

**City of Norfolk  
City Council Workshop  
January 12, 2010**

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

Nina Brewer

Ray Davis

Camille Voelz (absent)

Lisa Harrison

Paul Beavers

Guest

Ron Ragsdale

Doris Daniel

Leon Alexander

Don Sappington

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 Camille Voelz were present to establish a quorum.

**Consent of Agenda:** The minutes for the Special Bond Meeting on December 8, 2009 were added.

**Public Forum:**

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

**Monthly Financial Report:** Monthly report for December 31, 2009. There were no questions at this time. The Mayor noted that the yearend reports and final 2009 Budget information would be available before the February workshop.

**Unfinished business:**

**Sign Ordinance:** Scheduled for 3rd reading at the January 19th Council meeting. There was no discussion at this time.

**Mobile/Manufactured Home Ordinance:** Scheduled for 2<sup>nd</sup> reading at the January 19th Council meeting.

**New Business:**

**Animal Ordinance:** Mayor Reeves reintroduced an ordinance regulating animals within the city. He has responded to and picked up 8 dogs recently. The current dog ordinance is very old and needs to be updated. He asked the Council to review the proposed document and be prepared to discuss and edit it at the February workshop.

**Cable Company:** The Almega cable company has collected franchise fees but has not forward them to the city. They have discontinued service to Norfolk as of January 1, 2010. The information on the internet is that they filed bankruptcy back in March of 2009. Information regarding the non -payment of the franchise fees was forwarded to Kincade early last summer but nothing has come of it. Several of our neighboring communities have the same issue. and discussed it at the Mayor's meeting. By discontinuing service, several house hold may not have the option for satellite if they live in apartments or do not have a credit card. The city has no recourse at this time.

**Announcements:**

**Planning/Zoning Commission:** Chairman Ron Ragsdale reported that between 20 and 30 people attended the meeting to review the Survey results. He felt positive about the input gathered and the P&Z will continue to work on a plan for the city.

**Pate lawsuit:** AML attorney handled a lawsuit filed by John Pate in 2005 and recently it was closed for lack of activity. We have been notified that Mr. Pate wants it to remain open.

**Police Department Statistics for 2009:** There were over 500 stops made; about 30 tickets were issued for speeding; about 70 tickets for not having proof of insurance and several for no seat belts. Several theft reports were filed. The Council was very pleased with the positive impact the Chief Griffin has had in the city.

**City Logo:** Mayor Reeve said that he had some decals made for the city vehicle for a little over \$100. The best price he found is \$160 to digitize it so that it can be embroidered onto items. The price to have things imprinted would be \$5 plus

\$8.50 per dozen. (Shirts, hats, jackets etc. would be a separate charge). Council asked him to find out if the city would own the digitized logo so that it could be used by other vendors that the city might want to use and if it would be able to be silk screened.

**Water Project Update:** The Health Department has come back with about 50 items of concern and John Selig has responded to their concerns. Until the Health Department signs off, we cannot let bids. USDA will be ready to close as soon as we have accepted a bid(s) within the amount of our loan. It doesn't appear that we will be letting bid in January and it will be delayed until we have Health Department approval.

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  
February 9, 2010**

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

Nina Brewer

Ray Davis

Camille Voelz

Lisa Harrison

Paul Beavers

Guest

David Miller

Don Sappington

Danny Ellington

Ben Strider

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

Meeting Notes:

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

Consent of Agenda: No changes were made

Public Forum:

Last Months Minutes: No comments or changes were made.

Monthly Financial Report: Monthly report for January 31, 2010. There were no questions at this time.

Unfinished business:

**Mobile/Manufactured Home Ordinance:** Scheduled for 3<sup>rd</sup> reading at the February 16<sup>th</sup> Council meeting. Camille Voelz requested clarification as to the materials that would and would not be acceptable for underpinning and skirting. Ray Davis stated that the cost of concrete would be prohibitive for most individuals that would select this type of home but that requiring material engineered by the industry, one could not prohibit plastic and vinyl but be assured of a quality and design that would withstand the use intended. No changes were made to the Ordinance.

**2009 Year End Report:** There were no questions or comments at this time.

**2009 Final Budget Ordinance:** There were no questions or comments at this time.

New Business:

**Final Plat for Norfolk Condominium:** The proposed plat from Norfolk River Resort is to convert the raised cabins to privately owned condominiums. The Plat has been reviewed and approved by the P & Z Commission; inspected by the Building inspector and the Fire Chief. Danny Ellington and Ben Strider from Strider Consulting were present to answer question from the Council. Concerns about whether the sewer system was adequate to handle residential use were address with the fact that the proposed use would not increase demand on the sewer systems and any future issues with that system would be the responsibility of the homeowners. The lift station on the property is owned by the resort but the city maintains it. They would like to have the City take ownership. Mayor Reeves stated that it would make sense for the City take ownership of the lift station so that in the future the City would have control over additional connections rather than Mr. McCumber. The homeowners would be responsible from the lift station back to their property. Installation of individual water meters would be the same as any new residence. (Additional information since the meeting clarifies that the line and meter loops would be engineered; installed and approved by the City Plumbing inspector and the Department of Health at the owners expense as in any other subdivision development.) The City would require the normal agreement, deposit, hookup fees and installation fees from the individual owners when they activate their account. The required waste disposal service would be up to the individual or the homeowners association and roads would all be private. The city would not have any additional liability as a result of this proposal.

