

**City of Norfolk  
City Council Workshop  
January 11, 2011**

**Prior to the meeting, Mayor Reeves and all of the Council members were sworn into office for their newly elected terms by District 11 Justice of the Peace, Leon Alexander.**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

**Guest**

Bonnie Sappington

Mollye Davis

Dave Miller

Hassan Ghassimi

Maranda Ghassimi

David Miller

Leon Alexander

Chris Perry

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: All members of the Council were present to establish a quorum.

**Consent of Agenda:** Council agreed to hear from Chris Perry regarding an abandon vehicle ordinance violation and Hassan Ghassimi regarding a proposed street abandonment.

Chris Perry of 60 Jordan Road: Mr. Perry had been sighted for violation of the abandon vehicle ordinance and requested an additional time to comply. He intends to construct a fence to shield the vehicles. He has received a building permit to do so but will be unable to have it completed within the 7 days required by the notification he received. Council agreed to vote to extend the time at the Council meeting on January 18<sup>th</sup>.

Hassan Ghassimi of 206 Morrison Lane: Mr. Ghassimi requested the Council consider abandoning, closing or restricting a portion of Morrison Lane that runs through his property very near his house. Morrison Lane is an unpaved road and traffic creates a great deal of dust very close to his house. He has contacted Fire Chief Frankie Baker and all of his neighbors, none of which had any objections. Discussion included putting a chain across the road; posting it for "No thru traffic"; complete abandonment; emergency vehicles and trash service hardships. Council expressed concern of the consequences of closing or posting a public street and will consult legal advice and do more research before making a decision. The matter will be referred to the Planning Commission Meeting on January 31 and will be on the Council Workshop agenda for the February 8.

**Last Month's Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for December 31, 2010; Actual Income and expense was provided in the final 2010 Budget information; CD Interest earned report and a summary of accounts for 2010 and 2009 were presented. There were no questions at this time.

**Unfinished business:**

**2011 Budget:** Previously, the Council had agreed with the information presented but did not take official action to approve the Resolution. It will be on the January Council meeting agenda.

**New Business:**

**Final 2010 Budget Ordinance:** Actual income and expense information was provided and will be presented in an Ordinance as the final budget amendment.

**Clarification of selected Ordinances:** With the help of Ron Kincade, Mayor Reeves has identified a retired attorney that would be willing to review our Ordinances and prepare a document that would reflect amendments and changes into one updated Ordinance that would be presented to Council for approval to provide one clear document. He identified several situations where several Ordinances needed to be referenced to understand what was current and some instances where there was conflicting information. This will be discussed further at the February Workshop.

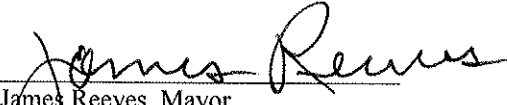
**Pioneer Day Discussion:** Pioneer Day is the local celebration that has traditionally been held on the 3<sup>rd</sup> Saturday in May and was originally organized by volunteers from the community. The past several years, the Mayor has chaired that effort and would like to pass that position back to someone in the community. A meeting is scheduled for Tuesday, January 25 at 6:30 PM. He has already been contacted by some of the key people from last year stating that they would not be a part of it for the 2011 event. He said that the future of this event would be dependent on someone stepping up to take charge of it. He said that he has found that some city funds can be used to help which would lessen some of the need to solicit funds.

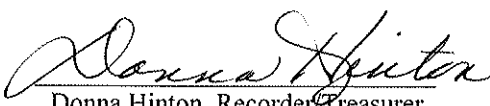
Announcements:

Planning Commission: No report

Update on the Water Project: The contractor for the well house and computer installations has been given a one month extension to January 31, to complete the system to an operating condition. This will require the installation of the computers at the well house, at city hall and the mobile units in each of the city trucks. The electrical work is scheduled this week but as of today, the computers and other equipment has not been delivered. Engineer, John Selig has stated that he will not approve another extension but would begin assessing a penalty as provided in the contract.

With all other business completed, the meeting adjourned at 7:45 PM.

  
James Reeves, Mayor

  
Donna Hinton, Recorder/Treasurer

Seal:

ORIGINAL

**City of Norfolk**  
**City Council Workshop**  
**February 8, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Nina Brewer (Absent)

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

**Guest**

David Miller

Leon Alexander

Frankie Baker

Gloria Becker

Doris Daniel

John Hazelton

Ernie Hubbard

Frank & Susan Kaye

Mike Harrison

Rod Engle

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: Five members of the Council were present to establish a quorum. Nina Brewer was absent.

**Consent of Agenda:** Council agreed to hear from John Hazelton regarding enforcement of the animal ordinance as it pertains to dogs running free.

**John Hazelton** of Riverview Drive in Norfolk Village addressed the council regarding a continuing problem with stray dogs running loose in their neighborhood. His wife was recently injured during an incident when she was exercising their dog while riding tricycle. He felt that the ordinance, while a good document, was not being enforced as written and he suggested that the Mayor or Chief should go door to door to determine ownership and proper vaccination of pets. He also suggested that the City create a pound to hold animals and that owners be fined enough that they would take step to avoid violating the ordinance. Mayor Reeves said that if he was notified of a situation, he would investigate and implement measures to resolve the issue and the city does have an agreement with Baxter County Animal Control to pick up stray animals. They will not impound animals whose owner can be identified. Reeves also said that he had been previously aware of the two light colored lab dogs that were involved in the accident and had sent a letter and met with the owner (who lives outside the city) who had assured him that the problem would be taken care of. Since that time no complaints had been filed regarding those dogs or any other problems so he was under the impression that the problem had been resolved. The next step would be to write a citation and take the owner to court. Mr. Hazelton said that he had informed the owner of those animals of a solution to her ongoing problem and would like to allow her time to implement that solution. Mayor Reeves said he would consider any other suggestion and would work with anyone that wants to help identify owners and report situations that are not in compliance with the ordinance.

