

MINUTES
Russellville City Council Meeting
Thursday, March 21, 2024 at 6:00 p.m.

Welcome and Call to Order. Mayor Fred Teague

Moment of Silence

Roll Call. Gina Skelton, City Clerk-Treasurer

Attendees. Mayor Fred Teague, City Attorney Trey Smith, City Finance Director, Ashley Rogers, City Clerk Gina Skelton. Councilmember's Eric Westcott, Justin Keller, Nathan George, Emily Young, Paul Gray were present. Michelle Barraza and Seth Bradley were absent.

Approval of Minutes. February 6, 2024 and February 15, 2024

Motion to Approve the February 6, 2024 and February 15, 2024 Minutes was made by Mr. Westcott, Second by Mr. Keller. Motion passed and minutes approved. Voice vote 6-0.

Financial Report. Ashley Rogers, Finance Director

March 21, 2024

Highlights:

City Sales Tax Receipts	\$509,015		
County Sales Tax Receipts	\$610,976		
2021 1 Cent Sales Tax Receipts	\$1,018,029	\$712,620 Streets	\$101,803 Parks, Capital, Econ Dev
Interest Received	\$234,367		
General Fund	\$ 28,935		
Street Fund	\$140,046		
All Other Funds	\$ 65,386		

GENERAL FUND

REVENUES: February operating revenues totaled \$1,880,659 compared to \$1,870,684 for the same period last year. YTD operating revenue is 2% below budget, 4% below if interest is not considered. February sales tax collections and turnback totaled \$1,149,646 compared to same period last year of \$1,085,168. Franchise fees and permit revenues totaled \$478,159.

EXPENDITURES: February expenditures totaled \$1,357,778 comprised of Personnel Related Expense of \$1,048,485. Utilities & Other Expense were \$333,948. Expenditures were 13% below monthly budget projections.

STREET FUND

REVENUES: February Street revenues totaled \$1,150,604; 2021 Sales Tax \$712,620 State Turnback and Advalorem Tax \$262,433 Interest \$140,046, State ½ Cent Road Tax revenue \$1,956, Schoolhouse Trails Phase 2 Grant Revenue \$31,722, Street Cutting Permit \$1,500 and Other Miscellaneous \$327. Street Operating Revenues were 59% above budget, 23% above budget if interest is not considered.

EXPENDITURES: Operational expenditures for February were \$210,920 comprised of Personnel Related Expense of \$142,709 and Utilities & Other \$68,210; Capital Spending was \$170,359 for mowers and a bucket van; ½ Cent Sales Tax Spending was \$4,500 for Downtown Improvements; Sales Tax Spending was \$421,073; DIG Construction, S. Waterloo Ave, Knoxville Sidewalk Construction, Sidewalk Maintenance, Pavement Preservation, and Prairie Creek Acquisitions.

ECONOMIC DEVELOPMENT FUNDS

REVENUES: February revenues totaled \$130,953; New sales tax revenue of \$101,803 and Interest of \$29,150.

EXPENDITURES: No expenditures in February.

CAPITAL ASSET FUND

REVENUES: Total revenue was \$276,563; \$1,563 in Interest and \$275,000 transfer of funds.

EXPENDITURES: February expenditures were \$8,161 for building improvements

Fund Number	Fund Title	Fund Balance	February 2024		Fund Balance
		01.31.24	Receipts	Disbursements	02.29.24
Fund 01	General Fund	2,593,528.82	1,880,659.05	1,668,640.90	2,805,546.97
Fund 01	Emergency Reserve - General	3,500,000.00			3,500,000.00
Fund 02	Street Fund Operating	2,542,736.03	341,145.20	210,919.70	2,672,961.53
Fund 02	Street Fund Capital	729,692.87		172,760.76	556,932.11
Fund 02	Road Tax Street Fund	434,338.38	33,677.85	4,500.00	463,516.23
Fund 02	2014 Street Sales Tax Fund	13,058,537.63		101,501.86	12,957,035.77
Fund 28	2021 Street Sales Tax Fund	14,390,477.65	775,781.40	319,570.71	14,846,688.34
Fund 03	2003 Economic Development Fund	2,461,212.07	15,316.21		2,476,528.28
Fund 04	Capital Asset Fund	327,884.32	276,562.54	8,161.48	596,285.38
Fund 07	2021 Sales Tax Capital Fund	2,570,317.86	113,107.32		2,683,425.18
Fund 08	2021 Parks & Rec Special Fund	1,562,848.11	108,636.20	10,000.00	1,661,484.31
Fund 10	EMS Services Fund	705,362.61	78,559.27		783,921.88
Fund 12	District Court Costs Fund	63,248.91	1,701.03	2,187.11	62,762.83
Fund 13	No Vehicle Insurance Fund	37,732.82	3,106.70		40,839.52
Fund 14	Parks & Rec Special	32,224.92	3,674.76	3,549.59	32,350.09
Fund 15	Police Training	17,610.71	1,092.62		18,703.33
Fund 17	Court Automation	526,579.25	5,506.07	1,016.69	531,068.63
Fund 18	Administration of Justice Fund	1,333.28	42,317.61	42,232.96	1,417.93
Fund 19	Criminal Justice Ordinance Fund	82,157.03	7,156.00	3,906.00	85,407.03
Fund 20	Fire Contingency Fund	164,105.10	788.59	8,282.89	156,610.80
Fund 21	Fire Insurance Premiums Fund	149,086.70	654.31		149,741.01
Fund 23	2007 Economic Development Fund	1,104,153.34	4,845.89		1,108,999.23
Fund 24	Russellville Oakland Cemetery	133,410.63	2,227.38	10,304.46	125,333.55
Fund 25	Russellville Convention Center	2,778,330.92	12,193.48		2,790,524.40
Fund 26	2014 Economic Development Fund	20,358.00	89.35		20,447.35
Fund 27	2021 Economic Development Fund	2,027,641.54	110,701.80		2,138,343.34
Fund 29	Federal Grant Activity Fund	1.00			1.00
Fund 30	Latimore Tourist Home Fund	36,151.61	158.66		36,310.27
Fund 31	ACEDP Grant Phoenix Inn. Fund	1.00			1.00
Perpetual Care	Oakland Cemetery Perpetual Care	161,269.58	707.78		161,977.36
	Genworth	122,144.79			122,144.79
		<u>52,334,477.48</u>	<u>3,820,367.07</u>	<u>2,567,535.11</u>	<u>53,587,309.44</u>

City of Russellville
Equipment Lease Liability
@ 02/29/24

Lease Agreement	Purpose	Beginning	Ending	Months Remaining	Total Cost	Liability @ 02/29/24
In Fund 01 General Fund						
LEAF	Kyocera 6053 Printer	12/14/20	12/14/27	22	\$ 340.22	\$ 7,484.84
LEAF	Kyocera 3552 Printer	07/19/18	07/25/23	0	\$ 107.34	\$ -
Pitney Bowes	SendPro Postage Machine	11/16/20	11/16/26	22	\$ 53.88	\$ 1,185.33
Pitney Bowes	SendPro C Auto Postage Machine	04/01/23	04/01/28	48	\$ 151.35	\$ 7,264.80
Quadient Leasing USA	IS280- Postage Machine	03/17/21	03/16/24	0	\$ 34.78	\$ -
In Fund 10 EMS Services - Annual Payments						
Huntington National Bank	(2) Ram 5500 Ambulances	09/01/22	09/01/27		\$ 60,678.81	\$ 198,011.19
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	\$ 178,897.47
					Total Lease Liability	\$ 405,871.30

Other General Fund Liabilities @ 02/29/24

In General Fund	State Taxes Payable	\$ (13.24)
	LOPFI, Fire Pension Payable	\$ (1,497.96)
	Group Insurance Payable	\$ (275.14)
	Misc Payroll Deduction Payable	\$ 165.04
	American Fidelity Payable	\$ 817.81
	FOP Dues Payable	\$ 6.00
	457 Plan Payable	\$ 750.00
	Child Support Payable	\$ (270.00)
	Garnishment	\$ (11.00)
	Supplemental Life Payable	\$ 13.94
	PBA Dues Payable	\$ -
	TxLife Insurance	\$ 339.83
	Total Other Liabilities	\$ 25.28

In Street Fund Accounts Payable \$ -

In EMS Services Accounts Payable \$ -

Mayor's Report.

Item 1. Consideration of the Reappointment of Sean Gordon to the A and P Commission.

Motion to Approve Item 1 for the Reappointment of Sean Gordon to the A and P Commission was made by Mr. Westcott and Seconded by Mr. Keller. Motion Passed. Voice Vote 6-0.

Item 2. Consideration of the Appointment of John Baker and Corey Bauer to be Airport Commission.

Motion to Approve Item 2 for the Appointment of John Baker and Corey Bauer to the Airport Commission was made by Mr. Westcott and Seconded by Mr. Keller. Motion Passed. Voice Vote 6-0.

Departmental Report. No Report

Personnel Committee. Paul Gray (Chairman), Seth Bradley, Michele Barraza and Emily Young.

None.

Finance Committee. Eric Westcott (Chairman), Nathan George, Justin Keller and Chris Olson.