**Animal Ordinance:** The Council spent considerable time reviewing and editing the proposed Animal ordinance. The revised draft will be in their folder tomorrow and any changes or questions will be discussed at the March Workshop.

**Announcements:**

**Planning/Zoning Commission:** Chairman Ron was not present.

**Water Project Update:** Mayor Reeves reported that as of Monday, the Norfolk project was still waiting approval by the Health Department. Kincade suggested that Mayor Reeves request assistance from Senator Johnny Key. Within a couple of hour after making that call, Mayor Reeves received a call from the Department of Health and today, in spite of the snow storm in LR, our Engineer, John Selig called to say he had approval and would contact USDA in hopes of being able to publish requests for bids this weekend. Bids can be awarded thirty days from that publication and then the loan closing could be scheduled.

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  
March 9, 2010**

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 (Absent)  
Lisa Harrison

Ray Davis  
Paul Beavers

**Guest**

Doris Daniel

Joan Carlsen

Janet Nelson

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

**Meeting Notes:**

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

**Consent of Agenda:** An application for a new Business License was added to the new business.

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

**Monthly Financial Report:** Monthly report for February 28, 2010. There were no questions at this time.

**Unfinished business:**

**Animal Ordinance:** The ordinance has been revised to include the requirement of Cogan's test for all equine. No other changes were made. The ordinance will be scheduled for the first reading at the March 16<sup>th</sup> Council Meeting.

**Park Pavilion:** The pavilion at the City Park has been completed and a concrete slab with concrete tables would finish the project. Bids are being sought and determination will be made depending upon funding.

**Park Related:** Paul Beavers said that he spoke with Fish and Game about possibly putting some concrete picnic tables down near the F&G parking area near the Old Ferry landing. They seemed agreeable to the idea but wanted to make sure that neighboring property owners did not object. Paul will follow up.

**New Business:**

**Business License:** Michael Davis has submitted an application to open a business to sell guns, knives, fishing supplies and sporting goods at 13851 Hwy 5 South. He requested that the council act on the license tonight so that he can proceed with regulations regarding the sale of guns and ammo. Paul Beavers made a motion to approve the license application for a business called "Sharps" to be located at 13851 Hwy 5 South. The motion was seconded by Ray Davis (no relation to the applicant) and carried with 5 votes in favor; no votes opposing.

**Updating Ordinances/Code:** Mayor Reeves stated that a number of the ordinances are currently outdated and ineffective and asked if the Council would be willing to review old ordinances to bring them up to date. They agreed to review a few of the old ordinances at each workshop over the next several months. Mayor Reeves will provide copies of current ordinances that may need to be addressed by the council for their review and discussion at the next workshop.

**Water Project Update:** Bids will be opened on March 16<sup>th</sup> at 10:00AM and every 15 minutes thereafter until all bids are received. There has been considerable interest but the actual number of bids will not be known until that morning. Depending on the number of bids and how they are written, actually awarding the bids may require some additional time to study.

**Announcements:**

**Planning/Zoning Commission:** Chairman Ron was not present.

**Wolf House:** The Federal Park Service recently visited the Wolf House and will hold public meetings on April 20 at 5PM and 6:30 PM at the community center to share their findings and gather input from the public.

**Reschedule the April 20 City Council Meeting:** Due to the Wolf House meeting being scheduled at the same time as the regular City council meeting, the Council agreed to reschedule the April 20, 2010 6:30 PM meeting to Monday, April 19 at 7:15 PM so that all council members could attend the Wolf House meeting. Notices will be sent to the media.

Other Events and meetings were noted.

With all other business completed, the meeting concluded at 6:55 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
April 13, 2010**

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

Nina Brewer

Ray Davis

Camille Voelz

Lisa Harrison

Paul Beavers

**Guest**

Doris Daniel

Ron Ragsdale

Janet Nelson

Don Sappington

Gloria Becker

David K Miller

Stubby Stumbaugh

Leon Alexander

John & Nancy Bielser

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 Minutes for the Mach 22 Special meeting and the First Quarter financial Report were missing from the prepared agenda. Just prior to the meeting, Doug Simpson asked to address the Council on a sewer line issue. These items were added to the agenda. The order of the agenda was changed to accommodate those that were present for a specific item.

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

**Monthly Financial Report:** Monthly report for March 31, 2010. There were no questions at this time.

The Quarterly report was presented in a new format and a brief explanation was given.

**New Business in the new order of discussion:**

**John Bielser Lease for the Agri Building:** The Bielser's presented a business plan that included an art studio with some classes; a quality resale shop and a teen center. The proposal included repair and renovation of the interior of the building at their expense to accommodate the business. They displayed some of the items that would be for sale. They proposed a 5 year term with a 3 year option for either party to terminate without penalty at a rate of \$1 per month. Their renovation plan did not include repair of the windows. The city would like to retain the use of the parking area around the building for city use during city events. All other conditions of the lease were acceptable to the Bielser's. Action on this lease will be on the April 19<sup>th</sup> Council meeting agenda.

