

City of Norfolk
City Council Special Budget Meeting
December 7, 2010

The Special Budget 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

Camille Voelz (absent)

Lisa Harrison

Paul Beavers

Guest

Don Sappington

David K. Miller

Cory McFall

Jim Griffin

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. Camilla Voelz was absent.

Consent of Agenda: This is a special meeting to address various budget issues only

2011 Budget: An estimated income and expense projection for 2011 was provided along with a payroll wage and expense detail. The law requires that the budgets balance and the task ahead of the Council will be to review all the information and make the changes needed to bring the expense and income into balance.

Reduce Expense: It was suggested that Council eliminate their meeting pay; reduce the City match for employee retirement; eliminate summer help; eliminate part time patrol officer; and other ways that will be considered in this budget plan. Monitor expenditures very closely and avoid any unnecessary projects or purchases.

Creating additional Revenue: The current 1% sales tax is committed to Water Capital improvement. An additional sales tax or bed tax could be proposed or the option of redirecting a portion of the current sales tax to other uses would require approval by voters. Building permit fees could be increased; increase in garbage fees (City currently gets \$.75/month per customer); increase water/sewer rates; none of which would create a great deal of revenue and would be extremely unwelcome in the current economy.

Employee Pay adjustments: The current City financial status is very tight. City employees are compensated at a level close to similar positions in similar cities. Percentage increases tend to burden the budget and create larger variances between employees. Other methods of compensation such as a onetime bonus; paying for unused sick leave; It was agreed that there could be no increase at this time, but it will be reviewed quarterly and could be retroactive if the financial status of the City improved.

Water Revenue: The Water Revenue account is currently struggling to meet expenses. It was decided that an adjustment to the Payroll transfer from the Water Fund to the General fund may be required at the end of 2010 to avoid beginning 2011 with a large amount owing to the General fund. The exact amount of the adjustment would be determined closer to the year end.

Several other measures to improve the financial status of the city were discussed and each line item will be reviewed again at the regular workshop. Mayor Reeves will work with the input received at this meeting to present a balanced budget proposal at that meeting.

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

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

City of Norfolk Planning and Zoning Meeting Minutes February 22, 2010

Ron Ragsdale called the meeting to order at 5:30 PM.

Members Present: were Ron Ragsdale, Joan Carlsen, Mike Hinton, Mike Logan, Vickie Raub, David Miller, and Ray Davis. No one was absent

Others present were Rhonda Stack, Don Sappington, Jim Reeves, and Donna Hinton.

Sign Ordinance: It brought to the attention of the P & Z that the recently passed Sign Ordinance should be amended to define the maximum size of a sign; a minimum set back and a fee for a permanent sign permit. Ray Davis recommended a maximum size to be no more than 32 square feet; as set back of not less than 10 feet and a fee of \$25 for all permanent signs; and that all signs along the State Highway are subject to the state regulations. All present were in agreement.

Manufactured/Mobile Home Ordinance: This ordinance is scheduled for the 3rd reading and vote at the March Council meeting.

2318 Riverview Drive: This property is outside of the city but receiving flood insurance under the City National Flood insurance program. Ray Davis will follow up to find out if they would like to annex in so that they can continue with flood insurance under the city NFIP legally.

January Minutes: Mike Logan made a motion to approve the minutes of the January meeting as presented. Ray Davis seconded the motion and it carried unanimously.

Development of the City Plan: Each member presented the statements that they had prepared for their assigned category. It was found that although each had approached their subject a little differently, the content was very usable. After discussion of all of the information, it was decided that they would take back their statement and rework them to show where we are now; what the citizens indicated via the survey; and what and how those goals might be reached. The results will be compiled into a flyer and circulated to the citizens to inform them of the plan that was developing. Members will email their documents to Donna to be dropping into a rough flyer and edited by the members at their March meeting. It was suggested that the P&Z have a booth at Pioneer Day to distribute flyers and discuss the plan with citizens. Everyone was in favor of the idea.

How to Do it: Mike Logan presented an idea of surveying the community for resources that might be available to teach classes on basic tasks and things that might interest people. The City website might be a good method of identifying potential teachers; areas of interest and registration. This concept could be implemented by the people for the community at little or no cost to the city. Classes could be held in the community center and registration fees could be determined by the number of interested people, to cover the cost of materials and any teacher fees. Everyone agreed that this is an idea that can be put in motion soon and Mike Logan agreed to lead the process with the help of the other P&Z members.

Next meeting: The next meeting will be held on Monday, March 29, 2010 at 5:30 PM.

Adjournment:

With no other business, Mike Hinton made a motion to adjourn; seconded by Mike Logan and carried unanimously. The meeting ended at 7:10 PM

**City of Norfolk
Special Council Meeting
March 22, 2010**

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

Camille Voelz

Lisa Harrison

Paul Beavers

Guest

John Selig, Engineer

John Selig, Sr

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

Consent of Agenda: The purpose of the special meeting was to award the contracts for the Water Project.

Project Engineer, John Selig present an analysis of the bids receive for each of the 4 contracts that will make up the water project. He has reviewed all the bids and verified that the contracts could be carried out by the lowest bidder in each contract and therefore recommends that the City Council accept the lowest bid for each of the four contracts. Paul Beavers asked if there is a dynamite clause in the event that blasting may be needed. Selig stated that blasting was not addressed as it is believed that it should not be necessary will the layout designed.

Awarding the Contracts:

Contract 1: John Selig read **Resolution # 2010-02** awarding Contract 1 –Line Work to Franks Construction, Inc., in the amount of \$261,711.94. Paul Beavers made a motion to approve the resolution as read. Lisa Harrison seconded the motion. A pole of the council resulted in 5 yeas/ 0 Nay /1 absent. The motion carried.

Contract 2: John Selig read **Resolution # 2010-03** awarding Contract 2 – River Bore to Greer Excavating, Inc., in the amount of \$155,800.00. Jimmy Mincey made a motion to approve the resolution as read. Ray Davis seconded the motion. A pole of the council resulted in 5 yeas/ 0 Nay /1 absent. The motion carried.

Contract 3: John Selig read **Resolution # 2010-04** awarding Contract 3 –Well and Treatment Facility to Midwest Hydro Drilling and Service, Inc., in the amount of \$548,773.44. Ray Davis made a motion to approve the resolution as read. Camille Voelz seconded the motion. A pole of the council resulted in 5 yeas/ 0 Nay /1 absent. The motion carried.

Contract 4: John Selig read **Resolution # 2010-05** awarding Contract 4 –Elevated Storage Tank to Caldwell Tanks, Inc., in the amount of \$359,600.00. Lisa Harrison made a motion to approve the resolution as read. Paul Beavers seconded the motion. A pole of the council resulted in 5 yeas/ 0 Nay /1 absent. The motion carried.

Authorization of Mayor and Clerk to sign contracts related to the Water Project. John Selig recommended that the Council authorize the Mayor and the Clerk to sign the contracts related to the water project to avoid having to call a meeting each time and expedite the process. Paul Beavers made a motion to authorize Mayor, Jim Reeves and Recorder/Treasurer, Donna Hinton to sign the contracts and loan papers related to the Water Project as approved by the Council. Lisa Harrison seconded the motion. A pole of the council resulted in 5 yeas/ 0 Nay /1 absent. The motion carried.

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 5:20 PM.

APPROVE:

ATTEST:

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

City of Norfolk Planning and Zoning Meeting Minutes August 30, 2010

Ron Ragsdale called the meeting to order at 5:30 PM.

Members Present: Ron Ragsdale, Mike Hinton, Vickie Raub, Joan Carlsen and Ray Davis, David Miller and Mike Logan

Others present were Jim Reeves, Donna Hinton, Don Sappington, and Judy Boston.

July Minutes: Michael Hinton made a motion to approve the minutes of the July meeting as presented. Ray Davis seconded the motion and it carried unanimously.

Sidewalk Grant Application: The City Council voted not to apply for the "Sidewalk Grant" at their August 17th meeting.

Lot Split Request: The City Council approved the lot split as recommended.

Ordinance 1995-06 and amendments: Recent issues have caused us to scrutinize our Planning and Zoning Ordinance and the amendments to it. It is evident that there is considerable housekeeping, editing and updating needed to incorporate the original intent and the amendments. Mayor Reeves recommended that the P&C commission review and recommend an updated version of Ordinance 1995-06 and the amendments that relate to it. Everyone was provided a copy of the documents for their review and was asked to be prepared to review it at the next P&C meeting in September.

New FEMA Ordinance: The deadline for passage of an Ordinance to adopt the new Flood Damage Prevention code is December 3, 2010; and is required to maintain eligibility for the National Flood Insurance Program. The documents have been edited to fit Norfolk and approved by FEMA. The P&C needs to review, edit and recommend approval to the City Council so that deadline can be met. The following changes were made to the Flood Damage Prevention Code.

- 1) Add *propane tanks* to the examples of "Accessory Structures".
- 2) Delete *either; (a); or else* and *all of (b)* from items #16 of Section A. (page 17)
- 3) Delete the *placement of manufactured home parks and* from paragraph e) under "In "A" Risk Zones".

Mike Logan made a motion; seconded by Vickie Raub to approve the above changes and recommend that the Council adopt of the Flood Damage Prevention Code. The motion carried unanimously.

Return to the Planning Process and Distribution of Brochures: Michael Hinton suggested that the P&Z résumé work on the "Plan" and that he would be willing to distribute the brochures that were prepared to inform the public of the survey results and the P&Z's interpretation of those findings along with an invitation to another public hearing if the Commission would be prepared to schedule one. It was decided that rather than hand deliver, a mailing might be more efficient and Mayor Reeves said that he would approve that. The City will check with the Post Office as to the preferred acceptable way to do the mailing and get back to the P&Z. The date of October 4 at 6:30 PM was set for a public meeting and Ron Ragsdale agreed to create an invitation to be mailed with the brochure. Mike Logan suggested that his community education information be included. When information and the needed supplies are available Mike Hinton will contact other members to set a time to prepare the mailing. It was decided that the mailing should reach the households about one week prior to the meeting so that people don't forget about it.

The next Planning Commission meeting will be Monday, September 27th at 5:30 PM. Preparation for the October 4th meeting and review of the Zoning Ordinance will be scheduled.

Adjournment:

With no other business, Mike Logan made a motion to adjourn; seconded by Ray Davis and carried unanimously. The meeting ended at 7:30 PM.

**City of Norfolk
Special Council Meeting
August 30, 2010**

Meeting was called to order at 4:00 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

Rich Fischer

Doris Daniel

Tommy Hearn

Donald & Kay Dunn

Charles Duvall

Joyce DeVoney

Bootsie & Bill Ackerman

Johnnie Sepulvado

Leon Alexander

Vickie Raub

Wayne Bodenhamer

Mike Hinton

Mike & Jan Schuster

Warren Gragg

Bobby Brewer

Ron Ragsdale

Marilyn Loveless

David K. Miller

Ron Kincade

Jason Aamodt

Harold and Hensley White

Dave and Billie Kay Miller

Bruce Loveless

Diane Park

Kerry Chism

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: The Special Council Meeting was called so that City Attorney, Ron Kincade could report his findings on the validity of the Ordinances relating to land use and how they may relate to a violation in the R-1 Residential Zone. No other items were on this agenda.

City Attorney Ron Kincade said that in the state of Arkansas, the state laws override laws made by lesser legislative bodies so in his opinion the 2008 Ordinance is still valid and can be enforced. It is a fact that the City did not follow their own procedures as outlined in the Planning and Zoning Ordinance 1995-06 when they enacted Ordinance 2008-09 but that does not make it invalid because the City procedures are more stringent than the state laws. Arkansas state law also says that a council cannot set up procedures or regulations that would "hamstring" a future Council. He went on to say that the original Ordinance 1995-06 is valid and defines a single family dwelling as "a structure designed for or occupied by one (1) family" a single family is defined as "one or more persons occupying premises and living as a single, non-profit housekeeping unit". The definitions for motel and resorts specifically state them to be "overnight accommodations for transient people." He said that in his opinion, the city ordinances are valid with clear definitions and can be enforced. Mr. Jason Aamodt attempted to introduce himself and speak but Mayor Reeves stated that this was a special meeting and public input was not appropriate. No input from the audience was allowed in spite of some requests.

Mr. Kincade addressed questions and concerns from the Council members and assured them that he was confident in the validity of the ordinances relating to the short term rental of property in the Residential zone.

Adjournment: With no further business, Nina Brewer made a motion to adjourn this meeting and Ray Davis seconded the motion.

Jimmy Mincey and Lisa Harrison both stated that they would like to hear Mr. Aamodt but they did not present a motion.

Mayor Reeves asked the Council if they wished to vote or withdraw the motion to adjourn the meeting. A hand vote of the Council in favor of adjournment was 4 in favor and 2 opposed. Opposing adjournment was Jimmy Mincey and Lisa Harrison, all others were in favor.

Planning Commission meeting – Monday, August 30, 2010, at 5:30 PM

Workshop: Tuesday, September 14, 2010 at 6:30 PM

Council Meeting: Tuesday, September 21, 2010 at 6:30 PM

The meeting adjourned at 4:30 PM.

APPROVE:

ATTEST:

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal: