

**City of Norfolk  
City Council Workshop  
January 13, 2009**

Prior to the Council Meeting at 6:15 PM, the newly elected City Council members and the Recorder Treasurer were sworn in by Leon Alexander, Dist. 11 Quorum Court JP.

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

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Ray Davis

Lisa Harrison

Nina Brewer

Camille Voelz

Paul Beavers

**Guests**

David K. Miller

Bobby Brewer

Frankie Baker

David Voelz

Sue Prazak

Don Davis

Thelma Rorie

Mike Harrison

Tom Cromes

Diane Park

Karleen Davis

Leon Alexander

Monte Stark

Ann White Cromes

Ron Ragsdale

Mollye Davis

L.W. Gragg

Doris Daniel

And there may be others.

**Meeting Notes**

**Roll call** – All members of the council were present. A quorum was present.

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

**Public Forum:** Sue Prazak asked the new council to consider addressing the care and maintenance of vacant lots. They agreed to review the issue.

**Last Months Minutes:** No other comments or changes were made.

**Financial Report:**

Monthly Report: For the period ending December 31, 2008 was reviewed. No comments or changes were made.

**Unfinished business:**

**Open Burning Restrictions:** Camille Voelz stated that she and several citizens have been reviewing the Ordinance that was presented and will provide a revised copy to the other Council members before the next workshop.

**City Web Site:** The pros and cons of creating of a City Web site to provide City information to the community was discussed. The members of the Council agreed to gather feed back from their constituents and requested that it be placed on the agenda for the Council meeting next week.

**Ordinance to allow elected officials,** their families and the families of City employees to do limited business with the city was presented. There was some discussion and the first reading will be done at the next Council meeting.

**Annexation request from Shipp's Ferry Area:** The residents from the Shipp's Ferry area would like to have an indication from the current council with regard to annexing them into the City of Norfolk so that they can be grandfathered into the National Flood insurance program. They are spending a considerable amount of money to survey and publish in preparation for that process and wanted some indication that their investment of time and money is not in vane. After considerable discussion between the council and members of the audience, a poll was

taken of the Council. In favor of the possible annexation were Jimmy Mincey, Lisa Harris, and Ray Davis; against were Paul Beavers and Camille Voelz; abstaining was Nina Brewer.

**Planning Commission Appointments:** Mayor Reeves stated that the Planning Commission was in need of members due to resignations and terms ending. It is his intent to appoint Mike Hinton and Vicki Raub and reappoint Mike Logan to fill the vacancies on the Planning Commission. He asked the Council to provide him with any feed back and requested that they approve these appointments at the January council meeting.

**Committee Reports**

**Planning Commission:** David Miller said that the Planning Commission met on December 16, 2008 at 5 PM. They voted to appoint Ron Ragsdale as the new Chairman of that Commission. They determined their goals for 2009 to review and update the Building and Zoning Codes; expand their efforts to promote and improve the general image of the City; work with the NVFD to get visible house numbers on more local homes and work closely with the City Council to improve and guide the future of Norfolk. The next PC meeting is scheduled for 5:30 PM on Monday, January 26, 2009. The public is encouraged to attend.

**Other Information:**

**Water Project Funding:** Mayor Reeves reported that he had received word that the funding for the Water Project was scheduled to be distributed in March so we should know soon after that what amount has been allocated for Norfolk.

**Council Meeting Rules for 2009:** The new Council members should consider establishing some rules/guidelines regarding how their meetings are called and conducted. He suggested that they will receive some very good information to do that while at the AML Conference.

**Council members to meet informally:** Some Council members have requested that they be allowed to meet informally to discuss information or/and work up ordinances that they may wish to address. Mayor Reeves consulted with Attorney David Shoen at the AML and was told that if they have a scheduled time and place to meet on a regular basis, the press is notified and the meetings are open to the public, they can meet but can not make decisions, vote or take action on any issues. No minutes will be taken.

With all other business completed, the meeting concluded at 8:20 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
February 10, 2009**

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

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Ray Davis

Lisa Harrison

Nina Brewer

Camille Voelz

Paul Beavers

**Guests**

David K. Miller

Thelma Rorie

Donnie Park

Don Davis

Tom Cromes

Joan Carlsen

Ron Ragsdale

Ann White Cromes

Jamie Stringfellow

Bobby Brewer

Diane Park

John Stringfellow

And there may be others.

**Meeting Notes**

**Roll call** – All members of the council were present. A quorum was present.

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

**Public Forum:** Jamie Stringfellow was present to answer any questions regarding the proposed annexation of Stone Creek Development.

**Last Months Minutes:** No other comments or changes were made.

**Financial Report:**

Monthly Report: For the period ending January 31, 2009 was reviewed. No comments or changes were made. 2008 Final Quarterly Report and the proposed Final 2008 Budget ordinances were presented. No comments or questions.

**Unfinished business:**

**Annexation request from Shipp's Ferry Area:** A map of the area was available for review by the Council. The annexation involves 21 lots with 10 houses in the downstream area of the development and closest to the city. Ms Stringfellow indicated that she is the only permanent resident at this time but it is the intent of many of the other home owners to make these home their primary home after retirement within a few years. She stressed that the neighborhood has been self serving for other needs and their only reason to be annexed is so that they may purchase flood insurance. Camille Voelz stated her concern that the Dept of Health may restrict the use of their wells and therefore the City would have to provide water. Ms Stringfellow said that she had just had her well tested and had a report stating that it was fine. The tax dollar amount for 33 lots in that area was just over \$4000; but the specific amount for the 21 lots identified was not available. Mayor Reeves said that his last information was that the surveyor is mapping the area along the railroad and providing legal descriptions to Kincade who will publish it and present it to the Quorum Court for release from the county.

**Open Burning Restrictions:** Camille Voelz stated that she had prepared an open burning ordinance and sent it to Mark Hayes at the Municipal League. Other Council members requested to review the proposed document as it is. Camille will provide that copy to be placed in their file prior to the next meeting.

**Resolution Guidelines for conducting City Council Meetings:** The proposed resolution created by the Council at the previous meeting was read. The word "City Clerk" was replaced with "City Recorder/Treasurer" in several places but no other changes were made. Some members of the audience requested clarification on the speaking limitation for the public. The Mayor and Council stated that either the Mayor or Council can waive those restrictions to allow reasonable and productive dialogue from the public.

**Ordinance permitting City to do business with City Officials:** The second reading is scheduled for the February Council meeting on February 17<sup>th</sup>. No Comments or changes were made.

**New Business:** There was no new business on the agenda and no new business was introduced.

**Announcements:**

**Planning Commission:** Chairman Ragsdale said that the PC met on January 26<sup>th</sup> and several members will be attending a one day seminar in Hot Springs on March 11. The next meeting is scheduled for Monday, February 23<sup>rd</sup> in the Council room at 5:30PM and the public is encouraged to attend.

**Mayor's Announcements/Updates:**

**City Web Site:** He has hired Mary Carlson and she has begun some initial planning for the web site.

**Storm Update:** City Hall was closed Tuesday and lost power that evening. Cory and Derak had prepared for the outage by placing generators at the Tower, the main well, Jordan Road and the Village well to keep the water system and the sewer system working. Several trips to Mt. Home were required to get gas for around the clock fueling of the generators as there was no gas available locally. Jordan Road lost pressure briefly resulting in a boil order. Two additional generators were purchased at \$850 each to replace one that was beginning to fail and provide a back up. Cory and Derak kept on top of the situation and did a great job.

**Other Information/Up coming meetings:**

Pioneer Day Committee – Monday February 16, 2009 at 6:30 PM – Council room  
Planning Commission – Monday, February 23, 2009 at 5:30 PM – Council room

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

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
March 10, 2009**

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

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey  
Camille Voelz

Nina Brewer (absent)  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guests**

David K. Miller  
Jamie Stringfellow  
Hershel Miller  
Lawrence Boviall  
Mary Pagoi

Don Davis  
Sue Prazak  
Terry Martin  
Carol Boviall

Diane Park  
Doris Daniel  
Jerry Parnell  
Cory McFall

Joan Carlsen  
Sandra Greer  
Allene Parnell  
James Reynolds

And there may be others.

**Meeting Notes**

**Roll call** – All members of the council were present except Nina Brewer. A quorum was present.

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

**Public Forum:** Susan Prazak requested that the Council address unmown grass.

**Last Months Minutes:** No comments or changes were made.

**Financial Report:**

**Monthly Report:** Monthly report for February 28, 2009 was reviewed. Donna Hinton, Recorder/Treasurer pointed out that several CD's have been purchased to lock in interest rates rather than stay in accounts with declining rates and also because the City was exceeding the FDIC limit at TLC. TLC Bank has a DCDSR plan which is reciprocal agreement with other banks to exchange assets of customers to keep them within the FDIC insurable limits. No comments or changes were made.

**Ordinance to set the Final 2008 Budget ordinance** was presented. No comments or questions. It will be read and voted on at the next Council meeting.

**Unfinished business:**

**Open Burning Restrictions:** The document as outlined by Camille Voelz has been formatted into an ordinance to be read the first time at the next meeting. Council members had received copies. Diane Parks requested that the Council consider adding a paragraph to limit the size of the fire and provided council with a printed copy of the wording that she proposed. There was some discussion from the audience and the council regarding the range of lot sizes involved in the city and the effort to address the issue in a manner that would benefit everyone without causing undue limitations on others. The Council agreed to consider the information and any changes can be made prior to the first reading at the next meeting.

**Ordinance permitting City to do business with City Officials:** A vote will be taken following the third reading scheduled for the next Council meeting on March 17<sup>th</sup>. No comments or changes were made.

**New Business:**

**Setting mileage Rate:** A resolution setting the mileage rate to be used to reimburse for City related travel was presented.

**Planning Commission appointment:** Mayor Reeves stated his intend to appoint Joan Carlsen and requested Council's approval at the next meeting.

**Business Licenses:** Two new businesses requested license approval and request permission to open prior to the next Council meeting. The Log Cabin Eatery would like to open on Thursday, March 12;' and Sandy's Goodies would like to open on Monday, March 16. The Council welcomed both business and had no opposition to their opening plans.

**Horace Mann School Project:** Donna Hinton stated that the Agri building roof was coming along but more damage that anticipated would likely result in some cost exceeding the grant plan. Contractor, David K. Miller described the project and the issues. There may be an outside chance that some additional funding would be available but the match would be needed. The grant gives two for one dollar match which has been provided with fund raising efforts which will continue. Another grant is in the works to repair the roof of the Home Ec building which will also be a two for one match. The Council was asked to consider participating with the effort to hasten the repairs before even more damage occurs. Other options would be to sell the buildings or tear them down which would be considerable city expense. Several comments, questions and op inions were offered by the audience and the Council. No decisions will be made at this time.

**Waste Disposal Contract Bids:** The IESI contract expires on May 1. Bids are expected from IESI and NABORS which will be opened on April 14 and voted on at the April 20 Council Meeting. No discussion, comments or action at this time.

