

# **CITY OF FAIRFIELD BAY**

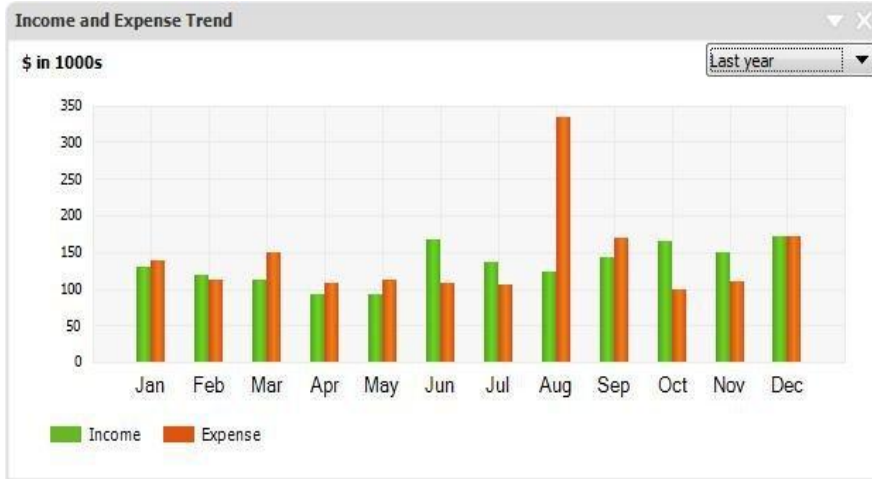
**Council Meeting - City Office Complex- 7:00 P.M.**

**January 9, 2012**

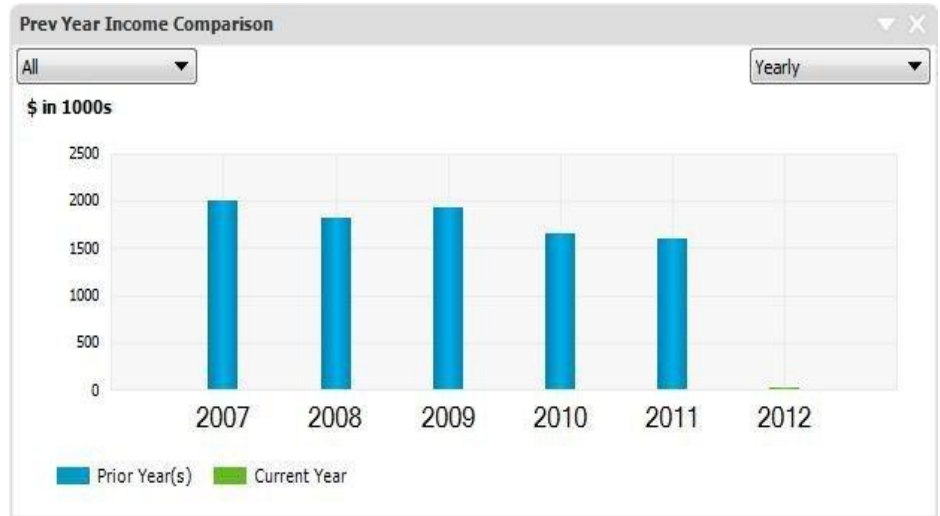
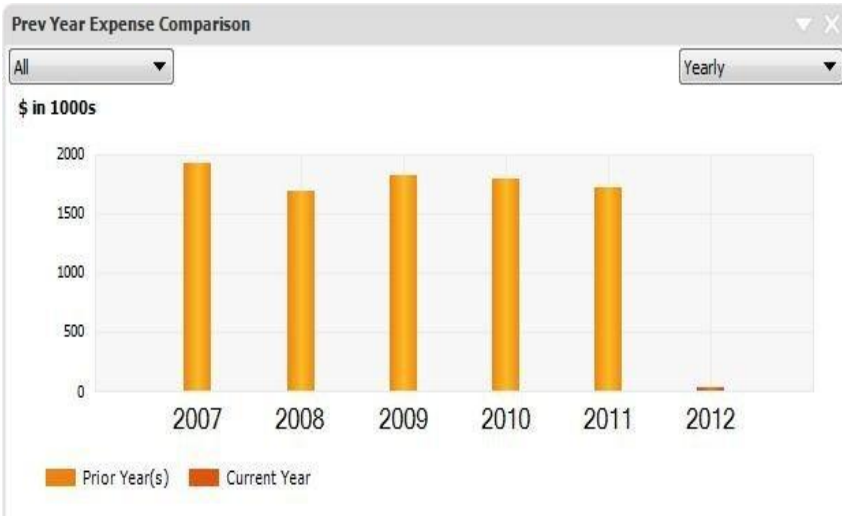
## **Agenda**

