

CITY OF WARREN

P.O. BOX 352

Warren, Arkansas 71671

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R. GREGG REEP, Mayor

COUNCIL MEMBER

ANGELA MARSHALL

MEMORY BURKS-FRAZER

DOROTHY C. HENDERSON

JANICE NELSON, City Clerk

COUNCIL MEMBER

JOEL TOLEFREE

EMILY MOSELEY

LATANZA ATKINS

MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

November 12, 2024

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Elder John Harris of the Powerhouse Church of God in Christ 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 Members Angela Marshall and Joel Tolefree, Ward 2- Council Members Emily Moseley and Memory Burks-Frazer, Ward 3- Council Members Dorothy Henderson and Latanza Atkins. Absent – none.

Minutes of the October 15, 2024, Regular City Council Meeting and Special Call Meeting on

November 6, 2024: On a motion made by Council Member Henderson and a second by Council Member Burks-Frazer, the Council voted 6-0 to approve the minutes of the October 15, 2024, Regular Council Meeting and the Special Call meeting for November 6, 2024. Yes votes – Council Members Henderson, Tolefree, Moseley, Atkins, Marshall and Burks-Frazer. Nay-None. Absent – none.

CITY CLERK'S REPORT

Financial Statement: City Clerk Janice Nelson presented the financial report for October 2024. On a motion made by Council Member Henderson and a second by Council Member Burks-Frazer, the Council voted 6-0 to approve the financial statement as presented. Yes votes – Council Members Henderson, Moseley, Atkins, Burks-Frazer, Marshall and Tolefree. Nay votes – none. 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 \$89,646.11 for the month of October 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 \$61,508.84 for the month of October 2024.

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

Mayor's Report:

1. **Update Industrial Prospects:** BlueSki Carbon is preparing to open its facility located in the old poultry building around Thanksgiving of this year. BlueSki plans to have an open house sometime in the near future. Warren is also expecting another biochar plant MaxSum Environmental, which is looking to purchase land in the Industrial Park. They have asked for a 45–60-day extension to work out final details for the purchase. Mayor Reep asked the Council to make a motion to approve and or disapprove the extension. Council Member Tolefree made the motion to approve the 60-day extension, Council Member Henderson seconded. The Council voted 6-0 to approve a 60-day extension to the MaxSum Environmental Group. Yes votes: Council Members Tolefree, Henderson, Atkins, Burks-Frazer, Moseley and Marshall. Nay-None. Absent – None.
2. **Street Closing for Christmas Parade:** The Warren Chamber of Commerce requested to have the following street closed on December 7, 2024, from 2:00 p.m. to 8:00 p.m. for the Christmas Market on Main event.
 - The one-way portion of West Cypress Street (from Main to the stop/do not enter sign)
 - and to facilitate the Christmas Parade on December 7, 2024, at 6:00 p.m. requests the following street closures as well:
 - Pine St. from Cherry to Main St.
 - Main St. from Pine St. to Church St.
 - Church St. from Main to Myrtle St.
 - Myrtle St. from Church to Elm St.

Council Member Henderson made a motion to approve street closings requested by the Warren Chamber of Commerce for December 7, 2024, Council Member Atkins seconded. The Council voted 6-0 to approve the street closings for the December 7, 2024, events. Yes votes: Council Members Henderson, Atkins, Burks-Frazer, Moseley, Marshall and Tolefree. Nay-None. Absent – None.

3. **Re-Appointment Dr. Joe H. Wharton – Aviation Commission- 5yr. term:** Council Member Henderson made a motion to re-appoint Dr. Joe H. Wharton to the Aviation Commission for a 5 yr. term, Council Member Marshall seconded. The Council voted 6-0 to re-appoint Dr. Joe H. Wharton. Yes votes: Council Members Henderson, Marshall, Tolefree, Moseley, Atkins and Burks-Frazer. Nay-None. Absent – None.

Public Comments

A. **Council Member (s) Recognized:**

Council Member Henderson recognized

1. **Charlene Sewart:** Mrs. Stewart came forward with complaints concerning 1103 Deer St. The property is still in disarray, has had ample time to be cleaned up but nothing has been done. She feels too much time has been given to have been cleaned up but not made to abide by the cleanup rules set forth by the City.
2. **Mrs. Mary Wiley:** Mrs. Wiley came forward with complaints about 1116 Penister St. Mrs. Wiley stated that there is now a sheep and a goat on this property along with the junk and debris on the property and is time to be cleaned up.

