



City of Brookland, Arkansas City Council Meeting Minutes

Date of Meeting: July 9, 2024

Type of Meeting: Regular

Called to order at 7:00 PM by Mayor Kenneth Jones

| COUNCILMEMBER ATTENDANCE: (P = Present A = Absent) | | | | | |
|---|----------|----------------|----------|---------------------------|----------|
| David Gambill | P | Jason Cooper | P | Mayor Kenneth Jones | P |
| Pamela McGee | P | David Loggins | P | Attorney Kevin Orr | P |
| Candice Bishop | P | Wilson Shipman | P | Clerk/Treas. Julie Thomas | P |

Previous meeting minutes:

Motion by: David Loggins

Second by: Jason Cooper

To: Approve the Brookland City Council meeting minutes dated June 11, 2024, as presented

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

New Business:

1. Parks Committee Update:

David Loggins, Parks Committee Chairman, gave the council an update. Loggins explained that the playground equipment has been installed on both small city parks and added that the playground padding will be the next phase of the project. Loggins also read aloud a resignation letter from Parks Committee member, Sharon Hopkins, which is effective immediately.

2. Vector Disease Control Monthly Mosquito Report:

Mayor Jones reminded the council that their packets included the monthly mosquito abatement report for June 2024. Council member Wilson Shipman asked if it was still possible to contact Vector for spraying at individual residences. Mayor Jones answered yes.

3. Brookland Police Department – Intranasal Naloxone Program/Ordinance 2024-14:

Attorney Kevin Orr read aloud Ordinance 2024-14 entirely for first reading.

Motion by: David Loggins

Second by: Jason Cooper

To: Suspend the rules and go to the second reading of Ordinance 2024-14 by titles only

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

***2nd reading by titles only of Ordinance 2024-14 by Attorney Kevin Orr:**

Motion by: David Loggins

Second by: Jason Loggins

To: Suspend the rules and go to the third and final reading of Ordinance 2024-14 by titles only

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

***3rd and final reading by titles only of Ordinance 2024-14 by Attorney Kevin Orr:**

Motion by: Jason Cooper

Second by: David Loggins

To: Adopt Ordinance 2024-14 as written

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

| ROLL CALL VOTE: | | | | | |
|-----------------|-----|----------------|-----|----------------|-----|
| David Gambill | Yes | Candice Bishop | Yes | David Loggins | Yes |
| Pamela McGee | Yes | Jason Cooper | Yes | Wilson Shipman | Yes |

Motion by: Jason Cooper

Second by: David Loggins

To: Adopt the Emergency Clause in Section 2 of Ordinance 2024-14 as written

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

| ROLL CALL VOTE: | | | | | |
|-----------------|-----|----------------|-----|----------------|-----|
| David Gambill | Yes | Candice Bishop | Yes | David Loggins | Yes |
| Pamela McGee | Yes | Jason Cooper | Yes | Wilson Shipman | Yes |

4. David Loggins – discuss mayor’s pay scale:

Council member David Loggins reminded the council that when the last pay raise was given to Mayor Kenneth Jones in 2023, it effectively dissolved the previous pay scale for the position of mayor.

Loggins also explained that when the next mayor is elected, he or she will step into the office at the current salary of \$75,000, since there is no other pay scale currently in effect. Loggins added that in 2017, the salary of \$35,000 was passed and was in effect until 2023. Loggins proposed the following possibilities for a new pay scale for the position of Mayor for the City of Brookland, Arkansas:

| | Beginning Salary: | Increases: | Salary Cap: |
|------------------|--------------------------|-------------------------------|--------------------|
| Option 1: | \$42,500/first year | \$2,166.67/ year for 15 years | \$75,000 |
| Option 2: | \$45,000/first year | \$2,000/year for 15 years | \$75,000 |

Some discussion among the council included whether or not \$42k or \$45k is a high enough starting salary for the position of mayor and the comparable salary for mayors of cities of similar size. Loggins indicated that the median income for this geographical area is \$42,500. The council decided to move forward with option 2. Mayor Jones reminded the council that a pay scale requires adoption of an ordinance. Attorney Kevin Orr will present an ordinance with the pay scale at a later meeting.

5. Act 605 – Water Board discuss water/sewer rates:

Mayor Kenneth Jones informed the council that Act 605 requires the city to save five percent (5%) of the gross water/sewer bills into a fund for preventative maintenance. Jones also explained that there has not been an increase in the water/sewer rates since 2010. Jones said there is a water study set to

take place and with that, the possibility of being asked to increase the water/sewer rates. Jones invited the council to explain what they had learned regarding the Water Board training. Council members McGee and Loggins responded that the city is responsible for maintaining an adequate fund for emergency purposes. Other discussions included the adequacy of the city’s water supply and sewage treatment capacity to serve citizens. Jones explained that both are sufficient for the needs of Brookland residents. The council agreed to begin looking into water/sewer rates.

6. Ordinance 2024-12 – establishment of a flood damage prevention program:

Mayor Jones announced an ordinance in compliance with the Flood Plain Management (FEMA) Attorney Kevin Orr read aloud Ordinance 2024-12 first reading by titles only.

Motion by: David Loggins

Second by: Jason Cooper

To: Suspend the rules and read Ordinance 2024-12 by titles only

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

***1st reading by titles only of Ordinance 2024-12 by Attorney Kevin Orr:**

Motion by: David Loggins

Second by: Jason Cooper

To: Suspend the rules and go to the second reading of Ordinance 2024-12 by titles only

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

***2nd reading by titles only of Ordinance 2024-12 by Attorney Kevin Orr:**

Motion by: David Loggins

Second by: Jason Cooper

To: Suspend the rules and go to the third and final reading of Ordinance 2024-12 by titles only

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

***3rd and final reading by titles only of Ordinance 2024-12 by Attorney Kevin Orr:**

Motion by: David Loggins

Second by: Jason Cooper

To: Adopt Ordinance 2024-12 as written

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

| ROLL CALL VOTE: | | | | | |
|-----------------|-----|----------------|-----|----------------|-----|
| David Gambill | Yes | Candice Bishop | Yes | David Loggins | Yes |
| Pamela McGee | Yes | Jason Cooper | Yes | Wilson Shipman | Yes |

Mayor Jones announced that this ordinance is required to be adopted by FEMA and will include new flood plain maps for flood insurance purposes. This will take effect September 6, 2024.

Motion by: David Loggins

Second by: Jason Cooper

To: Adopt the Emergency Clause in Section 13 of Ordinance 2024-12 as written

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

| ROLL CALL VOTE: | | | | | |
|-----------------|-----|----------------|-----|----------------|-----|
| David Gambill | Yes | Candice Bishop | Yes | David Loggins | Yes |
| Pamela McGee | Yes | Jason Cooper | Yes | Wilson Shipman | Yes |

7. Ordinance 2024-13- Rezone request @ 708 Holman: RMH to C-2:

Attorney Kevin Orr read aloud Ordinance 2024-13 entirely for first reading.

Motion by: David Loggins

Second by: Jason Cooper

To: Suspend the rules and go to the second reading of Ordinance 2024-13 by titles only

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

***2nd reading by titles only of Ordinance 2024-13 by Attorney Kevin Orr:**

Motion by: David Loggins

Second by: Jason Cooper

To: Suspend the rules and go to the third and final reading of Ordinance 2024-13 by titles only

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

***3rd and final reading by titles only of Ordinance 2024-13 by Attorney Kevin Orr:**

Motion by: Candice Bishop

Second by: David Loggins

To: Adopt Ordinance 2024-13 as written

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

| ROLL CALL VOTE: | | | | | |
|-----------------|-----|----------------|-----|----------------|-----|
| David Gambill | Yes | Candice Bishop | Yes | David Loggins | Yes |
| Pamela McGee | Yes | Jason Cooper | Yes | Wilson Shipman | Yes |

Motion by: David Loggins

Second by: Jason Cooper

To: Adopt the Emergency Clause in Section 4 of Ordinance 2024-13 as written

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

| ROLL CALL VOTE: | | | | | |
|-----------------|-----|----------------|-----|----------------|-----|
| David Gambill | Yes | Candice Bishop | Yes | David Loggins | Yes |
| Pamela McGee | Yes | Jason Cooper | Yes | Wilson Shipman | Yes |

8. Addition of 2023 General and Street Fund Audit to the meeting agenda:

Motion by: David Loggins

Second by: Jason Cooper

To: Approve the addition of the General and Street Fund 2023 Audit to the agenda

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

9. Mayor Jones informed the council that each of them had a copy of the 2023 General and Street Fund Audit before them. Jones asked the council to look over the audit and ask questions. The audit report showed no findings.

