

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

June 16, 2026

5:30 p.m.

1. Call to Order - Mayor Scott Byrd
2. Invocation
3. Approval of Board Minutes from June 2, 2026 - Mayor Byrd
4. Approval Cof Affidavit for Record Retention – Gary Brinkley
5. Approval to Execute ArDOT Traffic Control Device Agreement – Gary Brinkley
6. Approval of CD offer for Water Dept – Gary Brinkley/ Wes Lemons
7. Water Rate Study – Gary Brinkley/Wes Lemons/Crist Engineers
8. City Managers Report – Gary Brinkley
9. Routine Business – Mayor Byrd
10. Adjournment – Mayor Byrd

WORKSHOP WITH PLANNING COMMISSION :05 After Board Meeting Concludes

There will be a joint workshop with the Planning Commission to hear and comment on the 2045 Comprehensive Master Plan. Haff Planners & Staff will present the final draft for comment.

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

June 2, 2026

5:30 P.M.

MEMBERS:

Emily Merryman, *Ward 1 Director*
Chris Porter, *Ward 2 Director (Absent)*
Robin Jones *Ward 3 Director (Absent)*
Robert Davis, *Ward 4 Director*
Jason Jones, *Ward 5 Director (Absent)*
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 5:38 P.M.

The Mayor announced that a quorum was present.

INVOCATION

Director Davis

APPROVAL OF BOARD MINUTES FROM MAY 19, 2026

A motion was made by Asst. Mayor Gosey, seconded by Director Davis to approve the minutes from the May 19, 2026 Board Meeting.

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

Emily Merryman	"Aye"	Roland Gosey	"Aye"
Chris Porter	"Absent"	Jason Jones	"Absent"
Robin Jones	"Absent"	Mayor Byrd	"Aye"
Robert Davis	"Aye"		

CITY MANAGER'S REPORT

June 2, 2026

- The Aviation Expo on May 30th was a success, despite being hampered by weather (fog followed by a Heat Index over 95) and mechanical failures on the aerobatics which caused their cancellation. The skydivers who brought the American flag in for the National Anthem were awesome. The number of guests at the event solidified the demand for a continuation of the event. We are already planning on how to improve the event in 2027.
- June 8th is the proposed launch date for the new city website. As a reminder, it is part of a package from CivicPlus, that aids with social media and archiving.

- The ArDOT contractors removed the traffic signals at the former Professional Drive. The old lights presence had been a traffic issue for some time with the new traffic signals functioning. The removal also creates a nice clean look as you enter town from I-30.
- ArDOT will be installing the “H” signage this week to designate the hospital turn off of Pine.
- Staff removed the gazebo and overgrown vegetation at the 6th & Main pocket park. Staff did receive the \$1,500 grant from the Downtown Assoc to cover the expenses.
- Thank you to staff and those who attended Lt. Dean Palmer retirement ceremony. Congratulations to the officers who were promoted and graduated with additional certifications. Thank you to the staff for facilitating these events.
- The trash bag distribution will take place later than normal. We were advised they would be shipped by the end of the month. We will set up a distribution cycle at the Rec Center as usual once we know they are here. You should anticipate a July distribution.

Dates to Remember:

- June 6th is the first of 2 Main Street Farmers Market. Downtown in front of Group Living. Hours are 7a-11a.
- June 10th, Liberty Tree Dedication Ceremony at Central Park
- June 12-13, Juneteenth Celebration in Feaster Park. Our thanks to the Excelsior Universal Lodge for hosting such a great event for the community and the Parks Dept for their assistance.
- June 16th. The Board will hold a joint work shop with the Planning Commission and our engineers on the draft of the Comprehensive Master Plan at the June 16th meeting. The workshop will immediately follow the Board Meeting.
- August 16th Annual Board Retreat at Dawson. 9am – 2pm

ROUTINE BUSINESS

Emily Merryman, Ward 1 – Nothing.

Chris Porter, Ward 2 – Absent.

Robin Jones, Ward 3 – Absent.

Robert Davis, Ward 4 – Nothing.

Jason Jones, Ward 5 - Absent.

Roland Gosey, Assistant Mayor – Nothing.

Scott Byrd, Mayor - Nothing.

ADJOURNMENT

There being no further business to discuss, a motion was made by Asst. Mayor Gosey , seconded by Director J. Jones, to adjourn. **The motion passed unanimously, and the meeting adjourned at 5:48P.M.**

Chama Tidwell, City Clerk

Scott Byrd, Mayor

ADDITIONAL ATTENDEES

- Brandon Beene
- Stuart Tapson
- Dr.Lewis A. Shepherd Jr.
- Karen McClanahan



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: June 9, 2026
Re: Affidavit for Record Destruction

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

Per standard protocols of state law, attached please find the Affidavit for Record Destruction as prepared by City Clerk Tidwell.

