

WARD CITY COUNCIL

AGENDA

May 14, 2018

6:30 P.M.

- **Call to Order**

- Prayer
- Pledge of Allegiance to the United States Flag

- **Roll Call**

- **Minutes**

- April 9, 2018 regularly scheduled city council meeting minutes

- **Department Reports**

- April 9, 2018 department reports
 - Water
 - Office
 - Fire
 - Police
 - Street
 - Parks and Recreation

- **Commission Reports**

- The Ward Planning Commission accepted the Preliminary Plat for Oakland Grove Phase I. They also recommended approval of the Final Plat for Heather Lynn Addition with changes on report.

- **Mayor's Report**

- Lemon's Engineering Report
- Purchase of seven (7) acres in the proximity of Ward Park.
- Chief Benton asking the council's approval to dispose of the following city owned vehicles:
 - 2005 Dodge Durango 1D4HB48n95F596284
 - 2007 Dodge Durango 1D8HB38P37F570664
 - 2004 Ford Expedition 1FMPU16L54LA92829
 - 2006 Chevy Pick-up 1GCEC19X96Z226366
 - 2000 GMC Jimmy 1GKCS18W7YK198473

- **Old Business**

- **New Business**

- **Announcements**

- Next City Council Meeting will be held June 11, 2018
- Planning Commission Meeting will be held May 29, 2018 at 7:00 P.M.
- Seniors meet every Thursday at noon
- LWPWA Meeting will be held June 12, 2018
- Chamber of Commerce Meeting will be held June 5, 2018 at 7:00 P.M.

- **Adjournment**

WARD CITY COUNCIL

April 9, 2018

MINUTES

6:30 P. M.

Call to Order

Mayor Brooke called the meeting to order and asked Representative Tim Lemon's to open in prayer; he then asked Mr. Ed Galucki to lead the council in reciting the Pledge to the American Flag.

Roll Call

Mayor Brooke then asked for Roll call which follows: Bill Moon-present, Jim Wier-present, Jeff Shaver-present, Gary Matheny-present, Ron Bissett-present, Don Howard-present, Mayor Brooke-present and Clerk Barclay-present. There was a quorum.

Minutes

Mayor Brooke asked for a motion to accept the March 12, 2018 regularly scheduled city council meeting minutes. Ron Bissett motioned; Gary Matheny seconded. On voice vote all approved.

Department Reports

The mayor asked for a motion to approve the March 12, 2018 department reports. Jim Wier motioned; Don Howard seconded. On voice vote all approved.

Commission Reports

There was no action to be taken on the report submitted by the Planning Commission however William Tremaine was selected to fill the vacancy left by Brad Staley. Mayor Brooke asked for a motion to approve William Tremaine as the person to fill the vacancy. Jim Wier motioned; Don Howard seconded. On voice vote all approved. Chairperson Gary Meadows informed the council of Tyler Manning as the person to step in should he be unable to chair their meetings. Mayor Brooke asked for a motion to accept the Planning Commission's report. Bill Moon motioned; Ron Bissett seconded. On voice vote all approved.

Mayor's Report

Mayor Brooke asked Charles Gastineau to come forward and give the council the information needed to upgrade the city's Siren System and let them know that to do this was going to take \$21,120.23. Mayor Brooke asked for a motion to approve this upgrade. Ron Bissett motioned; Jeff Shaver seconded. On voice vote all approved. Next item of business is to pay off the City of Ward Water and Sewer System allocation from Greer's Ferry Lake. This allocation is approximately \$11,500.00 annually and the balance owed is \$140,006.37. The funds are available and this amount is good until April 23. The mayor asked for a motion to pay off this debt in full. Ron Bissett motioned; Gary Matheny seconded to pay off. On voice vote all approved. The mayor asked Chief Staley to come forward and give the council his reason for wanting and needing a new Xtrication Xtreme (Jaws of Life) tool. He told the council that his present tool is approximately fifteen years old and is getting slower and at times has problems. The tool he has in mind is top of the line and costs \$23,217.00. After saving many years he has the funds on hand to pay it off in full with the council's approval. He told the council that if it saves just one life it is worth the investment. The chief also told the council that he planned to have the older one repaired and use it as a back-up. After many questions Mayor Brooke asked for a motion to approve the purchase. Jim Wier motioned; Ron Bissett seconded to purchase. On voice vote all approved. FYI – the ADEM

