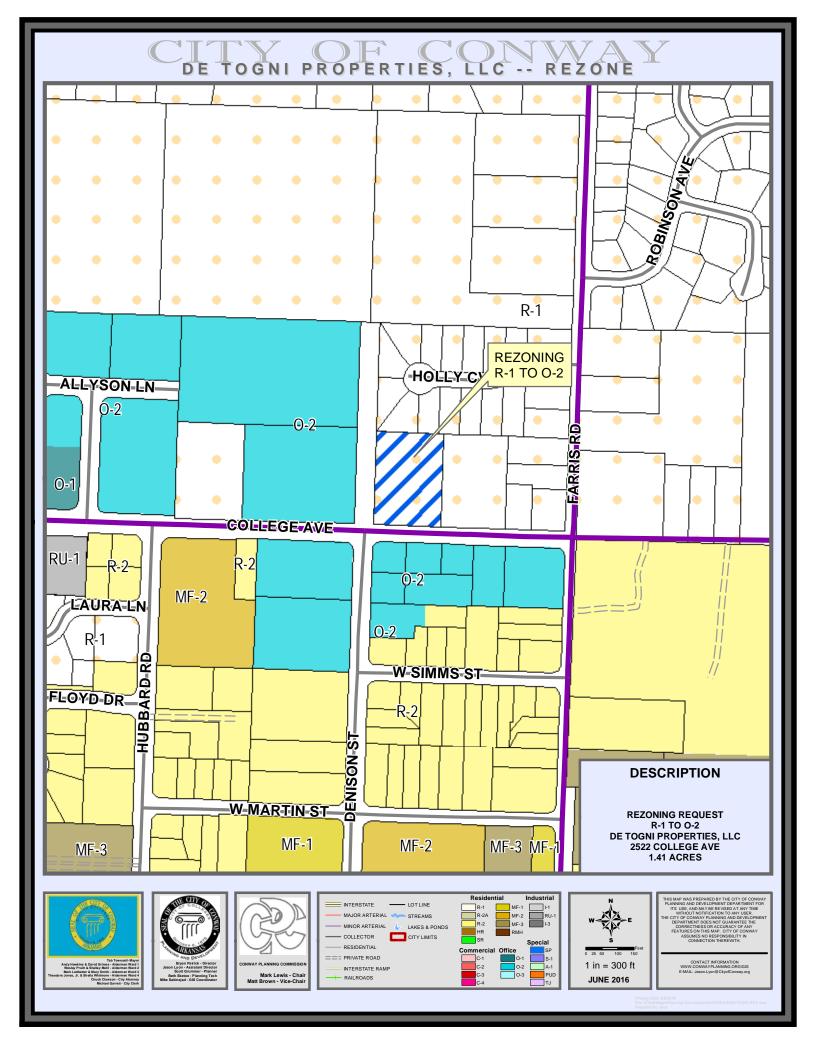
Date: June 21, 2016

Re: Request to rezone property located at 2522 College Avenue from R-1 to O-2

A request to rezone property located at 2522 College Avenue from R-1 (Single-family residential) to O-2 (Quiet Office) with the legal description:

Part of Block 2, West End Addn. to the City of Conway, Arkansas, described as beginning at the SW Corner of said Block 2; thence N 0°18'58" E along the West line of said Block 2, 290.0'; thence S89°29'00" E, 210.0'; thence S0°18'58" W, 290.0' to the South line of said Block 2; thence N89°29'00" W 210.0' to the point of beginning.

was reviewed by the Planning Commission at its regular meeting on June 20, 2016. The Planning Commission voted 6-0-1 that this request be forwarded to the City Council with a recommendation for approval. Matthew Brown abstained.





City of Conway, Arkansas Ordinance No. O-16-

AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING ORDINANCE TO REZONE PROPERTY IDENTIFIED AS THE 400 BLOCK OF INGRAM STREET INCLUDING PROPERTIES LOCATED AT 420 2ND STREET AND 401 MONROE STREET FROM R-2A TO PUD:

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 **R-2A** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

Part of the SW1/4 of the NE1/4 of the NW1/4 of Section 7, T-5-N, R-13-W; more particularly described as beginning at the SW corner of said NW1/4 of Section 7, T-5-N, R-13-W; thence 50 feet west to the point of beginning; thence 660 feet north; thence 418 feet east, thence 660 feet south; thence 418 west to the point of beginning, containing 6.3 acres more or less.

to those of **PUD**, 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 28th day of June, 2016.

