

**MINUTES
CITY COUNCIL MEETING
Thursday, September 17, 2020 6:00 p.m.**

- Welcome and Call to Order.** Mayor Richard Harris
- Invocation.** Mark Lykins, Grace Fellowship Church
- Roll Call.** Gina Skelton, City Clerk-Treasurer
- Attendance.** Mayor Richard Harris, Mr. Trey Smith (City Attorney) and Gina Skelton (City Clerk) Rick Harrell, Chris Olson, Justin Keller, Shawn Harris, Eric Westcott, Mark Tripp, Larry Brown and Phyllis Carruth.

Approval of Minutes. August 20, 2020

Motion to Approve the August 20, 2020 Minutes was made by Mr. Brown and Seconded by Mrs. Carruth. Motion passed. Voice vote 8-0.

Financial Report. Robin Johnson, Finance Director

Month Ended August 31, 2020

General Fund Balance	\$ 1,746,285.30
Street Operating Fund Balance	\$ 3,227,741.16
Street Sales Tax Fund	\$ 18,579,623.57
State ½ Cent Tax	\$ 1,707,706.88
2003 Economic Development Fund	\$ 1,511,550.51
2007 Economic Development Fund	\$ 1,034,683.72
2014 Economic Development Fund	\$ 1,175,647.61
Convention Center	\$ 2,539,409.87
Capital Assets Fund Balance	\$ 946,205.09
Special Funds Balance	\$ 1,233,577.13
Emergency Reserve – General	\$ 1,300,000.00
Cemetery Association Trust	\$ 266,568.18

GENERAL FUND

REVENUES: August revenues totaled \$1,131,479 compared to \$1,008,142 for the same period last year. Revenues year-to-date are .82% below projections. August sales tax collections totaled \$900,572 compared to same period last year \$800,492. Franchise fees and permit revenues totaled \$51,753. Year-to-date \$243,376 more received than expended.

EXPENDITURES: August expenditures totaled \$1,036,886. Expenditures were 5.82% below year-to-date projections.

STREET FUND

REVENUES: August Street revenues totaled \$850,964, New Sales Tax \$629,395, State Turnback and Advalorem Tax \$137,820 State ½ Cent Road Tax revenue \$60,067, Interest

\$20,443, and Other of \$3,239. Year-to-date Street operating revenues were 1.71% above Y-T-D projections.

EXPENDITURES: Operational expenditures for August were \$131,317. Year-to-date Operations expenditures are 11.25% below year-to-date projections. The Sales Tax Improvement expenditures were \$473,625. Spending included \$267,390 for Overlay, \$154,728 for Inglewood, \$26,954 for Drainage Maintenance, \$21,942 for Russ Street Scapes, and \$2,610 for other projects.

ECONOMIC DEVELOPMENT FUNDS

REVENUES: August revenues totaled \$52,829; \$49,606 new sales tax revenue, and \$3,223 interest.

EXPENDITURES: August expenditures were \$6,049 to AR Valley Alliance.

CAPITAL ASSETS FUND

REVENUES: Total revenues for August \$132,998; \$99,213 New Sales Tax, \$17,314 Transfer from the General Fund (For CivicRec Software at the Aquatic Center), \$15,487 Parks Sales Tax and \$984 interest.

EXPENDITURES: Capital Asset expenditures for August totaled \$586,406 with \$475,570 for Airport Runway Lighting System, \$99,213 for City Corp, \$8,183 for Civic Rec Software, \$3,360 for James School Park, and \$80 for EnerGov Software Project.

Special Funds Balances

Month Ended August 31, 2020

12	District Court Costs Fund	\$	72,212.23
13	No Vehicle Insurance Fund	\$	16,030.77
14	Parks & Recreation Special Fund	\$	64,114.37
15	Police Training Fund	\$	8,152.63
17	Court Automation Fund	\$	472,538.06
18	Administration of Justice Fund	\$	76.01
19	Criminal Justice Ordinance Fund	\$	175,895.57
20	Fire Contingency Fund	\$	115,147.70
21	Fire Insurance Premiums Fund	\$	214,507.35
24	Russellville Oakland Cemetery *	\$	<u>94,902.44</u>
	TOTAL	\$	1,233,577.13

Russellville Oakland Cemetery Perpetual Fund Trust August 31, 2020 - \$266,905.31

- Money Market Account \$152,596.90, Genworth Market investment new fixed Value \$ 114,308.41.

