



# City of Brookland, Arkansas

## City Council Meeting Minutes

**Date of Meeting: November 13, 2023**

**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	A

**Motion by:** David Loggins

**Second by:** Candice Bishop

**To:** Approve Mayor Jones recording the meeting minutes in the absence of Julie Thomas, City Clerk.

**Discussion:** None

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

**Previous meeting minutes:**

**Motion by:** David Gambill

**Second by:** Jason Cooper

**To:** Approve the Brookland City Council meeting minutes dated October 9, 2023, as presented

**Discussion:** None

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

**Motion by:** David Loggins

**Second by:** David Gambill

**To:** Approve the Brookland City Council special meeting minutes dated October 16, 2023, as presented

**Discussion:** None

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

**New Business:**

**1. Brookland Parks Committee Update:**

David Loggins, Parks Committee Chairman was present to give the council an update. Loggins informed the council that chat has been laid on the sportsplex for the road leading to the concession stand area. Loggins stated that the plan is to complete both smaller city parks first and then use the remaining funds to complete as much of the sportsplex as possible. Work is progressing on the smaller parks. Councilman David Gambill asked about whether or not playground equipment had been purchased for the parks and Loggins informed him that it has not yet been ordered. They are hoping to get some further bids for equipment at a cheaper price.

**2. Establish a separate Utility Fund bank account for Act 605 Reserve Funds:**

Mayor Jones informed the council that the auditor advised that the city needs to open a separate bank account for the reserve funds. The account has to hold 5% of the city's annual budget

**Motion by:** David Loggins

**Second by:** David Gambill

**To:** Approve establishing a utility fund bank account for Act 605 Reserve funds.

**Discussion:** Councilman Wilson Shipman asked if it would be an interest-bearing account. Jones informed him that it would. Councilman David Gambill asked if that account had to hold 5% of the annual budget and Jones informed him that was the correct amount. Gambill also asked Jones about the city's ability to access the funds if needed. Jones responded that the city would have access to the money if needed for a breakdown, failure, or improvements, if needed.

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

**3. Transfer remaining ARPA fund balance to General Fund and close account:**

Mayor Jones informed the council that the city needs to close the ARPA fund account, which currently has a balance of around \$2,700.00, and move the funds into the General Fund.

**Motion by:** Wilson Shipman

**Second by:** David Loggins

**To:** Approve closing the ARPA fund and moving the remaining balance into the General Fund.

**Discussion:** None

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

**4. Discuss Jamar Technologies Traffic Counter/Speed/Cars:**

Mayor Jones asked the council to consider purchasing 2 traffic counter/speed checker machines from Jamar Technologies. Each machine costs \$4595.00.

**Motion by:** David Loggins

**Second by:** David Gambill

**To:** Approve the purchase of 2 Black Cat 3/Star Net traffic machines for \$4644.00 each, including shipping costs.

**Discussion:** Councilwoman Pamela McGee asked about maintenance costs for the machines and Jones responded that the machines are low maintenance. Councilman David Gambill asked about the placement of the machines and Jones responded that the police department would like for both machines to float to different spots around the city, as needed.

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

**5. Discuss filling vacant position on planning commission:**

Mayor Jones recommended to the council to reappoint Steve Phillips to the Brookland Planning and Zoning Commission due to a recent vacancy on the committee.

**Motion by:** David Loggins

**Second by:** David Gambill

**To:** Approve the appointment of Steve Phillips to the Brookland Planning and Zoning Commission.

**Discussion:** None

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

**\*Additional items for the meeting agenda:**

Mayor Jones asked the council to include 2 extra items to the meeting agenda:

1. A Proclamation for the Brookland Volleyball team's state championship win
2. Voting for the payment of City Clerk Julie Thomas due to her absence

**Motion by:** Jason Cooper

**Second by:** David Gambill

**To:** Approve the addition of both items to the meeting agenda.

**Discussion:** None

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

**6. Proclamation 2023-P5:**

Attorney Kevin Orr read aloud Proclamation 2023-P5 congratulating the Brookland High School girls' volleyball team on their 4-A State Championship win.

**Motion by:** David Loggins

**Second by:** David Gambill

**To:** Approve Proclamation 2023-P5 as read.

**Discussion:** None

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

**7. Payment of City Clerk Julie Thomas for meeting absence:**

Mayor Jones asked the council to consider paying Julie Thomas despite missing the regular monthly meeting because she was recently involved in an auto accident and has sustained a significant injury to her right hand.

**Motion by:** Jason Cooper

**Second by:** David Loggins

**To:** Approve payment to City Clerk Julie Thomas despite her absence from the regular monthly meeting.

**Discussion:** None

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

**Old Business:**

**8. West Matthews Street - extension to HWY 49N - update:**

Mayor Jones updated the council on the status of this project. Jones informed the council that the city is still waiting for an update from the gas company regarding the gas line that runs through the property and it's location under the proposed right of way. Jones said the city needs information from the gas company on what the possibilities are to work around the gas line. Jones also stated that work will begin soon to clean out a ditch that will enable excess water to flow as needed. Jones said he will keep the council updated as information becomes available.

**9. West School Street turn lane; ARDOT agreement:**

Mayor Jones gave an update regarding the addition of a W. School Street turn lane. Jones said the city is still waiting to find out if their grant has been accepted in order to proceed with this project. Jones said he will keep the council updated as soon as he receives information.

**10. Library request for expansion:**

Mayor Jones asked the council if they had any questions or ideas to help with the library expansion. Since nothing was discussed, the council decided to table this item for now.

**11. Matt Duryea with Arrowhead Fiber Optic – wants to run fiber optic in Brookland:**

No one was present to speak on this item. The council decided to table this item for now.

**12. Planning Charette update:**

Mayor Jones informed the council that he had spoken with James Walden about the Planning Charette and Walden was still working on putting together some information that could be shared at a later date.

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

October 2023	General Fund:	Street Fund:	Utility Fund:
Beginning Balance:	\$1,125,066.84	\$402,189.04	\$521,310.16
Ending Balance:	\$1,125,029.84	\$348,442.30	\$542,452.72

\*Mayor Jones handed out copies of the 2024 draft budget for review and consideration at the December meeting.

**Mayor’s Notes:**

**1. Discuss City Council meeting; changing date to Monday 12/4 or Thursday 12/7:**

Mayor Jones asked the council to consider changing the December 2023 regular monthly meeting due to him having surgery on December 11. Councilmembers discussed the issue and decided they could meet on Thursday, December 7.

**Motion by:** David Loggins

**Second by:** David Gambill

**To:** Approve the change of the December 2023 regular monthly meeting to Thursday, December 7.

**Discussion:** None

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

**2. Winter Arkansas Municipal League Conference – January 10-12, 2024:**

Mayor Jones reminded the council about the Winter Arkansas Municipal League Conference on January 10-12, 2024, in Little Rock.

**3. Changing city council meetings days and frequency:**

Councilmember David Loggins asked the council to consider changing the regular monthly meetings to a Tuesday night and having bi-monthly meetings on an as-needed basis. Councilmembers discussed the advantages of changing the regular monthly meetings to a Tuesday night so that members are able to attend Quorum Court meetings and Brookland School Board meetings, both of which occur on Monday evenings. The council will vote on an ordinance at the next regular meeting to change the meeting day.

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: 7:37 PM

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Kenneth Jones, Mayor

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Julie Thomas, City Clerk/Treasurer