



Personnel, Health & Safety Meeting

Monday, August 11, 2025

410 River Street

Council Chambers

5:00 p.m.

Chair – Bill Donnor

Vice-Chair – Frank Baptist

Staff Liaison – Mandy Spicer &

Abtin Mehdizadegan (Absent)

Steve Brown

Ann Spencer-Cole

Evelyn Reed

Mayor Tom Farmer

Jeff Morrow

Judd Hart

Trevor Villines

Jeff Hamm

I. Establish a Quorum / Approval of Minutes

Council Member Donnor called the meeting to order, recognized attendees, and established a quorum. He asked for the minutes from the July 14, 2025's meeting to be approved. Council Member Morrow made the motion to approve. Council Member Hart seconded it. A vote was taken. All those present were in favor and the motion carried.

II. Statement of FOIA compliance

Council Member Donnor read the following statement. I affirm that I have not engaged in any prohibited discussion, deliberation, or polling regarding any item on this meeting's agenda outside of a properly noticed and open meeting, in compliance with the Arkansas Freedom of Information Act, as amended by Act 505 of 2025.

CFO Spicer took a roll call to confirm each member heard, understood, and will comply with the statement.

III. Safety Plan approval

In June, a draft of the Safety Plan was placed in your packets for you to review. At the July department head meeting it was discussed, and some slight alterations were made to include all supervisors / department heads or their proxy. The email with the agenda and minutes from the July meeting as well as your packets include the revised version for approval.

CFO Spicer explained that the Safety Plan was presented to the city council in June, and in July it was presented to the department heads. Some minor changes were made. It is now being presented to the council for final approval. She introduced David Benedict

as the new Safety Coordinator. She advised he will be working with the department heads to ensure safety within each department.

Council Member Hart asked if this is a new position. Mayor Farmer advised that he assigned this duty to an existing employee. Council Member Hart followed up asking if he will be issuing a monthly safety report. Mayor Farmer advised he will not. CFO Spicer advised that this has a lot to do with workers' comp claims. Mr. Benedict may be able to identify training needs if similar accidents keep happening.

Council Member Villines asked about the addition of "their proxy" to the plan. CFO Spicer advised this will help to ensure the subject matter expert on any given situation is included and has a voice. She gave the example of the Aquatics Center. The Aquatics Director would be the expert over the Parks Director.

Council Member Morrow made the motion to approve the ordinance. Council Member Hamm seconded it. A vote was taken. All those present were in favor and the motion carried.

IV. Ordinance Allowing Employees or Related Parties To Do Work for the City

From time to time as new employees are hired the ordinance allowing current employees to do business with the City requires updating.

Council Member Hart made the motion to approve the ordinance. Council Member Hamm seconded it. A vote was taken. All those present were in favor and the motion carried.

V. Adjournment

With no further business to discussion, Council Member Donnor called the meeting adjourned.