

City of Cave Springs
City Council Meeting Minutes – Community Building
February 25, 2025 @ 6:30 PM

Call to Order of City Council Meeting @ 6:30pm

Mayor Noblett	Present
Marc Williams	Present
Mike Middlecamp	Present
MC Chitsazan	Present
Erica Velasquez	Present
JJ Thompson	Present
Jeremy Cobb	Present

Others Present:

Clerk / Treasurer – Kimberly Hutcheson
Police Dept. – Rick Crisman
Fire Dept. – Gary Jordan
Planning – David Keck
City Attorney – Justin Eichman
City Engineer – Andrew / McClelland Engineering

Approval of February 25, 2025, City Council Agenda

Alderman Thompson made a motion to approve the agenda, Alderman Chitsazan seconded the motion. Motion Passed 6-0.

Approval of City Council Meeting Minutes for January 28, 2025

Alderman Williams made the motion to approve the Council Minutes for January 28, 2025, Alderman Chitsazan seconded the motion. Motion Passed 6-0

City Financial Reports January 2025:

Alderman Chitsazan made the motion to approve January 2025 City Financial Reports, Alderman Thompson seconded the motion. Motion Passed 6-0

Water & Sewer Financial Reports January 2025:

Alderman Chitsazan made the motion to approve January 2025 water & sewer financial reports, Alderman Thompson seconded the motion. Motion Passed 6-0

Department Reports January 2025:

- Fire Department – Gary Jordan
- Police Department – Rick Crisman
- Planning – David Keck
- Water & Sewer Department – MC Chitsazan & Will Smith

Engineer's Report – Andrew / McClelland

Attorney's Report – Justin Eichman

- Community Building Regulations
- Update on Legislation
- SOP's will be completed by May 2025

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Clerk / Treasurer's Report – Kimberly Hutcheson

Mayor's Report – Randall Noblett

- State of the City Address

Public Comments:

- No Comments

Old Business:

1. SOP's
2. TRAFFIC LIGHT
3. AR DOT TRAFFIC STUDY
4. CORP OF ENGINEERS / CLEAN UP ON CREEKS 112 & 264 Bridge & Culvert
5. AV UPDATES

New Business:

- 1) **A RESOLUTION TO AMEND THE 2024 BUDGET FOR ACTUAL REVENUE AND EXPENDITURES IN THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderman Thompson made a motion to approve ***Resolution 2025-07***, Alderman Cobb seconded the motion.
Motion Passed 6-0

- 2) **A RESOLUTION AUTHORIZING THE MAYOR TO MAKE A PAYMENT FOR THE CITY'S PORTION OF THE ARKANSAS DEPARTMENT OF TRANSPORTATION ("ARDOT") AND STATE AID PROGRAM STREET OVERLAY PROJECT IN THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderman Thompson made a motion to approve ***Resolution 2025-08***, Alderwoman Velasquez seconded the motion.
Motion Passed 6-0

- 3) **A RESOLUTION TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE PURCHASE OF TWO (2) 2024 CHEVROLET TAHOES AND RELATED EQUIPMENT FOR THE CAVE SPRINGS POLICE DEPARTMENT.**

Alderman Thompson made a motion to approve ***Resolution 2025-09***, Alderman Chitsazan seconded the motion.
Motion Passed 6-0

- 4) **A RESOLUTION TO APPROPRIATE FUNDS AND AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT WITH ALL AV SERVICES FOR THE PURCHASE AND INSTALLATION OF AUDIO-VISUAL EQUIPMENT AT THE COMMUNITY BUILDING IN THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderman Thompson made a motion to approve ***Resolution 2025-10***, Alderman Chitsazan seconded the motion.
Motion Passed 6-0

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5) AGREEMENT FOR AUTOMATIC MUTUAL AID BETWEEN THE CAVE SPRINGS FIRE DEPARTMENT AND THE CITY OF TONTITOWN FIRE DEPARTMENT

Alderman Thompson made a motion to approve the Mutual Aid Agreement, Alderman Cobb seconded the motion.
Motion Passed 6-0

6) A RESOLUTION TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH TLS GROUP, INC. FOR THE CONSTRUCTION AND INSTALLATION OF A TRAFFIC SIGNAL IN THE CITY OF CAVE SPRINGS, ARKANSAS.

Alderman Thompson made a motion to approve *Resolution 2025-11*, Alderman Middlecamp seconded the motion.
Motion Passed 6-0

7) A RESOLUTION AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR PROFESSIONAL SERVICES WITH ZAK CONSULTING GROUP, LLC FOR HR CONSULTING SERVICES IN THE CITY OF CAVE SPRINGS, ARKANSAS.

Alderman Williams made a motion to approve *Resolution 2025-12*, Alderman Middlecamp seconded the motion.
Motion Passed 4-0 (Alderman Chitsazan & Alderman Thompson recused themselves from the vote)

Alderman Middlecamp made the motion to choose the option of 5 hours, Alderman Cobb seconded the motion.
Motion Passed 4-0 (Alderman Chitsazan & Alderman Thompson recused themselves from the vote)

8) A RESOLUTION TO ASSIGN PAYROLL DUTIES AND RESPONSIBILITIES TO THE MAYOR OR THE MAYOR'S DESIGNEE.

Alderman Williams made a motion to approve *Resolution 2025-13*, Alderman Middlecamp seconded the motion.
Motion Passed 4-1 Alderman Cobb voted NO / Mayor Noblett Voted YES
(Alderman Chitsazan & Alderman Thompson recused themselves from the vote)

9) AN ORDINANCE TO REZONE APPROXIMATELY 47.82 ACRES LOCATED AT 11393 MURDOCK ROAD (BENTON COUNTY PARCEL NO. 05-10196-100) FROM GENERAL AGRICULTURAL (A-1) TO A MIX OF NEIGHBORHOOD COMMERCIAL (C-3) AND SINGLE FAMILY RESIDENTIAL (R-3) AND (R-4) IN THE CITY OF CAVE SPRINGS, ARKANSAS.

Alderwoman Velasquez made the motion to suspend the rules and to be placed on the third and final reading,
Alderman Thompson seconded the motion. Motion Passed 6-0

Mike Middlecamp	YES	Marc Williams	YES
MC Chitsazan	YES	Erica Velasquez	YES
Jeremy Cobb	YES	JJ Thompson	YES

Alderman Thompson made the motion for **Ordinance 2025-02** to be adopted, Alderman Cobb seconded the Motion. Motion Passed 6-0

Mike Middlecamp	YES	Marc Williams	YES
MC Chitsazan	YES	Erica Velasquez	YES
Jeremy Cobb	YES	JJ Thompson	YES

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10) AN ORDINANCE TO REZONE 8.0 +/- ACRES LOCATED AT 441 SOUTH MAIN STREET (BENTON COUNTY PARCEL NOS. 05-10430-000, 05-10432-000, AND 05-10429-000) FROM A MIX OF SINGLE FAMILY RESIDENTIAL (R-2) AND GENERAL AGRICULTURAL (A-1) TO HIGHWAY COMMERCIAL (C-2) IN THE CITY OF CAVE SPRINGS, ARKANSAS.

Alderman Chitsazan made the motion to suspend the rules and to be placed on the third and final reading, Alderman Cobb seconded the motion. Motion Passed 6-0

Mike Middlecamp	YES	Marc Williams	YES
MC Chitsazan	YES	Erica Velasquez	YES
Jeremy Cobb	YES	JJ Thompson	YES

Alderman Thompson made the motion for **Ordinance 2025-03** to be adopted, Alderman Chitsazan seconded the Motion. Motion Passed 6-0

Mike Middlecamp	YES	Marc Williams	YES
MC Chitsazan	YES	Erica Velasquez	YES
Jeremy Cobb	YES	JJ Thompson	YES

11) AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE NO. 2010-03 IN ORDER TO AMEND THE CAVE SPRINGS SUBDIVISION AND DEVELOPMENT CODE IN ITS ENTIRETY; DECLARING AN EMERGENCY AND FOR OTHER PURPOSES.

