

CITY OF WARREN

R. GREGG REEP, Mayor

ALDERMAN

ANGELA MARSHALL
MEMORY BURKS-FRAZER
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JANICE NELSON, City Clerk

ALDERMAN

JOEL TOLEFREE
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MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

February 12, 2024

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Mayor 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 Aldermen were present: Ward 1- Alderman Angela Marshall and Alderman Joel Tolefree, Ward 2-Alderman Emily Moseley, Ward 3- Alderman Dorothy Henderson and Alderman Latanza Atkins. Absent -Alderman Memory Burks-Frazer, Ward 2.

Minutes of the January 8, 2023, City Council Meeting: On a motion made by Alderman Henderson and a second by Alderman Atkins, the Council voted 5-0 to approve the minutes of the January 8, 2024, regular City Council meeting. Yes votes – Aldermen Henderson, Atkins, Moseley, Marshall and Tolefree. Nay votes - None. Absent – Alderman Burks-Frazer.

CITY CLERK'S REPORT

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

City Sales and Use Tax: A report on the City Sales and Use Tax receive since the tax was passed was presented to the Council for their information. The city received \$89,462.04 for the month of January 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 \$62,094.25 for the month of January 2024.

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

Mayor's Report:

1. **2024 Council Procedure:** On a motion made by Alderman Henderson and a second by Alderman Marshall, the Council voted 5-0 to approve the City of Warren 2024 Council Procedures. Yes votes – Aldermen Henderson, Marshall, Moseley, Atkins and Tolefree. Nay – none. Absent – Alderman Burks-Frazer.
2. **2023 Annual Report:** The 2023 Annual Report was presented to the Council by Mayor Reep.
3. **Mowing Bids:** Mowing bids for 2024 were presented to the Council. Alderman Henderson motioned to approve Carlos Yepes for low bid of \$400.00, Alderman Atkins seconded. The Council voted 5-0 to approve Carlos Yepes for the 2024 mowing contract. Yes votes – Aldermen Henderson, Atkins, Moseley, Marshall and Tolefree. Nay – none. Absent – Alderman Burks-Frazer.
4. **Appointments to the Fair Housing Committee:** Mayor Reep presented a list of three proposed new Commission Appointees. The three new members nominated members are Mrs. Beverly Marshall, Mrs. Nora Pacheco and Ms. Jane Harris. Alderman Henderson motioned to approve recommended members; Alderman Moseley seconded. The Council voted 5-0 to approve the recommended members for the Fair Housing Commission. Yes votes – Aldermen Henderson, Moseley, Atkins, Marshall and Tolefree. Nay – none. Absent – Alderman Burks-Frazer.
5. **Aviation Amendment:** Alderman Henderson motioned to place Ordinance # 954: An Ordinance to Amend Ordinance 214 on its first reading, Alderman Moseley seconded. Yes votes -Aldermen Henderson, Moseley, Atkins, Marshall and Tolefree. Nay - none. Absent- Alderman Burks-Frazer. Mayor Reep read aloud Ordinance #954. Alderman Henderson motioned to suspend the rules and place Ordinance 954 on its second reading, Alderman Moseley seconded. Mayor Reep read Ordinance 954. Yes votes, 5-0 – Aldermen Henderson, Moseley, Atkins, Marshall and Tolefree. Nay – none. Absent – Alderman Burks-

Frazer. Alderman Henderson motioned to suspend the rules and place Ordinance 954 on its third and final reading, Alderman Atkins seconded. Yes votes 5-0 – Aldermen Henderson, Atkins, Moseley, Marshall and Tolefree. Nay – none. Absent – Alderman Burks-Frazer. Mayor Reep read Ordinance 954. Alderman Henderson motioned to adopt the amendment to Ordinance 214: section 2, the last sentence that prohibits reappointment of any five-year appointee to the Warren Aviation Commission to state that any five-year appointee shall be eligible for reappointment to Aviation Commission. Alderman Marshall seconded. The Council voted 5-0 to adopt Ordinance 954 amending Ordinance 214. Yes votes – Aldermen Henderson, Marshall, Atkins, Moseley and Tolefree. Nay – none. Absent – Alderman Burks-Frazer.

