

MINUTES
Russellville City Council Meeting
Thursday, April 20, 2023 6:00 p.m.

Welcome and Call to Order. Mayor Fred Teague

Invocation. Chaplain Larry Pyle

Roll Call. 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, Shawn Harris, Seth Bradley and Emily Young were present. Chris Olson was absent.

Approval of Minutes. March 16, 2023

Motion to Approve the March 16, 2023 Minutes was made by by Mr. Westcott, Second by Mr. Gray. Motion passed and minutes approved. Voice vote 7-0.

Financial Report. Robin Johnson, Finance Director

April 19th, 2023

Highlights:

City Sales Tax Receipts	\$421,567		
County Sales Tax Receipts	\$501,271		
2021 1 Cent Sales Tax Receipts	\$843,133	\$590,193 Streets	\$84,313 Parks,
Capital, Econ Dev			
Interest Received	\$237,214		
General Fund	\$ 25,252		
Street Fund	\$155,048		
All Other Funds	\$ 55,183		

GENERAL FUND

REVENUES: March operating revenues totaled \$1,568,447 compared to \$1,782,585 for the same period last year. YTD operating revenue is 7.9% above budget. March sales tax collections and turnback totaled \$950,731 compared to same period last year \$888,140. Franchise fees and permit revenues totaled \$403,002.

EXPENDITURES: March expenditures totaled \$1,446,291 comprised of Personnel Related Expense of \$1,146,847. Utilities & Other Expense were \$299,444. Expenditures were 1.1% above year-to-date projections due to timing of budget vs actual.

STREET FUND

REVENUES: March Street revenues totaled \$928,788; 2021 Sales Tax \$590,193, State Turnback and Advalorem Tax \$118,217, State ½ Cent Road Tax revenue \$64,453, Interest \$155,048, and other miscellaneous \$876. Street Operating Revenues were 17.6% above budget.

EXPENDITURES: Operational expenditures for March were \$173,699 comprised of Personnel Related Expense of \$112,575 and Utilities & Other \$61,124; Capital Spending was \$20,917 for a trailer, excavator rake and a wash cabinet; ½ Cent Sales Tax Spending was \$109,746 for Phase 3 of Schoolhouse Trail; Sales Tax Spending was \$1,568,496; DIG Project Materials for Conduit Project \$542,351; Brookside Drainage Improvements \$529,816; East Parkway ARDOT Overlay Project \$334,568; DIG Project Easements \$105,238; Drainage Maintenance on East 19th, South Boston, Seattle and Vancouver \$24,362; Sidewalk Maintenance Phase 2 \$20,194; East 22nd Street Drainage Project \$7,044; Knoxville Sidewalk Project Easements \$4,923;

ECONOMIC DEVELOPMENT FUNDS

REVENUES: March revenues totaled \$128,828; New sales tax revenue of \$84,313; Insurance Proceeds for an accident with an RPD 2019 Dodge Charger \$22,493; and \$22,022 in Interest.

EXPENDITURES: Spending was limited to the final payment on the Whitewater Feasibility Study of \$31,705 (Grant funding of \$15,000 on this project has been submitted but not received).

CAPITAL ASSET FUND

REVENUES: Total revenues for March were \$23,704; including a transfer from the General Fund of \$22,564 to fund the purchase of three network printers and \$1,140 in Interest.

EXPENDITURES: Capital Asset expenditures for March totaled \$9,387. Building related \$5,800 and \$3,587 for the Hickey Pool Renovation Project.

