



CITY OF HUNTSVILLE
COUNCIL MEETING

MONDAY, NOVEMBER 10, 2025

City Hall | 6:00 PM

Agenda

1. **Call to Order** – Mayor Travis Dotson
2. **Roll Call - Establish Quorum** – Finance Director Carmen Watkins
3. **Invocation** – Councilor Scott Thomas
4. **Pledge of Allegiance** – Councilor Scott Thomas
5. **Approval of Agenda**
 - a. Councilors may add items or delete items.
 - b. Motion required to approve as submitted or amended.
6. **Introduction of Special Guests**
7. **Special Order of Business**
8. **Approval of Minutes of October 13th Meeting**
9. **Public Comments**
10. **City Department Reports** (provided in emailed agenda packet)
 - a. Police Department
 - b. Public Works Department
 - c. Water Department
 - d. Fire Department
 - e. Finance Director
 - f. Mayor
 - g. Economic Development Director
 - h. Planning Director
 - i. Building Inspector
 - j. Code Enforcement Officer
 - k. Animal Control Officer
11. **Commission and Committee Reports** (emailed with agenda packet)
 - a. Infrastructure Committee-Oct 14th
 - b. Water & Sewer Commission-Oct. 16th
 - c. Economic Development Commission-Oct. 21st
 - d. Wage & Position Committee-Oct 21st
 - e. Airport Commission-Oct. 22nd
 - f. Bank Building Committee-Oct. 22nd
 - g. Wage & Position-Oct. 29th
12. **Unfinished Business**

None
13. **New Business**
 - a. Ordinance 2025-10 To Rezone Certain Lands From General Industrial (I2) to Dual Use Zone (DUZ), Exhibit "A"
 - b. Ordinance 2025-11 To Confirm Ward-Based Voting in the City of Huntsville
 - c. Resolution 16-2025 Regarding Approving the Intra Agency Agreement Between the City of Huntsville, Arkansas and the County of Madison, Arkansas
 - d. Resolution 17-2025 Regarding the Acceptance of Certain Donation

Travis Dotson
Mayor

Janice Smith
City Clerk

Councilor Roger Eoff
Ward I, Position I

Councilor Chrystal Lacey
Ward I, Position II

Councilor Scott Thomas
Ward II, Position I

Councilor Leslie Evans
Ward II, Position II

Councilor Guy Roden
Ward III, Position I

Brad Willis
Ward III, Position II

Councilor Bettina Coger
Ward IV, Position I

Councilor Stephen Ford
Ward IV, Position II

Jessica Fritts
City Attorney

Josh Herring
Chief of Police

Brian Robinson
Public Works Director

Carmen Watkins
Finance Director

Kevin Shinn
Fire Department Chief

Sean Davis
Water Department Director

Brandi Holt
Economic Development Director

Huntsville City Hall
208 E War Eagle Ave
Huntsville, AR 72740
479.738.6607
www.huntsvillearkansas.org

e. Resolution 18-2025 Adopting an Artificial Intelligence Policy for the City of Huntsville in Compliance with Act 848 of 2025; and for other Purposes, included the Artificial Intelligence (AI) Policy

14. Announcements/Correspondence/Comments

- a. Water & Sewer Commission-Thursday, Nov. 20th
- b. Economic Development Commission-Tuesday, Nov. 18th 8:30 Arvest Annex
- c. Planning Commission-Monday, Nov. 24th 6:00 pm
- d. City Council Meeting-Monday, Dec 8th 6⁰⁰ pm

15. Adjournment

COUNCIL MEETING MINUTES

October 13, 2025

CALL TO ORDER

Mayor Travis Dotson called to order the regular monthly meeting of the Huntsville City Council at City Hall at 6:00 P.M.

Mayor Dotson announced that we are holding a public meeting to approve a couple of Ordinances to confirm water rates and to issue a water and sewer revenue bond. Mayor Dotson introduced consultant Ryan Bowman of Friday, Eldridge & Clark, and Cheryl Schluterman of Raymond James.

ROLL CALL / QUORUM

Councilors Stephen Ford, Brad Willis, Leslie Evans, Chrystal Lacey, Roger Eoff, Scott Thomas, Guy Roden and Bettina Coger were present. Watkins called roll and declared a quorum.

Mayor Dotson introduced an Ordinance Confirming Rates for Services Rendered by the Water and Sewer System of the City of Huntsville. Councilor Thomas made a motion that the rule requiring the reading of an ordinance in full on three different occasions be suspended and that the Ordinance be placed on its first reading by title only. Seconded by Councilor Ford. Motion carried. Bowman read the Ordinance by title only. Councilor Thomas made a motion that the rule requiring the reading of an ordinance in full on three different occasions be suspended and that the Ordinance be placed on its second reading by title only. Seconded by Councilor Ford. Bowman read the Ordinance by title only. Councilor Thomas made a motion that the rule requiring the reading of an Ordinance in full on three different occasions be suspended and that the Ordinance be placed on its third reading by title only. Seconded by Eoff. Bowman read the Ordinance by title only. Mayor Dotson opened the floor for discussion, after no discussion, Councilor Thomas made a motion to adopt the Ordinance. Seconded by Councilor Coger. Motion carried. Ord. 2025-9.

Mayor Dotson introduced an Ordinance Authorizing the Issuance of Water and Sewer Revenue Bond. Councilor Thomas made a motion that the rule requiring the reading of an ordinance in full on three different occasions be suspended and that the Ordinance be placed on its first reading by title only. Seconded by Councilor Ford. Motion carried. Bowman read the Ordinance by title only. Councilor Thomas made a motion that the rule requiring the reading of an ordinance in full on three different occasions be suspended and that the Ordinance be placed on its second reading by title only. Seconded by Councilor Ford. Bowman read the Ordinance by title only. Councilor Thomas made a motion that the rule requiring the reading of an Ordinance in full on three different occasions be suspended and that the Ordinance be placed on its third reading by title only. Seconded by Lacey. Bowman read the Ordinance by title only. Mayor Dotson opened the floor for discussion, after no discussion, Councilor Eoff made a motion to adopt the Ordinance. Seconded by Councilor Roden. Councilor Thomas made a motion to accept the Emergency clause, seconded by Councilor Ford. Motion carried. Ord. 2025-8.

INVOCATION / PLEDGE OF ALLEGIANCE

Councilor Thomas shared the Invocation and Councilor Eoff led the Pledge of Allegiance.

APPROVAL OF AGENDA

Council Roden made a motion to approve the agenda with the amendment that 13 e & f were moved prior to the invocation. Seconded by Councilor Eoff. Motion approved.

INTRODUCTION OF SPECIAL GUESTS

Mayor Dotson introduced several special guests:
Maria McSperritt who is running for juvenile judge.
Sheriff Body and his wife Katie.
Austin Boatright, the County Clerk.
Amanda Born, County Treasurer.
Cord Riley, JP for the County.
Greg Wheeler, the County DEM.

SPECIAL ORDER OF BUSINESS

Mayor Dotson administered an Oath of Office to Mark Gates as Planning Commissioner.

APPROVAL OF MINUTES

Councilor Eoff made a motion to approve the minutes of September 8, 2025, seconded by Councilor Evans.
Motion approved.

PUBLIC COMMENTS

None

CITY DEPARTMENT REPORTS

Written departmental reports were provided to councilors in their emailed agenda packets. These actions were taken, or information was presented during the reporting period:

- Brian Robinson reported that they are working on the new bathrooms at College Park and Mayor Dotson reported that we got our second draw from the grant that we have received for the splash pad of \$80,655.66 which leaves around 42,000 to help with the cost of the bathrooms. The bathrooms should be done by December 15th.
- Mayor Dotson reported that there have been negotiations with the school district about adding a 3rd SRO. He stated that they have come to an agreement as follows. SRO/Sergeant will be a 75/25 split, school district will pay \$58,875.00 and PD paying \$19,625.00. 2nd SRO will be a 65/35 split, with the school district paying \$51,025 and the PD paying \$27,475.00. The 3rd SRO will be a 55/45 split, with the school district paying \$43,175.00 and the PD paying \$35,325.00.
- Mayor Dotson announced that the hangers at the airport are done.
- Mayor Dotson wanted to thank Josh Thompson for the donation of \$9,749.70 of heavy equipment we used to dig the hole at the Pantry.
- Mayor Dotson read a statement to dispatcher Lola Mitchell.
- Mayor Dotson reported that we need to trade off the 2020 Jeep Cherokee and would like to replace it with a 2025 Nissan Pathfinder. He stated that after the trade-in and difference in price will be \$20,000.00. Councilor Eoff made a motion to approve buying the Nissan for up to \$20,000.00, seconded by Councilor Eoff. Motion carried.
- Mayor Dotson reported that he has been in contact with a group that will give us a low interest loan and that the law has changed for municipalities that it used to be to pay off a loan is 5 years and they have extended it to up to 20 years now. With the loan he would like to build the training facility for the fire department and also buy the old bank building. The fire department and Administration can share the payment of the loan. Councilor Ford made a motion to table this and form a committee, seconded by Councilor Eoff. Motion carried.

- Mayor Dotson reported that an inter-agency agreement has been drafted between the City of Huntsville and Madison County concerning the operation and cost-sharing of District Court. He explained that Act 371, which came effective on August 5th, necessitates an agreement between the Mayor and County Judge regarding the distribution on Uniform Filing Fees. After meeting with county officials, the Mayor stated that the proposed resolution reflects the preferred approach of the County. The agreement outlines a cost allocation of 48 percent to Madison County and 52 percent to the City of Huntsville. Currently the County contributes approximately 17 percent, despite accounting for roughly 70 percent of the District Court Caseload. County Clerk Austin Boatright addressed the City Council and noted that the Madison County Quorum Court will meet the following Monday to consider three options related to the agreement. Following discussion, Councilor Eoff moved to adopt the interagency agreement between the City of Huntsville, Arkansas, and Madison County, Arkansas., seconded by Councilor Lacey. Motion carried. Res. 13-2025

COMMISSION / COMMITTEE REPORTS PROVIDED

- Airport Commission-Sept. 4th
- Wage & Position-Sept. 10th
- Economic Development Comm-Sept. 16th
- Water & Sewer Comm.-Sept 18th
- Planning Comm-Sept. 18th
- Personal Policy Comm-Oct 1st
- Park Comm-Oct 9th

UNFINISHED BUSINESS

None

NEW BUSINESS

Mayor Dotson introduced a Resolution Certifying Tax Rate to the County Clerk. Councilor Eoff made a motion to adopt the resolution, seconded by Councilor Thomas. Motion carried. Res. 12-2025

Mayor Dotson introduced a Resolution Regarding the Acceptance of Certain Real Estate and Approval of Donation Agreement of Real Property. Councilor Roden made a motion to adopt the resolution, with the addendum, seconded by Councilor Coger. Res. 14-2025

Mayor Dotson introduced a Resolution Regarding the Acceptance of a Certain Donation. Councilor Roden made a motion to adopt the resolution, seconded by Councilor Ford. Motion carried. Res. 14-2025

ANNOUNCEMENTS, CORRESPONDENCE, COMMENTS, AND OTHER

Upcoming meetings and activities were announced.

ADJOURNMENT

Councilor Eoff made a motion to adjourn the meeting, seconded by Councilor Ford. Meeting adjourned 8:29 p.m.

