

**Minutes**  
**Russellville City Council Meeting**  
**Thursday, August 17, 2023 at 6:00 p.m.**

**Welcome and Call to Order.** Mayor Fred Teague

**Invocation.** Pastor Lee Tyus

**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 Eric Westcott, Justin Keller, Nathan George, Shawn Harris, Seth Bradley Paul Gray and Emily Young were present. Chris Olson was absent.

**Approval of Minutes.** July 20, 2023

**Motion to Approve the July 20, 2023 Minutes was made by Mr. Keller, Second by Mr. Harris. Motion passed and minutes approved. Voice vote 7-0.**

**Financial Report.** Robin Johnson, Finance director

**August 17th, 2023**

**Highlights:**

<b>City Sales Tax Receipts</b>	<b>\$488,340</b>		
<b>County Sales Tax Receipts</b>	<b>\$580,918</b>		
<b>2021 1 Cent Sales Tax Receipts</b>	<b>\$976,680</b>	<b>\$683,676 Streets</b>	<b>\$97,668 Parks,</b>
<b>Capital, Econ Dev</b>			
<b>Interest Received</b>	<b>\$265,021</b>		
<b>General Fund</b>	<b>\$ 30,569</b>		
<b>Street Fund</b>	<b>\$168,553</b>		
<b>All Other Funds</b>	<b>\$ 65,899</b>		

**GENERAL FUND**

**REVENUES:** July operating revenues totaled \$1,466,447 compared to \$2,076,691 for the same period last year (Last Year the City Received \$301,420 from State to fund \$5K Stipend for Officers). YTD operating revenue is 5.3% above budget. July sales tax collections and turnback totaled \$1,169,684 compared to same period last year \$1,123,328. Franchise fees and permit revenues totaled \$93,598.

**EXPENDITURES:** July expenditures totaled \$1,261,175 comprised of Personnel Related Expense of \$877,342. Utilities & Other Expense were \$383,834. Expenditures were .4% below year-to-date projections.

## STREET FUND

**REVENUES:** July Street revenues totaled \$1,084,486; 2021 Sales Tax \$683,676, State Turnback and Advalorem Tax \$151,452, Interest \$168,553, State ½ Cent Road Tax revenue \$75,669, Street Cutting Permit \$4,800 and Other Miscellaneous \$336. Street Operating Revenues were 27% above budget.

**EXPENDITURES:** Operational expenditures for July were \$171,354 comprised of Personnel Related Expense of \$118,240 and Utilities & Other \$53,114; ½ Cent Sales Tax Spending was \$45,721 for Phase 3 of Schoolhouse Trail and \$77,852 for Traffic Signal Battery Backup Units; Sales Tax Spending was \$2,378,393; DIG Construction and Easements, Knoxville Sidewalk Construction, Brookside Drainage and the South Waco Pond Basin.

## ECONOMIC DEVELOPMENT FUNDS

**REVENUES:** July revenues totaled \$120,340; New sales tax revenue of \$97,668 and \$22,672 in Interest.

**EXPENDITURES:** July expenditures included 2<sup>nd</sup> Quarter Reimbursements: \$22,437 for Alliance and \$26,850 for Workforce Development Services.

## CAPITAL ASSET FUND

**REVENUES:** Total revenue in was \$1,152 in Interest.

**EXPENDITURES:** Capital Asset expenditures for July totaled \$50,014; \$32,486 for the Pine Knob Bike Park Pavilion, \$15,501 for Sidewalks in City Park and a Backflow Valve for Splash Pad, \$1,782 for HVAC Repair for Hughes Center and \$245 for Vehicle Equipment for the Police Department.

