

**City of Norfolk
Regular Council Meeting
January 15, 2008**

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
David K. Miller
Ray Davis
David Hotchkiss

Joan Carlsen
John Anderson
Maynard Gadway

Deb Stauch
Mayor Ron Richter

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

Minutes

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

Agenda: Don Sappington requested that the status of the sewer and sewer project be added.

Minutes of the December 11, 2007 Workshop; December 18, 2007 Regular Meeting: A motion to approve the minutes of the December 11, 2007 Workshop; December 18, 2007 Regular Meeting as written was made by Jimmy Mincey; seconded by Maricia Kelley and carried unanimously.

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

Sewer Project/Sewer update: Mayor Reeves reported that Engineer John Selig call today to say that the project and loan application had been approved at 4 3/8%. This will allow the engineers to advertise for bids to be opened the afternoon of February 19, 2008; and work to begin by March. In addition to the project and loan approval, on February 11, 2008 the City received notice that the discharge sample from the sewer were out of compliance for nitrogen. Several efforts have been made to correct this situation but test continue to show high nitrogen levels. The testing lab will retest samples and if it fails again, they are required to call ADEQ who could impose fines on the city. Cory McFall, Water Superintendent said that it would be unlikely that ADEQ would impose the daily fines as long as we are making a continued and sincere effort to correct the situation. He called ADEQ, explained what he had done and they said that they had no further suggestions for recommended action. Warren Gragg continued to question the council approval of a loan and wanted to know an exact figure of the loan. The mayor explained that the amount of the loan would depend on bid figures. Don Sappington asked if the city could get a better interest rate and reference a rate of 3.25% or 3.5% displayed at an exhibit at the AML convention. Mayor Reeves explained that we are now in a situation that requires us to move forward as soon as possible and to begin the loan process with another lender could be a costly delay if ADEQ decides that we are not making an effort to correct the noncompliance. The Mayor agreed to investigate the possibility of a lower rate with this lender or the one Don S. reference. Warren Gragg said that he had not seen the spec or estimates for the project and recalled one estimate based on trucking sand in from

Fayetteville. The Mayor said that copies of the project spec had been distributed and several council members recalled receiving them. Warren Gragg restated that he had not received that information and the council had never approved a loan. The Mayor explained that when the bids have been let and the final costs determined, the council would have the opportunity to decide if they wished to use city funds if adequate funds were available; enter into a loan or a combination. Warren Gragg stated that his concern is the cost of such a project/loan to the citizens that are receiving sewer service from the city.

Ordinance 2008-02 to approve an Interlocal agreement between the Norfolk City Police and the Baxter County Sheriff's department: The ordinance was read. Don Sappington made a motion to approve the first reading of the ordinance seconded by Warren Gragg and carried unanimously without discussion. Warren Gragg made a motion to have a second reading by title only which was seconded by Maricia Kelley and carried unanimously. The second reading was by title only. Warren Gragg made a motion to have the third and final reading by title only which was seconded by Barton Conley and carried unanimously. The third reading was given by title only. Warren Gragg made a motion to approve the ordinance as read. Barton Conley seconded the motion and it carried unanimously.

Police Car: Mayor Reeves said that it is important to make a decision about a police car as soon as possible so that we can get Chief Griffin on the street. Some information to purchase new and used cars had been provided. Bull Shoals Mayor Ron Richter and Patrolman David Hotchkiss were present with the car that they recently purchased through the AR State purchase program for a little over \$28K. The Mayor suggested that the council take a brief recess to go look at their car. Jimmy Mincey made a motion, seconded by Ron Ragsdale to take a recess to look at the new Bull Shoals police car. Everyone left to look at the car and visit with Mayor Richter and Patrolman Hotchkiss about the car. A short time later, council returned and Warren Gragg made a motion to resume the meeting. Barton Conley seconded the motion. Council asked Patrolman Hotchkiss several questions about the car; how it was outfitted; by whom and Chief Griffin about his opinion about needs and desirable features regarding a car and equipment. Warren Gragg made a motion to purchase a new car like the Bull Shoals police car through the AR State Purchase program or Federal Surplus program and to pay cash for said purchase. Barton Conley seconded the motion and it carried unanimously. Chief Griffin was directed to seek the best offer and begin the process of ordering a vehicle. Mayor Reeves complimented the council on this decision stating that it will send a strong message about the City of Norfolk's image and intent to improve the city.

