

WARD CITY COUNCIL
FEBRUARY 12, 2018
Agenda
6:30 P.M.

Call to Order

- Prayer
- Pledge of Allegiance to the United States Flag

Roll Call

Minutes

- January 8, 2018 regularly scheduled city council meeting minutes
- January 19, 2018 special called city council meeting minutes

Department Reports

- January 8, 2018 department reports
 - Water
 - Office
 - Fire
 - Police
 - Street
 - Parks and Recreation

Commission Reports

- Planning Commission was presented a sketch plat for Oakland Grove Estates. No action is required at this time but consult your handout for future property upgrades.

Mayor's Report

- Lemon's Engineering project report unavailable

Old Business

New Business

Announcements

- Planning Commission Meeting, February 26, 2018 at 7:00 P.M
- LWPWA Meeting, March 6, 2018 at Noon
- Chamber of Commerce General Membership Meeting, March 6, 2018 at 7:00 P.M.
- The next City Council Meeting will be March 12, 2018
- Senior Citizen Group meets every Thursday at Noon in the City Hall Complex

Adjournment

WARD CITY COUNCIL

January 8, 2018

MINUTES

6:30 P. M.

Call to Order

Mayor Brooke called the meeting to order. Charles Gastineau led the council in prayer. Attorney Chris Lacy led the council in reciting the Pledge to the American Flag.

Roll Call

Mayor Brooke asked for council roll call, 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. A quorum was present.

Minutes

Mayor Brookes asked for a motion to accept the regularly scheduled council meeting minutes for December 11, 2017. Ron Bissett motioned; Jim Wier seconded. On voice vote all approved

Department Reports

Mayor Brooke asked for a motion to accept the December 11, 2017 department reports. Don Howard motioned; Gary Matheny seconded. On voice vote all accepted.

Commission Reports

The Planning Commission met and approved the Final Plat for Lots 1, 2, and 3 of Guyot Addition with the following requirements. The lots will be curb and guttered as they are developed and the portion of the property that is within the South Ward Development District will be rezoned to R-1 to make the lots all within the same zoning district. There will also be a rezoning hearing on February 26th at 6:30 P.M. in the Civic Room. Mayor Brooke asked for a motion to approve the changes to the Guyot Addition. Ron Bissett motioned; Jim Wier seconded. On voice vote all approved. Then the mayor asked for a motion to accept the commission's report. Bill Moon motioned; Ron Bissett seconded. On voice vote all accepted

Mayor's Report

Mayor Brooke asked David Stanley, Lemon's Engineering representative, to come forward and bring the council up to speed on the city projects currently being worked. Those currently are Wastewater Treatment Plant Upgrade which stands at 36% completion and the Safe Routes to Schools – Phase III – and Recreational Trails Project (Industrial Drive). If you have any questions please consult your handout.

The mayor introduced the Annual Insurance for all elected officials and asked for a motion to implement an upgrade for 2018. Jim Wier motioned to approve the implementation upgrade; Ron Bissett seconded. On voice vote all approved.

Next up was the discussion of Spring Cleanup with two possible dates being April 28 and May 5. After discussion it was agreed upon that April 28, 2018 will be the primary date and that May 5 be the back-up date for the cleanup with the time being between 8:00 A.M. and 2:00 P.M. The mayor asked for a motion for April 28 primary and May5 back-up. Jim Wier motioned; Gary Matheny seconded. On voice vote all approved.

Mayor Brooke then introduced Resolution R-2018-02 (A RESOLUTION TO REVISE THE ANNUAL WARD WATER AND SEWER SYSTEM OPERATING BUDGET FOR CALENDAR YEAR 2017) and asked for a motion to put R-2018-02 on its first and final reading. Ron Bissett motioned; Bill Moon 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-2018-02 has passed.

Next the mayor introduced Resolution R-2018-03 (A RESOLUTION TO AMEND THE ANNUAL OPERATING BUDGET FOR CALENDAR YEAR 2017) and asked for a motion to put R-2018-03 on its first and final reading. Ron Bissett motioned; Don Howard 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-2018-03 has passed.

