

R. GREGG REEP, Mayor

ALDERMAN

ANGELA MARSHALL
MEMORY BURKS-FRAZER
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CITY OF WARREN

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MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

April 8, 2024

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Pastor Henry Cox.

PLEDGE OF ALLEGIANCE: Mayor Reep led the Council and audience in the Pledge of Allegiance.

CALL TO ORDER: Mayor Gregg Reep called the meeting to order. The meeting was held in the Council Chambers of the Municipal Building.

ROLL CALL: On roll call by City Clerk Janice Nelson, the following Council Members were present: Ward 1- Council Members Angela Marshall and Joel Tolefree, Ward 2-Council Members Emily Moseley and Memory Burks-Frazier, Ward 3- Council Members Dorothy Henderson and Alderman Latanza Atkins. Absent – none.

Minutes of the March 11, 2024, City Council Meeting: On a motion made by Council Member Henderson and a second by Council Member Moseley, the Council voted 6-0 to approve the minutes of the March 11, 2024, regular City Council meeting. Yes votes – Council Members Henderson, Moseley, Burks-Frazier, Marshall, Atkins and Tolefree. Nay votes - None. Absent – none.

CITY CLERK'S REPORT

Financial Statement: City Clerk Janice Nelson presented the financial report for March 2024. On a motion made by Council Member Henderson and a second by Council Member Atkins, the Council voted 6-0 to approve the financial statement as presented. Yes votes – Council Members Henderson, Atkins, Burks-Frazier, Moseley, Marshall and Tolefree. Nay votes – none. Absent- none

City Sales and Use Tax: A report on the City Sales and Use Tax received since the tax was passed was presented to the Council for their information. The city received \$85,467.70 for March 2024.

County Sales and Use Tax: A report of the city's portion of the County Sales and Use Tax received since the tax was passed was presented to the Council for their information. The city's portion was \$58,067.82 for March 2024.

District Court Clerk's Report: The District Court Clerk's written report for March 2024 was presented to the Council.

Mayor's Report:

1. **Employee Recognition** – Police Chief Shaun Hildreth introduced Officer Alexander Carlos of the Warren Police Department (and family) as the first recipient of the Employee Recognition Program initiated by the City Council. Officer Carlos was nominated by Chief Hildreth for his outstanding demeanor with the public and his outstanding work ethic. Officer Carlos was presented with a \$100.00 gift card.
2. **Civil Service Commission Appointments:**
 - A. **Terry Golden – Re-Appointment:** Council Member Burks-Frazer motioned to approve Terry Golden for re-appointment to the Civil Service Commission, Council Member Henderson seconded. The Council voted 6-0 to approve the re-appointment of Terry Golden to the Civil Service Commission. Yes votes – Council Members Burks-Frazer, Henderson, Moseley, Atkins, Marshall and Tolefree. Nay votes – none. Absent – none.
 - B. **Patsy Plair – Appointment:** Council Member Burks-Frazer motioned to approve the appointment of Mrs. Patsy Plair to the Civil Service Commission, Council Member Henderson seconded. The Council voted 6-0 to approve Mrs. Plair's Appointment to the Civil Service Commission. Yes votes – Council Members Burks-Frazer, Henderson, Atkins, Moseley, Marshall and Tolefree. Nay – None. Absent – None.
3. **Board of Adjustment & Appeals:**
 - A. **Terri Calloway – Re-Appointment:** Council Member Henderson motioned to approve Terri Calloway's re-appointment to the Board of Adjustments & Appeals, Council Member Burks-Frazer seconded. The Council voted 6-0 to approve Terri Calloway's re-appointment to the Board of Adjustments & Appeals. Yes votes – Council Members Henderson, Burks-Frazer, Moseley,

Atkins, Marshall and Tolefree. Nay – none. Absent – none. Mayor Reep nominated Mrs. Calloway.

- B. Jennifer Rodriguez – Re-Appointment:** Council Member Henderson motioned to approve Jennifer Rodriguez’s re-appointment to the Board of Appeals & Adjustments, Council Member Moseley seconded. The Council voted 6-0 to approve Jennifer Rodriguez’s re-appointment to the Board of Adjustments and Appeals. Yes votes – Council Members Henderson, Moseley, Burks-Frazer, Atkins, Marshall and Tolefree. Nay – none. Absent – none. Mayor Reep nominated Mrs. Rodriguez.
- C. Bill Taylor – Appointment:** Council Member Henderson motioned to approve the appointment of Bill Taylor to the Board of Adjustments & Appeals, Council Member Moseley seconded. The Council voted 6-0 to approve the appointment of Bill Taylor to the Boards of Adjustments & Appeals. Yes votes – Council Members Henderson, Moseley, Burks-Frazer, Atkins, Marshall and Tolefree. Nay – none. Absent – none. Mayor Reep nominated Mr. Taylor.
- D. Pink Tomato Festival Street Closing:** no action will be brought back to the next City Council Meeting for clarification on street closings.
- E. City Flag:** Council Member Henderson motioned having examples of flags sent to the East Lab at Warren High School for their input on a city flag design. Council Member Atkins seconded. The Council voted 6-0 to have examples sent to the East Lab at Warren High School for review. Yes votes – Council Members Henderson, Atkins, Marshall, Burks-Frazer, Moseley and Tolefree. Nay – None. Absent – None.