B. **Signed In or Called:**

1. **Andreia Willis:** Miss Willis came forward to complain about the loose dogs in Cloverdale running free and tearing up garbage.

ADMINISTRATIVE AND STANDING COMMITTEE REPORTS

Police Chief: Shaun Hildreth.

Monthly Report: The monthly report for October 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. Police Committee met October 23, 2024, at 5:00 p.m.

1. **Dispatch Study:** Bradley County has agreed to pay an additional \$28,000.00 for maintaining the 9-1-1 dispatch center. The written contract was presented to the Council.
2. **Cameras:** The Flock Camera Company came to the Committee meeting to do a presentation on the cameras being looked at by the city. The city would not own the camera, a fee would be paid each year to operate the cameras. Money from ARPA was budgeted for the purchase of cameras and there is enough money to pay for a two-year contract at which time the city would know if the contract should be renewed or not

depending on experience with the cameras. Council Member Burks-Frazer made a motion to go with the Flock System using money allocated from ARPA for such purpose, Council Member Atkins seconded. The Council voted 6-0 to approve the camera contract with Flock. Yes votes- Council Members Burks-Frazer, Atkins, Henderson, Moseley, Marshall and Tolefree. Nay – None. Absent – None.

3. **Job Openings:** Chief Hildreth stated that there were 4 patrolman vacancies and 1 Lieutenant position open in the Police Department. Council Member Burks-Frazer asked that the positions be advertised for applicants after having a meeting with Chief Hildreth to discuss.

Fire Chief: Chuck Moore

Monthly Report: Chief Moore presented the fire department's October 2024 report to the Council along with insurance information regarding burned properties and payments to the city. Chief Moore also stated that for most of October the county had been under a burn ban.

Fire Committee: Council Member Tolefree, Chairman:

1. Nothing currently.

Sanitation Manager: Rob Johnson.

Monthly Report: The monthly sanitation report was presented in the packet for October 2024 to the Council. Sanitation Director Rob Johnson stated that 705 N. Myrtle, the old Myrtle Street Café, had been torn down and removed by the owners. Mr. Johnson also stated that the old pink building located on the corner of E. Church and Gannaway was being brought into compliance by the owner and would be repainted as it is cleaned up.

Sanitation Committee: Council Member Atkins, Chairman: Met on October 22, 2024. The department has started a soft launch for white paper recycling with Warren Jr. and Sr. High Schools.

1. **Update on Recycling Grant:** The City has received a grant of \$12,700.00 for recycling use from the Southeast Regional Solid Waste Board that will be used to construct a drop off station on the West side of town to deposit recyclables, hopefully within the new few weeks.
2. **Ordinance No. 959 (rate increase):** Council Member-Chairman Atkins motioned that Ordinance No. 959 be ascended and removed from the Sanitation Committee agenda; Council Member Tolefree seconded. The Council voted 6-0 to remove Ordinance No. 959 from the Sanitation Committee agenda. Yes votes: Council Members Atkins, Tolefree, Moseley, Marshall, Henderson, Burks-Frazer. Nay –

None. Absent – None. Mayor Reep stated that the Council would eventually have to deal with the rising cost of trash removal. Council Member Atkins stated that before any cost was passed on to the consumer, she would exhaust every possible avenue first.

Building Official: Rob Johnson

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

1. **Property Cleanup Complaints:**
2. **Condemned Properties List –**
 1. 1007 Phillips Street – nothing has been done.
 2. 504 Rock – very little has been done.
 3. #7 Southern Court – nothing has been done.
 4. 1110 Penister Street – little to nothing has been done.

Mayor Reep stated that these four properties would be taken to the Prosecuting Attorney's Office to start lien proceedings.

Street Foreman: Monty Hearnberger was not present. The street department's October 2024 report was presented to the Council by Mayor Reep. Mayor Reep stated that the S. Myrtle St. sidewalk project was basically finished, there were just some minor corrections left to be done.

Council Member Tolefree stated that there needed to be a uniformed outline for the dedication and or renaming of city streets and suggested that the Street Committee be assigned this task. Council Member Henderson made a motion to assign the task of generating a uniformed guideline for street dedications and renaming of streets to the Street Committee, Council Member Atkins seconded. The Council voted 6-0 to assign the task to the Street Committee. Yes votes – Council Members Henderson, Atkins, Tolefree, Moseley, Marshall and Burks-Frazier. Nay – None. Absent – None.