### City of Russellville Arkansas Summary Financial Activity by Fund

Fund Number	Fund Title	Fund Balance	July 2023		Fund Balance
		06.30.23	Receipts	Disbursements	07.31.23
Fund 01	General Fund	3,099,163.24	1,466,446.85	1,262,747.47	3,302,862.62
Fund 01	Emergency Reserve - General	3,500,000.00	-	-	3,500,000.00
Fund 02	Street Fund Operating	1,949,776.90	244,244.93	171,353.85	2,022,667.98
Fund 02	Street Fund Capital	1,092,107.93	-	-	1,092,107.93
Fund 02	Road Tax Street Fund	171,583.60	75,669.10	123,573.08	123,679.62
Fund 02	2014 Street Sales Tax Fund	15,323,901.36	-	43,187.52	15,280,713.84
Fund 28	2021 Street Sales Tax Fund	18,770,460.75	764,571.82	2,335,205.82	17,199,826.75
Fund 03	2003 Economic Development Fund	2,378,501.07	10,805.79	-	2,389,306.86
Fund 04	Capital Asset Fund	279,392.32	1,151.78	50,014.80	230,529.20
Fund 07	2021 Sales Tax Capital Fund	2,207,967.75	107,747.89	156,090.00	2,159,625.64
Fund 08	2021 Parks & Rec Special Fund	2,785,238.87	110,366.54	199,837.09	2,695,768.32
Fund 10	EMS Services Fund	211,383.54	87,835.13	-	299,218.67
Fund 12	District Court Costs Fund	62,815.36	1,713.83	123.13	64,406.06
Fund 13	No Vehicle Insurance Fund	20,174.05	1,886.66	-	22,062.71
Fund 14	Parks & Rec Special	49,752.95	30,587.56	23,708.51	56,632.00
Fund 15	Police Training	16,855.77	1,092.47	-	17,948.24
Fund 17	Court Automation	517,220.01	5,975.86	1,715.97	521,479.90
Fund 18	Administration of Justice Fund	724.75	41,024.03	40,961.19	787.59
Fund 19	Criminal Justice Ordinance Fund	85,690.79	13,635.60	3,360.00	95,966.39
Fund 20	Fire Contingency Fund	157,777.33	731.57	-	158,508.90
Fund 21	Fire Insurance Premiums Fund	114,300.37	17,661.31	-	131,961.68
Fund 23	2007 Economic Development Fund	1,068,969.51	4,856.44	-	1,073,825.95
Fund 24	Russellville Oakland Cemetery	104,143.96	1,547.24	11,510.35	94,180.85
Fund 25	Russellville Convention Center	2,689,895.87	12,220.49	-	2,702,116.36
Fund 26	2014 Economic Development Fund	133,225.44	605.26	49,287.79	84,542.91
Fund 27	2021 Economic Development Fund	1,393,926.34	104,072.58	-	1,497,998.92
Fund 29	Federal Grant Activity Fund	1.00	-	-	1.00
Fund 30	Lanmore Tourist Home Fund	35,000.91	159.01	-	35,159.92
Fund 31	ACEDP Grant/Phoenix Inn Fund	1.00	1.00	1.00	1.00
Perpetual Care	Oakland Cemetery - Perpetual Care	155,976.19	485.36	-	156,461.55
	Genworth	120,935.44	-	-	120,935.44
		<u>58,496,866.37</u>	<u>3,107,096.10</u>	<u>4,477,298.16</u>	<u>57,126,663.91</u>

**City of Russellville**  
**Equipment Lease Liability**  
 @ 07.31.23

Lease Agreement	Purpose	Beginning	Ending	Months Remaining	Total Cost	Liability @ 07/31/23
<b><i>In Fund 01 General Fund</i></b>						
LEAF	Kyocera 6053 Printer	12/14/20	12/14/27	29	\$ 340.22	\$ 9,866.38
LEAF	Kyocera 3552 Printer	07/19/18	07/25/23	8	\$ 107.34	\$ 820.68
Pitney Bowes	SendPro Postage Machine	11/16/20	11/16/26	28	\$ 53.88	\$ 1,508.60
Pitney Bowes	SendPro C Auto Postage Machine	04/01/23	04/01/28	56	\$ 151.35	\$ 8,475.60
Quadiant Leasing USA	IS280- Postage Machine	03/17/21	03/16/24	8	\$ 34.78	\$ 278.26
<b><i>In Fund 10 EMS Services - Annual Payments</i></b>						
Huntington National Bank	(2) Ram 5500 Ambulances	09/01/22	09/01/27		\$ 5,056.57	\$ 303,394.05
Zoll Medical Corporation	Monitor/Defibrillator	08/19/22	09/01/24		\$ 11,985.30	\$ 23,970.60
Stryker Sales/Flex Financial	(3) Ambulance Cots	12/01/22	12/01/27		\$ 59,632.49	\$ 238,529.96
					<b>Total Lease Liability</b>	<b><u>\$ 586,844.13</u></b>

