

R. GREGG REEP, Mayor

COUNCIL MEMBER

ANGELA MARSHALL
MEMORY BURKS-FRAZER
DOROTHY C. HENDERSON

CITY OF WARREN

P.O. BOX 352

Warren, Arkansas 71671

TELEPHONE: (870) 226-6743

FAX: (870) 226-8301

JANICE NELSON, City Clerk

COUNCIL MEMBER

JOEL TOLEFREE
EMILY MOSELEY
LATANZA ATKINS

MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

June 10, 2024

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Pastor Jamie Rochelle.

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 Members Angela Marshall and Joel Tolefree, Ward 2-Council Members Emily Moseley and Memory Burks-Frazer, Ward 3- Council Members Dorothy Henderson (via: **Zoom**) and Latanza Atkins. Absent - None.

Minutes of the May 13 regular City Council Meeting: On a motion made by Council Member Burks-Frazer and a second by Council Member Atkins, the Council was presented with a motion to approve the minutes of the May 13, 2024, City Council meeting. Council Member Henderson moved to amend the minutes and add to the statement that Mr. George made under section "Council Member Recognize " B.1. She asked that Mr. George's statement be amended to reflect additional comments he made, Council Member Burks-Frazer seconded. The Council voted 6-0 to approve amending the May 13, 2024, minutes. Yes votes – Council Member Henderson, Burks-Frazer, Atkins, Moseley, Marshall and Tolefree. Added to comments was the following: Mr. George stated he believed the city could be subject to surcharges in addition to the premium paid if the city joins the Arkansas Municipal League property insurance program should there be an excess in loss experienced. He went on to state that his company is a major employer in Warren, and he donates to several community and charitable causes in the city and that he believed the city should shop locally. Council Member Henderson motioned to adopt the minutes as amended, Council Member Burks Frazer seconded the motion to adopt the minutes as amended which includes Mr. George's expanded statement. The Council voted 6-0

to approve the amended minutes for the May 13, 2024, meeting. Yes votes – Council Member Henderson, Burks-Frazer, Atkins, Moseley, Marshall and Tolefree. Nay – None. Absent – None.

Minutes of the Special Call Meeting May 30, 2024: On a motion made by Council Member Burks-Frazer and a second by Council Member Atkins, the Council voted 6-0 to approve the minutes of the May 13, 2024, Special Called Meeting. Yes votes – Council Members Burks-Frazer, Atkins, Moseley, Henderson, Marshall and Tolefree. Nay – None. Absent – None.

Council Member Joel Tolefree asked that the Council and all those present observe a moment of silence in memory of Mr. Jerry Dainels.

CITY CLERK'S REPORT

Financial Statement: City Clerk Janice Nelson presented the financial report for May 2024. On a motion made by Council Member Henderson and a second by Council Member Moseley, the Council voted 6-0 to approve the financial statement as presented. Yes votes – Council Member Henderson, Moseley, Atkins, Burks-Frazer, Marshall and Tolefree. Nay votes – 0. Absent-None.

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 \$90,100.99 for the month of May 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 \$60,310.92 for the month of May 2024.

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

Mayor's Report:

1. **City Flag:** East Lab is working on some suggestions for a design and will bring them forward soon.
2. **Street Grant:** The \$300,000.00 Street Grant will have to be rebid and will not be rebid until January 2025. The 3 streets that the city has on the list remain on the list.

Public Comments

A. **Council Member (s) Recognized:** None

B. **Signed In or Called:**

1. Janice Smith Rochell complaining about property at 826 S. Wright St. She stated that the property was very much overgrown, and the owner told her he would bush hog it once a year.
2. Jamie Rochell came forward about Meadowview St. needing to have potholes filled and drainage fixed.

ADMINISTRATIVE AND STANDING COMMITTEE REPORTS

Police Chief: Shaun Hildreth.

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

POLICE COMMITTEE REPORTS: Alderman Burks-Frazer, Chairman. The Police Committee met on June 6, 2024.