Street Committee: Council Member Moseley, Chairman. – Nothing currently.

Council Member Community and Economic Development Committee – Chairman, Council Member Angela Marshall. The CEDC met on November 7, 2024.

1. **Privacy Fencing – Ordinance No. 960:** Chairman Marshall motioned for the 1st reading of Ordinance No. 960: An Ordinance to Prescribe Limits for Fences on Residential Property in Warren, Arkansas: Council Member Henderson seconded the motion. The Council voted 6-0 to place Ordinance 960 on its 1st reading. Yes votes –

Council Members Marshall, Henderson, Burks-Frazer, Moseley and Tolefree. Nay – None. Absent – None. Mayor Reep read aloud Ordinance 960.

On a motion by Council Member Marshall and seconded by Council Member Henderson, the Council voted 6-0 to suspend the rules and place Ordinance 960 on its 2nd reading. Yes votes – Council Members Marshall, Henderson, Burks-Frazer, Moseley, Atkins and Tolefree. Nay – None. Absent – None. Mayor Reep read Ordinance 960 for the second time.

On a motion by Council Member Marshall and seconded by Council Member Henderson, the Council voted 6-0 to suspend the rules and place Ordinance 960 on its 3rd and final reading. Yes votes – Council Members Marshall, Henderson, Burks-Frazer, Moseley, Atkins and Tolefree. Nay – None. Absent – None. Mayor Reep read Ordinance 960 for the 3rd and final time.

On a motion by Council Member Marshall and a second by Council Member Henderson, the Council voted 6-0 to adopt Ordinance No. 960. Yes votes – Council Members Marshall, Henderson, Burks-Frazer, Moseley, Atkins and Tolefree. Nay – None. Absent – None.

2. **Cultural Center Update:** The Community Economic Development Committee would like Mayor Reep to get back with LSI about negotiating with them on their price to help find a grant for the Culture Center project which he has. There is no contract, but LSI will look for grants and get back with Mayor Reep to bring before the Council
3. **Depot Kitchen and Renovations:** Mayor Reep suggested setting up a meeting with Mr. Clements and the contract bidder to see what the committee would like to have done first with the ARPA money before time runs out to have it spent or obligated. The Committee agreed to move the budgeted money for the Old Street Shop of \$35,825.17 to combine with the \$41,500.00 budgeted for the Depot the renovations having a total of \$77,325.17 for the Depot and having the necessary repairs done first out of the budgeted amount. The one bidder, G-Co was asked to bring in pictures within the next two weeks at which time the Committee will have another meeting to finalize project of the most critical items needing to be repaired first which include the deck repair, replacing the rotting timbers, windows, secure the west door and fixing all cosmetic areas first. The Depot will still need added work which includes doors, steps, appliances and sinks. The Committee also recommended that the city should have the building sprayed after each use not just once a month.
4. **Downtown Tree's-** The mayor and UAM consultants met to inspect where the 32 trees that are being replaced would be planted and how to maintain them. Mayor

Reep stated that UAM was not going to do the work but would be consulting with the city at no charge, recommending the type of trees to be installed along with maintenance.

5. **City Flag Selection:** Council Member Marshall motioned to adopt the Warren flag design as presented, Council Member Burks-Frazer seconded. The Council voted 6-0 to adopt the agreed upon flag design for Warren being made by Arkansas Flag and Banner. Yes votes- Council Members Marshall, Burks-Frazer, Atkins, Henderson, Moseley and Tolefree. Nay – None. Absent – None.
6. **Food Trucks:** No action, still researching.
7. **Ordinance for City Facilities & Homeless:** No action, will need an ordinance to bring back to Council for approval. Council Member Marshall recommended that Mayor Reep investigate other cities around Warren to see how they might be handling the situation.
8. **City's Website:** No action. Suggested that Ms. Linda Morgan, who puts information onto the City of Warren website, come to a meeting and demonstrate how she collects the information that is put onto the website and discuss any recommendations to improve the website.
9. **Solar Land Sale (School District):** The Warren School District would like to purchase approx.7 acres from the City of Warren to place their solar array on in the Industrial Park which will be next to where the city's solar array will be. The acreage is valued at \$3800.00 an acre, total for the 7-7 1/2 acres will be \$26,600.00-\$27,900.00. On a motion made by Council Member Marshall and a second by Council Member Henderson, the Council voted 5-0 to approve selling the approx. 7 acres to the Warren School District. Yes votes-Council Members Marshall, Henderson, Atkins, Moseley and Burks-Frazer. Abstention – Council Member Tolefree. Nay – None. Absent – None.
10. **Old Street Shop:** The Old Street Shop just needs to be pressure washed and cleaned on the inside along with some painting and it will be ready for the public to use as another place to have meetings, parties etc. Council Member Marshall suggested using the street department along with the recreation department and hopefully volunteers to help with getting these final projects.

