

**City of Cave Springs
City Council Meeting Minutes – American Legion
April 22, 2025 @ 6:30 PM**

Call to Order of City Council Meeting @ 6:33pm

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 – Daniel Barnes

Approval of April 22, 2025, City Council Agenda

Alderswoman Velasquez made a motion to amend the agenda and add to Follow-up's Hillcrest & Brentwood Drainage; Alderman Thompson made a motion to move the time of the City Council Meetings to 6:00pm #15. Alderman Thompson made the motion to approve Alderman Cobb seconded the motion. Motion Passed 6-0.

Approval of City Council Meeting Minutes for March 25, 2025 & April 8, 2025

Alderman Thompson made the motion to approve the Council Minutes for March 25 & April 8, 2025, Alderman Chitsazan seconded the motion. Motion Passed 6-0

Alderman Thompson made a motion to resend the motion and made a motion to approve the April 8, 2025, minutes and table March 2025 minutes per the request of the City Clerk, Alderman Chitsazan seconded the motion. Motion Passed 6-0

City Financial Report February & March 2025:

Alderman Chitsazan made the motion to approve February & March 2025 City Financial Reports, Alderman Middlecamp seconded the motion. Motion Passed 6-0

Water & Sewer Financial Reports March 2025:

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

Department Reports March 2025:

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

Engineer's Report – Daniel Barnes

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Attorney's Report – Justin Eichman

Clerk / Treasurer's Report – Kimberly Hutcheson

- Coffee Shop has provided Insurance for the next year.
- Closed the Fire Dept Capital Imp. Bank Account
- Bond – Police Car Bond was paid off at First Security Bank
- Bond – Fire Dept Pagers was paid off at First Security Bank
- Bond – Firetruck at KS State Bank will be paid off in May 2025

Mayor's Report – Randall Noblett

Public Comments:

- NONE

Follow up:

1. SOP's
 - Will Smith & Justin are still working on these.
2. TRAFFIC LIGHT
 - Daniel Barnes
3. LIFT STATION UPDATE
 - Daniel Barnes

Old Business:

1. Brentwood & Hillcrest Drainage

Alderman Thompson made a motion to table and discuss further at a work session.

2. Ridgewood Drainage

New Business:

- 1) **A RESOLUTION TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE PURCHASE OF AN E-ONE 100 METRO QUINT LADDER TRUCK AND RELATED EQUIPMENT FROM BANNER FIRE EQUIPMENT, INC. FOR CAVE SPRINGS FIRE DEPARTMENT.**

Alderman Thompson made a motion to approve *Resolution 2025-17*, Alderman Chitsazan seconded the motion.
Motion Passed 6-0

- 2) **A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE AMENDMENT NO. 2 TO THE AGREEMENT FOR ENGINEERING SERVICES WITH MCCLELLAND CONSULTING ENGINEERS, INC. FOR A SANITARY SEWER PROJECT TO CONVEY SANITARY SEWER TO THE NORWEST ARKANSAS CONSERVATION AUTHORITY**

Alderman Chitsazan made a motion to approve *Resolution 2025-18*; Alderman Thompson seconded the motion.
Motion Passed 6-0

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- 3) **A RESOLUTION TO ACCEPT THE TRANSFER OF A TITLE TO A 2003 PIERCE/INTERNATIONAL FIRE ENGINE FROM BENTON COUNTY TO CITY OF CAVE SPRINGS, ARKANSAS.**

Aldерwoman Velasquez made a motion to approve *Resolution 2025-19*, Alderman Middlecamp seconded the motion. Motion Passed 6-0

- 4) **A RESOLUTION TO APPROPRIATE FUNDS AND AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT WITH MHC KENWORTH/VOLVO FOR FIRE TRUCK REPAIRS FOR THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderman Thompson made a motion to approve *Resolution 2025-20*; Alderman Cobb seconded the motion. Motion Passed 6-0

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

Alderman Thompson made a motion to approve *Resolution 2025-XX*, Alderman Chitsazan seconded the motion.

Alderman Thompson made a motion to table until it can be discussed at a work session, Alderwoman Velasquez seconded the motion. Motion Passed 6-0

- 6) **A RESOLUTION TO AUTHORIZE AND ESTABLISH PAYROLL DISBURSEMENT ACCOUNT WITH THE FIRST SECURITY BANK.**

Alderman Middlecamp made a motion to approve *Resolution 2025-21*; Alderwoman Velasquez seconded the motion. Motion Passed 6-0

- 7) **RESOLUTION TO AMEND RESOLUTION NO. 2025-13 IN ITS ENTIRETY IN ORDER TO BETTER CLARIFY THE ASSIGNMENT OF PAYROLL DUTIES AND RESPONSIBILITIES TO THE MAYOR OR THE MAYOR'S DESIGNEE.**

Alderwoman Velasquez made a motion to approve *Resolution 2025-22*; Alderman Thompson seconded the motion. Motion Passed 6-0

- 8) **A RESOLUTION TO ADOPT AN UPDATED EXECUTIVE ASSISTANT JOB DESCRIPTION FOR THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderman Thompson made a motion to approve *Resolution 2025-23*; Alderman Williams seconded the motion. Motion Passed 6-0

- 9) **A RESOLUTION TO ADOPT A CLERK-TREASURER JOB DESCRIPTION FOR THE CITY OF CAVE SPRINGS, ARKANSAS.**

Alderwoman Velasquez made a motion to approve *Resolution 2025-24*; Alderman Williams seconded the motion. Motion Passed 4-0 (Alderman Thompson & Alderman Chitsazan abstained from voting)

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The Clerk Treasurer stated that the salary position needs to be re-evaluated to be comparable to the surrounding cities that the City Attorney is comparing the City Clerk/Treasurer duties to. Alderman Thompson made the motion to discuss at the next work session and to put on the agenda.

10) An ORDINANCE TO REZONE APPROXIMATELY 4007 ACRES OF REAL PROPERTY LOCATED AT 8072 E. BROWN ROAD, 8074 E. BROWN ROAD, AND 8078 E. BROWN ROAD FROM SINGLE FAMILY RESIDENTIAL(R-1) TO SINGLE FAMILY RESIDENTIAL (R-2) IN THE CITY OF CAVE SPRINGS ARKANSAS.

Alderman Thompson 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 Chitsazan made the motion for **Ordinance 2025-06** to be adopted; Alderman Williams seconded the Motion. Motion Passed 5-1

Mike Middlecamp	YES	Marc Williams	YES
MC Chitsazan	YES	Erica Velasquez	NO
Jeremy Cobb	YES	JJ Thompson	YES

11) AN ORDINANCE TO ADOPT REGULATIONS FOR THE OPERATION AND USE OF PUBLIC FACILITIES IN THE CITY OF CAVE SPRINGS, ARKANSAS.

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 2025-07** 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 Chitsazan made the motion for the Emergency Clause to be adopted; Alderwoman Velasquez 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 TO PROHIBIT CONSTRUCTION VEHICLES FROM USING CERTAIN PORTIONS OF STREETS AND ROADWAYS WHERE MARKED; DECLARING AND 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 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 **Ordinance 2025-08** 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

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

13) AN ORDINANCE AMENDING ORDINANCE 2018-03 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 THERTO.

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

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

Alderman Middlecamp made the motion for **Ordinance 2025-09** to be adopted; Alderman Cobb seconded the Motion. Motion Passed 4-0 (Alderman Thompson & Alderman Chitsazan abstained from voting)

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

Alderman Thompson made the motion for the Emergency Clause to be adopted, Alderman Middlecamp seconded the Motion. Motion passed 4-0.

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

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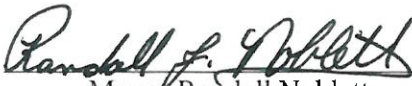
14) A RESOLUTION TO AUTHORIZE THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH MATLOCK ELECTRIC FOR THE OTTER CREEK LIFT STATION LIGHTNING PROTECTION PROJECT IN THE CITY OF CAVE SPRINGS, ARKANSAS.

Alderman Williams made a motion to approve *Resolution 2025-25*, Alderman Chitsazan seconded the motion.
Motion Passed 6-0

15) A Motion by Alderman Thompson to move the council meetings from 6:30pm to 6:00pm, Alderman Chitsazan seconded the motion. Motion Approved 6-0

Alderman Middlecamp was concerned about Fields Lane curbing.

Alderman Thompson made the motion to adjourn at 8:24pm, Alderman Chitsazan seconded the motion.
Motion Passed 6-0


Mayor Randall Noblett


City Clerk / Treasurer Kimberly Hutcheson



FILED FOR RECORD
AT 11:39 O'CLOCK A.M.
MAY 29 2025
CITY OF CAVE SPRINGS, AR
CITY CLERK