

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

February 6, 2023

5:30 p.m.

AGENDA

1. Call to Order Mayor Scott Byrd
2. Invocation
3. Approval of Board Minutes from January 23, 2024 – Mayor Byrd
4. Proclamation Naming February African American History Month - Mayor Byrd
5. Update on the Black History Month Honorees Event – Emma Brown
6. Alliance/Chamber of Commerce Annual Presentation – Shelley Short
7. Projects Update – Gary Brinkley
8. City Manager's Report – Gary Brinkley
9. Routine Business – Mayor Byrd
10. 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
JANUARY 23, 2024**

Board Room

5:30 P.M.

MEMBERS:

Taylor Chaney, *Ward 1 Director*
Chris Porter, *Ward 2 Director*
Keith Crews, *Ward 3 Director (5:47 p.m.)*
Reo Cummings, *Ward 4 Director*
Jason Jones, *Ward 5 Director*
Roland Gosey, *Assistant Mayor (Absent)*
Scott Byrd, *Mayor (arrived at 5:48 p.m.)*

OTHERS:

Gary Brinkley, *City Manager*
Chama Williams, *City Clerk*

CALL TO ORDER

The City Manager called the meeting to order at 5:42 P.M.

A motion was made by Director Cummings and seconded by Director Chaney to have Director Jones conduct Board of Directors Meeting in absence of Mayor Byrd and Asst. Mayor Gosey. Motion carried on 2

Director Jones announced that a quorum was present.

INVOCATION

Director Porter

APPROVAL OF BOARD MINUTES FROM JANUARY 2, 2024

A motion was made by Director Cummings, seconded by Director Chaney, to approve the minutes from the January 2, 2024 Board Meeting.

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

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

Director Crews arrive at 5:47 p.m.

Mayor Byrd arrived at 5:48 p.m.

ANNUAL UPDATE FROM COMMUNITY FAMILY ENRICHMENT CENTER

Mr. Brinkley stated that the agreement was approved during prior meeting and Dr. Patricia Wright will present the annual update on the Family Enrichment Center. Dr. Wright stated the Family Enrichment Center provides programs for individuals to receive their GED, also provides a food pantry that feeds 350 households and prepared food boxes for the Thanksgiving Holiday. Dr. Wright stated that the center hosted over 150 activities and events. Dr. Wright stated the Family Enrichment Center is funded by, grants, donations and building usage fees and is appreciative of the grants fund provided by The City of Arkadelphia.

ANNUAL UPDATE FROM CLARK COUNTY ARKANSAS MUSEUM

Mr. Brinkley stated that the agreement was approved at prior meeting. Ms. Debbie Francis and Dr. Lisa Spears presented an annual update on the 2023 and 2024 progress and how the museum made swift strides post covid closure and very positive about 2024. Ms. Debbie Francis stated that the name had been changed to The Clark County Arkansas Museum. She stated that visitors have travelled from different states and even international tourist have come to the museum. Dr. Lisa Spears talked about the many different exhibits that they have displayed in the museum. She announced that an exhibit focused on Education would be displayed February 1st.

BID FOR WATER TREATMENT PLANT FILTER REPLACEMENTS

Mr. Brinkley stated that bids were opened January 11th at 11 a.m., to replace 4 of the filters at the water treatment plant. We had 7 companies pick up packets, 3 submitted bids. Environmental Process Systems ,\$558,300; ETI Systems \$488,598, and TOLM Group \$730,000. The lowest qualified bidder was ETI Services. Mr. Brinkley stated ETI service had recently completed work with the Arkadelphia Water Gum Springs water rehabilitation and staff was pleased with paperwork. Staff and Water Committee recommended approval of bid from ETI Services for \$488,598 and for City Manager to sign all documentation.

The Mayor asked for a motion to accept the bid from ETI Services to replace the filters at the Water Treatment Plant and for City Manager to sign all documentation.