The mayor introduced Resolution R-2018-01 (A RESOLUTION RECOGNIZING THE OPIOID EPIDEMIC IN THE UNITED STATES OF AMERICA AND IN ARKANSAS; AND TO ENGAGE IN LITIGATION AS A MEMBER OF THE MUNICIPAL LEGAL DEFENSE PROGRAM (MLDP) AGAINST THOSE ENTITIES AND PEOPLE RESPONSIBLE FOR THIS SOCIETAL CRISIS) and asked for a motion to put R-2018-01 on its first and final reading. Ron Bissett motioned; Don Howard seconded. The council asked for discussion for more clarification and asked that a representative from the Municipal League be contacted and come to give a more in depth explanation as to what exactly the resolution was trying to accomplish. After a lengthy discussion Don Howard withdrew his second and Ron Bissett withdrew his motion. A motion was then made by Bill Moon to table the resolution until the next meeting and a second was made by Jeff Shaver. Voting and roll call are as follows; Bill Moon-yea, Jim Wier-yea, Jeff Shaver-yea, Gary Matheny-yea, Ron Bissett-yea, Don Howard-yea. Resolution R-2018-01 is tabled.

Old Business

New Business

Announcements

Next City Council Meeting February 12, 2018
Planning Commission Meeting January 22, 2018
Seniors meet ever Thursday at noon
LWPWA Meeting February 6, 2018
Chamber of Commerce Meeting February 6, 2018

Adjournment

Mayor Brooke asked for a motion to adjourn. Bill Moon motioned; Jeff Shaver seconded. On voice vote all approved.

APPROVED DATE: _____

MAYOR

ATTEST:

CLERK

CITY SEAL

WARD CITY COUNCIL
Special Meeting
AGENDA
January 19, 2018
2:00 P.M.

PURPOSE: Resolution R-2018-01

As resolution recognizing the opioid epidemic in the United States of America and in Arkansas; and to engage in the litigation as a member of the Municipal Legal Defense program (MLDP) against those entities and people responsible for this societal crisis.

Call to Order

Prayer
Pledge of Allegiance to the United States Flag

Roll Call

Business

Resolution R-2018-01

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

	Water		
	Month to Date	Last Month	Year to Date 2016
Water Purchased Total	20,403,000 Gal.	17,487,000 Gal.	218,787,000 Gal.

	Wastewater		
	Month to Date	Last Month	Year to Date 2016
Treated Wastewater	8,659,000 Gal.	4,275,000 Gal.	176,683,000 Gal.

	Year to Date 2017
	243,089,000 Gal.

	Year to Date 2017
	161,631,000 Gal.

**City of Ward Monthly Department Report
 Water/Wastewater Department
 DECEMBER 2017**

Water

	Month to Date	Last Month	Year to Date 2017	Year to Date 2016
Water Purchased Total	17,487,000 Gal.	19,407,000 Gal.	222,686,000 Gal.	200,847,000 Gal.
Difference	This Month to Last Month		This Year to Last Year	

Water Purchased

Wastewater

	Month to Date	Last Month	Year to Date 2017	Year to Date 2016
Treated Wastewater	4,275,000 Gal	7,147,000 Gal	157,356,000 Gal	166,104,000 Gal
Difference	This Month to Last Month		This Year to Last Year	

Ward Water and Wastewater System Office Report

January 2018

	This Month	Last Month	Year to Date	January 2017
Fire Membership Dues Collected	19	10	19	18
Fire Membership Letter Mailed	14	21	14	15
Late Notices	889	983	889	835
Lock off Accounts	61	50	61	89
Monthly Billing	3,901	3,917	3,901	3,807
New Customers	29	27	29	23
New Meter Installations	8	6	8	4
New Sewer Connections	8	6	8	3
Occupation/Privilege Fees Collected	12	5	12	9
Occupation/Privilege Letters Mailed	12	9	12	8
Payments Processed	3,975	4,033	3,975	3,920
Total Active Water Accounts	3,905	3,903	3,905	3,810
Total Sewer Accounts	2,238	2,234	2,238	2,144
Total Sanitation Accounts	2,065	2,068	2,065	1,972
Total Customer on Auto Draft	842	851	842	796

