

Austin City Council Meeting  
February 27, 2017

Mayor Bernie Chamberlain called the meeting to order at 7:00 PM. Councilman Randy Ryan lead the council with prayer. Council members present were Phillip Whiting, Rusty Eisenhower, Laurel Carnes, Randy Ryan, Tammy Williams, and Matthew Sheets. All council members were present.

January's Minutes were approved. Matthew Sheets made the motion for acceptance with Randy Ryan seconding the motion. There was no opposition.

The Financial Report for January was accepted. Randy Ryan made the motion for acceptance. Rusty Eisenhower seconded he motion. There was no opposition.

Water/Sewer:

1. March 1: Meeting with the City Engineer (Shadow Creek)
2. White's Paving gave two estimates (\$12,000.00 and \$2,775.00) for Asphalt Overlay and Asphalt Repair, Hot Tar Crack repair, Seal Coat, and Stripping for City Hall's parking lots. Rusty Eisenhower made the motion to accept White's Paving estimates for the parking lots. Laurel Carnes seconded the motion. There was no opposition. The motion passed.

City Manager Randy McKenzie presented a possible printout of a picture for the new Austin City Flag.

Police:

1. See attachment
2. Police Chief requested permission to order uniforms (\$2,500.00). Rusty Eisenhower made the motion for the Police Department to order the needed uniforms. Laurel Carnes seconded the motion. There was no opposition. The motion passed.

Fire:

1. See attachment
2. It will cost \$7,130.00 for 5-inch water hoses for the fire trucks. Matthew Sheets made the motion for the Fire Department to purchase the fire hoses. Rusty Eisenhower and Laurel Carnes seconded the motion. There was no opposition. The motion passed.

Planning Commission:

1. See attachment
2. Rezoning of 101 W. Verser from R-2 to C-2: The Planning Commission approved and recommend the rezoning to the City Council. Matthew Sheets made the motion to rezone 101 W. Verser from R-2 to C-2. Phillip Whiting seconded the motion. There was no opposition. The motion passed.

Code Enforcer:

There were 19 storm water inspections with 13 violations.

Old Business:

1. New Annex: Items to complete the annex are parking lots, floor tiles, and the stage. The building has not been turned over to the City. Completion date is in March.
2. Ordinance 02-2017 for more allowable spending by the mayor, Ordinance permitting the mayor to conduct business without Council approval; declaring an emergency; and for other purposes

(\$2,500.00). Laurel Carnes made the motion for the reading of Ordinance 01-2017 with Rusty Eisenhower seconding the motion. Recorder Shirley Sudduth read the ordinance. Matthew Sheets and Laurel Carnes made the motions for council members to be polled. Members polling YES were Matthew Sheets, Tammy Williams, Randy Ryan, Laurel Carnes, Rusty Eisenhower, and Phillip Whiting. There were no No. The motion passed.

New Business:

1. #01-2017 Resolution: Resolution Establishing a Code of Conduct. Matthew Sheers made the motion to read the Resolution with Rusty Eisenhower seconding the motion. Recorder Shirley Sudduth read the Resolution. There was no opposition. The motion carried.
2. Ordinance #03-2017: An Ordinance designating the truck routes through and within the City of Austin, Arkansas. Rusty Eisenhower and Laurel Carnes made the motions to read the Ordinance. Recorder Shirley Sudduth read Ordinance #03-2017. Mayor Bernie Chamberlain polled the council members. Members polling YES were Laurel Carnes, Rusty Eisenhower, Phillip Whiting, Matthew Sheets, Tammy Williams, and Randy Ryan. There was no NO. The Ordinance passed.
3. Spring Clean-up (See attachment)

Randy Ryan and Laurel Carnes made the motions for adjournment. The City Council Meeting adjourned at 7:55 PM.

The next Council Meeting will be March 27 at 7:00 PM.