Alderman Thompson made the motion to suspend the rules and to be placed on the third and final reading, Alderman Chitsazan seconded the motion. Motion Passed 6-0

Mike Middlecamp	YES	Marc Williams	YES
MC Chitsazan	YES	Erica Velasquez	YES
Jeremy Cobb	YES	JJ Thompson	YES

Alderman Thompson made the motion for **Ordinance 2025-04** to be adopted, Alderman Middlecamp seconded the Motion. Motion Passed 6-0

Mike Middlecamp	YES	Marc Williams	YES
MC Chitsazan	YES	Erica Velasquez	YES
Jeremy Cobb	YES	JJ Thompson	YES

Alderman Thompson made the motion for the Emergency Clause to be adopted, Alderman Middlecamp seconded the Motion. Motion passed 6-0.

Mike Middlecamp	YES	Marc Williams	YES
MC Chitsazan	YES	Erica Velasquez	YES
Jeremy Cobb	YES	JJ Thompson	YES

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12) AN ORDINANCE AMENDING ORDINANCE NO. 2018-3 IN ITS ENTIRETY AND IDENTIFYING THE DUTIES AND REQUIREMENTS OF THE OFFICE OF THE CITY CLERK-TREASURER FOR THE CITY OF CAVE SPRINGS; REMOVING ALL OTHER DUTIES AND RESPONSIBILITIES OF THE OFFICE OF THE CLERK-TREASURER, DECLARING AN EMERGENCY AND OTHER MATTERS PERTAINING THERETO.

Alderwoman Velasquez made the motion to suspend the rules and to be placed on the third and final reading, Alderman Middlecamp seconded the motion. Motion Passed 4-0

(Alderman Chitsazan & Alderman Thompson recused themselves from the vote)

Mike Middlecamp	YES	Marc Williams	YES
MC Chitsazan	XXX	Erica Velasquez	YES
Jeremy Cobb	YES	JJ Thompson	XXX

Kimberly Hutcheson / City Treasurer stated that the city council needed to look over the duties and responsibilities of the Clerk/Treasurer that was given to the council in this ordinance. It removes all financial duties of the City Clerk/Treasurer except for State mandated duties. This will remove the duties of paying the bills, including payroll liabilities, and other duties.

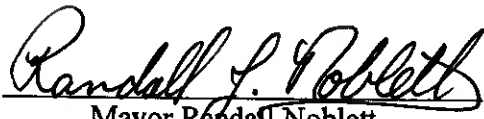
Alderwoman Velasquez stated that she wanted the duties to remain the same except for HR Duties and Payroll duties, the finances need to continue to be the responsibility of the City Treasurer, to include payroll liabilities.

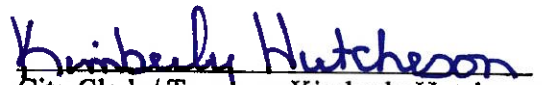
Alderman Middlecamp made the motion to table the Ordinance until the duties can be discussed at a work session, Alderwoman Velasquez seconded the motion. Motion Passed 4-0

(Alderman Chitsazan & Alderman Thompson recused themselves from the vote)

Alderman Thompson made the motion to adjourn at 7:55pm., Alderwoman Velasquez seconded the motion.

Motion Passed 6-0


Mayor Randall Noblett


City Clerk / Treasurer Kimberly Hutcheson



FILED FOR RECORD
AT 3:39 O'CLOCK P.M.

MAR 26 2025

CITY OF CAVE SPRINGS, AR
CITY CLERK

City of Cave Springs, AR City Council Meeting 02/25/2025
City Council Minutes approved by Council on 3-25-25
Minutes are not verbatim transcripts of the proceedings.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

