

**City of Norfolk
Regular Council Meeting
January 16, 2007**

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

Mayor
Jim Reeves

Recorder/Treasurer
Donna Hinton

Council
James Reynolds
Don Sappington

Barton Conley
Ron Ragsdale

Warren Gragg
Maricia Kelley

Guests
Faye Greer
Azura Morgan
Patti Smith
Sharon McNeese

David Miller
Sharon Denton
Deb Stauch
Jim Mincey

Coetia Batarseh
Joanne Ragsdale
Chandra Huston

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

Minutes

Roll call was taken: All members were present.
A moment of silence was followed by the Pledge of Allegiance.

Minutes of the December 12, 2006, Workshop and December 19, 2006 Regular Council Meeting: A motion to approve the Workshop and the Meeting minutes as written was made by Don Sappington; seconded by Ron Ragsdale and carried unanimously.

December 2006 Financial Report: A motion was made by Warren Gragg to approve the financial report as written. It was seconded by James Reynolds and carried unanimously.

2007 Budget: Warren Gragg made a motion to approve the 2007 budget as presented. Ron Ragsdale seconded the motion and it carried unanimously.

Third reading of Ordinance 2006-07 to delete Chapter 12.04 –Parks Commission from the Norfolk city code was given by Donna Hinton. A motion to approve Ordinance 2006-07 as read was made by Maricia Kelley; seconded by Warren Gragg. It carried unanimously

Third reading of Ordinance 2006-08 to update the Norfolk city code related to the City Fire Department which is now under the County was given by Donna Hinton. Maricia Kelley made a motion to approve Ordinance 2006-08 as read. The motion was seconded by Bart Conley and carried unanimously.

Business License for Itinerate Food Vendor: Warren Gragg made a motion to approve a Business License to Jim Mincey for a food stand located at the Two Rivers Fly Shop with the stipulation that he provide proof of Department of Health approval prior to opening for business. Barton Conley seconded the motion and it carried unanimously.

Planning Commission Appointments: Mayor Reeves requested that the council approve the following appointments to the Planning commission.

- 1) Ron Ragsdale Term to expire December 31, 2011
- 2) David Parks Term to expire December 31, 2009
- 3) Tom Anderson Term to expire December 31, 2008
- 4) Mike Logan Term to expire December 31, 2008

Warren Gragg made a motion to approve all the appointments to the Planning Commission. James Reynolds seconded the motion and it carried unanimously.

Special Meeting: Mayor Reeves requested that the council have a special meeting to discuss the proposed committees and outline a meeting procedure for the council meetings and workshops. Ron Ragsdale said that as a new member on the council, he would very much appreciate such a meeting so that he could better understand his role as a council person and to help establish the objectives and direction that the council wants for the city. He suggested that such a meeting be scheduled for next Tuesday, January 23, 2007 at 6:30 in the Council Meeting room. All members agreed with the date and time and indicated that they would be available to attend with the exception of Barton Conley who is leaving town tomorrow and will be gone until mid March. The meeting was set, the public is welcome and workshop guidelines will prevail.

Lawn Mower: Barton Conley made a motion to accept the bid from Knowles True Value Hardware for the new 25 HP ZTR mower with a 61" deck. Don Sappington seconded the motion and it carried unanimously.

Roof for City Hall: Mayor Reeves is still waiting for bids to remove the metal roof and replace it with decking and a conventional roof. Bids are still being sought.

Wages: Warren Gragg made a motion to increase hourly employees by 5%; set City contribution to their retirement at 5% of their base wage; increase the Mayor's compensation by \$100 per month and increase the meeting attendance compensation for elected official by \$10 per meeting. The motion was seconded by Maricia Kelley and it carried unanimously.

Adjust Budget: Since the 2007 budget had been previously approved with a flat 5% increase for all salary and benefits, setting of the wages required an additional amount be added to the payroll figure in the General Fund. Warren Gragg made a motion to adjust the budget of the General fund by \$2,130 to accommodate the salary changes approved. Ron Ragsdale seconded the motion and it carried unanimously.

Commercial Dumpsters: Warren Gragg proposed a resolution to request that the Planning and Zoning Commission research cost, effectiveness and present a recommendation of size, shape and design of enclosures that may be proposed as a requirement for commercial dumpsters. Resolution #2007-01 was read. Warren Gragg made a motion to approve Resolution 2007-01 as read. Ron Ragsdale seconded the motion. Following some discussion that maybe the safety committee would be more appropriate and the variation of cost depending on material recommended, the motion carried unanimously.

Announcements: The Mayor reported that on Saturday evening, January 13, 2007, a very large boulder fell onto River Ridge Road near the handicapped dock leaving a sizable crater in the road and cracking the asphalt. Cory and the mayor took the chain saw to clear trees and used the back hoe to fill the hole with chat that the city had on hand to make the road passable. The road will need to be repaired with city, county and game & fish involvement.

Mike Borengasser from FEMA will be doing another site visit to Norfolk. With the increase in building along the river, compliance with the FEMA requirement becomes critical to continue to be

eligible for Flood Insurance. They require elevations surveys and no rise certificates. Mayor Reeves stated that the building permit applications are currently undergoing revision to include information to determine if the site requires these and to inform the applicant that they are required.

Adjournment: With no further business Maricia Kelley made a motion to adjourn, seconded by Warren Gragg and it carried unanimously.

Meeting adjourned at 7:45 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

**City of Norfolk
Regular Council Meeting
February 20, 2007**

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

Mayor
Jim Reeves

Recorder/Treasurer
Donna Hinton

Council

Barton Conley (Absent)	Warren Gragg	
Don Sappington	Ron Ragsdale	Maricia Kelley

Guests

Ernie Hubbard	David Miller	Coetia Batarseh
Azura Morgan	Manfred Menzler	Phil Anderson
Troy Durham	Deb Stauch	Chandra Huston
Jim Mincey		

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

Minutes

Roll call was taken: All members were present except Barton Conley. A moment of silence was followed by the Pledge of Allegiance.

