

**City of Norfolk  
Regular Council Meeting  
January 20, 2009**

Per the request of Nina Brewer for a special workshop and Councils agreement, at 5:30 PM the newly elected Council met to discuss a resolution to develop some guide lines for conducting their meetings. The resulting resolution will be presented at the regular scheduled workshop in February.

Prior to the meeting, newly elected Judge Joe Bodenhamer asked to address the Mayor, Council and citizens present. He indicated that the County has identified three low areas on Riverview Drive that would be built up to insure an exit to those people that may be stranded during a flood/high water situation. He also presented a check for \$4676.17 to reimburse the City for repair charges that were billed by the County but actually reimbursed to the County by FEMA. He said that he plans to have an Engineer review Riverside Drive to eliminate flooding from the hill side of that road.

Meeting was called to order at 6:45 PM by Mayor Jim Reeves.

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer

Ray Davis

Camille Voelz

Lisa Harrison

Paul Beavers

Guest

Bobby Brewer

James Reynolds

Joe Bodenhamer

David K. Miller

Doris Daniel

Donnie Park

Diane Park

Mike Harrison

Ernie Hubbard

Leon Alexander

Jamie Stringfellow

Sue Dye

Peter Dye

Ann White Cromes

Tom Cromes

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. A moment of silence was followed by the Pledge of Allegiance.

**Agenda:** No changes were made

**Minutes of the December 9, 2008 Workshop; December 16, 2008 Regular Meeting:** A motion to approve all the minutes for the December meetings as written was made by Jimmy Mincey; seconded by Lisa Harrison and carried unanimously.

**December 2008 Financial Report:** A motion was made by Nina Brewer to approve the financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

**Unfinished Business**

**Web Site for City Information:** Following some discussion to clarify information, Jimmy Mincey made a motion to approve the development of a website to provide city information to citizens and promote the City giving the Mayor authority to seek out and hire a webmaster to begin immediately. It was further specified that the website would not contain a Blog section at this time and that the Mayor should engage some one whom in his best judgment would be the best value preferably as local as possible. The motion was seconded by Ray Davis. The motion carried with a unanimous vote in favor.

**Ordinance to allow elected officials and employees to do limited business with the City:** The first reading of the Ordinance was given.

**Planning Commission Appointments:** The Mayor appointed Mike Hinton and Vicki Raub to the Planning Commission for terms to expire 12/31/14 and reappoint Mike Logan for a term to expire 12/31/13. He suggested that he would like to have one more member on that Commission but asked the Council to approve these appointments at this time. Nina Brewer made a motion to approve these appointments; Lisa Harrison seconded the motion and the appointments were approved unanimously.

**Adjournment:** With no further business, Ray Davis made a motion to adjourn. Jimmy Mincey seconded the motion and it carried unanimously.

The meeting adjourned at 7:00 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
Regular Council Meeting  
February 17, 2009**

Meeting was called to order at 6:30 PM by Recorder/Treasurer, Donna Hinton.

Mayor

Jim Reeves (Absent)

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer

Ray Davis

Camille Voelz

Lisa Harrison

Paul Beavers

Guest

Bobby Brewer

James Reynolds

David K. Miller

Diane Park

Mike Harrison

Joan Carlsen

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. A moment of silence was followed by the Pledge of Allegiance.

**Agenda:** No changes were made

**Minutes of the January 13, 2009 Workshop; January 20, 2009 Regular Meeting:** A motion to approve all the minutes for the January meetings as written was made by Jimmy Mincey; seconded by Lisa Harrison and carried unanimously.

**January Financial Report:** A motion was made by Ray Davis to approve the financial report as written. It was seconded by Nina Brewer and carried unanimously.

**Final Quarterly Financial Report for 2008:** A motion was made by Nina Brewer to approve the financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

**Unfinished Business**

**Second Reading of Ordinance to allow elected officials and employees to do limited business with the City:** A motion to have the ordinance read by title only was made by Jimmy Mincey, seconded by Ray Davis and carried unanimously. The second reading was given by title only.

**Resolution 2009-01 Setting guidelines for Council meetings:** The Resolution was read in full. A motion was made by Jimmy Mincey to approve the ordinance as read. Lisa Harrison seconded the motion and it carried unanimously.

**A proposed ordinance to regulate open burning** authored by Camille Voelz was presented for discussion. No changes or comments were made. It will be prepared in ordinance format and available for discussion at the next workshop.

**New Business:**

There was no new business.

**Announcements:**

Gov Beebe has set up a phone number for individuals to report their personal losses from the recent ice storm and people are being encouraged to call. The information will be used to determine if FEMA will provide any individual assistance to the area.

The 2008 Codification updates are in the office and everyone is asked to bring in their code book for updates.

**Meetings:**

Planning Commission meeting – Monday, February 23, at 5:30 P.M.

Pioneer Day Committee meeting has been rescheduled for Thursday, February 19, at 2:30 P.M.

**Adjournment:** With no further business, Nina Brewer made a motion to adjourn. Paul Beavers seconded the motion and it carried unanimously.

The meeting adjourned at 7:00 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
Regular Council Meeting  
March 17, 2009**

Meeting was called to order at 6:30 PM by Recorder/Treasurer, Donna Hinton.

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer (Absent)

Ray Davis

Camille Voelz

Lisa Harrison

Paul Beavers

Guest

David K. Miller

Monte Stark

Ron Ragsdale

Annette Bland

Diane Park

Joan Carlsen

Allene Parnell

Jerry Parnell

Ernie Hubbard

Sherrie Rapalee

Ray Rapalee

Leon Alexander

Harold White

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 except Nina Brewer were present to establish a quorum. A moment of silence was followed by the Pledge of Allegiance.

**Agenda:** No changes were made

**Minutes of the February 10, 2009 Workshop; February 17, 2009 Regular Meeting:** A motion to approve all the minutes for the February meetings as written was made by Lisa Harrison; seconded by Paul Beavers and carried unanimously.

**February Financial Report:** A motion was made by Jimmy Mincey to approve the financial report as written. It was seconded by Lisa Harrison and carried unanimously.

**Unfinished Business**

**Ordinance 2009-02 Final Budget for 2008:** The final budget ordinance was read. Jimmy Mincey made a motion to approve the final budget for 2008 as read. Ray Davis seconded the motion and it carried unanimously.

**Third and final Reading of Ordinance 2009-03 allowing elected officials and employees to do limited business with the City:** A motion to have the ordinance read by title only was made by Ray Davis, seconded by Jimmy Mincey and carried unanimously. The third reading was given by title only. Lisa Harrison made a motion to approve the ordinance as read. Paul Beavers seconded the motion. The motion carried with four votes in favor; Ray Davis abstained.

**Resolution 2009-02 Setting mileage rate:** The Resolution was read in full. A motion was made by Jimmy Mincey to approve the ordinance as read effective as of March 1, 2009. Paul Beavers seconded the motion and it carried unanimously.

**First Reading of Ordinance 2009 - To regulate open burning within the City Limits.** The first reading of the ordinance was given in full.

**Log Cabin Eatery – Business License:** Paul Beavers made a motion to approve the business license for the Log Cabin Eatery. Jimmy Mincey seconded the motion and it carried unanimously.

**Sandy’s Goodies – Business License:** Jimmy Mincey made a motion to approve the business license for the Log Cabin Eatery. Paul Beavers seconded the motion and it carried unanimously.

**Planning Commission Appointment:** Mayor Reeves requested Council approval of his appointment of Joan Carlsen to the Norfolk City Planning Commission. Paul Beavers **made** a motion to approve the Mayor’s appointment of Joan Carlsen to the Planning Commission. Ray Davis seconded the motion and it carried unanimously.

**Gregory Street Work Plan:** Mayor Reeves reviewed the recent history of the Gregory Street plan. The street was surveyed in 2008 in preparation for street work. He referred to a proposal from RBC to grade the road, ditches and culverts, rework and add 6” of base to a width of 18’ for \$ 26,950. A conversation today with RBC indicated that they would include asphalt for an additional \$16,500. This would be a total of \$43,450 to complete the project. He asked the council to consider doing it all this year (2009), doing the base work this year (2009) with the asphalt (at the then current price) in 2010; or opting to not do any thing at all. The 2009 Street budget has \$ 26, 807.75 allocated for street work and there are sufficient funds in reserve to cover the project. After some discussion Ray Davis made a motion to do the entire project from grading to asphalt in 2009. Jimmy Mincey seconded that motion and it carried unanimously. Mayor Reeves will contact RBC as soon as possible to get it confirmed and scheduled.

