

RESOLUTION NO. 2016-15

A RESOLUTION BY THE CITY TO AUTHORIZE THE SALE AND PURCHASE OF REAL PROPERTY

WHEREAS, the City of Prairie Grove owns real property, formerly used as the City police department and courts; and

WHEREAS, Architectural Construction, Inc. owns real property adjacent to existing city property planned for development as a park along the Illinois River; and

WHEREAS, Rick and Kara Ault have offered to purchase the City's old police and courts building for a price of \$73,500.00; and

WHEREAS, the City has negotiated to purchase roughly 10⁷ acres of open land at a cost of \$2,700.00 per acre to be determined following a survey; and

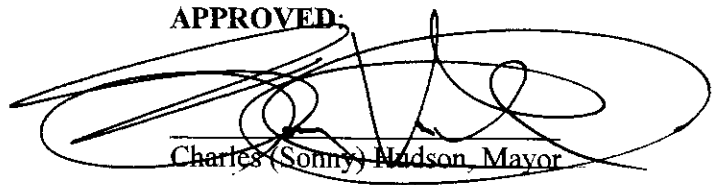
WHEREAS, both the sale of the old police and courts building and the purchase of the open land for development as a future park are in the best interests of the City of Prairie Grove.

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

That the City Council hereby authorizes the Mayor to sell the old police and courts building to the Aults for the sum of \$73,500.00 and authorizes the purchase of approximately 10 acres of open land from Architectural Construction, Inc. for the price of \$2,700.00 per acre to be more accurately determined by a survey.

PASSED AND APPROVED on this 10 day of October 2016.

APPROVED:



Charles (Sonny) Hudson, Mayor

ATTEST:

Christine Kelly
Christine Kelly, Clerk

RESOLUTION NO. 2016- 16

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: revised policies governing staff job descriptions; and

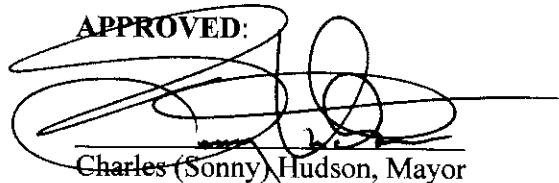
WHEREAS, it is the responsibility of the City Council to be the body to approve all policy decisions on the behalf of the City.

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 17th day of October 2016.

PASSED AND APPROVED on this 17th day of October 2016.

APPROVED:



Charles (Sonny) Hudson, Mayor

ATTEST:



Christine Kelly, Clerk

Prairie Grove Police Department Job Description – Police Corporal

This is general police work in protecting life and property and enforcing laws and regulations. The Police Corporal makes out daily reports of incidents and accidents; has continuous contact with the public requiring tact and diplomacy, makes decisions requiring mature judgment, has supervisory responsibility over all police officers. Will rank below the Sergeant.

Work to be performed:

1. Patrols the city of Prairie Grove to prevent crime and enforce criminal and traffic laws.
2. Respond to radio dispatchers and answer calls and complaints from the public.
3. Direct and control the flow of traffic.
4. Educate the public on safety and law observance.
5. Follow the Community Policing Philosophy.
6. Assist in the investigation of accidents, felonies and misdemeanors.
7. Complete all paperwork according to prescribed procedures.
8. Perform other work as required to carry out the overall police protection of the city.
9. Will assume the duties of the Sergeant, when needed.

Minimum Requirements:

1. Same as for Police Officer.
2. Basic Police Training Certification.
3. At least three (3) years of employment with the Prairie Grove Police Department or five (5) years law enforcement experience.
4. Must pass a written test and a series of oral interviews.

Prairie Grove Police Department Job Description – Police Detective

This is general police work in protecting life and property and enforcing laws and regulations. The Police Detective makes out daily reports of incidents and accidents; has continuous contact with the public requiring tact and diplomacy, makes decisions requiring mature judgment, has the same supervisory responsibility as the Corporal, will be equal in rank to the Corporal. Will work in the Investigative Unit or the Drug Task Force, under the supervision of the Police Chief and Police Captain.

