

Minutes
Russellville City Council Meeting
Thursday, September 21, 2023 at 6:00 p.m.

Welcome and Call to Order. Mayor Fred Teague

Invocation. Kevin Johnson, Associate Pastor from NLC

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 Chris Olson were present. Emily Young was absent.

Approval of Minutes. August 8, 2023 and August 17, 2023

Motion to Approve the August 8, 2023 and August 17, 2023 Minutes was made by Mr. Westcott, Second by Mr. Keller. Motion passed and minutes approved. Voice vote 7-0.

Financial Report. Robin Johnson, Finance director

September 21st, 2023

Highlights:

City Sales Tax Receipts	\$482,878		
County Sales Tax Receipts	\$565,238		
2021 1 Cent Sales Tax Receipts	\$965,757	\$676,029 Streets	\$96,576
		Parks, Capital, Econ Dev	
Interest Received	\$265,021		
General Fund	\$ 30,569		
Street Fund	\$168,553		
All Other Funds	\$ 65,899		

GENERAL FUND

REVENUES: August operating revenues totaled \$1,409,340 compared to \$1,437,427 for the same period last year. YTD operating revenue is 4% above budget. August sales tax collections and turnback totaled \$1,074,272 compared to same period last year \$1,050,798. Franchise fees and permit revenues totaled \$109,993.

EXPENDITURES: August expenditures totaled \$1,171,191 comprised of Personnel Related Expense of \$882,806. Utilities & Other Expense were \$288,385. Expenditures were 3% below year-to-date projections.

STREET FUND

REVENUES: August Street revenues totaled \$1,048,543; 2021 Sales Tax \$676,029, State Turnback and Advalorem Tax \$168,658, Interest \$164,475, State ½ Cent Road Tax revenue \$37,007, Street Cutting Permit \$1,700 and Other Miscellaneous \$674. Street Operating Revenues were 27% above budget.

EXPENDITURES: Operational expenditures for August were \$171,121 comprised of Personnel Related Expense of \$116,240 and Utilities & Other \$54,881; ½ Cent Sales Tax Spending was \$174,046 for Phase 2 of Schoolhouse Trail and \$70,386 for Traffic Signal Battery Backup Units and Detection Cameras for Signals; Sales Tax Spending was \$1,508,180; DIG Construction, Easements and Main and Arkansas Signal Design, Knoxville Sidewalk Construction, Brookside Drainage and the South Waco Pond Basin.

ECONOMIC DEVELOPMENT FUNDS

REVENUES: August revenues totaled \$140,462; New sales tax revenue of \$96,576, Grant Received for White Water Feasibility Study \$11,625, Interest \$23,261 and \$9,000 from Sale of Asset (RPD Vehicles).

EXPENDITURES: There were no expenditures in August.

CAPITAL ASSET FUND

REVENUES: Total revenue was \$441,142; \$394,205 from a General Fund Transfer for the Site Construction for the Live Burn Facility, \$45,286 FAA Grant Reimbursement and \$1,651 in Interest.

EXPENDITURES: Capital Asset expenditures for August totaled \$92,041; \$47,286 for the Apron Redesign and Remarking at the Airport, \$31,893 for the Aquatic Center Therapy Pool Heater, \$5,078 for Asbestos Survey at the Airport and Electrical Conduit Repair at RPD and \$4,130 for Camera Systems for Police Department and \$3,652 for City Park renovations.

