

HECTOR CITY COUNCIL
Regular Meeting Monday, February 19, 2024 at 6:30pm
Hector City Hall

Meeting called to order by/time: Mayor John Riley at 6:28pm

Council Members:	<u>Position</u>	<u>Name</u>	<u>Present / Absent</u>
	Alderman 1	Samantha Brashear	Present
	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

01-22-24 Council Meeting Minutes: Reviewed & Accepted Motion made by: Peggy Gregory
 Motion 2nd by: Carey McGee
 Vote: Passed 100% (4/4)

January 2024 Financial Report: Reviewed & Accepted Motion made by: Carey McGee
 Motion 2nd by: John Mosley
 Vote: Passed 100% (4/4)

Public comments:

- Mayor Riley asked for each person in attendance (public) to sign the comment sheet, so each person could be identified and record the individuals that speak. The meeting minutes will record who spoke and what issue/comment the person spoke on or what they addressed to the council members. Each person will have three minutes to speak, and council members will not be able to respond to the public comments.
- Mayor Riley let everyone know in attendance that public comments at city council meetings are meant to address the city council, mayor, or city employees, these individuals can be addressed. If a comment pertains to an individual that is not on the city council, the mayor, or an employee of the city then the comment may not be addressed at the city council meeting; it must be addressed outside the council meeting. If you wish to address those things, then they need to be addressed to those individuals or go to the board that is over the individual that you wish to address.
- Four people signed up to make a public comment, Scott Moore, Josh Dunkle, Phillip D'Amato, and Samantha Brashear. See Exhibit A attached.
- Phillip D'Amato asked if the mayor had the papers that he gave to him, the mayor asked Phillip D'Amato if he understood due to liability issues to why the city council could not have a public forum where this body the city council members do not have the authority to act. Mr. D'Amato said he understood.
- Scott Moore, Josh Dunkle, Phillip D'Amato, no comments. Samantha Brashear was in attendance for the open council position, Mayor Riley asked for her to speak later in the meeting.

Police Department Report: Chief Phillip Hubbard Present

- Police Chief Hubbard reported he was notified by Dover City Police that the City of Dover had a police vehicle available for sale, it has around 135 thousand miles and price was around \$10,000-\$10,500. The police vehicle is ready to go (road ready). Mayor Riley reported that someone is looking at the police vehicle we bought from Pottsville to give the city an estimate to fix the water pump.
- Arkansas Legislative Audit is conducting 2022-2023 Audit on the Police Department.

- Police Chief Hubbard has turned in his letter of resignation effective March 15, 2024. Mayor Riley read the letter aloud to the council members.
- Council member Hannah D'Amato asked if new tires have been purchased or if bids have been received for police vehicle tires. Chief Hubbard has swapped tires with other police vehicles but is still looking at prices for new tires for vehicles.
- Local tire shop Buddy's Tire Service cannot provide the tires needed for police vehicles.
- Council member Hannah D'Amato asked Chief Hubbard if he received any emails on the police position by the deadline of February 9th. She suggested for any applications that were received after February 9th, then maybe those applications should be disqualified or maybe rescind the grant or extend the application period.
- Mayor Riley stated the city received a resume prior to the deadline and would not rescind the grant. He stated it would be up to the council members to decide to repost the position and to extend the deadline.
- Council member Hannah D'Amato asked for clarification on who would be performing the hiring of the police officer position.
- Mayor Riley asked if council members had any discussions, thoughts or opinions on this issue and asked what the appropriate time would be to extend the application/resume process.
- Council member Hannah D'Amato stated the extension of deadline for the police officer position would depend on how long background checks would take and when Police Chief Hubbard would be retiring. Chief Hubbard stated a complete background check would only be performed on the one considered for hire, the candidate would be hired pending background check.
- Mayor Riley has contacted the Arkansas Municipal League legal defense to determine the process for interviews by a committee. One of the questions asked and the mayor is waiting on their opinion is if the mayor and multiple council members were on the committee would it violate open record or open meeting laws and be subject to FOIA. If it does violate open meeting laws, then another solution would need to be considered.
- Mayor Riley can appoint the Chief of Police and bring the candidate for police officer to council members for vote to hire. Mayor asked the City's Attorney Bill Smith for verification. Mr. Smith stated that the chief of police could make recommendations to hire a certain person and then the mayor could bring the person before the council, and he assumes the council members could approve/disapprove to hire the person for the police position.
- **Motion** made by Hannah D'Amato to extend the application period to March 1, 2024 for the new police position. The motion seconded by Carey McGee. Passed 100% (4/4).
- The police position will be posted on the City of Hector website and in the Courier, applications may be submitted to Hector City Hall.

Street/Parks and Recreation Department Report:

1. Sidewalk Project – at this time CEA believes it will be approved for bids in May.
 - Mayor reports that the 90% report was submitted and that CEA believes it will be approved for bids in May 2024.

Old Business:

Agenda Item A: Open Council position. Council consideration of Resolution 2024-3 for the appointment to City Council Position 1, ending 12/31/2024.

- Samantha Brashear applied for the open council Alderman 1 position. She spoke to the council members about her interest in the position.
- Mayor Riley is recommending Samantha Brashear for the position. The mayor stated the council can make a motion to approve Samantha Brashear to be appointed to fill the duration of the term or the council could make a motion to go into executive session to discuss the open position.
- **Motion** made by Hannah D'Amato to go into executive session. The motion was seconded by John Mosley. Passed 100% (4/4)

- Council members went into executive session at 7:02pm. All in attendance were asked to wait outside. All recording was stopped.
- Council members came out of executive session at 7:14pm and all in attendance were requested to come back inside. Recording was resumed.
- In the executive session it was discussed by council members the potential appointment of Samantha Brashear to fill the position of Alderman 1 that is vacant. The position's term will end on 12/31/2024.
- Mayor asked council members if they wanted to make a motion.
- **Motion** made by Peggy Gregory to appoint Samantha Brashear to the Alderman 1 position with term ending on 12/31/2024. The motion seconded by John Mosley. Passed 3 approved/1 opposed.
- Samantha Brashear accepted the Alderman 1 position and was sworn in immediately. The position term will end 12/31/2024.
- Mayor made a correction, the motion is for Resolution 24-3, to fill the vacancy of Alderman 1.
- **Resolution presented by council member:** Resolution 2024-3: to appoint Samantha Brashear to fill the vacant council position Alderman 1. The Alderman 1 position term will end 12/31/2024
- **Motion made by:** Peggy Gregory
- **Motion 2nd by:** John Mosley
- **Vote:** Passed (3/4)

Agenda Item B: City Council review detailed job description for COPS position

1. Mayor Riley reached out to the Arkansas Municipal League legal defense for an opinion regarding committee interviews and if they will violate open meeting laws. Awaiting response.
- Council members reviewed the detailed job description for the COPS position. This is the official description of the position and is built off the grant and the city's obligations on the grant.
 - Most of the items are normal duties but there are a few additional duties, under Essential Duties and Responsibilities, see numbers 5, 6, and 7. Additional description under General description described the position would be responsible in recognizing citizens with mental health and/or substance abuse disorders. See Exhibit B attached.
 - Council member Hannah D'Amato asked if the individual being hired will be sent to training. The person hired will be sent to paraprofessional training for mental health recognition. The mental health service is provided by a community health provider in Russellville, AR.
 - The position is 75% funded by the COPS Grant for three years, one requirement is that the City must maintain the position for the fourth year, which must be fully funded by the City of Hector.
 - Council member Peggy Gregory asked for clarification on item number 5. Mainly it is to develop relationship building. Mayor stated how the grant is setup or ideal of grant, if a regular patrol officer makes an arrest and the individual is under the influence, the officer makes the arrest and do what they must do, the officer then documents the individual is from Hector and will follow that individual to some extent and offer services outside the scope of correction or jail. The individual may still go to jail, but services may be offered to help the individual. The program within the city will develop structure that if any of the officers are dispatched to a residence, then they will know if an individual at the residence has been diagnosed with certain issues (mental health) this will provide safety for the officers and the individual.
 - Council member Samantha Brashear requested to show on the first page that this is a full-time position.
 - The detailed job description will be used for interviewing potential candidates and will be posted on the City Website.
 - The posting for the position description approved at the last council meeting will be updated to submit resumes to the City Hall.
 - Individuals that have submitted resumes will be notified of application extension to March 1st, 2024.
 - **Motion** made by Peggy Gregory to accept the detailed job description for COPS position. Motion 2nd by Carey McGee. Passed 100% (5/5)

New Business:

Agenda Item A: City Council to review Dog Ordinance (H. D’Amato).

- City council members reviewed the dog ordinance provided by Council member Hannah D’Amato.
- Mayor requested that the ordinance would need to list penalties and asked if the council members wanted to make a new ordinance or amend the existing vicious animal ordinance the City of Hector has already.
- Council member Hannah D’Amato will work on this ordinance and provide a copy to the City’s attorney Bill Smith for his review and input.
- Item tabled until the next council meeting scheduled for March 18, 2024.

Agenda Item B: Consideration of R24-4 for the purchase of Solar Eclipse glasses

- Mayor passed out the three different bids for solar eclipse glasses received by the city to each council member to review.
- The purchase is for the April 8, 2024, Solar Eclipse and will be passed on to citizens/visitors of Hector for health and safety.
- **Resolution presented by council member:** Resolution 2024-4: to approve an appropriation from the General Fund in the amount of \$700.00 for the purchase of 750 ISO approved solar eclipse glasses.

Motion made by:	Motion 2nd by:	Vote:
Peggy Gregory	John Mosley	Passed 100% (5/5)

Agenda Item C: Consideration of R24-5 to consider a city fixed asset (Husqvarna Riding Lawn Mower).

- City of Hector has a 2010 Husqvarna Riding Lawn mower and is putting it out for bids to the community. The mower does have issues.
- The City of Hector will receive closed bids with no reserve. The closed bids received will be opened at the next council meeting on March 18, 2024. The mower will go to the highest bidder.
- If the City of Hector does not receive any bids, then the item will be considered by council members to be designated as obsolete and be removed from the City Fixed Asset Listing.
- Mayor Riley read aloud the resolution for approval.
- **Resolution presented by council member:** Resolution 2024-5: to approve putting the 2010 Husqvarna Riding Lawn mower up for closed bids to the public. If no bids received, then the item will be considered by council members to be designated as obsolete and removed from the City Fixed Asset Listing.

Motion made by:	Motion 2nd by:	Vote:
Carey McGee	John Mosley	Passed 100% (5/5)

Agenda Item D: 2022-2023 Legislative Audit is underway.

- Mayor Riley reported the Arkansas Legislative Audit for 2022-2023 is underway.

Discussions not on the Agenda:

- The attorney suggested during the solar eclipse to put up signs at the city parks that the City of Hector is not responsible for any accidents and is not an official viewing site. City not planning on any events.
- One of the utilities still has a metal plate on the city street. Natalie Brock will contact the utility and ask when they will start filling in the hole. City issued to Entergy to correct streetlights that are out.
- Fibernet will be coming to Hector, should be seeing excavation of installation in about 6 months.
- Someone asked about fuel availability, the city will be considering options for emergency vehicles.

City Council members review and approval of financial transactions.

Meeting adjourned:


Time: 8:09pm

Motion made by: Peggy Gregory

Motion 2nd by: Hannah D'Amato

Vote: Passed 100% (5/5)

The next regularly scheduled council meeting will be held on March 18th, 2024, at 6:30pm.



Recorder/Treasurer



Mayor

By signing, I agree that pages 1-5 are true and correct copy of the meeting held by the Hector City Council on February 19, 2024.

EXHIBIT A

CITY COUNCIL PUBLIC COMMENT
SIGN IN SHEET
FOR REGULAR COUNCIL MEETING
ON 2/19/2024

EXHIBIT B

HECTOR POLICE DEPARTMENT
PATROLMAN/COMMUNITY POLICING
DETAILED JOB DESCRIPTION FOR
POLICE OFFICER POSITION

COPS GRANT

Hector Police Department**Patrolman/ Community Policing****Exempt:** No**Department:** Police Department**Reports to:** Chief of Police and/or Mayor**GENERAL DESCRIPTION OF POSITION**

The Patrolman, under the guidance and direction of the Chief of Police, protects and serves the community by enforcing laws, both traffic and criminal; as well as rendering aid when called upon. Must meet minimum requirements under state law for certification plus successfully completing the law enforcement-training academy if required. Displays a high level of initiative, effort and commitment towards completing assignments efficiently while working with minimal supervision. This position is funded through a COPS Community Policing Grant. In addition to regular patrol duties, this position will require identification of citizens with mental health and/or substance abuse disorders. The position will be responsible for providing referral information to individuals in order to address mental health or substance abuse disorders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrol all areas of the municipality, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic laws.
2. Answer calls for service to ensure the protection of life and property.
3. Enforce all local, state and federal laws.
4. Complete reports and maintain files, interview suspects and witnesses when necessary and appear in court for testimony.
5. Develop referral sources and contacts for mental health treatment and substance abuse treatment.
6. Work with outside mental health and substance abuse service providers to develop a multi-disciplined approach to substance abuse and mental health within the municipality and surrounding community.
7. Maintain data for measurables related to community policing for reporting to the Department of Justice.
8. Conduct or arrange for routine maintenance required of the patrol vehicle and related equipment.
9. Responsible for obtaining and serving arrest warrants and taking individuals into custody as required by the court and Arkansas State Code; conducts interviews and interrogations to obtain evidence, confessions and admissions of criminal acts, and determines cause and contributing factors; advises of Miranda Warning when applicable, questions and observes suspects, drivers, occupants, and witnesses; records the information obtained.
10. Ensure all contacts with the Police Department are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
11. Represent the City of Hector and the Hector Police Department in a professional manner to enhance the city's image.
12. Perform other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particl.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with one year or more of college courses or equivalent experience; and if required for their duty assignment: certification through the Arkansas Commission on Law Enforcement Standards and Training, annual firearms qualification, annual continuing education requirements. Must have working knowledge of law enforcement, basic first aid, CPR, and protection from blood-related and/or other viruses. Self-defense and physical restraint procedures are also required.

OTHER SKILLS and ABILITIES:

Must not have any felony conviction of any kind or domestic abuse convictions and before selection into this position, must be able to withstand a complete background investigation and credit history report. Additionally, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. Must possess a valid Driver's License.

WORK ENVIRONMENT

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations, including intoxicated / uncooperative persons, hostile persons, armed persons, tragedy, domestic abuse, child abuse and neglect, homicide, suicide, and encountering aggressive or dangerous animals.

Likely to encounter verbal abuse and violence exposure in the line of duty.

These are all things that impact emotional and mental health.