MINUTES
Board of Directors Meeting
7:00 PM - Tuesday, May 5, 2020
Board Chambers, City Hall

Invocation written by Pastor Eric Capac
Pledge of Allegiance led by Mayor Pat McCabe
Call to Order

A. ROLL CALL OF BOARD OF DIRECTORS

Present: Directors Erin Holliday - District 1 (on the phone), Elaine Jones - District 2 (on the phone), Becca Clark - District 3, Carroll Weatherford - District 4, Karen Garcia -District 5 (on the phone), Randy Fale - District 6 (on the phone), Pat McCabe - Mayor

Not Present: none

Also Present: Bill Burrough - City Manager, Brian Albright - City Attorney, Lance Spicer - Deputy City Manager, Harmony Morrissey - City Clerk

B. CONSIDER APPROVAL OF THE AGENDA

Motion to Approve the Agenda

Director Clark made a motion; duly seconded by Director Weatherford to approve the agenda as presented. Upon voice vote, the motion unanimously carried 7-0.

C. CONSIDER APPROVAL OF MINUTES

> Regular Meeting held on April 21, 2020

Motion to Approve the Minutes as Presented

Director Fale made a motion, duly seconded by Director Weatherford to approve the minutes as presented. Upon voice vote, the motion carried 7-0.

D. RECOGNITION OF GUESTS

- Proclamation in Memoriam of Honorable Bob Mathis
- Meredith Finn - President of Hot Springs Farmers and Artisans Market delivered the annual report

E. CONSIDER CITY MANAGER’S REPORT
City Manager Bill Burrough reported on the following items:

- UAMS is scheduled to bring their free COVID-19 community drive-thru evaluation clinic to downtown Hot Springs at the Farmers & Artisans Market, 121 Orange Street, from 10 a.m. to 2 p.m. on Monday, May 11. This event is being coordinated by Sally Carder, outreach coordinator with St. Luke’s Episcopal Church, along with the City of Hot Springs and the Garland County Office of Emergency Management. Big thanks to Bo Robertson, Garland County Emergency Management director, for his efforts in coordinating with UAMS to have their mobile unit come to Hot Springs.
- The United Way of the Ouachitas has begun receiving applications from individuals and families to request assistance as they have suffered loss of employment or income as a result of COVID-19. The application is available at www.unitedwayouachitas.org. Also beginning this week for those with approved applications will be distribution of food boxes in coordination with Project HOPE Food Bank and Sheep Dog Impact Assistance of Central Arkansas.
- Triumph Group of Hot Springs donated 1,250 face masks to the City on April 28, which were distributed to our departments by Health and Safety Office Teri Vann. Phyllis Pipkin from the Garland County Fairboard and Garland County Extension Homemakers brought an additional 75 handmade facemasks to us this week, which will allow us to be sure each City employee has two masks.
- David F. Watkins Memorial Park amphitheater and stage are compete and work has now transitioned to the ADA bridge that goes over the creek.
- It is always a great feeling when the City receives thank-you notes for services we have provided, and we like to share those with our employees to remind them of one of the reasons we do what we do, day in and day out. A couple of recent notes:
  - An out-of-state owner wrote a two-page letter outlining how she was graciously helped by Utility Billing Services and those with the CAPS program at Solid Waste. “It was a pleasure to work with your skilled, helpful, calm, customer-focused staff. This is a note to say to you that the quality of service you provide is exemplary,” she said.
  - Hot Springs resident Cleo Baker was impressed with the work and determination shown by Wastewater Lift Station employees. Mr. Baker shared the following in a note to Utilities: “I would like to say ‘Thank You’ the Utilities crew that responded late Friday night and early Saturday morning. We lost power around 11:30 Friday night and was returned about 8:30. Your team prevented another raw sewage flow through my yard and into the lake. Thank You!”
- A note from Shift Commander Gary Hawthorne was received regarding a structure fire that occurred on May 3rd. Shift B responded and quickly put out the fire. Acting Lieutenant Robert Jester realized the home had no smoke detectors. The next day, Lieutenant Jester went back to the home and delivered smoke detectors to the elderly couple.

F. BOARD OF DIRECTORS ANNOUNCEMENTS REGARDING UPCOMING EVENTS

- Director Garcia
  - The Arkansas Ready Grant Program reopened today at 8 am and will stay open until the 6th at 5 pm. They received more funding.
- The Adopt-A-Senior Program at Hot Springs High School. Anyone can volunteer to put together baskets for the upcoming 2020 graduating seniors.

- Mayor McCabe
  - The Governor's plan for reopening the state will include lifting restrictions for out-of-state visitors.
  - The state revenue is down 28.3%, which is lower than what was first predicted.
  - Mayor McCabe and City Manager Bill Burrough were both contacted from WalMart to create a partnership for a COVID-19 testing site.