**IESI Waste Disposal Contract:** Stubby Stumbaugh was present from IESI. The existing contract automatically renews unless either party notifies the other of their desire to cancel 90 days prior to the renewal date. That opportunity was not taken by either party and thus it will be in effect for one more year. The contract does all for an increase not to exceed 5% per year. Mr. Stumbaugh asked that the increase for the coming year would be 2.1% based on the CPI. With no opposition, he will formalize that with a letter.

**Law Enforcement Software Request:** Chief Griffin asked the Council to consider a software package and a lap top for the patrol car that would enable a check for stolen vehicles and warrants through a National network during a stop. An officer would be aware of a potentially more dangerous encounter, the need for additional backup and would not be likely to release someone with a warrant. The current system is often busy and relaying the information can be misunderstood. Mt. Home currently has this system in their cars and would allow Norfolk to run off of their tower at no charge. Cost of the software and installation would be about \$2500 of which \$1000 could come from the sale of a car that was confiscated by the Department in a drug arrest. Discussion ranged from the financial status of the city, the benefit of protection for officials on duty, and the risk to the community and officers if people that may have outstanding warrants are released. Decision on this item will be on the April 19<sup>th</sup> Council meeting agenda.

**Doug Simpson Sewer Request:** Mr. Simpson said that his request is for sewer lines to Lots 1-4, 5 and 6. He has discussed this with the Mayor and most of the Council previously without conclusion. He is proposing to pay for all the materials to cross Wolf Street (approximately 100') and the City workers could provide the labor at no additional cost to the City. Mayor Reeves explained that the City workers do have their normal work and do not have "spare time" to take on a project like that especially in the summer as we begin a huge water project; the City code requires that the cost of connection to the City line is the responsibility of the developers/land owners; and any improvements or changes in that line should not be done to accommodate one individual

but be done to current standards with potential future users in mind like the lots beyond those owned by Mr. Simpson. In addition a sewer line requires a manhole at every angle; there is no right of way or access to one of the lots; the line must be at least 100' from the well; the project requires an Engineer plan approved by the Department of Health and will need to be supervised by the City Water/Sewer Superintendent. This plan would need to be paid for by the developer and not the City. Mr. Simpson suggested that he may pay half of the cost of a study. The City code requires private septic systems deliver grey water to the City sewer system; Mr. Simpson suggested an alternative system that might be able to be used and the output sent to the nearby creek. Since this item was not on the agenda in time for the City to have staff present nor had the Council members been prepared to discuss it at this meeting, it was not possible to know all the facts. Mayor Reeves recommended that the Council meet with Cory and Derak to discuss this issue before making a decision and he agreed to get an estimated cost for an Engineers Plan for the project as requested by Mr. Simpson. No decision will be made on this item at this time.

**Unfinished business:**

**Animal Ordinance:** No comments at this time. The ordinance will be scheduled for the second reading at the April 19<sup>th</sup> Council Meeting.

**Updating Ordinances/Code:** Mayor Reeves stated that he has discovered that many of the old ordinances have been revised or replaced already; however, some have just been modified in part making it difficult to know exactly what is currently in effect. He recommends that in the future, all revision be done by replacing the previous ordinance with a completely new ordinance that reflects the intended change. No further action will be taken.

**Other New Business:**

**Diane Duncan lease of the Home Ec Building:** Ms. Duncan was not available for this meeting.

**General Accounting Software:** A request was made for updated accounting software that would be compatible with the Water Department software that was purchase a couple of years ago. The accounting part was not purchased at that time to defer the cost. The City currently uses Quick Books which is primarily designed for use by a company or multiple companies rather than by city government. It requires that each department/budget be a totally separate company and it is not possible to get a total City report without creating it outside of the system in Excel. The new system is designed specifically for city government and will generate the reports are required of a city. The cost of the proposed system is \$ 6,514.

**Summer Part-time helper:** The young man that did it last year is interested and willing to do it again this year. He rate last year was \$8/hr. Council was in favor of considering this again with the same employee at the same rate. This item will be on the April 19<sup>th</sup> meeting agenda.

**City Council Wards:** The recently annexed areas need to be included as a part of a ward in the city so that those residents may have the option of running for a council position in the upcoming election. Since we do not have updated census for the entire city, and neither of the subject areas are heavily populated with permanent residents, it was decided that the Stony Creek area should become a part of Ward 2 and the River road area would become a part of Ward 1.

**Cable Service:** A company from Yellville area is investigating the possibility of bringing a fiber optic cable/internet service to Norfolk.

**Proclamation:** Mayor Reeves read a proclamation declaring May 2010 as National Preservation Month.

**Other Announcements:**

**City Logo:** Mayor Reeves reported on 2 options for to get the City Loge embroidered on shirts, hats and other items.

**Wolf House:** The Federal Park Service recently visited the Wolf House and will hold public meetings on April 20 at 5PM and 6:30 PM at the community center to share their findings and gather input from the public.

**Reminder: Reschedule the April 20 City Council Meeting:** Due to the Wolf House meeting being scheduled at the same time as the regular City council meeting, the Council agreed to reschedule the April 20, 2010 6:30 PM meeting to Monday, April 19 at 7:15 PM so that all council members could attend the Wolf House meeting. Notices will be sent to the media.

Other Events and meetings were noted.

With all other business completed, the meeting concluded at 8.45 PM.

