

Mayor Bart Castleberry

Clerk/Treasurer Denise Hurd

City Attorney Charles Finkenbinder



City Council Members

Ward 1 Position 1 – Andy Hawkins
Ward 1 Position 2 – David Grimes
Ward 2 Position 1 – Drew Spurgers
Ward 2 Position 2 – Shelley Mehl
Ward 3 Position 1 – Mark Ledbetter
Ward 3 Position 2 – Spencer Hawks
Ward 4 Position 1 – Theodore Jones Jr.
Ward 4 Position 2 – Shelia Isby

Tuesday, July 22nd, 2025 City Council Agenda
Conway Municipal Building, City Council Chambers

<u>5:30 pm Committee:</u>	No Committee Meeting
<u>6:00 pm:</u>	City Council Meeting
<u>Call to Order:</u>	Bart Castleberry, Mayor
<u>Roll Call:</u>	Denise Hurd, Clerk/Treasurer
<u>Minutes Approval:</u>	June 24 th , 2025

A. Community Development Committee (Airport, Community Development, Code Enforcement, Permits, Inspections, & Transportation, Planning & Development)

1. Consideration to approve waiving all three readings for the ordinances on the July 22nd, 2025, City Council agenda.
2. Resolution to approve a public hearing to close a drainage easement at 1500 South Amity Road.
3. Ordinance to appropriate funding for tornado siren replacement and repair for the Transportation Department.
4. Consideration to approve a conditional use permit to allow School Facilities in the I-3 zone for property located at 225 Tilk Rd.

B. Public Service Committee (Physical Plant, Parks & Recreation, Conway Community Center & Sanitation)

1. Resolution to approve applying for funding for the Summerlee Sustainable Solutions Grant Program from the United Spay Alliance for Conway Animal Services.
2. Ordinance accepting and appropriating grant funds for the Conway Animal Services.
3. Resolution to approve applying for the Arkansas Community Assistance Grant funds for the Parks & Recreation Department.

C. Public Safety Committee (Police, Fire, District Court, IT, CEOC, City Attorney)

1. Ordinance appropriating donation funds for the Conway Fire Department.
2. Ordinance appropriating asset forfeiture funds for the replacement of the HVAC unit and generator for the Conway Police Department.
3. Ordinance appropriating funds for computer equipment for the Conway Police Department.
4. Ordinance appropriating reimbursement funds for the Conway Police Department.

D. Finance

1. Ordinance to appropriate funds for salary adjustments for the Conway Fire Department.
2. Ordinance to authorize a change for bilingual incentive for the Conway Police Department

Adjournment

City of Conway, Arkansas
Office of the Mayor

Memo:

To: Mayor Bart Castleberry
CC: City Council Members

From: Felicia Rogers
Date: July 18th, 2025
Re: July 22nd, 2025 City Council Agenda

The following ordinances are included on the July 22nd, 2025 City Council Agenda for consideration of waiving the three readings of each ordinance:

1. A-3 - Ordinance to appropriate funding for tornado siren replacement and repair for the Transportation Department.
2. B-2 Ordinance accepting and appropriating grant funds for the Conway Animal Services.
3. C-1 Ordinance appropriating donation funds for the Conway Fire Department.
4. C-2 Ordinance appropriating asset forfeiture funds for the replacement of the HVAC unit and generator for the Conway Police Department.
5. C-3 Ordinance appropriating funds for computer equipment for the Conway Police Department.
6. C-4 Ordinance appropriating reimbursement funds for the Conway Police Department.
7. D-1 Ordinance to appropriate funds for salary adjustments for the Conway Fire Department.
8. D-2 Ordinance to authorize a change for bilingual incentive for the Conway Police Department



City of Conway, Arkansas
Resolution No. R-25-__

A RESOLUTION SETTING A PUBLIC HEARING TO DISCUSS THE CLOSING OF A PORTION OF A DRAINAGE EASEMENT AT 1500 SOUTH AMITY ROAD IN THE CONWAY INDUSTRIAL PARK EAST, IN THE CITY OF CONWAY, ARKANSAS:

Whereas, a petition has been filed with the City Council of the City of Conway, Arkansas by Tokusen U.S.A., INC, to vacate and abandon the southern 224 feet of the 35-foot drainage easement running along the west line, and the remaining 305 feet of the 20-foot drainage easement running along the southern line, of Block 5, Conway Industrial Park East, within the corporate limits of the City of Conway, Arkansas; and

Whereas, upon the filing of the petition with the City, the City shall set a date and time for a hearing before the City Council for consideration of the petition.

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

1. That the City Council shall hear said petition at its regular meeting to be held in the Conway City Council Chambers, 1111 Main Street, Conway, Arkansas, on the 26th day of August 2025 at 6:00 pm.
2. That the City Clerk is hereby directed to publish notice of the filing of said petition and of said hearing for the time and in the matter prescribed by law.

PASSED this 22nd day of July, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



July 2, 2025

To: City of Conway – Planning and Development
Conway City Council

Re: TOKUSEN U.S.A., Inc.
Petition to vacate a portion of a drainage easement

Dear Group Members,

Tokusen wishes to vacate a portion of an existing drainage easement that is located in blocks 4 and 5 of the Conway Industrial Park "East". The following interested parties have been notified and have submitted letters of concurrence in this matter.

Abutting Landowners

Conway Commercial Warehousing – Mr. Joe Thielke

Utility & Infrastructure

Conway Corporation – Mr. Dale Gottsponer, Manager Engineering and Planning

Summit Utilities – John Martinez, Supervisor of Operations

AT&T Arkansas – Mr. Casey Rickey, Right of Way (SR Specialist OSP Design Engineer)

City of Conway Street Department – Mr. Kurt Jones, City Engineer

Please find eight (8) attachments that describe the location of this easement and legal description that identifies the portion to abandon.

- EXHIBIT 1 Plat showing general area of drainage easement(s)
- EXHIBIT 2 Image depicting the building "overlay" on the subject easement to vacate
- EXHIBIT 3 Legal description of easement to be vacated
- EXHIBIT 4a Conway Corporation – letter of concurrence
- EXHIBIT 4b Conway Street Department – letter of concurrence
- EXHIBIT 4c AT&T – letter of concurrence
- EXHIBIT 4d Summit Utilities – letter of concurrence
- EXHIBIT 4e Abutting landowner – letter of concurrence

With the concurrence of all related parties, Tokusen respectfully requests to abandon the portion of the drainage easement identified in EXHIBIT 3.

Respectfully,

A handwritten signature in black ink, appearing to read "Jim McNeal", is written over a horizontal line.

Jim McNeal, PE
Corporate Advisor

**PETITION OF WRITTEN CONSENT FOR THE VACATING OF EASEMENTS
FOR THE INTENT OF PUBLIC USE**

Name of party requesting easement closure: TOKUSEN U.S.A., Inc _____
Jim McNeal - Corporate Advisor _____

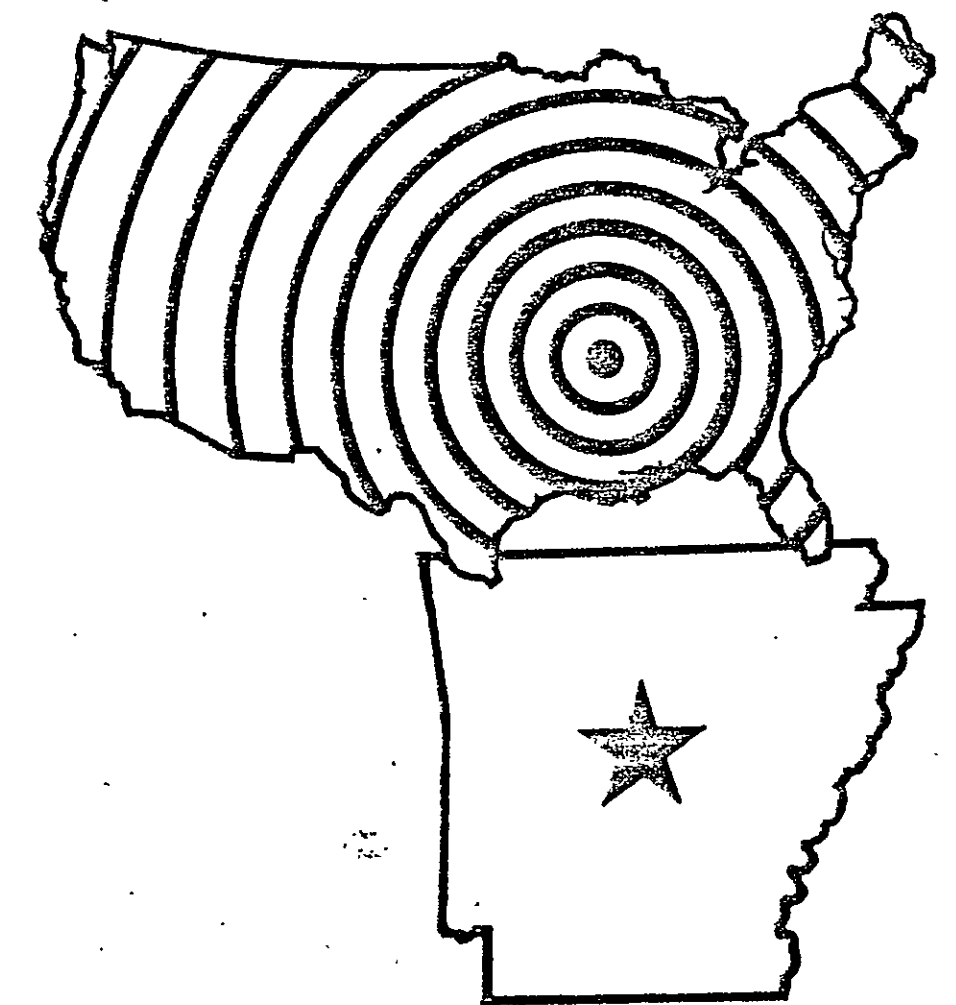
Legal description of easement, or portion thereof, to be vacated: see attached
EXHIBIT 3
Tyler Group drawing
job # 1250251
June 9, 2025

Signatures of all abutting property owners:

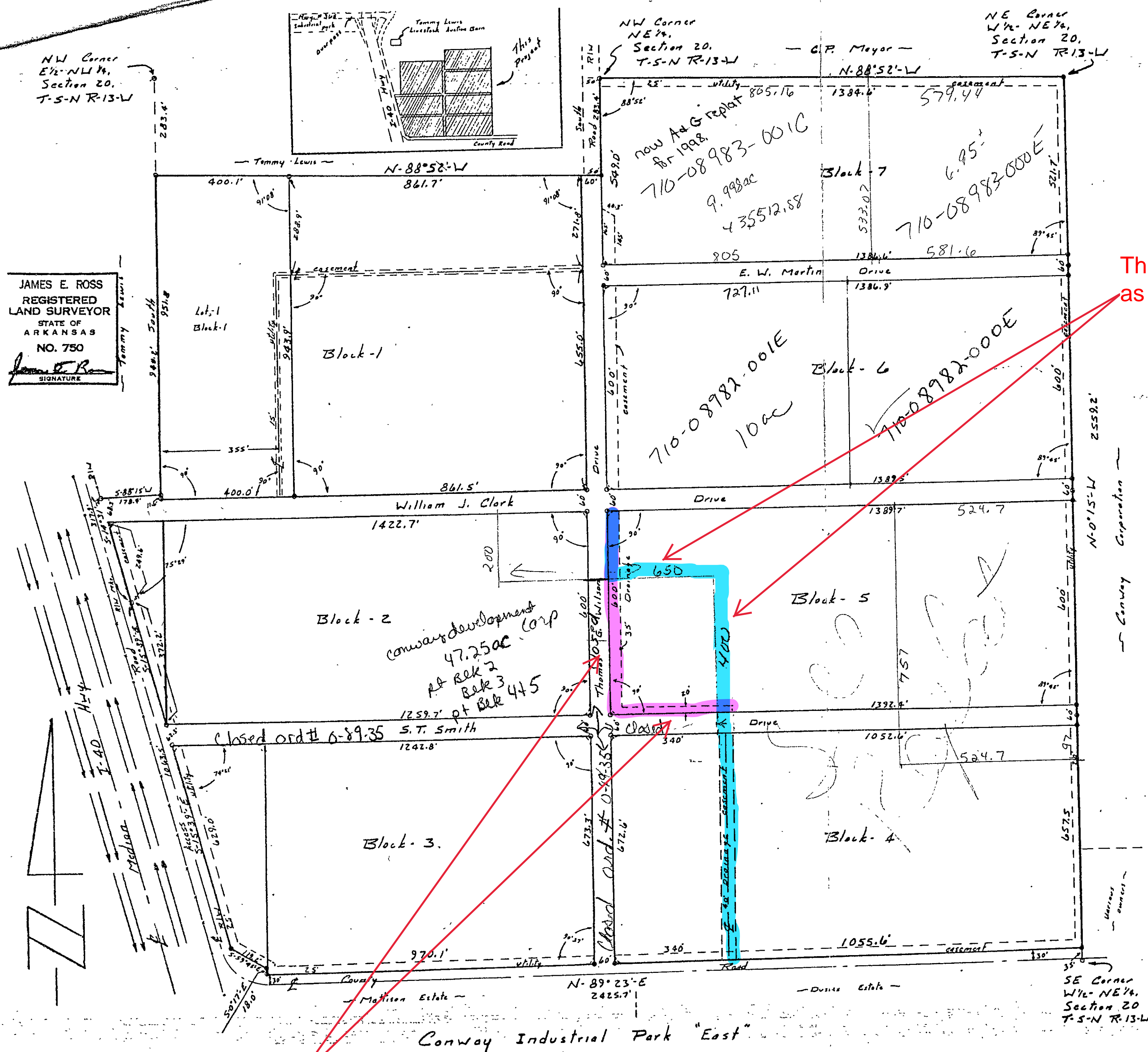
Name	Address
see attached signed letters from interested parties (Conway Corp, Conway Streets Dept., AT&T, Summit Utilities)	_____
_____	_____
Conway Commercial Warehousing, LLC	1385 William J. Clark _____
Mr. Joe Thielke	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

is actual drainage route

Locate Your Plant In Conway



Center of Arkansas



This was the planned drainage route prior to the catchment basin constructed in 1992. This easement is the subject of a partial abandonment petition - July 2025

EXHIBIT 2

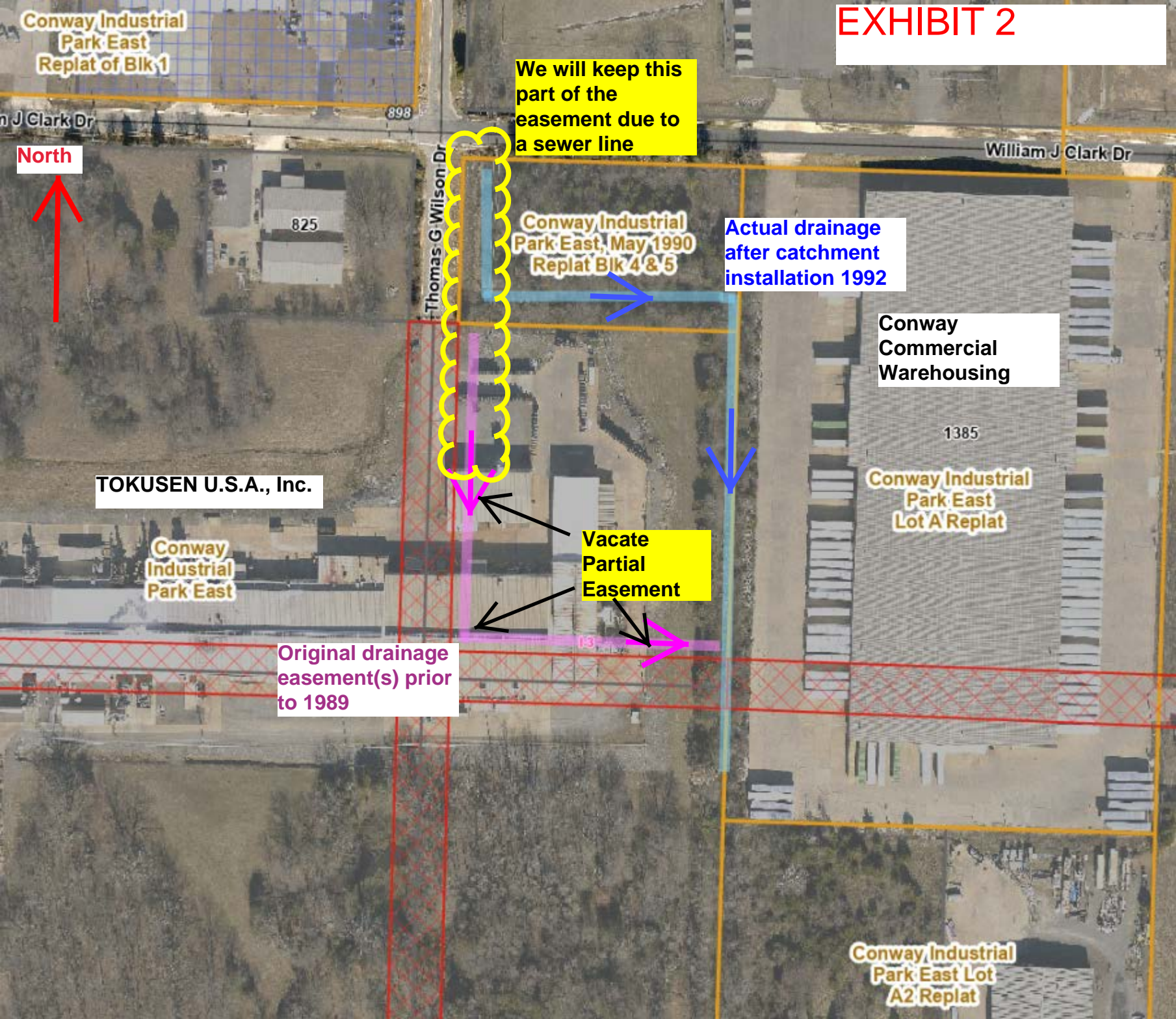


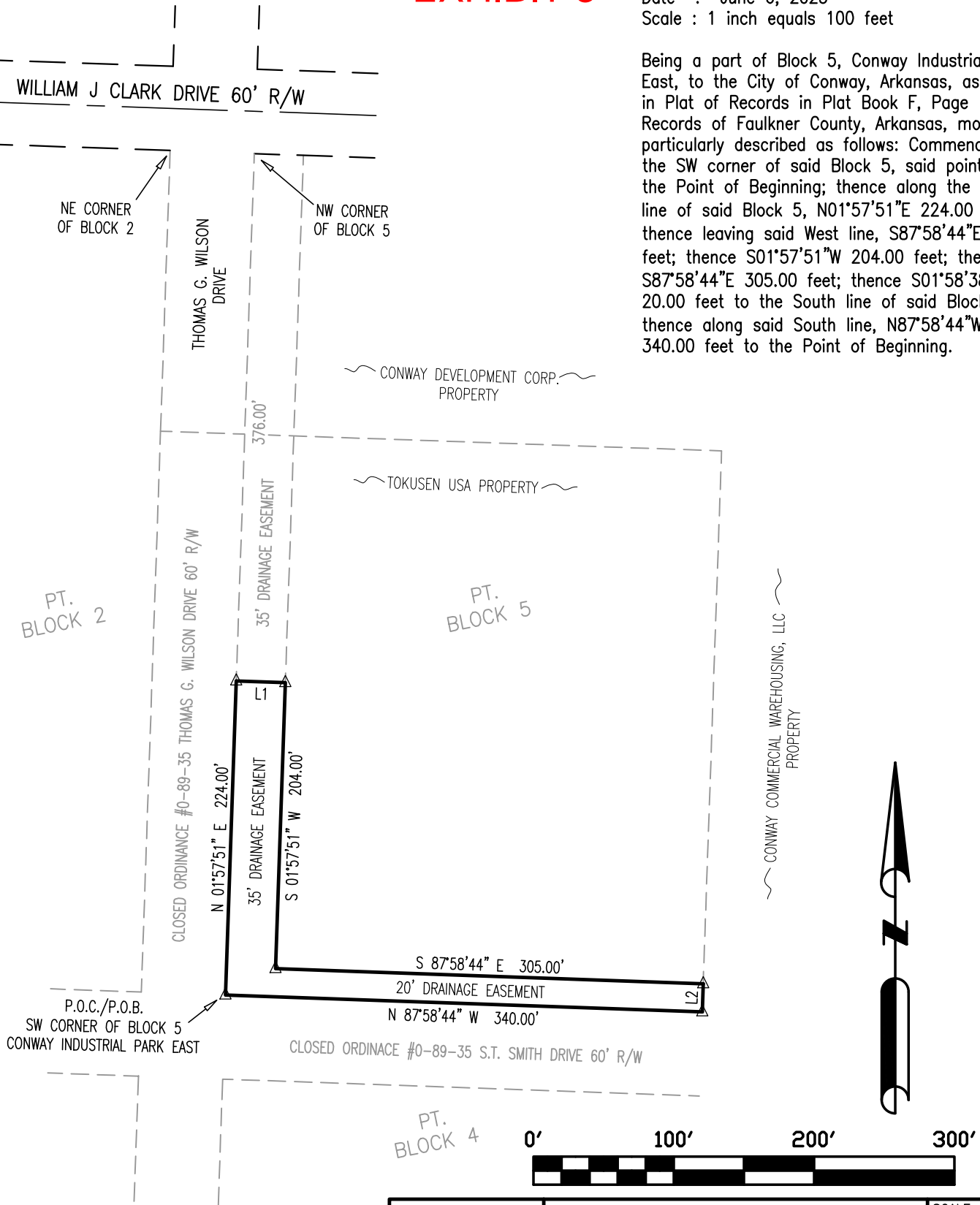
EXHIBIT 3

Prepared for : Tokusen USA C/O: Jim McNeal

Date : June 6, 2025

Scale : 1 inch equals 100 feet

Being a part of Block 5, Conway Industrial Park East, to the City of Conway, Arkansas, as shown in Plat of Records in Plat Book F, Page 1, Records of Faulkner County, Arkansas, more particularly described as follows: Commencing at the SW corner of said Block 5, said point being the Point of Beginning; thence along the West line of said Block 5, N01°57'51"E 224.00 feet; thence leaving said West line, S87°58'44"E 35.00 feet; thence S01°57'51"W 204.00 feet; thence S87°58'44"E 305.00 feet; thence S01°58'38"W 20.00 feet to the South line of said Block 5; thence along said South line, N87°58'44"W 340.00 feet to the Point of Beginning.



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 87°58'44" E	35.00'
L2	S 01°58'38" W	20.00'

DATE: 6-9-2025

FIELD WORK BY: N/A

DRAWN BY: GW

CHECKED BY: RPG

Tyler Group
surveying.mapping.engineering

240 SKYLINE DR. STE 3000/CONWAY, AR. 72032

phone: 501.329.1400 | www.tylergroup.net
fax: 501.327.3972 | email: info@tylergroup.net

SCALE: 1" = 100'

JOB NO: 1250251

JOB NAME: DRAINAGE CLOSURE

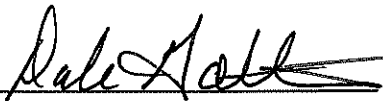
SHEET NO: 1 OF 1

EXHIBIT 4a

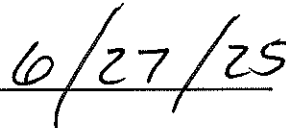
To: Conway City Council

Re: Petition of written consent for the vacating an easement
Conway Industrial Park – East
Blocks 2,3,4,5

1. I am an interested party in a matter involving the drainage easements in the land noted above.
2. I understand there are 2 active drainage easements on property owned by TOKUSEN U.S.A, Inc.
3. There are Tokusen owned structures and buildings that overlay the drainage easements.
4. A portion of these easements should be vacated as detailed in the Tyler Group job # 1250251 dated June 9, 2025.
5. I concur that this matter should be resolved as described as soon as possible.



Conway Corporation
Dale Gottsponer
Manager Engineering & Planning



Date



CITY OF CONWAY

TRANSPORTATION DEPARTMENT

June 30, 2025

Jim McNeal
Tokusen USA, Inc.
1500 S. Amity Rd
Conway, AR 72032

Mr. Carlile,

The City of Conway Transportation Department concurs with your request to vacate the portion of drainage easement on the Tokusen USA property shown and described on the attached survey drawing. This determination was made upon a finding that no public purpose is served by the easement being maintained and open to the public.

If there are any questions, you may contact me via email at kurt.jones@conwayarkansas.gov or by phone at 501-450-6165.

Sincerely,

Kurt Jones, P.E.
City Engineer
City of Conway

encls

To: Conway City Council

Re: Petition of written consent for the vacating an easement
Conway Industrial Park – East
Blocks 2,3,4,5

1. I am an interested party in a matter involving the drainage easements in the land noted above.
2. I understand there are 2 active drainage easements on property owned by TOKUSEN U.S.A, Inc.
3. There are Tokusen owned structures and buildings that overlay the drainage easements.
4. A portion of these easements should be vacated as detailed in the Tyler Group job # 1250251 dated June 9, 2025.
5. I concur that this matter should be resolved as described as soon as possible.

Casey Rickey

6-30-2025

AT&T

Date

Casey Rickey

SR Specialist OSP Design Engineer

870-897-7233 cr886s@att.com

AT&T Arkansas

Right-of-Way

PO Box 6505

Hot Springs, AR 71902



Summit Utilities
1400 Centerview Dr, Ste. 100
Little Rock, AR 72211
summitutilitiesinc.com

UTILITY RELEASE FORM

General Utility Easement, Public Access Easement, Alley, Street, R.O.W.

Utility Company: Summit Utilities Date: 07/11/2025

Requested Abandonment: Tokusen Drainage Easement

Legal Description:

Being a part of Block 5, Conway Industrial Park East to the city of Conway Arkansas, as shown in Plat of Records in Plat Book F, Page 1, Records of Faulkner County, Arkansas, more particularly described as follows: Commencing at the SW corner of said Block 5, said point being the Point of Beginning; thence along the West line of said Block 5, N01°57'51"E 224.00 feet; thence leaving said West line, S87°58'44"E 35.00 feet; thence S01°57'51"W 204.00 feet; thence S87°58'44"E 305.00 feet; thence S01°58'38"W 20.00 feet to the South line of said Block 5; thence along said South line, N87°58'44"W 340.00 feet to the Point of Beginning.

UTILITY COMPANY COMMENTS:

☒ No objections to the abandonment(s) described above.

☐ No objections to the abandonment (s) described above, provided the following easements are retained (Exhibit A).

☐ Objects to the abandonment(s) described above, reason described below.

Described
reasons for
objection or
easements to be
retained.

Austin Rankin

Signature of Utility Company Representative

Engineer

Title

TOKUSEN U.S.A., Inc.
1500 S. Amity Road
Conway, Arkansas 72032



EXHIBIT 4e

Phone: (501) 327-6800
Fax: (501) 327-0231

June 26, 2025

Conway Commercial Warehousing, LLC.
Mr. Joe Thielke

Re: Conway Industrial Park East - Block 5
Petition to vacate a public drainage easement

Dear Joe,

I am writing to give more detail about our previous discussions concerning a drainage easement on Tokusen property. Prior to 1989, there was a 35ft drainage easement that ran south along Thomas G. Wilson Drive. It continued south past William J. Clark approximately 600ft. At this point, the drainage easement turned East and was 20ft wide. It continued to flow east about 300ft until it exited our property and/or joined the ditch that generally separates Tokusen property and the Conway Commercial Warehousing land.

In 1991, Crist Engineers, Inc. (Little Rock, AR) designed a drainage catchment for Thomas G. Wilson Drive. This project was completed in 1992 and the water was re-directed around the NE Corner of the Tokusen site. The Tokusen site was re-graded by adding some 14ft of fill material on the east side. The drainage system for this area has proven to be sufficient.

The original drainage easements are still active and this appears to be an administrative oversight. As an abutting property owner, I am requesting your cooperation to resolve the issue. On behalf of Tokusen, I am petitioning the Conway City Council (Planning & Development) to abandon a portion of the easements on Tokusen property.

Please see the attached file(s) with a description of the easement to be vacated and a copy of our recent survey that highlights conflicts. I am requesting to close the portions that contain existing Tokusen building structures; whereby a drainage system is not practical.

I will be happy to address any questions you may have in this matter. And finally, I ask that you sign the Petition for Written Consent to Vacate these easements and the letter of concurrence. July 14 is my deadline to submit the application for consideration at the July 22 Council Meeting.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Jim McNeal", is written over a light blue horizontal line.

Jim McNeal, PE
Corporate Advisor

EXHIBIT 4e

To: Conway City Council

Re: Petition of written consent for the vacating an easement
Conway Industrial Park – East
Blocks 2,3,4,5

1. I am an interested party in a matter involving the drainage in the land noted above.
2. I understand there are 2 active drainage easements on property owned by TOKUSEN U.S.A, Inc.
3. There are Tokusen owned structures and buildings that overlay the drainage easements.
4. A portion of these easements should be vacated as detailed in the Tyler Group job # 1250251 dated June 9, 2025.
5. I concur that this matter should be resolved as described as soon as possible.

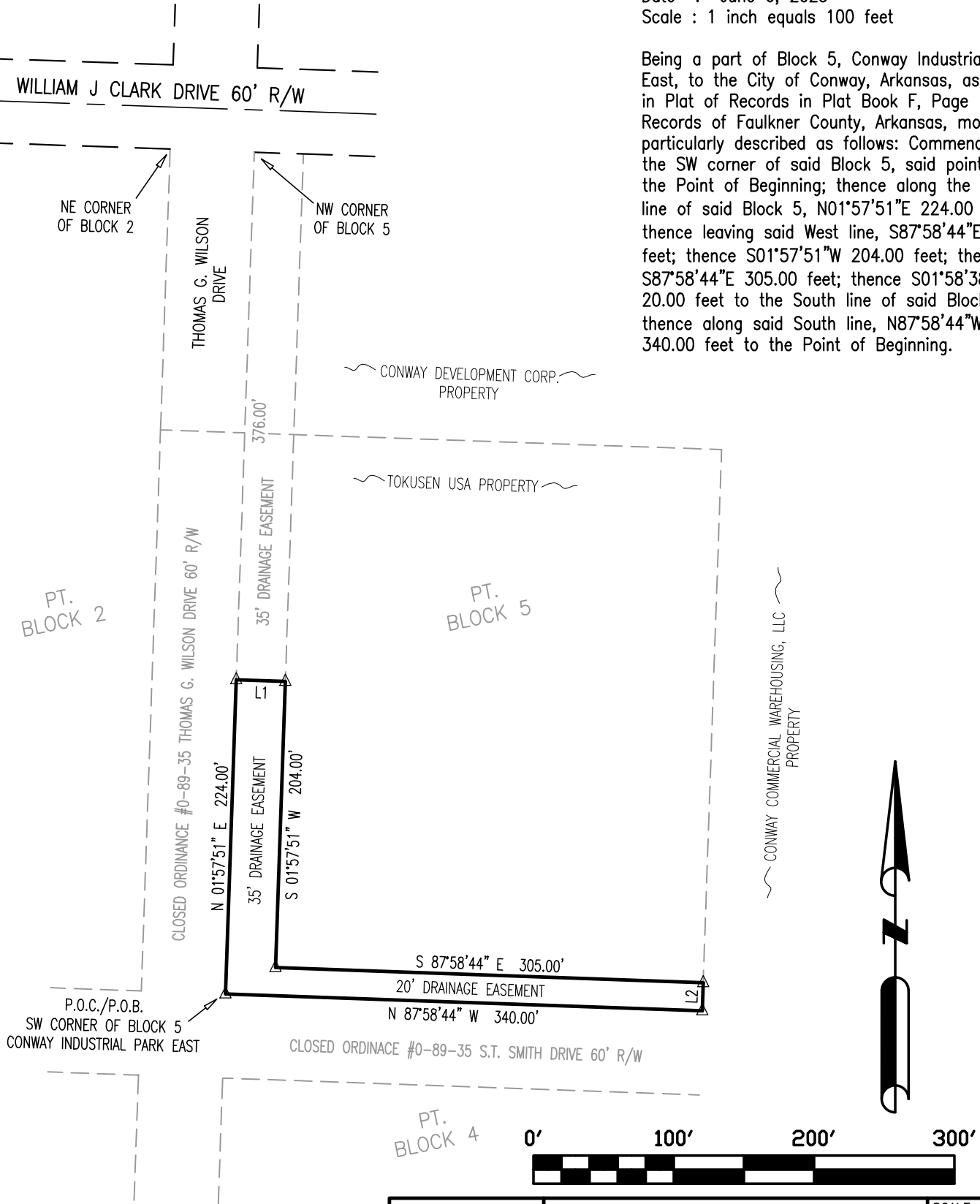


Conway Commercial Warehousing
Joe Thielke

7-1-2025
Date

Prepared for : Tokusen USA C/O: Jim McNeal
Date : June 6, 2025
Scale : 1 inch equals 100 feet

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DATE: 6-9-2025

FIELD WORK BY:

N/A

DRAWN BY:

GW

CHECKED BY:

RPG



Tyler Group
surveying.mapping.engineering

240 SKYLINE DR. STE 3000/CONWAY, AR. 72032

phone: 501.329.1400

www.tylergroup.net

fax: 501.327.3972

email: info@tylergroup.net

SCALE:

1" = 100'

JOB NO:

1250251

JOB NAME:

DRAINAGE CLOSURE

SHEET NO:

1 OF 1



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE APPROPRIATING FUNDS TO REPLACE AND REPAIR THE OUTDOOR WARNING SIRENS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

Whereas, the City of Conway currently has one outdoor warning sirens that needs to be replaced and a few others that need minor repairs; and

Whereas, the funding for this purchase has not previously been appropriated by Council action.

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

Section 1. The City of Conway shall appropriate a total amount of \$50,000 from the General Fund Balance Appropriation (001.119.4900) to the Torando Warning Maintenance account (001.119.5443) for an outdoor warning siren replacement and repairs.

Section 2. All ordinances in conflict herewith are repealed to the extent of the conflict.

Section 3. This ordinance is necessary for the protection of the public peace, health and safety, an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED this 22nd day of July, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



1111 MAIN STREET • CONWAY, AR 72032
(501) 450-6105 • planningcommission@conwayarkansas.gov

MEMO

To: Mayor Bart Castleberry
cc: City Council Members

From: Lori Quinn, 2025 Planning Commission Chairman
Date: July 21, 2025

Re: Conditional Use request to allow School Facilities in the I-3 zone for property located at 225 Tilk Rd

Richard Henley, on behalf of Compass Academy, has requested to allow the School Facilities use in the I-3 zone for property located at 225 Tilk Rd, with the following legal description:

LOT 5-A RUNWAY PARK SUB REPLAT & N ½ LOT 6 RUNWAY PARK SUB

The intent of the conditional use request is for the site to operate as a private school for Compass Academy with an adult education program for recent graduates of the school. The school currently hosts 127 K-12 students with 31 staff members and would hope to one day allow up to 250 students. The school operates from 7:00am-5:00pm year-round with 2 week breaks in May/Jun and Jul/Aug with regular holidays off.

School Facilities use is not allowed by right in the I-3 zone without a conditional use permit. The Comprehensive Plan designates the area as Light Industry. The I-3 district is designed primarily to provide a zone for those manufacturing and other industrial activities objectionable to business and residential uses by reason of operational characteristics and insulated from these uses by strips of less objectionable industry or natural barriers. This zone is intended to provide a place for manufacturing products from raw materials.

Adjacent area uses are industrial/commercial in nature and consist of the USDA Natural Resource Conservation Service Center to the north and Greenway Equipment to the south. Both sites have a CUP tied to them, in the form of Religious Activities with Daycare to the north (not being utilized) and Retail-High Impact: Farm Equipment Sales being utilized to the south. Directly west of the site's rear parking lot is a consulting office and Welsco, a distributor of welding supplies and industrial and specialty gases, to the southwest of the building.

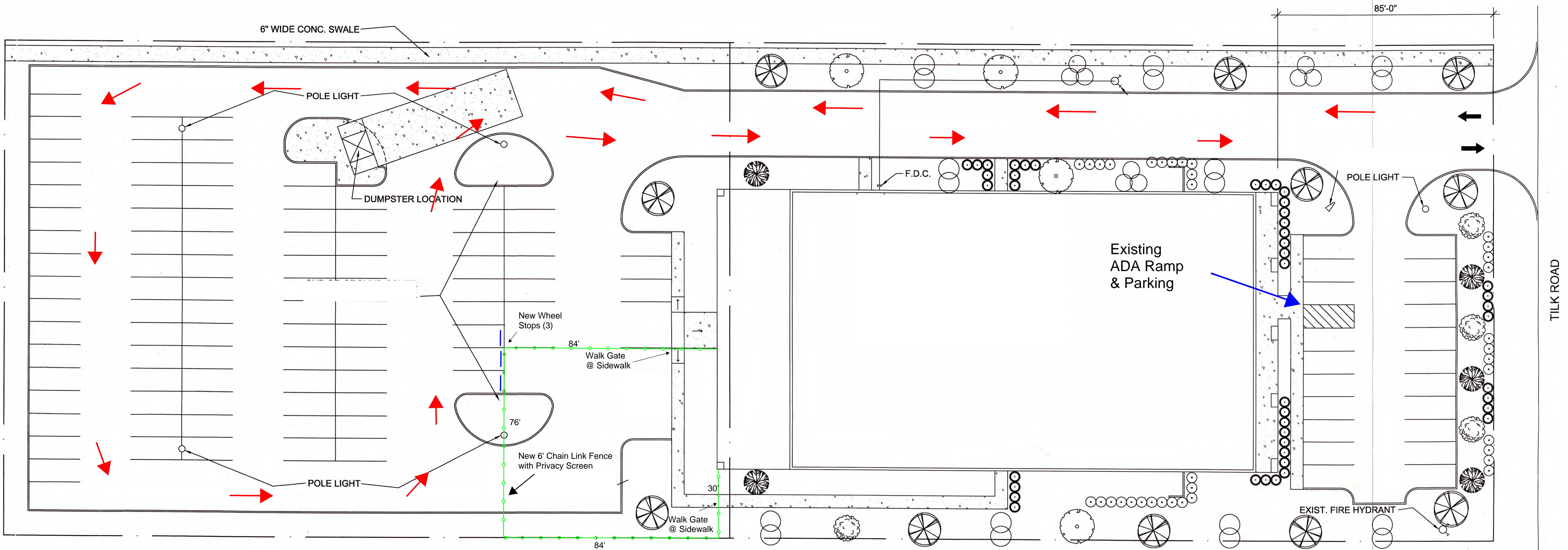
Staff proposes the following conditions:

1. Operating hours will be limited to 7:00am to 5:00pm, Monday through Friday, year-round.
2. The property shall be subject to site development review in accordance with Article 10 of the Zoning Code, and the property shall be platted in accordance with the Conway Subdivision Ordinance prior to the issuance of building permits.
3. The proposed playground area must be enclosed by a 6-foot privacy fence. All newly installed chain link fencing shall be painted/coated. No razor or barbed wire will be allowed. All fencing types and placements shall be approved by Planning Staff prior to installation.

4. Any existing landscaped areas that are disturbed as a part of site development review must be replaced to comply with Article 10 of the Zoning Code.
5. Upon development review approval, any expansions or additions to the structure or outdoor play area, as well as any changes to the use shall require an amended or new conditional use permit.
6. Any new signage shall be permitted and installed in accordance with the Conway Sign Code.
7. No zoning variance, required as a result of the commencement of the conditional use, may be requested.
8. The conditional use approval shall become null and void if the use is not commenced within 18 months from the date of approval of this permit.
9. The conditional use permit shall expire if the use ceases for a consecutive period of greater than 18 months.

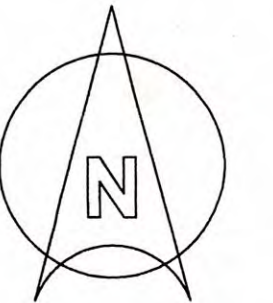
The Planning Commission reviewed the request at its regular meeting on July 21, 2025, and voted x-x that the request be forwarded to the City Council with a recommendation for approval.

Please advise if you have any questions.

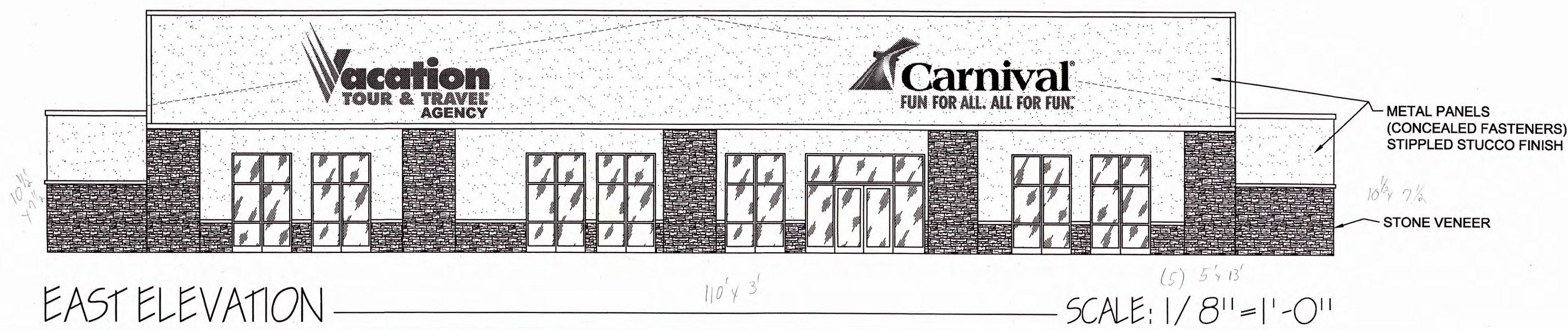
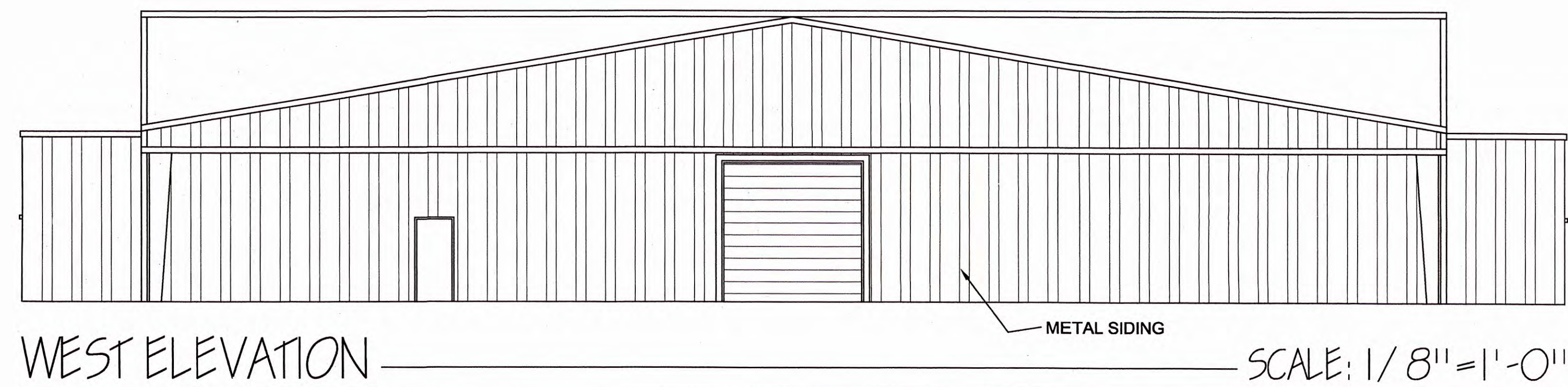
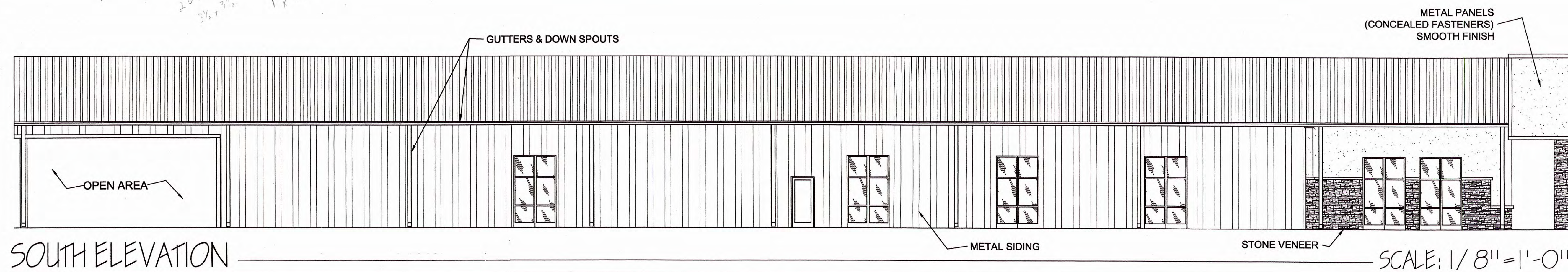
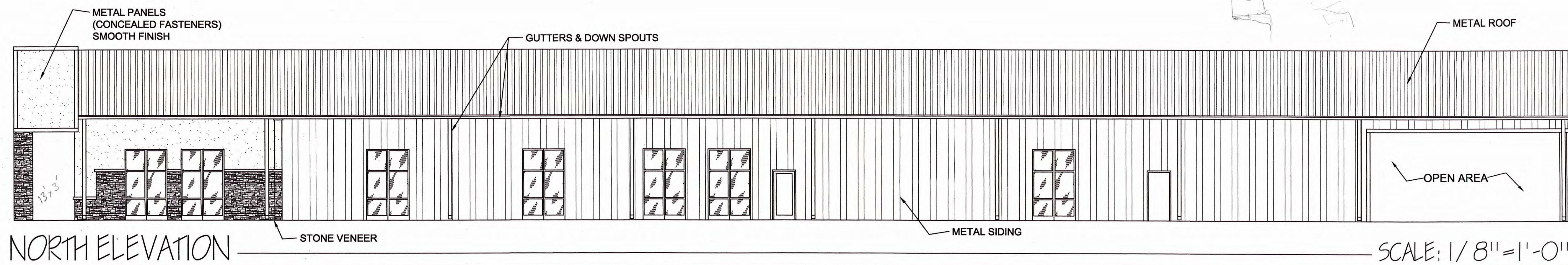


SITE PLAN

SCALE: 1" = 20'-0"



TILK ROAD



Tilk Rd

I-3

I-3

Zoning



City Limits

Zoning Codes



I-3



**City of Conway, Arkansas
Resolution No. R-25-__**

A RESOLUTION TO APPLY FOR FUNDING FROM THE UNITED SPAY ALLIANCE FOR THE SUMMERLEE SUSTAINABLE SOLUTIONS GRANT PROGRAM; AND FOR OTHER PURPOSES

Whereas, the Summerlee Foundation has partnered with United Spay Alliance to strengthen and expand community cat spay/neuter efforts across the United States; and

Whereas, this grant program offers financial support, education, and mentorship to help organizations build sustainable, humane community cat programs and increase capacity and efficiency of animal organizations; and

Whereas, the Conway Animal Welfare Unit seeks to apply for funding through this grant program and create a long-term, humane solution for Conway's community cats.

Whereas, funding through this program is typically in the \$4,000 - \$8,000 range with no matching requirement.

NOW, THEREFORE, BE IT RESOLVED BY THE CONWAY CITY COUNCIL THAT:

Section 1: The Mayor is hereby authorized to submit a grant application under the United Spay Alliance and Summerlee Sustainable Solutions Grant Program and if awarded, enter into any contracts or agreements required by the granting agency; and

Section 2: All Ordinances in conflict herewith are repealed to the extent of the conflict

THIS RESOLUTION adopted this 22nd day of July 2025.

Approved:

Bart Castleberry
Mayor

Attest:

Denise Hurd
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-__

AN ORDINANCE ACCEPTING AND APPROPRIATING GRANT FUNDING FOR THE CONWAY ANIMAL SERVICES FROM BEST FRIEND ANIMAL SOCIETY GRANT; AND FOR OTHER PURPOSES.

Whereas, the City of Conway Animal Services was awarded \$20,000 from Best Friends Animal Society Grant; and

Whereas, this funding was for the implementation and utilization of community cat programming and kitten intake diversion programming that results in increased live outcomes for cats; and

Whereas, the second draw payment of \$1,000 has been received for such purposes.

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

Section 1. The City of Conway shall accept the second draw grant payment of \$1,000 from Best Friends Animal Society for Conway Animal Services.

Section 2. The City of Conway shall appropriate funding in the amount of \$1,000 from the Other Grant Revenues Account (399.000.4752) to the Miscellaneous Supplies Account (399.127.5699).

Section 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 22nd day of July 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



**City of Conway, Arkansas
Resolution No. R-25-_____**

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF CONWAY TO APPLY FOR ARKANSAS COMMUNITY ASSISTANCE GRANT PROGRAM FUNDS FROM THE ARKANSAS ECONOMIC DEVELOPMENT COMMISSION (AEDC) FOR THE FAULKNER COUNTY RODEO ARENA

Whereas, The City of Conway seeks to improve the Faulkner County Rodeo Area through grant funding assistance from the Arkansas Economic Development Commission; and

Whereas, the Arkansas Community Assistance Grant Program is intended to provide funding for eligible community and economic development projects and projects can have a maximum funding of \$1,500,000 with a 20% matching requirement (cash or in-kind); and

Whereas, the Faulkner County Rodeo Arena project will revamp all arena facilities including bleachers, restrooms, stalls, fencing, lighting, electrical, and the announcing booth; and

Whereas, the City Council recognizes the need for the project and will support the Faulkner County Rodeo project in its efforts to proceed; and

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

Section 1. The City of Conway does hereby express its support for the Arkansas Community Assistance Grant application and shall authorize the grant application submittal.

Section 2. The City Council does hereby authorize the Mayor to execute all agreements and contracts regarding this project.

Section 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 22nd day of July 2025.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**



City of Conway, Arkansas
Ordinance No. O-25_____

AN ORDINANCE APPROPRIATING FUNDS FOR THE CONWAY FIRE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the Conway Fire Department requests \$5,000 for the purchase of fire prevention materials; and

Whereas, funds in the amount of \$5,000 were received from Centennial Bank to be used for such purpose; and

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

Section 1. The City of Conway shall appropriate \$5,000 from the General Fund Revenue Donation Account (001.131.4705) to the Fire Department Fire Prevention Account (001.136.5699).

Section 2. All ordinances in conflict herewith are repealed to that extent of the conflict.

PASSED this the 22nd day of July, 2025

APPROVED:

Mayor Bart Castleberry

ATTEST:

Denise Hurd
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-____

AN ORDINANCE APPROPRIATING ASSET FORFEITURE FUNDS TO THE POLICE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the Conway Police Department needs approximately \$3,365.17 to purchase an air conditioner unit and generator for our Field Force Bus; and this will replace the outdated A/C model that can no longer be repaired due to changes in refrigerant, and provide power to the field force bus for computer, drone, and HVAC operations; and

Whereas, the Conway Police Department needs approximately \$2,493.08 to purchase an air conditioner unit, and this will include installation; and

Whereas, the Conway Police Department needs approximately \$872.09 to purchase a mobile generator unit that is already capable of being connected directly to the field force bus and;

Whereas, funds in the Conway Police Department Asset Forfeiture account are allowed, by law, to be used for such purposes as these.

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

Section 1. The City of Conway shall appropriate funds in the amount of \$3,365.17 from the Fund Balance Account (250.000.4900) into the CIP-Miscellaneous Asset Forfeiture Expense Account 250-121-5990 and;

Section 2. All ordinances in conflict herewith are repealed to that extent of the conflict.

PASSED this 22nd day of July, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-__

AN ORDINANCE APPROPRIATING FUNDS FOR THE CONWAY POLICE DEPARTMENT TO PURCHASE COMPUTER EQUIPMENT AND ACCESSORIES NECESSARY TO MAINTAIN OPERATIONAL SECURITY AND EFFICIENCY, AND FOR OTHER PURPOSES:

Whereas, the Conway Police Department needs to purchase 19 laptop computers, 22 computer modems, and required accessories to replace existing units that are outdated and pose security risks; and

Whereas, the current laptops cannot support mandatory software updates from Microsoft, creating operational and security vulnerabilities. This purchase is necessary to ensure departmental systems remain functional, secure, and compliant with technology requirements for 2025; and

Whereas, the Conway Police Department budget does not include funds for this purchase and request Council to appropriate said funds from the General Fund.

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

Section 1. The City of Conway shall appropriate \$108,957.03 from the General Fund Balance Appropriation account (001-119-4900) into the Capital Vehicle account (001-121-5920) for the purchase of the 19 laptops, 22 modems, and accessories.

Section 2. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 22nd day of July, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE APPROPRIATING REIMBURSEMENT FUNDS FROM VARIOUS ENTITIES FOR THE CITY OF CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the City of Conway has received reimbursement funds from the following entities:

Various Companies	\$47,267.85	Extra Duty Services
Municipal Vehicle Program	\$19,963.39	Insurance Proceeds
Tri-Tech Forensics	\$125.62	Overpayment
FBI/DEA	\$3,953.90	Taskforce Funds
Nationwide Insurance	\$488.13	K9 Vet Reimbursements
Various Companies	\$1,250.00	Donations

Whereas, the Conway Police Department needs these funds to replenish their expenditure accounts.

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

Section 1. The City of Conway shall appropriate funds from Various Companies in the amount of \$47,267.85 from 001.121.4185 to the CPD overtime expense account, 001.121.5114.

