

MINUTES
Russellville City Council Meeting
Thursday, February 16, 2023 6:00 p.m.

Welcome and Call to Order. Mayor Fred Teague

Invocation. Jon Sargent
 Covenant Presbyterian Church (PCA) Russellville

Roll Call. Kelli Lamberson sat in for Gina Skelton,
 City Clerk-Treasurer

Attendees. Mayor Fred Teague, City Attorney Trey Smith, City Finance Director, Robin Johnson, City Clerk Gina Skelton. Councilmember's, Paul Gray, Eric Westcott, Justin Keller, Nathan George, Emily Young, Shawn Harris, Seth Bradley and Chris Olson were present.

Approval of Minutes. January 3, 2023 and January 19, 2023

Motion to Approve the January 3, 2023 and January 19, 2023 Minutes was made by by Mr. Westcott, Second by Mr. Keller. Motion passed and minutes approved. Voice vote 8-0.

Financial Report. Robin Johnson, Finance Director

February 16th, 2023

City of Russellville Arkansas
Summary Financial Activity by Fund

Fund Number	Fund Title	Fund Balance	January 2023		Fund Balance
		12.31.22	Receipts	Disbursements	01.31.23
Fund 01	General Fund	9,729,456.69	599,425.02	7,379,828.48	2,949,053.23
Fund 01	Emergency Reserve - General	2,750,000.00	750,000.00		3,500,000.00
Fund 02	Street Fund Operating	5,285,537.79	272,931.42	3,986,330.66	1,572,138.55
Fund 02	Street Fund Capital	405,143.13	962,545.87		1,367,689.00
Fund 02	Road Tax Street Fund	326,446.79	71,850.12	4,342.05	393,954.86
Fund 02	2014 Street Sales Tax Fund	13,771,083.61	2,854,715.00	52,825.92	16,572,972.69
Fund 28	2021 Street Sales Tax Fund	10,850,823.09	6,472,140.17	89,975.91	17,232,987.35
Fund 03	2003 Economic Development Fund	2,320,769.95	9,087.89		2,329,857.84
Fund 04	Capital Asset Fund	450,099.77	1,783.22	18,350.00	433,532.99
Fund 07	2021 Sales Tax Capital Fund	1,612,286.35	99,551.56		1,711,837.91
Fund 08	2021 Parks & Rec Special Fund	2,061,751.65	101,192.34		2,162,943.99
Fund 10	EMS Services Fund	8,102.38	5,562.76		13,665.14
Fund 12	District Court Costs Fund	63,199.23	1,672.62	1,985.02	62,886.83
Fund 13	No Vehicle Insurance Fund	14,937.28	487.59		15,424.87
Fund 14	Parks & Rec Special	53,341.36	3,355.56	430.10	56,266.82
Fund 15	Police Training	10,435.50	1,056.87		11,492.37
Fund 17	Court Automation	524,202.38	4,938.93	14,106.18	515,035.13
Fund 18	Administration of Justice Fund	462.83	23,642.79	23,601.26	504.36
Fund 19	Criminal Justice Ordinance Fund	78,485.84	3,625.04	4,578.00	77,532.88
Fund 20	Fire Contingency Fund	111,519.23	451.38		111,970.61
Fund 21	Fire Insurance Premiums Fund	83,193.98	325.78		83,519.76
Fund 23	2007 Economic Development Fund	1,043,023.42	4,084.37		1,047,107.79
Fund 24	Russellville Oakland Cemetery	62,097.20	71,313.09	381.83	133,028.46
Fund 25	Russellville Convention Center	2,624,606.56	10,277.68		2,634,884.24
Fund 26	2014 Economic Development Fund	234,499.81	918.28		235,418.09
Fund 27	2021 Economic Development Fund	1,527,766.32	99,228.01		1,626,994.33
Fund 29	Federal Grant Activity Fund	0.00	1.00		1.00
Fund 30	Lamimore Tourist Home Fund	34,242.45	134.09		34,376.54
Perpetual Care	Bank OZK Oakland Cemetery Genworth	155,728.47	15.36		155,743.83
		120,935.44	-		120,935.44
		<u>56,314,178.50</u>	<u>12,426,313.81</u>	<u>11,576,735.41</u>	<u>57,163,756.90</u>

Highlights:

City Sales Tax Receipts	\$465,296		
County Sales Tax Receipts	\$527,869		
2021 1 Cent Sales Tax Receipts	\$930,591	\$651,414 Streets	\$93,059 Parks,
Capital, Econ Dev			
Interest Received	\$222,684		
General Fund	\$ 27,037		
Street Fund	\$144,176		
All Other Funds	\$ 51,470		

GENERAL FUND

REVENUES: January operating revenues totaled \$1,302,510 compared to \$1,363,717 for the same period last year. YTD operating revenue is 11% below budget due to timing of franchise fee receipts (Entergy’s \$348,934 was received 02.06.23). January sales tax collections and turn back totaled \$1,049,917, compared to same period last year \$1,053,110. Franchise fees and permit revenues totaled \$85,496.

EXPENDITURES: January expenditures totaled \$1,552,942 comprised of Personnel Related Expense of \$981,050. Utilities & Other Expense were \$571,892. Expenditures were 9% above year-to-date projections due to timing of budget vs actual.

STREET FUND

REVENUES: January Street revenues totaled \$1,073,434; 2021 Sales Tax \$651,414, State Turnback and Advalorem Tax \$194,496, State ½ Cent Road Tax revenue \$71,850, Interest \$144,176, Signal Light Reimbursement \$4,993, Insurance Reimbursement \$3,101, Street Cutting Permits \$2,400, Fuel Rebate \$500, Utility Reimbursement \$334, and Restitution \$170. Street Operating Revenues were 38% above budget.

EXPENDITURES: Operational expenditures for January were \$182,337 comprised of Personnel Related Expense of \$137,471 and Utilities & Other \$44,865; ½ Cent Sales Tax Spending was \$4,342 for Schoolhouse Trail; Sales Tax Spending was \$142,802; Sidewalk Maintenance Phase 2 \$71,286; Downtown Streetscape \$52,826; East 22nd Street Drainage \$12,506; 2nd Street and Reno Drainage Maintenance \$5,781; and Knoxville Ave Property Acquisition \$402.

ECONOMIC DEVELOPMENT FUNDS

REVENUES: January revenues totaled \$113,319; New sales tax revenue of \$93,059 and \$20,259 in Interest.

EXPENDITURES: There were no expenditures in January 2023 in the Economic Development Funds.

CAPITAL ASSET FUND

REVENUES: Total revenues for January were \$1,783 in Interest.

EXPENDITURES: Capital Asset expenditures for January totaled \$18,350. Installation of a Generator for Animal Control for \$13,900 and Hickey Pool Renovation \$4,450.

City of Russellville
Equipment Lease Liability
 @ 01.31.23

Lease Agreement	Purpose	Beginning	Months	Ending	Total Cost	Liability @ 01/31/23
<i>In Fund 01 General Fund</i>						
LEAF	Kyocera 6053 Printer	12/14/16	60	12/14/27	\$ 340.22	\$ 20,413.20
LEAF	Kyocera 3552 Printer	07/19/18	60	07/25/23	\$ 107.34	\$ 644.04
Pitney Bowes	SendPro Postage Machine	11/16/20	60	11/16/26	\$ 53.88	\$ 1,885.75
Quadient Leasing USA	IN360 Postage Machine	04/28/18	60	04/28/23	\$ 82.84	\$ 248.52
Quadient Leasing USA	IS280- Postage Machine	03/17/21	36	03/16/24	\$ 34.78	\$ 486.95
<i>In Fund 10 EMS Services</i>						
Huntington National Bank	(2) Ram 5500 Ambulances	09/01/22	60	09/01/27	\$ 5,056.57	\$ 303,394.05
Total Lease Liability						<u>\$ 327,072.51</u>

Other General Fund Liabilities @ 01/31/2023

<i>In General Fund</i>	Accounts Payable	\$ 17,466.00
	State Taxes Payable	\$ (257.85)
	LOPFI, Fire Pension Payable	\$ 27,579.80
	Non-Uniform Pension Payable	\$ 324.32
	Group Insurance Payable	\$ 156.68
	Misc Payroll Deduction Pay	\$ 122.83
	American Fidelity Payable	\$ 72.51
	457 Plan Payable	\$ 750.00
	Supplemental Life Payable	\$ 13.94
	APERS Employee Contribution	\$ 141.05
	TxLife Insurance	\$ 1,137.03
	Total Other Liabilities	<u>\$ 47,506.31</u>

In Fire Contingency Fund Accounts Payable \$ 6,825.00

Mayor's Report.

Item 1. Consideration of appointment to the Russellville Historic District Commission. Kelly Houston Jones unanimously recommended by the Russellville Historic District Commission.

Mr. Westcott made a Motion to Approve Item 1. Seconded by Mr. Keller. Motion Passed. Voice Vote 8-0.