A motion was made by Director Jones and seconded by Director Porter to accept the bid from ETI Services to replace the filters at the Water Treatment Plant.

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

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

ADOPTING THE 2024 BUDGET RESOLUTION

Mr. Brinkley stated a presentation was made at the last meeting and after the meeting some modifications were made. Mr. Brinkley stated that the General Government Capital was adjusted to add replacement of the SW 1st floor Air Conditioning Unit at \$20,000. The presentation shows \$1,018,000 which was an error. All projects list the actually cost was \$1,063,250 a difference of \$45,250. Mr. Brinkley also stated the cost of Pine St. and Bypass water/sewer was approved on January 2nd meeting and added in the funding from ARDOT as revenue. The previous budget reflected the net cost and not total cost. Mr. Brinkley and staff request approval of 2024 Budget Resolution.

The Mayor asked for a motion to adopt the 2024 Budget Resolution.

A motion was made by Director Porter and seconded by Director Cumming to adopt the 2024 Budget Resolution.

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

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

APPROVAL OF 2024-2025 HOLIDAY LIST

Mr. Brinkley stated after the approval of budget the Holiday Schedule corresponds with approved budget. Mr. Brinkley requested approval of 2024 – 2025 Holiday Schedule.

A motion was made by Director Porter and seconded by Director Cumming to approve the 2024-2025 Holiday Schedule.

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

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

CITY MANAGER’S REPORT

January 23, 2024

- I want to express my sincere appreciation to the staff of Arkadelphia who, over the last 10 days have kept this city moving and economically viable. Open roads, an operating water system and safety provided by our first responders all kept the city from shutting down and killing our economy. Well Done.
- Specifically, Kenny Myers and the Street Dept started on Sunday and pulled long hours to keep the roads salted/sanded. Not much plowing with this event.
- The Water Dept had their own set of struggles but kept water flowing. The volume of water due to folks running faucets and addressing all the line leaks throughout our system and our wholesale customers systems was greater than a summer event. My thanks to David Green and his team for keeping our water flowing and that of our wholesale customers. It was close to a shutdown event.

- Finally, our thanks to the citizen who when we requested the slow their consumption did so and allowed us to fill our water towers and repressurize the systems.
- With Chief Hunts resignation two weeks ago, I have appointed Assistant Chief Andy Neel as the Interim Chief. Chief Neel has significant experience with AFD and has the respect of the crew. We will proceed with advertising and the application process in the near future.
- With the freezing temperatures for 4 days followed by a quick warm up with flooding rains, you must be patient with us. There are and will be significantly more potholes as the ground contracted and expanded in a very short time frame. This is very hard on asphalt pavements. Crews will be by as soon as reasonably possible to fill these in and will keep doing so until we reach normality. Your patience is appreciated. Reminder, Pine Street, N. 10th and 6th Street (from Caddo South) are all state roads and thus under their exclusive maintenance. We have a good relationship with them but they have a lot of territory to cover and potholes.
- Today at the EDCCC meeting Hostess gave an update. They have 190 employees running 3 shifts on their 2 lines. They hope to have lines 3-4 operational by summer. Of the 190 employees about 80% are full-time hourly employees from Clark County but they extend all the way to Texarkana and up to Hot Springs. Of those initially hired, they have only lost one employee. A tribute to their selection process, training and quality of our workforce.
- Finally, Soccer sign ups go through Feb. 7th; Softball sign up start January 29th and we are hosting a pickleball tournament Saturday February 3rd from 8-3p. Please sign up at the Rec Center.

Dates to Remember:

- February 1st at 11 am in Town Hall we will host our 2nd annual Black History Month Celebration. Honorees have been selected and notified.
- February 20th is Presidents Day and we will be off to observe this Federal Holiday.

ROUTINE BUSINESS

Taylor Chaney, Ward 1 – asked for estimated time for the Ouachita Lift Station. He inquired about the sewer pond not freezing.

