

City of Cave Springs
City Council Meeting Minutes – American Legion
March 25, 2025 @ 6:30 PM

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

Mayor Noblett	Present
Marc Williams	Present – Left @ 8:30pm
Mike Middlecamp	Present
MC Chitsazan	Present
Erica Velasquez	Present
JJ Thompson	Absent
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 – Absent

Approval of March 25, 2025, City Council Agenda

Alderman Velasquez made a motion to amend the agenda and add the Lift station at Fairway Valley.

Alderman Chitsazan made the motion to approve Alderman Cobb seconded the motion. Motion Passed 5-0.

Approval of City Council Meeting Minutes for February 25, 2025

Alderman Velasquez made the motion to approve the Council Minutes for February 25, 2025, Alderman Chitsazan seconded the motion. Motion Passed 5-0

City Financial Reports February 2025:

Alderman Velasquez made the motion to Table February 2025 City Financial Reports till the Mayor can make the correct changes on the Planning Department Dues Line item on the budget, Alderman Middlecamp seconded the motion. Motion Passed 5-0

Water & Sewer Financial Reports February 2025:

Alderman Chitsazan made the motion to approve February 2025 water & sewer financial reports, Alderman Cobb seconded the motion. Motion Passed 5-0

Department Reports February 2025:

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

Engineer's Report – Absent

Attorney's Report – Justin Eichman

- 456 Senate Bill – Single Family Zonings
- HB1754 – Enforce Zoning Regulations
- SB394 – Sales Tax / County

Clerk / Treasurer's Report – Kimberly Hutcheson

- Closed Bank Account - Fire Dept Cap Improvement Fund - \$0.00 Balance

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- On March 5, 2025, The City Clerk / Treasurer received an email from the bank wanting to have a meeting with the Mayor & City Clerk / Treasurer. The mayor requested to remove the ACH duties from the

Treasurer without council's approval, this includes direct deposit responsibilities. This was all done without the knowledge of the City Clerk / Treasurer, the meeting with the bank was never scheduled.

- The City Attorney stated that the City Treasurer will not have the ACH duties removed, and the payroll clerk will have access to ACH for payroll responsibilities.
- Alderman Chitszan stated that the city is supposed to working together as a team. The Clerk/Treasurer should not be hearing this from the bank, being the city attorney and the mayor has been in contact with the bank. If the City Clerk / Treasurer wants to help the payroll clerk then she should help her, the city should not be refusing the training. With issues like this the City Clerk / Treasurer should have been notified by the City Attorney or Mayor. The city needs to get this corrected to where the pay stubs show time off being that was one of the biggest issues.

Mayor's Report – Randall Noblett

Public Comments:

- Reed Thorton – Great Job Fire Department for lowering the Fire Rating. The city needs to work together.
- Robert “Tal” Hudson – Fairway Valley
 - Terrible Smell
 - Sewer System was turned on live Friday March 21, 2025, there was no Engineer here to give an update.
 - Lighting
 - Landscape & Zoning
 - Lack of Communication from the City
 - Alderman Chitsazan questioned when they turned on the sewer to NACA? The mayor stated they have been working on it for a week and a half. Alderman Chitsazan is the chair for the water & sewer committee, and this is the first time he has heard of this. If we have a water & sewer committee, should it be discussed at the meeting? Alderman Chitsazan is disappointed that if these are not discussed in a water & sewer meeting, we need to shut the water & sewer committee down.
 - Alderwoman Velasquez wants to include the Planning Commission on city projects. Tal will send the mayor email addresses of everyone who wants to be notified. The mayor will update in the AM & PM daily on this issue.

Old Business:

1. SOP's
 - The City Attorney is working with the Public Works Director.
2. TRAFFIC LIGHT
 - All Equipment has been ordered, and the mayor had a pre-construction meeting with ARDOT at City Hall on Thursday March 20th. They are stating after equipment is here it will take approx. a week to install the light.
 - The City Treasurer stated she received an email from McClelland Engineering regarding an Easement Agreement that the city will need to purchase to move forward. The mayor stated that there are two easements that still need to be purchased.

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3. AR DOT TRAFFIC STUDY

New Business:

- 1) **A RESOLUTION CONFIRMING THE APPOINTMENT OF EMILY WESTPHAL TO POSITION 6 ON THE PLANNING COMMISSION FOR THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderwoman Velasquez made a motion to approve *Resolution 2025-14*, Alderman Cobb seconded the motion.
Motion Passed 5-0

- 2) **A RESOLUTION TO APPROPRIATE FUNDS AND AUTHORIZE THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH CORE & MAIN FOR MONTHLY WATER METER READS AND SERVICES FOR THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderman Williams made a motion to approve *Resolution 2025-15*, Alderman Cobb seconded the motion.
Motion Passed 5-0

- 3) **A RESOLUTION TO AMEND THE 2025 BUDGET AND APPROPRIATE FUNDS FROM THE CITY GENERAL FUND TO THE CAVE SPRINGS COMMUNITY BUILDING IMPROVEMENT FUND FOR THE APPROVED EXPENDITURES FOR THE CAVE SPRINGS COMMUNITY BUILDING RESTORATION PROJECT.**

Alderman Williams made a motion to approve *Resolution 2025-16*, Alderman Cobb seconded the motion.
Motion Passed 5-0

- 4) **A RESOLUTION TO ADOPT REGULATIONS FOR THE OPERATION AND USE OF PUBLIC FACILITIES IN THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderman Chitsazan made a motion to change to a Resolution, Alderman Cobb seconded the motion.
Motion Passed 5-0

Alderman Williams left the meeting @ 8:30pm

Alderwoman Velasquez made a motion to approve Bereavement for city employees to use the facilities free of charge, Alderman Chitsazan seconded the motion. Motion Passed 4-0

Alderman Williams made the motion to table Resolution till it can be discussed at a work session. Alderman Middlecamp seconded the motion. Motion Passed 4-0

- 5) **A RESOLUTION UPDATING THE SIGNATORIES ON CITY BANK ACCOUNTS FOR THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderwoman Velasquez made a motion to approve the Resolution, Alderman Cobb seconded the motion.

Alderman Velasquez made the motion to table the Resolution till it can be discussed further, Alderman Middlecamp seconded the motion. Motion Passed 4-0

- 6) **A RESOLUTION APPROVE A CHANGE ORDER 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 Chitsazan made a motion to table the *Resolution*, Alderman Velasquez seconded the motion.

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Motion Passed 4-0

7) AN ORDINANCE FOR THE PURCHASE OF A FIRE DEPARTMENT BRUSH TRUCK

Alderman Middlecamp made a motion to table the Ordinance due to not having the documentation, Alderman Cobb seconded the motion. Motion Passed 4-0

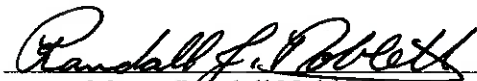
8) AN ORDINANCE AMENDING ORDINANCE NO. 2018-3 IN ITS ENTIRETY AND IDENTIFYING THE DUTIES AND REQUIREMENTS OF THE OFFICE OF THE CITY CLERK-TREASURER FOR THE CITY OF CAVE SPRINGS; DECLARING AN EMERGENCY AND OTHER MATTERS PERTAINING THERETO.

Alderman Velasquez made a motion to table the Resolution till it can be discussed at a work session, Alderman Cobb seconded the motion. Motion Passed 4-0 Mayor Voted

(Alderman Chitsazan recused himself from the vote)

Alderman Cobb made the motion to adjourn at 8:48pm., Alderman Velasquez seconded the motion.

Motion Passed 4-0


Mayor Randall Noblett


City Clerk / Treasurer Kimberly Hutcheson



FILED FOR RECORD
AT 11:40 O'CLOCK A.M.
MAY 29 2025
CITY OF CAVE SPRINGS, AR
CITY CLERK