

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

January 3, 2023

5:30 p.m.

AGENDA

1. Call to Order Mayor Scott Byrd
2. Invocation
3. Approval of Board Minutes from December 20, 2022 – Mayor Byrd
4. Swearing in of Directors & Mayor – Samantha Roybal
5. Adoption of 2023 Board Procedural Rules – Gary Brinkley
6. Consider Agreement with Community Family Enrichment Center – Gary Brinkley
7. Consider Agreement with Arkadelphia Council on Aging – Gary Brinkley
8. Consider Agreement with the Clark County Historical Association – Gary Brinkley
9. Third Reading and Adoption of Ordinance to amend Purchase Authority- Gary Brinkley
10. Third Reading and Adoption of Ordinance to Rezone 1019 N. 10th St. – 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
December 20, 2022**

5:30 P.M.

Board Room

MEMBERS:

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

OTHERS:

Gary Brinkley, *City Manager*
Lainie Thomason, *Acting City Clerk*

CALL TO ORDER

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

The Mayor announced a quorum was present.

INVOCATION

Director Porter

APPROVAL OF BOARD MINUTES FROM DECEMBER 6, 2022

A motion was made by Director Chaney, seconded by Assistant Mayor Gosey to approve the minutes from the December 6, 2022 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	“Absent”
Reo Cummings	“Aye”	Mayor Byrd	“Aye”
Keith Crews	“Aye”		

SECOND READING OF ORDINANCE TO AMEND PURCHASE AUTHORITY.

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

The Acting City Clerk read the Ordinance, title only.

A motion was made by Director Crews, seconded by Assistant Mayor Gosey to place the Ordinance on its third reading, title only, at the next 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	“Absent”
Reo Cummings	“Aye”	Mayor Byrd	“Aye”
Keith Crews	“Aye”		

SECOND READING OF ORDINANCE TO REZONE 1019 N. 10th STREET PROPERTY.

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

The Acting City Clerk read the Ordinance, title only.

A motion was made by Director Cummings, seconded by Director Chaney to place the Ordinance on its third reading, title only, at the next 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	“Absent”
Reo Cummings	“Aye”	Mayor Byrd	“Aye”
Keith Crews	“Aye”		

CONSIDERATION OF ACCEPTING 2023 PROPERTY INSURANCE BID

Bids were opened at 10:00 a.m. for the Real Property Insurance for 2023. Only one bid was received from Price & Company for \$95,940 which is an increase of \$9,504 over 2022. The increase is primarily due to us adding \$1.5M in new property coverage since last year. The additional increase was inflation due to rising costs of construction. The policy includes a 1% wind and hail deductible as well as a \$5,000 deductible for all other covered perils.

A motion was made by Director Porter seconded by Director Cummings to approve the Property Insurance bid from Price & Company in the amount of \$95,940.00 for the 2023 calendar year.

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	“Absent”
Reo Cummings	“Aye”	Mayor Byrd	“Aye”
Keith Crews	“Aye”		

CONSIDERATION OF RESOLUTION TO ADOPT 2023 BUDGET

Mr. Brinkley thanked the Board and staff for all their hard work in the creation of the 2023 Budget. He requested the Board approve the Resolution to adopt the 2023 Budget.

A motion was made by Director Crews seconded by Director Porter to approve the 2023 Budget Resolution as presented.

2022 HOLIDAY LIST

Mr. Brinkley presented the 2023-2024 Holiday List to the Board.

A Motion was made by Director Chaney seconded by Director Crews to adopt the Holiday list with the removal of Good Friday.

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	“Absent”
Reo Cummings	“Aye”	Mayor Byrd	“Aye”
Keith Crews	“Aye”		

CITY MANAGER’S REPORT

December 20, 2022

- The 16th Street Water Tower repair/repaint project is completed. Verizon was here on the 19th and began relocating their equipment back onto the water tower. It is expected they will be completed by this Wednesday. Our thanks to the Utilities Manager, David Green, for his consistent updating to Verizon on their earliest window to rainfall the equipment. And to Mayor Byrd for handing public communications.
- On December 9th, the Water Dept Team and myself attended the pre-construction meeting for the Bypass, hosted by ArDOT. This is going to be a great project. There are so many moving parts, especially where it connects in town on Pine and the future N. 10th St extension, it will be challenging for both the contractors and the public. Thankfully, we have a very experienced team with David Green leading it and our engineering firm with excellent knowledge. ArDOT will allow the contractor to begin next week on remote locations. It will take some 2 years to complete this project.
- The contractor on the Airport Terminal is nearing substantial completion. Once the weather breaks, they will lay the asphalt for the parking lot and be done. We look forward to the grand opening/ribbon cutting the first of next year.
- The 3-bay hanger build has been slowed by weather but remains on schedule for a March opening.
- The closing of the dog park property has been moved to January with all holidays interfering with participants schedules.

- The December 15th event at Prancer's Plaza was another successful event. We look forward to adding significant programming to this venue next year. What a great base for future growth of Arkadelphia as the premium Christmas destination for SW Arkansas.
- Our thanks to Patterson Federal Credit Union for sponsoring the annual employee Christmas luncheon on December 13th. And thanks to the Board for their approval of the Additional Pay. That check goes a long way in helping our staff make Christmas special for their children and grandchildren.
- The new front load trash truck is on the streets and we are caught up with our dumpster customers. Our thanks again for their patience and to Judge Tucker for assisting us in our hour of need.
- Staff and engineers are working to resolve the stoppage of work on the Feaster Trail sidewalk project. Through back channels we have learned the project manager is no longer associated with the company and legal issues are mounting. We will update you as soon as we have a clear picture of where/ what we have to do to get the job completed.
- Bid came in high for the restroom at Feaster Park. Staff is working with the engineers on the project and the low bidder to see if there is any value engineering that can be done to bring the price closer in-line with projections. More to follow.

Dates to Remember:

- City offices and Sanitation services will be closed on Dec 23 & 26 as the Christmas holiday is on the weekend.
- The Drive-Thru trash bag pickup event will be at the Rec Center from 7:00 am to 6:00 pm December 28, 29 & 30. Please bring your vouchers to receive your trash bags.
- City offices and Sanitation services will be closed on Monday, January 2nd as the New Year's holiday is on Sunday.

Taylor Chaney, Ward 1 – He mentioned that he had just recently seen the water tower at 16th Street and Caddo Street and it looked great.

Chris Porter, Ward 2 – Be grateful for what you have and think about the blessings you have during this holiday season.

Keith Crews, Ward 3 – He stated that Arkansas is ranked number one as the fastest growing state. He also suggested we look into having a lien release when administrating construction projects.

Reo Cummings, Ward 4 – Nothing.

Jason Jones, Ward 5 – Absent

Roland Gosey, Assistant Mayor – Nothing.

Scott Byrd, Mayor – He asked David Green to clarify the Verizon situation with the equipment being removed from the 16th Street water tower to perform maintenance. He also wanted to thank the Sanitation Department for working diligently at OBU when the students were moving out for winter break. He also reminded everyone about the chance of bad weather on Thursday and wanted to wish everyone a very Merry Christmas.

ADJOURNMENT

There being no further business to discuss, Assistant Mayor Gosey made the motion, seconded by Director Porter to adjourn. **The motion passed unanimously, and the meeting adjourned at 5:58 p.m.**

Scott Byrd, Mayor

Lainie Thomason, Acting City Clerk

ADDITIONAL ATTENDEES

Brenda Karber

Jim Karber

DeAnna Graves

Jason Jackson


David Green

Dr. Lewis A. Shepherd Jr.



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: December 12, 2022
Re: Board of Directors Business Meeting Procedural Rules 2023

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

Attached please find the Board of Directors Business Meeting Procedural Rules for 2023.

As 2022 went smoothly, no changes were made to the document.

Thank you.

City of Arkadelphia

Board of Directors Business Meeting Procedural Rules

Adopted January 3, 2023

Statement of Purpose - The term rules of order, or procedural rules refers to these written rules of parliamentary procedure formally adopted by an assembly or an organization. Such rules relate to the orderly transaction of business in meetings and to the duties of officers in that connection. The object of rules of order is to facilitate the smooth functioning of the assembly of the assembly and to provide a firm basis for resolving questions of procedure that may arise.