1. **Dispatch Study:** No action.
2. **Livestock Inside City Limits:** Council Member Burks-Frazer motioned to accept Ordinance 953 as an amended Ordinance to the Ordinance already in place which had already been placed on its third reading and amends Ordinance #207 and 835, Council Member Tolefree seconded. The Council voted 6-0 to approve the Ordinance as amended. Yes votes – Council Members Burks Frazer, Atkins, Moseley, Henderson, Marshall and Tolefree. Nay – None. Absent – None. Council Member Burks-Frazer motioned to adopt the amended Ordinance with the Mayor reading through one time due to having previously being on its third reading at a prior meeting, Council Member Moseley seconded. The Council voted 6-0 to adopt the amended Ordinance #953 with the mayor reading it through one time. Yes votes – Council Members Burks-Frazer, Moseley, Henderson, Atkins, Marshall and Tolefree. Nay – None. Absent None. Mayor Reep read aloud Ordinance #953. Council Member Burks-Frazer motioned to adopt Ordinance #953 as amended, Council Member Moseley seconded. The Council voted 6-0 to adopt Ordinance #953 as amended. Yes votes – Council Members Burks-Frazer, Moseley, Atkins, Henderson, Marshall and Tolefree. Nay – None. Absent – None.

Fire Chief: Chuck Moore

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

Fire Committee: Alderman Tolefree, Chairman: No report.

Sanitation Manager: Rob Johnson.

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

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

1. Solid Waste Future and Recycling. No action.
2. Newer truck for Sanitation Manager: Nothing yet, still looking.

Building Official: Rob Johnson

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

1. **Property Cleanup Complaints:** Two letters were sent out to property owners letting them know the buildings on the property needed to be torn down and removed.
2. **Condemned Properties-** Council Member Burks-Frazer motioned to move forward with cleanup of the condemned properties at 504 Rock and 1007 Phillips St., Council Member Atkins seconded. The Council voted 6-0 to move forward with the city cleaning up 504 Rock and 1007 Phillips and placing liens on property for the cost. Yes votes – Council Members Burks-Frazer, Atkins, Moseley, Marshall, Henderson and Tolefree. Nay votes – None. Absent – None.
3. **113 Cloquet Street:** On a motion by Council Member Burks-Frazer and a second by Council Member Atkins, the Council voted 6-0 to go forward with having the mobile home at this location removed. Yes votes – Council Members Burks-Frazer, Atkins, Moseley, Henderson, Marshall and Tolefree. Nay – None. Absent – None.
4. **Billy Reddick (Wright St.):** Council Member Burks-Frazer motioned to have a letter sent to Mr. Reddick asking him to mow his property and if he did not, that the city mow the lot and send him the bill, Council Member Moseley seconded. The Council voted 6-0 to send Mr. Reddick a letter asking him to mow the property and if he doesn't, the city will mow the lot and send the bill to Mr. Reddick. Yes votes – Council Members Burks-Frazer, Moseley, Henderson, Atkins, Marshall and Tolefree. Nay – None. Absent – None.

Street Foreman: Monty Hearnberger. Mr. Hearnberger was out sick. Mayor Reep gave a brief verbal report.

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

Street Committee: Council Member Moseley, Chairman.

1. Street paving-no action. Will meet as soon as possible.

Community and Economic Development Committee – Chairman Angela Marshall- Council Member Marshall stated the Committee met on June 4, 2024.

1. **Update on Industrial Recruitment, City Industrial Park-** Working on finalizing agreement with company buying the lots from the Industrial Park.
2. **Privacy Fencing –** no action.
3. **City Property on Main Street-** no action, waiting to hear back from the consulting firm that is working with the county and the city.
4. **LSI Grant –** no action.
5. **Cultural Center-**no action.
6. **Kitchen Depot:** Council Member Marshall recommended authorizing the mayor to seek out bids for the work to the depot that must be done prior to the kitchen, such as the decking, plumbing, flooring and electrical using sub-contractors. Council Member Marshall motioned authorizing Mayor Reep to bid out to contractors for work that must be done prior to the Depot kitchen, Council Member Tolefree seconded. The Council voted 6-0 to authorize Mayor Reep to bid out the Depot construction work. Yes votes – Council Members Marshall, Tolefree, Henderson, Atkins, Moseley and Burks-Frazer. Nay – None. Absent – None.
7. **Old Street Shop:** Council Member Marshall motioned to authorize Mayor Reep to hire an environmental company for phase II environmental study at around a cost of \$14,000.00, Council Member Henderson seconded. The Council voted 6-0 to authorize Mayor Reep to hire the environmental firm. Yes votes – Council Members Marshall, Henderson, Atkins, Atkins, Moseley, Burks-Frazer. Nay votes – None. Absent – None.
8. **Report from Seth Wyatt:** The report that Mr. Seth Wyatt had done for and presented to Warren City Council will be put on the city's website.
9. **Employee Recognition:** Time for an employee to be approved for recognition.

Ways and Means Committee: Council Member Henderson, Chairman: Council Member Henderson stated the Committee met on June 4, 2024.