Mayor Travis Dotson

City Clerk Janice Smith

5 YR MONTHLY	Oct-25	Oct-24	Oct-23	Oct-22	Oct-21
Tax Comparison					
City Sales Tax	106,713.30	152,660.31	103,060.56	93,105.21	84,304.66
County Sales Tax	38,384.68	42,244.14	35,794.21	34,885.17	24,754.88
5 YR ANNUAL	YTD 2025	2024	2023	2022	2021
Building Permits	39,935.73	26,698.15	35,271.67	42,984.52	82,027.51
Business License	8,820.00	8,195.00	8,615.00	8,622.50	7,095.00
Fire Dept Fees	9,410.00	9,565.00	9,930.00	7,170.00	7,160.00
Franchise Fees	355,185.39	379,692.50	432,189.31	369,615.81	322,753.78
Misc Permits	142.00	376.00	393.00	467.00	439.00
Fines Income	85,398.20	111,491.92	79,397.17	23,179.00	43,729.75
Municipal Aid	36,882.10	42,814.81	43,773.01	42,949.71	39,704.37
American Rescue Grants/Donations	1,528,150.00	8,437.50	2,145.00	266,122.24	266,125.35
Huntsville Schools	52,332.86	110,565.76	72,791.15	2,726.00	80.00
Interest Income	92,444.45	73,136.18	66,930.30	12,270.66	16,592.65
Madison County	17,449.53	21,988.02	26,019.52	21,571.90	15,791.64
Misc Income	7,554.94	46,058.96	2,144.49	1,099.44	525.90
Police Stipend 2022				43,060.00	
Rental Income	6,600.00	550.00			
Transfer In	528,639.96	50,285.01	67,756.48	645,065.78	3,200.00
City Sales Tax	1,072,566.64	2,191,163.72	1,200,022.53	1,166,393.15	1,010,636.66
County Sales Tax	385,215.36	442,766.41	416,780.44	397,864.52	311,277.83
Property Tax	110,826.87	150,912.97	158,685.76	115,928.77	132,633.45
	\$4,337,554.03	\$3,674,577.10	\$2,622,844.83	\$3,167,091.00	\$2,259,772.89

2025 REVENUE BY	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Building Permits	305.00	\$405.00	3265.00	7690.00	16646.27	200.00
Business License	160.00	\$60.00	75.00	30.00	130.00	1585.00
City Sales Tax	108,916.00	\$118,667.00	88252.00	90825.94	114122.10	106901.50
County Sales Tax	37,078.00	\$40,574.00	34417.00	33858.79	42784.96	37958.33
Fines Income	7,960.00	\$8,045.00	7724.00	13029.05	231.50	6863.46
Fire Dept Fees	710.00	\$7,075.00	1015.00	175.00	0.00	175.00
Franchise Fees	31,600.00	\$39,064.00	37462.00	34672.52	28970.82	31343.26
Grants/Donations		\$87,344.00	0.00	50.00	0.00	2000.00
Huntsville Schools	13,083.00	\$13,083.00	17083.00	13083.20	0.00	0.00
Interest Income	102.00	\$90.00	7900.00	38568.86	6965.00	5745.40
Misc Income	10.00	\$1,197.00	5.00	5.00	1355705.00	2325.69
Misc Permits	4.00	\$2.00	6.00	8.00	14.00	20.00
Municipal Aid	5,820.00	\$2,949.00	2949.00	2948.54	2947.15	2942.96
Property Tax	18,989.00	\$0.00	0.00	4937.49	51536.18	3196.11
Rental Income	100.00	\$0.00	225.00	475.00	0.00	300.00
	224,837.00	\$318,555.00	\$ 197,038.00	\$ 240,357.39	1,620,053.	201,557.

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
Building Permits	1,614.	1,651.	4,689.	563.	0.	0.
Business License	4,860.	950.	640.	330.	0.	0.
City Sales Tax	114,067.	111,416.	112,686.	106,713.	0.	0.
County Sales Tax	40,150.	38,934.	41,076.	38,385.	0.	0.
Fines Income	10.	18,261.	9,125.	14,150.	0.	0.
Fire Dept Fees	35.	140.	85.	0.	0.	0.
Grants/Donations	0.	1,000.	500.	80,656.		
Franchise Fees	32,845.	38,469.	43,840.	36,918.	0.	0.
Huntsville Schools	0.	0.	0.	0.	0.	0.
Interest Income	11,881.	3,920.	4,927.	12,444.	0.	0.
Misc Income	803.	15.	20.	3,841.	0.	0.
Misc Permits	28.	10.	24.	24.	0.	0.
Municipal Aid	8,063.	2,368.	2,947.	2,947.	0.	0.
Property Tax	4,827.	3,887.	3,326.	20,128.	0.	0.
Rental Income	100.	0.	775.	325.	0.	0.
Transfer In	0.	13,083.	356,211.	35,000.		
	219,282.	234,104.	580,871.	358,241.	0.	0.

General Fund Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual	Annual Budget Jan 2025 Dec 2025	Jan 2025 Dec 2025 Percent of Budget
Revenue & Expenditures				
Revenue				
General Revenues				
Building Permits	563.00	39,935.73	25,000.00	159.74%
Business License Fees	330.00	8,820.00	8,000.00	110.25%
City Sales Tax	106,713.30	1,072,566.64	1,350,000.00	79.45%
County Sales Tax	38,384.68	385,215.36	450,000.00	85.60%
Fines Income	14,149.75	85,398.20	100,000.00	85.40%
Fire Dept Fees	0.00	9,410.00	9,500.00	99.05%
Franchise Fees	36,918.44	355,185.39	380,000.00	93.47%
Grants/Donations	80,655.66	1,528,150.00	1,444,944.36	105.76%
Huntsville Schools SRO	0.00	52,332.86	123,648.98	42.32%
Interest Income	12,444.49	92,444.45	70,000.00	132.06%
Madison County	5,816.51	17,449.53	23,266.02	75.00%
Misc Income	3,840.69	7,554.94	0.00	
Misc Permits	24.00	140.00	400.00	35.00%
Municipal Aid	2,947.16	36,882.10	43,000.00	85.77%
Property Tax Assessment	20,128.00	110,826.87	155,000.00	71.50%
Rental Income	325.00	6,450.00	4,000.00	161.25%
Transfer In	35,000.00	528,639.96	54,500.00	969.98%
General Revenues Totals	\$358,240.68	\$4,337,402.03	\$4,241,259.36	
Revenue	\$358,240.68	\$4,337,402.03	\$4,241,259.36	
Gross Profit	\$358,240.68	\$4,337,402.03	\$4,241,259.36	
Expenses				
Administrative				
Advertising	200.00	3,043.00	2,500.00	121.72%
Dues/Licenses	40.00	4,998.52	5,854.52	85.38%
Equipment - Office	146.61	10,009.26	14,000.00	71.49%
Fuel	0.00	196.51	1,000.00	19.65%
Improvements	591.13	292,294.62	399,850.00	73.10%
Insurance - Buildings	0.00	3,679.65	2,996.27	122.81%
Insurance - Health	1,161.90	12,065.43	14,271.84	84.54%
Insurance - Legal & Other	5,470.10	10,796.25	5,330.00	202.56%
Insurance - Vehicles	0.00	0.00	248.50	
Land/Buildings	0.00	175,195.00	175,000.00	100.11%
Meeting Expense	0.00	0.00	500.00	
Miscellaneous Expense	2,296.96	235,901.70	6,000.00	3,931.70%
Other Services	4,744.93	51,114.02	54,398.00	93.96%
Payroll Taxes	1,060.93	10,548.45	16,939.71	62.27%
Repairs & Maint. - Bldgs.	23,504.18	29,252.69	5,000.00	585.05%
Repairs & Maint. - Veh/Equip	0.00	51.42	1,000.00	5.14%
Retirement - APERS	2,021.47	22,798.95	25,943.48	87.88%
Salaries	17,732.93	180,398.23	227,434.08	79.32%
Supplies - Office	397.93	8,497.37	6,500.00	130.73%
Supplies/ Materials	314.82	314.82	0.00	
Travel/Training	2,359.35	13,307.98	17,000.00	78.28%
Unemployment	10.65	79.48	79.52	99.95%
Utilities/Phone/Trash	1,268.97	12,937.61	12,000.00	107.81%
Vehicles	20,000.00	20,000.00	0.00	
Workers' Comp	0.00	190.00	165.00	115.15%
Administrative Totals	\$83,322.86	\$1,097,670.96	\$994,010.92	

General Fund Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual	Annual Budget Jan 2025 Dec 2025	Jan 2025 Dec 2025 Percent of Budget
Animal Control/Sanitation				
Equipment	635.55	693.31	0.00	
Miscellaneous Expense	0.00	167.88	400.00	41.97%
Other Services	0.00	2,034.29	12,000.00	16.95%
Payroll Taxes	7.37	567.31	963.90	58.86%
Repairs & Maint. - Veh/Equip	0.00	0.00	3,000.00	
Retirement - APERS	15.32	513.21	0.00	
Salaries	100.00	7,512.00	12,600.00	59.62%
Supplies/ Materials	80.51	674.32	1,300.00	51.87%
Travel/Training	55.01	620.76	1,000.00	62.08%
Unemployment	0.00	6.29	14.00	44.93%
Utilities/Phonel/Trash	89.29	888.58	1,000.00	88.86%
Workers' Comp	0.00	47.00	42.00	111.90%
Animal Control/Sanitation Totals	\$983.05	\$13,724.95	\$32,319.90	
Building Inspector				
Dues/Licenses	0.00	25.00	125.00	20.00%
Other Services	3,390.00	3,600.00	3,600.00	100.00%
Payroll Taxes	159.38	1,628.18	1,958.40	83.14%
Salaries	2,083.33	21,283.30	25,600.00	83.14%
Supplies/ Materials	0.00	9.68	500.00	1.94%
Travel/Training	0.00	0.00	500.00	
Unemployment	0.00	14.01	14.00	100.07%
Workers' Comp	0.00	98.00	240.00	40.83%
Building Inspector Totals	\$5,632.71	\$26,658.17	\$32,537.40	
Code Enforcement				
Fuel	0.00	0.00	300.00	
Payroll Taxes	34.43	393.61	1,116.90	35.24%
Salaries	450.00	5,145.00	14,000.00	36.75%
Supplies/ Materials	0.00	2,495.33	2,560.00	97.47%
Unemployment	0.90	10.29	14.00	73.50%
Workers' Comp	0.00	98.00	137.00	71.53%
Code Enforcement Totals	\$485.33	\$8,142.23	\$18,127.90	
Court Department				
Dues/Licenses	0.00	278.57	350.00	79.59%
Insurance - Health	584.56	4,242.82	9,514.56	44.59%
Miscellaneous Expense	0.00	0.00	200.00	
Other Services	833.33	16,739.37	18,378.57	91.08%
Payroll Taxes	513.72	5,595.25	6,959.36	80.40%
Retirement - APERS	545.35	6,017.64	12,748.09	47.20%
Salaries	6,715.15	73,138.49	90,972.08	80.40%
Supplies - Office	191.88	2,311.18	3,000.00	77.04%
Travel/Training	175.33	466.09	1,000.00	46.61%
Unemployment	0.14	30.52	47.68	64.01%
Utilities/Phonel/Trash	124.76	2,038.98	4,000.00	50.97%
Workers' Comp	0.00	140.00	61.00	229.51%
Court Department Totals	\$9,684.22	\$110,998.91	\$147,231.34	
Economic Development				
Advertising	0.00	3,025.00	12,000.00	25.21%
Community Agreements	500.00	3,420.00	10,000.00	34.20%
Dues/Licenses	0.00	0.00	2,800.00	
Economic Development	0.00	1,209.69	30,000.00	4.03%
Payroll Taxes	146.62	1,466.20	1,759.50	83.33%