Definitions

Adjourn: To terminate a meeting officially.

Adopt: To approve, to give effect to.

Agenda: The official list of business to be considered at a meeting.

Amend: To change, by adding, deleting, or substituting words or provisions.

Annul: To void or cancel an action previously taken.

Appeal: A decision of the presiding officer may be appealed from. An appeal requires that the decision be referred to the Board for its determination by a vote.

Common law: Law developed by court decisions. Judge-made law.

Debatable: Capable of being discussed.

Division of question: Separation of main motion into two or more independent parts each of which is capable of standing alone.

General consent: An informal method of disposing of routine and generally favored proposals by the city manager/mayor assuming the group's approval, unless objection is raised. Also called "unanimous consent."

Gender: A word importing the masculine gender only shall extend and be applied to females and to firms, partnerships corporations, as well as to males.

Lay on the table: To postpone a motion.

Limit debate: To place restrictions on the time to be devoted to debate on a question or the number of speakers or the time allotted each.

Main motion: A motion presenting a subject to the Board for discussion and decision.

Majority: Determined by ACA 14-47-123 and other state statutes

Object to consideration: To oppose discussion and decision on a main motion.

Order of business: The formal program of sequence of different business items or classes of business arranged in the order in which they are to be considered.

Ordinance: Law made by Legislative Body of a Municipality.

Pending question: A question, or motion, before the Board, which has not yet been voted upon.

Point of order: When a member thinks that the rules of the assembly are being violated, he can make a *Point of Order* (or “raise a question of order,” as it is sometimes expressed), thereby calling upon the chair for a ruling and an enforcement of the regular rules.

Precedence: The right of prior proposal and consideration of one motion over another, or the order or priority of consideration.

Refer to committee: Motion to delegate work to a small group of members for study, decision, or action.

Special committee: A committee appointed to accomplish a particular task and to submit a special report. It ceases to exist when its task is completed.

Special meeting: A meeting called to consider certain specific business which must be set forth in the call.

Standing committee: A committee to handle all business on a certain subject, which may be referred to it, and usually, having a term of service corresponding to the term of office of the officers of the organization.

Voice vote: A vote taken by calling for “yes” and “no” and judged by volume of voice response.

Vote immediately: Motion to close debate, shut off subsidiary motion, and take a vote at once.

Voting: A “Yes” vote to a question is a yes before the Board of Directors.
A “No” vote to a question is a no before the Board of Directors.
A “Present” vote is not a YES or a NO vote; it is acknowledging a motion without taking a stand one way or the other.

Withdraw: Motion by a member to remove his motion from consideration by the Board with consent of a second.

General Rules

- 1.1 Regular Meetings** – The City Board of Directors will hold business meetings on the first and third Tuesday of every month beginning at 5:30 p.m. If all scheduled business cannot be conducted during the allotted time the Board may set a date to complete their business based on convenience of a majority of members and at a time agreed upon by a majority vote of the Board.
- a) Directors respond to motions by either a YES, NO, or PRESENT when voice voting.
- 1.2 Special Meetings** – Special meetings of the Board can be called at any time by the Mayor or by directors representing a majority of the elected membership of the Board.
- 1.3 Agenda** – The Agenda will be established by the City Manager in concurrence Mayor by Monday of the week prior to the week of the Board meeting. Agenda packages will be delivered on Friday of the week prior to the Board meeting, when a holiday conflicts the agenda packages will be delivered on Monday of the following week. The agenda will be released to the news media and posted on the web site immediately after delivery to Board Members.
- 1.4 Public Notice** – The agenda for all regular meetings shall be posted by the City Clerk in accordance with City ordinance and Arkansas state law. The Board packet will be posted on the city’s website by 6:00 pm on Friday before the Board meeting on Tuesday.
- 1.5 Executive Session** – The Board of Directors may adjourn into executive session by a motion, second and vote to discuss the consideration of employment issues, appointment, promotion, demotion, disciplining, or resignation of any public officer or employee and other reasons granted by Arkansas state law 25-19-106. The specific purpose of the executive session shall be announced in public before going into executive session.
- 1.6 Quorum** – Four members of the board must be present to constitute a quorum for the transaction of business; five votes are required to suspend the rules.
- 1.7 Routine business**- An opportunity for all Directors to present to the other Board of Directors all aspects concerning their ward and or any other city business they may feel is pertinent. This is an opportunity for discussion amongst the Directors, Mayor and City Manager. A 5-minute limit for each Board member.
- 1.8 City Manager Participation** – The City Manager, or his/her designee, shall attend all meetings of the Board of Directors unless excused. The City Manager can make recommendations to the Board of Directors and has an opportunity to participate in all discussions, but shall have no vote.

