

Mayor Bart Castleberry  
Clerk/Treasurer 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

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**Tuesday, November 10, 2020 City Council Agenda**

Conway Municipal Building - City Council Chambers - 1111 Main Street, Conway, AR 72032

*\*Due to restrictions imposed because of the COVID-19 pandemic, the City Council meeting will broadcast on Conway Corporation Channel 5, the City of Conway Facebook page & YouTube Channel. If you would like to ask a question/comment regarding the committee meeting topic or any listed agenda item, please use the following link: <https://conwayarkansas.gov/council/comments/> to submit the request prior to 5pm the day of the Council meeting.*

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<b><u>5:30pm Committee:</u></b>	<b>Updates from Department of Transportation &amp; Physical Plant/Code Enforcement</b>
<b><u>6:30pm:</u></b>	City Council Meeting
<b><u>Call to Order:</u></b>	Bart Castleberry, Mayor
<b><u>Roll Call:</u></b>	Michael O. Garrett, Clerk/Treasurer
<b><u>Minutes Approval:</u></b>	October 27, 2020

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

1. Resolution requesting Faulkner County Tax Collector place a lien against property located at 2104 Hairston for expenses incurred by the City.
2. Ordinance approving a substantial amendment to 2019 Annual Action Plan for the Community Development Block Program.
3. Resolution to approve the request for proposal for architects for the Community Development Block Program.

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

1. Ordinance appropriating funds for the Shop Secure Program for the Conway Police Department.
2. Ordinance appropriating reimbursement funds from various entities for the Conway Police Department.

**C. Personnel**

1. Resolution to approve the health & dental benefits and the fitness facility for the FY2021 for the City.

***Adjournment***



**City of Conway, Arkansas  
Resolution No. R-20-\_\_\_\_\_**

**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 **2104 Hairston** 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 **\$176.29** (\$132.99 + Penalty \$13.30 + 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 **November 10, 2020** 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 10th day of November, 2020.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

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

**City of Conway**  
Code Enforcement  
1111 Main St.  
Conway, Arkansas 72032



*Missy Schrag*  
Phone: 501-450-6191  
Fax: 501-450-6144

## CODE ENFORCEMENT REPORT

To: Mayor Bart Castleberry  
CC: City Council Members

Re: Violation # 20-1186  
Address of Violation: 2104 Hairston

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- August 6, 2020 – a Warning notice was written and left for trash & furniture.
- August 14, 2020 – Upon re-inspection with no progress, a Violation was written for rubbish/trash; appliance/furniture and left on the premises by Mike Cullum.
- Property Owner is listed as Jim & Dortha Heffington.
- Property was re-inspected on 8/21/2020 with no progress made.
- Certified and regular letters were mailed 8/24/2020 to address on file and a notice was left by post office.
- Property was rechecked on 8/31/2020 with no progress made and City cleanup was requested.
- Final Cleanup completed on 9/8/2020.
- Certified and regular letters were sent including date, time & place of the City Council meeting.

Code Enforcement Officer: Mike Cullum

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INVOICE

**City of Conway**  
Code Enforcement

DATE: NOVEMBER 6, 2020

1111 Main St.  
Conway, AR 72032  
Phone: 501-450-6191  
Fax 501-450-6144  
missy.schrag@conwayarkansas.gov

TO HEFFINGTON, JIM & HEFFINGTON, DORTHA  
2104 HAIRSTON ST  
CONWAY AR 72034-3119

Description: Mowing/Clean-up/Admin Fees associated with the nuisance abatement at 2104 Hairston St. Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
Mike Cullum	710-03309-000		November 3, 2020

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
	DEBRIS REMOVAL by Matt Skelton Construction, Inc.	50.00	50.00
	Sanitation Ticket #729795	32.74	32.74
1	Administrative Fee (Code Enforcement)	20.49	20.49
1	Administrative Fee (Code Officer)	17.46	17.46
2	Regular Letter	.55	1.10
2	Certified Letter	5.60	11.20

- Total amount due after November 3, 2020 includes collection penalty & filing fees

TOTAL	\$132.99
TOTAL WITH PENALTY & FILING FEES	\$176.29

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

**City of Conway**  
**Code Enforcement**

1111 Main St.  
Conway, Arkansas 72032  
[www.conwayarkansas.gov](http://www.conwayarkansas.gov)



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

October 13, 2020

HEFFINGTON, JIM & HEFFINGTON, DORTHA  
2104 HAIRSTON ST  
CONWAY AR 72034-3119

Parcel # 710-03309-000

**RE: Nuisance Abatement at 2104 Hairston St. Conway AR**  
**Cost of Clean-Up, Amount Due: \$132.99**

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 **November 10, 2020 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,

Missy Schrag



**City of Conway, Arkansas**  
**Ordinance No. O-20-\_\_\_\_\_**

**AN ORDINANCE APPROVING A SUBSTANTIAL AMENDMENT TO THE 2019 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN; AND FOR OTHER PURPOSES**

**Whereas**, it is the intention of the City Council of the City of Conway to allocate Community Development Block Grant (CDBG) funds in such a manner that the maximum feasible priority is given to activities which will benefit low to moderate income families and eliminate slum and blight; and

**Whereas**, there is an approximate total of \$19,406.11 in accumulated unspent funds from past CDBG activities; and

**Whereas**, these activities fell under budget, or could not be completed in a timely fashion with the funds available; and

**Whereas**, the funding will be reallocated to the Overnight Emergency Shelter in anticipation to utilize funding for any costs associated with completion of the shelter.

**Whereas**, this reallocation will act in conjunction with the \$31,213.86 of previously allocated funding the CDBG grant portal (IDIS) for the shelter.

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

**Section 1:** The Annual Action Plan for 2019 is hereby amended to assist in funding the Overnight Emergency Shelter from funds previously allocated to other activities. The CDBG Administrator is authorized to submit the amendments to the 2019 Action Plan to the Department of Housing and Urban Development.

**Section 2:** After a 5-day comment period and approval by HUD, the Finance Office will add \$19,406.11 to line item 350-000-5799, for the Overnight Emergency Shelter Project.

**Section 3:** This change shall not affect the 2019 CDBG budget as passed by City Council.

**Section 4:** Policies regarding Affirmative Action, Fair Housing, Davis-Bacon, Section 3 Employment, Environmental Concerns and all other federal, state and local laws shall be enforced on this project.

**PASSED** this 10<sup>th</sup> day of November 2020.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

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



**City of Conway, Arkansas  
Resolution No. R-20-\_\_\_\_\_**

**A RESOLUTION TO APPROVE PROFESSIONAL ARCHITECTURAL SERVICES FOR THE COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAM; AND FOR OTHER PURPOSES:**

**Whereas**, the City of Conway recently accepted qualifications for architectural services for the property located at 1114 and 1116 Gum Street for an Overnight Emergency Homeless Shelter; and

**Whereas**, the City of Conway received four proposals that were evaluated based on but not limited to qualifications, past similar experience, and demonstrated experience with federal grant compliance.

**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 Level 5 Architecture for professional architectural services for the property located at 1114 & 1116 Gum Street.

**Section 2.** All resolutions in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 10<sup>th</sup> day of November, 2020

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

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



*City of Conway, Arkansas*  
*Office of the Mayor*

*Kiera Oluokun*

*CDBG Administrator*

[www.conwayarkansas.gov](http://www.conwayarkansas.gov)

To: Mayor Bart Castleberry  
CC: City Council Members  
From: Kiera Oluokun, CDBG Administrator  
Date: November 10, 2020  
Re: Level 5 Architecture firm

As part of the development of the Overnight Emergency Shelter, the Community Development Department is requesting City Council's approval on Level 5 Architecture Arkansas as the lead architecture firm on this project.

This overnight emergency shelter will be the first in the City of Conway. Given the current state and condition of the vacant office space, this project requires an architecture firm that can visualize the potential while remaining budget conscious, timely, and staying within the HUD regulatory guidelines. The principle architect, Justin Gilmore, is a HUD approved architect that also values historic preservation.

Level 5 has worked on many adaptive reuse architecture projects and the conversion of this vacant space to an overnight emergency shelter falls within that scope of work. In speaking to the Level 5 team, they expressed the desire to transform this location into a functional, versatile, warm home for our homeless population—even if it is temporary.

Moreover, it is imperative to mention that this location will practice post-Covid safety protocol. In an effort to keep our homeless population healthy and safe, this shelter's model will differ from the traditional, open space design.

Level 5 Architects is a firm that defines its core values as compassion, kindness, humility, gentleness, and patience. It is essential that these same core values reflect in the City of Conway's first overnight emergency shelter.





**City of Conway, Arkansas  
Ordinance No. O-20-\_\_\_\_\_**

**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:

Various Companies	\$14,676.27	Extra Duty Services
Nationwide Insurance	\$1,453.00	K9 vet check reimbursement
Municipal Vehicle Program	\$26,679.14	Insurance Proceeds
DEA/Marshall	\$9,441.80	Taskforce Funds

**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 funds from Various Companies in the amount of \$14,676.27 from 001.121.4185 to the CPD overtime expense account, 001.121.5114.

**Section 2.** The City of Conway shall appropriate funds from Nationwide Insurance in the amount of \$1,453.00 from 001.119.4360 to the CPD Other Miscellaneous account 001.121.5799.

**Section 3.** The City of Conway shall appropriate funds from Municipal Vehicle Program in the amount of \$26,679.14 from 001.119.4360 to the CPD vehicle maintenance acct. 001.121.5450.

**Section 4.** The City of Conway shall appropriate funds from various companies in the amount of \$9,441.80 from 001.121.4185 to CPD overtime account 001.121.5114.

**Section 5.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 10<sup>th</sup> day of November, 2020.

**Approved:**

**Attest:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

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



**City of Conway, Arkansas  
Ordinance No. O-20-\_\_\_\_\_**

**AN ORDINANCE APPROPRIATING FUNDS TO THE CONWAY POLICE DEPARTMENT FOR OPERATION SHOP SECURE AND FOR OTHER PURPOSES:**

**Whereas**, The Conway Police Department needs approximately \$50,000 in overtime funds for Operation Shop Secure; and

**Whereas**, the Conway Police Department needs these funds in order to increase police presence in all shopping areas throughout the City of Conway during the holidays which will provide a safer shopping experience for the citizens of Conway.

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

**Section 1.** The City of Conway shall appropriate \$50,000 from the general fund balance appropriation account 001.119.4900 into the Conway Police Departments overtime expense account, 001.121.5114.

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

**PASSED** this 10<sup>th</sup> day of November, 2020.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

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



*City of Conway*  
*Human Resources Department*  
*City Hall*  
*1111 Main Street*  
*Conway, Arkansas 72032*  
[www.cityofconway.org](http://www.cityofconway.org)

**Date:** November 5, 2020

**To:** Mayor Bart Castleberry

**Cc:** David Grimes                      Theo Jones                      Wesley Pruitt  
Andy Hawkins                      Mark Ledbetter                      Mary Smith  
Shelia Isby                      Shelley Mehl

**From:** Lisa Mabry-Williams

**Subject:** 2021 Health Benefits

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An RFP was published and opened on 10/14/2020. The City of Conway received proposals from the following:

- Arkansas Blue Cross and Blue Shield Health Advantage
- Qual Choice Health Plan, Inc.
- United Health Care
- Benefit Partners – United Health Care
- One Digital Health & Benefits – United Health Care

The Employee Benefits Committee reviewed the proposals and completed a weighted evaluation on each proposal. The committee recommends that we remain with Arkansas Blue Cross and Blue Shield Health Advantage for 2021.

The 2021 premium rates for Arkansas Blue Cross and Blue Shield Health Advantage will remain the same as the 2020 rates.

We respectfully request that you approve the renewal of our contract with Arkansas Blue Cross and Blue Shield Health Advantage to provide health benefits to City of Conway employees and retirees.



*City of Conway*  
*Human Resources Department*  
*City Hall*  
*1111 Main Street*  
*Conway, Arkansas 72032*  
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**Date:** November 5, 2020

**To:** Mayor Bart Castleberry

**Cc:** David Grimes                      Theo Jones                      Wesley Pruitt  
Andy Hawkins                      Mark Ledbetter                      Mary Smith  
Shelia Isby                      Shelley Mehl

**From:** Lisa Mabry-Williams

**Subject:** 2021 Dental Benefits

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An RFP was published and opened on 10/14/2020. The City of Conway received proposals from the following:

Arkansas Blue Cross and Blue Shield Dental  
Fowler Insurance – Blue Cross and Blue Shield of Tennessee  
Benefit Partners – Delta Dental  
Benefit Partners – United Health Care Dental  
One Digital – Delta Dental

The Employee Benefits Committee reviewed the proposals and completed a weighted evaluation on each proposal. The committee recommends that we remain with Arkansas BlueCross Blue Shield/Health Advantage for 2021.

The 2021 premium rates for Arkansas BlueCross BlueShield Dental will remain the same as the 2020 rates.

We respectfully request that you approve the renewal of our contract with Arkansas BlueCross BlueShield Dental to provide dental benefits to City of Conway employees and retirees.



*City of Conway*  
*Human Resources Department*  
*City Hall*  
*1111 Main Street*  
*Conway, Arkansas 72032*  
[www.cityofconway.org](http://www.cityofconway.org)

**Date:** November 5, 2020

**To:** Mayor Bart Castleberry

**Cc:** David Grimes                      Theo Jones                      Wesley Pruitt  
Andy Hawkins                      Mark Ledbetter                      Mary Smith  
Shelia Isby                      Shelley Mehl

**From:** Lisa Mabry-Williams

**Subject:** 2021 Fitness Facility Membership

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An RFP was published and opened on 10/14/2020. The City of Conway received two (2) proposals:

- Sync Fitness & Movement, LLC                      \$ 12,000.00
- 10 Fitness                      \$ 12,549.95

The Employee Benefits Committee reviewed the proposals and completed a weighted evaluation on each proposal. The committee recommends 10 Fitness.

We respectfully request that you approve the contract with 10 Fitness to provide fitness center membership to City of Conway employees and retirees.