Culvert Grant was denied. The mayor asked for a volunteer to chair a committee to look into the possibility of changing and/or coming up with new ordinances/resolutions to cover items which cause problems currently in our city. Mr. Jim Wier volunteered to chair the committee and the mayor informed each council member that he would be on this committee; he also asked Mr. Wier if he wanted to appoint a resident of the city to sit on the committee but Mr. Wier said he would reserve a decision to select a private citizen until later and anything decided in the committee must be returned to council for approval. Mr. Lemons handed a report to all members and he covered the Wastewater Treatment Plant Upgrade and the Safe Route to Schools-PhaseIII-and-Recreational Trails Project (Industrial Drive). If you have any questions please refer to your handout.

Old Business

New Business

Mayor Brooke introduced resolution R-2018-06 (A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF WARD, ARKANSAS TO UTILIZE FEDERAL-AID FUNDS FOR THE FOLLOWING PROJECT:JOB 061457, HWY. 319 RR SIG. UPGRADE AND TRAFFIC SIG. (WARD)(S)) and asked that it be placed on its first and final reading. Jeff Shaver motioned; Ron Bissett seconded. Roll call and voting are as follows: Bill Moon-yea, Jim Wier-yea, Jeff Shaver-yea, Gary Matheny-yea, Ron Bissett-yea, Don Howard-yea. Resolution R-2018-06 has passed.

Announcements

Next City Council Meeting May 14, 2018 at 6:30 P.M.
Planning Commission Meeting May 28, 2018 at 7:00 P.M.
Seniors meet ever Thursday at noon
LWPWA Meeting June 12, 2018 at noon
Chamber of Commerce Meeting June 5, 2018 at 7:00 P.M.
City Wide Cleanup April 28, 2018

Adjournment

Mayor Brooke asked for a motion to adjourn. Jeff Shaver motioned; Gary Matheny seconded on voice vote all approved.

APPROVED DATE: _____

MAYOR

ATTEST:

CLERK

CITY SEAL

**City of Ward Monthly Department Report
 Water/Wastewater Department
 MARCH 2018**

Water

	Month to Date	Last Month	Year to Date 2018	Year to Date 2017
Water Purchased Total	17,154,000 Gal.	17,601,000 Gal.	71,076,000 Gal.	68,354,000 Gal.

Wastewater

	Month to Date	Last Month	Year to Date 2018	Year to Date 2017
Treated Wastewater	14,770,000 Gal.	13,651,800 Gal.	50,696,900 Gal.	62,823,000 Gal.

Ward Water and Wastewater System Office Report

April 2018

	This Month	Last Month	Year to Date	April 2017
Fire Membership Dues Collected	17	20	68	16
Fire Membership Letter Mailed	16	19	79	23
Late Notices	799	791	3,447	802
Lock off Accounts	61	82	277	55
Monthly Billing	3,925	3,921	15,666	3,857
New Customers	37	46	169	47
New Meter Installations	11	10	35	10
New Sewer Connections	11	10	35	8
Occupation/Privilege Fees Collected	13	6	35	12
Occupation/Privilege Letters Mailed	7	10	37	9
Payments Processed	3,958	4,062	16,010	3,977
Total Active Water Accounts	3,925	3,923	15,672	3,871
Total Sewer Accounts	2,251	2,254	8,985	2,183
Total Sanitation Accounts	2,072	2,086	8,133	1,998
Total Customer on Auto Draft	840	840	3,373	822

**City of Ward
Fire Department
Monthly Report
April 2018**

Item	This Month	Last Month	Year to Date	Apr-17
Structure Fire	1	0	2	0
Vehicle Fire	1	0	1	1
Grass Fire	1	1	10	2
Rescue/Medical	23	30	114	17
Rescue/Auto Accident	4	7	16	7
Training (Regular)	4	4	16	4
Mutual Aid	1	2	9	1
Miscellaneous Calls	1	1	2	1
Community Activity	2	0	2	0
Welfare Check	0	0	0	0
Investigations	0	2	5	3
Inspections	0	0	0	0
Visits with Contractors	0	0	0	0
Assist Other Agencies	0	0	0	0
Assist Police Department	0	0	0	0
Cancelled Calls	3	1	8	3
Storm Related Calls	0	0	0	3
Additional Training	0	1	1	0

