

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

April 4, 2023

5:30 p.m.

AGENDA

1. Call to Order Mayor Byrd
2. Invocation
3. Approval of Board Minutes from March 21, 2023 – Mayor Byrd
4. Third Reading to Adopt 2021 Arkansas Fire Prevention Code – Gary Brinkley
5. Approval of Contract with Clark County Arts and Humanities – Gary Brinkley
6. Approval of Sidewalk Contract to Finish Feaster Trail – Gary Brinkley
7. Approval of Bid for Fire Truck Financing – Gary Brinkley
8. Update from MLK Park Committee – Asst Mayor Roland Gosey
9. Accounting Software Package Presentation – Gary Brinkley
10. Action on Accounting Software Package – 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

March 21, 2023

5:30 P.M.

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 (absent)*

OTHERS:

Gary Brinkley, *City Manager*
Samantha Roybal, *City Clerk*

CALL TO ORDER

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

The Assistant Mayor announced a quorum was present.

INVOCATION

Director Cummings

APPROVAL OF BOARD MINUTES FROM MARCH 7, 2023

A motion was made by Director Porter, seconded by Assistant Mayor Gosey to approve the minutes from the March 7, 2023, 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	"Absent"
Keith Crews	"Aye"		

**CONSIDERATION OF THE SECOND READING OF THE 2021 ARKANSAS
FIRE PREVENTION CODE ORDINANCE**

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

The Clerk read the Ordinance, title only

A motion was made by Director Chaney seconded by Director Cummings to place the 2021 Arkansas Fire Prevention Code 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	"Absent"
Reo Cummings	"Aye"	Mayor Byrd	"Absent"
Keith Crews	"Aye"		

RECOMMENDATION FOR PLANNING COMMISSION & BOARD OF ADJUSTMENTS

Mr. Brinkley recommended the approval of new commission members and the reappointment of one.

- Greg Varadman of N 26th- Position 1, expiring 3/31/2029 (NEW)
- Dr. Derrick Ross of Millcreek Drive – Position 6, expiring 3/31/2029 (NEW)
- Terry Roberts of Evans Street – Position 6, expiring 3/31//2029 (RENEWAL)

A motion was made by Director Cummings seconded by Director Porter to approve the new commissions of Greg Varadman, Dr. Derrick Rosse and the renewal of Terry Roberts appointed to the Planning Commission & Board of Adjustments.

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	“Absent”
Keith Crews	“Aye”		

REQUEST TO SELL FIRE APPARATUS

Mr. Brinkley and Chief Hunt requested the selling of Rescue Engine number #3 (1999 Ford 550 XLT Superduty Pumper Vehicle) with the addition of the new Fire Engine. The Rescue Engine number #3 (1999 Ford 550 XLT Superduty Pumper Vehicle) will be listed on Govdeals.com.

A motion was made by Director Crews seconded by Director Cummings to approve the sale of Rescue Engine number #3 (1999 Ford 550 XLT Superduty Pumper Vehicle) and listing it on govdeal.com

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	“Absent”
Keith Crews	“Aye”		

APPROVAL OF BID FOR FEASTER PARK RESTROOM FACILITIES

Mr. Brinkley requested the Board approve the bid from Thompson Construction Services for a CXT Dakota Style restroom facility located in Feaster Park in the amount of \$273,260.25

A motion was made by Director Crews seconded by Director Porter to approve the bid from Thompson Construction Services for a CXT Dakota Style restroom facility located in Feaster Park in the amount of \$273,260.25.

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	“Absent”
Keith Crews	“Aye”		

APPROVAL OF CONTRACT WITH TYLER TECHNOLOGIES FOR ACCOUNTING PACKAGE

Mr. Brinkley presented a memo from Treasurer Shacresha Wilson on the contract with Tyler Technologies for a new accounting/human resource software package.

A motion was made by Director Crews seconded by Director Porter to table the approval of the contract with Tyler Technologies until the next meeting for staff to provide additional information.

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	“Absent”
Keith Crews	“Aye”		

PRESENTATION OF PARKS & REC EMERGENCY ACTION PLAN

Director Stuart Tapson presented the Emergency Action Plan for the Board review.

No action required.

CITY MANAGER’S REPORT

March 21, 2023

- March 17th, SouthCentral Connect hosted their first annual Wee Lil Hooligan Parade (a St. Patrick’s Day Parade). Although a little chilly for the kids, it went well and will likely be repeated next year.
- Last week, staff held the first of what will be monthly meetings with the Water/Sewer engineers as we prepare for the relocation of water and sewer utilities for the bypass and Pine Street widening. We also have a significant amount of capital projects that we are working to prioritize for presentation at the Budget Retreat. The bond issuance request for the bypass relocation costs will be coming to you before August. A lot of exciting things happening in our city and service area.
- The washout at the 8th Street Bridge from the floods last month was addressed. We poured an apron to prevent future washouts.