**Last Month's Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for January 31, 2011; It was noted that some of the Money Market accounts are being rolled back into the Revenue Accounts to avoid bank charges. There were no questions at this time.

Status of the General Fund and the Water Revenue Account: Mayor Reeves stated that because the Water fund is unable to meet the A/P owed to the General Fund, both funds are currently struggling and it may require that a General Fund CD be redeemed. He noted that when the USDA reviews the Water Fund upon completion of the project, they may require a water rate increase.

**Unfinished business:**

**New Business:**

**Fire Chief Frankie Baker:** He again emphasized the importance of having visible numbers posted at each residence to assist emergency worker to respond to calls. Oxford sign will provide a sign with the correct numbers on it for a cost of \$15 per sign and the fire department volunteers will install it free. He asked that people spread the word and realize that it may be life saving.

**Tourist Tax:** Mayor Reeves explained that this would be a tax that could be imposed by the City Council on specified items marketed to tourists and the resulting revenue would be dedicated to promoting tourism and services/facilities for the purpose of attracting related activities. The statute requires that a commission be formed to collect and administer the use of the funds. After

some discussion and input from local resort owners, it was determined that this was not in the best interest of the City of Norfolk and the issue was dismissed without any further action.

**Holiday Schedule:** Mayor Reeves proposed the addition of an employee holiday to more closely resemble the federal, state and bank schedules. Those offices are closed on Martin Luther King Day and Presidents Day which mean there is no bank service, postal service and many of the state offices are closed. The additional holiday is a way to recognize the value of our employees with very little impact on the budget. After some discussion, the Council members asked that an Ordinance be prepared for the next Council meeting to add the third Monday in February as President's Day to the City of Norfolk schedule of holidays.

**County/City Agreements:** Mayor Reeves reported that at the annual meeting of the County Judge and Mayor's agreements for 2011 Animal Control Services; Road sign purchase; and Road base purchase were presented and signed. Since then an addendum to the Animal Control agreement was sent adding a fee for mileage which he has not signed and returned. That will be placed on the agenda for the February Council Meeting.

**Morrison Drive:** It was reported that the Planning and Zoning Commission recommended that Morrison Drive be posted on both ends of Mr. Ghassimi's property with "No Thru Traffic" in an effort to provide a solution. The recommendation will be on the agenda for the February Council meeting.

**Water Project Update:** Installation of the communication system for the operation of the well has begun at the well house and City Hall. The January 31<sup>st</sup> deadline will not be met and Mayor Reeves will not approve any more extensions or payments to the contractor until the project has been completed.

**City Tractor:** The tractor purchased by the city 10 to 12 years ago recently failed to start. It is believed that the injectors need to be replaced but it was decided to delay that repair until a later date. Use of the tractor is not frequent and the Mayor will offer the use of his personal tractor if there is a need.

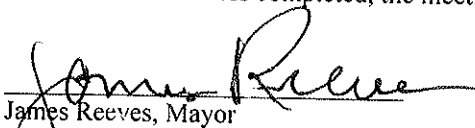
**Pictometry:** The County has contracted to take aerial photos of the county so that they can plat out roads, rivers, lakes and other significant landmarks. This information will be beneficial in the event of a disaster and other occasions when it will be necessary to locate remote incidents. They have made these photos available to the City for a cost of about \$1000. It will be extremely useful in the administration of the Flood Plain Program as well as plotting fire hydrants; city limits; lot lines and other landmarks within the City.

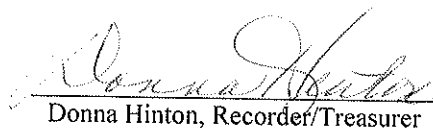
**Pioneer Day Discussion:** A meeting on Tuesday, January 25 resulted in 5-6 volunteers that indicated that they would work on the upcoming event. A chairman has not been named as of yet. More interest would be most welcome.

Announcements:

Planning Commission: No report

With all other business completed, the meeting adjourned at 8:07 PM.

  
James Reeves, Mayor

  
Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
March 8, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

**Guest**

David Miller

John Hazelton

Ernie Hubbard

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: All members of the Council were present to establish a quorum.

**Consent of Agenda:** No changes or additions were made.

**Last Month's Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for February 28, 2011- No comments or questions.

**Unfinished business:**

**Water Project Update:** All connections have been made and notices have been sent to each household that water will be turned on March 21, 2011 and recommending the installation of a pressure reducer valve on the customer side of the meter to avoid any damage to pipes by the increase in pressure.

**Pioneer Day Discussion:** The next meeting is scheduled on Tuesday, March 22, 2011 to continue organizing the upcoming event. A chairman has not been named as of yet. More interest would be most welcome.

**New Business:**

**Resolution Supporting the Continued Federal funding of the hatchery:** Judge Bodenhammer asked that each community consider passing a resolution supporting the continued funding of the hatchery and it will be presented for vote at the next Council meeting.

There was no discussion or comment. It will be placed on the March 15<sup>th</sup> agenda.

**Abandon/Deteriorating Houses:** Review of the previously discussed property on 2<sup>nd</sup> Street shows the application for a permit to demolish has not been received and no progress has been made. A member of the audience said that the owner had asked him to tear it down and he was here to learn what the process would be so that he could comply. Other properties that were mentioned were an A-frame on 1<sup>st</sup> Street that was determined not to be a danger and a house on 3<sup>rd</sup> Street that is in really bad condition and may need to be condemned. Ray Davis, Building Inspector will assess the condition of this property and Mayor Reeves will send a letter to the property owner to recommend action.

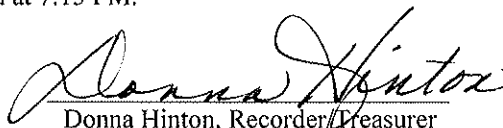
**Animals running at large:** Mayor Reeves reported that he has been advised by Mr. Kincade that letters regarding animals running loose should be sent as a result of complaints. It is not necessary to go out looking for violators because not all pets are problem/unwelcome visitors.

**Announcements:**

Planning Commission: No report

With all other business completed, the meeting adjourned at 7:15 PM.

  
James Reeves, Mayor

  
Donna Hinton, Recorder/Treasurer

Seal:

120

**City of Norfolk  
City Council Workshop  
April 12, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

**Guest**

David Miller

Vickie Raub

Stubby Stumbaugh

Kay Dunn

Annette Bland

Frank Root

Janet Nelsen

Leon Alexander

James Smith

Mike Harrison

Sara R. Allen

Jimmy & Rita Light

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: All members of the Council were present to establish a quorum.

**Consent of Agenda:** No changes or additions were made.

**Last Month's Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for March 31, 2011- No comments or questions.

**Quarterly Financial Actual to Budget Report:** No comments or questions.

**Unfinished business:**

**Holiday Ordinance:** No Comment – scheduled for final reading and vote at Council Meeting.

**Abandon/Deteriorating Houses:** Ray Davis, Building inspector found mosquito lava and rats when he inspected the property and determined it to be dangerous as well as a health hazard. The Mayor will notify the land owner that the building must be torn down, removed and put into a safe condition.

**Water Project Update:** The new well has been turned on and is currently serving customers on the ridge. Minimal problems were incurred and pressure has been reported to be very good. The old city and Norfolk Village customers are still being served by the old well. The well house walls are up but needs a roof. The telemetry equipment still needs to be installed before the old well can be shut down.

**Pioneer Day Discussion:** Jimmy Mincey reported that his contact with an antique car club is hoped to bring about 30 antique cars to the parade and display in front of the Home Ec building. Lisa Harrison reported that nearly half of the vendor spots have been booked and she has located a dunk tank; the cost and location of which will be discussed at the next Pioneer Day Meeting. Ray Davis reported that he has contacted several area high school bands to be in the parade and is hoping to hear back from the Shiners and a couple of other groups.

**New Business:**

**Rezoning Request:** Jim Smith, an Arkansas Property partner /owner of the subject property and requestor, defined the property as an area along Hwy 5 to the river along the north edge of the city including the old overlook area. He described it as three pieces; 1) Lot 50 of River Ridge Park consisting of about 13 acres that will be the Conservation area 2) about .7 acres located at 12694 Hwy 5 with a log house and not in the subdivision. 3) Lot 50 B containing the well, septic and drive for the log house. Also included is a small ½ acre tract previously known as the "look out"? He explained that his partnership has given a conservation easement to Fish and Game to be preserved in its natural state. The development of that area will include 2 emergency exits with rock step to the river for rescue access; an asphalt drive way with parking for 4 cars, 1 RV and 1 Handicap spot; a walking trail to the top of the ridge with an observation platform. Conditions of the easement would be that no buildings are constructed; no trees removed and no picking of wild flowers. The log house is currently for sale but cannot be rented for less than 30 days as it is currently zoned and he/potential buyers would like to rent it for less. An ad on a web site was posted in error to advertise it for nightly/weekly rental has been removed but will be republished with verbiage similar to the other Norfolk property advertised in the Shippoys Ferry Subdivision. If the conservation easement becomes an area attraction, the log house could be developed into a business such as a coffee house; bait shop or similar. If the zoning request is not approved, Smith said that he would not go ahead with the conservation area development by Fish and Game. Mayor Reeves asked is the Fish and Game "required" rezoning for their part of the project and Mr. Smith said that it was not required but someone on a very high level strongly prefer it to be. Council members asked for clarification on some items. When Council questions had been answered, Mayor Reeves stated that the purpose tonight was to inform the Council of the intent and that the Planning and Zoning Commission would conduct a public

hearing on April 25, at 6:30 PM hear the pros and cons from the public. Following that hearing, the P&Z would meet to decide if they would recommend approval or denial of the request. That recommendation will be forwarded to the City Council for action.

**Waste Disposal Contract Renewal:** Stubby Stumbaugh presented a contract to renew Waste Disposal Service for the City. He proposed a 2 year contract with a \$.20 increase to \$10.13 with the option of a fuel charge of 5% if fuel exceeds \$4.25 per gallon for 30 days and additional 5% if fuel exceeds \$4.80 per gallon. This item will be on the agenda for the next council meeting.

**Norfolk Police Department:** Jimmy Mincey said that he has heard a number of people criticizing Chief Griffin and questioning the credibility of the Norfolk Police Department and he just wanted to go on record in support of Chief Griffin and the great job that he has done to clean up and improve the health and safety of Norfolk. He said that people should be encouraging and supporting his efforts and if people do not like the laws, they need to get them changed but not condemn Chief Griffin for enforcing them because that is the job we hired him to do. Lisa Harrison and Nina Brewer both spoke about the impact that he has had on local drug activity and traffic speed. Mincey concluded by saying if you don't think that he is doing his job, you should have been here before. "Norfolk is very lucky to have someone with his qualities."

**New Fire Station Water Hook Up:** Chief Frankie Baker said that construction has begun and should be complete in June. Water connection is needed sooner. The city line is about 180' from the station and most other cities connect their fire stations and charge the monthly minimum. The City would normally install the meter loop and the customer installs the line; pays the hook up fee and a monthly bill. The size of the meter will need to be determined and if the meter will just measure water use in the building or if the truck use will be metered also. The pressure is quite good. This item will be on the agenda for the next council meeting.

**Outside the city Connection:** Previously, the city council had a policy of restricting new connections outside of the city due to the water systems inability to maintain adequate pressure up on the ridge. Since we now have the new well and pressure is quite adequate to serve more connections, the Council is being asked to consider lifting that restriction. This item will be on the agenda for the next council meeting.

**National Historic Preservation Month Resolution:** A resolution to declare May 2011 National Historic Preservation Month. This item will be on the agenda for the next council meeting.