CONSENT AGENDA SECTION
A Motion to Approve the Consent Agenda

A motion was made by Director Weatherford, duly seconded by Director Jones that the Consent Agenda be approved.

Roll Call: Upon roll call, the following voted "aye", Directors Holliday, Jones, Clark, Weatherford, Garcia, Fale and McCabe, total 7. Voting "no", none, total 0. Motion carried 7-0.

1. **Consider Resolution R-20-60** A Resolution Approving A Contract With Garver, LLC For Engineering Services For Improvements To Runway 5-23 At Hot Springs Memorial Field Airport.

2. **Consider Resolution R-20-61** A Resolution Authorizing The Filing and Acceptance Of Coronavirus Aid, Relief and Economic Security (CARES) Act Airport Grant Funds Through The Federal Aviation Administration.

3. **Consider Resolution R-20-62** A Resolution Re-Appointing Michael Ferguson To The Hot Springs Civil Service Commission.

4. **Consider Resolution R-20-63** A Resolution Re-Appointing Kristy Chamness To The Hot Springs Animal Control Advisory Committee.

5. **Consider Resolution R-20-64** A Resolution Authorizing The Acceptance Of Certain Federal Transit Administration Section 5307 CARES Act Funds.

6. **Consider Resolution R-20-65** A Resolution Authorizing The Application And Acceptance Of Federal Transit Administration Fiscal Year 2015 Conway, Arkansas Section 5307 Funds And Approving Certain Budget Adjustments Related Thereto.

NEW BUSINESS
1. **Consider Resolution R-20-66**

   A Resolution Authorizing A Ground Lease Agreement With The Historic Downtown Farmers Market, Inc.

   **Motion to Adopt as Read:** Thereafter, a motion to adopt as read was made by

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Director Weatherford, duly seconded by Director Clark.

**Discussion:** none  
**Speaker:** Meredith Finn - President of Hot Springs Farmers Market (remote)  
**Staff:** Anthony Whittington - Parks & Trails Director

**Roll Call:** Mayor Pat McCabe called for a vote on the motion to adopt; and upon roll call the following voted "aye", Directors Holliday, Jones, Clark, Weatherford, Garcia, Fale and McCabe, total 7. Voting "no", none, total 0. Motion passed 7-0.

2. **Consider Resolution R-20-67**

A Resolution Approving An Amendment To The Community Development Block Grant (CDBG) Citizen Participation Plan To Include Virtual Public Meetings, Expedited Substantial Amendment Procedures, And Make Other Changes.

**Motion to Adopt as Read:** Thereafter, a motion to adopt as read was made by Director Fale, duly seconded by Director Jones.

**Discussion:** none  
**Speaker:** none  
**Staff:** Kathy Sellman - Planning & Development Director

**Roll Call:** Mayor Pat McCabe called for a vote on the motion to adopt; and upon roll call, the following voted "aye", Directors Holliday, Jones, Clark, Weatherford, Garcia, Fale and McCabe, total 7. Voting "no", none, total 0. Motion passed 7-0.

3. **Consider Resolution R-20-68**

A Resolution Approving A Substantial Amendment To The Community Development Block Grant (CDBG) 2019-2023 Consolidated Plan And Authorizing Submission Of An Amendment To The U.S. Department Of Housing And Urban Development (HUD).

**Motion to Adopt as Read:** Thereafter, a motion to adopt as read was made by Director Weatherford, duly seconded by Director Jones.

**Discussion:** none  
**Speaker:** none  
**Staff:** Kathy Sellman - Planning & Development Director

**Roll Call:** Mayor Pat McCabe called for a vote on the motion to adopt; and
upon roll call, the following voted "aye", Directors Holliday, Jones, Clark, Weatherford, Garcia, Fale and McCabe, total 7. Voting "no", none, total 0. Motion passed 7-0.

4. **Consider Resolution R-20-69**

A Resolution Approving A Substantial Amendment To The Community Development Block Grant (CDBG) Fiscal Year 2019 Annual Action Plan (AAP) As Amended To Incorporate Additional CDBG-CV Funds To Eligible COVID-19 Prevention And Response Public Service Activities.

**Motion to Adopt as Read:** Thereafter, a motion to adopt as read was made by Director Clark, duly seconded by Director Garcia.

**Discussion:** none

**Speaker:** none

**Staff:** Kathy Sellman - Planning & Development Director

**Roll Call:** Mayor Pat McCabe called for a vote on the motion to adopt; and upon roll call, the following voted "aye", Directors Holliday, Jones, Clark, Weatherford, Garcia, Fale and McCabe, total 7. Voting "no", none, total 0. Motion passed 7-0.

5. **Consider Resolution R-20-70**

A Resolution Approving A Community Development Block Grant (CDBG) FY2020 Annual Action Plan And Authorizing Submission Of A Grant Application To The U.S. Department Of Housing And Urban Development (HUD) For Projects Listed In The Action Plan.

**Motion to Adopt as Read:** Thereafter, a motion to adopt as read was made by Director Weatherford, duly seconded by Director Garcia.

**Discussion:** none

**Speaker:** none

**Staff:** Kathy Sellman - Planning & Development Director

**Roll Call:** Mayor Pat McCabe called for a vote on the motion to adopt; and upon roll call, the following voted "aye", Directors Holliday, Jones, Clark, Weatherford, Garcia, Fale and McCabe, total 7. Voting "no", none, total 0. Motion passed 7-0.

6. **Consider Ordinance O-20-26**

**A Motion to Suspend Rules and Read by Title Only:** A motion was made by Director Garcia, duly seconded by Director Jones, that the rules be suspended

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and the Ordinance be read once by title only; and upon voice vote the motion unanimously carried 7-0.

**A Motion Entitled,** "An Ordinance Adopting Water And Wastewater Standards And Specifications Policies And Procedures For The City Of Hot Springs, Arkansas Municipal Utility System; And For Other Purposes," was taken from the agenda and read by title only (City Attorney).

**Motion to Adopt as Read:** Thereafter, a motion to adopt as read was made by Director Clark and duly seconded by Director Weatherford.

**Discussion:** Todd Pillar - Engineering Project Manager, Brian Albright - City Attorney  
**Speaker:** none  
**Staff:** Monty Ledbetter - Utilities Director

**Motion to Amend the Ordinance as Presented:** A motion to amend the ordinance as presented was made by Director Weatherford, duly seconded by Director Clark, that the ordinance go into effect 30 days after passage. Upon voice vote the motion unanimously carried 7-0.

**Roll Call:** Mayor Pat McCabe called for a vote on the motion to adopt; and upon roll call, the following voted "aye", Directors Holliday, Jones, Clark, Weatherford, Garcia, Fale and McCabe, total 7. Voting "no", none, total 0. Motion passed 7-0.

**G. BOARD COMMENTARY**
- Director Fale
  - Gave thanks to City Manager Bill Burrough for his efforts in coordinating with the County during the COVID-19 crisis.
- Director Clark
  - Commended Michelle Sistelli and Kathy Sellman for their efforts with the CDBG program.

**H. ADJOURNMENT**
There being no further business to come before the Board, a motion was made by Director Jones, duly seconded by Director Weatherford, that the meeting be adjourned; and upon voice vote, the motion was unanimously carried 7-0. The meeting adjourned at 8:10 p.m. to meet again on Tuesday, May 19, 2020 at 7:00 p.m.

**June 2, 2020**

DATE:

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Meeting called to Order by Mayor Pat McCabe at 4:44 p.m.

1. **Roll Call by City Clerk Harmony H. Morrissey**

   Present- Directors Erin Holliday- District 1, Elaine Jones- District 2, Becca Clark- District 3, Carroll Weatherford- District 4, Karen Garcia-District 5, Randy Fale-District 6, and Mayor Pat McCabe.

   Also in attendance City Manager Bill Burrough, Deputy City Manager Lance Spicer, Deputy City Manager Kevin Brownlee and City Attorney Brian Albright.

2. **Consider Approval of the Agenda**

   **Motion to Approve the Agenda as Presented**
   Director Elaine Jones made a motion, duly seconded by Director Becca Clark to approve the agenda as presented. Upon voice vote, the motion unanimously carried 7-0.

3. **Conduct Board and Commission Interviews**

   Prior to the Executive Session the Mayor welcomed the slate of candidates and the Board conducted interviews of the various Board, Commission, and Committee applicants.

   **EXECUTIVE SESSION**

4. **Executive Session to consider appointments to various Boards, Commissions, and Committees.**

   A motion was made by Director Randy Fale, duly seconded by Director Erin Holliday, to adjourn into executive session; and upon voice vote, the motion unanimously carried 7-0. The Board adjourned into executive session at 5:11 p.m.

   **RECONVENE INTO OPEN SESSION**

5. **Consider Any Action as a Result of the Executive Session**

   The Board reconvened into open session at 5:35 TIME p.m. Mayor McCabe announced the proposed appointees would be listed on the agenda for consideration. These selections will be voted on at the next Board Meeting:

   - Board of Adjustments/Board of Zoning Adjustments – Brian White
   - Historic District Commission – George Garrett Schwebel, Hendy Clyde Covington & Mary Frances Moore
   - Planning Commission – Brian White, Mike Dugan, James Bart Newman, Rick Ramick & Baker Jackson Goldsmith

6. **ADJOURNMENT**
There being no further business to come before the Board, Director Randy Fale made a motion, duly seconded by Director Carroll Weatherford that the meeting be adjourned; and upon voice vote, the motion unanimously carried 7-0. The Meeting adjourned at 5:37 p.m.

DATE:       June 2, 2020

ATTEST:    HARMONY H. MORRISSEY, CITY CLERK

APPROVED:   PAT McCABE, MAYOR