Building Inspector: Mayor Reeves reiterated the information presented by Planning Commission Chairman, David Miller at the workshop regarding several instances where building activity is/has been going on without a permit and the need to monitor the permitted activity to avoid issues like the recent mobile home installation. Mayor Reeves requested a line item funding a Building Inspector be added to the General Budget with minimum of \$2000 for 2008. With a budgeted amount, Mayor Reeves will begin to seek an individual to meet the requirements of a building inspector that would agree to serve in that capacity. Warren Gragg made a motion to add the line item of Building Inspector to the 2008 General budget in the amount of \$2000 and authorize payment of \$100.00 per month plus 50% of the building permit fees to a building inspector to be appointed by the Mayor and approved by the Council. The motion was seconded by Barton Conley. Ron Ragsdale said that Norfolk Building Permit fees are very low in comparison to other cities in the area and suggested that they be addressed/increased if needed to make it financially more inline. The motion carried with a unanimous vote.

Public Meeting to educate property owners along the river about building regulations and FEMA requirements: Ron Ragsdale said that he and Don Sappington both live on the river and feel that a public meeting to inform residence and identify individuals for a committee that would assist the city and a building inspector to monitor building activity in the area along the river. It was generally agreed that this should be done. A program will be set with a time and place will be scheduled.

Resolution 2008-01- Employee Wage/pay adjustments: A resolution providing wage adjustments to some hourly employees and to provide payment of two weeks wages to each hourly employee for the purpose of realigning the pay date to the second Thursday following the end of a pay period was read. Warren Gragg made a motion to approve Resolution 2008-01 as read; Barton Conley seconded the motion and it carried unanimously.

Other Announcements:

Recorder/Treasurer, Donna Hinton shared information received at the AML convention from Employers Supporting the Guard and Reserves regarding an opportunity for the City of Norfolk to send one representative to visit the training base at Shelby, MS on February 20, 2008. ESGR has scheduled a plane to leave from the LRAFB in Jacksonville to give elected officials the opportunity to learn about the training program and to show support. The 224th out of Mt. Home just reported for training and will be deployed to Iraq. There are three individuals in this group with Norfolk addresses. Warren Gragg stated that he did not feel that this would be something worth spending city tax payer's money to do; however, several other council members disagreed. A pole of the elected officials revealed that no one of that group was able to go except the Recorder/Treasurer. Ron Ragsdale made a motion that the City of Norfolk shows support of our troops by sending a representative on this trip to Shelby, MS. Maricia Kelley seconded the motion and five council members voted in favor and Warren Gragg abstained.

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 8:20 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
Regular Council Meeting
February 19, 2008**

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
David K. Miller
Ray Davis
John Selig

Joan Carlsen
Cory McFall
Jim Griffin

Deb Staunch
Shawn Womack
Elizabeth (Betty) Hager

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

Minutes

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

Agenda: No changes were made.

Award Sewer Plant Maintenance Bid: John Selig, NRS Engineering presented information on the bids received at 10:00 AM today. The lowest bid was \$123,500.00 from DCJ Construction of Hot Springs, AR. The bid is considerably higher than anticipated. John Selig received a verbal commitment from USDA Rural Development for the previously approved loan of \$78K at 4 3/8% (no penalty for early pay off) with a \$66K grant and a city contribution of \$4K for a total financial package of \$148K. The funds over the amount of the bid would be engineering fees. The City of Norfolk qualifies for this 45% grant based on income. This financial package will be available following USDA review of the contract and formal approval of the grant; review by our city attorney and an ordinance by the City Council to accept the grant. The grant is only available in conjunction with the loan. NRS will provide an inspector on sight for the project. The contract will be for completion in 90 days with a penalty of \$200 per day plus engineering fees. The life span of this improvement should be about 20 years providing the city does not exceed 75,000 to 80,000 gallons per day. **Resolution 2008-09 to accept the bid of DCJ Construction** in the amount of \$123,500 was read. Don Sappington made a motion to accept the resolution as read. It was seconded by Ron Ragsdale and carried unanimously. It is expected that the Ordinance to accept the grant will be presented at the March meeting.

Minutes of the January 8, 2008 Workshop; January 15, 2008 Regular Meeting: A motion to approve the minutes of the January 8, 2008 Workshop; January 15, 2008 Regular Meeting as written was made by Don Sappington; seconded by Ron Ragsdale and carried unanimously.

January 2008 Financial Report: A motion was made by Don Sappington to approve the financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

Ordinance 2008-02 to revise the 2008 budget to include a Building inspector and purchase a patrol car: The ordinance was read with an emergency clause. Jimmy Mincey made a motion to approve the ordinance seconded by Don Sappington and carried unanimously.

Ordinance 2008-03 to revise and finalize the 2007 Budgets was presented: Warren Gragg made a motion to approve the budget ordinance as presented with the emergency clause. Barton Conley seconded the motion and it carried unanimously.

Resolution 2008-02 to condemn the Wadkins/Cooper Property was read: Warren Gragg made a motion to approve the resolution as read. Barton Conley seconded the motion and it carried unanimously.

Resolution 2008-03 to condemn the T. Jones Property was read: Warren Gragg made a motion to approve the resolution as read. Jimmy Mincey seconded the motion and it carried unanimously.

Resolution 2008-04 to authorize the purchase of a patrol car: Ron Ragsdale made a motion to approve the resolution to authorize expenditure of \$30,000 for the purchase of a patrol car as previously agreed. Don Sappington seconded the motion and it carried unanimously.

Resolution 2008-05 to authorize the purchase of replacement lift pumps for the sewer plant: Warren Gragg made a motion to approve the resolution to authorize expenditure of \$15,561.78 for the purchase of replacement lift pumps as previously agreed. Barton Conley seconded the motion and it carried unanimously.

Business License for Wind Chimes- Barton Conley made a motion to approve a business license for a business called Wind Chimes owned by Shauna Hazel and located at 13807 Hwy. 5 S. Jimmy Mincey seconded the motion and it carried unanimously.

Resolution 2008-06 an agreement to engage a grant writer: Jimmy Mincey made a motion to approve the agreement to engage a grant writer as stated in the resolution. Ron Ragsdale seconded the motion and it carried unanimously.

Resolution 2008-07 to agree to the application for GIF 1 Community Enhancement Grant funds: Warren Gragg made a motion to approve the resolution to apply for the grant but requested that Betty Hager provide more detail about the expenditures covered and the total amount of the grant. The motion was seconded by Barton Conley and carried unanimously. The resolution will be revised as requested as soon as additional information is provided by Betty Hager.

Resolution 2008-09 to participate in LOPFI: Warren Gragg made a motion to approve the resolution as read. Don Sappington seconded the motion and it carried unanimously.

Appointment of a Building Inspector: Mayor Reeves presented a letter to appoint Ray Davis as the Building inspector pending approval by the Council. Don Sappington made a motion to approve the appointment of Ray Davis as the Building Inspector for the city of Norfolk. Ron Ragsdale seconded the motion and it carried unanimously.

Other Announcements:

Farmers Market: Ron Ragsdale said that he and Jimmy Mincey had been in contact with Mark Eaton, Baxter County Extension Service regarding the organization of a Farmers Market in Norfolk around the City Circle and the old Horace Mann School. They will schedule a meeting with interested people to come up with some guidelines and a schedule.

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

The meeting adjourned at 8:20 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
Regular Council Meeting
March 18, 2008**

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
Coetia Batarsch

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

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

Agenda: No changes were made.

Minutes of the February 13, 2008 Workshop; February 19, 2008 Regular Meeting: A motion to approve the minutes of the February 13, 2008 Workshop; February 19, 2008 Regular Meeting as written was made by Don Sappington; seconded by Ron Ragsdale and carried unanimously.

February 2008 Financial Report: A motion was made by Maricia Kelley to approve the financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

Rescind Resolution 2008-09 to participate in LOPFI: Following discussion regarding the additional cost of participation to the city if the monthly pay for the police officer were to exceed \$1198 per month and to consider other options to provide life/disability insurance to the police officer, Warren Gragg made a motion to rescind his motion at the February 19, 2008 Regular council meeting to approve Resolution 2008-09 and make a motion to elect not to participate in the LOPFI program at this time based on the additional information. Ron Ragsdale seconded the motion and it carried unanimously.

Resolution 2008-10 to incur debt of \$78,000 with USDA for the purpose of Sewer Treatment Facility Repair: Warren Gragg made a motion to approve the resolution as presented. Jimmy Mincey seconded the motion and it carried unanimously.

Resolution 2008-11 to accept a grant of \$66,000 with USDA for the purpose of Sewer Treatment Facility Repair conditional upon the City contribution of \$4,000. Warren Gragg made a motion to approve the resolution as presented. Jimmy Mincey seconded the motion and it carried unanimously.

Ordinance 2008-05 revising the Building Permit approval authority since the appointment of a City Building Inspector: The ordinance was introduced and read for the first of three times.

Other Announcements:

Council was reminded that a Public hearing for the Sewer Rate increase and Bond Ordinance has been set and published for 6:30 PM, March 25, 2008 at the City Hall meeting room.

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

The meeting adjourned at 7:20 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

City of Norfolk
Regular Council Meeting
April 15, 2008

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
Ray Davis Deb Stauch Jimmy Griffin
And there may be others that did not sign in or names were illegible.

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

Agenda: An Ordinance for a Jail Fee was inadvertently omit and should be added at the end of the agenda.

Minutes of the March 11, 2008 Workshop; March 18, 2008 Regular Meeting; March 25 Public Hearing for Sewer rates and Bond issue; and March 27, 2008 Special meeting for River Ridge Road Repair: A motion to approve the all minutes for the March meetings as written was made by Don Sappington; seconded by Barton Conley and carried unanimously.

