

**MINUTES OF THE
FOREST ACRES CITY COUNCIL
October 10, 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 Ryan Newton 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 ADDING A SECTION OF SAID CODE; PROVIDING FOR THE ANNEXATION OF 3606 GREENBRIAR DRIVE, RICHLAND COUNTY TAX MAP NUMBER R16811-06-11.

City Attorney Will Dillard opened the hearing at 6:00 pm stating that the purpose of the public hearing is to entertain public comments on a proposed annexation into the City of Forest Acres.

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 6:01 pm.

2. 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.

City Attorney Will Dillard opened the hearing at 6:01 pm stating that the purpose of the public hearing is to entertain public comments on a proposed annexation into the City of Forest Acres.

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 September 12, 2023
On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously approved the minutes as amended.
- b. Special Council Meeting September 6, 2023
On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously approved the minutes.
- c. Special Council Meeting September 21, 2023
On a motion by Mr. Black seconded by Mr. Kibler, 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
Police Chief Don Robinson introduced new FAPD officers Brandy Warner and Christopher Marth.
- b. Presentation of Officer of the Quarter by the Forest Acres Public Safety Foundation
Chief Robinson presented Officer Daniel Haddad with the Officer of the Quarter Award.
- c. Discussion and approval of a letter to the Richland County Recreation Commission related to requested improvements for Trenholm Park
On a motion by Mr. Oliver seconded by Mr. Black, Council unanimously approved the drafted letter to be sent to Chairman Lavine and RC Recreation Commission.
- d. Discussion and appointment of members to the Forest Acres Mall Park RFQ evaluation committee
On a motion by Mr. Oliver seconded by Mr. Black, Council unanimously appointed Council members Haskell Kibler and Ryan Newton, and City Engineer Keith Lindler to the RFQ evaluation committee.
- e. Discussion and approval of a Grant Award Agreement with the SC Department of Commerce related to grant funds for the Forest Acres Mall Park
On a motion by Mr. Black seconded by Mr. Kibler, Council unanimously approved the grant funds.
- 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 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. Black seconded by Mr. Oliver, Council unanimously approved the ordinance.
- g. 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 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. Kibler, Council unanimously approved the ordinance.
- h. 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 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. Black, Council unanimously approved the ordinance.
- i. Request by staff for \$10,000 of hospitality tax funds for extra holiday patrols
On a motion by Mr. Black seconded by Mr. Kibler, Council unanimously approved the staff request.
- j. Htax Committee Recommendation:
 - a. AC Flora Golf Annual: \$2,500
On a motion by Mr. Kibler seconded by Mr. Black, Council unanimously approved the request.
 - b. Life Chance 2024 Gala of the Stars: Columbia Classical Ballet \$25,000
On a motion by Mr. Kibler seconded by Mr. Black, Council unanimously approved \$15,000.00.
- k. Appointments and Reappointments:
 - a. Hospitality Tax Committee: Council Representative
On a motion by Mr. Oliver seconded by Mr. Black, Council unanimously appointed Ryan Newton to Council Representative on the Hospitality Tax Committee.

b. Planning Commission: 1 Reappointment Application

i. Steven Powell

On a motion by Mr. Oliver seconded by Mr. Kibler, Council unanimously reappointed Steven Powell to the Planning Commission.

6. Old Business:

No items to report.

7. City Administrator Report:

a. 4816 Brenthaven Road

Administrator Greenwood reported that the contractor has obtained their demolition permit and has begun the salvage/restoration process.

b. GCMP update

Mr. Greenwood stated that the steel has been delivered for the boardwalk. The project has had some normal setbacks, however, the goal remains to be the end of November.

c. FLP Extension

Mr. Greenwood said that agreements are being worked on and work has begun on this project.

d. State Grants

Chief Robinson said that the SC Department of Public Safety has been awarded a \$108,000 for the in car cameras.

e. Utility Boxes

Mr. Greenwood reported that the Forest Acres Beautification Foundation has begun wrapping boxes our city with art renderings designed by an artist with ties to the community.

f. Sween Seasons

PIO Lynnsey Baker reported that we have been granted another parking lane for the event which doubles the space for the event. There will be more food and drink vendors, live entertainment, and several entertainment artists for children. The event is scheduled for November 28, 2023, from 5 – 8 pm.

g. Building Inspector position

Mr. Greenwood said that the position remains open, and we have contracted with Safe Built to assist our Building Department with plan review and commercial/residential inspections.

h. FAPD Planning Session

Mr. Greenwood said that it is time to begin thinking about date for the annual session.

8. 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 that revenues and expenditures are consistent with the same period in prior years. We have recognized 8% of our revenue and expended about 22% of the budget. We are slightly ahead of what we thought on hospitality tax collections.

9. Police Chief's Report:

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

Front porch roll calls on Stepp Drive and the college streets areas are scheduled.

10. Community Forum:

Resident Kathy Marie Davis asked about the camera on Valleybrook Road. Chief Robinson said that the camera is on the schedule to be turned on very soon.

Resident Dianna Elliott asked for a synopsis of the Council's letter to Trenholm Park. Mayor Andrews said they made some recommendations regarding more parking, better signage around the entire park, restrooms for the baseball/softball fields and resurfacing the tennis courts and adding better lighting.

11. Council Items:

Council member Ryan Newton said that a strategic meeting for Covenant Crossing is scheduled for October 18, 2023 at 9:30 am.

12. Executive Session:

On a motion by Mr. Black seconded by Mr. Oliver, 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. Litigation status (Campbell, et al. v. SCDOT, et al.)
- 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 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. Kibler seconded by Mr. Black, Council adjourned executive session and resumed the regular meeting. The vote passed unanimously.

On a motion by Mr. Newton seconded by Mr. Oliver, Council voted to approve the City Administrator's annual evaluation as discussed in executive session

On a motion by Mr. Oliver seconded by Mr. Kibler, Council voted to approve the City Administrator's performance incentives bonus in the amount of \$12,000 as discussed in executive session

13. Adjourn

On a motion by Mr. Black seconded by Mr. Newton, Council adjourned at 7:42 pm. The vote passed unanimously.

Respectfully submitted,

Maria Queen
Administrative Coordinator
City of Forest Acres