Ways and Means Committee: Council Member Henderson, Chairman:

1. **Personnel Policy Review:** The review has been completed and approved by the Council on November 6, 2024.
2. **2024 Christmas Bonus and Holiday Pay: See attached.** Council Member Henderson motioned to approve the Christmas bonuses as presented, Council Member Tolefree seconded. Mayor Reep asked at this time that the mayor's position not be given a

bonus. Council Member Henderson amended her motion to exclude the mayor's position from a Christmas bonus and would amend the amount of the bonuses from **\$17,486.34 to \$17,286.34**. The Council voted 6-0 to approve the Christmas bonuses as presented excluding the mayor's position bonus of \$200.00. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Marshall. Nay – None. Absent – None. The next item is the actual **Holiday Pay, see attached**. Actual hours and rate of pay vary, depending on uniform and nonuniformed categories. The total **Holiday Pay is \$54,127.74 for 2024**. Council Member Henderson motioned to approve the Holiday Pay amount of \$54,127.74; Council Member Burks-Frazer seconded. The Council voted 6-0 to approve the **2024 Holiday Pay** as presented. Yes votes - Council Members Henderson, Burks-Frazer, Atkins, Moseley, Marshall and Tolefree. Nay – None. Absent – None.

3. **Land Purchase:** Council Member Henderson motioned that the Council take no action on the Pennington Land purchase until after the Ways and Means Committee has had the opportunity to review the proposed budget for 2025 at which time the Ways and Means Committee will report back to the City Council; Council Member Atkins seconded. The Council voted 6-0 to wait for the 2025 budget review. Yes votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley, Marshall and Tolefree. Nay – None. Absent – None.
4. **Water and Sewer Rates:** A tentative meeting will be held November 18, 2024, at 5:00 p.m. to discuss.
5. **2025 Budget:** The Ways and Means will set up a meeting to review the proposed 2025 budget. The mayor stated that the budget included a 2% raise across the board, but he did not want the mayor's position to receive a 2% raise.
6. **Vehicle Property Insurance:** Council Member Henderson made a motion to pay the insurance premiums for the vehicle insurance in the amount of \$30,074.08 for the year 2025, Council Member Atkins seconded. The Council voted 6-0 to approve paying the vehicle insurance premium for 2025. Yes votes – Council Members Henderson, Atkins, Burks-Frazer, Moseley, Marshall and Tolefree. Nay – None. Absent – None.

Reports and Business of Boards and Commissions

Park and Recreation Commission – Kyle Wagon, Director, was not present.

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

Planning Commission: Chairman Jennifer Rodriguez: Minutes of the September 30, 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 September 20, 2024, meeting along with the financial statements and balance sheets was presented to the Council.

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

Cultural Center Commission: Memory Frazer, Chairman.

1. **Monthly Report:** The monthly financial report for October 2024 was presented to the Council. Still working on grant money and funding options to bring back to the Council for review.

Unfinished Business:

1. **Municipal Building Roof-** no action.

New Business: None.

Announcements:

1. There will be a Mingle and Jingle Downtown Warren November 15-16, 2024, from 9:00 a.m. to 5:00 p.m.
2. The Municipal Building will be closed Thursday, November 28 and Friday, November 29, 2024, in observation of Thanksgiving Holiday. Garbage will be picked up these days.
3. The Christmas Parade will be on December 7, 2024, at 6:00 p.m.
4. 2025 Winter Conference is scheduled for January 15-17, 2025.

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

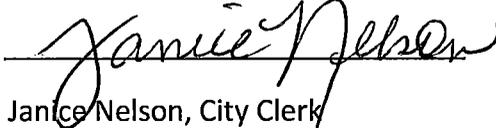
Set Meeting: Mayor Reep stated the next agenda meeting will be held Thursday, December 5, 2024, at 7:00 a.m. and the Council meeting will be held Monday, December 9, 2024, at 5:30 p.m.

