

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

August 18, 2020

5:30 p.m.

AGENDA

1. Call to Order Mayor Scott Byrd
2. Invocation
3. Approval of Board Minutes from August 4, 2020 – Mayor Byrd
4. Planning Commission Recommendation for Special Use Permit for 401 S. 29th St.
– Gary Brinkley / DeAnna Graves
5. Approval of Agreement for Sidewalk Survey/Engineering – Gary Brinkley
6. City Manager's Report – Gary Brinkley
7. Routine Business – Mayor Byrd
8. Adjournment – Mayor Byrd

Regular Meeting: Citizens speaking to the Board of Directors shall have a speaking time limit of **10 minutes**. The Board of Directors may ask follow up questions which may extend the time limit.

Open Session Forum: Speaking time limit is **5 minutes** a speaker may not yield his or her time to another speaker

**REGULAR CALLED MEETING
BOARD OF DIRECTORS**

Board Room

August 4, 2020

5:30 P.M.

MEMBERS:

Taylor Chaney, *Ward 1 Director*
Chris Porter, *Ward 2 Director*
David Goodman, *Ward 3 Director*
Reo Cummings, *Ward 4 Director (Absent)*
Jason Jones, *Ward 5 Director*
Roland Gosey, *Assistant Mayor*
Scott Byrd, *Mayor*

OTHERS:

Gary Brinkley, *City Manager*
Jessica Davis, *City Clerk*
Shacresha Wilson, *City Treasurer*

CALL TO ORDER

The Mayor called the meeting to order at 5:30 p.m.

INVOCATION

Director Jones

APPROVAL OF BOARD MINUTES FROM JULY 21, 2020

A motion was made by Assistant Mayor Gosey, seconded by Director Goodman to approve the minutes from the July 21, 2020 regular called meeting of the Board of Directors.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

**THIRD READING OF ORDINANCE TO AMEND ZONING ORDINANCE –
SPECIAL USE PERMIT**

The Mayor called for the Clerk to read the Ordinance. The Clerk read the Ordinance:

AN ORDINANCE AMENDING THE REVISED LAND USE ORDINANCE B-425,
PART A – ZONING: CHAPTER V, GENERAL PROVISIONS APPLYING TO ALL
OR SEVERAL DISTRICTS

A motion was made by Assistant Mayor Gosey, seconded by Director Porter to adopt the Ordinance.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

ACCEPT EMERGENCY CLAUSE ON ZONING ORDINANCE FOR SPECIAL USE PERMIT

Mr. Brinkley requested the Board approve the Emergency Clause for the Special Use Permit Ordinance. A motion was made by Director Jones, seconded by Director Porter to approve the Emergency Clause.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

ACCEPT BID FOR STREETScape PHASE IV

Mr. Brinkley requested the Board approve the bid from Shields & Associates in the amount of \$349,039.42 for the Streetscape Phase IV project. This project is the final phase and will be no cost to the City. Funding will be as follows:

TAPS Grant (80%):	\$279,231.54
2025 Commission (20%):	\$69,807.88

A motion was made by Director Jones, seconded by Director Porter to approve the bid with Shields & Associates in the amount of \$349,039.42 and for the City Manager to execute all necessary documents.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

ACCEPT BID TO REROOF THE TRAIN DEPOT

Mr. Brinkley requested the Board approve the bid with C.Cougill Roofing Co., Inc. in the amount of \$214,185.00 for the restoration of the roof at the Train Depot and to amend the 2020 Budget to use Franchise Fees proceeds in the amount \$143,485.00. The project is funded by 2/3 City - \$143,485 and 1/3 Arkansas Heritage Grant - \$70,700.

A motion was made by Director Jones, seconded by Assistant Mayor Gosey to approve the bid with C. Cougill Roofing Co., Inc. in the amount of \$214,185.00, amend the 2020 Budget to use Franchise Fee proceeds in the amount of \$143,485.00 and for the City Manager to execute all necessary documents.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

ORDINANCE FOR AMENDMENT 78 FINANCING OF GRADALL

Mr. Brinkley requested the Board approve the financing ordinance for the Gradall and to perform all three readings and adopt the Ordinance tonight. A motion was made by Assistant Mayor Gosey, seconded by Director Goodman to place the Ordinance on its first reading.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

The Mayor called for the Clerk to read the Ordinance in its entirety. The Clerk read the Ordinance:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A PROMISSORY NOTE TO PROVIDE SHORT-TERM FINANCING UNDER AMENDMENT NO. 78 TO THE ARKANSAS CONSTITUTION; AND PRESCRIBING OTHER MATTERS PERTAINING THERETO.

A motion was made by Director Jones, seconded by Assistant Mayor Gosey to suspend the rules and place the Ordinance on its second reading, title only.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

The Mayor called for the Clerk to read the Ordinance, title only. The Clerk read the Ordinance:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A PROMISSORY NOTE TO PROVIDE SHORT-TERM FINANCING UNDER AMENDMENT NO. 78 TO THE ARKANSAS CONSTITUTION; AND PRESCRIBING OTHER MATTERS PERTAINING THERETO.

A motion was made by Director Jones, seconded by Director Goodman to suspend the rules and place the Ordinance on its third reading, title only.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

The Mayor called for the Clerk to read the Ordinance, title only. The Clerk read the Ordinance:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A PROMISSORY NOTE TO PROVIDE SHORT-TERM FINANCING UNDER AMENDMENT NO. 78 TO THE ARKANSAS CONSTITUTION; AND PRESCRIBING OTHER MATTERS PERTAINING THERETO.

A motion was made by Director Jones, seconded by Director Goodman to suspend the rules and adopt the Ordinance.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

RESOLUTION FOR RESPONSE TO RESISTANCE POLICY

Mr. Brinkley requested the Board approve the Resolution to adopt the Response to Resistance 2020 Policy. A brief discussion was held and Police Chief Jason Jackson was present to address the Board and answer questions. A motion was made by Director Porter, seconded by Director Jones to approve the Resolution.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

CONSIDER FIRE DEPARTMENT POSITION

Mr. Brinkley informed the Board of the need to create another Firefighter position within the Fire Department. With one full-time firefighter leaving for active military duty, and another announcing his retirement for 2021, the new hire would fill the current opening for the military obligation then fill the slot vacated by the retirement. The budget will be amended for the increase to the Fire Dept. personnel expense. The budget amendment will be brought before the Board once the position is filled and accurate numbers are figured. A motion was made by Assistant Mayor Gosey, seconded by Director Jones to approve the Resolution.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

CITY MANAGER’S ANNUAL REVIEW

Mayor Byrd explained the process they took to review the City Managers performance and announced a \$6,000 raise to his salary as agreed upon at the last Executive Session.

He called for the Board to vote on their decision tonight. A motion was made by Assistant Mayor Gosey, seconded by Director Goodman to approve the City Manager's annual raise of \$6,000 and for it to take effect as of July 7, 2020.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Aye"	Jason Jones	"Aye"
Reo Cummings	Absent	Mayor Byrd	"Aye"
David Goodman	"Aye"		

CITY MANAGER'S REPORT

August 4, 2020

Mr. Brinkley thanked the Board for the review and the raise in pay.