Motion by: David Loggins

Second by: Candice Bishop

To: Adopt the 2023 General and Street Fund audit as presented

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

Old Business:

10. ARDOT Sidewalk Project #101143 Update:

Mayor Jones addressed the council with an update regarding the ARDOT sidewalk project. Jones explained that the city is still in the process of trying to establish the right-of-way on 2 properties for sidewalks. Jones will update the council as this project progresses.

11. Dub & Jessie Thompson – abandoning Lynch St. ROW to retention pond:

Mayor Jones informed the council that the city is waiting for results from the surveying crew. Jones said he notified the Thompsons that this issue would be tabled until next month’s regular meeting.

12. Draft employee handbook – any changes from council:

Mayor Jones asked the council and Attorney Orr if they had any questions or modifications for the drafted employee handbook. None were asked and no discussion occurred. Jones added that an ordinance would be brought forward at next month’s regular meeting for adoption.

13. Monthly financials for General, Street, and Utility Funds:

| June 2024 | General Fund: | Street Fund: | Utility Fund: |
|---------------------------|----------------|--------------|---------------|
| Beginning Balance: | \$1,021,638.52 | \$482,459.06 | \$497,788.02 |
| Ending Balance: | \$1,026,497.06 | \$482,034.15 | \$541,447.38 |

Mayor’s Notes:

✓ **Art teacher Carrie Hatton will be at August meeting to discuss murals:**

Mayor Jones informed the council that Brookland High School Art teacher, Carrie Hatton, will attend the August 2024 regular meeting to discuss ideas for murals to be painted on the library, storm shelter, and future museum buildings.

✓ **City State Street Aid Projects:**

Mayor Jones informed the council that there has been a change in the fund distribution for city street aid projects. Jones explained in the past there was a one-year wait for approved funds to be distributed for use. Jones explained that there is now a two-year wait for distribution. Jones added that there would still be some streets to be overlaid this year, however, the major projects would be on hold until next year. Jones stated that the Zipper machine has already been used and is beneficial.

✓ **Discuss traffic control at intersection of S. Oak Street & W. Matthews extension:**

Mayor Jones stated that the city is very close to the opening of a connection street between W. Matthews and HWY 49N. Jones asked the council to consider the method of traffic control at the intersection of S. Oak and W. Matthews Streets. Jones urged the council to consider creating a 4-way stop at the intersection until the city can determine what the best method of traffic flow may be.

Motion by: David Gambill

Second by: Jason Cooper

To: Approve the installation of a 4-way stop at the intersection of S. Oak and W. Matthews Streets

Discussion: None

For: 6 Against: 0 Motion: Passed 6-0

✓ **Fence material ordinance:**

Attorney Kevin Orr addressed the council about their request to adopt more specific regulations for appropriate fencing materials that may be used in the city. Orr explained that he researched surrounding and similar cities for reference. Orr read examples to the council of fencing ordinances with both specific and vague wording. The council asked Orr to draft an ordinance and present it at next month's meeting.

✓ **Samantha Sparks and Jim Gulley:**

Brookland residents Samantha Sparks and Jimmy Gulley came before the council to discuss issues with water drainage and weed/grass overgrowth on an adjoining resident's property. Sparks, who spoke on behalf of her employer's rental properties, and Gulley informed the council that their properties experience water backlogs because of drainage problems as well as other issues they consider hazardous and a nuisance. After much discussion and debate from the council, it was decided that council member Pamela McGee would accompany Mrs. Sparks to speak to the residents and see if something could be done to resolve the issue. It was determined that, although Sparks and Gulley have been experiencing issues related to the drainage problems for years, neither one has filed a formal complaint with the City of Brookland.

Mayor Jones asked for a motion to adjourn the meeting.

Motion by: Wilson Shipman

Second by: David Loggins

To: Adjourn the meeting

For: 6 Against: 0 Motion: Passed 6-0

Meeting adjourned at: 8:34 PM

Kenneth Jones, Mayor

Julie Thomas, City Clerk/Treasurer