

**City of Norfolk
City Council Workshop
January 10, 2012**

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
Don Sappington

Nina Brewer
Lisa Harrison

Ray Davis
Paul Beavers

Guest

Earl & June Olsen
David K. Miller

Frankie Baker
Dave and Billie K Miller

Annette Bland

Michael Watson

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: Mayor Reeves presented a resolution to state employee compensation by position for consideration. No other changes or additions.

Last Month's Minutes: No other comments or questions.

Monthly/Year End Financial Report and Final Budget Revision for 2011: No other comments or questions.

Public Forum:

Unfinished business:

Fee Ordinance: Scheduled for 2nd reading at the January Council Meeting. No comments or questions.

Water Sewer Audit: For the record, a motion to accept and acknowledge receipt of the 2010 Water Audit Report is needed at the January Council meeting.

New Business:

Council Organization, Rules and Schedule for 2012: The most recent guidelines for conducting the Council meetings are Resolution 2009-01. Only one member has changed but a review/update of the guidelines and schedule information was provided for Council review. No action was taken at this time but it will be schedule for discussion at the February Workshop.

2011 Accomplishments & 2012 Goals: Mayor Reeves presented a brief outline of things that he felt should be acknowledged and asked each member of the Council to bring their suggestions to the February workshop.

Planning & Zoning Commission: Ron Ragsdale has completed his term as Chairman and member and has indicated that he does not wish to be reappointed. Chris Perry's term was complete on December 31, 2011. Mayor Reeves will contact him to see if he wants to be reappointed. The options are to continue as in the past or let the Council serve as the P&Z. The Council felt that the P&Z commission does a lot of research and ground work on issues to help them make informed decision when the issues do come before Council. Mayor Reeves will seek potential members for the P&Z. David Miller suggested that Ron Ragsdale re recognized for his service on the Planning & Zoning Commission several years and recently two years as Chairman. All present agreed.

Pioneer Days Planning Meeting: Mayor Reeves will schedule the first Tuesday of the month at 6:30 for Pioneer Day Planning. The first meeting will be February 7, 2012 at 6:30PM. Volunteers are needed.

Municipal League Winter Conference: Mayor Reeves, Don Sappington and Donna Hinton will attend. Ray Davis and Paul Beavers have canceled.

Fire Department Lease: Council requested an update of the future plans of the NAFD regarding the continued use of the old fire station on Hwy 5. The current lease for the building on Hwy 5 was extended to December of 2027 per the minutes of December 20, 2005. If the NAFD were to discontinue using the old station due to the construction of a new station near Hughes Grocery it would be a huge expense to the City. Chief Frankie Baker and Commissioner Earl Olsen stated that they intend to continue using the old station and outline a number of other measures that are in progress in an effort to achieve a lower ISO rating. The new water system, a second fire station, new truck and equipment should all contribute to this goal.

Police Department SUV: The police equipment from the Crown Vic is being installed in the Tahoe so it will be suitable for patrol use.

Building Inspector Compensation: Current the Building Inspector receives \$150/mo plus 50% of permit fees. It was suggested that the increase in fees for the flood plain area would result in an increase. No change was made.

Main School Building floor repair: The floor by the doors in the Thrift Store storage area have been determined to be unsafe by the fire chief. Several of the support beams have deteriorated most likely from water damage. Ray Davis said that he will do a full inspection and prepare a list of repairs to be done so that bids can be taken.

Wage Resolution: Mayor Reeves asked that the Council approve a resolution for the record stating the current compensation for each city position for the year 2012.

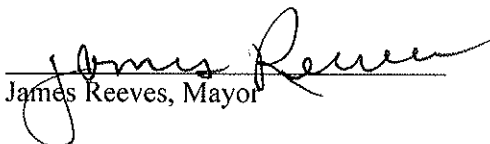
Other Announcements:

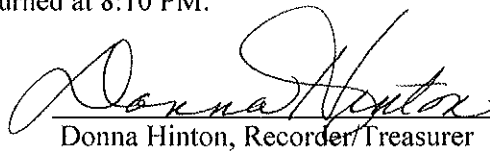
Planning and Zoning Meeting: The next meeting is scheduled for Monday, January 30, 2012 at 6:30 PM

Council Meeting: Tuesday, January 17, 2012 at 6:30 PM

Workshop: Tuesday, February 14, 2012 at 6:30 PM

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


James Reeves, Mayor


Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
City Council Workshop
February 14, 2012**

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
Don Sappington

Nina Brewer (Absent)
Lisa Harrison

Ray Davis
Paul Beavers

Guest

Ron & JoAnn Ragsdale
Leon Alexander
Kendra Woods

Frankie Baker
Coetia Batarsch
Derak Woody

Annette Bland
Mike Harrison

David K. Miller
Levi Woods

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: Mayor Reeves requested that discussion of the City Ward realignment and a Hazardous Driving Ordinance be added. Lisa Harrison asked that a request by John Casey for City support of the summer baseball league be considered. There was no opposition to adding these items.

Public Forum:

Businessmen's Concerns with Norfolk PD: Levi Woods, co owner of Woodsman's Package Store expressed concern over excessive police presence in very close proximity to his liquor store during peak activity. He said that it is having a very negative effect on his business and his customers have indicated that they have experienced an undue amount of surveillance /stops as a result. He said that it appears to be "Social Profiling" of his customers. He said that he understands and respects the role of the Police but that he asking the Council and Mayor what he could do to reduce the negative impact on his business.

Jimmy Mincey owner of a neighboring business that also sells beer on and off sale said that he has not experienced the negative feedback that Woods indicated. Mayor Reeves said that the Norfolk Chief and Patrolman only work about 18% of the time because they are part-time and it has been up to them where and when those hours are used. The area that they frequently park to observe and run radar has been an area of violations. It was pointed out that the County and State officers also use that spot. No immediate solution was provided by either side and Mayor Reeves said that he had discussed it with the Chief and doesn't intend to require any changes to their activity but would consider any suggestions that the Council had to offer.

Mandatory Lunch Breaks for City Employees: The recently passed ordinance to update the City Personnel Policy requires full time employees to take a lunch break in the middle of their shift unless previously arranged with the Mayor. Derak Woody said it would be his preference to work thru lunch and leave early on a regular basis. He asked the Council to consider amending the policy so that he could work thru lunch and leave early on a regular basis. His work schedule is set by the Mayor. There is no State or Federal law that mandates a lunch break however, it was noted by a Council member that policy is what it is and employees need to comply with it. A citizen asked if the lunch break was skipped and then a matter came up that would require the employee to work beyond his eight hours, would that employee be entitled to over time to which the answer is yes. A Council member said that his contracting crew chose to work thru lunch and he was okay with that and felt that employers and employees should be able to work it out. Mayor Reeves said that the nature of the City business being service to the people; the fact that the field worker come in early already leaves the City without anyone to assist citizens for an hour each day which is often a time when the

office has need of them is a big factor in having field personnel leave earlier. No immediate action was offered and it was left up to the Council to initiate any action on the issue.

Last Month's Minutes: No other comments or questions.

Monthly End Financial Report for February 2012: No other comments or questions.

Unfinished business:

Fee Ordinance: Scheduled for 3rd reading at the February Council Meeting. No comments or questions.

Council Organization, Rules and Schedule for 2012: A Resolution to restate the same rules established in 2009 was provided. No changes were suggested. It will be presented as is at the February Council meeting.

Planning & Zoning Commission Membership: The City is still in need of a minimum of 2 new people to serve on the P&Z Commission. State law requires them to reside in the City or within the territorial jurisdiction. Suggestions of potential candidates should be forwarded to the Mayor.

2011 Accomplishments & 2012 Goals: Mayor Reeves presented an updated outline of things that he felt should be acknowledged and suggested that they be incorporated into the Council minutes for the record.

New Business:

Fire Department: Chief Frankie Baker provided a report of calls made in 2011.

Realigning Wards: Mayor Reeves presented three maps of possible boundaries as worked out by the Arkansas Secretary of State's Office. He offered a slight alteration to help square off Ward 2 and the Council was in agreement with his suggestion. He will have a map prepared and legal description prepared for presentation for their action.

Hazardous Driving Ordinance: Judge Van Gerhardt suggested that the City pass an ordinance prohibiting hazardous driving so that he would be able allow it to be kept off of the offender's license record. An ordinance modeled after a sample he provided was presented and will be scheduled for the first reading at the February Council meeting.

Summer Youth Baseball League: John Casey, head of the Summer Baseball League had contacted Lisa Harrison to relay his request for support from the City for the summer program which serves many area youth. Some budget comments were made but no action was taken.

Other Announcements:

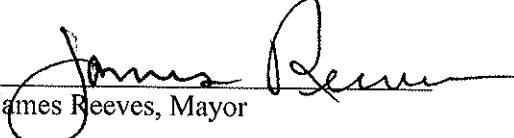
Planning and Zoning Meeting: The next meeting is scheduled for Monday February 27, 2012 at 6:30 PM

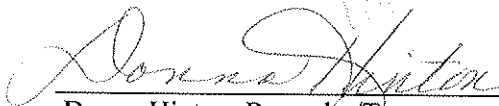
Pioneer Day Meeting: The next meeting is scheduled for Tuesday March 6, 2012 at 6:30 PM

Council Meeting: Tuesday, February 21, 2012 at 6:30 PM

Workshop: Tuesday, March 13, 2012 at 6:30 PM

With all other business completed, the meeting adjourned at 8:00 PM.


James Reeves, Mayor


Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
City Council Workshop
March 13, 2012**

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
Don Sappington

Nina Brewer (Absent)
Lisa Harrison

Ray Davis
Paul Beavers

Guest

Annette Bland
Jon Casey

David K. Miller

Jimmy & Reta Light

Jason Wilbur

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: Jon Casey Asked to speak to the Council regarding City support of the summer baseball league. There was no opposition to adding this item.

Public Forum:

Jimmy Light: Asked to have the FEMA flood plain maps explained. Ray Davis explained it. Mr. Light then provided an email from a FEMA web site stating that he was not required to have flood insurance. Ray Davis and Mayor Reeves confirmed that he was not required to carry insurance but that all property within the City in the flood plain is required to comply with the FEMA regulations regarding building/structures/development in the regulated area. Ray Davis confirmed that a mobile camper can be legally parked in the flood plain providing it was removed every 180 days. Mr. Light expressed confusion and conflict with communication of information about the regulations and Mayor Reeves suggested that it would be resolved more appropriately in a scheduled meeting with Mr. Davis.

Jason Wilbur: Suggested that the Council might consider providing some type of bathroom facilities at Vero Hall Park. While he was at the park with his children, a mother asked about a public restroom for one of her children and Wilbur realized that he didn't know where to send her. The options available would be to install a permanent bathroom with a septic system and running water at considerable cost or provide port-a-potties at about \$125 per month. This item will be on the agenda for the next Council meeting.

Jon Casey: Requested financial support for the Summer Baseball/Softball Program. He detailed his projected cost for the coming year with an estimated need of \$3000. Salesville recently agreed to contract with the program for \$1000. A copy of that contract may be useful for the council. This item will be on the agenda for the next Council meeting.

Last Month's Minutes: No other comments or questions.

Monthly End Financial Report for February 2012: No other comments or questions.

Ordinances/Resolutions:

Ward Remapping: Scheduled for 1st Reading – Mayor Reeves reviewed the new boundaries on the map.

Hazardous Driving ordinance – Scheduled for 2nd Reading –

Unfinished business:

New Business:

Planning Commission Appointment: Mayor Reeves plans to appoint Don Blair of the Norfolk Emporium.

Legislative Audit: Official Results have not been received but a very positive exit interview with our Auditor.

Web Site & Blogs: At the recent P&Z meeting, Christine Edwards suggested that an enhanced web site with the addition of Blogs might be a good way to encourage more citizen communication back to the city. After some discussion, the general feeling was that Blogs might be inviting negative unproductive comments from a limited number of (anonymous) people. More information may be needed before a decision is made.

ARML Training: Mayor Reeves asked if anyone else wished to be registered for the upcoming train for Mayor's and Aldermen. Don Sappington had already registered and no one else would be able to attend.

Trophies for the Antique Cars at Pioneer Day: We have asked them to participate and they have requested assistance to purchase trophies for the event. Estimated cost would be 5 trophies at about \$12.50 each. This item will be on the agenda for the next Council meeting.

Norfolk Brochures: A grant to the Pioneer Day Committee developed brochures promoting Norfolk which have been sent to the tourist information centers. The supply is running low but the requests continue to be received. There are no additional grant funds to purchase a new supply so Mayor Reeves asked the Council if they would want to consider having the City fund a reprint order. The cost of a reprint would be \$1,500 for 3000; or \$600 for 1500. Mayor Reeves estimated that 3000 would last for about 4 years. This item will be on the agenda for the next Council meeting.

Water Loss/Pressure: A question about the current water loss status which was not on the agenda, brought up a discussion with Fireman Mike Watson about the lack of pressure when filling the fire truck at the station on the hill at night. He understood that it had something to do with emptying the big tower/filling the old tower. Mayor Reeve had been unaware of an issue but agreed to look into the situation and asked that the Fire Department log pressure levels at various times so a cause/resolve could be determined.

Other Announcements:

Youth Center: Don Sappington said that a fund raising concert is being planned featuring a group called "Third Day" at the Youth Center on June 29 from 6:00PM to 8:00PM. Tickets will be sold at the door for \$10 per person.

Spring Clean Up: Scheduled for April 9, 2012

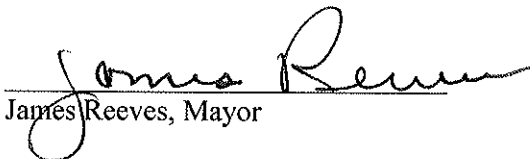
Planning and Zoning Meeting: The next meeting is scheduled for Monday March 26, 2012 at 6:30 PM

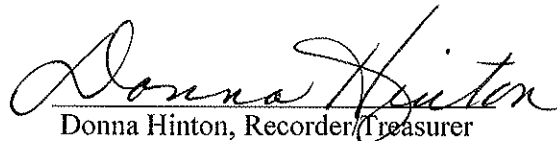
Pioneer Day Meeting: The next meeting is scheduled for Tuesday, April 3, 2012 at 6:30 PM

Council Meeting: Tuesday, March 20, 2012 at 6:30 PM

Workshop: Tuesday, April 10, 2012 at 6:30 PM

With all other business completed, the meeting adjourned at 8:00 PM.


James Reeves, Mayor


Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
City Council Workshop
April 10, 2012**

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
Don Sappington

Nina Brewer
Lisa Harrison (Absent)

Ray Davis
Paul Beavers

Guest

David K. Miller

Leon Alexander

Jerry German

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. Lisa Harrison was absent.

Consent of Agenda: Leon Alexander asked to address the council on behalf of the Friends of the Hatchery.

Public Forum: Leon Alexander requested the approval of the Council to use the City letter board sign and to hang a banner across Hwy 5 within the City limits to promote the Friends of the Hatchery Kids Day on June 9. There was no opposition from the City to either request.

Last Month's Minutes: No other comments or questions.

Monthly End Financial Report for March 2012 and the First Quarterly Report: No other comments or questions.

Ordinances/Resolutions:

Ward Remapping: Scheduled for 2nd Reading.

Hazardous Driving ordinance – Scheduled for 3rd Reading and vote.

Unfinished business: Mayor Reeves asked the Council to reconsider a donation to the summer ball league after having received some reaction to the news article saying Salesville gave and Norfolk didn't and he felt it is important that the City of Norfolk make an effort to encourage a cooperative community support of our businesses and local activities.

Council agreed to place the item back on the April Meeting agenda.

New Business:

Water System Booster Pump (Tower 1 and Tower 2): Water Superintendent, Cory McFall reported that the booster pumps that were relocated to pump water from the old tower to the new tower are not function and need to be replaced. It is necessary to have booster pumps in line that can be relied upon to provide continuous water service during a breakdown or maintenance of the new well. Estimates for the replacement pumps would be (2 Grund Fos CR15-8 pumps @ \$5,107 each plus tax for a total of about \$11,050) plus materials and installation by City employees would be a total cost of about \$13 - \$15K. This expense would be considered Capital improvements.

Future Water System Needs: Water Superintendent, Cory McFall also advised the Council that plans should be made to replace the pump at Well 2 within the next few years. A current estimate is about \$28K. A financial reserve could be created or the pump could be purchased now and kept on hand until needed. This expense would be maintenance.

Available Grants: Mayor Reeves reported that he had attended a meeting in Harrison on available grants. He asked for some direction from the Council regarding what types of grants that they might be interested in and who of them would be interested in being involved in the application process and administration of a grant. One concern would be that a project would continue to be of long range interest and use by citizens as some grants require a long term commitment to maintain the project for a certain number of years after completion. One suggestion that seemed to be of some interest would be a walking trail which could be created on City property. No action was taken at this time.

Wolf House and general city deterioration: Mayor Reeves said that on a recent survey of the city he observed a number of unoccupied run down houses; abandon immobile vehicles and general deterioration of properties. He also observed the railing boards on the Wolf house overlook curling up; the floor in the women's restroom in the annex needs to be repaired/replaced as well as some floor work in the main Wolf house structure. Leon Alexander said that the County budget has about \$1500 set aside for maintenance/repair of the Wolf House. Jimmy Mincey reported the response to that his request to the County for maintenance at the annex was to have the musician do it.

Other Announcements:

Youth Center: No report

Planning and Zoning Meeting: The next meeting is scheduled for Monday April 30, 2012 at 6:30 PM

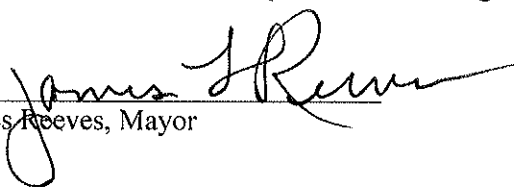
Pioneer Day Meeting: The next meeting is scheduled for Tuesday, May 1, 2012 at 6:30 PM

Council Meeting: Tuesday, April 17, 2012 at 6:30 PM

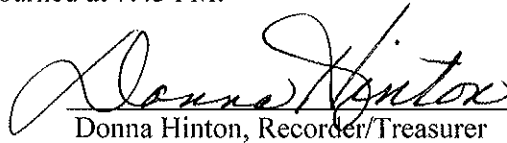
Workshop: Tuesday, May 15, 2012 at 6:30 PM

School Pie Auction; – Saturday, April 21.

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



James Reeves, Mayor



Donna Hinton, Recorder/Treasurer

Seal:

