



Regular Meeting of the Board of Directors

City of Texarkana, Arkansas

216 Walnut Street

Agenda - Monday, June 17, 2024 - 6:00 PM

Call to Order

Roll Call

Invocation given by Director Steven Hollibush

Pledge of Allegiance led by Finance Director TyRhonda Henderson

CITIZEN COMMUNICATION

A limit of five (5) minutes per person is allotted for citizens to express their concerns to the Board of Directors, with a maximum of fifty (50) minutes reserved for Citizens Communication.

Please fill out a Citizen Communication Card with your name and contact information for the City Clerk's records.

CONSENT

1. Approval of the minutes of the regular meeting June 3, 2024. (CCD) City Clerk Heather Soyars
2. Adopt a Resolution amending the Board of Directors' Rules of Order and Procedure to reflect the Arkansas Freedom of Information Act, A.C.A. § 25-19-101 *et seq.* (CCD) City Clerk Heather Soyars

REGULAR

3. Adopt a Resolution approving the Memorandum of Understanding between Texarkana Regional Airport, Texarkana College, and the City of Texarkana, Arkansas for the 2026 Airshow. (FIN) Finance Director TyRhonda Henderson.

BOARD OF DIRECTORS' COMMENTARY

CITY MANAGER REPORT

EXECUTIVE SESSION

4. Adopt a Resolution making an appointment to the Historic District Commission. (CCD) City Clerk Heather Soyars

NEXT MEETING DATE: Monday, July 1, 2024

ADJOURN

2024 City Calendar

Gateway Farmers Market - Open Tuesdays, Thursdays & Saturdays 7AM - Noon

Mission At Ease Veterans Program (Hopkins) - Saturday - June 22nd - 11AM - 11PM

Blues Fool Festival - Thursday - July 4th - 3PM - 7PM

Gateway Farmers Market Salsa Contest - Saturday, July 20th

Texarkana Rec Center Calendar

Live to the Beat - 9AM-10AM - Monday through Friday

Ageless Grace - Mondays & Thursdays – 2PM - 3PM

The Fabric Shop - Thursdays - 8AM - 2PM

Quilters - Fridays - 9AM - 3PM

Gym Open - Daily - 3PM - 5PM

Dance Fitness - Tuesdays - 6PM & Saturdays - 11AM



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE:	Approval of the minutes of the regular meeting June 3, 2024. (CCD) City Clerk Heather Soyars
AGENDA DATE:	June 17, 2024
ITEM TYPE:	Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Other <input checked="" type="checkbox"/> : Minutes
DEPARTMENT:	City Clerk Department
PREPARED BY:	Heather Soyars, City Clerk
REQUEST:	Approval of meeting minutes.
EMERGENCY CLAUSE:	N/A
SUMMARY:	Approval of meeting minutes
EXPENSE REQUIRED:	N/A
AMOUNT BUDGETED:	N/A
APPROPRIATION REQUIRED:	N/A
RECOMMENDED ACTION:	The City Clerk recommends Board approval.
EXHIBITS:	Meeting minutes.



Rescheduled Regular Meeting of the Board of Directors

City of Texarkana, Arkansas
216 Walnut Street

Minutes - Tuesday, June 04, 2024 - 6:00 PM

Mayor Allen Brown called the meeting to order at 6:00 PM.

PRESENT: Mayor Allen Brown, Ward 1 Director Terry Roberts, Ward 2 Director Laney Harris, Ward 3 Director Steven Hollibush, Ward 4 Director Ulysses Brewer, Ward 5 Director Danny Jewell, and Assistant Mayor Ward 6 Director Jeff Hart.

ALSO, PRESENT: City Manager Robert Thompson, City Attorney Joshua Potter, City Clerk Heather Soyars, and Deputy City Clerk Jenny Narens.

Invocation given by Pastor Chris Owens.

Pledge of Allegiance led by City Clerk Heather Soyars.

CITIZEN COMMUNICATION

No one came forward.

PRESENTATION(S)

1. Presentation of the City of Texarkana, Arkansas Employee Service Awards. (ADMIN)

Timothy Hicks	TAFD	5 Years
Joseph Redden	TAPD	15 Years
Karen Reed	Courts	25 Years
Caleb Herring	TWU	5 Years
James Smith	TWU	25 Years
Jon Smithpeters	TWU	25 Years

CONSENT

Director Hollibush made the motion to adopt the Consent agenda, Seconded by Director Brewer. The motion carried and the following item was approved:

2. Approval of the minutes of the regular meeting May 20, 2024. (CCD) City Clerk Heather Soyars

REGULAR

3. Resolution No. 2024-43 authorized the City Manager to enter into a construction contract with R & W Electric, Inc., for Interstate 30 High Mast Light LED Upgrade. (PWD) Public Works Director Tyler Richards

After a brief discussion, the motion to adopt the resolution made by Assistant Mayor Hart, Seconded by Director Roberts.

