

R. GREGG REEP, Mayor

COUNCIL MEMBER

**ANGELA MARSHALL
MEMORY BURKS-FRAZER
DOROTHY C. HENDERSON**

CITY OF WARREN

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COUNCIL MEMBER

**JOEL TOLEFREE
EMILY MOSELEY
LATANZA ATKINS**

MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

July 8, 2024

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Bro. Jim Bales of the Assembly of God 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 Joel Tolefree, Ward 2-Council Members Emily Moseley and Memory Burks-Frazer, Ward 3- Council Members Dorothy Henderson and Latanza Atkins. Absent – Council Member Angela Marshall.

Minutes of the June 10 regular City Council Meeting: On a motion made by Council Member Henderson and a second by Council Member Moseley, the Council voted 5-0 to approve the minutes of the June 10, 2024, Council Meeting. Yes votes – Council Members Henderson, Moseley, Tolefree, Atkins and Burks-Frazer. Nay-None. Absent – Council Member Marshall.

CITY CLERK'S REPORT

Financial Statement: City Clerk Janice Nelson presented the financial report for June 2024. On a motion made by Council Member Henderson and a second by Council Member Moseley, the Council voted 5-0 to approve the financial statement as presented. Yes votes – Council Member Henderson, Moseley, Atkins, Burks-Frazer and Tolefree. Nay votes – 0. Absent- Council Member Marshall.

City Sales and Use Tax: A report of the City Sales and Use Tax receive since the tax was passed was presented to the Council for their information. The city received \$88,622.32 for the month of June 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 \$62,200.31 for the month of June 2024.

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

Mayor's Report:

1. **Employee Recognition:** Lieutenant Adam Cameron of the Warren Fire Department was recognized as the Employee of the Quarter. Lieutenant Cameron came forward with his family and was presented with a 100.00 gift card.
2. **MaxSum Environmental Agreement:** Council Member Henderson motioned to approve the contract with MaxSum Environmental and to allow the mayor to sign the contract on behalf of the City, Council Member Tolefree seconded. The Council voted 5-0 to approve the contract and allow the mayor to sign the contract with MaxSum Environmental on behalf of the City. Yes votes – Council Members Henderson, Tolefree, Burks-Frazer, Atkins and Moseley. Nay – None. Absent – Council Member Marshall.
3. **Approve Contract for Myrtle St. Sidewalk Project:** Bids were taken for this project which would start at Molly's Diner and go South to the corner of Church Street at the old Townhouse parking lot. Low bid was Premier Facilities Group out of Russellville, AR at \$154,840.00. On a motion made by Council Member Henderson and a second by Council Member Mosley, the Council voted 5-0 to award contract to Premier Facilities Group at a cost of \$154,840.00 and move forward with the project. Yes votes – Council Member Henderson, Moseley, Burks-Frazer, Tolefree and Atkins. Nay – None. Absent – Council Member Marshall.
4. **Waive Personnel Leave Payment:** The state auditor found there to be an overpayment of \$17.99 paid to Thomas York who retired from the city in 2022. To stay in compliance with the law, Council Member Henderson motioned to waive the leave repayment, Council Member Atkins seconded. The Council voted 5-0 to waive the leave repayment of \$17.99 from Thomas York. Yes votes – Council Members Henderson, Atkins, Moseley, Burks-Frazer and Tolefree. Nay – None. Absent – Council Member Marshall. Council Member Marshall arrived at 6:04 p.m. for the Council Meeting.

Public Comments

A. Council Member (s) Recognized:

- 1. Prosecuting Attorney Frank Spain:** Mr. Frank Spain came forward to discuss what could be done about the homeless situation that is occurring around Warren. There have been some cities that passed ordinances against **anyone** for camping in public areas. Homelessness is considered a status not a criminal act. This is a very difficult situation, with each situation being different as to what can or cannot be done. Mr. Spain spoke at length and answered questions from the mayor as well as listened to the mayor and Council Members comments. It was made clear by city officials that no efforts are being made to put the homeless people in jail unless a crime is committed. Most need help either with substance abuse or mental illness.

