

Office of the Mayor

Agenda for Monday, February 22, 2021 regular meeting of the Prairie Grove City Council in the Prairie Grove Public Library at 6:30pm.

1. Call to order
2. Roll call
3. State of the City Address
4. Public Comment Period
5. Approval of the minutes for the January 25, 2021 regular meeting of the Prairie Grove City Council
6. Treasurer's Report
7. Reports of Committees
 - a) Sanitation – Doug Bartholomew
 - b) Street – Rick Clayton
 - c) Water/Sewer – Doug Stumbaugh
 - d) Court – Rick Ault
 - e) Fire – Doug Bartholomew
 - f) Parks and Rec – Rick Ault
 - g) Police – Sonny Hudson
 - h) Long Range Planning – Brea Gragg
 - i) Senior Citizens – Ray Carson
 - j) Library – Tony Cunningham

*The City reserves the right to enter into executive session at any time

8. Unfinished Business
 - a) Curb and Gutter Ordinance
9. New Business
10. Announcements
11. Adjournment

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL

January 25, 2021

1. The city council of Prairie Grove, Arkansas met in regular session on Monday, January 25, 2021 at 6:30 p.m. in the Prairie Grove Public Library. The meeting was called to order by Mayor Sonny Hudson, presiding officer.
2. On roll call the following was recorded:
 - a. Present: Mayor Sonny Hudson, Alderman Rick Ault, Doug Bartholomew(phone), Rick Clayton, Tony Cunningham, Brea Gragg(phone) and Doug Stumbaugh;
 - b. Absent: Ray Carson and Marquita Smith
 - c. Others present: Public Works Director Chuck Wiley, Christine Kelly, Steven Parker and Chief Chris Workman
3. Rezone Ordinance A-1 to R-1.5 Mock Street. Motion made by Stumbaugh, second by Clayton to place the ordinance on first reading by title only. Ayes: 6 Nays: None. Motion carried. Motion made by Stumbaugh, second by Clayton to waive second and third reading and pass the ordinance. Ayes: 6 Nays: None. Motion carried.
4. Hillcrest Subdivision in Farmington asked the Council to consider approving 45 sewer taps for a new subdivision. The council declined the approval at this time.
5. Public Comment Period
6. Approval of minutes. Motion made by Clayton second by Ault to approve December 21, 2020 regular meeting minutes and December 29, 2020 special meeting. Ayes:6 Nays: None. Motion carried.
7. The treasurer's report
8. Reports of Committees:
 - a. Sanitation
 1. Our new truck should be here next week.
 - b. Street
 1. There was a large concrete spill. The company came in and cleaned up.
 2. Crews have been replacing old and damaged street signs.
 - c. Water/Sewer
 1. Water loss is down the lowest it has been in several years.
 2. We are receiving lots of complaints on the taste and smell of the water. We are doing some tests with independent companies to help decide what should be done.
 - d. Court
 1. Ault read court report.
 - e. Fire

1. Busy
- f. Parks and Recreation
 1. Ordering some security lights for the skate park.
 2. We had some more vandalism at Muddy Fork Park.
- g. Police
 1. Busy
 2. Police and Fire participated in the Boots & Badges blood drive. 77 People gave blood.
- h. Long Range Planning
 1. Approved a conditional use permit
 2. Approved a rezone on Mock St.
 3. Approved a variance for Ditmars Rd for 80 ft lots width
 4. Approved a minor subdivision
- i. Senior Citizen
 1. Nothing new to report
- j. Library
 1. Prairie Grove library remains closed to the public. They are offering curbside pick up.
9. Old Business
 - a. Amended resolution for truck purchase. Motion made by Ault, second by Stumbaugh to approve. Ayes: 6 Nays: None. Motion carried
 - b. Reappointment of Planning Commission members; Brea Gragg and Shayne Taylor. Motion made by Cunningham, second by Stumbaugh to appoint. Ayes: 6 Nays: None. Motion carried.
10. New Business
 - a. Resolution to approve reconciliation for 2020 Budget. Motion made by Stumbaugh, second by Ault to approve. Ayes: 6. Nays: None. Motion carried.
 - b. Baseball coordinator pay. His current pay is \$450 per pay period for 10 pay periods. Motion made by Cunningham, second by clayton to raise his pay \$100 per pay period.
 - c. Resolution to approve solar agreement. Motion made by Cunningham, second by Stumbaugh to approve. Ayes: 6 Nays: None. Motion carried.
 - d. Resolution to approve Olsson Engineering contract. Motion made by Cunningham, second by Stumbaugh to approve. Ayes: 6 Nays: None. Motion carried
 - e. Curb and Gutter Ordinance. Tabled until next month
11. Announcements
12. There being no further business before the council, motion to adjourn was made at 7:12 pm by Gragg, second by Clayton to adjourn. Motion carried and the meeting adjourned. |