Voting Yea: Mayor Brown, Director Roberts, Director Harris, Director Hollibush, Director Brewer, Director Jewell, and Assistant Mayor Hart.

The motion carried 7-0 and the Mayor declared the resolution adopted.

4. Resolution No. 2024-44 authorized the City Manager to enter into a contract with Holistic Utility Solutions for the Review of Unbilled or Misbilled Utility Services and Water System Loss Audit Project. (TWU) Executive Director Gary Smith

After a brief discussion, the motion to adopt the resolution made by Assistant Mayor Hart, Seconded by Director Hollibush.

Voting Yea: Mayor Brown, Director Roberts, Director Hollibush, Director Brewer, Director Jewell, and Assistant Mayor Hart.

Voting Nay: Director Harris.

The motion carried 6-1 and the Mayor declared the resolution adopted.

5. Resolution No. 2024-45 approved the Texarkana Regional Airport 20-year Master Plan. (AIRPORT) Airport Director Paul Mehrlich

After a brief discussion, the motion to amend the resolution to state eminent domain would not be utilized, made by Director Harris.

The motion failed for lack of a second.

The motion to adopt the resolution made by Assistant Mayor Hart, Seconded by Director Roberts.

Voting Yea: Mayor Brown, Director Roberts, Director Hollibush, Director Brewer, Director Jewell, and Assistant Mayor Hart.

Voting Nay: Director Harris.

The motion carried 6-1 and the Mayor declared the resolution adopted.

6. Resolution No. 2024-46 approved the sale of 8.197 acres of land located adjacent to Arkansas Boulevard to Harvest International Ministries. (AIRPORT) Airport Director Paul Mehrlich

After a brief discussion, the motion to adopt the resolution made by Director Hollibush, Seconded by Director Roberts.

Voting Yea: Mayor Brown, Director Roberts, Director Harris, Director Hollibush, Director Brewer, Director Jewell, and Assistant Mayor Hart.

The motion carried 7-0 and the Mayor declared the resolution adopted.

BOARD OF DIRECTORS' COMMENTARY

Director Harris asked if the City would restart the housing program it had a couple of years back. He also asked if the City could install the big pipes used for sewage to help with the drainage problem when it rains.

Director Roberts said it was good to see the Texarkana, Arkansas Police Department attend the meeting.

Assistant Mayor Hart said thank you to the Yates family for all they did for the Texarkana Regional Airport, and he thanked Rob Sitterley for the outstanding job he had done.

Director Hollibush said last weekend the Big Damn Water Park opened and over 2900 people came out to the park.

Director Brewer said the power outaged investigation from 19th Street to 22nd Street was ongoing regarding the power issues.

EXECUTIVE SESSION

The Board of Directors entered Executive Session at 6:45 PM to discuss appointments to the City Beautiful Commission and the Miller County Equalization Board.

The Mayor reconvened the meeting at 7:27 PM and the following action was taken.

7. Resolution No. 2024-47 appointed Melinda Vammen to the City Beautiful Commission. (CCD) City Clerk Heather Soyars

After a brief discussion, the motion to adopt the resolution made by Assistant Mayor Hart, Seconded by Director Roberts.

Voting Yea: Mayor Brown, Director Roberts, Director Harris, Director Hollibush, Director Brewer, Director Jewell, and Assistant Mayor Hart.

The motion carried 7-0 and the Mayor declared the resolution adopted.

The motion was made to accept City Manager Robert Thompson's resignation effective at the end of the pay period made by Director Roberts, Seconded by Director Hollibush.

Voting Yay: Mayor Brown, Director Roberts, Director Hollibush, Director Jewell, and Assistant Mayor Hart.

Voting Nay: Director Harris and Director Brewer.

The motion carried 5-2 and the Mayor declared the motion adopted.

8. **TABLED** - Resolution appointing Robert Thompson to the Miller County Equalization Board. (CCD) City Clerk Heather Soyars

The motion to table the resolution made by Director Roberts, Seconded by Director Brewer.

Voting Yea: Mayor Brown, Director Roberts, Director Harris, Director Hollibush, Director Brewer, Director Jewell, and Assistant Mayor Hart.

The motion carried 7-0 and the Mayor declared the resolution tabled.

The motion made for Tyler Richards to be the Acting City Manager made by Director Hollibush, Seconded by Director Roberts.

Director Harris stated the Finance Director was always made the Acting City Manager and made a motion for TyRhonda Henderson.

The City Attorney said there was already a motion and second on the table and the Board needed to vote on this before another motion was made.

Voting Yea: Mayor Brown, Director Roberts, Director Hollibush, Director Brewer, Director Jewell, and Assistant Mayor Hart.

Voting Nay: Director Harris.

The motion carried 6-1 and the Mayor declared Tyler Richards as Acting City Manager.

NEXT MEETING DATE: Monday, June 17, 2024

ADJOURN

Motion to adjourn made by Assistant Mayor Hart, Seconded by Director Hollibush.

Voting Yea: Mayor Brown, Director Roberts, Director Harris, Director Hollibush, Director Brewer, Director Jewell, and Assistant Mayor Hart.

The motion carried 7-0 and the meeting adjourned at 7:32 PM.

APPROVED this the 17th day of June 2024.

Allen L. Brown, Mayor

Heather Soyars, City Clerk



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE: Adopt a Resolution amending the Board of Directors' Rules of Order and Procedure to reflect the Arkansas Freedom of Information Act, A.C.A. § 25-19-101 *et seq.* (CCD) City Clerk Heather Soyars

AGENDA DATE: June 17, 2024

ITEM TYPE: Ordinance ☐ Resolution ☒ Other ☐: _____

DEPARTMENT: City Clerk

PREPARED BY: Heather Soyars, City Clerk

REQUEST: Adopt a resolution to amend the Rules of Order and Procedure.

EMERGENCY CLAUSE: N/A

SUMMARY: Amend the Rules of Order and Procedure to reflect § 25-19-101 *et seq.*, to state only a member of the governing body may request an executive session.

Corrected excerpt from the Rules of Order and Procedure:

Executive Session

An executive session may be convened ~~at~~ on the request of any member
of the Board ~~of Directors. or the City Manager.~~

EXPENSE REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**RECOMMENDED
ACTION:**

EXHIBITS: Resolution, Rules of Order and Procedure, excerpt from the Freedom of information Handbook, 20th Edition and Attorney General Opinion.

RESOLUTION NO. _____

WHEREAS, to ensure that the current rules of order of the Board of Directors of the City of Texarkana, Arkansas compliant with Arkansas law, it is necessary to amend the existing Rules of Order and Procedure Manual;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the City of Texarkana, Arkansas, that the Rules of Order and Procedure Manual for the Board of Directors of the City of Texarkana, Arkansas, is amended as follows and the City Clerk is directed to include these amendments in and republish the Rules of Order and Procedure Manual in an updated and amended form.

Section 1. The first paragraph under “Executive Session” is deleted in its entirety and the following is substituted for the same:

An executive session may be convened at the request of any member of the Board of Directors.

Section 2. The remaining two paragraphs under “Executive Session” shall remain.

PASSED AND APPROVED this 17th day of June, 2024.

Allen Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

Joshua L. Potter, City Attorney

RULES OF ORDER AND PROCEDURE MANUAL



**for the Board of Directors
of the City of
Texarkana, Arkansas**

RULES OF ORDER AND PROCEDURE FOR THE BOARD OF DIRECTORS OF THE CITY OF TEXARKANA, ARKANSAS

A. Title

The following rules and procedures shall be known as the "Rules of Order and Procedure for the Texarkana, Arkansas Board of Directors" and shall govern the conduct of all meetings of said Board unless suspended by proper vote of the members of that Board; and it is specifically understood that these rules and procedures shall be subject to and subordinate to those procedural requirements as established by the laws and the Constitution of the State of Arkansas.

B. Board Meeting

Public Notification

The City will, if necessary, go further than legally required in order to inform citizens of the items to be considered by the Board. The means used will include advertisements in a local newspaper, special notice to citizens who have shown a direct interest in matters to be considered and agenda copies available at Board meetings.

Formulation of Agenda

- 1) Preparation of the agenda for each Regular or Special Meeting of the Board of Directors shall be in accordance with the procedures set forth in the Code of Ordinances of the City of Texarkana, Arkansas.
- 2) Items added to the agenda upon the request of a member of the Board and endorsed by one or more members of the Board in accordance with the Code of Ordinances of the City of Texarkana, Arkansas, shall be identified on the agenda as so requested or endorsed.
- 3) The agenda shall be completed by the city clerk under the supervision of the city manager and distributed to the Board members and news media prior to the close of business on Thursday preceding the regular Board meeting.
- 4) The agenda for special meetings shall be available to the Board of Directors and news media as far ahead of the special meeting as practical.
- 5) *Code of Ordinances of the City of Texarkana, Arkansas* **Sec. 2-17. – Bringing business before the board Filing.**

- a) All matters of business coming before any regular meeting of the board of directors for action shall be filed with the office of the city manager by 5:00 p.m. on the second Wednesday prior to the regular board meeting. Failure to file notice of intention to seek action on an item of business at least seven (7) business days prior to a regular board meeting shall prevent said business from being included as an agenda item at said meeting.
- b) Copies of filings made in accordance with this section shall be provided to the city manager, city attorney and to each city department head. Department heads and/or the city attorney may thereafter provide comments concerning each proposed item to the city manager. The city manager, by 5:00 p.m. on the Wednesday following the timely filing of an item, and after consideration of any comments received in accordance with this provision, shall make a recommendation of "staff recommends approval" or "staff does not recommend approval" as to each item filed. Unless board consideration is necessitated by other applicable law (for example, proper administrative appeal or consideration of prior action of the planning commission) items not recommended for approval by staff shall not be included on the agenda for the upcoming board meeting and, for any such item originally filed by a member of the board of directors, the city manager shall promptly (within at least thirty (30) days) schedule a workshop of the board of directors for the purpose of discussing the item and, in the event that the item thereafter receives the affirmative endorsement of at least two members of the board of directors, the same will be added to the agenda for the next regularly scheduled meeting occurring no sooner than seven (7) business days following the workshop.
- c) Matters which have been previously voted on and decided by the board of directors at a regular or special meeting of the board cannot be reconsidered at the meeting during which the same was voted and decided, nor resubmitted to the board of directors until the expiration of one hundred eighty (180) days after such vote and decision unless reconsideration is approved by a two-thirds (2/3) vote of the board of directors.

(Ord. No. B-961, § 1, 1-8-57; Ord. No. H-170, § 1, 9-7-71; Ord. No. K-712, 4-5-99; Code 1961, § 2-2; Ord. No. L-351, § 1, 6-15-09; Ord. No. 21-2017, § 1, 7-17-17)

Quorum

A majority of the Board shall be necessary to constitute a quorum to do business. The concurring vote of a majority of those attending a meeting, provided a quorum is present, shall represent the acts of the Board except where otherwise provided by law or by these rules.

Location

The location of the Regular Board of Directors' Meetings shall be the Texarkana, Arkansas City Hall Board Room unless another place has been previously set by the Directors.

Agenda Procedures

Sections 2-16 through 2-20 of the Code of Ordinances of the City of Texarkana, Arkansas, apply to placing an item on a regularly scheduled meeting agenda. However, members of the public will be offered an opportunity to speak on all questions presented to the Board on that particular meeting's agenda. Any member of the public desiring to speak in regard to a particular agenda item will be recognized by the Mayor and given an opportunity to speak prior to action by the Board of Directors. Speakers shall be limited to five (5) minutes; provided, however, a speaker's time may be extended upon proper motion (followed by second and affirmative vote of two-thirds of the entire elected Board) to suspend the rules and extend the speaker's time for a specified period of time. Speakers may not yield time to one another.

Regular Meetings

The Board shall meet in regular session on the first and third Monday of each month at 6:00 p.m. When a holiday occurs on any such Monday the regular meeting shall be held on the following Tuesday at the same hour unless otherwise provided for by motion. The regular meeting time may be rescheduled by the Board in special circumstances. Any change must be made far enough in advance to allow normal public notification.

Special Meetings

Special meetings may be called at any time by the Mayor or by Directors representing a majority of the elected membership of the Board, which is four (4) Directors. Notification of a special meeting, including specific items to be considered, shall be at least two hours prior to the meeting. Such notification shall be by personal service to each member or by telephone, specifying time and place of meeting.

No business shall be transacted at any special meeting of the Board unless the same has been stated in the notice of such meeting. However, any additional business, which may lawfully come before a regular meeting, may be transacted at a special meeting if all the members of the Board present consent thereto and all the absent members file their written consent.

Executive Session

An executive session may be convened on the request of any member of the Board of Directors. ~~or the City Manager.~~

Executive sessions will be permitted only for the purpose of considering the employment, appointment, promotion, demotion, disciplining, or resignation of any public officer or employee.

All executive sessions shall be conducted strictly within the letter and the spirit of the Arkansas Freedom of Information Act.

Consent Agenda

Items placed in this section are matter of routine business, which are expected to involve little or no discussion by the Board or the public. The Consent Agenda is usually voted on in mass. However, if any Director so desires, individual items may be discussed and/or voted on as a separate matter of business.

General Rules of Discussion

All debate and comment on a specific agenda item should be limited to that item. Any speaker shall withhold comment until being recognized by the presiding officer. Any person addressing the Board in accordance with these rules shall make such comments from the lectern or such other place as is designated by the presiding officer. Comments should be addressed to the presiding officer or to the Board as a whole. All persons speaking at a meeting, including Directors, shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments, statements as to motives and personalities. Consent of the presiding officer is required before any person may approach the Board dais beyond the lectern. Should a Director wish that the presiding officer recognize a member of the public or staff to be heard or respond to inquiry, the Director shall address such request to the presiding officer and not directly to the desired speaker.