- 1.9 City Attorney Participation** – The City Attorney, or his/her designee, shall attend meetings of the Board of Directors upon the request of the presiding officer, City Manager or by majority of Arkadelphia City Directors. The City Attorney will upon request, give an opinion on questions of law, and act as the Board of Directors’ parliamentarian.
- 1.10 City Clerk Participation** – The City Clerk or his designee shall attend all meetings of the Board of Directors. The City Clerk shall keep accurate records of all actions taken by the Board.
- 1.11 Laws Governing Open Meetings** – The City of Arkadelphia and its Board of Directors is a political subdivision of the State of Arkansas, and consequently subject to the laws governing open meetings. The City Board of Directors pledges to comply with all provisions of state law governing these sessions.
- 1.12 Application of Rules**-These rules shall be used to conduct business of committees/commissions when acceptable.

Regular Business Meeting Conduct

2.1 Board of Directors

- a) All Board Members are expected to assist the presiding officer to ensure smooth and orderly meeting. Members are expected to obey the orders of the presiding officer and the rules of the Board.
- b) Board Members wanting to speak; concerning the topic at hand shall request permission from the presiding officer.
- c) Board Members wanting to question city staff, other than City Attorney, shall address the City Manager. The City Manager will have the option of answering questions or designating a member of city staff to do so.
- d) Once a Board Member is recognized, he or she shall not be interrupted by other members unless called to order by the presiding officer, unless a point of order is raised or unless the speaker chooses to yield to questions.
- e) Board Members shall confine their questions and remarks to the particular matter being discussed by the Board.
- f) Topical experts who are asked shall be allowed to address the Board.
- g) If there is more than one speaker addressing a particular item, Board members shall hold all questions until all speakers have addressed the Board.

- h) If a Board Member will be absent or have to leave a meeting early, he/she is expected to notify the City Manager's office.
- i) The presiding officer has the right to close debate at any time and speak last on any issue if he/she so desires.
- j) Any Board member may appeal a ruling, by the presiding officer, provided it is done so immediately following the ruling in question. If the appeal is seconded, the member making the appeal may state his or her reason for doing so, and the presiding officer may briefly explain their decision. There is no further debate on the appeal.
- k) During Board meetings cell phones are to be turned off or silenced.
- l) If a Board of Directors leaves his/her position prior to the end of their term the following will apply. All applicants to fill the position are reviewed by the Arkadelphia Board of Directors. A decision by the Majority of the Board of Directors is needed to approve the Board of Director replacement. Mayor will contact any applicant who is absent during the selection meeting.

2.2 Citizens

- a) Citizens and visitors are welcomed and encouraged to attend all public Board of Directors business meetings.
- b) Any citizen may request to be placed on the agenda by notifying the City Manager or City Clerk in writing by no later than noon Monday the week prior to week of the meeting.
- c) A citizen wanting to address the Board must provide in writing:
 - a. The nature of business to be discussed
 - b. Describe results desired
 - c. If action is requested reasoning must be stated
- d) A citizen speaking to the Board of Directors shall have a speaking time limit of 10 minutes. The time limit may be extended with dialogue between the speaker and the Board of Directors.
- e) Citizens and other visitors shall observe the same rules of propriety, decorum and good conduct applicable to the Board of Directors. Any person making personal attacks, impertinent remarks, using profanity, employing disruptive tactics or language, or other similar remarks will be declared out of order, and ordered removed from the meeting.

2.3 City Staff

- a) Members of City staff shall observe the same rules of propriety; decorum and good conduct applicable to the Board of Directors and general public.
- b) Members of City staff who address the Board shall limit their remarks to the particular item being discussed. Staff will address their comments to the Board collectively, not a specific member.
- c) No City staff member shall address the Board without first being recognized by the presiding officer.

Order of Business

3.1 Order of Business – Unless otherwise dictated by the content of the meeting, the agenda shall reflect the following format:

- a) Call to order
- b) Invocation
- c) Consider the minutes of the previous meetings.
- d) Attending Citizens
- e) Agenda items
- f) City Manager's report
- g) Routine Business
- h) Adjournment

3.2 Rules of Order – The City Board will determine the rules of procedure they will follow, and may amend the rules with a 4/7ths majority vote.

- a) Rules shall be adopted every year or/and when new Directors are sworn in during the first meeting.

3.3 Ordinances and Resolutions – All ordinances and resolutions shall be presented to the Board with the agenda packet in writing. The city attorney shall review all the ordinances or resolutions to be considered by the Board to ensure that the proposed ordinances and resolutions are not in conflict with other ordinances and state laws in compliance with the enabling acts.

3.4 Consideration of an Ordinance

3.4.1 Standard Adoption Procedures

1. The Mayor will ask for any discussion about the proposed ordinance.
2. A Board Member makes a motion to hear the first reading of the ordinance.
3. A Board Member seconds the motion.
4. The Mayor asks for any discussion.
5. The Mayor calls for the vote.
6. The Clerk records the vote.
7. The Mayor calls for the Clerk to read the ordinance.
8. The Clerk reads the ordinance as directed.
9. A Board Member makes a motion to place the ordinance on its second reading title only in the next meeting.
10. A Board Member seconds the motion.
11. The Mayor calls for discussion.
12. The Mayor calls for the vote.
13. The Clerk records the vote.

At the next regular called Board of Directors meeting

14. Mayor calls for the Clerk to read the ordinance title only.
15. The Clerk reads the ordinance title only
16. A Board Member makes a motion to place ordinance on its third reading title only in the next meeting.
17. A Board Member seconds the motion.
18. The Mayor calls for discussion.
19. The Mayor calls for the vote.
20. The Clerk records the vote.

At the next regular called Board of Directors meeting

21. Mayor calls for the Clerk to read the ordinance title only.
22. The Clerk reads the ordinance title only.
23. A Board Member makes a motion to adopt the ordinance.
24. A Board Member seconds the motion.
25. The Mayor calls for discussion.
26. The Mayor calls for the vote.
27. The Clerk records the vote.

When this method is taken the ordinance takes effect 30 days after passage and publication.

3.4.2 Emergency Adoption Procedures

1. The Mayor will ask for any discussion about the proposed ordinance.
2. A Board Member makes a motion to hear the first reading of the ordinance.
3. A Board Member seconds the motion.
4. The Mayor asks for any discussion.
5. The Mayor calls for the vote.
6. The Clerk records the vote.
7. The Mayor calls for the Clerk to read the ordinance.
8. The Clerk reads the ordinance in its entirety.
9. A Board Member makes a motion to suspend the rules and place the ordinance on its second reading, title only.
10. A Board Member seconds the motion.
11. The Mayor asks for any discussion.
12. The Mayor calls for the vote.
13. The Clerk records the vote. (requires 5 yes votes)
14. The Mayor calls for the Clerk to perform the second reading, title only, of the ordinance.
15. The Clerk reads the title only of the ordinance.
16. A Board member makes a motion to suspend the rules and place the ordinance of its third and final reading, title only.
17. A Board Member seconds the motion.
18. The Mayor asks for any discussion.
19. The Mayor calls for the vote.
20. The Clerk records the vote. (requires 5 yes votes)
21. The Mayor calls for the Clerk to perform the third reading, title only of the ordinance.
22. The Clerk reads the title only of the ordinance.
23. A Board Member makes a motion to adopt the ordinance.
24. A Board Member seconds the motion.
25. The Mayor asks for any discussion.
26. The Mayor calls for the vote.
27. The Clerk records the vote. (simple majority passes)
28. The Mayor declares the ordinance adopted.
29. The Mayor asks the Clerk to read the emergency clause.
30. A Board Member makes a motion to adopt the emergency clause.
31. A Board member seconds the motion.
32. The Mayor asks for any discussion.
33. The Mayor calls for the vote.
34. The Clerk records the vote. (Requires 5 yes votes)
35. The Mayor declares the emergency clause adopted.

When this method is taken the ordinance takes effect immediately upon passage.

- 3.5 Explaining a Vote During Voting** – Once all debates have been completed, the Board shall proceed to a vote. On any roll call vote, the Mayor shall vote last. At the time of voting, a Director shall vote for or against the proposition, Present or, in appropriate cases, may abstain. Neither a Director nor the Mayor is permitted to explain a vote at the time the vote is being made.
- 3.6 Motion to Lay on the Table** – To postpone a motion until a later, but as yet undetermined time.
- 3.7 Motion to Remove from the Agenda** – A motion to remove a matter from the agenda is a priority motion that requires a second. It is debatable and is a priority motion that requires a majority vote to be successful. It is a means for deferring a matter set for consideration by the Board of Directors to an unspecified date. A motion to remove an ordinance from the agenda may occur at any time prior to the third reading of the ordinance; a motion to remove a resolution from the agenda may occur at any time prior to a vote on the resolution.
- 3.8 Votes other than Yea or Nay**- Any vote that is not a yea vote does not count towards passage of the motion.
- 3.9 Results of Vote** – Mayor to state the result.

Appendix A: After Meeting Open Forum Session

Open Forum Session Rules

The intent and spirit of the rules are to allow the Board of Directors to focus on creating an opportunity for Arkadelphia residents to engage in a positive, informal dialogue where speakers can offer their opinions; ask questions and converse with Board Members and City staff.

- Mayor, Assistant Mayor or Senior Board member to act as presiding officer
- Presiding officer shall end the meeting if rules are not followed
- Meetings not mandatory for Board Members or City staff
- Limited to citizens of Arkadelphia, or those owning land, or those owning a business inside the city limits of Arkadelphia - Speaker to give name and address after recognition by the presiding officer
- Speaking time limit is five minutes a speaker may not yield his or her time to another speaker
- No discussion allowed about personalities or personnel
- No personal attacks of "other citizens"
- No formal Board action can be taken

Meeting shall be immediately following each regular Board meeting and shall last no longer than 30 minutes.

Citizens and other visitors shall observe the same rules of propriety, decorum and good conduct applicable to the Board of Directors. Any person making personal attacks, impertinent remarks, using profanity, employing disruptive tactics or language, or other similar remarks will be declared out of order, and ordered removed from the meeting.



MEMORANDUM

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: December 10, 2022
Re: 2023 Memorandum of Understanding with the
Community Family Enrichment Center

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

As is customary this time of year, attached please find the agreement with CFEC for 2023 to operate the facility and address the needs of the community as defined for the same monthly amount as in prior years.

Your approval along with the directive for the City Manager to execute the document is requested.

Thank you.



MEMORANDUM OF AGREEMENT

This agreement entered into as of 1st of January 2023 between the City of Arkadelphia ("City") and the Community Family Enrichment Center, Inc. ("CFEC").

The City will pay Six Thousand (\$6,000.00) to the CFEC for services payable at \$500 per month. This is to provide emergency food and family support services for economically disadvantaged families and children in Arkadelphia.

WITNESS THAT THE CFEC SHALL:

1. Provide a food pantry that is open two days per week providing non-perishable food and other toiletry items to support families and seniors.
 - a. Provide emergency food for families that are considered homeless, due to accident, loss of home or other catastrophic life event.
 - b. Provide case management services that include referrals and assistance for clothing, shelter and other basic needs.
 - c. Provide access for the use of computers, copiers, fax machines or other electronic equipment required for completion of documents.
2. Maintain such records as necessary to fully disclose the provision of said services to eligible participants.
3. Furnish the City with such reasonable information as requested on a monthly basis.
4. Provide all services without discrimination on the grounds of race, sex, color, handicap, religion or national origin.
5. Comply with all applicable laws, ordinances, and codes of national, state and local governments.
6. Commence performance of this agreement the January 1, 2023 and shall complete performance with the year which ends December 31, 2023.

_____ Agency

City of Arkadelphia

By: _____

Gary Brinkley

Date: _____

_____ Contractor

Community Family Enrichment
Center, Inc.

By: _____

Dr. Patricia Wright

Date: _____



MEMORANDUM

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: December 10, 2022
Re: 2023 Memorandum of Understanding
Arkadelphia Council of Aging

A handwritten signature in blue ink, appearing to be 'Gary Brinkley', is written over the 'From:' line of the memorandum.

As is customary this time of year, attached please find the agreement with the ACA to address the needs of the community as defined for the same monthly amount as in prior years.

Your approval of the agreement with the City Manager's authority to sign is requested.

Thank you.



MEMORANDUM OF UNDERSTANDING

This agreement entered into as of the 1st day of January 2023 between THE CITY OF ARKADELPHIA ("City") and the ARKADELPHIA COUNCIL ON AGING ("ACA").

The City will pay Six Thousand (\$6,000.00) to the ACA for services payable at \$500.00 per month. This is to help provide home delivered meals to seniors in Arkadelphia.

WITNESS THAT THE ARKADELPHIA COUNCIL ON AGING SHALL PROVIDE:

1. Home delivered meals to Arkadelphia senior citizens
2. Keep such records necessary to fully disclose the provision of said services to eligible participants.
3. Furnish the City with such reasonable information as they may from time to time request.
4. Provide all services without discrimination on the grounds of race, sex, color, handicap, religion or national origin.
5. Comply with all applicable laws, ordinances, and codes of the nation, state and local governments.
6. Commence performance of the contract on January 1, 2023 and shall complete performance within the program years which ends December 31, 2023.

ATTEST:

CITY OF ARKADELPHIA, ARKANSAS

Samantha Roybal, City Clerk

Gary Brinkley, City Manager

ATTEST:


ARKADELPHIA COUNCIL ON AGING:

Secretary



MEMORANDUM

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: December 12, 2022
Re: 2023 Memorandum of Understanding with the Clark County Historical Association



As is customary this time of year, attached please find the agreement with CCHA to operate the facility and facilitate the needs of the community for 2023 as defined for the same monthly amount as in prior years.

Your approval along with the directive for the City Manager to execute the document is requested.

Thank you.



Memorandum of Understanding

This agreement entered into as of the 1st day of January 2023 between THE CITY OF ARKADELPHIA ("City") and the CLARK COUNTY HISTORICAL ASSOCIATION ("Association").

The City will pay Six Thousand (\$6,000.00) to the Association for services payable at \$500.00 per month. This is to help provide services listed below:

1. The City is the owner of a building known as the Depot in which is located in the Amtrak waiting room, Clark County Museum and the Association offices. The museum provides for the citizens of the City various exhibits and repositories for the documentation and collection of historical items of interest that involve the City all of which inures to the economic benefit of the City.
2. In consideration of the Association maintaining the museum and building for the benefit of the general public and providing other maintenance services for the building owned by the City, the City hereby agrees to pay to the Association in the sum of SIX THOUSAND DOLLARS (\$6,000) beginning January 1, 2023 and expiring on December 31, 2023 payable at the rate of FIVE HUNDRED (\$500) per month.

ATTEST:

City of Arkadelphia, Arkansas:

Samantha Roybal, City Clerk

Gary Brinkley, City Manager

ATTEST:

Clark County Historical Association:

Secretary

President



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: December 29, 2022
Re: Ordinance to Adjust Bidding Requirements

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', is written over the 'From:' line of the memorandum.

Following the third reading, title only, staff recommends you adopt the Ordinance.

Thank you.

ORDINANCE NO. 0-22-__

**AN ORDINANCE TO INCREASE THE PURCHASING AUTHORITY
OF THE CITY MANAGER, SETTING THE POLICY OF RECEIVING
COMPETITIVE BIDS THEREON AND REPEALING ORDINANCE O-13-09**

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

Section 1. The City Manager, or his/her duly authorized representative shall have exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials and other things necessary for public purposes in and for the city and to make all necessary contracts for work or labor to be done or material or other necessary things to be furnished for the benefit of the city or in carrying out any work or undertaking of a public nature therein where the total expenditure therefore is below the sum of Thirty-Five Thousand Dollars (\$35,000). Where the amount of expenditures for any purpose or contract is Thirty-Five Thousand Dollars (\$35,000) or more, the City Manager or his/her duly authorized representative shall invite competitive bidding thereon by legal advertisement in any local newspaper. Bids received pursuant to the legal advertisement shall be opened and read on the date set for receiving the bids in the presence of the City Manager or his/her duly authorized representative together with any committee that may be named by the City Manager or the governing body for this purpose. The contract shall be awarded by the City Manager and the Board of Directors to the lowest responsible bidder; provided, however, the City Manager and the Board of Directors may reject any and all bids received.

Section 2. Bids must be taken for any public improvement which includes the major repair or alteration or erection of buildings or other structures or other permanent improvements which exceeds \$50,000 in cost, pursuant to ACA § 22-9-203.

Section 3. The Board may waive the requirement of competitive bidding in exceptional circumstances where this procedure is not feasible all-in accordance with ACA § 14-47-138 as may be amended from time to time.

Section 4. The City Manager may approve for payment out of any funds previously appropriated for that purpose, or disapprove any bills, debts, or liabilities asserted as claims against the City. When funds on hand are inadequate to pay such bills, debts, or liabilities not covered by previous appropriations, confirmation shall be required by the Board of Directors.

Section 5. All ordinances and parts of ordinances in conflict herewith are hereby repealed and specifically repealed is Ordinance O-13-09.

PASSED AND APPROVED this ____ day of _____, 2022.

Scott Byrd, Mayor

Samantha Roybal, City Clerk



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: December 29, 2023
Re: Ordinance to Rezone 1019 N. 10th Street

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', is written over the 'From:' and 'Date:' lines of the memorandum.

Following the third reading, title only, staff recommends you adopt the Ordinance.

Thank you.

ORDINANCE NO. 0-22-

AN ORDINANCE TO REZONE CERTAIN PROPERTY GENERALLY DESCRIBED AS PARCEL 74-03298-000 / N 10TH STREET (KNOWN AS 1019 N 10TH STREET) IN SECTION 8 TOWNSHIP 7 SOUTH, RANGE 19 WEST IN THE CITY OF ARKADELPHIA, CLARK COUNTY, ARKANSAS; AMENDING THE ZONING MAP OF THE CITY OF ARKADELPHIA, ARKANSAS; AND FOR OTHER PURPOSES.

WHEREAS, Roger Austin Wingfield Revocable Trust wishes to rezone property described below to develop it at its highest and best use; and

WHEREAS, the Planning Commission held a public hearing on November 10, 2022 and voted to recommend that the Arkadelphia Board of Directors rezone property described herein from the present Multi-Family Residential Use District (R-3) to Highway Commercial District (C-2).

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

SECTION 1: That the following properties, to wit:

A PT OF THE SE/4 SW/4 OF SECTION 8, T7S, R19W DESCRIBED AS COMMENCING AT THE SE CORNER OF THE SAID SE/4 SW/4 AND RUNNING N 89°02' WEST ALONG THE SOUTH LINE THEREOF A DISTANCE OF 138.3 FT TO A POINT THAT IS ON THE WEST RIGHT OF WAY LINE OF HWY 67; RUN THENCE N 18°11' WEST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 1109.4 FT TO THE POB; RUN THENCE S 79°03' WEST A DISTANCE OF 200 FT; RUN THENCE N 18°11' W A DISTANCE OF 175 FT; THENCE N 79°03' EAST A DISTANCE OF 200 FT TO THE SAID WEST RIGHT OF WAY LINE OF HWY 67; RUN THENCE S 18°11' EAST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 175 FT TO THE POB.

SECTION 2: Severability – If any section of this ordinance shall be declared unconstitutional or unlawful, only that section of the ordinance shall be affected and all other provisions of the ordinance shall remain in full force and effect.

SECTION 3: 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 _____, 2022.

APPROVED: _____
Scott Byrd, Mayor

ATTEST: _____
Samantha Roybal, City Clerk