City of Russellville Arkansas
Summary Financial Activity by Fund

Fund Number	Fund Title	Fund Balance	March 2023		Fund Balance
		02.28.23	Receipts	Disbursements	03.31.23
Fund 01	General Fund	3,233,823.84	1,568,446.60	1,505,990.83	3,296,279.61
Fund 01	Emergency Reserve - General	3,500,000.00	-	-	3,500,000.00
Fund 02	Street Fund Operating	1,631,592.40	200,942.10	173,699.15	2,094,706.07
Fund 02	Street Fund Capital	1,330,364.84	-	20,917.27	1,177,947.00
Fund 02	Road Tax Street Fund	414,115.87	64,452.57	109,745.72	64,452.57
Fund 02	2014 Street Sales Tax Fund	16,399,407.28	-	652,306.78	15,747,100.50
Fund 28	2021 Street Sales Tax Fund	17,892,711.01	663,393.04	916,188.79	17,639,915.26
Fund 03	2003 Economic Development Fund	2,338,346.38	9,612.70	-	2,347,959.08
Fund 04	Capital Asset Fund	273,381.78	23,704.12	9,387.28	287,698.62
Fund 07	2021 Sales Tax Capital Fund	1,820,000.21	91,868.31	9,167.61	1,902,700.91
Fund 08	2021 Parks & Rec Special Fund	2,233,451.86	93,091.33	345,128.14	1,981,415.05
Fund 10	EMS Services Fund	13,714.93	56.39	-	13,771.32
Fund 12	District Court Costs Fund	63,473.33	1,685.72	1,952.98	63,206.07
Fund 13	No Vehicle Insurance Fund	16,728.20	3,164.61	-	19,892.81
Fund 14	Parks & Rec Special	56,047.01	8,643.73	1,791.52	62,899.22
Fund 15	Police Training	12,549.01	1,067.83	-	13,616.84
Fund 17	Court Automation	519,518.15	6,970.14	11,393.08	515,095.21
Fund 18	Administration of Justice Fund	532.05	44,804.39	44,760.53	575.91
Fund 19	Criminal Justice Ordinance Fund	70,629.59	6,927.89	3,738.00	73,819.48
Fund 20	Fire Contingency Fund	111,922.04	57,698.48	3,044.40	166,576.12
Fund 21	Fire Insurance Premiums Fund	83,824.05	344.59	-	84,168.64
Fund 23	2007 Economic Development Fund	1,050,922.79	4,320.23	-	1,055,243.02
Fund 24	Russellville Oakland Cemetery	126,176.35	2,721.45	7,600.01	121,297.79
Fund 25	Russellville Convention Center	2,644,484.10	10,871.20	-	2,655,355.30
Fund 26	2014 Economic Development Fund	213,025.81	834.16	31,705.00	182,154.97
Fund 27	2021 Economic Development Fund	1,734,847.52	114,060.95	-	1,848,908.47
Fund 29	Federal Grant Activity Fund	1.00	-	-	1.00
Fund 30	Latimore Tourist Home Fund	34,501.79	112.79	17,526.52	17,088.06
Fund 31	ACEDP Grant Phoenix Inn. Fund	1.00	-	-	1.00
Perpetual Care	Bank OZK Oakland Cemetery	155,743.83	30.73	-	155,774.56
	Genworth	120,935.44	-	-	120,935.44
		58,096,773.46	2,979,826.05	3,866,043.61	57,210,555.90

City of Russellville
Equipment Lease Liability
 @ 03.31.23

Lease Agreement	Purpose	Beginning	Ending	Months Remaining	Total Cost	Liability @ 03/31/23
<i>In Fund 01 General Fund</i>						
LEAF	Kyocera 6053 Printer	12/14/20	12/14/27	33	\$ 340.22	\$ 11,227.26
LEAF	Kyocera 3552 Printer	07/19/18	07/25/23	4	\$ 107.34	\$ 429.36
Pitney Bowes	SendPro Postage Machine	11/16/20	11/16/26	32	\$ 53.88	\$ 1,724.12
Pitney Bowes	SendPro C Auto Postage Machine	04/01/23	04/01/28	60	\$ 151.35	\$ 9,081.00
Quadient Leasing USA	IS280- Postage Machine	03/17/21	03/16/24	12	\$ 34.78	\$ 417.38
<i>In Fund 10 EMS Services</i>						
Huntington National Bank	(2) Ram 5500 Ambulances	09/01/22	09/01/27		\$ 5,056.57	\$ 303,394.05
Total Lease Liability						<u>\$ 326,273.17</u>

Other General Fund Liabilities @ 03/31/2023

<i>In General Fund</i>	State Taxes Payable	\$ (255.20)
	LOPFI, Fire Pension Payable	\$ (1,442.39)
	Non-Uniform Pension Payable	\$ 38.88
	Group Insurance Payable	\$ (1,123.91)
	Misc Payroll Deduction Pay	\$ 122.86
	American Fidelity Payable	\$ 57.71
	457 Plan Payable	\$ 750.00
	Supplemental Life Payable	\$ 13.94
	PBA Dues Payable	\$ 13.32
	TxLife Insurance	\$ 576.75
	Total Other Liabilities	<u>\$ (1,248.04)</u>

Mayor's Report.

Mayor Harris welcomed the Russellville Regional Leadership Class of 37 who was in attendance.

Item 1. Consideration for nomination of Joshua Holmes and Nick Ouzts to the Parks and Rec Commission.

Mr. Westcott made a Motion to Approve Item 1. Seconded by Mr. Keller. Motion Passed. Voice Vote 7-0.