Citizen Participation / Citizen Communication Time

The Board of Directors allows a time on the agenda for citizens, organizations or community groups to address or make presentations to the Board. Except for presentations by a member of the Board of Directors, City staff or City-appointed boards or commissions that may be placed elsewhere on the agenda, all comments by citizens or presentations by organizations or community groups concerning matters that are not otherwise being considered by the Board of Directors as an action item (i.e., for a vote) should be made during this period of the agenda. The Mayor chairs the meeting and will recognize members of the audience who wish to be heard. Citizens, organizations or community groups recognized by the Mayor are requested to approach the lectern, provide their name and address for the record and make their comment or presentation. Each citizen comment or, in the case of a presentation by an organization or community group, each presentation, shall be limited to five (5) minutes; provided, however, a speaker's (or, as applicable, organization's or group's) time may be extended upon proper motion (followed by a second and affirmative vote of two-thirds of the entire elected Board) to suspend the rules and extend the

speaker's time for specified period of time. Speakers or presentations may not yield time to one another.

Action by the Board is limited to those matters properly placed on the agenda or otherwise approved by the Board for consideration at a meeting in accordance with these rules, the *Code of Ordinances of the City of Texarkana, Arkansas*, and applicable law.

Policy Statement

Items not on the regularly scheduled agenda are usually scheduled for a future agenda to give the Board of Directors an opportunity to review the matter.

Smoking Prohibited

There will be no smoking allowed in the Board Room during Board meetings.

C. Duties And Privileges Of Board Members At Board Meetings

Conduct

During Board meetings Board members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings. Neither shall they refuse to obey the orders of the Presiding Officer or the rules of the Board.

Every member of the Board desiring to speak shall address the chair and, upon recognition by the Presiding Officer, shall confine herself or himself to the question under debate and shall avoid all personalities and indecorous language. A Board member once recognized shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another member or unless the member chooses to yield to questions from another member.

*****BOARD OF DIRECTORS CODE OF CONDUCT*** – Resolution No. 2018-9 –**
Adopted March 5, 2018, separate document.

Personal Interest

No member of the Board with a direct or indirect financial interest in any item before the Board shall participate in the voting on such matter.

Voting

Every member present when a question is put to a vote shall vote either "yes or no", except that a member may abstain from voting if he or she has not participated in the preceding discussion of the question and if that member briefly states the reason for the abstention. The Directors will vote at Board meetings in the order of their position number, but with a progressively different position voting first at each month.

Roll Call

Upon every vote the affirmative and negative votes shall be called and shall be recorded on every motion, resolution, and ordinance.

D. The Presiding Officer

Mayor and Assistant Mayor

The Mayor shall preside at all meetings of the Board; in the absence of the Mayor, the duties shall be performed by the Assistant Mayor.

Privileges of the Presiding Officer

The Presiding Officer may move, second, and debate from the chair and shall not be deprived of the rights and privileges of a member of the Board of Directors by reason of her or his acting as the Presiding Officer.

E. Procedures and Parliamentary Rules

Order of Business

The order of the Board's agenda shall be set by the City Manager. The Mayor, with the consent of the Board, may rearrange the order of the agenda. In addition, at the Presiding officer's discretion or by a majority vote of the Board, certain agenda items may be classified as a part of a "Consent Agenda" and may be approved and adopted as a whole by a single voting action of the Board of Directors.

Motion to be stated by the Chair/Withdrawal

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. After being stated by the Mayor, a motion may not be withdrawn by the mover without the consent of the member seconding it and approval of the Board.

Readings

All ordinances shall be read aloud at three different meetings unless the Board of Directors votes to suspend this rule in accordance with A.C.A. § 14-55-202. The reading of an ordinance's title shall constitute a complete reading of the ordinance unless objected to by any member of the Board of Directors in which case the ordinance shall be read in its entirety.

Addendum to Agenda

Any item to be added to the agenda its submission to the Board of Directors shall require a waiver executed by a majority of the members of the Board of Directors before it may be considered as a part of the agenda.

Principle Rules Governing Motions (Chart)

Order of Precedence	Can interrupt speaker?	Requires a second?	Debatable?	Amendable?	Vote required?
I. Privileged Motions					
1. Adjourn	No	Yes	No	No	Majority
2. Recess	No	Yes	No	Yes	Majority
3. Question of Privilege	Yes	No	No	No	No vote
II. Subsidiary Motions					
4. Postpone Temporarily	No	Yes	No	No	Majority
5. Vote Immediately	No	Yes	No	No	Majority
6. Limit Debate	No	Yes	No	Yes	Majority
7. Postpone Definitely	No	Yes	Yes	Yes	Majority
8. Refer to Committee	No	Yes	Yes	Yes	Majority
9. Amend	No	Yes	Yes	Yes	Majority
10. Postpone indefinitely	No	Yes	Yes	No	Majority
Main Motions					
11. General Main Motion	No	Yes	Yes	No	Majority
Incidental Motion					
12. Appeal	Yes	Yes	Yes	No	Tie or Majority
13. Point of Order	Yes	No	No	No	No vote
14. Withdraw a Motion	No	No	No	No	No vote
15. Suspend Rules	No	Yes	No	No	Two-thirds
16. Division of a Question	No	No	No	No	No vote
17. Division of Assembly	Yes	No	No	No	No vote