Mayor's Report. Mayor Harris thanked the citizens of Russellville for passing the 1% sales tax.

Item 1. Brief discussion of the 2018 Audit Report

Mayor Harris asked the City Clerk-Treasurer to call a Roll Call to ensure that all Council Members received a copy of the 2018 Audit Report via email.

Mrs. Carruth	Yes	Mr. Harrell	Yes
Mr. Harris	Yes	Mr. Westcott	Yes
Mr. Tripp	Yes	Mr. Brown	Yes
Mr. Olson	Yes	Mr. Keller	Yes

Item 2. Report on the loss of Productivity due to COVID-19

Due to COVID-19 and Quarantine, the City of Russellville lost 4788 hours of productively. The City had to place a hiring freeze while COVID-19 was going on. This hiring freeze has now been lifted. There was also 6148 hours production lost due to not having the manpower to do the work due to the hiring freeze.

Departmental Report. Chief David Ewing, Russellville Police Chief

Chief Ewing spoke about 2020 having several challenges and adversities. With the pandemic, Chief Humphrey's retired, Protests and the Police Department and staff had to learn new positions. With everything going on in 2020, it created a lot of anxiety, uncertainty and several unknowns. Chief Ewing stated that he was was thankful for the community and citizens of Russellville for all of the support they were given with everything going on.

Personnel Committee. Rick Harrell (Chairperson), Chris Olson, Justin Keller and Shawn Harris.

None

Finance Committee. Eric Westcott (Chairperson), Mark Tripp, Larry Brown and Phyllis Carruth.

Item 1. Appropriation

Appropriated from the General Fund **Year End Carry Forward Balance** the sum of **\$18,861.00** to be used for the following purposes:

Purchase a 2020 Dodge Ram for Code Enforcement

DEPARTMENT. PLANNING

EXPENDITURE. 01-115-5513 VEHICLES \$18,861.00

Motion to Adopt Item 1 was made by Mr. Westcott. Motion passed. Voice vote 8-0.

Item 2. Appropriation

Appropriated from the New Economic Development Fund the sum of \$9,000.00 to be used for the following purposes:

City's Portion of the Cost for New Water Tower Logos
**DEPARTMENT. NEW ECONOMIC DEVELOPMENT FUND
ADMINISTRATIVE**

**EXPENDITURE. 26-101-5218
OTHER PROFESSIONAL SERVICES \$9,000.00**

**Motion to Adopt Item 2 was made by Mr. Westcott. Motion passed.
Voice vote 8-0.**

Item 3. Appropriation

**Appropriated from the Contingency of Energov Software Project Budget the sum of \$1,700.00 to be used for the following purposes:
Purchase Arcgis Mapping Software for the Energov Software Implements Project**

DEPARTMENT. PLANNING

**EXPENDITURE. 04-115-5491
SOFTWARE SUPPORT/GRADE \$1,700.00**

**Motion to Adopt Item 3 was made by Mr. Westcott. Motion passed.
Voice vote 8-0.**

Item 4. Consideration of **Ordinance No. 2364** to Wave Competitive Bidding; To Ratify Contracting With Wood Chips & More, Inc., To Incinerate all Organic Materials at the City Yard Waste Compost Facility; To Authorize the Mayor and City Clerk-Treasurer or Their Designees to Sign all Necessary Documents to Contract With Wood Chips & More, Inc. and for Other Purposes.

**Mr. Westcott made a Motion to Approve Item 4, to Suspend the Rules, Dispense with Reading Requirements, Read by Title Only and by Short Explanation for the One Reading Only. Motion passed.
Voice vote 8-0.**

Motion to Adopt Item 4 was made by Mr. Westcott. Seconded by Mr. Keller. Motion passed. Voice vote 8-0.

Motion to Enact the Emergency Clause was made by Mr. Westcott. Seconded by Mrs. Carruth. Motion passed. Voice vote 8-0.

Item 5. Consideration of **Resolution No. 1857** Authorizing for the Mayor and City Clerk Treasurer to Enter into an Agreement with Terracon Consultants, Inc. To Perform a Historic Resource Survey on the Old town neighborhood and For Other Purposes. Submitted by Public Works Dept. Note from Sara - A grant was received for \$12,000 to have this work completed

Motion to Adopt Item 5 was made by Mr. Westcott. Motion passed. Voice vote 8-0.

Item 6. Discussion of the City's Infrastructure. Submitted by Mark Tripp

Mr. Tripp made a Recommendation for a a Work Session between Council and City Corp be set within two or three weeks to discussion Cities Infrastructure, City Water, and Sewer. Seconded by Mr. Westcott. Motion passed. Voice vote 8-0.

Item 7. Discussion regarding Ordinance No. 2252, Regulating all of the City of Russellville, Arkansas, Rights-of-way, Requiring a Permit Prior to Cutting City Street, Curb, Ditch or Sideway; Providing for a Penalty; Repealing Ordinance Nos. 1676, 1699 and 1894 and for Other Purposes. . Submitted by Chris Olson

Motion to Table Item 7 was made by Mr. Olson. Seconded by Mr. Westcott. Motion Passed. Voice vote 8-0.

Finance Meeting from 5:30 p.m. on September 17, 2020, Items that were passed on to full Council. Eric Westcott (Chairman), Larry Brown, Mark Tripp and Phyllis Carruth.

Item 1. Appropriation

Appropriated from the General Fund **Year End Carry Forward Balance** the sum of **\$9,365.40** to be used for the following purposes:
Replace a Daikin compressor and Inverter Board and Replace a failed supply fan VFD in outside Air Unit at City Hall
Department. Capital Asset Fund – ADMINISTRATION

EXPENDITURE.	04-101-5510	BUILDING	\$9,365.40
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Motion to Table Item 1 was made by Mr. Westcott. Seconded by Mr. Brown. Motion Passed. Voice vote 8-0.

Item 2a. Consideration of **Resolution No. 1858** Levying Millage Taxes on all Property in the City of Russellville, Arkansas, for the year 2020, Repealing Resolution No. 1774 for Other Purposes. (Increasing Millage to (0.54) Mills)

Motion to Adopt Item 2a was made by Mr. Westcott. Motion passed. Voice vote 8-0.

Item 3. Consideration of **Resolution No. 1859** Repealing Resolution No. 1835 Which Authorized the Expenditure of Funds From Economic Development Fund Number Two (2) to Upgrade Hagar One (1) West at the Russellville Municipal Airport to Locate a Business at the Hangar; and for Other Purposes.

Motion to Adopt Item 3 was made by Mr. Westcott. Motion passed. Voice vote 8-0.

Item 3a. Appropriation

Appropriated from the City Economic Development Fund 23 the sum of **(\$50,000.00)** to be used for the following purposes:
Reverse Appropriation 20-1974 which was to Upgrade to Hanger 1 West to Support the Transition of Specialty Propeller Services to the Russellville Municipal Airport.

Department. 2007 Economic Development

EXPENDITURE. 23-301-5510 BUILDING (\$50,000.00)

Motion to Adopt Item 3a was made by Mr. Westcott. Motion passed. Voice vote 8-0.

Item 4. Discussion of City Corp Basin 23 Wastewater Improvement Project - Asphalt Overlay Pass-Through. Submitted by Glenn Newman

Motion to Table Item 4 was made by Mr. Westcott. Seconded by Mr. Brown. Motion Passed. Voice vote 8-0.

Item 5. Discussion regarding Prairie Creek land purchase issue. (Burris Management, LLC - Appraisal). Submitted by Glenn Newman

Motion to Call a Special Called Meeting Item 5 was made by Mr. Tripp. Seconded by Mr. Westcott. Motion Passed. Voice vote 8-0.

Item 6. Discussion of the City's Infrastructure
a. City Sewer
b. Hickey Pool
c. Drainage of creeks, ditches, etc

Motion to Table Item 6 was made by Mr. Westcott. Seconded by Mr. Brown. Motion Passed. Voice vote 8-0.

Unfinished (Old) Business.