**New Business:**

**Planning for future expenses:** Mayor Reeves asked the council to meet with him and city workers to review the city street information for the purpose of designing a plan to schedule maintenance and repair on the city streets and to schedule a similar workshop to evaluate the inventory of equipment to schedule replacements and upgrades. These plans are necessary so that budgets and reserves developed to address these needs in a pro active manner rather than on an emergency basis.

**Street Planning Workshop:** The meeting was set for 1 PM on Tuesday, April 7, 2009.

**Equipment Inventory/Evaluation Workshop:** The meeting was set for 1PM on Tuesday, April 14, 2009.

**Announcements:**

**Meetings:**

Planning Commission meeting – Monday, March 30, at 5:30 P.M.

Pioneer Day Committee meetings are being held frequently – contact Mayor Reeves for times and dates.

Pioneer Day is May 16, 2009.

**Adjournment:** With no further business, Lisa Harrison made a motion to adjourn. Paul Beavers seconded the motion and it carried unanimously.

The meeting adjourned at 7:15 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
Regular Council Meeting  
April 21, 2009**

Meeting was called to order at 6:30 PM by Recorder/Treasurer, Donna Hinton.

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer

Ray Davis

Camille Voelz

Lisa Harrison

Paul Beavers

Guest

Joan Carlsen

Leon Alexander

Mike Harrison

Stubby Stumbaugh

Diane Park

James Reynolds

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. A moment of silence was followed by the Pledge of Allegiance.

**Agenda:** No changes were made

**Minutes of the March 10, 2009 Workshop; March 17, 2009 Regular Meeting:** A motion to approve all the minutes for the March meetings as written was made by Jimmy Mincey; seconded by Ray Davis and carried unanimously.

**March Financial Report and 2009 First Quarterly Report:** A motion was made by Nina Brewer to approve the monthly financial report and the quarterly report as written. It was seconded by Paul Beavers and carried unanimously.

**Unfinished Business**

**Second Reading of Ordinance 2009 - To regulate open burning within the City Limits.** Lisa Harrison made a motion to have the second reading by title only; Jimmy Mincey seconded the motion and it carried unanimously. The second reading of the ordinance was given by title only.

**Identify Theft Ordinance:** The first reading was given in full.

Ray Davis made a motion to declare an emergency in order to meet the May 1 deadline and to have the second reading by title only. Lisa Harrison seconded the motion and it carried unanimously. The second reading was given by title only.

Jimmy Mincey made a motion to have the third reading be given by title only; the motion was seconded by Paul Beavers and carried unanimously. The third reading was given by title only.

Nina Brewer made a motion to approve the ordinance and Jimmy Mincey seconded the motion. The vote was unanimous in favor of approval. It will be Ordinance 2009-05.

**Law Enforcement Proposal for a part time officer.** A proposal from Chief Jimmy Griffin requesting the addition of a part time officer to work 20 hours per month. He proposed to hire an officer from

another city force to work in his/her off hours so that there would be no expense for equipment and training. The cost of the proposal would be about \$ 4,400 for 2009. Nina Brewer made a motion to approve the proposal for a part time officer as proposed; Lisa Harrison seconded the motion and it carried unanimously.

**Council pay for April 7- Street meeting and April 14- Equipment meeting:** Camille Voelz made a motion to pay council members that attended the two extra meetings that were held in April; Paul Beavers seconded the motion. Following some discussion, Camille Voelz and Paul Beavers voted in favor; Jimmy Mincey, Lisa Harrison, Nina Brewer and Ray Davis opposed the motion. The motion failed with 4 opposing votes.

**Waste Disposal Services Bid award:** The Council received copies of sealed bids that were opened on April 14 from IESI and NABORs waste service providers. Paul Beavers made a motion to continue service with IESI; the motion was seconded by Camille Voelz and carried unanimously.

**New Business:**

**Announcements:**

AML meeting is scheduled for June 17-19 in Hot Springs. Lisa, Nina and Ray indicated that they do plan to attend. Registration will be made for them.

Demolition of Condemned houses: Ron Kincade has begun to take step to recover the city's expense.

Annexation: The public hearing is scheduled for 10AM on May 12. A special Council meeting will be held immediately following to vote on the annexation.

Sewer Project: The sewer project is complete. Arrangements have been made for the balance of the funding. The final billing should be received soon.

**Meetings:**

The TLC Bank will open this week – Grand opening is scheduled for Friday, April 24 at 11AM.

Planning Commission meeting – Monday, April 27, at 5:30 P.M.

Pioneer Day Committee meetings are being held frequently; the next meeting is scheduled for Tuesday, April 28, at 6:30 PM – contact Mayor Reeves for times and dates.

Pioneer Day is May 16, 2009.

**Adjournment:** With no further business, Jimmy Mincey made a motion to adjourn. Lisa Harrison seconded the motion and it carried unanimously.

The meeting adjourned at 7:30 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
Regular Council Meeting  
July 21, 2009**

Meeting was called to order at 6:30 PM by Recorder/Treasurer, Donna Hinton.

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer

Ray Davis

Camille Voelz

Lisa Harrison

Paul Beavers

Guest

Bobby Brewer

David Miller

Johnny Sepulvado

Joan Carlsen

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. A moment of silence was followed by the Pledge of Allegiance.

**Consent of Agenda:** There were no changes or additions to the agenda.

**Agenda:**

**Minutes of the June 9, 2009 Workshop:** Lisa Harrison made a motion to approve the minutes for the June workshop as written. Ray Davis seconded the motion and it carried unanimously.

**Minutes of the June 16, 2009 Council Meeting:** A motion to approve the minutes for the June Council meeting as written was made Jimmy Mincey; seconded by Lisa Harrison and carried unanimously.

**June Financial Report:** A motion was made by Nina Brewer to approve the monthly financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

**Unfinished Business**

**Resolution 2009-06 to approve the purchase of a generator for the sewer plant and transfer the balance of the Sewer Construction Fund to the Sewer Fund:** Ray Davis made a motion to approve the resolution to purchase to purchase the generator as described with the remaining Sewer Construct Funds and the balance from the Sewer Fund. Jimmy Mincey seconded the motion and it carried unanimously.

**Ordinance 2009-08 - 2009 Budget Revision 1:** The preliminary 2009 Budget revision information was presented at the workshop and the Ordinance to revise the 2009 budget was read. With no discussion, Camille Voelz made a motion to approve the Ordinance to revise the budget as read. Nina Brewer seconded the motion and it carried unanimously.

**New Business:**

**Announcements:**

Mayor Reeves reported that the Water Project Engineer, John Selig told him that approval of the loan and grant for the water project is nearing review and we should hear within the next few weeks.

**Meetings:**

The Norfolk Planning Commission is scheduled for Monday, July 27, 2009, at 5:30 PM at City Hall  
Pioneer Day Committee meeting will be held Tuesday, July 28, 2009 at 6:30 PM at City Hall  
Horace Mann Fund Raiser Event: WWII USO Show will be held August 15, 2009 at 7 PM at the  
Community Center

Horace Mann Fund Raiser Event: Back to School Night August 28, at 6:30 PM at the Community Center  
Followed by a Lock in at the Youth Center

Town hall Meeting with Judge Joe Bodenhammer on July 30, 2009 at 6:30 PM at the Community Center

**Adjournment:** With no further business, Paul Beavers made a motion to adjourn. Ray Davis seconded the motion and it carried unanimously.

The meeting adjourned at 6:55 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
Regular Council Meeting  
November 17, 2009**

Meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey  
Camille Voelz

Nina Brewer  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guest**

David Miller

Rich Fischer

Charles Francis

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. A moment of silence was followed by the Pledge of Allegiance.

**Consent of Agenda:** No changes were made to the agenda.

**Agenda:**

**Minutes of the October 13, 2009 Workshop; October 19 Budget Meeting and October 20, 2009 Council Meeting:** Paul Beavers made a motion to approve all the minutes for October as written. The motion was seconded by Jimmy Mincey and carried with 6 votes in favor and 0 votes against.

**October Financial Report:** A motion was made by Nina Brewer to approve the monthly financial report as written. The motion was seconded by Jimmy Mincey and carried/ with 6 votes in favor and 0 votes against.

**Unfinished Business:**

**2010 Budget Ordinance 2010-01:** The budget ordinance was read. Jimmy Mincey made a motion to approve the 2010 Budget as read. The motion was seconded by Lisa Harrison and carried with 6 votes in favor and 0 votes against.

**New Business:**

**Horace Mann Home Building Roof Bids:** Ray Davis and David Miller recommended that the bid from Harden Construction be accepted. Ray Davis made a motion to accept the bid \$12,605.04 from Harden Construction for the AHPP Grant project. Paul Beavers seconded the motion and it carried with 6 votes in favor and no votes opposing.

**Sign Ordinance:** The first reading of the sign ordinance was heard. No action or discussion at this time and the second reading will be scheduled for the December Council meeting.

**Mobil/Manufactured Home Ordinance:** The first reading of the mobil/manufactured home ordinance was heard. Camille Voelz suggested the need to be more specific about the material used for skirting and pads. Also it

was noted that there is no penalty clause in the ordinance that was read. The Council would like to research and discuss this further at the December 8<sup>th</sup> workshop. It will be placed on the agenda. Ray Davis will try to bring samples of materials.

**Park Curfew:** Nina Brewer had noted park is posted as closed after dark and suggested that the council consider setting a time so that the park could be used on nice evenings in the fall and winter. Paul Beavers said that Chief Griffin didn't feel that it should be changed. The Council would like to discuss this further at the December 8<sup>th</sup> workshop. It will be placed on the agenda.

**Announcements:**

**Public Hearing set for Water Bond Issue:** December 8, 2009 at 6PM (Just prior to the Council workshop)

**AML Conference in January:** Registration and payment for spouses should be turned in ASAP.

**Volunteer Award:** Ron and Joann Ragsdale will receive the award at the AML Conference for Norfolk.

**Citizen Survey** has been sent and a response has been good.

**Cable TV:** Complaint forms are available and should be sent to the AG office. Almega cable is collecting franchise fees from Norfolk residents and not submitting them to the City. Ron Kincade, Baxter Co. Sheriff's office and the Attorney General's office have been looking into this for several months.

**Meetings:**

The Norfolk Planning Commission is scheduled for Monday, November 30, 2009, at 5:30 PM at City Hall

Pioneer Day Committee meeting will be held Tuesday, December 1 at 7:00 PM at City Hall

Public hearing on Water Bond issue will be held Tuesday, December 8 at 6:00 PM at City Hall

**White River Current:** Rich Fischer and Charles Francis from the White River Current are still seeking a Norfolk based correspondent. They also noted that they have gone on line as of yesterday and there is a Norfolk section that already contain a schedule of meeting dates, school news and several other features. TLC Bank is a sponsor.

**Adjournment:** With no further business, Jimmy Mincey made a motion to adjourn. Paul Beavers seconded the motion and it carried unanimously.

The meeting adjourned at 7:30 PM.

APPROVE:

ATTEST:

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
Regular Council Meeting  
December 15, 2009**

Meeting was called to order at 6:30 PM by Mayor, James Reeves

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey  
Camille Voelz

Nina Brewer  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guest**

Ron Ragsdale

Gene and Cindy Hubka

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. A moment of silence was followed by the Pledge of Allegiance.

**Consent of Agenda:** No changes were made to the agenda.

**Agenda:**

**Minutes of the November 10, 2009 Workshop; and November 17, 2009 Council Meeting:** Jimmy Mincey made a motion to approve all the minutes for November as written. The motion was seconded by Lisa Harrison and carried with 6 votes in favor and 0 votes against.

**November Financial Report:** A motion was made by Nina Brewer to approve the monthly financial report as written. The motion was seconded by Ray Davis and carried with 6 votes in favor and 0 votes against.

**Unfinished Business:**

**Second Reading of the Sign Ordinance:** Ray Davis made a motion to have the second reading by title only; Nina Brewer seconded the motion and it carried with 6 votes in favor and 0 votes against. The second reading of the sign ordinance was given by title only.

**First reading of the revised Mobil/Manufactured Home Ordinance:** The first reading of the revised ordinance was given. It was noted that item 3 of Section 2 not necessary with the addition of a new item 2; and should be deleted.

**Youth Center Agreement:** A motion to approve an agreement to contract with the Norfolk Area Youth Center for youth service in 2010 at the rate of \$800 per month was made by Ray Davis; seconded by Lisa Harrison and carried with 6 votes in favor and 0 votes against.

**New Business:** No New business at this time.

**Announcements/Meetings:**

**The Citizen Survey:** Results are ready and will be available at the public meeting is set for January 11, 2010 at 6:30 PM. Refreshments will be served and a drawing will be held for \$20 credit on your next water bill.

**Planning Commission meeting** – Monday, December 21, at 5:30 PM

**Pioneer Day Committee meeting** – Monday, January 4, 2010, at 7:00 PM

**Adjournment:** With no further business, Lisa Harrison made a motion to adjourn. Ray Davis seconded the motion and it carried unanimously.

The meeting adjourned at 7:55 PM.

APPROVE:

ATTEST:

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

DRAFT