



**P . O . Box 160 Avoca, Arkansas 72711**

**Phone/ Fax 479-621-5921**

MINUTES  
TOWN OF AVOCA  
REGULAR COUNCIL MEETING  
JULY 9, 2019

**Call to order**

Meeting was called to order by Mayor Whitehorn at 6:30 pm

**Pledge of Allegiance**

**Moment of silence**

**Public forum**

**Council Roll Call – by Rec/Tres. Barnes**

Present: Mayor Robert Whitehorn

Rec/Tres. Nanette Barnes

ALD: Jay King, Thomas O'Dell, Kathy Hansen & Jordan Sullivan

Absent: None

Open: Position 4

**Staff**

Present: Town Attorney: Edwin McClure

Absent: Zoning Official: Jim Mills

**Guests**

Jeremy Metcalf – Avoca Assistant Fire Chief

Kim Whitehorn – Avoca Planning Member

Mark Trollinger – Benton County Fire Marshall

Kathleen Miller

Jeannie Rollins

**Declaration of quorum**

Mayor Whitehorn declared a quorum was present

**Executive Session**

Mayor Whitehorn called an executive session to discuss the appointment of Kathleen Miller for Council Member, Position 4. Mayor Whitehorn asked all members of the public to exit the room. Rec/Tres Barnes paused the recorder before exiting the room.

**Meeting opened to the public:** At this time, Rec/Tres Barnes turned the recorder back on. A motion was made by Ald. Hansen and seconded by Ald. Sullivan to appoint Kathleen Miller as Council Member, Position 4. Discussion; none. Roll call: Ald. King; yes, Ald. O'Dell; yes, Ald. Hansen; yes and Ald. Sullivan; yes. All approved. Motion carried. Kathleen Miller was sworn in by Rec/Tres Barnes.

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**Consent of Agenda**

**Consent of minutes for council meeting**

June 2019

**Financial statement**

June 2019; Presented by Rec/Tres. Barnes

**Staff Report – Rec/Tres. Barnes**

1. Avoca Fire & Rescue
  - a. Monthly Report; June 2019; 49 Calls (EMS: 30, Fire: 6, Misc.: 3, MVA: 3, Roads: 7)
  - b. Building Inspections; BC Fire Marshall Mark Trollinger informed the council of Benton County Risk Reduction. It is a service Benton County provides to small towns concerning building inspections. Mr. Trollinger answered questions the council members had. He will email more information to Rec/Tres. Barnes, who will pass it on to the council members.
  - c. Firemen BBQ; Saturday, September 28<sup>th</sup>
2. NEBCO EMS
  - a. None
3. Facebook & Website: Rec/Tres. Barnes informed council the town website needs an SSL Certificate to help secure the new town website. A motion was made by Ald. Sullivan to purchase an SSL Certificate for two (2) years at the cost of \$350.00 (three hundred and fifty dollars) and seconded by Ald. Hansen. Discussion; none. All approved. Motion carried.
4. Business Permits (0 Renewal & 2 New) as of June 30, 2019
  - a. Grey Barn Interiors - 530 Courtney Lane; Jennifer Clark
  - b. Grey Barn Custom Home Furnishings - 530 Courtney Lane; Ashley Hutchens & Jennifer Clark
5. Building Permits – as of June 30, 2019
  - a. None

**Committee Reports:**

1. *Planning commission – Chairmen James Mills*
  - a. Ordinance: Zoning Book; Attorney McClure is working on ordinance.
  - b. Lot Split: William & Cynthia Davis; 11843 Cemetery Road - Passed
  - c. Next meeting is scheduled for July 16, 2019
2. *Board of Zoning Adjustments– Chairmen James Mills*
  - a. Next meeting is scheduled for August 20, 2019
3. *Zoning and code enforcement – James Mills*
  - a. Inspections; Council members discussed The Benton County Risk Reduction Program. Ald. Hansen made a motion to pursue and investigate working with The Benton County Risk Reduction Program, seconded by Ald. King. Discussion; was held concerning having a committee put together, Ald. King, Ald. O'Dell, Ald. Sullivan, Zoning Official Mills and Rec/Tres. Barnes have volunteered for this committee. Meeting to be scheduled at a later date. Roll call: Ald. O'Dell; yes, Ald. Miller; yes, Ald. Hansen; yes, Ald. Sullivan; yes, and Ald. King; yes. All approved. Motion carried.
  - b. Building permit list; Zoning official Mills will write up a guide line of items needing building permits.

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4. *Streets – Ald. Sullivan*
  - a. Road damage due to flooding - Woods Lodge & Rader Road
    - i. Ald. Sullivan and Mayor Whitehorn updated council on the ditch/culvert work being done on Woods Lodge and Rader Road. Mayor Whitehorn requested additional funds to finish this project. A motion was made by Ald. Sullivan to approve an additional \$15,000 (fifteen thousand dollars) to finish the ditch/culvert work being done on Woods Lodge and Rader Road. Ald. Hansen amended the motion to \$20,000 (twenty thousand dollars) and seconded the motion to finish the ditch/culvert work being done on Woods Lodge and Rader Road. Discussion; Mayor Whitehorn informed council he has spent \$34,166.62 (thirty- four thousand, one hundred, sixty-six dollars and sixty-two cents) to date. At the last council meeting, the Mayor was approved to spend \$30,000 (thirty thousand dollars). He used his discretionary funds for the remainder \$4,166.62 (four thousand, one hundred, sixty-six dollars and sixty-two cents). Roll call: Ald. Miller; yes, Ald. Hansen; yes, Ald. Sullivan; yes, Ald. King; yes, and Ald. O'Dell; yes. All approved. Motion carried. Ald. Sullivan requested Rec/Tres. Barnes to contact Tim Gehring with Arkansas Department of Emergency Management to set a time to come and inspect finished work and close out FEMA file.
5. *Park – Ald. Hansen*
  - a. Steam Whistle Depot
    - i. Grant; No update
    - ii. Sign; No update
    - iii. Tables; No update
6. *Impact Fees – Ald. Hansen & Ald. O'Dell*
  - a. Capitalization Policy; No update.
7. *Future of Avoca – Ald. Hansen*
  - a. Annexation; Ald. Hansen informed council, the second set of letters have been sent out.
8. *Food Trucks – Ald. Hansen*
  - a. Rec/Tres. Barnes informed council she has had a few calls about Food Truck vendors. She will continue to pursue this matter.
9. *Farmers Market – Ald. Hansen*
  - a. Total of 17 Vendors
10. *Personnel – Ald. King*
  - a. Drug Testing – Council has decided table this matter at this time.
  - b. Personnel Book & Job Descriptions; Rec/Tres. Barnes informed council Mayor Whitehorn has asked her to write up a personnel book and job descriptions. She is working on this and will send finished drafts to the town attorney and council members before the next council meeting.
11. *Transportation Alternatives Program (TAP); Avoca Heritage Trail*
  - a. Update; Rec/Tres. Barnes informed council, Tim Mays for ESI Engineering is still waiting on ARDOT with any changes they are requesting, Rec/Tres. Barnes will contact Elizabeth Bowen, Project Manager with Northwest Arkansas Regional Planning Commission to see how long the Grant funds are available for.

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**Old Business**

1. None

**New Business**

1. Mobile Home; 425 Sheppard Road; Rec/Tres. Barnes informed council water has been off at this residence since February 13, 2019. It is now considered a non-conforming structure in that zone. Council has asked that this matter be turned over to town attorney.
2. Apple Shed Award; Council members were asked for recommendations for the apple shed award.
3. Clerks Institute Class; Council agreed to have Rec/Tres. Barnes attend this 4-day class. Council recommends she stay in Fayetteville that week at the towns expense.
4. Little Library; Rec/Tres. Barnes has informed council some people are putting food items in the little library. Council asked Rec/Tres. Barnes to put a sign on the library door stating no food or drinks permitted.

**Mayor for the Good of the Town**

**Announcements**


1. Planning Meeting scheduled for Tuesday July 16, 2019
2. Nanette out of office; July 24th & 25th for surgery
2. Council Meeting scheduled for Tuesday August 13 2019
3. Board of Zoning meeting is scheduled for Tuesday August 20, 2019

**Adjournment:** A motion was made by Ald. Hansen and seconded by Ald. Sullivan to adjourn meeting at 8:07 pm. Discussion: none. All approved. Motion passed.

Respectfully submitted,

Nanette Barnes  
Recorder-Treasurer

Approved   
Acting Mayor-Recorder/Treasurer Nanette Barnes

Attest   
Council Member Kathleen Hansen