General Fund Statement of Revenue and Expenditures

	Current Period Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual	Annual Budget Jan 2025 Dec 2025	Jan 2025 Dec 2025 Percent of Budget
Salaries	1,916.66	19,166.60	25,000.00	76.67%
Supplies - Office	120.00	855.49	1,900.00	45.03%
Supplies/ Materials	49.34	49.34	0.00	
Travel/Training	0.00	130.00	2,700.00	4.81%
Unemployment	0.00	13.99	14.00	99.93%
Workers' Comp	0.00	100.00	16.00	625.00%
Economic Development Totals	\$2,732.62	\$29,436.31	\$86,189.50	
Fire Department				
Dues/Licenses	225.00	838.40	1,324.00	63.32%
Equipment	5,989.22	24,384.25	60,000.00	40.64%
Equipment - Office	0.00	0.00	1,000.00	
Fuel	670.37	9,004.11	9,500.00	94.78%
Insurance - Buildings	0.00	3,693.20	3,007.30	122.81%
Insurance - Health	777.10	8,286.16	9,514.56	87.09%
Insurance - Vehicles	0.00	0.00	11,402.70	
Land/Buildings	0.00	0.00	50,000.00	
Miscellaneous Expense	0.00	648.00	1,000.00	64.80%
Other Services	7.90	1,342.64	5,976.06	22.47%
Payroll Taxes	136.50	1,528.77	2,251.02	67.91%
Repairs & Maint. - Bldgs.	31.89	4,496.34	4,000.00	112.41%
Repairs & Maint. - Veh/Equip	59.95	17,975.30	26,000.00	69.14%
Salaries	9,528.78	106,218.90	144,710.08	73.40%
Supplies - Office	241.77	1,277.86	1,000.00	127.79%
Supplies - Uniforms	1,076.17	3,087.72	3,500.00	88.22%
Supplies/ Materials	1,352.24	7,299.63	9,000.00	81.11%
Travel/Training	2,454.73	12,426.53	25,000.00	49.71%
Unemployment	0.83	55.43	162.00	34.22%
Utilities/Phonel/Trash	1,461.20	17,888.83	23,000.00	77.78%
Vehicles	0.00	0.00	50,000.00	
Workers' Comp	0.00	2,300.30	1,723.00	133.51%
Fire Department Totals	\$24,013.65	\$222,752.37	\$443,070.72	
Police Dept				
Dispatching Service	8,750.00	35,000.00	35,000.00	100.00%
Dues/Licenses	0.00	125.00	305.00	40.98%
Equipment	1,181.11	47,719.67	70,000.00	68.17%
Fuel	5,082.76	24,289.68	43,500.00	55.84%
Insurance - Buildings	0.00	5,292.26	4,310.00	122.79%
Insurance - Health	4,657.81	42,376.49	66,601.92	63.63%
Insurance - Vehicles	0.00	457.50	3,827.50	11.95%
Miscellaneous Expense	49.72	2,195.35	1,000.00	219.54%
Other Services	4,109.54	38,459.25	33,112.00	116.15%
Payroll Taxes	4,207.15	46,451.19	58,294.44	79.68%
Police Pensions	0.00	57,769.22	99,784.37	57.89%
Repairs & Maint. - Bldgs.	0.00	3,818.95	8,000.00	47.74%
Repairs & Maint. - Veh/Equip	49.27	23,067.24	29,200.00	79.00%
Retirement - APERS	955.00	9,640.14	12,924.42	74.59%
Salaries	54,995.36	607,209.37	762,018.83	79.68%
Supplies - Office	379.82	5,971.02	6,000.00	99.52%
Supplies - Uniforms	265.70	8,179.78	8,500.00	96.23%
Supplies/ Materials	741.90	4,220.93	4,600.00	91.76%
Travel/Training	234.93	3,288.84	12,000.00	27.41%
Unemployment	7.36	253.08	204.00	124.06%
Utilities/Phonel/Trash	1,179.33	13,446.13	18,000.00	74.70%

General Fund Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual	Annual Budget Jan 2025 Dec 2025	Jan 2025 Dec 2025 Percent of Budget
Vehicles	0.00	44,000.00	44,000.00	100.00%
Workers' Comp	0.00	7,619.30	6,657.00	114.46%
Police Dept Totals	\$86,846.76	\$1,030,850.39	\$1,327,839.48	
Street Department				
Insurance - Health	1,942.75	19,209.08	23,786.40	80.76%
Payroll Taxes	1,461.86	16,967.69	20,032.92	84.70%
Retirement - APERS	2,811.36	30,769.10	37,958.09	81.06%
Salaries	19,246.03	223,248.80	343,729.61	64.95%
Unemployment	1.69	101.58	84.00	120.93%
Street Department Totals	\$25,463.69	\$290,296.25	\$425,591.02	
Expenses	\$239,164.89	\$2,830,530.54	\$3,506,918.18	
Revenue Less Expenditures	\$119,075.79	\$1,506,871.49	\$734,341.18	
Other Expenses				
Administrative				
Transfer Out	0.00	1,288,192.46	1,485,972.02	86.69%
Transfer To Airport	0.00	63,253.93	6,500.00	973.14%
Transfer To Park	0.00	64,000.00	60,000.00	106.67%
Administrative Totals	\$0.00	\$1,415,446.39	\$1,552,472.02	
Economic Development				
Account Cleanup	0.00	(1,140.39)	0.00	
Economic Development Totals	\$0.00	(\$1,140.39)	\$0.00	
Unallocated				
Account Cleanup	0.00	21,683.43	0.00	
Unallocated Totals	\$0.00	\$21,683.43	\$0.00	
Other Expenses	\$0.00	\$1,435,989.43	\$1,552,472.02	
Net Change in Fund Balance	\$119,075.79	\$70,882.06	(\$818,130.84)	
Fund Balances				
Beginning Fund Balance	3,216,659.92	3,264,853.65	0.00	
Net Change in Fund Balance	119,075.79	70,882.06	(818,130.84)	
Ending Fund Balance	3,335,735.71	3,335,735.71	0.00	

Street Fund Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual	Annual Budget Jan 2025 Dec 2025	Jan 2025 Dec 2025 Percent of Budget
Revenue & Expenditures				
Revenue				
Interest Income	946.17	8,772.92	7,000.00	125.33%
Misc Income	0.00	424.83	0.00	
Municipal Aid	20,062.23	204,094.17	240,000.00	85.04%
Property Tax Assessment	8,628.49	92,182.87	58,000.00	158.94%
Revenue	\$29,636.89	\$305,474.79	\$305,000.00	
Gross Profit	\$29,636.89	\$305,474.79	\$305,000.00	
Expenses				
Dues/Licenses	0.00	0.00	45.00	
Equipment	12,270.71	42,799.83	64,000.00	66.87%
Fuel	1,978.15	24,446.68	20,500.00	119.25%
Grant Projects	0.00	0.00	79,000.00	
Insurance - Buildings	0.00	1,611.82	1,312.48	122.81%
Insurance - Vehicles	0.00	0.00	4,215.92	
Miscellaneous Expense	591.12	983.06	1,000.00	98.31%
Other Services	160.00	7,050.00	9,920.00	71.07%
Repairs & Maint - Street Proj.	0.00	19,697.48	332,406.60	5.93%
Repairs & Maint. - Bldgs.	650.00	650.00	1,500.00	43.33%
Repairs & Maint. - Veh/Equip	1,535.41	17,919.02	19,000.00	94.31%
Supplies - Uniforms	263.96	1,383.46	4,500.00	30.74%
Supplies/ Materials	1,419.54	23,969.47	19,000.00	126.16%
Travel/Training	0.00	0.00	500.00	
Utilities/Phone/Trash	3,401.32	35,029.30	42,000.00	83.40%
Workers' Comp	0.00	5,809.00	5,600.00	103.73%
Expenses	\$22,270.21	\$181,349.12	\$604,500.00	
Revenue Less Expenditures	\$7,366.68	\$124,125.67	(\$299,500.00)	
Other Expenses				
Transfer Out	0.00	13,821.20	13,500.00	102.38%
Other Expenses	\$0.00	\$13,821.20	\$13,500.00	
Net Change in Fund Balance	\$7,366.68	\$110,304.47	(\$313,000.00)	
Fund Balances				
Beginning Fund Balance	433,007.69	330,069.90	0.00	
Net Change in Fund Balance	7,366.68	110,304.47	(313,000.00)	
Ending Fund Balance	440,374.37	440,374.37	0.00	

Admin of Justice Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Fines Income	20,511.84	174,627.26
Interest Income	184.05	1,466.58
Revenue	\$20,695.89	\$176,093.84
Gross Profit	\$20,695.89	\$176,093.84
Expenses		
County Fees & Costs	0.00	20,616.21
Miscellaneous Expense	2,290.69	2,290.69
State Fees & Costs	10,255.92	112,350.51
Expenses	\$12,546.61	\$135,257.41
Revenue Less Expenditures	\$8,149.28	\$40,836.43
Net Change in Fund Balance	\$8,149.28	\$40,836.43
Fund Balances		
Beginning Fund Balance	76,542.20	43,855.05
Net Change in Fund Balance	8,149.28	40,836.43
Ending Fund Balance	84,691.48	84,691.48

Airport Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
City Sales Tax	23.95	310.08
County Sales Tax	59.11	774.21
Grants/Donations	0.00	288,929.91
Interest Income	124.06	2,921.72
Misc Income	0.00	260.33
Rental Income	31,775.00	66,546.00
Sale Of Material	12,194.05	40,054.28
Transfer In	0.00	102,033.52
Revenue	\$44,176.17	\$501,830.05
Gross Profit	\$44,176.17	\$501,830.05
Expenses		
Fuel	0.00	23,737.50
Grant Projects	11,000.00	31,000.00
Improvements	0.00	303,276.25
Insurance - Buildings	0.00	5,007.77
Labor - Contract	0.00	5,005.00
Land/Buildings	7,188.48	71,884.84
Miscellaneous Expense	0.00	39,042.12
Repairs & Maint. - Veh/Equip	0.00	6,224.05
Sales Tax	594.00	3,578.03
Supplies/ Materials	481.26	769.99
T- Hangars	1,508.85	1,768.27
Utilities/Phonel/Trash	4,543.16	10,729.99
Expenses	\$25,315.75	\$502,023.81
Revenue Less Expenditures	\$18,860.42	(\$193.76)
Net Change in Fund Balance	\$18,860.42	(\$193.76)
Fund Balances		
Beginning Fund Balance	53,651.59	72,705.77
Net Change in Fund Balance	18,860.42	(193.76)
Ending Fund Balance	72,512.01	72,512.01

Court Automation Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Fines Income	1,817.50	45,916.96
Interest Income	90.36	812.22
Misc Income	0.00	200.00
Revenue	\$1,907.86	\$46,929.18
Gross Profit	\$1,907.86	\$46,929.18
Expenses		
Equipment - Office	1,558.65	17,670.58
Miscellaneous Expense	70.75	17,086.57
Supplies - Office	0.00	540.65
Utilities/Phonel/Trash	0.00	192.51
Expenses	\$1,629.40	\$35,490.31
Revenue Less Expenditures	\$278.46	\$11,438.87
Net Change in Fund Balance	\$278.46	\$11,438.87
Fund Balances		
Beginning Fund Balance	41,010.46	29,850.05
Net Change in Fund Balance	278.46	11,438.87
Ending Fund Balance	41,288.92	41,288.92

Fire Dept Act 833 Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Interest Income	68.05	449.85
State Of Arkansas	4,156.06	18,025.72
Revenue	\$4,224.11	\$18,475.57
Gross Profit	\$4,224.11	\$18,475.57
Revenue Less Expenditures	\$4,224.11	\$18,475.57
Net Change in Fund Balance	\$4,224.11	\$18,475.57
Fund Balances		
Beginning Fund Balance	31,381.03	17,129.57
Net Change in Fund Balance	4,224.11	18,475.57
Ending Fund Balance	35,605.14	35,605.14

Fire Equipment Purchase Acct.
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Grants/Donations	54,876.00	54,876.00
Misc Income	37,815.00	37,824.00
Revenue	\$92,691.00	\$92,700.00
Gross Profit	\$92,691.00	\$92,700.00
Expenses		
Bank Service Charge	0.00	4.00
Equipment	92,691.00	92,691.00
Expenses	\$92,691.00	\$92,695.00
Revenue Less Expenditures	\$0.00	\$5.00
Net Change in Fund Balance	\$0.00	\$5.00
Fund Balances		
Beginning Fund Balance	5.00	0.00
Net Change in Fund Balance	0.00	5.00
Ending Fund Balance	5.00	5.00

General Fund Reserve
Statement of Revenue and Expenditures

	Current Period Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Interest Income	1.18	16.65
Misc Income	0.00	4,764.27
Revenue	\$1.18	\$4,780.92
Gross Profit	\$1.18	\$4,780.92
Revenue Less Expenditures	\$1.18	\$4,780.92
Other Expenses		
Transfer Out	0.00	4,764.27
Other Expenses	\$0.00	\$4,764.27
Net Change in Fund Balance	\$1.18	\$16.65
Fund Balances		
Beginning Fund Balance	554.03	538.56
Net Change in Fund Balance	1.18	16.65
Ending Fund Balance	555.21	555.21