POLICE DEPARTMENT MONTHLY STATISTICS DECEMBER 26, 2017-JANUARY 25, 2018

ACTIVITY	Month to Date 1/25/18	Last Month 12/25/17	YTD 01/25/18	Previous Year 1/25/17
911 CALLS	37	43	37	20
ACCIDENT REPORTS	11	10	11	8
AGENCY ASSISTS	32	51	32	70
ALARM CALLS	11	10	11	20
ARRESTS (FEL. & MISD.)	6	28	6	22
BURGLARY/BREAKING & ENTERING	2	1	2	3
BUSINESS CHECKS	367	401	367	287
CITATIONS ISSUED (CRIMINAL & TRAFFIC)	23	14	23	29
CIVIL COMPLAINTS	273	564	273	290
CONTACT CARDS ISSUED	11	28	11	51
DOMESTIC VIOLENCE	7	12	7	5
DWI/DUI	2	1	2	0
EXTRA PATROL/HOUSE WATCHES	510	588	510	280
INCIDENT REPORTS TAKEN	49	30	49	26
INVESTIGATIONS	32	24	32	29
MISCELLANEOUS CALLS/COMPLAINTS	549	564	549	514
NARCOTICS COMPLAINT	1	2	1	1
SUSPICIOUS ACTIVITY/PERSONS	20	43	20	18
THEFT OF PROPERTY	5	6	5	6
WARRANTS SERVED (FEL. & MISD.)	65	70	65	82

January 2018
Council Report

ITEM	MONTH TO	LAST	YEAR TO	PREVIOUS YEAR
CITATIONS ISSUED	DATE	MONTH	DATE	THIS MONTH
CRIMINAL	20	15	20	20
DWI	2	1	2	5
ORDINANCE	3	9	3	6
TRAFFIC	25	30	25	153
JUVENILE TRAFFIC	4	2	4	6
TOTAL	54	57	54	190
WARRANT ISSUED	228	126	228	247
FEE COLLECTED				
COURT AUTOMATION FEES	185	164	185	258
PROBATION FEES	87	80	87	202
TOTAL FEES COLLECTED	272	244	272	460
RECEIPTS TAKEN	363	350	363	481

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

Item	This Month	Last Month	Year to Date	Jan-17
Structure Fire	1	0	1	0
Vehicle Fire	0	0	0	0
Grass Fire	7	0	7	1
Rescue/Medical	33	14	33	2
Rescue/Auto Accident	2	1	2	0
Training (Regular)	4	4	4	4
Mutual Aid	5	2	5	6
Miscellaneous Calls	0	0	0	0
Community Activity	0	1	0	1
Welfare Check	0	0	0	0
Investigations	1	0	1	0
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	1	2	1	1
Storm Related Calls	0	0	0	0
Additional Training	0	0	0	0

CITY OF WARD

STREET DEPARTMENT

JANUARY 2018

Item	Month	Unit	Last Month	Year to Date	Jan.17
Street Repairs & Maintenance	8	ea.	6	8	13
Work on Vehicles & Equipment	17	ea.	17	17	11
Building & Facility Repair & Maintenance	15	ea.	7	15	2
Culvert & Ditch Repair & Maintenance	6	ea.	10	6	3
Brush & Trash Cleanup	3	ea.	5	3	6
Fire or Rescue Calls	0	ea.	0	0	0
Seasonal or Special Assignments	3	ea.	7	3	4
Mowing	0	ea.	0	0	0
Storm Damage Clean-up & Chip Trees	2	ea.	3	2	0

