

**R. GREGG REEP, Mayor**  
COUNCIL MEMBER  
**ANGELA MARSHALL**  
**MEMORY BURKS-FRAZER**  
**DOROTHY C. HENDERSON**

**CITY OF WARREN**  
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**JANICE NELSON, City Clerk**  
COUNCIL MEMBER  
**JOEL TOLEFREE**  
**EMILY MOSELEY**  
**LATANZA ATKINS**

**MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING**

**October 15, 2024, 2024**

**5:30 p.m.**

**OPENING PRAYER:** Opening prayer was led by Bro. Charles Wooley from Central Missionary Baptist 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, 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 September 9, 2024, regular City Council Meeting:** On a motion made by Council Member Henderson and a second by Council Member Tolefree, the Council voted 6-0 to approve the minutes of the September 9, 2024, Council Meeting. 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 September 2024. On a motion made by Council Member Henderson and a second by Council Member Moseley, the Council voted 5-0 to approve the financial statement as presented. Yes votes – Council Member 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 \$85,646.17 for the month of September 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 \$60,729.13 for the month of September 2024.

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

**Overtime Report:** The quarterly overtime report was presented to the Council.

**Mayor's Report:**

1. **Employee Recognition:** Mr. Mike Miller, Recycling Coordinator for the City of Warren Sanitation Department was recognized as the Employee of the Quarter. Mr. Miller came forward with his wife Mrs. Cyndy Miller and was presented with a 100.00 gift card.
2. **Fall Festival Street Closings:** Street closings for the Chamber of Commerce Fall Festival is scheduled for October 26, 2024, from 4-8:00 p.m. The street closings are West Cypress St. (one-way portion from Main St. to the Stop/do not enter sign) and Main St. form West/East Cypress (Commercial Bank) to Church St. (Old Post Office) Council Member Tolefree made a motion to approve the Chamber's Street closing request, Council Member Atkins seconded. The Council voted 6-0 to approve the request. Yes votes- Council Members Tolefree, Atkins, Henderson, Burks-Frazer, Moseley and Marshall. Nay – none. Absent – none.
3. **Update Industrial Prospects:** BlueSky Carbon is actively building its first line for production.
4. **Renew Downtown Christmas Lights (Jolly Lights):** Council Member Atkins made a motion to approve the Jolly Lights contract for \$5,711.73, Council Member Moseley seconded. The Council voted 6-0 to approve renewal of the contract with Jolly Lights. Yes votes – Council Member Atkins, Moseley, Henderson, Burks-Frazer, Marshall and Tolefree. Nay – none. Absent – none.
5. **Appointment to Adjustment of Appeals:** Mayor Reep nominated Mr. Floyd Brown for the appointment. Council Member Henderson motioned to approve the nomination; Council Member Moseley seconded. The Council voted 6-0 to approve Mr. Floyd Brown's appointment to the Board of Adjustment of Appeals. Yes votes – Council Member Henderson, Moseley, Atkins, Burks-Frazer, Marshall and Tolefree. Nay – none. Absent – none.

6. **Solar Land (Warren School District):** Mayor Reep stated that the Warren School District had expressed interest in purchasing land within the industrial park to place its planned solar project. A price for the land will need to be determined.

**Public Comments**

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

1. Council Member Atkins recognized Mrs. Janice Rochelle to come forward to speak: Mrs. Rochelle came forward speaking against the proposed sanitation changes. She also stated that when putting in complaints concerning property clean up, names should not be given out as to who made the complaint because this could cause problems.

**B. Signed In or Called:**

1. Mrs. Carolyn McCoy came forward to speak about log trucks traveling through her neighborhood and jake breaking. She would like a sign placed on her street to deter this from happening. She also commented on an abandoned house in her neighborhood that needs repairing or removed.
2. Dr. Bob Smalling, President of the Bradley County Industrial Development Commission Board, came forward to speak on the need for investing in new industrial property for the City of Warren. Dr. Smalling mentioned the property that will be discussed listed under the Ways and Means Committee. The 112-acre property is located on Highway 189 Bypass northeast of Warren. Dr. Smalling stated that the Board was in favor of purchasing the property as would be proposed by Mayor Reep.
3. Mrs. Virginia Phillips came forward to ask about 20 Meadowview and where it stood as far as getting that street paved. Mayor Reep stated that the paving of streets for 2024 had been completed and work was still ongoing to address the drainage issue on the street.
4. Mr. Johnny Matthews stated that he agreed with Mrs. Rochelle on opposing the proposed sanitation changes

Council Member Burks-Frazer made a motion for the Council to go into Executive Session concerning a personnel matter, Council Member Moseley seconded. The Council voted 6-0 to go into Executive session. Yes votes – Council Members Burks-Frazer, Moseley, Atkins, Henderson, Marshall and Tolefree. Nay – none. Absent – none.