  
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Shirley Sudduth, City Recorder

**CITY OF AUSTIN  
COUNCIL MEETING AGENDA  
FEBRUARY 27, 2017**

**ROLL CALL**

**MINUTES**

JANUARY 2017

**FINANCIAL REPORTS**

JANUARY 2017

**REPORTS**

WATER/SEWER

POLICE

FIRE

PLANNING COMMISSION

CODE ENFORCER

**OLD BUSINESS**

ORDINANCE 02-2017 FOR MORE ALLOWABLE SPENDING BY MAYOR

**NEW BUSINESS**

RESOLUTION 01-2017 CODE OF CONDUCT FOR OFFICIALS  
BIG TRUCK ORDINANCE

**ADJOURN**

# **Code of Conduct for Arkansas Municipal Officials**

February 2017

## Introduction

In an effort to assist Arkansas municipalities in creating an environment that fosters civility, the Arkansas Municipal League staff has prepared a sample code of conduct.

A code of conduct is a set of practices that the municipal leadership agrees to follow. This sample code of conduct has been developed to reinforce the concept that the mayor and council members serve as role models for their constituents and city staff. By adopting this code of conduct, the city council publicly sets a civility standard for others to follow and recognizes the importance of trust invested in them by the public to accomplish city business.

The information provided in this document is not all-inclusive, and individual municipalities may wish to add or subtract from its contents. Furthermore, it is recommended that a training session be held at the beginning of each year for all elected city officials on the content of this code.

# Overview of Rules and Responsibilities

## The Mayor

The mayor presides over meetings of the council.

The mayor presides over the council in a manner designed to promote high standards of democratic governance and chairs meetings with efficiency and fairness, never discriminating against any speaker, whether council member or member of the public, based on the speaker's point of view.

The mayor will not use his or her authority to thwart the democratic process.

Example 1: The mayor will not cancel or adjourn meetings for the purpose of preventing a matter from coming to a vote.

Example 2: The mayor will not refuse to allow a matter to be voted upon if it has received the necessary motion and second.

The mayor should sign all ordinances, resolutions, and city council minutes.

The mayor in cities and towns with mayor/council forms of government may veto any ordinance resolution or order adopted by the council.

The mayor has the same speaking rights as any other members of the city council.

The mayor demonstrates honesty and integrity in every action and statement.

## The City Council

The city council sets the time and place for regular city council meetings.

The city council demonstrates respect, kindness, consideration, and courtesy to others during meetings.

City council members prepare in advance of meetings and are familiar with the issues on the agenda.

The city council serves as a model of leadership and civility to the municipality.

The city council inspires public confidence in Austin city government.

All members of the city council have equal votes. No council member has more power than any other council member, and should be treated with equal respect.

A city council member will remember at all times that as an individual he or she has no legal authority outside the meetings of the city council and that he or she shall conduct relationships with the city staff, the local citizens, and all modes of communication on the basis of this fact.

Council members will inform the mayor and the city clerk of plans to be absent from a council meeting or plans to leave a council meeting before it is adjourned.

A city council member serves as a model of leadership and civility to the city.

A city council member recognizes that all electronic transmittals sent or received in performance of their duties as a city council member are subject to The Arkansas Freedom of Information Act.

# Principles and Guidelines

The city council shall hold themselves accountable to the following principles and guidelines:

## **C Council Members Conduct with One Another**

This council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each council member has chosen to serve in public office in order to preserve and protect the present and the future of the city of Austin. This common goal should be acknowledged even as council members may "agree to disagree" on contentious issues.

### **1. In Public Meetings**

**Practice Civility and Decorum in Discussions and Debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, council members to make belligerent personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Therefore:

Avoid personal comments that could offend other council members.

Honor the role of the mayor in maintaining order.

Be respectful of other members of the city council, boards, commissions, committees, city staff, and the public by refraining from abusive conduct, personal charges, or verbal attacks.

Fully participate in council meetings and other public meetings while demonstrating respect, consideration, and courtesy to others.

A city council member will always treat a fellow council member with the respect he or she would expect to receive in return.

A city council member will always address citizens, employees, committee members, and fellow council members with respect.

Request the opportunity to speak and address the council through the mayor or other person conducting the meeting.

Recognize fellow council members and guest speakers by their formal names and appropriate titles; after initial acknowledgement, the terms "Mr." or "Ms." may be used.

Be respectful of others' time and be brief and prepared in making remarks.

Be prompt in attending public meetings so that they may begin at the publicly posted time.

## **2. Council Member Conduct with The Public**

### **Be Polite and Professional to Speakers and Treat Them with Care and Gentleness.**

Because personal concerns are often the reason citizens come before the council to speak, council members should remember that their behavior will either relax the speaker or push their emotions to a higher level of intensity.

Limit comments to issues and avoid personal attacks.

Remain seated when someone is speaking at the podium.

Give the appearance of active listening.

Ask for clarification, but avoid debate and argument with the public.

Do not engage in personal attacks of any kind, under any circumstances

Make no promises on behalf of the council or staff.

Make no personal comments about other council members.



# Principles of Proper Conduct

City/Town of Austin, Principles of Proper Conduct

## Proper conduct IS...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

## Proper conduct IS NOT...

- Showing antagonism
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings or divisiveness
- Acting in a self-righteous manner

## Glossary of Terms

Attitude	The manner in which one shows one's dispositions, opinions, and feelings.
Behavior	External appearance or action; manner of behaving; carriage of oneself.
Civility	Politeness, consideration, courtesy.
Conduct	The way one acts; personal behavior.
Courtesy	Politeness connected with kindness.
Decorum	Suitable; proper; good taste in behavior.
Manners	A way of acting; a style, method, or form; the way in which things are done.
Point of Order	An interruption of a meeting to question whether rules or bylaws are being broken (i.e. if the speaker has strayed from the motion currently under consideration).
Propriety	Conforming to acceptable standards of behavior.
Protocol	The courtesies that are established as proper and correct.
Respect	The act of noticing with attention; holding in esteem; courteous regard.

# Sample Code of Conduct with Affirmation

## City/Town of Austin Code of Conduct

### Opening Statement

This code of conduct is designed to describe the manner in which the mayor and council members/board of directors should treat one another and others with whom they come in contact in representing the City/Town of Austin.

I affirm that I have read and understand the City/Town of Austin City Council Code of Conduct. The principles and guidelines for mayor and aldermen set forth in this document promote civility and set a standard of excellence that engenders trust and promotes the public good. This municipality will not condone activities that are in violation of the principles of appropriate conduct.

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Alderman/City Director

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Mayor

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Alderman/City Director

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Alderman/City Director

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Alderman/City Director

# Sample

## Resolution Establishing a Code of Conduct

Whereas The City Council/Board of Directors of Austin desires to adopt a code of conduct as a reference and guide for its members.

Now therefore, be it resolved by the City Council/Board of Directors of the City of Austin to adopt the attached document entitled "Code of Conduct."

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

By \_\_\_\_\_

Mayor

Attest:

\_\_\_\_\_  
City Clerk/Treasurer or City Recorder/Treasurer

# Austin Fire Department

## February 2017 Council Report

Incident Totals	11
Structure Fires	2
Grass Fires	4
Motor Vehicle Fires	0
Motor Vehicle Crashes	0
Medical	5
False Alarm	0

- Annual Picture Fundraiser ended: **Raised \$4115.00**
- Working to start sending out fire dues letters (**April 1, 2017 second notice May 31, 2017**)
- New truck delivered and working to get it put in service
- Facebook Contest "Name the new fire truck"
- Grant paperwork for CT Foundation Grant completed and waiting for approval **\$1300.00**
- Loneke County Fire Chiefs Association \$500.00 Scholarship Notice. Deadline 5:00pm April 14<sup>th</sup>, 2017

Austin Planning Commission  
February 13, 2017

Rick Branham called the Public Hearing to rezone the property at 101 W. Verser from R-2 to C-2 to order at 6:32 PM. Since there was no one present to voice any complaints or concerns, the Public Hearing was closed at 6:35. Shirley Sudduth and James Moore made the motions to adjourn the meeting. There was no opposition.

Rick Branham called the Austin Planning Commission to order at 6:36 PM. Shirley Sudduth called the roll. Attending Planning Commission meeting were Bobby Boyd, Rick Branham, James Moore, Scott Rutstein, and Shirley Sudduth. Chairman Randy Ryan was absent.