- Street Dept completed the rebuild of the Evergreen storm water culvert. They had hope to only patch the pipe but upon excavation, had to replace the whole 30' with a brand new 36" culvert. They did a great job.
- We are close to getting all the approvals to complete the Feaster Trail Phase One project. I anticipate by the April 21st meeting we'll have the ArDOT approval to close the grant, as we have exceeded the length at which their grants paid, we'll have the bid to complete the project and will be within the total dollars you previously approved. We are communicating with their bonding company should our costs eventually exceed the original contract amount.
- The airport received news that we were funded for the taxiway rehabilitation and expansion. We go out for bids next week and we anticipate having a recommendation to you for approval at the first meeting in May. This project is estimated to be a \$1.5 MM upgrade to the airport infrastructure and is 100% funded by the FAA/ADA.
- The city currently has a number of openings in multiple departments. From full-time to part-time to seasonal. You can view our openings on our website or Facebook posts that have been made.

Dates to Remember:

- On March 24 & 25, the Parks & Rec Dept will host a 3 on 3 Basketball Tournament inside the Rec Center.
- Youth Archery taught by AGFC will be Monday, 21st at 4:30 pm.
- On March 30th, Group Living will have a parade downtown celebrating disability awareness week. The parade begins at 4:00 pm.
- April 8th from 9:00-12:00 will be the Community Easter Egg Hunt at the Sports Complex. This is an event hosted by some 10 churches in town. Our thanks to Park Hill Baptist for their leadership in this project.

Taylor Chaney, Ward 1 – He asked who is responsible for cleaning up trash.

Chris Porter, Ward 2 – Nothing.

Keith Crews, Ward 3 – He commended the City's website and expressed his thanks to Director of Communications Emma Milner for all her hard work on the website and the connectivity between the website and social media.

Reo Cummings, Ward 4 – He asked about the potholes around town.

Jason Jones, Ward 5 – Absent.

Roland Gosey, Assistant Mayor – He expressed his appreciation for Parks and Rec Director Tapson on his Emergency Action plan.

Scott Byrd, Mayor – Absent.

ADJOURNMENT

There being no further business to discuss, Director Chaney made the motion, seconded by Director Porter to adjourn. **The motion passed unanimously, and the meeting adjourned at 6:00 p.m.**

Scott Byrd, Mayor

Samantha Roybal, City Clerk

ADDITIONAL ATTENDEES


Shelley Short
Jason Hunt
John Nelson
Kiley
Lainie Thomason
Julie Lacy
MJ Davis
Michael L. Ankton
Latavia Johnson

DRAFT



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: March 23, 2023
Re: Consideration of Ordinance to Adopt
Arkansas Fire Prevention Code 2021 edition

A handwritten signature in blue ink, appearing to be 'G. Brinkley', is written over the 'From:' line and extends slightly into the 'CC:' line.

Tonight will be the third reading, title only, to adopt the Arkansas Fire Prevention Code 2021 edition as their minimum standard.

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

Thank you.

ORDINANCE NO. O-23-__

AN ORDINANCE ADOPTING THE ARKANSAS FIRE PREVENTION CODE, 2021 EDITION, BASED ON THE 2021 INTERNATIONAL BUILDING CODE, PROVIDING PENALTIES FOR VIOLATIONS THEREOF, REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND FOR ALL OTHER PURPOSES.

WHEREAS, the State of Arkansas has generally adopted the Arkansas Fire Prevention Code, 2021 Edition, and;

WHEREAS, the City Board of Directors on March 7, 2023 held a public hearing concerning the adoption of this Arkansas Fire Prevention Code and all requirements set forth in Arkansas Code Section 14-55-207 were met; and

WHEREAS, it is the desire of the City of Arkadelphia, Arkansas to adopt and enact this standard building code to continue to provide enforcement and inspection services relating to construction and maintenance of buildings, public safety, health, and general welfare.

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

SECTION 1. The following codes are hereby adopted by reference as though they were set forth herein fully:

- (a) The 2021 Edition of the Arkansas Fire Prevention Code, adopted by the State Legislature in 2022, and consisting of Volume I Fire Code; Volume II Building Code, excluding Section 105.2, Building, Item 1; and Volume III Residential Code, excluding Section 105.2, Building, Item 1; and all appendices (also known as the International Building Code with the Arkansas Fire Prevention Code exceptions) and the whole thereof, save and except such portions as are hereby deleted, modified, or amended.

SECTION 2. MAINTENANCE OF COPIES FOR PUBLIC VIEW AND INSPECTION

- (a) Three (3) copies have been and now are filed in the office of the Clerk of the City of Arkadelphia, Arkansas and are available for public review.