Huntsville City Parks Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Concession Income	0.00	2,000.00
Grants/Donations	0.00	29,000.00
Interest Income	114.37	899.13
League Fees	0.00	16,800.00
Misc Income	80.00	2,500.00
Transfer In	0.00	64,000.00
Revenue	\$194.37	\$115,199.13
Gross Profit	\$194.37	\$115,199.13
Expenses		
Equipment	0.00	9,381.18
Insurance - Buildings	0.00	1,219.33
Labor - Contract	500.00	4,000.00
Labor- League	1,920.00	11,720.00
League Expense	0.00	957.85
Lighting	0.00	2,508.75
Miscellaneous Expense	396.00	3,564.32
Other Services	2,052.28	9,415.76
Repairs & Maint. - Bldgs.	13,078.00	15,247.52
Repairs & Maint. - Veh/Equip	0.00	118.60
Supplies/ Materials	173.23	3,232.59
Utilities/Phone/Trash	1,628.53	19,619.69
Expenses	\$19,748.04	\$80,985.59
Revenue Less Expenditures	(\$19,553.67)	\$34,213.54
Net Change in Fund Balance	(\$19,553.67)	\$34,213.54
Fund Balances		
Beginning Fund Balance	59,988.96	6,221.75
Net Change in Fund Balance	(19,553.67)	34,213.54
Ending Fund Balance	40,435.29	40,435.29

LOPFI Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Interest Income	305.52	2,561.34
Property Tax Assessment	2,875.68	38,205.04
Revenue	\$3,181.20	\$40,766.38
Gross Profit	\$3,181.20	\$40,766.38
Expenses		
Firemen's Pensions	0.00	14,346.44
Expenses	\$0.00	\$14,346.44
Revenue Less Expenditures	\$3,181.20	\$26,419.94
Net Change in Fund Balance	\$3,181.20	\$26,419.94
Fund Balances		
Beginning Fund Balance	143,149.42	119,910.68
Net Change in Fund Balance	3,181.20	26,419.94
Ending Fund Balance	146,330.62	146,330.62

Police Act 988 of 91' Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Fines Income	1,330.00	13,153.00
Interest Income	20.59	141.06
Revenue	\$1,350.59	\$13,294.06
Gross Profit	\$1,350.59	\$13,294.06
Expenses		
Equipment	0.00	9,763.71
Vehicles	0.00	11,142.00
Expenses	\$0.00	\$20,905.71
Revenue Less Expenditures	\$1,350.59	(\$7,611.65)
Net Change in Fund Balance	\$1,350.59	(\$7,611.65)
Fund Balances		
Beginning Fund Balance	8,582.54	17,544.78
Net Change in Fund Balance	1,350.59	(7,611.65)
Ending Fund Balance	9,933.13	9,933.13

Police Special Projects Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Grants/Donations	0.00	4,764.27
Interest Income	14.39	134.60
Revenue	\$14.39	\$4,898.87
Gross Profit	\$14.39	\$4,898.87
Revenue Less Expenditures	\$14.39	\$4,898.87
Net Change in Fund Balance	\$14.39	\$4,898.87
Fund Balances		
Beginning Fund Balance	6,777.85	1,893.37
Net Change in Fund Balance	14.39	4,898.87
Ending Fund Balance	6,792.24	6,792.24

Prisoner Act 1188 Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Fines Income	1,563.25	11,900.00
Interest Income	89.09	1,045.16
Revenue	\$1,652.34	\$12,945.16
Gross Profit	\$1,652.34	\$12,945.16
Expenses		
Other Services	0.00	3,900.00
Expenses	\$0.00	\$3,900.00
Revenue Less Expenditures	\$1,652.34	\$9,045.16
Other Expenses		
Transfer Out	35,000.00	35,000.00
Other Expenses	\$35,000.00	\$35,000.00
Net Change in Fund Balance	(\$33,347.66)	(\$25,954.84)
Fund Balances		
Beginning Fund Balance	54,197.53	46,804.71
Net Change in Fund Balance	(33,347.66)	(25,954.84)
Ending Fund Balance	20,849.87	20,849.87

Wastewater Facility Huntsville
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Interest Income	0.46	4.47
Revenue	\$0.46	\$4.47
Gross Profit	\$0.46	\$4.47
Revenue Less Expenditures	\$0.46	\$4.47
Net Change in Fund Balance	\$0.46	\$4.47
Fund Balances		
Beginning Fund Balance	216.52	212.51
Net Change in Fund Balance	0.46	4.47
Ending Fund Balance	216.98	216.98

Water Tank Simmons Bond Construction Fund
Statement of Revenue and Expenditures

	Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jan 2025 Oct 2025 Actual
Revenue & Expenditures		
Revenue		
Interest Income	0.00	408.87
Revenue	\$0.00	\$408.87
Gross Profit	\$0.00	\$408.87
Expenses		
Miscellaneous Expense	0.00	211.59
Expenses	\$0.00	\$211.59
Revenue Less Expenditures	\$0.00	\$197.28
Net Change in Fund Balance	\$0.00	\$197.28
Fund Balances		
Beginning Fund Balance	218,793.51	218,596.23
Net Change in Fund Balance	0.00	197.28
Ending Fund Balance	218,793.51	218,793.51

STEP DISTRACTED DRIVER OCT. 19-25, 2025

TS- 159

	Warning	Citation	
Fail to obey Stop Sign	34	1	
No Tag	2		
Speeding	25	3	
Expired Tag	9	6	
D.D.	14	3	
S.B.	2		
No Insurance	4	5	
Fail to affix tag	2		
Fail to present DL	2	1	
No Proof Insurance	9	3	
Tint	4		
Driving Suspended DWI		1	
Fail to update address	1		
Fugitives Apprehended			5
Improper lane change	16		
Following to Close	6		
Muffle	1		
Improper Display	3		
Turn Signal	10		
Defective Equip.	1		
Careless driving	2	1	
Left of Center	5		
Tail Lamp	6	1	
Windshield Obstructed	1		
No DL	3	4	
DWI		1	
Open Container	1	1	
Refusal		1	
Fail to Register	5	1	
No lights in the rain	2		
Driving on Suspended		3	
Expired DL	1		
Defective Headlamp	5		
Fail to Main Control	1		
TOTAL	177	36	
TOTAL ARRESTED	5		



Public Works Department
Monthly Report
October 2025

Completed Projects
1) Put out pumpkins for fall.
2) Work on new bathrooms at splash pad.
3) Work on Christmas lights.
4) Mowing and weed eating

Ongoing Projects

Huntsville Water Utilities Monthly Report

Reporting Period:	September 15, 2025 - October 15, 2025				
	Current Month	Previous Month Comparison		Same Month, 1 Year Ago	
Active Accounts	1,433	Up	-	Up	17
In City Residential	1,060	Down	2	Up	22
Gallons Purchased	44,464,551	Down	7,868,315	Up	4,916,765
Gallons Sold	41,236,160	Down	7,857,080	Up	5,614,830
Gal. Wastewater	45,410,000	Down	8,180,000	Up	16,896,000
Number of Leaks	6	Up	3	Down	6
Leak Man Hours	52	Up	30	Down	29
Water Loss %	7%	Up	3%	Down	2%
Service Orders	174	Up	45	Up	26
Line Locates	35	Up	7	Up	4

	Year to Date	Previous Year Comparison	
Gallons Purchased	420,642,615	Up	12,989,802
Gallons Sold	393,188,460	Up	24,422,451
Gal. Wastewater	452,676,000	Up	92,370,000
Number of Leaks	48	Up	2
Leak Man Hours	392.5	Down	35.5
Water Loss %	Average of 7%	Down	2%
Service Orders	1135	Up	51
Line Locates	346	Up	57

HUNTSVILLE FIRE DEPARTMENT

November 2025 Report of October 2025 Activities

- Our training for the month of October focused on Heavy Vehicle Extrication and an Arkansas Fire Academy class on Communication which is part of the Firefighter 1 curriculum.
 - For our extrication class, we had members from the Hindsville and Wesley Fire Departments join us for the training as well as members of MCEMS.
- Lt. James House and Firefighters Billy Kettner and Andrew Roman attended the Crash Course Heavy class in Ohio. The class focused on lifting and stabilization of heavy vehicles and construction incidents. I highly recommend checking out our Facebook post regarding the training. It is exceptional training and we are already making plans to send more of our people back next year.
- We have now been able to make our grant purchases for our Water Rescue needs. We have a new side-by-side and a Toyota Tacoma in house already and are awaiting delivery of our new rescue boat and trailer.
 - We are still in the process of outfitting the Tacoma and side-by-side with safety equipment, radios, lights, etc. and hope to have both in service by next month.
- We remain critically low on manpower right now with only 18 members on our roster. Five of those members have responded to at least 20% of our total calls while another seven of them have responded to less than 5% of the calls this year.
 - Looking strictly at fire calls, four of our firefighters (Chief Shinn 82%, Captain Shinn Clark 60%, Lt House 61% and Firefighter McConnell 67%) have responded to at least 50% of our 79 fire calls.
 - Four of our firefighters have responded to at least 25% of our 433 medical calls.
- Of the 571 emergency calls we responded to from January 1st to October 31st this year, 142 of them (25%) were outside the city in our Fire District or as automatic/mutual aid calls.
- During Fire Prevention week, Captain Kristyn Shinn Clark and Firefighters Joey McConnell, Gabe Dasen, Steve McGourty and Weldon Orand spent a day at Watson Primary School conducting Fire Safety education to the students utilizing our inflatable Fire Safety House.
- Arkansas State Fire Marshal Eddie Anderson attended our Madison County Fire Chiefs Association meeting in October. Currently, the Fire Marshals are a part of the Arkansas Department of Emergency Management but had been a part of the Arkansas State Police. There has been an effort at the state level to allow the Fire Marshals to continue to have law enforcement powers, but the State Police have defeated that attempt. This means that the marshals depend on other law enforcement agencies to enforce penalties against fire code violations. In addition, the process to get an arson or cause determination of a fire investigation conducted means having a law enforcement agency request it, not the fire department. As you may imagine, this situation is causing friction on the state level and hampering local investigations.

Total calls from January 1 to October 31 by year.

● 2025	● 2024	● 2023	● 2022	● 2021	● 2020
● 616	● 624	● 567	● 536	● 505	● 364

- Firefighter McGourty has earned his Instructor 1 certification.
- Saturday November 22 starting at 11:00 AM at Fire Station #2, we will be hosting, along with our HPD partners, our 2nd Annual Toys for Tots Fundraiser. We will be showing the Arkansas vs Texas football game on a large screen and will have the Chili cook-off again this year as well as a friendly Cornhole Competition.
- During Bikes, Blues and BBQ, Captain Kristyn Shinn Clark, Lt DeLaurie and Firefighter Joey McConnell partnered with Rogers Firefighters with their Poker Run by setting up a station in the Java Rose parking lot.
- On Halloween night, our firefighters manned Station 1 and provided candy and tours to an assortment of ghouls, ghosts and others. No souls were reported stolen.

January-October 2025	EMS CALLS	%	MVA	%	FIRE CALLS	%	SPECIAL DUTY	%	Inspections/Preplans	Public Service/Education	Training	Total Events
	433	76%	36	6%	79	14%	23	4%	28	24	32	655



Strategic Objectives

- Economic Development –
 - Met with Mark Goodman, Economic Development Director for the Fayetteville Chamber of Commerce.
 - Attended the Madison County Quorum Court meeting on October 20th for the introduction for a possible Industrial Development Authority formation between Benton, Washington, and Madison County under the expanded Act 576. Special guest was Ron Maloney, Economic Development Director for the Northwest Arkansas Council.
 - Hosted roundtable discussion with E Faye Jones Conservancy, Huntsville School District, and EDTC Commission on ways to partner with the conservancy to attract visitors to the Faubus House, community engagement opportunities, and educational events.
 - Met with Madison County Telephone, Connectel, and Mayor Dotson to finalize audio visual additions to the Basham Community Center.
 - Met with Tom Ginn, AEDC Regional Manager with Mayor Dotson.
 - Attended the Arkansas Tourism Roundtable discussion with Arkansas Tourism staff and NATA members.
 - Met with representative of KHG Hotels with Mayor Dotson.
 - Selected Aptyegy as the city's website platform provider. Attended various onboarding and training sessions. Conversion has begun and the website and new city app is expected to go live December 26th.
 - Facilitated meeting with school district leadership and Mayor Dotson to begin the nomination process for the Mayor's Youth Council. Worked with the HHS Film Class to produce video for the process.

Planning Commission Report

*City of Huntsville October 2025
(for September items)*

OVERVIEW & PURPOSE

Planning we strive to be a proactive department that establishes goals and policies for directing and managing future growth and development. We address fundamental issues such as the location of growth, housing needs, and environmental protection.

APPROVED: COMMERCIAL / RESIDENTIAL PERMITS/ ZONE CHANGE

1. Zone Change request R1 to R3
2. Zone Change request 12582 Hwy 412
3. Sign Code review, completed
4. Building permit request R3, Lot 3 approved
5. Building permit request R3, Lot 4 approved
6. Acorn St – Roof
7. Building Permit 209 E War Eagle- approved

PROJECTS

City Trash Clean-up- 35 Volunteers

Property Highlight Award program, implemented and banner purchased



**BUILDING INSPECTOR
MONTHLY REPORT**

Name	Number	Location
Assembly God Church	3	412 Bypass
Jason Hargis Remodal	2	Phillips St.
School Baseball Facility	3	School complex
Blackey Canion	2	Combs St.
Terry Presley	5	Subdivision
Tiny House Building	2	412 Bypass
Reliable Poultry	3	412 Bypass
House Remodal	2	Lee St

Council Members,

October was much of the same struggle with grass, weeds, and trash on properties. The wet summer and severe weather appears to have still lingering affects. Complaints have been a bit slower which has allowed me a bit of proactive work.

Thank you for your time,

Jeremy Shinn

Code Enforcement

CE phone 479-325-8483

INFORMATION

Organization Name: City of Huntsville/Huntsville Police Department
 EIN:
 Organization State: Arkansas
 Organization Type: Municipality
 Report Year: 2025

DOG	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
Dog Intakes-Stray													0
Dog Intakes-Relinquished by Owners										7	5		12
Dog Intakes-Transferred In										2			2
Dog Intakes-ORE													0
Dog Live Outcome-Adoption													0
Dog Live Outcome-Returned to Field										1	0		1
Dog Live Outcome-Transferred Out										4	3		7
Dog Outcome-Died in Care													0
Dog Outcome-Last in Care													0
Dog Outcome-Shelter Euthanasia													0
Dogs In Shelter													0
Month Totals	0	0	0	0	0	0	0	0	0	2	2	0	4
										16	10	0	26

Huntsville Water Utilities Commission Meeting

October 16, 2025

The regular meeting of the Huntsville Water and Sewer Commission was held at the Huntsville Water Utilities office.

Call to Order

- At 4:00, Vice Chairman Roden called the meeting to order. Chairman Brashears was absent.

Approval of Minutes

- Commissioner Rogers made a motion to approve the minutes of the September meeting, seconded by Commissioner Scott. The motion was approved.

Approval of Agenda

- Commissioner Rogers made a motion to accept the meeting agenda, amended to include “Dryer Concerns” and “Regional Water Meeting” in Other Business. The motion was seconded by Commissioner Ford. The motion was approved.

Old Business

- Mr. Davis updated the Commission on the details of City Ordinance 2025-8, authorizing the bond funds for the upcoming wastewater upgrade.
- Mr. Davis reported that the Vactor sewer truck was scheduled for delivery on October 21, 2025, and that the loan through CS Bank was being processed, as approved in the January 2025 Commission meeting.
- The staff presented the final draft of the 2026 budget. Commissioner Rogers made a motion to adopt the 2026 budget, seconded by Commissioner Ford. The motion was approved.

New Business

- Mr. Davis presented the 3rd quarter financial report.
- The staff presented details regarding a new brand of meters that could offer new options to the customers and better tracking for the utility. Mr. Davis noted that financially, the meters would only cost a few thousand dollars more on an annual basis and that the new company, Metron, was offering some free installations for the utility as a demonstration.

Other Business

- Mr. Davis reported that design work had been completed on the wastewater upgrade and that he hoped to hear a schedule for bidding soon.
- Mr. Davis reported that the water department had been receiving new calls regarding the dryer odors. The commission directed the staff to explore options for mitigating the odor but wanted to postpone potential installations until after Butterball’s long-term plans were decided.
- Mr. Davis reported that he had been contacted by Regional Water’s president, Randy Shinn. Mr. Shinn had asked for the staff and some Commission members to attend a meeting to discuss the updates to Regional Water and future plans for the area.

At 5:09, Vice Chairman Roden made a motion to enter executive session, seconded by Commissioner Rogers.

At 5:16, the Commission exited executive session, announcing that no action would be taken.

Adjournment

- Commissioner Rogers made a motion to adjourn the meeting, seconded by Commissioner Ford. The meeting was adjourned at 5:17 pm.



City of Huntsville
Economic Development & Tourism
Commission Minutes
October 21, 2025
Arvest Annex

Special Guests: Jonathan Formanek and Andy Whitmore with the E Faye Jones Conservancy, Paula Harris, HSD Assistant Superintendent, Kevin Shinn, and Mayor Travis Dotson.

Commissioners Present: David Pemberton, James Eaton, Matt Smith, Bettina Coger, Shelia Willcutt and EDTC Director, Brandi Holt were in attendance.

1. Brainstorming Session: Attendees discussed how the city and school district can partner with the E Faye Jones Conservancy to increase community visits, student engagement, and tourism opportunities. Possibilities include inclusion on city website, partnering on lecture series, historical displays, tour advertisement at seasonal markets, and various school classes.
2. Old Business
 - a. Friends of The Basham Building – Mayor Dotson will visit with the city attorney about creating a 501c3 to support Huntsville. Once established the Friends can organize, timeline to be determined.
 - b. Basham Building AV – Holt and Dotson will meet with Connectel, Madison County Telephone, and Knowlton electric Friday, October 24th to finalize costs and discuss timeline for installation.
3. New Business
 - a. Lighting of The Square – Holt has invited the school band and choir to perform at the ceremony scheduled for Friday, November 21. The Arvest kiddie train will be there.
 - b. Industrial Development Authority – Mayor Dotson and Holt shared information on how Act 576 passed in 2025 allows for the creation of a special public corporation at the local or regional level that helps grown the economy by building industrial sites, attracting businesses, and supporting new jobs without taxpayer money. IDAs can borrow funds and issue industrial revenue bonds to acquire, develop, improve, rehabilitate, and operate facilities for industrial, commercial, R&D and technology testing. Ron Maloney, Economic Development Director for the NWA Council, presented the idea of a regional IDA including Madison, Benton, and Washington Counties to the Madison Quorum Court on October 20th. They tabled the ordinance until the November meeting to gather more information.
4. Open Discussion – Mayor Dotson shared the Madison County Quorum Court decision to increase their share of district court costs.
5. Next Meeting – Tuesday, November 18, 2025 – Special Guest, Mark Goodman, Fayetteville Chamber of Commerce
6. Adjournment

AIRPORT COMMISSION MEETING

October 22, 2025

Chairman Charles Coger called the meeting to order in the conference room of City Hall at 5 p.m. Present were Commissioners Bill Smith, Cord Riley, Bill Mason, Charles Coger, Tem Dotson and Chris Smallman. Also present were Mayor Travis Dotson, City Clerk Jarice Smith and Lois Jean Coger.

Mayor Dotson reviewed a financial report for the year. He reported that approximately \$393,000 in grant money is expected by the end of the year.

Mayor Dotson reported that the Northwest Arkansas Council's economic development director is looking at acreage in the county southwest of the Airport. This is a potential opportunity for an industry in the county that could produce \$27 million in revenue and create 350 new jobs. This industry would use the Airport and create the potential for some funded improvements.

Mayor Dotson talked about the possibility of providing a part-time manager at the Airport by combining a Parks/Street position with the Airport. He has a person in mind and has learned that the Arkansas Municipal League provides one-week training for airport managers.

Chairman Coger said that Huntsville is one of 29 airports with a grass airstrip. He would like to see this continue and mentioned a group called Fly OZ. They are a flying club that combines a network of airstrips for recreational flying.

It was reported that the new T-hangars would be ready for use if some final cleaning was done. Cord Riley said that he would blow them out. Some discussion was held about Madison County residents being given first opportunity to rent. Charles Coger said he had called a list of interested Madison County residents. Mayor Dotson asked him to provide the list for the City's records. Motion was made by Bill Smith, seconded by Cord Riley, to allow renters to move in with rent starting the first of the month. Motion was unanimous. Mayor Dotson urged them to let renters know that there is still dirt work to be done in the area.

Mayor Dotson said he would like to see the next grant be for dirt work. Tem Dotson said signage is needed for the taxiway because some people have been driving on it. The Mayor concurred and said there is a legally platted street behind the new hangars.

Bill Smith said he has a letter of resignation from Mark Hutton. He made a motion to accept the resignation and recommended Sean McCarthey to fill the position. Cord Riley seconded, and the motion was unanimous.

Chairman Coger said he would like to apply for a grant to move the tower and buy a new beacon. Bill Smith said the runway needs to be extended, and he would like to see a waiting area built. Charles has a 25x35 area staked out.

There being no further business, motion was made by Tem Dotson, seconded by Bill Smith to adjourn at 5:54 p.m. Motion carried.

JES

Mark Hutton

2104 Rivercrest Circle
Denison, TX 75020
(303) 475-5095 Cell

October 20, 2025

Huntsville Airport Commission
Huntsville, AR 72740

Dear Sir,

Since I have moved to Texas, I have not been able to attend all of the Huntsville Airport Commission meetings, therefore I am submitting this letter for my resignation from the Huntsville Airport Commission.

Thank you.



Mark Hutton

Mark Hutton

2104 Rivercrest Circle
Denison, TX 75020
(303) 475-5095 Cell

October 20, 2025

Huntsville Airport Commission
Huntsville, AR 72740

Dear Sir,

Since I have moved to Texas, I have not been able to attend all of the Huntsville Airport Commission meetings, therefore I am submitting this letter for my resignation from the Huntsville Airport Commission.

Thank you.



Mark Hutton

10/14/25

Present - Shinn, Rogers, Cotton, Holt, Davis, Robinson, Lacey, Roden, Dotson

Strategy: Identify city, county, and Arkansas Department of Transportation (ARDOT) stakeholders to form a committee to receive and discuss concerns and complaints submitted through the city website about road use, flooding concerns, maintenance, and safety concerns. Establish strategic plans for future infrastructure development to meet the needs, ensure safety, and mitigate hazards of a growing and changing population.

Projects already in process:

- Extra lane on 412 in front of Walmart-McDonalds
- Extra parking on College
- Grant for designing sidewalks around the middle school and Cain Street to connect all campuses
- Applied for a grant to replace the bridge on LaBarge
- Sidewalks around Granny's?

Ideas for projects/next steps:

- Google form for citizens to submit feedback about roads/parking/sidewalks/flooding
- Look at possible speed bumps for Cain Street
- School Zone on Cain, Polk, Phillips
- Granny's Kitchen - intersection of LaBarge and AR 23 and inability to see around trucks/large vehicles
- Request that the PD increase patrols in front of 412 stretch between Walmart and McDonald's to improve speed awareness
- We need to identify potential roads that need marking
- We need identified parking spots within the city (where parking can occur on city streets)
- Missouri St, before going into the subdivision, give small side chunk of street back to the property owners
- Master Street Plan with sidewalks embedded - Tim Conklin
 - Do we have one? Maybe a few years old?
- Sidewalks everywhere so that our grandchildren can walk everywhere
- Discuss widening Middle School Hill Circle Drive
- We could look at the bike ped plans that are being updated across the region to use to look ahead for reviewing ours

City of Huntsville
Wage & Position Committee
Meeting Minutes
October 21, 2025

A meeting of the Wage & Position Committee was held at City Hall on Tuesday, October 21, 2025, at 6:00 p.m. for the purpose of discussing wage, salary & the budget for the next coming year.

The following officials were present: Mayor Travis Dotson, Councilors Scott Thomas, Leslie Evans, Guy Roden, Steven Ford, Finance Director Carmen Watkins and City Clerk Janice Smith. Councilor Chrystal Lacey was absent.

Mayor Dotson announced that we are going to go line by line of the budget but are foregoing to go through the admin budget to save time. But he talked about how we are up in the revenue part of the budget with building permits, business licenses, grants and donations, interest income, misc income and rental income. We still have 3 months pending on City and County sales tax. We had budgeted 4,241,259.36 for the 2025 budget, we have received as of today, 4,118,562.05 so we are projected to exceed our budgeted revenue by about 317,000.00 for the year. He did want to note in the administration budget but that we had budgeted 6,000.00 in misc expense but that we had exceeded that amount by \$230,492.83. He wanted to note that the majority of what makes up that amount is we got a USDA Grant for the water tower project and that we wrote the final payment of \$225,963.69 and coded it to misc expense and that is simply a pass through of money and it will not affect our final budget.