Chris Porter, Ward 2 – Thanks David Green and Water department workers. He was thankful for the communication that was provided to citizens during the winter storm.

Keith Crews, Ward 3 – Echoed Director Porter. Gives special thanks to Dr. Wright and Debbie Francis for their presentation.

Reo Cummings, Ward 4 – Gave thanks for the presentations and a thank you for the grant information. He also welcomed Dr. Travis Berry of HSU.

Jason Jones, Ward 5 – Glad to have Dr. Travis Berry in the audience.

Roland Gosey, Assistant Mayor – Absent

Scott Byrd, Mayor – asks prayers for Asst. Mayor Gosey. Thanks Street and Water Departments for their service during the storm.

ADJOURNMENT

There being no further business to discuss, a motion was made by Director Crews, seconded by Director Chaney, to adjourn. **The motion passed unanimously, and the meeting adjourned at 6:27 P.M.**

Scott Byrd, Mayor

Chama Williams, City Clerk

ADDITIONAL ATTENDEES

Jason Jackson
Lewis A. Shepherd Jr.
Patricia Wright
Vern Wright
Lisa Spears
Stan Elrod
Debbie Francis
Travis Berry
Delora Weaver
Emma Brown

DRAFT

PROCLAMATION

CITY OF ARKADELPHIA

PROCLAMATION CALLING FOR THE MONTH OF FEBRUARY 2024 TO BE KNOWN AS AFRICAN AMERICAN HISTORY MONTH IN THE CITY OF ARKADELPHIA, ARKANSAS.

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

WHEREAS: Throughout February 2024, we celebrate Black History Month and use this month to reflect on African American history, and;

WHEREAS: We recognize the significant contributions African Americans have made to our city, nation and world, and are committed to celebrating these contributions and achievements, and;

WHEREAS: Black History Month serves as a reminder that the history of Arkadelphia, Arkansas is intertwined with the stories of African American leaders, innovators, artist and community builders, and;

WHEREAS: The City of Arkadelphia acknowledges these successes and celebrates African Americans in Arkadelphia, or those who made an impact on Arkadelphia, by displaying new banners in our downtown area and hosting a celebration of their accomplishments on February 1.

NOW THEREFORE BE IT PROCLAIMED:

FEBRUARY 2024
AFRICAN AMERICAN HISTORY MONTH IN THE
CITY OF ARKADELPHIA, ARKANSAS

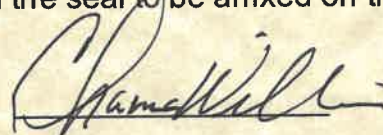
In witness, I have set my hand and caused the seal to be affixed on this date February 1, 2024.

MAYOR:



Scott Byrd

ATTEST:




Chama Williams





MEMORANDUM


To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: February 2, 2024
Re: Update on Black History Month Honorees Event

Directors of Communications, Emma Brown, will provide an update on the successful event held on February 1st.

Thank you.



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: February 2, 2024
Re: 2024 Service Contract - Arkadelphia Alliance/Chamber of Commerce

Attached for your review and approval, please find the Service Contract with the Arkadelphia Alliance/Chamber for 2024.

Ms. Shelley Short, President and CEO will be here to make the annual presentation to the Board.

The contract is an annual one commencing January 1, 2024. The cost is \$40,000, to be paid evenly in 12 monthly payments was included in the approved 2024 budget.

There are 3 changes to this year's contract:

First, the Visitors Center has closed and will no longer be part of the service agreement.

Second, the Alliance/Chamber has partnered with the Connect group of Conway who incubates business and develops entrepreneurship in the Conway area. They are affiliated with the Incubator in Fayetteville. Staff has been in many meetings with these folks and we are very encouraged that they will be coming to Arkadelphia to aid in the growth of entrepreneurship in Arkadelphia. Our program is called the Blueprint.

