

**REGULAR MEETING  
BOARD OF DIRECTORS**

**Boardroom**

**November 20<sup>th</sup>, 2003**

**7:00 P.M.**

**MEMBERS PRESENT:**

Ann Kelly, *Ward 1*  
Don Hager, *Ward 2*  
Joe Phelps, *Ward 3*  
Dick Rudolph, *Ward 5*  
James Calhoun, *Director at Large*  
Ann Sanders, *Vice-Mayor, Ward 4*  
C. T. Hollingshead, *Mayor*

**OTHERS PRESENT:**

Barbara Coplen, *City Manager*  
Rendi Currey, *City Clerk*  
Nancy Anderson, *City Treasurer*  
Wendy Plyler, *Press*  
Jimmy Bolt, *Public Works Director*

**CALL TO ORDER**

Mayor Hollingshead called the meeting to order at 7:00 p.m.

**INVOCATION**

Director Calhoun

**APPROVAL OF MINUTES**

Director Hager made the motion seconded by Director Kelly to approve the November 6<sup>th</sup>, 2003 minutes as presented. **The motion passed unanimously on a roll call vote. The vote was as follows:**

Ann Kelly	“Aye”	Don Hager	“Aye”
Joe Phelps	“Aye”	Dick Rudolph	“Aye”
James Calhoun	“Aye”	Vice Mayor Sanders	“Aye”
Mayor Hollingshead	“Aye”		

**POSSIBLE READING OF THE BOND ORDINANCE**

Shep Russell with the Friday, Eldridge, and Clark law firm was present to read the ordinance in its entirety. Vice Mayor Sanders made the motion seconded by Director Rudolph to have the first reading of the bond ordinance. **The motion passed unanimously on a roll call vote.**

**AN ORDINANCE AUTHORIZING THE ISSUANCE  
AND SALE OF CAPITAL IMPROVEMENT  
REFUNDING AND IMPROVEMENT REVENUE  
BONDS, SERIES 2003; PROVIDING FOR THE  
PAYMENT OF THE PRINCIPAL OF AND INTEREST  
ON THE BONDS; PRESCRIBING OTHER MATTERS  
RELATING THERETO; AND DECLARING AN  
EMERGENCY.**

Vice Mayor Sanders made the motion seconded by Director Hager to have the second reading title only of the bond ordinance. **The motion passed unanimously on a roll call vote.**

**AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE OF CAPITAL IMPROVEMENT REFUNDING AND IMPROVEMENT REVENUE BONDS, SERIES 2003; PROVIDING FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BONDS; PRESCRIBING OTHER MATTERS RELATING THERETO; AND DECLARING AN EMERGENCY**

Vice Mayor Sanders made the motion seconded by Director Hager to have the third reading title only of the bond ordinance. **The motion passed unanimously on a roll call vote.**

**AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE OF CAPITAL IMPROVEMENT REFUNDING AND IMPROVEMENT REVENUE BONDS, SERIES 2003; PROVIDING FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BONDS; PRESCRIBING OTHER MATTERS RELATING THERETO; AND DECLARING AN EMERGENCY**

Director Kelly made the motion seconded by Director Hager to adopt the ordinance. **The motion passed unanimously on a roll call vote.**

Director Hager made the motion seconded by Vice Mayor Sanders to adopt the emergency clause. **The motion passed unanimously on a roll call vote.**

Vice Mayor Sanders made a motion seconded by Director Rudolph to appoint Regions Bank as trustee for the bond issue. **The motion passed unanimously on a roll call vote.**

**APPROVAL OF ALLTEL LIGHTING THE WATER TOWER AT 16<sup>TH</sup> AND CADDO**

Brenda Gills explained that the FAA is making a requirement that the antennas on top of the water tower be lighted at 16<sup>th</sup> and Caddo Street. Alltel has stated they will maintain the equipment and monitor it at no expense to the city as long as they remain on the tower. Ms. Gills reported the committee has voted unanimously to recommend to the Board to accept the Alltel proposal. Director Hager made a motion seconded by Vice Mayor Sanders to accept the Alltel proposal. **The motion passed unanimously on a roll call vote.**