X Christine Kelly

Christine Kelly,
City Clerk/Treasurer

X Sonny Hudson

Sonny Hudson
Mayor

RESOLUTION NO. 2021-5

**A RESOLUTION BY THE CITY TO APPROVE CHANGES TO THE POLICE
DEPARTMENT POLICY MANUAL**

WHEREAS, the Police Chief is charged with developing a policy and procedure manual to be used by officers employed with the police department; and

WHEREAS, the Police Chief has developed such a policy and procedures manual; and

WHEREAS, the Police Chief has developed a new job description for an animal control officer; and

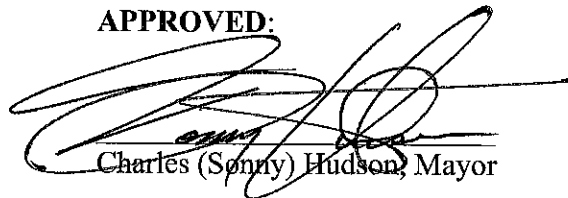
WHEREAS, it is the responsibility of the City Council to be the body to approve all policy decisions on the behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF PRAIRIE GROVE, ARKANSAS:**

That the City Council hereby approves the police department policy and procedures manual as it exists this 15th day of March 2021.

PASSED AND APPROVED on this 22nd day of February 2021.

APPROVED:



Charles (Sonny) Hudson, Mayor

ATTEST:



Christine Kelly, Clerk

Prairie Grove Police Department Job Description – Animal Control

This position provides animal control resources and support for the Prairie Grove Police Department and the community of Prairie Grove.

1. Respond to animal calls and complaints from the City of Prairie Grove and the public.
2. Capture and secure stray dogs and cats.
3. Utilize live traps for certain nuisance animals.
4. Clean and maintain the city's animal kennel.
5. Provide food, water, and general care for captured animals.
6. Oversee adoption/re-homing programs and the reunification of lost pets to their owners.
7. Assist in scheduling for additional part-time kennel caretakers and volunteers.
8. Assist police in the investigation of animal cruelty and general animal law violations.
9. Conduct community programs on dogs and cats.
10. Work with local veterinarian offices for programs and services.
11. Complete all paperwork according to prescribed procedures.
12. Be on-call for emergency call outs.
13. Attend training classes to obtain animal control certifications.
14. Euthanize sick or undesirable dogs/cats and ensure of proper disposal if needed.
15. Perform other work as required to carry out the overall animal control duties of the city.
16. Assist the Chief of Police, Captain, and Sergeant in ensuring that the animal control vehicle and equipment are properly serviced and maintained.
17. Pick-up and properly discard of deceased animals on City streets and highways as needed.

Minimum Requirements:

1. High School graduate or equivalent.
2. Ability to comprehend written material and write complete reports.
3. Ability and willingness to be on call twenty-four (24) hours a day.
4. Ability to operate standard office equipment and prepare records.
5. Must pass interview and background check.

ORDINANCE NO. 2021-

2

AN ORDINANCE TO INCREASE THE MAYOR'S SALARY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PRAIRIE GROVE, ARKANSAS, THAT:

Section One: Title. This Ordinance shall be known as the 2021 Mayor's Salary Ordinance.

Section Two: Mayor's Salary Set. The Prairie Grove Municipal Code Section 2.12.04(A) Compensation of the Mayor is hereby amended to read as follows:
2.12.04(A) Compensation of the Mayor. The rate of compensation to be paid the Mayor for the performance of elected duties shall be Sixty Thousand Dollars (\$60,000.00) per year.

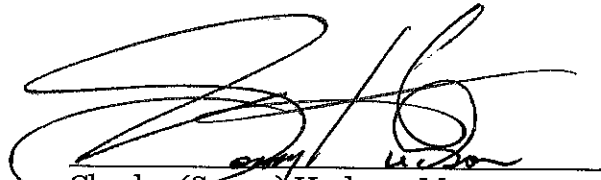
Section Three: Effective Date. This Ordinance shall become effective from and after 60 days of its posting.

Section Four: Repealing Clause. Ordinances or parts thereof in force at the time that this ordinance shall take effect that are in conflict herewith, are hereby repealed.

Section Five: Saving Clause. Nothing herein shall be deemed to affect any rights or obligations existing at the time of the passage of this ordinance.

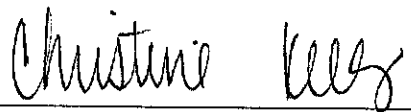
Section Six: Severability Clause. In the event any portion of this ordinance is declared inoperative or invalid as a result of a statute or judicial decision, then only that portion expressly so declared to be inoperative or invalid shall be affected thereby and all other provisions hereof shall remain in full force and effect

Approved this 22nd day of February 2021.



Charles (Sonny) Hudson, Mayor

(Attest)



Christine Kelly, City Clerk