

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

February 20, 2024

5:30 p.m.

AGENDA

1. Call to Order Mayor Scott Byrd
2. Invocation
3. Approval of Board Minutes from February 6, 2023 – Mayor Byrd
4. Update from Housing Authority on 2023 PILOT Funds – Dr. Jarmon / Bobbi Partain
5. Request by Housing Authority to Waive 2024 PILOT funds - Dr. Jarmon/ Bobbi Partain
6. Consideration of Resolution to accept ArDOT Funds to Move “the Downtown Rock” – Gary Brinkley
7. Consideration of Bid to remove 121 Clinton Street Property – Lt. Cleek / Gary Brinkley
8. Approval of Request for \$100 Petty Cash at Airport – Gary Brinkley
9. Recommendations for Parks Committee Members – Gary Brinkley
10. Recommendation for the Water Committee – Gary Brinkley
11. Recommendation for the Housing Authority Commission – Gary Brinkley
12. Ordinance to Set 7 as the Planning Commission – Gary Brinkley
13. Recommendation for the Planning Commission- Gary Brinkley
14. City Managers Annual Report Year End 2023 – Gary Brinkley
15. City Manager’s Report – Gary Brinkley
16. Routine Business – Mayor Byrd
17. Adjournment – Mayor Byrd

Regular Meeting: Citizens speaking to the Board of Directors shall have a speaking time limit of **10 minutes**. The Board of Directors may ask follow up questions which may extend the time limit.

Open Session Forum: Speaking time limit is **5 minutes** a speaker may not yield his or her time to another speaker

**REGULAR CALLED MEETING
BOARD OF DIRECTORS**

Board Room

February 6, 2024

5:30 P.M.

MEMBERS:

Taylor Chaney, *Ward 1 Director (Absent)*
Chris Porter, *Ward 2 Director*
Keith Crews, *Ward 3 Director*
Reo Cummings, *Ward 4 Director*
Jason Jones, *Ward 5 Director*
Roland Gosey, *Assistant Mayor*
Scott Byrd, *Mayor*

OTHERS:

Gary Brinkley, *City Manager*
Chama Williams, *City Clerk*

CALL TO ORDER

The Mayor called the meeting to order at 5:33 p.m.

The Mayor announced a quorum was present.

INVOCATION

Director Crews.

APPROVAL OF BOARD MINUTES FROM JANUARY 23, 2024

A motion was made by Director Crews, seconded by Director Porter to approve the minutes from the January 23, 2024, Board Meeting.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Absent”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	“Aye”	Mayor Byrd	“Aye”
Keith Crews	“Aye”		

PROCLAMATION NAMING FEBRUARY AFRICAN AMERICAN HISTORY MONTH In ARKADELPHIA.

Proclamation was read by the City Clerk.

UPDATE ON THE BLACK HISTORY MONTH HONOREES EVENT

Mrs. Emma Brown gave an update on the Black History Honoree Celebration that took place on February 1, 2024. Mrs. Brown stated that the honorees portraits could be seen on Main St. banners for the remainder of the month. She also stated that the selection for the 2025 honorees would take place in late 2024. Mrs. Brown thanked the committee and all who were involved in making February 1st a great celebration for those who were recognized.

ARKADELPHIA ALLIANCE/CHAMBER OF COMMERCE ANNUAL UPDATE

Ms. Shelley Short and Ms. Tara Rollins gave the annual presentation on the many projects, events and future plans for the Alliance and Chamber. The Annual Contract with the Chamber of Commerce was presented to the Board. The Contract for Services is an annual agreement commencing January 1, 2024. Language and terms are consistent with previous years, except the deletion of the visitor’s center program and addition of the small business development program. Funds were appropriated in the approved 2024 Budget. The annual cost is \$40,000 which is an increase of \$5,000 over the previous year. The additional funds are to sponsor the small business development program being brought to Arkadelphia by the Conductor Group. Our program is known as the Blueprint program.