Other Announcements:

**Planning Commission:** No report

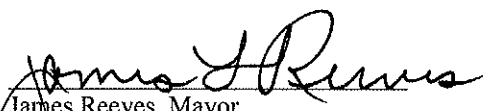
\***Bridge Construct:** It has been announced that the bridge over the North Fork River is scheduled to be replaced in 2012. It is being offered for sale. The new bridge will be constructed just up river from the current bridge.

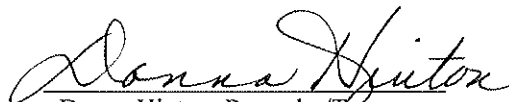
\***Parking on River Ridge Road:** Fish and Game do not want to increase parking because they do not want to encourage a heavier impact on the river. The City has purchase 8 "No Parking" signs but it has not yet been determined if or when they will be placed.

\*A volunteer(s) are needed to complete an application for "Volunteer Community" award. Interested person(s) should contact the City Hall.

\*Rooms have been reserved at the Arlington in Hot Springs for the AML Meeting – Registrations should be turned in to Donna with a check for a spouse if applicable as soon as possible.

With all other business completed, the meeting adjourned at 7:50 PM.

  
James Reeves, Mayor  
Seal:

  
Donna Hinton, Recorder/Treasurer

*11/11/11*

**City of Norfolk**  
**City Council Workshop**  
**May 10, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

**Guest**

Annette Bland

Ron Ragsdale

Ernie Hubbard

Christine Edwards

Frank Root

Davis K Miller

Manfred Henzler

Levi Woods

Vickie Raub

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: All members of the Council were present to establish a quorum.

**Consent of Agenda:** Jon Casey asked to speak to the Council requesting a donation for the Summer Youth Ball Program

**Last Month's Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for April, 2011- No comments or questions.

**Unfinished business:**

**Abandon/Deteriorating Houses:** A permit was approved and the Third Street house has been dozed. They intend to clean up the site on May 19<sup>th</sup>. Brenda Morrell has applied for a permit to tear down the house on her property.

**Water Project:** Project is essentially complete with minor details to finish up.

**Pioneer Day:** The last two meetings have only had two people attend each. A final meeting has been scheduled for Wednesday, May 18 at 4:30.

**New Business:**

**Proclamation:** The area head start office has asked the City for a proclamation to recognize Alma (Martha) Teegarden for over 40 years as a head start teacher in Norfolk. It has been decided that a proclamation will declare May 21<sup>st</sup> as "Martha Teegarden Day" and she will be the Pioneer Day Grand Marshall.

**Review Cost/Rates for New Water Connections:** The current meter fee for a new connection is \$350 and the cost of new meters is about \$391 each; an increase of about \$40. A review of the current connection fee schedule would be advisable. After some discussion, the Council will study the matter and it will be on the May meeting agenda.

**Flooding Problems:** Council member, Nina Brewer stated that the existing ditches and drainage culverts are not adequate to handle the heavy rains that we have had recently. They have filled in over time or become clogged up with debris. Discussion centered on who should be responsible for cleaning and maintaining them. The Mayor noted that a city ordinance states that the property owners should be the responsible party. It was pointed out that several of the "old town" residents are very elderly and unable to do it. It was also noted that the city does not have the correct equipment to do it but they may be able to rent a bucket for the back hoe that might work. A citizen from another area outside of the "old town" said that it wasn't just an "old town" issue, they were having similar issues along Riverside Drive with the County ditches. It was pointed out that even if you maintain your area of the ditch, if the next person doesn't the result is still flooding. This issue needs more study and will be placed on the June Workshop agenda.

**Woodsman's Business License/Sunday Liquor Sales:** Levi Woods, part owner, spoke for Woodsman's family business and the proposed Woodsman's Package business license application and a request for clarification on the existing city ordinance stating that "alcoholic beverages" may be sold on Sunday. He noted other liquor stores in Arkansas that are currently selling on Sunday but not in Baxter County. He provided several reasons that it would be beneficial to his business and the city to be able to sell on Sunday. The State Alcohol Beverage Commission will set guidelines for the business and at this time, those have not been determined. The license that was purchased by Woodsman's is still with the lawyers and in the process of being cleared and transferred. Mr. Woods has requested a

copy of the ordinance in Pyatt where it is known that a business is selling liquor on Sunday, but has not received it. He will share that with the Mayor as soon as he gets it. It was decided to delay any decisions until more information was available.

**AML Training/Certification for Elected Officials:** Jim Reeves, Ray Davis and Don Sappington have recently attended classes for elected officials through the program created by the Municipal League to help cities become more knowledgeable about the municipal processes and laws. They each shared many valuable things that they have learned and encouraged the other members to participate. A more knowledgeable council will be able to make better decisions for the city.

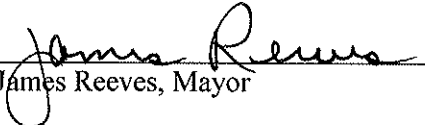
**Review of the Personnel Policy:** Mayor Reeves referenced an article in the recent April issue of the *City & Town Magazine* that addresses this subject. Our policy is not very specific in many areas and he suggested that a definition of the work week could save the city money by letting him manage employee overtime better. He intends to forward his recommendations to Ron Kincade to update an ordinance that would be clear, specific and legal; making it easier for new administrations to be consistent in the future.


**Planning and Zoning Commission Resignations/Appointments:** Resignations from the Planning Commission have been received from Mike Logan and Joan Carlsen. Mayor Reeves said that it is his intent to appoint Kay Dunn and Christine Edwards to complete these terms.

**Other Announcements:**

**Planning Commission:** May P&Z Commission meeting has been cancelled.

With all other business completed, the meeting adjourned at 8:15 PM.

