

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

October 20, 2020

5:30 p.m.

AGENDA

1. Call to Order Mayor Scott Byrd
2. Invocation
3. Approval of Board Minutes from October 6, 2020 –Mayor Byrd
4. Accept Resignation of Planning Commissioner Chandler – Gary Brinkley
5. Appointment of Board Member to Arkadelphia Housing Authority – Gary Brinkley
6. Proclamation of Appreciation to All Care for Fire Dept Rescue Boat Donation – Gary Brinkley
7. Third Reading and Consideration of Five Mill Ordinance – Gary Brinkley
8. Adoption of Arkadelphia Trails Master Plan – Gary Brinkley
9. Consider Ordinance for Business Operation Hours – Gary Brinkley
10. Action on Firemen's Pension and Relief Fund – Gary Brinkley
11. City Manager's Report – Gary Brinkley
12. Routine Business – Mayor Byrd
13. 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

October 6, 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*
Jason Jones, *Ward 5 Director*
Roland Gosey, *Assistant Mayor*
Scott Byrd, *Mayor*

OTHERS:

Gary Brinkley, *City Manager*
Marsha Rogers, *Acting City Clerk*

CALL TO ORDER

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

INVOCATION

Director Goodman

APPROVAL OF BOARD RETREAT MINUTES FROM SEPTEMBER 26, 2020

A motion was made by Director Chaney, seconded by Director Porter to approve the minutes from the September 26, 2020 Board Retreat Meeting.

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	"Aye"	Mayor Byrd	"Aye"
David Goodman	"Aye"		

SECOND READING OF ORDINANCE ASSESSING A FIVE MILL TAX

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

The Clerk read the Ordinance, title only.

AN ORDINANCE ASSESSING A FIVE MILL TAX AGAINST THE REAL AND PERSONAL PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF ARKADELPHIA, ARKANSAS, FOR THE TAXABLE YEAR 2020 COLLECTIBLE IN 2021 AND FOR OTHER PURPOSES

The Mayor called for a motion to place the Ordinance on its third reading, title only, at the next scheduled Board meeting. A motion was made by Director Porter, seconded by Director Jones to place the Ordinance on its third reading, title only, at the next scheduled Board meeting.

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	“Aye”	Mayor Byrd	“Aye”
David Goodman	“Aye”		

PERSONNEL POLICY UPDATES FOR 2020

Mr. Brinkley requested the Board’s approval to update the Personnel Policy Handbook with current laws and directives. A definition of a safety sensitive position was added. Definitions of vacation benefits for Police and Fire departments; defined carryover procedures for police, and Fire is to be defined by hours instead of shifts according to date of hire. Sick day minimums were better defined. Fire Department military leave was defined according to State and Federal laws. Employee health benefits language was changed to improve administration. Catastrophic leave was erroneously left out of the last update and information on it has been included. The vacation carryover form was updated to reflect changes. A motion was made by Director Jones, seconded by Assistant Mayor Gosey to approve the 2020 Personnel Policy Handbook as presented.

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	“Aye”	Mayor Byrd	“Aye”
David Goodman	“Aye”		

REVIEW AND APPROVE AUDIT FOR AIRPORT RUNWAY

Mr. Brinkley presented the single audit by Turner, Rodgers, Manning & Plyler, LLC for the airport runway and drainage projects completed earlier this year. Since the airport received over \$750,000 in Federal Grants they were required to have an audit performed. The auditor’s opinion states the financial statement referred to were presented fairly, in all material respects, the cash receipts and disbursements and the expenditures of federal awards for the Airport Improvement Program were all done in accordance with the basis of accounting. Thus, we received a clean audit for these projects. A brief discussion was held. A motion was made by Assistant Mayor Gosey, seconded by Director Goodman to approve the Audit for FAA Runway and Drainage projects.

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	“Aye”	Mayor Byrd	“Aye”
David Goodman	“Aye”		

RESOLUTION TO ACCEPT EDCCC GRANT

Mr. Brinkley requested the Board approve a Resolution to accept an EDCCC grant for the Airport Corporate Hanger #3. The Arkansas Department of Aeronautics agreed to pay 80% of the hangar and 90% of the runway apron and taxiway leaving the City’s cost in the amount of \$75,726. On September 29th he met with EDCCC Board, where they approved the city’s request for the matching grant funding in the amount of \$75,726, resulting in the hangar being 100 percent funded. There is a lease in place for aviation

and avionics repair business in the hangar when it is completed. A brief discussion was held regarding economic development in regards to the airport and the new hangar. Mr. Brinkley mentioned a recent Dept of Aeronautics studied showed a \$2.2 million salary at the airport and an economic impact of nearly \$6 million. (annualized). A motion was made by Director Chaney, seconded by Director Cummings to approve the Resolution to accept EDCCC grant.

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	“Aye”	Mayor Byrd	“Aye”
David Goodman	“Aye”		

CITY MANAGER’S REPORT

October 6, 2020

- Thank you for your participation in the annual Board Retreat on the September 26th. Our appreciation to Dawson for the use of their facilities and to the Chamber for providing lunch. Personal thanks to Jessica Davis for her efforts to make the event comfortable which allowed us to be so productive.
- We received the actuarial analysis for the possibility of the Firemen’s Pension & Relief Fund moving to LOPFI. We are analyzing the results and will be back to you at the next meeting with the results and any action, if required.
- The doggy dip at the Pool on Sept 26th went very well.
- The streetscape project on Sixth Street preconstruction meeting between us, our engineers, ArDOT and the contractor occurred on September 29th. The contract start date is October 19th and ends April 17, 2021. It will be a long, technical journey working on 6th Street. Patience will be necessary and greatly appreciated.
- We had a few editorial comments for the Arkadelphia Trails Master Plan you reviewed at the Board Retreat. It will be brought forward at the next meeting.
- Staff received a letter stating the Arkansas Outdoor Recreation Grant for the Peake & Buffalo Foundations pavilion in Feaster Park did not qualify for funding in this cycle. Ms. Wright was notified and is working on other grants.
- We are advised the 2019 Legislative Audit should be completed by weeks end.

- My thanks to all those who participated in the Our House, Our Day clean up event on September 30th. Leaving skeleton crews in departments, over 40 employees and two Board members hit the streets to clean flower beds, trim back trees & bushes over sidewalks and streets, heavy clean up along Feaster Trail, painted guardrails, traffic control concrete islands in the streets & fire hydrants, power washed Town Hall, did a lot of dead tree/branch removal in the parks and streets.

Our thanks to Southern Bancorp for feeding the staff lunch. It was very appreciated!

We got so much accomplished and made such an impact on the appearance of the city, we'll do it again in the Spring.

Dates to Remember:

- None to report at this time.

ROUTINE BUSINESS

Taylor Chaney, Ward 1 – He really enjoyed getting to work with city employees during the City Work Day, and asked if there is still a long list of things to be done.

Chris Porter, Ward 2 – Nothing.

David Goodman, Ward 3 – Nothing.

Reo Cummings, Ward 4 – Nothing.

Jason Jones, Ward 5 – Asked a question regarding the hangar, confirming the amount of the project, that the city is paying zero dollars; we are getting a free hangar.

Roland Gosey, Assistant Mayor – He commented on how good the fire hydrants around town looked after getting repainted.

Scott Byrd, Mayor – He enjoyed working with city employees, and commented on the progress they made around the city. He congratulated the Razorbacks on their win Saturday. He thanked Gary Brinkley for being attentive to a situation concerning a citizen. He also thanked him for his creative financing and insights to make things happen, staying within the law to do it, and not overstepping boundaries, proving why they brought him here.

ADJOURNMENT

There being no further business to discuss, Assistant Mayor Gosey made the motion, seconded by Director Jones to adjourn. **The motion passed unanimously, and the meeting adjourned at 5:57 p.m.**

Scott Byrd, Mayor

Jessica Davis, City Clerk

ADDITIONAL ATTENDEES

Jason Jackson
Julie Lacy
Chuck Fitzsimmons
Henry Wilson
Joe May -**PRESS**



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: October 13, 2020
Re: Resignation of Ben Chandler
Planning Commission & Board of Adjustments

A handwritten signature in black ink, appearing to be 'G. Brinkley', is written over the 'From:' and 'Date:' lines of the memorandum.

Attached please find the resignation letter of Mr. Ben Chandler from the Planning Commission and Board of Adjustments. Mr. Chandler has moved out of the city limits.

Staff recommends you accept the resignation.

We will put forth a name for consideration in the near future.

Thank you.

To Whom It May Concern:

I am submitting this letter as my official resignation from the position that I have held on the Board of Adjustments and the Planning Commission for the City of Arkadelphia. I am very grateful for the opportunity to have served and learned about the processes involved in local government and hopefully I will be able to apply what I have learned in another role at some point. Having recently moved to Dallas County, I will not be able to serve in my current capacity and this is the reason for my resignation.


I would like to thank Mr. Brinkley for the appointment and Ms. Graves for all of her help as well as the other board members.

Best Regards,

Ben Chandler
10/13/20



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager 
Date: October 13, 2020
Re: Addition to the Arkadelphia Housing Authority

Attached for your confirmation please find the letter from Chairwoman Williams seeking the appointment of Ms. Gloria Young to the Housing Authority Board. The board make up is to include a resident, which is the role Ms. Young will fulfill.

Staff recommends your approval.

Thank you.



Housing Authority of the City of Arkadelphia

670 South 6TH Street Arkadelphia, AR 71923
(870) 246-4632 – Fax (870) 246-3202
Richard Herrington, Jr, Executive Director

October 6, 2020

RECEIVED OCT 07 2020

Mr. Gary Brinkley
City Manager
City of Arkadelphia
Arkadelphia, Arkansas 71923

Subject: Resident Commissioner Appointment

Dear Mr. Brinkley,

The Board of Commissioners of the Housing Authority of the City of Hot Springs would like to have Ms. Gloria Young, a resident to be considered to fill the vacant Resident Commissioner seat for the unexpired term of Regina Stanfield. Ms. Young lives at 650 South 5th Street, Apt 100. It is our understanding that this appointment must be confirmed by the Arkadelphia City Council before she can take her position.

We appreciate your assistance with this matter as her appointment will bring our board up to full strength with five HACA Commissioners.

Please feel free to contact Mr. Richard Herrington, Jr., Executive Director with any questions.

Yours,


A handwritten signature in cursive script, appearing to read "Ester Mitchell".

Ester Mitchell
Chairman, Board of Commissioners
Housing Authority of the City of Arkadelphia

Cc: Richard Herrington, Jr



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager 
Date: October 14, 2020
Re: Proclamation of Appreciation – All Care Pharmacy

In January of this year All Care Pharmacy, at the request of the Fire Dept. purchased a new Fire Search & Rescue boat for the department. The 2 boats currently in inventory were both over 20 years old and were developing reliability issues.

All Care Pharmacy's gift is a new 17' Ballistic boat with the jet propeller for traversing the rivers.

The boat is equipped with state of the art down and side imaging sonar which has already proved valuable to search and rescue operations.

All Care routinely makes contributions to public safety in the City of Arkadelphia and it is only right for us to acknowledge their generosity.

Thank you.

Office of the Mayor

Arkadelphia, Arkansas

Proclamation

WHEREAS, In January 2020, All Care Pharmacy generously donated a new search and rescue boat to the Arkadelphia Fire Department; and,

WHEREAS, The new search and rescue boat is outfitted with the latest technology including down and side scan imaging; and ,

WHEREAS, To date, approximately 40 hours have been incurred on the boat including 6 hours of training, numerous river rescues as well as search and recovery assignments.

WHEREAS, All Care Pharmacy has a long history of thoughtfully supporting the City of Arkadelphia and its charitable spirit has had a positive impact on the safety and well being of all residents of the city and the employees at the Arkadelphia Fire Department.

THEREFORE, I, Scott Byrd, Mayor of Arkadelphia, Arkansas do hereby proclaim

October 20, 2020

All Care Pharmacy Appreciation Day



In witness whereof I have hereunto set
my hand and caused this seal to be affixed.

Scott Byrd

Attest: *Jessica Davis*

Date: *October 20, 2020*



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: October 7, 2020
Re: Ordinance for Five Mill Tax

A handwritten signature in blue ink, appearing to read 'G. Brinkley', is positioned to the right of the 'From:' and 'Date:' lines.

THIS IS NOT A NEW TAX.

Following the third reading, staff recommends you adopt the ordinance.

Upon adoption, staff will deliver signed ordinance to the Quorum Court as required to complete the process of tax collection.

Thank you.

ORDINANCE O-20

AN ORDINANCE ASSESSING A FIVE MILL TAX AGAINST THE REAL AND PERSONAL PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF ARKADELPHIA, ARKANSAS, FOR THE TAXABLE YEAR 2020 COLLECTIBLE IN 2021 AND FOR OTHER PURPOSES

BE IT ORDAINED BY THE CITY BOARD OF DIRECTORS OF THE CITY OF ARKADELPHIA, ARKANSAS:

Section 1. That a tax of five (5) mills on the dollar is hereby levied by the City Board of Directors of the City of Arkadelphia, Arkansas on all the real and personal property within the corporate limits of the City of Arkadelphia, for the taxable year 2020, collectible in 2021.

Section 2. That a certified copy of this ordinance be delivered by the City Clerk to the County Clerk of Clark County, Arkansas to be certified to the Quorum Court.

PASSED ON THE ____ DAY OF _____, 2020.

APPROVED:

Scott Byrd, Mayor

ATTEST:

Jessica Davis, City Clerk



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: October 7, 2020
Re: Arkadelphia Master Trail Plan

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

This is the same plan we worked through at the Budget Retreat last month. There were some spelling and words that were corrected for this final report that will be presented at the Board meeting.


Again, the purpose of the plan is to provide us a roadmap for current and future trails. Additionally, this is a vital tool when it comes to achieving grant funding as we have a plan to follow.

Your adoption of the Arkadelphia Master Trail Plan October 2020 is requested.

Thank you.



MEMORANDUM

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: October 7, 2020
Re: Ordinance to Extend Hours of Operation

As we discussed at the budget retreat, the Arkansas Beverage Commission license allows our hotels and restaurants licensees to operate until 2:00 am. Yet, Arkansas State Law also states that hotels and restaurants must close at Midnight if there is not a city ordinance in place that specifically allows them to stay open until 2:00 am.

At your direction from the retreat, the attached ordinance would allow our licensed hotels and restaurants to stay open until 2:00 am.

The ordinance has been reviewed and approved by City Attorney McCorkle.

Thank you.

ORDINANCE NO O-20-

AN ORDINANCE EXTENDING HOURS OF OPERATION FOR HOTELS AND RESTAURANTS WITHIN THE CITY OF ARKADELPHIA, ARKANSAS WHO HOLD AN ARKANSAS BEVERAGE COMMISSION LICENSE

WHEREAS, the current closing hours for hotels and restaurants licensed premises is midnight as prescribed by state law; and

WHEREAS, pursuant to the State of Arkansas Statute § 3-9-233 (a) (1) the City Board of Directors may amend the closing hours by ordinances and regulations by a majority vote of the City Board; and

WHEREAS, there is an opportunity for the City of Arkadelphia to extend the hours of operations for hotels and restaurants of licensed premises to align with market expectations.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE CITY OF ARKADELPHIA, ARKANSAS THAT:

Section 1. Hours of Operations – Arkansas Beverage Commissioned licensees in hotels and restaurants may operate until 2:00 am within the City of Arkadelphia.

Section 2. Repealer

Any ordinance or parts of ordinances in conflict herewith are hereby repealed and this ordinance shall be in full force and effect from and after its passage and publication.

PASSED AND APPROVED this ___ day of _____, 2020.

APPROVED: _____


Scott Byrd, Mayor

ATTEST: _____

Jessica Davis, City Clerk



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager 
Date: October 14, 2020
Re: Firemen's Pension & Relief Fund Arkadelphia

There is no action required. The Firemen's Pension & Relief Fund reviewed the Actuarial study performed by GSR (LOPFI's requirement).

As there would be no benefit to the pension recipients and would cost the city \$26,460 annually for 20 years to consolidate with LOPFI, the Board recommended no action thus maintaining the current pension fund and Board.

We will look again at consolidation in 2023 to ensure we are remaining on task.

If at some point there is zero additional cash outlay required or it is a manageable monthly amount to consolidate, then we would change our recommendation.

Thank you.