6. **Appointments to the Adjustments & Appeals Board:** Mayor Reep nominated two individuals to the Adjustments & Appeals Board. Mr. Randall Raney and Mr. Dexter Campbell. Alderman Henderson motioned to approve the two nominations; Alderman Atkins seconded. The Council voted 5-0 to approve Mr. Raney and Mr. Campbell to the Adjustments and Appeals Board. Yes votes – Aldermen Henderson, Atkins, Moseley, Marshall and Tolefree. Nay – none. Absent – Alderman Burks-Frazer.
7. **Permission to Dispose of Equipment:** The Warren Police Dept. submitted a list of equipment (attached to minutes) that the department desires to dispose of. Alderman Henderson motioned to approve disposal of the equipment; Alderman Marshall seconded. The Council voted 5-0 to approve equipment disposal from the Warren Police Department. Yes votes – Aldermen Henderson, Marshall, Atkins, Moseley and Tolefree. Nay – none. Absent – Alderman Burks-Frazer.
8. **Tenay Reep-Warren Water and Sewer:** Ms. Reep addressed the Council concerning the recent boil order that occurred after a winter storm in January. The boil order was the result of many leaks around town and the level of water pumped caused chlorination issues. She stated that things were back to normal. The city never ran out of water.

Public Comments

A. **Alderman Recognized:** None

B. **Signed In or Called:**

1. Mayor Reep recommended amending the agenda to call Mr. Matt Conine from ADFa and County Judge Clay McKinney to speak on a land purchase proposal. Alderman Henderson motioned to amend agenda and put land purchase listed under Ways and Means #2 for discussion at this time. Alderman Atkins seconded. The Council voted 5-0 to amend the agenda. Yes votes – Aldermen Henderson,

Atkins, Marshall, Moseley and Tolefree. Nay – None. Absent – Alderman Burks-Frazer.

Guest Speaker Mr. Matt Conine of ADFA and County Judge Clay McKinney were asked to come forward and speak about the proposed land purchase on the East side of town near the Griggs property, 110 acres that could be used for industrial use. Mayor Reep passed out an amortization schedule for repayment of funds to purchase property. Mr. Conine explained the amortization schedule for repayment of 10 years, 15 years, and 20 years based on a 3% interest rate. Mayor Reep stated that there had been money put into the budget and approved for a 15-year payout if the land was purchased. Judge Clay McKinney explained exactly where the property was located to the Council. Judge McKinney stated that the railroad running by this property was a major enticement along with the water and sewer that was readily available near this property. Mayor Reep stated there was a potential interest in some of the property already. Judge McKinney explained the property was ready to build on and 100% of the 110 acres was usable for industrial development. Mr. Conine stated the next step would be to get an option to purchase then he would take to his board to get it approved and go from there with the financing.

ADMINISTRATIVE AND STANDING COMMITTEE REPORTS

Police Chief: Shaun Hildreth.

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

POLICE COMMITTEE REPORTS: Alderman Burks-Frazer, Chairman. Had not met at time of meeting.

1. **Dispatch Study:** No action.
2. **Livestock Inside City Limits:** No action

Fire Chief: Chuck Moore

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

Fire Committee: Alderman Tolefree, Chairman:

1. **Arkansas State Firefighter's Association-** Alderman Tolefree motioned to pay the Firefighter's Association dues for 35 members at \$20.00 each totaling \$700.00, Alderman Henderson seconded. The Council voted 5-0 to approve the Firefighter's Association dues for 2024 for the amount Of \$700.00. Yes votes- Aldermen Tolefree, Henderson, Atkins, Marshall, and Moseley. Nay – none. Absent – Alderman Burks-Frazer.
2. **Approval for Firefighter's to Attend Firefighter's Association:** Alderman Tolefree motioned to approve 5 firefighters to attend the Firefighter's Association Conference, Alderman Marshall seconded. The Council voted 5-0 to approve the firefighter attendance to the conference. Yes votes – Aldermen Tolefree, Marshall, Henderson, Atkins, and Moseley. Nay – none. Absent – Alderman Burks-Frazer

Sanitation Manager: Rob Johnson.

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

Sanitation Committee: Alderman Atkins, Chairman. Would be setting up a meeting.

Building Official: Rob Johnson

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

1. **Property Cleanup Complaints:** There were six letters sent to property owners and of the six properties, two had been cleaned by the owners, 146 Brdley Court and 602 Cherry St. leaving four that still needed to be cleaned up. These properties are as listed: 604 Cherry St., 406 S. Wise St., 404 S Wise St., and 608 Cherry St.
2. **Condemned Properties-** The Council took no action to alter the schedule for cleanup of properties at 1007 Phillips and 504 Rock St.

1007 Phillips St. – No more work has been done on the property since the last Council meeting. Now there are horses tied to ropes on property. It was decided to proceed with the cleanup of this property. There was discussion about a mobile home located on Cloquet St. owned by Mr. Greg Hatley but has another family living in it without prior approval from the Planning Commission. Mayor Reep asked Rob to make sure who owned the mobile home, notify the owner one more time and advise that if something is not done to make ownership legal, the city would take them to court.

