

## **Brookland City Council Minutes September 12, 2016**

Meeting called to order at 7:00 PM by Mayor Jones

Roll Call: Aldermen present: Mike Bishop, Linda Anderson Reece, Wilson Shipman, William Thompson, David Gambill, and Jody Kirk along with Mayor Kenneth Jones, City Attorney Kevin Orr and City Clerk Billy Dacus.

Mike Bishop made a motion to approve August 8, 2016 Brookland City Council minutes as written. Seconded by David Gambill. Mayor Jones stated motion and second and then opened motion to the council for discussion. Being no discussion, Mayor Jones called for a vote. Mayor Jones announced motion to accept the city council minutes from August 8, 2016 passed 6 yeas to 0 nays.

### **New Business**

**Vector Disease Control** – *Jim Stark monthly mosquito report* – Jim Stark passed out the booklets that summarized the past months (July & August) spray output for the city. Jim stated that the season is almost over and this would be his last oral report of the year. There will be a year-end booklet report next month for the service for the year.

**Tim Wooldridge, Executive Director of CRDC** – Tim Wooldridge, Executive Director who manages the day to day operations of Crowley's Ridge Development Council addressed the council. He wanted to introduce himself and let the citizens of Brookland know that the CRDC is an Arkansas Community Action Agency serving the needs of citizens in Northeast Arkansas. They are committed to helping families and individuals of the community. Collaborating with local, state, and national agencies, they provide a broad range of direct, anti-poverty services for moderate to low-income community members. They maintain an on-going commitment to reduce the effects of poverty and to empower individuals, families and communities to meet the challenges of today and the changes of tomorrow. He answered several questions and stated he just wanted to get the word out so that the people would know that help was out there for certain individuals that need the help. Tim mentioned they could be reached at their location at 2401 Fox Meadow Lane, P.O. Box 16720 Jonesboro, AR 72403 or by phone (870) 802-7100.

**Ordinance 2016-19 to adopt 2014 National Electrical Codes** – *An Ordinance to provide for the adoption by reference of the national electric code & creating the office of electrical inspector* - Attorney Kevin Orr reads Ordinance 2016-19 first reading entirely. Mike Bishop makes a motion to accept Emergency Clause in Section 13 of Ordinance 2016-19 as read. Motion seconded by David Gambill. Mayor Jones states motion and second, opens motion to accept emergency clause to council. The council questioned some of the wording in the ordinance. The questions were answered to the satisfaction of the council. Mayor Jones asked if there is any further discussion. Being none, Mayor Jones calls for a vote. Mayor Jones announces the motion to accept Emergency Clause in Section 13 of Ordinance 2016-19 has passed by a vote of 6 yeas to 0 nays.

Mike Bishop makes a motion to suspend the rules and go to the second reading of Ordinance 2016-19 by title only. Motion seconded by David Gambill. Mayor Jones states motion and second, opens to council for discussion. Being no discussion, Mayor Jones calls for a vote. Mayor Jones announces the motion to suspend the rules has passed by a vote of 6 yeas to 0 nays. Attorney Orr reads Ordinance 2016-19 2nd reading by title only.

Mike Bishop makes a motion to suspend the rules and go to the third and final reading of Ordinance 2016-19 by title only. Motion seconded by David Gambill. Mayor Jones states motion and second, opens motion to suspend the rules to council for discussion. Being no discussion Mayor Jones calls for a vote. Mayor Jones announces the motion to suspend the rules and go to the third and final reading of Ordinance 2016-19 has passed by a vote of 6 yeas to 0 nays. Attorney Orr reads Ordinance 2016-19, 3rd and final reading by title only.

Mike Bishop makes a motion to accept the third and final reading of Ordinance 2016-19 as read. Motion seconded by David Gambill. Mayor Jones states motion and second, opens Ordinance 2016-19 to council for discussion. Being no further discussion Mayor Jones calls for a Roll Call Vote. Mike Bishop: yes, Linda Anderson Reece: yes, Jody Kirk: Yes, Wilson Shipman: yes, William Thompson: Yes, William David Gambill: Yes. Mayor Jones announces the motion accepting of Ordinance 2016-19 has passed by a roll call vote of 6 yeas to 0 nays.

**Ordinance 2016-20 to set fees for damaged electronic meter & components – *An Ordinance to set fees for replacement of damaged electronic meter components***- Attorney Kevin Orr reads Ordinance 2016-20 for first reading entirely. Mike Bishop makes a motion to accept Emergency Clause of Ordinance 2016-20 as read. Motion seconded by David Gambill. Mayor Jones states motion and second, opens motion to accept emergency clause to council. The council questioned as to whether the emergency clause would be necessary. The council asked Water/Waste Water Superintendent Tim Harrington about the issue. Tim Harrington stated that there had been damage to water meters since the installation was complete. It was pointed out that the fees needed to be set ASAP. Mayor Jones asked if there is any further discussion. Being none, Mayor Jones calls for a vote. Mayor Jones announces the motion to accept Emergency Clause of Ordinance 2016-20 has passed by a vote of 6 yeas to 0 nays.