1. **Property Insurance** – Merchants & Planters and the Arkansas Municipal League were the two entities that bid on the City of Warren's property insurance. Merchants & Planters quotes were: \$65,815.32/with \$1,000.00 deductible, with 2,500.00 deductible, with \$5,000.00 deductible and 1 with 10,000.00 deductible. The Arkansas Municipal League quotes were: \$46,045/ \$5,000.00 deductible, \$31,498.25 deductible. The difference was \$19, 779.41 with The Arkansas Municipal League submitting the lower bid. Council Member Henderson motioned to authorize the mayor to move forward with the Arkansas Municipal League to secure property insurance for the City of Warren, Council Member Atkins seconded. The Council voted unanimously 6-0 authorizing the mayor to move forward securing property insurance for the City of Warren with the Arkansas Municipal League. Yes votes – Council Members Henderson, Atkins, Moseley Marshall, Burks-Frazer and Tolefree. Nay- None. Absent – None. The city will cancel current property insurance with M & P.

2. **Land Purchase** – Mayor Reep informed the Council that the previously approved plan for the city to finance purchase of industrial development property on HWY 189 with Arkansas Development Finance Authority at 3% interest rate for 25 years appears to be in jeopardy. The mayor stated he had received an email from Mark Conine, the director, that the agency cannot loan money to the city for more than 5 years. This would change the payments drastically and make it difficult for the city financially.

The mayor stated that ADFA had made the 25 years, 3% offer and had submitted the amortization schedules to the Council which they had previously agreed to. He stated this was unexpected and a shock.

Mayor Reep went on to say he is legally looking into city options and hopes to work out a plan to buy the property because he believes it is essential the city gets the site for future economic development benefits and the 3% rate is as good as it gets.

The Council Members instructed the mayor to investigate all options and report back to them.

The mayor stated however the purchase is made, he intends for the city to maintain legal input into the development and use of the property for industrial development. Council Members voiced their agreement.

3. **Personnel Policy Review** – Council has an updated Personnel Policy to review. Will bring it back to Council.

4. **Rescue Funds** - Balance of Rescue Fund are \$581,673.20. This money must be spent by December 31, 2024.
5. **Tenure Bonus**- Council Member Henderson motioned to approve the Tenure Bonuses for the year 2024, in the amount of \$10,083.54 including FICA and Retirement for 16 employees, Council Member Tolefree seconded. Yes votes – Council Members Henderson, Tolefree, Moseley, Atkins, Marshall and Burks-Frazer. Nay – None. Absent – None.
6. **EDP Solutions Quote**- Council Member Henderson motioned to approve the \$14,311.50 quote for a new camera system with EDP Solutions at the police station, Council Member Tolefree seconded. The Council voted 6-0 to approve the \$14,311.50 for the new camera system at the police station with EDP Solutions. Yes votes – Council Members Henderson, Tolefree, Moseley, Marshall, Burks-Frazer and Atkins. Nay – None. Absent – None. This replaces a fragile system.
7. **Quotes for Citywide Cameras**- Council Member Henderson motioned that the city goes out for bids on cameras to be placed around the city of Warren, Council Member Tolefree seconded. The Council voted 6-0 to authorize the mayor to go out for bids on the cameras for the city. Yes votes – Council Members Henderson, Tolefree, Moseley, Marshall, Atkins and Burks-Frazer. Nay – None. Absent – None.

Park and Recreation Commission – Kyle Wagnon, Director

Director's Report: The Parks & Recreation May 2024 report was presented to the Council.

Planning Commission: Chairman Jennifer Rodriguez: Minutes of the May 28, 2024, meeting were 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 April 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. 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. **Municipal Building Roof-** no action.

New Business:

- A. **Downtown Tree's – Mayor:** Mayor Reep, without any objection, assigned to the Community Economic Development Committee to discuss and bring back suggestions of what could be best suited to replace the trees that were located downtown and in front of the Municipal Building.


Announcements


1. AML 90th Convention is scheduled for June 12-14, 2024.
2. Bradley County Pink Tomato Festival June 13-15, 2024.
3. The Municipal Building will be closed on June 19, 2024, in Observance of Juneteenth.

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

Set Meeting: Mayor Reep stated the next agenda meeting will be held Wednesday, July 3, 2024, at 7:00 am and the Council meeting at 5:30 pm in the Municipal Building Council Chambers July 8, 2024. The agenda meeting will be conducted on Wednesday due to the Thursday being the 4th of July.

Adjourn: Mayor Reep adjourned meeting.


Mayor R. Gregg Reep

ATTEST: 
Jarlice Nelson, City Clerk