  
James Reeves, Mayor

  
Donna Hinton, Recorder/Treasurer

Seal:

2011 MAY 10 10:00 AM

**City of Norfolk  
City Council Workshop  
July 12, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

**Guest**

Annette Bland

Bobby Brewer

Leon Alexander

Ernie Hubbard

Manfred Henzler

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: All members of the Council were present to establish a quorum.

**Consent of Agenda** Ray Davis asked to discuss a midyear non recurring compensation review; there were no objections and it was added as a new business item. It was also noted that a typo on the published agenda said the Financial Report was for July but should say June.

**Last Month's Minutes:** No Comments.

**Monthly Financial Report:** Monthly report for June, 2011- No comments or questions.

**Semi Annual Financial Reports and Budget revision:** Drafts of reports were distributed to provide general information but these reports are a combination of information from the old accounting system and the new system and are still being checked for accuracy. These reports will be replaced with more reliable information as soon as possible.

**Unfinished business:**

**2<sup>nd</sup> Reading of the Water & Sewer Rates Ordinance:** No action required/No questions or comments.

**Inoperable Vehicle Ordinance Revision:** A copy of the ordinance as reviewed by an attorney thru Kincade's office was distributed. Mayor Reeves asked that a line be added to state that any vehicle that cannot be legally operated on a state highway is to be considered to be inoperable. After some discussion, the item was tabled until the August workshop.

**Sales of City Property:** A tentative date has been set by the auctioneer of Saturday, July 30 pending approval by the Council. The Auctioneer recommends that the tower and that parcel be sold as one unit to relieve the City of any liability during the removal of the tower. Ray Davis suggested that the Council may want to consider setting some minimum bids on some items. In order to determine the value of the 2 lots in Norfolk Village, Ben Strider will meet with the city tomorrow to decide if they are suitable as a residential building site. That information will be available at the Council meeting next week so Council can set minimum bids.

**Personnel Policy/Handbook Revision:** Mayor Reeves presented a copy of the handbook that is recommended by the Municipal league with modifications to include current Norfolk policies as well as some changes that were recommended in the April 2011 issue of the City and Town magazine. He noted that all employees have received a copy of the proposed handbook. After some discussion, the item was tabled until the August workshop so that everyone would have time to review and hear comments.

**New Business:**

**Water Audit:** In the past the City has engaged Barry & Associates for the "Agreed upon Procedures" audit as required. They have recently conducted that audit for 2010 and determined that Norfolk has received over \$500K of federal funding during that period which requires a full and complete audit of the Water and Sewer accounts. Barry & Associates have already completed a part of what would be required and they are familiar with Norfolk, their price for a full audit would be between \$3400 and \$4000 of which they would apply \$1200 that we have already paid. The council can opt to hire any CPA firm to conduct this required audit. This issue will be on the agenda for the Council meeting on July 19, 2011.

**Non-recurring compensation review:** Ray Davis recalled that earlier in the year no adjustments to employee compensation were made, the council agreed to review the financial status of the City midyear to determine if they would be able to do anything for the employees. It was determined that the issue is now on the table but a better study of the city finances was needed to make any decisions.

**Other Announcements:**

**Madden Paving** is in the process of paving the streets as Council agreed.

**The State Highway Department** will hold a meeting at the Community Center on August 5th at 3 PM to provide information and answer questions about replacing the Norfolk River Bridge.

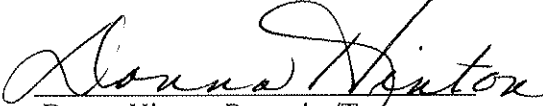
**County Roads:** As a result of a recent article in the paper about identifying County Roads, a large map is available for viewing at City Hall during business hours. Any questions or comments should be directed to County Judge Bodenhammer.

**Pictometry:** A meeting will be held on Thursday, July 14<sup>th</sup> at 9 AM to learn more about the uses.

**Planning and Zoning Meeting:** There will not be a meeting in July – The next meeting is scheduled for Monday, August 29 at 6:30 PM. Note time change.

With all other business completed, the meeting adjourned at 7:45 PM.

\_\_\_\_\_  
James Reeves, Mayor

  
Donna Hinton, Recorder/Treasurer

Seal:

01/12/11

**City of Norfolk  
City Council Workshop  
July 12, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

**Guest**

Annette Bland

Bobby Brewer

Leon Alexander

Ernie Hubbard

Manfred Henzler

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: All members of the Council were present to establish a quorum.

**Consent of Agenda** Ray Davis asked to discuss a midyear non recurring compensation review; there were no objections and it was added as a new business item. It was also noted that a typo on the published agenda said the Financial Report was for July but should say June.

**Last Month's Minutes:** No Comments.

**Monthly Financial Report:** Monthly report for June, 2011- No comments or questions.

**Semi Annual Financial Reports and Budget revision:** Drafts of reports were distributed to provide general information but these reports are a combination of information from the old accounting system and the new system and are still being checked for accuracy. These reports will be replaced with more reliable information as soon as possible.

**Unfinished business:**

**2<sup>nd</sup> Reading of the Water & Sewer Rates Ordinance:** No action required/No questions or comments.

**Inoperable Vehicle Ordinance Revision:** A copy of the ordinance as reviewed by an attorney thru Kincade's office was distributed. Mayor Reeves asked that a line be added to state that any vehicle that cannot be legally operated on a state highway is to be considered to be inoperable. After some discussion, the item was tabled until the August workshop.

**Sales of City Property:** A tentative date has been set by the auctioneer of Saturday, July 30 pending approval by the Council. The Auctioneer recommends that the tower and that parcel be sold as one unit to relieve the City of any liability during the removal of the tower. Ray Davis suggested that the Council may want to consider setting some minimum bids on some items. In order to determine the value the of the 2 lots in Norfolk Village, Ben Strider will meet with the city tomorrow to decide if they are suitable as a residential building site. That information will be available at the Council meeting next week so Council can set minimum bids.

