
MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

Conway, Arkansas
Tuesday, 6:30 pm
June 22, 2021

On this date the City Council of the City of Conway, Arkansas met in regular session. The following members being a quorum were present and acting: Councilman Hawkins, Councilman Grimes, Councilman Pruitt, Councilwoman Mehl, Councilman Ledbetter, Councilwoman Smith, Councilman Jones, and Councilwoman Isby. Also, present and acting: Mayor Bart Castleberry, City Attorney Charles Finkenbinder, and Denise Hurd, representing City Clerk Michael Garrett.

Call to Order: Mayor Bart Castleberry

Roll Call: Denise Hurd, Office of the City Clerk

Minutes: May 25, 2021

Councilwoman Isby motioned to approve the **May 25, 2021** minutes as submitted. Councilwoman Smith seconded the motion. There was no discussion. The motion passed 8-0.

Monthly Financial Report ending May 31, 2021

Tyler Winningham, Chief Financial Officer addressed the Council stating that sales tax received in May reflecting the month of March, was the biggest one ever. He added that this did not appear to be a unique circumstance, but that most cities and counties saw the largest receipts so far. He said that the City's sales tax revenue this month was up 30% over the same month last year. He said that some are contributing the large increase to the federal stimulus payments that went out in March, which was the largest payment. He went on to say that the General Fund has a 1.1-million-dollar net revenue through five months, and he pointed out that even though there was no longer a spending freeze in place, the Departments are still doing well maintaining their spending. Councilwoman Smith made a motion to approve the monthly financials and Councilwoman Isby seconded it. The motion carried 8-0.

Mayor Castleberry announced that Human Resources Director, Lisa Mabry-Williams had been honored at the Arkansas Municipal League's 87 Annual Virtual Convention on June 16-18, with the Adrian L White Municipal Leadership Award. The award is presented to Municipal Officials who have served with distinction and dedication to their cities by leading boards, councils, and commissions.

Mayor Castleberry read several reports of good work regarding the Sanitation Department. He commended all of the employees in the various service departments for their continuing quality representation of our city.

Report of Standing Committees:

A. Community Development Committee (Airport, Community Development, Code Enforcement, Permits, Inspections, & Transportation, Planning & Development)

1. Resolution to approve the submittal of the 5-year Consolidated Plan and 2021 Action Plan for the Community Development Block Grant Program.

R-21-44

Councilman Hawkins presented Item A1 to the Council. Kiera Oluokun addressed the Council stating this is the plan that is presented every 5 years to assess the CDBG Program. She said that most of the plan was the same as they felt they had good objectives. She said that they did add economic development due to Covid, and broadband access being very important for small businesses. Councilwoman Smith made a motion to approve the submittal of the 5-year Consolidated Plan and Councilwoman Isby seconded it. A vote was called. The motion carried 8-0.

2. Resolution to approve a partnership with the Community Action Program for Central Arkansas (CAPCA) to operate the overnight emergency shelter.

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

R-21-45

Councilman Hawkins presented Item A2 to the Council. Kiera Oluokun said that the completion of the overnight shelter should be late Summer of 2022. Councilwoman Isby made a motion to approve the Resolution and Councilwoman Smith seconded it. The Clerk called for a vote. The motion to adopt the Resolution passed 8-0.

- 3. Resolution requesting Faulkner County Tax Collector place a certified lien against property located at 2215 Cedar Oaks Drive in the amount of \$180.23 for expenses incurred by the City.**

R-21-46

Councilman Hawkins presented Item A3 to the Council. There was no one present to represent the property. Councilwoman Smith made a motion to adopt the Resolution and Councilwoman Isby seconded it. There was no further discussion. The Clerk called for a vote. The motion to adopt the Resolution carried 8-0.

- 4. Resolution to enter into a contract to acquire property located at 2112 Prince St for the Donaghey Phase 2 Roadway Project for the Transportation Department.**

R-21-47

Councilman Hawkins presented Item A4 to the Council. Finley Vinson addressed the Council stating that Phase 2 of the Donaghey Improvement Project was underway, and ahead of schedule. He added that most of what is going on in the way of lane closures, etc. is utility relocation for phase 2, with all of the major utilities working very hard to complete their portion of the job. Councilwoman Isby made a motion to adopt the Resolution and Councilwoman Smith seconded it. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

- 5. Resolution to enter into a contract to acquire property located at 2100 Caldwell St for the Donaghey Phase 2 Roadway Project for the Transportation Department.**

