

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

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

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

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

Guest

Bonnie Sappington

Mollye Davis

Dave Miller

Hassan Ghassimi

Maranda Ghassimi

David Miller

Leon Alexander

Chris Perry

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

Meeting Notes:

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

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

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

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

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

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

Unfinished business:

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

New Business:

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

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

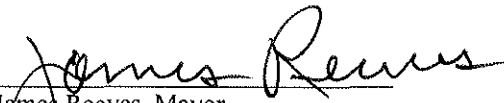
Pioneer Day Discussion: Pioneer Day is the local celebration that has traditionally been held on the 3rd Saturday in May and was originally organized by volunteers from the community. The past several years, the Mayor has chaired that effort and would like to pass that position back to someone in the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

Announcements:

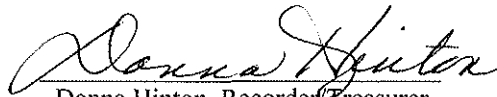
Planning Commission: No report

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

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



James Reeves, Mayor



Donna Hinton, Recorder/Treasurer

Seal:

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

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

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer (Absent)

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

Guest

David Miller

Leon Alexander

Frankie Baker

Gloria Becker

Doris Daniel

John Hazelton

Ernie Hubbard

Frank & Susan Kaye

Mike Harrison

Rod Engle

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

Meeting Notes:

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

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

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

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

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

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

Unfinished business:

New Business:

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

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

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

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

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

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

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

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

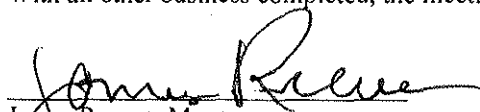
Pictometry: The County has contracted to take aerial photos of the county so that they can plat out roads, rivers, lakes and other significant landmarks. This information will be beneficial in the event of a disaster and other occasions when it will be necessary to locate remote incidents. They have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

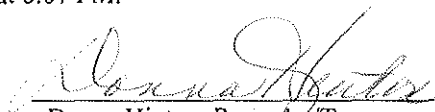
Pioneer Day Discussion: A meeting on Tuesday, January 25 resulted in 5-6 volunteers that indicated that they would work on the upcoming event. A chairman has not been named as of yet. More interest would be most welcome.

Announcements:

Planning Commission: No report

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


James Reeves, Mayor
Seal:


Donna Hinton, Recorder/Treasurer

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

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

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

Guest

David Miller

John Hazelton

Ernie Hubbard

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

Meeting Notes:

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

Consent of Agenda: No changes or additions were made.

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

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

Unfinished business:

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

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

New Business:

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

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

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

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


Announcements:

Planning Commission: No report

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


James Reeves, Mayor

Seal:


Donna Hinton, Recorder/Treasurer

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

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

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

Guest

David Miller

Vickie Raub

Stubby Stumbaugh

Kay Dunn

Annette Bland

Frank Root

Janet Nelsen

Leon Alexander

James Smith

Mike Harrison

Sara R. Allen

Jimmy & Rita Light

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

Meeting Notes:

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

Consent of Agenda: No changes or additions were made.

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

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

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

Unfinished business:

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

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

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

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

New Business:

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

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

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

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

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

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

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

Other Announcements:

Planning Commission: No report

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

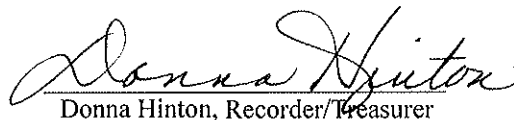
***Parking on River Ridge Road:** Fish and Game do not want to increase parking because they do not want to encourage a heavier impact on the river. The City has purchase 8 "No Parking" signs but it has not yet been determined if or when they will be placed.

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

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

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


James Reeves, Mayor


Donna Hinton, Recorder/Treasurer

Seal:

Handwritten note:
4/12/11

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

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

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton

Council

Jimmy Mincey

Nina Brewer

Ray Davis

Don Sappington

Lisa Harrison

Paul Beavers

Guest

Annette Bland

Ron Ragsdale

Ernie Hubbard

Christine Edwards

Frank Root

Davis K Miller

Manfred Henzler

Levi Woods

Vickie Raub

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

Meeting Notes:

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

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

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

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

Unfinished business:

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

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

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

New Business:

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

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

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

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

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

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

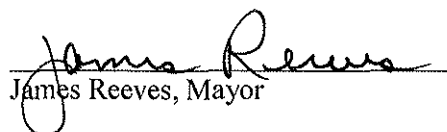
Review of the Personnel Policy: Mayor Reeves referenced an article in the recent April issue of the *City & Town Magazine* that addresses this subject. Our policy is not very specific in many areas and he suggested that a definition of the work week could save the city money by letting him manage employee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

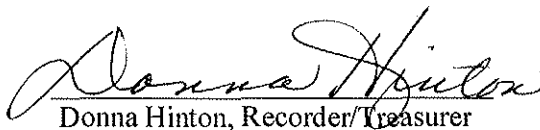
Planning and Zoning Commission Resignations/Appointments: Resignations from the Planning Commission have been received from Mike Logan and Joan Carlsen. Mayor Reeves said that it is his intent to appoint Kay Dunn and Christine Edwards to complete these terms.

Other Announcements:

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

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


James Reeves, Mayor


Donna Hinton, Recorder/Treasurer

Seal: