

R. GREGG REEP, Mayor
COUNCIL MEMBER
CHANEL HOOPER
MEMORY BURKS-FRAZER
DOROTHY C. HENDERSON

CITY OF WARREN
P.O. BOX 352
Warren, Arkansas 71671
TELEPHONE: (870) 226-6743
FAX: (870) 226-8301

JANICE NELSON, City Clerk
COUNCIL MEMBER
JOEL TOLEFREE
EMILY MOSELEY
LATANZA ATKINS

MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

February 10, 2025

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Council Member Joel Tolefree.

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 Member Chanel Hooper 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 January 13, 2025, regular City Council Meeting and Special Call meeting on Jan.28, 2025: 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 January 13, 2025, regular Council Meeting and the minutes of the Special Call meeting on January 28, 2025. Council Member Henderson stated that the budget attachments should accompany the minutes. Yes votes – Council Members Henderson, Moseley, Burk-Frazer, Tolefree, Atkins, and Hooper. Nay-None. Absent-none.

City Clerk's Report

Financial Statement: City Clerk Janice Nelson provided the Financial Report to the City Council Members in their packets 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, Burks-Frazer, Atkins, Moseley, Hooper and Tolefree. Nay – none. Absent – none.

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 was \$61,437.26.

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

Mayor's Report:

1. Recognition (Angela Marshall): Former Council Member Angela Marshall of Ward 1, having served as a Council Member for 10 years, was recognized for her service on the City Council.

2. Resignation of Patsy Plair – Warren Civil Service Commission: Mrs. Plair turned in her resignation from the Civil Service Commission due to moving and it was effective immediately as of January 21, 2025.

3. 2024 Annual Report: Each Department had submitted its annual report, however, the mayor had not gotten his done in time for the meeting. He will summarize all the reports and get it to the Council along with the news media for the public.

4. Update on Industrial Prospects: BluSki Carbon should be opening for business very soon.

5. Mowing Bids: There were five bids turned in. A motion was made by Council Member Henderson and a second by Council Member Atkins to accept the third lowest bid made by Yepes Sylviculture at \$480.00. The Council voted 6-0 to accept the \$480.00 bid for mowing made by Yepes Sylviculture. Yes votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley, Hooper and Tolefree. Nay – none. Absent – none.

6. Tenay Sellers, Warren Water and Sewer Manager: Mrs. Sellers came forward to explain what had cause the recent boil to order the citizens of Warren had experienced. The order was due to a pump failing to start and blown fuses. While many were dripping their faucets due to the extremely cold weather, this helped to cause water pressure issues. The test have to be done and taken to Little Rock with a 24-hour waiting period, with several of these tests being done. The water department worked around the clock until all was up and working again but due to chlorine levels, it took a few days longer due to testing, even though the water pressure was restored rather quickly.

B. Council Members Recognized: None.

C. Signed in or called:

1. East Lab- School: Students for the Warren High School East Lab came forward to explain their project "Baby Box". The students explained that there was a matching grant for

\$15,000.00 for the project. The school has secured \$7, 500.00 of the cost and is asking the city to provide \$7, 500.00 because the total \$15,000.00 must be paid up front. The \$7,500.00 they are asking the city to put forward would be reimbursed to the city once the grant came in and the project was complete. The baby box would be put in the Fire Station and could be utilized by anyone in the surrounding area. The baby box is heated, cooled and locked once the door is closed. There is a silent alarm to notify personnel when a baby is left in the box to ensure that the baby does not stay there long before getting the proper assistance. Council Member Henderson motioned to send to the request to the Ways and Means Committee, Council Member Tolefree seconded. The Council voted 6-0 to send East Lab's request to the Ways and Means Committee for review. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay-none. Absent -none.

Administrative and Standing Committee Reports

- A. **Police Chief** – Shaun Hildreth: Police Chief Shaun Hildreth's monthly report for January 2025 was presented to the Council as well as the year-end 2024 report for the Police Department. Chief Hildreth stated that his department was still actively looking to hire additional police officers.
- B. **Police Committee**: Council Member Burks-Frazer, Chairman: No meeting.
- C. **Fire Chief** – Chuck Moore: Chief Moore gave his monthly January 2025 report to the Council as well as the year-end 2024 report for the Fire Department.
- D. **Fire Committee** – Council Member Tolefree, Chairman: No meeting. Council Member-Chairman Tolefree motioned to approve the Arkansas State Firefighters Association Fees for the 28 volunteer firefighters and the four full time fighters, total of 32 firefighters at @\$20.00 each for a total dollar amount of \$640.00, Council Member Henderson seconded. The Council voted 6-0 to approve the \$640.00 for the Arkansas State Firefighters Association Fees to be approved. Yes votes – Council Members Tolefree, Henderson, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent – none.
- E. **Sanitation Manager**: Rob Johnson gave his monthly report for January 2025 as well as the year-end report for 2024.
- F. **Sanitation Committee**: The Committee met on January 21, 2025, and on February 3, 2025.

1. **Recycling Grant:** no action
2. **2025 Overtime:** Recommended to no longer pick up garbage on holidays and on Saturdays only run the container truck with the one employee. All overtime cannot be eliminated but as much as possible will be cut. Council Member Atkins motioned that the city cut out all garbage pickup on holidays and revisit the issue if needed, Council Member Tolefree seconded. The Council voted 6-0 to approve discontinuing garbage pickup on the holidays. Yes votes – Council Members Atkins, Tolefree, Henderson, Burks-Frazer, Moseley and Hooper. Nay – none. Absent – none. The mayor will retain authority to pick up on holidays if it is deemed necessary to do so.
3. **Proposals for Solid Waste Increase:** There has been no change in garbage fees in the city since 2017, but the cost has gone up about 300%. Council Member Atkins gave 3 proposals to the Council that could help keep the sanitation department from running into a deficit. 1) a \$3.00 increase, 2) 5.00 increase, 3) \$5.00 increase in garbage rates + a \$2.00 rate increase in the recycling fee. The Committee is not unanimous on what to do, therefore, Council Member-Chairman Atkins asked to keep this item on the agenda, the Committee will meet one last time before bringing a recommendation to the Council.
4. **Finance Garbage Truck:** Council Member Atkins motioned to accept a bid for financing the new garbage truck with Commercial Bank and Trust at 4.86 % -24 months + balloon payment; Council Member Burks-Frazer seconded. The Council voted 6-0 to accept the bid with Commercial Bank & Trust of 4.86% + balloon. Yes votes – Council Members Atkins, Burks-Frazer, Henderson, Moseley, Hooper and Tolefree. Nay – none. Absent – none.

G. **Building Official:** Mr. Rob Johnson

1. **Monthly Report-** The monthly report for January 2025 as well as the 2024 year-end report was presented to the Council.
2. **Property Clean-up Complaints:** Working complaints that are coming in. Enforced two property cleanups.
3. **Condemnation List:** Nothing ready at this time.

H. **Street Foreman:** Monty Hearnberger

1. **Monthly Report-** Mr. Hearnberger presented the monthly report for January 2025 as well as the 2024 year-end report.

I. **Street Committee** – Council Member Moseley, Chairman:

Chairman Moseley stated that the city had the \$300,000.00 grant for street paving from the state for city streets. The Council had selected Cook St., S. Bradley and Fullerton St for the project. The bid that the state received was \$368,000.00. The Committee recommended going as far with the paving as the \$300,000.00 grant would, not to go over the grant dollar amount.

J. **Parks & Recreation -Director: Kyle Wagon:** The Parks & Recreation report for January 2025 as well as the 2024 year-end report was presented to the Council. Mr. Wagon stated that work was underway on the Depot renovations, taking approx. 2 months to finish the Depot project.

K. **Community and Economic Development Committee – Council Member-Chairman Hooper:**

1. Cultural Center Update: Mayor Reep stated that the city was actively trying to find grants to assist with the Cultural Center.

2. Depot Kitchen & Renovations & Old Street Shop: All renovation work is in process on the building and should be completed within the next two months. The city is looking for chairs and tables for each building at an acceptable price. Discussions to have appliances supplied for Depot either by donation or having a fundraiser for them.

3. Food Trucks: Chairman Hooper stated that Mr. Johnson-Building Codes Official was doing research on surrounding cities to see how they are handling having food trucks set up in their cities establishing rules and regulations for them.

4. Ordinance No. 964 (City Facilities & Homeless): Should have an Ordinance ready for approval for the next City Council Meeting.

5. City Website: The Committee met with Ms. Linda Morgan who takes care of putting information onto the city website and was pleased with the changes that had been made to the website. The website can be accessed at cityofwarren.us and more updates will be added.

6. Downtown Trees: The Committee plans to have a meeting inviting people to make suggestions on types of trees that might work well, and how to maintain the trees. They also discussed ideas for fundraisers for this project.

7. Vernon Colvin's Request for Depot: Rev. Colvin has withdrawn his request from the city for use of the Depot for his Treehouse project. He has found a place to house his project with the YMCA of Warren.

L. Ways and Means Committee-Council Member-Chairman Henderson: Chairman Henderson asked to add two additional items to the agenda under Ways and Means. 4.) City Employee Pay Increase and 5) Safe Haven Baby Box

1. Land Purchase: Chairman Henderson scheduled a committee meeting to discuss the land purchase and collaboration with BCEDC for February 20th, 2025, and a special call meeting for the land purchase recommendation from the committee on February 24, 2025. Both meetings are scheduled for 5:00 p.m.

2. Ordinance No. 963 (Water & Sewer Rates): An Ordinance to Amend No.940 existing Water and Sewer Rates to Raise the Rates Charged for Services of the Water and Sewer System of the City of Warren, Arkansas and for other purposes: Council Member Henderson motioned that Ordinance No. 963 be placed on its first reading; Council Member Atkins seconded. The Council voted 6-0 to place Ordinance No. 963 on its first reading. Yes votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley, Hooper and Tolefree. Nay – none. Absent – none. Mayor Reep read aloud Ordinance No.963. Council Member Henderson motioned to suspend the rules and placed Ordinance No. 963 on its second reading; Council Member Burks-Frazer seconded. The Council voted 6-0 to place Ordinance No. 963 on its second reading. Yes votes – Council Members Henderson, Burks-Frazer, Atkins, Moseley, Hooper and Tolefree. Nay – none. Absent – none. Mayor Reep read aloud Ordinance No. 963. Council Member Henderson motioned to place Ordinance No. 963 on its third and final reading; Council Member Burks-Frazer seconded. The Council voted 6-0 to place Ordinance 963 on its third and final reading. Yes votes – Council Members Henderson, Burks-Frazer, Atkins, Moseley, Hooper and Tolefree. Nay – none. Absent – none. Mayor Reep read Ordinance No. 963 for the third and final time. Council Member Henderson motioned to adopt Ordinance No.963; Council Member Burks-Frazer seconded. The Council voted 6-0 to adopt Ordinance No. 963. Yes votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley, Hooper and Tolefree. Nay – none. Absent – none. Council Member Henderson motioned to adopt the Emergency Clause; Council Member Burks-Frazer seconded. The Council voted 6-0 to adopt the Emergency Clause which Ordinance No.963 shall be in full force and effect from and after its passage and publication. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent – none.

3. New Revenue-Guidelines to have Safety Tax put on Ballot: Leave on agenda

4. City Employee Pay Increase: added to agenda

5. **Safe Haven Baby Box Project:** added to agenda

Reports and Business Boards and Commissions:

A. Parks and Recreation Commission – Brooke Harris, Chairman:

1. The minutes of January 22, 2025, Parks & Recreation Commission were presented to the Council.

B. Planning Commission – Jennifer Rodriguez, Chairman

1. The minutes of January 27, 2025, Planning Commission were presented to the Council.
2. **Ordinance No. (961) Special Use Permit: An Ordinance to Amend Ordinance No. 220 and for all Other Purposes: (306 Watts St.)** Council Member Henderson motioned to place Ordinance No. 961 on its first reading; Council Member Tolefree seconded. The Council voted 6-0 to place Ordinance No.961on its first reading. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent None. Mayor Reep read aloud Ordinance 961. Council Member Henderson motioned to suspend the rules and place Ordinance 961 on its second reading; Council Member Tolefree seconded. The Council voted 6-0 to place Ordinance 961 on its second reading. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent – none. Mayor Reep read aloud Ordinance 961. Council Member Henderson motioned to suspend the rules and place Ordinance 961 on its third and final reading; Council Member Tolefree seconded. The Council voted 6-0 to place Ordinance No. 961 on its third and final reading. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. The mayor read aloud ordinance 961. Council Member Henderson motioned to adopt Ordinance No. 961; Council Member Tolefree seconded. The Council voted 5-1 to adopt Ordinance 961. Yes votes – Council Members Henderson, Burks-Frazer, Moseley, Hooper and Tolefree. Nay – Council Member Atkins. Absent – none.
3. **Rezone: Ordinance No. 965- An Ordinance to Amend Ordinance No. 220 And for Other Purposes:** Council Member Henderson motioned to place Ordinance No.965 on its first reading; Council Member Tolefree seconded. The Council voted 6-0 to place Ordinance No. 965 on its first reading. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Mayor Reep read Ordinance No.965 aloud. Council

Member Henderson motioned to suspend the rules and place Ordinance No. 965 on its second reading; Council Member Tolefree seconded. The Council voted 6-0 to place Ordinance No. 865 on its second reading. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent – None. Mayor Reep read aloud Ordinance No. 965. Council Member Henderson motioned to suspend the rules and place Ordinance No. 965 on its third and final reading; Council Member Tolefree seconded. The Council voted 6-0 to place Ordinance 965 on its third and final reading. Mayor Reep read aloud Ordinance No. 965. Council Member Henderson motioned to adopt Ordinance No. 965; Council Member Burks-Frazer seconded. The Council voted 6-0 to approve Ordinance No. 965 (rezone of 513 W. Central R-1 to C-1). Yes votes – Council Members Henderson, Burks-Frazer, Atkins, Moseley, Hooper and Tolefree. Nay – none. Absent – none.

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

Water and Sewer Commission: Mr. Boyce Hamlet, Chairman: The minutes for the December 20, 2024, meeting was presented to the Council along with the financial statements, balance sheets and the year end 2024 report.

- 1. Reappointment of Kelly Ashcraft:** Council Member Henderson motioned to approve the reappointment of Kelly Ashcraft to the Warren Water and Sewer Commission; Council Member Tolefree seconded. The Council voted 6-0 to approve the reappointment of Kelly Ashcraft to the Warren Water and Sewer Commission. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent – none. The nomination was submitted by the current board members of the Water Commission.

Warren Housing Authority Commission: Mr. Hugh Quimby, Chairman: None meeting. The year-end 2024 report was presented to the Council.

Warren Cultural Center Commission: Council Member Burks-Frazer: The Warren Cultural Center monthly report for January 2025, was presented to the Council.

Unfished Business:

- A. Municipal Building Roof** – Options are still being explored.
- B. Ordinance No. 962 (fence amendment):** Keep on agenda.

New Business:

1. **Adjustments and Appeals Board** – The Adjustments & Appeals Board met on January 16, 2025, the minutes were presented to the Council.
2. **Fair Housing Commission** – Held a meeting on January 16, 2025, minutes were presented to the Council.

Announcements:

1. The Municipal Building will be closed February 17, 2025, in observance of President's Day.

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

Set Meeting for March 2025: The February agenda meeting will be held on Thursday, March 6, 2025, at 7:00 a.m. and the Council Meeting will be held on March 10, 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