

**MINUTES OF THE
FOREST ACRES CITY COUNCIL
September 12, 2023**

Mayor Tom Andrews, Mayor Pro-tem David Black, Council members Haskell Kibler, Ryan Newton, and Stephen Oliver were present, along with City Administrator Shaun Greenwood, Assistant City Administrator/Finance Director Andy Smith, Police Chief Don Robinson, and City Attorney Will Dillard.

Mayor Tom Andrews called the meeting to order at 6:00 p.m.

1. Invocation and Pledge of Allegiance

Council member Stephen Oliver led the invocation and the Pledge of Allegiance.

2. Approval of Minutes

a. City Council Meeting August 8, 2023

On a motion by Mr. Black seconded by Mr. Kibler, Council unanimously approved the minutes.

b. Special Council Meeting August 7, 2023

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously approved the minutes.

3. Mayor's Issues & City Projects

a. Responses to Community Forum Items:

No items to report.

4. Public Comment Related to Items on the Agenda:

Citizens that wish to speak about an item specifically listed on the agenda must call 803-782-9475 by 5 pm the day before the meeting to be added to the list of speakers.

No items to report.

5. New Business:

a. FAPD presentation of new officers and promotions

Chief Don Robinson introduced newly hired Officer Robert Oates. Officer Jeff Roberts was promoted to Corporal and Corporal Trevor Griffith was promoted to Sergeant.

b. Presentation of Officer of the Quarter by the Forest Acres Public Safety Foundation

Councilman Stephen Oliver presented Officer Dylan Davidson with the Officer of the Quarter award.

c. Discussion of a request from the Forest Acres Beautification Foundation for an encroachment permit to landscape a corner of the intersection of Forest Drive and Trenholm Road

Administrator Greenwood relayed that the Beautification Foundation has asked if they could beautify the corner of Forest and Trenholm across from the city clock. The gas station management agreed to the beautification. The next step is applying for an encroachment permit because the corner is in the right-of-way. On a motion by Mr. Newton seconded by Mr. Oliver, Council unanimously authorized Administrator Greenwood to apply for the encroachment permit request.

d. Proclamation Honoring the achievements of TLL Majors Softball Allstars and TLL Minors Softball Allstars

Mayor Andrews honored the Trenholm Little League Majors and Minors Softball Allstars for their achievements and presented each athlete with a Proclamation. (List of coaches and players is attached.)

e. Resolution in support of a MASC Hometown Economic Development Grant Application and commitment to matching funds

On a motion by Mr. Black seconded by Mr. Kibler, Council unanimously approved the Resolution authorizing Administrator Greenwood to apply for the grant.

- f. Presentation by Lieutenant Colonel Kendall Adams related to the Forest Acres Zip Code Project
Lt. Col. Adams reported to Council that Forest Acres is not “officially” recognized with a city specific zip code. He specifically recommends that the City of Forest Acres pursue keeping the same zip codes but in conjunction request our city be recognized by the USPS as a separate city and officially be addressed as Forest Acres, South Carolina.
On a motion by Black seconded by Mr. Kibler, Council authorized the Mayor to finalize and sign a letter requesting Lt. Col. Adams specific recommendation.
 - g. Request use of up to \$50,000 in ARPA funds to purchase a new pick-up truck for Public Works crew
On a motion by Mr. Oliver seconded by Mr. Kibler, Council unanimously approved up to \$51,000 for the purchase of a new Public Works truck.
 - h. Appointments and Reappointments: a. Zoning Board of Appeals 1 Vacant Seat (2 Years):
 - i. Tony Dukes
 - ii. Matthew Morrison
 - iii. Roger “Craig ”Augenstein
 - iv. Derek Pace
 On a motion by Mr. Oliver seconded by Mr. Newton, Council unanimously appointed Derek Pace to a two year term on the Zoning Board of Appeals.
 - b. Appointment of City Representative to TPAC
On a motion by Mr. Oliver seconded by Mr. Black, Council unanimously appointed Matthew Morrison to represent Forest Acres on the Richland County TPAC committee.
- 6. Old Business:**
No items to report.
- c. **City Administrator Report:**
 - a. 4816 Brenthaven Road
Mr. Greenwood said that this property recently was affected by a fire. The property is now a potential safety risk. We do not want the property to become an attractive nuisance and a person or persons could be harmed if they explore the property. City Engineer Keith Lindler has surrounded the property with caution tape. The remediation by the owners would need to begin with a demolition of the structure while plans are being reviewed by our building department.
 - b. GCMP update
Mr. Greenwood said the project is moving along and the bridge is nearly done. All of the grant funds have been received. SC DOT will inspect the bridge when completed. The potential opening is when we have our Christmas lights put up for the holiday season.
 - c. FLP Extension update
We have authorized the contractor to begin the project with a potential completion date of early February 2024.
 - d. Zoning Ordinance update
The review process is moving along and will be ready to submit back to the consultants. Mr. Greenwood said his goal is to have this current section to the Planning Commission by November.
 - e. Code Enforcement positions
Mr. Greenwood introduced Eric Sapp as our new Code Enforcement Officer.
 - f. Sweet Seasons
Mr. Greenwood reported this year’s Annual Christmas celebration Sweet Seasons will be held on November 28, 2023.

d. Finance Director Report: Monthly Financial Report

Assistant City Administrator/Finance Director Smith reported to Council that the city's budget is performing as expected for this period in the fiscal year. Revenues and expenditures are consistent with the same period in prior years. We have collected 12.44 million of a 12.59 million dollar FY 22-23 budget. On the expense side we recognized about 94% of our anticipated expenses for FY 22-23.

e. Police Chief's Report:

Chief Robinson reported the August 2023 crime and traffic statistics to Council.

The front porch roll call on Valleybrook was quite successful and there was approximately 30+ attendees.

f. Community Forum:

No items to report.

g. Council Items:

Mayor Andrews inquired about CBD/Hemp regulations. Chief Robinson said that there is a class that the SCDCJ holds one time per year for the regulations. The laws are confusing and frequently change. He will sign up for the next class for our understanding and what we can enforce.

h. Executive Session:

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously agreed to go into Executive Session at 7:45 pm.

- a. Receipt of legal advice related to claims and potential claims by and against the City and other matters covered by Attorney-Client Privilege
- b. Discussion of contractual matters related to the Forest Lake Place Bridge and Park Project and Forest Lake Place Extension
- c. Discussion of contractual matters related to Forest Lake Place Extension right-of-way agreements and easements
- d. Discussion of contractual matters related to lobbying services
- e. Discussion of contractual matters related to the redevelopment of Richland Mall and a new park
- f. Discussion of personnel matters related to the City Administrators Annual Evaluation

NOTE: Items discussed in Executive Session may result in action by City Council upon its return to general session

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously agreed to go back into regular session.

On a motion by Mr. Oliver seconded by Mr. Kibler, Council unanimously authorized Administrator Greenwood to enter into the city into contract for lobbying services.

On a motion by Mr. Black seconded by Mr. Kibler, Council unanimously authorized Administrator Greenwood and City Attorney Will Dillard to negotiate real estate contract amendments pertaining to the Richland Mall property and for Administrator Greenwood to execute the contract addendum as discussed in Executive Session.

13. Adjourn

On a motion by Mr. Newton seconded by Mr. Oliver, Council adjourned at 8:30 pm.

Respectfully submitted,

Maria Queen
Administrative Coordinator
City of Forest Acres