**2009 Street Plan:** The street maintenance schedule form 2005 has been updated. A specific plan for maintenance/improvements has not been set for this year but the mayor recommended that the Council consider completing work in the Gregory/Morrison area since we did pay to have them surveyed last year. He has a bid to build the road with a good based prepared for hot mix of \$26,000 which should be voted on at the next Council meeting. Council would determine if asphalt would be scheduled the following year unless funding would become available sooner. He would like the Council to review the updated evaluation and develop a plan for the next few years.

**Announcements:**

**Planning Commission:** Chairman Ragsdale said that the PC met on February 23, and several members are attending a one day seminar in Hot Springs on March 11. The next meeting is scheduled for Monday, March 30, 2009 in the Council room at 5:30 PM and the public is encouraged to attend.

**Mayor's Announcements/Updates:**

**Annexation:** Ron Kincade has completed the documents and will take it to the Quorum Court on April 9. Following approval of the County, the City will schedule a public hearing and must post a notice for a minimum of 21 days. This would set the hearing for not sooner than April 30 and the Council would vote immediately following the public hearing.

**Demolition of the Condemned Houses:** The job is complete and Ron Kincade will proceed to file the liens. The cost to date is about \$11,500.

**Sewer Project Update:** When the sand was being removed from the West bed, it was discovered that the layer of rock that was supposed to be between the sand and the piping was not there. The sand has filtered down into the pipes clogging them. To put the sand back in with the existing pipes would not fix the system. The additional need to remove the old pipe, replace the shield, pipe and rock before putting the new sand in would add \$72,000 to the \$214,000 project that we originally started with. We have contacted USDA requesting additional grants or loans. An answer could be 45 days out. Whatever that answer is, does not change the fact that we really don't have much of a choice because it doesn't make sense spending the money to do it wrong. Mr. Wise has ceased working and delay will only add to the cost. Mayor Reeves asked for a motion to allow Mr. Wise, the contractor to resume work and remove everything and replace it before putting the sand in. Paul Beavers made a motion to accept the bid of \$72,000 from Wise Contracting an authorized the additional work to begin immediately. Ray Davis seconded the motion and all members present voted in favor of the motion. It carried. Mr. Wise was present and indicated that he would have a crew on the job in the morning weather permitting.

**Other Information/Up coming meetings:**

Pioneer Day Committee – Monday, March 16, 2009 at 6:30 PM – Council room  
Planning Commission – Monday, March 30, 2009 at 5:30 PM – Council room  
Reminder to watch for the Bank opening SOON.  
Please note that the BURN BAN is in effect!!

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

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
April 14, 2009**

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

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey  
Camille Voelz

Nina Brewer  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guests**

David K. Miller  
James Reynolds  
Jason Kincade

Diane Park  
Charles M Harrison  
Brian Gibson

Joan Carlsen  
Bill Dicks

Doris Daniel  
Stubby Stumbaugh

And there may be others.

**Meeting Notes**

**Roll call** – All members of the council were present. A quorum was present.

**Consent of Agenda** A resolution to approve the USDA Grant of \$62,000 was added.

**Public Forum:**

**Last Months Minutes:** No comments or changes were made.

**Financial Report:**

**Monthly Report:** Monthly report for March 31, 2009 and the first Quarterly Report for 2009. There were no questions at this time.

**Unfinished business:**

**Ordinance for open burning restrictions:** Second reading is scheduled for the April 21 Council meeting. No discussion or changes were made.

**Open Lot Grass issue:** Mayor Reeves said that City Attorney suggested that our current ordinance be amended to add a process of mowing and billing on the property tax when the current registered letter system did not work. The Council was in favor of that change.

**New Business:**

**2009-04 Resolution Authorizing the Mayor to Sign Documents with the ANRC:** Arkansas National Resources Commission requires authorization from the Council allowing the Mayor to sign on behalf of the City regarding the deferred loan in the amount of \$ 82,000 for the Sewer plant project which has already been approved. The resolution was read. Jimmy Mincey made a motion, seconded by Lisa Harrison to approve the resolution as read. The roll was call resulting in a 6/0 vote unanimously approving the motion.

**Waste Disposal Contract Bids:** Sealed bids were received and opened by the Mayor from IESI and NABORS. They were each read in summary and copies will be distributed to each Council member prior to the next meeting when it will be voted on and awarded to take effect on May 1.

**2009-03 Resolution Approving a USDA Grant conditions:** A resolution is required by USDA to approve the conditions of an additional grant to cover the over run on the sewer project caused by the additional work required on the back half. The Grant will be in the amount of \$62,000. The resolution was read. Ray Davis made a motion, seconded by Paul Beavers to approve the resolution as read. The roll was call resulting in a 6/0 vote unanimously approving the motion.

**Horace Mann School Project:** Donna Hinton stated that the Agri building roof is now complete and request that the Council approve a sign to seek interest in a long term/low rate lease with conditions that the occupant has a schedule of interior improvements over the period of the lease. Potential occupants would present their offer and the City Council would negotiate the final terms and retain the option to reject any or all offers if they were not suitable. The Council approved the request.

**Ordinance for Identity Theft policy:** Each Council member had received a copy of the proposed ordinance that is required to be in place by May 1, 2009. The intent is to address red flags that may indicate potential identity theft and is required primarily because the City holds certain personal information on Water/Sewer customers. All three readings and a vote will be done at the April 21 meeting in order to meet the May 1 deadline.

**Law Enforcement Proposal:** A written proposal from Chief Griffin was received by the Council requesting part time assistance to provide more coverage to the City. Each Council member will contact him with any questions prior to the next Council meeting.

**Announcements:**

**Planning Commission:** Chairman Ragsdale was not present but member Ray Davis said that the PC met on March 30, 2009. They are currently defining their role and relationship with the Council to develop a vision for the City. The next meeting is scheduled for Monday, April 27, at 5:30 PM and the public is encouraged to attend.

**Mayor's Announcements/Updates:**

**Annexation:** Judge Joe Bodenhammer signed the release from the County on April 9, 2009. A public hearing is set for 10:00 AM on May 12 and the Council will hold a special meeting immediately following the public hearing to vote on it.

**Demolition of the Condemned Houses:** The job is complete and Ron Kincade will proceed recover the costs incurred by the City.

**Sewer Project Update:** Yesterday, Mr. Wise indicated that he expects to be completely finished and the property restored and seeded by the end of this week.

**The City Web Site:** Dianne Parks complemented the Mayor and the Council on the Web site and the information that will now be available to the public.

With all other business completed, the meeting concluded at 7:30 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
July 14, 2009**

At 5:45 PM, prior to the regular meeting, information was presented regarding the sources of funding received by the city, the restrictions on those funds, the YTD income and expenses and a proposed budget revision.

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

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Camille Voelz

Nina Brewer

Lisa Harrison

Ray Davis

Paul Beavers (absent)

**Guests**

David K. Miller

Sue Prazak

Manfred Henzler

Bobby Brewer

Joan Carlsen

Ron Ragsdale

Doris Daniel

Don Davis

And there may be others.

**Meeting Notes**

**Roll call** – Five members of the council were present constituting a quorum. Paul Beavers was absent

**Consent of Agenda** Discussion of how to address blighted properties.

**Public Forum:**

**Last Months Minutes:** No comments or changes were made.

**Financial Report:**

**Monthly Report:** Monthly report for June 30, 2009. There were no questions at this time.

The second quarter YTD report and the proposed budget revisions were presented prior to the meeting.

**Unfinished business:**

Resolution to transfer the balance of funds from the Sewer Construction account to the Sewer Revenue account for the purchase of a generator was reviewed. Vote will be made at the regular Council meeting on July 21, 2009.

**New Business:**

**Horace Mann Restoration Committee** requested a letter of credit for \$6,667.00 to demonstrate the funding to match a \$13,333.00 grant received from the Arkansas Heritage Preservation Program to repair the roof of the Home Ec building which is a city building. Nina Brewer made a motion to approve a letter of credit in the amount of \$6,667.00 for the project providing the HM Committee continues to raise as many funds as possible to reduce the amount needed and the Council will agree to provide the balance needed to equal the match amount as of 12/31/09. The motion was seconded by Lisa Harrison. The motion carried with four voting in favor and Camille Voelz voting against.

**Energy Audit:** NAEC performed an energy audit of the city hall and the well house. The report was reviewed but no action was taken at this time. It was suggested that the City seek grants for window replacement and other energy conservation efforts.

**County Animal Control Program:** Previously, the County Animal control program assessed the city an annual fee of about \$1400.00 to participate. The proposed change would be a charge per incident. The Council had no objection to this change and approved the Mayor to sign and return the agreement.

**Request to address blighted properties:** Camille Voelz asked if an ordinance could be used to require some property owners to paint and clean up some of the more visible run down properties. A lengthy discussion

about imposing values and standards on citizens against their will and/or financial ability; the enforcement of existing ordinances and the financial burden to the city of waiting for liens to be paid if the service was performed by the city and a lien files against the property. Several situations and suggestions were voices but no action was taken.

**Planning Commission:** The next meeting is scheduled for Monday, July 27, at 5:30 PM and the public is encouraged to attend. Ron Ragsdale said that the issue of improving the overall appearance of the City is part of the process of developing a plan for the City. In that interest, Carol Short from the Bull Shoals Planning Commission is scheduled to make a presentation at the August 11, 2009 Workshop about the process and the plan they developed for Bull Shoals.

**Mayor's Announcements/Updates:**

**Water Project:** USDA is working on it and we may have something by August.

**Ice Cream Social:** The Pioneer Day Committee is hosting a home made ice cream social at the Wolf House on Thursday, July 16<sup>th</sup> during the weekly music get together.

**Horace Mann Committee; Will** host a WWII USO show on August 8, @ 7 PM in the Community Center and a "Back to School" night later in August for the teenagers.

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

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

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**City of Norfolk  
City Council Workshop  
August 11, 2009**

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

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey  
Camille Voelz

Nina Brewer  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guests**

David K. Miller  
Bobby Brewer  
Frankie Baker  
Keith Chism  
Jeffery McGowan  
Danny Myers  
Bruce Gilbertson  
Ronnie Fountain  
Fireball Reynolds  
Carl Dukes  
Mike Hinton

Joan Carlsen  
Ron Ragsdale  
Tom Winford  
Tom Lester  
Jamie Baker  
Randy J Bent  
Richard Olson  
Rebecca Tame  
David Carter  
JoAnn Dukes  
Vickie Raub

Doris Daniel  
Len Rochnouski  
Steve McCumber  
Chad McGowan  
James Southard  
Greg McGraw  
Ronnie May  
Phillip Payne  
Victor Jones  
Deb Staunach  
Mike Logan

Sue Prazak  
Ernie Hubbard  
Diane Park  
Greg Kroll  
Steve Hudgens  
Robert M. Harrison  
Willie Dickerson  
Paul Storm  
Jim Curld  
Mike Harrison  
Jim Griffin

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

**Meeting Notes**

**Roll call** – All members of the council were present constituting a quorum.

**Consent of Agenda** There was no changes but the Water Project update will include a loan resolution requested by USDA today.

**Public Forum:** Carol Short, Bull Shoals Planning Commission presented a power point on the topic of City Planning – How & Why. Carol was invited by the Norfolk PC.

**Last Months Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for July 31, 2009. There were no questions at this time.

**Unfinished business:**

**Public Address System:** Mayor Reeves let the Council know that a PA system has been purchase as they requested at a previous meeting.

**New Business:**

**Resolution to Condemn:** The property at 35 2<sup>nd</sup> Avenue is in a serious state of deterioration; the roof is caving in causing it to be hazardous and a letter has been sent to the owner. It appears that a couple of pieces of plywood have been placed over the hole in the roof but the owner has not contacted City hall to discuss a solution. The City is aware that repair/destruction may be a financial hardship to the owner but it would be difficult for the City to recover demolition expense if it is condemned. Options include 1) formally notify the owner and mortgage company of the City's intent to condemn and demolish and them proceed with the condemnation. 2) Issue a citation with penalty and let the Courts work out a solution with the owner. 3) Do nothing which is not a good option since it is becoming increasingly hazardous. After some discussion, Council suggested that rather than create a financial hardship for the owner or the City, the Mayor send

another letter requesting a meeting with the owner to workout a solution. If this does not result in a remedy, then one of the other options can be considered. The Mayor agreed that he will request a response within 15-30 days.

**Resolution 2009-07 to oppose expanding the Catch & Release area on the North Fork:** Councilman, Lisa Harrison presented a resolution proposed by several area citizens involved in the tourism/fishing business requesting the City to take a stand to oppose the extension of the Catch & Release area on the North Fork that will be presented to the State Director of Fish & Game Commission by the local Fish and Game Department on August 20. A large group attended and stated a variety of concerns for their business as well as the welfare of the other businesses and ultimately the financial impact on the City. Jimmy Mincey made a motion to approve the Resolution to oppose the extension of the catch and release area on the North Fork. Nina Brewer seconded the motion and it was approved unanimously. Camille Voelz recommended that those present send letters to the Governor and our state elected officials to communicate and reinforce their stand prior to the F&G presentation on August 20.

**Group possibly interested in using the old school basement:** They have determined that it will not work for them.

**Resolution 2009-08 for USDA Loan/Grant for the Water Project:** Today, USDA met with Mayor Reeves regarding the Water Project finances and has requested a resolution to authorize the Mayor and Recorder/Treasurer to sign necessary paper work to proceed with the acquiring of the grant/loan for the Water project. Mayor Reeves reported that later in the day, a conversation with the project engineer, John Selig, he was told to expect to begin requesting bids by the end of the month. Following a reading of the resolution, Paul Beavers made a motion to approve the resolution. Ray Davis seconded the motion and it carried unanimously.

**Mayor's Announcements/Updates:**

**Horace Mann Committee;** Will host a WWII USO show on August 15, @ 7 PM in the Community Center and a "Back to School" night on August 28 for student and in conjunction with the Youth Center Lockin on the same night.

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

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
September 8, 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  
Bobby Brewer  
Tammy Rugaette  
Ernie Hubbard  
Jim Griffin

Johnny Sepulvado  
Charles Francis  
David K. Miller

Joan Carlsen  
Diane Park  
Sue Prazak

Brenda Morrell  
Doris Daniel  
Leon Alexander

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:** White River Station annexation request has been postponed; no additions to the agenda.

**Last Months Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for August 31, 2009. It was noted that two of the CD's listed for the Street Fund have been redeemed; deposited to the Street Check account to cover expenses for the Gregory/Morrison street project. There were no questions at this time.

**Unfinished business:** No Unfinished business at this time.

**New Business:**

**City Attorney Issues:** Mayor Reeves recapped his conversation with City Attorney Ron Kincade on several issues. 1) The salary issue and part time position for the Recorder/Treasurer that has existed in Norfolk for several years is unique to Norfolk in the fact that the R/T carries out those duties in the part time position role at an hourly rate and a separate salary has never been set. The safety in this method is that in the event that an R/T would be elected and chose not to or was unable to fill the duties of the part time position, the R/T would draw the salary and the city would have to hire someone to perform the duties of the part time position. 2) The number of hours and duties of the mayor are the same throughout the state. There are not a minimum number of hours that mayors are required to perform city business and they can delegate the duties. 3) There is no conflict of interest with action against the County because Kincade does not represent the County. The State Code enables the City to have the County Collector add the cost of clean up to the property owner's real estate tax so if we wish to do this, Kincade will assist us to get it done. 4) If the City wishes to change attorneys', Mr. Kincade said he would not oppose the discussion in open session. The Council should have confidence that the City Attorney represents them and serves at their discursion.

Jimmy Mincey stated that based on his observations, Mr. Kincade does not seem to represent the city's best interest in breach of contract issues. Camille Voelz would like to replace Kincade with Roger Morgan and presented a letter with his proposed rates. Mayor Reeves said that Kincade does not bill us for many of the meetings/conversation we have with him and he does not charge a monthly retainer. The issue will be placed on the Council meeting agenda.

**Citizen Survey** – The Planning Commission will meet on Wednesday, September 09, 2009 at 6:30 PM to begin to develop questions for a community survey in the process of determining how the community would like to see itself in the future so they can map a plan that will guide decision and grant application to achieve that goal. The Council's input for the survey is desired as well. When asked if a survey is even wanted by the Council, Ray Davis stated that it is very important in the process of getting public interest and input. It is minimal cost and the previous survey yielded a lot of valuable information.

**The Property at 35 Second Street:** The condition of the property at 35 2<sup>nd</sup> Avenue has not been improved to any great extent as evidenced in the pictures that they Mayor presented. Ms. Brenda Morrel said that the addition in the rear has been removed and burned. But the need to secure an attorney redirected the money that was to go toward repairs. She also stated that there is a septic tank issue that she tried to discuss with Mayor Reeves. Her son will be moving into that house soon. Ray Davis again requested

permission to inspect the building for structural and foundation stability prior to repair. A building permit should be applied for and that inspection should occur prior to approval of the permit. The City is aware that repair/destruction may be a financial hardship to the owner and would like to work with her toward a solution but it would be important to determine if the structure is repairable. It was agreed by the Council to have the owner apply for a permit and allow the Building inspector to inspect and report back as to the stability of the structure by the October 13<sup>th</sup> Workshop. With that information, the Council would be more prepared to make a decision. If the owner does not apply for the permit or denies inspection, the Council will proceed with the condemnation process or issue a citation with penalty and let the Courts work out a solution with the owner.

**City Park Pavilion:** Jimmy Mincey said that he has been working this project for a couple of years with no response to his request for bids. Jackie Baker has presented a bid for a metal 24'x24' pavilion. The Park fund has adequate money to accept this bid. It does not include a concrete pad which can be added after the structure is built. It was noted that the contractor has a reputation for good work and the price is good. This item will be on the next Council meeting agenda.

**Woodsman's Alcoholic Beverage application:** Woodsman's has applied to renew their beer sales permit and add wine sales also. There were no objections and the Council authorized the Mayor to respond with their approval.

**Heat at the Wolf House Annex:** For several months, the County has allowed the use of the annex for public music on Thursday evenings. They provide the electric service to run the air conditioner and lights as well as maintain the grass. The City has been having other events during the music. As the cool weather approaches, the building will need to be heated or the water will have to be turned off. A gas meter is there and could be connected for the hook up fee plus a minimal monthly charge. Jimmy Mincey has been overseeing the music night and requests that the Council consider hooking up and paying the monthly charge to heat the building so that music can continue through the winter. This item will be on the next Council meeting agenda.

**2010 Employee Wages/Budget:** Mayor Reeves presented information regarding current employee wages and history of increases for the past two years. He asked the Council to review this information and prepare to set wages prior to finalizing a budget. In the past the budget has been approved before wages are determined. He will be attending a budget meeting at AML and will share any information he receives. This item will be placed on the October Workshop agenda.

**Mt. Home Chamber of Commerce:** Mayor Reeves has received a request to join the Mt Home Chamber of Commerce. The benefit would be to a web site link exchange. The annual cost is \$100 per year. This item will be on the next Council meeting agenda.

**White River Station Annexation Proposal:** This has been postponed. The specific location of the subdivision was identified. This will be rescheduled at their request in the future.

#### **Announcements:**

**Water Project:** Notice has been received that the loan and grant for the Water Project have been approved. Engineers have been in town and doing other preliminary work on the project. They expect to begin work in January or February.

#### **Meetings and other events:**

Planning Commission planning meeting – Wednesday, September 9, at 6:30 PM

Planning Commission meeting – Monday, September 28, at 5:30 PM

Pioneer Day Committee meeting – Tuesday, September 22, at 6:30 PM

Ice Cream Social & Bake sale- Thursday, September 10 at 5:30 PM –Wolf House

City Wide Garage, Yard, Art and Craft sale – October 10, -HM Committee

Horace Mann School Restoration Breakfast at Community Center – October 10, at 7:30 AM

Leon Alexander said that there will be a special FEMA meeting at the County Courthouse on September 30, at 6:30 PM to discuss the County participation in the FEMA program. Everyone is encouraged to attend to become more informed on this issue.

With all other business completed, the meeting concluded at 7:40 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
October 13, 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  
Joan Carlsen  
Jim Griffin

Doris Daniel  
Dan Brown

Ernie Hubbard  
Cindy Habpa

David K. Miller

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 additions to the agenda.

**Public Forum:**

**Dan Brown** addressed the Council on possibly requesting a rezoning of a property in Stone Creek Addition from residential to commercial to allow the operation of a Bed & Breakfast. Mayor Reeves said that a rezoning request should go before the Planning Commission but according to an ordinance that he and Ray Davis researched earlier today, they believe that if the owner occupies the residence, they can operate a B&B within their own residence.

**Brenda Morrel** had requested to address the Council regarding pit bulls and trees/bushes obstructing vision on the street but was not present.

**Last Months Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for September 30, 2009 and the third quarter Report. There were no questions at this time.

**Unfinished business:**

**Property at 35 Second Street:** Brenda Morrel, the property owner was not present. At the September workshop, it was decided that if the owner does not apply for the permit or denies inspection, the Council will proceed with the condemnation process or issue a citation with penalty and let the Courts work out a solution with the owner.

She did pick up a Building Permit form but has not returned it to the City. The Building Inspector has not been able to inspect the property. The Council agreed that sufficient time has been allowed for the property owners to work with them toward a solution and action was due. They agreed to delay any citation until the Council meeting next week in order for the Building inspector to attempt to inspect and report back.

**Employee Wages for 2010:** Mayor Reeves asked the Council to address the issue of employee compensation for 2010 so that the budget could reflect their intent. Several council members said that they felt that comparable positions in the area, the current economy and the financial state of the city would limit or eliminate any increases for 2010. They indicated that they felt that the Mayor was historically been under paid but recommending an increase of 5% would be inadequate and more would difficult with the current financial state of the City. After considerable discussion, it was agreed that the Council meet on Monday, October 19, at 6:30 PM to discuss all budget issues including employee compensation.

**Planning Commission Survey:** The Council received copies of the survey for review in September and asked the Council for any input prior to mailing. Nina Brewer said that she would like to include the following questions: Would you like to see improvements in the looks/appearance of houses and yards in the City? Would you be willing to help your neighbor improve their property? Do you want/need help to improve your property? If yes, what specifically.

To the subject of improving the appearance of the City, Doris Daniel said that she spoke with members of the Lone Rock Baptist Church about their youth volunteering to help if we provided their lunch. They were in favor of it. Doris suggested that we contact the other churches in Norfolk to help with the clean up or the meal. Lisa Harrison suggested contacting the school scholarship program that gives credit for participation in such projects. Ray Davis said that he would be willing to contact area paint store for donated paint. Camille Voelz suggested that it would be a continuous project and that the cleaning up of the city should be accomplished by the ordinances that we already have in place. It was suggested that an attempt to organize a big effort in February or March might yield an improved look for our centennial Pioneer Day in May.

**New Business:**

**Lease Proposal:** Diane Duncan intended to address the Council regarding a lease on the Home Ec Building for the purpose of starting a day care business there. She was not present.

**Replacement of 1997 White Ford Crown Vic city car.** Paul Beavers suggested that the City consider trying to sell the car as it is for as much as possible before something major goes wrong and we can't get anything. Mayor Reeves said that the City workers had address some of the issues but the plastic buttons were falling off of the steering wheel and today it wouldn't start. He recommended that the Council purchase/replace the car with a 4 WD vehicle that can be used as an emergency vehicle by the police or city. It was agreed that the City should start looking for a 4WD vehicle and prepare to purchase a used or new one.

**Master Gardener Gift:** Baxter County Master Gardener's sent a check for \$250 as a gift to the city for the replacement of trees and/or plants that may have been lost in the recent flood or ice storm. The money has been deposited to the Park account and the Council agreed that it should be used for plantings and landscaping at the park after the pavilion is built.

**Resolution for GIF Grant Application:** The resolution approved the application for a GIF grant to repair the ceiling, floor and windows of the Home Ec Building. The resolution will be read and voted on at the Council meeting next week.

**Continued use of Ron Kincade as City attorney:** Camille Voelz expressed her continued desire to change to a different attorney for City matters. It was explained that Ron Kincade was not an official city attorney, but he has been the attorney that the city has used in the past, however, the Council can choose to have the City use any other attorney that they wish. It will be put on the agenda for the Council meeting next week.

**FEMA Regulations and Software:** Ray Davis reported that at a recent FEMA meeting that he attended, a move toward completely digital records for FEMA program participants will be required. This would involve special software that would allow maps to be overlaid on other maps including our water and sewer maps. A computer dedicated to this use would also be needed. He recommended that \$5000 to \$6000 be included in the 2010 budget for this purpose.

**Announcements:**

**Meetings and other events:**

Planning Commission meeting – Monday, October 26, at 5:30 PM  
Pioneer Day Committee meeting – Tuesday, October 27, at 6:30 PM

With all other business completed, the meeting concluded at 8:20 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
November 10, 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  
Diane Duncan  
Joan Carlsen

Doris Daniel  
Vickie Raub

Coetia Bartasch  
Mary Paguli

David K. Miller  
Brenda Morell

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:** Lisa Harrison added Brenda Morrel property; Paul Beavers added employee sick leave; and Nina Brewer added Park Curfew. There were no objections to these changes.

**Public Forum:**

**Last Months Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for October 31, 2009. There were no questions at this time.

**Unfinished business:**

2010 City Budget Ordinance: There were no questions or changes to the information presented at this time and it will be on the Council meeting agenda for reading and vote.

**Property at 35 Second Street:** Lisa Harrison met with Brenda Morrel, the property owner and asked the Council to reconsider taking action at this time and try to work out a solution with Ms. Morrel. Ms. Morrel said that she felt that she had been attack unfairly because there were other properties in similar condition that do not appear on the City Council agenda. She said that initially, she was told that the building had to be torn down and she disagreed with that but didn't seem to be able to convince anyone from the city that it could be repaired. Her son was hoping to fix it up and live in it but was discourage by the action of the city and has decided that he doesn't want to waste his time and money if the City is going to tear it down. Ms. Morrel has a plan to repair the building and use it as a shop for her business which is making baby clothes. She is currently marketing her baby clothes over the internet to several upscale stores but the demand has become greater than what she can produce. She need to eventually employee people to help sew and wants to use this building for that purpose. She had been laid off for several months and has just recently been called back to work. Things have just started to come together for her business plan and fixing this building is a part of that. She said that she did not want Ray Davis to inspect the property because she felt that he would only confirm that destruction of the building was the only option. At the October meeting, the Council had decided that they would proceed by issuing a citation with penalty and let the Courts work out a solution with the owner, however, since that time, she has asked David Miller to give her his evaluation on the building and a repair cost. After considerable discussion, the council agreed to hear Mr. Miller's information and asked her to apply for a building permit (good for up to 1 year) to repair and show a good faith effort toward fixing the building keeping in mind that it would involve City Building Inspector visit. If she complies with these requests, the Council will withdraw the citation as long as progress continues to be made.

**New Business:**

**Lease Proposal:** Diane Duncan appeared to address the Council regarding a lease on the Home Ec Building for the purpose of starting a day care business there. She explained her qualifications and intentions providing the City Council would agree to a long term lease situation for that purpose. She is working with Donna to apply for some additional grants to complete renovation of the interior to meet Day Care requirements. Mayor Reeves suggested that the terms of such an agreement be determine as soon as possible so that all parties could move forward with definite information. General consensus of the Council was favorable to the arrangement.

**Bids for AHPP Grant for Home Ec building roof:** Several bids have been received and the Council was asked to help select someone to begin as soon as possible while we still have some nice days. They asked Ray Davis and David Miller to review the bids and make a recommendation.

**AD & D Insurance for Elected Officials:** The Council declined the annual open enrollment option at this time.

**Sign Ordinance:** Planning Commission has prepared an ordinance to proactively address, clarify and regulate signs and billboards within the City limits. The Council offered not comment or changes at this time so the Ordinance will be placed on the November Council meeting agenda for the first of three readings.

**Mobile/Manufactured Home Ordinance:** This ordinance is necessary to clarify definitions and eliminate contradictions within the existing code. The Council offered not comment or changes at this time so the Ordinance will be placed on the November Council meeting agenda for the first of three readings.

**Sick Leave for City employees:** Paul Beavers suggested that the City consider allowing city employees to lend and borrow sick leave. He had called several other cities and employers in the area and found it to be a desirable arrangement. After discussing the subject, it was decided that it was probably more suitable for employers with a lot more employees. The City only has three employees that earn sick leave and would try to address an individual situation if needed. No further action will be scheduled.

**Park Curfew:** Nina Brewer said that the sign posted at the park say it is closed at "Dark" but recently there have been several kids playing in the park after dark on some of the nice evenings. In the summer time it doesn't get dark until 9o'clock or so but now it is dark at 5:30 and the kids need to be able to use the park as long as they behave. She said that they are not causing any problems but maybe the City should consider changing the sign to state a specific time. She also commented that since the city employed a police officer, the questionable activity at the park has ceased. Park Curfew will be placed on the November Council meeting agenda.

**Announcements:**

**Volunteer Award:** The City of Norfolk has been selected to be designated as a "Volunteer City" and will be recognized at the January AML meeting.

**The Citizen Survey:** Has been mailed out and are being returned.

**Meetings and other events:**

Planning Commission meeting – Monday, November 30, at 5:30 PM

Pioneer Day Committee meeting – Tuesday, December 1, at 6:30 PM

With all other business completed, the meeting concluded at 8:30 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
December 8, 2009**

Immediately following the public hearing and Special Water Project Bond Ordinance Meeting, the regular monthly workshop 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  
Joan Carlsen

Doris Daniel  
Johnnie Sepulvado

David K. Miller

Bobby Brewer

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:** There were no changes.

**Public Forum:**

**Last Months Minutes:** No comments or changes were made.

**Monthly Financial Report:** Monthly report for November 30, 2009. There were no questions at this time.

**Unfinished business:**

**Sign Ordinance:** Scheduled for 2<sup>nd</sup> reading at the December 15 Council meeting. There was no discussion at this time.

**Mobile/Manufactured Home Ordinance:** Scheduled for 2<sup>nd</sup> reading at the December 15 Council meeting. The issue of pad and skirting materials was discussed. A clause prohibiting the use of vinyl materials for skirting was discussed. It was noted that many of the materials widely used for this purpose contains vinyl and to exclude "all vinyl" may eliminate some types of materials that would be desirable. The main concern is to avoid/eliminate damaged and unsightly skirting. It was also noted that the ordinance does not contain a penalty clause. Mayor Reeves and Ray Davis will meet prior to the Council meeting to address both of these issues.

**Park Curfew:** Nina Brewer had originally suggested changing the hours to set times instead of "dark". She has continued to observe the activity at the park and had concluded that it should be left as is. No further discussion.

**New Business:**

**2010 Norfolk Area Youth Center Agreement:** Amount is the same as 2009 based on the 2010 Budget amount approved. No discussion at this time. It will be on the agenda of the next Council meeting.

**Generator at the well house:** Mayor Reeves said that mice or something had caused damage resulting in a short to the generator. An evaluation by someone in the business was that it should be sent off for repair after which it would be a backup and a new one purchased. Repair can be very costly. The new Water Project contains a propane generator at the new well sight that will be mobile and can be used if needed. Mayor Reeves will ask the engineer to move that to top priority so that we can get that as soon as possible. If an emergency does occur prior to that, it is possible to rent one. No other action will be taken at this time.

**Meeting Date Change:**

Planning Commission has moved their December meeting to December 21, 2009 at 5:30 PM. They will prepare for the presentation of the survey results at the public meeting on January 11, 2010 at 6:30 PM.

**Announcements:**

**Gregory Street Project:** Previous price was incomplete. About \$7,000 additional bills have been received making the total project cost of higher than previously believed but still less than originally planned.

**Harry Francis House:** Has been listed and have heard that an offer is pending. The rear section where the roof is falling in is to be removed and the whole property is to be fenced.

**The Citizen Survey:** Results will be available tomorrow and a public meeting is set for January 11, 2010 at 6:30 PM.

**Abandon Cars:** A letter requiring the removal of abandon cars has been sent to property owners by the alley on South Major between 3<sup>rd</sup> & 4<sup>th</sup> Street.

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

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

With all other business completed, the meeting concluded at 7:05 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

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