Filling Vacant Council Position: Warren Gragg made a motion to nominate Jimmy Mincey to fill the vacant position of Alderman 1, Ward 3 on the Norfolk City council. The motion was seconded by Ron Ragsdale. Don Sappington said that he wish to interview those that had indicated an interest in the position before having to make the decision. He did not understand the rush since we knew that the other candidate, Faye Greer would be out of town until March. With no other comments and a motion on the table, Mayor Reeves called for a vote. Voting for the motion were Warren Gragg, Ron Ragsdale, and Maricia Kelley. Don Sappington voted against the nomination. The motion passed with 3 votes.

Minutes of the January 9, 2007- Workshop, January 16, 2007- Regular Council Meeting and January 23, 2007-Special Council Meeting : A motion to approve the Workshop, Regular Meeting and the Special Meeting minutes as written was made by Warren Gragg; seconded by Maricia Kelley and carried unanimously.

January 2007 Financial Report: A motion was made by Don Sappington to approve the financial report as written. It was seconded by Ron Ragsdale and carried unanimously.

Ordinance 2007-01-Budget for 2007: The budget for 2007 had been previously approved but not in Ordinance form. Ordinance 2007-01 was read by Donna Hinton. Warren Gragg made a motion to approve Ordinance 2007-01 for the 2007 budget as presented. Don Sappington seconded the motion and it carried unanimously.

Ordinance 2007-02-Reconciling 2006 Budget: Ordinance 2007-02 to balance the line items for the 2006 Budget was read by Donna Hinton. A motion was made by Warrant Gragg to approve Ordinance 2007-02 to balance the 2006 budget as read. The motion was seconded by Ron Ragsdale and carried unanimously.

Ordinance 2007-03 – Setting the Mayors salary: Previous actions by the council has increased the compensation for the Mayor's position but not by Ordinance. Ordinance 2007-03 setting the Mayor's compensation was read by Donna Hinton. Maricia Kelley made the motion to approve Ordinance 2007-03 setting compensation for the Mayor. Warren Gragg seconded the motion and it carried unanimously.

Resolution 2007-03 to Amend the Contract with the Boy's and Girl's Club of Norfolk: The council had been approached for an increase in the amount that the City of Norfolk paid for youth services. It had been agreed to increase the amount from \$400 to \$600 for 2007. Resolution 2007-03 increasing the monthly fee was read by Donna Hinton. Don Sappington made a motion to approve Resolution 2007-03 as read. Ron Ragsdale seconded the motion and it carried unanimously.

IESI Trash Pickup Service Contract: The IESI contract for trash service will expire April 30, 2007, and we have received a new contract raising the cost of trash pick up to \$9.45/month beginning May 1, 2007. The mayor has checked into alternative contractors for trash service but has not been able to find any that could serve the City of Norfolk at this time. Ron Ragsdale suggested that alternative service be sought over the next year so that we have a choice when this contract comes up for renewal. He suggested that this task be given to the Parks and Beautification committee. Warren Gragg made a motion to approve this contract from IESI as presented for the period beginning May 1, 2007. Maricia Kelley seconded the motion and it carried unanimously.

Water Tank Disposal: The council has been seeking to dispose of the water tank that was removed from the old well house. One sealed offer has been received. The mayor opened the offer from Sharon McNeese stating that they would remove the tank and release the city from all responsibility and liability as soon as possible upon notification. Warren Gragg made a motion to accept the offer and give the tank to Ms. McNeese. Ron Ragsdale seconded the motion and it carried unanimously.

Sewer System Maintenance Project: USDA has prepared to give the city a low interest loan of \$78,000 and a resolution is ready for the council, however, the engineer has found that ADEQ requires the sand to be taken to a waste site where it could be used as fill. Trucking would still increase the cost. Another alternative would be to spread the sand on pasture land but an ADEQ permit would cost about \$10,000. Warren Gragg requested a copy of a letter from the Engineer/ADEQ stating the laws and regulations that would prevent us from spreading it on the city property as planned. He also wants to see the information detailing the amount of replacement sand and the source of that sand as proposed in the contract. It was decided that the Sewer, Waste Water Committee would request that the engineer attend their next committee meeting on March 8, 2007 at 3:30 PM, to discuss the needs, details and cost of this project. All council members are invited to attend. The engineer would be requested to provide the letter/documentation regulating the disposal of the sand.

Vero Hall Lane: The County has proposed a 3 ways split of the \$36 K to extend/relocate the school road but location of that road would be dependent on the land owner's agreement, the location of a proposed school building and scheduling around the school activities. Even though it is believed that the council would generally support the decision to participate, it was decided to postpone any official decision until a definite plan was established.

Resolution 2007-02-RVS Water billing software: Resolution 2007-02 requesting approval to purchase a new Utility billing software with hand held meter readers for the Water Department was read. Warren Gragg made a motion to approve the Resolution with all the options listed not to exceed \$8,500 plus tax to be paid from the Capital Improvement fund. Ron Ragsdale seconded the motion and it carried unanimously.

Business License for Mobile Food Vendor: Don Sappington made a motion to approve a Business License to Dave Parks/Log Cabin Grill for a mobile food wagon to operate within the City of Norfolk upon receipt of a Department of Health certificate and a tax number. Warren Gragg seconded the motion and it carried unanimously.

Announcements:

- * The Mayor presented information regarding a Baxter County Recycling Trailer that would be available to come to town on a regular schedule but would require a volunteer be present while it was open. Because the Fire Department already collects aluminum cans, they would be excluded from this recycling effort. Finding volunteers would be the issue and if anyone wishes to help out with this project, they should contact the Mayor who would help arrange for the trailer to come to town.
- * Donna Hinton stated that 2006 Code book updates are available at the city hall and could be picked up and inserted or if books are brought in the updates would be inserted.
- * Donna Hinton also mentioned that some Financial Interests Statement have not been turned in as of today. They were due January 31, 2007.
- * Donna Hinton also announced that she had received a letter stating that the application for the Horace Mann School Building to be on the National Register of Historic Sites was successful. The buildings are now on the National Register which makes them eligible for grants that were otherwise not available to us.
- * Warren Gragg requested that the media be more factual rather than dramatic with their reporting some of the enthusiastic discussions at the meetings.

Adjournment: With no further business Maricia Kelley made a motion to adjourn, seconded by Ron Ragsdale and it carried unanimously.

Meeting adjourned at 7:30 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

**City of Norfolk
Regular Council Meeting
March 20, 2007**

Meeting was called to order at 6:30 PM by Recorder/Treasurer, Donna Hinton.

Mayor

Jim Reeves (Absent)

Recorder/Treasurer

Donna Hinton

Council

Barton Conley

Don Sappington

Warren Gragg

Ron Ragsdale

Jimmy Mincey

Maricia Kelley

Guests

Ernie Hubbard

Deb Stauch

Tom Winford

David Miller

Chandra Huston

Mark Oesheicher

Don Davis

Vickie Raub

Kathy Oesheicher

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

Minutes

Roll call was taken: All members were present.

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

Minutes of the February 13, 2007- Workshop, February 20, 2007- Regular Council Meeting : A motion to approve the Workshop and the Regular Meeting minutes as written was made by Don Sappington; seconded by Ron Ragsdale and carried unanimously.

February 2007 Financial Report: A motion was made by Warren Gragg to approve the financial report as written. It was seconded by Maricia Kelley and carried unanimously.

Resolution 2007-04 requesting the Planning Commission to study the rezoning of R1 area to MR1 in Wards 2 & 3 except the area between the Railroad and the White River. The Resolution was read by Donna Hinton. Warren Gragg made a motion to approve Resolution 2007-04 as read. Maricia Kelley seconded the motion. The motion carried with five votes in favor and Don Sappington voted against.

Resolution 2007-05 moving the balance of the Water Construction Fund to the Sewer Fund: The resolution was read by Donna Hinton. Warren Gragg made a motion to approve Resolution 2007-05 as read. Barton Conley seconded the motion and it carried with five votes in favor and Don Sappington voted against.

Resolution 2007-06 to accept a bid from Meyer Roofing to repair the City Hall roof: The resolution was read by Donna Hinton. Warren Gragg made a motion to table Resolution 2007-06 until other bids could be received. Barton Conley seconded the motion and it carried unanimously.

Resolution 2007-07 to establish an account "City of Norfolk for Horace Mann School Restoration Fund": The resolution was read by Donna Hinton. Don Sappington made a motion approve Resolution 2007-07 as read. Ron Ragsdale seconded the motion and it carried unanimously.

Announcements: A pole of the council revealed no announcements.

Adjournment: With no further business Maricia Kelley made a motion to adjourn, seconded by Barton Conley and it carried unanimously.

Meeting adjourned at 7:40 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

**City of Norfolk
Regular Council Meeting
April 17, 2007**

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

Mayor
Jim Reeves

Recorder/Treasurer
Donna Hinton

Council
Barton Conley
Don Sappington

Warren Gragg
Ron Ragsdale

Jimmy Mincey
Maricia Kelley

Guests
David Miller
Jerry Parnell

Deb Staunch
David Parks

Chandra Huston
Alvin Reynolds

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

Minutes

Mayor Reeves took a moment to acknowledge the tragedy at Virginia Tech and asked that everyone take a moment to reflect and remember those victims.

Roll call was taken: All members were present.
A moment of silence was followed by the Pledge of Allegiance.

In view of the fact that there has been a sudden rash of suspicious vacant home fires recently Warren Gragg suggested that the Mayor and the Fire Chief might wish to do a press release. Since the Sheriff is conducting a full investigation and will release any progress on the matter, it was decided that it would not contribute anything positive to the situation.

Minutes of the March 13, 2007- Workshop: A motion to approve the Workshop Meeting minutes as written was made by Don Sappington; seconded by Jimmy Mincey and carried unanimously.

March 20, 2007- Regular Council Meeting: A motion to approve the Regular Meeting minutes as written was made by Don Sappington; seconded by Bart Conley and carried unanimously.

March 2007 Financial Report: A motion was made by Warren Gragg to approve the financial report as written. It was seconded by Bart Conley and carried unanimously.

2007 First Quarter Financial Report: Warren Gragg made a motion to approve the 2007 First Quarter Financial Report as written. The motion was seconded by Ron Ragsdale and carried unanimously.

Request for Business License: A request for a business license for a stationary BBQ cafe to be located in the Fly Shop Building had been submitted by Jimmy Mincey. He stated that he did want a separate license in the event that the mobile unit was temporarily moved to another location. Warren Gragg made a motion to approve the business license, Maricia Kelley seconded the motion and it carried with 5 votes in favor. Jimmy Mincey abstained.

Paving/Repaving of Streets: Don Sappington asked the council to consider River Meadows, Gregory and Morrison streets for projects this year. Sappington recommended using hot mix overlay on River Meadows. The other two streets would need some base work before resurfacing. Warren Gragg said that Gregory and Morrison are public access roads rather than a city street and several of the past mayors have refused to maintain them for that reason. Morrison is a subdivision street that should be brought to city standards before the city takes any responsibility with it. If these streets are brought up to city standards by the developer/owners, then and only then will the city consider them for chip and seal. Don Sappington made a motion to do a hot mix overlay on the existing base of River Meadows from Fisherman Street to the end for the RBC bid of \$17,248, with work to begin as soon as possible. Ron Ragsdale seconded the motion and it carried unanimously.