City of Ward
 Animal Control and Code Enforcement
 Monthly Report
 April 2018

	This Month	Last Month	Year to Date	Apr-17
<u>Code Enforcement</u>				
Citations/Warnings	9	25	48	21
Code Violation Reports and Delivery of Ordinance Copy	17	25	58	33
Tickets Issued	0	2	2	0
Yard Sale Permits	0	0	0	3
Building Permits	7	7	25	10
Patrol	26	17	65	19
Total Phone Calls	88	68	223	86
<u>Animal Control</u>				
Citations/Warnings/Welfare Checks	4	1	14	0
Code Violation Reports and Delivery of Ordinance Copy	3	3	6	0
Tickets Issued	0	0	0	0
Education/Resources	0	0	0	0
Animals Picked Up	5	0	13	14
Animals Running at Large/Patrolling Strays	4	3	11	19.75
Animals picked up dead in the road	0	0	0	0
Animals picked up dead in the road	0	6	16	3
Lost/Found	0	0	0	2
Animals returned to owner	2	1	6	7
Animals adopted	15	0	49	3
Animals Destroyed	2	0	6	1
Owner Released	0	2	8	0
Total in shelter at end of month	26	19	96	19
Total Phone Calls	100	100	392	121
<u>Other Duties Assigned</u>				
Assist other departments	16	10	42	16
Meetings attended	7	13	30	4
Office work (hours)	102	86	307	82.75
Lake Busby duty	0	0	0	0
Shelter - Feed and Clean (hours)	106	120	410	69.5

POLICE DEPARTMENT MONTHLY STATISTICS MARCH 26, 2018-APRIL 25, 2018

ACTIVITY	Month to Date		Last Month	YTD	Previous Year
	4/25/18	3/25/18			
911 CALLS	26	30	124	45	
ACCIDENT REPORTS	12	9	32	6	
AGENCY ASSISTS	38	66	136	76	
ALARM CALLS	8	7	26	11	
ARRESTS (FEL. & MISD.)	21	15	42	31	
BURGLARY/BREAKING & ENTERING	3	1	6	1	
BUSINESS CHECKS	511	358	1236	335	
CITATIONS ISSUED (CRIMINAL & TRAFFIC)	95	38	156	22	
CIVIL COMPLAINTS	187	171	631	344	
CONTACT CARDS ISSUED	73	38	84	40	
DOMESTIC VIOLENCE	9	7	23	16	
DWI/DUI	1	1	4	1	
EXTRA PATROL/HOUSE WATCHES	718	512	1740	456	
INCIDENT REPORTS TAKEN	28	19	96	41	
INVESTIGATIONS	19	21	72	52	
MISCELLANEOUS CALLS/COMPLAINTS	563	540	1652	669	
NARCOTICS COMPLAINT	0	2	3	3	
SUSPICIOUS ACTIVITY/PERSONS	25	29	74	33	
THEFT OF PROPERTY	2	1	8	6	
WARRANTS SERVED (FEL. & MISD.)	74	76	215	86	

APRIL 2018
Council Report

ITEM	MONTH TO	LAST	YEAR TO	PREVIOUS YEAR
CITATIONS ISSUED	DATE	MONTH	DATE	THIS MONTH
CRIMINAL	20	25	89	30
DWI	2	1	9	2
ORDINANCE	8	5	20	4
TRAFFIC	106	66	215	49
JUVENILE TRAFFIC	5	3	12	1
TOTAL	141	100	245	86
WARRANT ISSUED	133	104	605	190
FEE COLLECTED				
COURT AUTOMATION FEES	251	242	887	144
PROBATION FEES	263	163	668	125
TOTAL FEES COLLECTED	514	405	1555	269
- RECEIPTS TAKEN	423	468	1664	315

