

**HECTOR CITY COUNCIL**  
**Regular Meeting Monday, January 22, 2024 at 6:30pm**  
**Hector City Hall**

Meeting called to order by/time: Mayor John Riley at 6:32pm

The City of Hector regular scheduled council meeting was scheduled for 1/15/2024 but due to weather conditions it was rescheduled to 1/22/2024. Media was notified.

Council Members:	<u>Position</u>	<u>Name</u>	<u>Present / Absent</u>
	Alderman 1	None	Vacant
	Alderman 2	John Mosley	Present
	Alderman 3	Peggy Gregory	Present
	Alderman 4	Carey McGee	Present
	Alderman 5	Hannah D'Amato	Present

Attorney: Bill Smith Present via phone

Pledge of Allegiance

Meeting opened with prayer by: Peggy Gregory

12-18-23 Council Meeting Minutes: Reviewed & Accepted  
 Motion made by: Hannah D'Amato  
 Motion 2<sup>nd</sup> by: Peggy Gregory  
 Vote: Passed 100% (4/4)

December 2023 Financial Report: Reviewed & Accepted  
 Motion made by: John Mosley  
 Motion 2<sup>nd</sup> by: Carey McGee  
 Vote: Passed 100% (4/4)

Public comments:

- None

Police Department Report: Chief Phillip Hubbard Present

- Chief Hubbard reported the following issues:
  - The City of Hector Police Department has received the Department of Public Safety Grant in the amount of \$44,000.00 and will be requesting bids soon on the items the grant covers, such as radios, vests, and tasers.
  - Due to COPS Grant, the City of Hector Police Department will be able to hire a full-time officer, see Agenda Item E for more details.
  - The dog situation in the city seems to be getting better.

Street/Parks and Recreation Department Report:

- Mayor Riley reported Jarrod Hicks plowed and salted the intersections of some of the city streets due to receiving snow/ice during the winter weather last week.

**Old Business:**

Agenda Item A: Open Council position

- The open position will need to be filled by February. Mayor asks if someone is interested to please contact him. The open position term will end 12/31/2024.

**New Business:**

Agenda Item A: 2023 Budget Review. Consideration of a resolution to amend Resolution R22-38 the 2023 operating budgets.

- The overall approved 2023 City of Hector Operating Budget is good, and the city remains under the total amounts proposed/projected.
- The proposed amendment to resolution is to clean up certain line items/categories under the General and Street budget.
- The proposed amendment to resolution requests the transfer of unused funds from one line item/category to another line item/category within the Street Budget.
- The Street Budget:
  - transfer unused amount of \$1,764.05 from Supplies category to line item 3001 (Other Professional Services,
  - transfer unused amount \$1,054.60 from Utilities category to line item 3001 (Other Professional Services), and
  - transfer unused amount \$795.19 from Repair, Maintenance and Supply category to line item 3001 (Other Professional Services).
- The approved 2023 Operating Budget for Street is \$89,216.67, the total amount expended for 2023 is \$76,991.51.
- The proposed amendment to resolution requests the transfer of unused funds from one line item/category to another line item/category within the General Budget.
- The General Budget:
  - transfer amount of \$257.29 from line item 5002 (Parks/Recreation) to line item 6001 (Utilities),
  - transfer amount of \$178.82 from line item 5002 (Parks/Recreation) to line item 6004 (Waste Disposal), and
  - transfer amount of \$286.09 from line item 8006 (Linton Park) to line item 9003 (Note Principal).
- The approved 2023 Operating Budget for General is \$332,661.86, the amount expended for 2023 is \$297,455.20.
- **Resolution presented by council member:** Amend Resolution 2022-38: to approve to amend the 2023 City of Hector Operating Budget for General and Street.
- **Motion made by:** Hannah D'Amato
- **Motion 2<sup>nd</sup> by:** Carey McGee
- **Vote:** Passed  
100% (4/4)

Agenda Item B: Council consideration of an amendment to Resolution R23-26.

- The 2024 City of Hector Operating Budget was approved on 12/18/23 under Resolution R2023-26.
- The approved R2023-26 for the Street Budget did not identify the unappropriated amount of \$20,000.00 as having a line item number/category assigned.
- The proposed amendment to R2023-26 is to create a Miscellaneous Category and assign line item number 9001 to the unappropriated amount. The approved amount for expenditures for the Street Budget did not change. The total amount remains at \$80,974.24.
- The approved R2023-26 for the General Budget did not identify that the unappropriated amount of \$105,894.34 as having a line item number/category assigned, and the unappropriated amount was not tallied in the final total for General Budget.
- The proposed amendment to R2023-26 is to assign line item number 7009 to the unappropriated amount under the Miscellaneous category.
- The proposed amendment to R2023-26 is to approve the amount of \$468,607.70 for the 2024 City of Hector Operating Budget for General.
- **Resolution presented by council member:** Amend Resolution 2023-26: to approve to amend the 2024 City of Hector Operating Budget for General and Street.
- **Motion made by:** Peggy Gregory
- **Motion 2<sup>nd</sup> by:** John Mosley
- **Vote:** Passed  
100% (4/4)

Agenda Item C: City Council review and discussion of the City of Hector Fixed Asset listing. Consideration of a resolution, R24-1 approving the City of Hector 2023 Fixed Asset Listing.

- A copy of the 2023 Fixed Asset Listing was passed out to each council member for review.
- Items added to the 2023 asset list, no items deleted.
- **Resolution presented by council member:** Resolution 2024-1: to approve the City of Hector Fixed Asset Listing for 2023. **Motion made by:** Carey McGee **Motion 2<sup>nd</sup> by:** Hannah D'Amato **Vote:** Passed 100% (4/4)

Agenda Item D: City Council consideration of Resolution 24-2, A resolution to close the city's LOPFI account at Diamond Bank.

- The police retirement is appropriated from the General Account. In the past, money was transferred annually from the General Account to the LOPFI Account, and an amount was paid monthly from the LOPFI Account. During the 2020/2021 audit the auditor stated that several cities had closed their LOPFI accounts, due to the monthly payment may be paid directly from the General Account
- The proposed resolution requests closing the LOPFI Account and the remaining balance of \$878.71 be transferred to the General Account.
- **Resolution presented by council member:** Resolution 2024-2: to approve closing the LOPFI Account at Diamond Bank and to transfer the remaining balance of \$878.71 to the General Account. **Motion made by:** Peggy Gregory **Motion 2<sup>nd</sup> by:** John Mosley **Vote:** Passed 100% (4/4)

Agenda Item E: City Council review and discussion of the City of Hector Police Department COPS Patrol Officer Job Description.

- A job description for police officer for the City of Hector Police Department was passed out to each council member to review. See attachment to the meeting minutes.
- If council members approve the job description, then Chief Hubbard will post the position, and the City of Hector will start receiving applicants.
- **A motion was made by Hannah D'Amato to accept the job description for the police department position; the motion was seconded by Peggy Gregory. Motion passed unanimously. (4/4)**
- The City of Hector will start interviews next month and expects to fill the position by the end of the first quarter.

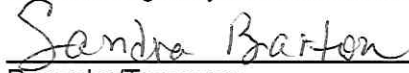
Discussions:

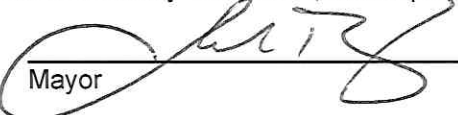
- Amanda Zamora has been trained on the City Website and can now perform updates. She will also start the process of becoming a notary.
- Streetlights, the city is working on getting these lights corrected.
- Fiber internet, contractor working with Ritter communications is in the process for design for service at Hector.

City Council members review and approval of financial transactions.

Meeting adjourned: Time: 7:19pm  
 Motion made by: Peggy Gregory  
 Motion 2<sup>nd</sup> by: John Mosley  
 Vote: Passed 100% (4/4)

The next regularly scheduled council meeting will be held on February 19th, 2024, at 6:30pm.

  
 Recorder/Treasurer

  
 Mayor

By signing, I agree that pages 1-3 are true and correct copy of the meeting held by the Hector City Council on January 22, 2024.

The Hector Police Department is seeking certified applicants for an entry level Police Officer position.

The primary responsibility of a Police Officer is to protect life and property, preserve law and order, and keep the peace. We promote safety and wellbeing through the enforcement of local, state, and federal laws in a manner consistent with the mission and goals of the City of Hector, Arkansas.

### **Minimum Qualifications**

Pass a background check.  
Complete physical agility testing.  
Pass a drug screening.  
Must be 21 years of age or older  
Driver's License (Required)

**Disqualifiers:** No felony conviction

### **Education:**

High School Diploma or Equivalent (GED) (Required)  
Some college coursework completed (Preferred)

**Schedule:** Flexible

Day, Night, Overnight, Weekend, Holiday Availability (Required)

**Compensation:** \$39,520.00 annually with yearly raises

**Disqualifiers:** No felony conviction.

**Applications:** may be picked up at the Hector City Hall

**Compensation:** \$39,520.00 annually with yearly raises

### **Benefits:**

Health insurance  
Life insurance  
Paid time off  
Retirement plan through LOPFI  
Professional development assistance  
Take home vehicle if located within 10 miles

**Applications:** may be picked up at the Hector City Hall

**Resumes:** should be emailed to Chief Phillip Hubbard at [chiefhubbard@hectorar.com](mailto:chiefhubbard@hectorar.com)