**Personnel Policy/Handbook Revision:** Mayor Reeves presented a copy of the handbook that is recommended by the Municipal league with modifications to include current Norfolk policies as well as some changes that were recommended in the April 2011 issue of the City and Town magazine. He noted that all employees have received a copy of the proposed handbook. After some discussion, the item was tabled until the August workshop so that everyone would have time to review and hear comments.

**New Business:**

**Water Audit:** In the past the City has engaged Barry & Associates for the "Agreed upon Procedures" audit as required. They have recently conducted that audit for 2010 and determined that Norfolk has received over \$500K of federal funding during that period which requires a full and complete audit of the Water and Sewer accounts. Barry & Associates have already completed a part of what would be required and they are familiar with Norfolk, their price for a full audit would be between \$3400 and \$4000 of which they would apply \$1200 that we have already paid. The council can opt to hire any CPA firm to conduct this required audit. This issue will be on the agenda for the Council meeting on July 19, 2011.

**Non-recurring compensation review:** Ray Davis recalled that earlier in the year no adjustments to employee compensation were made, the council agreed to review the financial status of the City midyear to determine if they would be able to do anything for the employees. It was determined that the issue is now on the table but a better study of the city finances was needed to make any decisions.

**Other Announcements:**

**Madden Paving** is in the process of paving the streets as Council agreed.

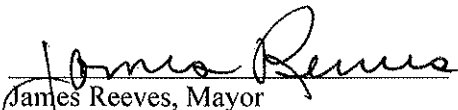
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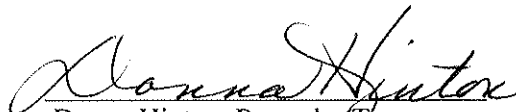
**County Roads:** As a result of a recent article in the paper about identifying County Roads, a large map is available for viewing at City Hall during business hours. Any questions or comments should be directed to County Judge Bodenhammer.

**Pictometry:** A meeting will be held on Thursday, July 14<sup>th</sup> at 9 AM to learn more about the uses.

**Planning and Zoning Meeting:** There will not be a meeting in July – The next meeting is scheduled for Monday, August 29 at 6:30 PM. Note time change.

With all other business completed, the meeting adjourned at 7:45 PM.

  
James Reeves, Mayor  
Seal:

  
Donna Hinton, Recorder/Treasurer

**City of Norfolk  
City Council Workshop  
August 9, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey  
Don Sappington

Nina Brewer (absent)  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guest**

Annette Bland  
Victoria Raub

Gloria Becker  
Joan Carlsen

Leon Alexander  
Dave & Billie Kay Miller

Annette Bland

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: Five members of the Council were present to establish a quorum. Nina Brewer was absent.

**Consent of Agenda** Changes to the agenda included addition of the minutes for the special council meeting on 7/26/11; a budget resolution; Request by Doug Simpson to discuss a sewer connection; Request by Don Sappington to discuss putting a sales tax on the next general election ballot. No objections were made.

**Last Month's Minutes:** Don Sappington requested that the minutes be more specific and reference addresses/details. No other comments or questions.

**Monthly Financial Report:** Monthly report for July, 2011- No comments or questions.

**Unfinished business:**

**Inoperable Vehicle Ordinance Revision:** Council will agreed to have the first reading at the next council meeting.

**Sales of City Property:** A report of the sale indicated that the total sale rendered a total of \$18,837 at a cost of \$ 2,788.53 leaving a net of \$16,048.47. \$ 14,921.15 of the net amount was returned to the Water Revenue Account and the remaining \$ 1,127.32 was returned to the Street Revenue Account.

**Non-recurring compensation review:** Several possible scenarios were discussed. Council requested a breakdown of cost and employee net amounts for them to review before next council meeting.

**Personnel Policy/Handbook Revision:** Council will agreed to have the first reading at the next council meeting.

**New Business:**

**Dave Miller, Old Farm Place in River Ridge Subdivision:** Mr. Miller described an increasing weed problem along his street as a result of continued erosion and limited maintenance. He has personally been spraying as much as he can without the proper equipment but has been unable to keep up. He requested that the City assist this effort with their equipment and stand the cost of spray. Soil sterilizer was suggested as an alternative to a weed killer. The Mayor will check with the County regarding what they use. It is difficult to determine where to draw the line for this type of request in light of the fact that others have similar situations. Mayor Reeves suggested that each of the council members visit the area prior to the Council meeting.

**Replacement of the Red City Truck:** The red city truck is in very poor condition with rust holes in the front fender and tail gate and has recently required several repairs. Mayor Reeves asked the Council to consider replacing that vehicle. After some discussion, it was decided to check around to see if a suitable replacement could be found for between \$15,000 and \$16,000 and the financial impact of that expense at this time. That information will be provided at the next Council meeting.

**Doug Simpson regarding Sewer Connection:** Mr. Simpson was not present but the Council reaffirmed that they would only discuss this subject with Mr. Simpson's engineer as stated at the meeting in May 11, 2010 meeting when it was stated " The City will address the issue again when the engineered plans are provided."

**Other Announcements:**

**Salesville has asked** if the City of Norfolk would allow their two employees to “piggy back” on our AML Insurance group. It was felt that more information would be needed but they would consider hearing a formal request from the Salesville City Council.

**The State Highway Department** held a meeting at the Community Center on August 5<sup>th</sup> about replacing the Norfolk River Bridge. Maps and comment sheet are available. It is expected that bids will be let in June of 2012 and the project is scheduled for completion in 2015. The City will request sidewalks along the highway.


**The Skate Park Committee** will be dissolving due to lack of community involvement – money can be returned to donors upon request and any money left in the account will be given to the Youth Center.

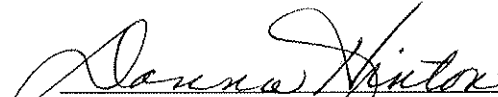
**Sales Tax for Youth Athletic programs:** Don Sappington asked the council to approve his request to have a sales tax of 1/4% or 1/2% be placed on the next general election ballot for the purpose of raising funds to support the athletic programs for the youth. He proposed that the greater share of the tax would be paid by tourists and would benefit our youth community. Mayor Reeves will check with Ron Kincade regarding the legality and how the City might collect and distribute such a tax.