Item 1. Consideration of Ordinance No. 2487 Amending Ordinance No. 2437 Which Established an Ambulance Fee Schedule for the City of Russellville, Arkansas to Provide a Discount to all Self Pay Patients Without Insurance if Their Bill is Paid in Full and for Other Purposes.
Third and Final Reading

Mr. Westcott made a Motion for Finance Item 1 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Third and Final Readings. Seconded by Mr. Keller. Motion Passed. Voice Vote 6-0.

Motion to Adopt Finance Item 1 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 2. **Appropriation.**

Appropriated from the 2021 Parks and Rec Special Fund the sum of \$40,000.00 to be used for the following purposes:

To fund contracting of professional design services for (6) new pickle ball courts

DEPARTMENT: PARKS AND RECREATION

EXPENDITURE:

08.109.5218 OTHER PROFESSIONAL SERVICES- DESIGN PICKLEBALL COURTS	\$40,000.00
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Motion to Adopt Finance Item 2 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 3. **Appropriation.**

Appropriated from the 2021 Parks and Rec Special Fund the sum of \$458,026.80 to be used for the following purposes:

Provide funding to overlay Pleasant View Park parking lot

DEPARTMENT: PARKS AND RECREATION

EXPENDITURE:

08.109.5609 PARKING LOT IMPROVEMENTS	\$458,026.80
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**Motion to Adopt Finance Items 3 and 3a was made by Mr. Westcott.
Motion Passed. Voice Vote 6-0.**

Item 3a. Consideration Resolution No. 2227 Accepting a BID From Blackstone Construction, LLC for Resurfacing the Pleasant View Park Parking Lot; Authorizing the Mayor and City Clerk Treasurer to Enter Into an Agreement With Blackstone Construction, LLC; and for Other Purposes. Submitted by Terry Thomas, Parks & Rec Director

**Motion to Adopt Finance Items 3 and 3a was made by Mr. Westcott.
Motion Passed. Voice Vote 6-0.**

Item 4. Appropriation.

Appropriation from the Capital Asset Fund 2023 Carry Over Balance the sum of \$43,698.27 to be used for the following purposes:

Final payment to complete construction of the Live-Burn Facility for the Fire Dept (Full cost of \$394,305.20 previously approved with Appropriation 23-2117)

FUND: Capital Asset Fund

DEPARTMENT: FIRE DEPARTMENT

EXPENDITURE: 04-110-5510 BUILDING \$43,698.27

Motion to Adopt Finance Item 4 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 5. Appropriation.

Re-appropriated from the Fire Contingency Fund 20 Carry Over Balance the sum of \$50,026.42 to be used for the following purposes:

Fund the purchase of Body Armor and Ballistic Resistant Helmets

FUND: Fire contingency Fund

DEPARTMENT: FIRE DEPARTMENT

REVENUE: 20-110-4171 TRANSFER OF FUNDS \$50,026.42

EXPENDITURE: 20-110-5252 EQUIPMENT \$50,026.42

Motion to Adopt Finance Item 5 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 6. Appropriation.

Appropriation from the Fire Department Contingency Fund the sum of \$35,616.00 to be used for the following purposes:

To cover change order costs for new engine and aerial

FUND: Fire contingency Fund 20

DEPARTMENT: FIRE DEPARTMENT

EXPENDITURE: 20-110-5252 EQUIPMENT \$35,616.00

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

Item 7. Consideration Resolution No. 2228 Authorizing the Mayor, City Clerk-Treasurer to Apply for and Accept a Grant for the Russellville Municipal Airport Taxiway Rehabilitation and for Other Purpose. Submitted by Patrick Karp

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

Item 8 Consideration of Resolution No. 2229 to Authorizing the Mayor, City Clerk-Treasurer to Enter Into an Agreement for Engineering Services and to Apply for all Necessary Permits With the Arkansas Department of Transportation Regarding the East Main Street Pedestrian Improvement Project for the City of Russellville, Arkansas and for Other Purposes. Submitted by Glenn Newman, City Engineer

Motion to Adopt Finance Item 8 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 9. Consideration of Resolution No. 2230 Authorizing the Mayor, City Clerk-Treasurer and Grant Administrator to Apply With the Federal Department of Transportation for With the Safe Streets for all Program for a Grant to Improve the Quality of Life for City Residents by Improving the Infrastructure of the City of Russellville, Arkansas; to Conduct a City Wide Comprehensive Safety Action Plan and for Other Purposes. Submitted by Kellie Dinkel

Motion to Adopt Finance Item 9 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 10. Consideration of Resolution No. 2231 Authorizing the Finance Director to Close the Genworth Annuity Account; Transfer the Principle Into the

Oakland Cemetery Trust Account Perpetual Fund; Transfer Interest to Either the Oakland Cemetery Operating Fund or the Perpetual Fund Trust Account and for Other Purposes. Submitted by Ashley Rogers, Director of Finance

Motion to Adopt Finance Item 10 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 11. Consideration of **Resolution No. 2232** to Increase the Limits of the Credit Cards of the City of Russellville, Arkansas and Authorizing Fourteen (14) Credit Cards in the Name of the City and for Other Purposes. Submitted by Ashley Rogers, Director of Finance

Motion to Adopt Finance Item 11 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 12. Appropriation.