March 2008 Financial Report: A motion was made by Jimmy Mincey to approve the financial report as written. It was seconded by Ron Ragsdale and carried unanimously

Ordinance 2008-05 to update the Building permit Approval Process: Warren Gragg made a motion to suspend the rules and have the second reading by title only. Jimmy Mincey seconded the motion and it carried unanimously. The second reading was done by title only.

Warren Gragg declared an emergency and made a motion to suspend the rules and have the third reading by title only. Barton Conley seconded the motion and it carried unanimously. The third reading was done by title only.

Jimmy Mincey made a motion to approve Ordinance 2008-05 to update the building permit approval process as read. Ron Ragsdale seconded the motion and it carried unanimously.

Resolution 2008-12 – Authorizing the pay off of the 2006 Silverado truck loan: The resolution was introduced by Jimmy Mincey and read. Jimmy Mincey made a motion to approve Resolution 2008-12 as read. The motion was seconded by Ron Ragsdale and carried unanimously.

Resolution 2008- 14 – Authorizing additional compensation for the Building Inspector: Don Sappington made a motion to present an ordinance to authorize payment of \$10/hr to the Building Inspector for working flood related permits. Ron Ragsdale seconded the motion. Mayor Reeves asked for discussion.

Executive Session: Warren Gragg made a motion to adjourn to Executive session to discuss compensation adjustments for the Building Inspector and the Chief of Police. The motion was seconded by Maricia Kelley. Five members voted in favor of the motion; Don Sappington abstained.

The Mayor suspended the meeting and the Council went into Executive Session at 6:45 PM

Upon returning at 7:50 PM, Maricia Kelley made a motion to call the meeting back to order. The motion was seconded by Jimmy Mincey and carried unanimously.

Don Sappington withdrew his previous motion for an ordinance to authorize payment of \$10 per hour to the Building Inspector.

Don Sappington made a motion to approve Resolution 2008-11 to authorize additional compensation of \$75 per flood related permits. Jimmy Mincey seconded the motion and it carried unanimously.

Resolution 2008-15 Authorizing additional compensation for the Chief of Police: Warren Gragg made a motion for a resolution to authorize payment of \$13.50/hr to the Chief of Police for 54 hours of documented time worked in excess of the normal schedule during the flood emergency. Jimmy Mincey seconded the motion and it carried unanimously.

Resolution 2008-13 Authorizing increasing the work schedule for the Chief of Police: Warren Gragg made a motion for a resolution to increase the normal work week schedule for the Chief of Police by 5 hour for a total of 25 per week and to authorize payment of \$13.50/hr times 5 hours per week retro active to January 1, 2008. Jimmy Mincey seconded the motion and it carried unanimously. The Chief of Police agreed to the increased schedule.

Ordinance 2008-08 To Levy an additional \$5 per fine for defendants pleading or found guilty to defray the cost of using the Baxter County jail. The first reading of the Ordinance was given.

Warren Gragg made a motion to declare an emergency, suspend the rules and have the second reading by title only. Jimmy Mincey seconded the motion and it carried unanimously. The second reading was given by title only.

Warren Gragg made a motion to declare an emergency, suspend the rules and have the third reading by title only. Jimmy Mincey seconded the motion and it carried unanimously. The third reading was given by title only.

Warren Gragg made a motion to approve Ordinance 2008-08 as read. Barton Conley seconded the motion and it carried unanimously.

Other Announcements:

The Recorder/Treasurer notified the Council that an arrangement had been made with Mike Harrison to rent the "Agri Building" at a rate of \$100 per month to store some of his business equipment so that he could continue to operate his business while repairing his property from flood damage.

Adjournment: With no further business, Maricia Kelley made a motion to adjourn the meeting. Don Sappington seconded the motion and it carried unanimously.

The meeting adjourned at 7:40 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
Regular Council Meeting
May 20, 2008**

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

Ray Davis
Johnnie Sepulvado

John Selig
Ernie Hubbard

Joan Carlsen
James Reynolds

David K. Miller
Doris Daniel

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

Minutes

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

Agenda: No Changes were made

Minutes of the April 8, 2008 Workshop; April 20, 2008 Regular Meeting: A motion to approve the all minutes for the April meetings as written was made by Warren Gragg; seconded by Ron Ragsdale and carried unanimously.

April 2008 Financial Report: A motion was made by Jimmy Mincey to approve the financial report as written. It was seconded by Barton Conley and carried unanimously.

First Quarter Report: A motion was made by Barton Conley to approve the first quarter financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

Sewer Project: NRS Engineer, John Selig informed the Council that the low bid contractor, DCJ Construction, Inc. of Hot Springs declined to sign the contract. Upon notification that the city intended to claim the bond of \$6175, the contractor requested that a monthly payment arrangement be made for him to pay rather than go to the bonding company. Mr. Selig recommended that the City go to the bonding company rather than accept a payment arrangement.