Probation Report

For April 2018

	<u>total</u>
Fine Payments Collected by Probation office	\$8976.00
Probation Fees	\$2800.00
Community Service Work	120 HR
New Probationers	<u>5</u>
Removed From (paid out)	<u>5</u>
Total Probationers	Appx 315

ok 

**CITY OF WARD
STREET DEPARTMENT
APRIL 2018**

Item	Month	Unit	Last Month	Year to Date	Apr. 17
Street Repairs & Maintenance	3	ea.	6	22	2
Work on Vehicles & Equipment	10	ea.	17	57	16
Building & Facility Repair & Maintenance	7	ea.	6	38	5
Culvert & Ditch Repair & Maintenance	10	ea.	18	46	7
Brush & Trash Cleanup	2	ea.	3	12	3
Fire or Rescue Calls	0	ea.	0	0	0
Seasonal or Special Assignments	4	ea.	0	9	4
Mowing	3	ea.	2	5	7
Storm Damage Clean-up & Chip Trees	0	ea.	0	6	3

City of Ward
Receipts and Disbursements
March 2018

	Administration	Code Enfr/Animal Cntrl	Court	TOTAL
Ordinary Income/Expense				
Income				
6000 · County Sales Tax	37,418.20	0.00	0.00	37,418.20
6010 · City Sales Tax	38,720.33	0.00	0.00	38,720.33
6015 · State Aid	4,426.81	0.00	0.00	4,426.81
6030 · Property Tax	7,103.16	0.00	0.00	7,103.16
6040 · Franchise Tax	12,273.38	0.00	0.00	12,273.38
6050 · Misc. Income	588.79	0.00	0.00	588.79
6080 · Rent Income	595.13	0.00	0.00	595.13
6090 · Animal Cntrl / Dog Pound Fees	25.00	0.00	0.00	25.00
6100 · Bid Permits, Pimbing & Inspec	2,773.00	0.00	0.00	2,773.00
6110 · Privilege tax	130.00	0.00	0.00	130.00
6150 · Fund Raiser / Donations	10.00	0.00	0.00	10.00
6230 · Court Fine & Forfeiture	15,989.45	0.00	0.00	15,989.45
6600 · Special Events	230.00	0.00	0.00	230.00
6930 · Alcoholic Beverage Tax	144.00	0.00	0.00	144.00
Total Income	120,407.25	0.00	0.00	120,407.25
Gross Profit	120,407.25	0.00	0.00	120,407.25
Expense				
7000 · Salaries Wages and Benefits	13,797.32	7,192.88	15,732.59	36,722.79
7001 · Repairs Maintenance & Supplies	950.52	277.90	392.39	1,620.81
7002 · General and Administrative	4,969.88	1,011.69	485.25	6,446.82
7003 · Other Expenditures	3,458.66	0.00	547.50	4,006.16
Total Expense	23,176.38	8,482.47	17,137.73	48,796.58
Net Ordinary Income	97,230.87	-8,482.47	-17,137.73	71,610.67
Other Income/Expense				
Other Expense				
9000 · Transfer Out Parks and Rec	8,333.00	0.00	0.00	8,333.00
9010 · Transfer Out Street	3,750.00	0.00	0.00	3,750.00
9050 · Transfer to Fire	4,166.67	0.00	0.00	4,166.67
9051 · Trans Fire 1/2 City Sales tax	9,680.08	0.00	0.00	9,680.08
9200 · Transfer to Police Department	38,250.00	0.00	0.00	38,250.00
9203 · Trans Police 1/2 City Sales Tax	9,680.08	0.00	0.00	9,680.08
Total Other Expense	73,859.83	0.00	0.00	73,859.83

3:00 PM
04/30/18
Accrual Basis

City of Ward
Receipts and Disbursements
March 2018

	Administration	Code Enf/Animal Ctrl	Court	TOTAL
Net Other Income	-73,859.83	0.00	0.00	-73,859.83
Net Income	23,371.04	-8,482.47	-17,137.73	-2,249.16

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04/30/18

Accrual Basis

**City of Ward Fire Department
Receipts and Disbursements
March 2018**

	Mar 18
Ordinary Income/Expense	
Income	
5900 · Monthly GF Transfer	4,166.67
5950 · 1/2 City Sales Tax Transfer	9,680.08
6050 · Misc. Income	233.37
6510 · Fire Membership Fees	1,300.00
Total Income	<u>15,380.12</u>
Gross Profit	<u>15,380.12</u>
Expense	
7000 · Salaries Wages and Benefits	5,372.47
7001 · Repairs Maintenance & Supplies	601.62
7002 · General and Administrative	1,044.84
7820 · Lease Payment	65,240.95
Total Expense	<u>72,259.88</u>
Net Ordinary Income	<u>-56,879.76</u>
Net Income	<u><u>-56,879.76</u></u>

10:56 AM

04/30/18

Accrual Basis

Ward Parks and Recreation
Receipts and Disbursements
March 2018

Ordinary Income/Expense	
Income	
6010 · Registration Fees	730.00
6015 · Sponsorships	500.00
6050 · Misc. Income	504.75
Total Income	1,794.75
Gross Profit	1,794.75
Expense	
7000 · Salaries Wages & Benefits	2,502.04
7001 · General and Administrative	600.34
7002 · Cost of Activities	2,555.55
7003 · Other Expenditures	1,318.70
Total Expense	6,976.63
Net Ordinary Income	-5,181.88
Other Income/Expense	
Other Income	
6000 · Transfers from City - Budget	8,333.00
Total Other Income	8,333.00
Net Other Income	8,333.00
Net Income	3,151.12

2:08 PM

04/30/18

Accrual Basis

City of Ward Police Department Receipts and Disbursements

March 2018

	TOTAL
Ordinary Income/Expense	
Income	
6750 · Jail Fee Income	3,358.66
6900 · Other Income	450.00
6906 · Fingerprint Income	290.00
Total Income	4,098.66
Gross Profit	4,098.66
Expense	
7000 · Salaries Wages and Benefits	39,059.44
7001 · Repairs Maint and Supplies	3,885.04
7002 · General and Administrative	3,318.84
Total Expense	46,263.32
Net Ordinary Income	-42,164.66
Other Income/Expense	
Other Income	
6050 · Transfer from General Fund	38,250.00
6060 · 1/2 City Sales Tax	9,680.08
Total Other Income	47,930.08
Other Expense	
8200 · Grant Expenditures	1,050.00
Total Other Expense	1,050.00
Net Other Income	46,880.08
Net Income	4,715.42

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04/30/18

Accrual Basis

Ward Street Department
Receipts and Disbursements
March 2018

	Mar 18
Ordinary Income/Expense	
Income	
600 · State Aid	21,515.98
603 · Road Tax	1,349.90
607 · Vehicle Maintenance & Service	3,529.73
620 · Interest Income	56.29
Total Income	<u>26,451.90</u>
Gross Profit	<u>26,451.90</u>
Expense	
7000 · Salaries Wages & Benefits	14,872.86
7001 · Maintenance Repairs & Supplies	6,338.29
7002 · General and Administrative	1,583.02
742 · Street Lights	4,674.93
Total Expense	<u>27,469.10</u>
Net Ordinary Income	-1,017.20
Other Income/Expense	
Other Income	
Transfer In General Fund	3,750.00
Total Other Income	<u>3,750.00</u>
Net Other Income	<u>3,750.00</u>
Net Income	<u><u>2,732.80</u></u>

**Ward Water and Sewer System
Profit & Loss by Class
March 2018**

	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
601 · Water Revenue	0.00	170,975.68	170,975.68
602 · Sewer Revenue	64,382.40	117.28	64,509.68
603 · Water Meter Installation	0.00	1,400.00	1,400.00
604 · Water Connect Fees	0.00	10,530.00	10,530.00
605 · Sewer Installation Fees	240.00	0.00	240.00
606 · Delinquent Fees	0.00	5,334.41	5,334.41
615 · Interest Income	22.85	792.92	815.77
620 · Misc Income	1,593.00	2,134.63	3,727.63
621 · Write Offs and Adjustments	-1,937.46	-1,214.04	-3,151.50
622 · LWPWA	0.00	20,399.38	20,399.38
Total Income	<u>64,310.79</u>	<u>210,470.26</u>	<u>274,781.05</u>
Gross Profit	<u>64,310.79</u>	<u>210,470.26</u>	<u>274,781.05</u>
Expense			
7000 · Salaries Wages and Benefits	14,992.91	48,742.14	63,735.05
7001 · Repaires Maintenance & Supplies	1,247.08	13,050.59	14,297.67
7002 · Utilities and Telephone	9,015.71	8,309.36	17,325.07
7003 · Other Operating Expense	1,873.93	12,152.19	14,026.12
936 · Purchased Water	0.00	25,187.50	25,187.50
985 · Franchise Fee	2,442.76	3,177.17	5,619.93
Total Expense	<u>29,572.39</u>	<u>110,618.95</u>	<u>140,191.34</u>
Net Ordinary Income	<u>34,738.40</u>	<u>99,851.31</u>	<u>134,589.71</u>
Other Income/Expense			
Other Expense			
700 · Lonoke White	0.00	22,070.00	22,070.00
861 · Depreciation Expense	8,362.00	20,815.90	29,177.90
897 · Interest	10,591.00	23,938.16	34,529.16
Total Other Expense	<u>18,953.00</u>	<u>66,824.06</u>	<u>85,777.06</u>
Net Other Income	<u>-18,953.00</u>	<u>-66,824.06</u>	<u>-85,777.06</u>
Net Income	<u><u>15,785.40</u></u>	<u><u>33,027.25</u></u>	<u><u>48,812.65</u></u>

