

City of Horseshoe Bend

City Council Meeting

March 24, 2025

Agenda

Call to Order and Roll Call

Pledge of Allegiance and Invocation

Review/Approval of February Minutes

Review/Approval of Special Meeting Minutes

Treasurer's Report

Committee reports

Public Comments

Ty Woodall – Water leak issues

Uriah Mead

Old Business

New Business

Animal Control Expansion Resolution

Update on Boxhound Marina Lawsuit

Tipping Fee

Job Descriptions for P&R amend and/or approve

Authorization for Grounds Consultant Resolution

Volunteer Access Resolution

Adjournment

Meeting Minutes
City Council Meeting
February 24, 2025

Mayor DeLair called the meeting to order at 6:00PM. Roll Call was taken. All Council members except Alderwoman Hilliker were present. (Alderwoman Hilliker arrived later) The Mayor, Recorder Treasurer and the city attorney were also present.

All stood for the Pledge of Allegiance, and Mayor performed the invocation prayer.

The meeting minutes from City Council Meeting from January 27, 2025 were read. Motion to accept the minutes was made by Alderman Miller and seconded by Alderman Vickers. Minutes were approved by roll call vote.

Motion to accept special meeting minutes as presented from January 3, January 7, January 31 and February 13, 2025 was made by Alderman Miller and seconded by Alderman Draper. Minutes were approved on voice vote.

Motion to accept Treasurer's Report was made by Alderman Miller and seconded by Alderman Dawson. The report was approved on voice vote.

Committee Reports: Bob Gehrig presented on behalf of the Planning Committee. He gave a comprehensive plan about a bike trail the committee would like to develop. The trail would potentially bring tourists to the city. The cost was estimated at \$2700. There is also potential to apply for grants for more developed additional trails.

A motion was made by Alderman Booth, seconded by Alderman Miller to allow the Parks and Recreation department to support this development. The motion passed by voice vote.

A motion was made by Alderman Miller and seconded by Alderwoman Hilliker to approve the committee reports as presented. Motion passed on voice vote.

Public Comments: Bo Chevalier announced that he was coming to city hall on February 25th to pay his park and recreation fee. He invited the Mayor to join him and shake hands as we begin this process.

Sandy Maier asked the Mayor why he allowed people to be disrespectful to council members and the Recorder Treasurer during public meetings, The Mayor responded that he allows everyone to speak at will as long as they do not use threatening or foul language.

A motion was made by Alderman Miller and seconded by Alderman Dawson to go into executive session for the purpose of personnel issues. The motion passed on a voice vote. Council meeting was suspended at 6:50 PM.

Council meeting was reconvened at 7:55. Alderman Miller announced that the executive session had been to discuss Mr. Rick Broderick.

Old Business

Resolution 2025-05 was read regarding giving back pay to recorder treasurers since 2023 whose pay had been decreased from the previous recorder treasurer. There was a brief discussion. Comments were made saying that each recorder treasurer was aware of the salary when they took the job. The Mayor commented that the pay could be lowered during a vacancy.

A motion to bring the matter to a vote was made by Alderman Vickers and seconded by Alderman Dawson. The matter failed 2-6, Alderman Miller and Alderwoman Hilliker were the affirmative votes.

New Business

A presentation was made by Waste Connection on their proposed sanitation contract. The monthly fee will go up, but the leachate compensation for the city would increase. The franchise fee will be eliminated. There will be a 40 yard dumpster provide for large refuse at the recycling center.

A motion to accept the contract was made by Alderman Dawson and seconded by Alderman Miller. The motion passed by voice vote.

Resolution 2025-10 was read by the Recorder Treasurer. It defines the park and recreation fee collection process. It gives property owners 90 days to pay the fee, at which time a 10% penalty is assessed. If the fee and penalty are not paid within an additional 30 days, the matter will be referred to the court. A motion to approve the resolution was made by Alderman Miller and seconded by Alderman Rains. The motion passed on voice vote.

Resolution 2025-11 was read by the Recorder Treasurer. It proposed the acceptance of all MRFID employees. A motion to approve was made by Alderman Dawson and seconded by Alderman Miller. The motion passed 7-1. Alderman Vickers voted no.

Resolution 2025-12 was read by the Recorder Treasurer. It proposed that the City Council NOT approve the contracts for Rick Broderick and Wally Mettler listed as part of the MRFID final report. Motion to approve was made by Alderman Vickers and seconded by Alderman Miller. The motion passed. 7 ayes and Alderman Booth abstained.

Resolution 2025-06 was read by the Recorder Treasurer. It proposed adding a budget item in the general fund for website development and hosting. A motion to approve was made by Alderman Dawson and seconded by Alderman Miller. Motion was approved by voice vote.

Resolution 2025-07 was read by the Recorder Treasurer. It proposed that the Recorder Treasurer would approve all ads for the newspaper to make sure they were allocated to the correct budget account. Motion to approve the measure was made by Alderman Dawson and seconded by Alderman Booth. The resolution passed by voice vote.

Resolution 2025-08 was read by the Recorder Treasurer. This measure proposed putting the conversion from Caselle to Centerpoint software on

hold. There was discussion that the current bookkeeper and water clerk preferred Caselle. The Mayor commented that there might be security reasons to switch. He suggested bringing Blue Guys IT in to a meeting to discuss. Motion to table the resolution was made by Alderman Rains and seconded by Alderman Booth. Motion passed by voice vote.

Motion for adjournment was made by Alderman Vickers and seconded by Alderman Dawson. Motion passed on voice vote.

Meeting adjourned at 8:50PM.

Mayor Duane DeLair

Attested by: William Vander Pas
Recorder-Treasurer

Meeting Minutes
Special City Council Meeting
March 13, 2025

Resolution 2025-013 was read regarding approval of purchase of new Pumper Truck for the Horseshoe Bend Fire Department.

A motion to bring the matter to a vote was made by Alderman Dawson and seconded by Alderman Miller. The resolution was approved by voice vote.

Resolution 2025-14 was read by the Recorder Treasurer. It assigns the interim positions of Parks and Recreation Director and Superintendent of the golf course. There was discussion as to who those two persons should be and also their compensation. The resolution was re-read with Dan Robinson as Director and Alan Bathrick as Superintendent. A motion to approve the resolution was made by Alderman Miller and seconded by Alderman Vickers. The motion passed 7 ayes and 1 abstention. (Alderman Booth)

Resolution 2025-15 was read by the Recorder Treasurer. It proposed hiring Jim Harris and Associates to do the mailing of the fee invoices for Parks and Recreation. A motion to approve was made by Alderman Dawson and seconded by Alderman Rains. The motion passed on voice vote.

Resolution 2025-16 was read by the Recorder Treasurer. It proposed giving the Recorder Treasurer permission to hire part time help to record fees as they are paid. A motion to approve was made by Alderman Miller and seconded by Alderman Draper. The motion passed on voice vote.

Resolution 2025-17 was read by the Recorder Treasurer. It proposed having all bank accounts from MRID signed over to the Mayor and Recorder Treasurer immediately and having all contracts and financial information and instruments turned over to the Recorder Treasurer. A motion to approve was made by Alderman Miller and seconded by Alderwoman Hilliker. The motion passed 7 ayes and 1 abstention. (Alderman Booth)

Resolution 2025-18 was read by the Recorder Treasurer. It proposed defining a budget for advertising for the permanent positions of Parks and recreation Director and Superintendent of the golf course. \$1500 was the agreed upon figure from the Finance meeting. A motion to approve was made by Alderman Dawson and seconded by Alderman Miller. Motion was approved by voice vote.

Resolution 2025-19 was read by the Recorder Treasurer. It proposed the new fee schedule for the golf course. There were three different fee schedules submitted to Council. Some time was spent marking up the schedule. Motion to approve the measure was made by Alderman Rains and seconded by Alderman Vickers. The resolution passed by voice vote.

Resolution 2025-08 was read by the Recorder Treasurer. This measure proposed putting the conversion from Caselle to Centerpoint software on hold. There was discussion that the current bookkeeper and water clerk preferred Caselle. The Mayor commented that there might be security reasons to switch. He suggested bringing Blue Guys IT in to a meeting to discuss. Motion to table the resolution was made by Alderman Rains and seconded by Alderman Booth. Motion passed by 8-0.

Motion for adjournment was made by Alderman Vickers and seconded by Alderman Dawson. Motion passed on voice vote.

Meeting adjourned at 8:40PM.

Mayor Duane DeLair

Attested by: William Vander Pas
Recorder-Treasurer

**HORSESHOE BEND
TREASURER'S REPORT
BANK RECONCILIATION / INCOME STATEMENT
February 28, 2025**

ADMINISTRATION	CADENCE	FNBC	FNB Iazard
<u>GENERAL FUND</u>			
Checking	\$257,902.55		
Insurance Reserve-CD			\$4,632.46
CD		\$142,644.33	
CD-2		\$33,815.40	
CD-3			\$30,871.18
Dog Park		\$4,632.46	
Park Projects		\$1,824.85	
Summer Reading Program		\$516.04	
Freed Up Funds - Formerly ARPA			\$274,654.67
HSB Tournament			\$2,070.75
<u>CAPITAL RESERVE</u>			
Money Market	\$216,862.65		
CD-1		\$45,087.23	
CD-2		\$128,144.23	
CD-3		\$164,744.37	
CD-4		\$44,643.82	
CD-5			\$25,000.00
CD-6			\$25,000.00
<u>MUNICIPAL RESERVE</u>			
Money Market	\$16,163.20		
C.D.		\$290,895.07	\$16,501.00
<u>FIRE DEPT OPER. FUND</u>			
Checking	\$4,556.97		
Money Market	\$36,845.81		
C.D.		\$64,237.49	
<u>STREET FUND</u>			
Checking	\$163,828.43		
C.D.		\$28,387.60	
<u>STREET CAP ASSET FUND</u>			
Money Market / CD	\$63,582.18		\$27,501.64
<u>SEWER FUND</u>			
Checking	\$90,460.85		
C.D.			\$31,414.47
Sewer Reserve	\$88,144.10		\$22,001.35
Sewer Debt Service	\$15,187.46	\$10,144.66	\$11,000.67

**HORSESHOE BEND
TREASURER'S REPORT
BANK RECONCILIATION / INCOME STATEMENT
February 28, 2025**

<u>INS/BLDG/CONT CD</u>			\$10,996.14
<u>PARKS AND RECREATION CHECKING</u>			\$30,000.90
<u>PARKS AND RECREATION SAVINGS</u>			\$0.00
 <u>LIBRARY MAINT FUND</u>	 <u>\$4,442.38</u>	 <u></u>	 <u>\$32,665.91</u>
 TOTALS	 \$957,976.58	 \$959,717.55	 \$544,311.14

CITY OF HORSESHOE BEND
TREASURER'S REPORT
Revenue/Expense Recap by Fund
ENDING JANUARY 31 2025
February 28

	<u>Revenue</u>	<u>Expenses</u>	<u>Other</u>
<u>GENERAL FUND</u>			
GF	\$247,316.39	\$309,546.94	
Freed upm Funds	\$21.14	\$2,461.72	
<u>CAPITAL RESERVE FUND</u>	\$24.95	\$0.00	
Note Payment Street Cap Res			
<u>PARKS AND RECREATION</u>	\$0.00	\$0.00	
<u>FIRE DEPT OPER. FUND</u>	\$2,614.29	\$0.00	
<u>STREET FUND</u>	\$22,666.53	\$24,267.73	
Street Capital Rev Fund	\$8,453.33	\$0.00	
<u>SEWER FUND</u>	\$18,510.92	\$28,464.60	
Note Payable USDA Bond			\$209,491.13
Note Payable Sewer Project			\$352,813.73
<u>MUNICIPAL RES FUND</u>	\$72.05	\$0.00	
<u>SPECIAL COURT FUNDS</u>	\$2.46	\$0.00	
<u>LIBRARY MAINT FUND</u>	\$0.56	\$0.00	
TOTAL	\$299,682.62	\$364,740.99	

For a detail financial report please see the Recorder/Treasurer

All financial records for the City of Horseshoe Bend, Arkansas are public records and are open to public inspection during regular business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday

Recorder/Treasurer

Fund	Bank	Acct No.	Term	Balance	APR	APY	Opened	Maturity
Building Contents Reserve	FNBC	722376428	10 Mo	\$11,285.52	4.04	4.08	7/6/2023	January 6, 2025
General Fund CD 3	FNBC	722383223	10 Mo	\$33,069.91	3.25	3.3	2/26/2024	October 26, 2025
General Cap Reserve 3	FNBC	722383224	10 Mo	\$44,093.19	3.25	3.3	2/26/2024	October 26, 2025
Honorary PD	FNBC	722383227	10 Mo	\$21,770.61	3.25	3.3	1/8/2024	September 8, 2025
HSB Library	FNBC	722383230	10 Mo	\$34,058.50	3.25	3.3	1/8/2024	September 8, 2025
Municipal Reserve 1	FNBC	722383228	10 Mo	\$17,029.24	3.25	3.3	1/8/2024	September 8, 2025
Sewer 2	FNBC	722383222	10 Mo	\$33,646.89	3.25	3.3	12/9/2024	October 9, 2025
Sewer Debt Service Reserve	FNBC	722383226	10 Mo	\$11,352.83	3.25	3.3	1/8/2024	September 8, 2025
Sewer Reserve	FNBC	722383229	10 Mo	\$22,705.67	3.25	3.3	1/8/2024	September 8, 2025
Street Capital Asset	FNBC	722383225	10 Mo	\$28,382.07	3.25	3.3	1/8/2024	September 9, 2025
Capital Reserve 1	FNBC	722383231	10 Mo	\$25,000.00	5.14	5.26	7/29/2024	May 29, 2025
Capital Reserve 2	FNBC	722383232	10 Mo	\$25,000.00	5.14	5.26	7/29/2024	May 29, 2025
Fire	FNBC	2845060	24 Mo	\$64,364.71	4.573	4.67	11/5/2024	July 5, 2025
General Fund CD 1	FNBC	2839366	8 Mo	\$148,756.70	4.573	4.67	11/8/2024	July 8, 2025
General Fund CD 2	FNBC	2842043	8 Mo	\$33,482.80	4.573	4.67	11/8/2024	July 8, 2025
General Cap Reserve 1	FNBC	2842040	8 Mo	\$44,643.82	4.573	4.67	11/8/2024	July 8, 2025
General Cap Reserve 2	FNBC	2839036	8 Mo	\$126,894.54	4.573	4.67	11/5/2024	July 5, 2025
General Cap Reserve 4	FNBC	2843594	8 Mo	\$162,938.53	4.573	4.67	11/5/2024	July 5, 2025
Municipal Reserve	FNBC	2542595	24 Mo	\$290,895.07	4.04	4.08	2/1/2025	February 1, 2029
Sewer Debt Service Reserve 2	FNBC	2842044	8 Mo	\$10,044.87	4.573	4.67	11/8/2024	July 8, 2025
Street	FNBC	2543102	8 Mo	\$28,443.82	4.573	4.67	11/5/2024	July 5, 2025
Water Revenue Fund	FNBC	2543102	48 Mo	\$30,000.00	0.38	0.38	6/5/2013	June 5, 2025
Water Tank Reserve	FNBC	2543203	8 Mo	\$25,000.00	4.573	4.67	11/5/2024	July 5, 2025

TO: Mayor
City Council

City of Horseshoe Bend Bldg Committee Report

Reporting Period: February 2025

PERMIT DESCRIPTION	Total Permits	Comments
New Residential Construction	2	
New Commercial Construction		
Car Port/Covered Patio		
Decks + Tearaway Roof		
Demolition		
Fences		
Garages		
Heat Pumps, AC Units, Furnace or Air Handler	1	
Install Water Lines from Meter to Building		
Install Septic System		
New Concrete		
New Roof	2	Metal--no tearaway
New Siding/Windows	1	
Relocation of Building		
Renovation / Remodel	1	
Foundation Work		
Replacement Commercial Hot Water/Dish Washer		
Replacement of Load Center, Install Generator		
Storage Buildings/Gazebo/Fence	1	
Pavillion		
Total Permits Issued in Reporting Period	7	

Building Permit deferred to Board of Zoning and Adjustment

0

Building Permit deferred to Planning Commission

0

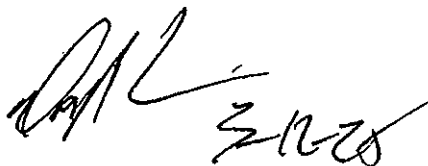
Completed Final Inspections/Permit Closed Out

42

Permits Still Open to Date

41

Building Inspector Signature:



Date

City Planning Meeting

Date: Jan 20, 2025

Call to Order by Eric Graetz

In attendance:

Mitzi Ballwin
Gail Fuller
Eric Graetz

Election of Officers

Chairman - Eric Graetz

Secretary - Mike DeZenzo

Eric motion to increase meeting to two per month. Unanimous 1st & 3rd Monday of each month at 9am.

Tasks:

Bike Trail

Meet with Russell at the Mall regarding condition and availability of offices/sites,

Possible internet based businesses, enterprises drone - post master of Franklin uses drones.

New Industrial Park - Research to develop

Food Trucks every day to draw shoppers to Pavillion

Adjourn

City Planning Meeting

Date: Feb 3rd, 2025

Call to Order by Eric Graetz

In attendance: Mitzi Ballwin
Gail Fuller
Eric Graetz
Robert Gehrig
Mike DeZenzo

Special Visitor – Raul Johnston from City Zoning

Green Briar Section 40 top half about 100-150 acres and Ben Creek Section 31 Remaining City Park
City Park.

Need to be proactive Issue municipal bonds?

Need 60% of the public to approve,

Zoning ordinance would supersede the bills of assurance

Tasks:

Bike Trail – Bob to get estimates on signs and posts. Eric will get posts,

Meet with Russell at the Mall regarding condition and availability of offices/sites,

New Industrial Park – Research to develop

Food Trucks every day to draw shoppers to Pavillion

Meet with Businesses in town to get their input and support

Adjourn

City Planning Meeting

Date: Feb 11th, 2025

Call to Order by Eric Graetz

In attendance:

Mitzi Ballwin
Gail Fuller
Eric Graetz
Robert Gehrig
Mike DeZenzo

Public Visitors - Ray Burnette, Diane Burnette , Lori Kuntzman, Doug Wendling

Call to Order Eric

We need to approve all meeting minutes for the last three meetings.

Eric showed a prototype of stake for the signs for Bike Trail.

Bob started discussion on the Bike trail and where we are at with costs. We all agreed to get started

Discussion on how to present on rezoning/redesigning property to get Companies such as Emerson to come to Horseshoe Bend.

Tasks:

Prepare City Council Presentation for Feb 24th Meeting

Maps for Board and Packets

Links to Apps (Mike working on)

Get with Boy Scouts (Eric getting with Mr. Underwood)

Meet with Businesses in town to get their input and support- Bob will call other members to go with.

Promotions on Facebook

Adjourn

To: Mayor
Recorder-Treasurer
City Council
Guests



From: Animal Control

Horseshoe Bend Animal Control Monthly Incident Report

Date – 02/2025	Dogs	Cats	Monthly Total	Year-To-Date Total
Incoming Animals	6	3	9	16
Adopted	5	3	8	18
Reclaimed	0	0	0	0
Rescued	6	3	9	15
Euthanized	0	0	0	0
Died	0	0	0	0
Sterilized Feral Release	0	0	0	0
Currently Held Animal Control	7	5	12	25

Owner Assisted Adoptions	0	0	0	0
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Activity Report

Complaint/Calls	51	Citations	0
Resolved in the Field	10	Warnings Verbal/ Written	1
Resolved by Phone	37	PR/Field Contact	10
Bites	0	Volunteered Overtime	0

NOTE: Deputy Sherrif Assistance call to remove dog from Dead owners home- Large Donation From Our Fresh Market- Great Valentines Photo Shoot-

Horseshoe Bend Public Library

February 2025

Books received on interlibrary loan: 0

New Registrations: 8

Volunteer Hours: 0

Computer Usage Sign-ins: 37

ADLC Circulations: 98

Books and Materials Cataloged:

	AF	ANF	JF	JNF	REF	CD	DVD
Gifts							15
WRRL							
Purchased							
McN							
TOTAL: 15							

Books and Materials Withdrawn:

	AF	ANF	JF	JNF	REF	CD	DVD
Gifts							
WRRL	2		3				
Purchased							
McN							
TOTAL: 5							

Books and Materials Circulated:

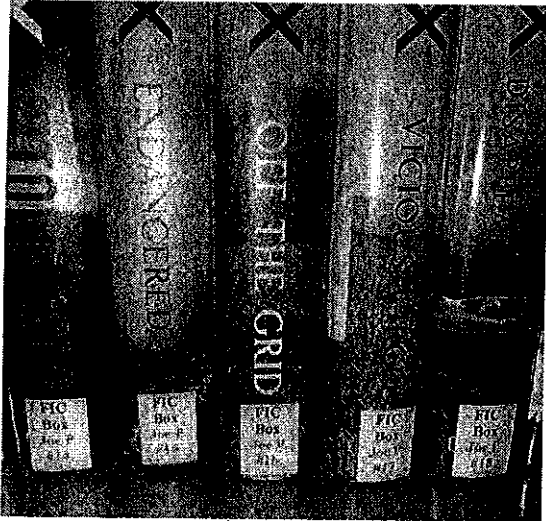
AF	ANF	JUV	JNF	CD	DVD
144	26	33	3	15	112
TOTAL: 333					

Petty Cash Balance: \$84.40



As you can probably tell from circulation numbers, this was an extremely slow month. February is already a short month, and then we were closed an entire week for Presidents' Day and inclement weather. This really had an effect on our in-person circulation. One thing I love though, is that it did not affect our digital library circulation at all. That is the wonderful thing about it, it is available for people to use no matter what.

Things were pretty much business as usual otherwise. I have been taking some time to relabel books that are part of a series. I will attach a picture of what I mean:



These books are all part of the Joe Pickett Detective Series, so the new labels show that and what number they are in the series. This is not something that was done prior to me, so I am changing that! I think it makes it easier for people to browse.

Public Works Activity Report
FEB. 2025

Water Department

Service Calls -	Turn on/ Turn off	11
Service Calls -	Customer Request	19
Service Calls -	Non-Payment	1
Leaks Repaired		13
New Service Installed		0
Meter Reading		5 Hours

Street Department

Picked up brush & leaves at 2 locations
Spent Approximately 32 hours patching potholes and road maintenance
Spent Approximately 0 hours hours mowing City owned property
Spent Approximately 24 hours working on gravel roads
Spent Approximately 72 hours working on drainage issues
Spent Approximately 0 hours mowing streets

Sewer Department

Cleaned approximately 1200 feet of sewer lines
Service Calls 8
Maintenance on plants and pump stations - 152 Hours

Total Comp time earned for the month. 97 Hours

RECYCLING REPORT

November 2024

2025	Bags/Lbs	Tin	Aluminum	Plastic	Cardboard	Volunteer Hours
	Paper					
January	2 Boxes/1600 lbs.	13 Bags/195 lbs.	16 Bags/165 lbs	5 Bales/375 lbs.	5 Pallets/9000 lbs.	39
February	1 Box/250 lbs.	8 Bags/160 lbs	13 Bags/20 lbs	6 Boxes/900 lbs	2 Bales/3200 lbs	29.5
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

February 2025

CODE ENFORCEMENT STATUS REPORT

Code Enforcement
Officer: Jim Sawica

	Yard Violations	Unreg Vehicle	Building Violations	Camping	Chickens	Signs	Total
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Code Enforcement Letters Issued This Month	2 1st Letters	1 Final Notice	1 1st Letter	1 1st Letter	1 1st Letter		6
Condemnation Letters							0
Summons Issued to Appear in Court for non-compliance This Month							0
Other Issues Addressed		1		3		5	9
Follow-ups	20						
Total Complaints This Month	2	2	1	4	1	5	15
Resolved Complaints This Month	1	1				3	4
Complaints Open From Previous Months	38	2	1	1	1		43
Total Of All Open Complaints To Date	40	4	2	5	2	5	58
YTD January 2025	41				1	3	45
Yearly Complaint Total	81	4	2	5	3	8	103
Yearly Resolved Complaints Total							

CONDEMNATION REPORT

Address/Owner

Status

10 Condemned Properties

ADDITIONAL COMMENTS

Jim Sawica Code Enforcement Officer

Date:

3/14/25

HORSESHOE BEND	CALLS	DRUG ARRESTS	DWI ARRESTS	OTHER ARRESTS
2/17/2025	3	1	0	0
2/18/2025	3	0	0	0
2/19/2025	5	0	0	0
2/20/2025	3	0	0	2
2/21/2025	1	0	0	0
2/22/2025	0	0	0	0
2/23/2025	0	0	0	0
2/24/2025	5	1	0	0
2/25/2025	2	0	0	0
2/26/2025	0	0	0	0
2/27/2025	2	0	0	0
2/28/2025	5	0	0	0
3/1/2025	4	0	0	0
3/2/2025	2	0	0	0
3/3/2025	1	0	0	0
3/4/2025	1	0	0	0
3/5/2025	4	0	0	0
3/6/2025	4	0	0	0
3/7/2025	6	0	0	0
3/8/2025	0	0	0	0
3/9/2025	1	0	0	0
3/10/2025	3	0	0	0
3/11/2025	7	0	0	0
3/12/2025	3	0	0	0
3/13/2025	3	0	0	0
3/14/2025	6	0	0	2
3/15/2025	3	1	0	1
3/16/2025	2	0	0	0
TOTALS:	79	3	0	5
* GRAND TOTAL	OF ARRESTS	THIS PERIOD	EQUALS	8*

AIRPORT MINUTES

February 12th 2025

The Horseshoe Bend Airport Commission met in regular session February 12th 2025 at 10:02 A.M. in the pilot's lounge

The following Commissioners were in attendance: Eric Secretan, Jim Sawica and Scott Schuett

Guests: No guests

Secretary's report : Was read and a motion to accept by Schuett and second by Secretan

Treasurers report: Was read and a motion to accept by Sawica and Second by Secretan

Current Business

- Hangar rental status : All are current
- Beacon lights are out, and NOTAM made.
- Fuel price, supply : \$3.50/gal. to purge fuel overage for new tank fuel transfer.
- New Required 5-year Engineering Contract has been approved and signature of the Mayor to finalize.
- New fuel system will be operational the week of March 17th.

FAA Funded AIP Projects

- * 2024 Replacement Avgas System installation completed
- * Arkansas Aviation Fuel System Grant match upon completion of testing and fueling.

Old Business

FAA Airport Property Map Update

In-ground fuel tank remediation

Current Maintenance Issues

Hangar 1 weather seals

Hangar 8 weather seals and brace painting

Rotating Beacon

Duty Commissioner Assignments:	Feb. 10 th	- Schuett
	Feb 17 th	- Secretan
	Feb. 24 th	- Sawica
	March 3 rd	- Secretan
	March 10 th	- Scott

Motion to Adjourn by Sawica and second by Schuett

Meeting Adjourned at 12:16 AM

Next meeting March 12th 2025, 10:00am Pilots lounge

Respectfully, Jim Sawica Secretary

6M2 Airport Treasurer's Report

Operations Balance Sheet

Operational Assets

Petty Cash	88.08
Checking Account Balance	40,935.64
Accounts Receivable (Past Due rent)	0.00
Approved AR State Grants	41,801.00
Approved FAA Grants	165,866.00
Fuel Tank Inventory Value	9,956.80
Fuel Escrow Account Balance	3,122.75

Total Operational Assets	261,770.27
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Operational Liabilities

Accounts Payable (ops/events/etc)	0.00
City Bridge Loan (Fuel System)	25,000.00
Prepaid Rent	0.00
Pending project payments	180,995.00
Fuel Taxes Payable (estimated)	36.01
City Bridge Loan	15,000.00

Total Operational Liabilities	221,031.01
--------------------------------------	-------------------

Monthly Income Statement

Hangar Rental Income	1010.00
Gross Fuel Sales	423.65
(less sales returns & Allowances)	0.00
NET SALES	1433.65

Beginning Fuel Inventory (Gallons)	1249.00
Add: Deliveries (From Satterfield)	1504.00
Fuel Inventory Available (Gallons)	2753.00
Ending Inventory (Gallons)	2540.00
Cost of Fuel Sold	834.96
Gross Profit (loss)	598.69

1504 Gals in New Tank

Averaged cost of fuel in tank per gal

3.92

Advertising	238.64
Bad Debts	0.00
Bank Charges	0.00
Contract Labor/Repairs	0.00
Debt Service	0.00
Dues/Subscriptions	0.00
Events Charges/Golf	0.00
FAA Grant Project Invoices	191350.00
AR State Grant Project Invoices	0.00
Loan Payment	0.00
Insurance	0.00
Legal & Professional Fees	0.00
Licenses & Fees	0.00
Miscellaneous	200.00
Office Expense/Equipment	0.00
Pilot's Lounge Supplies	0.00
Postage	0.00
Electricity (NAEC)	208.79
Repairs & Maintenance Supplies	0.00
Quarterly Taxes (Fuel Sales)	0.00
Telephone	95.08
Maintenance & Annual Inspections	170.00
Travel / Entertainment	0.00
Water	104.36
Total Expenses	192366.87
Net Operating Income	-191768.18

Contractor Bid Adv.

Garver 10755 (3 invoices), Rebel 180595

Shed removal Brian Reeder

Fuel credit card authorization system
 Fuel tank inspect. Goodwin (2 invoices)

FAA AIP Grant Reimbursement	172245.00
Gifts/Donations	1.95
Events/Golf	0.00
AR State Grant Reimbursement	0.00
Capital Credit NAEC	0.00
Total Other Income	172246.95
Net Total Income (Loss)	-19521.23

AR Refund

**CITY OF HORSESHOE BEND
FIRE DEPARTMENT REPORT
FEBRUARY 2025**

	MONTHLY	YTD
TRAINING MEETINGS	2	4
MEMBERS PRESENT	29	54
TOTAL TRAINING HOURS	58	108
INVESTIGATIONS	0	0
CALLS	23	47
GOOD INTENTION CALLS	0	0
1ST RESPONDERS CALLS	19	41
FIRE CALLS	4	6
ACCIDENTS	0	0
CALLING IN TO BURN	42	82
SPECIAL MEETINGS	0	0

DON'T FORGET TO CALL IN BEFORE BURNING AND HAVE YOUR WATER HOSE READY TO GO!

Fire Calls - 1 leaf and grass fire; 1 mutual aid to Franklin for Structure fire; 1 Structure Fire; 1 mutual aid to Franklin--tornado aftermath (3/14/2025)

**MIKE HILLIKER
FIRE CHIEF**

Resolution 2025-20

RESOLUTION TO PROVIDE FUNDING FOR ANIMAL CONTROL EXPANSION

Whereas, it is in the best interest for the city of Horseshoe Bend Arkansas to provide a means to control the animal population, and

Whereas, The Horseshoe Bend Animal Control facility is seriously undersized,

Therefore be it resolved by the City Council of the City of Horseshoe Bend, Arkansas to allocate up to \$55,000 from Freed Up Funds (formerly ARPA) for an expansion to the Animal Control Facility

Passed and approved this _____day of March, 2025

Approved:_____

Mayor Duane DeLair

Attest:_____

Recorder-Treasurer

Fwd: Fw: Consulting

From bryan miller <bigbiscuit7746@gmail.com>

Date Tue 3/11/2025 6:50 AM

To Clerk <clerk@cityofhorseshoebendar.gov>

Please produce a copy of this proposal to be read into minutes of finance. We can then discuss this and possibly take action passing it on to City Council meeting.

----- Forwarded message -----

From: **David Vickers** <bigdaddydv53@yahoo.com>

Date: Sat, Mar 8, 2025, 8:08 AM

Subject: Fw: Consulting

To: Shawn Draper <draper4999@yahoo.com>, Luther Yancy <luther65_1@yahoo.com>, Travis Rains <travisrains@hotmail.com>, Donny Dawson <dpdawson101@yahoo.com>, Tony Booth <tonyboothward2@gmail.com>, Jeanette Hilliker <sparkey136@hotmail.com>, Bryan Miller <bigbiscuit7746@gmail.com>

----- Forwarded Message -----

From: Klien <cen38054@centurytel.net>

To: bigdaddydv53@yahoo.com <bigdaddydv53@yahoo.com>

Sent: Friday, March 7, 2025, 06:32:54 AM CST

Subject: Consulting

Mr. Vickers, Here is my contact information along with the consulting information.

Jeff Klein

Specialized Outdoor Services, Inc.

3147 Highway 62/412

Highland, AR 72542

870-897-5234

Cen38054@centurytel.net

Agra Turf, Inc.

2008 Eastline Rd.

Searcy, AR 72143

501-268-7036

Resolution 2025-21

RESOLUTION TO AUTHORIZE CONTRACTING OF GROUNDS CONSULTANT

Whereas, it is in the best interest for the city of Horseshoe Bend Arkansas to have a healthy, attractive golf course, and

Whereas, the current staff of Turkey Mountain Golf Course is in need of advice from experts to keep the course in proper maintenance,

Therefore be it resolved by the City Council of the City of Horseshoe Bend, Arkansas to allow Turkey Mountain Golf Course to contract with Agra Turf at a rate of \$275 every 2 weeks for biweekly onsite recommendations and schedule of maintenance and interventions. The funds for this service will come from the Parks and Recreation budget.

Passed and approved this _____ day of March, 2025

Approved: _____

Mayor Duane DeLair

Attest: _____

Recorder-Treasurer

After looking at my schedule closely, I am going to find it very difficult to do weekly visits.

I will be able to come every 2 weeks starting this month and ending in mid to late October.

However on the weeks that I am not on the course, I can communicate by phone as needed to keep things on track.

And if a problem comes up, I should be able to get over there on fairly short notice if necessary.

My services will provide weekly schedules for all agronomic and cultural practices, including fertilization, pesticide, and other plant protection applications along with topdressing, aerification and vertical mowing schedules.

I will also provide a daily/weekly schedule for irrigation cycles on the golf course.

I will diagnose turf issues as needed and make recommendations to correct as needed.

In addition I will help to train and educate the staff on the proper methods and timing of all maintenance related activities, record keeping, equipment maintenance and selection along with general golf course management advice.

If there are any capital improvement projects to be done, I can assist with the planning, preparation and implementation of those.

And I will include a monthly report/review to the council as well.

As you know the golf course needs considerable attention and it will take some time to bring it up to a better level of quality, but if we can keep a cohesive staff and have the necessary resources, I am sure we can get it done.

I can schedule 18 regular on site visits starting this month and ending in late October (every 2 weeks) for

\$4950.00 for the year, paid every 2 weeks: 18 payments @ \$275.00 each.

(I typically have not charged any extra on the occasions when I had to come on short notice to solve or diagnose problems and I would continue that way unless the extra time becomes excessive)

If this is all satisfactory for you and the city council , I will send you a 1 page contract and we will get going right away.

And as I mentioned when it comes to purchasing products for the golf course, I would like for Agra Turf to be able to quote prices and supply what makes sense for the city as needed.

(Due to the massive inventory you currently have, you will not need to spend as much this season as you normally would. It appears that the decision was made to not utilize the products the MRID had purchased on the early order program in 2023. They just left it sitting on the shelves and bought additional products for no apparent reason. The early order programs come with reduced pricing, rebates and 6-8 month terms and can be a great financial benefit to you, if used properly.)

Please keep in mind that my company Specialized Outdoor Services also does aerification, topdressing, fertilizing, renovation work and lake management if you were to need any of these services in the future.

If you have any questions or concerns, please contact me anytime.

Director of Parks and Recreation

The Director of Parks and Recreation is responsible for overseeing the planning, development, operation and maintenance of all public parks and recreational facilities within the city of Horseshoe Bend. This includes managing key staff, budgeting, program development, facility upkeep, and community engagement initiatives to provide recreational opportunities for property owners, residents and tourists.

Duties include:

Strategic Planning and Program Development

Develop and implement a master parks and recreation master plan using input from property owners. This will include short and long term goals for park development, facility expansions and improvements.

Budget Management

Oversee the annual budget making sure expenditures are within predetermined limits and alerting city council of situational issues. Act as primary consultant for determining annual budget and funding.

Staff Supervision

Lead and supervise key personnel and review their performance on an annual basis.

Facilities Management

Ensure proper maintenance and upkeep of all Park and Recreation properties, delegating these responsibilities as necessary

Community Engagement

Solicit and gather input from property owners, residents and community groups to identify recreational needs. Prioritize changes and additions based on need, cost and funding and incorporate them into short and long term plans to be approved by city council.

Supplemental Funding

Identify and apply for grants to support improvement of Parks and Recreation properties, possible expansions, special projects and programs.

Superintendent of Turkey Mountain Golf Course

The Golf Course Superintendent manages the day-to-day operations of the golf course, including maintenance, events and staff. The manager also ensures the course meets quality standards and is safe and secure.

Duties include:

Oversee the course, including grounds, facilities, pro shop, reservations, cash registers and food and beverage.

Manage staff, including hiring, firing, training and scheduling

Adhere to policies , procedures and budget constraints as determined by the director of Parks and Recreation and the City Council

Ensure customer satisfaction and service

Develop and implement strategies to increase revenue and decrease expenses while maintaining quality standards

Ensure compliance with state and local regulations

Plan, recommend and implement course renovations

Manage and promote all income-producing events including tee-offs, lessons and tournaments.

Respond to complaints

Prepare monthly reports for City Council and submit to Parks and Recreation Director.

Qualifications

Understanding of the technical aspects of course maintenance

Ability to lead and manage a team

Strong communications and problem-solving skills

Financial accounting experience a plus

Greens-keeping experience a definite plus

Resolution 2025-22

RESOLUTION ON VOLUNTEER ACCESS OF CITY COMPUTERS

Whereas, it is in the best interest for the city of Horseshoe Bend Arkansas to protect sensitive and private information, and

Whereas, it is sometimes necessary to allow volunteer help to in the course of city business,

Therefore be it resolved by the City Council of the City of Horseshoe Bend, Arkansas to enact the restrictions for Volunteers as defined in Exhibit A attached.

Passed and approved this _____ day of March, 2025

Approved: _____

Mayor Duane DeLair

Attest: _____

Recorder-Treasurer

Exhibit A

Volunteer Qualifications and Restrictions

1. Volunteer must fill out a volunteer application form
2. Volunteer must be recommended by staff member or elected official
3. Volunteers should not have access to non-public areas of City Hall
4. Volunteers should not be left alone in areas where improper access to private information is possible
5. Since all computers at City Hall are connected to shared servers which contain sensitive banking, personnel and employee health information, access to computers by volunteers is prohibited unless a staff member or elected official is watching over volunteer's shoulder.
6. Qualified service technicians are exempt from these rules, but should still have adequate oversight
7. Volunteers can use their own computer but should not connect to the network printers, only local, cable-connected printers