- Call to Order:
- Prayer
- Pledge of Allegiance
- Roll Call
- Approved Minutes:
- Financial Report:
- Correspondence:
- Reports:
  - Police
  - Fire
  - Rescue
  - Animal Shelter
  - Public Works
  - Emergency Management
  - Planning and Zoning
  - Senior Center
  - City Campground & Park
  - Community Education Center
  - Economic Development
  - A&P Commission
  - Building Official
- Unfinished Business
  - Grants in progress
  - FEMA damage repair
- New Business
  - Go Green and Get Green \$\$\$\$
  - Building Fee Adjustment Ordinance
- Announcements:
  - Mayor's Report
- Audience Questions and Comments

# Treasurer's Report



- VB Property tax receipts up in December
- The year was up 33K on VB property tax and down 40K on VB S&U
- December expenses included 39K for striping and 25K for legal expenses



# Reconciliation's December, 2011

Account Balances	Previous	Cleared	Ending
General	133,318.58	170,971.58	116,716.12
General CMT	173,743.45	173,769.11	173,769.11
Emergency Relief	2,094.27	2,094.27	2,094.27
DPS CMT	1,034.50	1,034.65	1,034.65
Rescue	73,398.19	67,210.76	62,522.95
Rescue CMT	133,173.19	133,192.86	133,192.86
AEDC	1.00	1.00	1.00

# Reconciliation's December, 2011

Account Balances	Previous	Cleared	Ending
Street	153,071.55	176,485.98	137,347.20
Street-CMT	18,574.55	18,577.29	18,577.29
Fire Department	31,583.08	37,164.78	34,920.42
Fire CMT	10,037.29	10,038.77	10,038.77

## Ending Bank Balances November 2005 vs. 2010 vs. 2011

Ending Account Balances	November 2005	November 2010	November 2011
General + General CMT	193	259.1	280
Emergency Relief	3.1	2.4	2.1
DPS CMT	.9	1.0	1.0
Rescue + Rescue CMT	151.7	163.5	203.8
Street + Street CMT	204.1	262.2	162.1
Fire Department + CMT	17.2	37.3	40
Total	570	755.5	689

City of Fairfield Bay  
**Balance Sheet**  
As of December 31, 2011

	<u>Dec 31, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>General Master Fund</b>	
1111 - Senior Center Programs	
1111a - Senior Center Computer Center	485.98
1111b - Senior Center Fund	2,562.65
1111c - Pool Table	500.00
1111g - Sign Fund	276.84
<b>Total 1111 - Senior Center Programs</b>	<u>3,805.47</u>
1113 - General HSSB	
1119d - FFBCEC	17,705.80
1119c - Greif Grant	20,000.00
1114 - Advertising & Promotion Tax	-1,292.44
1116 - Memorial Maintenance	283.22
1117 - General HSSB - Other	88,231.98
1118a - Reserve 2	4,894.35
1119a - DPS lbuilding maintenance	22,221.08
<b>Total 1113 - General HSSB</b>	<u>150,023.99</u>
1120 - Police Department	
1120A - Police Department - Other	-25,016.63
1120b - Drug Fund	506.29
1120G - Donations	13,896.12
1120 - Police Department - Other	172.80
<b>Total 1120 - Police Department</b>	<u>-10,641.42</u>
<b>Total General Master Fund</b>	143,188.04
1123 - Fire Dept	
1123e - Fire Dept General Expenses	32,719.62
1123l - Donation Reserve	2,588.45
1123 - Fire Dept - Other	1,181.13
<b>Total 1123 - Fire Dept</b>	<u>36,489.20</u>
1131 - Emergency Rescue Service	55,588.15
1160 - Street Fund	
1160a - Signs - 911	904.63
1160 - Street Fund - Other	136,754.96
<b>Total 1160 - Street Fund</b>	<u>137,659.59</u>

