

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

January 13, 2025

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 Member Chanel Hooper and Joel Tolefree, Ward 2-Council Members Emily Moseley and Memory Burks-Frazier, Ward 3- Council Members Dorothy Henderson and Latanza Atkins. Absent – None.

Minutes of December 9, regular City Council Meeting: On a motion made by Council Member Henderson and a second by Council Member Burks-Frazier, the Council voted 6-0 to approve the minutes of the December 9, 2024, Council Meeting. Yes votes – Council Members Henderson, Burks-Frazier, Moseley, Tolefree, Atkins, and Hooper. Nay-None. Absent-none.

City Clerk's Report

Financial Statement: City Clerk, Janice Nelson, presented the financial report for December 2024. On a motion made by Council Member Henderson and a second by Council Member Burks -Frazier, the Council voted 6-0 to approve the financial statement as presented by the City Clerk. Yes votes – Council Members Henderson, Burks-Frazier, Atkins, Moseley, Hooper and Tolefree. Nay – 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 \$85,824.19 for the month of December 2024.

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 \$61,215.60 for the month of December 2024.

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

Mayor's Report:

1. **Employee Recognition:** Mr. Scott Steadman and his wife Amanda came forward as Scott was recognized as the employee of the month for the first quarter of 2025. Mr. Steadman works for the street department and has been for a little over two years. Mr. Steadman was presented with a \$100.00 gift card.
2. **Update Industrial Projects:** BlueSki Carbon Inc., located in the old poultry building in Industrial Park, is actively building its first line for production. We are waiting for the official announcement to be made.
3. **Voting by phone by Council Members:** It is permissible for a governing body to have a meeting by telephone if there is some means of ensuring that the members of the public and Council Members in attendance can hear all portions of the conversation.
4. **2025 Council Committees:** Council Member Burks-Frazer made a motion to leave Council Committees as they are recently for the next two years, Council Member Henderson seconded. The Council voted 5-1 to leave the Committees as they are set up. Yes votes – Council Members Burks-Frazer, Henderson, Moseley, Hooper and Tolefree. Nay – Council Member Atkins recommended the Committees be switched every two years so everyone can get a general knowledge of all committees. Absent – none. Motion carries.
5. **Council Procedures:** Council Member Henderson motioned to approve the Council Procedures with one addition to #2 which is "A Special Call meeting may be called by the mayor" (addition) or by "2/3 Council Members as needed"; Council Member Atkins seconded. The Council voted 6-0 to adopt the Council Procedures with one addition. Yes votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley, Hooper and Tolefree. Nay – none. Absent – none.

B. Council Members Recognized: None.

C. Signed in or called:

Pastor Vernon and his wife Tammy came forward to discuss a social work setting, safe space for the children of Warren, Tree House. They explained the program and the need for a space to carry out their plans, asking that the City of Warren might help in providing a space for their activities. Council Member Henderson motioned that this topic be turned over to the Economic Development Committee for further review, Council Member Moseley seconded. The Council voted 6-0 to place this topic under the Economic Development Committee for further review. Yes votes – Council Members Henderson, Moseley, Atkins, Burks-Frazer, Hooper and Tolefree. Nay votes – None. Absent- None.

Administrative and Standing Committee Reports

- A. Police Chief** – Shaun Hildreth: Police Chief Shaun Hildreth’s monthly report for December 2024 was presented to the Council. Chief Hildreth stated that his department was still actively looking to hire more police officers.
- B. Police Committee:** Council Member Burks-Frazer, Chairman:
- 1. Job Openings:** The Police Committee met on January 13, 2025. The police department is still actively looking for police officers, Council Member, Chairman Burks-Frazer recommended leaving this on the agenda. Chief Hildreth stated that the department was 3-4 officers down and had 4 parttime officers currently.
 - 2.**
- C. Fire Chief** – Chuck Moore: Chief Moore gave his monthly December 2024 report to the Council.
- D. Fire Committee** – Council Member Tolefree, Chairman: Nothing currently.
- E. Sanitation Manager:** Rob Johnson gave his monthly report for December of 2024.
- F. Sanitation Committee:** No meeting.
- 1. Updates on Soldi Waste Program:** Leave on agenda
 - 2. Recycling Bids:** Bids have been received. Leave on the agenda.

G. Building Official: Mr. Rob Johnson

1. **Monthly Report-** The monthly report for December of 2024 was presented by Mr. Johnson.
2. **Property Clean-up Complaints:** Working complaints that are coming in. Nothing ready for action currently.
3. **Condemnation List:** City going forward with turning over for prosecuting properties still not in compliance with city codes that have been condemned.

H. Street Foreman: Monty Hearnberger

1. **Monthly Report-** Mr. Hearnberger gave the monthly report for December 2024. The street department has been bush hogging and repairing street signs and picking up trash. Will be replacing a culvert in the next few days and prepared for the ice storm.

I. Street Committee – Council Member Moseley, Chairman:

1. **Guidelines for Street Dedications:** Leave on agenda, Committee will schedule another meeting for more discussion on this matter.

J. Community and Economic Development Committee: Council Member Hooper, Chairman:

1. **Cultural Center Update- Actively** searching for grants.
2. **Depot Kitchen and Renovations-** Contract is in place with G-Co LLC and should be starting renovations soon. Deck repair in need of immediate attention.
3. **Downtown Tree's** – Still gathering information, will schedule meeting.
4. **Food Trucks** – Will be discussing this topic at the next committee meeting.
5. **City Property and the Homeless** - This matter will be discussed at the next committee meeting.
6. **City Website:** Will discuss at next scheduled meeting and have Ms. Linda Morgan come as she is the one doing website as of now. Ms. Morgan is not a professional website designer but has been adding city information as needed for the city.
7. **Old Street Shop:** There still needs to be some painting done, some concrete floor work after getting prices on concrete, but hoping to have ready for use by Springtime. Also need to discuss rental prices for the facility.

