



# CITY OF HUNTSVILLE COUNCIL MEETING

MONDAY, NOVEMBER 11, 2024

City Hall | 6:00 PM

## Agenda

1. **Call to Order** – Mayor Travis Dotson
2. **Roll Call - Establish Quorum** – Finance Director Carmen Watkins
3. **Invocation** – Councilor Scott Thomas
4. **Pledge of Allegiance** – Councilor Scott Thomas
5. **Approval of Agenda**
  - a. Councilors may add items or delete items.
  - b. Motion required to approve as submitted or amended.
6. **Introduction of Special Guests**
7. **Special Order of Business**
  - a. Oath of Office – Bettina Coger
  - b. Placer.ai
8. **Approval of Minutes of October 14 Meeting**
9. **Public Comments**
10. **City Department Reports** (provided in emailed agenda packet)
  - a. Police Department
  - b. Public Works Department
  - c. Water Department
  - d. Fire Department
  - e. Finance Director
  - f. Mayor
  - g. Economic Development Director
  - h. Planning Director
  - i. Building Inspector
  - j. Code Enforcement Officer
  - k. Animal Control Officer
11. **Commission and Committee Reports** (emailed with agenda packet)
  - a. Economic Development & Tourism Commission Meeting – October 22
  - b. Airport Commission Meeting
  - c. Water and Sewer Commission Meeting – October 17
  - d. Planning Commission Meeting – October 28
  - e. Park Commission Meeting –
  - f. Budget Committee Meetings – October 23 & 28
12. **Unfinished Business**
  - a. Ordinance – Amending Economic Development Commission (Proposed 2024-8), third reading
  - b.
13. **New Business**
  - a. Ordinance – Zoning Amendment (Proposed 2024-9), first reading
  - b. New Zoning Map
  - c. Accessory Building Permits
  - d. Resolution To Amend Personnel Policy
  - e. Ordinance – Amending Title 14 of Huntsville Zoning Code- 2024-10
  - f. Ordinance – Amending Title 14 of Huntsville Zoning Code- 2024-11
14. **Announcements/Correspondence/Comments**
  - a. Economic Dev. Commission Meeting – Tuesday, Nov. 19, 8:30 AM, Arvest Annex
  - b. Water & Sewer Commission Meeting – Thursday, Nov. 21, 4:00 PM

**Travis Dotson**

Mayor

**Joetta Smith**

City Clerk

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**Councilor Roger Eoff**

Ward I, Position I

**Councilor Chrystal Lacey**

Ward I, Position II

**Councilor Scott Thomas**

Ward II, Position I

**Councilor Leslie Evans**

Ward II, Position II

**Councilor Guy Roden**

Ward III, Position I

**Councilor Kevin Meythaler**

Ward III, Position II

**Councilor Bettina Coger**

Ward IV, Position I

**Councilor Stephen Ford**

Ward IV, Position II

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**Jessica Fritts**

City Attorney

**Todd Thomas**

Chief of Police

**Brian Robinson**

Public Works Director

**Carmen Watkins**

Finance Director

**Kevin Shinn**

Fire Department Chief

**Sean Davis**

Water Department Director

**Brandi Holt**

Economic Development Director

**Huntsville City Hall**

208 E War Eagle Ave

Huntsville, AR 72740

479.738.6607

[www.huntsvillearkansas.org](http://www.huntsvillearkansas.org)

- c. Planning Commission Meeting – Monday, Nov. 25, 6:00 PM
- d. City Council Meeting – Monday, Dec. 9, 6:00 PM
- e. Lighting of the Square – Friday, November 22
- f. Christmas Parade – Saturday, December 7

**15. Adjournment**

**COUNCIL MEETING MINUTES**

**October 14, 2024**

CALL TO ORDER

Mayor Travis Dotson called to order the regular monthly meeting of the Huntsville City Council at City Hall at 6:00 P.M.

ROLL CALL / QUORUM

City Clerk Joetta Smith and Councilors Roger Eoff, Stephen Ford, Chrystal Lacey, Scott Thomas, Leslie Evans, Guy Roden, Kevin Meythaler were present. One position is vacant. Janice Smith called roll and declared a quorum.

INVOCATION / PLEDGE OF ALLEGIANCE

Councilor Thomas shared the invocation, and Councilor Lacey led the Pledge of Allegiance.

APPROVAL OF AGENDA

Councilor Roden made a motion to approve the agenda as submitted; motion was seconded by Eoff. Motion approved.

INTRODUCTION OF SPECIAL GUESTS

None.

SPECIAL ORDER OF BUSINESS

None.

APPROVAL OF MINUTES

Councilor Roden made a motion to approve the minutes of September 9 and a special called meeting on October 3, seconded by Ford. Motion approved.

PUBLIC COMMENTS

None.

CITY DEPARTMENT REPORTS

Written departmental reports were provided to councilors in their emailed agenda packets. These actions were taken, or information was presented during the reporting period:

- Chief Thomas relayed that \$35-40,000 in fines are not being collected due to the lack of a jail.
- Public Works Director Scott Phillips said they are finishing up in the Cedar Bluff subdivision and starting on the school parking project. Mayor Dotson interjected that \$65,000 was received from Rausch Coleman for work in that subdivision. Around \$37,000 has been expended on curb and gutter work, 11-1200 linear feet of sidewalk, and drainage at the entrance. Park areas will be addressed also. Phillips and Chief Thomas have been partnering with the school to create a parking area to alleviate the traffic issues on Highway 412 during student pick up hours.
- Water Director Sean Davis reported better rates have been found for a loan for wastewater plant upgrades. The state was going to require another raise in rates. Four water line breaks have happened due to extra pressure from the new water tank coming online.
- Fire Chief Kevin Shinn reported the Forestry Station is being shut down, causing a serious issue for Madison County. An active volunteer firefighter had to be terminated due to misconduct.
- Mayor's Assistant Janice Smith reported she plans to have a 2025 budget to Councilors prior to the December Council meeting.
- Mayor Dotson asked for an extension of the deadline to accept bids for the Industrial Park land. Motion was made by Evans, seconded by Ford, to extend the deadline to December 1. Motion carried. Dotson reported revenue in the amount of \$910,936.43 was received from city sales tax after the one cent tax sunset. He

reported that the Wage & Position Committee met and recommends a 2.5% Cola for all full-time employees. Councilor Roden said this is estimated to cost \$30,829 additional for salaries in 2025. Motion was made by Eoff, seconded by Ford, to approve the 2.5 Cola. Motion carried. Dotson interviewed two residents, Bettina Coger and John Parks, for the vacant seat on the Council. He recommended Bettina Coger for the position (Ward 4, Position 1). Motion was made by Evans, seconded by Lacey, to approve the appointment of Coger to the Council. Motion carried. Dotson announced that he accepted the resignation of Finance Director Katie Boyd, and applicants are being interviewed. He recommends that the City's nine-year-old server be replaced immediately. It can be purchased for \$15,995 or a monthly payment plan. He also recommends an upgraded plan with the current IT company to enhance security. Motion was made by Eoff, seconded by Roden, to purchase the server outright, plus the upgraded plan. Roll call vote was unanimous.

- In the absence of Economic Development Director Brandi Holt, Mayor Dotson said that a strategic community plan was submitted to AEDI and would be available in a few weeks.
- Planning Director Jennifer Thomas said a new urban development plan and new zoning map will be presented next month.
- In the absence of Code Enforcement Official Jeremy Shinn, Mayor Dotson reported that letters will be going out to four owners of property on Dotson Street

#### COMMISSION / COMMITTEE REPORTS PROVIDED

- Economic Development – September 17
- Airport Commission – February 22
- Water and Sewer Commission – September 19
- Planning Commission – September 23
- Park Commission – August 16
- Wage & Position Committee – May 15, Oct 8

#### UNFINISHED BUSINESS

Mayor presented AN ORDINANCE SPECIFICALLY PERMITTING CITY OFFICIALS TO DO LIMITED BUSINESS WITH THE CITY. Councilor Roden made a motion to place the ordinance on its third reading by title only, seconded by Eoff. Motion carried unanimously. City Attorney Jessica Fritts read the ordinance title. Motion was made by Councilor Eoff, seconded by Roden, to adopt the Ordinance. Roll call vote was unanimous. It was numbered 2024-7.

Mayor Dotson introduce AN ORDINANCE AMENDING TITLE 12 OF THE PARKS AND RECREATION CODE OF THE CITY OF HUNTSVILLE, ARKANSAS. Councilor Thomas made a motion to place the ordinance on its second reading by title only, seconded by Roden. Motion carried unanimously. Attorney Fritts read the ordinance by title.

#### NEW BUSINESS

Mayor Dotson introduced A RESOLUTION AMENDING THE NAME OF THE HUNTSVILLE MUNICIPAL AIRPORT. Mayor Dotson asked Attorney Fritts to read the Resolution which would add Charles Coger Field to the name. Councilor Eoff made a motion to adopt the resolution, seconded by Ford. Motion carried unanimously. It was numbered 16-2024.

Mayor Dotson introduced A RESOLUTION AMENDING THE ADOPTED 2024 BUDGET FOR THE CITY OF HUNTSVILLE, ARKANSAS. Janice Smith reviewed Exhibit A. Councilor Eoff made a motion to adopt the resolution, seconded by Ford. Motion carried unanimously. It was numbered 17-2024.

#### ANNOUNCEMENTS, CORRESPONDENCE, COMMENTS, AND OTHER

Upcoming meetings and activities were announced.

#### ADJOURNMENT

Councilor Eoff made a motion to adjourn the meeting, seconded by Ford.

JES

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Mayor Travis Dotson

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City Clerk Joetta Smith



## Huntsville Water Utilities Monthly Report

Reporting Period:		September 15, 2024 - October 15, 2024			
	Current Month	Previous Month Comparison		Same Month, 1 Year Ago	
Active Accounts	1,416	Up	18	Down	2
In City Residential	1,038	Up	2	Down	7
Gallons Purchased	39,547,786	Down	5,667,041	Down	785,414
Gallons Sold	35,621,330	Down	5,752,370	Down	2,612,330
Gal. Wastewater	28,514,000	Down	4,095,000	Down	5,942,000
Number of Leaks	12	Up	10	Up	10
Leak Man Hours	81	Up	72	Up	57
Water Loss %	9%	Up	1%	Up	4%
Service Orders	148	Up	44	Up	104
Line Locates	31	Down	6	Up	5

	Year to Date	Previous Year Comparison	
Gallons Purchased	407,652,813	Down	5,762,845
Gallons Sold	368,766,009	Down	20,878,785
Gal. Wastewater	360,306,000	Down	65,075,000
Number of Leaks	46	Up	23
Leak Man Hours	428	Up	252
Water Loss %	Average of 9%	Up	4%
Service Orders	1084	Up	624
Line Locates	289	Up	3



# HUNTSVILLE FIRE DEPARTMENT

## November 2024 Report of October Activities

- Thanks to the Huntsville School District, we were able to train on a variety of different forcible entry, vertical ventilation and salvage and overhaul techniques using the house at 504 Cain Street.
- We tentatively have 22 members on our roster.
- So far in 2024, our department has responded to 97 fire-related calls, which is 32 more than our previous high year in the past five years. Eleven of our firefighters responded to at least 33% of fire calls.
- 9 of our Swift Water firefighters responded to two swift water calls during the recent flooding. While responding to our stations, Lieutenant DeLaurie and Firefighter Kettner both had their personal vehicles disabled and were unable to continue their response.
  - The first call was in Withrow Springs to a report of campers who had been cut off from higher ground. Our team was able to reach them and move them to a safer location. The second call was to a report of a car and people in the water north of the park. We arrived at the reported location and conducted an extensive search locating two cars in the water but no people. We were later advised that they had been able to walk back to their homes.
- The KME has had all the warranty work completed and we are now in the process of moving and securing equipment in it and expect to finally have it in service by the 15<sup>th</sup> of this month.
- I am continuing to train on NERIS and our department will make the transition in December. I will introduce the system to our county fire chiefs at our January meeting.
- At our quarterly Madison County Fire Chiefs Association meeting, Forestry sent Jeff Frizzell to explain to us why Madison County was being left without our own forestry rangers even though it is increasing their response times by an hour to an hour and a half. Then, I received a email from Kathryn Mahan-Hooten who is the Rural Fire Protection Administrator informing me that our application for the Wildland Fire Suppression Kit was not awarded because they had run out of money even though our department responds to assist every other department in the county. I have requested Sen. King to investigate this issue and provide us with a better explanation.
- On Halloween night, members of our department working with members of our police department hosted a Hide and Seek match for teenagers (and some parents) in the community. By all accounts, it was very well received and our people are already working on plans for next year.
- On November 2 our department, in partnership with our police department, hosted a Toys for Tots Drive at Fire Station #2. Thanks to Logan and Teresa Roddy, we were able to broadcast the Razorbacks vs Ole Miss game on their big screen to the enjoyment of our guests (score of the game notwithstanding). Officer Melton providing his Cornhole equipment for the use of the guests. In addition, we held a Chili Cook-Off with Debra Ann Whitman winning the Judge's Choice award and Huntsville Kiwanis winning the People's Choice award. The event raised nearly \$700 and a trailer full of gifts for the Toys for Tots Drive. Mayor Dotson, HPD Chief Thomas and Randy Riley served as our judges.
  - Blake and Miranda Evans provided bouncy houses for the children which were most appreciated.
- Fire Department Emergency Calls January 1 through October 31 by year:

<b>2024 – 624</b>	<b>2022 – 536</b>	<b>2020 – 364</b>	<b>2018 – 345</b>	<b>2016 – 394</b>
<b>2023 – 567</b>	<b>2021 -505</b>	<b>2019 – 375</b>	<b>2017 – 361</b>	<b>2015 - 450</b>

January - October	EMS CALLS	%	MVA	%	FIRE CALLS	%	SPECIAL DUTY	%	10% of calls	Inspections/ Preplans	Public Service/ Education	Training	Total Events
	416	75%	26	4%	97	18%	14	3%	10	37	33	27	650



# Planning Commission Report

*City of Huntsville November 2024  
(for October items)*

## OVERVIEW & PURPOSE

Planning we strive to be a proactive department that establishes goals and policies for directing and managing future growth and development. We address fundamental issues such as the location of growth, housing needs, and environmental protection.

## APPROVED: COMMERCIAL / RESIDENTIAL / ZONE CHANGE

1. New Zone R5 – Public Hearing, no objections
2. New Zone Map – Public Hearing, no objections
3. New Zone PUD – Public Hearing, no objections
4. 911 Peacan Street- Accessory building permit approved
5. Watson Primary School classroom to clinic, approved

## DEMO PERMIT: APPROVALS

1. John Griffin, by pass property across from Wal-Mart ( no 911 address )

## ORDINANCE REVIEW

1. Janee St. owner notified of accessory building needs to be moved, building was moved.
2. Review 15.04.08, B. and C.
3. Review Subdivision regulations, Clear Site Triangle, no changed needed
4. Street Lighting, 300-350 ft apart. Notify Subdivision Developer
5. New Accessory Build permit form created and approved



BUILDING INSPECTOR  
MONTHLY REPORT

Name	Number	Location
County Jail	7	412 East
Terry Presley	8	Subdivision
New Homes x2	4	Mae St.
New House	2	Enclave St
Lew Thompson	2	412 Bypass/Final
New House	2	Paradise Lane
Mexican Restaurant	2	Hwy 412 (Parrot) (Old Crossbow)
Trailer (Mobile Home)	1	Parrot Dr.



Animal Control  
 Monthly Report  
 October 2024

Calls	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Nuisance	13	14	22	5	15	14	16	10	17	10			136
Abuse	0	0	0	0	0	1	0	1	0	0			2
Hit by Vehicle	0	0	0	0	0	0	1	0	1	1			3
Animals Picked Up	7	0	11	0	7	4	6	10	7	10			62
Returned to Owner	5	0	10	0	6	1	5	7	8	9			51
Vicious/Animal Attack	1	0	0	0	1	0	0	0	1	1			4
Animals to Pet Shelter	0	0	1	0	1	1	3	1	1	0			8
Tickets Issued	0	0	0	0	1	1	1	1	1	1			6

208 E. War Eagle  
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## Huntsville Water Utilities Commission Meeting

October 17, 2024

The regular meeting of the Huntsville Water and Sewer Commission was held at the Huntsville Water Utilities office.

### Call to Order

- At 4:00 pm, Chairman Roden called the meeting to order.

### Approval of Minutes

- Commissioner Rogers made a motion to approve the minutes of the September meeting, seconded by Commissioner Ford. The motion was approved.

### Approval of Agenda

- Commissioner Ford made a motion to amend the agenda to add "Butterball Statement" to special business, seconded by Commissioner Rogers. The motion was approved

### Special Business

- Mr. Lankford Ruffin informed the Commission that Butterball had decided to design and construct their own wastewater plant, citing that it would be financially beneficial. He stated that they expect to work on engineering and design during 2025 and expect construction to occur in early 2026.

### Old Business

- Mr. Davis reported that if Butterball moves forward with their plans to build a plant, the currently proposed wastewater expansion would not be necessary. He recommended that the engineering work continue until 60% design and pricing is completed. At that point, he estimated that \$500,000 would be owed to McClelland and Crossland Construction for work to date.

### New Business

- Mr. Davis presented the 3<sup>rd</sup> quarter financial report to the Commission. He reported that revenues were almost identical to the previous quarter at \$1,133,439.41. Overall expenses were lower than the previous quarter due to project invoices being held by McClelland, resulting in overall expenses being reduced by \$145,000.
- Other new business items were tabled in light of the Butterball announcement.

### Other Business

- In other business, Mr. Davis reported that the Vac-Con sewer truck had suffered a mechanical failure and repair costs were estimated at over \$12,000. The December Commission meeting was also moved from 4:00 pm to 12:00 pm.

### Adjournment

- Commissioner Rogers made a motion to adjourn the meeting, seconded by Commissioner Ford. The meeting was adjourned at 4:27 pm.

**Huntsville Airport Commission**  
**September 3, 2024 Meeting**

Meeting called to order by Charles Coger at 6:18 pm

Commissioners in attendance:

Charles Coger

Bill Smith

Bill Mason

Tem Dotson

Mark Hutton

Also in attendance was Steve Patton.

Bill Smith started with discussing the possibility of adding a 20'x20' classroom/meeting room to the tower. He said it could also be a waiting room for people and could host other events. Bill stated that that building is the first thing a person would see when they fly into Huntsville. Charles stated that we should wait on the addition to the tower until we have completed the hangar so we can see how much money we have available. Bill Smith asked if the City of Huntsville would be interested in investing in the addition. Charles said he would talk to the Mayor Dotson about that.

The topic move on when Bill Smith stated that he thought we should look into becoming a FAA qualified airport since then the airport may qualify for federal grants. There was discussion on what may be involved in bringing the airport up to that standard. Tem Dotson said that we would need to fence the airport as part of the process which most commissioners agreed would be a good thing since we have had numerous incursions of animals on the runway over the years. Bill Smith said he saw a car driving around on the runway. Bill drove out to the runway and confronted the person; Bill found a woman that was lost and could not find her way out. As the conversation continued, it was apparent that none of the commissioners knew what else may be required to bring the airport up to the standards to qualify for federal grants. Mark Hutton volunteered to research this topic and report back.

The topic move on when Charles Coger brought up the new hangars. Charles referenced the \$640,000 state grant that the airport has and that we should have enough money in the bank to complete the project as long as we pave the taxiways with asphalt rather than concrete. Charles said concrete was about twice the cost of asphalt. Charles said that the hangar building was on order and that we were going to use one contractor for all of the project. Mark Hutton asked how many bids did we have for comparison. Charles responded that he did not know since Mayor Dotson was handling that. Mark Hutton asked about the road that accessed the house (on the NE side of the airport that passes through the new hangar area) would need to be moved. Charles said the City of Huntsville was aware of this, there is existing Right-Of-Way and the city will move the road.

**New Business**

The topic move on when Charles Coger brought up that the cracks in the pavement needed to be sprayed for weeds. Charles stated that he would talk to Mayor Dotson about this.

**Huntsville Airport Commission**  
**September 3, 2024 Meeting**  
**Page 2**

The topic move on when Tem Dotson said that we should get the runway numbers repainted. Tem said there are getting hard to see. Charles said that he thought other roads in Huntsville may need repainting and that maybe we could get the runway repainted at the same time. Charle will talk to Mayor Dotson about that.

The topic move on when Charles Coger brought up that Mayor Dotson would like the airport to have jet fuel on available on the airport. Discussion went on to what that may cost for the fueling system and whether we could sell enough jet fuel. Bill Smith said our runway is too short for most jets. Bill Smith stated that extending our runway 400' to make it 4,000' long would make having jet fuel on the airport more viable.

The topic move on when Bill Smith brought up the topic of getting a state grant for next year. Charles said that he thought the state was not giving out more grants for hangars. Tem mentioned the need to put in VASI landing lights at the runway ends.

At 7:11 pm Bill Smith move that the meeting be adjourned. Mark Hutton seconded the motion. The vote was unanimous and the meeting was adjourned.



City of Huntsville  
**Budget Committee**  
**Meeting Minutes**  
October 23, 2024

Mayor Travis Dotson called the budget committee to order at 5:30 p.m., at City Hall on Monday, October 23, 2024.

The following committee members were present: Mayor Travis Dotson, Councilors Scott Thomas, Guy Roden and Chrystal Lacey. Leslie Evans was absent. Also present were Councilor Steve Ford, and Mayor's Assistant Janice Smith. Mark Humphreys from the *Madison County Record* came in later.

Mayor Dotson explained the following housekeeping adjustments:

Change line items repairs & maintenance – vehicle and repairs & maintenance – equipment merged to one line, repairs & maintenance – equipment/vehicles.

He related some of the items on the departments' wish lists. In addition to minor increases to line items under each department, the following significant changes were made:

- \$8,000 was added to the street budget under other services for things like tree trimming.
- \$500 added to the admin budget for state chamber membership, \$6,165 to office equipment for conference room chairs and new desk in the admin office; \$4,000 moved from emergency management under admin to the fire department; increase ? for more IT services from Preferred Office Technologies. Additional travel/training was added so the Mayor could attend the National League of Cities convention and new hires in the admin office could receive additional training.
- City Attorney and Prosecutor, Jessica Fritts, has requested to be added to the City's group insurance. Mayor is looking into this possibility. \$2,100 was added in admin and \$1,000 in court for this purpose.
- \$1,500 added to mowing services at the Airport.
- \$5,750 reduction in other services was moved to salaries under Animal Control.
- \$3,600 in other services added under Building Inspector for Carl Stewart, who is the trainee for the building inspector position. This amounts to 8 hours a month at \$35 an hour.
- Reduced salary under Code Enforcement by \$7,600. The code enforcement officer was consulted and concurred. New software for that position is being used and working well.

Motion was made by Roden, seconded by Lacey, to adjourn the meeting and go into executive session.

JS

A preliminary budget was presented that included some requests from department heads.

The following actions were taken and will be presented in December to City Council as the proposed 2025 Budget:

City of Huntsville  
**Budget Committee**  
**Meeting Minutes**  
October 28, 2024

Mayor Travis Dotson called the budget committee to order at 5:30 p.m., at City Hall on Monday, October 28, 2024.

The following committee members were present: Mayor Travis Dotson, Councilors Scott Thomas, Guy Roden and Chrystal Lacey. Leslie Evans came in later. Also present were Councilor Steve Ford, Mayor's Assistant Janice Smith and Mark Humphrey from the Madison County Record. Department heads Brandi Holt, Todd Thomas, Josh Herring and Kevin Shinn came in during discussion of their departments.

A preliminary budget was presented that included some requests from department heads.

The following actions were taken and will be presented in December to City Council as the proposed 2025 Budget:

#### Economic Development

- Increased advertising budget to \$12,000 to include promotion of the City's 100<sup>th</sup> anniversary and to create a photo library for social media purposes. Increased economic development to \$30,000 to include purchase of AI software.

#### Police Department

- \$30,000 was added to equipment for the purchase of security camera equipment. Step raises will go to Chief Thomas, Captain Herring, Detective Evans, Patrolman Smith, Patrolman Misenheimer, Office Administrator Roden and Office Assistant Boyd. Mayor Dotson said Assistant Boyd has received an immediate step increase to get her more in line with other positions. Motion was made by Roden, seconded by Evans, to add an additional officer pending Council approval. Motion carried.
- Chief Thomas presented a proposal for improvements to the Basham building in the amount of \$35,850. Mayor Dotson wanted to leave the amount at \$45,850 for possible grant matching funds for technology or audio-visual improvements.

#### Fire Department

- Motion was made by Evans, seconded by Roden, to put \$75,000 in reserve toward the cost of a training facility and seek grant funding. Motion carried. Motion was made by Evans, seconded by Roden, to earmark \$100,000 for future purchase of a ladder truck. Motion carried. Full-time firefighters will get a step raise, and Chief Kevin Shinn's salary was raised to \$14,000. Travel/training was increased to \$30,000 due to Shinn's participation in the development of a system for the National Emergency Response Information System.

#### Admin Department

- Increase stipend for Councilors to \$250 a month; City Clerk to \$250 a month; planning commission committee members to \$35 per meeting; and audio visual assistant to \$50 a month. The admin assistant (Becky) will receive a step raise on her anniversary date. \$2,100 was added for attorney's insurance, if allowed. Travel/training was increased for the Mayor to go to the National League of Cities conference and training for Watkins and Nelle. Increases in transfers to the Park were set at \$5,000 (includes some possible upgrades to pocket parks) and to the Airport at \$1,500. Focus in 2025 will be on painting City Hall and some other furniture upgrades.

#### Court Department

- Court Clerk will receive a step increase. The assistant position (now vacant) will stay at the same step unless change approved due to qualifications of new hire.

#### Street Department

- Step increases will be given to two employees in Street Department.

#### Other Departments

- No major changes were made to other departments.

Motion was made by Evans, seconded by Lacey, to approve the proposed budget to send to Council. Motion carried.

Motion to adjourn was made by Roden, seconded by Lacey and the meeting ended at 7:45 p.m. Motion carried.

JS

ORDINANCE NO. 2024-8

AN ORDINANCE AMENDING TITLE 12 OF THE PARKS AND RECREATION CODE OF THE CITY OF HUNTSVILLE, ARKANSAS

WHEREAS, the City of Huntsville established the Huntsville Economic Development and Tourism Commission, which was passed and approved on the 9<sup>th</sup> day of March 2015.

WHEREAS, it was approved by the Huntsville Economic Development and Tourism Commission to increase the number of commissioners from five (5) to seven (7).

WHEREAS, the Huntsville Economic Development and Tourism Commission of the City of Huntsville has recommended changes to the Huntsville Municipal Code, and as a result of the foregoing and other matters, the City Council of Huntsville, Arkansas has determined that the Code should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS:

SECTION 1: Title 12, Chapter 12.08 Economic Development and Tourism Commission is hereby amended as follows:

SECTION 2: Section 12.08.05 is amended as follows:

The City of Huntsville Economic Development and Tourism Commission (EDTC) shall consist of seven (7) members appointed by the Mayor and confirmed by the City Council. All commissioners shall be citizens that are qualified electors of the City of Huntsville and/or persons who hold a valid Huntsville business license or are employed by a business within the city limits of Huntsville.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS, THIS 14TH DAY OF October 2024.

APPROVED \_\_\_\_\_  
Mayor Travis Dotson

ATTEST \_\_\_\_\_  
City Clerk Joetta Smith

ORDINANCE NO.

2024-9

ADOPTING A NEW ZONING MAP AND CODE; AND DECLARING AN EMERGENCY

WHEREAS, after due notice as required by law, the Huntsville Planning Commission has conducted a public hearing concerning a new zoning map and base zoning district for the City Zoning Code; and

WHEREAS, after thoughtful consideration of all public comments and views, the Commission has recommended City Council adoption of a new zoning map and code; and

WHEREAS, pursuant to A.C.A. 14-55-207, public notice was given of the City's intent to adopt said map and code by reference, and advised that three (3) copies were on file and available for public review and examination in the Office of the City Clerk; and

WHEREAS, it is the desire of the Mayor and City Council that said map and code be adopted as recommended by the Planning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS:

SECTION 1. That the "Official Zoning Map," referred to in Section 14.04.02 of the Huntsville City Code, and the base zoning districts referred to in Section 14.04.07, and a copy of which is attached hereto as Exhibit "A," are hereby adopted by reference and declared to be part of this Code.

SECTION 2. That the Official Zoning Map in effect subsequent to the date of this Ordinance, is hereby repealed.

SECTION 3. Emergency Clause. It is hereby found and determined that proper and uninterrupted planning and land use regulation is necessary for the continued preservation of the public peace, health, safety, and welfare; therefore an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

APPROVED

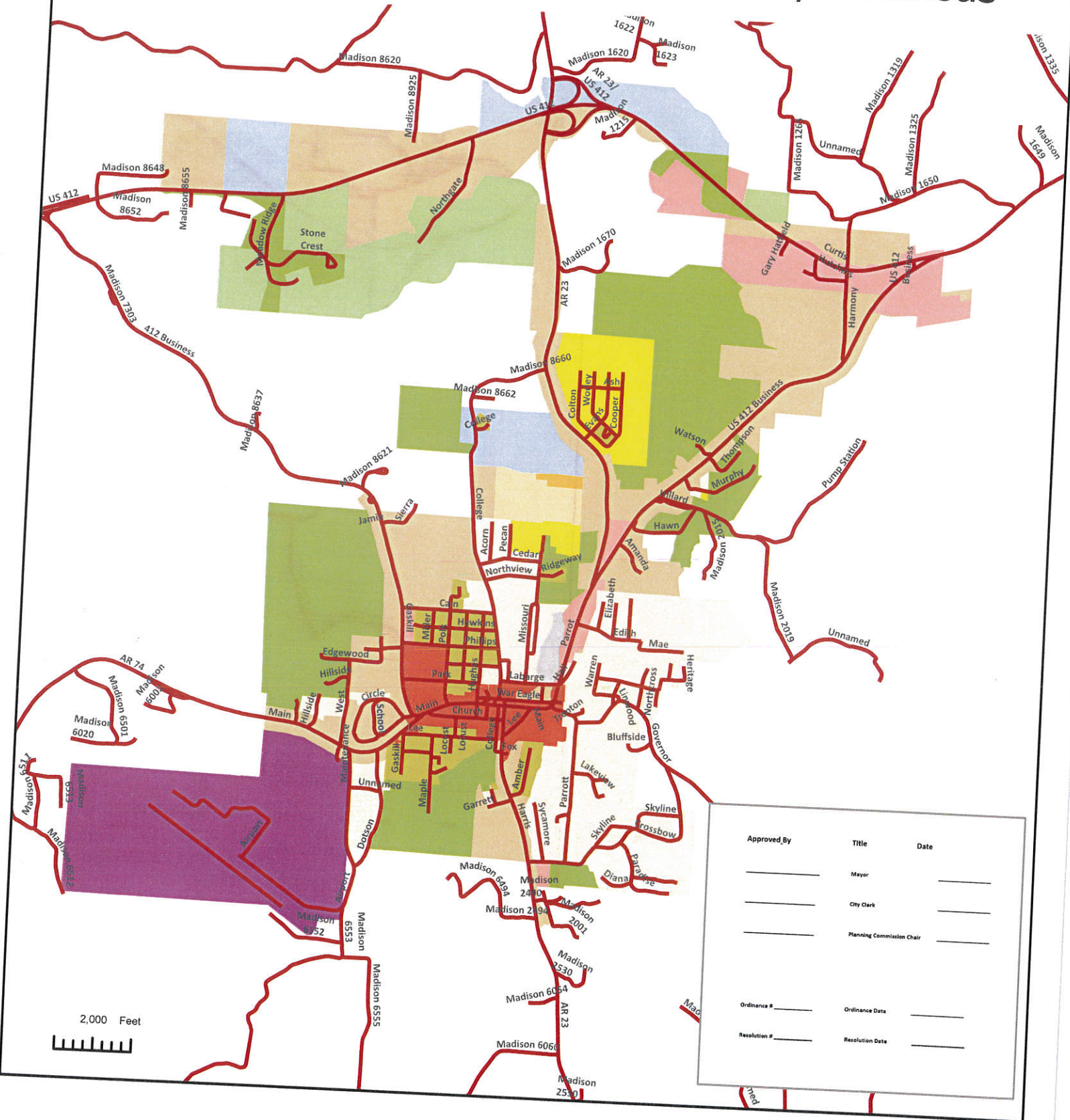
\_\_\_\_\_  
Mayor Travis Dotson

ATTEST

\_\_\_\_\_  
City Clerk Joetta Smith



# OFFICIAL ZONING MAP-Huntsville, Arkansas



**Disclaimer:** This map was developed from the best available sources and constitutes a graphic representation of these data sources. No guarantee of accuracy is granted, nor is any responsibility for reliance thereon assumed. In no event shall the NWARPC or any other entity be liable for direct, indirect, incidental, consequential or special damages of any kind, including, but not limited to, loss of anticipated profits or benefits arising out of use of or reliance on the data. The NWARPC and/or any other entity are in no way responsible for or liable for any misrepresentation or re-use of this map. Distribution of this map is intended for information purposes only and should not be considered authoritative for engineering, legal and other site-specific uses.

- Zoning Classifications**
- A
  - A-P
  - C-1
  - C-2
  - DUZ
  - I-1
  - I-2
  - R-1

- R-2
- R-3
- R-4
- R-5
- R-E



# City of Huntsville, Arkansas

## RESIDENTIAL ACCESSORY BUILDING PERMIT

Ad hoc meetings, Wednesday 1:30 pm. Please be available for questions

### Application Information

Full name:

\_\_\_\_\_  
*Last First M.I.*

Date:

\_\_\_\_\_

Address:

\_\_\_\_\_  
*Street address Apt/Unit #*

Phone:

\_\_\_\_\_

\_\_\_\_\_  
*City State Zip Code*

Email:

\_\_\_\_\_

Projected Start Date

\_\_\_\_\_

Size of Building

\_\_\_\_\_

Project Estimated Cost

\$

\_\_\_\_\_

Current Zone

\_\_\_\_\_

Will there be a permanent foundation?

Yes  No

Will there be Electricity?

Yes  No

Will there be Water?

Yes  No

Height of Bld.

\_\_\_\_\_

Will there be HVAC?

Yes  No

Lot Size

\_\_\_\_\_

### Location Information

Front Set Back

\_\_\_\_\_

Side Set Back (2)

/

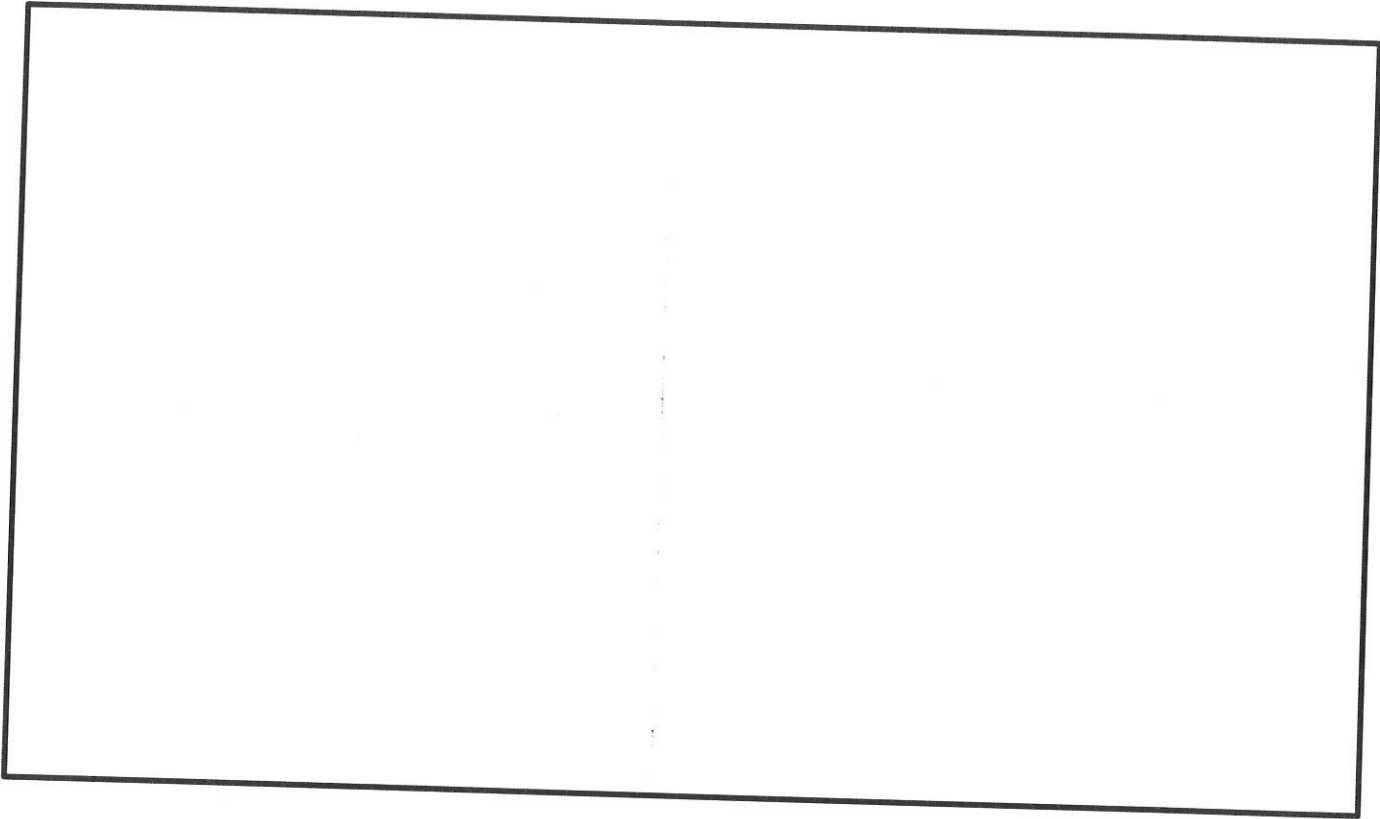
\_\_\_\_\_

Rear Set Back

\_\_\_\_\_

Distance from House

\_\_\_\_\_



**For Office Use Only**

Date PC  
Reviewed

\_\_\_\_\_

Date  
Voted

\_\_\_\_\_

Motion Made  
By

\_\_\_\_\_

Second

\_\_\_\_\_

Yes Votes #

\_\_\_\_\_

No  
Votes  
#

\_\_\_\_\_

Motion Approved

Yes

No

Date  
Owner  
Notified

\_\_\_\_\_

Drawing- In the box below please note the new and existing building placements, as well as setbacks, easements and roadways.

RESOLUTION NO. 2024-18

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A RESOLUTION TO AMEND THE CITY OF HUNTSVILLE PERSONNEL POLICY

WHEREAS, social media continues to have an impact on of many employees, it is now appropriate to include a social media policy in the personnel handbook.

WHEREAS, that the Personnel Policy Committee, made up of department heads, approved adding a social media policy to the personnel handbook.

WHEREAS, the City Council of the City of Huntsville, being duly apprised of all facts and advised of the applicable law, finds it in the best interests of the citizens of the City of Huntsville to approve a resolution adding a social media policy to the personnel handbook.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntsville as follows:

Section 1:

Section IV(O): Social Media Policy: "Social Media" includes websites and applications that enable users to create and share content or to participate in social networking. Examples include, but are not limited to: Facebook, Twitter, LinkedIn, YouTube, Instagram, TikTok, Flickr, SnapChat, and Yik Yak. The same principles and guidelines applicable to City employee conduct also apply to City employees' activities online. That city employees shall refrain from using social media while on work time or on equipment provide by the City, unless authorized to do so by a supervisor or consistent with City policy. City employees shall avoid any conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects the interest of the City, including creating a hostile work environment.

City employees shall not attribute personal statements, opinions or beliefs to the City when using social media. If an employee is expressing his or her beliefs and/or opinions, the employee may not, expressly or implicitly, represent themselves as an employee or representation of the City.

City employees shall not, under their name or using a pseudonym, harass, cyber-bully, make threats of violence or make comments that discriminate against any protected class of individual under Title VII, the United States or State Constitution, or under any other civil rights statute. They shall also not post on social media anything defamatory, lewd, proprietary, or libelous that would impact the City.

City employees shall not use City e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

In addition, state law prohibits electioneering by public servants during work hours.

That violation of this policy will result in discipline, up to and including termination.

ADOPTED this 11th day of November, 2024 by the City Council of Huntsville, Arkansas.

APPROVED

\_\_\_\_\_  
Mayor Travis Dotson

ATTEST

\_\_\_\_\_  
City Clerk Joetta Smith



ORDINANCE NO. 2024-10

AN ORDINANCE AMENDING TITLE 14 OF THE HUNTSVILLE ZONING CODE OF THE CITY OF HUNTSVILLE, ARKANSAS

WHEREAS, substantial residential and commercial construction is taking place in the City of Huntsville, which require one new zoning district, and

WHEREAS, the Planning Commission of the City of Huntsville has recommended changes to the Huntsville Municipal Code, and as a result of the foregoing and other matters, the City Council of Huntsville, Arkansas has determined that the Code should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS:

SECTION 1: Title 14, Chapter 14.04 Zoning Ordinance is hereby amended to add the following Base Zoning Districts:

PUD Planned Urban District

**Planned Urban District (PUD):** A Planned Urban District is hereby established, and shall be located along major thoroughfares accessing the Central Business District as depicted on the Official Zoning Map. These zones shall combine the characteristics and regulations of both the General Commercial (C-2) District and High Low Density (R-3) Districts, so as to permit commercial growth and opportunities in what is currently occupied by residential uses. It is intended that commercial uses act in harmony with adjacent residential uses. The owner may select the use and shall comply with all stated regulations applicable to that use. Permitted and conditional uses for either zone shall apply to the Planned Urban District (PUD).

Conditional uses: Retail liquor stores. A site plan is necessary for conditional uses.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

APPROVED \_\_\_\_\_  
Mayor Travis Dotson

ATTEST \_\_\_\_\_  
City Clerk Joetta Smith



AN ORDINANCE AMENDING TITLE 14 OF THE HUNTSVILLE ZONING CODE OF THE CITY OF HUNTSVILLE, ARKANSAS

WHEREAS, substantial residential and commercial construction is taking place in the City of Huntsville, which require one new zoning district, and

WHEREAS, the Planning Commission of the City of Huntsville has recommended changes to the Huntsville Municipal Code, and as a result of the foregoing and other matters, the City Council of Huntsville, Arkansas has determined that the Code should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS:

SECTION 1: Title 14, Chapter 14.04 Zoning Ordinance is hereby amended to add the following Base Zoning Districts:

R-5 Residential Multi Housing

**Residential Multi Housing – (R-5):**

- A. Description and Intent: This district is primarily intended for single and multifamily uses at various densities, not to exceed sixteen (16) dwelling units/acre. Accessibility to sanitary sewer facilities shall be a prerequisite for assignment of the RMH zoning classification.
- B. Permitted Uses:
  - Multi Family Dwelling
  - Manufactured Homes
  - Single-Family Residences
  - Accessory Buildings & Uses
  - Duplex and Triplex
  - Registered & Licensed Child Care Family Home
  - \*A site plan review may be necessary if requested by the Planning Commission.
- C. Conditional Uses
  - Public Uses and Semi-public uses
  - Churches
  - Parks and Recreation Area

Similar uses deemed to be consistent with the basic intent of this district, and which are equal to or less intense than uses permitted in this district, shall be approved by the Planning Commission. A site plan review by the Planning Commission is necessary for conditional uses.

D. Lot Dimensions

Minimum Area	7,000 square feet
Minimum Width at Building Line	70 feet
Minimum Front Setback	25 feet
Minimum Side Setback	10 feet (secondary 15' street side 25)
Minimum Rear Setback	20 feet

E. Park Requirements: Two (2) off-street parking spaces shall be required for each dwelling unit.

F. Height, Width & Area Regulations

1. No building shall exceed two and one-half stories, nor shall it exceed thirty-five feet (35') in height.
2. Accessory buildings shall be set back a minimum of five feet (5') from the side or rear lot lines.
3. Each principal structure shall have a minimum of 576 sq. ft. of enclosed and heated living area and be finished on a permanent foundation.

SECTION 2: Section 14.04.20, B. 1. is hereby amended to read as follows:

An accessory building shall not be located within a required street (front or street side) setback; shall be subject to the side setback standards of the underlying zoning district; shall be set back at least five feet (5') from a property line; shall not be located within any public easement or over any known utilities or septic lines; and shall not occupy more than twenty percent (20%) of the lot area or more of the lot than is covered by the principal use, whichever results in less lot coverage. Accessory buildings shall not exceed the floor area of the principal use in R-1, R-2, R-3, R-4, **R-5** or RE-1 zones. Unless

otherwise provided herein, and provided site visibility is not obstructed, signs, fences and walls shall be allowed within setbacks.

SECTION 3: Section 14.04.01 Definitions is hereby amended as follows:

Day Care Family Home

- A. Registered – Five (5) or fewer children kept in the operator’s residence. Permitted use R1, R2, R3, R4, **R5**, RE, RE-1, and Agri; conditional use C2.
- B. Licensed – 6-16 children kept in a residential setting. These facilities need a fenced yard and required health and fire inspection if they have 11 or more children. Permitted uses in C2, Agri, RE, and RE-1; conditional use in R1, and R2.

SECTION 4: Emergency Clause. It is hereby found and determined that proper and uninterrupted planning and land use regulation is necessary for the continued preservation of the public peace, health, safety, and welfare; therefore an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, ARKANSAS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

APPROVED \_\_\_\_\_  
Mayor Travis Dotson

ATTEST \_\_\_\_\_  
City Clerk Joetta Smith