There is hereby pass through funding of the warranty refund deposited to General Fund to RFD Vehicle Maintenance in the amount of **\$218.08** to be used for the following purpose:

Restore amount to vehicle maintenance for part covered by warranty

FUND: GENERAL FUND 01
EXPENDITURE: 01-110-5214 VEHICLE MAINTENANCE \$ 218.08

Motion to Adopt Finance Item 12 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

5:30 p.m. Finance Meeting

Item 1. Appropriation.

Appropriation from the Economic Development Fund 23 the sum of **\$86,193.44** to be used for the following purposes:

Authorize Funding to allow the city to reimburse City Corp for the work performed to extend sanitary sewer to proposed site for Owens Corning.

FUND: Economic Development Fund 23

EXPENDITURE:
23-301-5611 INFRASTRUCTURE DEVELOPMENT \$86,193.44

Motion to Adopt Finance Item 1 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

- Item 2.** Consideration of **Resolution No. 2233** Approving the Invitation for BIDS for the City's Solid Waste Collection and Transportation Program for Residences Within the City Limits of the City; Authorizing the Mayor to Solicit BIDS and for Other Purposes. Submitted by Mayor Fred Teague.

Motion to Adopt Finance Item 2 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

- Item 3.** Consideration of **Resolution No. 2234** Authorizing the Mayor, City Clerk-Treasurer and Grant Administrator to Execute a Raise Grant Agreement With the Federal Department of Transportation for use on the Russellville Connected Trail System to Improve the Quality of Life for City Residents by Improving the Infrastructure of the City of Russellville, Arkansas; to Accept and Comply With the General Terms and Conditions of the Raise 2023 Grant; to Provide and Report to the Federal Department of Transportation With Performance of the Russellville Connected Trails System to Meet Objective Measures as Identified by the Federal Department of Transportation; and for Other Purposes. Submitted by Kellie Dinkel

Motion to Adopt Finance Item 3 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Unfinished (Old) Business.

- Item 1.** Consideration of **Ordinance No. 2488** Rezoning Certain Realty in the City of Russellville, Arkansas and for Other Purposes. (Located along S Macon Ave and Highway 331). **Third and Final Reading.** Submitted by Osmin Herrera. Submitted by the City of Russellville.

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 for the Third and Final Reading. Seconded by Mr. Keller. Motion Passed. Voice Vote 6-0.

Motion to Adopt Old Business Item 1 was made by Mr. Westcott and Seconded by Mr. Keller. Motion Passed. Voice Vote 6-0.

New Business.

- Item 1.** Consideration of **Ordinance No. 2489** Amending the City Code for Offenses Involving Public Safety, Health and Welfare, Article II, Chapter 3, Sections 5.3.2 and 5.3.2.1, Adopted by Ordinance No. 2477 and for Other Purposes.

Mr. Gray made a Motion for New Business Item 1 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation and Read One Time Only. Seconded by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Motion to Adopt Old Business Item 1 was made by Mr. Gray and Seconded by Mr. George. Motion Passed. Voice Vote 6-0.

Item 2. Consideration of Ordinance No. 2490 Amending the City Code for Offenses Involving Public Safety, Health and Welfare, Article III, Chapter 6, Section 5.1 and Exhibits A, B, C and D, Adopted by Ordinance No. 2477 and for Other Purposes. Submitted by Nathan George

Mr. George made a Motion for New Business Item 2 to Suspend the Rules, Dispense with Reading Requirements, Read by Title Only One Time, by Short Explanation and Read for One Time Only. Seconded by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Motion to Adopt New Business Item 2 was made by Mr. George and Seconded by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Motion to Enact the Emergency Clause for New Business Item 2 was made by Mr. George and Seconded by Mr. Westcott. Motion Failed. Voice Vote 5-1. Mr. Keller voted "No".

Mr. Keller made a Motion to Reconsider the Emergency Clause. Seconded by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Motion to Enact the Emergency Clause for New Business Item 2 was made by Mr. George and Seconded by Mr. Westcott. Motion Passed. Voice Vote 6-0. Motion Passed.



Motion to Adjourn was made by Mr. Westcott.

Adjourned.

Mayor Fred Teague.

City Clerk Gina Skelton.

Approved by Council.



4/18/24