Staff recommended approval of the Service Contract with the Alliance and Chamber and for the City Manager to sign all documentation.

A motion was made by Director Crews, seconded by Director Jones to approve the Annual Service Contract with the Alliance/Chamber of Commerce for \$40,000 to be paid evenly on a monthly basis.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Absent”	Roland Gosey	“Aye”
Chris Porter	“Aye”	Jason Jones	“Aye”
Reo Cummings	“Aye”	Mayor Byrd	“Aye”
Keith Crews	“Aye”		

CITY MANAGER’S REPORT

February 6, 2024

- Again, our thanks to all of you who were able to attend the Black History Month Honorees celebration on February 1st.
- Our Building Dept Manger, DeAnna Graves, has completed her courses and was recertified as a Stormwater Inspector by the National Storm Center. This is critical of those who pay flood insurance annually as it aids in their rates being reduced. Our congratulations to DeAnna who stays on top of this situation.
- Lt. Cleek will have 3 condemnation properties for your consideration at the next meeting.

- Congratulations to Taylor Scalzi & Reggie Speights on winning our first Pickleball tournament!
 - Parks & Recs will be hosting another puppy yoga class next Thursday, February 15th. This class will feature puppy pugs from the Pug farm in Arkadelphia.
 - Late registration for youth soccer ends tomorrow.
-
- Finally, softball registrations are open now until March 11th.

Dates to Remember:

- February 20th- March 2th is early voting at the Rec Center for the Tax Renewals and the primaries.
- March 5th is election day.
- February 19th is Presidents Day and we will be off to observe this Federal Holiday.

ROUTINE BUSINESS

Taylor Chaney, Ward 1 – Absent.

Chris Porter, Ward 2 – Nothing.

Keith Crews, Ward 3 – He asked about the new lighting system for the water tower.

Reo Cummings, Ward 4 – He inquired about the potholes on Pine St.

Jason Jones, Ward 5 – He informed the citizens of the huge pothole on Malone Dr.

Roland Gosey, Assistant Mayor – He expressed his gratitude towards the City of Arkadelphia for hosting the Black History Event which honored and embraced those African Americans who contributed to the history of Arkadelphia.

Scott Byrd, Mayor – He echoed Asst. Mayor Gosey sentiments and thanked the Black History Honoree Nominating Committee for their hard work. He also encourages citizens to early vote. He also issued a public apology to Mr. Hosea Sanders for the mispronunciation of his name during the Black History Honoree Celebration.

ADJOURNMENT

There being no further business to discuss, Director Porter made the motion, seconded by Director Jones to adjourn. **The motion passed unanimously, and the meeting adjourned at 6:44 p.m.**

Scott Byrd, Mayor

Chama Williams, City Clerk

ADDITIONAL ATTENDEES

Don Hale

Shelley Short

Tara Rollins

MJ Davis

Jason Jackson

John Nelson

Lewis A. Shepherd Jr.

Emma Brown


Paul Shuffield

Trey Berry



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: February 15, 2024
Re: Housing Authority Follow-Up PILOT Funds / Continued Assistance



PILOT stands for payment in lieu of taxes. ACA § 14-169-235 is a program that allows the property tax funds from the housing authorities may be waived. In the past, the Board has allowed these funds to be used to reinvest into the properties.

Attached please find a letter from Dr. Jarmon, Executive Director, attesting to how the 2023 funds were used and requesting a waiver for 2024.

Dr. Jarmon and Ms. Bobbi Partain of the Housing Authority management team will be here on Tuesday night to address you.

Should you elect to waive this amount for additional capital expenditures, we will seek an accounting of these funds, just like the previous funding allocations.

Thank you.



670 South 6th Street
Arkadelphia, AR 71923
870-246-4632

Dr. Nadine Jarmon, Executive Director
Bobbi Partain Deputy Director

February 15, 2023

Mr. Gary Brinkley, City Manager
City of Arkadelphia
700 Clay Street
Arkadelphia, AR 71923

RE: Arkadelphia Housing Authority PILOT Waiver Request

Mr. Brinkley,

Please find attached the computation for our waiver request totaling \$9,060.00 prepared by our Accountants.

As we continue with our joint mission of service to low-income residents of our community and those most in need of housing assistance, we respectfully ask if consideration would be given to providing a waiver for this expense to the Arkadelphia Housing Authority.

We certainly appreciate your consideration of this request and await your response.

Respectfully,

A handwritten signature in cursive script that reads 'Nadine Jarmon'.

Nadine M. Jarmon, PhD
Executive Director

Computation of Payments in Lieu of Taxes

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

For Fiscal Year Ended 6/30/22

OMB Approval No. 2577-0026 (Exp. 10/31/2009)

Public reporting burden for the collection of information is estimated to average .4 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for HUD to ascertain compliance with requirements of Section 8(D) of the U.S. Housing Act, which provides for PHA exemptions from real and personal property taxes, and inclusion in the formula data used to determine public housing operating subsidies. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Name of Local Agency: 1	Location: 870 South 8th Street	Contract Number: FW-7087	Project Number: AR012000001
Part I - Computation of Shelter Rent Charged.			
1. Tenant Rental Revenue (FDS Line 703)		<u>\$188,110.40</u>	
2. Tenant Revenue Other (FDS Line 704)			
3. Total Rental Charged (Lines 1 & 2)			<u>\$188,110.40</u>
4. Utilities Expense (FDS Line 931 - 939)			<u>\$51,589.61</u>
5. Shelter Rent Charged (Line 3 minus Line 4)			<u>\$136,540.79</u>
Part II - Computation of Shelter Rent Collected. To be completed only if Cooperation Agreement provides for payment of PILOT on basis of Shelter Rent Collected.)			
1. Shelter Rent Charged (Line 5 of Part I, above)			
2. Add: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at beginning of fiscal year			
3. Less: Tenant Bad Debt Expense (FDS Line 964)			
4. Less: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at end of fiscal year			
5. Shelter Rent Collected (Line 1 plus Line 2 minus Lines 3 & 4)			
Part III - Computation of Approximate Full Real Property Taxes.			
(1) Taxing Districts	(2) Assessable Value	(3) Tax Rate	(4) Approximate Full Real Property Taxes
County (General, Road, Lib)	\$200,000.00	0.003800	\$760.00
School District	\$200,000.00	0.036500	\$7,300.00
City	\$200,000.00	0.005000	\$1,000.00
			<u>\$9,060.00</u>
Total			
Part IV - Computation of Approximate Full Real Property Taxes. (To be completed if Cooperation Agreement limits PILOT to an amount by which real property taxes exceed 20% of annual contribution.)			
1. Approximate full real property taxes			
2. Accruing annual contribution for all projects under the contract			
3. Prorate share of accruing annual contribution*			
4. 20% of accruing annual contribution (20% of Line 3)			
5. Approximate full real property taxes Less 20% of accruing annual contribution (Line 1 minus Line 4, if Line 4 exceeds Line 1, enter zero)			
Part V - Computation of Approximate Full Real Property Taxes.			
1. 10% of shelter rent (10% of Line 5 of Part I or 10% of Line 5 of Part II, whichever is applicable)**			<u>\$13,654.08</u>
2. Payments in Lieu of Taxes (If Part IV is not applicable, enter the amount shown on Line 1, above, or the total in Part III, whichever is the lower. If Part IV is applicable, enter the amount shown on Line 1, above, or the amount shown on Line 5 of Part IV, whichever is lower.)			<u>\$9,060.00</u>
* Same as Line 2 if the statement includes all projects under the Annual Contributions Contract. If this statement does not include all projects under the Annual Contributions Contract, enter prorata share based upon the development cost of each project.			
** If the percentage specified in the Cooperation Agreement or the Annual Contributions Contract with HUD is lower, such lower percentage shall be used.			
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 u.s.c 3729, 3802).			
Prepared By:	Approved By:		
Name: Lindsey & Company, Inc.	Name: Richard Herrington		
Title: Fee Accountant	Date: 08/07/2022	Title: Executive Director	Date: 08/07/2022



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: February 15, 2024
Re: Resolution on Downtown Welcome Rock

A handwritten signature in blue ink, appearing to read 'A. Brinkley'.

Attached for your review and approval please find the Resolution that addresses the relocation of the Downtown welcome sign (rock) and acceptance of the funds by ArDOT to move the sign.

As you recently directed, we will relocate the sign to the Airport for storage until the roads are in place and we can better determine the exact location for the optimal placement.

Your approval is requested.

Thank you.

RESOLUTION NO. R-24-

**A RESOLUTION TO APPROVE THE REMOVAL OF THE DOWNTOWN WELCOME
MARKER AND ACCEPTANCE OF THE ARKANSAS DEPT OF TRANSPORTATION
REIMBURSEMENT FOR THE EXPENSE**

WHEREAS, the City of Arkadelphia, Arkansas has a welcome marker at Clinton Street welcoming drivers to Downtown Arkadelphia; and

WHEREAS, this welcome marker must be moved to make way for the 10th Street Extension project by the Arkansas Dept. of Transportation; and

WHEREAS, the Arkansas Dept of Transportation has agreed to reimburse the City of Arkadelphia for the expense of removal and relocation of the welcome sign; and

WHEREAS, the Arkansas Dept of Transportation has provided the city with forms to be accepted and completed for the reimbursement.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Arkadelphia, Arkansas:

SECTION I: The City of Arkadelphia will participate in the agreement with the Arkansas Dept of Transportation and remove the welcome sign for reinstallation at another location.

SECTION II: City Manager, Gary Brinkley, is hereby authorized to sign the necessary documents to facilitate the removal of the welcome sign, its reimbursement forms with the Arkansas Dept of Transportation and the reinstallation of the sign at a location that will be determined at a later date and approved by the Board of Directors.

Passed on this 20th day of February, 2024.

Signed: _____
Mayor Scott Byrd

ATTEST: _____
(SEAL) Chama Williams, City Clerk



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: February 15, 2024
Re: Approval to Accept Bid to Clear 121 Clinton St

On October 24, 2023, Circuit Court Judge Batson issued an Order which allows us to remove the buildings and contents from the property and receive a first lien on the funds expended per A.C.A. §14-54-903.

The property consists of 3 buildings which all must be removed.

We don't own the property but do have the courts authority to remove these buildings that have been deemed to be unsafe for the public's health, safety and welfare.

Lt. Cleek, our Code Enforcement Officer, has received a bid to remove the asbestos and three bids to remove the buildings.

Hartsel Farms & Excavating	\$27,000
Justin Jacques, LLC	\$22,600
McKenzie Farms Trucking & Excavating	\$22,500
Brick City Abatement (asbestos)	\$ 5,850

Staff recommends you approve the bid by McKenzie Farms to remove these buildings at the cost of \$22,500 and for Brick City Abatement to remove the asbestos for \$5,850 and to allow the city manager to sign all the necessary documents.

Staff will follow up, through our attorney, to file the documents to place the liens on the property for future restitution.

Your approval is requested.

Thank you.

**IN THE CIRCUIT COURT OF CLARK COUNTY, ARKANSAS
CIVIL DIVISION**

**CITY OF ARKADELPHIA, ARKANSAS
BY GARY BRINKLEY, CITY MANAGER**

PLAINTIFF

VS.

CASE NO. 10CV-23-154

**CHRISTOPHER EARNEST GRAY AND
ANGELA GAY GRAY, HUSBAND AND WIFE;
JAMES CARLTON GRAHAM, INDIVIDUALLY AND
GRAHAM GENERAL CONTRACTORS, LLC**

DEFENDANTS

ORDER

On this day comes on to be heard the above style cause and the Court finds:

1. The Defendants, Christopher Earnest Gray and Angela Gay Gray, own property located at 121 Clinton Street, Arkadelphia, Clark County, Arkansas. The Special Warranty Deed in favor of Christopher Earnest Gray and Angela Gay Gray, as husband and wife, Grantees, is recorded in the deed records of Clark County, Arkansas in the office of the Circuit Clerk and Recorder as Document No. L20142714 in Book 650, Page 456 and recorded on December 11, 2014. The legal description of the land located at 121 Clinton Street, Arkadelphia, Arkansas is more fully described as follows: Lots 4, 5, 6, 7, 8 and 9, Block 30 of Browning's Addition to the City of Arkadelphia, Clark County, Arkansas, and to include a 14 foot wide alley North to South which alley runs East and West and is located between Lots 4, 5 and 6 on the North and Lots 7, 8 and 9 on the South.

2. The Defendants, Christopher Earnest Gray and Angela Gay Gray, are residents of Clark County, Arkansas residing at #90 Deceiper Hill Road, Arkadelphia, Clark County, Arkansas, and were served a Summons and Complaint in this matter on August 23, 2023, by Donald Treadway. Defendants, Christopher Earnest Gray and Angela Gay Gray, have failed to answer the Complaint of the Plaintiff within the time required by law.

3. James Carlton Graham A/K/A James Graham is the registered agent of Graham General Contractors, LLC and he individually and as the President of Graham General Contractors, LLC were served a copy of the Complaint on August 23, 2023, and answered the Complaint on September 20, 2023.

4. The Defendants, James Carlton Graham, individually, and Graham General Contractors, LLC have agreed to this Order based upon the signature and approval herein by their attorney of record.

5. The City of Arkadelphia, Arkansas has received numerous complaints concerning the condition of the Defendants, Christopher Earnest Gray and Angela Gay Gray, property located at what is known as 121 Clinton Street as more fully described above in Paragraph 1. The complaints include unsightly conditions, unhealthy and unsanitary conditions and the structures located thereon are not habitable nor do they appear capable of being restored to a habitable condition. There are windows broken out, holes in the roof, dilapidated automobiles in the yard and it is in an extremely unkept manner and unsafe condition.

6. The Court herein finds that the conditions on the above described property are a common law public nuisance and since the owners, Christopher Earnest Gray and Angela Gay Gray, have defaulted in responding to the Complaint of the Plaintiff and have not abated the

nuisance, therefore the City of Arkadelphia, Arkansas is hereby granted the right to abate the nuisance, including but not limited to demolition of all structures on the property, permanent removal of all unsightly and unsanitary materials and conditions including automobiles, cleaning of the property, cutting of the grass and all weeds, disposing of all wastes and garbage, and taking all of the actions necessary to protect the public peace, health and safety.

7. Any funds expended by the City of Arkadelphia, Arkansas to clean up and abating this public nuisance, including demolition fees, attorneys fee and other costs of litigation are declared to be a first lien against the real property prior to any other lien holders and considered a cleanup lien in accordance with A.C.A. § 14-54-903 having priority against all other lien holders.

8. Notice of the amount of monies expended by the Plaintiff, the City of Arkadelphia, Arkansas, shall be furnished to any lien holders of record and the Court shall determine the amount of the priority cleanup lien at a later date.

9. The enforcement of the priority cleanup lien may be by an action in this case for foreclosure against the real property and in accordance with A.C.A. § 14-54-904.

10. The lien of James Graham and/or James Graham General Contractors, LLC is inferior to any cleanup lien of the City of Arkadelphia, Arkansas and testimony may be submitted concerning this potential lien at a later date if it is determined there is equity in the property.

11. Any fine for violation of the City Ordinance No. 0-16-05 may be also considered at a later date when the Plaintiff presents in this Court their cleanup expenses including attorneys fees and costs.