City of Russellville Arkansas Summary Financial Activity by Fund

Fund Number	Fund Title	Fund Balance	August 2023		Fund Balance
		07.31.23	Receipts	Disbursements	08.31.23
Fund 01	General Fund	3,302,862.62	1,409,340.43	1,577,754.74	3,134,448.31
Fund 01	Emergency Reserve - General	3,500,000.00	-	-	3,500,000.00
Fund 02	Street Fund Operating	1,577,681.17	259,150.15	171,121.50	1,665,709.82
Fund 02	Street Fund Capital	1,092,107.93	-	-	1,092,107.93
Fund 02	Road Tax Street Fund	548,666.43	37,006.58	244,431.43	361,241.58
Fund 02	2014 Street Sales Tax Fund	15,250,713.54	-	96,442.44	15,154,271.10
Fund 28	2021 Street Sales Tax Fund	17,199,826.75	752,386.26	1,411,738.32	16,540,474.69
Fund 03	2003 Economic Development Fund	2,389,306.86	10,965.01	92,041.33	2,407,270.54
Fund 04	Capital Asset Fund	230,529.20	441,142.10	356.16	579,625.14
Fund 07	2021 Parks & Rec Special Fund	2,159,625.54	106,528.33	-	2,266,153.87
Fund 10	EMS Services Fund	2,695,768.32	108,972.03	31,333.00	2,772,407.35
Fund 12	District Court Costs Fund	299,218.67	115,865.76	24,191.88	390,892.55
Fund 13	No Vehicle Insurance Fund	64,406.06	2,518.28	690.69	66,233.65
Fund 14	Parks & Rec Special	22,062.71	8,145.83	-	30,208.54
Fund 14	Police Training	56,632.00	1,093.04	2,427.00	55,300.00
Fund 17	Court Automation	17,948.24	6,327.88	5,270.00	18,996.12
Fund 18	Administration of Justice Fund	521,479.90	42,555.25	42,801.65	521,233.50
Fund 19	Criminal Justice Ordinance Fund	787.59	1,435.62	6,132.00	1,091.21
Fund 20	Fire Contingency Fund	95,966.39	6,210.43	3,229.25	98,947.57
Fund 20	Fire Insurance Premiums Fund	153,888.01	605.60	-	154,493.61
Fund 21	2007 Economic Development Fund	1,073,825.95	4,961.32	-	1,078,787.27
Fund 24	Russellville Oakland Cemetery	94,180.85	3,996.83	8,291.84	89,885.84
Fund 25	Russellville Convention Center	2,702,116.36	12,400.56	-	2,714,516.92
Fund 26	2014 Economic Development Fund	84,542.91	21,042.25	-	105,585.16
Fund 27	2021 Economic Development Fund	1,497,998.92	103,493.25	-	1,601,492.17
Fund 29	Federal Grant Activity Fund	1.00	-	-	1.00
Fund 30	Lattimore Tourist Home Fund	35,159.92	161.36	-	35,321.28
Fund 31	ACEDP Grant Phoenix Inn. Fund	1.00	-	-	1.00
Perpetual Care	Oakland Cemetery Perpetual Care Genworth	156,461.55	808.05	-	157,269.60
		120,935.44	-	-	120,935.44
		57,126,663.91	3,472,790.53	3,729,125.50	56,870,328.94

City of Russellville
Equipment Lease Liability
@ 08.31.23

Lease Agreement	Purpose	Beginning	Ending	Months Remaining	Total Cost	Liability @ 08/31/23
<i>In Fund 01 General Fund</i>						
LEAF	Kyocera 6053 Printer	12/14/20	12/14/27	28	\$ 340.22	\$ 9,526.16
LEAF	Kyocera 3552 Printer	07/19/18	07/25/23	7	\$ 107.34	\$ 820.68
Pitney Bowes	SendPro Postage Machine	11/16/20	11/16/26	27	\$ 53.88	\$ 1,454.72
Pitney Bowes	SendPro C Auto Postage Machine	04/01/23	04/01/28	55	\$ 151.35	\$ 8,324.25
Quadient Leasing USA	IS280- Postage Machine	03/17/21	03/16/24	7	\$ 34.78	\$ 243.47
<i>In Fund 10 EMS Services - Annual Payments</i>						
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		\$ 39,249.18	\$ 13,027.67
Stryker Sales/Flex Financial	(3) Ambulance Cots	12/01/22	12/01/27		\$ 59,632.49	\$ 238,529.96
					Total Lease Liability	<u>\$ 575,320.97</u>