We complain all the time about a lack of opportunities and the inability to keep the brightest here at home, this is a program will allow that to happen. If a person can incubate an idea into a business and then be invested in our community with that business, they are more likely to stay close to their investment. This also addresses the need we have for small and minority owned businesses that want to grow and expand.

Third, our commitment is increased by \$5,000. The closure of the visitor center saved us \$5,000. We committed \$10,000 as a partner to bring the Conductor group to Arkadelphia and begin the Blueprint program.

Staff recommends approval of the Service Contract and for City Manager to execute.



ARKADELPHIA ALLIANCE AND AREA CHAMBER OF COMMERCE SERVICE CONTRACT

Terms and Conditions

This contract made on this ____ day of February, 2024 is entered into by and between the City of Arkadelphia (hereinafter called the City), and the Arkadelphia Regional Economic Development Alliance and Area Chamber of Commerce (hereinafter called the Alliance), for the purpose of creating, facilitating, and coordinating economic development in Arkadelphia, AR.

THEREFORE, for the good and valuable consideration described below, the receipt of which is hereby acknowledged, the City and the Alliance do mutually agree to the following:

Responsibility of the Alliance

The Alliance shall provide the following personnel and administrative services in the performance of this contract:

- Work closely with the City Manager and Board of Directors with tangible measurable updates through quarterly meetings with the City Manager, mid-year report at City Board retreat if requested and year end written report, year end verbal report if requested.
- Alliance staff will work closely with the Arkadelphia Parks and Recreation Department to advertise and promote all tournaments.
- Staff will work jointly with the Downtown Arkadelphia organization to organize downtown events.
- Staff will provide support to all city events with the goal of expansion annually.
- Staff will serve on the Downtown Arkadelphia Board, Downtown Merchants group.
- The City will be the sponsor of two Chamber events as well as sponsoring the weekly e-newsletter.
- The Alliance and Area Chamber will host the annual Chamber Banquet to celebrate new business and industry as well as award those businesses whose success should be recognized.

- Offer seminars to Arkadelphia businesses with governmental organizations and other related entities that provide resources and assistance to businesses.
- A 2024 Arkadelphia Relocation Guide will be created and 5,000 printed to be used for retail, industry and tourism recruitment. Staff will be responsible for distribution within the city as well as provide guides for university recruitment efforts.
- Gather, update, research and distribute information and data to be used as advertisements and presentations to general and specific economic development prospects.
- Staff will maintain records of retail, commercial and industrial buildings and real estate for recruitment needs.
- Staff will reach out to new and expanding businesses for Chamber membership and hold ribbon cuttings which will further promote businesses and add to their marketing strategy.
- List the City of Arkadelphia as a sponsor of the Blueprint project. This project is to facilitate the development of small businesses and entrepreneurship in the city of Arkadelphia. The Conductor group shall be retained to facilitate this program.

RESPONSIBILITY OF THE CITY

- The City shall provide the following in the performance of this contract:
- Commit to and conduct itself with a willingness to work with residents of Arkadelphia to achieve the purpose of economic development and provide technical assistance as needed.
- Assist with site visits and data collection as needed for company representatives.
- Assist the Alliance and Area Chamber of Commerce in promoting the conditions necessary for economic development.
- The City shall pay \$40,000, divided evenly into 12 monthly payments.

Effective Date and Term of Contract

This contract shall become effective on January 1, 2024, and shall remain in effect for a term of one year. The parties agree that by the execution of the contract by the persons set forth below is authorized by the respective boards of either party.

City of Arkadelphia

Arkadelphia Alliance and Area Chamber of Commerce

By: _____
Gary Brinkley, City Manager

By: _____
Shelley Short, President and CEO



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: February 2, 2024
Re: Projects Update

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

City Manager Brinkley will update the Board on construction projects that are underway within the city.

This will be more extensive than the brief time typically provided for in the managers report.

Thank you.