Public Comments

A. Council Member Recognize:

1. Seth Wyatt – Mayor Reep introduced Seth Wyatt who is a student from the Clinton School of Public Service. Mr. Wyatt has been working with the City of Warren to enhance Warren's ability to attract businesses like retail and food establishments. Mr. Wyatt talked about a business software called ESRI that gathers detailed information on local population offering guidance for future economic development. The city will receive a final report from his study.

Mayor Reep asked the council to amend the agenda for item 10-A. Solar Plant Bond Issues under New Business be discussed due to another meeting Mr. Jason Holsclaw must attend. Mr. Holsclaw was present to give updates on the bond issue for the city solar project. Council Member Henderson motioned to move Item 10-A under B-2, Council Member Tolefree

seconded. The Council voted 6-0 to move item 10-A, Solar Bond Issues under A-2. Yes votes – Council Member Henderson, Tolefree, Burks-Frazer, Atkins, Moseley and Marshall. Nay – None. Absent – None.

2. Mayor Reep introduced Mr. Jason Holsclaw. Mr. Holsclaw came up to answer any questions and to update on the solar bond issue. He explained that we are looking at a 6.75 percent interest rate with a private financial institution. The city will have the flexibility to use any governmental monies associated with tax credits to pay the loan off more quickly. Mayor Reep stated that a copy of the ordinance would be provided to the council as soon as it was ready for the council to go over before it was brought up for approval as these documents are quite lengthy. Mr. Holsclaw provided an overview of the bond issue.

B. **Signed In or Called:** None.

ADMINISTRATIVE AND STANDING COMMITTEE REPORTS

Police Chief: Shaun Hildreth.

Monthly Report: The monthly report for March 2024 was presented to the Council.

POLICE COMMITTEE REPORTS: Alderman Burks-Frazer Chairperson. Chairperson Burks-Frazer gave a summary of the Committee's last meeting held on March 5, 2024.

1. **Dispatch Study:** No action. Mayor Reep stated he had submitted the dispatch study to the Municipal League for their input, which the League was happy to do, and they would get back to him.
2. **Livestock Inside City – Ordinance #953:** Mayor Reep stated that the Livestock Ordinance #953 was being prepared with the correct language and would be brought back to the council.

Fire Chief: Chuck Moore.

Monthly Report: The Fire Chief's monthly report for March 2024 was presented to the Council along with insurance information regarding burned properties and payments to the city.

Fire Committee: Council Member Tolefree, Chairperson: The Fire Committee met on March 26, 2024.

1. **Volunteer Stipend Pay:** Chief Moore is asking that the volunteer pay per meeting/training/fire attended be raised to \$20.00 per meeting from \$15.00 and the volunteer Assistant Chief to \$60.00 from \$40.00/per meeting/training/fire attended.

The Fire Committee recommended approving the rate increases. Council Member Tolefree motioned to grant the increases that were being requested, Council Member Henderson seconded. The Council voted 6-0 to approve increasing volunteer pay from \$15.00 per meeting/fire to \$20.00 and for the Assistant Fire Chief from \$40.00 to \$60.00 per meeting/fire. Yes votes – Council Members Tolefree, Henderson, Burks-Frazer, Atkins, Moseley, and Marshall. Nay – None. Absent – None.

Sanitation Manager: Mr. Rob Johnson.

Monthly Report: The monthly sanitation report was presented in the packet for March 2024 to the Council.

Sanitation Committee: Alderman Atkins, Chairperson.

1. **Solid Waste Future Plans and Recycling:** Nothing currently.

Building Official: Rob Johnson

1. **Monthly Building Report:** The March 2024 monthly report was presented to the Council. Mr. Johnson stated that the State Plumbing Association wants him to do a program on hot water installations due to a lot of incorrectly installed water heaters which is causing a lot of damage and claims on insurance. A State requirement is that any new water heater installed has an inspection permit. Mr. Johnson suggested always getting a licensed plumber to install due to the dangers of improperly installed heaters.
2. **Property Cleanup Complaints:** Mr. Johnson stated the office had sent out some letters and the properties are currently being worked on. He will recheck and if progress is not sufficient, bring it to the Council's attention next month. Mr. Johnson said the loader truck approved by the Council should be coming in around the middle of May 2024.

Condemned Properties

1. **1007 Phillips St./504 Rock St.-** Still as they were. Mayor Reep stated that the city would keep working on these properties.

Street Foreman: Mr. Monty Hearnberger.

Street Department Monthly Report: The Street Department's monthly report for March 2024 was presented to the Council.

Street Committee: Council Member Moseley, Chairperson.

1. **Street paving:** Working on street list for the year 2024 and plan to have a committee meeting soon.
2. **Oak Street Speed Bumps:** No action, looking into other options now.

Mayor Reep became ill and had to leave, Council Member Dorothy Henderson came forward to conduct the meeting.

Community and Economic Development Committee – Council Member Marshall, Chairperson:
The Committee met on April 4, 2024.

1. **Update on Industrial Recruitment, City Industrial Park-** An update was provided on two active industrial prospects.
2. **Privacy Fencing –** No action currently.
3. **City Property on Main Street-** No action currently.
4. **LSI Grant –** Have a meeting set for April; 23, 2024 to have an LSI representative grant coordinator to come meet with the Community and Economic Development Committee.
5. **Cultural Center Update-** No action.
6. **Depot Kitchen –** Plans to move forward but no action yet.

Ways and Means Committee: Council Member Henderson, Chairperson: Council Member Henderson stated the Committee met April 2, 2024.

1. **Property Insurance:** No action
2. **Land Purchase:** Council Member Burks-Frazer motioned that the City of Warren City Council approve /authorize the mayor, Mayor R. Gregg, Reep to move forward with purchasing the property (110 acres) owned by Dr. Pennington on behalf of the City of Warren at the cost of \$9,750.00 per acre for a total of \$1,072,500.00 for the 110 acres and to contact ADFA , the Arkansas Development Finance Authority for the next steps relating to purchasing the land. Council Member Moseley seconded. The Council voted 6-0 to approve/authorize Mayor Gregg Reep to move forward with purchasing the 110 acres owned by Dr. Pennington and contacting ADFA. Yes votes – Council Members Henderson, Moseley, Burks-Frazer, Atkins, Marshall and Tolefree. Nay – None. Absent – None.
3. **Personal Policy Review:** the Council will have a special meeting to go over each policy update and bring back a recommendation for Council approval.

4. **Rescue Funds:** Balance is \$\$688,327.79. Council Member Henderson stated that if we do everything that is budgeted out of the funds, we will probably have to pull out of another line item later to balance the budget.

Park and Recreation Commission: Kyle Wagnon, Director

Director's Report: The Parks and Recreation March 2024 report was presented to the Council.

Council Member Tolefree motioned to amend the agenda and move item 10-B Resolution #A-#693 (South Arkansas Pet Cremation) under New Business to be brought up at this time.

Council Member Marshall seconded. The Council voted 6-0 to amend the agenda and move item 10-B Resolution # A-693 under 8-A.1, Parks and Recreation Commission Director's Report. Nay – None. Absent – None.

Council Member Henderson read aloud Resolution A-#693, Council Member Tolefree seconded. The Council voted 6-0 to adopt Resolution A-693, South Arkansas Pet Cremation owned by Jason Britton, a City of Warren police officer. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Marshall. Nay – None. Absent – None.

Planning Commission: Chairman Jennifer Rodriguez: Minutes of the March 25, 2024, Planning Commission meeting were presented to Council.

Aviation Commission: Dr. Joe Wharton, Chairman. The Aviation Committee met on February 15, 2024, and minutes of the meeting were presented to the Council.

Water and Sewer Commission: Mr. Boyce Hamlet, Chairman:

Minutes and Balance Sheet: The minutes for February 2024, Commission meeting was presented to the Council along with the financial statements and balance sheets.

Warren Housing Authority Commission: Mr. Hugh Quimby, Chairman.

1. Minutes of the March 25, 2024, Housing Authority Board were presented to the Council.

Cultural Center Commission: Memory Frazer, Chairman.

1. **Monthly Report:** The monthly financial report was presented to the Council.

2. **Unfinished Business:**

1. **Municipal Building Roof:** No action.

New Business:

1. **Solar Plant Bond Issues** – Amended and moved up on agenda under Public Comments.
2. **Resolution A-#693:** Amended on agenda and moved under **8-A.1.**

Announcements:

1. **Free Tree Day:** Friday, April 12, 2024, from 11:00 a.m. to 1:00 p.m. at Warren City Park.
2. **Deadline for High-Speed Internet Test:** The deadline for having test done for the Citizens of Warren is April 12, 2024.

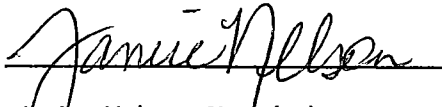
Pay Bills for February 2024: On a motion by Council Member Tolefree and a second by Council Member Atkins, the Council voted 6-0 to pay the March 2024 bills. Yes votes: Council Members Tolefree, Moseley, Henderson, Burk-Frazer, Marshall, and Atkins. Nay votes – None. Absent- none.

Set Meeting: The next agenda meeting will be held Thursday, May 9, 2024, at 7:00 a.m. and the Council meeting at 5:30 p.m. in the Municipal Building Council Chambers May 13, 2024.

Adjourn: Council Member Henderson declared the meeting adjourned.


Mayor R. Gregg Reep

ATTEST:


Janice Nelson, City Clerk

