

Shannon Hills City Council Meeting
December 10, 2002

Call Meeting to Order

Pledge of Allegiance

Roll Call: Aldermen Skipper, Kemp, Dinsmore, Linkous, and Wilson, Mayor Davis and Treasurer/Recorder Romine - Present. Alderman Bryan Stanley - Absent.

Minutes of Previous Meeting. I'll entertain a motion on that (Davis). Kemp, First off I went over the minutes of the last meeting and something was left out. I was reading what I was just handed out and here are some extra copies if anyone wants one. The information below was left out of the draft of the November 2002 minutes but submitted 10-12-2002 for inclusion prior to adoption and approval. "Multiple members of the city council discussed the need for additional modified financial reporting by the City Treasurer. Alderman Mike Kemp specifically requested a very high level summary that includes the balance and balance date for all City accounts. He emphasized that all means all without exception. Alderman Kemp explained that the information is needed not only for City Council use but also for posting on the City website so that all Shannon Hills taxpayers have information about their city's finances. The City Recorder/Treasurer said that would not be a problem. With that added I have no objections to the minutes."

Mayor Davis entertained a motion to accept the minutes with the addition that Alderman Kemp has presented. So moved by Alderman Wilson, second by Alderman Kemp, and unanimously passed by an "aye" vote.

Financial Report. Presented by Recorder/Treasurer Romine. "General fund --- now the balances that I give you coincide with the bank statements that I give you from the previous month and that is the proper way that I am to give you this. Anyway, the cash in the general fund was \$8,314.07, and the street fund is \$9,715.43 and the general fund savings was \$47,017.92 and then the Stephens \$44,390.26. I do not have information on the other accounts other than what I give you because Lucky has been out and I don't even know if the bank statements have come in or not. (Mayor Davis explained that Lucky had a death in the family and had been out since yesterday. "We received, I don't even know if Fran even knows this or not, but we received about \$7,400 and some dollars today, direct deposit."

Alderman Kemp: "So, we know that we don't have the high level summary for the account balances and the balance dates." Mr. Wilson, "That \$7400, is that for the general fund." Mrs. Romine responded "No." The Mayor then said, "Oh, is that street money because I thought that was general funds I just looked at it."

Mrs. Romine, "No that's highway fund - the general fund got \$2,908.69 and the street department got \$7,439.54. (Mrs. Romine prepared to pass out a paper to the Council) I didn't have time to copy these (Mr. Wilson interrupted with a question about what was the source of that money, that we need to be specific, state, county.) She explained that it is turnback money from the state. She then continued with the figures of what is in the bank as of December 10. (See attached financial report.)

Discussion about what is in the bank, expenses still to pay, ensued. Alderman Kemp asked Mrs. Romine when she thought she could get the high level summary and account balances and balance dates for us. She responded, "As soon as Lucky gets back, unless ---(Mayor said Lucky would be back Thursday)-so, Friday. I mean that's the best I can do. So, I mean I don't even know if her accounts have come in yet."

Kemp said, "So, we should be able to get something, I mean I can go get my account balance-and --." Romine responded, " I can pull it off the computer tonight."

Kemp "I just need it in a form that we can get it on the Web site. I can't give them this."

Romine, "Yes, I understand. But like I said, you gave me that little thing and I haven't, well I don't have the information on ,from Lucky's ---because what it says on the bankk statement is not necessarily what is in there because she 's paid bills and who knows what's come in or not"

Kemp, "She's been gone since ---."

Fran: "Monday, Tues---, uh yesterday." Discussion between Kemp and Romine established that bills had been last paid a week ago, the end of the month.

Kemp: "If you'd make sure that that is noted in the minutes I would appreciate it"

Department Head Reports

Mel Aldridge explained the budget process for his Department. He gave the Council members a printout of figures which is attached. The Fire Department never bases their projected budget on any grants they may receive. He also turned in his job description. Discussed input for the Website.

Jim Ort. Will get job description later. He does everything. Will get budget information to the Council later.

John Brown: Gave arrests report. Outline of job description provided. He will be glad to discuss any items with them.

Court Clerk Report - Read a letter of resignation (copy attached) with a 60-day notice. Alderman Kemp moved to table any action on Ms Brown's letter of resignation, seconded by Alderman Dinsmore, and passed with a unanimous aye vote.

New Business

Denesa Pennington and Tim Lemons with the Arkansas Community of Excellence (ACE) Program. Ms. Pennington, Community Development Consultant with the Arkansas Department of Economic Development, discussed the program. She presented a synopsis of the process the community can be involved in to be an ACE and explained the benefits.

First step to be involved is a Letter of Commitment from the Mayor, develop a task force (volunteers who are willing to put this information together, takes about a year and a half to get the strategic plan

Alderman Kemp said we should talk to Hamburg or someone else who has used this program. Someone from Cabot said they want to stay a bedroom community but can use this program. Ms. Pennington said not to waste her time or the Community's time if we do not intend to pursue this project diligently. Process - because it does not end and dedication - are you willing to put in the effort for your children's or grandchildren's future. This involves zoning and planning and will take a 110 percent effort on the part of the city.

B. J. Warrick: Little Rock Board of Directors, Department of Information Systems. Discussed communications facilities for the State and their serving our communications needs. Alderman Kemp moved that the Mayor or Treasurer give Ms. Warrick any information she needs to do a cost comparison and go on from there; seconded by Alderman Dinsmore, and unanimously passed by aye vote. She stated that the Police Department already has an excellent deal, to keep that.

Cleaning Out of Secondary Ditch on Joan - Mr. Ken Custer complained to Alderman Wilson who reported issue to Mayor Davis. Mr. Custer explained the problem to the Council. Discussion of how to solve the problem. Mr. Kemp moved Mr. Custer and his neighbor sign hold harmless agreements and City will do necessary repair work, Alderman Dinsmore seconded the motion and the council voted aye unanimously to pass this motion. Mr. Custer also asked that about the AP&L right-of-way, the problem of speeding on Joan Drive due to danger to children. Police Chief Brown said he would put a procedure in process to handle the speeding problem.

Job Description of Department Heads and Elected Officials - Alderman Wilson explained the purpose of this item and says they will continue to work on this.

Alderman Kemp stated "Along those lines, it presently appears to me that the City of Shannon Hills is at significant risk because of the lack of business continuity planning. And in an effort to begin the initial steps of preparing for situations that we all hope will never happen I respectfully move that the City Council direct the City Recorder Treasurer to immediately:

1. Prepare a list of all pertinent information regarding all city accounts, without exception; such as account title, account type, type of revenue deposited into the account, account numbers, authorized signatures, locations, dates established, plus any other pertinent information.

2. Prepare a list of all, without exception, any current city obligations such as but not limited to payroll, LAFEE, financing city vehicles, etc.

3. Prepare a list of all, without exception, nonrecurring but sometimes utilized charge accounts, credit cards, other services sometimes requiring city obligations.

4. Prepare a list of City accounts and/or obligations not covered under items 1 - 4 above.

5. Prepare a list of all duties without exception the City Recorder/Treasurer considers her responsibility.

6. Deliver copies of the above described lists to all City Council members and the Mayor no later than December 17, 2002.

Additionally, the City Recorder should develop a City Business Development Continuity Plan to be approved, authorized by the City Council and provided to the Mayor. First draft of plan should be presented to the City Council at the Group's January 2003 meeting. And again, that is in the form of a motion.

Mayor asked if there was any discussion of this item.

Alderman Kemp: Again, the idea of this is just that if, Heaven forbid, something should happen to Fran we don't have all this information gathered in one place so we could take care of taxpayer's business. And that is our ultimate responsibility, taking care of the taxpayers assets and taking care of the taxpayers business..

Alderman Kemp said that if something happened to Fran we would have no idea of where this information is and we would be "Dead in the water." Alderman Skipper responded that she had made it her business to know this information by going in and looking at her papers. Alderman Kemp: "This is just prudent planning." Recorder/Treasurer Romine responded."Let me just say this, there are four people who are on the check signing, they all have the same information that I do, they can get it any time they want to, I don't have a problem with giving any of this except that I think that it is something that you should already know by looking at your statement that you get every month from me."

Alderman Kemp responded. I could go through two or three hundred pages of information I am sure and find it but it is something you know exactly where it is and your word processor could easily put it into one piece of paper. LENGTHY DISCUSSION HERE AMONG CITY COUNCIL AND RECORDER AND HOW TO DO THIS AND WHY AND WHETHER IT IS NECESSARY.

Discussion about whether or not it was possible to get this information and how much time it would take and if it is necessary. Mrs. Romine said she would get

the information they have requested as she understood the request. Motion amended report at the regular January meeting the second Tuesday in January. Seconded by Dinsmore, Unanimously approved by aye vote. .

(THIS IS WHERE I JUST LISTENED AND TOOK NOTES TO COMPLETE MINUTES)

ITEM 5 ON AGENDA

Mayor Davis stated that since Mr. Lofton and Mr. Fuel were not available we would skip to section B on this item, laying 7,000 feet of water line on Alexander Mountain. After a lengthy discussion on this subject it was decided that a Special Meeting with the developers will be set up. The water tank issue was discussed. (TAPE ONE ENDS HERE)

(TAPE 2 BEGINS HERE - IN DISCUSSION ABOUT CENTRAL ARKANSAS WATER in connection with the Alexander Mountain issue) Senator Cassidy has stated to Mayor Davis that he would happily pay a one-time fee of \$25,000 to get pipes laid to get water to his property. One of the aldermen asked if it would be possible to get a map to show exactly what area we are looking to annex and was told an engineer is working on this. Mel Aldridge asked about fire hydrants. Mayor Davis will contact Mr. Loftus and Mr. Rodgers to see when they want to discuss the above issues.

ITEM 6 ON AGENDA

Mayor Davis wanted to issue two resolutions of appreciation to members of the council from the past term. After discussion it was decided no action would be taken on this issue.

7. - Dropped from Agenda

8. - Repeal of Ordinance 2000-07, an ordinance limiting the powers of the Mayor. The City Attorney read the Ordinance. A motion from Alderman Kemp, seconded by Alderman Wilson to repeal Ordinance 2000-07 which will automatically reinstate Ordinance 1995-04 was passed with the following vote:

Skipper	Yes
Kemp	Yes
Dinsmore	Yes
Kinkous	No
Wilson	Yes

Alderman Kemp moved to suspend the rules and induce the emergency clause, seconded by Wilson, and passed by unanimous aye vote.

Motion to suspend the rules and read the ordinance for second reading made by Alderman Kemp, seconded by Wilson, and passed by unanimous aye vote.

Motion to suspend the rules and read the ordinance for third reading made by Alderman Kemp, seconded by Wilson, and passed by unanimous aye vote.

9. Process of Getting All Shannon Hills Students to attend Saline County School was discussed. Although Alderman Kemp passed a motion to support this process and Alderman Linkous seconded the motion, no action was taken. Council generally in favor of this activity.

10. Change in check signing authority will be taken at the first of 2003.

11. Access Arkansas - discussion of bill received from them was discussed. Alderman Kemp said he would look into this.

12. Officer Petty led a discussion about the need to do something with the dog problem. The problem has been getting better but in the past few months has escalated again.

13. Chief Brown discussed the status of crime in the City. He also expressed his appreciation to the Council for the cooperation they have given. All officers now have vests.

14. Discussion of Simple Pleasures Food Bank.

15. Motion to adjourn made by Alderman Wilson, seconded by Alderman Kemp, and unanimously passed by aye vote.