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
May 11, 2010**

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 (arrived late)

Nina Brewer

Ray Davis

Camille Voelz

Lisa Harrison

Paul Beavers

**Guest**

Ron Ragsdale

Don Sappington

David K Miller

Leon Alexander

Joan Carlsen

Patricia Wright

Doug Simpson

Janet Nelson

Jim Griffin

Cory McFall

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. Jimmy Mincey arrived late

**Consent of Agenda:** Mayor Reeves asked to include discussion of inoperable vehicles and there were no objections. It was agreed that the order of items be changed to address the sewer request on the property near the main city well first as Cory McFall, Utility Superintendent is present and on the clock for that item.

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

**Monthly Financial Report:** Monthly report for April 30, 2010. There were no questions at this time.

**Unfinished business in the new order of discussion:**

**Property near the Main City Well:** Doug Simpson had previously requested that the city bring the sewer lines onto his property near the main city well. Mayor Reeves read City Code 10.08.04 stating that the customers pay the expense of connecting to the City sewer. Water Superintendent, Cory McFall stated that Mr. Simpson's request for an engineer's estimate could not be accurately provided because an engineer needs specific information as to the developer intent for the adjoining property. Therefore, McFall recommended that Mr. Simpson provide his engineer with his specification and submit that plan to the City for approval. An certified engineer will be familiar with Health Department restrictions and regulation around a well head and could develop a plan that would very likely meet with the City's approval and the engineer will then submit it for Health Department approval. The City sewer systems dead ends at Fourth and Wolf which would be the point that the developer needs to connect. The City will address the issue again when the engineered plans are provided.

**Animal Ordinance** is scheduled for the third reading and a vote at the May 18<sup>th</sup> meeting. No comments or questions at this time.

**City Council Ward Realignment Ordinance** is scheduled for the second reading at the May 18<sup>th</sup> meeting. Mayor Reeves stated that Charles Slater is working on the map that will be filed with the ordinance.

**Park Equipment:** It was agreed that the best location to set up the swing/playground set that we received from Fish and Game would be in the grassy area south of City Hall and west of the Youth Center which would make it available for children from the Youth center and events at the Community Center. Bids for a slab under the pavilion at the City Park are still being sought. A certificate of deposit will mature on 5/18/10 and will be redeemed into the park account.

**Jail Fee Agreement:** Sheriff Montgomery has proposed an agreement for a monthly set jail fee of \$250 based on past history rather than the current \$40 per day. Any remaining fund at the end of the year would be sent to the County Jail as well. Chief Griffin recommended that the Council approve the agreement based on the fact that he is aware of a couple of upcoming cases that would require lengthy incarceration of individuals to the extent that it could easily exceed \$1000/month. A jail fee is currently included in the court cost on each ticket and can only be used to pay jail fees. Based on the history, this would generate the

proposed \$250 fee; any jail fees in excess of that would also be turned over to the jail because they cannot be used for anything else anyway. Each year the fee would be reset. It will be placed on the May 18<sup>th</sup> agenda for a vote.

Prisoners working in town: In preparation for the upcoming Pioneer Day event, the Calico Prisoners have been working to tidy us around town. Due to the rain, they have not been able to work so they are here in larger numbers than usual.

Inoperable Vehicles: Mayor Reeves said that it is difficult to enforce the current inoperable ordinance because it is hard to define what is an “inoperable”. He asked the Council to think about exactly what they would want to accomplish and return with some ideas that might help clarify the problem to be resolved. It may just be a matter of defining how to identify a violation or may require a revision of the ordinance.

Lot Split in River Ridge Subdivision: The Planning and Zoning Commission reviewed a request to split a parcel of land in River Ridge Park Phase A Subdivision. The owner, John Wilson is requesting to split part of Lot 13, all of Lot 22 and part of Lot 23 into 3 lots of more than 1 acre each. The P & Z Commission finds no problem or violation in the proposed plan and recommends that the Council approve the request. It will be placed on the May 18<sup>th</sup> agenda for a vote.

**Other Announcements:**

**Water Project Update:** They are boring and laying pipe in Norfolk Village and the drillers are moving in with a plan to begin tomorrow. The project is moving ahead as planned.

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  
June 8, 2010**

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**

Gloria Becker  
Johnnie Sepulvado  
Joyce DeVoney

Don Sappington  
Ernie Hubbard  
Mike Harrison

David K Miller  
Doris Daniel  
Warren Gragg

Joan Carlsen  
Don Davis  
Frankie Baker

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

**Meeting Notes:**

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

**Consent of Agenda:** No Changes were made

**Public Forum:** Ernie Hubbard spoke about the Volunteer Street Tax and his experience with the Collector over his choice not to pay it. He said that the Attorney General referred him to his State Legislative Representative; but he has been unable to speak with Curren Everett. Mayor Reeves stated that the Volunteer Street tax is set by resolution voted on by the Council each year and has been in existence for over 20 years – research has not lead us to the actual date of origin. Former Council member Warren Gragg said that it was set up as a temporary tax to repair road following the Sewer Project in the late 80's or early 90's. (Research since the meeting verifies that the tax existed in 1980.)

When a member of the audience continued ranting on about unrelated matters after the Mayor asked him to cease, Mayor Reeves recessed the meeting for 15 minutes at 7:05 PM.

