

R. GREGG REEP, Mayor
COUNCIL MEMBER
CHANEL HOOPER
MEMORY BURKS-FRAZER
DOROTHY C. HENDERSON

CITY OF WARREN
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JANICE NELSON, City Clerk
COUNCIL MEMBER
JOEL TOLEFREE
EMILY MOSELEY
LATANZA ATKINS

MINUTES OF THE REGULAR WARREN CITY COUNCIL MEETING

April 14, 2025

5:30 p.m.

OPENING PRAYER: Opening prayer was led by Reverend Derrick Perry, Mount Carmel Baptist Church, Warren, AR.

PLEDGE OF ALLEGIANCE: Mayor Reep led the Council and audience in the Pledge of Allegiance.

CALL TO ORDER: Mayor Gregg Reep called the meeting to order. The meeting was held in the Council Chambers of the Municipal Building.

ROLL CALL: On roll call by City Clerk Janice Nelson, the following Council Members were present: Ward 1- Council Member Chanel Hooper and Joel Tolefree, Ward 2- Council Members Emily Moseley and Memory Burks-Frazer, Ward 3- Council Members Dorothy Henderson and Latanza Atkins. Absent – None.

Minutes of March 10, 2025, regular City Council Meeting: On a motion made by Council Member Henderson and a second by Council Member Tolefree, the Council voted 6-0 to approve the minutes of March 10, 2025. Yes votes – Council Members Henderson, Burks-Frazer, Moseley, Tolefree, Atkins, and Hooper. Nay-None. Absent-none. Motion carried.

City Clerk's Report

Financial Statement: City Clerk Janice Nelson provided the Financial Report to the City Council Members in their packets for review. On a motion made by Council Member Henderson and a second by Council Member Moseley, the Council voted 6-0 to approve the financial statement as presented by the City Clerk. Yes votes – Council Members Henderson, Burks-Frazer, Atkins, Moseley, Hooper and Tolefree. Nay – none. Absent – none. Motion carried.

City Sales and Use Tax: The report on the City Sales and Use Tax received since the tax was passed was presented to the Council for their information. The city received \$80,194.85 for the month of March 2025.

County Sales and Use Tax: A report on the city's portion of the County Sales and Use Tax received since the tax was passed was presented to the Council for their information. The city's portion received from the County for March was \$56,221.85.

District Court Clerk's Report: The District Court Clerk's written report for the month of March 2025 was presented to the Council.

Mayor's Report:

1. **Employee Recognition:** Mr. John McCoy with the Warren Sanitation Dept. was recognized as Employee of the Quarter for the first quarter of 2025. Mr. McCoy came forward with his grandson Kasen McCoy and was presented with a \$100.00 gift card. Mr. McCoy took over the boom truck operation and has been with the city for about 2 yrs.
2. **Update on Industrial Prospects:** Ski Blu Carbon is progressing with production lines.
3. **Pink Tomato Festival Street Closing:** (see attached listing of streets.) Council Member Tolefree made a motion to approve the requested street closings for the Tomato Festival, Council Member Henderson seconded. The Council voted 6-0 to approve the requested street closings. Yes votes – Council Members Tolefree, Henderson, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent – none. Motion carried.
4. **Re-Appointment of Dale Wheeler to Planning Commission:** Council Member Henderson motioned to approve the re-appointment of Dale Wheeler to the Warren Planning Commission for a 3-year term, Council Member Burks-Frazer seconded. The Council voted 6-0 to approve the re-appointment of Dale Wheeler to the Warren Planning Commission. Yes votes – Council Members Henderson, Burks-Frazer, Atkins, Moseley, Hooper and Tolefree. Nay – none. Absent – none. Motion carried.
5. **Re-Appointment of Keneetrata Owens to the Warren Planning Commission:** Council Member Henderson motioned to approve the re-appointment of Keneetrata Owens to the Warren Planning Commission for a 3-year term, Council Member Burks-Frazer seconded. The Council voted 6-0 to approve the re-appointment of Keneetrata Owens to the Warren Planning Commission. Yes votes- Council Members Henderson, Burks-Frazer, Atkins, Moseley, Hooper and Tolefree. Nay – none. Absent

- none. Motion carried. Both Dale Wheeler and Keneetra Owens were nominated by Mayor Reep.
6. **Municipal Building Roof:** Mr. Rob Johnson explained that the city was using spray-on roof product and the city is just waiting for the temperature to be above 60 degrees for an extended period then the company will be able to apply the product.
 7. **Lien Martin's Lot:** The property is private however the city does have a lien on the property. The owner does not want to pay the lien and is delinquent on taxes therefore eventually the state will take it over and put it up for auction.

B. Council Members Recognized: Mr. John Harris came forward with concerns about the water pressure on W. Church St. where he currently lives. Mr. Harris stated that this was not just affecting his home but several others on the street. Mayor Reep stated that he would talk to the water department Director Tenay Reep to address this problem on his behalf and urged Mr. Harris to talk with the Water and Sewer Commission himself as well.

C. Signed in or called: Mrs. A'Seneque Daniels came forward addressing the speed bump that is located on Lincoln St. Mrs. Daniels stated that the speed bump has flattened out over time and needs to be replaced. Mrs. Daniels also addressed the issue of the intersection of Bragg & Kelly St. being washed away on the sides and need to be repaired. Mr. Harris came back up to address needing a speed bump placed on W. Church Street as well. Mayor Reep stated the issue would be looked into and the mayor would get back to Mr. Harris.

Administrative and Standing Committee Reports

- A. **Police Chief** – Shaun Hildreth: Police Chief Shaun Hildreth's monthly report for March 2025 was presented to the Council. Chief Hildreth stated that his department was still actively looking to hire additional police officers and had one officer graduating from the academy this week, giving the city another certified officer.
- B. **Police Committee:** Council Member Burks-Frazer, Chairman: No meeting.
- C. **Fire Chief** – Chuck Moore: Chief Moore gave his monthly March 2025 report to the Council. Chief Moore requested approval to send four firemen to the Annual Firemen's Convention June 4th-7th, 2025. Council Member Tolefree motioned to approve the request; Council Member Henderson seconded. The Council voted 6-0 to approve sending four firemen to the annual Firemen's convention in June. Yes votes – Council Members Tolefree,

Henderson, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent – none.
Motion carried.

D. **Fire Committee** – Council Member Tolefree, Chairman. No meeting.

E. **Sanitation Manager**: Rob Johnson gave his monthly report for the sanitation department for the month of March 2025. Council Member Tolefree mentioned that when garbage pick-up goes to the one time a week schedule that pickup days should be other days than Monday's and Friday's due to most holiday's falling on either of those two days. Mayor Reep stated that this subject would be discussed by the Sanitation Committee.

F. **Sanitation Committee**: Nothing currently.

G. **Building Official**: Mr. Rob Johnson

1. **Monthly Report**- The monthly report for March 2025 was presented to the Council.

2. **Property Clean-up Complaints**: There were several letters sent out, but they have been cleaned by owners and are up to code.

3. **Condemnation List**: Four properties are up for consideration for condemnation:

1. #2 Railroad -
2. 1406 W. Pine St.
3. #3 Railroad Ave.
4. 1402 W. Pine St.

Council Member Burks-Frazer motioned to place the four properties listed on the condemnation list; Council Member Atkins seconded. The Council voted 6-0 to place all four properties on the condemnation list. Yes votes – Council Members Burks-Frazer, Atkins, Henderson, Moseley, Hooper and Tolefree. Nay – none. Absent – none. Motion carried. The four properties that have been condemned previously, Mr. Johnson reported that the Rock St., Penister St., Southern Court and Phillips St. properties are still in violation of city ordinances. Mayor Reep stated that he intended to give the Rock St. site a little more time as some debris had been removed with some private help. Council Member Hooper made a motion to give Phillips St. more time for clean up before proceedings; Council Member Henderson seconded. The Council voted 3-3 for additional time. Yes votes – Council Members Hooper, Henderson and Tolefree. Nay – Council Members Atkins, Burks-Frazer and Moseley. Absent – none. Motion fails. Mayor Reep stated that the city would talk to the property owner again prior to starting the proceedings.

Mr. Johnson stated that the 90-gallon trash containers that were expected within 90 days of ordering have been pushed back until middle September for delivery. The recent storms in the country have restricted production and delivery.

H. Street Foreman: Monty Hearnberger.

1. **Monthly Report-** Mr. Hearnberger presented the monthly report for March 2025. The Street Department is down by two part-time employees but will be doing interviews next week.

I. Street Committee – Council Member Moseley, Chairman:

1. **Guidelines for Dedication of Streets:** Still in committee.
2. **Purchase of a new used truck:** Council Member Moseley motioned to approve the purchase of a new used truck for the street department not to exceed \$35,000; Council Member Atkins seconded. The Council voted 6-0 to approve the purchase of a new used truck not to exceed \$35,000.00 for the street department. Yes votes – Council Members Moseley, Atkins, Henderson, Burks-Frazer, Hooper and Tolefree. Nay – none. Absent – none. Motion carried.

J. Parks & Recreation -Director: Kyle Wagon: The Parks & Recreation report for March 2025 was presented to the Council.

K. Community and Economic Development Committee – Council Member-Chairman Hooper:

1. **Depot Renovations:** The Depot and the Old Street Shop are at the finishing points, except for finding tables and chairs.
2. **Main St. Property (Old Bryant Lot):** No changes.
3. **New City Flag:** Still working on.
4. **Downtown Trees:** Council Member Hooper motioned for the City of Warren to enter a memorandum of understanding with Maribeth Frazer to fund and oversee the placement of new trees to be placed in downtown Warren as a memorial for her late son John Frazer 3rd. Council Member Henderson seconded. The Council voted 6-0 to enter a memorandum with Maribeth Frazer for funding and overseeing the tree project for the City of Warren. Yes votes – Council Members Hooper, Henderson, Atkins, Burks-Frazer, Moseley and Tolefree. Nay - none. Absent – none. Motion carried.
5. **Ordinance No. 970: AN ORDINANCE ESTABLISHING CERTAIN RULES AND REGULATIONS ADDRESSING MOBILE FOOD VENDORS OPERATIONS WITHIN THE CITY LIMITS OF THE CITY OF WARREN, ARKANSAS:** Council Member Hooper motioned to place proposed Ordinance No. 970 on its first reading; Council Member Henderson

seconded. The Council voted 6-0 to place proposed Ordinance No. 970 on its first reading. Yes votes – Council Members Hooper, Henderson, Atkins, Burks-Frazer, Moseley and Tolefree. Nay – none. Absent – none. Mayor Reep read aloud proposed Ordinance 970. Council Member Hooper motioned to suspend the rules and place proposed Ordinance 970 on its second reading; Council Member Henderson seconded. The Council voted 6-0 to suspend the rules and place proposed Ordinance 970 on its second reading. Yes votes – Council Members Hooper, Henderson, Atkins, Burks-Frazer, Moseley and Tolefree. Nay – none. Absent – none. Mayor Reep read aloud proposed Ordinance 970 for the second time. Council Member Hooper motioned to suspend the rules and place proposed Ordinance 970 on its third and final reading; Council Member Henderson seconded. The Council voted 6-0 to suspend the rules and place proposed Ordinance 970 on its third and final reading. Yes votes – Council Members Hooper, Henderson, Atkins, Burks-Frazer, Moseley and Tolefree. Nay – none. Absent – none. Mayor Reep read aloud Ordinance 970 for the third and final time. Council Member Hooper motioned to adopt Ordinance 970; Council Member Henderson seconded. The Council voted 6-0 to adopt Ordinance 970; Council Member Henderson seconded. Yes votes – Council Members Hooper, Henderson, Atkins, Burks-Frazer, Moseley and Tolefree. Nay – none. Absent – none. Motion carried.

L. Ways and Means Committee-Council Member-Chairman Henderson: Chairman Henderson stated the Ways and Means Committee met on March 31, 2025.

1. Pay Grade Adjustment for Boom Truck Operator: Council Member Henderson motioned to move Mr. John McCoy's position to non-CDL operator, and the hourly rate raised to \$13.57; Council Member Tolefree seconded. Council Atkins made a motion to amend the current action on the floor to make the raise retroactive back to the first pay period of February of 2025; Council Member Tolefree seconded the amended motion. The Council voted 6-0 to amend the first motion on the floor to state that the raise would be retroactive from the first pay (ending February 7th) period in February 2025. Yes votes – Council Member Atkins, Tolefree, Henderson, Moseley, Burks-Frazer and Hooper. Nay – none. Absent -none. Motion carried.

2. New Revenue for Safety: Remains on agenda.

2. 2025 Employee Raises Remains on agenda.

Reports and Business Boards and Commissions:

A. Parks and Recreation Commission – Brooke Harris, Chairman: No meeting.

B. Planning Commission – Jennifer Rodriguez, Chairman

1. The minutes of March 31, 2025, Planning Commission were presented to the Council.

B. Aviation Commission – Joe Hank Wharton, Chairman:

1. **Minutes of Monthly Meeting:** No meeting.

C. Water and Sewer Commission: Mr. Boyce Hamlet, Chairman: The minutes for the Water and Sewer Commission meeting on February 21, 2025, and balance sheets were presented to the Council.

D. Warren Housing Authority Commission: Mr. Hugh Quimby, Chairman. No meeting.

E. Warren Cultural Center: Council Member Burks-Frazer-Chairman: The monthly report for March 2025 was presented to the Council.

Unfished Business:

- A. None.

New Business:

1. **Speed Bump on N. Wright St.:** A petition was turned in by the residents living on N. Wright St. requesting a speed bump be installed. Council Member Tolefree motioned to refer to the Street Committee for review; Council Member Moseley seconded. The Council voted 6-0 to refer the request to the Street Committee. Yes votes – Council Members Tolefree, Moseley, Atkins, Burks-Frazer, Henderson and Hooper. Nay – none. Absent -none. Motion carried.
2. **Resolution No. A 702 (Letter of Credit):** Mayor Reep read aloud Resolution No. A 702 (Letter of Credit). Council Member Henderson motioned to approve Resolution No. 702; Council Member Tolefree seconded. The Council voted 6-0 to approve Resolution No. 702 (Letter of Credit). Yes votes – Council Members Henderson, Tolefree, Atkins, Burks-Frazer, Moseley and Hooper. Nay – none. Absent – none. Motion carried. The Letter of Credit is for the closed city landfill.

Announcements:

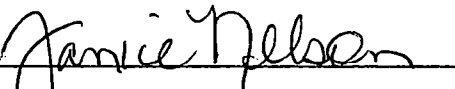
1. The Municipal Building will be closed Friday, April 18, 2025, in observance of Good Friday.
2. Register for the Arkansas Municipal League Annual Convention (June 18-20, 2025)

Pay Bills for March: Council Member Tolefree motioned to pay the March 2025 bills; Council Member Moseley seconded. The Council voted 6-0 to pay the March 2025 bills. Yes votes – Council Members Tolefree, Moseley, Burks-Frazer, Atkins, Henderson, Hooper. Nay – none. Absent – none. Motion carried.

Set Meeting for May 2025: The May agenda meeting will be held on Thursday, May 8, 2025, at 7:00 a.m. and the Council Meeting will be held on May 12, 2025, at 5:30 p.m. in the Municipal Building Council Chamber.

Adjourn: Mayor Reep adjourned meeting.


Mayor R. Gregg Reep

ATTEST: 
Janice Nelson, City Clerk



Bradley County Pink Tomato Festival



"Arkansas' oldest continuously running festival"

3/20/2025

Office of the Mayor
City of Warren
Post Office Box 352
Warren, Arkansas 71671

Dear Mayor and Councilors:

The 2025 Executive Committee of the 69th Bradley County Pink Tomato Festival requests the City of Warren close the following streets from 4:00pm Thursday, June 12th through completion of the Festival Sunday, June 15th:

- Myrtle Street from Alabama to Cedar
- East Cypress from the corner of Molly's to Chestnut Street
- Chestnut at the corner AT&T Building
- West Cypress from Main to Howard

The Committee requests the following street closing for Sunday, June 8th through completion of the Festival Sunday, June 15th:

- Chestnut to Railroad tracks

The Committee requests the following street closing for Wednesday, June 11th through completion of the Festival Sunday, June 16th:

- Cedar Street from Main to Myrtle (for the main stage)

The Committee requests the following street closing for Thursday, June 12th through the completion of the Festival Sunday, June 15th:

- The North Parking Spaces on Cedar Street from Myrtle to Chestnut (this will be designated for pedestrian flow from the Square to the carnival)