Old Business:

None

New Business:

Michael Kees requested rezoning 101 W. Verser , Austin City, from R-2 to C-2. James Moore made the motion to approve the rezoning of 101 W. Verser from R-2 to C-2. Bobby Boyd seconded the motion. There was no opposition. The motion passed.

Scott Rustein and Bobby Boyd made the motions for adjournment. The meeting was adjournment at 6:43 PM.

# AUSTIN POLICE DEPARTMENT

## CITY COUNCIL REPORT

MONTH OF FEBRUARY 2017

INCIDENT REPORTS TAKEN	24
CALLS FOR SERVICE	66
CONTACTS	90
AGENCY ASSISTS	9
MISDEMEANOR ARRESTS	7
FELONY ARRESTS	40
CITATIONS	16

### FINANCIAL REPORT

GENERAL	\$2,195.00
ADIMIN JUSTICE	\$1,090.00
COURT AUTOMATION	\$370.00
TOTAL	\$3,655.00



### VEHICLE REPAIRS

2/8/2017	15 CHARGER - RADIATOR REPLACED / WARRANTY COVERED COST
2/4/2017	NEW TIRES FOR 14 CHARGER
2/3/2017	RE STRIPED DRIVER'S SIDE OF 14 CHARGER AFTER BODY WORK COMPLETED
2/13/2017	HEADLIGHT REPLACED IN 15 CHARGER
2/9/2017	SPOTLIGHT REPLACED ON 13 & 14 CHARGER
2/25/2017	HEATER HOSE REPLACED ON 13 CHARGER

### EQUIPMENT PURCHASES

2/13/2017	PARTS ORDERED TO BRING RADAR UNITS BACK TO OPERABLE CONDITION
2/9/2017	STUDED TIRES MOUNTED AND BALANCED FOR INCLIMATE WEATHER

### COMMENTS

WE ARE SIGNED UP FOR THE CLICK IT OR TICKET/DRIVE SOBER CAMPAIGN.
\$798.00 WAS RAISED BY OUR COMMUNITY TO ASSIST IN THE PURCHASE OF BALLISTIC VESTS
AN ADDITIONAL \$2500.00 WAS DONATED BY LOKONE CO PROSECUTOR CHUCK GRAHAM TO
ASSIST US IN PURCHASING THE ADDITIONAL VESTS THAT WERE OUTDATED.
A \$3500.00 GRANT WAS APPLIED FOR. THE GRANT IS PART OF A LAW ENFORCEMENT BLOCK
GRANT THAT WAS ISSUED LAST YEAR. WE DID NOT APPLY FOR IT, BUT WERE ABLE TO RECEIVE
SOME OF THE LEFTOVER FUNDING. IT WILL BE USED TO LAY THE GOUND WORK FOR A MOBILE
COMPUTING PROJECT THAT I AM STARTING THIS NEXT MONTH.
IN THE LAST MONTH THE POLICE DEPARTMENT HAS SECURED APPROXIMATELY \$6800.00 IN
OUTSIDE FUNDING THROUGH GRANTS AND DONATIONS ALREADY ACHIEVING A TOTAL OF
NEARLY 1/4 OF OUR YEARLY PROJECTED INCENTIVES GOAL OF \$32,000.

CHIEF'S SIGNATURE:





# CITY OF AUSTIN SPRING CLEAN UP

April 17 thru April 28th

April 17th THRU APRIL 21nd  
WEST SIDE OF UNION PACIFIC RAILROAD TRACKS  
(Austin Village, Carriage Court, Cross Creek & Weathering Heights)  
Reference: Wednesday is your normal sanitation day.

April 24th THRU April 28th  
EAST SIDE OF UNION PACIFIC RAILROAD TRACKS  
(Orchard Estates, Shadow Creek & Quapaw)  
Reference: Thursday is your normal sanitation day.

Help your City clean and spruce up some areas. Austin is offering to pick up undesired articles and garbage. Please separate bulky large items from normal garbage. **No TIRES OR BATTERIES!**

Paint cans must be empty and no hazardous chemicals or batteries, please.