Adjourn: Mayor Reep adjourned meeting.



Mayor R. Gregg Reep

ATTEST:



Janice Nelson, City Clerk

CHRISTMAS BONUS

2024

Less than one year
City Council and part-time

22 X \$110.00.....\$2,420.00

Elected official and full-time employees by years of service.
One year but less than five years

24X \$200.00.....\$4,800.00

Five years but less than ten years

14 x \$300.00.....\$4,200.00

Ten years but less than fifteen years

1 x \$400.00.....\$400.00

Fifteen years but less than twenty years

0 x \$500.00.....\$000.00

Twenty years and over

4 x \$600.00.....\$2,400.00

TOTAL\$14,220.00

FICA 1,087.83

Retirement 2,178.51

\$17,486.34

Mayor's
 $500.00 = 17,286.34$ (circled)

Mayor requested for Mayor's position Not to receive a bonus for 2024 (circled)

CHRISTMAS BONUS 2024

\$110.00

Latanza Atkins
Joel Tolefree
Angela Marshall
Memory Frazer
Dorothy Henderson
Emily Moseley
Joe Calbert
Eddie Groves
Tommy Groves
David White
Holly Curry
Antonia Harding
Anthony Atkins
Adam Cameron
Lee Ellis
Adam Johnson
Landon Jolley
Susan McCartney
Keatron Ridgell
Clayton Stanley
Perry Watkins
DeAlex Henderson

\$200.00

Marty Reep
Brandon Baker
Jason Britton
Dewayne Dotson
Regina Gardner
Monty Hearnburger
Rob Johnson
Jaye McMillian
Mike Miller
Clinton Webb
Ray Moore
Linda Morgan
Winfred Steadman
Terrance Vaughn
Jeff Savage
Kendrick Newton

Gregg Reep
Michael Robbins
Lee Van Brown
Alexander Carlos
Johnathon Cox
James Woods
Malisa Kennedy
John McCoy

\$300.00

Charlotte Brown
Vallen Correll
Daniel Rochell
Bruce Baker
Mark Harris
Robert Milton
Jamie Huntley
Teresa Sandine
Larenda Green
Carolyn Russell
Murray Claycomb
Brian Gorman
Thomas Miller
Kyle Wagnon

\$400.00

Patty Harrod

\$500.00

\$600.00

Janice Nelson
Robbie Ashcraft
Shaun Hildreth
Terrance Moore

HOLIDAY PAY 2024

PAYABLE NOVEMBER

2024

Name	Holidays	Times 8 hr	Rate of Pay	Total
Robbie Ashcraft	15	120	\$20.29	\$ 2,434.80
Terrance Moore	15	120	\$18.33	\$ 2,199.60
Brian Gorman	15	120	\$18.20	\$ 2,184.00
Jason Britton	15	120	\$18.20	\$ 2,184.00
Thomas Miller	15	120	\$18.33	\$ 2,199.60
Jaye McMillian	15	120	\$18.07	\$ 2,168.40
Lee Charles Ellis	15	120	\$18.07	\$ 2,168.40
Lee Van Brown	15	120	\$18.07	\$ 2,168.40
Terrance vaughn	10	80	\$18.07	\$ 1,445.60
Alexander Carlos	15	120	\$18.07	\$ 2,168.40
Johnthan Cox	15	120	\$18.07	\$ 2,168.40
Vallen Correll	14	112	\$15.88	\$ 1,778.56
Larenda Green	14	112	\$14.51	\$ 1,625.12
Daniel Rochell	14	112	\$14.51	\$ 1,625.12
Reginia Gardner	14	112	\$14.51	\$ 1,625.12
Marty Reep	14	112	\$14.51	\$ 1,625.12
Susan McCartney	14	112	\$14.51	\$ 1,625.12
Clinton Webb	14	112	\$11.69	\$ 1,309.28
Dealex Henderson	14	112	\$14.51	\$ 1,625.12
Shaun Hildreth	\$4,986.50 ÷21	x15		\$ 3,561.90
Chuck Moore	15	120	22.51	\$ 2,701.20
Carolyn Russell	14	112	12.73	\$ 1,425.76

Sub Total \$ 44,017.02
 FICA \$3,367.31
 RETIREMENT \$6,743.41
 TOTAL \$ 54,127.74