Section 2. The City of Conway shall appropriate funds from the Municipal Vehicle Program in the amount of \$19,963.39 from 001.119.4360 to the CPD vehicle maintenance account 001.121.5450.

Section 3. The City of Conway shall appropriate funds from Tri-Tech Forensics in the amount of \$125.62 from 001.121.4799 to the CPD other miscellaneous expense account 001.121.5799.

Section 4. The City of Conway shall appropriate funds from various companies in the amount of \$3,953.90 from 001.121.4186 to CPD overtime account 001.121.5114.

Section 5. The City of Conway shall appropriate funds from Nationwide Insurance in the amount of \$488.13 from 001.119.4360 to the CPD Other Miscellaneous expense account 001.121.5799.

Section 6. The City of Conway shall appropriate funds from various companies in the amount of \$1,250.00 from 001.121.4705 to the CPD grant and donation expense account 001.121.5760.

Section 7. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 22nd day of July, 2025.

Approved:

Attest:

Mayor Bart Castleberry

Denise Hurd
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE APPROPRIATING FUNDS FOR FIREFIGHTER PAY ADJUSTMENTS; AND FOR OTHER PURPOSES

Whereas, Mayor Bart Castleberry formed a committee to study the City's Fire Department pay scale; and

Whereas, the committee identified two new levels of rank to recommend for addition to the Fire Department Pay Scale; and

Whereas, the committee identified four types of incentive pay categories to recommend for addition to the Fire Department Pay Scale; and

Whereas, the committee recommends a 2% increase in base pay for all existing firefighter positions, excluding Firefighter Basic and Firefighter General; and

Whereas, a listing of these recommendations is attached to this ordinance in Appendix A; and

Whereas, the committee recommends that these increases be effective with the pay period beginning June 28, 2025, which marks the start of the second half of the City's 2025 pay period schedule.

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

Section 1. The City of Conway 2025 Uniform Fire Pay Scale shall be adopted in the format presented in Appendix A.

Section 2. The City of Conway shall appropriate \$160,000 from the General Fund Balance Appropriation Account (001.119.4900) to the proper salary and benefit accounts for the impact of the newly adopted pay scale to the City's 2025 Budget.

Section 3. All ordinances in conflict herewith are repealed to that extent of the conflict.

Section 4. That this ordinance is necessary for the protection of the public peace, health and safety, and an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED this 22nd day of July, 2025

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

Appendix A

CITY OF CONWAY - 2025 UNIFORM FIRE PAY SCALE (Proposed)

Classification/Job Title	Emps Now	Pay Grade	2025 Annual Rate CURRENT	2025 Annual Rate NEW	Hrs per Year
Firefighter Basic	21	FR01-2	47,663	47,663	3023
Requirement: Entry Level				0.0%	
Firefighter General	14	FR02	49,569	49,569	3023
Requirement: FFI / FFII / EMT				0.0%	
Firefighter Intermediate	3	FR03	52,028	53,068	3023
Requirement: Acting Engineer Certification				2.0%	
Firefighter Advanced	0	FR04	52,563	53,614	3023
Requirement: Acting Engineer/Truck Certification				2.0%	
Firefighter Senior (NEW PROPOSED) DO NOT ADD					3023
Requirement: 5 years at rank					
Firefighter Engineer Basic	2	FR20	55,633	56,746	3023
Firefighter Engineer Basic Staff		FR23	55,633	56,746	2080
Requirement: Promotion				2.0%	
Firefighter Engineer General	14	FR21	59,109	60,291	3023
Firefighter Engineer General Staff		FR211	59,109	60,291	2080
Requirement: 1 year at rank				2.0%	
Firefighter Engineer Advanced	14	FR22	62,587	63,839	3023
Firefighter Engineer Advanced Staff		FR221	62,587	63,839	2080
Requirement: 3 years at rank / Acting Captain				2.0%	
Firefighter Engineer Senior (NEW PROPOSED)				65,000	3023
Firefighter Engineer Senior Staff (NEW PROPOSED)				65,000	2080
Requirement: 5 years at rank				3.9%	
Fire Captain Basic	0	FR30-1	65,598	66,910	3023
Fire Captain Basic Staff		FR31-1	65,598	66,910	2080
Requirement: Promotion				2.0%	
Fire Captain General	3	FR30-2	70,284	71,690	3023
Fire Captain General Staff		FR31-2	70,284	71,690	2080
Requirement: 1 year at rank				2.0%	
Fire Captain Advanced	31	FR30-3	74,969	76,468	3023
Fire Captain Advanced Staff		FR31-3	74,969	76,468	2080
Requirement: 3 years at rank / Acting Battalion				2.0%	
Fire Captain Senior (NEW PROPOSED)				79,000	3023
Fire Captain Senior Staff (NEW PROPOSED)				79,000	2080
Requirement: 5 years at rank				5.4%	

Classification/Job Title	Emps Now	Pay Grade	2025 Annual Rate CURRENT	2025 Annual Rate NEW	Hrs per Year
Fire Battalion Chief Basic	2	FR40	84,889	86,587	3023
Requirement: Promotion				2.0%	
Fire Battalion Chief Advanced	4	FR41	89,981	91,781	3023
Fire Battalion Chief Advanced Staff		FR411	89,981	91,781	2080
Requirement: 2 years at rank				2.0%	
Fire Assistant Chief Basic Staff	0	FR50	88,714	93,000	2080 **
Requirement: Promotion				4.8%	
Fire Assistant Chief Advanced Staff	3	FR51	94,036	95,917	2080
Requirement: 2 years at rank				2.0%	
Fire Chief	1	FR100	108,524	110,694	2080
				2.0%	

Medical Cert Incentive Pay (non-cumulative)		SB Code	Incentive \$\$ CURRENT	Incentive \$\$ PROPOSED	
Advanced EMT License	4			1,000	
Paramedic License	12	MEDIC	4,000	4,000	
Education Incentive Pay (non-cumulative)		SB Code	Incentive \$\$ CURRENT	Incentive \$\$ PROPOSED	
Associate degree in-field-	6			1,000	
Bachelor's degree in-field-	7			1,500	
Master's degree	0			2,000	
Language Incentive Pay		SB Code	Incentive \$\$ CURRENT	Incentive \$\$ PROPOSED	
Bilingual – Spanish / ASL	2			3,000	
Certificate Incentive Pay (non-cumulative)		SB Code	Incentive \$\$ CURRENT	Incentive \$\$ PROPOSED	
Basic-Cert (100 CE Hours) (Cert - Level 1)	12			200	
General-Cert (200 CE Hours) (Cert - Level 2)	11			400	
Intermediate-Cert (300 CE Hours) (Cert - Level 3)	24			600	
Advanced-Cert (400 CE Hours) (Cert - Level 4)	17			800	
Senior-Cert (500 CE Hours) (Cert - Level 5)	31			1,000	

**Note - Fire Assistant Chief Basic Staff adjusted up 4.8% instead of 2% to alleviate the unintended drop in pay rate between it and Fire Battalion Chief Advanced.



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE AUTHORIZING CHANGES TO THE POLICE DEPARTMENT PAY SCALE; AND FOR OTHER PURPOSES.

Whereas, an incentive pay structure has been adopted for the Fire Department which includes \$3,000 per year for bilingual abilities; and

Whereas, the Police Department also has an incentive pay structure which includes additional monies for bilingual abilities; and

Whereas, the Police Department pay scale authorizes \$750 per year for the bilingual incentive, and the City Council wishes to make the Police Department pay scale match the Fire Department pay scale as it relates to the bilingual incentive.

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

Section 1: The City of Conway Police Department Pay Scale shall be amended to authorize \$3,000 per year for the bilingual incentive.

Section 2: All ordinances in conflict herewith are repealed to the extent of the conflict.

Section 3. This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED this 22nd, day of July, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer