

AGENDA

MEETING OF THE MOUNTAIN HOME CITY COUNCIL APRIL 1st, 2021. . . 6:00 P.M. COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING

Pledge of Allegiance
Prayer
Roll Call
Announcements
Minutes from the March 18th , 2021 Council Meeting
Committee Reports

NEW BUSINESS

ORDINANCE ADOPTING DEVELOPMENT REGULATIONS FOR THE CITY OF MOUNTAIN HOME, ARKANSAS, AND FOR OTHER PURPOSES presented by Street Director Arnold Knox & Building Inspector Greg Ifland

AN ORDINANCE AMENDING ORDINANCE NO. 2020-27, 2019-27, 2017-17, 2016-4, 2014-3, 2012-11, 2011-12, 2009-17, 2009-12, 2008-37, AS AMENDED BY 96-033, 07-31, 06-14, 05-03, 04-04, 03-37, 03-05, 02-27, 02-20, 02-09, 01-04, TO EXPAND AND REDEFINE THE JOB CLASSIFICATION AND COMPENSATION PLAN IN ORDER TO ENHANCE EFFICIENT MANAGEMENT WITHIN THE DEPARTMENTS OF THE CITY OF MOUNTAIN HOME.AR presented by Fire Chief Kris Quick

A RESOLUTION AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS AND FOR OTHER PURPOSES presented by Mayor Hillrey Adams

OFFER AND ACCEPTANCE CONTRACT – CITY OWNED LAND presented by Mayor Hillrey Adams

POLICE DEPARTMENT INVENTORY DISPOSAL REQUEST presented by Assistant Police Chief Eddie Griffin

OLD BUSINESS

COMMENTS

ADJOURN

**Respectfully Submitted,
Brian A. Plumlee, City Clerk**

City of Mountain Home

REGULAR CITY COUNCIL MEETING – MARCH 18th , 2021

1. The Mountain Home City Council met in regular session March 18th, 2021 in the Council Chambers of the Municipal Building. Mayor Hillrey Adams called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance and a prayer.
2. **ROLL CALL** The following council members were present for the roll call: Jim Bodenhamer, Jennifer Baker, Susan Stockton, Bob Van Haaren, Paige Evans, Nick Reed, Carry Manual, and Wayne Almond.
3. **OFFICIALS IN ATTENDANCE** Mayor Hillrey Adams, City Attorney Roger Morgan, City Clerk Brian Plumlee, Water & Sewer Director Alma Clark, Fire Chief Kris Quick, and Assistant Police Chief Eddie Griffin.
4. **MINUTES** Councilwoman Jennifer Baker made a motion to approve the regular council meeting minutes from February 18th, 2021. The motion was seconded by Councilman Van Haaren. The City Clerk recorded the following vote: all present – yes.
5. **NEW BUSINESS**

VEHICLE DISPOSAL REQUEST Assistant Police Chief Eddie Griffin informed the council the request is for a 2008 Ford Taurus, Unit number 150, and a 2002 Ford Crown Victoria, Unit number 134. Councilwoman Baker made a motion to approve the request, it was seconded by Councilman Nick Reed. City Clerk Brian Plumlee recorded the following vote: all present – yes.

RADIO TOWER RENTAL AGREEMENT REQUEST Water & Wastewater Director Alma Clark explained the rental agreement is with Reynolds Media Inc. Clark also explained the details of the contract. Councilman Bob Van Haaren made a motion to approve the request, the motion was seconded by Councilwoman Stockton. City Clerk Brian Plumlee recorded the following vote: all present – yes.

AN ORDINANCE AMENDING THE SCHEDULE OF RATES TO BE CHARGED AND COLLECTED FOR WATER SYSTEM USERS OF THE CITY OF MOUNTAIN HOME; REPEALING ORDINANCE NO. 2020 - 30 AND PRESCRIBING OTHER MATTERS RELATING THERETO City Attorney Roger Morgan put the ordinance on first reading and read it to its entirety.

SECOND READING Councilwoman Baker made a motion to suspend the rules and put the ordinance on second reading, Councilman Van Haaren seconded the motion. The City Clerk recorded the following vote: all present – yes. The motion was declared adopted and the ordinance was read for a second time by title only.

THIRD READING Councilwoman Baker made a motion to suspend the rules and read the ordinance for the third time by title only. Councilman Reed seconded the motion. The City Clerk recorded the following vote: all present – yes. The motion was declared adopted and the ordinance was read for a third time by title only.

ADOPTION... Councilwoman Baker made the motion to adopt the ordinance, it was seconded by Councilman Manual. The City Clerk recorded the following vote: all present – yes. The ordinance was declared adopted.

AN ORDINANCE AMENDING THE SCHEDULE OF RATES TO BE CHARGED AND COLLECTED FOR SEWER SYSTEM USERS OF THE CITY OF MOUNTAIN HOME, AMENDING ORDINANCE NO. 2020 – 31 City Attorney Roger Morgan put the ordinance on first reading and read it to its entirety.

SECOND READING Councilwoman Baker made a motion to suspend the rules and put the ordinance on second reading, Councilman Manual seconded the motion. The City Clerk recorded the following vote: all present – yes. The motion was declared adopted and the ordinance was read for a second time by title only.

THIRD READING Councilwoman Baker made a motion to suspend the rules and read the ordinance for the third time by title only. Councilman Reed seconded the motion. The City Clerk recorded the following vote: all present – yes. The motion was declared adopted and the ordinance was read for a third time by title only.

ADOPTION... Councilwoman Baker made the motion to adopt the ordinance, it was seconded by Councilman Manual. The City Clerk recorded the following vote: all present – yes. The ordinance was declared adopted.

OLD BUSINESS

6. **COMMENTS**
7. **ADJOURN...**6:34 P.M. with no further business to come before the council. Mayor Adams declared the meeting adjourned at 6:34 p.m.

HILLREY ADAMS, MAYOR

ATTEST:

BRIAN A. PLUMLEE, CITY CLERK

COMMITTEE REPORTS

Street Committee
March 16, 2021 – 12:30 p.m.

Prior to the meeting being called to order, Arnie showed the Committee a picture of a new dump truck that had been purchased in December. He also updated the Committee on the lack of personnel and showed them a list of the past 5 years, a number of employees that had either left for a higher rate of pay, transferred to another department, or had been terminated. He said this number was basically 2/3 of his entire staff. Jennifer asked him how many people he was short. He said a full staff for the Street Department is 30 employees, and right now he is at 23. There are two that are waiting to start but need their drug screening/pre-employment physicals completed, and two from AID that should be starting in the next two weeks.

The meeting was called to order at 12:50 p.m.

Present were Arnold Knox, Director of Streets; Jim Bodenhamer, Jennifer Baker and Susan Stockton, Committee Members. Greg Ifland, the City Building Inspector was also in attendance.

Arnie showed the Committee the Arkansas Highway and Transportation Department Traffic Division website and discussed Mountain Home's traffic light cameras, monitors, and cabinets. He showed the Committee how to navigate their website to see the traffic and traffic counts throughout the City and the State of Arkansas. There was lengthy discussion pertaining to the traffic light system including their timing throughout the City of Mountain Home. Jennifer asked how he sets the timing on the lights. He said the timing for all the lights are programmed by the highway department, and he added, he is going to write a letter to the highway department concerning the timing of the light at 5 North and 1st Street. The traffic has become so stacked up at that light, because of the new Casey's General Store which has extra traffic coming off of 1st Street. This traffic is also being affected at the intersection of Highway 62 and 5 North and he feels the timing needs to be reprogrammed. He added, at the traffic signal at Highway 62 and Club Boulevard at the Elks Club does not have a left turn signal. Arnie said he has gone off to contract with an engineer in Little Rock to design a cabinet to have a left turn signal, and is waiting to hear back a cost estimate, which he expects it to be approximately \$300,000 to redo that cabinet and put in a left turn signal. Jennifer asked who pays for that, and Arnie said the City will be responsible for the total cost. He added, traffic at that intersection does not allow

a left turn on just the green signal, there needs to be a protected left turn there. He reported, he has gone off to the highway department to study that intersection and they have completed the traffic counts and with 20,000 cars, it does warrant a left turn there. Now we will try to find an engineer and get a price on it. He told the Committee, this signal is one of the first ones installed. It was originally in the county. Both the City and highway department don't have plans on it, and Arnie said he believes, it was around 1979 when it was put in. Jennifer said being on the state highway, you'd think we could request they pay for it. Arnie said, no, it is maintenance, and the City pays for maintenance. This left turn light is considered maintenance to the light. Jennifer added, if a new light goes in, maybe they would then pay for it? And Arnie said no, we pay for the new ones too. It would be a shared cost and then when it is installed, the state will turn the light over to us. It is an 80/20 cost on new signals. Arnie reported to the Committee he has six more traffic monitor boxes ordered for the rest of the signals in the City. Once they are all installed, he said he is going to be working with the fire department and the hospital, as to what they have as far as preemptive status. He said he didn't know if they type in a location where they would be going, and then once they do that, it will monitor where the emergency vehicles are and stop traffic at the intersections so those vehicles can pass through safely. Jim asked which panels he was talking about. Arnie said it was installing monitoring boxes. He said he has 18 installed at this time, and he is focusing on the main route through the City, and of course on the bypass. At this time, he needs monitors at College and Highway 5 South, Cardinal Drive and Highway 5 South, 1st and College, and the three signals on Highway 201 North, which are North Street, Coley Drive and Arkansas Avenue. He said after this order is in, there will be one in every traffic signal box. Arnie said there is a total of 23 lights and the one that seems to be forgotten is not on a state highway and that is the signal at 1st and College. That is the City's, and the state has nothing to do with it. Having these monitors are a benefit because he will be getting about a 4 hour jump on them, instead of relying on the police department to notify him of an issue. He told them to go to idrivearkansas.com and then maneuvered them throughout the site to watch the traffic cameras at work. He brought the highway department's website that showed the intersection at Highway 62 and Club Boulevard. He said this is not a recorded video, but a 20 second delay livestream of the traffic.

The Street Report for February 2021 was reviewed.

Arnie reported the current cost to date of the Medical Plaza rebuild was at \$216,216.67. All the drainage in on this project, and the crew is currently pouring curb, working their way to Hospital Drive. This project should be done in the next

couple of months, and they'll dig it out and wait for asphalt like the rest of the projects.

Jennifer asked what the latest was on hot mix and Arnie explained to the Committee he has a contract drawn up, it's about 30 pages, to cover all of the asphalt for Market, Gentry and Medical Plaza. It is sitting down at Roger's office for review at this time. He said his goal is to put it out for bid at the end of March and collect the bids about mid to late April, and they will have 60 days to put the asphalt down. He said we've piled up enough overlays and we need those guaranteed to get the asphalt down.

The cost of the Market/Thorn rebuild project is at \$221,657.99. That crew has completed Market Street and with drainage completed at Thorn Street, the crew is working on pouring curb.

Fill is continuing to be hauled in and leveled at the location of the new fire department. Arnie reported it was filling in quicker than anticipated, with trucks from Dilbeck and Atlas hauling fill to the site. The cost to date is \$27,006.80.

Maintenance is at \$16,779.96 for the month of February with weed trimming and crack sealing.

Snow Removal ended up with a total cost of \$39,196.32 last month.

The Budget Summary was reviewed, Arnie said it was in good shape and added, a tandem axle truck has been ordered, which will not be delivered until September or October.

The Committee discussed the rewritten Development Permit that will be reviewed by the Council at their Thursday night meeting.

The meeting adjourned at 1:28 p.m.

Public Safety Committee Meeting

Meeting was held on March 16, 2021 in the Council Chambers and was called to order at 2:00 p.m.

Those present were: Fire Chief Kris Quick
Assistant Police Chief Eddie Griffin
Jennifer Baker

Committee Members: Wayne Almond
Jim Bodenhamer
Carry Manuel
Bob Van Haaren

Attached is the agenda presented by Chief Quick and Assistant Chief Griffin. No other comments needed at this time. Meeting was adjourned at 2:43 p.m.

WA



Mountain Home Police Department

- A duty to serve, an honor to protect -

Public Safety Committee Meeting March 16, 2021



1. Jared Medina is currently in his ninth week of the police academy at the Black River Technical College in Pocahontas, Arkansas.
2. Sam Simer was hired to fill the new patrol position that was funded with the public safety tax. His first day was March 8, 2021.
3. Chris Brison was hired and will start March 17, 2021. Brison is a certified officer from the Kansas City area. He is replacing Cody Hilliker.
4. Sgt. Kevin Burns resigned effective March 15, 2021 to focus on his military career. We are in the process of hiring Andrew Arts from Olive Branch, Mississippi. Arts is a certified officer with 10 years of experience.
5. Rodney Wiggins was promoted to Sergeant earlier today to fill the supervisor position vacated by Kevin Burns.
6. Request for destruction of old files.

2016 Old Front Office Files (Box #1-#5) – Front Office

2017 Old Front Office Files (Box #1-#3) – Front Office

2016 – Original Reports – Street Accident Reports

2017 – Original Reports – Street Accident Reports

2016 – Original Reports – Incident Reports

2017 – Original Reports – Incident Reports

2016 – Time Sheets

2017 – Time Sheets

2012, 2013, 2014, 2015, 2016 Step-Grant

- These files are greater than 3 years old.
- All contents within the folders have been checked and are within iSOMS, Virtual Justice (District Court system), or F Drive Storage.
- These records could include the following: handwritten citations/warnings, incident report involving subject listed on file, accident reports involving the listed subject on file (if fault is shown), District Court fine payments (handwritten) prior to the current digital court system,



Mountain Home Police Department

- A duty to serve, an honor to protect -

Public Safety Committee Meeting March 16, 2021



Freedom of Information requests on subject listed on file, Motion of Discovery on subject listed on file.
Arkansas Code Ann 16-10-211 (Court Records)

2016 - Front Office Year End Close Outs

2017 - Front Office Year End Close Outs

Close outs include: Motion of Discovery yearly template, daily Baxter County

District Court close out paperwork, monthly Fee Account templates, District Court/Fee Account deposit slips, monthly Fee Account reconciliation sheets, Warrant list ledgers, fine payment receipts taken through Baxter County S.O. (bond payments after business hrs), Fee Acct receipt books, Bond payment receipts/monthly bond reports, Baxter County District Court Dockets, Warrant Service Reports.

According to Record Retention Laws for Arkansas Municipalities Destruction/Retention Laws (code ann. 14-2-204 & code ann. 16-10-211) the records listed above are eligible for destruction after 3 years.

7. Statistics

- Nature Code Report-Dispatch
- Uniform Code Report (UCR)
- Patrol
- Criminal Investigations
- School Resource Officer (SRO)
- Code Enforcement (Comcate) & Daily

Mtn. Home Fire Department

Public Safety Meeting

March 16, 2021

- Shift personnel are continuing working on pre-plans.
- Cummins came and worked on Engine 2. It is working better, but it is still not up to 100% on the engine brake. Cummins had to replace the fuel pump actuator. We also had to replace the water pump.
- The three captains and I traveled to Brindlee Mountain Fire Apparatus in Alabama to go over the new ladder platform. We gave them a list of things we want corrected. They are projecting to have it ready to deliver by the end of May.
- We have also ordered 9 sets of new turnouts.

Parks and Recreation Committee Meeting

Meeting was held on March 16, 2021 in the Council Chambers and was called to order at 5:00 p.m.

Those present were: Parks Director Billy Austin
Jennifer Baker
Parks Foreman Cody McKee
Committee Members: Wayne Almond
Nick Reed
Susan Stockton

First item of business was to elect a Chairman of the Committee and to establish a start time. Wayne Almond was elected Chairman and a new start time of 5:15 p.m. was established.

Attached is the agenda that Director Austin presented to the committee. Director Austin brought Parks Foreman Cody McKee to the meeting to introduce him to the new members and get them up to speed on the events and activities that the Parks Department and Youth Center are involved with every year.

Meeting was adjourned at 5:35p.m.

WA

Mountain Home Parks and Recreation

1101 Spring Street
Mountain Home, AR 72653

TELEPHONE 870-424-9311
FAX: 870-425-3339

E-MAIL: baustin@cityofmountainhome.com

March 16, 2021

Parks and Recreation City Council Committee Meeting

During the month of February, L.C. Sammons Youth Center had a total usage of 453 citizens utilizing the Youth Center. We have 276 Baseball Players, 174 Girls Fastpitch players that have signed up for our Spring League. Pavilion usage for February was 30 citizens reserving pavilions at the parks.

Upcoming Events we will co-host the first ever Forrest L. Wood High School Baseball & Fastpitch Softball Tournament with Flippin High School 18-20 March at Keller Park, Cooper Park and Clysta Willett Park.

During the month of February the full time maintenance department worked 1084 hours on daily park maintenance, playgrounds, sports field, swimming pool and equipment maintenance.

**ORDINANCE
NO. _____**

**AN ORDINANCE ADOPTING DEVELOPMENT REGULATIONS FOR THE CITY OF
MOUNTAIN HOME, ARKANSAS, AND FOR OTHER PURPOSES.**

WHEREAS, the City of Mountain Home, Arkansas, benefits from orderly development of properties within the City and is in need of regulation of areas such as parking lots, landscaping and drainage; and

WHEREAS, the City benefits from regulation of such areas.

THEREFORE, BE IT ORDAINED by the City of Mountain Home, Arkansas:

Section 1: The Development Regulations of the City of Mountain Home, Arkansas, shall be and are hereby adopted by reference. A copy of the Development Regulations are attached hereto as Exhibit "A" and are further adopted by reference.

Section 2: That a copy of the Development Regulations shall be kept on file with the City Clerk of Mountain Home and shall be available for inspection and review during regular business hours.

PASSED AND APPROVED this ____ day of _____, 2021.

MAYOR HILLREY ADAMS

ATTEST:

CITY CLERK, BRIAN PLUMLEE

CITY OF MOUNTAIN HOME, ARKANSAS
DEVELOPMENT REGULATIONS

Section I. Introduction / Purpose - Development Regulations

A. Special Flood Hazard Areas (Floodplains) exist within the City of Mountain Home's corporate boundaries. These areas are subject to periodic flooding events that can result in loss of life and property, pose health and safety hazards, disrupt commerce and governmental services, and possibly cause extraordinary public expenditures for flood protection and relief. Periodic flooding events are exacerbated by the cumulative effect of floodplain developments which cause an increase in flood heights and velocities, and by the placement of inadequately elevated, inadequately flood proofed or otherwise unprotected structures or uses vulnerable to floods into the Special Flood Hazard Areas.

B. During construction and excavation processes, drainage patterns are often altered and most often, drainage amounts are increased. Soil is highly vulnerable to erosion by wind and water. Improper grading or excavation can concentrate or redirect drainage flow, negatively impacting neighboring landowners and increasing soil erosion. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil also necessitates repair and cleaning of sewers, ditches, streams and ponds. In addition, clearing and grading during construction cause the loss of native vegetation necessary for terrestrial and aquatic habitat.

C. Development of any kind may alter and/or increase runoff patterns and amounts. If not properly detained and directed to natural and historic runoff locations, increased runoff caused by permanent development could cause damage to surrounding property and property owners.

D. Therefore, this regulation is designed to safeguard persons, protect property, and prevent damage to the environment within the City of Mountain Home by the requirement of the associated Grading Permit and Building Permit. This regulation will also promote the public welfare by guiding, regulating, and controlling the design, construction, use, and maintenance of any development or other activity that results in new construction or alterations to existing construction, disturbs or breaks the topsoil, results in the movement of earth, or impacts drainage flow on land within the City of Mountain Home.

Section II. Definitions

Building Inspection Department - The Building Inspection Department or Building Department for the City of Mountain Home or its designated representative.

Building Permit - Permit required prior to beginning construction, alteration, substantial remodeling or repairs other than ordinary repairs on any building within the City of Mountain Home. The Building Permit ensures all Codes including the Building Code, Electrical Code, and Plumbing Code are adhered to. Furthermore, the Building Permit ensures all buildings are planned and constructed in accordance with the Municipal Zoning Ordinance and the Subdivision Regulations.

Clearing - Any activity that removes the vegetative surface cover.

Development Activities - Any activity that alters real property including, but not limited to, constructing a new building, adding to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc...

Development Permit- Required to conduct any development activities. Ensures all necessary permits have been obtained and design standards adhered to. Permits necessary to obtain Development Permit approval and conduct any development activities within the corporate boundaries of the City of Mountain Home include the Floodplain Development Permit, Grading Permit, and Building Permit, adhering to all Building Codes, the Municipal Zoning Ordinance, and Subdivision Regulations.

Drainage Permit - Permit requiring storm water control and detention facilities be designed and installed for certain developments within the corporate boundaries of the City of Mountain Home, especially those changing the permeable characteristics of the ground cover. Furthermore, the Development Regulations require the perpetual maintenance of all required, designed, and installed control works. Required to obtain a Grading Permit.

Floodplain Development Permit - Permit required prior to any development activity to be conducted in a Special Flood Hazard Area.

Grading - Excavation or fill of material, including the resulting conditions thereof.

Grading Permit - Permit required prior to any start of construction, clearing activity or any other activity that disturbs or breaks the topsoil, results in the movement of earth or otherwise impacts drainage flow on land in the City of Mountain Home. The Grading Permit includes the Stormwater Pollution Prevention Plan, the Drainage Permit, and the Parking Lot and Landscape Permit.

Parking Lot and Landscape Permit - Permit requiring all parking lot, ingress/egress and landscaping regulations be applied to new construction or substantial improvements of existing parking lots, especially those changing the permeable characteristics of the ground cover. Required to obtain a Grading Permit.

Preliminary Conference - Conference with Landowner and Department Representatives prior to any development activities. Discuss opportunities to use existing features, landscaping, or significant trees to meet City Development Regulations.

Site - A parcel of land or a contiguous combination thereof, where grading work is performed as a single unified operation or development project.

Special Flood Hazard Area - The land area covered by the floodwaters of the base flood on National Flood Insurance Program maps.

Start of Construction - The first land-disturbing activity associated with a development, including land preparation such as clearing, grading, and filling; installation of streets and walkways; excavation for basements, footings, piers, or foundations; erection of temporary forms; and installation of accessory buildings such as garages.

Stormwater Pollution Prevention Plan (SWPPP) - A set of drawings indicating the specific measures and sequencing to be used to control sediment and erosion on a development site during and after construction. Required prior to any grading or development activities. Clearing and grading activities necessary to install erosion control measures may commence once the SWPPP plan is approved and prior to final approval of the Grading Permit, if necessary. Please see the SWPPP. Approval required to obtain a Grading Permit.

Subdivision Regulations - Regulations setting forth the procedures and requirements, and minimum standards governing the development of land within the boundaries of the Planning Area as indicated on the "Planning Area Map" of the City of Mountain Home.

Watercourse - Any body of water, including, but not limited to lakes, ponds, rivers, streams, and bodies of water delineated by the City of Mountain Home.

Waterway - A channel that directs surface runoff to a watercourse or to the public storm drain.

Zoning Ordinance - An ordinance proposed to preserve the attractiveness and protect the environment of residential areas and to safeguard the business and industrial locations, which are important to the economic welfare of the inhabitants of the City of Mountain Home.

Section III. Permits

- A. Please see the attached Development Permit Flowchart
- B. Each Development Permit shall require the application for and approval of a Floodplain Development Permit, Grading Permit, and a Building Permit, as related to the development site.
1. Floodplain Development Permit required for any development activities in any Special Flood Hazard Areas in the City of Mountain Home as identified by FEMA.
 2. Grading Permit required for any clearing activity, grading, or other development activity that disturbs or breaks the topsoil, results in movement of earth or otherwise impacts the drainage flow on any site 3,000 square feet or greater.
 - Stormwater Pollution Prevention Plan (SWPPP)
 - Parking Lot/Landscape Permit
 - Drainage Permit
 3. Building Permit required prior to beginning construction, alteration, substantial remodeling or repairs other than ordinary repairs on any building within the City of Mountain Home. The Building Permit includes the following codes as they adhere to the Municipal Zoning Ordinance and Subdivision Regulations,
 - Building Code
 - Plumbing Code
 - Electrical Code,
 - HVAC
 4. Driveway Permit if required apart from the Building Permit.
- C. A Development Permit is required in association with all Building Permits for new construction or substantial remodeling.
- D. No person shall conduct clearing or grading activity without first obtaining a Development Permit from the City of Mountain Home.
- E. Clearing and grading activities can commence for the SWPPP prior to Grading Permit approval, but after SWPPP approval. SWPPP BMPs can then be installed once SWPPP is approved.
- F. No Development Permit is required for the following activities:
1. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
 2. Existing landscape nurseries and agricultural operations.
- G. Each application for a Development Permit shall bear the name(s) and address of the owner or developer of the site, and the name and contact information of the applicant's authorized representative.

- H. It is recommended that each applicant attend a Preliminary Conference with the appropriate Department Representatives prior to the start of construction.
- I. The requirements of this Development Permit may be waived for certain residential construction.

Section IV. Review and Approval

- A. The Building Inspection Department will receive and review each application for a Development Permit to determine its conformance with the provisions of this regulation. A representative of the Building Department or other appropriate City of Mountain Home staff member will be available for consultation concerning the Development Permit prior to application submittal.
- B. The Floodplain Development Permit, Grading Permit, Building Permit and Driveway Permit may all be submitted concurrently or separately.
- C. No other permits may be approved prior to the Floodplain Development Permit if the project is in a SFHA as determined by FEMA.
- D. No development activities may commence until the SWPPP is approved and then only those activities necessary to install erosion and sediment control devices.
- E. No other development activities may commence until the Grading Permit is approved. The SWPPP and the Grading Permit may be approved concurrently.
- F. Within 7 working days after receiving each application, Building Inspection Department shall, in writing:
 - 1. Approve the permit application.
 - 2. Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or
 - 3. Disapprove the permit application, indicating the reason(s) and procedure for submitting a revised application and/or submission.
- G. Failure of the Building Inspection Department to act on an original or revised application within 30 days of receipt shall authorize the applicant to proceed in accordance with the plans as filed unless such time is extended by agreement between the applicant and Building Department.

Section V. Inspection

- A. City officials or staff shall have full access to the site for inspections to ensure compliance with the approved Permits.
- B. Project owner or their representative has ultimate responsibility to ensure all grading and building activities are done in accordance with the design plans submitted with the Development Permit.
- C. A copy of the site Development Permit and associated Permits shall be maintained at the site throughout site development.
- D. The project owner or his/her representative shall make regular inspections of all SWPPP control measures to ensure compliance with the approved Permits. The purpose of such inspections will be to determine the overall effectiveness of the control plan and the need for additional control measures.

Section VI. Enforcement

- A. Stop-Work Order; Revocation of Permit

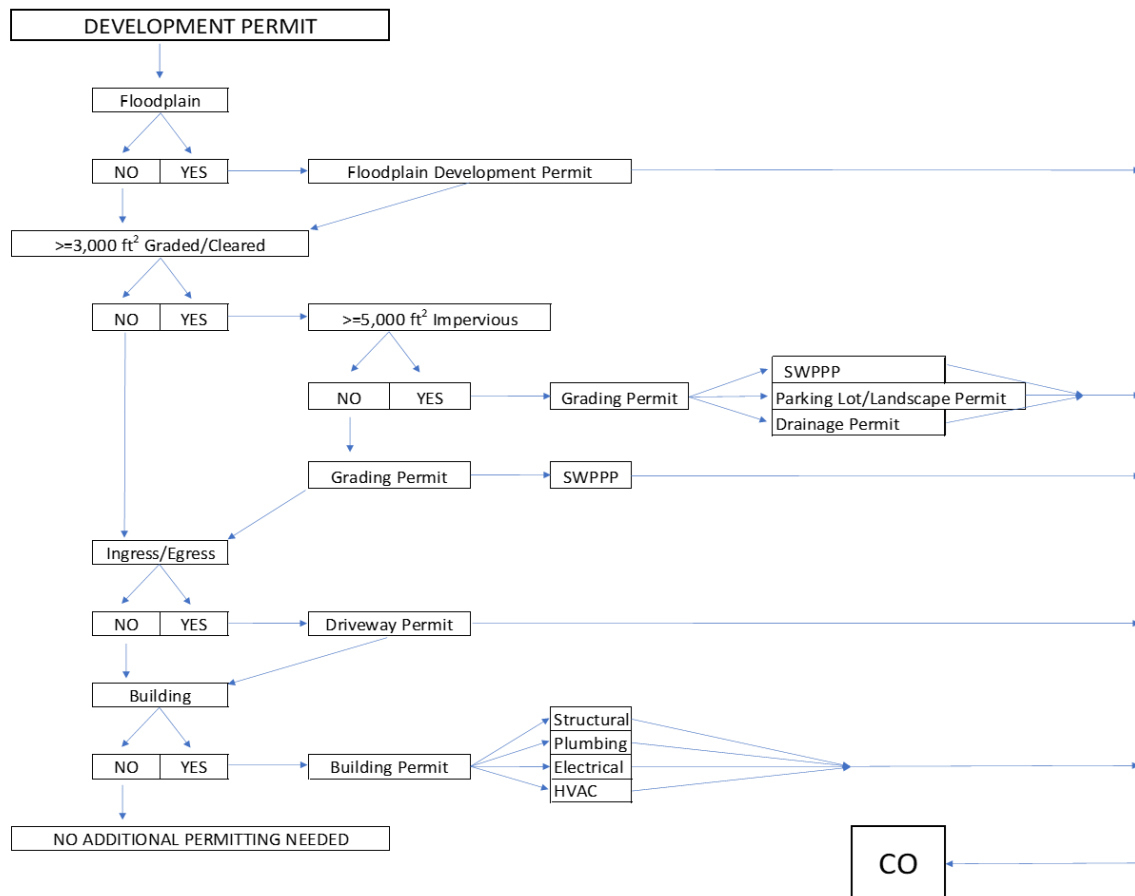
In the event that any person holding a site Development Permit pursuant to this ordinance violates the terms of the permit or this ordinance the Building Department may suspend or revoke the site Development Permit and any associated Permits.

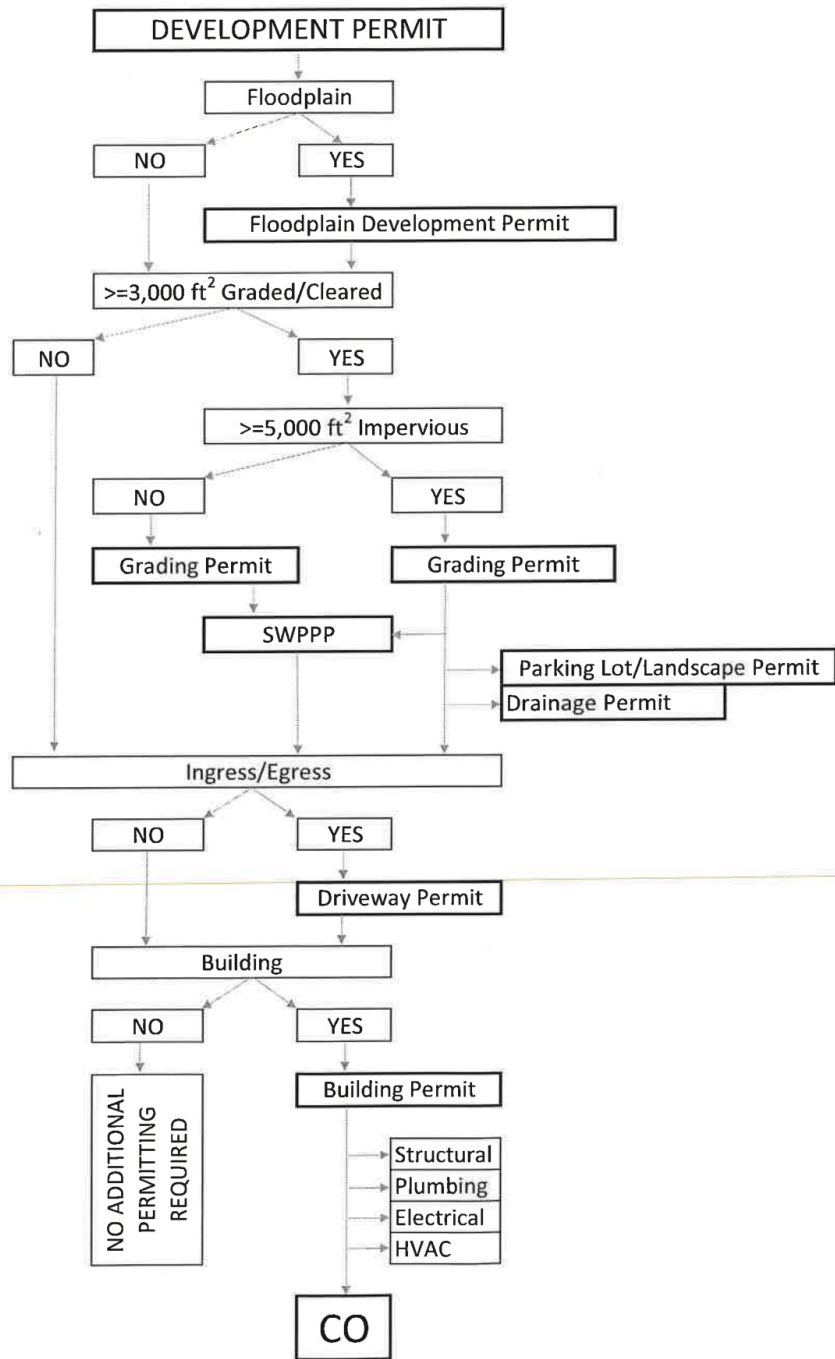
B. Violation and Penalties

No person shall construct, enlarge, alter, repair, or maintain any grading, excavation, or fill, or cause the same to be done, contrary to or in violation of any terms of this ordinance. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and each day during which any violation of any of the provisions of this ordinance is committed, continued, or permitted, shall constitute a separate offense. Upon conviction of any such violation, such person, partnership, or corporation shall be punished by a fine of not more than \$250.00 for each offense. In addition to any other penalty authorized by this section, any person, partnership, or corporation convicted of violating any of the provisions of this ordinance shall be required to bear the expense of such restoration.

Section VII. Separability

- C. The provisions and sections of this ordinance shall be deemed to be separable, and the invalidity of any portion of this ordinance shall not affect the validity of the remainder.





CITY OF MOUNTAIN HOME, ARKANSAS
GRADING PERMIT

Section I. Introduction / Purpose - Grading Permit

- A. The City of Mountain Home has experienced an increase in sustained growth and development since 2015. As development activities increase, so does the need to define regulations to direct that development in a manner ensuring it will not adversely affect neighboring property owners and uses.
- B. Therefore, in concordance with the Development Permit, submittal and approval of the Grading Permit is required prior to the start of any construction, clearing activity, grading, or any other development activity that disturbs or breaks the topsoil, results in the movement of earth or otherwise impacts the drainage flow on any site 3,000 square feet or greater in the City of Mountain Home.
- C. The Grading Permit includes the Stormwater Pollution Prevention Plan (SWPPP), Drainage Permit, and Parking Lot and Landscape Permit.
- D. Not every permit will be applicable to each site, however, they must be attended to and completed where appropriate.
- E. The permits listed in C above, must all be approved prior to receiving approval of the Grading Permit and conducting development activities, except what is required for the SWPPP.
- F. After submitting the permits for review, and approval of the SWPPP, clearing activities and grading necessary for the installation of the SWPPP erosion and sediment control measures can commence while the remaining permits are being reviewed and prior to final Grading Permit approval.
- G. SWPPP erosion and sediment control measures must be installed prior to overall site grading activities.
- H. Once the Grading Permit is approved, all other development activities, as identified in B above, may commence.
- I. The Grading Permit shall include a sequence of clearing and grading activities anticipated for construction of the development if greater than 5 acres.

Section II. Definitions

Development Activities - Any activity that alters real property including, but not limited to, constructing a new building, adding to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc...

Drainage Permit - Permit requiring storm water control facilities be designed and installed for certain developments within the corporate boundaries of the City of Mountain Home. Furthermore, the Development Regulations require the perpetual maintenance of all required, designed, and installed control works. Approval required to obtain a Grading Permit.

Erosion Control - A measure that prevents erosion.

Grading - Excavation or fill of material, including the resulting conditions thereof.

Parking Lot and Landscape Permit - Permit requiring all parking lot, ingress/egress and landscaping regulations be applied to new construction or substantial improvements of existing parking lots, especially those changing the permeable characteristics of the ground cover. Approval required to obtain a Grading Permit.

Phasing - Clearing a parcel of land in distinct phases, with the stabilization of each phase completed before the clearing of the next.

Sediment Control - Measures that prevent eroded sediment from leaving the site.

Site - A parcel of land or a contiguous combination thereof, where grading work is performed as a single unified operation or development project.

Stabilization - The use of practices that prevent exposed soil from eroding.

Storm Water Pollution Prevention Plan (SWPPP) - A set of drawings indicating the specific measures and sequencing to be used to control sediment and erosion on a development site during and after construction. Required prior to any grading or development activities. Clearing and grading activities necessary to install erosion control measures may commence once the SWPPP plan is approved and prior to final approval of the Grading Permit, if necessary. Please see the SWPPP. Approval required to obtain a Grading Permit.

Section III. Plans and Design Requirements

- A. Grading and waterway crossings shall meet the Best Management Practices (BMP) identified by the U.S. Environmental Protection Agency (EPA) and shall be adequate to prevent transportation of sediment from the site to the satisfaction of the Building Department.
- B. As per the Drainage Regulations, stormwater detention shall be required for any development resulting in a change from pre-development runoff conditions to post-development runoff conditions for 5,000 square feet or greater.
- C. Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, except when in compliance with this ordinance, state, and federal law.
- D. Phasing shall be required on all sites disturbing greater than 5 acres, with the size of each phase to be established at plan review and as approved by the Building Department.
- E. Plans should show the following permanent site grading requirements:
 - 1. The site must drain away from all buildings and toward the city's street or a dedicated drainage ditch.
 - 2. The site should be graded to provide a minimum positive drainage away from building or structure foundations.
 - 3. Drainage should be directed away from adjacent lots to the maximum extent possible.
 - 4. Cut and fill slopes shall be 4:1 where possible and no greater than 3:1 unless approved by the City. Steeper slopes up to 2:1, may be approved by City Staff to meet other community or environmental objectives.
 - 5. Graded areas are to be re-vegetated for erosion control with suitable plant material.
 - 6. In the rare occasion that exceptionally steep slopes are approved, landscape fabric/erosion blankets shall be installed on +50% slopes while groundcover is being established.
 - 7. The site should be graded to direct runoff into detention if required.
- F. Permanent Erosion control requirements shall include the following:
 - 1. If seeding or other vegetative erosion control method is used, it shall become established within three weeks or the Building Department may require that the site to be reseeded and/or mulched to stabilize the site.
 - 2. Special techniques that meet EPA BMPs on steep slopes or in drainage ways shall be used to ensure stabilization.
 - 3. The entire site must be stabilized by seeding and mulching when site grading is complete. The Building Department may require stabilization of any part of the site that will remain inactive for longer than three weeks or when an erosion problem is identified.
 - 4. Techniques that divert upland runoff past disturbed slopes shall be employed.
- G. Waterway and watercourse protection requirements shall include:
 - 1. Stabilization of the watercourse channel after any in-channel work
 - 2. All on-site storm water conveyance channels must be designed in accordance with the City of Mountain Home Drainage Regulations.
 - 3. Stabilization adequate to prevent erosion located at the outlets of all pipes and paved channels.
 - 4. Designed in accordance with Arkansas Department of Environmental Quality and permitted by said Department if necessary.

CITY OF MOUNTAIN HOME, ARKANSAS
DRAINAGE REGULATIONS

Section I. Introduction / Purpose

Any development, as defined in the Development Regulations, including substantial improvements to existing impervious areas, resulting in a change from pre-development runoff conditions to post-development runoff conditions for 5,000 square feet or greater will be designed to accommodate the 25-year storm, including previous impervious areas that did not have retention provided.

For the purposes of this regulations, “substantial improvement” shall mean any reconstruction, rehabilitation, addition, or other improvement, the cost of which equals or exceeds 50 percent of the market value before the “start of construction” of the improvement. “Impervious” shall mean any Rational Method Runoff C-Coefficient of 0.50 or greater, or TR-55 Curve Number resulting in equivalent imperviousness.

Section II. Design Storm Water Control

- A. The standards set forth hereinafter shall govern the design of drainage and storm water control facilities and structures.
- B. Any development that includes removing existing impervious surfaces, such as structures and parking lots, and replacing them with other impervious surfaces will provide for detention as per these regulations if detention is not already present on the site. Detention volume calculations will be conducted for post runoff vs original pre-development or “natural” runoff.
- C. System drainage and storm water control facilities accommodating the 25-year storm event shall be designed for any development resulting in 5,000 square feet, or greater, of impervious surfaces, including roof tops, paved and gravel parking lots, driveways, sidewalks, walkways, etc...
- D. Site plans, drainage control structures and drainage design computations shall be prepared by a professional engineer.
- E. These Drainage Regulations do not supersede Ordinance 93-021 or Chapter 9.16 of the Municipal Code.

Section III. Plans

- A. At a minimum, site plans show the location, size, flow line elevations and details of all drainage facilities and structures, including, but not limited to, swales, ditches, culverts, drop inlets, storm sewers, and detention/retention ponds and outlets.
- B. Plans should also include pre- and post- contours, with 1-foot contours required for sites of 5,000 square feet or greater, flow arrows, building site elevations, description of each groundcover (pervious, impervious, etc...) curbing if required, curb cut-outs if utilized for collection systems and any other information as needed to build site as designed.
- C. Plan details, for sites 5,000 square feet or greater as described in D below, shall include typical cross-sections and profiles for all components of the designed run-off/drainage conveyance system.
- D. Drainage design computations shall be provided for any development resulting in a change from pre-development runoff conditions to post-development runoff conditions for 5,000 square feet or greater, including any substantial improvements to existing impervious surfaces. Drainage design computations shall, at a minimum, include:
 - 1. The Runoff Area in Acres (A)
 - 2. Pre- and Post-Development Rational Method Runoff C-Coefficients or SCS Runoff Curve Numbers
 - 3. Pre- and Post-Development Runoff (Q)
 - 4. 25-Year Design Storm
 - 5. Intensity (i)
 - 6. Detention Volume Required and Provided (ft³)
 - 7. Pond Release Rate by Release Structure (cfs)

8. Pipe Diameter, Slope and Design Flow Rate
9. The computations shall include a map at an appropriate scale showing the drainage basin upstream of the development which would contribute storm water to the development.
10. Outlet works specifications.
11. Drainage report appreciated but not required.

Section IV. Design Standards

- A. Storm water flows shall be determined by generally accepted engineering practices.
- B. The design flows shall be correlated with previous or adjoining drainage analysis when applicable and available.
- C. Storm water from upstream watersheds shall be transmitted through the proposed development by means of ditches and/or storm sewers. In determining the runoff, consideration shall be given to the potential for development in the upstream watershed; the designer shall confer with and obtain approval of the City of Mountain Home (City) in this regard. Flow from upstream watersheds shall be intercepted at the entrance to the proposed development by means of ditches or storm drains unless it will bypass the development naturally.
- D. Detention/retention facilities shall be used so that runoff discharge after development shall not exceed the discharge prior to development. This shall include the entire area of the drainage basin where the development is located.
 1. Any detention facility dedicated to the City, shall be a finished surface with an 8' wide, 6" thick reinforced concrete strip from inlet to outlet.
 2. The walls or banks of any detention/retention facility dedicated to the City, shall have a maximum 4:1 slope, unless steeper slope is approved by City staff prior to plan submittal.
 3. All detention/retention facilities shall also have an established ground cover ready to maintain at time of dedication. If detention/retention facility is not to be dedicated, established ground cover is required within 21 days of end of construction.
 4. The engineer shall confer and obtain approval with the City in the design and location of these facilities. (Amended Ord. # 98-034)
- E. Ditches and swales which have flow velocity of 10 feet per second (10fps) or greater during a 5-year design storm shall be paved. At a minimum, the ditch paving will be with 3000 psi concrete, a minimum 4" deep with pronounced flow line and two #4 reinforced bars running longitudinally.
- F. Creeks, open channels, ditches, and culverts shall be designed to carry (contain) the major design storm frequency.
- G. The major design storm (25-year) shall be contained such that the ground is not inundated at the building setback line, or a safe building line or lowest floor elevation, which shall be shown on the drainage plan. The lowest floor elevation shall be as defined in the Federal Emergency Management Agency (FEMA) Flood Damage Prevention Ordinance.
- H. Development within a FEMA designated floodplain area, or other Special Flood Hazard Area, shall meet the requirements of the Flood Damage Prevention Ordinance and only commence after the Floodplain Development Permit is approved.
- I. Storm water easements or drainage right-of-way shall be provided along all watercourses, channels, or streams. Such easements or right-of-way shall conform substantially to the lines of the watercourse as it enters or leaves the property and shall be of sufficient width and construction to provide adequate storm water drainage and access for maintenance thereof, but not less than twenty (20) feet in width.
- J. Detention pond outlets must release runoff at the natural ground elevation and/or be dispersed over riprap to spread the flow, on the property on which they are built. The release must, within reason, be directed to the pre-development location. The release shall be slowed to pre-development velocities prior to running off the development property.
- K. Storm water may not be diverted from one watershed to another within the development boundaries without a complete and thorough drainage analysis of the effects of such diversion and shall require the passage of a City Ordinance allowing the diversion.
- L. Culvert and storm sewer pipe shall conform to the applicable requirements of the AHTD Standard Specifications or as required by the City.

- M. The plans shall set forth the gauge of corrugated steel pipe to be used. Corrugated steel pipe less than 14 gauge shall not be permitted under public streets. HDPE, PVC and RCP pipe may be used on private property where appropriate as determined by the design engineer.
- N. Flared end sections complying with AHTD Standard Drawing FES-1 (Rev. 10-2-72) and (Rev. 7-14-78) shall be installed at each end of all culverts and at the outfall end of all storm sewers. Exceptions may be approved by the City. Exceptions could include bevel cut pipes where warranted.
- O. Curb turnouts, drop inlets and other such drainage devices, shall be designed by the Engineer and shall be subject to review by the City Street Superintendent.

Section V. Plan Approval

- A. Drainage Plans, as required by Section III above, must be submitted as part of the Development Permit process and approved by City Staff.
- B. Drainage Plans and/or site plans may be required by City staff for other development projects as deemed necessary.
- C. Drainage infrastructure construction can commence as soon as SWPPP controls are in place.
- D. If possible, it is recommended that SWPPP controls be constructed in such a manner as to be easily converted to permanent detention if required.
- E. Drainage infrastructure and improvements must be complete, and the design engineer must submit certification to the City that all planned improvements were built as designed before the Certificate of Occupancy for the structure is granted.

CITY OF MOUNTAIN HOME, ARKANSAS INDIVIDUAL SITE STORMWATER POLLUTION PREVENTION PLAN

Section I. Introduction / Purpose

- J. The City of Mountain Home has experienced an increase in sustained growth and development since 2015. As development activities increase, so does the need to define regulations to direct that development in a manner ensuring it will not adversely affect neighboring property owners and uses.
- K. As per Municipal Code 9.16.04 Erosion control - Temporary erosion control devices shall be provided during construction projects within the city of Mountain Home, Arkansas, to inhibit erosion on the construction site and subsequent siltation in lands and streets off the construction site. As used herein, the term "construction project" shall mean any type of construction for which a building permit is required by the city of Mountain Home, Arkansas. Such devices shall be as detailed on Arkansas Highway and Transportation Department (AHTD) standard drawing TEC-1 or as approved by the Mayor of the city of Mountain Home, Arkansas. (Ord. No. 93-022, Sec. 1)
- L. It shall be the responsibility of the person holding the building permit on each particular construction project to ensure that all streets surrounding the construction site are kept free from mud tracking and other siltation. (Ord. No. 93-022, Sec. 2)
- M. Any person, firm, corporation, or agent who violates any provision of this chapter shall be fined not less than Fifty Dollars (\$50.00) nor more than Seventy-Five Dollars (\$75.00) and each day such violation shall exist shall be deemed a separate offense. (Ord. No. 93-022, Sec. 3)
- N. To ensure sediment is not allowed to leave construction sites, get into roadways and waterways, or become a nuisance in any other fashion, a Stormwater Pollution Prevention Plan (SWPPP) outlining the specific measures and sequencing that will be used to control sediment and erosion on a development site during and after construction is required as part of the overall Grading Permit.
- O. SWPPP approval is required prior to any grading, clearing or development activities.
- P. After the SWPPP is approved, clearing and grading activities necessary for the installation of the erosion and sediment control measures can commence while the other permits required for a Grading Permit are being reviewed and prior to their

approval.

- Q. SWPPP erosion and sediment control measures must be installed prior to overall sight grading activities.

Section II. Definitions

Development Activities - Any activity that alters real property including, but not limited to, constructing a new building, adding to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc...

Erosion Control - A measure that prevents erosion.

Grading - Excavation or fill of material, including the resulting conditions thereof.

Phasing - Clearing a parcel of land in distinct phases, with the stabilization of each phase completed before the clearing of the next.

Sediment Control - Measures that prevent eroded sediment from leaving the site.

Site - A parcel of land or a contiguous combination thereof, where grading work is performed as a single unified operation or development project.

Stabilization - The use of practices that prevent exposed soil from eroding.

Section III. Plans and Design Requirements

A. Erosion and Sediment Control Plans shall include the following:

1. A site map at a scale no smaller than 1"=100' showing erosion and sediment control proposed for the site.
2. Erosion and sediment control measures, necessary to meet the objectives of this ordinance, that will remain installed and functioning throughout all phases of construction and after completion of development of the site until soil stabilization with permanent vegetation.
3. Provisions for maintenance of control facilities until the site soils are stabilized with permanent vegetation.
4. Any necessary SWPPP detention basins installed in such a way that they could be converted to final detention/retention for the site if possible and/or practical.
5. Phasing as necessary on all sites disturbing greater than 5 acres with the size of each phase to be established at plan review and approved by City Staff.

B. Grading, erosion control practices, sediment control practices, and waterway crossings shall meet the Best Management Practices (BMP) identified by the U.S. Environmental Protection Agency (EPA) and or as detailed on AHTD/ARDOT TEC-1, and shall be adequate to prevent transportation of sediment from the site to the satisfaction of the Building Department.

C. Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, except when in compliance with this ordinance, state, and federal law.

D. Temporary Erosion control requirements shall include the following:

1. Soil stabilization shall be completed within three weeks of clearing or inactivity in construction.
2. If seeding or other vegetative erosion control method is used, it shall become established within three weeks or the Building Department may require that the site to be reseeded and/or mulched to stabilize the site.
3. Special techniques that meet the BMP on steep slopes or in drainage ways shall be used to ensure stabilization.
4. Soil stockpiles must be stabilized when inactive for periods longer than three weeks.
5. Techniques that divert upland runoff past disturbed slopes shall be employed.

E. Temporary Sediment control requirements shall include:

1. Settling basins, sediment traps, and perimeter controls shall be employed.
2. Settling basins designed in a manner that allows adaptation to provide long-term

- storm water management, as required by the Building Department, if possible and/or practical.
3. Protection for adjacent properties using a vegetated buffer strip in combination with perimeter controls.
- F. Waterway and watercourse protection requirements shall include:
1. A temporary stream crossing if a wet watercourse will be crossed regularly during construction.
 2. Stabilization of the watercourse channel after any in-channel work
 3. Stabilization adequate to prevent erosion located at the outlets of all pipes and paved channels.
 4. Designed in accordance with Arkansas Department of Environmental Quality and permitted by said Department if necessary.
- G. Construction site access requirements shall include:
1. A temporary access road provided at all sites.
 2. Other measures required by Building Department to ensure that sediment is not washed into storm drains and construction vehicles do not track sediment onto public streets.
 3. Additional requirements as identified in the City of Mountain Home MS4 - Storm Water Pollution Prevention Plan.

CITY OF MOUNTAIN HOME, ARKANSAS
PARKING LOT AND
LANDSCAPE REGULATIONS

Section I. Permit Required

- A. From and after the passage of this ordinance any contractor, business or person who desires to construct, reconstruct, make addition to, or surface a parking lot or parking area shall apply to the city of Mountain Home, Arkansas, for a permit. (Ord. No. 97-030, Sec. 1.)

Section II. Definitions

- A. Parking Lot/Area - Any area that can be traversed by a vehicle and is free of obstacles where cars or other vehicles may be stopped, parked, or left temporarily.
- B. Landscape Feature - Any shrub, boulder, berm or other natural feature used to enhance the aesthetic appeal of the area and add elevation variation above the ground level.
- C. Canopy Tree - Shade trees that grow to a height of 20' or more.
- D. Decorative Tree - Trees that grow to a maximum height of 20' and may be flowering.
- E. Shrubs - Small to medium sized perennial woody plants.

Section III. Landscaped Area

- A. Every parking area shall have a landscaped area following the requirements outlined below:
1. General Requirements
 - a. All areas not covered by structures, service yards, walkways, driveways, and parking shall be landscaped.
 - b. The use of invasive species is prohibited.
 - i. No invasive species as identified by the University of Arkansas Division of Agriculture, and listed herein, shall be used to meet these landscape requirements.
 1. Mimosa, Bamboo, English Ivy, Running Monkey Grass, Large Leaf Vinca, Wisteria (Chinese), Chinese Privet, Japanese Honeysuckle, Tall Fescue, Bradford Pear, Non-Native Lespedeza, Chinese Tallow Tree, Cogongrass
 - ii. The plants listed below have been invasive in some landscape situations and should be used with caution.

1. Nandina (Heavenly Bamboo), Garlic Chives, Devil's Walking Stick, Artemesia, Trumpet Creeper, Obedient Plant, Sweet Autumn Clematis, Mexican Hydrangea, Queen Ann's Lace, Wintercreeper Euonymus, Chameleon Plant, Cypress Vine
 - c. Landscape must provide soil stability and suitable drainage.
 - i. Trees, shrubs, groundcover, grass, and other landscape features shall be placed or retained to reduce runoff and/or erosion.
 - ii. Graded areas are to be re-vegetated as per the Grading Permit Design Requirements.
 - d. The Stormwater Pollution Prevention Plan and the Erosion Control Ordinance 93-022 shall be adhered to during construction.
 - e. Property owner to maintain all required landscaping.
 - i. Landscape must be kept in a healthy and orderly appearance.
 - ii. Unhealthy and dead plant material to be replaced within the ensuing year.
2. Preservation
 - a. Attempt to incorporate existing on-site trees, landscape features and vegetation.
 - b. Preservation to be first, best, and standard approach.
 - i. All existing trees, landscape features and vegetation to be displayed on site plan.
 - ii. Methods and opportunities to preserve these features discussed at Preliminary Conference.
 - c. Where possible and reasonable, existing mature "significant" trees, boulders, rock outcroppings, and riparian corridors shall be preserved and incorporated into landscape plans.
 - d. Where healthy plant material exists prior to site development, if it is retained, preserved, and utilized, it will be credited towards landscape requirements if it meets the purpose and intent of these requirements.
3. Structure Landscaping Requirements
 - a. Landscaping a minimum of 3' wide along the front of each building and on the two sides.
 - i. Not required along the back of the building.
 - ii. Not required on sides that accommodate drive through facilities.
 - iii. Can be installed a short distance (<5') away from the building after positive drainage is provided.
 - iv. Landscaping along side of the building where the ADA entrance is provided can meet necessary ADA design parameters.
 - v. Exclusive of perpendicular sidewalks and driveways.
 - b. Landscape area to include landscape features in addition to grass and other groundcovers, sufficient to provide varying elevations.
4. Sign Landscaping Requirements
 - a. Landscaped area around the base of ground-mounted signs.
 - b. Minimum width of 2'.
 - c. Landscaped area to include landscape features in addition to grass or other groundcovers, sufficient to provide varying elevations.
5. Site Perimeter Requirement
 - a. Landscape required along the perimeter of each site to provide a buffer for adjacent uses and screened to provide an attractive view from the street.
 - b. Screening measures such as hedgerows, trees, or other landscape features will ensure parking areas and cars are not the dominant visual element and prevent light trespass or glare into surrounding residential property or rights-of-way (ROW).
 - c. This area shall be required along the full length of all site setbacks.
 - d. No parking or paving shall be permitted within this area except sidewalks and driveways. Any driveways must cross the buffer at a generally perpendicular angle.
 - e. Street Frontages
 - i. A perimeter strip a minimum of 3', on lots less than 1 acre, and a minimum of 5', on lots of 1 acre or more, in width shall be provided along all street frontages.
 - ii. The buffer is outside of, or in addition to, any road ROW.

- iii. Screening measures will be installed outside of the street ROW and be a minimum of 30" above the highest average final finish elevation of the adjacent street, parking lot or ground floor. Screening measures can include any combination of the following:

- 1. Trees

- a. Planted at the ratio of no less than 1 tree for every 20' of property line abutting any street.
 - b. Up to 25% of these plantings may be grouped where desired.
 - c. In the event overhead obstructions exists which would prohibit the use of canopy trees, understory or decorative trees shall be encouraged.

- 2. Landscape Features

- a. Varying types can be used.
 - b. Placed close enough to form a continuous row of hedging along the property line abutting any street.
 - c. Shrubs are to be evergreen and at least 20" tall at time of planting.
 - d. Earth berms should have a max slope of 2:1, at least 3:1 recommended, and be a minimum of 12" above highest adjacent grade.

- 3. Fences and Walls

- a. Constructed of durable material.
 - b. Compliment the project architecture.
 - c. Generous vegetation encouraged to soften the appearance and prevent graffiti.
 - d. Aesthetically and functionally enhanced with columns and piers and random variation in plane and direction at least 5' for every 50' in length.
 - e. All retaining walls greater than 3' in height must be designed by a professional engineer licensed in the state of Arkansas and design calculations available for review if requested.

- 4. Lights, if used, installed closer to the parking lot than the property line and directed toward the parking lot or building and away from neighboring property.

- 5. Screening shall not impair sight lines of drivers or be built into the site triangle as defined in the Subdivision Regulations, Article 8.2.L - Intersections.

- f. Interior Property Lines

- i. A perimeter landscape strip at least 5' in width shall be provided along all property lines adjoining nonresidential areas. This provision is waived where neighboring structures adjoin, such as with strip centers.
 - ii. A perimeter landscape strip at least 10' in width shall be provided along all property lines adjoining residential areas. This requirement can be reduced to 5' wide if used in conjunction with privacy fencing.
 - iii. Screening measures will adhere to Section 5.e.3.

- 6. Parking Lot Landscaping and Design

- a. Parking lot street frontages shall be curbed.
 - b. Trees should be planted within the lot so that each parking space is within 60' of a tree. Perimeter trees may satisfy this requirement.
 - c. Parking lots of +24 spaces, no more than 12 interior continuous side-by-side spaces without a landscape island.
 - i. Islands will be utilized at the end of each aisle.
 - ii. Every island shall be sodded, seeded, mulched, rocked or otherwise finished with a groundcover other than exposed soil.

- iii. Islands to include trees or other landscape features sufficient to provide varying elevations but with maximum shrub height of 30".
 - iv. Any tree planted on an island must have minimum 8' clearance to the ground.
 - v. Every island shall be minimum of 150 square feet.
 - vi. Islands must be curbed in paved parking lots.
- d. Parking lots of +200 spaces must have interior buffer areas, in addition to islands.
 - i. One buffer per 200 spaces required.
 - ii. Buffers should extend the width or depth of the parking lot and be curbed in paved parking lots.
 - iii. Buffers shall be a minimum of 8' wide with a 5' wide sidewalk bisecting it.
 - iv. Screening measures such as a hedgerow of shrubs shall be planted along any sidewalks, if constructed, to protect pedestrians.
- e. Unpaved parking areas shall utilize internal landscaping and "green edges" to define access, circulation, and parking areas.

Section IV. Site Plan

- A. Proposed parking lots and additions/improvements to an existing parking lot that will, in addition to any other impervious surfaces on the parcel, result in a total of five thousand (5,000) square feet or larger shall be accompanied by a "Site Plan" prepared by a professional engineer.
 - 1. The Site Plan shall include:
 - a. Existing conditions,
 - b. Existing trees, landscape features and vegetation to be retained,
 - c. Existing grades on 1' contours,
 - d. Landscape Areas as defined in this regulation,
 - e. Proposed grades on 1' contours,
 - f. Ingress and Egress conforming to Ordinances 88-018 and 90-014 and specifications,
 - g. Curbing,
 - h. Any on-site areas within a Special Flood Hazard Area,
 - i. Drainage control conforming to the Drainage Regulation and Permit,
 - j. Erosion and sediment control conforming to the Stormwater Pollution Prevention Plan, Grading Permit and Ordinance 93-022.
 - k. Bumper blocks to ensure safety on all sides with greater than 2' difference in grade.
 - l. Guardrails to ensure safety on all sides with greater than 3' difference in grade.
 - 2. Parking lots of less than five thousand (5,000) square feet shall be investigated prior to issuance of a permit and may be required to submit a Site Plan or various components thereof.

Section IV. Fees

- A. All permits shall be one (1) cent per square foot for the first five thousand (5,000) square feet and one-eighth (1/8) of one (1) cent per each additional square foot, with a minimum of Ten Dollars (\$10.00). Provided, however, where a general contractor constructs a parking lot as part of a new building and the construction is part of the estimated cost of the project, there will be no additional permit fees for the parking lot. (Ord. No. 97-030, Sec. 4).

Section V. Penalty

- A. Violation of this ordinance shall be deemed a misdemeanor punishable by not less than a Fifty Dollar (\$50.00) fine nor more than a Two Hundred Fifty Dollar (\$250.00) fine. Each day shall be deemed a separate violation. (Ord. No. 97-030., Sec. 5).

ORDINANCE NO: 2021 – _____

AN ORDINANCE AMENDING ORDINANCE NO. 2020-27, 2019-27, 2017-17, 2016-4, 2014-3, 2012-11, 2011-12, 2009-17, 2009-12, 2008-37, AS AMENDED BY 96-033, 07-31, 06-14, 05-03, 04-04, 03-37, 03-05, 02-27, 02-20, 02-09, 01-04, TO EXPAND AND REDEFINE THE JOB CLASSIFICATION AND COMPENSATION PLAN IN ORDER TO ENHANCE EFFICIENT MANAGEMENT WITHIN THE DEPARTMENTS OF THE CITY OF MOUNTAIN HOME.

WHEREAS, the Job Classification and Compensation Plan was adopted in 1996 and has served the City well since that time; and,

WHEREAS, the Job Classification and Compensation Plan recommends the classification system be reviewed no less than every three years for continuity and fairness; and,

WHEREAS, adjustments need to be made in order to meet the needs of the departments of the City of Mountain Home; and,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNTAIN HOME:

Section 1: It is in the economic interest of the City of Mountain Home to amend the Job Classification and Compensation Plan with the following updates as indicated on the attached Exhibits "A" and "B":

- 1) Lieutenant – Fire Department: Grade 12 (Fire Department Wage Scale)
- 2) Captain – Fire Department: Grade 13 (Fire Department Wage Scale)
- 3) Battalion Chief – Fire Department: Grade 14 (Fire Department Wage Scale)
- 4) Fire Marshal – Fire Department: Grade 15 (Regular Full-time Employees Wage Scale)

Section 2: That all other provisions of the Job Classification and Compensation Plan of the City of Mountain Home shall remain in full force and effect unless specifically changed by the provisions of this Ordinance.

Section 3: EMERGENCY CLAUSE: The revised Position Classification Table affects the employees of the City departments, who in turn contribute to the safety and welfare of the residents of Mountain Home, Arkansas; therefore, an emergency is declared to exist and this ordinance shall be in full force and effect from and after its passage.

PASSED AND APPROVED THIS 1ST DAY OF APRIL, 2021.

Hillrey Adams, Mayor

ATTEST:

Brian Plumlee, City Clerk

EXHIBIT 'A' – PROPOSED – Table 4

Position Classifications – 2021

Revised 12/6/07 in accordance with Ordinance No: 2007-47
Revised 10/16/08 in accordance with Ordinance No: 2008-37
Revised 5/21/2009 in accordance with Ordinance No: 2009-12
Revised 7/2/09 in accordance with Ordinance No. 2009-17
Revised 9/2/2010 in accordance with Ordinance No. 2010-23
Revised 10/18/2012 in accordance with Ordinance No. 2012-11
Revised 2/20/2014 in accordance with Ordinance No. 2014-3
Revised 5/5/2016 in accordance with Ordinance No. 2016-4
Revised 10/19/19 in accordance with Ordinance No. 2019-27
Revised 06/04/2020 in accordance with Ordinance No. 2020-27
Revised 04/01/2021 in accordance with Ordinance No. 2021-

GRADE 39 – EXEMPT

Director – Water & Sewer Services
Director – Street Services
Director – Fire Services
Director – Police Services
Director – Parks & Recreation Services

GRADE 37 – EXEMPT

Engineer

GRADE 36 – EXEMPT

Assistant Police Chief
Assistant Fire Chief
Assistant Director

GRADE 18 – EXEMPT

Chief Financial Officer
Human Resources Coordinator
Manager
Building Official
City Treasurer

GRADE 16 – NON-EXEMPT

Chief Court Clerk
Deputy Treasurer
Computer & Software Technician

GRADE 15 – NON-EXEMPT

Fire Marshal – Fire Department

GRADE 14 – NON-EXEMPT

Battalion Chief – Fire Department
Plant Supervisor – Water / Sewer
Warehouse Supervisor – Water / Sewer
Inspector – Fire Department
CAD Draftsman
Office Manager / Inventory Comptroller

GRADE 13 – NON-EXEMPT

Captain – Fire Department

GRADE 12 – NON-EXEMPT

Lieutenant – Fire Department

Foreman
Assistant Supervisor
Sergeant – Police Department
Office Manager
Chief Deputy Court Clerk

GRADE 11 – NON-EXEMPT

Corporal
Engineer – Fire Department
Water / Wastewater IV
Lab Tech

GRADE 10 – NON-EXEMPT

Firefighter
Plumbing Inspector
Patrol Officer
Probation Officer / Work Release Coordinator
Heavy Equipment Operator
Mechanic
Concrete Finisher
Program Coordinator
Backflow Coordinator
Water / Wastewater III
Maintenance Operator

GRADE 9 – NON-EXEMPT

Mayor's Secretary
Apprentice Operator / Water Treatment
Communications Supervisor, Sergeant

GRADE 8 – NON-EXEMPT

Secretary
Administrative Secretary
District Court Clerk
Equipment Operator
Billing Clerk
Radio Dispatch
Maintenance & Building Coordinator
Inventory Clerk

GRADE 6 – NON-EXEMPT

Clerk / Receptionist
Truck Driver with CDL
Facility Maintenance

GRADE 3 – NON-EXEMPT

Laborer II

GRADE 2 – NON-EXEMPT

Laborer

EXHIBIT 'B' - PROPOSED - 2021 FD WAGE SCALE

(Full-time employees evaluated every 6 months until Step 6 - annual evaluations at Step 7)

G: FD - 10 STEP		2021 RATE	G: FD - 10 STEP		2021 RATE
FIREFIGHTER - START		\$ 11.21	4 Years	7	\$ 14.65
6 Months	1	\$ 11.85	5 Years	8	\$ 14.98
1Year	2	\$ 12.50	6 Years	9	\$ 15.23
1 1/2 Years	3	\$ 13.16	7 Years	10	\$ 15.54
2 Years	4	\$ 13.78	8 Years	11	\$ 15.86
2 1/2 Years	5	\$ 14.11	9 Years	12	\$ 16.13
3 Years	6	\$ 14.43	10 Years	13	\$ 16.46
G: FD - 11 STEP		2021 RATE	G: FD - 11 STEP		2021 RATE
ENGINEER - START		\$ 11.77	4 Years	7	\$ 15.43
6 Months	1	\$ 12.43	5 Years	8	\$ 15.76
1Year	2	\$ 13.10	6 Years	9	\$ 16.07
1 1/2 Years	3	\$ 13.74	7 Years	10	\$ 16.48
2 Years	4	\$ 14.45	8 Years	11	\$ 16.77
2 1/2 Years	5	\$ 14.70	9 Years	12	\$ 17.18
3 Years	6	\$ 15.05	10 Years	13	\$ 17.57
G: FD - 12 STEP		2021 RATE	G: FD - 12 STEP		2021 RATE
LIEUTENANT - START		\$ 12.21	4 Years	7	\$ 16.25
6 Months		\$ 12.90	5 Years	8	\$ 16.56
1Year		\$ 13.57	6 Years	9	\$ 16.87
1 1/2 Years		\$ 14.21	7 Years	10	\$ 17.18
2 Years		\$ 14.93	8 Years	11	\$ 17.49
2 1/2 Years		\$ 15.37	9 Years	12	\$ 17.80
3 Years		\$ 15.94	10 Years	13	\$ 18.15
G: FD - 13 STEP		2021 RATE	G: FD - 13 STEP		2021 RATE
CAPTAIN - START		\$ 12.71	4 Years	7	\$ 16.79
6 Months	1	\$ 13.37	5 Years	8	\$ 17.21
1Year	2	\$ 14.05	6 Years	9	\$ 17.57
1 1/2 Years	3	\$ 14.68	7 Years	10	\$ 17.94
2 Years	4	\$ 15.42	8 Years	11	\$ 18.29
2 1/2 Years	5	\$ 16.04	9 Years	12	\$ 18.70
3 Years	6	\$ 16.45	10 Years	13	\$ 19.10
G: FD - 14 STEP		2021 RATE	G: FD - 14 STEP		2021 RATE
BATTALION CHIEF - START		\$ 13.64	4 Years	7	\$ 18.16
6 Months	1	\$ 14.27	5 Years	8	\$ 18.63
1Year	2	\$ 14.97	6 Years	9	\$ 19.07
1 1/2 Years	3	\$ 15.63	7 Years	10	\$ 19.40
2 Years	4	\$ 16.35	8 Years	11	\$ 19.78
2 1/2 Years	5	\$ 17.35	9 Years	12	\$ 20.18
3 Years	6	\$ 17.82	10 Years	13	\$ 20.66

ADJUSTED FOR 1.3% COLA 1/1/2019

RESOLUTION NO. 2021-_____

A RESOLUTION AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS AND FOR OTHER PURPOSES

WHEREAS, Arkansas Code Annotated Section 14-59-114 provides for the destruction of certain accounting records after a specified amount of time; and,

WHEREAS, an audit has been made of said records; and,

WHEREAS, the above referenced statute provides that the City shall document the destruction by providing an Affidavit listing documents and the time period to which the documents pertain and, that indicates the method of destruction; and, that said Affidavit must be signed by the municipal employee performing the destruction and one council member; and,

WHEREAS, the above referenced statute provides that the approval of the Council for destruction of documents shall be obtained and an appropriate note of such approval shall be indicated in the Council minutes along with the destruction Affidavit.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNTAIN HOME, AS FOLLOWS:

1. That approval is hereby granted for the destruction of certain documents described on the attached list "Exhibit A".
2. An affidavit shall be signed by the municipal employee overseeing the destruction of said records and one council member.
3. The Affidavit along with the list of records to be destroyed is attached hereto and incorporated by reference as if set out word for word herein.
4. The minutes of this meeting shall note the approval of the Council for the destruction of said documents and shall contain the affidavit and list cited herein.

ADOPTED AND APPROVED this _____ day of _____ 2021.

ATTEST:

Mayor Hillrey Adams

Brian Plumlee, City Clerk

EXHIBIT "A"
CITY OF MOUNTAIN HOME
FILE DESTRUCTION

3/16/2021

Department	Year	Audited	Contents	Eligible for Destruction
General	2004 - 2006	Yes	PR Records - Incode	2014
Bldg Insp	2011	Yes	Permit Books / Deposit Reports	2018
Bus License	2011	Yes	Business License Files / Pet Tag Receipts / Bus Lic Receipts / Garage Sales / Deposit Reports	2018
Bus License	2012	Yes	BL Receipts / Receipt Books	2019
Bus License	2012	Yes	Business Licenses	2019
Bus License	2012	Yes	Business Licenses / Farmers Market	2019
General	2012	Yes	Bank Receipts / Sales Tax	2019
General	2012	Yes	Insurance Statements / Receipt Books / Closed Acct Check Books	2019
General	2012	Yes	PO's August - September	2019
General	2012	Yes	PO's December	2019
General	2012	Yes	PO's January - March	2019
General	2012	Yes	PO's June - July	2019
General	2012	Yes	PO's October - November	2019
General	2012	Yes	Timesheets / Leave / Liability	2019
General	2010/2011	Yes	Insurance Statements	2019
General	2012/2013	Yes	AJE / Admin Fees	2019
General	2012	Yes	PO's April - May	2019
General / Street	2012	Yes	General Receipts / Street Bank Receipts / Receipt Books / Old Check Books / Criminal Justice - Electronic Warrant / Breathalyzer Act 1809 Amend 80	2019
General / Street	2012	Yes	History & Profile / Depreciation Registers	2019
General / Street	2012	Yes	Payroll / Check Registers	2019
General / Street	2012	Yes	Payrol Check Stubs	2019
General / Street / Bldg Insp	2012	Yes	Fuel Report / Payroll Deposit Slips / Receipts / Business License / APERS / LOPFI	2019

Department	Year	Audited	Contents	Eligible for Destruction
Street	2012	Yes	PO's January - June	2019
Street	2012	Yes	PO's July - September	2019
Street	2012	Yes	PO's October - December	2019
Street	2012	Yes	Time Sheets / Liability	2019
W/S	2012	Yes	Cash Receipts / Bank Receipts	2019
W/S	2012	Yes	Check Register & Stubs / History & Profile	2019
W/S	2012	Yes	PO's August - September	2019
W/S	2012	Yes	PO's January - February	2019
W/S	2012	Yes	PO's March - April	2019
W/S	2012	Yes	PO's May - July	2019
W/S	2012	Yes	PO's October - December	2019
W/S	2012	Yes	Timesheets / Liability	2019
Bldg Insp	2013	Yes	Inspection Sheets / Permits Sold / Weed Complains & Letters	2020
Bldg Insp	2013	Yes	Permits Sold / Phone Messages	2020
Bus License	2013	Yes	Bus Lic Receipts / Garage Sale Receipts / Pet Tag Receipts / Payment Receipt Balance Sheets	2020
General	2012	Yes	W-2 / Quarterly / AJE / Receipt Books	2020
General	2013	Yes	AJE Receipts	2020
General	2013	Yes	Check Registers	2020
General	2013	Yes	Employee Profile / Use-Sales Tax / Leave / Liability / Insurance Reports	2020
General	2013	Yes	Invoices April - June	2020
General	2013	Yes	Invoices January - March	2020
General	2013	Yes	Invoices November - December	2020
General	2013	Yes	Invoices September - October	2020
General	2013	Yes	Payroll / Check Stubs / Walker Auction	2020
General	2013	Yes	Time Sheets / Direct Deposit / Mayor's Mileage	2020
General	2013	Yes	Invoices July - August	2020
General / Bldg Insp	2013	Yes	Fuel Reports / Bus Lic & Bldg Insp Receipts / Solid Waste / Electronic Warrant / Act 1809 Amend 80 / Breathalyzer / Criminal Justice	2020
General / Bus Lic / Street	2013	Yes	Bus Lic / Payroll Dep Street / APERS / LOPFI / Receipt Books	2020

Department	Year	Audited	Contents	Eligible for Destruction
General / Street	2013	Yes	Payroll / Bank Statements	2020
Bldg Insp / Bus Lic	2014	Yes	Cash Summaries / Cash Receipts	2021
Bldg Insp / Bus Lic	2005 - 2014	Yes	Permits Receipts / Garage Sales	2021
General	2014	Yes	Invoices April - May	2021
General	2014	Yes	Invoices August - September	2021
General	2014	Yes	Invoices January - March	2021
General	2014	Yes	Invoices June - July	2021
General	2014	Yes	Invoices October - December	2021
General	2014	Yes	Receipt Books / AJE / Admin Fees / Closed Accts / Pledge Receipts	2021
General	2014	Yes	Time Sheets	2021
General	2008-2014	Yes	Termination Part Time	2021
General / Bus Lic / Bldg Insp	2014	Yes	Business Licenses / Bldg Inspections / Fuel Reports / LOPFI / APERS / Misc PO's / AJE	2021
General / PR / Street	2014	Yes	Deposits / Receipts	2021
General / Street	2014	Yes	A/P Registers	2021
General / Street	2014	Yes	Bank Statements	2021
General / Street	2014	Yes	Liability / Sales Tax	2021
General / Street	2014	Yes	Payroll / Check Stubs / Direct Deposit / Walker Auction	2021

OFFER AND ACCEPTANCE

Date: MARCH 23, 2021

1. The undersigned, herein called the Buyer, offers to buy, subject to the terms set forth herein, the following property situated in Baxter County, Arkansas:

The Southeast Quarter of the Southeast Quarter of Section 31, Township 20 North, Range 12 West.

2. The Buyer will pay [REDACTED] for the property, in cash at closing.

3. Conveyance shall be made to Buyer, or as directed by Buyer, by general warranty deed, except it shall be subject to recorded restrictions and easements, if any, which do not materially affect the value of the property.

4. Seller shall furnish, at Seller's cost, a policy of title insurance in the amount of the purchase price. If objections are made to title, Seller shall have a reasonable time to meet the objections.

5. Taxes and special assessments, due on or before the closing date, shall be paid by the Seller. Current general taxes and special assessments shall be pro-rated as of closing date based upon the last tax statement.

6. Seller shall vacate the property and deliver possession to Buyer on closing date. Closing shall be on April _____, 2021, or upon a reasonable time thereafter upon agreement by the parties.

7. The risk of loss or damage to the property by fire or other casualty occurring up to the time of transfer of title on the closing date is assumed by Seller.

8. Buyer shall have the right, at their expense, to survey the property and withdraw from this agreement if any survey items are not satisfactory in Buyer's sole discretion.

9. Closing costs shall be allocated between Buyer and Seller as is customary in the area.

10. This contract is contingent on approval of the sale by the Mountain Home City Council.

11. This Offer is binding upon Buyer if accepted within _____ days from date.

[REDACTED]

[REDACTED] Buyer

[REDACTED] Buyer

The above offer is accepted on _____, 2021.

CITY OF MOUNTAIN HOME,
ARKANSAS

By: _____
Hillrey Adams, Mayor

Police Department Inventory – Disposal

2016 Old Front Office Files (Box #1-#5) – Front Office

2017 Old Front Office Files (Box #1-#3) – Front Office

2016 – Original Reports – Street Accident Reports

2017 – Original Reports – Street Accident Reports

2016 – Original Reports – Incident Reports

2017 – Original Reports – Incident Reports

2016 – Time Sheets

2017 – Time Sheets

2012, 2013, 2014, 2015, 2016 Step-Grant

- These files are greater than 3 years old.

- All contents within the folders have been checked and are within iSOMS, Virtual Justice (District Court system), or F Drive Storage.

- These records could include the following: handwritten citations/warnings, incident report involving subject listed on file, accident reports involving the listed subject on file (if fault is shown), District Court fine payments (handwritten) prior to the current digital court system,

Freedom of Information requests on subject listed on file, Motion of Discovery on subject listed on file.
Arkansas Code Ann 16-10-211 (Court Records)

2016 - Front Office Year End Close Outs

2017 - Front Office Year End Close Outs

Close outs include: Motion of Discovery yearly template, daily Baxter County

District Court close out paperwork, monthly Fee Account templates, District Court/Fee Account deposit slips, monthly Fee Account reconciliation sheets, Warrant list ledgers, fine payment receipts taken through Baxter County S.O. (bond payments after business hrs), Fee Acct receipt books, Bond payment receipts/monthly bond reports, Baxter County District Court Dockets, Warrant Service Reports.

According to Record Retention Laws for Arkansas Municipalities Destruction/Retention Laws (code ann. 14-2-204 & code ann. 16-10-211) the records listed above are eligible for destruction after 3 years.

Edward Griffin
Assistant Chief
Mountain Home Police Department
424 West 7th Street
Mountain Home, AR 72653
870-425-6336