**Other General Fund Liabilities @ 07/31/2023**

<b><i>In General Fund</i></b>	Accounts Payable	\$ 11,879.45
	State Taxes Payable	\$ (13.24)
	LOPFI, Fire Pension Payable	\$ (1,442.30)
	Group Insurance Payable	\$ 2,152.46
	Misc Payroll Deduction Payable	\$ 208.73
	American Fidelity Payable	\$ (70.01)
	457 Plan Payable	\$ 750.00
	Supplemental Life Payable	\$ 13.94
	TxLife Insurance	\$ 577.07
<b>Total Other Liabilities</b>		<b><u>\$ 14,056.10</u></b>

***In Court Automation Fund***      Accounts Payable      \$ 468.70

**Mayor's Report.**

**No Report.**

**Departmental Report.**

IT Department, Lyn Jacimore provided a presentation regarding IT Department updates and growth on City's website.

**Personnel Committee.**

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

**No Report.**

**Finance Committee.**

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

**From the 6:00 p.m. Finance Meeting**

**Item 1. Appropriation**

Appropriated from the General Fund 2022 Carry Over Balance the sum of **\$394,205.20** to be used for the following purposes:

Site Construction for the Live-Burn Facility for the Fire Department

**FUND: Capital Asset Fund**

**DEPARTMENT: FIRE DEPARTMENT**

**REVENUE: 04-110-4171 TRANSFER OF FUNDS \$394,205.20**

**EXPENDITURE: 04-110-5510 BUILDING \$394,205.20**

**Motion to Adopt Finance Items 1 and 1a was made by Mr. Westcott.  
Motion Passed. Voice Vote 7-0.**

**Item 1a.** Consideration of **Resolution No. 2164** Accepting a BID from Bowden Specialties, Inc. for Dirt Work and Construction the Russellville Fire Facility Site for the City of Russellville, Arkansas; Authorizing the Mayor and City Clerk Treasurer to Enter Into an Agreement With Bowden Specialties, Inc., Russellville Live Fire Facility Project for the City of Russellville, Arkansas and Other all Other Purposes. Sponsored by RFD

**Motion to Adopt Finance Items 1 and 1a was made by Mr. Westcott.  
Motion Passed. Voice Vote 7-0.**

**Item 2. Appropriation**

Appropriated from the City General Fund Reserve the sum of **\$8,479.40** to be used for the following purposes:

**Pass through of insurance claim payments from the AML Municipal Vehicle Program for the repair of three Police Department Vehicles due to accidents;**

**FUND: GENERAL FUND**

**DEPARTMENT: POLICE DEPARTMENT**

**REVENUE:  
01-111-4161 INSURANCE REIMBURSEMENT \$8,479.40**

**EXPENDITURE:**  
**01-111-5214 VEHICLE MAINTENANCE** **\$8,479.40**

**Motion to Adopt Finance Item 2 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.**

**Item 3. Appropriation**

Appropriated from the General Fund 2022 Carry Over Balance the sum of **\$40,157.96** to be used for the following purposes:

Additional Funding for Uniformed Employees Retirement (LOPFI)  
Expense

**FUND: General Fund**

**DEPARTMENT: FIRE DEPARTMENT**

**EXPENDITURE: 01-110-5 154 LOPFI \$37,344.52**

**DEPARTMENT: POLICE DEPARTMENT**

**EXPENDITURE: 01-111-5 154 LOPFI \$ 2,813.44**

**Motion to Adopt Finance Item 3 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.**

**Item 4. Appropriation**

Appropriated from the 2021 Parks and Rec Special Fund the sum of **\$38,318.95** to be used for the following purposes:

**Purchase of Fall Protection Surface for the Play Unit at Shiloh Park**  
**FUND: 2021 PARKS AND RECREATION SPECIAL FUND**

**DEPARTMENT: PARKS AND RECREATION**

**EXPENDITURE:**  
**08.109.5527 PLAYGROUND RENOVATION \$38,318.95**

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

**Item 5. Appropriation**

Appropriated from the 2021 Parks and Rec Special Fund the sum of **\$183,911.33** to be used for the following purposes:

**Purchase of a New Playground Unit and a Pavilion for Hickey Park**

**FUND: 2021 PARKS AND RECREATION SPECIAL FUND**

**DEPARTMENT: PARKS AND RECREATION**

**EXPENDITURE:**  
**08.109.5534 PAVILION STRUCTURES \$183,911.33**

**Motion to Adopt Finance Items 5 and 5a was made by Mr. Westcott.  
Motion Passed. Voice Vote 7-0.**

- Item 5a.** Consideration of Resolution No. 2165 Authorizing the Mayor, The City Clerk Treasurer and the Director of Parks and Recreation to Sign a State Negotiated Price Agreement With Gametime C/O Cunningham Recreation on Behalf of the City of Russellville Department of Parks & Recreation to Purchase New Playground Unit and a Pavilion at M.J. Hickey and for Other Purposes. Sponsored by Parks & Rec

**Motion to Adopt Finance Items 5 and 5a was made by Mr. Westcott.  
Motion Passed. Voice Vote 7-0.**

- Item 6. Appropriation**

Appropriated from the Reserves of the 2021 Economic Development Infrastructure Fund the sum of \$25,088.53 to be used for the following purposes:

**To fund the purchase of Equipment for the Parks and Recreation Department a Dakota 410 Ton Type Top Dresser**

**FUND: 2021 ECONOMIC DEVELOPMENT INFRASTRUCTURE FUND**

**DEPARTMENT: PARKS AND RECREATION DEPARTMENT**

**EXPENDITURE: 27-109-5252 EQUIPMENT \$25,088.53**

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

- Item 7.** Consideration of Resolution No. 2166 Authorizing the Mayor and City Clerk Treasurer to Enter into an Agreement with Entergy Arkansas LLC to Relocate 1665.83 Feet of Overhead Power Lines on East 2<sup>nd</sup> Street in the City of Russellville, Arkansas and Other all Other Purposes. Sponsored by Public Works

**Motion to Adopt Finance Item 7 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.**

- Item 8.** Consideration of Resolution No. 2167 Authorizing the Mayor, The City Clerk Treasurer and the Director of Parks and Recreation to Sign a State Negotiated Price Agreement With GEO Surfaces on Behalf of the City of Russellville Department of Parks & Recreation to Purchase New Turfing to Fields at M.J. Hickey and Pleasant View Park and for Other Purposes. Sponsored by Parks & Rec

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

- Item 9.** Consideration of Resolution No. 2168 Accepting a BID from Western Mill Wright Commercial Construction, Inc. for 2023 Sidewalk Maintenance for the City of Russellville, Arkansas; Authorizing the Mayor and City Clerk Treasurer to Enter Into an Agreement With Western Mill Wright Commercial Construction, Inc. for the 2023 Sidewalk Maintenance for the City of Russellville, Arkansas and Other all Other Purposes. Sponsored by Public Works

**Motion to Adopt Finance Item 9 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.**

**From the 5:30 p.m. Finance Meeting**

- Item 1.** Consideration of Resolution No. 2169 Authorizing the Mayor and City Clerk Treasurer to Enter Into a Lease Agreement With the Arkansas Department of the Military for the Lease of Land for the Armory in the City and for Other Purposes. Sponsored by Airport Department

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

- Item 2.** Consideration of a Resolution Authorizing the Mayor and City Clerk Treasurer to Sign an Offer and Acceptance With Pope County Road Department Facility and Pope County EMS Facility to Consolidate City Corporation Operations, Administration, Services and Personnel at One (1) Site Within the City and for Other Purposes. Sponsored by City Corporation

**Motion to Table items 2, 3 and 4 was made by Mr. Westcott, Seconded by Mr. Keller. Motion Passed. Voice Vote 5-2.**

**(Yes votes were, Mr. Westcott, Mr. Keller, Mr. Harris, Ms. Young and Mr. Bradley. No votes were Mr. Gray and Mr. George)**

**Item 3.** Consideration of a Resolution Authorizing the Mayor and City Clerk Treasurer to Sign a Real Estate Contract to Purchase Two (2) Acres of Land on North Sidney Avenue to Consolidate City Corporation Operations, Administration, Services and Personnel at One (1) Site Within the City and for Other Purposes. Sponsored by City Corporation