R-21-48

Councilman Hawkins presented Item A5 to the Council. Councilwoman Smith made a motion to adopt the Resolution and Councilwoman Isby seconded it. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

- 6. Resolution to enter into a contract to acquire property located at 2038 Caldwell St for the Donaghey Phase 2 Roadway Project for the Transportation Department.**

R-21-49

Councilman Hawkins presented Item A6 to the Council. Councilwoman Isby made a motion to adopt the Resolution and Councilwoman Smith seconded it. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

- 7. Resolution to enter into a contract to acquire property located at 695 Enterprise Avenue for the relocation of the Transportation Department.**

R-21-50

Councilman Hawkins presented Item A7 to the Council. Councilwoman Smith made a motion to adopt the Resolution and Councilwoman Isby seconded it. Mayor Castleberry told the Council this is the Conway Corporation property on Harkrider, and that Conway Corporation is building a new facility and this property will give our Transportation Department room to grow. It was added that these purchases will be paid for from the Transportation Department budget. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

- 8. Resolution to enter into a contract to acquire property located at 800 South Harkrider for the relocation of the Transportation Department.**

R-21-51

Councilman Hawkins presented Item A8 to the Council. Councilwoman Isby made a motion to adopt the Resolution and Councilwoman Smith seconded it. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

- 9. Resolution to enter into a contract to acquire property located at 740 South Harkrider for the relocation of the Transportation Department.**

R-21-52

Councilman Hawkins presented Item A9 to the Council. Councilwoman Isby made a motion to adopt the Resolution and Councilwoman Smith seconded it. City Attorney Charles Finkenbinder told the Council that the maps attached to the Resolutions related to the property acquisitions for the Transportation Department come from the appraisals and they are color-coded. He added that there are three separate parcels. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

- 10. Resolution requesting that the City partner with the Arkansas Department of Transportation for two projects for the Transportation Department.**

R-21-53

Councilman Hawkins presented Item A10 to the Council. Finley Vinson told the Council that the Department has set money aside for these projects from the Street sales tax revenues. He said the two projects are 1) the improvement of Dave Ward Drive from I-40 to Harkrider, and 2) widening of Harkrider from Oak to Bruce Street. He added that this is a State project and the City is contributing 3.5 million dollars to each project. Councilwoman Smith made a motion to adopt the Resolution and Councilwoman Isby seconded it. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

- 11. Resolution requesting that the City utilize Federal-aid funds provided by the STBG Program for the Conway Garland-Willow Street Woonerf for the Transportation Department.**

R-21-54

Councilman Hawkins presented Item A11 to the Council. James Walden, Director of Planning and Development addressed the Council stating that this will be a street in which access for pedestrians and vehicles will be at the same level. He added that there will be geometrical spaces added to slow traffic and make the street safe for pedestrians to walk. Councilwoman Smith made a motion to adopt the Resolution and Councilwoman Isby seconded it. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

- 12. Resolution requesting that the City utilize Federal-aid funds provided by the STBG Program for the design of Highway 65 B (Harkrider St) at Highway 64 (Old Morrilton Highway) Roundabout for the Transportation Department.**

R-21-55

Councilman Hawkins presented Item A12 to the Council. Finley Vinson added that this application would be for design only funds. Councilwoman Smith made a motion to adopt the Resolution and Councilwoman Isby seconded it. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

- 13. Resolution requesting that the City utilize Federal-aid funds provided by the STBG Program for the Salem Road Improvement (Dave Ward Dr to College Ave) project for the Transportation Department.**

R-21-56

Councilman Hawkins presented Item A13 to the Council. Councilwoman Smith made a motion to adopt the Resolution and Councilwoman Isby seconded it. There was no further discussion. A vote was called. The motion to adopt the Resolution carried 8-0.

- 14. Ordinance appropriating funds in the amount of \$49,938 for the Public Art Master Plan for the Public Art Board.**

O-21-69

Councilman Hawkins presented Item A14 to the Council. Councilwoman Smith made a motion to waive the three readings and Councilwoman Isby seconded it. The motion carried 8-0. Councilwoman Isby made a motion to adopt the Ordinance and Councilwoman Smith seconded it. James Walden addressed the Council

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

stating that an RFQ was put out selecting a consultant to complete a Public Art Masterplan, to make sure that the Public Art Board funds are correctly invested. He added that this money is being appropriated out of the fund balance that exists for the Public Art Board. There was no further discussion. The roll was called with the following voting "Aye": Councilwoman Mehl, Councilman Jones, Councilwoman Smith, Councilman Hawkins, Councilman Grimes, Councilman Ledbetter, Councilman Pruitt, and Councilwoman Isby. The Ordinance passed 8-0.

15. Ordinance appropriating donation funds in the amount of \$2,000 for the Conway Tree Board.

O-21-70

Councilman Hawkins presented Item A15 to the Council. Councilwoman Isby made a motion to waive the three readings and Councilwoman Smith seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance and Councilwoman Isby seconded it. James Walden told the Council that the Tree Board received a donation from the Arkansas Flower and Garden Show. The roll was called with the following voting "Aye": Councilman Pruitt, Councilman Grimes, Councilwoman Mehl, Councilwoman Smith, Councilman Ledbetter, Councilman Jones, Councilwoman Isby and Councilman Hawkins. The Ordinance passed 8-0.

16. Ordinance appropriating grant funds from the Arkansas Historic Preservation Program for the Conway Historic District Commission for the Planning & Development Department.

O-21-71

Councilman Hawkins presented Item A16 to the Council. Councilwoman Isby made a motion to waive the three readings and Councilwoman Smith seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance and Councilwoman Isby seconded it. James Walden told the Council that the City has done the initial work with the resurveying of the Robinson District, to make sure the data had been updated. He added that they are setting up a new public art tour called "Tiny Toads" with an historical narrative accompanying it. He said that approximately \$28,000 in grant funds were received and spent and the State is now reimbursing for those funds spent. The roll was called with the following voting "Aye": Councilman Ledbetter, Councilman Grimes, Councilwoman Smith, Councilwoman Isby, Councilman Pruitt, Councilman Jones, Councilwoman Mehl and Councilman Hawkins. The Ordinance passed 8-0.

17. Consideration to approve the impact credit agreement for Conrad Court.

Councilman Hawkins presented Item A17 to the Council. James Walden explained that this is an approval requiring two readings by City Council. He said that at Conrad Court they built a section of Blake Lanes according to collector standards which entitles them to collect Impact Fee Credits. This is to credit them for the building that section of the roadway above and beyond what was required. He said this is the first reading and no action is required.

18. Resolution to approve professional services for the resurvey of the historic resources of commercial historic district for the City of Conway.

R-21-57

Councilman Hawkins presented Item A18 to the Council. James Walden told the Council that grant funds in the amount of \$19,000 had been received from the Arkansas Historic Preservation Program to resurvey the downtown district, working with the Downtown Partnership to update the nomination forms and to take the Downtown District from being a National Register District to the next level of Local District, to require Historic District Commission approval over changes to downtown properties. He added that RFQs were sent out and proposals received with Cox McClain Environmental Consulting being selected by the committee. Councilwoman Isby made a motion to adopt the Resolution and Councilwoman Smith seconded it. The motion carried 8-0. A vote was called, and the Resolution passed 8-0.

B. Public Safety Committee (District Court, Department of Information Systems & Technology, Animal Welfare, CEOC (Communication Emergency Operations Center), Police, Fire, & Office of the City Attorney)

1. Ordinance appropriating insurance funds for the Conway Fire Department.

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

O-21-72

Mayor Castleberry presented Item B1 to the Council. Councilwoman Isby made a motion to waive the three readings and Councilwoman Smith seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance and Councilwoman Isby seconded it. The roll was called with the following voting "Aye": Councilwoman Mehl, Councilwoman Isby, Councilman Jones, Councilman Pruitt, Councilman Grimes, Councilwoman Smith, Councilman Ledbetter, and Councilman Hawkins. The Ordinance passed 8-0.

2. Consideration for disposal on inventory (vehicles) for the Conway Police Department.

Mayor Castleberry presented Item B2 to the Council. Chief Tapley told the Council there were two vehicles that are no longer mechanically sound and asked to dispose of them through public auction. Councilwoman Smith moved to approve the consideration and Councilwoman Isby seconded it. The motion to approve carried 8-0.

3. Ordinance appropriating reimbursement funds from various entities for the Conway Police Department.

O-21-73

Mayor Castleberry presented Item B3 to the Council. Councilwoman Smith made a motion to waive the three readings and Councilwoman Isby seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance and Councilman Jones seconded it. The roll was called with the following voting "Aye": Councilman Hawkins, Councilman Grimes, Councilman Pruitt, Councilman Ledbetter, Councilwoman Isby, Councilman Jones, Councilwoman Smith, and Councilwoman Mehl. The Ordinance passed 8-0.