Item 2. The City hired and Accounting and Admin Clerk that was approved and voted on by the Council last month. The City also hopes to make a formal offer for the Grant Administration tomorrow.

Departmental Report. Jason Duvall, Director of the Municipal Airport

Mr. Duvall is the new Airport Director and provided the council with general information of the airport and its Operations.

Personnel Committee. Paul Gray (Chairman), Seth Bradley, Nathan George and Emily Young.

Finance Committee. Finance Committee Members. Eric Westcott (Chairman), Shawn Harris, Justin Keller and Chris Olson.

5:30 P.M. Finance Meeting

Item 1. Appropriation.

Appropriated from the New Economic Development Fund the sum of \$ 54,955.00 to be used for the following purposes:

Fund a Feasibility Study on a Whitewater Park

Department:
New Economic Development Fund Administrative

REVENUE:

26-101-4324 GRANT REVENUE	\$15,000.00
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EXPENDITURE:

26-101-5835 FEASIBILITY STUDY	\$ 54,955.00
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Mr. Westcott made a Motion to Adopt Finance Item 1. Motion Passed. Voice Vote 8-0.

Item 2. Consideration of Resolution No. No. 2129 Authorizing A Memorandum of Agreement Between the city of Russellville, Arkansas and the Arkansas Game and Fish Commission for the Installation of Twenty Foot Wide by Fifty Foot Wide Fishing Pier at Pleasant View Park on community Fishing Pond and Prescribing Other matters Related Thereto. Sponsored by Parks & Rec Department

Mr. Westcott made a Motion to Adopt Finance Item 2. Motion Passed. Voice Vote 8-0.

6:00 P.M. Finance Meeting

- Item 1.** Consideration of **Resolution No. No. 2130** Expressing the Willingness of the City of Russellville to Utilize State Aid Street Monies for the Russellville East Parkway Overlay Project and for Other Purposes and Authorizing the Mayor and City Clerk Treasurer to Sign the Necessary Documents With the Arkansas Department of Transportation for the Project and for Other Purposes. Sponsored by Public Works

Mr. Westcott made a Motion to Discuss Finance Item 1. Motion Passed. Voice Vote 8-0.

Mr. Westcott made a Motion to Adopt Finance Item 1. M Seconded by Mr. Keller. Motion Passed. Voice Vote 8-0.

- Item 2.** Consideration of Resolution Authorizing the Mayor and city clerk Treasurer to Execute and amendment to an Agreement with the Boys & Girls Club of the Arkansas River Valley, Inc., D/B/A/ L.V. Williamson Boys & Girls Club for Services for Calendar year 2023 to Increase the Compensation for Services From \$70,000 to \$100,000 and for Other Purposes. Sponsored by Councilmember, Seth Bradley

Mr. Westcott made a Motion to Move Finance Item 2 back to the March Finance Agenda. Seconded by Mr. Olson. Motion Passed. Voice Vote 8-0.

- Item 3.** Consideration of **Resolution No. No. 2131** Authorizing the Mayor and City Clerk Treasurer With the Friends of the Latimore House to submit the HPRG Option Two (2) Grant Application With the Arkansas Historic Preservation Program and Approving the Friends of the Latimore Tourist Home, Inc. Application to the Arkansas Historic Preservation Program for a HPRG Grant Option Two (2) for the Restoration and Rehabilitation of the Latimore Home on Behalf of the City of Russellville, Arkansas, and for Other Purposes.

Mr. Westcott made a Motion to Adopt Finance Item 3. Motion Passed. Voice Vote 8-0.

- Item 4.** **Appropriation.**

Appropriated from the city General Fund 2022 Year End Carry Over Balance the sum of **\$9,217.54** to be used for the following purposes:

Fund the Worker's Compensation Expense Budget Shortfall in multiple departments:

01-106-5171 WORKERS COMPENSATION	\$2,641.10
01-109-5171 WORKERS COMPENSATION	\$ 69.41
01-111-5171 WORKERS COMPENSATION	\$5,473.95
01-113-5171 WORKERS COMPENSATION	\$ 402.59
01-115-5171 WORKERS COMPENSATION	\$ 92.70
02-202-5171 WORKERS COMPENSATION	\$ 537.79

Mr. Westcott made a Motion to Adopt Finance Item 4. Motion Passed. Voice Vote 8-0.

Item 5. Appropriation.

Appropriated from the city General Fund 2021 Year End Carry Over Balance the sum of **\$31,972.20** to be used for the following purposes:

Fund the June 1st, 2023 Stipend for the Street Fund Employees Salaries, FICA Expense, and Non Uniform Pension with Anticipated Pay Date of June 9th, 2023. Employee must have an active status at pay date and be hired by 05.01.23 to qualify for Stipend.

02-202-5111	SALARIES	\$ 26,000.00
02-202-5181	FICA	\$ 1,989.00
02-202-5153	PENSION NON-UNIFORM	\$ 3,983.20

Mr. Westcott made a Motion to Adopt Finance Item 5. Motion Passed. Voice Vote 8-0.

Item 6. Appropriation.

Appropriated from the city General Fund 2022 Year End Carry Over Balance the sum of **\$219,163.25** to be used for the following purposes:

Fund the June 1st, 2023 Stipend for the General Fund Departments Salaries, FICA Expense, and Non Uniform Pension with Anticipated Pay Date of June 9th, 2023. Employee must have an active status at pay date and be hired by 05.01.23 to qualify for Stipend.

01-XXX-51XX	SALARIES	\$186,000.00
01-XXX-5112	PART TIME SALARIES	\$ 11,000.00
01-XXX-5181	FICA	\$ 11,533.75
01-XXX-5153	PENSION NON-UNIFORM	\$ 10,629.50

Mr. Westcott made a Motion to Adopt Finance Item 6. Motion Passed. Voice Vote 8-0.

Item 7. Appropriation.

Appropriated from the City Street Fund Reserve the sum of **\$8,094.26** to be used for the following purposes:

Pass through of reimbursement for the School Zone Flashers and Repair of a Traffic Light.

DEPARTMENT: STREET FUND

REVENUE: 02-202-4212
SIGNAL LIGHTS REIMBURSEMENT \$ 4,993.26
02-202-4161
INSURANCE REIMBURSEMENT \$ 3,101.00

EXPENDITURE: 02-202-5411 SIGNAL MAINTENANCE \$ 8,084.26

Mr. Westcott made a Motion to Adopt Finance Item 7. Motion Passed. Voice Vote 8-0.

Item 8. Consideration of Reimbursement request from the General Fund 2022 Carry Over Balance the amount of \$10,000.00 for 4th Qtr 2022 Expenses for the Boys and Girls Club.

Mr. Westcott made a Motion to Adopt Finance Item 8. Motion Passed. Voice Vote 8-0.

Item 9. Public Hearing – **Opened and no one was present to speak on Item.**

Consideration of **Resolution No. No. 2132** Approving Amount of Lien to be Certified to the Pope County Tax Collector Against Certain Property in the City of Russellville, Arkansas, as a Result of Expenses Incurred by the Removal Dilapidated Structure and Abatement of Other Nuisances; and for Other Purposes. (932 West 3rd Street) Sponsored by William Smith, City Attorney

Mr. Westcott made a Motion to Adopt Finance Item 9. Motion Passed. Voice Vote 8-0.

Item 10. Public Hearing – **Opened and no one was present to speak on Item.**

Consideration of **Resolution No. No. 2133** Approving Amount of Lien to be Certified to the Pope County Tax Collector Against Certain Property in the City of Russellville, Arkansas, as a Result of Expenses Incurred by the Removal Dilapidated Structure and Abatement of Other Nuisances; and for Other Purposes. (407 South Independence Ave.) Sponsored by William Smith, City Attorney

Mr. Westcott made a Motion to Adopt Finance Item 10. Motion Passed. Voice Vote 8-0.

Item 11. Public Hearing – Opened and no one was present to speak on Item.

Consideration of **Resolution No. No. 2134** Approving Amount of Lien to be Certified to the Pope County Tax Collector Against Certain Property in the City of Russellville, Arkansas, as a Result of Expenses Incurred by the Removal Dilapidated Structure and Abatement of Other Nuisances; and for Other Purposes. (901 East G Street) Sponsored by William Smith, City Attorney

Mr. Westcott made a Motion to Adopt Finance Item 11. Motion Passed. Voice Vote 8-0.

Item 12. Public Hearing – Opened and no one was present to speak on Item.

Consideration of **Resolution No. No. 2135** Approving Amount of Lien to be Certified to the Pope County Tax Collector Against Certain Property in the City of Russellville, Arkansas, as a Result of Expenses Incurred by the Removal Dilapidated Structure and Abatement of Other Nuisances; and for Other Purposes. (415 North Knoxville Avenue) Sponsored by William Smith, City Attorney

Mr. Westcott made a Motion to Adopt Finance Item 12. Motion Passed. Voice Vote 8-0.

Item 13. Public Hearing – Opened and no one was present to speak on Item.

Consideration of **Resolution No. No. 2136** Approving Amount of Lien to be Certified to the Pope County Tax Collector Against Certain Property in the City of Russellville, Arkansas, as a Result of Expenses Incurred by the Removal Dilapidated Structure and Abatement of Other Nuisances; and for Other Purposes. (215 East Circle Drive) Sponsored by William Smith, City Attorney

Mr. Westcott made a Motion to Adopt Finance Item 13. Motion Passed. Voice Vote 8-0.

Item 14. Public Hearing – Opened and no one was present to speak on Item.

Consideration of **Resolution No. No. 2137** Approving Amount of Lien to be Certified to the Pope County Tax Collector Against Certain Property in the City of Russellville, Arkansas, as a Result of Expenses Incurred by the Removal Dilapidated Structure and Abatement of Other Nuisances; and

for Other Purposes. (604 East Gum Street) Sponsored by William Smith, City Attorney

Mr. Westcott made a Motion to Adopt Finance Item 14. Motion Passed. Voice Vote 8-0.

Unfinished (Old) Business.

Item 1. Consideration of **Ordinance No. 2447** Repealing Ordinance No. 1918, The Banning of Specific Breeds of Dogs Within City Limits and for Other Purposes. **Second of Three Readings** Sponsored by Eric Westcott

Mr. Westcott made a Motion for Old Business Item 1 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation for the Second and Final Reading. Seconded by Mr. George. Motion Passed. Roll Call Vote 6-2

YES	NO
Mr. Westcott	Mr. Harris
Mr. George	Mr. Gray
Ms. Young	
Mr. Olson	
Mr. Bradley	
Mr. Keller	

Mr. Westcott made a Motion to Adopt Old Business Item 1. Seconded by Mr. Keller. Motion Passed. Roll Call Vote 6-2

YES	NO
Mr. Westcott	Mr. Harris
Mr. George	Mr. Gray
Ms. Young	
Mr. Olson	
Mr. Bradley	
Mr. Keller	

New Business.

Item 1. Consideration of **Ordinance No. 2448** Establishing Certain Aesthetic Corridors in the Downtown Area of Russellville, Arkansas Prohibiting the Installation of Aboveground Utility Lines, Telecommunication Lines, and Supporting Poles Along Such Corridors; Providing for Emergency Temporary Installations; Declaring an Emergency; and for Other Purposes. Sponsored by Public Works. **Requesting to Read One Item Only and the Emergency Clause be Enacted.**

Mr. Westcott made a Motion for New Business Item 1 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read One Time Only. Seconded by Mr. George. Motion Passed. Voice Vote 8-0.

Mr. Westcott made a Motion to Adopt New Business Item 1, Seconded by Mr. Keller. Motion Passed. Voice Vote 8-0.

Mr. Westcott made a Motion to Enact the Emergency Clause for New Business Item 1. Seconded by Mr. Keller. Motion Passed. Voice Vote 8-0.

Item 2. Consideration of an Ordinance to Establish a Permanent Entertainment District in Downtown Russellville, Arkansas, Describing the Geographical Location for Said District; Incorporating all Maps of Said District by Reference; Providing Regulations for Said District; Defining Certain Terms Within the Ordinance; Prescribing a Penalty; and for Other Purposes. Sponsored by Nathan George

Mr. Westcott made a Motion for New Business Item 2 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation for the First of Three Readings. Seconded by Mr. George. Motion Passed. Voice Vote 8-0.

Item 3. Consideration of Resolution No. No. 2138 Supporting the Application for a Raise Grant With United State Department of Transportation for the City of Russellville, Arkansas, to Construct a System of Trails Within the City and for Other Purposes. Sponsored by City Council Members

Mr. Westcott made a Motion to Approve New Business Item 3. Second Ms. Young. Motion Passed. Seconded Voice Vote 8-0.

- ❖ Agenda Prep for Finance Committee Meeting, Tuesday, February 7, 2023 at 5:30 p.m. at City Hall First Floor Conference Room followed by the City Council Agenda Prep Meeting at 6:00 p.m.
- ❖ Finance Committee Meeting, Thursday, February 16, 2023 at 5:30 p.m. at City Hall Council Chambers followed by City Council Meeting at 6:00 p.m.



Motion to Adjourn was made by Mr. Westcott.

Adjourned.

Mayor Fred Teague.

City Clerk Gina Skelton.

Approved by Council.



3.16.2023