Item 2. Suzy Griffin with Workforce Development and Arkansas Valley Alliance gave a brief report on the current projects of these two organizations.

Departmental Report. Planning

Sara Jondahl the City Planner gave a brief report on the current projects, changes in zoning codes and a brief description of the plans for the future.

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

Personnel Committee met briefly on April 20, 2023 and heard from the Police Chief about reorganization and the Council passed this request unanimously.

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

Item 1. Consideration of an Ordinance Adopting Permit and Review Fees Associated With the Current Edition of the Arkansas State Codes as Adopted by the City and a City Code, Codifying the Established Fees Into a City Code and for Other Purposes Sponsored by Russellville fire Department

CHAPTER 2 - PERMIT AND REVIEW FEES

SUBCHAPTER 1 - BUILDING PERMIT FEES

SUBCHAPTER 2 - MECHANICAL PERMIT FEES

SUBCHAPTER 3 - ELECTRICAL PERMIT FEES

SUBCHAPTER 4 - PLUMBING PERMIT FEES

SUBCHAPTER 5 - COMMERCIAL DEMOLITION PERMIT FEES

SUBCHAPTER 6 - LICENSED CARE SERVICES

SUBCHAPTER 7 - ARCHITECTURAL PLAN REVIEW

SUBCHAPTER 8 - FIRE SPRINKLER PLAN REVIEW

SUBCHAPTER 9 - FIRE ALARM PLAN REVIEW

SUBCHAPTER 10 - SOLAR PLAN REVIEW

SUBCHAPTER 11 – OPEN BURN PERMIT FEE (COMMERCIAL)

Mr. Westcott made a Motion for Finance Item 1 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the First of Three Readings. Seconded by Mr. Keller. Motion Passed. Voice Vote 7-0.

Item 2. Consideration of reimbursement request from Alliance Work Force Development Reimbursement for the 1st quarter 2023 expenses in the amount of \$28,498.35.

Mr. Westcott made a Motion to Adopt Finance Items 2 and 3. Motion Passed. Voice Vote 7-0.

Item 3. Consideration of reimbursement request from Arkansas Valley Alliance Reimbursement for the 1st quarter 2023 expenses in the amount of \$25,326.58.

Mr. Westcott made a Motion to Adopt Finance Items 2 and 3. Motion Passed. Voice Vote 7-0.

Item 4. Appropriation

Appropriated from the reserves of the Russellville EMS Services Fund **\$8,302.03** to be used for the following purposes:

Pass through of a refund from American Specialty Vehicles of payments made by the City for the graphics they supplied for the ambulances purchased last December. The funding will be utilized to install new graphics.

FUND: RUSSELLVILLE EMS SERVICES FUND 10
DEPARTMENT: FIRE DEPARTMENT - 110
REVENUE: 10-110-4063 MISC REVENUE \$ 8,302.03
EXPENDITURE: 10-110-5513 VEHICLE \$ 8,302.03

Mr. Westcott made a Motion to Adopt Finance Item 4. Motion Passed. Voice Vote 7-0.

Item 5. Appropriation

Appropriated from the General Fund 2022 Carry Over Balance the sum of **\$225,176** to be used for the following purposes:
Provide Additional Funding for 2023 911 Expense

FUND: GENERAL FUND 01
DEPARTMENT: ADMINISTRATION 101
EXPENSE 01-101-5304 911 EXPENSE \$ 225,176

Mr. Westcott made a Motion to Adopt Finance Item 5. Motion Passed. Voice Vote 7-0.

Item 6. Appropriation

Appropriated from the 2022 Carry Over Balance the sum of **\$100,000** to be used for the following purposes:

Replenish the Capital Asset Fund Building Costs Budget

FUND: GENERAL FUND 01
DEPARTMENT: ADMINISTRATIVE – 101
EXPENDITURE: 01-101-6007 TRANSFER TO CAPITAL ASSET

FUND:	<u>CAPITAL ASSET FUND – 04</u>	\$100,000
DEPARTMENT:	<u>ADMINISTRATIVE - 101</u>	
REVENUE:	04-101-4171 TRANSFER OF FUNDS	\$100,000
EXPENDITURE:	04-101-5510 BUILDING	\$100,000

Mr. Westcott made a Motion to Adopt Finance Item 6. Motion Passed. Voice Vote 7-0.

Item 7. Consideration of reimbursement request from Boys and Girls Club Reimbursement for the 1st quarter 2023 expenses in the amount of \$24,395.81.

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

5:30 P.M. Finance Meeting

Item 1. Appropriation.

Appropriated from the General Fund 2022 Carry Over Balance the sum of \$25,000 to be used for the following purposes:

Provide Funding for Temporary Staff for RPD

FUND:	GENERAL FUND 01	
DEPARTMENT:	RUSSELLVILLE POLICE DEPARTMENT 111	
EXPENSE:	01-101-5192 CONTRACT LABOR	\$25,000.00

Mr. Westcott made a Motion to Adopt Finance Item 1. Motion Passed. Voice Vote 7-0.

Item 2. Discussion and approval for the Police Non-Uniformed Restructure Proposal in Regards to Job Description, Pay Grade and Associated Pay Scale. Sponsored by Police chief, David Ewing

Mr. Westcott made a Motion to Adopt Item 2. Motion Passed. Voice Vote 7-0.

Unfinished (Old) Business.

Item 1. 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. **Third and Final Reading.** Sponsored by Nathan George

Mr. George made a Motion for Old 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. Westcott. Motion Passed. Voice Vote 7-0.

Mr. Westcott made a Motion to Adopt Old Business Item 1. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

Item 1a. Consideration of Amending Ordinance No. 2449 Which Established a Permanent Entertainment District in Downtown Russellville, Arkansas, Describing the Amended Geographical Location for Said District; Incorporating all Amended Maps of Said District by Reference; and for Other Purposes. **First of Three Readings.** Sponsored by Nathan George

Mr. Westcott made a Motion to Amend Old Business Item 1a in Section 5, Exhibits A, B, C. (Maps and legal description) and place them in Old Business 1. Seconded by Mr. George. Motion Passed. Roll Call Vote 5-2.

Roll Call

Yes	No
Mr. Westcott	Mr. Gray
Mr. George	Mr. Keller
Mr. Harris	
Ms. Young	
Mr. Bradley	

Motion to discuss was made by Mr. Westcott and Seconded by Mr. Keller. Motion Passed. 7-0.

Mr. Knight spoke against the Entertainment District. Mr. Cole Hendrix's from The American Legend.

Item 2. Consideration of an Ordinance Adopting the Current Edition of the Arkansas Codes, as Written; Providing for a Penalty; Codifying the State Codes Into a City Code and for Other Purposes. **Second of Three Readings.** Sponsored by Russellville fire Department

Mr. Westcott made a Motion for Old Business Item 2 to Suspend the

Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the Second of Three Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

New Business.

Item 1. Consideration of an Ordinance Submitting to the Voters of the City of Russellville, Arkansas, and Other Affected Persons, the Question of Annexation to Said City of Russellville Certain Contiguous Territory as Described by the Legal Description and Map attached With This Ordinance and Incorporated by Reference and for Other Purposes. Special Election on November 14, 2023. Sara Jondahl, Planning Department

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 the First of Three Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 6-1, Mr. George voted "No".

Item 2. Consideration of an Ordinance Amending the Zoning Code for the City of Russellville, Arkansas, Ordinance 2443, and for Other Purposes. (ZONE-0323-000343) Unanimously recommended by the Planning Commission.

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, Read the First of Three Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

Item 3. Consideration of an Ordinance Amending the Land Subdivision and Development Code for the City of Russellville, Arkansas , Ordinance No. 2444, and for Other Purposes. (ZONE-0323-000344) Unanimously recommended by the Planning Commission.

Mr. Westcott made a Motion for New Business Item 3 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the First of Three Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

LATE ITEM.

Mr. Keller made a Motion to Add Late Item 1 to the April 20, 2023 Council Agenda. Mr. Westcott Seconded this Motion. Motion Passed. Voice Vote 7-0.

Item 1. Consideration of **Resolution No. 2145** of the City Council of the City of Russellville, Arkansas, Certifying Local Government Endorsement of

Owens Corning Foam Insulation, LLC to Participate in the Tax Back Program (As Authorized by Section 15-4-2706(d) of the Consolidated Incentive Act of 2003) and for Other Purposes. Sponsored by Emily Young, Paul Gray and Nathan George

Mr. Westcott made a Motion to Approve Late Item 1. Mr. Keller Seconded this Motion. Motion Passed. Voice Vote 7-0.

- ❖ Agenda Prep for Finance Committee Meeting, Tuesday, May 9, 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, May 18, 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. Seconded by Mr. Keller.

Adjourned.

Mayor Fred Teague.

City Clerk Gina Skelton.

Approved by Council.



5-18-2023

