

DIAMOND CITY REGULAR COUNCIL MEETING AGENDA
DIAMOND CITY, ARKANSAS
July 24, 2018 7:00 p.m.
Diamond City Community Center
232 Grand Avenue, Diamond City, AR 72644

1. Invocation and Pledge of Allegiance
2. Call to Order: Acting Mayor, Jim Wisnieski (Please silence all cell phones)
3. Roll Call: Tina Jackson, City Recorder
4. Comments from the Public (Agenda Items) *If you wish to speak to an agenda item, please put your name and topic on the paper provided and turn them into the Recorder.- 3 minutes)*

5. **Approve Agenda** Council

6. **Approval of Minutes** Council
 - A. June 26, 2018 – Regular Monthly Meeting

7. **Reports**

A. Public Works	Duane Horton	PW Director
B. Police	Chris Patrick	Chief of Police
C. Community Center	Wanda Van Dyke	President
D. Finance Report	Jane Henderson	Interim Treasurer
1. Approval of Finance Report	<i>amended</i>	Council
E. Sugarloaf Wastewater Report	Greg Wilson	Committee
F. S.I.D. Report	Sabrina Healea	
G. Parks and Rec. Report	Shari Marshall	Committee
H. Acting Mayor's Report	Jim Wisnieski	Acting Mayor
1. Mayor and Recorder do not have insurance		
2. Blasting of dynamite in city		
3. Looking into doing some water or sewer line in city		
4. Public Works wants some different hook up for grinder pump		

8. **New Business**
 - A. Barbara Lucas – Reappointment to SugarLoaf
 - B. Al Stiff to P&Z – Approval and Swear-in
 - C. Don West wants to resign from Water Board, would like someone to take his place

9. **Old Business**
 - A. Approve the pick-up Loan Rate
 - B. Food Pantry wants to do something about freezer space

10. Comments from the Public (Any Issue related to City Business - 3 minutes) – After all items are through with Council

11. Announcements – Next Regular Council Meeting will be August 28, 2018 @ 7:00 p.m.

12. Adjourn

6B

REGULAR COUNCIL MEETING MINUTES OF THE CITY OF DIAMOND CITY, AR
July 24, 2018 7:00 P.M.
DIAMOND CITY COMMUNITY CENTER
232 Grand Ave., Diamond City, AR 72644

Invocation: Gina Whited
Pledge of Allegiance: Rick Van Dyke
Call to order: Acting Mayor, Jim Wisnieski
Time: 7:02 P.M.

Roll Call: Tina Jackson, City Recorder

Gina Whited	Present
Don Bennett	Present
Larry Brown	Absent
Rick Van Dyke	Present
Jim Wisnieski	Present
Carolyn Arnold	Present

Approval of the Amended Agenda: Acting Mayor, Jim Wisnieski requested to amend the agenda. He requested, "Limited spending amount for each department" to be added to the agenda and placed under the Financial Report section. Gina Whited made a motion to approve the agenda as amended, second by Carolyn Arnold. Roll call vote was taken. Carolyn Arnold – yes, Don Bennett – yes, Larry Brown – absent, Jim Wisnieski – yes, Gina Whited – yes, Rick Van Dyke – no.

Motion passed

Note: Proper protocol was **not** followed by Acting Mayor, Jim Wisnieski.

Mrs. Van Dyke (citizen) requested that the meeting minutes reflect the following information: The added agenda item "Limited spending amount for each department" discussion, should have **followed** the Financial Report as voted on and approved. In error, this information was discussed **during** the Financial Report.

Approval of Minutes: Carolyn Arnold made a motion and was second by Gina Whited, to approve the Regular Council Meeting minutes dated 06/24/2018. All were in favor by voice vote.

Motion passed

REPORTS

PUBLIC WORKS

Don Brown gave the report for Public Works.

Don Brown stated that they have been working on installing a double barrel culvert, in the area of Japonica and Cedar.

Don stated that they have had electrical issues with some lift stations, due to the recent storm. He stated that there are currently 152 grinder pumps in the city.

Don made a request to **approve an additional cell phone, specific for "on call" purposes.** He also requested approval to hire an "on call" employee. He requested that the "on call" employee receive a minimum 2 hours pay, if called out. He stated that Harrison pays their "on call" employees \$15 per day, \$105 per week. He stated that they (Public Works employees) are only offered comp time for any overtime worked. He advised that a large amount of comp time hours have already been accumulated and that they have been trying to figure out a solution for this issue.

Councilman, Rick Van Dyke requested to table this discussion until further research and cost comparison can be done. **Request tabled**

POLICE DEPARTMENT

Officer, Mark Rice was in attendance (Chief, Chris Patrick was unavailable due to court attendance) Council member, Carolyn Arnold read the submitted Police Report to the public that was provided in the council packets.

COMMUNITY CENTER

President, Wanda Van Dyke gave the Community Center report. Wanda reported the financial information and the June 2018 Budget report to the public. She stated that the majority of the expenditures have been for the kitchen renovation and getting the kitchen equipment up to standard. She gave updates on the progress of the kitchen renovation and encouraged everyone to walk in the kitchen and look at the updates being made.

FINANCIAL REPORT

Sabrina Healea was asked by Interim Treasurer, Jane Henderson, to give the Financial Report in her absence.

Sabrina stated that the last coupon payment for the existing Police truck (Ford) was issued, but Ms. Henderson later realized that she needed to contact the bank for final payoff information, and that the final payoff amount has also been issued.

She read aloud a memo that Ms. Henderson had submitted to the City Council that included information regarding some corrections to financials, implementing a new purchase order system, budget vs actual expenditures within each department and department spending allowance recommendations.

Sabrina began explaining to the Council, that Ms. Henderson was recommending that each department head be allowed to spend up to \$500 per month, no more than twice a month, without the Mayor's approval, as long as it was within the budget. She stated that communication with Mayor Hudson is not very good and that it has become very difficult to get approval in a timely manner. She gave examples of the difficulties and the delays on purchases for the items that were needed immediately, and how it has affected the day to day operations.

Rick Van Dyke asked if there is a set amount already approved for each department in the budget annually. Jim Wisnieski responded that they must get signature approval by the Mayor anytime they need something. Sabrina added that there have been complaints from the department heads that they have not been provided the balance amount that was budgeted for their department. Sabrina commented that they intend to implement that procedure that moving forward. Rick stated that this is a problem and it needed to be addressed. He added that if they are in the position as department head, then they should be trusted enough and allowed to spend what is budgeted for their department and be held responsible for any over spending. Rick also recommended that if the department head overspent what was budgeted for that department, then an explanation would be required. Any additional funds requested, would have to be approved by the City Council and not the Mayor. He stated that it is not the Mayor responsibility to circumvent what the Council has approved in the budget.

Rick Van Dyke recommended that the current procedure that requires the Mayor's signature, prior to any spending, be removed.

Rick made a motion to allow the department heads be able to spend what is in their budget as they see fit. Motion was second by Don Bennett. Roll call vote was taken. Carolyn Arnold – yes, Don Bennett – yes, Jim Wisnieski – no, Gina Whited – no, Rick Van Dyke – yes

Jim Wisnieski stated that the **Motion Failed** due to lack of a quorum vote.

After a lengthy discussion by the Council members and citizens regarding purchasing procedures, Carolyn Arnold made a motion to **implement the purchase order policy allowing department heads to spend up to \$500 per month, no more than twice a month**, second by Gina Whited. Roll call vote was

taken. Rick Van Dyke – abstain, Carolyn Arnold – yes, Don Bennett – yes, Jim Wisnieski – yes, Gina Whited – yes

Motion passed

Sabrina stated that she has been helping Ms. Henderson with the financials and they were both still getting a feel of what needs to go where and working on the corrections.

Jim Wisnieski began reading the balances of each department off of the Financial Report and stated the city had \$733,375.17 between all accounts.

Gina Whited asked Jim Wisnieski, to allow Sabrina Healea an opportunity to finish giving the Financial Report information. Sabrina resumed giving her report.

Carolyn Arnold made a motion to approve the Financial Report as submitted, second by Gina Whited. All were in favor by voice vote.

Motion passed

SUGARLOAF WASTEWATER REPORT

Greg Wilson gave the Sugarloaf Wastewater Report.

Greg reported that they had a good month and the account was in the black. He stated that they have received the 2013 and 2014 audit and commented that Sugarloaf lost a lot of money in the past, but things were going better. He suggested that if anyone had any questions, feel free to contact him.

S.I.D. REPORT

Sabrina Healea gave the S.I.D. Report.

Sabrina stated that she had met with the owner, as well as their CFE (certified fraud examiner) of Porterfield & Associates, it was determined that they would be unable to do any type of audit in regards to S.I.D. She stated the reasons why they were unable to do the requested audit. She stated that due to the reduced lien amounts that Mayor Hudson was allowing, they recommended that the City Attorney research whether it was legal or not to reduce any delinquent S.I.D. taxes.

She reported that the Municipal Improvement District 2 assessment tax has been paid off, but the Municipal Improvement District 1 assessment tax still has an outstanding balance.

Sabrina requested that a committee be formed of 2 citizens and 2 council members, to set policy and procedure guidelines for the collections of S.I.D. delinquent taxes.

Jim Wisnieski commented that he had spoke with a couple of Attorney's that were located closer to the area, unlike the current City Attorney, Justin Eichmann.

Carolyn Arnold made a motion to **create a committee for the collections of S.I.D. delinquent taxes**, second by Rick Van Dyke. Roll call vote was taken. Carolyn Arnold – yes, Don Bennett – yes, Jim Wisnieski – yes, Gina Whited – yes, Rick Van Dyke – yes.

Motion passed

PARKS AND REC REPORT

Shari Marshall gave the Parks and Rec. Report.

Shari read to the public the report that was submitted to the Council. She briefly described what the Parks and Rec is about. She stated that a Cody Slaughter Concert and an LBAA fishing tournament has been scheduled for this year.

ACTING MAYOR REPORT

-Jim Wisnieski started his report by announcing that there is **no health insurance provided to the Recorder or the Mayor.**

-He stated that the City has no governance over the laws for **dynamite blasting**, and those laws are regulated by the State of Arkansas.

-He recommends having an outside source come in and **install water and sewer lines** to the areas needed. He asked Don Brown to speak more on the subject. Don stated due to the lack of proper equipment and lack of the manpower in the Public Works Department, they would not be able to do the work. Jim recommended getting bids from 2 or 3 contractors to do the work. A citizen in the audience asked what streets? Jim responded by stating that it would be the areas that would open the most lots to promote more sale of properties and then ask for the Council's permission to look into gathering more information.

-Jim began explaining the problems that are going on with the **grinder pumps**. He asked Don Brown to explain more about this issue. Don recommended they change to different pumps. Don explained that the problem with the galvanized pipe, it tends to deteriorate and gives way easily. He proposed using Simplified pumps to replace all the old pumps. He stated that there was more upfront expense, but will last longer. He commented that they spend a lot of time repairing the current grinder pumps used.

Sam Olcott (citizen) made a suggestion on how to refurbish the grinder pumps.

Jim Wisnieski stated there was \$20,000.00 budgeted for grinder pumps and a portion of those funds could be used to purchase the Simplified pumps.

Greg Wilson (citizen) recommends it be budgeted for next year.

Don Brown stated that there is a break in cost if they purchased 20 or more at a time. He stated that the cost to purchase 20 would be \$7,300.00.

Rick Van Dyke made a request to table the purchase of grinder pumps until next month, second by Carolyn Arnold. All were in favor by voice vote.

TABLED the purchase of grinder pumps

NEW BUSINESS

Reappoint Barbara Lucas to Sugarloaf Wastewater Board

Rick Van Dyke made a motion to reappoint Barbara Lucas to the Sugarloaf Wastewater Board, second by Carolyn Arnold. All were in favor by voice vote.

Motion passed

Al Stiff to Planning and Zoning Board – Swearing in

Carolyn Arnold made a motion to approve swearing in of Al Stiff to the Planning and Zoning Board, second by Rick Van Dyke. All were in favor by voice vote.

Motion passed

Acting Mayor, Jim Wisnieski swore in Al Stiff to the Planning and Zoning Board.

Jim Wisnieski announced that Don West would like to resign his position on the Water Board and would like someone to take his place.

OLD BUSINESS

Approve Police Truck Loan Rate

Jim Wisnieski stated that the loan for the new Police truck is set up on a 5 year note, with an interest rate of 4.12%.

Gina Whited and Jim Wisnieski have been named as the loan account representatives for this loan.

He announced the total loan amount for the purchase of the Police truck would be \$38,535.89 plus admin. charges.

Food Pantry

Jim Wisnieski announced that the City cannot give the building to the Good Neighbor Food Cupboard, but the City could sell them the building, per Municipal League. Jim stated that it was recommended by the Municipal League to sell the building for \$2,000.00.

President, Adamar Nuessner rejected the offer. Adamar explained that they are a non-profit organization, and how much the services are needed that the GNFC provides, not only to the citizens of our community, but also to the citizens of the surrounding communities.

Wanda Van Dyke (citizen) recommended that an Ordinance be created, with the stipulation that the building would come back to the City, if GNFC were to dissolve.

Carolyn Arnold made a motion to create an **Ordinance to sell the building** to GNFC, no second was given.

Motion failed

Rick Van Dyke made a motion to **create an Ordinance**, to be reviewed by Municipal League, followed by a Special Meeting for Ordinance approval. Motion was second by Carolyn Arnold. All were in favor by roll call vote.

Motion passed

PUBLIC COMMENTS

None

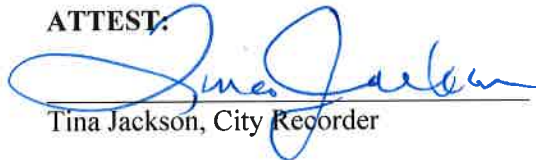
ANNOUNCEMENTS

Jim Wisnieski made an announcement that the next scheduled Regular Council Meeting will be held August 28, 2018 @ 7:00p.m.

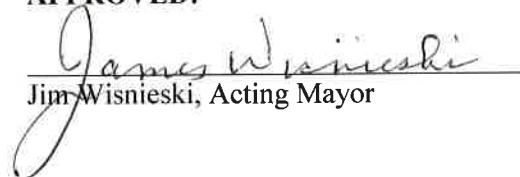
ADJOURN

Rick Van Dyke made a motion to adjourn, second by Don Bennett. All were in favor by voice vote.
Adjourned at 8:45 p.m.

ATTEST:


Tina Jackson, City Recorder

APPROVED:


Jim Wisnieski, Acting Mayor