Animal Control Budget

Mayor Dotson opened discussion on the Animal Control budget. He reported that the current year's budget began with an allocation of \$32,319.90, of which \$13,419.05 has been expended to date.

The Mayor proposed a new budget of \$23,820.00 for the upcoming fiscal year and announced that the Animal Control division will be moved under the Police Department due to the appointment of a new Animal Control Officer. \$12,600.00 will be moved to Admin.to help defray the cost of the new officer.

The proposed budget includes the following allocations:

- **Repairs:** \$3,000.00
- **Other Services:** \$4,000.00
- **Supplies:** \$1,000.00
- **Travel and Training:** \$1,000.00

- **Utilities:** \$1,000.00
- **Miscellaneous:** \$200.00
- **Payroll Adjustment:** Approximately \$960.00

Building Inspector Budget

Mayor Dotson reviewed the Building Inspector budget, noting that the previous budget totaled \$32,537.40, with \$23,268.17 expended to date. Under "Other Services," \$3,600.00 had been budgeted, and Janice informed the Mayor that this line item is used to pay Carl Stewart. The Mayor stated that Mr. Stewart had only received \$210.00 of the budgeted amount and proposed issuing a one-time payment of \$3,390.00 to fulfill the intended compensation.

Councilor Evans made a motion to approve the payment, seconded by Councilor Ford. The motion carried.

For the upcoming fiscal year, the Mayor proposed the following adjustments:

- **Dues/Licenses:** \$125.00
- **Other Services:** \$300.00
- **Payroll Taxes:** No change
- **Salaries:** Increase to allow payment of \$20,000.00 to Jason **and** \$12,000.00 to Carl Stewart (to maintain two inspectors). The Mayor noted that Jason is considering retirement but is not yet ready to do so. Since Carl is a self-employed electrician, he may continue working within the city, while Jason can inspect his work.
- **Supplies/Materials:** Decrease to \$250.00
- **Travel/Training:** Decrease to \$250.00
- **Unemployment and Workers' Compensation:** No change

The proposed budget total is \$35,379.00.

Code Enforcement Officer Budget

Mayor Dotson presented the Code Enforcement Officer budget, noting that the previous budget totaled \$18,127.90, with \$7,948.10 expended to date.

For the upcoming fiscal year, the proposed budget includes the following allocations:

- **Fuel:** \$400.00
- **Payroll Taxes:** \$1,116.00
- **Salaries:** \$12,000.00
- **Supplies/Materials:** \$2,500.00
- **Unemployment and Workers' Compensation:** No change

The new budget total is \$16,168.00, reflecting a decrease of \$1,960.00 from the prior year's budget.

Court Department Budget

Mayor Dotson reviewed the Court Department budget, stating that the previous budget totaled \$147,231.34, with \$106,465.82 expended to date.

The proposed budget for the upcoming fiscal year includes the following allocations:

- **Dues/Licenses:** \$350.00
- **Insurance/Health:** \$5,000.00
- **Miscellaneous Expense:** \$200.00
- **Other Services:** \$19,000.00
- **Payroll Taxes:** \$7,000.00
- **Retirement/Annuities:** \$13,000.00
- **Salaries:** \$94,972.08
- **Supplies/Office:** \$3,000.00
- **Travel/Training:** \$1,000.00
- **Unemployment:** \$47.68
- **Utilities:** \$3,000.00
- **Workers' Compensation:** \$200.00

The total proposed budget is approximately \$146,000.00, representing a savings of \$1,731.34 compared to the previous year.

Mayor Dotson also noted that, under the new intra-local agreement with the County, the County may begin contributing up to \$37,000.00 annually, including \$24,000.00 toward the Court Clerk's salary, which will help offset the overall Court Department budget.

Economic Development Budget

Mayor Dotson presented the Economic Development budget, noting that the current budget totals \$86,189.51, with \$28,246.58 expended to date.

The **proposed budget** for the upcoming fiscal year includes the following allocations:

- **Advertising:** \$6,000.00
- **Community Agreements:** \$9,000.00
- **Dues/Licenses:** \$1,000.00
- **Economic Development:** \$15,000.00
- **Insurance/Unemployment:** \$14.00
- **Other Services:** \$16,329.60
- **Payroll Taxes:** \$1,759.50
- **Salaries:** \$30,000.00
- **Supplies/Office:** \$1,500.00
- **Travel/Training:** \$2,000.00
- **Workers' Compensation:** \$16.00

The total proposed budget is \$81,289.00, reflecting a savings of \$4,900.00 from the previous fiscal year.

Fire Department Budget

Mayor Dotson reviewed the Fire Department budget, stating that the current budget totals \$443,070.72, with \$212,932.03 expended to date.

The proposed budget for the upcoming fiscal year includes the following allocations:

- **Dues/Licenses:** \$1,000.00
- **Equipment:** \$45,000.00
- **Equipment/Office:** \$1,000.00
- **Fuel:** \$12,000.00
- **Insurance/Building:** \$3,000.00
- **Insurance/Health:** \$10,000.00
- **Insurance/Unemployment:** \$162.00
- **Insurance/Vehicle:** \$11,500.00
- **Land/Building/Training Center:** \$50,000.00
- **Miscellaneous Expense:** \$1,000.00
- **Other Services:** \$5,000.00
- **Payroll Taxes:** \$2,300.00
- **Repairs/Maintenance (Buildings):** \$6,000.00
- **Repairs/Maintenance (Equipment/Vehicles):** \$26,000.00
- **Salaries:** \$147,000.00
- **Supplies/Office:** \$1,200.00
- **Supplies/Uniforms:** \$8,000.00
- **Travel/Training:** \$22,000.00
- **Utilities:** \$23,000.00
- **Vehicle/Savings for Ladder Truck:** \$50,000.00
- **Workers' Compensation:** \$1,723.00

The total proposed budget is \$427,985.00, representing a savings of \$15,085.72 from the current fiscal year.

Police Department Budget

Mayor Dotson reviewed the Police Department budget, stating that the current budget totals \$1,327,839.48, with \$994,691.10 expended to date.

The proposed budget for the upcoming fiscal year includes the following allocations:

- **Advertising:** \$400.00
- **Dispatching Service:** \$35,000.00
- **Dues/Licenses:** \$305.00
- **Equipment:** \$60,000.00

- **Fuel:** \$40,000.00
- **Insurance/Building:** \$5,633.69
- **Insurance/Health:** \$70,561.80
- **Insurance/Vehicle:** \$4,214.18
- **Miscellaneous Expense:** \$3,000.00
- **Other Services:** \$64,584.00
- **Payroll Taxes:** \$58,346.47
- **Police Pensions:** \$106,308.85
- **Repairs/Maintenance (Buildings):** \$6,000.00
- **Repairs/Maintenance (Equipment/Vehicles):** \$30,000.00
- **Retirement/APERS:** \$12,927.49
- **Salaries:** \$762,698.96
- **Supplies/Office:** \$6,500.00
- **Supplies/Uniforms:** \$9,000.00
- **Supplies/Materials:** \$4,500.00
- **Travel/Training:** \$10,000.00
- **Utilities:** \$17,000.00
- **Vehicles:** \$55,000.00
- **Workers' Compensation:** \$8,085.00

The total proposed budget is \$1,361,000.00, representing an increase of \$33,160.52 from the current fiscal year.

Street Fund Budget

Mayor Dotson reviewed the Street Fund budget, stating that the salary expense budget totals \$425,591.02, with \$277,548.60 expended to date. The overall Street Fund budget is \$617,999.90, with \$220,676.73 spent to date.

The *proposed budget* for the upcoming fiscal year includes the following allocations:

- **Dues/Licenses:** \$45.00
- **Equipment:** \$35,000.00
- **Fuel:** \$26,000.00
- **Insurance/Buildings:** \$2,000.00
- **Insurance/Vehicle:** \$4,215.92
- **Miscellaneous Expense:** \$16.94
- **Other Services:** \$2,870.00
- **Repairs/Streets:** \$312,709.12
- **Repairs/Maintenance (Buildings):** \$1,500.00
- **Repairs/Maintenance (Vehicles/Equipment):** \$21,000.00
- **Supplies/Uniforms:** \$3,338.50
- **Supplies/Materials:** \$2,400.00
- **Travel/Training:** \$500.00
- **Utilities:** \$42,000.00
- **Workers' Compensation:** \$5,600.00

- **Insurance/Health:** \$24,000.00
- **Payroll Taxes:** \$21,000.00
- **Retirement/APERS:** \$38,000.00
- **Salaries:** \$350,000.00
- **Unemployment:** \$110.00

Mayor Dotson stated that \$6,000.00 will be reserved for seasonal labor, noting that some budget overages occurred due to unexpected city expenses. He proposed adding a new full-time employee to the Street Department, with wages and benefits totaling \$62,432.00, resulting in a net budget increase of approximately \$48,000.00.

Mayor Dotson further noted that Jim Watkins is retiring, and although he has been listed under the Street Department, much of his work has been performed at the park. The Mayor recommended hiring a replacement for Jim as well as adding a new Street Department employee. He reported that he has already identified a candidate to replace Jim and suggested hiring that individual soon so Jim can provide training prior to his retirement on April 1st.

The proposed starting pay for Jim's replacement would be Grade 9/5 or 9/6, with an annual salary of \$48,435.00 to \$50,034.00, plus a \$5,000.00 stipend (the same amount currently received by Carmen and Sean McCone). The Mayor suggested hiring this new employee by November or December to allow adequate training.

Councilor Roden expressed support for hiring the park employee immediately but recommended waiting until after Jim's retirement in April to add the fifth Street Department employee. Councilor Ford suggested that the new employee begin in January, noting limited training opportunities during winter months. Mayor Dotson stated that winter duties would provide valuable training experience for the new hire.

Employee Insurance Benefit Proposal

Mayor Dotson proposed offering City employees a discount on the family health insurance plan, suggesting that the City contribute approximately 40 percent of the family plan cost as an added benefit. He noted that the Water Department currently provides a similar contribution, and extending this benefit to City employees would be a positive step toward improving employee retention and satisfaction.

Councilor Steven Ford expressed concerns regarding the proposal and shared that he had some issues with the suggested change. Further discussion on this matter was deferred for additional consideration.

Mayor suggested that the cola raise for next year be 1.75%. Councilor Guy Roden said that would be around a \$27,000.00 increase across the city.

The committee entered into executive session to discuss the mayor's salary for the upcoming year. Following deliberation, Councilor Evans made a motion to set the mayor's salary at \$63,600.00 for the next year. The motion was seconded by Councilor Ford and was approved by the committee.

Councilor Roden made a motion to adjourn the meeting at 8:10, seconded by Councilor Ford.

City of Huntsville, Arkansas
1st National Bank Building Committee Meeting
Minutes of the October 22nd, 2025

Start Time: 6:02 PM

End Time: 7:11 PM

Mission Statement: Mayor Dotson, during the regular session of the City Council of Huntsville, Arkansas held October 13, 2025, established this committee to provide the Mayor and the City Council with a direction/recommendation to proceed and determine the viability of possibly purchasing the old bank building. **Note:** Mayor Dotson, in order to ensure the process is truly democratic, did not attend the meeting in order to stay neutral during the decision process.

Committee Members: Councilman Stephen Ford, Councilman Brad Willis, Councilwoman Betina Coger, Councilwoman Chrystal Lacy, Economic Development Director Brandi, Holt, Planning Director Jennifer Thomas, & Councilman Guy Roden.

Committee Goals: (1) The committee's goal is to weigh the pros and cons of the building and determine if there could be a practical use of the facility. (2) Determine a direction to recommend to Mayor Dotson. (3) Determine if it was feasible to restore or demolish in the event the City Council decides to proceed with the purchase.

Chairman Guy Roden called the meeting to order at **6:02 PM**. 1 member Chrystal Lacy, absent due to vacation, all others were present. Special Guest; Former Chief of Police and Parks and Recreation Chairman Todd Thomas. **Note:** Planning Director Thomas informed the committee that she has not shown the building to any potential buyers nor has she acted on behalf of any party acting as a realtor.

Chairman Guy Roden announced the mission and the goals. It was stated that this meeting will not determine whether the city purchases the building, but just to ensure that all aspects of the building would be considered by stating the pros and cons of the site. There will be a vote prior to adjournment to determine if it's worth providing direction to Mayor Dotson to compile a list of expenses associated with the building and the lot so the City Council can determine if the city should take on the task of purchasing the building and the lot on which it sets.

There was a very lengthy discussion with every member providing input with pros and cons to the building and the lot. The meeting was recorded for reference if need be. Some of the issues will be captured here: Guest Todd Thomas gave a rundown of his observations. It was mentioned there is an engineer report that indicates structurally, the building should be condemned and demolished. MR Thomas stated that if it building is purchased by the city, it should be immediately demolished because the city would assume the liability associated with the purchase. The

City of Huntsville, Arkansas
1st National Bank Building Committee Meeting
Minutes of the October 22nd, 2025

property is valuable but for the building on the lot. Other comments by members that were stated were; is it on the National Historic register, some the material could be reused for certain other projects like the stone and the metal beams. If we were to demolish, we could save money hauling off the material ourselves and disposing of it at the city dump site. MRS Holt mentioned we should get community input for how to use the site if we purchase it. She also commented that revitalizing the downtown area is one of the goals the city has on its long-range plans. Could something be done with the site to compliment the Basham building? MR Thomas indicated there could be any number of things that could be done in phased events as to keep the cost manageable. It was also stated the building is in extreme disrepair. Everyone agreed with MS Holts and MR Fords "we need to have a vision" statement. MS Coger asked if some of the area could be sold off to recover some of the costs. Other comments in the positive were if purchased we would control our own destiny and how the lot would be used. MR Thomas stated that the city does have equipment that could be used to haul off the material.

Factors to consider in the negative: Costly to renovate, demolish cost would be upwards of \$50,000, City would need to determine the financing mechanism for the total cost of purchase and demolition of the building.

The entire committee agreed that a professional licensed and bonded company should be used in the demolition due to an adjoining building with a shared firewall.

Vote: The committee voted (by unanimous consent) to direct Mayor Dotson to proceed with exploring the cost associated with the demolition and purchase of the building and present those findings to the entire city council for consideration of purchase.

Adjournment: There being no other business the meeting adjourned at 7:11 PM.

Guy Roden
Councilman Ward III
Committee Chairman

Attachment: Original hand written notes taken by Chairman Roden

City of Huntsville

Wage & Position Committee

Meeting Minutes

October 29, 2025

A meeting of the Wage & Position Committee was held at City Hall on Wednesday, October 29, 2025, at 5:15 p.m. for the purpose of discussing wage, salary & the budget for the next coming year.

The following officials were present: Mayor Travis Dotson, Councilor Scott Thomas, Guy Roden, Chrystal Lacey, Leslie Evans, Stephen Ford and Finance Director Carmen Watkins.

Mayor Dotson reported that the General Fund currently holds a balance of \$2.4 million. He noted that the 2026 budget is projected to begin with a balance of \$1.9 million, which is expected to be approximately the same at year-end. Revenues have increased by about \$99,000.00, and the transfer-in amount is still to be determined.

Administration Budget –Expenses:

- Advertising – \$4,500.00
- Dues/Licenses – \$5,609.52
- Equipment/Office – \$14,358.00
- Fuel – \$750.00
- Building Insurance – \$3,917.05
- Health Insurance – \$14,112.36
- Unemployment Insurance – \$5,326.15
- Vehicle Insurance – \$303.50
- Improvement Projects – \$25,000.00
- Land/Buildings – \$30,000.00
- Meeting Expenses – \$500.00
- Miscellaneous/Mayor’s Expenses – \$5,000.00
- Other Services – \$66,369.00
- Payroll Taxes – \$17,249.46
- Building Repairs & Maintenance – \$5,000.00
- Vehicle Repairs & Maintenance – \$500.00
- Retirement/APERS – \$26,547.35
- Salaries – \$234,151.00
- Office Supplies – \$9,000.00
- Travel/Training – \$17,000.00
- Utilities/Phone/Trash – \$16,000.00
- Workers’ Compensation – \$167.00

Council Action:

- Councilor Roden inquired about the Planning Committee pay rate, noting a prior discussion to increase it from \$15.00 to \$30.00 per meeting.
- Councilor Roden made a motion to approve the increase to \$30.00 per meeting for the Planning Committee. Motion was seconded by Councilor Thomas. Motion approved.
- Pay adjustments:
 - Planning Committee – increased from \$6,000.00 to \$12,000.00.
 - Other Committees – increased from \$1,500.00 to \$3,000.00.

Transfers:

- Airport – \$6,500.00
- Parks – \$70,000.00

Mayor stated that the net decrease in the Administration budget will be a total of \$461,572.00

Animal Control

Mayor stated that has moved to the police department and that will be a budget neutral fund.

Building Inspector

The Mayor reported that the budget line item previously listed under “Other Services” has been reclassified to “Cell Phone.” He explained that the prior year’s amount represented payments to Carl Stewart during his training period. Mr. Stewart, along with Jason Polley, will now be included under the “Salaries” category. The Mayor noted that while the salary total has increased, the amount will be divided between the two employees.

Expenses:

- Dues/Licenses-\$125.00
- Insurance/Unemployment-\$28.00
- Cell Phone-\$600.00
- Payroll Tzes-\$2,493.00
- Salaries-\$32,600.00
- Supplies/Materials-250.00
- Travel/Training-\$250.00
- Workers Come-\$240.00

Mayor stated that the net decrease in Building Inspector budget will be \$4,049.50

Code Enforcement

The Mayor reported a decrease in the Code Enforcement salary line item. He explained that Jeremy requested to reduce his own salary in order to allocate additional funds toward the Code Enforcement program's operational needs.

Expenses:

- Fuel-\$400.00
- Insurance/Unemployment-\$14.00
- Payroll Taxes-\$1,116.90
- Salaries-\$12,000.00
- Supplies/Mat-\$2,500.00
- Workers Comp.-\$158.00

Mayor stated that the net decrease in Code Enforcement budget is \$1,939.00

Court Department

The Mayor stated that the Court Department budget reflects minimal changes, with two notable adjustments. He explained that the "Other Services" line item decreased from \$18,378.57 in the 2025 budget to \$11,500.00, due to the state assuming responsibility for payment of judges' salaries. Additionally, although both employees received raises, the overall salary amount decreased from \$90,972.08 to \$86,000.00.

Expenses:

- Dues/Licenses-\$350.00
- Insurance/Health-\$9,408.24
- Insurance/unemployment-\$43.52
- Misc.Expense-\$200.00
- Payroll Taxes-\$7,154.67
- Other Services-\$11,500.00
- Retirement-\$13,139.21
- Salaries-\$86,000.00
- Supplies/Office-\$3,000.00
- Travel/Training-\$1,000.00
- Utilities/Phone/Trash-\$3,200.00
- Workers Comp-\$72.00

Mayor stated that the net decrease in Court Department is \$11,900.09

Economic Development

The Mayor reported several adjustments within the Economic Development budget. Advertising expenditures will be reduced from \$12,000.00 to \$6,000.00 for the 2026 budget year. The overall Economic Development allocation will also decrease from \$30,000.00 to \$15,000.00. The Mayor

explained that the City plans to discontinue its contract with Placer A-I due to an increased cost and limited utilization, which he stated is not justified for a community of the City's size. Additionally, the salary for the department will increase from \$25,000.00 to \$40,000.00 to reflect Brandi Holt's expanded role as Economic Development, Public Relations, and Social Media Professional.

Expense:

- Advertising-\$6,000.00
- Community Agreements.-\$9,000.00
- Dues/Lic-\$1,000.00
- Economic Development-\$15,000.00
- Insurance/Unemployment-\$14.00
- Payroll Taxes-\$2,295.00
- Salaries-\$40,000.00
- Supplies/Office-\$1,5000.00
- Travel/Training-\$2,700.00
- Workers Comp.-\$24.00

Mayor stated that the net decrease in the Economic Development budget is \$9,356.50

Fire Department

The Mayor provided an overview of the changes within the Fire Department budget.

Expenses:

- Dues/Lic-\$1,000.00
- Equipment-\$45,000.00
- Equipment/office-\$1,000.00
- Fuel-\$12,000.00
- Insurance/Bld.-\$3,931.47
- Insurance/Health-\$9,408.24
- Insurance/Unemployment-\$162.00
- Insurance/Veh.-\$13042.70
- Land/Bldg-Training Center-\$50,000.00
- Other Services-\$6,327.47
- Payroll Taxes-\$2,268.99
- Repairs/Maint. Bldgs-\$6,000.00
- Repairs/Maint.-Equip/Veh-\$26,000.00
- Salaries-\$149,790.00
- Supplies/Office-\$1,200.00
- Supplies/Uniforms-\$3,500.00
- Supplies/Materials-\$8,000.00
- Travel/Training-\$23,000.00

- Utilites/Phone/Trash-\$23,000.00
- Vehicle-Savings for Ladder Truck-\$100,000.00
- Workers Comp-\$2,005.00

Motion made by Councilor Evans to increase the budget for the Ladder Truck to \$100,000.00, seconded by Councilor Lacey. Motion carried.

The Mayor noted that the Fire Department's budget will have a net increase of \$19,565.15

Police Department

The Mayor provided an overview of the changes of the Police Department budget.

- Advertising-\$400.00
- Dispatching Services-\$35,000.00
- Dues/Lic-\$1,000.00
- Equipment-\$60,000.00
- Equipment/office-\$1,000.00
- Fuel-\$40,000.00
- Insurance/Bld.-\$5,633.69
- Insurance/Health-\$70,561.80
- Insurance/Unemployment-\$218.00
- Insurance/Veh.-\$3,756.68
- Misc. Exp.-\$3,000.00
- Other Services-\$64,584.00
- Payroll Taxes-\$59,650.97
- Repairs/Maint. Bldgs-\$6,000.00
- Police Pensions-\$108,807.52
- Repairs/Maint.-Equip/Veh-\$30,000.00
- Salaries-\$791,357.00
- Supplies/Office-\$6,500.00
- Supplies/Uniforms-\$9,000.00
- Supplies/Materials-\$4,500.00
- Travel/Training-\$7,000.00
- Utilities/Phone/Trash-\$17,000.00
- Vehicle-55,000.00
- Workers Comp-\$9,498.00

The Mayor stated that the Police Department's budget will have a net increase of \$67,069.33

Street Department

The Mayor presented an overview of the Street Department budget, outlining key updates and adjustments for the upcoming fiscal year for the salaries only.

- Insurance/Health-\$30,482.70
- Insurance/Unemployment-\$100.80
- Payroll Taxes-\$23,496.90
- Retirement/Agers-\$47,825.51
- Salaries-\$297,010.00

The Mayor noted that the total salary budget for 2025 was \$343,729.61; however, based on actual expenditures to date, the City is projected to spend approximately \$280,000.00, indicating that the prior budgeted amount was overstated. For the 2026 budget, salaries have been adjusted to a lower total, even with the addition of two full-time positions — a Park Director and a Street Department worker.

Following further discussion, Councilor Evans made a motion to hire Chris Soma, effective December 1st, to begin training for the Park Director position. The motion was seconded by Councilor Lacey. Motion carried.

Mayor stated that the Street Department salaries only will be a decrease of \$6,729.31

The Mayor stated that the overall budget for 2026 will decrease by \$406,812.92.

The Mayor touched on the Street Department Fund for revenue and expenses. He noted that out of \$604,000.00 that only \$169,317.59 has been spent.

After much discussion, Councilor Roden made a motion to pay any committee member the mayor has formed to pay \$35.00 a meeting from September 2025 through December and increase the 2026 budget to \$3,000.00, seconded by Councilor Ford. Motion carried.

Councilor Evans made a motion to adjourn the meeting, seconded by Councilor Ford. Meeting adjourned at 7:10.

ORDINANCE NO. 2025-10

AN ORDINANCE TO REZONE CERTAIN LANDS FROM GENERAL INDUSTRIAL (I2) TO DUAL USE ZONE (DUZ)

WHEREAS, a Zoning Change Application has been approved by the Huntsville Planning Commission to rezone certain lands from General Industrial (I2) to Dual Use Zone (DUZ).

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS:

SECTION 1: That the lands hereinafter described are presently zoned General Industrial (I2). That in order to facilitate and provide for the actual and best use of said lands and considering the needs, health and welfare of our residents, it is found and determined that said lands should be rezoned to Dual Use Zone (DUZ).

SECTION 2: The present name/use and legal descriptions of the lands to be rezoned to Dual Use Zone (DUZ) upon the passage and approval of this Ordinance are as follows:

See Exhibit A.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS, THIS 10TH DAY OF NOVEMBER 2025.