WARD PARKS AND RECREATION

APRIL 2018 REPORT

The Ward Parks and Recreation has completed the following:

- Grant paperwork
 - AHTD
 - Received the 30% plans for the TAP and SRTS project in Ward. They are under review now.
- Maintained fields and Sports Complex
 - (2) adult coed fundraiser tournaments
 - Youth softball games started 4/5/2018
 - Vilonia, Sherwood, Cabot, Des Arc and England
- Sports
 - Teeball started games in Cabot on 4/2/2018
 - Soccer games started in Beebe on 3/31/2018
- Coordinated special events
 - Fishing Derby – May 19
 - Did inventory of what was left over from last year
 - Will be listed in Leader on May 16
 - Received donations from Belco Electric, Charles Gastineau, Southern Paramedic Service, & Ward Archery Club
 - 4th of July – July 4
- Registration
 - Coed registration started April 17
 - Games will be held on Monday's
- Street department helped maintained Ward Sports Complex
 - Moved port-a-potties
 - Moved gate box
 - Helping with parking lot expansion
 - Helping with filling ruts and filling right field with dirt
 - Removed concrete slaps
- Hired new part-time employee, Shawn Mason.
- Updated facebook and website



Karen Dawson
Director

WARD PLANNING COMMISSION

MONTHLY REPORT

April 2018

The Commission met on April 23rd with a quorum. The minutes from March were accepted by the Commission.

Preliminary Plat Oakland Grove Phase 1 was accepted. We will be seeing an annexation request in the near future. No Council action is needed at this time.

Final plat for Heather Lynn Addition Lots 9 – 12 was recommended to the Council for approval with the following requirements:

All utilities be extended and inspected prior to any building permits being issued for lots 7 – 12

The road curbing be installed and the base being laid prior to any building permits being issued for lots 7 – 12. The Street department is required to be present when the compaction test is done prior to laying the asphalt. The road will be paved within 90 days of the final certificate being issued for the duplexes built on lots 7 – 12.

Next meeting will be Tuesday, May 29, 2018 at 7 PM due to the Memorial Holiday



Ward Police Department

405 Hickory St. / P.O. Box 237 / Ward, Arkansas 72176
(501) 843-6351 / (501) 843-2340 / Fax # (501) 941-4699

Chief of Police
Steve A. Benton

May 14, 2018
Disposal of City Owned Vehicles

I am asking for the Councils approval to dispose of the following list of City Owned Vehicles.

2005 Dodge Durango	1D4HB48N95F596284
2007 Dodge Durango	1D8HB38P37F570664
2004 Ford Expedition	1FMPU16L54LA92829
2006 Chevy Pick-up	1GCEC19X96Z226366
2000 GMC Jimmy	1GKCS18W7YK198473

Not all of these are Police Vehicles, but they are all owned by the City.

I have been made aware of a public on-line auction site that several other departments are using with great success. I have established an account with this service and they handle all the transactions for the sale of the property at NO cost to the City. When an item has sold, it is the buyer's responsibility to pick up and transport the item off City property. The auction service collects their fees from the buyer and will remit a check to the city for the amount of the purchase.

A handwritten signature in black ink, appearing to read "Steve Benton". The signature is fluid and cursive, with a large initial "S" and "B".

Steve Benton
Chief of Police