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE:	Adopt a Resolution approving the Memorandum of Understanding between Texarkana Regional Airport, Texarkana College, and the City of Texarkana, Arkansas for the 2026 Airshow. (FIN) Finance Director TyRhonda Henderson.
AGENDA DATE:	6/17/2024
ITEM TYPE:	Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other <input type="checkbox"/> : _____
DEPARTMENT:	Finance Department
PREPARED BY:	TyRhonda Henderson, Finance Director
REQUEST:	Approve the Memorandum of Understanding for the 2026 Airshow.
EMERGENCY CLAUSE:	N/A
SUMMARY:	The purpose of this agenda item is to approve the Memorandum of Understanding between the Texarkana Regional Airport, Texarkana College, and the City of Texarkana, Arkansas. The City's responsibilities will include managing the financial aspects of the airshow and securing liability insurance with donated funds. The City will be named as additional insured on the liability insurance.
EXPENSE REQUIRED:	\$0
AMOUNT BUDGETED:	\$0
APPROPRIATION REQUIRED:	\$0
RECOMMENDED ACTION:	
EXHIBITS:	Resolution and Memorandum of Understanding

RESOLUTION NO. _____

WHEREAS, Texarkana Regional Airport, Texarkana College, and the City of Texarkana, Arkansas (the “parties”) wish to coordinate and hold an airshow event in 2026; and

WHEREAS, to set forth each of the parties’ responsibilities, the parties have crafted a Memorandum of Understanding attached hereto; and

WHEREAS, in order to begin planning and preparations for the airshow event, the parties must sign the Memorandum of Understanding;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the City of Texarkana, Arkansas, that the Acting City Manager is authorized to enter into the attached Memorandum of Understanding for the 2026 airshow event.

PASSED AND APPROVED this 17th day of June, 2024.

Allen Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

Joshua L. Potter, City Attorney

Memorandum of Understanding (MOU) - Airshow Responsibilities

This Memorandum of Understanding (MOU) is entered into between Texarkana Regional Airport, Texarkana College, and City of Texarkana, Arkansas, collectively referred to as "the Parties", for the coordination and execution of the Airshow event to be held in 2026.

1. Texarkana Regional Airport Responsibilities:

- a. Host the Airshow event, including providing necessary infrastructure and resources, with costs being paid out of raised funds.
- b. Serve as the primary liaison with the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and American Airlines, ensuring compliance with all relevant regulations.
- c. Collaborate with the Office of Emergency Management (OEM) and Consultant to handle event security and logistics efficiently.
- d. Determine the maximum number of individuals allowed to physically attend the airshow, considering safety and capacity limitations.
- e. Work with the team in presenting the Airshow before the A&P Commission for necessary approvals.
- f. Engage with the local Fixed Base Operator (FBO) to negotiate lower fuel rates and secure their support.
- g. Clearly establish that the Airport and its associated cities shall not bear any financial responsibility for the Airshow event.

2. Texarkana College Responsibilities:

- a. Undertake fundraising activities to secure necessary funds for the Airshow.

- b. Act as the main point of contact for the Airshow Consultant, facilitating effective communication and coordination.
- c. Collaborate with the team in presenting the Airshow before the A&P Commission for necessary approvals.
- d. Provide an initial deposit of \$2,000 for the Airshow to secure required contracts and services. All subsequent payments will be made from the funds raised for the event.

3. City of Texarkana, Arkansas Responsibilities:

- a. Manage the financial aspects of the Airshow, holding funds and writing checks as necessary.
- b. Ensure donated funds are used to secure Liability insurance and name vendor as additionally insured.

4. Joint Responsibilities:

- a. Any additional funds generated from the Airshow will be earmarked for future airshow events, facilitating their sustainability.
- b. In the event of a deficit, the Airshow will be subject to descoping or cancellation by December 2025.
 - Donor funds will be returned less any expenses that occurred.
- c. In the case of the determination that no future airshow will be conducted, any excess funds remaining after necessary expenses will be allocated as follows:
 - 10% for the City of Texarkana, Arkansas as an administration fee.
 - The remainder to be distributed to the Airport for further development and enhancement.

This MOU shall commence upon the signatures of all Parties involved and shall remain in effect until the successful completion of the Airshow event in 2026. Any amendments or modifications to this MOU shall require written consent from all Parties.

[Signature and Date - Texarkana Regional Airport]

[Signature and Date - Texarkana College]

[Signature and Date - City of Texarkana, Arkansas]



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE:	Adopt a Resolution making an appointment to the Historic District Commission. (CCD) City Clerk Heather Soyars
AGENDA DATE:	June17, 2024
ITEM TYPE:	Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other <input type="checkbox"/> : _____
DEPARTMENT:	City Clerk
PREPARED BY:	Heather Soyars

REQUEST:	Appointment to the Historic District Commission.
EMERGENCY CLAUSE:	N/A

SUMMARY:	Appointment of to the Historic District Commission for the term of 1/17/2024----2027.
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EXPENSE REQUIRED:	N/A
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AMOUNT BUDGETED:	N/A
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APPROPRIATION REQUIRED:	N/A
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RECOMMENDED ACTION:	
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EXHIBITS:	Resolution, applications, and member list
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RESOLUTION NO. _____

WHEREAS, a vacancy exists on the Texarkana, Arkansas, Historic District Commission due to Danny Gordon's term lapsing; and

WHEREAS, it is necessary that an appointment be made to fill the position; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the City of Texarkana, Arkansas that the following appointment to the Historic District Commission is hereby approved:

Applicant

Term

January 17, 2024---2027

PASSED AND APPROVED this 17th day of June 2024.

Allen Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

Joshua L. Potter, City Attorney

HISTORIC DISTRICT COMMISSION

Authorized by A.C.A. 14-172-201----212, and Texarkana Code 19-31----65
3 – YEAR TERMS

	<u>Appointment</u>	<u>Term Date</u>	<u>Term</u>	<u>Ward</u>
David Jones 39 Brookside Drive 903-277-5550 (home) 870-774-3333 (work)	Resolution No. 2022-32 Reappointment	01/17/2022----2025	4	1
Natasha Crabbe 4131 Union Road 903-824-2970	Resolution No. 2022-32 Reappointment	01/17/2022----2025	2	1
Randy Henry 803 Miller Street 903-490-7772	Resolution No. 2023-76 Appointment	01/17/2023----2026	1	1
M. Carmen Mauldin 433 South Mosley Road 903-798-2194	Resolution No. 2023-11 Reappointment	01/17/2023----2026	2	1
Greg Gallagher 1919 Beech Street 903-905-5350	Resolution No. 2024-27 Reappointment	01/17/2024----2027	2	4
Jamie Simmons 600 Pecan Street 870-330-1521	Resolution No. 2024-27 Reappointment	01/17/2024----2027	6	2
VACANCY		01/17/2024----2027 For the expired term of Danny Gordon		
Jamie Finley City Planner HDC Ex – Officio 870-779-4944(work)	N/A	Term of Employment	N/A	N/A

7 - Members

Updated 04022024

CITY OF TEXARKANA, ARKANSAS

Application for Appointment to Citizen Advisory Board or Commission

BOARD OR COMMISSION DESIRED (Please apply for one (1) board or commission per application.)

<input type="checkbox"/> Advertising & Promotion Commission	<input type="checkbox"/> Heating & Air Conditioning Board of Review
<input type="checkbox"/> Airport Authority	<input checked="" type="checkbox"/> Historic District Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Library Board
<input type="checkbox"/> City Beautiful Commission	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Plumbing Board of Review
<input type="checkbox"/> Electrical Review Board	<input type="checkbox"/> Public Facilities Board
<input type="checkbox"/> Equalization Board	<input type="checkbox"/> Other: _____

Name: Jeff C. Brown Home Phone: _____

Address: 2217 Laurel Street Texarkana Resident ☒ Yes ☐ No 65 Years

E-Mail Address: jbrown2607@aol.com Miller Co. Voter Registration No. 1812380

Employer: J Brown for the Home Work Phone: 903-793-4114

Position: Owner Cell Phone: 903-277-0457

Education: Texarkana College High School: Arkansas High

Special knowledge or past experience qualifying you for this appointment: (Please feel free to attach resume):
Have lived in historic district since the early 80's and have renovated several older homes always trying to be as original as possible and keep the flavor of the house.

Other relevant information (civic activities, memberships, etc.):
City Beautiful Commission, Past board member Texarkana Museum System, past board member literacy council, past board member Harvest Texarkana

References: List the name and phone number of at least one Texarkana resident as a reference, especially any City staff, member of the Board of Directors, or current Committee members who may be contacted on your behalf.

Name: Jamie Finley Phone Number: _____

Interest: Explain why you are interested in being appointed to this board or commission.
I'm very concerned about my neighborhood and Texarkana, Arkansas in general with older properties becoming rundown etc.

Experience: Indicate what meeting(s) you have attended of the committee for which you wish to be considered.
I haven't or at least in many years.

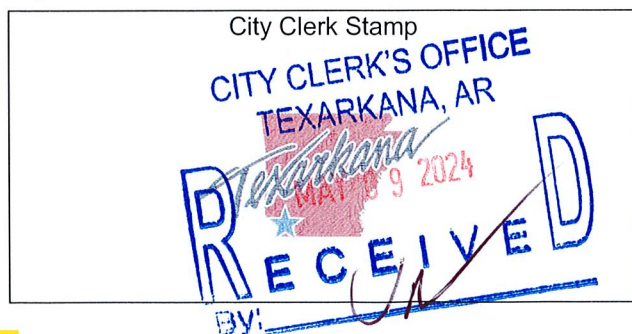
Number of Texarkana, Arkansas Board of Directors Meetings you have attended in the past 12 months: _____

Please read the statement below and sign your name to indicate your understanding.

I UNDERSTAND MY ATTENDANCE WILL BE REQUIRED AT ALL COMMITTEE MEETINGS AND THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

Signature of Applicant: Jeff C. Brown Date Submitted: 5-8-24

Return completed application to:
Heather Soyars, City Clerk
216 Walnut Street (or)
P O Box 2711
Texarkana TX 75504-2711
Phone 870-779-4995
heather.soyars@txkusa.org



Please Note: This application will be on file for one (1) year.

Updated 12122022

CITY OF TEXARKANA, ARKANSAS

Application for Appointment to Citizen Advisory Board or Commission

BOARD OR COMMISSION DESIRED (Please apply for one (1) board or commission per application.)

<input type="checkbox"/> Advertising & Promotion Commission	<input type="checkbox"/> Heating & Air Conditioning Board of Review
<input type="checkbox"/> Airport Authority	<input checked="" type="checkbox"/> Historic District Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Library Board
<input type="checkbox"/> City Beautiful Commission	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Plumbing Board of Review
<input type="checkbox"/> Electrical Review Board	<input type="checkbox"/> Public Facilities Board
<input type="checkbox"/> Equalization Board	<input type="checkbox"/> Other:

Name: Christen Durham Home Phone: n/a

Address: 1215 Locust St. Texarkana Resident ☒ Yes ☐ No 29 Years

E-Mail Address: Christen@sellingtexarkana.com Miller Co. Voter Registration No. _____

Employer: Better Homes & Gardens Real Estate Work Phone: (903) 276-6341

Position: Realtor Cell Phone: (903) 276-6341

Education: College: MBA - TAMU High School: Trinity Christian School

Special knowledge or past experience qualifying you for this appointment: (Please feel free to attach resume):
My husband and I really enjoy restoring older homes, and learning the history behind them.

Other relevant information (civic activities, memberships, etc.):
We have attended several townhall meetings & quality hill historical association.

References: List the name and phone number of at least one Texarkana resident as a reference, especially any City staff, member of the Board of Directors, or current Committee members who may be contacted on your behalf.

Name: Natasha Crabbe Phone Number: (903) 824-2970

Interest: Explain why you are interested in being appointed to this board or commission.

We love the history of Texarkana and thoroughly enjoy restoring old homes to their former glory.

Experience: Indicate what meeting(s) you have attended of the committee for which you wish to be considered.

None for the historic district commission.

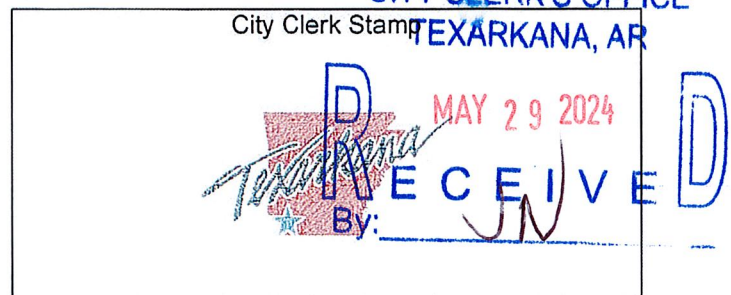
Number of Texarkana, Arkansas Board of Directors Meetings you have attended in the past 12 months: 0

Please read the statement below and sign your name to indicate your understanding.

I UNDERSTAND MY ATTENDANCE WILL BE REQUIRED AT ALL COMMITTEE MEETINGS AND THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

Signature of Applicant: Christen Durham Date Submitted: 6/14/24

Return completed application to:
Heather Soyars, City Clerk
216 Walnut Street (or)
P O Box 2711
Texarkana TX 75504-2711
Phone 870-779-4995
heather.soyars@txkusa.org



Please Note: This application will be on file for one (1) year.

Updated 12122022