IT IS THEREFORE ORDERED that the City of Arkadelphia, Arkansas may clean up the above described property at 121 Clinton Street, Arkadelphia, Arkansas as the Defendants,

Christopher Earnest Gray and Angela Gay Gray, are in default and the City of Arkadelphia, Arkansas is hereby granted a priority cleanup lien for funds expended; that the City shall report to the Court the amount of its claimed lien which shall be considered by the Court and a judgment entered at that time which may be foreclosed by the Plaintiff in order to satisfy any judgment.

IT IS FURTHER ORDERED that in the event the funds received from the sale of the property at foreclosure exceeds the amount of the priority cleanup lien the Court would at that time consider any claim of the Defendants, James Carlton Graham, individually, and/or Graham General Contractors, LLC.

IT IS SO ORDERED.



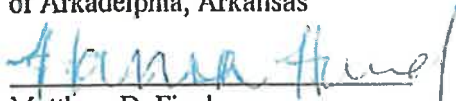
C.A. Batson, Circuit Judge

10-24-2023
Date

APPROVED BY:



Edward W. McCorkle
Attorney for the City
of Arkadelphia, Arkansas



Matthew D. Finch
Hannah W. Howard
Attorneys for James Carlton Graham, Individually
and Graham General Contractors, LLC



Date 12-13-2023

Cost of Demolition of House and Garage Building Located at 121 Clinton Street Arkadelphia, AR

The following is the scope of work to be completed for this project:

- **The complete demolition of the house and garage structure at this location, to include all concrete footers, side walks and other concrete objects on the lot.**
- **Removal and disposal of all materials from job sight,**
- **Fill in well and pit in yard around structures current location.**
- **Remove concrete driveway to garage and beside house,**
- **Grade and level areas where structures were removed with available material on the site.**

It should be understood that an asbestos abatement must be done prior to any work commencing. Payment will be required 15 days after satisfactory completion of the job.

Total Cost is \$27000.00

**Vern Hartsell
871-210-0204**

Accepted by _____



JUSTIN JACQUES LLC

1021 W SYPERT ST
Nashville, AR 71852
CL#0419490422
(870) 582 1570/(870) 557 1682
dbljexcavation.sabrinajacques@yahoo.com

QUOTE
EST0060

DATE
Dec 12, 2023

TOTAL
USD \$22,600.00

TO
DON CLEEK

DESCRIPTION	RATE	QTY	AMOUNT
EQUIPMENT MOBILIZATION	\$1,150.00	1	\$1,150.00
DEMO HOUSE/HAUL OFF APPROX. 3,300 SQ FEET WOOD FROM HOUSE DEMO/HAULED OFF FOR \$6.50 PER SQ FT	\$6.50	3,300	\$21,450.00
SUBTOTAL			\$22,600.00
TAX (0%)			\$0.00
TOTAL			USD \$22,600.00



MCKENZIE FARMS TRUCKING & EXCAVATING

P.O. BOX 165 / 1397 SMITHTON ROAD, GURDON, AR 71743

MIKE CELL 870-406-0102 MITCH 870-406-0357
KARLA 870-406-0182

CUSTOMER	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
CITY OF ARKADELPHIA	1	?? LOGAN STREET - POSSIBLE ASBESTOS & POSSIBLE ENTRY ISSUES	\$7,000.00	\$7,000.00
ESTIMATE NO	5000	121 CLINTON ST - APPROX 5000 SQ. FT. DEMO AND HAUL OFF	\$4.50	\$22,500.00
1				

DATE

12/13/2023

ADDRESS

LOGAN STREET AND
121 CLINTON STREET
CITY/STATE/ZIP
ARKADELPHIA, AR
71963

PHONE

E-MAIL

don.cleek@arkpd.us

PROJECT

ARKADELPHIA
CITY DEMO'S
DON

PAYMENT TERMS

PROPOSAL ONLY VALID FOR 30 DAYS

DUE DATE

SALES TAX

TOTAL **\$29,500.00**

SIGN BELOW TO ACCEPT QUOTE:

AUTHORIZED REP

DATE

BCA
Brick City Abatement, Inc.
P.O. Box 1405
Malvern, AR 72104
Phone: (501) 844-0735
brickcityabatement@gmail.com

November 18,2023

Lt. Don Cleek
City of Arkadelphia Code Enforcement

RE:Residential Structure
121 Clinton St
Arkadelphia,AR

Price to abate the ceiling texture in the 2 center rooms and the linoleum flooring from kitchen and front room is \$5,850.00

This price includes all labor, materials,disposal ,NOI to ADEQ and 3rd party air clearance.


If you have any questions please call or email me.

Thanks,

Brian Michna
1-501-844-0735



MEMORANDUM

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: February 15, 2024
Re: 2024 Petty Cash Request for Municipal Airport

As we have grown the Airport operations and services we provide our customers, it is necessary for our Airport Manager to have \$100 petty cash on hand. Mike Sellers stated he occasionally has transient customers who prefer to pay in cash and wants to accommodate these customers.

Mike is pleased to report with the new terminal and competitive fuel prices, our transient business as a part of our total fuel sales continues to grow.


City Treasurer Wilson informed me that per Legislative Audit, you need to acknowledge this \$100 fund and the cash registry that will accompany the funds for accountability. Ms. Wilson will verify the funds on a monthly basis.

Your acknowledgement is requested.

Thank you.



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: February 15, 2024
Re: Parks & Rec Committee Recommendation

Attached please find the name of 5 individuals who have agreed to serve on the Parks Committee.

Place 1	Sandy Henry	Expiring 6/30/25
Place 2	Kadin Walker	Expiring 6/30/26
Place 3	Johnny Conine	Expiring 6/30/25
Place 4	Avi Leeper	Expiring 6/30/26
Place 5	Allie Harris	Expiring 6/30/26


Director Tapson is confident this will be a good working group who can both challenge staff and support the Parks & Rec programs.

Your confirmation is requested.

Thank you.



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: February 14, 2024
Re: Water & Sewer Committee Recommendation

Below please find the list of recommended members to the Water & Sewer Committee. There are 3 returning members (*) and a new candidate, Ricky Arnold. Mr. Arnold will be representing those on the system, outside our city limits.


Place 2	Bill Fowler *	02/17/27
Place 3	Bobby Jones *	02/17/29
Place 4	Ricky Arnold	02/17/29
Place 7	Ian Cosh *	02/17/27

Your confirmation is requested.

Thank you.



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: February 15, 2024
Re: Housing Authority Recommendation

Attached please find a letter of recommendation submitted by the Housing Authority of names to renew or fill vacancies on the Housing Authority.

I recently visited with Anthony Landecker with the Department of Housing & Urban Development and he is very pleased with the progress being made at the Arkadelphia Housing Authority.

Your confirmation is requested.

Thank you.



670 South 6th Street
Arkadelphia, AR 71923
870-246-4632

Dr. Nadine Jarmon, Executive Director
Bobbi Partain Deputy Director

To: Mayor Byrd and Board of Directors
From: Housing Authority of the City of Arkadelphia
Date: 2/15/2024
Re: Board of Commissioners

Term expires 3/1/2023, the Commissioners recommend renewing Mary Bell's Position 1 on the Board of Commissioners.

Following the resignation of Linda Miller to fill the Board of Commissioners vacancy, the Commissioners recommends Ms. Wendi Boyles to fill Position 2 on the Board of Commissioners as Chairman.

Following the resignation of Regie Porchia to fill the Board of Commissioners vacancy, the Commissioners recommends Mr. Gary Hunter to fill Position 3 on the Board of Commissioners.


To fill the Board of Commissioners resident vacancy, the Commissioners recommends William Jeffery Colgate to fill Position 4 on the Board of Commissioners.

Pursuant to the bylaws, the commission shall request the Board of Directors' approval of this renewal.

Your approval is requested.



MEMORANDUM

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager 
Date: February 15, 2024
Re: Ordinance to Reduce Planning Commissioners

Attached please find an Ordinance to reduce the number of Planning Commissioners from 9 to 7.

