



## CITY OF WARD

P.O. BOX 237 • WARD, ARKANSAS 72176 • 501-843-7686

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### Council Meeting Agenda December 19, 2022 at 6:30 PM

- I. **Call to Order:** was called to order by Mayor Gastineau @ 6:30
  - Prayer
  - Pledge of Allegiance
- II. **Roll Call:** by City Clerk Rummel. Chapman-present, Morris-present, Harbort –present, Hefner –present, McMinn -present, and Shetron –absent. We have a quorum.
- III. **Review/approval of Council Minutes:** Mr. McMinn made a motion to approve the November 21, 2022 council minutes, second by Mr. Harbort. Discussion. Motion passes with a 5-0 voice vote.
- IV. **Department Reports and Financials:** Mr. Harbort made a motion to approve the department reports and financials, second by Mr. Morris. Motion passes with a 5-0 voice vote.
- V. **Planning Commission Report:** The Planning Commission did not meet last month.
- VI. **Unfinished Business:** No unfinished business
- VII. **Executive Session:** Mrs. Hefner made a motion to go into Executive Session due to a personnel reason. Motion seconded by Mr. Harbort. Motion passes with a 5-0 voice vote. The mayor and council exited to the mayor's office for the Executive Session which lasted approximately 26 minutes.

Upon returning, Mayor Gastineau clarified the Executive Session was due to a personnel issue and no action was taken at this time.

**VIII. New Business:**

**A. INTRODUCTION OF HR-FINANCE DIRECTOR – COURTNEY RUBLE**

Mrs. Deborah Staley will be retiring and her last day will be January 13, 2023. Mrs. Courtney Ruble will be her replacement as HR-Finance Director. She was the previous city clerk, has experience in CPA/bookkeeping, and holds a degree in Health Management. A motion to approve Mrs. Ruble as a department head was made by Mr. McMinn, second by Mr. Harbort. Motion passes with a 5-0 voice vote.

**B. DECLARING VACANCIES FOR CITY COUNCIL MEMBERS IN REDISTRICTED WARD 3**

Redistricting takes effect in 2023. No one from Ward 3 signed up to run for city council for position 1 or 2. Motion needed to declare the vacancies effective January 1, 2023. Members of the public who wish to apply, must live within Voting Ward 3 of the City of Ward as depicted in the Voting Ward Map (version 2023), be eligible to take office and fill out an Affidavit of Eligibility. Affidavit of Eligibility is due to the City Clerk by 12 noon January 16, 2023. This will be posted on social media, the city website, and an ad in the local paper. Motion made by Mr. Harbort, second by Mr. McMinn. Motion passes with a 5-0 voice vote.

**C. R-2022-35: A RESOLUTION TO ESTABLISH THE ANNUAL OPERATING BUDGET FOR CALENDAR YEAR 2023**

Mr. Chapman made a motion to approve R-2022-35, second by Mr. Harbort. No comments or public input made. Motion passes with a 5-0 roll call vote.

**D. R-2022-36: A RESOLUTION TO ESTABLISH THE ANNUAL WARD WATER AND SEWER SYSTEM OPERATING BUDGET FOR CALENDAR YEAR 2023**

Mr. Morris made a motion to approve R-2022-36, second by Mr. Harbort. No comments or public input made. Motion passes with a 5-0 roll call vote.

**E. R-2022-37: A RESOLUTION IDENTIFYING AND AUTHORIZING SIGNATURE AUTHORITY FOR CITY OF WARD BANK ACCOUNTS**

Mr. Harbort made a motion to approve R-2022-37, second by Mr. McMinn. No comments or public input made. Motion passes with a 5-0 roll call vote.

**F. R-2022-38: A RESOLUTION AUTHORIZING THE ISSUANCE OF CREDIT CARDS TO CERTAIN POSITIONS IN THE CITY OF WARD, SETTING THEIR MONTHLY SPENDING LIMITS, AND REPLACING RESOLUTION R-2019-29**

Mr. McMinn made a motion to approve R-2022-38, second by Mr. Harbort. No comments or public input made. Motion passes with a 5-0 roll call vote.

**G. R-2022-39: A RESOLUTION AUTHORIZING RETIREMENT PAY FOR RETIRED CITY CLERK JOHN BARCLAY**

State law allows for cities to provide retirement pay for city clerks, city attorneys and mayors who are not enrolled in APERS. City Clerk Barclay was never enrolled in APERS. He has been receiving retirement pay since he retired. Council approves the budget by resolution. A suggestion after a recent audit was to create a separate resolution detailing the retirement pay Mr. Barclay is receiving. By law, the retirement is to be raised 3% annually, so annually this resolution will need to be updated. Mr. Morris made a motion to approve R-2022-39, second by Mr. Chapman. No comments or public input made. Motion passes with a 5-0 roll call vote.