	Approved:
Attest:	Mayor Tab Townsell
Michael O. Garrett City Clerk/Treasurer	



1201 OAK STREET CONWAY, AR 72032 (501) 450-6105

MEMO

To: Mayor Tab Townsell CC: City Council Members

From: Mark Lewis, 2016 Planning Commission Chairman

Date: June 21, 2016

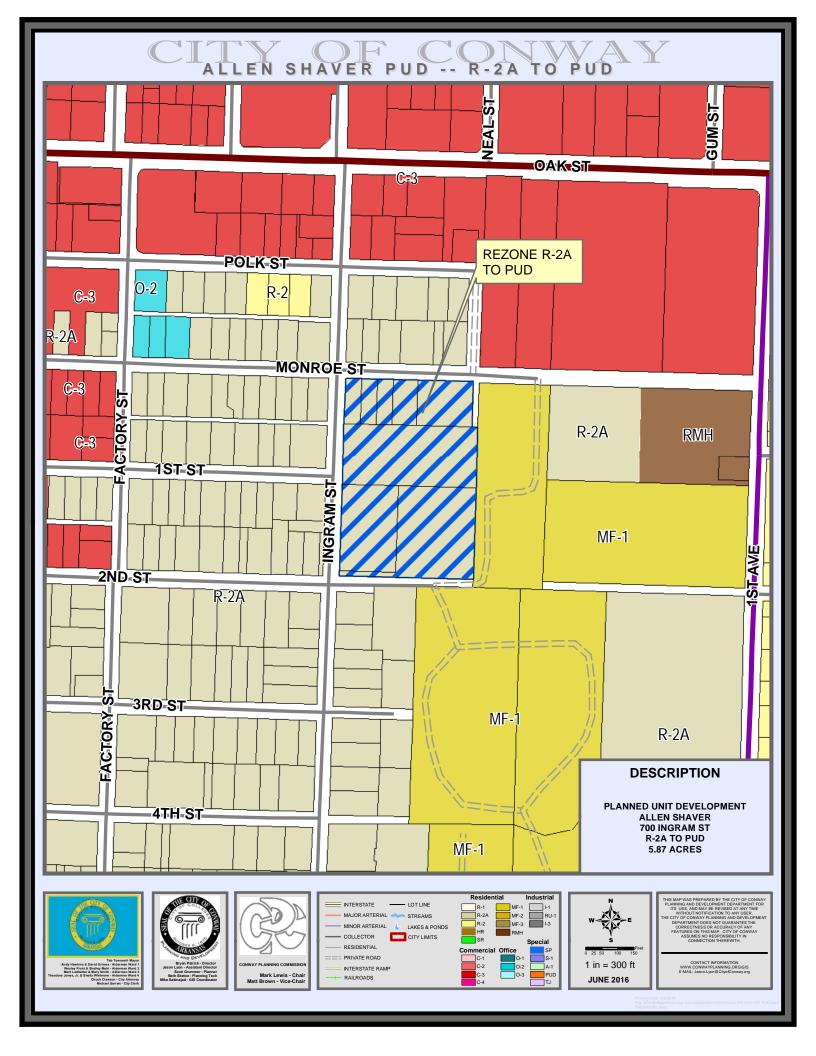
Re: Request to rezone property identified as the 400 Block of Ingram Street from R-2A to PUD

A request to rezone property identified as the 400 Block of Ingram Street from R-2A (Large lot duplex) to PUD (Planned Unit Development) with the legal description:

Part of the SW1/4 of the NE1/4 of the NW1/4 of Section 7, T-5-N, R-13-W; more particularly described as beginning at the SW corner of said NW1/4 of Section 7, T-5-N, R-13-W; thence 50 feet west to the point of beginning; thence 660 feet north; thence 418 feet east, thence 660 feet south; thence 418 west to the point of beginning, containing 6.3 acres more or less.

was reviewed by the Planning Commission at its regular meeting on June 20, 2016. The Planning Commission voted 7-0 that this request be forwarded to the City Council with a recommendation for approval. The following conditions will be a part of and guide completion of the PUD final development plan:

- 1. PUD shall be generally developed as shown on site plan sketch. Varia; ons from the submi? ed plan shall be allowed for technical reasons. However, the density and intent of the site plan shall be followed.
- 2. PlaCn g shall be required. Any addi; onal right of way, sidewalks, etc. as required by the Subdivision Ordinance shall be dedicated and constructed. An addi; onal 5 feet of right of way shall be dedicated along Ingram Street in an; cipa; on of Ingram being upgraded to a collector street classifica; on.
- Setbacks, Lot Coverages, Parking Areas and Building Form. As a small lot development, reduced setbacks, increased lot
 coverages shall be allowed. Defined setbacks, lot coverages, parking areas, and desired building forms shall be defined in
 the final development plan, plat, and PUD documents.
- 4. Planning Director approval of structure designs and materials is required. Planning Staff shall use the Old Conway Design Overlay guidelines as the basis for review. Planning staff decisions may be appealed to the Conway Historic District Commission.



1201 OAK STREET CONWAY, AR 72032 (501) 450-6105

MEMO

To: Mayor Tab Townsell CC: City Council Members

From: Mark Lewis, 2016 Planning Commission Chairman

Date: June 21, 2016

Re: Request to amend Conditional Use Permit No. 1288 to include properties located at 2195

Dave Ward Drive and 815 S. Donaghey Avenue

A request to amend Conditional Use Permit No. 1288 allowing general retail and hotel to include properties located at 2195 Dave Ward Drive and 815 S. Donaghey Avenue with the legal descriptions:

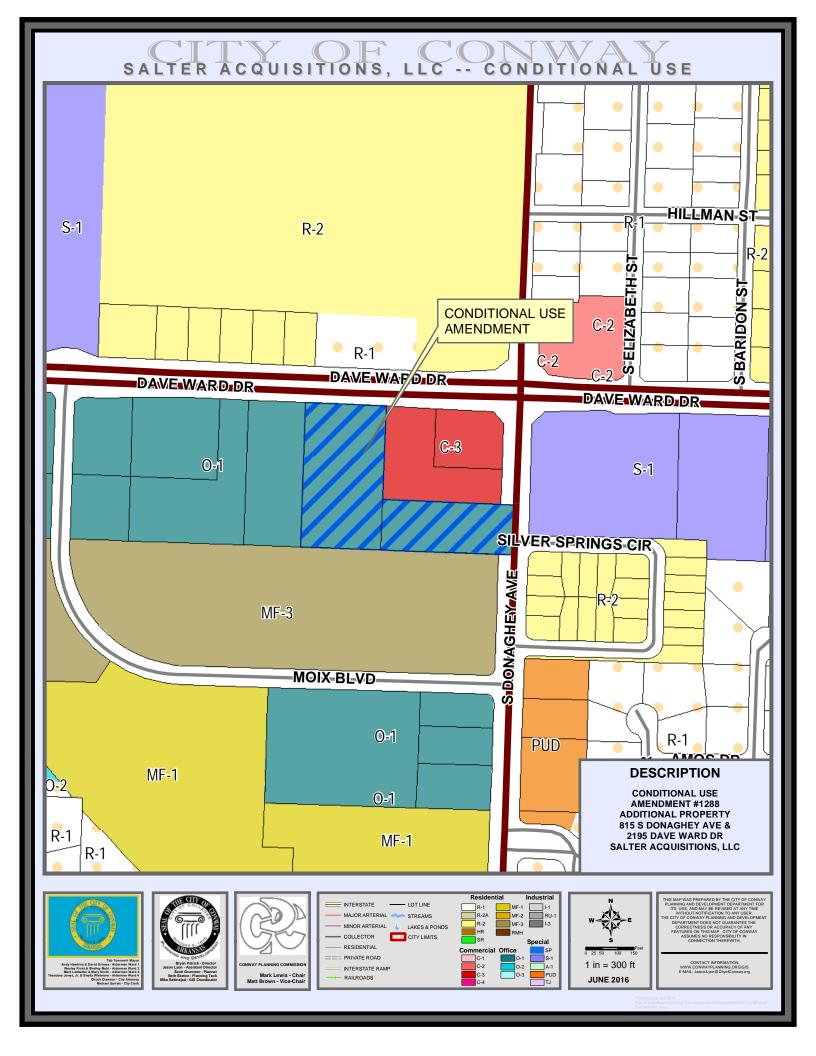
[2195 Dave Ward Drive]

A part of the NE1/4 SE1/4 of Section 14, T-5-N, R-14-W, Faulkner County, Arkansas, being more particularly described as commencing at the northeast corner of said NE1/4 SE1/4 and running thence N87°53'44"W, along the north line of said NE1/4 SE1/4, 418.28 feet; thence S01°58'24"W. 64.29 feet to the south right of way of highway #60 and the point of beginning; thence continue S01°058'24"W, 458.41 feet; thence N87°54'32"W, 250.61 feet; thence N01°054'01"E, 458.50 feet to the south right of way of said highway; thence run S87°53'20"E, 251.19 feet to the point of beginning. Said tract contains 2.64 acres more or less.

[815 S Donaghey Avenue]

A part of the NE1/4 SE1/4 of Section 14, Township 5 North, Range 14 West, Faulkner County, Arkansas, described as beginning 366 feet south of the northeast corner of said NE1/4 SE1/4, and running thence south 156 feet; thence west 418 feet; thence north 156 feet; thence east 418 feet to the point of beginning.

was reviewed by the Planning Commission at its regular meeting on June 20, 2016. The Planning Commission voted 6-1 with Justin Brown in opposition that this request be forwarded to the City Council with a recommendation for approval with no conditions.





1201 OAK STREET CONWAY, AR 72032 (501) 450-6105

MEMO

To: Mayor Tab Townsell CC: City Council Members

From: Mark Lewis, 2016 Planning Commission Chairman

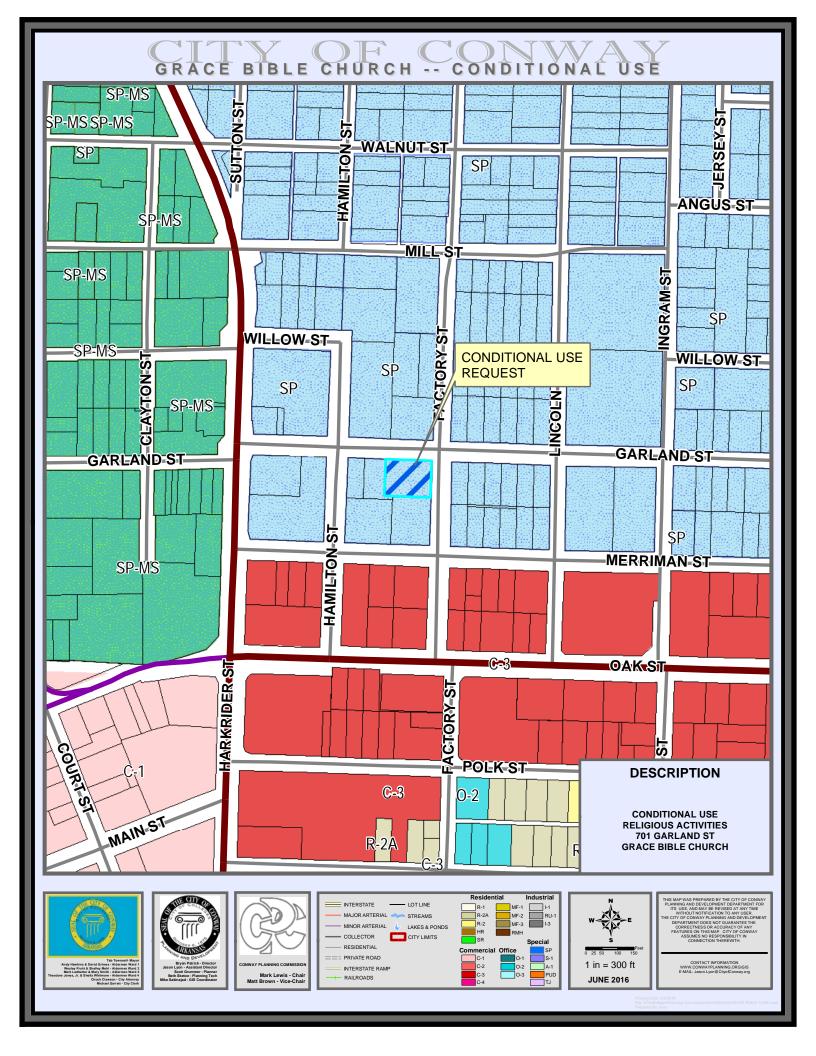
Date: June 21 2016

Re: Conditional Use Permit request to allow religious activities at 701 Garland Street

A request for a Conditional Use Permit to allow an religious activities for property located at 701 Garland Street with the legal description:

North 115 feet of Lots 1, 2, and 3, Block 11 Srygley Addition

was reviewed by the Planning Commission at its regular meeting on June 20, 2016. The Planning Commission voted 7-0 that this request be forwarded to the City Council with no conditions.







1201 OAK STREET CONWAY, AR 72032 (501) 450-6105

MEMO

To: Mayor Tab Townsell CC: City Council Members

From: Mark Lewis, 2016 Planning Commission Chairman

Date: June 21, 2016

Re: Request to amend Conditional Use Permit No. 1323 to change persons tied to permit due

to a change in property ownership

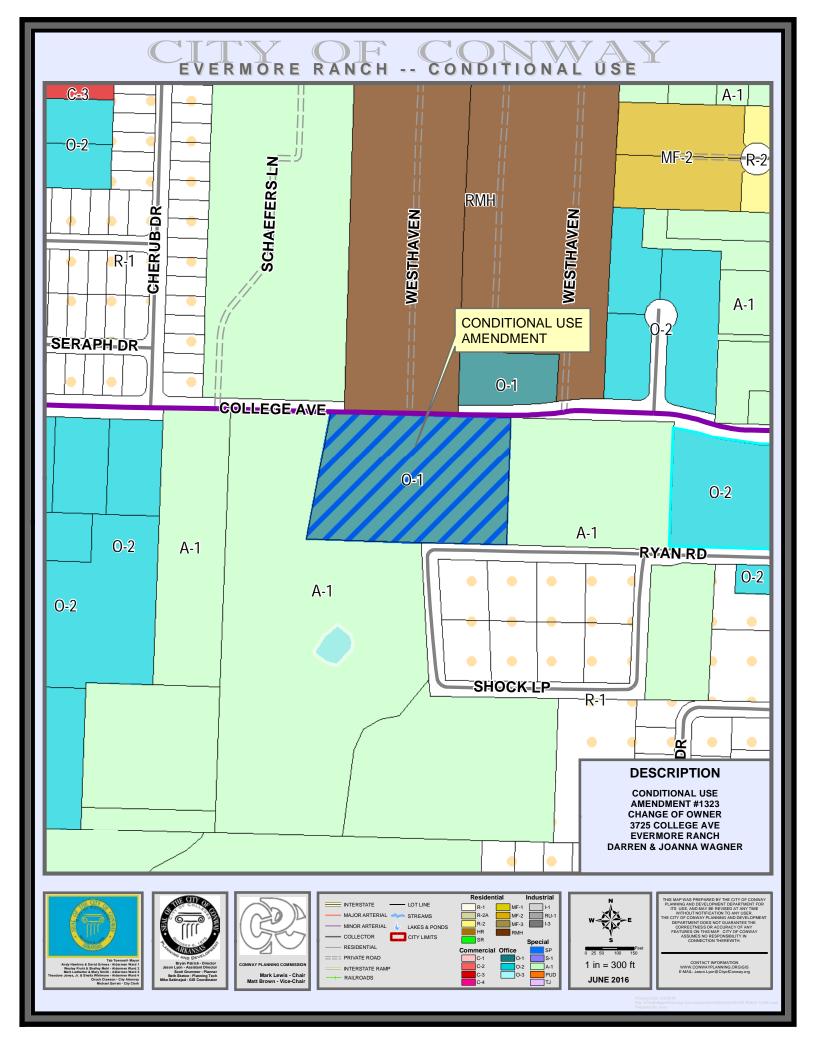
A request to amend Conditional Use Permit No. 1323, allowing a public stable and equestrian related events center, an events center for non-equestrian events, and a restaurant for property located at 3725 College Avenue with the legal description:

Being a part of the N1/2 SE1/4, of Section 9, T-5-N, R-14-W, Faulkner County, Arkansas, described as beginning at the NW corner of the NE1/4 SE1/4 of said Section 9; thence N89°56'10" E along the North line of said NE1/4 SE1/4 372.6 feet; thence S0°28'26"W 400.0 feet; thence S89°56'20"W 624.8 feet; thence N9°17'47" East 404.29 feet to the North line of the NW1/4 SE1/4 of said section 9; thence N89°36'36"E 190.2 feet to the point of beginning, containing 5.45 acres, more or less.

was reviewed by the Planning Commission at its regular meeting on June 20, 2016. The Planning Commission voted 6-1 that this request be forwarded to the City Council with a recommendation for approval to amend condition 10, due to a change of property ownership, with all other existing conditions to remain. Justin Brown voted in opposition.

