

**MINUTES OF THE
FOREST ACRES CITY COUNCIL
November 14, 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, Police Chief Don Robinson, and City Attorney Will Dillard. Assistant City Administrator/Finance Director Andy Smith was absent.

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

1. Invocation and Pledge of Allegiance

Mayor Tom Andrews led the invocation and the Pledge of Allegiance.

PUBLIC HEARING

1. 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 REVISING CHAPTER 5, ARTICLE I, TO PROVIDE FOR PAYMENT OF BUILDING PERMIT PLAN REVIEW FEES AT THE TIME OF PLAN SUBMISSION, AND FURTHER PROVIDING FOR RATIFICATION OF THE CITY'S MASTER FEE SCHEDULE

City Attorney Will Dillard opened the hearing at 6:02 pm stating that the purpose of the public hearing is to entertain public comments on a proposed ordinance of the City's Master Fee Schedule. The ordinance would change when contractors or architects would pay for a plan review fee.

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 6:02 pm.

2. Approval of Minutes

a. City Council Meeting October 10, 2023

On a motion by Mr. Black seconded by Mr. Newton, Council unanimously approved the minutes as amended.

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 Robinson introduced Jessy Cardenas as a newly hired Forest Acres police officer.

b. Discussion related to the number of positions on the City's Htax Committee

Mr. Greenwood indicated that there was interest shown in the possibility of adding additional seats to the committee. Mayor Andrews asked if the current composition of the committee was set by ordinance or resolution. Mr. Greenwood stated that he would research the issue further and bring something back at the next meeting.

c. Discussion of a FAPD camera at the intersection of Bethel Church and Willingham

Chief Robinson said that the request for this camera was initiated at a community meeting in October 2023. He said that the intersection is heavily trafficked, and a camera could be beneficial. The area will continue to be monitored. Mr. Greenwood shared a map of the cameras that are currently located in Forest Acres. Mayor Andrews led a discussion about an assessment of all current cameras and their effectiveness.

- d. Discussion of RFQ for on-call Architect services
Mr. Greenwood said that it has come to his attention that with the possibility of a new Public Works compound and adding a breakroom to the current property recently the bids were ridiculously high. A possible solution is to have plans done prior to putting out another RFQ. This would give us someone on call, a firm for small projects in the city.
- e. Discussion and approval of a staff request for up to \$44,000 of ARPA Funds to purchase an additional truck for public works.
A local Chevrolet dealership has a truck available that Public Works would benefit from having to pick up special collections in the city. Two 2007 trucks will be sold and replaced by a new truck. Following discussion on a motion by Mr. Black seconded by Mr. Kibler, Council unanimously approved the request.
- f. First 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 REVISING CHAPTER 9, BUSINESS LICENSE ORDINANCE, TO ADOPT THE LATEST STANDARDIZED BUSINESS LICENSE CLASS SCHEDULE IN ACCORDANCE WITH THE BUSINESS LICENSE STANDARDIZATION ACT (2020 ACT NO. 176).
Following a brief discussion on a motion by Mr. Kibler seconded by Mr. Black, Council unanimously approved the ordinance.
- g. Appointments and Reappointments:
 - a. Reappointment of Associate Municipal Judge
 - i. Maire Elizabeth “Molly” Flynn
On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously approved the reappointment of Judge Molly Flynn.

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 REVISING CHAPTER 5, ARTICLE I, TO PROVIDE FOR PAYMENT OF BUILDING PERMIT PLAN REVIEW FEES AT THE TIME OF PLAN SUBMISSION, AND FURTHER PROVIDING FOR RATIFICATION OF THE CITY’S MASTER FEE SCHEDULE
On a motion by Mr. Oliver seconded by Mr. Black, Council unanimously approved the ordinance.
- 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 OF SAID CODE; PROVIDING FOR THE ANNEXATION OF 3606 GREENBRIAR DRIVE, RICHLAND COUNTY TAX MAP NUMBER R16811-06-11
On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously approved the annexation.
- c. 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 4545 FERNWOOD ROAD, RICHLAND COUNTY TAX MAP NUMBER R14015-07-08
On a motion by Mr. Oliver seconded by Mr. Kibler, Council unanimously approved the annexation.

7. City Administrator Report:

- a. GCMP Update
Mr. Greenwood said the boardwalk section has been delivered and is being installed. He added to the public to please avoid going into the construction area due to potential danger.

- b. **FLP Extension**
The area from the bridge toward N. Trenholm is progressing and shaping up well. Opening is planned for early Spring 2024.
- c. **State Grants**
The State of South Carolina granted Forest Acres two grants thanks to Rep. Heather Bauer, Rep. Beth Bernstein, and Senator Mia Mcleod for advocating for the city. The grants have been fully requested and we are waiting for the final authorization from SCPRT.
- d. **Audit**
The audit is underway and should be wrapping up soon and we expect to be presented in early 2024.
- e. **Zoning Ordinance Update**
Mr. Greenwood, Attorney Will Dillard, and City Engineer Keith Lindler continue to work on reviewing the modules and continue working with the consultants on finalizing the new Zoning Ordinance.
- f. **Planning Commission and Zoning Board of Appeals Annual Training**
The annual continued education training has been scheduled for December 5th.
- g. **Sweet Seasons**
The event details are being finalized and will be held in the Lowe's Foods parking lot on November 28, 2023, from 5-8 pm. There will be live entertainment, food vendors, and children's entertainment to include Santa and the Grinch.

8. Finance Director Report: Monthly Financial Report

Assistant City Administrator/Finance Director Smith was absent but submitted a monthly report to Council prior to the meeting. Mr. Smith will have a report in December.

9. Police Chief's Report:

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

Several Halloween events were attended by FAPD officers around the city.

An incident happened prior to the meeting where a detainee escaped custody and is being pursued by officers, our K-9 unit, and a drone from Richland County.

10. Community Forum:

Resident William Brantley reported a water leak in the vicinity of Satchelford and Pinestraw. Mr. Greenwood said that that leak has been reported for repairs.

Resident Kathy Marie Davis reported concrete pipes being installed behind Brenthaven Road. Mr. Greenwood said he would investigate the purpose of the installation.

11. Council Items:

No items to report.

12. Executive Session:

On a motion by Mr. Oliver seconded by Mr. Kibler, Council unanimously agreed to go into Executive Session at 7:30 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. Hydronic Heater litigation

- 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 entryway signage on Forest Drive
- e. Discussion of contractual matters related to the reappointment of an Associate Judge
- f. Discussion of personnel matters related to City Administrator's annual performance incentive goals

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. Newton, Council unanimously agreed to return to regular session.

Council member Oliver recused himself from discussion of the hydronic heater litigation.

On a motion by Mr. Black seconded by Mr. Oliver, Council authorized the city attorney to negotiate the amended easement for the Greenberg property and easement for the First Citizens property regarding the FLP extension project as discussed in Executive Session and authorized the Mayor to sign off on the acceptance of those easements.

On a motion by Mr. Oliver seconded by Mr. Newton, Council unanimously authorized a contract renewal with Associate Municipal Judge Molly Flynn and authorized the Mayor to sign the renewal.

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously directed the City Administrator to submit a ninety-day notice of termination of our lobbying services contract.

13. Adjourn

On a motion by Mr. Black seconded by Mr. Oliver, Council adjourned at 8:37 pm.

Respectfully submitted,

Maria Queen
Administrative Coordinator
City of Forest Acres