Proclamation for National Preservation Month: The Mayor asked the Recorder/Treasurer to read the proclamation as requested by the Arkansas Department of Heritage. It was read.

Announcements: The Mayor asked each of the council members for additional comments.
W. Gragg: Water Committee will be focusing on water losses, prevention and detection.
B. Conley: Budget Committee meeting is set for Wednesday, April 25 at 1:30PM in Council Room.
M. Kelley: Safety Committee is scheduled to meet May 23 at 6 PM.
J. Mincey: Beautification Committee is scheduled to meet Monday, May 7, at 5 PM.
R. Ragsdale: Planning and Zoning Committee meets Thursday, April 19, at 5 PM.
D. Sappington: Reminded everyone that the city wide trash clean up in Monday, April 30.

Adjournment: With no further business Maricia Kelley made a motion to adjourn, seconded by Barton Conley and it carried unanimously.

Meeting adjourned at 7:40 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

**City of Norfolk
Regular Council Meeting
May 15, 2007**

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

Mayor
Jim Reeves

Recorder/Treasurer
Donna Hinton

Council
Barton Conley
Don Sappington

Warren Gragg
Ron Ragsdale

Jimmy Mincey
Maricia Kelley

Guests
David Miller
Everett Parnell
Mike Logan

Deb Staunch
Frankie Baker

Chandra Huston
Alvin Reynolds

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

Minutes

Roll call was taken: All members were present.
A moment of silence was followed by the Pledge of Allegiance.

Minutes of the April 10, 2007- Workshop: A motion to approve the Workshop Meeting minutes as written was made by Barton Conley; seconded by Maricia Kelley and carried unanimously.

Minutes of the April 17, 2007- Regular Council Meeting: A motion to approve the Regular Meeting minutes as written was made by Don Sappington; seconded by Ron Ragsdale and carried unanimously.

April 2007 Financial Report: A motion was made by Maricia Kelley to approve the financial report as written. It was seconded by Ron Ragsdale and carried unanimously.

Ordinance 2007-04 to amend the 2007 General Budget: Council person/Chairman of the Beautification Committee, Jimmy Mincey requested an additional allocation of \$2000 for Parks to be used for Christmas decorations and other park improvements. The Ordinance was read by Donna Hinton. Warren Gragg made a motion to approve the ordinance as read, seconded by Maricia Kelley and passed unanimously.

Ordinance 2007-05 to city code relating to Non-Operating Vehicles: The first reading of Ordinance 2007-05 was given by Donna Hinton.

Revision of Ordinance 2001-07 was requested by Council person Jimmy Mincey to eliminate the second notice by register mail before issuing citations for not mowing grass, dumping/accumulating trash or having unsanitary conditions. All council members agreed with the proposed revision and requested that an Ordinance be presented at the next council meeting.

Business License for Tennis Shoe Vendor: Warren Gragg made a motion to approve the application for a Business License from Sue Dye for a mobile Tennis Shoe shop. The motion was seconded by Ron Ragsdale and approved unanimously.

Request for support of the Community Youth Ball teams: A request for the City to support and maintain the City/School ball park programs was received. Jimmy Mincey made a motion to contribute \$50.00 toward the park and programs at the City/School ball park. Ron Ragsdale seconded the motion and it carried unanimously.

Building Inspector: Cory McFall has submitted his resignation for the position of Building Inspector. The Mayor asked the council members to let him know of any qualified candidates to fill this position.

Capital Improvements: In light of the current Water revenue shortage, a review of expenses paid this year to date revealed some improvements to the water systems that could be capital improvements and paid from that fund. Warren Gragg had previously stated that these were minor improvements that he felt should be classified as operation and maintenance expense. There were no objections and it was agreed that they should remain as water expense although a formal vote was not taken.

Announcements:

Mayor Reeves:

- Announced that Barton Conley had submitted his resignation as Chairman/Member of the Budget committee.
- An ad has been placed in the Baxter Bulletin for a person to fill the position of Derak Woody who has indicated his intent to leave employment in the near future-no exact date has been given.

Warren Gragg:

- Proposed a project to begin at the end of the 3" water line on Sheid Road and replace the 2" line with 4" line and to move the existing line from crossing private property to along the road. He suggested that it could be done with Water Revenue O&M or with Capital Improvement because the improved line could service a proposed subdivision of about 20 sites. His estimate would be for about \$8000 for the project. Mayor Reeves said that it was his and the Water Superintendents understanding that the developer had offered to pay or at least contribute to the cost of the up grade in order to have his subdivision serviced by City water. The developer, Everett Parnell said that the final agreement at the Water Committee meeting was not completely clear but that he would agree to contribute \$2000 toward the project. He also stated that it was his feeling that the subdivision would fill within about 3 years so that the city would realize the benefit of the new customers.
- **Warren Gragg made a motion to appropriate \$10,000 from the Capital Improvement Fund and to accept the developer's offer of \$2000 toward the project of upgrading and aligning the water line with Sheid Road and agree to provide water service to the proposed development. The motion was seconded by Don Sappington and passed unanimously.**
- A meeting of the Water Committee will be held on Wednesday, May 16, 2007, at 3:30 pm in the council room. The Engineer will be here to discuss the big water improvement project and all council members and public are encouraged to attend.

Barton Conley: No announcements

Maricia Kelley: No announcements

Jimmy Mincey: No announcements

Ron Ragsdale:

- Read a statement (attached) in response to an article that appeared in the Baxter Bulletin on May 11, 2007, regarding a meeting of Warren Gragg, Frankie Baker, Cory McFall and him.

Don Sappington:

- Requested that the Sewer Project update be included on the Agenda for the next workshop, June 12, 2007.

Adjournment: With no further business Warren Gragg made a motion to adjourn, seconded by Barton Conley and it carried unanimously.

Meeting adjourned at 7:40 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

**City of Norfolk
Regular Council Meeting
July 17, 2007**

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

Mayor
Jim Reeves

Recorder/Treasurer
Donna Hinton

Council
Barton Conley
Don Sappington

Warren Gragg
Ron Ragsdale

Jimmy Mincey
Maricia Kelley

Guests
David Miller

Deb Stauch

Alvin Reynolds

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

Minutes

Roll call was taken: All members were present.
A moment of silence was followed by the Pledge of Allegiance.

Minutes of the June 12, 2007 Workshop; June 19, 2007 Regular Meeting: A motion to approve the minutes of the June 12, 2007 Workshop; June 19, 2007 Regular Meeting as written was made by Barton Conley; seconded by Ron Ragsdale and carried unanimously.

June 2007 Financial Report: A motion was made by Ron Ragsdale to approve the financial report as written. It was seconded by Jim Mincey and carried unanimously.

Ordinance 2007-11 to Amend/Revise the 2007 Budget: Ordinance 2007-11 was read by Donna Hinton. Following some discussing, Ron Ragsdale made a motion to approve the revised budget ordinance as presented. Don Sappington seconded the motion and it carried with all in favor except Warren Gragg.

Third Reading of Ordinance 2007-05 to city code relating to Non-Operating Vehicles: Warren Gragg made a motion to have the third reading by title only. The motion was seconded by Maricia Kelley and carried unanimously. The third reading of Ordinance 2007-05 by title only was given by Donna Hinton. A motion to approve Ordinance 2007-07 as read was made by Maricia Kelley; seconded by Jim Mincey and carried unanimously.

Second Reading of Ordinance 2007-06 to revise the Building and Construction code: The second reading of Ordinance 2007-06 was given by Donna Hinton. There was some discussion about the front set back change that was made to the first reading. The Mayor requested a show of hands to determine if support of the council was in favor of the ordinance as it now reads or if additional review was needed. All Council members except Don Sappington were in favor of continuing with a third reading at the next meeting.

Second Reading of Ordinance 2007-07 to revise the Manufactured Home code: The second reading of Ordinance 2007-07 was given by Donna Hinton.

Second Reading of Ordinance 2007-08 to eliminate the second notice on City Code Chapter 5.04.03 –Unsanitary Conditions Violation: Warren Gragg made a motion to have the second reading by title only. The motion was seconded by Jimmy Mincey and carried unanimously. The second reading of Ordinance 2007-08 was given by Donna Hinton.

Second Reading of Ordinance 2007-10 to eliminate the practice of “Vacation Disconnects”: Warren Gragg made a motion to have the second reading by title only. The motion was seconded by Ron Ragsdale and carried unanimously. The second reading of Ordinance 2007-10 was given by Donna Hinton.

Food Bank Request to Locate a FEMA Trailer on their property: The Mayor had been asked for the Council's feelings on allowing the Food Bank to locate a FEMA trailer between the Food Bank and the Thrift store to provide meeting room, office space, storage and possibly occasional temporary overnight housing for individuals. The Mayor checked with the Municipal League for input and they said that since the primary use is not residential, the zoning of MR1 does not apply. He also learned that the manufactured homes do not meet the Arkansas Fire Standards which Norfolk policy requires. It was recommended that if allowed, that a time restriction be included to avoid a problem in the future. Concerns about setting precedence, questions about the dimensions and condition of the trailer were not able to be addressed as the Food Bank representative was not present. Debbie Stauch is a member of the Food Bank Board and said that FEMA offered to sell this to them but that they need to respond within one week. The Food Bank Board has not actually authorized the purchase yet. Due to lack of information, no action was taken.

Announcements: It was mentioned that the T-Bucket group was scheduled to be in Norfolk on Wednesday, July 18, 2007 about 6:30 around the City Hall for about 30 minutes.

Adjournment: With no further business Maricia Kelley made a motion to adjourn, seconded by Ron Ragsdale and it carried unanimously.

Meeting adjourned at 7:30 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

**City of Norfolk
Regular Council Meeting
August 21, 2007**

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

Mayor
Jim Reeves

Recorder/Treasurer
Donna Hinton

Council
Barton Conley
Don Sappington

Warren Gragg
Ron Ragsdale (Absent)

Jimmy Mincey
Maricia Kelley

Guests
David Miller
Ernie Hubbard
O.C. Simpson

Deb Stauch
John Anderson

Alvin Reynolds
Doug Simpson

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

Minutes

Roll call was taken: All members were present except Ron Ragsdale.
A moment of silence was followed by the Pledge of Allegiance.

Minutes of the July 10, 2007 Workshop; July 17, 2007 Regular Meeting: A motion to approve the minutes of the July 10, 2007 Workshop; July 17, 2007 Regular Meeting as written was made by Don Sappington; seconded by Jimmy Mincey and carried unanimously.

July 2007 Financial Report: A motion was made by Warren Gragg to approve the financial report as written. It was seconded by Barton Conley and carried unanimously.

Third Reading of Ordinance 2007-06 to revise the Building and Construction code: Warren Gragg made a motion to have the third reading by title only. The motion was seconded by Maricia Kelley and carried unanimously.

The third reading of Ordinance 2007-06 by title only was given by Donna Hinton. Warren Gragg made a motion to approve Ordinance 2007-06. The motion was seconded by Jim Mincey and carried unanimously.

Third Reading of Ordinance 2007-07 to revise the Manufactured Home code: Warren Gragg made a motion to have the third reading by title only. The motion was seconded by Maricia Kelley and carried unanimously.