City of Fairfield Bay  
**Balance Sheet**  
As of December 31, 2011

	<u>Dec 31, 11</u>
1161 - FFB Emergency Relief Fund	2,094.27
1162 - AEDC Account	1.00
<b>Total Checking/Savings</b>	<u>375,020.25</u>
<b>Other Current Assets</b>	
1220 - General Fund CMT	173,743.45
1230 - Rescue Dept. CMT	133,173.19
1240 - Public Safety CMT	1,034.50
1260 - Street Fund CMT	18,574.55
1270 - Fire Department CMT	10,037.29
<b>Total Other Current Assets</b>	<u>336,562.98</u>
<b>Total Current Assets</b>	<u>711,583.23</u>
<b>TOTAL ASSETS</b>	<u><u>711,583.23</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 - Payroll Liabilities	
21001 - AR Unemployment-Company	3,508.75
21002 - AR Withholding	1,816.15
21003 - Federal Withholding	-193.65
21004 - Health Ins. City	-1,790.00
21005 - Health Ins. Employee	776.00
21006 - Medicare City	-52.73
21007 - Medicare Employee	-52.74
21008 - Social Security City	-202.74
21009 - Social Security Employee	-225.58
2100 - Payroll Liabilities - Other	4,337.71
<b>Total 2100 - Payroll Liabilities</b>	<u>7,919.19</u>
<b>Total Other Current Liabilities</b>	<u>7,919.19</u>
<b>Total Current Liabilities</b>	<u>7,919.19</u>
<b>Total Liabilities</b>	7,919.19
<b>Equity</b>	
3000 - Opening Bal Equity	470,882.78
3900 - Retained Earnings	351,868.62

3:35 PM  
01/05/12  
Cash Basis

City of Fairfield Bay  
**Balance Sheet**  
As of December 31, 2011

	<u>Dec 31, 11</u>
Net Income	-118,887.38
Total Equity	<u>703,664.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>711,583.23</u></u></b>

# Police Dept Status

- Accomplishments
  - Fewer # calls / 200 2010- 231
  - Continuing to concentrate on House/Watch
  - Second Bow Hunt Started
  - Camera System in use
  - Full Compliment of Vehicles
- Plans
  - New Vehicle
- Issues
  - Next Years Agenda

# DEPT. OF PUBLIC SAFETY

## FOR December, 2011

- Department of Public Safety

Number of Calls	200
Arrests	2
Citations	9
911 Calls	675
Fuel	282
Miles Driven	3178
ACO	25

# Dispatch Status

- Accomplishments
  - We had **675** 911 calls.
  - Had our Police/Dispatch Christmas Party
  - Received estimate of fixing leakage problem at DPS
  - Completed the start of City Employee retirement for dispatchers
- Plans
  - EMD Training/Classes are scheduled for January 2012
- Issues
  - Process of fixing water leak at DPS.
  - Have to replace a power battery protector
  - Issues with our computer router/bridging system

# Fire Department Status

- **Accomplishments**

- We had **6** calls for December
- Elected new officers for 2012
- Designed new report sheets to go along with NFRS

- **Plans**

- Planning banquet for January
- Welcome new officers and make adjustments where needed
- Working on next year fund raisers
- Radio Class for firefighters

- **Issues**

- None at this time

# **FIRE DEPARTMENT FOR DECEMBER, 2011**

- Fire Calls 4
- Traffic Calls 2
- Search/Rescue 0

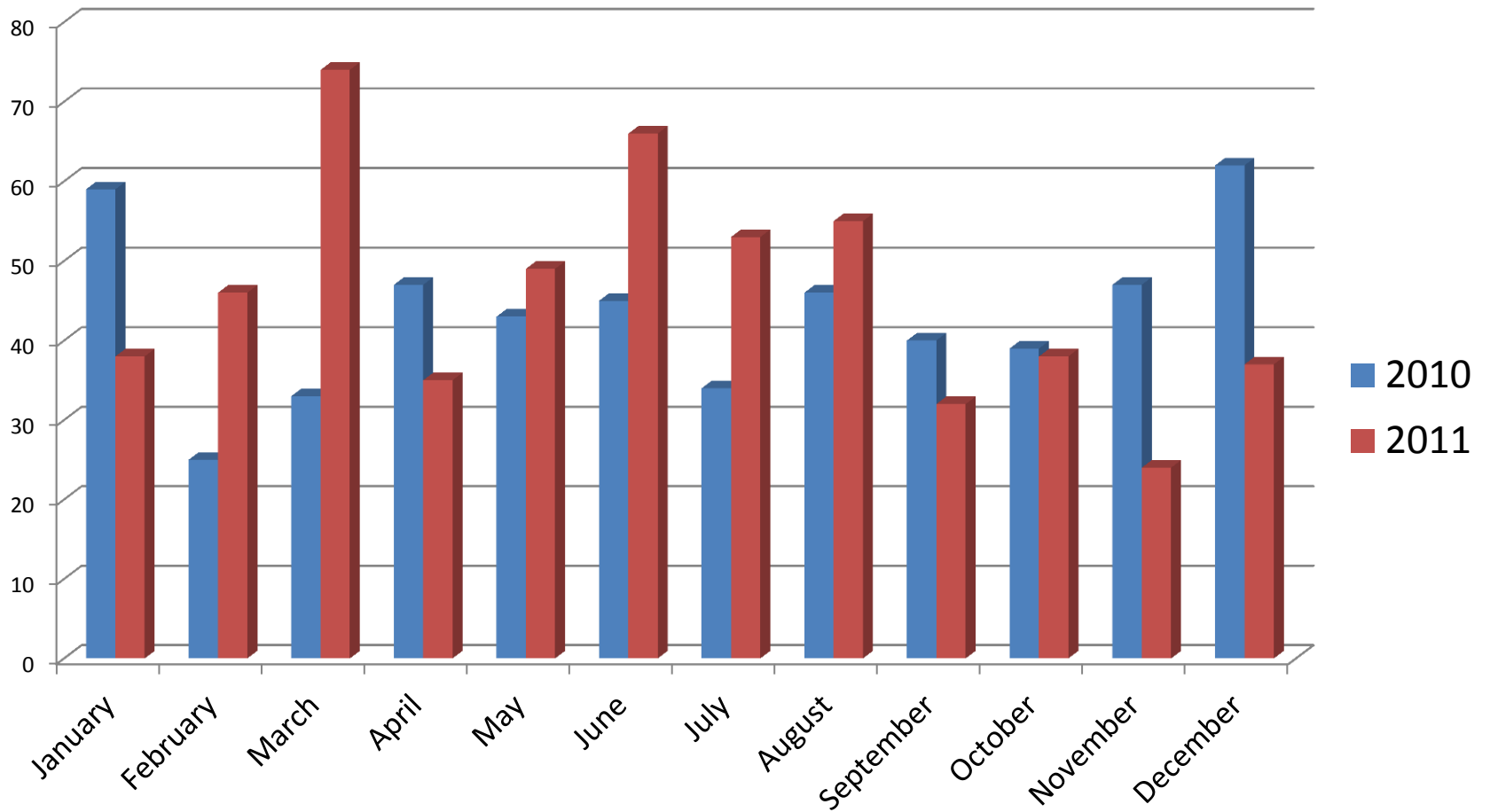
# FAIRFIELD BAY EMS STATUS

- Accomplishments
  - Another light month – 37 runs.
  - Two EMT students earned their EMT License.
  - Completed the Training for two new Second Medical Team Members.
  - Held our annual EMS Christmas Party at IHCC.
- Plans
  - Conduct continuing education on the revised Trauma Triage and Transport Protocols.
  - Conduct continuing education on the AED and Lucas 2.
  - Get approval for the FFB EMS local protocol for Trauma Transport.
  - Complete the construction of the second floor lounge area.
  - Schedule the practice runs for the new EMT's and Second Medicals.
  - Update the FFB EMS Policy and Rules and Regulations.
- Issues
  - Recruit additional Second Medical team member and Drivers.

# Monthly Run Recap Dec, 2011

<b>Description</b>	<b>December</b>		<b>Totals 2011</b>
Emergency Runs	32		439
Non - Emergency Runs	5		108
Total Runs	37		547
Both Ambulances Dispatched	2		37
Assist to ALS	0		7
Assist from ALS	2		13
Average Response Time (minutes)	6.9		6.8
To OHMC	24		337
To Baptist Heber	1		22
To Other Hospitals	1		12

# 2010 – 2011 COMPARSION



# ANIMAL SHELTER STATUS

- Accomplishments
  - Employees hourly rates increased
  - Created new procedure for rabies control
- Plans
  - Finalize processes and procedures for Mobile Spay and Neuter Clinic
    - Schedule
    - Vouchers
    - Resident vs. non resident
    - Etc.
  - Annual meeting on January 16<sup>th</sup>
    - Elect board and officers
  - Volunteer appreciation luncheon on January 19th
- Issues
  - Dogs dropped off after hours. One ran over, others had to be controlled

## December 2011 Shelter Totals

Received ACO Canine	12
Received ACO Feline	4
Received Non-ACO Canine	10
Received Non-ACO Feline	9
Adopted Canine	9
Adopted Feline	2
PetSmart Feline	5
Rescue Group Canine	3
Euthanasia Canine	0
Euthanasia Feline	1
Claimed Canine	0
Claimed Feline	0
Died Canine	0
Died Feline	0
<b>Totals at Shelter</b>	
Canine	17
Feline	15

# Public Works Status

- Accomplishments
  - Striping by Arkansas Barricade and Sign was completed and paid.
  - We did not have a meeting in December due to holidays
  - New Lynn Creek Crossing road sign was installed just South of intersection of Woodlawn and Dave Creek Parkway (before you get to Woodland Mead Park)
- Plans
  - React to winter weather conditions as required
- Issues
  - Lynn Creek Crossing project (raise road 7 feet) still awaiting funding. Need to find a 50/50 grant.
  - Harold Seitz retired December 31. Replacement has not been named.

# Emergency Management Status

- Accomplishments
  - Preconstruction conference held
  - All contracts in place for installation of new generator at the Senior Center
  - Concrete pad with conduits is installed
  - Generator order has been placed
- Plans
  - Complete generator installation
  - Begin work on updating Senior Center Emergency operations requirements

# Planning and Zoning

One of our “City Fathers”, Dick Kellenberg passed away during the Christmas Holidays.

Next scheduled meeting is January 26, 2012.

# Senior Center Status

- Accomplishments:
  - Hosted the Ed Leamon Park lighting event
- Plans:
  - They have the quotes for the new signage on the building, quote to be given to the Mayor.
  - They are excited about the new generator the pad has been poured.
  - Start a game day on Thursdays after lunch
  - Working on plans to have fund raiser supper in the future.
- Issues:
  - Rumor that the Senior Center was closing due to low attendance. This was addressed by the Mayor.

# City Campground and Park Status

- Accomplishments
  - Campground committee was formed and met on December 14<sup>th</sup>. Members are Doyle Scroggins, Jimmie Foster, Ron Milligan, Dallas Clark, and Paul Wellenberger.
  - Magnetic Park Attendant signs were ordered for use by committee members when they are active at the park.
  - The check in station was moved back up to the front.
  - Petit Jean installed new light to illuminate the courtesy dock (pole, light, and installation were donated by Petit Jean).
- Plans
  - Will remove Church Service sign at B pavilion.
  - We will try to get County Sherriff's work crew to assist with removal of tree debris from dump station area.
  - Committee will meet in January. We need to get ready for new operations processes planned for next year.
- Issues
  - Jimmie Foster is reconsidering move from Golden Pond.
  - We plan to replace water heaters next Spring

# Community Education Center Status

- ***Accomplishments***

- Over 125 students registered as of December 31, 2011.
- Thirty (30) students have registered for the Winter II classes with 16 (\$25 each to City) being new students;
- Marketing of class schedules included: E-mailed to former students, listed on three (3) Web sites, distributed printed copies, advertised on the KFFB 106.1 Radio, E-mailed to FFB News and Van Buren County Democrat. Great coverage in FFB News.

# Community Education Center

- Van Buren County Homeschoolers using facility for workshops on most Fridays January thru May. The City sponsored the grant using Sue Pico as facilitator. Their attendance will create major traffic for the mall and city on these days.
- A new group therapy for tobacco addiction is being scheduled on Tuesdays – 5 to 7 pm.
- A new instructor is now available for Drawing I, and Sculpture I for the next session; Conversational Spanish I is scheduled for Saturdays.

# Community Education Center

- *Plans*

- Complete staffing to offer new classes, i.e. computer, piano lessons, ballroom dancing, cooking, and more;
- Continue scheduling FFB classes to direct funds to the City for the Center.
- New sponsorship plaque should be hung soon.
- Special Fundraiser “Denim and Diamonds” to be held on May 4 in the Indian Hills Country Club.

# Economic Development

- Accomplishments
  - No news on Conference Center. Still pushing on Chuck Davis to bring us new prospects
  - Still have activity in works with regards to new medical services for Fairfield Bay
- Plans
  - Follow up on hotel and medical facility leads
  - Flesh out “Dress Up the Bay” idea (see next chart)

# Dress up the Bay Grant Program

- Modeled after successful ReNewport program initiated in Newport, AR.
- Offers businesses a 50/50 grant to assist in making needed exterior improvements to their buildings, parking lots, signage, or grounds. Max grant amount \$1,000.00.
- Goal is to make businesses more competitive, increase their revenue and our sales tax revenue.
- This fits in well with our strategy to make Fairfield Bay more attractive, inviting, and accommodating.
- Initial budget would be targeted at \$10,000 (which we have not budgeted for) and would be released on a first come first serve basis.
- This is just an idea at this time. But if the money can be found, I would like to see us try to make this happen. The best way for a city to attract new businesses is to make its current businesses successful.

# A & P Commission

- No news from Community Club regarding new marketing strategy.
- Chamber board will hold meeting on January 24<sup>th</sup> to elect 2012 officers and plan the year.
- Notified the Community Club that we are not participating any longer on the Highway 65 billboard (north of Damascus).
- Will support joint Clinton, Greers Ferry, Heber Springs, and Fairfield Bay coordination meeting as required.

# DEPARTMENT OF BUILDING SAFETY

- ACCOMPLISHMENTS:

- Three new home permits were issued for 2011.
- Building permits for 2011: 22
- Mechanical permits for 2011: 37
- Electrical permits for 2011: 12
- Roofing permits for 2011: 5
- Oil and Gas permits for 2011: 2
- PERMIT FEE'S FOR 2011: \$2,071.36
- OIL AND GAS FEE'S FOR 2011: \$4,000.00
- TOTAL OF: \$6,071.36
- Campground guard shack has been moved to top of hill at main entrance. The electrical power has been hooked up as well.

- PLANS:

- Working on an Existing Building Certification.
- Will be identifying camp sites that need repair due to water damage.
- Winterize water supply at camp ground.
- Remove leaking hot water heaters from bathroom at campground.
- Replace lighting fixtures that are needed in bathrooms at camp ground.
- General painting, cleaning and repair on multiple items at campground for upcoming season.

- ISSUES

- Starting to see more building projects that have started without obtaining a building permit.
- As of Jan.1<sup>st</sup> 2012, any building construction project that is over \$2000.00 in cost will require that the contractor have an Arkansas Contractors License.

# Unfinished Business

- Grants in Progress
  - Overview of all grants in progress.
- FEMA damage repair
  - FEMA 1975 damage recovery

# Grants in Progress

## January 9, 2012

- Fire protective gear and radio grant submitted- Lou Workman coordinating
- Wildlife Observation Trail grant submitted (Ed Leamon Park)- Rawlins Collerain coordinating. Expect to make a presentation in Little Rock in February.
- JAG Grant 1- Video equipment for police car- completed. Equipment installed and operational.
- JAG Grant 2- Police car grant request submitted and approved on December 2<sup>nd</sup> for full request amount of \$28,567. Currently evaluating alternative vehicle.
- Greif Grant for conference center- \$20K received. Roof repairs completed. Installed new shingles. Building sealed. Approximately \$4K remains for mold remediation.
- Lynn Creek improvement quote updates received and LOI sent to ADEM. Still need to find additional funding sources.
- County wide radio upgrade request in for all fire departments
- Investigating possible Arkansas Historic Preservation Program 'Small Museum' \$2,500 grant for Log Cabin Museum

# FEMA damage repair

## January 9, 2012

- Total FEMA projects at \$10,655.91-
  - 75% FEMA \$7,991.93- Received
  - 12.5% ADEM \$1,331.99
  - 12.5% City \$1,331.99
  - Vegetative debris removal- Cleanup has been completed
    - Wood has been chipped for camper use
  - 911 center repair-
    - Repeater system restored
    - Raceway repaired and sealed
    - We thought this was fixed, but leaking occurred during last heavy rainfall
    - Contracting with Quarrels Construction to remove rock, install a positive slope away from building with light broom finish to ensure water does not enter building- \$2,500.00 quote.
  - Electrical repairs- Work has been completed.
  - Repair/replace picnic tables and rework gravel pads-
    - Picnic tables completed
    - Gravel pad rework yet to be accomplished- Doyle Scroggins to manage contract. Remaining funding for this activity at \$5,000.

# NEW BUSINESS

- Go Green and Get Green

# Go Green and Get Green \$\$\$\$\$

- This is Polly Stoltfus's brainchild.
- Announcement will be in Wednesday's paper.
- The goal is to both improve our environment and reduce our operational costs. A true win-win.
- Application forms are available at the City Office.

# Mayor's Report

- Update your virus protection. AVG.com has a free virus scan program.
- A success story that we had a big part in- Joshua Swigart, owner of SGS (Sustainable Green Solutions), told me that since they did the landscaping for our Conference Center his business has taken off. He now has seven employees.
- Thanks for all your accomplishments in 2011. 2012 has great potential if we work hard and push all the right buttons.