Street Foreman: Monty Hearnberger.

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

Street Committee: Alderman Moseley, Chairman.

1. Street paving: Committee will be riding streets on the February 22nd to compile a list of additional streets to be resurfaced.
2. Oak St. Speed Bumps: No action currently

Community and Economic Development Committee – Chairman Angela Marshall- Alderman Marshall stated the Committee had not had a chance to meet.

1. **Update on Industrial Recruitment, City Industrial Park- waiting for appraisal.**
2. **Privacy Fencing – no action.**
3. **City Property on Main Street- no action.**
4. **LSI Grant – no action.**
5. **Employee Recognition-** Mayor Reep passed out a sheet describing how the city proposed the Employee Recognition program work for Council review. (attached with minutes)
6. **Cultural Center-no action.**

Ways and Means Committee: Alderman Henderson, Chairman: Alderman Henderson stated the Committee met on February 8, 2024.

1. **Property Insurance – no action.**
2. **Land Purchase –** discussed earlier in the meeting.
3. **Personnel Policy Review –** Council has an updated Personnel Policy to review. Will bring back to Council.
4. **Rescue Funds -** Balance of Rescue Fund are \$291,827.97. The Depot kitchen cost will come out of this balance but still waiting on cost estimate.
5. **ESC -** Alderman Henderson motioned to approve the ESC building roof replacement cost to be taken from the ARPA funds up to \$250,000.00, Alderman Atkins seconded. The Council voted 5-0 to approve the ESC roof replacement up to \$250,000 to be taken from the ARPA funds. Yes votes – Aldermen Henderson, Atkins, Moseley, Marshall and Tolefree. Nay votes – none. Absent – Alderman Burks-Frazer.

Park and Recreation Commission – Kyle Wagnon, Director

Director's Report: The Parks & Recreation January 2024 report and minutes of the January 24, 2024, meeting were presented to the Council. Mayor Reep stated that baseball was starting up at the complex.

Planning Commission: Chairman Jennifer Rodriguez: Minutes of the January 29, 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 December 15, 2023, 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 bringing back information to the Council for review.
2. **Unfinished Business:**
 1. **Emergency Services Center Roof:** Taken care of under Ways and Means Committee.
 2. **Municipal Building Roof:** No action; continuing to work on funds for the Municipal Building roof.

New Business:

- A. Solar Plant Bond Issues – Mayor Reep stated this would be brought to Council as the information was not ready at this time.

Announcements: The Municipal Building will be closed February 19, 2024, in observance of President's Day. Sanitation Department will pick up trash this day.

1.

Pay Bills for January 2024: On a motion by Alderman Tolefree and a second by Alderman Atkins, the Council voted 5-0 to pay the January 2024 bills. Yes votes: Aldermen Tolefree, Atkins, Moseley, Marshall, and Henderson. Nay votes – None. Absent- Alderman Burks-Frazer.

Set Meeting: Mayor Reep stated the next agenda meeting will be held Thursday, March 7, 2024 at 7:00 am and the Council meeting at 5:30 pm in the Municipal Building Council Chambers March 11, 2024.

Adjourn: Mayor Reep adjourned meeting.

Mayor R. Gregg Reep

ATTEST: _____

Janice Nelson, City Clerk

Attachments included

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Memo

TO: City Councilmen
FROM: R. Gregg Reep, Mayor
DATE: January 23, 2024
RE: Dispose of Equipment

Chief Hildreth has the following equipment to be disposed of with your permission.

2013 7 Dell Computer/225-3268/Police Department

2010 Motorola Command Star/124CLP1235/Police Department

2001 Computer System/21780/Police Department

2017 PC Monitors & Keyboards/99804 & 99805/Police Department

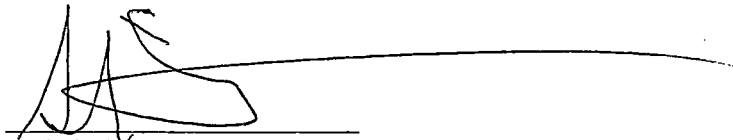
2020 Taser & Holster/X2900W4H7/Police Department

Thanks.

WARREN POLICE DEPARTMENT

TO: Charlotte Brown
FROM: Chief Shaun T. Hildreth
RE: Lost Taser
DATE: 1-18-24

Please remove serial number X2900W4H7 (Taser) from our asset list, we are unable to find it in our inventory at this time.



Chief Shaun T. Hildreth

JAN 18 2024