

R. GREGG REEP, Mayor

COUNCIL MEMBER

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MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

May 13, 2024

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Mayor Gregg Reep.

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 Council Member Latanza Atkins. Absent – Council Member Angela Marshall.

Minutes of the April 8, 2024, 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 April 8, 2024, regular City Council meeting. Yes votes – Council Members Henderson, Moseley, Burks-Frazer, Atkins and Tolefree. Nay votes - None. Absent – Council Member Marshall.

CITY CLERK'S REPORT

Financial Statement: City Clerk Janice Nelson presented the financial report for April 2024. On a motion made by Council Member Henderson and a second by Council Member Atkins, the Council voted 5-0 to approve the financial statement as presented. Yes votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley, and Tolefree. Nay votes – none. Absent- Council Member Marshall.

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 \$76,604.37 for April 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 was \$54,199.18 for April 2024.

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

Mayor's Report:

1. **Pink Tomato Festival Street Closing:** The Pink Tomato Committee requested for the following streets to be closed from 4:00 p.m. Thursday, June 13, 2024, through Sunday, June 16, 2024.

Myrtle St. from Alabama to Cedar St.

East Cypress from the corner of Molly's to Chestnut Street

Chestnut at the corner of AT & T Building

West Cypress from Main St. to Howard St.

Request the following street closing for: Sunday June 9, 2024, through June 16, 2024:

Chestnut to Railroad tracks

Request the following street closing: for Wednesday June 12, 2024, through Sunday, June 16, 2024:

Cedar St. from Main to Myrtle (for the main stage)

Request the following street closing: for Thursday, June,12, 2024 through Sunday, June 16, 2024:

The North Parking Spaces on Cedar St. from Myrtle to Chestnut (this will be designated for pedestrian flow from the Square to the carnival)

Request the following street closings: for Saturday, June 15, 2024, from 9:45 a.m. until the conclusion of the parade:

1. Pine St. from Cherry to Main St.
2. Main St. from Pine to Church St.
3. Church St. from Main to Myrtle St.
4. Myrtle St. from Church to Elm St.

Request for the following street closing: for Friday, June 14, 2024, through the completion of the festival is Sunday, June 16, 2024.

1. Main St. from First State Bank to the Corner of Church and Main (old Post Office)

2. **City Flag:** East Lab at SEABC is looking over designs.
3. **Ordinance #956:** An Ordinance Permitting Council Member Memory Burks- Frazer to Hold Employment with the City of Warren. Council Member Henderson motioned that ordinance #956 be placed on its first reading, Council Member Tolefree seconded. The Council voted 4-0 to place Ordinance #956 on its first reading. Yes votes – Council Members Henderson, Tolefree, Atkins and Moseley. Abstention – Council Member Frazer. Nay – None. Absent – Council Member Marshall. Mayor Reep read aloud Ordinance #956. Council Member Henderson motioned to suspend the rules and place Ordinance #956 on its 2nd reading, Council Member Tolefree seconded. The Council voted 4-0 to place Ordinance #956 on its 2nd reading. Yes votes – Council Members Henderson, Tolefree, Atkins, Moseley. Abstention – Council Member Frazer. Nay – none. Absent – Council Member Marshall. Mayor Reep read Ordinance #956 aloud. Council Member Henderson motioned to suspend the rules and place Ordinance #956 on its 3rd and final reading, Council Member Tolefree seconded. The Council voted 4-0 to place Ordinance #956 on its 3rd and final reading. Yes votes – Council Members Henderson, Tolefree, Atkins and Moseley. Abstention – Council Member Frazer. Nay – none. Absent – Council Member Marshall. Council Member Henderson motioned to adopt Ordinance # 956; Council Member Tolefree seconded. The Council voted 4-0 to adopt Ordinance # 956. Yes votes – Council Members Henderson, Tolefree, Atkins and Moseley. Nay – none. Absent – Council Member Marshall. Abstention – Council Member Burks-Frazer.