He asked that it be placed on the agenda for the next city council meeting.

**Planning and Zoning Meeting:** The next meeting is scheduled for Monday, August 29 at 6:30 PM. Note time change.

With all other business completed, the meeting adjourned at 8:10 PM.

  
\_\_\_\_\_  
James Reeves, Mayor

  
\_\_\_\_\_  
Donna Hinton, Recorder/Treasurer

Seal:

*08/09/11*

**City of Norfolk  
City Council Workshop  
September 13, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey  
Don Sappington

Nina Brewer  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guest**

Annette Bland  
Bobby Brewer  
Garry Farris

Leon Alexander  
Manfred Henzler  
Jim Light

Hurshel Miller  
Jerry Parnell  
Doug Simpson

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: All members of the Council were present to establish a quorum.

**Consent of Agenda** Doug Simpson made a request to discuss a sewer connection to which the Mayor reminded him that the Council would be open to meeting with his engineer's plan on that issue.

**Last Month's Minutes:** No other comments or questions.

**Monthly Financial Report:** No comments or questions.

**Unfinished business:**

**Inoperable Vehicle Ordinance Revision:** The first reading is scheduled for the next council meeting.

**Personnel Policy/Handbook Revision:** The second reading is scheduled for the next council meeting.

**New Business:**

**Norfolk Area Youth Center:** The Skate Park Committee has been resolved and the remaining funds in the amount of \$1068 were presented to Hurshel Miller, President, by Manfred Henzler and Donna Hinton. Hurshel Miller then presented the current status and the 2012 Budget plan for the youth center. A contract to repair the exterior of the building had recently been awarded for \$3000; an AC unit needs to be replaced (actually all the Heating and AC should be replaced/updated); the basement continues to have a water issue and the current August to August program appears to be approximately \$3000 short. He told the Council that there had been a big drop in donations and a strong effort was being made to turn that around as well as a stronger fund raising plan. He noted a higher payroll expense due to lack of volunteers and a need for more memberships. A request for new members for the Board and volunteers was made. The Council asked several questions about the programs and invited Mr. Miller and/or someone from the Board to provide continued updates to the board regarding programs and other needs. Don Sappington agreed to attend the NAYC Board meetings to represent the city.

**Food Bank Bridge Bash 2011:** Everyone was reminded and encouraged to attend/participate in the event scheduled for September 24 on the bridge in Cotter beginning with a gathering on the bridge for a flyover photo at 9 AM. Teams are currently being organized by the Methodist church and the Norfolk Youth Center. People can join a team for a \$20 donation per person for which they will receive a t-shirt.

**Stone Creed Subdivision:** Gary Farris, owner of Lot #17, said that he would like his property to be taken out of the City. He suggested that some of the other property owners may want out also. Mayor Reeves said that the attorney said that it is possible and the group should start by hiring their own attorney as the process could be complicated.

**Pioneer Days 2012:** Mayor Reeves said that his plea for a volunteer to chair a committee was not successful but he felt that it was important for the event to continue so he would agree to be involved again. He emphasized that he would still need several strong volunteers to make it happen and would begin holding meetings in the near future.

**Planning Commission:** The P&Z Commission currently does not have an agenda and would like some input from the Council regarding issues that they would like the Commission to address. The Council questioned the need for a P&Z Commission and noted that the ordinance could be changed to allow the occasional need to be handled by the Council. No decisions were made, but the council was asked to consider issues that might be addressed by the P&Z and/or other options.

**2012 Budget Planning:** Mayor Reeves provided a brief list of items that the Council's input would be helpful in the budget planning process. Street work for the next budget year: Ray Davis asked for estimates on Old Farm Place and Old Farm Trail; Wages; Equipment --Consider replacing White Crown Vic with a 4 WD SUV, purchase a blade for the 4x4 truck; City Buildings - Currently do not anticipate anything unusual; Historical(old School)Buildings- currently planning to board up windows in Agri building (materials only), should do the same in Home Ec building, roof of main building needs work; (alternative to fixing would be to destroy/dispose at much higher cost); Park Improvements - None anticipated at this time; Youth Center - contract for youth services. Any other ideas or suggestions are welcome and needed. No significant change in revenue for 2012.

**2012 Millage Rates:** County requires resolution from Council to set Mil rates for 2012. Resolution prepared with same rates as last year to be on the agenda for September 20 meeting.


**Red City Truck:** The city does not need the little red truck since acquiring a replacement. Mayor Reeves suggested that the Council consider selling it by closed bids. A resolution will be prepared for the September 20, meeting.

**Other Announcements:**


**County Roads:** Judge Bodenhammer told Mayor Reeves that the County did not get any revenue to maintain Riverview Drive and the other roads in the village nor Riverside Drive so he proposes to discontinue them as County Roads. However, in the event that a major problem occurs, the County would work with the City to resolve and maintain the roads.

**Planning and Zoning Meeting:** The next meeting is scheduled for Monday, September 26 at 6:30 PM. Note time change.

With all other business completed, the meeting adjourned at 8:05 PM.

  
James Reeves, Mayor

Seal:

  
Donna Hinton, Recorder/Treasurer

**City of Norfolk  
City Council Workshop  
October 11, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey  
Don Sappington

Nina Brewer  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guest**

Annette Bland                      Rod Engle                                      Jim Light

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: All members of the Council were present to establish a quorum.

