

**MINUTES OF THE  
FOREST ACRES CITY COUNCIL  
June 13, 2023**

Mayor Frank Brunson, Mayor Pro-tem Thomas Andrews, Council members John Barnes, Haskell Kibler and David Black were present, along with City Administrator Shaun Greenwood and City Attorney Will Dillard. Assistant City Administrator/Finance Director Andy Smith attended via Zoom.

**Mayor Frank Brunson called the meeting to order at 6:00 p.m.**

**1. Invocation and Pledge of Allegiance**

Mayor Frank Brunson led the invocation and the Pledge of Allegiance.

**2. PUBLIC HEARINGS**

**AN ORDINANCE FOR THE CITY OF FOREST ACRES, STATE OF SOUTH CAROLINA,  
PROVIDING THAT THE CODE OF ORDINANCES, CITY OF FOREST ACRES, BE AMENDED  
BY ADDING A SECTION PROVIDING FOR THE BUDGET FOR THE CITY OF FOREST ACRES  
FOR THE FISCAL YEAR 2023-2024**

City Attorney Will Dillard opened the hearing at 6:03 pm stating that the purpose of the public hearing is to entertain public comments on the proposed FY 23-24 City Budget. City Administrator Greenwood added that the proposed budget is balanced as presented. The millage has an increase from 50.8 to 53 mils. There are no major changes to business license revenue, however, an increase in building permits. An increase in HTAX funds for police vehicles and two full time positions for streets and parks. There is a much smaller increase in health insurance costs over last year. The increase is 6% as opposed to 18%.

With there being no questions or concerns either in favor or opposition to the rezoning request from either Council or the public, Mr. Dillard closed the public hearing at 6:10 pm.

**2. Approval of Minutes**

a. City Council Meeting May 10, 2023

On a motion by Mr. Andrews seconded by Mr. Barnes, Council unanimously approved the minutes.

**3. Mayor's Issues & City Projects**

a. Responses to Community Forum Items:

City Engineer Keith Lindler reported that the county has approved the restoration of the damage and sediment control. The replanting and grading have begun. Once that is complete, the builder will have to re-submit plans under the newly adopted 2021 Building Codes.

**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. Presentation and introduction of new FAPD Officers

Chief Don Robinson introduced Officers Logan Lovern and Jacob Meyers to Council and the city.

b. Resolution in recognition of Mathew Harrell

Mayor Brunson presented Sergeant Mathew Harrell's upcoming retirement with a resolution in honor of his 21-years of service to FAPD and the City of Forest Acres. Retired Police Chief Gene Sealy honored Sergeant Harrell for his years of serving residents and his dedication to the City of Forest Acres as well.

- c. Resolution ratifying funding sources and expenses for Gills Creek Memorial Park  
On a motion by Mr. Andrews seconded by Mr. Barnes, Council unanimously approved the ratification of the resolution.
- d. Discussion and approval of an Intergovernmental Agreement with Richland County for Animal Control Service  
City Attorney Will Dillard stated that the change in this Intergovernmental Agreement is that Forest Acres Residents will be required to register their pets (cats and dogs) with Richland County. Forest Acres will not enforce the registration requirement, Richland County will handle the registrations.  
On a motion by Mr. Andrews seconded by Mr. Kibler, Council unanimously approved the Intergovernmental Agreement and authorized Mayor Brunson to sign on behalf of the city.
- e. First Reading: AN ORDINANCE FOR THE CITY OF FOREST ACRES, STATE OF SOUTH CAROLINA, APPROVING THE SALE OF PROPERTY LOCATED AT THE JUNCTION OF WOODLEIGH ROAD AND WITTERING DRIVE AND IDENTIFIED AS NX4329 WOODLEIGH ROAD, RICHLAND COUNTY TAX MAP NUMBER R13912-02-14  
On a motion by Mr. Barnes seconded by Mr. Black, Council unanimously approved the ordinance.

**6. Old Business:**

- a. Second Reading: AN ORDINANCE FOR THE CITY OF FOREST ACRES, STATE OF SOUTH CAROLINA, PROVIDING THAT THE CODE OF ORDINANCES, CITY OF FOREST ACRES, BE AMENDED BY ADDING A SECTION OF SAID CODE; PROVIDING FOR THE ANNEXATION OF 6486 BRIDGEWOOD ROAD, RICHLAND COUNTY TAX MAP NUMBER R16803-05-17  
On a motion by Mr. Barnes seconded by Mr. Andrews, Council unanimously approved the annexation.
- b. Second Reading: AN ORDINANCE FOR THE CITY OF FOREST ACRES, STATE OF SOUTH CAROLINA, PROVIDING THAT THE CODE OF ORDINANCES, CITY OF FOREST ACRES, BE AMENDED BY ADDING A SECTION PROVIDING FOR THE BUDGET FOR THE CITY OF FOREST ACRES FOR THE FISCAL YEAR 2023-2024  
On a motion by Mr. Black seconded by Mr. Barnes, Council unanimously agreed to defer the second reading to a Special Council Meeting on June 27, 2023, at 6 pm.
- c. Ratification of rescheduling July 11, 2023, regular meeting of City Council to July 25, 2023  
On a motion by Mr. Andrews seconded by Mr. Black, Council unanimously agreed to reschedule the July 11, 2023, meeting to July 25, 2023.

**d. City Administrator Report:**

- a. GCMP Update  
Mr. Greenwood reported that the park is coming along well and the brickwork for the walkways is in place. The details of the project are being put in place.
- b. Falcon Drive Speed Humps  
SC DOT approved the speed tables. We have not received any bids for the installation; however, we are going to solicit bids for Council to consider.
- c. End of Fiscal year  
We are at the end of the FY 22-23 and Finance Director Andy Smith and Maria Queen are tying up the end of year requirements.
- d. Lt. Col. Kendall Adams  
Lt. Col. Adams is out processing his career with the US Army and is working as an Intern with the city. A project that he is working on is an effort for the city to have its own zip code.

**e. Finance Director Report: Monthly Financial Report**

Assistant City Administrator/Finance Director Smith reported we are at the end of our current fiscal year. We have received about 69% of our revenue on the budget. We are anticipating significant revenue from the Municipal Association and some franchise fees. On the expense side we are underspending at about 6%.

**f. Police Chief's Report:**

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

A community meeting was held at St. Michael's and All Angels church.

The training for officers in fingerprinting and the use of a tool to breach doors, if need be, have been attended.

Brandy Warner is now attending the Police Academy.

A memorial wall is now on display in FAPD for fallen officers Richey Finch and Greg Alia.

Administrator Greenwood added that FAPD is working with PIO Lynnsey Baker on getting our golf cart ordinance information out on social media as an education campaign.

**g. Community Forum:**

Resident Kathy Marie Davis thanked everyone for the update on the Satchel Ford Road project. She asked if residents in that area will have an opportunity to have input on the new plans. Mr. Greenwood said he would have City Engineer Keith Lindler speak with her after the meeting.

Resident Stephen Oliver said that Trenholm Park will have their All-Star tournament the weekend of June 17-18, 2023.

Resident Diana Elliott asked what animals are specific to the animal registration with Richland County and when the next meeting for the Public Safety Foundation will be scheduled. Mr. Greenwood said he will be scheduling the next meeting soon and Attorney Dillard said that it applies generally to cats and dogs.

Resident Ms. Bell asked what age the pets must be to register. Council member Andrews said he believed it was four months of age. Attorney Dillard noted that there should be an online registration as well as in person.

Resident Cynthia Rivers said that she would like her street (Valleybrook Road) repaved. Mr. Greenwood said that SCDOT had to reschedule to next months meeting and that would be an opportune time for her and all residents to attend to make their concerns and/or requests known.

**h. Council Items:**

Mayor Brunson thanked residents and Council for everything during his time as Council member and then Mayor. He encouraged Council to nurture the relationship with all our surrounding communities. He also encouraged Council to keep balance with residents and businesses with degrees of civility and open mindedness. He said he looks forward to engaging with the community as a part of it day to day.

**i. Executive Session:**

On a motion by Mr. Andrews seconded by Mr. Barnes, Council unanimously agreed to go into Executive Session at 7:015 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

i. Economic Development Incentive Programs

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 an Intergovernmental Agreement with Richland County for Animal Control Services
- d. Discussion of contractual matters related to the City's Auditing Contract

**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. Andrews, Council unanimously agreed to go back to regular session.

On a motion by Mr. Andrews seconded by Mr. Barnes, Council authorized the City Administrator to enter into an option agreement for the Forest Lake extension easements as discussed in Executive Session.

On a motion by Mr. Andrews seconded by Mr. Barnes, Council authorized the City Administrator to issue an intent to engage for auditing services as discussed in Executive Session.

**13. Adjourn**

On a motion by Mr. Barnes seconded by Mr. Andrews, Council adjourned at 7:00p.m.

Respectfully submitted,

Maria Queen  
Administrative Coordinator  
City of Forest Acres