

CITY OF WARREN

R. GREGG REEP, Mayor

COUNCIL MEMBER

**CHANEL HOOPER
MEMORY BURKS-FRAZER
DOROTHY C. HENDERSON**

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Warren, Arkansas 71671

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JANICE NELSON, City Clerk

COUNCIL MEMBER

**JOEL TOLEFREE
EMILY MOSELEY
LATANZA ATKINS**

Warren City Council

Called Meeting

August 18, 2025

5:00 p.m.

PRAYER: Mayor Reep gave the invocation and led the Council in the Pledge of Allegiance.

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

ROLL CALL: City Clerk Janice Nelson called the roll. Council Members Henderson, Atkins, Burks-Frazer, Moseley, Hooper and Tolefree were present.

MINUTES OF PREVIOUS MEETING: On a motion by Council Member Henderson and a second by Council Member Moseley, the Council voted 6-0 to dispense with the reading of the minutes of the previous meeting. Yes votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley, Hooper and Tolefree. Nay – None. Absent – None. Motion carried.

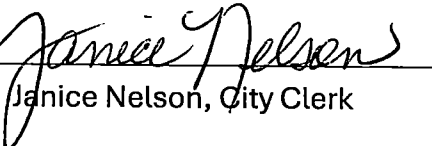
PURPOSE OF MEETING: Proposed Resolution A-705: A resolution allowing the City of Warren to apply for an Outdoor Recreation Grant from Arkansas Outdoor Parks and Tourism to make needed repairs to the city pool.

Mayor Reep read aloud proposed Resolution A-705. On a motion made by Council Member Henderson and a second by Council Member Burks-Frazer, the Council voted 6-0 to approve the City of Warren applying for an outdoor grant for the city pool. Yes votes – Council Members Henderson, Burks-Frazer, Atkins, Moseley, Hooper and Tolefree. Nay – None. Absent – None. Motion carried.

ADJOURN: Mayor Reep adjourned the meeting.


R. Gregg Reep, Mayor

ATTEST:


Janice Nelson, City Clerk

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MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

August 11, 2025

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Pastor Jim Bales of the 1st Assembly Of God Church.

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 a roll call by City Clerk Janice Nelson, the following Council Members were present: Ward 1- Council Member Chanel Hooper and Council Member Joel Tolefree, Ward 2- Council Member Memory Burks-Frazer and Council Member Emily Moseley, Ward 3- Council Member Dorothy Henderson and Council Member Latanza Atkins. Absent – None.

Minutes of July 14, 2025, regular City Council Meeting: On a motion by Council Member Henderson and a second by Council Member Burks-Frazer, the Council voted 6-0 to approve the minutes of July 14, 2025. Yes votes – Council Members Henderson, Tolefree, Moseley Burks-Frazer, Atkins and Hooper. Nay-None. Absent- None. Motion carried.

City Clerk's Report

Financial Statement: City Clerk Janice Nelson provided the Financial Report to the City Council Members for review. On a motion made by Council Member Henderson and a second by Council Member Burks-Frazer, the Council voted 6-0 to approve the financial statement as

presented by the City Clerk. Yes votes – Council Members Henderson, Tolefree, Burks-Frazer, Hooper, Atkins and Moseley. Nay – none. Absent – None. Motion carried.

City Sales and Use Tax: The 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 \$84,231.52 for the month of July 2025.

County Sales and Use Tax: A report on 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 received from the County for July was \$56,778.25.

District Court Clerk's Report: The District Court Clerk's written report for the month of July 2025 was presented to the Council.

Mayor's Report:

1. **Update on Industrial Prospects:** The potential company "Ski Blu Carbon" that was to go into the old poultry plant is uncertain. Mayor Reep stated that he has had two other contacts concerning the building. Mayor Reep also stated that the AHF plant and property has been put up for sale.
2. **Grant Update:** The City of Warren has submitted the grant application for the Cultural Center remodel and for the city pool updates with the State of Arkansas, as well as additional grants available for these projects are being sought.

Council Member Recognize:

Council Member Hooper stated that the back-to-school bash held at the city pool was very well received.

Signed In or Called:

1. Angela Russell came forward to discuss the committee that had been established to keep the Union Cemetery clean. The Committee met on July 12, 2025, and would be meeting again August 19, 2025. Anyone interested in volunteering is welcome to attend the meetings.

Administrative and Standing Committee Reports

- A. **Police Chief** – Shaun Hildreth: Police Chief Shaun Hildreth’s monthly report for July 2025 was presented to the Council. Chief Hildreth stated that his department was still actively looking to hire additional police officers and dispatchers.
- B. **Police Committee**: No meeting.
- C. **Fire Chief** – Chuck Moore: Chief Moore gave his monthly July 2025 report to the Council.
- D. **Fire Committee** – Council Member Tolefree, The Fire Committee met on August 8, 2025. Council Member Tolefree made a motion to allow the purchase of a newer used truck for the Fire Chief not to exceed \$25,000.00, keeping the older one for other fire duties, Council Member Henderson seconded. The Council voted 6-0 to approve the purchase of another truck for the Fire Chief not to exceed \$25,000.00. Yes votes – Council Members Tolefree, Henderson, Atkins, Burks-Frazer, Moseley and Hooper. Nay – None. Absent – None. Motion carried.
2. **Personnel Raises**: Council Member Tolefree stated that the Fire Committee would like to refer the subject of raises over to the Ways and Means Committee for review.
3. **Warren Fire Dept. Advisory Board**: The Warren Fire Dept. Advisory Board recommended hiring Judd Bollard and Nick Dunnaway to the Warren Volunteer Fire Department. Effective August 4, 2025, the Civil Service agreed to accept Judd Bollard and Nick Dunnaway as Volunteer Firemen.
- E. **Sanitation Manager**: Rob Johnson gave his monthly report for the sanitation department for the month of July 2025.
- F. **Sanitation Committee**: Chairperson-Council Member Atkins: No business.
- G. **Building Official**: Mr. Rob Johnson
1. **Monthly Report**- The monthly report for July 2025 was presented to the Council.
2. **New Property Clean-up Complaints**: Nothing currently.
3. **Condemnation List**: Mayor Reep stated that the city was still working with the property owners and would give them some additional time.
- H. **Street Foreman**: Monty Hearnberger.

1. Monthly Report- Mr. Hearnberger presented the monthly street report for July 2025. The department has been cleaning ditches and mowing. Speed bumps have been installed on N. Wright. The street department has been preparing for the street paving that will be done soon in South Warren and Fullerton St.

I. Street Committee – Council Member Moseley, Chairperson. No meeting.

1. **Guidelines for Dedication of Streets:**
2. **Street Drainage Improvement on the corner of Bragg & Kelly St.**
3. **New Road to Ouachita Hardwood Flooring:** Still in Committee.
4. **Deaf Child Sign on S. Martin St.-** Still in Committee.
5. **Speed bump on Bond St.**
6. **Speed Bump on Jolly St.**

J. Parks & Recreation -Director: Kyle Waggon: The Parks & Recreation report for July 2025 was presented to the Council. Mr. Waggon stated they were getting the pool ready to shut down for the winter.

K. Community and Economic Development Committee – Council Member-Chairman Hooper: Met July 22, 2025.

1. **Main St. Property (Old Bryant Lot):** A potential developer has spoken to city officials about building apartments on this sight. A food court was also discussed. Committee is waiting to obtain additional information concerning the townhouse apartment idea.
2. **New City Flag Purchases:** Council Member Burks-Frazer motioned to check into a 3X5 and a garden size city flag to make available for purchase by the Warren citizens; Council Member Henderson seconded. The Council voted 6-0 to investigate sizes and prices of city flags to have for purchase by city residents and bring information back to Council. Yes votes – Council Members Burks-Frazer, Henderson, Atkins, Moseley, Hooper and Tolefree. Nay – None. Absent – None. Motion carried.
3. **Ordinance # 972 Amending Ordinance #740 (Tiny Houses):** Still in Committee. Asked to wait for the Planning Commission to finish their review as the laws have not been updated in many years.
4. **Ordinance #970 (Food Trucks):** 1) Council Member Hooper motioned to add to the outdoor vending regulations in the current Ordinance: **regardless** of being conducted on public or private property, all outdoor vending be subject to the same regulations as a mobile food vendor; Council Member Henderson

seconded. The Council voted 6-0 to amend Ordinance 970 to add “all outdoor vending will be subject to the same regulations as mobile food vendors.” Yes votes – Council Members Hooper, Henderson, Atkins, Burks-Frazer, Moseley and Tolefree. Nay – None. Absent – None. Motion carried. **2) Council Member Hooper** motioned to change the current fee of \$250.00 a month to \$55.00 a month during the month of operation. If resident mobile vendors operating on a property that already pays for water and sewer or already paying a dumpster fee resident (from Bradley County) mobile vendors will be exempt from paying the monthly \$55.00 fee. All mobile vendors will continue to pay the \$30.00 annual privilege license fee each year. The \$55.00 monthly fee will be allocated to the sanitation department for trash fees; Council Member Henderson seconded. After some discussion to clarify the word “resident”, Council Member Hooper amended her motion to take the word “resident” out of the previous motion to include all mobile vendors to be exempt from paying the \$55.00 fee if the vendor is directly connected to the water & sewer system. All vendors that are self-contained and not directly connected to the city water and sewer will be subject to the \$55.00 fee, Council Member Henderson seconded. The Council voted 5-1 to approve the motion. Yes votes – Council Members Hooper, Henderson, Atkins, Burks-Frazer, and Moseley. Nay – Council Member Tolefree. Absent- None. Motion carried. **3) Hours of Operation-** Council Member Hooper motioned to remove from Ordinance 970 any set hours for mobile vendors; Council Member Burks-Frazer seconded. The Council voted 6-0 to remove any set hours from Ordinance 970. Yes votes – Council Members Hooper, Burks-Frazer, Atkins, Henderson, Moseley and Tolefree. Nay -None. Absent – None. Motion carried. **4) Council Member Hooper** motioned to approve the following exemptions: Council Member Henderson seconded. **Exemptions-** these regulations will not apply to local churches, nonprofit organizations, residential or commercial caterers, the Warren Chamber of Commerce and residents selling farm raised produce. The Council voted 6-0 to approve the exemptions as stated. Yes votes – Council Members Hooper, Henderson, At, Burks-Frazer, Moseley and Tolefree. Motion carried.

L. Ways and Means Committee-Council Member-Chairman Henderson: Chairperson

Henderson:

- 1. New Revenue for Safety:** Remains on agenda under study.
- 2. 2025 Employee Raises:** Remains on agenda.
- 3. Memorandum of Agreement between UAM and the City of Warren:** Council Member Henderson motioned to approve the Memorandum of Agreement

between UAM and the City of Warren with the **amendment of Section 2-Terms:** as follows: The Agreement shall commence on September 1, 2025, and shall remain in effect until December 31, 2025, and is subject to renewal each calendar year thereafter. Unless earlier termination pursuant to Section 9 of this Agreement. Both parties acknowledge a shared intent to maintain and extend this partnership beyond the initial term, subject to mutual agreement and satisfactory performance. Renewal or extension of this Agreement shall be accomplished through a written agreement signed by both parties. Council Member Moseley seconded. The Council voted 6-0 to approve the agreement between UAM and the City of Warren Shooting Range with the amendment to Section 2: Terms. Yes votes – Council Members Henderson, Moseley, Atkins, Burks-Frazer, Hooper and Tolefree. Nay – None. Absent – None. Motion carried.

Reports and Business of Boards and Commissions:

- A. Parks and Recreation Commission – Brooke Harris, Chairman:** Minutes of the Aug.6, 2025 meeting were presented to the Council.
 - 1. Shooting Range and UAM:** Mayor Reep stated the Parks and Recreation Committee reviewed the Memorandum of Agreement between the City of Warren and UAM agreeing this was a good thing for the City of Warren.
- B. Planning Commission – Jennifer Rodriguez, Chairperson:** No meeting.
- C. Aviation Commission – Joe Hank Wharton, Chairman:**
 - 1. Minutes of Monthly Meeting:** Meeting was conducted by phone on July 22, 2025, to discuss some repairs that need to be done at the airport.
- D. Water and Sewer Commission:** Mr. Boyce Hamlet, Chairman: The minutes for the Water and Sewer Commission meeting on June 27, 2025, along with balance sheet were presented to the Council.
- E. Warren Housing Authority Commission:** Mr. Hugh Quimby, Chairman. Minutes of July 28, 2025, meeting was presented to the Council as well as the 2024 Audit Report.
- F. Warren Cultural Center:** Council Member Burks-Frazer-Chairman: The monthly report for July 2025 was presented to the Council.

Unfinished Business:

A. None.

New Business:

A. None.

Announcements:

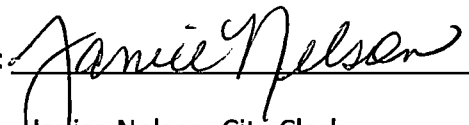
1. First football game on August 29, 2025, at home.
2. The Municipal Building will be closed on Monday, September 1, 2025, in observance of Labor Day. There will be no garbage pick-up.

Pay Bills for July: Council Member Henderson motioned to pay the July 2025 bills; Council Member Tolefree seconded. The Council voted 6-0 to pay the July 2025 bills. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent –None. Motion carried.

Set Meeting for September 2025: The September agenda meeting will be held on Thursday, September 4, 2025, at 7:00 a.m. and the Council Meeting will be held on September 8, 2025, at 5:30 p.m. in the Municipal Building Council Chamber.

Adjourn: Mayor Reep adjourned meeting.


Mayor R. Gregg Reep

ATTEST: 
Janice Nelson, City Clerk