Work to be performed:

1. Patrols the city of Prairie Grove to prevent crime and enforce criminal and traffic laws.
2. Respond to radio dispatchers and answer calls and complaints from the public.
3. Will perform patrol duties as when needed.
4. Educate the public on safety and law observance.
5. Follow the Community Policing Philosophy.
6. Will have primary responsibility for all criminal investigations as assigned by the Police Chief and Captain.
7. Complete all paperwork according to prescribed procedures.
8. Perform other work as required to carry out the overall police protection of the city which includes animal control duties.
9. Will assume the duties of the Sergeant, when needed.

Minimum Requirements:

1. Same as for Police Officer.
2. Basic and General Police Training Certification.
3. At least three (3) years of employment with the Prairie Grove Police Department or five (5) years law enforcement experience.
4. Ability and willingness to be on call twenty-four (24) hours a day.
5. Must pass a written test and a series of oral interviews.

Prairie Grove Police Department Job Description – Police Lieutenant

This is general police work in protecting life and property and enforcing laws and regulations. The Police Lieutenant makes out daily reports of incidents and accidents; has continuous contact with the public requiring tact and diplomacy, makes decisions requiring mature judgment, has direct supervisory responsibility over all other members of the department under the rank of Captain. In addition the Police Lieutenant will;

1. Serve as the third in command of the Police Department.
2. Serve as the Chief Animal Services Officer.
3. Supervise the SRO Unit, Patrol Unit and the Investigative Unit.
4. Help conduct all Internal Investigations, unless otherwise directed by the Chief.
5. Follow the Community Policing Philosophy.
6. Perform the duties of an officer when needed.
7. Complete all paperwork according to prescribed procedures.
8. Perform other work as assigned by the Chief.
9. Prepare monthly work schedules; ensure that all shifts are staffed and that employees take their required vacation time.
10. Take disciplinary action when necessary.
11. Prepare evaluations of officers under his supervision and review evaluations done by the Patrol Sergeant.
12. Share on-call supervisor time with the Chief of Police, Captain, and Sergeant.
13. Assume duties of the Chief of Police or the Captain when needed.
14. Assist in ensuring that police vehicles and equipment are properly serviced and maintained.

Minimum Requirements:

1. Same as for Police Patrol Sergeant.
2. Must have served as Prairie Grove Police Sergeant for one year and in good standing or have five (5) years of law enforcement experience.
3. Must pass a written test and a series of oral interviews.
4. Must have reached the rank of Sergeant and be in good standing.
5. Basic, General, and Intermediate Certificates required.

Prairie Grove Police Department Job Description – Police Patrol Sergeant

This is general police work in protecting life and property and enforcing laws and regulations. The Police Patrol Sergeant makes out daily reports of incidents and accidents; has continuous contact with the public requiring tact and diplomacy, makes decisions requiring mature judgment, has direct supervisory responsibility over all police patrol officers and corporals. In addition the Police Patrol Sergeant will;

1. Patrol the city of Prairie Grove to prevent crime and enforce criminal and traffic laws.
2. Respond to radio dispatchers and answer calls and complaints from the public.
3. Direct and control the flow of traffic.
4. Educate the public on safety and law observance.
5. Follow the Community Policing Philosophy.
6. Assist in the investigation of accidents, felonies and misdemeanors.
7. Complete all paperwork according to prescribed procedures.
8. Perform other work as required to carry out the overall police protection of the city.
9. Assist in scheduling; ensure that all shifts are staffed.
10. Take disciplinary action when necessary.
11. Prepare evaluation of officers under his supervision (Police Officers and Corporals)
12. Share on-call supervisor time with the Chief of Police and the Lieutenant
13. Assume duties of the Chief of Police, Captain, or Lieutenant when needed
14. Assist the Chief of Police and Captain in ensuring that police vehicles and equipment are properly serviced and maintained.

Minimum Requirements:

1. Same as for Police Officer.
2. Basic and General Police Training Certification.
3. Reached the rank of Corporal and in good standing.
4. At least three (3) years of employment with the Prairie Grove Police Department or five (5) years of law enforcement experience.
5. Ability to comprehend written material and write complete reports.
6. Ability and willingness to be on call for twenty-four (24) hours a day.
7. Ability to operate standard office equipment and prepare records.
8. Must pass a written test and a series of oral interviews.

RESOLUTION NO. 2016-17

A RESOLUTION BY THE CITY TO ACCEPT A BID FROM [CONTRACTOR] FOR THE CONSTRUCTION OF UPGRADES TO THE CITY'S WATER TREATMENT PLANT

WHEREAS, the City needs to upgrade the City's Water Treatment Plant; and

WHEREAS, the City has advertised for bids from qualified bidders for the construction of such upgrades; and

WHEREAS, [contractor] of JL Bryson has submitted the low bid of \$^{1,981,000}~~[amount]~~; and

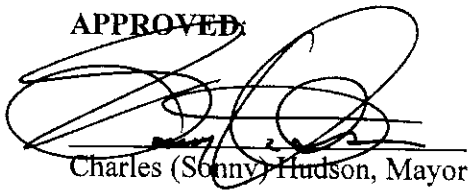
WHEREAS, the City has determined that Crossland Heavy Contractors is qualified and capable of constructing the upgrades in accordance with bid specifications.

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

That the City Council hereby authorizes the Mayor and City Clerk to enter into a contract with [Contractor] for the construction of the upgrades to the City's Water Treatment Plant for a bid price of \$[amount] (based on estimated quantities in the bid documents). The Mayor is further authorized to take any ministerial actions required in implementing this contract.

PASSED AND APPROVED on this 17th day of October 2016.

APPROVED:



Charles (Sonny) Hudson, Mayor

ATTEST:

Christine Kelly
Christine Kelly, Clerk

RESOLUTION NO. 2016-18

**A RESOLUTION BY THE CITY TO DECLARE EQUIPMENT AS SURPLUS AND
AUTHORIZING THE MAYOR TO SELL OR OTHERWISE DISPOSE OF THEM**

WHEREAS, the City of Prairie Grove owns equipment used for city purposes; and

WHEREAS, such equipment has a limited useful life; and

WHEREAS, the City currently owns the equipment listed below that has reached the end of its useful life with the City; and

WHEREAS, the Prairie Grove Municipal Code Section 3.04.05 authorizes the Mayor to sell, exchange or otherwise dispose of city property valued at less than \$20,000.00 without competitive bidding.

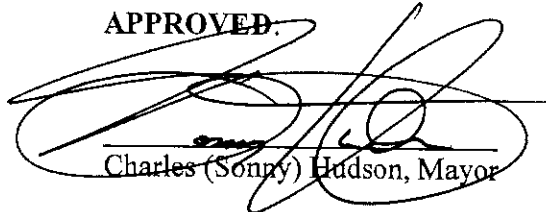
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF PRAIRIE GROVE, ARKANSAS:**

That the City Council hereby declares the equipment listed below, owned by the City of Prairie Grove, as surplus equipment, finds that their value is less than \$20,000.00 and authorizes the Mayor to sell, otherwise dispose or exchange them under the terms he finds to be in the best interests of the City.

Bandit brush chipper Model F3L1011 s/n MOTR8303326

PASSED AND APPROVED on this 17th day of October 2016.

APPROVED.


Charles (Sonny) Hudson, Mayor

ATTEST:


Christine Kelly, Clerk

RESOLUTION NO. 2016-19

A RESOLUTION BY THE CITY TO ENTER INTO AN AGREEMENT DETERMINING DISTRICT JUDGE COST SHARE

WHEREAS, the City of Prairie Grove maintains a department of the Washington County District Court; and

WHEREAS, the City, in cooperation with the County and other cities in Washington County, has developed a cost-sharing agreement for the salaries of our District Judges; and

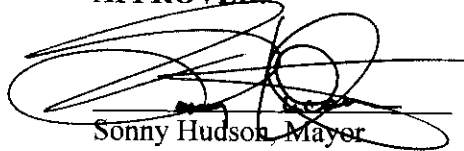
WHEREAS, it is in the best interest of the City of Prairie Grove to enter into this cost-sharing agreement.

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

That the City Council hereby approves the attached cost-sharing agreement and authorizes the Mayor and Clerk/Treasurer to affix their names binding the City to the agreement.

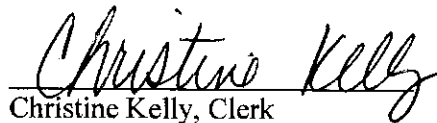
PASSED AND APPROVED on this 17th day of October 2016.

APPROVED:



Sonny Hudson, Mayor

ATTEST:



Christine Kelly, Clerk