**Consent of Agenda:** Don Sappington asked to speak about a request by AML for signatures on a petition regarding a natural gas severance tax and extending the terms of Council person from 2 years to 4 years. Additional items to be discussed was the possible hiring of a temporary part-time office person while Chrissy in on maternity leave; decline or accept AML ADD Insurance for elected and department heads; and

**Last Month's Minutes:** No other comments or questions.

**Monthly Financial Report:** Some clarifications were made on the third quarterly report.

**Unfinished business:**

**Inoperable Vehicle Ordinance Revision:** The second reading is scheduled for the next council meeting.

**Personnel Policy/Handbook Revision:** Additional changes to the employment/pay policy were discussed at great length and a revised policy will be presented at the next council meeting. Due to the changes that are being made, process of reading the new document will need to begin again.

**2012 Budget Planning:**

**New Business:**

**Temporary Part-time office help:** Mayor Reeves told the Council that with Chrissy going on maternity leave very soon, he felt that it may be necessary to hire some temporary part time office help.

**AML Accidental Death/Dismemberment Insurance:** The annual option to participate in the AML ADD Insurance was discussed and declined.

**Natural Gas Severance Tax Petition:** Don Sappington asked that each member of the council to each take a copy of the petition form provided by AML with the instructions to secure signatures to get the tax in AR in line with neighboring states.

**Council member terms:** Don Sappington also suggested that the Council consider a resolution to get the matter of extending Council member terms from two years to four years placed on the ballot. General consensus of the other Council was that no change is needed. The issue was dropped.

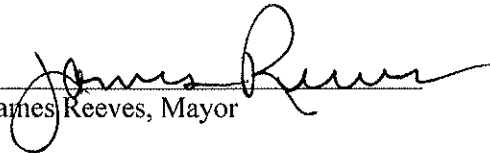
**Other Announcements:**

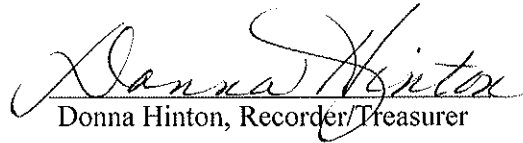
**Aarmodt law Suit:** The Federal Judge in Harrison ruled in the City's favor but Aarmodt has exercised his right to appeal. The appeal will be heard in St. Louis.

**Youth Center:** Don reported that the Youth Center is having a Chinese Auction on October 15, 2011 at 1 PM and would welcome donations and participation.

**Planning and Zoning Meeting:** The next meeting is scheduled for Monday, October 24, 2011 at 6:30 PM. Note time change.

With all other business completed, the meeting adjourned at 9:10 PM.

  
James Reeves, Mayor

  
Donna Hinton, Recorder/Treasurer

Seal:

015101111

**City of Norfolk  
City Council Workshop  
November 8, 2011**

The regular workshop meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey  
Don Sappington

Nina Brewer  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guest**

Bobbie Brewer  
Christine Edwards

Leon Alexander  
Rene Carr

Linda & Russell Watt

Vickie Raub

And there may be others that did not sign in or names were illegible.

**Meeting Notes:**

Roll call was taken: All members of the Council were present to establish a quorum.

**Consent of Agenda:** No Changes or additions.

**Last Month's Minutes:** No other comments or questions.

**Monthly Financial Report:** No other comments or questions.

**Public Forum:** Rene Carr of the Rural Community Alliance spoke to the council about their efforts to work with small communities to promote and publicize

**Unfinished business:**

**Inoperable Vehicle Ordinance Revision:** The third/final reading and vote is scheduled for the next council meeting.

**Personnel Policy/Handbook Revision:** The second reading is scheduled for the next council meeting.

**2012 Budget Planning:** Discussion about upgrading the Crown Victoria to a 4 wheel drive SUV that could be used by the Chief of Police in emergency; the Mayor; Building Inspector or other employees for city business travel. It should be 2004 or newer with an estimated cost of around \$16K with the expense coming from General Fund reserves under the 2011 budget if possible. Health insurance rates will remain the same. It is expected that gas and utilities will increase. Jim Griffin intends to reduce his time on the job due to health reasons which will reduce Law enforcement payroll expense, however, a software system that we had been using at no charge from the Mountain Home PD will now need to be replaced at our cost. Changes to the compensation for the Mayor and other employees' were discussed and a request was made for information for a couple of different scenarios. Possible street projects were noted.

**New Business:**

**Building permit fee increase:** Building Inspector, Ray Davis who has been appointed by the Mayor to become the National Flood Plain Administrator for Norfolk reported that the number of inspections and the amount of paper work involved in enforcement of the FEMA/NFPIP regulations in the flood plain area have increased a lot recently. The current building permit fees for those areas are not sufficient to cover the expense of enforcement. He asked the council to consider increasing the rates in those areas by 100%. He stated that he believed that the rates for the other areas seem to be adequate.

**Shooting Range for the gun shop:** The owner of the gun shop is expanding his business and asked if there were any objections to possibly incorporating an enclosed sound proof shooting range into his business with the possibility of using it for training and certification classes. Mayor Reeves said that the shop owner would need to determine if he

has adequate space for it. General consensus of the Council was in favor of expanding business and they would be open to consider a plan.


**Police Equipment:** Chief Griffin explained that the information access system that we had been using complements of the Mt. Home PD is no longer available to him. He presented a replacement software system that is used by Lakeview and the State Patrol. The options to acquire the software were to either purchase the software at a onetime cost or subscribe to it on a monthly basis; both options would require some additional monthly support fee. There were no objections to the request and a decision as to which option will be made by the Council as soon as possible.

**Other Announcements:**

**Aarmodt law Suit:** The Federal Judge in Harrison ruled in the City's favor but Aarmodt has exercised his right to appeal. The date for the appeal in St. Louis has not been set.

**Planning and Zoning Meeting:** The November 28<sup>th</sup> meeting has been canceled. The next meeting is scheduled for Monday, December 12, 2011 at 6:30 PM with Jim vonTungeln from the AR Municipal League present to answer questions about Planning & Zoning issues and the role of the Commission.

With all other business completed, the meeting adjourned at 7:50 PM.

  
James Reeves, Mayor

  
Donna Hinton, Recorder/Treasurer

Seal: