

# MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

Conway, Arkansas  
Tuesday, 6:30 pm  
September 22, 2020

On this date the City Council of the City of Conway, Arkansas met in regular session. ***Due to restrictions imposed because of the COVID-19 pandemic, the City Council meeting was held via Facebook Live on the City of Conway, Arkansas Facebook page, and the City of Conway YouTube channel.*** The following members being a quorum were present and acting: Councilman Hawkins, Councilwoman Isby, Councilman Jones, Councilman Ledbetter, Councilman Pruitt, Councilwoman Mehl, Councilman Grimes and Councilwoman Smith. Also, present and acting: Mayor Bart Castleberry, City Clerk Michael Garrett and City Attorney Chuck Clawson.

**Call to Order: Mayor Bart Castleberry**

**Roll Call: Michael O. Garrett, City Clerk**

**Minutes: September 8, 2020**

Councilwoman Isby motioned to approve the **September 8, 2020** minutes as submitted. Councilwoman Smith seconded the motion. There was no discussion. The motion passed 8-0.

**Approval of the monthly financial report ending August 31, 2020**

Tyler Winningham, Chief Financial Officer addressed the Council stating that the City has been in the “red” since February and is now showing numbers in the “black” as of August. He added that sales tax continues to be good, up 8.5% in August for June sales. He said that year-to-date the numbers are up just under 5% which translates to \$665,000 in the General Fund. He said that spending is down in the General Fund as we are still under a spending freeze and added that the Transportation and Sanitation Department’s expenditures are up over last year, but they are still showing net revenue for the year. He said the Airport is running tight due to lower fuel sales but the ground leases that will come in later in the year will help. Councilwoman Smith made a motion to approve the monthly financials and Councilwoman Isby seconded it. The motion carried 8-0.

**Report of Standing Committees:**

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

**1. Ordinance appropriating & accepting CARE ACT grant proceeds awarded to the Conway Regional Airport.**

**O-20-54**

Councilman Hawkins presented Item A1 to the Council. Jack Bell, Airport Director, told the Council that the Airport had received a grant through the CARES ACT of \$69,000 for program costs. He added that they have spent about half of the money on basic needs of the Airport. Councilwoman Isby made a motion to waive the three readings and Councilwoman Smith seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance and Councilwoman Isby seconded it. The Clerk called the roll with the following voting “Aye”: Councilman Hawkins, Councilman Pruitt, Councilwoman Smith, Councilwoman Mehl, Councilwoman Isby, Councilman Jones, Councilman Grimes and Councilman Ledbetter. The Ordinance passed 8-0.

**2. Ordinance approving and appropriating funds for professional services and utility improvements for Conway Regional Airport.**

**O-20-55**

Councilman Hawkins presented Item A2 to the Council. Jack Bell told the Council that these funds are for the T-Hangar project Phase II, and to pay Garver Engineers for their services. He added that the

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next phase of the project would be the building of the T-Hangar building, providing that matching funds could be secured. He said the hope was that the property near the old airport would sell as that would help to provide the matching funds. Councilman Hawkins asked Mr. Bell how many airplanes were currently at the Airport and Mr. Bell said there were 65 and the new addition will add 12 spaces. He added that there were about 30 applicants on the waiting list for hangar spaces. Councilwoman Isby made a motion to waive the three readings and Councilwoman Smith seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance and Councilwoman Isby seconded it. The Clerk called the roll with the following voting "Aye": Councilwoman Isby, Councilman Grimes, Councilwoman Mehl, Councilman Jones, Councilman Hawkins, Councilman Ledbetter, Councilwoman Smith and Councilman Pruitt. The Ordinance passed 8-0.

**3. Ordinance approving the rules and regulations and minimum standards for the Conway Regional Airport.**

**O-20-56**

Councilman Hawkins presented Item A3 to the Council. Jack Bell told the Council that these are rules and regulations as recommended by the FAA. He said that the documents have been overseen by the Airport Advisory Committee and approved by stakeholders and pilots. Councilwoman Isby made a motion to waive the three readings and Councilwoman Smith seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance and Councilwoman Isby seconded it. The Clerk called the roll with the following voting "Aye": Councilwoman Smith, Councilman Hawkins, Councilman Grimes, Councilman Pruitt, Councilwoman Mehl, Councilwoman Isby, Councilman Ledbetter and Councilman Jones. The Ordinance passed 8-0.

**4. Resolution requesting the Faulkner County Tax Collector place a lien on property located at 26 Brierwood Circle as a result of expenses incurred by the City.**

Councilman Hawkins presented Item A4 to the Council.

**R-20-69**

**Resolution requesting the Faulkner County Tax Collector place a lien on property located at 26 Brierwood in the amount of \$211.78 as a result of expenses incurred by the City.**

There was no one present to represent the property. Councilwoman Smith made a motion to adopt the Resolution and Councilwoman Isby seconded it. There was no further discussion. The Clerk called for the vote. The Resolution passed 8-0.

**R-20-70**

**Resolution requesting the Faulkner County Tax Collector place a lien on property located at 2411 Parkwood in the amount of \$265.44 as a result of expenses incurred by the City.**

There was no one present to represent the property. Councilwoman Smith made a motion to adopt the Resolution and Councilwoman Isby seconded it. There was no further discussion. The Clerk called for the vote. The Resolution passed 8-0.

**R-20-71**

**Resolution requesting the Faulkner County Tax Collector place a lien on property located at 255 Garland Street in the amount of \$265.44 as a result of expenses incurred by the City.**

There was no one present to represent the property. Councilwoman Isby made a motion to adopt the Resolution and Councilwoman Smith seconded it. There was no further discussion. The Clerk called for the vote. The Resolution passed 8-0.

**5. Consideration to accept the nominations for the Conway Tree Board.**

Councilman Hawkins presented Item A5 to the Council stating that there were three positions on the Tree Board and that the individuals to be approved to fill the positions were Kelly Steed, Catherine Arnold and Treci Buchanan. Councilman Hawkins moved to approve the nominations and Councilwoman Smith seconded it. The motion to approve carried 8-0.

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**6. Resolution accepting the request for qualification for professional on-call services for the Transportation Department.**

**R-20-72**

Councilman Hawkins presented Item A6 to the Council. Jamie Brice, Purchasing Manager addressed the Council stating that the Resolution is for approval of the RFQ that was submitted last spring for on-call services to provide small projects under \$20,000 for the Transportation Dept. Councilwoman Isby made a motion for the adoption of the Resolution and Councilwoman Smith seconded it. Councilman Ledbetter asked Ms. Brice if the vendors were being paid to be on-call or for services rendered. She answered that the vendors are paid for small projects as they are performed for the Transportation department. The Clerk called for the vote and the Resolution passed 8-0.

**7. Ordinance waiving the competitive bid requirements for the purchase and repair of traffic signal products for the Transportation Department.**

**O-20-57**

Councilman Hawkins presented Item A7 to the Council. Finley Vinson of the Transportation Department addressed the Council stating that this Ordinance gives the department the ability to maintain equipment from Siemens and Consolidated Traffic Control. Councilwoman Isby made a motion to waive the three readings and Councilman Ledbetter seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance and Councilwoman Isby seconded it. The Clerk called the roll with the following voting "Aye": Councilman Pruitt, Councilman Grimes, Councilman Ledbetter, Councilwoman Mehl, Councilwoman Smith, Councilman Jones, Councilman Hawkins and Councilwoman Isby. The Ordinance passed 8-0.

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

**1. Consideration to enter into an agreement for a bicycle and pedestrian position for the Parks & Recreation Department.**

Mayor Castleberry presented Item B1 to the Council stating that this will be a part-time contract position and would not include paid benefits. Steve Ibbotson, Parks and Recreation asked the Council for approval of the position in order to have the ability to apply for grants for City projects. Councilwoman Smith made a motion to approve the agreement and Councilwoman Mehl seconded it. The Clerk called for a vote and the consideration passed 8-0.

**Adjournment-----**

*PASSED this 22<sup>nd</sup> day of September 2020*

**APPROVED:**

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

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*City Clerk Michael O. Garrett*

**\*\*\*Note: Resolutions R-20-69, R-20-70, R-20-71 and R-20-72 were mis-numbered during the City Council Meeting. The correct Resolution numbers are reflected in these minutes.**