The third reading of Ordinance 2007-07 by title only was given by Donna Hinton. Warren Gragg made a motion to approve Ordinance 2007-07. The motion was seconded by Maricia Kelley. The motion carried with four votes in favor and Don Sappington opposed.

Third Reading of Ordinance 2007-08 to eliminate the second notice on City Code Chapter 5.04.03 –Unsanitary Conditions Violation: Warren Gragg made a motion to have the third reading by title only. The motion was seconded by Jimmy Mincey and carried unanimously.

The third reading of Ordinance 2007-08 by title only was given by Donna Hinton. Warren Gragg made a motion to approve Ordinance 2007-08. The motion was seconded by Jimmy Mincey and carried unanimously.

Third Reading of Ordinance 2007-10 to eliminate the practice of “Vacation Disconnects”:

Warren Gragg made a motion to have the third reading by title only. The motion was seconded by Maricia Kelley and carried unanimously.

The third reading of Ordinance 2007-10 by title only was given by Donna Hinton. Warren Gragg made a motion to approve Ordinance 2007-10. The motion was seconded by Barton Conley and carried unanimously.

The First Reading of Ordinance 2007-13 to revise the General Budget: Ordinance 2007-13 to increase the line item for training was read by Donna Hinton. Don Sappington made a motion to approve the Ordinance as read. Warren Gragg seconded the motion and it carried unanimously.

First Reading of Ordinance 2007-12 to establish minimum standards of occupancy: The first reading of Ordinance 2007-12 was read by Donna Hinton. Warren Gragg commended the Mayor for this ordinance stating that the city has needed this type of regulation for a long time and cited previous situations that were not able to be addressed for lack of an ordinance. Jimmy Mincey asked for clarification as to who would be fined, the occupant or the owner. Mayor Reeves stated that the ordinance is directed toward the occupant but the interpretation and assessment of fines would be determined by the court. Don Sappington said that he was in agreement with Warren and in favor of the ordinance. Several comments were made in response to an article in the Baxter Bulletin today regarding this ordinance that gave a very negative slant to the City of Norfolk’s attitude toward poor/low income people. Warren Gragg stated that the city has accommodated the low income by approving a number of low income housing units within the city and the presents of the North AR Food bank that serves a nine county area. Deb Staunch, President of the North AR Food Bank thanked the Council for the positive comments about the food bank said that they are available to help struggling families in addition to food if necessary. She suggested that referrals be made if the city became aware of a situation.

Adjournment: With no further business Maricia Kelley made a motion to adjourn, seconded by Warren Gragg and it carried unanimously.

Meeting adjourned at 7:10 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

**City of Norfolk
Regular Council Meeting
September 18, 2007**

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

<u>Mayor</u> Jim Reeves	<u>City Clerk</u> Chrissy McFall	<u>Recorder/Treasurer</u> Donna Hinton (absent)
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<u>Council</u> Barton Conley Don Sappington	Warren Gragg Ron Ragsdale	Jimmy Mincey Maricia Kelley
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Guest
Deb Stauch
Alvin Reynolds

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

Minutes

Roll call was taken: All members were present.
A moment of silence was followed by the Pledge of Allegiance.

Minutes of the August 14, 2007 Workshop; August 21, 2007 Regular Meeting: A motion to approve the minutes of the August 14, 2007 Workshop; August 21, 2007 Regular Meeting as written was made by Don Sappington; seconded by Warren Gragg and carried unanimously.

August 2007 Financial Report: A motion was made by Warren Gragg to approve the financial report as written. It was seconded by Maricia Kelley and carried unanimously.

First Reading of Ordinance 2007-12 Minimum Standards for dwellings: Ordinance 2007-12 for minimum standards for dwellings was read by Jim Reeves, followed by Discussion.

Parks Improvement Fund: Warren Gragg made a motion to establish a checking account for the new parks improvement fund. The motion was seconded by Maricia Kelley. The motion carried with four votes in favor and Don Sappington and Ron Ragsdale opposed.

Resolution 2007-11: Resolution to keep city property taxes the same as last year was read by Jim Reeves. Don Sappington made a motion to except resolution 2007-11. The motion was seconded by Jimmy Mincey and carried unanimously

New Business License: A motion was made by Warren Gragg to approve the new business license for J & M Furniture. It was seconded by Barton Conley and carried unanimously.

Application for City Marshal: A motion was made by Warren Gragg to go into executive session to review applicant's qualifications. It was seconded by Don Sappington and carried unanimously.

Upon their return, a Motion to bring meeting back to order was made by Warren Gragg. It was seconded by Don Sappington and carried unanimously.

Adjournment: With no further business Ron Ragsdale made a motion to adjourn, seconded by Warren Gragg and it carried unanimously.

Meeting adjourned at 7:30 PM.

James Reeves, Mayor

Chrissy McFall, City Clerk

SEAL

**City of Norfolk
Regular Council Meeting
October 16, 2007**

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

Mayor
Jim Reeves

Recorder/Treasurer
Donna Hinton

Council
Barton Conley
Don Sappington

Warren Gragg
Ron Ragsdale

Jimmy Mincey
Maricia Kelley

Guest
Deb Stauch
Alvin Reynolds

John Anderson
Joan Carlsen

Sue dye

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

Minutes

Roll call was taken: All members were present for a quorum.
A moment of silence was followed by the Pledge of Allegiance.

Agenda: A motion to approve the agenda as presented was made by Jimmy Mincey; seconded by Barton Conley and carried unanimously. No changes or additions were made.

Minutes of the September 11, 2007 Workshop; September 18, 2007 Regular Meeting: A motion to approve the minutes of the September 11, 2007 Workshop; September 18, 2007 Regular Meeting as written was made by Don Sappington; seconded by Ron Ragsdale and carried unanimously.

September 2007 Financial Report: A motion was made by Warren Gragg to approve the financial report as written. It was seconded by Don Sappington and carried unanimously.

Third Quarterly Financial Report: A motion was made by Maricia Kelley to approve the third quarter financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

Second Reading of Ordinance 2007-12 Minimum Standards for dwellings: Warren Gragg made a motion to have the second reading of Ordinance 2007-12 for minimum standards for dwellings by title only. The motion was seconded by Maricia Kelley and carried unanimously. The second reading was given by title only.

First Reading of Ordinance to replace the City Marshall with a Police Department: The first reading of the ordinance to establish a police department in place of the old ordinance that call for a city Marshall was given.

Second Reading: Warren Gragg made a motion to declare an emergency and have a second reading by title only. The motion was seconded by Maricia Kelley and carried unanimously. The second reading was given by title only.

Third Reading: Warren Gragg made a motion to have the third reading by title only. The motion was seconded by Barton Conley and carried unanimously. The third reading was given by title only.

Approval of Ordinance 2007-14 to establish a Police Department: Warren Gragg made a motion to approve the Ordinance to establish a City Police Department as read. Barton Conley seconded the motion and it carried unanimously.

First Reading of an Ordinance to address the abatement of nuisance properties: The first reading of the ordinance to establish procedures to abate nuisance properties was given. Don Sappington asked for clarification on the definition of “nuisance properties”. Warren Gragg suggested that the notification process be “regular and/or certified mail” and that the penalty be changed to “not less than \$10 or more than \$50. Ron Ragsdale asked for clarification on “non-wooded” property. The suggested changes were agreed to and made.

Second Reading: Warren Gragg made a motion to declare an emergency and have a second reading by title only. The motion was seconded by Ron Ragsdale and carried unanimously. The second reading was given by title only.

Third Reading: Warren Gragg made a motion to have the third reading by title only. The motion was seconded by Barton Conley and carried unanimously. The third reading was given by title only.

Approval of Ordinance 2007-15 to address nuisance properties: Warren Gragg made a motion to approve the Ordinance to address nuisance properties as read. Maricia Kelley seconded the motion and it carried unanimously.

First Reading of an Ordinance to place the issue of sale of alcoholic beverages on Sunday on a ballot: The first reading of an ordinance to place the sale of alcoholic beverages on Sunday on a ballot for election. Discussion of the process of getting the item on the ballot and who would be responsible for the expense of a special election ended with a decision to table this item until more information could be found. Discussion will continue at the next workshop.

New Business: No new business

Announcements: The Mayor reminded everyone that if they wished for him to make reservations for the ARML Convention in January, they should contact him as soon as possible to assure getting their choice of hotel.

Adjournment: With no further business, Maricia Kelley made a motion to adjourn the meeting and Barton Conley seconded the motion. It carried unanimously.

Meeting adjourned at 7:20PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

SEAL

**City of Norfolk
Regular Council Meeting
November 20, 2007**

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

Mayor
Jim Reeves

Recorder/Treasurer
Donna Hinton

Council

Barton Conley (Absent)
Don Sappington

Ron Ragsdale

Warren Gragg

Maricia Kelley

Jimmy Mincey

Guest

Ernie Hubbard
Alvin Reynolds
Ray Dean Davis

John Anderson
Joan Carlsen

David K. Miller
Johnnie Sepulveda

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

Minutes

Roll call was taken: Five Council members were present for a quorum; Barton Conley was absent. A moment of silence was followed by the Pledge of Allegiance.

Agenda: No changes or additions were made.

Minutes of the October 9, 2007 Workshop; October 16, 2007 Regular Meeting: A motion to approve the minutes of the October 9, 2007 Workshop; October 16, 2007 Regular Meeting as written was made by Jimmy Mincey; seconded by Ron Ragsdale and carried unanimously.

October 2007 Financial Report: A motion was made by Don Sappington to approve the financial report as written. It was seconded by Maricia Kelley and carried unanimously.

Third Reading of Ordinance 2007-12 Minimum Standards for dwellings: Following the third reading, Warren Gragg made a motion to accept Ordinance 2007-12 for minimum standards for dwellings as read. The motion was seconded by Don Sappington and carried unanimously. Ordinance passed.

Second Reading of an Ordinance to place the issue of sale of alcoholic beverages on Sunday on a ballot: Warren Gragg made a motion to have the second reading of the Sunday alcoholic beverage Ordinance by title only. The motion was seconded by Jimmy Mincey and carried unanimously. The ordinance to place the sale of alcoholic beverages on Sunday was read by title only.

Third Reading: Warren Gragg made a motion to have the third reading of the Sunday alcoholic beverage Ordinance by title only. The motion was seconded by Don Sappington and carried unanimously. The ordinance to place the sale of alcoholic beverages on Sunday was read by title only.

Approval: Warren Gragg made a motion to approve the Ordinance to place the issue of sale of alcoholic beverages on Sunday on the next scheduled election. Don Sappington seconded the motion and it carried unanimously. Ordinance passed.

First Reading of Ordinance to rezone H-1 Historical to B-1 Business: An ordinance to rezone lots 135, 136, 137, 138, and 139 of the Norfolk Addition subdivision from H1 to B1 was read.

Second Reading of an Ordinance to rezone H-1 Historical to B-1 Business: Warren Gragg made a motion to declare an emergency and to have the second reading of the Rezoning Ordinance by title only. The motion was seconded by Ron Ragsdale and carried unanimously. The ordinance to rezone was read by title only.

Third Reading: Warren Gragg made a motion to declare an emergency and to have the third reading of the Rezoning Ordinance by title only. The motion was seconded by Jimmy Mincey and carried unanimously. The ordinance to rezone was read by title only.

Approval: Warren Gragg made a motion to approve the Ordinance to rezone the area described from H-1 to B-1. Don Sappington seconded the motion and it carried unanimously. Ordinance passed.

Repair of the Sr. Center/Home Ec building was discussed. A couple of potential businesses have indicated an interest in leasing the building and the Council would like to seek estimates from contractors to repair the floor and make the building generally safe for occupancy. It was stated that it would be helpful to have some specifications for a contractor to bid and communication with the potential renter is needed to determine the level of investment that would be mutually acceptable. Options of negotiating agreements whereby the city could recover the investment, grants to maximize the city contribution and investment by interested parties were suggested. Council asked the Mayor to seek at least three bids/estimates from contractors for the needed repairs. This would prepare the city to determine the best way to proceed. The matter was tabled until more information could be collected.

Surveying the Right of Way along Morrison and Gregory: The right of ways along Morrison and Gregory are vague and may be being encroached upon with fences and other structures. Prior to considering road work on these streets, it is important that a survey be done to locate and mark the boundaries. Jerry Rose proposed an estimate of \$3000 to survey the right of ways. Don Sappington made a motion to have Jerry Rose survey and mark the right of ways along Morrison and Gregory. Warren Gragg seconded the motion and it carried unanimously.

Purchase of Surveillance cameras: Warren Gragg made a motion to purchase two mobile surveillance cameras and one recorder for \$1600 or less. Don Sappington seconded the motion and it carried unanimously.

Water connection outside of the city limits: Jerry Greer has requested a water connection to his property outside of the city. The area of the connection will be along the "Sheid Road Improvement" section and the pressure there is adequate to serve the connection. Don Sappington made a motion to approve Jerry Greer to connect to the city water line that runs in front of his property. He will be responsible for bring his line to the city line. Ron Ragsdale seconded the motion and it carried unanimously.

2008 Budget discussion: A copy of the preliminary 2008 Budget with the revisions that were requested/suggested at the Workshop was provided. Additional discussion on the Street budget resulted in adding \$25000 to the Street Work line item for the purpose of upgrading Morrison. It was agreed to increase the line item with the source of revenue to be determined later. There was no other changes requested and Council agreed that the preliminary budget was satisfactory. The budget will be put into ordinance form to be voted on at the December Council meeting.

New Business:

Agreement to move some bank accounts: Some CD's were ready for renewal and upon checking interest rates it was in the best interest to move a sewer account and a street account to Twin Lakes Community Bank. It was also determined that it would be beneficial to move the Water Capital Improvement account also. Ron Ragsdale made a motion to approve moving the accounts Twin Lakes Community Bank. Don Sappington seconded the motion and it carried unanimously.

Announcements: The Christmas decorations that were sent out for refurbishing are done and Ron Ragsdale and Alvin Reynolds are planning to go get them next week.

Adjournment: With no further business, Warren Gragg made a motion to adjourn the meeting and Maricia Kelley seconded the motion. It carried unanimously.

Meeting adjourned at 8:15 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

SEAL

**City of Norfolk
Regular Council Meeting
December 18, 2007**

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

Mayor
Jim Reeves

Recorder/Treasurer
Donna Hinton

Council
Barton Conley (Absent)
Don Sappington

Warren Gragg
Ron Ragsdale

Jimmy Mincey
Maricia Kelley

Guest
David K. Miller

Alvin Reynolds

Deb Stauch

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

Minutes

Roll call was taken: Five Council members were present for a quorum; Barton Conley was absent. A moment of silence was followed by the Pledge of Allegiance.

Agenda: Ron Ragsdale said that he would like to discuss the possibility of contracting a Grant writer to assist with securing funding for the police officer position and other areas of need within the city. Jimmy Mincey is aware of a lady that has secured grants for other small cities around here to assist with police wages, uniforms, cars and related expense. She would be willing to work with the city for 5% of the amount of grants that she is able to secure for the city will a maximum fee of \$500 per grant. All members of the council present agreed that Jimmy Mincey should contact her and the city would pursue her services.

Minutes of the November 13, 2007 Workshop; November 18, 2007 Regular Meeting: Warren Gragg questioned the minutes of the November 13, regarding the allocation of \$25,000 to the street work line item. The tape recording of that portion of that meeting was played. Warren Gragg maintained that it was not authorized to transfer that amount from the General fund. A motion to approve the minutes of the November 13 , 2007 Workshop; November 18, 2007 Regular Meeting as written was made by Don Sappington; seconded by Jimmy Mincey and carried with four votes in favor and Warren Gragg opposed.

November 2007 Financial Report: A motion was made by Don Sappington to approve the financial report as written. It was seconded by Ron Ragsdale and carried with four votes in favor and Warren Gragg abstaining.

Budget Ordinance 2008-01: The budget had been previously approved by motion at the December 11, 2007 workshop but not formally approved as an Ordinance. Ordinance 2008-01 was read with the total revenue and expense for each account except the street account which was read by line item. Don Sappington made a motion of approve Ordinance 2008-01 setting the 2008 budgets. Ron Ragsdale seconded the motion and it carried with four votes in favor and Warren Gragg opposed.

Youth Center Agreement: The amount for the Youth Center was included in the 2008 budget approval and the Mayor asked for a motion to authorize him to sign that agreement for the year. The agreement was read and Don Sappington made a motion to approve the mayor to sign that agreement to pay the

Youth Center \$600 per month to provide services to the community youth. Jimmy Mincey seconded that motion and it carried unanimously.

Warren Gragg referenced a letter that had been send and complemented the Mayor on taking action on the installation of a mobile home that was not meeting all the city requirements. The Mayor said that the property owner had indicated to him that Clayton Homes, the installer had referred the mater to their legal council. The city will wait to hear from them.

Adjournment: With no further business, Jimmy Mincey made a motion to adjourn the meeting. Ron Ragsdale seconded the motion and it carried unanimously.

The meeting adjourned at 7:10 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

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