SECTION 3. Violation of any code provision as mentioned above is hereby declared to be a misdemeanor, punishable by a fine up to \$1,000.00 and imprisonment in the county jail for a maximum of one year with each day the codes are not complied with being a separate violation.

SECTION 4. 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 5. All ordinances and parts of ordinances in conflict herewith are hereby repealed. *Specifically repealed are Ordinances O-10-01 and O-15-06*


PASSED this 4th day of April, 2023

APPROVED: _____
Scott Byrd Mayor

ATTEST: _____
Samantha Roybal, City Clerk



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: March 30, 2023
Re: Consideration of Bid to Complete Concrete Work on Feaster Trail – Phase One Sidewalk Replacement

History: We received a TAP grant from ArDOT in the amount of \$80,000, which obligated us to spend \$20,000 for the portion of sidewalk from Dr. Ross office to N 26th St. The actual cost was \$278,973 which you approved in February 2021. The balance of the funding was from the Moving Arkadelphia Forward within that initiative, as promised.

All Pro Contracting, Inc. low bidder, ceased operations in 2022 after completing all but approximately 600 LF of the trail.

To resolve the dilemma, we:

- Terminated the contract with All-Pro Contracting, Inc. for the Feaster Trail - Phase One sidewalk replacement.
- Submitted the paperwork to ArDOT to close the grant as the work that has been completed exceeds the grant mandate. There is an understanding this will be approved based on the unprecedented circumstances. This allows us to move forward without grant the laborious process of amending the grant.
- Taken bids to complete the concrete work.

Economics:

- You approved \$278,973
- We have spent \$171,513
- Balance to completion is \$107,460

Staff met with several local contractors to complete the concrete work. The only bid we received was from Mar-Von Corporation at the cost of \$40,000. The remaining work is too small for any outside companies to bother with, as we have experienced lately.

There will be some dirt work along the concrete edging remaining but staff has not secured a price for your review at this time. We do not anticipate this being a significant expense.

Staff recommends you accept the bid from Mar-Von Corporation in the amount of \$40,000 to complete the Phase One Sidewalk Replacement project. Also, direct the City Manager to sign all documents necessary to facilitate the completion of the work.

As you already approved \$278,973 for the project and this is well within that appropriated funding, there is no need to amend the budget for the project.

Thank you.

**Mar-Von Corporation
520 Burrow Road
Arkadelphia, Arkansas 71923
501-626-2743**


February 10, 2023

City of Arkadelphia
Att: Gary Brinkley
700 Clay Street
Arkadelphia, Arkansas 71923

This is a bid for replacing the sidewalk on Feaster Trail from approximately 2822 Twin Rivers Drive to the west edge of 26th street.

Labor and materials-----\$40,000.00

Thank you,


Arlon Seale
Mar-Von Corp



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: March 30, 2023
Re: Fire Truck Financing

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

The new Pierce PUC Velocity Fire Engine is scheduled for delivery on April 5th. It will go into service a week or so later after all the personnel training is completed.

To fund the \$957,272.00 purchase, our City Treasurer has saved \$457,272 from the last 3 years of revenues. This was made possible by the Moving Arkadelphia Forward initiative. We need to borrow the remaining \$500,000.

The \$500,000 will be paid primarily from the Act 833 funding we receive from the state for Fire Dept equipment purchases.

We solicited bids for the funding of the project.

Bids are due in the City Clerk's office by Monday, April 3, 2023, at 2:00 pm.

We will provide you with those tabulations at the meeting.

Thank you.



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: March 30, 2023
Re: MLK Park Update


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

The chairman of the committee, Assistant Mayor Gosey, will be update the Board on the parks progress.

Thank you.



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: March 30, 2023
Re: Presentation on Accounting Software Package


Staff will have a presentation to the Board of Directors for the proposed accounting/human resource software package at the meeting.

Thank you.



MEMORANDUM

To: Mayor Byrd & Board of Directors
From: Gary Brinkley, City Manager
Date: March 30, 2023
Re: Approval for Accounting Software Package



As we have grown, we have faced growing pains, including the accounting software package we are using.

As just presented, our current system provides significant constraints on operational efficiency and staff working flexibility.

The journey has led us to Tyler Technologies. Tyler services a lot of municipalities our size and is a dynamic accounting and administrative software package that will allow our accounting department and administration the ability to flow information in a timely manner, which is currently not the case.

The start-up cost is \$130,000 which includes the building of our accounting ledger and the transferring of data from our current system and training. The annual fee is \$53,000 which is for the data storage, security, and ongoing software upgrades. This is a cloud-based application

The funding will come from the \$88,000 budgeted (already appropriated) and \$42,000 from Franchise Fees.

Staff recommends you approve the contract with Tyler Technologies for \$130,000 and direct the Treasurer to move \$42,000 from Franchise Fees to Gen Govt #5999.

Thank you.