

# CITY OF WARREN

R. GREGG REEP, Mayor

ALDERMAN

ANGELA MARSHALL  
MEMORY BURKS-FRAZER  
DOROTHY C. HENDERSON

P.O. BOX 352

Warren, Arkansas 71671

TELEPHONE: (870) 226-6743

FAX: (870) 226-8301

JANICE NELSON, City Clerk

ALDERMAN

JOEL TOLEFREE  
EMILY MOSELEY  
LATANZA ATKINS

## MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

March 11, 2024

5:30 p.m.

**OPENING PRAYER:** Opening prayer was led by Reverend James Hooper.

**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 Aldermen were present: Ward 1- Alderman Angela Marshall and Alderman Joel Tolefree, Ward 2- Alderman Emily Moseley and Memory Burks-Frazer, Ward 3- Alderman Dorothy Henderson and Alderman Latanza Atkins. Absent – none.

Alderman Henderson motioned that the date of the meeting be corrected from March 12, 2024, to March 11, 2024. Alderman Burks-Frazer seconded. The Council voted 6-0 to correct the Council meeting date. Yes votes – Aldermen Henderson, Burks-Frazer, Moseley, Marshall Atkins and Tolefree. Nay votes – none. Absent – none.

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

### CITY CLERK'S REPORT

**Financial Statement:** City Clerk Janice Nelson presented the financial report for February 2024. On a motion made by Alderman Henderson and a second by Alderman Moseley, the Council voted 6-0 to approve the financial statement as presented. Yes votes – Aldermen Henderson, Burks-Frazer, Moseley, Atkins, Marshall and Tolefree. Nay votes – 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 \$95,865.00 for the month of February 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 \$66,214.34 for the month of February 2024.

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

**Mayor's Report:**

1. **One - Fair Housing Commission Appointment**
2. **Two - Civil Service Commission Appointments**
3. **Two-Board of Adjustment & Appeals Appointments**

Mayor Reep explained vacancies that needed to be filled and asked the Council if they had any recommendations for appointments for any of the above-mentioned Commissions? He stated that they could contact him directly with any suggestions.

4. **Solar Bond Issue Hearing** – Mayor Reep paused the City Council Meeting for a public hearing on the Solar Bond Issue as required by law. Mayor Reep asked for any questions from the audience. Terrie White asked what the proposed start date would be and where the solar plant was to be built. Mayor Reep stated that it would be later this year and could possibly be built at the Industrial Park on city property. Mayor Reep also stated that the solar plant would be city owned and only service city owned properties. There were no further questions or comments, therefore Mayor Reep closed the public meeting. (Minutes of the Public Hearing held March 11, 2024, attached to the City Council Minutes)

**Public Comments**

A. **Alderman Recognized:** None

B. **Signed In or Called:**

1. Mrs. Alma Veliz came forward to ask about the progress of the speed bumps that had been requested for Oak St. She stated that cars speed down this straight street and that there are a lot of children playing along this street. Alderman Moseley

stated that the Street Committee was still gathering information and looking into the speed bumps for Oak Street.

2. Mr. Greg Hatley – Cloquet St. Mobile Home Issue: Mr. Hatley was advised that he needed to start the process of getting the property on Cloquet transferred into the proposed buyer's name for the mobile home so that the issue could be resolved and the family living in the mobile home would be the legal owners in accordance with city ordinance. He agreed that he would start the process of obtaining a permit and going before the Warren Planning Commission. Mr. Hatley spent time going over his history of owning the property.

### **ADMINISTRATIVE AND STANDING COMMITTEE REPORTS**

**Police Chief:** Shaun Hildreth.

**Monthly Report:** The monthly report for February 2024 was presented to the Council. Chief Hildreth stated that the department had managed to purchase three new patrol vehicles due to the cost being much better than anticipated. Three cars were purchased within the 2024 budget as approved by the Council.

**POLICE COMMITTEE REPORTS:** Alderman Burks-Frazer, Chairman. Chairman Burks-Frazer gave a summary of the Committee last meeting held on March 5, 2024.

1. **Dispatch Study:** No action. Mayor Reep stated that he has offered to have the City Treasurer submit a report and wanted to contact the Municipal League also for their input and would bring it back to the Council for discussion. There was no opposition.
2. **Livestock Inside City – Ordinance #953:** Alderman Burks-Frazer went over the recommendations the Committee had proposed for the proposed ordinance. Before any permits are issued, the Building Codes Official will make sure all requirements are followed. 1.) That all hooved animals be located 25 ft. from neighboring residences. 2.) That no existing animals be grandfathered in. 3.) That there should be an appeals process with the Planning Commission and that there be a permit process for all hooved animals with the noise and nuisance ordinance always being enforced. The permit would not cost anything, but the site would be visited before the permit is issued by the Building Codes Official. These listed items are the amendments that are being recommended to be put in the Livestock Ordinance #953. The recommendations were unanimous by Committee members. The administration will rewrite the ordinance with the additions recommended by the Committee.

**Fire Chief:** Chuck Moore.

**Monthly Report:** The Fire Chief's monthly report for February 2024 was presented to the Council along with insurance information regarding burned properties and payments to the city. The Council suggested that Chief Moore follow up on insurance claims that were still pending payment.

**Fire Committee:** Alderman Tolefree, Chairman: The Fire Committee met on February 15, 2024.

1. **Committee's Report:** Several items were discussed in the committee meeting, but no action was taken.
2. **Volunteer Stipend Pay:** Chief Moore is asking that the volunteer pay per meeting/training/fire attended be raised to \$20.00 per meeting from \$15.00 and the volunteer Assistant Chief to \$60.00 per meeting/training/fire attended. No action was taken.

**Sanitation Manager:** Mr. Rob Johnson.

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

**Sanitation Committee:** Alderman Atkins, Chairman.

1. **Solid Waste Future Plans and Recycling:**

The Committee met on February 29, 2024, and discussed expanding recycling starting with mixed paper and extending to plastic. A process will be needed to educate the public on recycling. The Sanitation Dept. has purchased five new dumpsters. Ashley County is assisting with accepting Class I at their landfill. Ashley County will accept a limited amount of Class I material, so the city must continue to use GFL as well. Ashley County is closer and a little cheaper than GFL Eldorado which does help save some time and money. Chicot County is still planning a solid waste facility but is about 18-24 months out. Mr. Johnson stated the boom truck was expected to arrive sometime in May of this year.

**Building Official:** Rob Johnson

1. **Monthly Building Report:** The February 2024 monthly report was presented to the Council.
2. **Property Cleanup Complaints:** Mr. Johnson presented a list of properties that had been sent letters and were still in the process of being worked on.
  1. 105 Howard

2. 109 S. Myrtle
3. 113 Cloquet
4. 308 Turner
5. 604 Cook
6. 701 Clio
7. 1119 W. Central
8. 1129 Luther

### **Condemned Properties**

1. **1007 Phillips St.** – Recommended giving some more time for cleanup.
2. **504 Rock St.**- Alderman Atkins stated that she would like for the city to try to contact family members of the owner before going in to clean up this property to make sure they are aware of what is going on with the property. Alderman Atkins stated that she would look into trying to find relatives and bring any information back to the Council.

**Street Foreman:** Mr. Monty Hearnberger.

**Street Department Monthly Report:** The Street Department's monthly report for February 2024 was presented to the Council.

**Street Committee:** Alderman Moseley, Chairman.

1. **Street paving:** Working on street list for the year 2024 and plan to have a public street hearing.
2. Oak Street speed bumps: Still gathering information. No action
3. **Resolution No. A-692 (State Aid):** A Resolution Expressing the Willingness of the City of Warren, Arkansas to Utilize State Aid Street Monies for the following City Project: Mayor Reep read aloud Resolution A-692: (Resolution attached). Alderman Henderson motioned to adopt Resolution A-692, Alderman Atkins seconded. The Council voted 6-0 to adopt Resolution A-692. Yes votes – Aldermen Henderson, Atkins, Burks-Frazier, Moseley, Marshall and Tolefree. Nay votes – none. Absent – none. (Resolution A-692 attached to the City Council Minutes)

**Community and Economic Development Committee** - Angela Marshall, Chairman: The Committee met on February 27, 2024:

1. **Update on Industrial Recruitment, City Industrial Park-** An update was provided on two active industrial prospects.
2. **Privacy Fencing** – Recommendation was that existing fences be grandfathered in, but any new fences would have to be looked at and built according to city codes. This issue covers blind fences in front of residents.

3. **City Property on Main Street-** The property has been surveyed and the next step would be to investigate what would be appropriate to put on the property. Mayor Reep recommended having an engineer look at options for entrances and exits of the site.
4. **LSI Grant** – no action.
5. **Employee Recognition** – This process will be done quarterly starting in April of 2024 for the months of January-March. Employees and department heads may nominate for recognition from their department. City Council members can also nominate an employee. The Mayor, City Clerk, Executive Assistant and chairman of the Community and Economic Development Committee or designee will meet to decide a winner for the quarter. The winning nominee will be honored at the City Council meeting with a \$100.00 certificate and will be acknowledged on the city website.
6. **Cultural Center Update-** The work on the Cultural Center looks to be extensive but is being reviewed.
7. **Depot Kitchen** – The Depot is being used often which is good. To put a kitchen in the Depot the city is looking at around \$88,000.00. No action taken.

Mayor Reep discussed the industry that is interested in the 27 acres located at the Industrial Park. The company is looking to lease-purchase the property for \$150,000.00 for 15 years. Mayor Reep asked that the Council approve for the city and company to come up with a lease purchase agreement which would be drafted through attorneys and would then come back to the Council for final approval. Alderman Henderson motioned that the Council move forward with a lease agreement for the \$150,000.00 over 15 years and that the agreement be put in place prior to the company taking ownership and brought back to the Council for approval. Alderman Tolefree seconded. The Council voted 6-0 to have a lease-purchase agreement for the \$150,000.00 over 15 years be drafted and brought back to council for approval. Yes votes – Aldermen Henderson, Tolefree, Burks-Frazer, Moseley, Marshall, and Atkins. Nay votes – none. Absent – none.

**Ways and Means Committee:** Alderman Henderson, Chairman: Alderman Henderson stated the Committee met after the March 8, 2024, agenda meeting. Alderman Henderson scheduled a committee meeting for the 2<sup>nd</sup> of April at 5:00 p.m.

1. **Property Insurance:** no action.
2. **Land Purchase:** The Council would be going as a group to look at property (110 acres) located on the 189 Bypass on March 26, 2024, at 5:00 p.m.
3. **Personnel Policy Review:** no action.
4. **Rescue Funds:** no action.

Alderman Henderson stated there would be a full report on items at the next Council meeting in April.

**Park and Recreation Commission:** Kyle Wagnon, Director

**Director's Report:** The Parks & Recreation February 2024 report was presented to the Council. AHF was not quite finished with construction of the bridge at the time of the meeting.

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

**Aviation Commission:** Dr. Joe Wharton, Chairman. The Aviation Committee met on February 15, 2024, and minutes of the meeting were presented to the Council.

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

**Minutes and Balance Sheet:** The minutes for January 19, 2024, Commission meeting were presented to the Council along with the financial statements and balance sheets.

**Warren Housing Authority Commission:** Mr. Hugh Quimby, Chairman.

1. Minutes of the February 26, 2024, Housing Authority Board were presented to the Council.
2. One - Warren Housing Authority Board Re-Appointee – JeNelle Lipton – 5 yr. term. Alderman Tolefree motioned to approve Mrs. JeNelle Lipton to the Housing Authority Board for a 5 yr. term, Alderman Henderson seconded. The Council voted 6-0 to approve the appointment of Mrs. Lipton. Yes votes – Aldermen Tolefree, Henderson, Burks-Frazer, Moseley, Marshall, and Atkins. Nay – none. Absent – none. The nomination was made by the existing PHA Board.

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

1. **Monthly Report:** The monthly financial report was presented to the Council.
2. **Unfinished Business:**
  1. **Emergency Services Building Roof:** Contract awarded.
  2. **Municipal Building Roof:** No action.

**New Business:**

1. **Solar Plant Bond Issues – No action required.**

2. **2022 2% Raise for City Employees-** Per request of the Auditor, the Council was asked to approve the 2% raise given to city employees in 2022 because while it was in the budget it was not specifically stated in the minutes that the raise was approved. On a motion made by Alderman Henderson and a second by Alderman Tolefree, the Council voted 6-0 to approve the 2% raise given to city employees in 2022. Yes votes – Aldermen Henderson, Tolefree, Burks-Frazer, Moseley, Marshall, and Atkins. Nay votes – none. Absent – none.
3. **4-Way stop Sign at Corner of S. Myrtle and E. Central St.-** On a motion made by Alderman Henderson and a second by Alderman Atkins, the Council voted 6-0 to take no action on this request. There was discussion prior to the vote. Yes votes – Aldermen Henderson, Atkins, Burks-Frazer, Moseley, Marshall, and Tolefree. Nay votes – none. Absent – none.

**Announcements:**

1. The Municipal Building will be closed March 29, 2024, for Good Friday. Trash will be picked up.

**Pay Bills for February 2024:** On a motion by Alderman Tolefree and a second by Alderman Moseley, the Council voted 6-0 to pay the February 2024 bills. Yes votes: Aldermen Tolefree, Moseley, Henderson, Burk-Frazer, Marshall, and Atkins. Nay votes – None. Absent- none.

**Set Meeting:** Mayor Reep stated the next agenda meeting will be held Thursday, April 4, 2024, at 7:00 a.m. and the Council meeting at 5:30 p.m. in the Municipal Building Council Chambers April 8, 2024.

**Adjourn:** Mayor Reep declared the meeting adjourned.

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Mayor R. Gregg Reep

ATTEST: \_\_\_\_\_

Janice Nelson, City Clerk

(Attachments)



R. GREGG REEP, Mayor

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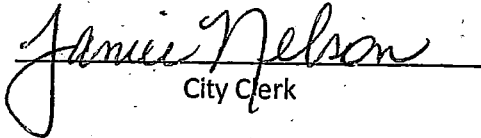
## MINUTES OF PUBLIC HEARING

HELD MARCH 11, 2024

The city council of the City of Warren, Arkansas met at its regular meeting place in Warren, Arkansas at 5:30 p.m., on the 11<sup>th</sup> day of March 2024. The mayor announced that this was the date and time established for a public hearing on the proposed issuance of franchise fee revenue bonds to finance all or a portion of the costs of a solar photovoltaic array. Notice of this public hearing was published in The Eagle Democrat on February 28, 2024. The mayor then opened the hearing for comments, suggestions or objections to the proposed bond. One person asked when the city hoped to begin construction and where the array would be constructed. Mayor Reep stated the city hopes to see construction begin later in the year and city owned property is being considered for the building site. After hearing all those desiring to be heard, the mayor declared the public hearing closed.

  
Mayor

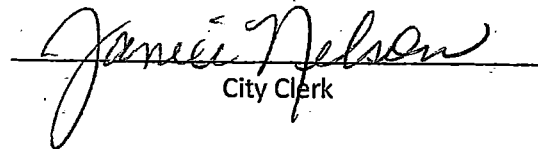
ATTEST:

  
City Clerk

(SEAL)

## CERTIFICATE

The undersigned, City Clerk of Warren, Arkansas hereby certifies that the foregoing pages are a true and correct copy of the minutes of a public hearing held by representatives of the City Council of the City of Warren, Arkansas, at the regular meeting place of the council in the city at 5:30 p.m., on the 11<sup>th</sup> day of March, 2024, and the time and place of the hearing was furnished to each person who make a request therefor in accordance with the provisions of Title 25, Chapter 19 of Arkansas Code of 1987 Annotated.

  
City Clerk

(SEAL)

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RESOLUTION NO. A-692

JANICE NELSON, City Clerk

ALDERMAN

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EMILY MOSELEY  
LATANZA ATKINS

**A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF WARREN, ARKANSAS TO UTILIZE STATE AID STREET MONIES FOR THE FOLLOWING CITY PROJECT:**

**WHEREAS:** the City of Warren understands that State Aid Street Program funds are available for certain city projects at the following participating ratios:

	<u>Work Phase</u>	<u>State Aid</u>	<u>City %</u>
Reconstruction/Resurfacing Construction of City Projects	Preliminary Engineering	100%	0
	Construction Engineering		
	Right-of-Way	0	100%
	Utilities	0	100%
	Construction	100%	0%
	Construction Engineering	100% (Max. \$300K)	0 (Balance)
City projects programmed but not let to contract	All Phases	0	100%

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WARREN, ARKANSAS THAT:**

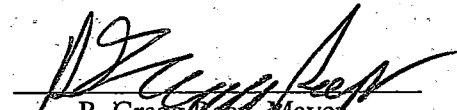
**SECTION 1.** The City will participate in accordance with its designated responsibilities in this project.

**SECTION 2.** The mayor or his designee, is hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the construction of this city project.

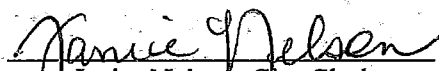
**SECTION 3.** The City agrees upon completion of the project to assume the maintenance of the right-of-way by City Forces and/or others including utilities and individuals in accordance with the prevailing Arkansas Department of Transportation regulations.

**SECTION 4.** The City pledges its full support and hereby authorizes the Arkansas Department of Transportation to initiate action to implement this project.

**ADOPTED** this 11<sup>th</sup> day of March, 2024.

  
R. Gregg Reep, Mayor

**ATTEST:**

  
Janice Nelson, City Clerk