Other General Fund Liabilities @ 08/31/2023

<i>In General Fund</i>	Accounts Payable	\$ (944.36)
	State Taxes Payable	\$ (13.24)
	LOPFI, Fire Pension Payable	\$ (1,486.01)
	Group Insurance Payable	\$ 2,252.50
	Misc Payroll Deduction Payable	\$ 123.04
	American Fidelity Payable	\$ (111.16)
	457 Plan Payable	\$ 750.00
	Supplemental Life Payable	\$ 13.94
	TxLife Insurance	\$ 1,112.59
Total Other Liabilities		<u>\$ 1,697.30</u>

Mayor's Report.

Item 1. Discussion and Acknowledgment of Receipt of Legislative Audit Report that was provided to Council by Robin Johnson. Roll Call is required for this item.

Roll Call

Mayor Fred Teague, City Clerk Gina Skelton, Councilmember's Eric Westcott, Justin Keller, Nathan George, Shawn Harris, Seth Bradley Paul Gray and Chris Olson all acknowledgment of receipt of Legislative Audit. Email Young was not present but will follow up with an email.

Departmental Report. Russellville Police Department provided a presentation regarding RPD updates.

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 5:30 p.m. Finance Meeting

Item 1. Appropriation

Appropriated from the 2022 Carry Over Balance the sum of \$64,000.00 to be used for the following purposes:

Replenish the Capital Asset Fund Aquatic Center Building Budget

FUND:	<u>GENERAL FUND 01</u>	
DEPARTMENT:	<u>ADMINISTRATIVE - 101</u>	
EXPENDITURE:	01-101-6007	
	TRANSFER TO CAPITAL ASSET	\$64,000.00
FUND:	<u>CAPITAL ASSET FUND - 04</u>	
DEPARTMENT:	<u>AQUATIC CENTER - 106</u>	
REVENUE:	04-106-4171 TRANSFER OF FUNDS	\$64,000.00
EXPENDITURE:	04-106-5510 BUILDING	\$64,000.00

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

Item 2. Appropriation

Appropriated from the Reserves of the Street Fund the sum of \$4,941.76 to be used for the following purposes:

Settling a Claim for Property Damage Reimbursement

FUND:	STREET FUND (02)	
DEPARTMENT:	STREET ADMINISTRATION (202)	
EXPENSE:	02-202-5208 MISCELLANEOUS EXPENSE	\$4,941.76

NO ACTION TAKING ON ITEM 2 AND 2A.

Item 2a. Consideration of a Resolution Setting a Claim for Property Damage Reimbursement With City of Russellville, Arkansas and for Other

Purposes. Sponsored by Public Works

NO ACTION TAKING ON ITEM 2 AND 2a.

Item 3. Appropriation

Appropriation from the Reserves of the Street Fund the sum of \$4,441.76 to be used for the following purpose:

Settling a Claim for Property Damage Reimbursement

FUND: STREET FUND (02)

DEPARTMENT: STREET ADMINISTRATION (202)

EXPENSE: 02-202-5208 MISCELLANEOUS EXPENSE \$4,441.76

****This appropriation goes with Council Finance Item #10****

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

Item 3a.

Consideration of **Resolution No. 2173** Setting a Claim for Property Damage Setting a Claim for Property Damage Reimbursement With City of Russellville, Arkansas and for Other Purposes. Sponsored by Public Works

****This Resolution goes with Council Finance Item #10****

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

Item 4. Appropriation

Appropriated from the Reserves of the 2021 Economic Development Infrastructure Fund the sum of **\$137,039.27** to be used for the following purposes:

Purchase Twenty Motorola APX6000 700/800 Model 2,5 Portable Radios and the associated equipment and Programming for RPD

FUND: 2021 Economic Development infrastructure Fund

DEPARTMENT: POLICE DEPARTMENT

EXPENDITURE: 27-111-5252 EQUIPMENT \$137,039.27

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

From the 6:00 p.m. Finance Meeting

Item 1. Consideration of **Resolution No. 2174** 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 Adopt Item 1 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.