Council Member Henderson motioned to resume regular Council meeting; Council Member Tolefree seconded. The Council voted 6-0 to resume the regular Council meeting. Yes votes –

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

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

**Police Chief:** Shaun Hildreth.

**Monthly Report:** The monthly report for September 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.**

1. **Dispatch Study:** Mayor Reep stated that the county is currently paying the city \$72,000 a year for the work the city does dispatching and the 911 system. Mayor Reep spoke to the county judge who agreed to pay the city an additional \$28,000 for the operation of the dispatching and 911. Mayor Reep recommended amending the current contract with the county to bring the total payment from the county to 100,000.00 a year. Council Member Frazer Burks motioned to amend the current contract with the county from \$72,000.00 to \$100,000.00, Council Member Moseley seconded. The Council voted 6-0 to amend the county contract. Yes votes – Council Member Burks-Frazer, Moseley, Henderson, Atkins, Moseley and Tolefree. Nay – none. Absent – none.
2. **Camera's:** The Police Committee will be meeting October 23, 2024. The Flock Camera Company will be attending to present a demo of what city-wide cameras can do. The Police Committee will bring back any recommendations they have to the Council.

**Fire Chief:** Chuck Moore

**Monthly Report:** Chief Moore presented the fire department's September 2024 report to the Council along with insurance information regarding burned properties and payments to the city. Chief Moore also stated that the entire county was under a burn ban until further notice.

**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 September 2024 to the Council.

**Sanitation Committee:** Council Member Atkins, Chairman:

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.
2. **Updates on Solid Waste Program:** Mayor Reep explained the proposed changes in the in the Solid Waste Program. Mayor Reep explained that the rates have not increased since 2017 and the cost continues to rise. Cost of upkeep of vehicles and the rising cost of hauling trash is costing the city a large amount of taxpayer's money due to having to subsidize the cost. What the sanitation department is looking to do is to raise the rates to \$2.00. That would allow the city to purchase every city resident a 90-gallon container and go from two pick-ups a week to one pick up a week. The larger containers would allow residents to hold more trash until their specific pick-up day. This proposal would save on fuel cost, wear and tear on equipment and the city could utilize manpower in other areas.

Council Member Akins, Sanitation Committee Chairman stated that the committee was not going to act on the proposal tonight due to some concerns by some citizens. Chairman Atkins stated that the committee would like to do some more research before deciding on Ordinance# 959 concerning proposed Sanitation changes and bring back to the Council at a later meeting.

1. **Building Official:** Rob Johnson

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

1. **Property Cleanup Complaints:**
2. **Condemned Properties List –**
  1. 1007 Phillips Street – no action, will make another contact.
  2. 504 Rock – no action, plans to clean up are underway.
  3. #7 Southern Court – no action.
  4. 1110 Penister Street – no action, time is not up.

There has been little to no change in properties.

Council Member Burks-Frazer made a motion to follow through with condemnation of the above-named properties, Council Member Atkins seconded. The Council voted 6-0 to condemn four properties:

1. 1007 Phillips

2. 504 Rock St.
3. #7 Southern Court
4. 1110 Penister

Yes votes – Council Members Burks-Frazer, Atkins, Henderson, Moseley, Marshall and Tolefree. Nay – none. Absent – none. Mayor Reep stated he would get in contact with each owner, give them 30 more days and if nothing is done the city would proceed with charges.

**Street Foreman:** Monty Hearnberger. The street department's September 2024 report was presented to the Council. Mr. Hearnberger stated that all planned paving and chip and seal work had been completed.