City of Ward
Receipts and Disbursements
December 2017

	Administration	Code Enf/Animal Ctrl	Court	TOTAL
Ordinary Income/Expense				
Income				
6000 · County Sales Tax	39,109.77	0.00	0.00	39,109.77
6010 · City Sales Tax	44,935.40	0.00	0.00	44,935.40
6015 · State Aid	4,427.00	0.00	0.00	4,427.00
6030 · Property Tax	16,679.97	0.00	0.00	16,679.97
6040 · Franchise Tax	11,573.54	0.00	0.00	11,573.54
6050 · Misc. Income	8,596.31	0.00	0.00	8,596.31
6080 · Rent Income	670.13	0.00	0.00	670.13
6100 · Bid Permits, Plmbing & Inspec	2,500.00	0.00	0.00	2,500.00
6110 · Privilege tax	170.00	0.00	0.00	170.00
6150 · Fund Raiser / Donations	25.83	0.00	0.00	25.83
6230 · Court Fine & Forfeiture	18,507.19	0.00	0.00	18,507.19
6600 · Special Events	262.00	0.00	0.00	262.00
6930 · Alcoholic Beverage Tax	129.00	0.00	0.00	129.00
Total Income	147,586.14	0.00	0.00	147,586.14
Gross Profit	147,586.14	0.00	0.00	147,586.14
Expense				
7000 · Salaries Wages and Benefits	14,442.21	7,094.43	15,599.28	37,135.92
7001 · Repairs Maintenece & Supplies	262.71	192.40	0.00	455.11
7002 · General and Administrative	4,972.31	630.29	496.99	6,099.59
7003 · Other Expenditures	14,010.73	0.00	547.50	14,558.23
Total Expense	33,687.96	7,917.12	16,643.77	58,248.85
Net Ordinary Income	113,898.18	-7,917.12	-16,643.77	89,337.29
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	6,250.00	0.00	0.00	6,250.00
9051 · Trans Fire 1/2 City Sales tax	7,240.35	0.00	0.00	7,240.35
9200 · Transfer to Police Department	39,583.00	0.00	0.00	39,583.00
9203 · Trans Police 1/2 City Sales Tax	7,240.35	0.00	0.00	7,240.35
Total Other Expense	72,396.70	0.00	0.00	72,396.70
Net Other Income	-72,396.70	0.00	0.00	-72,396.70
Net Income	41,501.48	-7,917.12	-16,643.77	16,940.59

City of Ward Police Department
Receipts and Disbursements
December 2017

Ordinary Income/Expense	TOTAL
Income	
6750 · Jail Fee Income	13,826.61
6906 · Fingerprint Income	290.00
Total Income	14,116.61
Gross Profit	14,116.61
Expense	
7000 · Salaries Wages and Benefits	42,662.03
7001 · Repairs Maint and Supplies	3,319.73
7002 · General and Administrative	3,265.16
Total Expense	49,246.92
Net Ordinary Income	-35,130.31
Other Income/Expense	
Other Income	
6050 · Transfer from General Fund	39,583.00
6060 · 1/2 City Sales Tax	7,240.35
Total Other Income	46,823.35
Net Other Income	46,823.35
Net Income	11,693.04

City of Ward Fire Department
Receipts and Disbursements
December 2017

	<u>Dec 17</u>
Ordinary Income/Expense	
Income	
5900 · Monthly GF Transfer	6,250.00
5950 · 1/2 City Sales Tax Transfer	7,240.35
6050 · Misc. Income	280.46
6510 · Fire Membership Fees	550.00
6800 · Acct 833 Turnback	300.00
Total Income	<u>14,620.81</u>
Gross Profit	14,620.81
Expense	
7000 · Salaries Wages and Benefits	5,178.12
7001 · Repairs Maintenance & Supplies	1,380.42
7002 · General and Administrative	2,573.63
Total Expense	<u>9,132.17</u>
Net Ordinary Income	<u>5,488.64</u>
Net Income	<u><u>5,488.64</u></u>

8:54 AM

01/09/18

Accrual Basis

**Ward Parks and Recreation
Receipts and Disbursements
December 2017**

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
6010 · Registration Fees	350.00
6050 · Misc. Income	217.69
Total Income	<u>567.69</u>
Gross Profit	567.69
Expense	
7000 · Salaries Wages & Benefits	3,417.56
7001 · General and Administrative	404.96
7003 · Other Expenditures	59.32
Total Expense	<u>3,881.84</u>
Net Ordinary Income	-3,314.15
Other Income/Expense	
Other Income	
6000 · Transfers from City - Budget	8,333.00
Total Other Income	8,333.00
Other Expense	
7950 · Capital Outlay	28,007.65
Total Other Expense	<u>28,007.65</u>
Net Other Income	-19,674.65
Net Income	<u><u>-22,988.80</u></u>

Ward Street Department
Receipts and Disbursements
December 2017

	<u>Dec 17</u>
Ordinary Income/Expense	
Income	
600 · State Aid	22,167.61
603 · Road Tax	3,184.47
607 · Vehicle Maintenance & Service	4,510.61
620 · Interest Income	52.88
Total Income	<u>29,915.57</u>
Gross Profit	29,915.57
Expense	
7000 · Salaries Wages & Benefits	17,826.17
7001 · Maintenance Repairs & Supplies	9,099.86
7002 · General and Administrative	1,694.81
742 · Street Lights	3,993.01
Total Expense	<u>32,613.85</u>
Net Ordinary Income	-2,698.28
Other Income/Expense	
Other Income	
Transfer In General Fund	3,750.00
Total Other Income	<u>3,750.00</u>
Net Other Income	3,750.00
Net Income	<u><u>1,051.72</u></u>

Ward Water and Sewer System
Profit & Loss by Class
 December 2017

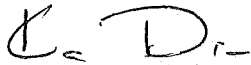
	Sewer	Water	TOTAL
Ordinary Income/Expense			
Income			
601 · Water Revenue	0.00	158,787.90	158,787.90
602 · Sewer Revenue	68,809.93	0.00	68,809.93
603 · Water Meter Installation	0.00	2,275.00	2,275.00
604 · Water Connect Fees	0.00	6,377.52	6,377.52
605 · Sewer Installation Fees	140.00	240.00	380.00
606 · Delinquent Fees	0.00	7,038.94	7,038.94
615 · Interest Income	23.64	515.62	539.26
620 · Misc Income	943.00	3,301.37	4,244.37
621 · Write Offs and Adjustments	-1,163.71	-1,744.02	-2,907.73
622 · LWPWA	0.00	18,761.75	18,761.75
Total Income	<u>68,752.86</u>	<u>195,554.08</u>	<u>264,306.94</u>
Gross Profit	68,752.86	195,554.08	264,306.94
Expense			
7000 · Salaries Wages and Benefits	15,931.84	49,861.89	65,793.73
7001 · Repaires Maintenance & Supplies	2,110.59	5,564.40	7,674.99
7002 · Utilities and Telephone	7,335.98	5,332.73	12,668.71
7003 · Other Operating Expense	4,942.43	22,287.33	27,229.76
936 · Purchased Water	0.00	25,187.50	25,187.50
985 · Franchise Fee	2,740.45	3,453.49	6,193.94
Total Expense	<u>33,061.29</u>	<u>111,687.34</u>	<u>144,748.63</u>
Net Ordinary Income	35,691.57	83,866.74	119,558.31
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	-18,953.00	-66,824.06	-85,777.06
Net Income	<u><u>16,738.57</u></u>	<u><u>17,042.68</u></u>	<u><u>33,781.25</u></u>

WARD PARKS AND RECREATION

JANUARY 2018 REPORT

The Ward Parks and Recreation has completed the following:

- Grant paperwork
 - AHTD
 - No update from Lemons Engineering
- Maintained fields and Sports Complex
- Meet with USA Softball representative
- Prepared paperwork for the upcoming spring season
- Soccer commissioner, Kevin Pruett, meet with Cabot Parks & Recreation regarding scheduling soccer with Cabot for the upcoming spring season.
- Coordinated special events
 - Fishing Derby – May 19
 - 4th of July – July 4
 - Coming up with a plan
- Soccer registration started January 16
 - Held a Saturday registration on January 27
 - Registration information listed in the Leader on January 24 & January 27
- Contacted local cities to talk about scheduling games with them for spring season
- Street department helped maintained Ward Sports Complex



Karen Dawson
Director

WARD PLANNING COMMISSION

MONTHLY REPORT

January 2018

The Commission met on January 22nd with a quorum. A sketch plat for Oakland Grove Estates was presented. The developer will be requesting annexation for this property. Water, Wastewater, and fire hydrants were discussed. The Engineer will be taking the information back to the Developer. No action is needed from the Council on the sketch plat.

Next meeting will be February 26th 2018 at 7 PM