Amended condition:

10. This conditional use permit is tied to the applicants, Darren Wagoner and Joan White-Wagoner, only. The permit does not run with the land.





CITY OF CONWAY Planning and Development 1201 Oak Street Conway, AR 72032

T 501.450.6105 F 501.450.6144

www.conwayplanning.org

June 1, 2016

SPECIAL PERMIT TO ALLOW A TEMPORARY WATER PARK

As defined in the Conway Zoning Ordinance O-54-94 as a Temporary Commercial Recreation Facility.

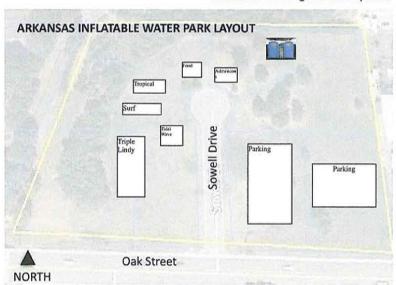
William Atkins doing business as Arkansas Inflatable Water Park, LLC shall be allowed to operate a temporary inflatable water park at Sowell Drive, in Sowell Subdivision in the 2200 Block of East Oak Street as described below:

Conditions to Operation:

- · This Special Permit is limited to William Atkins, Arkansas Inflatable Waterpark, LLC only
- The temporary water park is approved for operation between June 6, 2016 until September 3, 2016 and possibly open
 on weekends in September.
- Hours of operation shall be from 11 am to 7 pm, Monday through Saturday and 1 pm to 7 pm on Sunday.
- · The temporary water park shall be arranged as shown on the attached site sketch.
- 15 Employees total. 5 employees are required at all times for pay and play operations.
- · Proof of insurance shall be provided and on file with the Mayor's Office.
- Due to the temporary nature of the water park, the parking surface may be grass.
- An adequate number of toilets shall be provided. A hand wash sink shall also be provided.
- Food and drink vending is allowed. A prepared food license shall be obtained from and on file with the City Clerk's Office
- A temporary building permit shall be required to inspect power hookups and other general safety requirements. The
 permit shall be obtained from and on file with the Permits and Inspections Department.
- A City Council review of the operation will be required. Mr. Atkins or a representative shall appear before the City Council on June 28 to give an update of the water park status.
- This special permit is subject to periodic reviews and inspections for reasonable public safety compliance.

Tab Townsell Mayor Bryan Patrick

Director of Planning and Development





City of Conway, Arkansas Ordinance No. O-16-

AN ORDINANCE APPROPRIATING INSURANCE PROCEEDS FUNDS RECEIVED FROM THE MUNICIPAL VEHICLE PROGRAM FOR THE CONWAY SANITATION DEPARTMENT; AND FOR OTHER PURPOSES:

Whereas, the Conway Sanitation Department requests a revenue appropriation in the amount of \$174,000.00 for the damage of a 2002 Morbark 7600 Woodhog that was also involved in an fire; and

Whereas, the Conway Sanitation Department requests a revenue appropriation in the amount of \$7,078.20 to repair a 2014 that was also involved in an accident; and

Whereas, funds in the amount of \$174,000.00 and \$7,078.20 were received by Municipal Vehicle Program to be used for said purpose.

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

Section 1. The City of Conway shall appropriate \$174,000.00 from the Sanitation Enterprise Fund Insurance Proceeds account (510.510.4360) to the Machinery and Equipment Account (510.510.5910).

Section 2. The City of Conway shall appropriate \$7,078.20 from the Sanitation Enterprise Fund Insurance Proceeds account (510.510.4360) to the Vehicles Repair Account (510.510.5450).

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

PASSED this 28th day of June, 2016.

	Approved:
	Mayor Tab Townsell
Attest:	
Michael O. Garrett City Clerk/Treasurer	



City of Conway, Arkansas Ordinance No. O-16-____

AN ORDINANCE ACCEPTING THE BID AND APPROPRIATING THE FUNDS FOR THE REPLACEMENT OF THE SLIDE GATES AT LAKE BEAVERFORK; AND FOR OTHER PURPOSES

Whereas, the Conway Parks and Recreation Department needs to replace the existing slide gates located on the tower at Lake Beaverfork; and

Whereas, Environmental Process Systems, Inc. was the only bid received for this project; and

Whereas, this project will be funded by the Conway Parks & Recreation A&P Funds.

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

Section 1. The City of Conway shall accept the bid from Environmental Process Systems, Inc. in the amount of \$67,900 for the replacement of the slide gates at Lake Beaverfork.

Section 2. The City of Conway shall appropriate an amount of \$67,900 from Parks and Recreation A&P Fund Balance Appropriation (252-000-4900) to the Conway Parks Department Parks General CIP Account (252-161-5990).

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

PASSED this 28th day of June 2016.

	Approved:	
	Mayor Tab Townsell	
Attest:		
Michael O. Garrett		





Steve Ibbotson Director

Parks and Recreation

10 Lower Ridge Road • Conway AR 72032 www.conwayparks.com

June 22, 2016

Tab Townsell and City Council 1201 Oak Street Conway AR 72032

Re:

Slide Gates at Lake Beaverfork

Dear Mayor:

Bids were received at 10:00am, Wednesday, June 22, 2016 at Conway City Hall for the above referenced project.

One bid was received from Environmental Process Systems Inc. in the amount of \$67,900.

This project is to replace the gates on the tower at Lake Beaverfork. The work to replace these gates will have to be performed underwater.

These are the original gates installed in 1955. The gates do not operate properly and need to be replaced. The slide gates on the tower allow us to lower the lake.

I recommend that the council approve this project and award it to Environmental Process Systems Inc.

The funds to replace these gates would come from the city's A&P funds.

Thanks for your consideration in this matter.

8 lbs Im

Sincerely,

Steve Ibbotson Parks Director



City of Conway, Arkansas Ordinance No. O-16-

AN ORDINANCE APPROPRIATING REIMBURSEMENTS FUNDS FROM VARIOUS ENTITIES FOR THE CITY OF CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the City of Conway has received reimbursements funds from the following entities:

Arkansas State Police	\$ 10,239.15	STEP Grant/DUI Grant
Faulkner Co District Court	\$ 90.00	Restitution
Municipal Vehicle Program	\$ 2,621.16	Insurance Proceeds
20th District Law Enforcement	\$ 6,733.30	Asset Forfeiture
Various Companies	\$ 13,779.13	Extra Duty Proceeds
Various Companies	\$ 250.00	Child Safety Fair

Whereas, the Conway Police Department needs these funds to replenish their expenditure accounts;

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

- **Section 1**. The City of Conway shall appropriate STEP/DUI Grant funds from the Arkansas State Police in the amount of \$10,239.15 from 304.000.4201 to the CPD State Grant expense account, 399.121.5910.
- **Section 2.** The City of Conway shall appropriate Restitution funds from Faulkner County District court in the amount of \$90.00 from 001.121.4184 to the CPD Uniform expense account 001.121.5670.
- **Section 3**. The City of Conway shall appropriate insurance proceed funds in the amount of \$2,621.16 from 001.119.4360 to the CPD fleet maintenance expense account, 001.121.5450.
- **Section 4.** The City of Conway shall appropriate funds from the 20th District Law Enforcement in the amount of \$6,733.30 from 250.121.4710 to the CPD miscellaneous expense account, 001.121.5799.
- **Section 5**. The City of Conway shall appropriate reimbursement funds totaling \$13,779.13 from 001.121.4185 to the Conway Police Department Overtime expense account, 001.121.5114.
- **Section 6.** The City of Conway shall appropriate donation funds totaling \$250.00 from 001.119.4705 to the Conway Police Department Child Safety Fair expense account, 001.121.5760.
- **Section 7**. All ordinances in conflict herewith are repealed to the extent of the conflict

PASSED this 28 th day of June, 2016.	Approved:
Attest:	
	Mayor Tab Townsell
Michael O. Garrett	

City Clerk/Treasurer