**H. R-2022-40: A RESOLUTION ESTABLISHING A SNOW REMOVAL PLAN FOR THE CITY OF WARD, ARKANSAS, AND FOR OTHER PURPOSES**

Mrs. Hefner made a motion to approve R-2022-40, second by Mr. McMinn. No comments or public input made. Motion passes with a 5-0 roll call vote.

**I. R-2022-41: A RESOLUTION AUTHORISING THE MAYOR OR CITY CLERK TO ENTER INTO A CONTRACT WITH "GET IT CLEAN" CLEANING SERVICE TO PERFORM JANITORIAL SERVICES AT CITY HALL**

Job postings and ads have been placed to fill this position. Jobs 4 You handled the janitorial services, but did not work out. A city employee who owns a cleaning company submitted a proposal. Because she is an employee, council approval is needed. All contracted work is to be completed after hours and weekends. Mrs. Hefner made a motion to approve R-2022-41, second by Mr. McMinn. No comments or public input made. Motion passes with a 5-0 roll call vote. The contract is written in such a way that either the city or city employee can terminate the contract with or without cause.

**J. DISCUSSION ON EXTENSION OF SOUTHERN PARAMEDIC CONTRACT**

Southern Paramedic entered into a 5-year contract with the city effective March 18, 2018 and is set to expire March 17, 2023. Discussion was made listing the other ambulance companies servicing this area. All companies are having staffing issues which can cause delays. Motion made by Mr. Harbort, second by Mr. Morris to allow the mayor to move forward with plans to extend the contract 5 years with Southern Paramedic. Mrs. Hefner requested run reports. Motion passes with a 5-0 roll call vote.

**K. FAREWELL TO WANDA AND JIMMY**

A certificate of appreciation and name plaque was presented to Mr. McMinn. Mrs. Shetron was not in attendance. This was the last council meeting for both due to redistricting.

VIII. Mayor's Report: See attachment

IX. Public Comment on Non-Agenda Items: None

X. Announcements

- City offices closed in observance of Christmas Holiday: December 23-26
- Planning Commission Meeting: December 26, 7 pm
- NO January 1 Swearing-In Ceremony
- City Offices closed in Observance of New Year's Day: January 2, 2023
- Initial 2023 City Council Meeting: January 16, 2023, 6:30 pm
  - Swearing-In Ceremony before meeting begins for Mayor Gastineau, City Clerk Rummel, Council Members Hefner, Morris and Harbort
- City Offices Closed in observance of Martin Luther King Day: January 16, 2023

XI. Adjournment

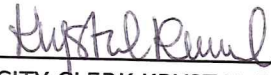
There being no further business, the meeting was adjourned @ 7:25pm with a motion by Council Member Harbort, second by Council Member McMinn. Motion to adjourn passed with a 5-0 voice vote.

We, the undersigned Mayor and City Clerk for the City of Ward, do hereby verify the foregoing to be true and correct record of proceedings of the City of Ward Council Meeting held on Monday, December 19, 2022 at 6:30PM.

APPROVED DATE: January 16, 2023

  
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MAYOR CHARLES GASTINEAU

ATTEST:

  
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CITY CLERK KRYSTAL RUMMEL

CITY SEAL

## December 19, 2022 City Council

### Mayor's Report

- **SRTS IV: Sidewalk Project (80%/20%)**
  - Waiting on Construction Engineering Report
- **Meter Replacement Project (ARPA Funds)**
  - Contract under review
- **Unified Development Ordinance**
  - Staff is reviewing
- **License Plate Reader Camera**
  - Contract signed
  - Contractor obtaining ARDoT permits
- **Nuisance/Abatement Notice 4<sup>th</sup> Street (burnt house)**
  - Slight progress being made. Code/Bldg Section watching closely
- **Metroplan Bike/Pedestrian Pathway**
  - Engineering work continues
- **Consolidated 911 Center (OPEN)**
  - Consolidation plan will be submitted this week
- **Broadband Deployment**
  - Connect2First is continuing to lay fiber in the city
  - Continues to hit water and sewer lines
- **ANRD Call for Projects for ARPA Funding**
  - Disapproved
- **Act 605 Training**
  - The majority of the council has completed the training, as required.
  - New council members will need to get the training.
- **Christmas Parade and Tree Lighting**
  - THANKS to Ward Chamber and ALL who attended
- **Merry Christmas to ALL**
  - From Cathy and I