**Motion to Table items 2, 3 and 4 was made by Mr. Westcott, Seconded by Mr. Keller. Motion Passed. Voice Vote 5-2.**

**(Yes votes were, Mr. Westcott, Mr. Keller, Mr. Harris, Ms. Young and Mr. Bradley. No votes were Mr. Gray and Mr. George)**

**Item 4.** Consideration of a Resolution Authorizing the Mayor and City Clerk Treasurer to Sign a Real Estate Offer and Acceptance With Butler Family Properties to Sell Real Estate at 612 South Arkansas Avenue Commonly Known as the City Corporation Maintenance Facility as Surplus Real Property no Longer Needed by City Corporation and for Other Purposes. Sponsored by City Corporation

**Motion to Table items 2, 3 and 4 was made by Mr. Westcott, Seconded by Mr. Keller. Motion Passed. Voice Vote 5-2.**

**(Yes votes were, Mr. Westcott, Mr. Keller, Mr. Harris, Ms. Young and Mr. Bradley. No votes were Mr. Gray and Mr. George)**

**Item 5. Appropriation**

Appropriated from the **2021 Sales Tax Capital Fund** the sum of **\$256,270.71** to be used for the following purposes:

**For 3 Dodge Durango Patrol Vehicles and 1 Dodge Durango CID Vehicles and the Required Equipment**

FUND: **2021 Sales Tax Capital Fund**

DEPARTMENT: **POLICE DEPARTMENT**

EXPENDITURE: **07-111-5513 VEHICLES \$ 256,270.71**

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

**Item 6.** Consideration of **Resolution No. 2170** to Authorize the Mayor and City Clerk Treasurer to Sign an Agreement for the Procurement of Consultant Services to Complete the National Register Nomination for Specific



Sections of the Old Town Neighborhood and for Other Purposes.  
Sponsored by the Planning & Development Department

#### **Unfinished (Old) Business.**

- Item 1.** Consideration of **Ordinance No. 2463** Rezoning Certain Realty in the City of Russellville, Arkansas and for Other Purposes. (300 block of Hob Nob Road, Russellville, Arkansas) **Second and Final Reading.** Sponsored by the Planning Commission. Submitted by Barrett & Associates on behalf Legends Resort & Casino LLC.

**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, Read the Second and Final Readings. Seconded by Mr. George. Motion Passed. Voice Vote 7-0.**

**Motion to Adopt Old Business Item 1 was made by Mr. Westcott and Seconded by Mr. George. Motion Passed. Voice Vote 7-0.**

#### **New Business.**

- Item 1.** Consideration of **Resolution No. 2171** to Set a Public Hearing for the Vacation of Plat at 401 Quarry Road, The Ferguson Property Addition, City of Russellville, Arkansas and for Other Purposes. Submitted by Paul Eddy on behalf of Jim Woker. Unanimously recommended by the Planning Commission

**Motion to Approve New Business Item 1 was made by Mr. Westcott and Seconded by Mr. Keller. Motion Passed. Voice Vote 7-0.**

- Item 2.** Consideration of **Resolution No. 2172** to Setting a Public Hearing for the Vacation a Portion of Twenty Foot Alley Between Lots 5-12 of Block 42, J.L. Shinn Addition, City of Russellville, Arkansas and for Other Purposes. Submitted by Chris Abington. Unanimously Recommended by the Planning Commission.

**Motion to Approve New Business Item 2 was made by Mr. Westcott and Seconded by Mr. Keller. Motion Passed. Voice Vote 7-0.**

- Item 3.** Consideration of an Ordinance Amending the City Administration Code for the City of Russellville, Arkansas, Ordinance No. 2460, and for Other Purposes. Sponsored by Mayor Fred Teague

**Motion to Remove items 3 and 3a was made by Mr. George, Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.**

**Item 3a.** Consideration of an Ordinance Amending the City Administration Code for the City of Russellville, Arkansas, Ordinance No. 2460, and for Other Purposes. Sponsored by Mayor Fred Teague

**Motion to Remove items 3 and 3a was made by Mr. George,  
Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.**

- ❖ Agenda Prep for Finance Committee Meeting, Tuesday, September 12, 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, September 21, 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.

  
  
9.21.2023