- Thank you to those who were able to attend the Jay Davis Commemoration Ceremony at the Rec Center on the July 31st.
- On July 22nd I met with the drainage engineers about the design work being done on the Airport drainage issue, Maddox Branch and N. 10th & Haddock. The Airport issue is being reevaluated for another solution as the current plan did not meet hydrology criteria. The Maddox Branch at 3rd Street and N10 & Haddock are moving to 90% completed drawings.
- Our Drainage Dept. first employee began on July 27th. John Rutherford who worked in the Water Dept. as part of the field crew came over to lead this team. We anticipate having a full crew by the end of August.
- 2019 Annual Legislative Audit continued this month.
- We officially received a letter from ArDOT approving the grant reallocation from the 10th & Pine area to repair Feaster Trail along Twin Rivers Drive. It will be approximately 1,300 linear feet, 8'wide. I signed the agreement with the engineering firm to facilitate the design work, ArDOT approvals and bid process. This will take up to 4 months before we can bid and begin the work due to multiple layers of approval required. This is an 80/20 grant on a \$100,000 project. Repairs of Feaster Trail and leveraging our money was part of the Moving Arkadelphia Forward and this project meets both those objectives.
- Henderson State University will host their graduation ceremony on August 6th & 7th. It was a challenging event with limitations on number of participants and facilitation due to Covid-19 protocols but congratulations to HSU for finding a way to honor these students and their achievements.
- The retrofitting of the Rec Center gym lights with LED's fixtures is about ½ way completed. This was part of our Moving Arkadelphia Forward plan.

It has already had the desired results by brightening up the facility while reducing energy costs and secondary heating of the building from the lights.

- Wal-Mart has submitted plans for their pending remodel. Staff is reviewing the submittal now for comment.
- Both Henderson State University and Ouachita Baptist University start student move ins next week. All remain optimistic that both schools will be able to make it the Thanksgiving break without a COVID shutdown which occurred in the Spring semester.

Dates to Remember:

- There will be a virtual Public Hearing on August 12th from 5:30-6:30pm hosted by ArDOT to discuss the widening of Hwy 5, Pine St to 26th Street. Please visit Ardot.gov to access the hearing. The public is invited to attend.
- Henderson Street Fair will be on Henderson Street next to HSU on August 21st from 6:00-11:00 pm. There will be food, games and entertainment. The public is encouraged to attend.

ROUTINE BUSINESS

Taylor Chaney, Ward 1 – He said he visited with DeAnna Graves at the Building Department and would like to see the capability of permits being completed online. Mr. Brinkley informed we are working towards that. He thanked Mr. Brinkley for his involvement in the Jay Day event. The family was very appreciative of the proclamation.

Chris Porter, Ward 2 – He congratulated Firefighter, Kenny Williams on his promotion to a Lieutenant. He said he deserves it. He's a good guy on the job and off.

David Goodman, Ward 3 – Nothing

Reo Cummings, Ward 4 – Absent

Jason Jones, Ward 5 – Nothing

Roland Gosey, Assistant Mayor – He acknowledged the passing of Ann Sanders, a long time Board member and former Vice Mayor. Her services will be held on August 8, 2020 at 11:00 am at Rose Hill Cemetery. He recognized her for her commitment and dedication to the community. She was a strong willed Board member that could take on anybody. He said we will miss people's soul and spirit like hers.

Scott Byrd, Mayor – He also congratulated Kenny Williams on his promotion.

ADJOURNMENT

There being no further business to discuss, Director Chaney made the motion, seconded by Director Goodman to adjourn. **The motion passed unanimously, and the meeting adjourned at 6:24 p.m.**

Scott Byrd, Mayor

Jessica Davis, City Clerk

DRAFT

**REGULAR CALLED MEETING
BOARD OF DIRECTORS**

Board Room

August 4, 2020

5:30 p.m.

Jason Jackson
Julie Lacy
Jason Hunt
Kenny Williams
Tristan Johnson
Mike Thomason
AJ Porter
Andy King
DeAnna Graves
John Nelson - Press
Chuck Fitzsimmons

DRAFT



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: August 13, 2020
Re: Special Use Permit – 401 S. 29th

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', is positioned to the right of the 'From:' field.

The Planning Commission will be hearing the case of a Special Use Permit requested for 401 S. 29th Street on Monday, August 17th.


You will hear the recommendation of the Planning Commission from the meeting.

The applicant will be here to answer any questions you may have about the request and/or the recommendation.

Thank you.



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager 
Date: August 13, 2020
Re: Contract for Engineering Service – Feaster Trail Rebuild
Twin Rivers Drive Portion

As part of the TAPS grant requirements for the portion of Feaster Trail we are replacing requires a topographical survey & profile, Right of Way verifications, 60% submittal & 90% submittal to ArDOT. The attached agreement for your approval with Halff addresses all these requirements.

This agreement is for the entire section of Feaster Trail from Dr. Ross office to N. 26th St. although we are only able to do a portion at this time. The work to be done is from roughly the midpoint to N. 26th St, approximately 1,300 LF of the total 2,350 LF or 55.3% of the entire length. By doing all the survey and engineering work at one time it will save us over \$5,000. It will also give us a competitive advantage when we submit our paperwork next July for another TAP grant to complete the work.

As this cost exceeds, \$20,000, staff asks you approve the agreement with Halff in the amount of \$24,850.00 for the survey and engineering work for the Feaster Trail replacement along Twin Rivers Drive. The expense is budgeted within the Gen. Govt. 5404 Contracts and Service.

I welcome any questions you may have about the project or agreement.

Thank you.

**SCOPE OF SERVICES
TWIN RIVERS DRIVE SIDEWALK
Construction Documents
Arkadelphia, AR**

PROJECT DESCRIPTION

Topographic survey and preparation of construction documents for approximately 2,350 linear feet of sidewalk from 26th Street on the eastern end to the driveway of Ross commercial site on the western end. The ARDOT TAP grant will most likely not provide for full funding of this length, but the estimates during the process will be used to determine the amount that can be constructed. The remaining length will be designed and shovel ready for future funding opportunities.

SCOPE OF SERVICES

A site visit was made on 7/8/20 to walk the sidewalk route and note the deterioration of the existing asphalt sidewalk and drainage problems on Twin Rivers. Based upon that visit the following scope of services were developed.

TASK 1- BASE MAP / SURVEY

A topographic survey will be provided for the entire length of the sidewalk from 10' beyond the existing asphalt walk to the curb and gutter with additional elevations taken at the low points on Twin Rivers Drive where water is pooling. In addition, points will be shot in the creek at the low points along the street for drainage outfall design. The length of the survey and design is likely more than the TAP grant budget will fund for construction, but this will provide the city construction documents for the entire area should you need to re-apply for future funding. Plan and profiles are required by ARDOT Roadway Division for review, therefore, a topographic survey is needed. Property deeds will be gathered for ROW verification.

Deliverable: *Topographic survey, ROW verification*

TASK 2- 60%

Halff will prepare a 60% review plan set including plans and profiles and opinion of probable costs. This set will be submitted to ARDOT and the City for review and comments. Proof of city ownership/ right-of-way will be included in this submittal.

Deliverable: *60% plan set, opinion of probable costs, ROW*

TASK 3- 90%

Based on ARDOT and the City's comments, a 90% plan set and budget will be provided.

Deliverable: *90% plan set, opinion of probable costs, ROW verification sent to ARDOT*

Task 4- 100%

Based on ARDOT and the City's comments, a 100% plan set and budget will be provided.

Deliverable: *Final CDS, opinion of probable costs*

FEES

Survey	\$9,000
Design	\$15,850
Total Fee	\$24,850

ITEMS EXCLUDED FROM SCOPE OF SERVICES

- Boundary survey, title work, construction staking, easement acquisition, annexation petitions
- Structural engineering
- Environmental services
- Geotechnical Investigations
- Irrigation & Lighting design

The fees established above shall be considered lump sum. Mileage shall be billed at the current IRS rate. Our services will be invoiced monthly based on work completed. Costs incurred will be carefully monitored during the progress of this project and the fees will not be exceeded without prior approval from the Client.

Approved By:

Gary Brinkley, City Manager

Date