Pursuant to state law §14-56-404, you as the governing body, have the authority to set the number of commissioners but in no case shall it be less than 5.

It is understandable that 9 was originally set to get a broad range of representation throughout the city. The number 7 still addresses this concern.

Staff has had numerous times that items that need to be reviewed and approved had to be postponed when a quorum could not be seated. At 9 members, 5 members make a quorum. At 7 members, 4 make a quorum and we are consistent at being able to seat 4 members.

Staff recommends you place the ordinance on its first reading tonight.

Further, staff recommends you place the ordinance on its second reading, title only, at the next Board meeting.

Thank you.

AN ORDINANCE ESTABLISHING THE NUMBER OF PLANNING COMMISSIONERS AND BOARD OF ZONING ADJUSTMENT MEMBERS AT 7 AND OTHER PURPOSES

WHEREAS, Arkansas municipalities have a legal obligation and responsibly to establish and maintain a Planning Commission and Board of Zoning Adjustment; and

WHEREAS, Arkansas Code §14-56-404 allows for the creation of a commission of no less than five (5) members; and

WHEREAS, the city of Arkadelphia, Arkansas previously established the number of members to be nine (9); and

WHEREAS, the City Board of Directors now desires to reduce the number of members to seven (7).

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE CITY OF ARKADELPHIA, ARKANSAS;

SECTION 1. The number of members on the Planning Commission shall be set at seven (7).

SECTION 2. The number of members on the Board of Zoning Adjustment shall be set at seven (7).

SECTION 3. A quorum is present with four (4) members.

SECTION 4: Repealed and severability. Prior Ordinances in conflict with the provisions enacted herein are repealed to the extent of the conflict as of the effective date of this ordinance. If any provision of a section of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity does not affect the other provisions or application, and to this end the provisions are severable.

PASSED this _____ day of _____, 2024

APPROVED: _____
Scott Byrd, Mayor

ATTEST: _____
Chama Williams, City Clerk



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: February 8, 2024
Re: Planning Commission Recommendation

A handwritten signature in blue ink, appearing to be 'A. Brinkley', is written over the 'From:' line of the memorandum.

We need to fill a spot on the Planning Commission. The two remaining vacancies will be removed once the ordinance to reduce the number of Commissioners from 9 to 7 is approved.

It is my privilege to recommend Ms. Samantha Roybal for Place 1, expiring 3/31/29. Ms. Roybal lives in Ward 1 which also fills a need.

Your confirmation is requested.

Thank you.



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: February 16, 2023
Re: 2023 Year-End Financials/Recap

A handwritten signature in blue ink, appearing to be 'G. Brinkley', located to the right of the 'From:' field.

Pursuant to Arkadelphia Code 2.1.08, it is required for the City Manager to present an annual report to the Board before March 1st.

The Year 2023 was programmed to be: *THE YEAR OF COMPLETION II* as 2022 had so many stumbling blocks with supply chain and vendor performance issues. To that end, 2023 was very successful.

Examples are: Achieving only 100% completion on the Caddo/27th drainage project, 100% completion on Haddock Street Phase I and Henderson Street drainage projects, Feaster Trail Rehabilitation Phase I was completed, and we received a grant to do Phase II in 2024. The slurry seal project postponed in 2022 was completed as well as the programmed work for 2023. The S.10th bridge became dangerous with washouts of the supporting sides and was replaced in August. The Feaster Park restroom was delivered in Q4 and will be operational in Q1 of 2024.

There was sufficient work performed in 2023 to make 2024 another successful year in development work.

Several departments remain understaffed due to the extraordinarily low unemployment rate in the market.

The maintenance of our facilities and equipment remains a high priority and we have enjoyed favorable results from the efforts.

Staff is optimistic about the business climate in Arkadelphia in 2024 and confident the funds allocated for capital and maintenance issues will be accomplished in that calendar year.

Attached please find the 2023 Year End Financials.

Thank you.