



# City of Brookland, Arkansas

## City Council Meeting Minutes

**Date of Meeting: June 11, 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 May 13, 2024, as presented

**Discussion:** None

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

**Motion by: David Loggins**

**Second by: Jason Cooper**

**To:** Approve the Brookland City Council special meeting minutes dated May 28, 2024, as presented

**Discussion:** None

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

**New Business:**

**1. Parks Committee Update:**

Discussion regarding city projects (parks, municipal building, bonds) is included with item #4 and in the Mayor’s Notes below.

**2. Vector Disease Control Monthly Report:**

Mayor Jones reminded the council that their packets included a report for the May 2024 Mosquito Control Program from Vector Disease Control. Jones mentioned that the company is seeking to hire employees and asked for any questions from the council. There were none.

**3. Dub & Jessie Thompson – discuss abandoning Lynch St. ROW to retention pond:**

Jessie and WL Thompson (201 Stevens Street) came before the council to request the city to abandon roughly half of the right-of-way alongside their property (Lynch Street) to the retention pond, so that they have the option of utilizing the abandoned portion for parking and access to their property. The Thompson’s explained that even with abandonment, there would still be roughly 30 feet wide access for the city to use as an ingress/egress to the retention pond. After some discussion, the council voted to allow the city to move forward with this request. An ordinance reflecting the decision will be brought forward at the July 2024 regular council meeting.

**Motion by: Wilson Shipman**

**Second by: David Gambill**

**To:** Approve drafting an ordinance to reflect the abandonment of 30 feet of the ROW on Lynch St.

**Discussion:** None

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

**4. Michael McBryde (Stephens, Inc.) – discuss city bonds:**

Michael McBryde, Sr. Vice President with Stephens, Inc., presented the council with a report on the status of the city’s current municipal bonds. McBryde explained that the 3-year tax exempt status is ending soon and if funds remain in the accounts past that time, the city will be responsible for income tax from the interest earned on the funds. McBryde urged the council to focus on trying to get the money spent on the associated city projects: sewer upgrades, municipal building, and parks. Also present were Tim Cooper and John Mixon (Cooper & Mixon Architects) and John Selig (Civil Engineering Associates) to update the council on the opened bids for the Municipal Building project (see Mayor’s Notes below). Jason Macdonald with Fisher Arnold included information about the bid recently received for the sportsplex (see Mayor’s Notes below).

**5. 2024-10 TAP Grant Resolution – agreeing to 20% city pay match:**

Attorney Kevin Orr read aloud Resolution 2024-10 regarding the willingness of the City of Brookland to utilize Federal-aid Transportation Alternatives Program funds.

**Motion by: David Loggins**

**Second by: Jason Cooper**

**To:** Adopt Resolution 2024-10 as read

**Discussion:** None

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

**Old Business:**

**6. ARDOT Sidewalk Project #101143 Update:**

Mayor Jones addressed the council with an update regarding the ARDOT sidewalk project. Jones stated that he has appraisals for the valuation of property affecting the sidewalk project, however, he has more work to complete regarding acceptance from the property owners. Jones said he will update the council further at the next meeting.

**7. Draft employee handbook – any changes from council:**

A copy of Section 6.14.2 Use of City Fuel Card was omitted from the draft copy of the employee handbook given to council members. Once this section is reviewed by members, changes and updates can be discussed and made at a later meeting.

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

May 2024	General Fund:	Street Fund:	Utility Fund:
<b>Beginning Balance:</b>	\$1,041,239.26	\$465,922.29	\$506,284.76
<b>Ending Balance:</b>	\$1,021,638.52	\$482,459.06	\$497,788.02

**9. Additional items for Agenda:**

Mayor Jones indicated that two additional items need to be added to the meeting agenda for consideration. These items include: 1) an ordinance for the lease purchase of the Asphalt Zipper machine and 2) a request for consideration from Planning and Zoning Commission Chairman Steve Phillips regarding the possible addition of fencing restrictions added to the zoning code.

**Motion by: David Loggins**

**Second by: Jason Cooper**

**To:** Add two items to the meeting agenda for consideration

**Discussion:** None

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

**10. Ordinance 2024-11 for the Lease Purchase of the Asphalt Zipper machine:**

Attorney Kevin Orr read aloud Ordinance 2024-11 first reading in its entirety.