B. Council Member Recognize

1. Mr. Roger George of Merchants & Planter Insurance came forward to discuss property insurance. Mr. George gave his assessment of purchasing insurance through a fund such as Arkansas Municipal League. Mr. George stated some of the differences between his company and AML. *(amended in the June 10th meeting. Added comments from Roger George.)* *City alert*
Mayor Reep asked that the agenda be amended to move 10.A. up under 6.B. to allow Mr. Holsclaw to address the Solar Plant Bond Issues and concerning Ordinance #957: AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE OF A CAPITOL IMPROVEMENT REVENUE BOND. Council Member Henderson motioned to amend the agenda; Council Member Tolefree seconded. The Council voted 5-0 to amend the agenda and move 10.A. up under 6.B. Yes

votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley and Tolefree. Nay – none.
Absent – Council Member Marshall.

Mr. Jason Holsclaw of Stephans, INC came forward to discuss the solar bond issue. Mr. Holsclaw stated that the financier that his company had been working with had pulled out so they would have to look for new financing which he did not think would be difficult. Mr. Holsclaw stated that the city still had time to meet the deadlines to get tax credits. Ordinance #957 will have to be brought back to the Council.

C. Signed In or Called:

1. **Micki Charles:** Ms. Charles came forward requesting to close 1103 Kelly St. from Rock to Bragg St. for a family reunion on June 14, 2024 from 4:00 p.m. to 9:00 p.m. Council Member Tolefree motioned to approve the closing; Council Member Henderson seconded. The Council voted 5-0 to approve the closing of Kelly St. from Rock to Bragg St. on June 14, 2024, from 4:00 p.m. to 9: p.m. Yes votes – Council Members Tolefree, Henderson, Atkins, Burks-Frazer, and Moseley. Nay – none. Absent – Council Member Marshal.

ADMINISTRATIVE AND STANDING COMMITTEE REPORTS

Police Chief: Shaun Hildreth.

Monthly Report: The monthly report for April 2024 was presented to the Council.

POLICE COMMITTEE REPORTS: Alderman Burks-Frazer Chairperson.

1. **Dispatch Study:** The study was given to the AML for their input.
2. **Livestock Inside City – Ordinance #953:** The Committee received the livestock ordinance #953 at the agenda meeting on May 9th, 2024, therefore Chairperson Burks-Frazer recommended having a committee meeting to go over the ordinance to make sure it reads as they intended before bringing to Council for a final vote.

Fire Chief: Chuck Moore.

Monthly Report: The Fire Chief's monthly report for April 2024 was presented to the Council along with insurance information regarding burned properties and payments to the city.

Fire Committee: Council Member Tolefree, Chairperson: Nothing currently.

Sanitation Manager: Mr. Rob Johnson.

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

Sanitation Committee: Alderman Atkins, Chairperson. The Committee met on May 9, 2024. Chairperson Atkins handed out the minutes of that meeting. The city Sanitation Recycling Department is ready to move forward with the recycling paper project. Mr. Johnson has pitched the plan to the school district and the hospital. Chairperson, Council Member Atkins motioned to authorize Rob Johnson, Sanitation Manager, the ability to buy supplies and materials needed up to \$5,000.00 to fence in a concrete slab and eventually add a trailer like the one by the Emergency Services Center has. The facility would be located on the West side and would be locked up at night. Chairperson, Council Member Atkins; motioned to authorize Sanitation Manager Rob Johnson the ability to purchase material and supplies for the recycle project up to \$5,000.00, Council Member Moseley seconded. The Council voted 5-0 to allow Rob Johnson to purchase materials needed for the recycling project. Yes votes – Council Members Atkins, Moseley, Henderson, Burks-Frazer and Tolefree. Nay – none. Absent – Council Member Marshall. Mayor Reep stated that efforts would be made to secure recycling grant funds.

Chairperson, Council Member Atkins; motioned to authorize the Sanitation Manager, Rob Johnson; to search for a single cab truck not to exceed \$20,000.00, Council Member Henderson seconded the motion. The Council voted 5-0 to approve authorization of a newer used single cab truck for sanitation up to \$20,000.00 and to be paid for out of the General Fund. Yes votes – Council Members Atkins, Henderson, Moseley, Burks-Frazer and Tolefree. Nay – none. Absent – Council Member Marshall.

Chairperson, Council Member Atkins reminded everyone that the Citywide Cleanup was scheduled for June 8, 2024, from 8:00 a.m. to 1:00 p.m.

Building Official: Rob Johnson

1. **Monthly Building Report:** The April 2024 monthly report was presented to the Council.
2. **Property Cleanup Complaints:** Mr. Johnson stated the office had sent out some letters and the properties are currently being worked on. He requested that the lot at 308 Turner St. be condemned. Council Member Burks-Frazer motioned to condemn the lot at 308 Turner St., Council Member Atkins seconded. The Council voted 5-0 to condemn the lot at 308 Turner St. Yes votes – Council Member Burks-Frazer, Atkins, Henderson, Moseley and Tolefree. Nay – none. Absent- Council Member Marshall.

1. **1007 Phillips St./504 Rock St./ 113 Cloquet St.**- Still as they were. Mayor Reep stated that the city would keep working on these properties. Property at 113 Cloquet has not submitted paperwork seeking a waiver for the existing Mobile home as of this date. The people living in the mobile home did come to get the application but have not filed it with the city yet. Council Member Burks-Frazer motioned to notify the occupants of 113 Cloquet that they have 30 days from the day they picked up the application to submit the mobile home permit request to the city and then proceed to the next step with owner Greg Hatley. Council Member Moseley seconded. The Council voted 5-0 to notify occupants of the 30 days to submit a petition with the city. Yes votes – Council Members Burks-Frazer, Moseley, Atkins, Henderson and Tolefree. Nay – none. Absent – Council Member Marshall.

Street Foreman: Mr. Monty Hearnberger.

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

Street Committee: Council Member Moseley, Chairperson.

1. **Street paving:** Working on street list for the year 2024 and plan to have a committee meeting soon.
2. **Oak Street Speed Bumps:** Chairperson Council Member Moseley motioned to put a speed bump on Oak Street about halfway down the street between Pine and Bryant St. Council Member Atkins seconded. The Council voted 4-1 to approve putting a speed bump halfway down Oak Street and properly marking the street. Yes votes – Council Members Moseley, Atkins, Burks-Frazer, and Henderson. Nay – Council Member Tolefree. Absent – Council Member Marshall.
3. Council Member Moseley motioned to have the speed bump on Cedar St. between Munn and Bradley streets removed, Council Member Atkins seconded. The Council voted 4-1 to have the speed bump removed between Munn and Bradley streets on E. Cedar St. A petition was submitted by the residents to have the speed bump removed. Yes votes – Council Members Moseley, Atkins, Henderson, and Burks-Frazer. Nay – Council Member Tolefree. Absent – Council Member Marshall.

Community and Economic Development Committee – Council Member Marshall, Chairperson:
The Committee met on April 4, 2024.

1. **Update on Industrial Recruitment, City Industrial Park-** No action.
2. **Privacy Fencing –** No action currently.
3. **City Property on Main Street-** No action currently.

4. **LSI Grant** – No action.
5. **Cultural Center Update**- No action.
6. **Depot Kitchen** – Council Member Henderson stated that the report on the Depot was that it would take an extra \$22-\$30,000.00 to repair some things at the Depot that badly need repairing before the kitchen which comes at a cost of about \$88,638.00. The Committee would need to come back with a recommendation to the City Council.
7. **Old Street Shop** – Environmental report was received with four areas to be addressed. The cost would be about \$ 14, 000 to bring the building up to codes for the public to be able to use.

Ways and Means Committee: Council Member Henderson, Chairperson: Council Member Henderson stated the Committee met on May 7th,2024.

1. **Property Insurance:** No action, the administration will touch base with AML in reference to additional assessments and bring back to Council.

2. **Land Purchase-** The contract for the purchase of land from Kerry Pennington was provided in the Council packets. Mayor Reep stated that the amortizations the Council had previously received were for 115 acres but the administration has since learned that it is a little less than 115 acres so there will be new amortizations made for the proper amount which will make the payment go down some.

3. **Personal Policy Review:** the Council will have a special meeting to go over each policy update and bring back a recommendation for Council approval.

4. **Rescue Funds:** Balance is shown on the balance sheet presented in the Council packet.

5. **Pafford's Air One Ambulance Membership** - The committee felt this would be an added benefit for the employees of the city of Warren. Council Member Henderson motioned to approve the Pafford's Air One Membership for any full-time employee which includes the mayor, city clerk, city attorney, city treasurer and any Council Member that would be interested in the membership. Should the Warren Water Dept. and the Housing Authority choose to join, they could join as an addendum (they would pay for their employees' membership). Council Member Tolefree seconded the motion. The Council voted 5-0 to approve the Pafford's Air One Membership as part of the city of Warren fulltime employee's benefit package for \$45.00 per fulltime employee per year for those who want to participate. Yes votes – Council Members Henderson, Tolefree, Burks-Frazer, Atkins, and Moseley. Nay – none. Absent – Council Member Marshall.

Park and Recreation Commission: Kyle Wagnon, Director

Director's Report: The Parks and Recreation April 2024 report was presented to the Council. Mr. Wagnon stated that he would like to give his thanks to the YMCA and Bart Goodwin, the Y director, for donating about \$100,000.00 worth of equipment to the ball complex, which includes two sets of bleachers, a batting cage, an ice machine, a jungle gym play area with borders. All the city needs to do is to get the equipment moved to the complex. Mr. Wagnon wanted the Council to be aware of the generosity of the YMCA.

Planning Commission: Chairman Jennifer Rodriguez: Minutes of the April 29, 2024, Planning Commission meeting were presented to Council.

Mayor Reep stopped the regular Council meeting to hold a Public Meeting to consider the rezoning of property at 415 Pennington Rd. Ms. Shelly Ashcraft came forward to explain the reasons for wanting the rezone.

There was no opposition voiced to the rezone, Council Member Henderson moved to close the public hearing. Mayor Reep declared the public hearing closed. Council Member Henderson motioned to place Ordinance No. #955: An Ordinance to Amend Ordinance #220 and for Other Purposes on its first reading, Council Member Tolefree seconded. The Council voted 5-0 to place the ordinance on its first reading. Yes votes – Council Members Henderson, Tolefree, Moseley, Atkins, and Burks-Frazer. Nay-None. Absent-Council Member Marshall. Mayor Reep read aloud Ordinance #955. Council Member Henderson motioned to suspend the rules and place Ordinance #955 on its second reading, Council Member Tolefree seconded. The Council voted 5-0 to place Ordinance No. 955 on its second reading. Yes votes – Council Member Henderson, Tolefree, Moseley, Atkins and Burks-Frazer. Mayor Reep read aloud Ordinance No. #955. Council Member Henderson motioned to suspend the rules and place Ordinance #955 on its third and final reading, Council Member Tolefree seconded. The Council voted 5-0 to place Ordinance #955 on its third and final reading. Yes votes – Council Members Henderson, Tolefree, Moseley, Atkins and Burks-Frazer. Nay-None. Absent-Council Member Marshall.

Council Member Henderson motioned to adopt Ordinance #955: An Ordinance to Amend Ordinance #220 and for other Purposes. (Rezoning 415 Pennington Rd. from R-1 to C-2 Commercial). Council Member Tolefree seconded. The Council voted 5-0 to adopt Ordinance #955. Yes votes – Council Member Henderson, Tolefree, Atkins, Moseley and Burks-Frazer. Nay-None. Absent – Council Member Marshall.

Aviation Commission: Dr. Joe Wharton, Chairman. The Aviation Committee met on May 2, 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 of the March 22, 2024, Commission meeting were 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.
2. **Unfinished Business:**
 1. **Municipal Building Roof:** No action.

New Business:

1. **Solar Plant Bond Issues** – Amended and moved to B. 2. under Alderman Recognized.
2. **Downtown Tree's:** Mayor Reep referred to the Community Economic Development Committee. Council Member Tolefree motioned to refer the downtown trees to the Community Economic Development Committee, Council Member Atkins seconded. The Council voted 5-0 to approve the motion. Yes votes – Council Member Tolefree, Atkins, Moseley, Henderson, Burks-Frazer. Nay-None. Absent – Council Member Marshall.

Announcements:

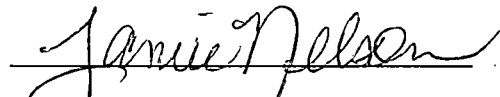
1. Warren High School Graduation, May 23, 2024, at 7:00 p.m. at the Arena.
2. The Municipal Building will be closed May 27, 2024, in observance of Memorial Day. Garbage will be picked up on May 27, 2024.
3. Bradley County Pink Tomato Festival June 13-15, 2024.
4. AML 90th Convention is scheduled for June 12-14, 2024.

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

Set Meeting: The next agenda meeting will be held Thursday, June 6, 2024, at 7:00 a.m. and the Council meeting at 5:30 p.m. in the Municipal Building Council Chambers June10, 2024.

Adjourn: Mayor Reep declared the meeting adjourned.


Mayor R. Gregg Reep

ATTEST: 
Janice Nelson, City Clerk