Item 2. Consideration of **Resolution No. 2175** 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 Adopt Item 2 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.

Item 3. Consideration of **Resolution No. 2176** 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 Adopt Item 3 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.

Item 4. Consideration of **Resolution No. 2177** Waiving Competitive Bidding, Authorizing the City of Russellville to Execute an Agreement With Centennial Bank for Financial Banking Services for the City and for Other Purposes. Sponsored by Robin Johnson, Finance Director

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

Item 5. Consideration of Reimbursement for the 2nd Quarter 2023 Expenses for Main Street Russellville in the amount of \$18,604.37.

Motion to Adopt Item 5 was made by Mr. Westcott. Motion Passed.

Voice Vote 7-0.

- Item 6.** Consideration of **Resolution No. 2178** Authorizing the City of Russellville to Provide an Easement of the Property Associated With the Latimore Tourist Home to the Arkansas Historic Perseveration Program. Sponsored by Friends of the Latimore House

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

- Item 7.** Consideration of **Resolution No. 2179** Authorizing the Sale of Personal Property by Auction With Govdeals and for Other Purposes. Sponsored by Finance Department

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

- Item 8.** Consideration of **Resolution No. 2180** Levying Millage Taxes on all Property in the City of Russellville, Arkansas , for the Year 2023, Repealing Resolution No. 1858 and for Other Purposes. Sponsored by Finance Department

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

- Item 9.** Consideration of **Resolution No. 2181** for the Russellville District Court Approving the Destruction of District Court Records. Sponsored by Judge Clay McCall

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

- Item 10.** Consideration of **Resolution No. 2173** Setting a Claim for Property Damage Reimbursement With City of Russellville, Arkansas and for Other Purposes. Sponsored by Public Works

THIS MATTER WAS HANDLED IN THE 5:30 FINANCE MEETING AND APPROVED AS ITEMS 3 AND 3Aa.

- Item 11. Appropriation**

Appropriated from the City Street Fund Reserve the sum of **\$30,198.54** to be used for the following purposes:

Provide Additional Funding on Equipment Purchase – Leaf Vacuum

FUND: Street Fund
DEPARTMENT: Street Capital Improvement
EXPENDITURE: 02-203-5252 EQUIPMENT \$30,198.54

Motion to Adopt Item 11 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.

Item 12. Appropriation

Appropriated from the Reserves of the 2021 Economic Development Infrastructure Fund the sum of \$81,865.72 to be used for the following purposes:

To fund the purchase of Ambulance Equipment for the Fire Department

FUND: 2021 ECONOMIC DEVELOPMENT
INFRASTRUCTURE FUND
DEPARTMENT: FIRE DEPARTMENT
EXPENDITURE: 27-110-5252 EQUIPMENT \$81,865.72

Motion to Adopt Item 12 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.

Item 13. Consideration of Resolution No. 2182 to Waive Building Permit Fee for Construction of the New Pope County EMS Facility. Sponsored by Mayor Fred Teague

Motion to Adopt Item 13 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.

Item 13a. Consideration of Ordinance No. 2464 Amending the Permit and Review Fees Associated With the Current Edition of the Arkansas State Codes as Adopted by the City as a City Code to add an Express Waiver or Reduction Provision to the Fees Established by the Code; Establishing Procedures to Grant a Waiver or Reduction and for Other Purposes. Sponsored by Mayor Fred Teague

Mr. Westcott made a Motion for Finance Item 13a to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read One Time Only. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

Motion to Adopt Finance Item 13a was made by Mr. Westcott. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

Item 14. Consideration of Resolution No. 2183 to Authorizing the City of Russellville to Execute an Extension Agreement with After Hours Lawn Care for Lawn Care Services for Russellville Oakland Cemetery for the City of Russellville and for Other Purposes. Sponsored by Cemetery Commission

Motion to Adopt Item 14 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.

Item 15. Appropriation

Appropriated from the **2021 Sales Tax Capital Fund** the sum of \$38,000.00 to be used for the following purposes:

For 1 Dodge Durango Vehicles for RFD

FUND: 2021 Sales Tax Capital Fund

DEPARTMENT: FIRE DEPARTMENT

EXPENDITURE: 07-110-5513 VEHICLES \$ 38,000.00

Motion to Adopt Item 15 was made by Mr. Westcott. Motion Passed. Voice Vote 7-0.

Unfinished (Old) Business. None.

New Business.

Item 1. Public Hearing - Opened at 6:28 pm and closed at 6:28 pm – no one present to speak.

Item 1a. Consideration of an Ordinance 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

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 First of Two Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

Item 2. Public Hearing - Opened at 6:29 pm and closed at 6:29 pm – no one present to speak.

Item 2a. Consideration Ordinance NO. 2465 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.

Mr. Westcott made a Motion for New Business Item 2a to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read One Time Only. Seconded by Mr. Olson. Motion Passed. Voice Vote 7-0.

Motion to Adopt New Business Item 2a was made by Mr. Westcott. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

Motion to Enact the Emergency Clause for New Business Item 2a was made by Mr. Olson. Seconded by Mr. George. Motion Passed. Voice Vote 6-1 (Mr. Westcott voted “no”)

Item 3. Consideration of an Ordinance Rezoning Certain Realty in the City of Russellville, Arkansas and for Other Purposes. (Located at 1805 W Main Street) Submitted by The Lighthouse Companies on behalf of Deanna Arivett. (ZONE-0623-000372). 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 First of Two Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

Item 4. Consideration of an Ordinance Amending the Zoning Code for the City of Russellville, Arkansas, Ordinance No. 2443 and for Other Purposes. Submitted by the City of Russellville.

Mr. Westcott made a Motion for New Business Item 4 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read First of Two Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

Item 5. Consideration of an Ordinance Amending the Land Subdivision and Development Code for the City of Russellville, Arkansas, Ordinance No. 2444 and for Other Purposes. Unanimously recommended by the Planning Commission.

Mr. Westcott made a Motion for New Business Item 5 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read First of Two Readings. Seconded by Mr. Gray. Motion Passed. Voice Vote 7-0.

Item 6. Consideration of **Ordinance NO. 2466** Amending Ordinance NO. 2449 Changing the Number of Open Containers an Individual can Possess in the Entertainment District and for Other Purpose. Sponsored by Nathan George

Mr. Westcott made a Motion for New Business Item 6 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 7-0.

Motion to Adopt New Business Item 6 was made by Mr. Westcott. Seconded by Mr. George. Motion Passed. Voice Vote 7-0.

- ❖ Agenda Prep for Finance Committee Meeting, Tuesday, October 10, 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, October 19, 2023 at 5:30 p.m. at City Hall Council Chambers followed by City Council Meeting at 6:00 p.m.
- ❖

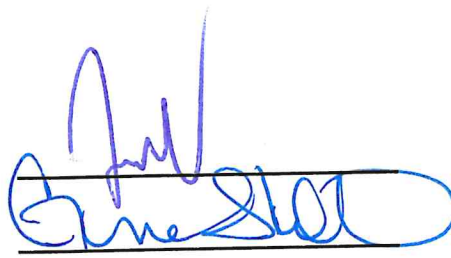
Motion to Adjourn was made by Mr. Westcott.

Adjourned.

Mayor Fred Teague.

City Clerk Gina Skelton.

Approved by Council.



10.19.2023