**Street Committee:** Council Member Moseley, Chairman.

1. **Resolution No. A-697 (Abernathy St.):** Council Member Moseley recommended the city put up signs in honor of the memory of Mrs. Alice J. Henderson instead of renaming the street due to the lengthy process of remaining a street and all that is involved. Mayor Reep read aloud Resolution No. A-697. Council Member Henderson motioned to adopt Resolution No. A-697 authorizing the City of Warren dedicate Abernathy St. in memory of the late Alice J. Henderson who was a long-time resident on Abernathy St. Council Member Tolefree seconded. The Council voted 6-0 to adopt Resolution No. 697 – authorizing the dedication of Abernathy St. to honor Mrs. Alice J. Henderson. Yes votes – Council Member Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Marshall. Nay – none. Absent – none.

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

1. **Privacy Fencing** – Chairman Marshall stated the committee recommended that new rules be put into place concerning privacy fencing. The new rules would include no fences taller than 6ft and ban opaque fences. Any existing fences would be grandfathered in. Building Codes Official Rob Johnson would inspect each new fence to ensure regulations were being followed. Council Member Marshall motioned to adopt the new regulations for privacy fencing, Council Member Henderson seconded. The Council voted 6-0 to adopt the new privacy fencing regulations. Yes votes - Council Members Marshall, Henderson, Atkins, Moseley, Burks-Frazer and Tolefree. Nay – none. Absent – none. Mayor Reep stated that the city would have to have an ordinance drawn up to be brought back to Council for approval.
2. **City Property on Main Street (Old Bryant Bldg.)**- no action. The Committee will be having additional meetings on this project. The committee estimates the cost to be somewhere between \$92,000-100,00.00. There are still changes to be made to

current plans. The committee will bring recommendations back to Council for approval.

3. **Cultural Center Update:** The Community Economic Development Committee would like for Mayor Reep to get back with LSI about negotiating with them on their price to help find a grant for the Culture Center project. Council Member Henderson motioned to have the mayor move forward contacting the company, Council Member Marshall seconded. The Council voted 6-0 to have Mayor Reep move forward in contacting the LSI Grant company to discuss the price for assisting in finding a grant for Cultural Center project. Yest votes – Council Members Henderson, Marshall, Atkins, Burks-Frazer, Moseley and Tolefree. Nay – none. Absent – none.
4. **Dept 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.
5. **Old Street Shop-** Work on phase II environmental has been completed and approved for public use. The committee suggested combining the ARPA funds of \$35,825.17 with the funds for \$41,500.00 budgeted for the depot renovations for a total of \$77,325.17 to be used on the depot renovations. Council Member Henderson motioned to approve combining the funds. Council Member Burks-Frazer seconded. The Council voted 6-0 to approve the motion. Yes votes – Council Members Henderson, Burks-Frazer, Atkins, Moseley, Marshall and Tolefree. Nay – none. Absent – none. The street shop can be power washed and painted so it can be utilized by the public.
6. **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.
7. **City Flag Selection:** No action, still making changes on design.
8. **Food Trucks:** No action, still researching.
9. **Ordinance for City Facilities & Homeless:** No action, will need an ordinance to bring back to Council for approval.
10. **City's Website:** No action.

**Ways and Means Committee:** Council Member Henderson, Chairman:

1. **Personnel Policy Review:** The committee has met 4 different times to review the personnel policy. Council Member Henderson stated that the city would need to have a special called Council meeting to complete the employee handbook to make final changes.