APPROVED _____
Mayor Travis Dotson

ATTEST _____
City Clerk Janice Smith

EXHIBIT "A"

A part of the Northwest Quarter of the Southeast Quarter (NW $\frac{1}{4}$ SE $\frac{1}{4}$) of Section Twenty-two (22), Township Seventeen (17) North, Range Twenty-six (26) West of the Fifth Principal Meridian in Madison County, Arkansas, being more particularly described as follows: Commencing at the Southwest corner of said Section 22, a record corner, thence South 88° 11' 33" East a distance of 1328.88 feet, thence North 01° 28' 29" East a distance of 1321.06 feet, thence South 88° 12' 32" East a distance of 1329.05 feet, thence North 01° 28' 58" East a distance of 180.34 feet to a point on the North right of way of Arkansas Highway #412 for the Point of Beginning, thence North 01° 28' 58" East a distance of 1017.63 feet to a point in the centerline of a branch, thence along said centerline as follows: South 87° 37' 28" East a distance of 75.67 feet, thence South 82° 07' 29" East a distance of 13.30 feet, thence South 65° 16' 26" East a distance of 52.12 feet, thence South 28° 31' 25" East a distance of 117.72 feet, thence South 50° 46' 54" East a distance of 187.97 feet, thence North 59° 20' 39" East a distance of 11.36 feet, thence South 65° 38' 33" East a distance of 63.97 feet, thence South 46° 39' 44" East a distance of 64.03 feet, thence South 38° 42' 23" East a distance of 50.81 feet, thence South 64° 25' 25" East a distance of 34.34 feet, thence South 41° 36' 20" East a distance of 39.83 feet, thence South 79° 28' 42" East a distance of 30.42 feet, thence South 55° 51' 33" East a distance of 71.15 feet, thence South 71° 30' 45" E a distance of 87.44 feet, thence South 78° 24' 31" E a distance of 59.59 feet, thence South 57° 17' 54" East a distance of 61.68 feet, thence South 75° 55' 42" East a distance of 51.07 feet, thence North 77° 53' 35" East a distance of 37.16 feet, thence North 31° 40' 00" East a distance of 51.75 feet, thence North 42° 53' 44" East a distance of 90.81 feet, thence North 57° 14' 18" East a distance of 95.82 feet, thence North 54° 11' 17" East a distance of 39.95 feet, thence leaving said centerline South 38° 59' 18" East a distance of 194.78 feet to a point on the North right of way of Arkansas #412, thence along said right of way as follows: South 62° 38' 56" West a distance of 74.90 feet, thence South 69° 38' 40" West a distance of 270 feet, thence South 69° 38' 40" West a distance of 30 feet, thence South 52° 52' 25" West a distance of 208.89 feet, thence South 71° 33' 13" West a distance of 300.17 feet, thence South 69° 38' 40" West a distance of 100 feet, thence South 69° 41' 03" West a distance of 392.03 feet to the Point of Beginning, containing 12.64 acres, more or less.

ORDINANCE NO. 2025-11

AN ORDINANCE TO CONFIRM WARD-BASED VOTING IN THE CITY OF HUNTSVILLE

WHEREAS, under Act 283 of 2025, all cities of the first- and second-class intending to elect council members by ward must file a copy of the ordinance establishing ward-based voting with the county clerk no later than January 1, 2026.

WHEREAS, that on November 2, 2012, voters of Huntsville, Arkansas voted in favor of four-year staggered terms, with one alderman being elected to a four-year term from each ward in the City of Huntsville, Arkansas, every two years.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS:

SECTION 1: That the City Council confirms that the voters of Huntsville, Arkansas voted in favor of four-year staggered terms, with one alderman being elected to a four-year term from each ward in the City of Huntsville, Arkansas, every two years, and that the City of Huntsville has established ward-based voting.

SECTION 2: That this Ordinance, along with Ordinance No. 12-3, shall be filed with the office of the County Clerk.

SECTION 3: That the City of Huntsville elections (mayor/city council positions) shall continue to remain nonpartisan.

SECTION 4: That the City Council has determined that an emergency exists for purposes of statutory compliance with Act 283 of 2025, and this ordinance, being necessary for the preservation of the public peace, health, and safety, shall be in full force and effect from the date of its passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS, THIS 10TH DAY OF NOVEMBER 2025.

APPROVED _____
Mayor Travis Dotson

ATTEST _____
City Clerk Janice Smith

RESOLUTION NO. 16-2025

**A RESOLUTION REGARDING APPROVING THE INTRA AGENCY AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE, ARKANSAS AND THE COUNTY OF
MADISON, ARKANSAS**

WHEREAS, the City of Huntsville wishes to enter into an Intra Agency Agreement with the City of Huntsville and the County of Madison, Arkansas.

WHEREAS, the agreement establishes a written understanding concerning recent changes made from Act 371 of 2025, particularly regarding court costs collected by the District Court.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huntsville, Arkansas:

Section 1. That the City of Huntsville approves entering into the current Intra Agency Agreement with the City of Huntsville and the County of Madison, Arkansas, attached as Exhibit 1.

ADOPTED this 10th day of November 2025 by the City Council of Huntsville, Arkansas.

APPROVED _____
Mayor Travis Dotson

ATTEST _____
City Recorder Janice Smith

RESOLUTION NO. 17-2025

A RESOLUTION REGARDING THE ACCEPTANCE OF A CERTAIN DONATION

WHEREAS, the City Council of Huntsville, Arkansas would like to accept a certain donation from James Eaton;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUNTSVILLE, ARKANSAS:

Section 1. That James Eaton has donated a 2011 Lincoln MKS vehicle to the City, a value of \$8,500.

Section 2. That the City Council approves the acceptance of the donation James Eaton, and thanks him for his generous gift.

ADOPTED this 10th day of November, 2025 by the City Council of Huntsville, Arkansas.

APPROVED _____
Mayor Travis Dotson

ATTEST _____
City Recorder Janice Smith

RESOLUTION NO. 18-2025

A RESOLUTION ADOPTING AN ARTIFICIAL INTELLIGENCE POLICY FOR THE CITY OF HUNTSVILLE IN COMPLIANCE WITH ACT 848 OF 2025; AND FOR OTHER PURPOSES

WHEREAS, Act 848 of 2025, enacted by the Arkansas General Assembly and codified at Ark. Code Ann. § 25-1-128 et. seq., requires all public entities, including municipalities, to adopt a policy concerning the authorized use of artificial intelligence (AI) and automated decision tools; and

WHEREAS, the Act defines AI as a machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments and it defines Automated Decision Tool as a system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions; and

WHEREAS, the Act mandates that final decisions involving AI must be made by a human employee; and

WHEREAS, Section (d) of Act 848 specifically prohibits the use of AI and automated decision tools by public employees; and

WHEREAS, the Act further requires municipalities to provide employee training on the AI policy and to establish disciplinary procedures for violations of the policy; and

WHEREAS, the Arkansas Municipal League has made training resources available to assist municipalities in complying with Act 848;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS:

Section 1. The City hereby adopts the attached Artificial Intelligence Policy, which defines the authorized use of AI and automated decision tools by city employees.

Section 2. The policy requires that all consequential decisions involving AI tools must be reviewed and finalized by a human employee or authorized designee.

Section 3. The policy includes a prohibition on the use of AI and automated decision tools for the following purposes, as required by Section (d) of Act 848 of 2025:

- a) Expressing a personal political opinion to an elected official unless the opinion is within the scope of the employee's regular job duties; or requested by an elected official or public entity; or
- b) Engaging in lobbying an elected official on a personal opinion if the employee is a not a registered lobbyist for the city;
- c) Engaging in illegal activities or activities otherwise prohibited by federal law or state law;

d) Intentionally overriding or avoiding the cybersecurity or system integrity procedures of the City.

Section 4. That training on the AI policy is not mandatory; however, city employees may complete AI training provided by the Arkansas Municipal League.

Section 5. The City hereby adopts a disciplinary procedure for violations of the AI policy, which shall be incorporated into the City’s employee handbook (particularly as an appendix for Section IV. Standards of Conduct) and enforced accordingly.

Section 6. The city council has determined that an emergency exists for purposes of statutory compliance with Act 848 of 2025, and this ordinance, being necessary for the preservation of public peace, health and safety, shall be in full force and effect from the date of its passage.

ADOPTED this 10th day of November 2025 by the City Council of Huntsville, Arkansas.

APPROVED _____
Mayor Travis Dotson

ATTEST _____
City Recorder Janice Smith

CITY OF HUNTSVILLE
ARTIFICIAL INTELLIGENCE (AI) POLICY

Purpose

As AI technology grows, it's changing how people work. Our city sees both the good and the risks of using AI. This policy sets clear rules for how city employees, officials, and contractors can use AI tools. It also meets the legal requirement under Arkansas law Act 484 of 2025 (the Act) (Ark. Code Ann. § 25-1-128), which says every city must have an AI policy and train staff on how to use AI responsibly.

Who This Applies To

This policy applies to:

- All city employees, elected officials, and contractors

What Is AI?

- **Artificial Intelligence (AI):** A computer system that provides suggestions, answers, or decisions based on the questions or instructions it receives. The Act defines it as a machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.
- **Automated Decision Tool:** A type of AI that supports important decision-making processes. The Act defines it as meaning a system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.
- **Generative AI (GenAI):** AI that can create original content, such as text, images, or videos.

Key Rules

1. AI Is a Tool, Not a Finished Product

- AI can help with writing, research, and ideas.
- But people—not machines—must make all final decisions.

2. Human Responsibility

- **Human Review:** A person must always make the final decision, even when AI is used to assist.
- **You must check all AI-generated content for accuracy.**
- You can't use AI to replace your own judgment or creativity.

3. Using AI for Research

- You can use AI to help find sources or brainstorm.
- But final work must be based on real, verified sources, not just AI summaries.

4. AI-Generated Content

- You can use AI to edit or summarize your own writing—but you must review it.
- You can't send out AI-written documents without checking them first.

5. Grammar Tools Are OK

- Tools like spell check or grammar fixers are allowed.

6. What You Can Do

- Use AI to help with research, writing drafts, or editing.
- Search engines like Google or Edge now show AI summaries at the top of a search — but you must always check the original sources and not rely on the summary.

7. What You Can't Do

You can't use AI to:

- Make final decisions for the city
- Write or send official documents without human review
- Issue citations, permits, or enforcement actions
- Make policy decisions or analyze data without checking it yourself
- Handle hiring, firing, or private personal information
- Create anything related to race, gender, or other protected traits

8. Prohibited Use

In accordance with Section (d) of Act 848 of 2025, AI and automated decision tools shall **not** be used by city employees to:

1. Express a personal political opinion to an elected official unless within the scope of the employee's regular job duties or requested by an elected official or public entity;
2. Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the city;
3. Engage in illegal activities or activities otherwise prohibited by federal or state law;
4. Intentionally override or avoid the security and system integrity procedures for the city.

9. Privacy & Security

Never put private or personal info into an AI tool. Doing so breaks this policy and could lead to discipline.

This includes:

- No personally identifiable information (names, addresses, phone numbers, email addresses, Social Security numbers, Driver's License numbers, birth dates, etc.)
- No private financial information (bank accounts, debit/credit card numbers, etc.)
- No medical information (medical records, etc.)
- No private administrative information (login credentials, etc.)

10. Legal Rules

- Don't upload copyrighted material into AI tools.
- Follow all laws, including HIPAA, if applicable, and other privacy rules.

11. AI Training

That City employees may complete AI training provided by the Arkansas Municipal League's Ace Hub Module on Ethical AI Use.

12. Violations

Breaking this policy can lead to:

- Disciplinary action
- Termination
- Legal consequences

If you suspect that someone violated this policy, report it to the Mayor.

13. Disciplinary Procedures

Violations of this policy may result in disciplinary action, up to and including termination. Each infraction shall be reviewed on a case-by-case basis.

14. Acknowledgment

I acknowledge that I have read and understood the Artificial Intelligence Policy. I agree to follow all rules, responsibilities, and guidelines outlined in the policy, including the appropriate and ethical use of artificial intelligence tools. I understand that violations of this policy and/or failure to comply with this policy may result in disciplinary action, up to and including termination.

Signature: _____

Date: _____