B. Signed In or Called: None

ADMINISTRATIVE AND STANDING COMMITTEE REPORTS

Police Chief: Shaun Hildreth.

Monthly Report: The monthly report for June 2024 was presented to the Council. Chief Hildreth stated that the Warren Police Department is actively looking for police officers.

POLICE COMMITTEE REPORTS: Alderman Burks-Frazer, Chairman.

- 1. Dispatch Study:** No action.

Fire Chief: Chuck Moore

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

Fire Committee: Council Member Tolefree, Chairman:

1. The Warren Civil Service hired John David Tilman as a volunteer Fireman.

Sanitation Manager: Rob Johnson.

Monthly Report: The monthly sanitation report was presented in the packet for June 2024 to the Council.

- 1. Permission to remove items from asset list.** A document was presented to the Council asking permission to allow the following equipment to be sold. 1983 Garbage bins and a 2012 octagon receiver box item #94995. Council Member Atkins

motioned that the Council allow the equipment to be sold for salvage, Council Member Tolefree seconded. The Council voted 6-0 to allow sanitation equipment to be sold for salvage. Yes votes – Council Member Atkins, Tolefree, Henderson, Burks-Frazer, Moseley and Marshall. Nay votes – None. Absent-None.

Sanitation Committee: Council Member Atkins, Chairman. Nothing currently.

1. **Building Official:** Rob Johnson

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

1. **Property Cleanup Complaints:** #7 Southern Court remains in violation and their time is up ready to be turned over to the Council. Another effort will be made to contact the owner or family.
2. **Condemned Properties List –**
 1. 1007 Phillips Street – no action, will make another contact.
 2. 504 Rock – no action, plans to clean up are underway.
 3. 113 Cloquet – City attorney still looking into what can be done about moving the mobile home. Will pursue court action.
 4. Billy Reddick Pasture – has been mowed.
 5. #7 Southern Court – no action.
 6. 1110 Penister Street – no action, time is not up.

Street Foreman: Monty Hearnberger. The street department's June 2024 report was presented to the Council.

Street Committee: Council Member Moseley, Chairman.

1. Street paving list – Council Member Moseley gave the Street ARPA Grant money balance. Beginning: \$400,000.00
Spent in 2023: \$131,355.75
Jet Asphalt 2024: \$81,345.00
Remaining Balance: 187,299.25 which must be spent by December 31, 2024.

Additional streets to be paved are:

- Ward 1:** Hazel St. (chip and seal)
S. Myrtle (from Park Ln to Bowey)
Marie Dr.
- Ward 2:** Lee St.
Pennington St. (from Gannaway to top of hill)

Ward 3: Between S. Myrtle to Martin (Asphalt from S. Myrtle on Packard to Seminary – from Seminary to Bryant to Martin St.)

Community and Economic Development Committee – Chairman Angela Marshall. There has been no meeting and Council Member Marshall turned meeting over to Mayor Reep for updates.

1. **Update on Industrial Recruitment** – Contract with MaxSum Environmental was approved. The company that has been interested in the old poultry plant called Mayor Reep and stated they were still interested and planning a trip to Warren soon. The company interested in the Griggs property also called to say they were still interested in coming to Warren.
2. **Privacy Fencing** – no action.
3. **City Property on Main Street**- no action. Mayor Reep heard back from the consulting firm that is working with the county and the city. They are going to put together a rough draft of some designs for use of the property to bring back to the Council.
4. **LSI Grant and Cultural Center**- Mayor Reep has been in contact with Patricia Hargrove from the Development District. Mayor Reep expressed the need to get started on these items. He sent Mrs. Hargrove the information on the estimated cost and possible grants to pursue.
5. **Kitchen Depot**: Mayor Reep reported that Gary Clements Architect will be putting together specs for the work that needs to be done so the city can bid work out. The city will have to have a contract with Mr. Clements for the specs and to inspect the work just as soon as he can get them ready so the city can proceed as soon as possible. This includes repairs and adding a kitchen.
6. **Old Street Shop**- No action. Working on phase II environmental.
7. **Downtown Tree's**- No action. Plan a meeting to discuss options.

Ways and Means Committee: Council Member Henderson, Chairman: Council Member Henderson stated the Committee will meet July 16, 2024, at 4:30.

1. **Personnel Policy Review**: Will meet July 16, 2024, to review personnel policy.
2. **Rescue Funds**- Council Member Henderson went over the balance of ARPA funds as of 7-01-24 which was presented to Council in packet. Although not listed, Council Members wanted to discuss the Pennington Property, which the administration is working diligently looking into funding options. This is to purchase industrial property.

Park and Recreation Commission – Kyle Wagon, Director

Director's Report: The Parks & Recreation June 2024 report was presented to the Council. The bridge at the City Park is finished and work is ongoing on restroom repairs.

Planning Commission: Chairman Jennifer Rodriguez: Minutes of the July 1, 2024, meeting was presented to the Council.

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

Water and Sewer Commission: Mr. Boyce Hamlet, Chairman:

Minutes and Balance Sheet: The minutes for the May 17, 2024, Commission meeting was presented to the Council along with the financial statements and balance sheets.

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

Cultural Center Commission: Memory Frazer, Chairman.

1. **Monthly Report:** The monthly financial report was presented to the Council. Still working on grant money and funding options to bring back to the Council for review.
2. **Unfinished Business:**
 1. **Municipal Building Roof-** no action.

New Business:

1. **Resolution No. A- 964** (Sanitation Boom/grapple Truck): Mayor Reep read aloud Resolution No. A-964: A Resolution by the City Council of Warren, Arkansas, Authorizing the Mayor to Enter into a Lease Purchase Contract with Arvest Bank and the Mayor to Sign Said Contract on Behalf of the City of Warren, Arkansas. Council Member Henderson motioned to adopt Resolution No. A-964; Council Member Atkins seconded. The Council voted 6-0 to adopt Resolution No. A-964. Yes votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley, Marshall and Tolefree. Nay – None. Absent – None.
2. **Sidewalk Project on W. Central St. (work order #13):** Council Member Tolefree motioned to enter into a contract for professional services for sidewalk improvements on W. Central St. in Warren, Arkansas, Council Member Henderson seconded. The Council voted 6-0 to enter into a contract with McClelland Consulting Engineers, Inc, for sidewalk improvements (workorder No. 13) Yes votes – Council Members Tolefree, Henderson, Atkins, Burks-Frazer, Moseley and Marshall. Nay- None. Absent – None.

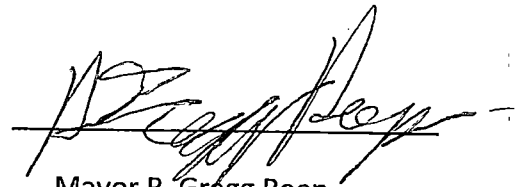
Announcements

1. **Closing Date for Solar Bonds:** The closing of the solar bonds is scheduled for July 9th, 2024.
2. **Retirement Celebration for P.J. Byes-** The retirement celebration for P.J. Byes is scheduled for July 11, 2024, at 2:00 p.m. Everyone is invited

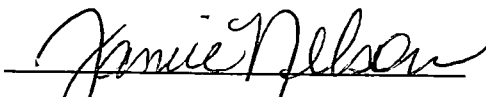
Pay Bills for June 2024: On a motion by Council Member Tolfree and a second by Council Member Henderson, the Council voted 6-0 to pay the June 2024 bills. Yes votes: Council Members Tolfree, Henderson, Moseley, Marshall, Atkins, and Burks-Frazier. Nay votes – None. Absent- None.

Set Meeting: Mayor Reep stated the next agenda meeting will be held Thursday, August 8, 2024, at 7:00 am and the Council meeting at 5:30 pm in the Municipal Building Council Chambers August 12, 2024.

Adjourn: Mayor Reep adjourned meeting.


Mayor R. Gregg Reep

ATTEST:


Janice Nelson, City Clerk