- Item 1.** Public Hearing Public Hearing Regarding Vacation of an Easement between Lots 8 and 11 of Hilltop Summit Estates, Phases II Subdivision In the City of Russellville, Pope County, Arkansas and for Other Purposes.

Public Hearing was called at 6:36 pm. - no one showed to speak for alternatively, against this matter. Public Hearing closed.

- Item 1a. Consideration of Ordinance No. 2365 Vacation of an Easement between Lots 8 and 11 of Hilltop Summit Estates, Phases II Subdivision In the City of Russellville, Pope County, Arkansas and for Other Purposes.

Mr. Westcott made a Motion to Approve Item 1a, to Suspend the Rules, Dispense with Reading Requirements, Read by Title Only and by Short Explanation and Read One Time Only. Seconded by Mr. Brown. Motion passed. Voice vote 8-0.

Motion to Adopt Item 1a was made by Mr. Westcott. Seconded by Mrs. Carruth. Motion passed. Voice vote 8-0.

New Business.

- Item 1.** Consideration of Resolution No. 1860 Adopting a 10 Year Master Park Plan and for Other Matters Prescribed Thereto. Submitted by Parks & Rec.

Motion to Accept Item 1 with modifications requested was made by Mr. Westcott. Seconded by Mr. Brown. Motion passed. Voice vote 8-0.(EP25 concerning Casino - CBN will be stricken from Master Plan)

Discussion. Mr. Tripp spoke about the master plan indicating additional staff needed. Mr. Tripp stated that Parks and Rec in under staffed now, why would you want to take on more projects.

- Item 2.** Consideration of Resolution No. 1861 to set a Public Hearing to Vacate South Utah Avenue between blocks 22 and 23 and to Vacate South Tulsa Avenue between blocks 23 and 24 of the Madison White Addition to the City of Russellville, Pope County, Arkansas; and for Other Purposes to be held at the October City Council Meeting scheduled for Thursday, October 15, 2020 at 6:00 p.m.

Motion to Approve Item 2 was made by Mr. Westcott. Seconded by Mrs. Carruth. Motion passed. Voice vote 8-0.

- Item 3.** Consideration of an Ordinance Approving the Final Plat of

Brookview Estates, Phase VI, and Accepting the Dedication of the Streets Therein to the City of Russellville, Arkansas and for Other Purposes. Submitted by Sara Jondahl, City Planner

Motion to Table Item 3 was made by Mr. Westcott. Seconded by Mr. Harris. Motion Passed. Voice vote 8-0.

Item 4. Consideration of Resolution No. 1862 Granting a Special Use Permit to Operate a Travel Center at 215 SE 331 and For Other Purposes. Submitted by Texas Republic Signs LLC on behalf of Pilot Travel Centers, LLC #430. (SP.20.07.190) Unanimously recommended by the Planning Commission.

Motion to Approve Item 4 was made by Mr. Westcott. Seconded by Mrs. Carruth. Motion passed. Voice vote 8-0.

Item 5. Consideration of Resolution No. 1863 Granting a Special Use Permit to Operate Storage Building/Containers at 2808 S. Arkansas Avenue and For Other Purposes. Submitted by Ross Dirks. (SP.20.07.189) Recommended by the Planning Commission by a vote of 6-0 with one abstaining.

Motion to Approve Item 5 was made by Mr. Westcott. Seconded by Mr. Brown. Motion passed. Voice vote 8-0.

Item 6. Consideration of Resolution No. 1864 Authorizing the Destruction of Old Accounting Records as Authorized by A.C.A. §14-59-114 and for Other Purposes. (2011 and 2012). Submitted by Robin Johnson, Finance Director.

Motion to Approve Item 6 was made by Mr. Westcott. Seconded by Mr. Harris. Motion passed. Voice vote 8-0.

Meetings.

1. Agenda Prep for Finance Committee Meeting, Tuesday, October 6, 2020 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.
2. Finance Committee Meeting, Thursday, October 15, 2020 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. Second by Mr. Keller. Adjourned.

Mayor Richard Harris.

Richard Harris

City Clerk Gina Skelton.

Gina Skelton

Approved by Council.

10.15.20