**Motion by: David Loggins**

**Second by: Jason Cooper**

**To:** Suspend the rules and go to the second reading of Ordinance 2024-11 by titles only

**Discussion:** None

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

**\*2<sup>nd</sup> reading by titles only of Ordinance 2024-11 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 2024-11 by titles only

**Discussion:** None

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

**\*3<sup>rd</sup> and final reading by titles only of Ordinance 2024-11 by Attorney Kevin Orr:**

**Motion by: David Loggins**

**Second by: Jason Cooper**

**To:** Adopt Ordinance 2024-11 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

**11. Brookland Planning and Zoning Commission proposing fencing construction requirements:**

Steve Phillips, Chairman of the Brookland Planning and Zoning Commission, came before the council to request their consideration of adopting a code for the construction of fences in the city limits. This would be an addition to the Planning and Zoning Code and would include more specific requirements for the types of allowable materials used to construct fences. After some discussion and acceptance from the council, Attorney Kevin Orr stated that he would research this request and update the council at a later meeting.

## **Mayor's Notes:**

### **Discuss bid opening for municipal building project:**

Mayor Jones informed the council of the following bids received from contractors for the city's proposed municipal building project, which will house city hall and the police department.

<b>Bailey Contractors:</b>	<b>Clark General Contractors:</b>	<b>Frank A. Rogers:</b>	<b>Olympus Construction:</b>
\$3,289,608	\$3,713,960	\$3,576,804	\$3,391,000

In response to the recent bids received for the city's municipal building project, Tim Cooper and John Mixon (Cooper & Mixon Architects) were present to speak to the council and answer questions. Mixon informed the council that the bids received were within a reasonable range of each other and were a good reflection of the current market costs associated with construction. To support the information discussed by Michael McBryde (above), Mixon explained that the timeframe for construction on the lowest bid was roughly 60 weeks, while the shortest timeframe for construction of all bids submitted was approximately 52 weeks. Mixon added that the bids do not include such things as landscaping, irrigation equipment, or furniture. Mayor Jones explained that these items could be added later.

Questions and discussion from the council included whether or not the contractors price would be reduced if some components were done separately or by a different entity (Craighead Electric for utilities). Mixon explained that the costs would be reduced for those things. Mixon also explained that his firm could conduct a value exercise whereby they identify things within the project that could be reduced, changed, or eliminated in order to reduce overall costs. Mixon answered a question about the percentage of overall cost reduction needed to initiate a re-bid of the entire project. He explained that amount is a 25 percent reduction in costs. A question was asked about the plans for the current city hall building once the municipal building was complete. Mayor Jones responded that the building would be up for sale and estimated a potential \$300,000 - \$350,000 sale price. Jones also stated that the sale of the current building would help offset the costs for the municipal building. There was a question regarding the possibility of the current building being used to house the police department, thereby significantly reducing the costs of the new municipal building. Jones explained that it would be a more efficient operation overall by housing the city hall and police departments together. Further discussion included whether or not the projects could be staged or done in phases to spread costs over a longer period. Mixon explained that, typically, phasing projects results in higher costs, overall, in the long run. Mayor Jones updated the council on the current fund balances of the city's capital projects: Sewer construction \$536,156.20; Municipal building \$979,894.25; and Parks \$2,630,499.62.

Jason Macdonald (Fisher Arnold) updated the council on the latest bids received for the sportsplex project. Macdonald stated that the lowest bid came from Olympus Construction for \$2,983,257 for 2 complete fields, parking, and a concession stand. He added that this is the third request for bids for the project, the first being the entire proposed project with 4-5 completed fields, the second requesting bids for smaller components of the project. All bids received have been significantly higher than the projected costs to complete the entire project.

Mayor Jones proposed a meeting between himself, Cooper & Mixon, John Selig, and the contractors to go over the bids, reevaluate wants vs. needs for the projects, identify possible areas for cost reduction, and look at other areas of revenue streams or loans to aid the city in the fund deficits and

complete the municipal building project. Jones added that he would like to meet with Jason Macdonald, as well, to reevaluate the sportsplex project. Jones stated that these issues will be taken up at next month's regular council meeting when more information is available.

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: 8:26 PM**

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Kenneth Jones, Mayor

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Julie Thomas, City Clerk/Treasurer