4. Ordinance appropriating insurance funds to replace vehicles for the Conway Police Department.

O-21-74

Mayor Castleberry presented Item B4 to the Council. Chief Tapley told that Council that the Department had received \$106,264.19 from insurance proceeds due to total loss of these vehicles. He asked to appropriate the funds to purchase replacement vehicles for the Department. Councilwoman Smith made a motion to waive the three readings and Councilwoman Isby seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance and Councilman Jones seconded it. The roll was called with the following voting "Aye": Councilman Ledbetter, Councilwoman Isby, Councilwoman Mehl, Councilman Grimes, Councilman Hawkins, Councilwoman Smith, Councilman Pruitt, and Councilman Jones. The Ordinance passed 8-0.

5. Ordinance requesting the approval to lease vehicles to the Arkansas Law Enforcement Assistance Program (ARLEAP) for the Conway Police Department.

O-21-75

Mayor Castleberry presented Item B5 to the Council. Chief Tapley explained the program to the Council stating that ARLEAP responds to critical incidence for first responders across the state and asked them to approve the donation of a vehicle to the organization. Councilwoman Isby made a motion to waive the three readings and Councilwoman Smith seconded it. The motion carried 8-0. Councilwoman Isby made a motion to adopt the Ordinance and Councilwoman Smith seconded it. The roll was called with the following voting "Aye": Councilwoman Smith, Councilman Pruitt, Councilwoman Mehl, Councilwoman Isby, Councilman Hawkins, Councilman Jones, Councilman Ledbetter, and Councilman Grimes. The Ordinance passed 8-0.

C. Finance

1. Ordinance appropriating funds for employee pay adjustments.

O-21-76

Mayor Castleberry presented Item C1 to the Council. Councilwoman Smith made a motion to waive the three readings and Councilwoman Isby seconded it. The motion carried 8-0. Councilman Grimes explained to the Council that he had chaired a salary survey committee to compare City salaries to the

MINUTES OF THE CITY COUNCIL, CITY OF CONWAY, ARKANSAS

Municipal League averages. He stated that the goal was to identify salaries that are considerably below the state averages and work to move them closer to those averages. He called their attention to the Ordinance before them that identifies City salaries, four of which are critically underfunded and ten positions that were slightly below that were being increased to bring them closer to the averages. He added that they are looking to give COLA raises in the 2022 budget, to help keep all salaries on par. He said the budget effect for these non-police salary increases is about \$94,000, and will be implemented in July 2021, so the budgetary impact for this year is about \$57,000, which is what the Ordinance states. Councilwoman Isby made a motion to adopt the Ordinance with the emergency clause and Councilwoman Smith seconded it. The roll was called with the following voting "Aye": Councilman Pruitt, Councilman Ledbetter, Councilman Grimes, Councilwoman Mehl, Councilwoman Smith, Councilman Jones, Councilman Hawkins, and Councilwoman Isby. The Ordinance with the emergency clause passed 8-0.

Mayor Castleberry asked the Council to suspend the rules to read two more Ordinances. Councilwoman Smith motioned to suspend the rules and Councilman Jones seconded it. The motion carried 8-0.

2. Ordinance authorizing a change to the City of Conway's 2021 Uniform Police Pay Scale
O-21-77

Mayor Castleberry presented Item C2 to the Council. Councilwoman Smith made a motion to waive the three readings and Councilwoman Isby seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance with the emergency clause and Councilwoman Isby seconded it. The roll was called with the following voting "Aye": Councilman Grimes, Councilman Pruitt, Councilwoman Isby, Councilman Jones, Councilman Ledbetter, Councilwoman Mehl, Councilwoman Smith and Councilman Hawkins. The Ordinance and the emergency clause passed 8-0.

3. Ordinance appropriating funds for a new Police Department pay scale.
O-21-78

Mayor Castleberry presented Item C3 to the Council. Councilwoman Smith made a motion to waive the three readings and Councilwoman Isby seconded it. The motion carried 8-0. Councilwoman Smith made a motion to adopt the Ordinance with the emergency clause and Councilwoman Isby seconded it. The roll was called with the following voting "Aye": Councilwoman Isby, Councilman Ledbetter, Councilman Grimes, Councilman Jones, Councilman Pruitt, Councilman Hawkins, Councilwoman Smith, and Councilwoman Mehl. The Ordinance with the emergency clause passed 8-0.

Adjournment-----

PASSED this 22nd day of June 2021

APPROVED:

Mayor Bart Castleberry

City Clerk Michael O. Garrett