

**MINUTES OF THE REGULAR MEETING OF THE TOWN COUNCIL
OF THE TOWN OF HIGHFILL, BENTON COUNTY, ARKANSAS**

HELD ON TUESDAY, FEBRUARY 10, 2009

The Town Council of the Town of Highfill, Benton County, Arkansas, met in regular session at the Highfill Community Building, Tuesday, February 10, 2009 at 6:30 p.m.

Mayor Chris Holland called the Town Council meeting to order.

Attendance Roll Call:

The following were present: Mayor Chris Holland, Recorder-Treasurer Stacy Digby, and Aldermen: Toby Lester, Richard Boles, Keven Varner and Sandy Evans. Alderman James Wiand was absent. The city's attorney Steve Miller was present. See attendance sheet for others attending.

The minutes of the regular meeting of the Town Council dated January 13, 2009 were presented. The Mayor asked if there was any discussion. Alderman Toby Lester made a motion to waive the reading and accept the minutes for that meeting in their present form. Alderman Richard Boles seconded the motion. Lester, Boles, Varner and Evans voted yes. There were no votes in opposition. Motion carried.

Review of Department and Commission Reports

Written reports were submitted by the following persons for the following departments and commissions, and copies of each are attached:

<u>Department / Commission</u>	<u>Report Submitted By</u>
Street and Maintenance Department Report	Kently Insko
Fire Department Report	Chief Jeremy Jackson
Police Department Report	NONE SUBMITTED
Parks Commission Report	NONE SUBMITTED
Water & Wastewater Report	Frank Holzkamper
Building Inspection /Code Enforcement Report	Rob Holland

Kently Insko addressed the council and informed them that he had located another used tractor from Williams Tractor. The tractor was a Ford 72-90 that included a cab, was 4-wheel drive, 82 hp, and had three hydraulic remotes. The tractor was less than 5 years old, but it did have 1300 hours on it. The cost would be approximately \$25,000.00, with no warranty. Kently told the council he wanted to keep looking for other tractors. After some discussion among the council members it was agreed not to purchase this tractor and that Kently would continue to try to locate another one for the Town.

Kently Insko and Rob Holland both told the council about storm damage and clean-up. They were working on approval for a dump site. Then trees, limbs, etc. could be brought there to be burned.

Open Hearing

The Mayor opened the floor to the public. John Carter addressed the council. He stated that he was interested in acquiring the cabinets, electrical outlet plugs, wiring and outside air conditioning unit that were going to be removed from the house on the Hobart Young property and discarded in connection with the demolition of that structure. There was some discussion between Mr. Carter and the council members. A motion was then made by Alderman Toby Lester to sell the cabinets, electrical outlet plugs, electrical wiring and outside air conditioning unit to Mr. Carter for the cost of \$5.00 on the condition that Mr. Carter would take all action necessary and bear all costs associated with the removal of those items from the structure. The motion was seconded by Alderman Richard Boles. Lester, Boles, Varner and Evans voted in favor of the motion. There were no votes in opposition. Motion carried. There was no other comment from the public. There being no further discussion, the Mayor declared the open hearing closed.

Old Business

None.

New Business

The first item of new business was an Ordinance amending Ordinance No. 04-01 establishing various Planning and Zoning fees to be charged by the Town of Highfill, declaring an emergency to exist, and for other purposes. A motion was made by Alderman Toby Lester to suspend and dispense with the rule requiring the reading of an ordinance, in full, on three different days and read said Ordinance by title only, and the motion was seconded by Alderman Keven Varner. Lester, Boles and Varner voted in favor of the motion. Evans voted no. The Mayor cast the fourth vote in favor of suspending the rule. The Mayor declared that at least two-thirds of the members of the council voted in favor of the motion and an ordinance entitled:

“AN ORDINANCE AMENDING ORDINANCE NO. 04-01 ESTABLISHING VARIOUS PLANNING AND ZONING FEES TO BE CHARGED BY THE TOWN OF HIGHFILL, ARKANSAS; DECLARING AN EMERGENCY TO EXIST AND FOR OTHER PURPOSES RELATED THERETO.”

was read by title only.

Next, a motion was made by Alderman Toby Lester to adopt said ordinance and the motion was seconded by Alderman Richard Boles. Lester, Boles, Varner and Evans voted yes. There were no votes in opposition. The motion carried. The Mayor then noted that the Ordinance contained an emergency clause. A motion was made by Alderman Toby Lester and seconded by Alderman Richard Boles to approve the emergency clause of the Ordinance. Lester, Boles, Varner and Evans voted yes and there were no votes in opposition. Motion carried. The Mayor then declared the Ordinance adopted and signed the Ordinance, which was later attested by the Town Recorder and sealed with the seal of the Town. The Ordinance was given No. 2009-02.

The next item of new business was a Resolution authorizing the Mayor to transfer excess sales tax revenue from the Water Improvement Fund to the General Fund. A motion to approve the Resolution was made by Alderman Toby Lester and seconded by Alderman Keven Varner. Lester, Boles, Varner and Evans voted in favor. There were no votes in opposition. Motion passed. The Resolution was given No. 02-2009.

Financial Report

The Semi-Annual Financial Statement for July 1, 2008 through December 31, 2008 was presented to the council. There was a brief discussion of the Semi-Annual Financial Statement. The city's attorney noted that this was a compilation of the monthly financial reports that had been reviewed and approved by the council each month, and that pursuant to Arkansas law the Semi-Annual Financial Statement for July 1, 2008 through December 31, 2008 needed to be published no later than March 1, 2009. There were no objections regarding the Semi-Annual Financial Statement.

The Financial Report for the month of January 2009 was presented for review (see attached). After a brief discussion, a motion was made by Alderman Toby Lester to approve the Financial Report. The motion was seconded by Alderman Richard Boles. Lester, Boles, Varner and Evans voted in favor. There were no votes in opposition. Motion passed.

Mayor's Report

Mayor Chris Holland gave the following report:

- a) The Mayor noted that the fire dues collected by the Town of Highfill for the year 2008 in the sum of \$16,300.00 remained with the Town of Highfill funds from the 2008 calendar year. These funds were not utilized by the Highfill Volunteer Fire Department as part of the 2008 budget. In follow up to discussions last year, the council had discussed the possibility of transferring these funds to the savings account to be established for the Highfill Volunteer Fire Department in the event that said funds were not needed in connection with the Town's operations. After reviewing and discussing the matter, a motion was made by

Alderman Toby Lester to allocate and transfer the sum of \$16,300.00 to the Highfill Volunteer Fire Department savings account over the course of the year as the funds are available. The motion was seconded by Alderman Keven Varner. Lester, Boles, Varner and Evans voted yes. There were no votes in opposition. Motion carried.

- b) The Mayor noted that the Fire Department Budget for the calendar year 2008 had not been fully utilized by the Highfill Volunteer Fire Department, leaving an excess of approximately \$33,600.00. The council had discussed last year that if the Highfill Volunteer Fire Department did not have to utilize all of the funds in its budget, the council would consider transferring those funds to the Highfill Volunteer Fire Department savings account for future expenditures, such as the purchase of a new fire truck. A motion was then made by Alderman Toby Lester to allocate and transfer the sum of \$33,600.00 to the Highfill Volunteer Fire Department savings account over the course of the 2009 calendar year as those funds become available. The motion was seconded by Alderman Keven Varner. Lester, Boles, Varner and Evans voted yes. There were no votes in opposition. Motion carried.
- c) The Mayor distributed 2 sets of drawings that he and Alderman James Wiand had put together regarding the lay out for the new Highfill Town Hall. The Mayor reviewed both sets of drawings with the council, but he recommended that the first set of drawings distributed be approved by the council so the building of the Town Hall could move forward. He wanted to build a 50' by 50' structure on the Northeast corner of the city property behind the Police Station. After some discussion, there was a motion by Alderman Toby Lester to approve the first set of drawings distributed so the Mayor could move forward with the plans for construction of a new Highfill Town Hall. The motion was seconded by Alderman Richard Boles. Lester, Boles, Varner and Evans voted in favor of the motion. There were no votes in opposition. Motion carried.
- d) The Mayor then requested a work session with the council to discuss future salary schedules for the Town. After some discussion it was agreed that a special work session would be held on Monday, February 16, 2009 at 6:30 at the Highfill Community Building for the purpose of discussing the future salary schedules for the Town of Highfill employees. It was noted that no action would be taken at the work session, and that it was just for purposes of discussion and information.

Discussion

Alderman Keven Varner had requested that the Agenda include more information under the section titled "Mayor's Report". He asked if the Mayor could include a list of the items that he planned to discuss at the meetings. The Mayor explained that there was difficulty in doing so because the items he needed to discuss sometimes changed on a daily basis, but agreed that he would make an effort to include such information when possible. Recorder-Treasurer Stacy Digby reminded the Mayor that he still needed equipment lists from all his department heads to prepare an asset list.

Adjournment

There being no further business to come before the Council, a motion to adjourn was made by Alderman Toby Lester and seconded by Alderman Richard Boles. All voted in favor. Motion carried. Meeting adjourned.

APPROVED:

ATTEST:

Chris Holland, Mayor

Stacy Digby, Town Recorder
(SEAL)