

# CITY OF WARREN

P.O. BOX 352

Warren, Arkansas 71671

TELEPHONE: (870) 226-6743

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R. GREGG REEP, Mayor

COUNCIL MEMBER

ANGELA MARSHALL

MEMORY BURKS-FRAZER

DOROTHY C. HENDERSON

JANICE NELSON, City Clerk

COUNCIL MEMBER

JOEL TOLEFREE

EMILY MOSELEY

LATANZA ATKINS

## MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

December 9, 2024

5:30 p.m.

**OPENING PRAYER:** Opening prayer was led by Bro. Vernon Colvin of the Lighthouse Church Warren, AR.

**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-Frazer, Ward 3- Council Members Dorothy Henderson and Latanza Atkins. Absent – none.

**Minutes of the November 12, 2024 Regular Council Meeting:** On a motion made by Council Member Henderson and a second by Council Member Burks-Frazer, the Council voted 6-0 to approve the minutes of the November 12, 2024 minutes of the regular Council meeting. Yes votes – Council Members Henderson, Tolefree, Moseley, Atkins, Marshall and Burks-Frazer. Nay-None. Absent – none.

### CITY CLERK'S REPORT

**Financial Statement:** City Clerk Janice Nelson presented the financial report for November 2024. 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. Yes votes – Council Members Henderson, Moseley, Atkins, Burks-Frazer, Marshall and Tolefree. Nay votes – none. Absent- none.

**City Sales and Use Tax:** A report on the City Sales and Use Tax receive since the tax was passed was presented to the Council for their information. The city received \$85,734.45 for the month of November 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 received was \$60,610.01 for the month of November 2024.

**District Court Clerk's Report:** The District Court Clerk's written report for the month of November 2024 was presented to the Council.

**Mayor's Report:**

1. **Update Industrial:** SkiBlu Carbon Environmental is progressing and plans to be fully operating by the first of the year. MaxSum is still in process of working out plans to place a carbon facility in Warren
2. **2022 Audit:** Council Member Henderson motioned to accept the 2022 Legislative Joint Auditing Report as presented to the Council, Council Member Burks-Frazer seconded. The Council voted unanimously to accept the 2022 Audit as presented to the Council. Yes votes – Council Members Henderson, Burks-Frazer, Atkins, Moseley, Marshall and Tolefree. Nay – None. Absent – None.
3. **Voting by Phone:** Discussion was addressed concerning new information that had been brought to the City's attention concerning Council Members being able to vote by phone when attending meetings by phone instead of being present at the meeting in person. The Council asked the mayor's office to look further into this matter for clarification to see if this was to include zoom meetings as well.
4. **Complaints (Dog Complaints Cloverdale):** Follow up on this complaint had been taken care of prior to Ms. Willis coming to the meeting. Ms. Willis had been told that she had to come to the Council meeting if she wanted anything done, which is not the correct information, but after further investigation the city had already taken care of the matter prior to this meeting. Anyone with a complaint can call the mayor's office to file a complaint and it will be investigated.

**Public Comments**

A. **Council Member (s) Recognized:**

1. None

B. **Signed In or Called:**

1. None

Mayor Reep asked that Money Hearnberger, Street Foreman, be allowed to give his report before the Police report as he had a Christmas party to attend. The Council agreed. Monty Hearnberger gave his monthly report for November 2024. Mr. Hearnberger stated that the railroad crossing on W. Pine and Main Street had been replaced by the railroad at a cost of about \$300,000.00. Plans are underway to repair Watson St. where the pavement was dug up to remove tree roots. This spot needs to settle before further repairs are made.

**ADMINISTRATIVE AND STANDING COMMITTEE REPORTS**

**Police Chief:** Shaun Hildreth.

**Monthly Report:** The monthly report for November 2024 was presented to the Council. Chief Hildreth stated that the Warren Police Department is actively looking for police officers and has hired two non-certified officers that will be going to the Academy in January 2025 for a 13-week course. There will be a Civil Service meeting November 14, 2024, at which time there will be a part-time certified police officer considered.

**POLICE COMMITTEE REPORTS: Alderman Burks-Frazer, Chairman.** No meeting.

**Fire Chief:** Chuck Moore

**Monthly Report:** Chief Moore presented the fire department's November 2024 report to the Council along with insurance information regarding burned properties and payments to the city.

**Fire Committee:** Council Member Tolefree, Chairman: No meeting.

**Sanitation Manager:** Rob Johnson.

**Monthly Report:** The monthly sanitation report was presented for November 2024 to the Council.

**Sanitation Committee:** No meeting.

**Building Official:** Rob Johnson

**Monthly Building Report:** The November 2024 monthly report was presented to the Council.

1. **Property Cleanup Complaints:**

2. **Condemned Properties List** – Moving forward with citation proceedings. The citations are ready to be served.

**Street Committee:** Council Member Moseley, Chairman. – No meeting.

1. Guidelines for Street dedications. Will discuss at the next meeting.

**Council Member Community and Economic Development Committee –** Chairman, Council Member Angel Marshall.

1. **Cultural Center Update:** No update currently.
2. **Depot Kitchen and Renovations:** Council Member Marshall motioned to approve the revised contract with G-Co. LLC for \$77,123.86 for the depot renovations and to have Mr. Wagon get measurements for the needed plexiglass along with cost estimate that is not covered in the bid. Mr. Wagon can replace the plexiglass and save on labor cost. Council Member Tolefree seconded. The Council voted unanimously to approve the contract with G-Co. LLC. Yes votes – Council Members Marshall, Tolefree, Henderson, Atkins, Burks-Fazer and Atkins. Nay – None. Absent None.
3. **Downtown Tree's:** Nothing currently.
4. **Food Trucks:** No action, still researching.
5. **Ordinance for City Facilities & Homeless:** No action.
6. **City's Website:** Work ongoing.
7. **Old Street Shop:** Hoping to have the Old Street Shop ready for the public to use as another venue by Spring of 2025.

Council Member Marshall gave an update on some of the projects that she had been a part of while serving on the Warren City Council. This will be Council Member Marshall's last meeting as a Council Member.

1. The employee recognition program.
2. The renovations on the depot and the old street shop.
3. The renovation and what to do with the old Bryant lot.
4. The new sanitation truck, the new grapple truck and the new street sweeper.

These are just a few of the things that Council Member Marshall has been able to see come to fruition while on the Council.

**Ways and Means Committee:** Council Member Henderson, Chairman: No meeting.

1. **Land Purchase:** No action.
2. **Water and Sewer Rates:** Council met November 18, 2024, with the Water and Sewer Commission. Council Member Atkins attended a class governing the rules for water

- and sewer rates and strongly recommended each Council Member to attend a meeting as it was very informative. Council Member Burks-Frazer will be looking into webinars or online meetings to attend.
3. **2025 Budget:** The Council has until February 1, 2025; to have the budget adopted by law. The Committee will have a meeting as soon as possible to amend the 2024 budget as well.
  4. **Bradley County Historical Museum Contract:** Council Member Henderson made a motion to approve the Bradley County Historical Museum contract for \$2,000.00 for 2025, Council Member Tolefree seconded. The Council voted unanimously to approve the contract for \$2,000.00. Yes votes – Council Member Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Marshall. Nay votes – None. Absent – None.
  5. **Area Agency on Aging Contract:** Council Member Henderson made a motion to approve the contract for \$2,000.00 with the Area Agency on Aging contract to purchase fans and air conditioners for 2025. Council Member Tolefree seconded. The Council voted unanimously to approve the contract with the Area Agency on Aging. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Marshall.
  6. **Pink Tomato Festival:** No action at this time.
  7. **Resolution A-699 (Adopt Setting Various Official Salaries):** Council Member Henderson made a motion to adopt Resolution A-699: Setting Various Officials Salaries, noting that Mayor Reep had declined the salary increase for his position for 2025. Council Member Tolefree seconded. Mayor Reep read aloud Resolution A-699. The Council voted unanimously to approve Resolution A-699. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Marshall. Nay – None. Absent – None. Council Member Henderson motioned to adopt the Emergency Clause; Council member Moseley seconded. The Council voted unanimously to adopt the Emergency Clause. Yes votes – Council Members Henderson, Moseley, Atkins, Burks-Frazer, Marshall and Tolefree.
  8. **Resolution A-700 (Adopt the 2025 Budget):** No action.
  9. A 2% pay increase for the city employees and appropriate elected officials to include tenure and Christmas bonus for 2025 will be under review when the Committee meets again.

### **Reports and Business of Boards and Commissions**

**Park and Recreation Commission** – Kyle Wagon, Director. Mr. Wagon gave an update on work done at the old street shop. Mayor Reep stated that the city was looking into cutting cost at the shooting range and that may include cutting the hours of operation.

**Director's Report:** The Parks & Recreation November 2024 report was presented to the Council.

**Planning Commission:** Chairman Jennifer Rodriguez: Minutes of the November 26, 2024, meeting was presented to the Council.

1. **Ordinance No. 961 (Special Use Permit):** No action.

**Aviation Commission:** Dr. Joe Wharton, Chairman. No meeting.

**Water and Sewer Commission:** Mr. Boyce Hamlet, Chairman: Minutes and Balance Sheet: The minutes for October 18, 2024, meeting along with the financial statements and balance sheets were presented to the Council.

**Warren Housing Authority Commission:** Mr. Hugh Quimby, Chairman. No meeting.

**Cultural Center Commission:** Memory Frazer, Chairman.

1. **Monthly Report:** The monthly financial report for November 2024 was presented to the Council. Still working on grant money and funding options to bring back to the Council for review.

**Unfinished Business:**

1. **Municipal Building Roof-** no action.

**New Business: Firefighters Supplemental Income Protection & Death Benefit Program:**

Council Member Tolefree motioned to approve paying for the Firefighters Supplemental Income Protection & Death Benefit Program for the current 33 firefighters at a cost of 20.00 per firefighter for a total of \$660.00 for the 2025-year, Council Member Henderson seconded. The Council voted unanimously to approve the benefit. Yes votes – Council Members Tolefree, Henderson, Atkins, Burks-Frazer, Moseley and Marshall. Nay – None. Absent – None.

**Announcements:**

1. The Municipal Building will be closed December 24 & 25, 2024 in observance of the Christmas Holiday. Garbage will be collected on December 24, 2024.
2. The Municipal Building will be closed on January 1, 2025, in observance of the New Year Holiday. Garbage will be collected.
3. 2025 Winter Conference is scheduled for January 15-17, 2025.

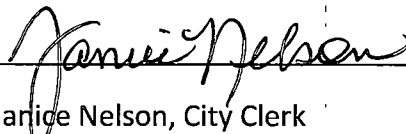
**Pay Bills for November 2024:** On a motion by Council Member Tolefree and a second by Council Member Henderson, the Council voted unanimously to pay the November 2024 bills.

Yes votes: Council Members Toefree, Henderson, Atkins, Moseley, Marshall, and Burks-Frazer.  
Nay votes – None. Absent- None.

**Set Meeting:** Mayor Reep stated the next agenda meeting will be held Thursday, January 9, 2025, at 7:00 a.m. and the Council meeting will be held Monday, January 13, 2025, at 5:30 p.m.

**Adjourn:** Mayor Reep adjourned meeting.

  
\_\_\_\_\_  
Mayor R. Gregg Reep

ATTEST:   
\_\_\_\_\_  
Janice Nelson, City Clerk

# CITY OF WARREN

R. GREGG REEP, Mayor

COUNCIL MEMBER

ANGELA MARSHALL  
MEMORY BURKS-FRAZER  
DOROTHY C. HENDERSON

P.O. BOX 352

Warren, Arkansas 71671

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FAX: (870) 226-8301

JANICE NELSON, City Clerk

COUNCIL MEMBER

JOEL TOLEFREE  
EMILY MOSELEY  
LATANZA ATKINS

*12/19/24*

*Hand  
Tolfree  
All  
adopt*

## RESOLUTION NO. A-699

**A RESOLUTION FIXING AND APPROPRIATING THE SALARIES FOR VARIOUS CITY OFFICIALS FOR THE YEAR 2025 AND FOR OTHER PURPOSES.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WARREN, ARKANSAS:**

**SECTION 1:** For the year 2025, the Mayor of Warren, Arkansas shall receive a salary of **\$48,447.88** payable in equal monthly installments. *menaise*

**SECTION 2:** For the year 2025, the City Clerk of Warren, Arkansas shall receive a salary of **\$46,235.80** payable in equal monthly installments.

**SECTION 3:** For the year 2025, the City Treasurer of Warren, Arkansas shall receive a salary of **\$13,822.64** payable in equal monthly installments.

**SECTION 4:** For the year 2025, the City Attorney of Warren, Arkansas shall receive a salary of **\$20,783.88** payable in equal monthly installments.

**SECTION 5:** For the year 2025, the Council Members of Warren, Arkansas shall receive a salary of **\$4,200.00** payable in equal monthly installments.

**SECTION 6:** If any section or part of a section of this resolution or the application thereof to any person or circumstance is held to be unconstitutional or invalid, such invalidity shall not affect the remaining provisions of the application thereof of this resolution, and to that end the provisions of this resolution are declared to be severable.

**SECTION 7:** All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of any such conflict.

**SECTION 8: EMERGENCY CLAUSE.** The City Council of Warren, Arkansas has determined that the retention of experienced and knowledgeable city employees and officials is necessary to the efficient operation of the city's business and to the maintenance of the peace, safety and welfare of the residents of the city, and that adequate compensation is a necessary part of the retention of the said personnel and officials, and to that end an emergency is hereby declared to exist, and the provisions of this appropriation resolution shall be in full force and effect from and after its passage and approval.

*DH  
Moseley  
adopt  
All*

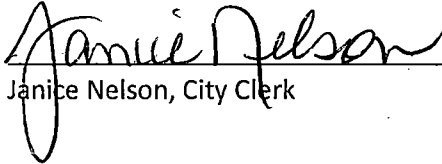


ADOPTED this 9<sup>th</sup> day of DECEMBER 2024.

APPROVED:

  
\_\_\_\_\_  
R. Gregg Reep, Mayor

ATTEST:

  
\_\_\_\_\_  
Janice Nelson, City Clerk

P.O. Box 8569  
Pine Bluff, AR 71611  
709 East 8<sup>th</sup> Avenue  
Pine Bluff, AR 71601



**Area Agency  
on Aging**  
*of Southeast Arkansas*

*Approved  
12-9-24*

T: 870.543.6300  
TF: 800.264.3260  
F: 870.534.2152  
www.aaasea.org

*12/9/24*

December 2, 2024

Mayor Greg Reep  
City of Warren  
PO Box 352  
Warren, AR 71671

Dear Mayor Reep,

I am writing to you on behalf of AAASEA, an organization that is working for the cause of Elderly and Disabled assistance in Southeast Arkansas. I am the coordinator of the Annual "Beat the Heat Fan Drive" that AAASEA organizes every year to provide fans and air conditioners to low-income seniors and adults with disabilities or adults with a disabled child living in the home.

Many of those who benefit from the summer fan drive live on a very minimal fixed income. They may have central air conditioning in their homes, but it may be too costly to run; oftentimes they must choose between groceries or cooling their home. Fans can be operated on for as little as 2 cents per hour and can make a room feel 4 to 6 degrees cooler. The fan drive is truly a community supported program that would not be possible each year without the zeal of local businesses, civic organizations, and individuals. During the drive, we donate all the fans/air conditioners to Bradley County Citizens.

The Annual fan drive is organized every year beginning June 1. We usually contact several local businesses, individuals, and philanthropists to raise funds for the drive. The community contributions to the drive go a long way in making it a success.

I would like to thank you for considering our yearly request of \$2000 from the City of Warren to help purchase air conditioners and fans. In 2024, with the assistance of the Warren Senior Center, we were able to distribute 105 fans to elderly and disabled clients.

If you have any queries regarding our organization or the event being organized, please contact me at (870) 226-5769, (870) 550-5305, or at the email id, [rcoulter@aaasea.org](mailto:rcoulter@aaasea.org).

Yours sincerely

*Regina Coulter*

Regina Coulter  
Case Manager Supervisor



*Approved  
12-1-24*

Bradley County Historical Museum  
200 West Ash Street  
P.O. Box 311  
Warren, AR 71671

Mrs. Dorothy Henderson, Chair.  
Ways and Means Committee  
Warren City Council  
104 North Myrtle Street

Dear Mrs. Henderson,

Since establishing the Bradley County Historical Museum back in 1987, we have been determined to preserve the rich history of our county and our people. Our board members remain dedicated to the preservation of not only the oldest residence in Bradley County but the wonderful artifacts that have been entrusted to our care.

We appreciate the Warren City Council members and the City of Warren for your willingness to join us in our endeavors and ask for your continued support.

Our organization has recently completed two major restoration projects on the Museum. The first project was to replace and restore the posts across the front porch. The second project was to repair all deteriorating boards on the exterior of the Martin House and a complete painting of the building's exterior. These projects were possible by obtaining matching grants from Arkansas Historic Preservation. Without the grants neither of the projects could have been completed.

The Bradley County Historical Museum board respectfully asks the Council to continue your financial assistance of \$2,000 for the year 2025.

We appreciate each of you. Please let us know if our board members can be of assistance.

Sincerely,  
JeNelle Lipton, president  
Bradley County Historical Museum

Cc: Emily Moseley  
Cc: Memory Frazer