K. Ways and Means Committee: Council Member-Chairman Henderson: The Ways and Means Committee met on January 3, 2025. The Committee received two revised budgets, one with and one with the proposed 2% raise and will need to meet again. The meeting was set for January 28, 2025, at 5:00 for a special call meeting to discuss budgets.

1. **Warren Pink Tomato Contract:** The contract for the Warren Pink Tomato Festival was not approved at the last meeting, therefore Council Member Henderson motioned to

approve the contract for \$10,000.00 with the Warren Pink Tomato Festival, Council Member Tolefree seconded. The Council voted 6-0 to approve the contract. Yest votes – Council Member Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – None. Absent – None.

2. **Amend 2024 Budget:** Will be done at the Special Call Meeting on January 28, 2025.
3. **Water & Sewer Rates:** Council Member Henderson motioned that the Council approve the Water & Sewer Rates that was recommended by the Arkansas Rural Water Association, Council Member Tolefree seconded. The Council voted 6-0 to approve the rate increase as presented. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay-None. Absent -None. Mayor Reep stated this would have to come back to Council as an ordinance for final approval.
4. **Tenure Bonus:** Council Member Henderson motioned that the tenure bonuses be included in the 2025 budget, Council Member Tolefree seconded. The Council voted 6-0 to have the tenure bonuses included in the 2025 budget. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – None. Absent – None.
5. **Christmas Bonus & Holiday Pay:** Alderman Henderson motioned that the Christmas bonuses and Holiday Pay be included into the 2025 budget, Council Member Tolefree seconded. The Council voted 6-0 to include the Christmas bonuses and Holiday Pay in the 2025 budget for city employees and elected officials. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – None. Absent – None.
6. **Health Insurance:** Council received an updated cost for employee insurance as it went up in 2025. Council Member Henderson motioned that the Council approve the insurance with the city paying **\$494.76** to be included in the 2025 budget and the employee paying **\$54.97** of the cost. Council Member Tolefree seconded. The Council voted 6-0 to approve the city insurance for the city employees and elected officials. Yes votes – Council Members Henderson, Tolfree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – None. Absent – None.
7. **Overtime:** No motion at this time, it will be investigated further when going over budget.
8. **Land Purchase:** Council Member Henderson recommended leaving the land purchase on the agenda.
9. **Resolution A-700 Adopt 2025 Budget:** Leave on agenda for the January 28, 2025, Special call meeting.
10. **New Avenues for increasing Revenue for the City of Warren:** Mayor Reep explained that the bottom line is that the city has used a lot of the “for general purposes” cash balances. So, looking down the road, maybe later this year but especially next year and

to increase salaries even modestly, the city will have to generate some more revenue. Mayor Reep stated that hopefully when the solar plant was up and running, money would be saved there on city electricity. The city has cut several areas that could be cut and is still looking for other areas that can be more cost effective. However, the city will still need another revenue source. Mayor Reep stated that the big way to generate more income is to create a city sales tax and designate the revenue to the police and fire department (public safety) which are the cities big ticket items. Mayor Reep stated that he has hopes that the developing industrial development that is taking place in Warren is going to help. Mayor Reep stated that the city cannot keep providing the services it is providing with the current amount of city revenue. Mayor Reep stated that he did not want to raise taxes in any area but that the city could not continue to function as is long term.

Council Member Tolefree left at this time.

Reports and Business Boards and Commissions

A. Parks & Recreation Commission – Kyle Wagnon, Director

1. **Director's Report** – Kyle Wagnon gave his report for December 2024. Mr. Wagnon stated that he had replaced 7 of the windows at the Depot the previous week and will finish up the others when material comes in. Council Member Hooper mentioned that the park gazebo also needs some repair.

Council Member Henderson recommended moving Parks and Rec Commission up on agenda under Community Economic Development Committee since it was covered under that Committee.

Planning Commission – Jennifer Rodriguez, Chairman: No December meeting.

1. **Ordinance No. 961 (Special Use Permit):** Not ready for this meeting.

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

Water and Sewer Commission: Mr. Boyce Hamlet, Chairman: The minutes for the November 19, 2024, meeting was presented to the Council along with the financial statements and balance sheets.

Warren Housing Authority Commission: Mr. Hugh Quimby, Chairman: Minutes of the December 10, 2024, meeting was presented to the Council.

Warren Cultural Center Commission: Council Member Burks-Frazer: The Warren Cultural Center monthly report for December 2024, 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: None.

Announcements:

- 1. The Municipal Building will be closed on January 20, 2025, in observance of Martin Luther King Day.
- 2. The 2025 Winter Conference is scheduled for January 15-17, 2025.

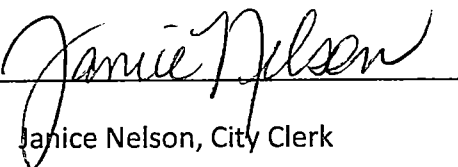
Pay Bills for December 2024: Council Member Henderson motioned to pay the December 2024 bills; Council Member Moseley seconded. The Council voted 5-0 to pay the December 2024 bills. Yes votes – Council Member Henderson, Burks-Frazer, Atkins, Moseley, Hooper. Nay – none. Absent – Council Member Tolefree.

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