2. **Rescue Funds-** Council Member Henderson went over the balance of ARPA funds. Need to check balance again with cash balances and bring back to Council.
3. **Land Purchase:** Committee had not met so Council Member Henderson asked Mayor Reep to go through the proposal. Mayor Reep passed out a proposed contract to the Council Members on the 112 acres of Industrial property. Mayor Reep also passed out a letter from the Friday Law Firm that is helping with the contract explaining what the city can and cannot do. Mayor Reep passed out a letter from the Bradley County Economic Development Commission stating that they were willing to help with this project by being the purchasing party and a letter from ADFA endorsing the agreement with the BCEDC. The bottom line would be that BCEDC would buy the property from ADFA at a 3% rate for 25 years, the city would enter a contract with the BCEDC to lease the land and have control of the land during the terms of the lease, working with them to market the property. The city would pay BCEDC the lease for the monthly payment amount to make the loan payment. This would be an annual contract, one year at a time. Mayor Reep stated that this opportunity was needed to bring industry that could bring jobs to the city of Warren. Council Member Tolefree motioned to move forward and have a called Council meeting next week, Council Member Moseley seconded. Council Member Henderson asked where the money for the lease payment would come from, Mayor Reep stated that it would come out of the city's general fund. Mayor Reep called for a vote. Council Members Tolefree and Moseley voted yes. Council Members Marshall, Henderson, Atkins and Burks-Frazer did not vote, motion failed. Council Member Atkins stated that the Council needed to look at a budget before making the decision. Council Member Burks-Frazer stated that personally she would not go out on a limb and spend the money at this time, and they needed to look at the budget to get a good look at the money situation. Council Member Henderson called for "order of the day." Mayor Reep expressed his strong disappointment.
4. **Water & Sewer Rates:** No action.
5. **AML Defense Program:** Council Member Henderson made a motion to approve the AML Defense Program annual premium of \$20,488.75, Council Member Tolefree seconded. The Council voted 6-0 to approve the AML Defense premium for 2025 of \$20,488.75. Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Marshall. Nay – none. Absent – none.
6. **2025 Budget:** Mayor Reep handed out a proposed 2025 budget. Council Member Henderson asked if the budget included the 2% raise, tenor bonus or Christmas bonus on which Mayor Reep stated that it did not contain any of those items.
7. **Park and Recreation Commission** – Kyle Wagnon, Director, was not present.

**Director's Report:** The Parks & Recreation September 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 August 23, 2024, meeting and minutes from a public meeting held on September 5, 2024, discussing the Pennington Rd. sewer addition along with the financial statements and balance sheets was presented to the Council.

**Warren Housing Authority Commission:** Mr. Hugh Quimby, Chairman. Minutes of the September 23, 2024, meeting was presented to the Council.

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

1. **Monthly Report:** The monthly financial report for September 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. Saturday, October 26, 2024, is the Fall Festival Tent or Treat event planned for downtown at 6:00 p.m.
2. The Municipal Building will be closed Monday, November 11, 2024, in observance of Veteran's Day. Garbage will be picked up that day.
3. The Municipal Building will be closed Thursday November 28 and Friday November 29, 2024, in observance of Thanksgiving Holiday. Garbage will be picked up on these days.

**Pay Bills for September 2024:** On a motion by Council Member Tolefree and a second by Council Member Henderson, the Council voted 6-0 to pay the September 2024 bills. Yes votes:

Council Members Tolfree, 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, November 7, 2024, at 7:00 am and the Council meeting Tuesday, November 12<sup>th</sup> at 5:30 pm in the Municipal Building ( due to Veterans’s Day on November 11<sup>th</sup>.)

**Adjourn:** Mayor Reep adjourned meeting.



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Mayor R. Gregg Reep

ATTEST:   
\_\_\_\_\_  
Janice Nelson, City Clerk

R. GREGG REEP, Mayor

COUNCIL MEMBER

ANGELA MARSHALL  
MEMORY BURKS-FRAZER  
DOROTHY C. HENDERSON

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## ORDINANCE NO. 960

### AN ORDINANCE TO PRESCRIBE LIMITS FOR FENCES ON RESIDENTIAL PROPERTY IN WARREN, ARKANSAS

**WHEREAS:** The City of Warren, Arkansas has determined that certain limitations of fencing in front of residential property should be set by City Ordinance.

**NOW, THEREFORE,** the fencing installed across the front entrance of the residence must allow a visible view of the residence or apartment or apartment complex. It shall not be higher than six feet in height and must allow a visible view of the residence or apartment or apartment complex. Any fence for which the planned height is over six feet, must obtain a permit from the city.

All existing fences shall be grandfathered in, that, they will be considered the same as if authorized by the City, unless the existing fence is torn down or damaged and must be replaced. In case, then the new fence will be subject to the new requirements and must be authorized as if it is an original fence.

ALL ordinances or parts of ordinances in conflict herewith are hereby repealed.

ADOPTED this 12th day of November 2024.

*Original in ordinance book.*  
*(JN)*

APPROVED

*R. Gregg Reep*  
R. Gregg Reep, Mayor

*Janice Nelson*  
Janice Nelson, City Clerk