**BOARD AUTHORIZATION TO TRANSFER ADMINISTRATION OF JUSTICE UNIDENTIFIED BALANCE**

Nancy Anderson reported that there has been an unidentified balance in the Administration of Justice account at Elk Horn Bank. Historically this account collects monthly receipts from the Municipal Court from Act 1256. It is a clearing account and therefore should zero out with each month's distribution. There has been a balance carried of \$45,737.64 for over three years. In the last Department of Finance & Administration audit a reconciled balance of \$1,141.08 was found. After paying the balance it will still leave \$44,596.56 unidentified in that account. Mrs. Anderson requested Board approval to transfer the balance of the Administration of Justice fund into the General Fund. Vice Mayor Sanders made a motion seconded by Director Rudolph to transfer the unidentified balance from the Administration of Justice to the General Fund. **The motion passed unanimously on a roll call vote.**

### **APPROVAL OF THE VACATION BUY BACK PROGRAM FOR 2003**

Mrs. Anderson reviewed the history with the Board on the subject of the vacation buy back program. During FY02, the City Board voted to allow employee's to sell back their vacation leave in whole or one half paycheck increments. In years past this practice is encouraged by the auditor's to reduce the liability of the city. Staff is requesting Board authorization for eligible employees to sell back any unused vacation leave in whole or one half paycheck increments. Director Calhoun made a motion seconded by Vice Mayor Sanders to approve the vacation buy back program for 2003. **The motion passed 6 to 1 with Director Rudolph voting present.**

### **EMPLOYEE SERVICE AWARDS**

Mrs. Anderson reported that Service Award plaques were given out each year in December to employees with 10, 15, 20, 25 etc. years along with a monetary compensation. In December 1996, bonuses replaced the Service Awards until they were determined to be unlawful. Last year the Board voted to reinstate the practice of Service Awards. Director Calhoun made a motion seconded by Vice Mayor Sanders to approve the employee service awards for 2003. **The motion passed unanimously on a roll call vote.**

### **CITY MANAGER'S REPORT**

- Ms. Coplen reported on the Rec Center and estimated opening date to be December 3<sup>rd</sup> or 4<sup>th</sup>
- There is some trouble with the phone lines and that has to be worked out with the phone company
- The Street Department is working on the parking lot at the Rec Center
- There will be a budget meeting after the Thanksgiving break
- Sunday November the 23<sup>rd</sup> from 1 till 4 there will be a business open house and everyone is encouraged to attend
- The lights for Streetscape on Clay Street will be turned on very soon as per the contractor

### **EXECUTIVE SESSION**

Director Hager made a motion seconded by Director Kelly to go into executive session to discuss the City Manager's review and contract. **The motion passed unanimously on a roll call vote.**

The Mayor adjourned the meeting at 8:00 p.m.

At 9:20 the motion was made by Director Rudolph and seconded by Director Hager to reconvene the meeting. **The motion passed unanimously on a roll call vote.**

Director Calhoun made a motion seconded by Vice Mayor Sanders to approve the purchase of a new vehicle for the City Manager. **The motion passed 5 to 2 with Directors Phelps and Rudolph voting no.**

Director Hager made a motion seconded by Director Kelly to approve a new contract for the City Manager Barbara Coplen with the same cost of living raise for FY04. **The motion passed 6 to 1 with Director Rudolph voting no.**

### **ADJOURNMENT**

There being no further business, Director Kelly made the motion, seconded by Director Hager to adjourn. **The motion passed unanimously and the meeting adjourned at 9:25 p.m.**

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C. T. Hollingshead, Mayor

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Rendi Currey, City Clerk

**REGULAR MEETING  
BOARD OF DIRECTORS**

**Boardroom**

**November 6<sup>th</sup>, 2003**

**7:00 p.m.**

Attached List  
Julian Jaeger  
Kathy Phelps  
Brenda Gills