Warren Gragg made a motion to decline the request for a monthly payment arrangement and to authorize Mr. Selig to work with Attorney Kincade to pursue the bond from the bonding company.

Mr. Selig said that he intends to begin the advertising again this week with the first publication being in this Sunday paper. Normal requirement is to publish for 30 days but he contact Bill Rowland at USDA to try to shorten the time since it has been published before.

Water Project Update: The loan/grant application for \$ 1,953 K is in line for funding but there is not enough money available to fund the application until new funding becomes available in October. Bill Rowland of USDA suggested that funding may be more available if the project were to be broken into smaller projects with the same final result. A smaller project would be determined by the Council but a Phase 1 might be to bore the White River and supply Norfolk Village since that well has become more costly and more closely scrutinized by the Health Department. Mr. Selig provided information to show that as a \$675K project. He recommended that the application for \$1,953K be left on the table with hopes of full funding while the City proceeds to pursue funding for a smaller phase. Warren Gragg asked that the Council delay a decision on this until the Water Committee could study it

further and hold some hearings with the residents to help determine potential interest for new connections. The issue was tabled pending the Water Committee recommendation.

Removal of Condemned: Mayor Reeves presented three responses to his request for bids to remove houses and clear the lots to a mowable condition at two condemned locations known as the Watkins Property and at the north side of Hwy 5 between 3rd and 4th Street. The bids received were: Doug Simpson - \$4,580; Eric Payne - \$5,500; and Sid Pickens - \$ 7,000.

Warren Gragg made a motion to award the bid to Doug Simpson in the amount of \$4,580. The motion was seconded by Barton Conley. Voting in favor of the motion: Warren Gragg, Barton Conley, Maricia Kelley, Jimmy Mincey and Ron Ragsdale. Opposed: Don Sappington.

Animal Control Issue: Mayor Reeves recommend that the Animal Control ordinances be reviewed and updated to address horses and cows. He sighted several complaints and incidents that have occurred involving horses and cows. Review of the existing ordinance shows that it does provide regulation and allows enforcement by the issue of citations. Ron Ragsdale made a motion that the Chief of Police begins issuing citations to enforce the existing Animal Ordinance. Jimmy Mincey seconded the motion and it carried unanimously.

Other Announcements:

Pioneer Day: A follow up meeting is scheduled to review the recent event, hear suggestions to improve future events and collect new ideas has been scheduled for 5:30 PM on Tuesday, June 3, at City Hall. All members of the 2008 and past Pioneer Day committees, any one interested in assisting with future events, and anyone with feedback or wishing to comment are encouraged to attend.

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

The meeting adjourned at 7:45 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
Regular Council Meeting
June 17, 2008**

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

Mayor
Jim Reeves

Water/Court Clerk
Chrissy McFall

Recorder/Treasurer
Donna Hinton (Absent)

Council

Barton Conley
Don Sappington

Warren Gragg
Ron Ragsdale

Jimmy Mincey
Maricia Kelley

Guest

Ray Davis
Johnnie Sepulvado
Ray Davis

Mike Harrison
Ernie Hubbard
Camille Voelz

Lisa Harrison
James Reynolds
Walter Carlsen

David K. Miller
Doris Daniel

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

Meeting Notes:

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

Agenda: No Changes were made

Minutes of the May 13, 2008 Workshop; May 20, 2008 Regular Meeting: A motion to approve all the minutes for the May meetings as written was made by Barton Conley; seconded by Jimmy Mincey and carried unanimously.

May 2008 Financial Report: A motion was made by Ron Ragsdale to approve the financial report as written. It was seconded by Barton Conley and carried unanimously.

Short term rental in Residential zone: The Ray Davis, spokes person for the Norfolk Village stated that the citizens were concerned that if nightly/daily; short term rentals were allowed in the residential area, other resorts owners would start purchasing residential area and renting them out for short periods and businesses would start encroaching into the neighborhood. After considerable discussion, Warren Gregg made the motion to have Mayor Reeves and City Attorney Kincade revise the existing zoning ordinance to change R-1 and MR-1 to specifically and clearly exclude daily and weekly rentals, the motion was seconded by Maricia Kelley and carried unanimously.

Appointment of Ray Davis to Planning Commission: Jim announced that he would like appoint Ray Davis to the Planning Commission. It was a 3-3 tie with Don Sappington, Ron Ragsdale and Jimmy Mincey in favor and Warren Gragg, Barton Conley and Maricia Kelley against the appointment. Jim Reeves broke the tie by voting to seat Ray Davis on the Planning Commission.

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

The meeting adjourned at 7:05 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
Regular Council Meeting
July 15, 2008**

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

Bonnie Sappington
Thelma Rorie
David K. Miller
Johnnie Sepulvado
Doris Daniel
Dave Voelz

Othedric Daniel
Mike Harrison
Sue Dye
Ernie Hubbard
Edna Jue
Joan Carlsen

John SeligRay Davis
Lisa Harrison
Tom Cromes
Joseph Stein
Ray Davis

Gloria Becker
Meagen Harrison
Sarah Ann White
James Reynolds
Camille Voelz

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

Meeting Notes:

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

Agenda: Agenda was revised to include a resolution to authorize the Mayor to sign the Sewer contract.

Minutes of the June 10, 2008 Workshop; June 17, 2008 Regular Meeting: A motion to approve all the minutes for the June meetings as written was made by Jimmy Mincey; seconded by Ron Ragsdale and carried unanimously.

June 2008 Financial Report: A motion was made by Don Sappington to approve the financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

Water Audit for period ending December 31, 2007: A motion was made by Warren Gragg to acknowledge receipt of the 2007 Water Audit report. It was seconded by Barton Conley and carried unanimously.

First reading of Ordinance Amending Zoning Ordinance 95-05 B-1 Commercial Business Central District:

The first reading of the proposed amendment to the B-1 section of the Zoning Ordinance was given. Following the first reading, Ron Ragsdale proposed an alternative way of resolving the issue in Norfolk Village. He suggested that the council declare that anyone owning property before a certain date in the past would have a fixed number of days in which the owner could identify one single property as a business. The owner would then need to comply by having a business license and a state tax number. The property would be allowed to be used as a business only as long as it is owned by that individual; any change in ownership would cause the property to lose any right to operate as a business. Don Sappington stated that although the main people concerned about the issue right now are in Norfolk Village but an amendment to the zoning ordinance would apply to the whole city. Warren Gragg challenged the signatures on the petition in favor of restricting overnight rentals. Don Sappington said that the petitions were not distributed equally and should be disregarded entirely. Jimmy Mincey said that he would be against any short term rentals in the R-1 area but would consider Ragsdale's proposal as a compromise if it satisfied both sides.

Motion to declare an emergency and have second and third readings: Warren Gragg made a motion that an emergency be declared and the second and third reading be given so that a vote could be taken tonight. Maricia

Kelley seconded the motion. Warren Gragg, Maricia Kelley and Barton Conley voted in favor; Jimmy Mincey, Ron Ragsdale and Don Sappington voted against the motion. The motion died due to the lack of a majority vote.

Resolution 2008-16 to authorize the Mayor to enter into a contract for the Sewer Project: Resolution 2008-16 to authorize the Mayor to enter into a contract with Wise Contractor for the Sewer Project in the amount of \$175,000, was read. Warren Gragg made a motion seconded by Don Sappington to approve the resolution. The vote to approve was unanimous.

Annexation: The citizens of the Riverside Acres subdivision have requested to be annexed into the City of Norfolk and have prepare all necessary documents needed by the Quorum court. Prior to any further investment of time and money, they have requested a vote of confidence from the Council to show that their request would be favorably received. When the Council was polled, those voting in favor of the request were Don Sappington, Ron Ragsdale, Jimmy Mincey, Maricia Kelley and Bart Conley; voting against the request was Warren Gragg.

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

The meeting adjourned at 7:15 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
Regular Council Meeting
August 19, 2008**

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
Annette Bland
Thelma Rorie
David K. Miller
Johnnie Sepulvado
Joan Carlsen

Ray Davis
Mike Harrison
Paul Beavers
James Reynolds

Patti Smith
Lisa Harrison
Trevor Tilley
Doris Daniel

Len Rockowski
John Hazelton
Sarah Ann White
Camille Voelz

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

Meeting Notes:

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

Agenda: No changes were made

Minutes of the July 8, 2008 Workshop; July 15, 2008 Regular Meeting: A motion to approve all the minutes for the June meetings as written was made by Don Sappington; seconded by Ron Ragsdale and carried unanimously.

July 2008 Financial Report: A motion was made by Jimmy Mincey to approve the financial report as written. It was seconded by Don Sappington and carried unanimously.

Second Quarterly Financial Report: Don Sappington made a motion at approve the second quarterly financial report as presented. Jimmy Mincey seconded the motion and it carried unanimously.

Second reading of Ordinance Amending Zoning Ordinance 95-05 B-1 Commercial Business Central District:
The second reading of the proposed amendment to the B-1 section of the Zoning Ordinance was given.

Ron Ragsdale reported that he had consulted with city attorney, Ron Kincade as requested at the last meeting to clarify comments Mr. Kincade at a previous meeting. Mr. Kincade said that “expo facto” – prevents a person from being charged with actions prior to a law being written – prevents creating an ordinance that would change what has already occurred. Mr. Kincade did agree that a compromise some place in the middle would be the best resolution but that it is not legal to restrict a property owner from passing on his/her property rights to a new owner.

Domestic Animal Ordinance: Mayor Reeves explained that it was not the intent that the proposed document becomes the new domestic animal ordinance for Norfolk. He read an excerpt from the existing animal code to demonstrate that our current ordinance does need to be updated. This document is a collection of ordinances from other Arkansas cities and needs to be tailored to fit Norfolk and was simply presented as a place to start. Warren Gragg asked that the Mayor provide copies of the existing city ordinances so that the Council can revise them to a new document to include the agreement with the County facility.

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

The meeting adjourned at 6:50 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
Regular Council Meeting
September 16, 2008**

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

Mayor

Jim Reeves

Recorder/Treasurer

Donna Hinton by: Jim Griffin (Donna absent)

Council

Barton Conley
Don Sappington

Warren Gragg
Ron Ragsdale

Jimmy Mincey
Maricia Kelley

Guest

Ernie Hubbard
Bonnie Sappington
David K. Miller
Johnnie Sepulvado
Sue Dye
Thelma Rorie

Ray Davis
Mike Harrison
Paul Beavers
James Reynolds
 Danny Jue
Debby Stanuch

Patti Smith
Lisa Harrison
Sarah Ann White
Doris Daniel
 Gloria Becker

Len Rockowski
John Hazelton
 Tom Cromes
Camille Voelz
 Dave Voelz

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

Meeting Notes:

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

Agenda: No changes were made

Minutes of the August 12, 2008 Workshop; August 19, 2008 Regular Meeting: A motion to approve all the minutes for the August meetings as written was made by Maricia Kelley; seconded by Barton Conley and carried unanimously.

August 2008 Financial Report: A motion was made by Don Sappington to approve the financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

Third reading of Ordinance Amending Zoning Ordinance 95-05 B-1 Commercial Business Central District:

Motion made by Warren Gragg to have the third reading by title only, seconded by Maricia Kelley and carried unanimously.

The third reading by title only of the proposed amendment to the B-1 section of the Zoning Ordinance was given.

Following the reading there was no discussion. Don Sappington made a motion to approve the Ordinance, seconded by Warren Gragg and passed by a vote of four (4) to two (2). Jimmy Mincey and Ron Ragsdale voted against approval.

Resolution to set the mill rate for 2008 to be collected in 2009: A Resolution to set the mill rate was read by Jim Reeves. Warren Gragg made a motion to approve, seconded by Barton Conley and passed unanimously.

Jim Reeves asked the council if they wanted to proceed with the zoning change request the Planning Commission had forwarded to them with a recommendation of approval. The request was to change a portion of the city's R1 to MR1. The area is an undeveloped piece of land near the city's main well house. Ron Ragsdale made a motion to have the city proceed, seconded by Warren Gragg and passed unanimously.

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

The meeting adjourned at 6:40 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
Regular Council Meeting
October 21, 2008**

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

Mayor

Jim Reeves

Council

Barton Conley

Don Sappington

Recorder/Treasurer

Donna Hinton

Warren Gragg

Ron Ragsdale

Jimmy Mincey

Maricia Kelley

Guest

Ray Davis

James Reynolds

Nina Brewer

Bonnie Sappington

Camille Voelz

Bobby Brewer

Lisa Harrison

Thelma Rorie

John Wilson

Paul Beavers

Lisa Hanson

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

Meeting Notes:

Roll call was taken: All six Council members were present for a quorum;

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

Agenda: No changes were made

Minutes of the September 9, 2008 Workshop; September 16, 2008 Regular Meeting: A motion to approve all the minutes for the September meetings as written was made by Don Sappington; seconded by Ron Ragsdale and carried unanimously.

September 2008 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 Quarter Actual to Budget Report: A motion was made by Don Sappington and seconded by Ron Ragsdale to approve/accept the third quarter report as presented. The motion carried unanimously.

Ordinance 2008-10 a revision of the 2008 Budget: The ordinance was read. A motion to approve the revised 2008 budget was made by Don Sappington and seconded by Ron Ragsdale. The motion carried with 5 votes in favor and Warren Gragg abstained.

City Web Site: Warren Gragg reported that he called Mr. Black who has been contacted about building a city web site and found that he has not developed any city sites and he is 60 years old so if he were to build a site for Norfolk, it would be come unusable if he were to die. In regard to publication of the minutes, ordinances and financial statements, Gragg said that no one outside of Norfolk needs to know about our business and the local people can get it from city hall if they are interested. Placing that information on the web would be airing our laundry for everyone to see. He said that Norfolk does not need to spend the money for a web site. Mayor Reeves said that he has been approached by another person that would be able to do it for less money. Don Sappington agreed that people outside of our community did not need to have access to our information. Barton Conley said that if they are interested in the area, they can Google in and find local businesses and area information already on the web. Ron

Ragsdale said that he felt that it may be a way of getting more people interested in the city business and open communication with local citizens in order to serve them better. He added that may be exactly the reason that some would prefer to continue to operate in the shadows so that decision could continue to be made without public input. Jimmy Mincey said that it is important to a community's economic health to offer information about the city to people in order to interest them in coming here to do business. He state that he did want Norfolk to experience some growth. In regard to publication of the meeting notices in the Baxter Bulletin, he said that people in Norfolk do not get the paper until later in the day and he has cancelled his subscription for that reason. Warren Gragg said that most of the area city web sites are sponsored by the local chamber of Commerce and if Norfolk wants one then the businesses should form a Chamber and pay for it themselves.

Mayor Reeves said that it appears that the issue of a web site is not something that the council is interested in at this time and he would consider it closed. Don Sappington said that he has gained new information from this discussion and would like to have it on the next workshop agenda. It will be placed on the November workshop agenda.

Pending Sewer and Water Projects: Mayor Reeves said that he has written several letters to local legislators regarding the delays we are experiencing with our USDA funded projects. Senator Blanche Lincoln has responded and Bill Roland of USDA has called a meeting here to discuss the issue. The meeting will be Tuesday November 4 at 10:30 AM in the City Council Meeting room. All City officials, the engineer and the public are encouraged to attend.

City Car: Mayor Reeves said that due to concern about the city car being a target for vandalism while parked at city hall that he would begin driving it back and forth from home each day. He said that since he is on call 24/7 he would restrict his use of the car to city business only. There were no objections from the Council.

Reminder: A meeting to update/revise the Animal Ordinance is scheduled for October 27, at 9 AM.

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

The meeting adjourned at 7:12 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal:

**City of Norfolk
Regular Council Meeting
November 18, 2008**

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 (absent)

Warren Gragg

Ron Ragsdale

Jimmy Mincey

Maricia Kelley

Guest

Ray Davis

Camille Voelz

David K. Miller

O.C. Simpson

Lisa Harrison

Thelma Rorie

Donnie Park

Doris Daniel

Nina Brewer

Diane Simpson

Joan Carlsen

Bobby Brewer

Doug Simpson

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

Meeting Notes:

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

Agenda: No changes were made

Minutes of the October 14, 2008 Workshop; October 21, 2008 Regular Meeting: A motion to approve all the minutes for the October meetings as written was made by Jimmy Mincey; seconded by Barton Conley and carried unanimously.

October 2008 Financial Report: A motion was made by Ron Ragsdale to approve the financial report as written. It was seconded by Jimmy Mincey and carried unanimously.

City web site: Ron Ragsdale made a motion to approve \$1600.00 for the development of a city web site and Jimmy Mincey seconded the motion. Voting in favor of the motion were Jimmy Mincey and Ron Ragsdale; opposed were Warren Gragg, Barton Conley, and Maricia Kelley. The motion failed.

Ordinance 2008-11 – Rezoning R1 Residential to MR1 Manufactured Homes: the first reading of the ordinance was given. Warren Gragg made a motion to declare an emergency and have the second reading by title only. Barton Conley seconded the motion and it carried unanimously.

Ordinance 2008-11 –Second Reading by title only. Warren Gragg made a motion to declare an emergency and have the third reading by title only. Ron Ragsdale seconded the motion and it carried unanimously.

Ordinance 2008-11 –Third Reading by title only. Warren Gragg made a motion to declare an emergency and have the third reading by title only. Barton Conley seconded the motion and it carried unanimously.

Ordinance 2008-11 –Approval. Warren Gragg made a motion to approve the ordinance as read. Barton Conley seconded the motion and it carried unanimously. Ordinance passes and will be recorded at the Baxter County Clerk’s Office.

Resolution 2008-18 –Simpson development/use of Chastain Right-of-way: Warren Gragg made a motion to approve the Resolution to allow the development and personal use of the 400 Blk of Chastain Street by Doug Simpson. The motion was seconded by Ron Ragsdale and carried unanimously.

Accidental Death and Dismemberment Insurance: Municipal League offers AD&D for elected official and department heads each year with a deadline of December 31, 2008. Jimmy Mincey will be the only member of the current council to remain but to meet the deadline; the decision needs to be made by the current council. Warren Gragg asked for information about AD&D coverage for hourly employees with the premium paid by the City. The issue will be placed on the December workshop agenda when that information is available.

First Draft of the 2009 Budget: This will be studied further and placed on the December workshop agenda. Council requested that the 2009 contract for youth services with the Norfolk Area Youth Center be prepared for next meeting.

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

The meeting adjourned at 7:30 PM.

James Reeves, Mayor

Donna Hinton, Recorder/Treasurer

Seal: