

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

CITY OF WARREN
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JANICE NELSON, City Clerk
COUNCIL MEMBER
JOEL TOLEFREE
EMILY MOSELEY
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MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

July 14, 2025

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Rev. Cox of Union Hill Baptist 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, Ward 3- Council Member Dorothy Henderson and Council Member Latanza Atkins. Absent – Ward-1, Council Member Emily Moseley.

Minutes of June 9, 2025, regular City Council Meeting: On a motion by Council Member Henderson and a second by Council Member Tolefree, the Council voted 5-0 to approve the minutes of June 9, 2025, with the correction of the date that was mistakenly typed June 10. Yes votes – Council Members Henderson, Tolefree, Burks-Frazer, Atkins and Hooper. Nay-None. Absent- Council Member Moseley. Motion carried.

Special Call Meeting-June 16, 2025: On a motion by Council Member Henderson and a second by Council Member Tolefree, the Council voted 5-0 to approve the minutes of the Special Call Meeting of June 16, 2025. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer and Hooper. Nay – None. Absent – Council Member Moseley. 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 Tolefree, the Council voted 5-0 to approve the financial statement as

presented by the City Clerk. Yes votes – Council Members Henderson, Tolefree, Burks-Frazer, Hooper and Atkins. Nay – none. Absent – Council Member Moseley. 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 \$83,090.22 for the month of June 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 June was \$58,867.71.

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

Mayor's Report:

1. **Employee Recognition:** Mr. Joe Calbert with the Parks and Recreation Department was recognized as the Employee of the Quarter. Mr. Calbert was presented with a \$100.00 gift card for this recognition.
2. **Update on Industrial Prospects:** Ski Blu Carbon anticipates being open within the next few months with about 25 new jobs to be filled. The City of Warren and the BCEDC have entered a contract concerning the land on 189 Bypass, the Pennington property. Weyerhaeuser construction is underway, hopefully within two years of completion with approximately 200 jobs for the surrounding areas to be filled. The Solar project is expected to be completed by the end of the year.
3. **Baby Box:** The Baby Box project is moving along. City Attorney Mr. Claycomb is going over the contract agreement. There will be another meeting with EAST Coordinator Mrs. Payton Reep and the city to make sure everyone is on the same page and just how the box will function.
4. **Grant Update:** The city is applying for a grant through the state Outdoor Parks and Recreations Program for a substantial overhaul of the Westside City Pool which is in need of some major repairs. Also, the city is working on a grant to remodel the old courtroom, now the Council Chamber. The city is also currently working on a grant to renovate the Cultural Center to make the building usable again.
5. **2023 City Audit:** The City of Warren's 2023 audit showed no serious findings, and no action required.

Council Member Recognize: none

Signed In or Called:

1. Terrance Roberson with Warren Wolfe Pack Motorcycle Club came forward requesting that one end of John C. Moss be blocked off July 26, 2025, for a block party from 7:00 p.m. to 1:00 a.m. Council Member Henderson motioned to allow the part of John C. Moss to be blocked off for this time frame; Council Member Burks-Frazer seconded. The Council voted 5-0 to allow the blocking of John C. Moss. Yes votes – Council Members Henderson, Burks-Frazer, Atkins, Hooper and Tolefree. Nay votes – none. Absent – Council Member Moseley. Motion carried.

Administrative and Standing Committee Reports

A. **Police Chief** – Shaun Hildreth: Police Chief Shaun Hildreth’s monthly report for June 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**: Council Member Burks-Frazer, Chairperson: The Committee met.

1. **License Plate Reader**: The license plate reader policy manual for the flock cameras was presented to the Council. Council Member Burks-Frazer motioned to accept the camera policy for the City of Warren; Council Member Atkins seconded. The Council voted 5-0 to accept the camera policy as presented to the Council. Yes votes – Council Members Burks-Frazer, Atkins, Henderson, Hooper and Tolefree. Nay – none. Absent-Council Member Moseley. Motion carried.

2. **Lieutenant Position**:

3. **Sergeant Position**:

4. **Corporal Position**:

Council Member Burks-Frazer motioned to approve the step increase for CID Sergeant, Robbie Ashcraft, to the position of Lieutenant with a pay increase from \$20.29 an hour to \$20.54 an hour. Council Member Burks Frazer also motioned to approve the step increase for two Sergeants, Terrance Moore and Thomas Miller, to the position of CID Sergeant with hourly increases from \$18.33 to \$20.29 an hour. Council Member Atkins seconded. The Council voted 5-0 to approve the step increase for all three positions. Yes votes – Council Members Burks-Frazer, Atkins, Henderson, Hooper and Tolefree. Nay – none. Absent – Council Member Moseley. Motion carried.

Council Member Burks-Frazer left the meeting at this time (6:25p.m.)

- C. **Fire Chief** – Chuck Moore: Chief Moore gave his monthly June 2025 report to the Council.
- D. **Fire Committee** – Council Member Tolefree, No Business.
- E. **Sanitation Manager**: Rob Johnson gave his monthly report for the sanitation department for the month of June 2025.
- F. **Sanitation Committee**: Chairperson-Council Member Atkins: Committee met on July 7, 2025. Chairperson Atkins stated that after looking into the once a week pick up further it was determined that plans will still be to collect once a week but will be done over a five-day period to complete service areas broken to make the collection efficient and save money. Chairperson Atkins stated also that the new recycling center was completed located on the West side of town on N. Etheridge St.
- G. **Building Official**: Mr. Rob Johnson
1. **Monthly Report**- The monthly report for June 2025 was presented to the Council.
 2. **New Property Clean-up Complaints**: Nothing currently.
 3. **Condemnation List**: Mr. Johnson stated that some work had been done on the four properties, none are up to code as of this time but about 75-80 % was completed.
- H. **Street Foreman**: Monty Hearnberger.
1. **Monthly Report**- Mr. Hearnberger presented the monthly street report for June 2025.
- I. **Street Committee** – Council Member Moseley, Chairperson. Council Member Atkins gave the report in Council Member Moseley's absence.
1. **Guidelines for Dedication of Streets**: The Street Committee presented a street dedication proposal (for **dedicating** not **renaming** a street). Council Member Atkins went over the proposal for the Council. Council Member Atkins motioned to adopt the street dedication policy; Council Member Hooper seconded. The Council voted 2-2. Yes votes - Council Members Atkins and Hooper. Nay - Council Members Henderson and Tolefree. Absent – Council Members Moseley and Burks Frazer. Motion failed.
 2. **Street Drainage Improvement on the corner of Bragg & Kelly St.**: Street Foreman Monty Hearnberger explained that he had spoken to a local

contractor and was told that adding a culvert would give 4-6 more feet of turning room and cheaper to install than sheet piling. This subject remains on the agenda.

3. **New Road to Ouachita Hardwood Flooring:** Still in Committee.
4. **Deaf Child Sign on S. Martin St.-** Still in Committee.

J. **Parks & Recreation -Director: Kyle Wagon:** The Parks & Recreation report for June 2025 was presented to the Council.

K. **Community and Economic Development Committee – Council Member-Chairman Hooper:** No meeting.

1. **Main St. Property (Old Bryant Lot):** Nothing currently.
2. **New City Flag Purchases:** Still in Committee.
3. **Ordinance # 972 Amending Ordinance #740 (Tiny Houses):** Still in Committee.
4. **Ordinance #970 (Food Trucks):** Still in Committee.
- 5.

L. **Ways and Means Committee-Council Member-Chairman Henderson:** Chairperson Henderson: Committee met July 1, 2025.

1. **New Revenue for Safety:** Remains on agenda.
2. **2025 Employee Raises:** Remains on agenda.
3. **Tenure Bonus:** Council Member Henderson motioned to give the tenure bonuses including FICA and retirement with a total of \$10,698.39 for the year 2025. Council Member Tolefree seconded. The Council voted 4-0 to give the tenure bonuses as stated by Council Member Henderson. Yes votes – Council Members Henderson, Tolefree, Atkins and Hooper. Nay – None. Absent – Council Members Moseley and Burks-Frazer. Motion carried. Council Member Henderson motioned to add to years served a 25 or more category, bonus of \$1,000.00. Council Member Atkins seconded. The Council voted 4-0 to add a 25 years and over category to the tenure bonus schedule of \$1,000.00. Yes votes – Council Member Henderson, Atkins, Hooper and Tolefree. Nay – None. absent – Council Members Moseley and Burks-Frazer. Motion carried.
5. **Personnel Committee:** Council Member Henderson motioned to add to the personnel policy manual: Tenure Bonus, Christmas Bonus and Cost of Living policy as read to Council-by-Council Member Henderson (see attachments #1, 2 & 3) Council Member Hooper seconded. The Council voted 4-0 to approve adding the Tenure, Christmas and Cost of Living policies to the personnel manual. Yes votes – Council Member Henderson, Hooper, Atkins and Tolefree.

Nay – None. Absent – Council Members Moseley and Burks-Frazer. Motion carried. Council Member Henderson motioned to add another category to the Christmas bonus schedule for “25 years or more” to be \$800.00 which would also include the FICA and retirement; Council Member Atkins seconded. The Council voted 4-0 to add “25 years or more” category to the Christmas bonus of \$800.00. Yes votes – Council Member Henderson, Atkins, Hooper and Tolefree. Nay – None. Absent – Council Members Moseley and Burks-Frazer. Motion carries. (See attachment #1, 2, 3) Council Member Henderson motioned to add the information described in attachments 1,2, & 3 be added to the Warren City personnel police manual. Council Member Atkins seconded. The Council voted 4-0 to add the new policies to the Warren Personnel Manual. Yes votes – Council Members Henderson, Atkins, Hooper and Tolefree. Nay – None. Absent – Council Members Moseley and Burks-Frazer. Motion carried.

Reports and Business of Boards and Commissions:

A. Parks and Recreation Commission – Brooke Harris, Chairman: No meeting.

1. Shooting Range and UAM: Mayor Reep stated that the City of Warren had received a request from UAM to approve an agreement between the two for the purpose of UAM Shooting Team using the City of Warren’s shooting range to practice and for the Warren Shooting Range to be their home range. Council Member Tolefree motioned to assign this subject to the Ways and Means Committee for review; Council Member Atkins seconded. The Council voted 4-0 to assign this to the Ways and Means Committee. Yes votes – Council Members Tolefree, Atkins, Henderson and Hooper. Nay – None. Absent – Council Member Moseley and Burks-Frazer. Motion carried.

B. Planning Commission – Jennifer Rodriguez, Chairperson: No meeting.

C. Aviation Commission – Joe Hank Wharton, Chairman:

1. Minutes of Monthly Meeting: No meeting.

D. Water and Sewer Commission: Mr. Boyce Hamlet, Chairman: The minutes for the Water and Sewer Commission meeting on April 17, 2025, along with the 2024 and 2023 audit and balance sheet were presented to the Council.

1. Proposed Resolution No. A 704: A Resolution of Arkansas Community Assistance Grant Program for the Warren Water and Sewer Commission: This grant will be to work on the North tower that is needing to be raised. Mayor Reep read aloud proposed Resolution 704. Council Member Henderson motioned to approve proposed Resolution A-704, Council Member Atkins

seconded. The Council voted 4-0 to approve proposed Resolution A-704. Yes votes – Council Members Henderson, Atkins, Hoper and Tolefree. Nay – None. Absent – Council Members Moseley and Burks-Frazer. Motion carried.

E. **Warren Housing Authority Commission:** Mr. Hugh Quimby, Chairman. Minutes of June 9, 2025, meeting was presented to the Council.

F. **Warren Cultural Center:** Council Member Burks-Frazer-Chairman: The monthly report for May 2025 was presented to the Council.

Unfinished Business:

A. None.

New Business:

1. **Speed bump on Bond St.:** A petition was turned in for the speed bump on Bond St.

2. **Speed bump on Jolley St. on West side in front of the front door of hospital and one on Bradley Street by the ER entrance.:** A letter was sent from the Bradley County Medical Center requesting the speed bumps.

Council Member Tolefree motioned to place both matters in the Street Committee for review; Council Member Henderson seconded. The Council voted 4-0 to place items with the Street Committee. Yes votes – Council Members Tolefree, Henderson Atkins and Hooper. Nay – None. Absent – Council Members Moseley and Burks-Frazer. Motion carried.

Announcements:

A. None.

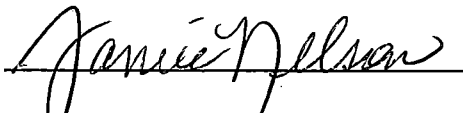
Pay Bills for May: Council Member Henderson motioned to pay the June 2025 bills; Council Member Atkins seconded. The Council voted 4-0 to pay the June 2025 bills. Yes votes – Council Members Henderson, Atkins, Hooper and Tolefree. Nay – none. Absent – Council Members Moseley and Burks-Frazer. Motion carried.

Set Meeting for August 2025: The August agenda meeting will be held on Thursday, August 7, 2025, at 7:00 a.m. and the Council Meeting will be held on August 11, 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

City of Warren Personnel Manual

Tenue Bonus, Christmas Bonus and Cost of Living Increase

The City of Warren may recognize employees for their years of service dedicated to City government. Eligible employees will be awarded an annual lump sum Tenue Career Service recognition payments Bonus, Christmas Bonus and Cost of Living increase depending upon the City's revenue as determined by the City Council. Any Full-time City employee who is elected to an Elected Office is eligible for the Bonus combining their years of Service.

Should a full-time city employee or full-time elected official leave City Government and return to a full-time position or as a full-time elected official the Employee or elected official total years of service **will be** combined to determine the total number of years.

Christmas Bonus

The City of Warren may recognize employees and elected officials with a Christmas Bonus. Eligible employees and elected officials may be awarded an annual lump sum Christmas Bonus depending upon the revenue as determined by the City Council.

Cost of Living

The City of Warren may recognize full-time, part-time employees, full-time and part-time elected officials, with a cost of living. Eligible employees will be awarded Cost of living increase depending upon the City's revenue as determined by the City Council.

Tenue Bonus, Christmas Bonus and Cost of Living Increase

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Should the employee or elected official leave the City Government and return to a full-time position or as a full-time elected official the Employee or elected official total years of service will be combined to determine the total number of years.

Tenue Bonus

Years of Service Amount of Recognition Payments:

5 years-9 years- \$400

10—14 Years \$500

15—19 Years \$600

20-24years \$800

25 years or more \$1000 ****Motion to add**

***** (FICA and Retirement taxes will be the cost City)**

Christmas Bonus

The City of Warren may recognize employees and elected officials with a Christmas Bonus. Eligible employees and elected officials may be awarded an annual lump sum Christmas Bonus depending upon the revenue as determined by the City Council.

City Council and Part-time	\$100
Full-time Elected Officials and Full-time Employees by years of Service	
1 year but less than 5 years	\$200
5 years but less than 10 years	\$300
10 years but less than 15 years	\$400
15 years but less than 20 years	\$500
Twenty years but less than 25	\$600
Twenty-five years or more	\$800

****Motion to add**

*** (FICA and Retirement taxes will be the cost City)

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