Mrs. Tidwell will answer any questions you may have regarding the Affidavit.

Once approved, the records are held for additional 30 days for public viewing and then will be destroyed.

Staff requests you approve the affidavit as presented.

Thank you.

Affidavit for Record Destruction

This form documents the destruction of official records in accordance with Arkansas State Laws and Statutes § 14-59-114 & § 25-19-106.

1. Person Completing Form Meagan Bolton
2. Department Finance Dept.

Records to be Destroyed

Note: Prior authorization from the Arkadelphia Board of Directors is required before the destruction of official City Records.

A) Record	B) Retention Period	C) Date Range	D) Destruction Method (shred, delete, recycle)
Street Invoices	2011	2011 year	
General Ledger	2011	Jan-Dec.	
Receipts	2014	Jan-Dec	
Airport + Street payable	2017	Jan-Dec	
General fund Box 1	2017		
Airport payable	2018	Jan-Dec	
Airport Invoices	2019	Jan-Dec	
Street payables	2018	Jan-Dec	
General fund A-I	2019	2019 year	
General fund J-Z	2019	2019 year	
Bank statement	2018	Jan-Dec	
2 boxes Bank statement	2022	2022 year	
Regions bank	2018	Jan-Dec	
Voided checks	2017	2017 year	
Bank statements	2020-2021		
Invoices Gen. Fund	2015	2015 year	
General Fund Box 2	2017		
Old Files From Desk	2019		

Destruction Approval

By signing below, we certify these official records have met their minimum retention period by law, any audits are completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

3. Approving City Official (Print & Sign): _____

4. Approving Board Official (Print & Sign): _____

5. Record Destruction Affirmed by (Print & Sign): _____

Date of Destruction: _____



Record Retention Policy for the City of Arkadelphia

A. Objective

The purpose of this policy is to provide an adequate time line for the retention of various City of Arkadelphia files. The important and vital files are to be preserved for the future, and non-vital files may be destroyed within the allotted time. The Arkansas Public Records Management and Archives Act of 1973 states that, "the records of various cities in Arkansas are property of the people of this state." This policy has been carefully researched to protect vital documents of the City of Arkadelphia.

B. Policy

After consulting with the Department of Finance and Administration Division of Legislative Audit, the following timetable for record retention was developed. The City of Arkadelphia does hereby adhere to the rules and regulations governing record maintenance and destruction in Arkansas Statute § 14-59-114 in the Handbook for Arkansas Municipal Officials issued by the Arkansas Municipal League. Every attempt has been made to assure there is no conflict between the law and the policy, however if such a conflict exists, the Law takes precedence.

C. Time Table for Record Retention


RECORD RETENTION

Item	Minimum Years to Retain
Accounts payable and receivable ledgers	7
Bank Statements	4
Bids	4
Cancelled Checks	4
Employment applications (not hired)	1
Expense Reports	6
General Correspondence	7
Invoices	4



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: June 8, 2026
Re: ArDOT Traffic Control Device Agreement Hwy67/Hwy51



Great news! The new light at Pine & N. 10th which was originally planned for the Pine Street expansion project has moved that over to the N. 10th St extension project so we get the new light sooner.

As part of this exchange, we must sign a new Traffic Control Device Agreement. We do this on all traffic lights. ArDOT installs them and it is the city's responsibility to pay for the electricity and maintain the signal.

Your approval for the city manger to sign the agreement is requested.

Thank you.

**ARKANSAS DEPARTMENT OF TRANSPORTATION
TRAFFIC CONTROL DEVICE AGREEMENT**

AGREEMENT NO.: 1175

Date: 6/8/2026

Maintenance Authority: Arkadelphia

Job No: 070442 CO

DISTRICT No: 7 COUNTY: CLARK

Street Name of primary local corridor:

Route No(s) : 67, 51

Section: 5 & 6, 1

N 10th Street

WHEREAS,

authority for the control of the locations and types of all traffic control devices on State Highways has been delegated to the State Highway Commission by Section 109(d), Title 23, U.S. Code, and Ann. 27-52-104, 105, and 106; and

WHEREAS,

the State Highway Commission has officially adopted a Manual and Specifications for a uniform system of traffic control devices, and the Minute Order 2001-141 of July 11, 2001 has implemented these statutes to the operation of traffic control devices by local governments;

NOW THEREFORE,

in accordance with these authorizations, the following agreement is made between the agency herein designated as Maintenance Authority and the Arkansas Department of Transportation:

- 1) The Maintenance Authority hereby agrees to provide electrical power to the controller (s) for the traffic control device(s) and to maintain the traffic control device(s) being installed by the Arkansas Department Of Transportation at the intersection(s) listed below at no cost to the Department.

Description:

Replace the traffic signal at Highway 67 and Highway 51 (Pine Street).

- 2) No modifications to the traffic control device installation or changes in the controller phase data and operations of the traffic control device will be made without approval from the Department.

- 3) The Maintenance Authority will save the Department harmless from any and all damage claims that may arise during the period that the traffic control devices are being maintained by the Maintenance Authority.

Maintenance Authority:

Arkadelphia

**ARKANSAS DEPARTMENT
OF
TRANSPORTATION**

BY _____



Title: City Manager

Title: **David W. Baker, P.E.
Engineer of Roadway Design**

DATE _____

DATE

06/08/2026



June 8, 2026

Gary Brinkley
City Manager
700 Clay Street
Arkadelphia, AR 71923

Dear Mr. Brinkley:

Enclosed are the traffic signal plans to replace the existing traffic signal at the intersection of Highway 67 and Highway 51 (Pine Street) that will be constructed under Job 070442, Hwy. 67 – Hwy. 51 (Arkadelphia Bypass) (S), in Clark County. Please forward these plans to those who will be responsible for the operation and maintenance of the traffic signal in your City. These plans are for your review and use in providing power and maintaining the system after completion of the work.

Also enclosed is a copy of the Traffic Control Device Agreement. Please sign the agreement, return one copy to ARDOT by e-mail, and retain a copy for your files.

Please contact Jacob Head at (501)569-2566 if you have any questions or concerns.

Sincerely,

David W. Baker, P.E.

Engineer of Roadway Design

Enclosures

c: Assistant Chief Engineer-Design
District 7 Engineer
Roadway Design
TSMO



Memorandum

To: Gary Brinkley, City Manager
From: Wes Lemons, Utility Manager
Date: June 09, 2026
Re: Certificate of Deposit Renewals

A handwritten signature in blue ink, appearing to read 'Wes Lemons', positioned to the right of the 'From:' field.

The Water Utility has a couple of Certificate of Deposits maturing this month.

Utility Manger Lemons will present his findings and a recommendation on their renewal Tuesday night.

Thank you.



Memorandum

To: Gary Brinkley, City Manager
From: Wes Lemons, Utility Manager
Date: June 09, 2026
Re: AWU Water Rate Study

Crist Engineers will be here to present the state required Water Rate Study performed this month.

Thank you.

Preliminary Information List for Water Rate Study

The following is a list of preliminary information materials needed to complete the rate study. We will work with Utility to develop a final list for the study.

1) Financial Information

- a. Adopted water/wastewater budget.
- b. Historical financial results in budget format for past 3 years (if available).
- c. End of year financial statements – previous 5 years.
- d. Audited financial statements for 3 prior years.
- e. Breakdown of utility fund reserve balances as of current (and for prior 3 years too if readily available).
- f. Outstanding debt service schedules
- g. Fixed asset depreciation schedule including purchase date, cost, useful life, and depreciation (in an Excel file if possible).
- h. Copies of all bank account names, balances, and what each is for.
- i. Any other financial information or projections that would be helpful.

2) Rates & Connection Fees

- a. Current water and sewer rate and fee ordinances
- b. Historical utility rates for the past 5-10 years
- c. Prior rate and/or development impact fee studies

3) Customer & Usage Information

- a. Water accounts by customer class for past 3-5 years, also a breakdown of water accounts by meter size
- b. Excel files of water usage & billing data for past 3 years.
- c. Amount of water purchased or produced in the previous 3 years.
- d. Amount of water sold by month for the previous 3 years.
- e. Amount of unaccounted for water.
- f. Amount of wastewater treated or paid to treat if sewer system is included.
- g. Copies of all fees collected not part of water or wastewater rate structure.
- h. Any sales tax or other revenue subsidizing water/wastewater rates?
- i. New connections by customer class/meter size for past 3-5 years
- j. Historical and projected growth & any anticipated customer base changes.

4) Capital Improvements

- a. Water and sewer master plans.
- b. Latest Capital Improvement Plans.
- c. History of capital expenditures for each utility for past 3-5 years
- d. Other future capital needs, including long-term placeholder estimates.
- e. Projected capital funding requirements.
- f. Estimates of future costs for utility infrastructure repairs and replacements