Mike Bishop makes a motion to suspend the rules and go to the second reading of Ordinance 2016-20 by title only. Motion seconded by David Gambill. Mayor Jones states motion and second, opens to council for discussion. Being no discussion Mayor Jones calls for a vote. Mayor Jones announces the motion to suspend the rules has passed by a vote of 6 yeas to 0 nays. Attorney Orr reads Ordinance 2016-20 for 2nd reading by title only.

Mike Bishop makes a motion to suspend the rules and go to the third and final reading of Ordinance 2016-20 by title only. Motion seconded by David Gambill. Mayor Jones states motion and second, opens motion to suspend the rules to council for discussion. Being no discussion Mayor Jones calls for a vote. Mayor Jones announces the motion to suspend the rules and go to the third and final reading of

Ordinance 2016-20 has passed by a vote of 6 yeas to 0 nays. Attorney Orr reads Ordinance 2016-20, for 3rd and final reading by title only.

Mike Bishop makes a motion to accept the third and final reading of Ordinance 2016-20 as read. Motion seconded by David Gambill. Mayor Jones states motion and second, opens Ordinance 2016-20 to council for discussion. Being no further discussion Mayor Jones calls for a Roll Call Vote. Mike Bishop: yes, Linda Anderson Reece: yes, Jody Kirk: Yes, Wilson Shipman: yes, William Thompson: Yes, William David Gambill: Yes. Mayor Jones announces the motion accepting of Ordinance 2016-20 has passed by a roll call vote of 6 yeas to 0 nays.

**Stacy Prater (966 CR 706) requested letter from Mayor to be disconnected from Brookland**

**Utilities water line** – Mr. Prater came to the Mayor a couple of weeks ago asking to be disconnected from the Brookland water. He was upset that his bill was too high. The Mayor told him that would have to be brought up to the council. Mr. Prater was a no show at the meeting. It was found that his meter was misread and corrected.

**Dana Johnson - Color Run on October 8, 2016** – Dana Johnson wanted to ask the council for the permission to hold a “Color Run” for the Brookland Elementary PTO in October in the city of Brookland. They held the run last year with great success. Wilson Shipman made a motion to allow them to hold the run on October 8, 2016. The motion was seconded by William Thompson. The Mayor ask if there were any discussion, being none he called for a vote. The motion passed 6 yeas to 0 nays for the Color Run to be held in Brookland in the month of October.

**Accept resignation of Planning Commission Chairman** – Mayor Jones read a letter from Jimmy Andrews stating that he was resigning as Planning Commission Chairman as well as the commission itself effective August 24, 2016. David Gambill made a motion to accept Mr. Andrews’s resignation as of August 24, 2016. The motion was seconded by Wilson Shipman. The Mayor ask if there were any more discussion, being none he called for a vote. The motion passed 6 yeas to 0 nays for the resignation.

**Discussion rental of house at 247 Brady Lane** – A house was purchased at 247 Brady Lane when the property for the well was obtained. Mayor Jones opened a discussion about renting the house. It was decided it would be best to rent the house to the waste/water superintendent to help maintain the new well and to keep maintenance of the area. A motion was made by Wilson Shipman to rent 247 Brady Lane to the waste/water superintendent for \$400 per month. The motion was seconded by William Thompson. There was more discussion about a contract that would be written with the specifics of the agreement by City Attorney Kevin Orr. The Mayor asked if there were any more discussion, being none he called for a vote. The motion passed 6 yeas to 0 nays for the rental house.

**Discuss purchase of 2015 Chev 3/4-ton truck from Jerry Blair Auto Sales (street department) –**

The city has been looking to purchase a 2015 Chevy ¾ ton truck for the street department. Jerry Blair let the city use this truck to see if it could haul the city’s equipment. The truck did not have any problems doing this. A motion was made by David Gambill to purchase the 2015 Chevrolet ¾ ton truck from Jerry Blair Auto Sales for \$24,000 and authorizes the Mayor to get a loan with a local bank for the lowest

possible interest rate. The motion was seconded by Mike Bishop. The Mayor opened the motion up for discussion. The council asked if a purchase of a vehicle had been budgeted and the Mayor said it had. The Mayor asked if there were any more discussion, being none he called for a vote. The motion passed 6 yeas to 0 nays to make the purchase.

Wilson Shipman made a motion to take a 5-minute break before discussing the old business. The motion was seconded by David Gambill. The Mayor called for a vote. The motion passed 6 yeas to 0 nays. Break taken at 8:40 PM.

Wilson Shipman made a motion to go back into session. The motion was seconded by Linda Anderson Reece. The Mayor called for a vote. The motion passed 6 yeas to 0 nays. Council back in session at 8:45 PM.

### **Old Business**

**Brookland Fire Protection District-Certified Letters regarding 503 Stevens Street Apartments, 101 W. Hinkley Apartments and 205 S. Holman** – The city has received certified letters from the Brookland Fire Protection District where they have done inspections on apartment buildings. BFPD requests that the city's inspector help take care of the problems that were found. Mayor Jones has asked Attorney Kevin Orr to look into the practice because it is not known if the city's inspector has the authority to inspect finished buildings that are private property. Attorney Orr researched the dilemma and advised the city there is not a certain law to handle this situation. He doesn't think it is the city's responsibly to write the citation. It should be the fire department's responsibly to do this.

**177 Brady Lane condemnation- update.** – The Mayor wanted to update the council on the condemnation process of 177 Brady Lane. A letter has been sent to the property owner but they have not replied. The question was asked as to what the next move should be. Attorney Orr replied that he would have to do some more research because this is an unusual case in that the land owner and the house owner are different people. The Mayor is going to check with the CRDC to see if they can help the owner with the difficult situation.

**Update on drainage ditch in Hardwood Acres; between Cherry & Brookland Streets** – Attorney Orr read a letter to the council that will be sent out to the property owners around the drainage ditch in the Hardwood Acres area. The letter is asking for a right-of-way for the city to clean and maintain the ditch. This matter will be updated at the next meeting with the property owners that replied to the request.

**WIP 2016-01 - Update from new well; electronic read meter installations; software training** – The Mayor stated that electronic read meter installations are complete. The software training for the devices will be scheduled for the first of October. Mayor also noted how much easier it was to gather the meter readings, saving man power and labor cost. It was also noted it was more of a simple process to show the residents who have questions on their billing why usage maybe higher or lower with the automatic read outs.

The Mayor stated that the new well project is moving at a slower pace as the project design nears completion. The paperwork is being reviewed, updated and will be sent to the Health department soon. The city is looking at obtaining a pre-fab well house that could save several thousand dollars.

**Suggestions from the council regarding committee members to provide assistance to senior citizens** – Several people are interested in serving on the committee. Names are being gathered and more information will be available at next month’s meeting.

**Previous Month’s Financials** – Mayor Jones reviewed August Financial Reports. The following are 8-31-16 ending balances for the main operating checking accounts:

1. General Fund ending balance was \$207,640.95
2. Street Fund ending balance was \$80,571.46
3. Utility Fund ending balance was \$304,942.94

The Mayor asked the council for a motion to add an item on the agenda. David Gambill made a motion to add the acceptance of a bid for the Gambill subdivision sewer project to the agenda. The motion was seconded by Mike Bishop. The Mayor asked if there was any discussion, being none he called for a vote. The motion passed 6 yeas to 0 nays to add the item to the agenda.

**Acceptance of the bid for the Gambill Subdivision Sewer Project** – Mayor Jones read a letter from CEA (Civil Engineering Assoc.) stating that the bidding was held September 8 for the Gambill Sewer project. There were (7) bids total. CEA recommended that Jim Gulley Construction of Brookland be awarded the contract for the project. Gulley’s was the lowest bid, is licensed in the State of Arkansas and has bond insurance which is required by law . Mike Bishop made a motion to accept Jim Gulley Construction’s bid for the Gambill Subdivision Sewer Installation project at \$126,661.70. The motion was seconded by David Gambill. The Mayor opened the motion up for discussion. The Mayor stated he was pleased the with number of bids for the project. The Mayor asked if there were any more discussion, being none he called for a vote. The motion passed 6 yeas to 0 nays to accept the bid.

#### **Mayor’s Notes –**

The Mayor passed out a report to the council on the revenue created by the 2% sales tax. The amount was quite pleasing and at the current pace, the bond should be paid off in a timely matter.

There was a question from the floor about getting help with setting-up a fence. Mayor stated that was a private or civil matter but offered help by giving names of some people that could possibly help in the situation.

Wilson Shipman made a motion to adjourn. Second by William Thompson. Mayor Jones called for a vote. Mayor Jones announced motion passed 6 yeas to 0 nays. Meeting adjourned at 9:29 PM by Mayor Jones.

Kenneth Jones, Mayor

Billy Dacus, City Clerk/Treasurer