The meeting was called back to order and resumed at 7:20 PM. with the next agenda item.

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

**Monthly Financial Report:** Monthly report for May 31, 2010. There were no questions at this time.

An additional report was provided to compare the YTD income/expense information from 2009 and 2010.

**Unfinished business in the new order of discussion:**

**City Council Ward Realignment Ordinance** is scheduled for the third reading and a vote at the June 15<sup>th</sup> meeting. No comments or questions at this time.

**Record of Document Destruction:** A copy of the affidavit and list of documents was provided.

**New Business:**

**2009 Water Audit:** Copies of the Audit report was provided and Mayor Reeves noted that there were no exceptions found. A motion to accept the report will be scheduled at the June 15<sup>th</sup> meeting.

**Food Bank Request:** The Board of Directors for the North Arkansas Food Bank has requested an agreement from the City Council allowing their trucks to enter the Food bank through the City Hall Circle. The area that trucks turned around in the past is no longer available for that use. The Agreement was circulated to the Council for signatures and everyone signed in agreement.

**Yard Waste Dumping on City Property:** In the past, the city has allowed citizens to bring yard waste to a location by the sewer plant where it has been burned/buried by the city. Mayor Reeves asked if the Council wishes to continue this practice except when the area is too wet for vehicles to drive on. A show of hands by the Council indicated that it should continue to be available to the citizens.

**Summer Hours:** Mayor Reeves said that summer hours have been put in effect as of June 1<sup>st</sup>, to open at 7:30 AM and close at 4PM. The change in hours makes it possible for city workers to take advantage of the summer program at the youth center for their day care needs.

**Other Announcements:**

**Water Project Update:** They have completed boring and laying pipe in Norfolk Village and it is ready for meter installation to begin; the drillers at 1810' and through the Rubidoux Aquifer. They will go 200' more with the original drill and then begin enlarging the hole for pipe.

It was noted that the meeting dates on the agenda were for last month and should be June 15<sup>th</sup> for the Council meeting and June 28<sup>th</sup> for the Planning Commission Meeting.

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  
July 13, 2010**

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**

Gloria Becker  
Johnnie Sepulvado  
Russ & Rosa Webb

Don Sappington  
Ernie Hubbard  
Ray, Sherrie & David Rapalee

David K Miller  
Doris Daniel

Joan Carlsen  
Manfred Henzler

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

**Meeting Notes:**

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

**Consent of Agenda:** No Changes were made except that David Miller has asked to speak.

**Public Forum:**

**James Reynolds regarding a donation to the summer league ball park.** Reynolds was not present but had talked to the Mayor previously about a sign at the Salesville ball park showing a \$1000 donation to the summer league and felt that Norfolk should do the same. Mayor Reeves relayed the information to the council for their consideration at the next meeting.

**Manfred Henzler regarding development of a skateboard park.** Henzler had a brief video of the Mountain Home Park and said that he had recently witnessed kids skateboarding on the streets and in business parking lots. Businesses don't want them in their lots and they pose a real risk to drivers, pedestrians and themselves when they use the streets. He offered to make a monetary donation toward the proposal and suggested that if the City Council would offer their support and possibly a site, it would be his goal to involve the kids in the development, financing and creation so that they have a vested interest in the project. Donna Hinton said that because the businesses do not want skateboarding on the sidewalks and parking lots, that they may also be interested in creating an alternative place for it. One possible way to involve them would be to block off the "City Hall Circle loop" for a skateboarding party to bring the interested kids together so that their interest and ideas could be measured. It would be the intent that the initial park be the first of several stages so the cost could be spread over a period of time and expansion would be based on actual use/need. Camille Voelz stated that she had big concerns over liability based on her experience with skiing. The park would be posted and there would be no fee to use it. A possible location might be the area just south of City Hall and west of the Youth Center where the donated park equipment may be located. It was the consensus of the Council that it is important to provide a place for kids to "do their thing" and encouraged Henzler to proceed and keep them informed.

**Rosa Webb regarding a desire for city water service at 1634 Riverview Drive.** As an absent property owner who has been out of town for a couple of years, she was not aware of the pre project sign up to connect and therefore requested that she be given the option to connect for \$100 instead of the normal new connection fee of about \$820 or more. Mayor Reeves stated that it would probably be more than the \$820 because the line stops about 500 feet from the Webb property and would require a bore under a creek and under the road which would normally be at the owner's expense. One resident on Riverview has already paid \$820 for a connection that was not requested during the initial sign up period before the project. The city did post the street with the offer and a special meeting was held to explain that the customer need would be a factor in the USDA grant/loan. The engineering was done to serve the properties that signed up. Council will look into the situation and it will be placed on the agenda for the next meeting for a decision.

**Mr. Foss regarding discharging fireworks within the city.** He said that his concern was that stray sparks and falling debris could ignite fires. Also, the noise is quite loud and goes on late at night. His ill wife was startled out of her sleep late at night by the noise. The city does not have a fireworks ordinance at this time. It would be difficult to regulate them to a specific area as people enjoy them as part of their private backyard celebration. As far a curfew it would be difficult to set a time that could apply all year

long because some people have firecrackers as part of their New Year's celebration. Council will consider the discussion and they can place it on the agenda if they want to pursue it further in the future.

David K. Miller wished to apologize for his expression of disapproval of the ranting displayed by a citizen at the last meeting. He suggested that it may have been out of order and may have offended other members of the audience for which he wished to apologize. He recalled the citizen conduct to be characteristic of council meetings from the past and commended the current council members on their positive meeting conduct and discussions of differing views in spite of the fact that he does not always agree with their decision. He is proud and appreciative of the service that they do. The audience responded with applause.

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

**Monthly Financial Report:** Monthly report for June 30, 2010. There were no questions at this time.

A report was provided to show the first half of the year actual to budget and compare the YTD income/expense information from 2009 and 2010 for the same period.

**Unfinished business:** None at this time

**New Business:**

**New Flood Plain Ordinance:** FEMA has required that a new updated ordinance be passed by December 3, 2010 to remain in the National Flood Insurance program. A preliminary copy was provided to the council for information only pending approval by FEMA.

**Installation of donated park equipment:** AR Fish and Game gave the city a playground unit that they removed from a campground. At the AML conference, Lisa Harrison met a vendor that was willing offered to provide an estimate to install that equipment. They gave an estimate of about \$2300, which was confirmed by another installer as a fair amount. Acceptance of this bid will be placed on the next meeting agenda.

**Other Announcements:**

**Water Project Update:** The boring and pipes are laid Norfolk Village and Jordan Road areas and await water. The River bore has been completed but the contractor is redoing it for a better position on the Village side. The drillers have completed the test hole and are waiting results from their water samples. The tower crew is expected by the end of July.

**Road issues as a result of heavy rain:** Gravel roads are washing out in the River Ridge area and some other areas of the city.

Water Maintenance resulted in service disruption up on the hill today from about 8AM to early afternoon. Service is back on with the exception of a few trouble spots.

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  
August 10, 2010**

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**

Don Sappington	David K Miller	John Selig	Mike Harrison
Johnnie Sepulvado	Ernie Hubbard	Doris Daniel	Bobby Brewer
Leon Alexander	Vickie Raub	Mike Womack	Ethan & Jinger Wright
Tom Hearn	Rod & Rita Engle	Jim Smith	Liz Smith
Charlie & Rima DuVell	Bruce & Marilyn Loveless	Harold & Honsey White	Wayne & Loretta Bodenhamer
Dave & Billie Kay Miller	John Ingeler	Theresa Ferrugin	Susan, Ed & Marc Czaja

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

**Meeting Notes:**

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

**Consent of Agenda:** No Changes were made except the order of items to expedite the meeting.

**Public Forum:**

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

**Monthly Financial Report:** Monthly report for July 31 2010. There were no questions at this time.

**Unfinished business:** None at this time

**New Business:**

**Water Project Update:** Project Engineer, John Selig reported that the well driller has reached the full depth, the casing is in and output is over 250 GPM. Samples have been submitted and results show good quality water with some hardness that is about the same as the current supply. The boring and pipes are laid Norfolk Village and Jordan Road areas and await water. The River bore has abandon the first bore because it was exit on the Village side was too deep and too near the Ferry ramp concrete; the second bore was abandon when a bit broke; the third attempt has been completed and the back reaming has begun to up size the hole. Additional equipment has been ordered to accomplish this and an extension of 30 days has been requested. Selig recommends that the extension be granted. There were no objections to the extension. The tank foundation has been poured; a fitting is needed and after tank materials are delivered, it is expected that it will take about 30 days to erect and 20 days to paint.

**Federal Hwy Sidewalk Project:** With the approval of the Mayor, Engineer, John Selig has prepared an application for a grant to construct a sidewalk from the Wolf House to the Food Bank. His proposal is for the sidewalk to begin at the Wolf House; follow the rail road on private property from the Overlook, behind the store fronts and back to Hwy 5 near the memorial (with a connection back to the store front side walk near Andy Lane) and then proceed along the Hwy to the Food bank entry. The sidewalk must meet ADA requirement of a minimum five foot width. A route across private property would avoid the high cost of easements from the Rail Road. The plan to go behind the storefronts was questioned because the stores do not have rear entrances. An alternative plan would be to utilize the present side walk from the Wolf House past the stores and then along Hwy 5 however, a part of the current sidewalk is only four foot wide and the store front sidewalk is in very poor condition as well as having several vending machines on it that reduces the pedestrian width. Selig agreed to refigure the project to go along the highway and would provide that information to the Mayor prior to the meeting next week. The cost of the current plan would be about \$143K with the city portion being 20% plus engineering fees and 1% for a total of about \$45K. It would be expected to continue to serve the community for 30 to 40 years. Mayor Reeves said that the funding would need to come from the Street Fund and the General fund and would impact the amount of street work that could be done for the next year or so. Audience comments were generally in favor of the project with the plan along the highway. Some concern to a delay in road/street repair was expressed. The application dead line is August 24<sup>th</sup>. The item will be placed on the August 17<sup>th</sup> agenda and additional information will be available.

Lot Split: Manfred Henzler has requested to divide Lot 23 through 27 and Lots 30 & 31 of the Town of Norfolk Plat 409. The property is located at the corner of First and Main. The split would result in 2 lots; one being 116' X 140' and the other being 80' X 140'. The Planning commission has reviewed the request; finds it in compliance with all requirements and recommends approval. The item will be placed on the August 17<sup>th</sup> agenda.

**Violation Short term rental in R-1 Zone:** A property known as Charlie Cook's Place and is located in the River Ridge Subdivision which is zoned R-1; was recently sold to an Jason Aamodt, an Environmental Lawyer from Oklahoma who is advertizing on a web site for nightly rentals. The City Ordinance prohibits short term rentals in the R-1 area and the owner is advertising; has not applied for a business license which would have been denied due to the location. Mayor Reeves had received complaints from other residence in the subdivision and has sent a letter and a copy of the ordinance to the owner. They have corresponded by phone and email. Mayor Reeves read several parts of a 17 page letter received from Mr. Aamodt on the subject ordinance and the legality of it. Several citizens from the River Ridge subdivision were present and expressed a variety of concerns that they have about the situation and the impact that it may have on their property, the community and the river as well as the fact that he is running a business without a business license. They asked that the City enforce the ordinances and stand behind them. In that effort, **Ray Davis made a motion request that Ron Kincade review all the documents and information on the situation and file a "cease and desist" order if he finds it appropriate. The motion was seconded by Nina Brewer. After a brief discussion, the motion pass with Paul Beavers, Lisa Harrison; Ray Davis and Nina Brewer voting in favor of the motion; Jimmy Mincey voting against and Camille Voelz abstained.** It was noted that the cost of the legal advice/action would be borne by the City and that the AML legal service was only available if the city is being sued. Mayor Reeves will make that request of Mr. Kincade as soon as possible.

**Other Announcements:**

**Helicopter Pad in Norfolk Village:** In response to a citizen suggestion, Camille Voelz proposed that a concrete helicopter pad be put at the old well site in Norfolk Village as many of the people in that area are elderly and have the Airvac memberships. This item will be placed on the September Workshop agenda.

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

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
September 14, 2010**

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**

Don Sappington  
Leon Alexander  
Bill Ackerman  
Wayne & Loretta Bodenhamer  
Dave Miller  
Warren Gragg

David K. Miller  
Bonnie Sappington  
Rita Engle  
Susan & Edwin Czaja  
Jason Aamodt

Mike Harrison  
Kay Dunn  
Charlie DuVell  
Mike Hinton  
Manfred Henzler  
Rob Beard

Doris Daniel  
Judy Boston  
Harold White  
Tom Cromes  
Mike Schuster

Bobby Brewer  
Ron Ragsdale  
Joyce DeVoney  
Ann White  
Joan Carlson

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 2011 Millage Resolution was added without opposition.

**Public Forum:**

**Jason Aamodt,** (operating under the corporate name of Black Dog Enterprises) the new owner of the former Charlie Cook property located in River Ridge Subdivision who is advertizing it for short term rental in violation in the R-1 zone. He introduced himself and challenged the validity of the City Planning and Zoning Ordinance of 1995 and an Ordinance amending it in 2008. He suggested that the council should propose a solution to the problem since the ordinances were not enforceable.

**River Ridge Residents:** Several other residents from the River Ridge subdivision read /made statements opposing the short term rental and asked the Council to enforce the Ordinances. They asked that a business license application be denied.

**Councilman questions:** Ray Davis asked if he was renting primarily to families and how often. Mr. Aamodt replied that his customers were primarily families on weekends and he had rented it three or four times. Camille Voelz stated that in light of the possible violation, she would not vote to approve a business license until this issue is resolved. There were no other questions.

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

**Monthly Financial Report:** Monthly report for August 31, 2010. There were no questions at this time.

**Unfinished business:**

**Pate vs. Gragg:** Rob Beard, AML Attorney gave a brief history of the case which stems back about 5 years and has recently been reopened. Mr. Pate is currently representing himself and has indicated that he would be willing to settle for \$1500.00, a sum equal to his legal expenses. AML and the City would share the cost of the settlement 50/50, with each paying \$750. Mr. Beard offered this proposal to the Council and asked them to vote on a motion to accept the settlement at their next regular meeting. This item will be placed on the next Council meeting agenda.

**Business License Application from Black Dog Properties;** Mayor Reeves relayed the message from Attorney Ron Kincade that the Council can not approve the license; to do so would be in violation of the City's ordinances. Ray Davis said that we should proceed with the injunction to stop the violation as previously discussed. Mayor Reeves said that there are penalty fees outlined in the Zoning Ordinance and in the Business Permit Ordinance that could also be assessed if Mr. Kincade recommends. This item will be placed on the next Council meeting agenda.

**New Business:**

**Flood Plain Code and Ordinance:** Mayor Reeves said that passage of the updated Code and Ordinance is by December 3, 2010 is required to continue in the National Flood Insurance program. Due to the length and detail, he encouraged everyone to read it carefully and note anything that should be discussed or changed. This item will be placed on the next Council meeting agenda.

**Revised 2010 Budget Ordinance:** A midyear budget revision for 2010 is presented for review and approval. No comments or questions at this time. This item will be placed on the next Council meeting agenda. The Recorder/Treasurer stated that the 2011 budget is in process now so any requests or information regarding that should be submitted as soon as possible. This item will be placed on the next Council meeting agenda.

**Resolution to support Amendments #2 and #3:** The AML asked that each city consider supporting these amendments to the AR Constitution at the upcoming election. This item will be placed on the next Council meeting agenda.

**Resolution to display "In God We Trust" in the Council Room:** A national movement to display the national motto in public areas of government. This item will be placed on the next Council meeting agenda.

**Helipad in Norfolk Village:** Camille Voelz had been contacted by a citizen suggesting that the old well site be used for an AirVac helipad. Joyce DeVoney presented the idea to the Council for their consideration. Camille Voelz asked that it be tabled until she was able to research this further. She will call to have it placed on the agenda in the future.

**2011 Resolution setting the Mil rate:** An annual resolution required by the Quorum Court to establish tax rates. The proposed resolution does not change the rates that have been used for the past several years. This item will be placed on the next Council meeting agenda.

**Other Announcements:**

**Water Project:** Mayor said that the water project is on schedule with the exception of continued problems with the bore under the river. Another bit has been lost in the process of reaming; however, the crew is determined and is coming up with new solutions to each problem as it occurs.

**Planning Commission:** Planning and Zoning Commission is going to do another mailing of their survey findings and have scheduled a public meeting on October 4, 2010, to begin the final steps.

**Skate Board Party:** A skate board party is being held on Saturday, September 18<sup>th</sup> to measure interest and need for a skate park in Norfolk. TLC will be providing hot dogs and Manfred Henzler will be providing drinks. Mr. Henzler offered to provide some financial support for a skate park if it is determined that the interest and need is here. It is free and will be held by City Hall.

With all other business completed, the meeting adjourned 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  
October 12, 2010**

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**

Don Sappington  
Tom Cromes  
Tyler Davis

David K. Miller  
Ann White  
Alex Callantine

Doris Daniel  
Vickie Raub  
Cody Cruse

Bobby Brewer  
Peggy & Jerry German  
Chris Rogers

Ernie Hubbard  
Warren Gragg

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

**Meeting Notes:**

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

**Consent of Agenda:** No changes were made

**Public Forum:** Nancy Dailey, CNC Home Health, Calico Rock: For the awareness of the Council and audience, she explained the services and benefits of home health worker for elderly and disabled citizens. She said that most services by any accredited health care service are paid by Medicare and CNC also provides an emergency alert button to their clients. She left brochures and cards and encouraged everyone to share the information with anyone that might benefit.

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

**Monthly Financial Report:** Monthly report for September 30, 2010. There were no questions at this time.

Third Quarterly Report: Third quarter year to date actual compared to budget was distributed. There were no questions at this time.

**Unfinished business:**

**Flood Plain Code and Ordinance:** The second public reading is scheduled for the next Council meeting

**New Business:**

**Skate Board Park:** Manfred Henzler has offered to match the amount of funds raised by the Skaters/families up to \$2000+. Prior to beginning fund raising, the City is asked to commit a space for it. The request is to located a concrete slab about 30'x 50' in the green space just off of the City Hall parking lot. This would be out of the way so noise should not be a factor and activity would be away from the businesses and off the streets and highways. Mayor Reeves said that plans are for the F&G playground equipment to be set up in the same area and it is believed that these two items would be compatible in that space. The request includes that the City provide lighting and porta potties or some toilets for the area. Jimmy Mincey asked about the possibility of building a toilet facility and hooking it into the Youth Center system. Ray Davis and others agreed. Concerns about liability were expressed. By law, the City has tort immunity which would be waived if the city were to purchase any type of liability insurance. AML recommends that the City does not. Nina and Bobby Brewer talked to the Mayor of Paragould regarding their experience and they have not had any problems. A sign would be posted; no fees would be charged which would make the City no more liable than they already are at the existing City Park. Ray Davis suggested that he would be willing to solicit some donations for concrete and some of the skaters that were present said they would build equipment and help in any way. No action was taken; this issue will be placed on the agenda for the next Council meeting.

**Tabled Issues:**

**Helipad in Norfolk Village:** Camille Voelz asked it not be listed on the agenda until she calls to schedules it.

**Other Announcements:**

**Water Project:** Mayor said that the water project is on schedule and the fire hydrants in the village are currently operational. It is expected that the tower and treatment plant will not be operational until late December or early January.

**Planning Commission:** Planning and Zoning Commission held a public meeting on October 4, and received community input for the future vision for Norfolk. They have rescheduled this month's regular meeting to Monday, October 18, 2010 at 5:30 PM instead of the last Monday of the month.

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

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk  
City Council Workshop  
December 14, 2010**

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

**Mayor**

Jim Reeves

**Recorder/Treasurer**

Donna Hinton

**Council**

Jimmy Mincey

Nina Brewer

Ray Davis

Camille Voelz

Lisa Harrison

Paul Beavers

**Guest**

Don Sappington

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.

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

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

**Monthly Financial Report:** Monthly report for November 30, 2010. There were no questions at this time.

**Unfinished business:**

**2011 Budget:** The Council reviewed each line item of each account and agreed to make several adjustments to bring each account into balance. A final summary will be provided prior to the next Council meeting with the understanding that additional changes can be made up until the 2011 budget is approved.

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

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James Reeves, Mayor

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Donna Hinton, Recorder/Treasurer

Seal: