

Keiser City Council Agenda

May 19, 2025, Keiser City Hall

1. Call to Order
2. Roll Call
3. Minutes (April 2025 Regular Council Meeting)
4. Financial Report
5. Old Business
 - a. Business Tax
6. New Business
 - a. Police Report
 - b. Ark Act 573
 - c. Air Ambulance (FD)
 - d. Chamber Meeting
 - e. Park Update
 - f. Grants
 - i. Applied For
 1. ArDOT RTP (Parking Lot)
 2. Rick Crawford Appropriations (Fence Shop)
 3. Gary Sinise Foundation (SCBA & Turnouts)
 4. Senator Boozman Appropriations (Aerator Water)
7. Other Business
 - a. Great Strides/Trails for Life Grant Application/Resolution
 - b. Park Matching Grant Resolution
8. Next regular meeting will be June 16, 2025 @ 6:pm Keiser City Hall
9. Adjournment

CITY OF KEISER
City Council Meeting

April 15, 2025

The Keiser City Council met in regular session Tuesday, April 15, 2025, at Keiser City Hall at 6 PM. In attendance were Mayor Rick Creecy; Recorder Penny Wilbanks; and councilmembers Donna Bell, Lynn Skaggs, and Joey Jackson. Absent from the meeting was Councilman Laura Smith.

Minutes from the March council meeting was read and approved with a motion by Bell, followed by a second from Skaggs; and all said aye.

Financial Reports for March were reviewed and approved with a motion by Bell, followed by a second from Skaggs; and all said aye.

OLD BUSINESS

a. Easement Cypress Street

1. The easement has been signed by Bobby and Linda Kirk. It has also been notarized and filed with the Mississippi County Courthouse.
2. When the weather stabilizes, the city will connect the roads, Cypress & Elm.

b. LOPFI – Police Department

1. Mayor Creecy presented the Council with figures for the city to pay for LOPFI plans for our officers, and what the responsibility of the officers would be. Councilman Jackson suggested discussing this at a later date.

c. Speed Limit on Main Street & Crosswalk

1. Mayor Creecy spoke with ARDOT about the speed limit on streets in the city. ARDOT has informed Mayor Creecy that speed limits on city streets can be determined by the Council. Therefore, Mayor Creecy has recommended the change of the speed limit on Main Street from 30 MPH to 20 MPH, due to housing on both sides of the street, and the daycare and church being in said area.
2. Mayor Creecy recommended painting a crosswalk on Main Street where the bus drops off kids.
3. Motion to approve the speed limit change on main street and painting a crosswalk on main street by Jackson; followed by a second by Bell; and all said aye.

d. Business Tax

1. With very few businesses in town, Mayor Creecy has been looking for ways to generate revenue for the city. In doing so, Mayor Creecy spoke with an Assistant for Cammack Village outside of Little Rock. She began to talk with Mayor Creecy about business tax. She gave an overview of the tax.
2. Mayor Creecy presented a chart and overview of a business tax that would help generate revenue for the City of Keiser.
3. Councilmembers suggested writing an ordinance about looking into a business tax. As for now, this is on hold until more research has been completed.

NEW BUSINESS

a. Chief Glenn Dunn III & Josh Allen

1. The Chief was presented to the council with a background, all the credentials and certifications he has acquired.
2. The Chief introduced himself, as well as Officer Josh Allen to the council along with some ideas that he is proposing to make the City of Keiser a better town. Chief & other officers plan to get more citizens involved by Neighborhood Watch and getting kids involved in a program called HEROES.
3. Motion to approve Glenn Dunn III as Chief of Police and Officer Josh Allen as 2nd Officer by Skaggs, followed by a second from Jackson; and said aye.
4. We now have Chief Glenn Dunn III, Officer Joshua Allen, and part-time officers: Jerry Hamilton, Andrew Wyles, & Austin French.

b. Air Ambulance

1. A meeting was held with Dana Ham from Air Med Care about air ambulance service for our city employees. This service was then presented before the council along with prices and options.
2. The move to provide Air Ambulance services for the city employees, both full-time and part-time, and all elected officials by the city was approved by Bell, followed by a second from Jackson, and all said aye.

c. Home on Lot by Bobby Kirk

1. The council has denied any right to move any Tiny Houses into the City of Keiser.

d. ARDOT Resolution

1. Motion to apply for ARDOT RTP grant (to put a 50'x200' parking lot at the City Park) has been approved by Jackson, followed by a second from Skaggs, and all said aye.

e. Donations & Disasters

1. The City of Keiser has donated 24 rolls of trash bags and 30 rolls of tissue paper to the city of Dyess, due to flooding and disaster.
2. The City of Keiser provided our full-time officer, Josh Allen, to the City of Monette for 3 days for added security during the aftermath of a tornado on April 2, 2025.

f. Grants

1. Mayor Creecy has applied for a Firehouse Sub Grant to purchase (5) SCBA's for the Fire Department.
2. The City of Keiser has been awarded a BCBS Mini Grant to purchase (7) Trauma First Aid kits. (4) Fire Department, (2) Police Department & (1) City Hall.

OTHER BUSINES

- a. A citizen has filed a complaint with the Arkansas Attorney General's Office concerning the City of Keiser; stating incorrect charges on a water bill. A letter of response has been provided to the Attorney General.
- b. A volunteer has come forth to help with the dogs in the dog pound and to help find homes for the dogs we have in our pound.
- c. Mayor Creecy has reached out to Travis Senter about digging out the pond at the park. However, with farming about to be in full bloom, Travis will not have the time to pursue it. Mayor Creecy will be seeking other options for getting the pond dug out, including possibly taking bids for the job.
- d. Concerned council members had questions about a community safe Shelter. Mayor Creecy is looking to see if any grants are available for a Safe Shelter.
- e. The city is doing an audit on all culverts to try and fix some of the drainage problems.

With no further business to discuss, Jackson made a motion to dismiss, followed by a second by Skaggs.

Next regular meeting will be May 19, 2025 @ 6 PM @ Keiser City Hall.

Mayor

Recorder

City of Keiser General Fund

5/13/2025 10:59 AM

Register: 1000 - BancorpSouth

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2025	D405702	Revenue	3700 - Sanitation Fees	3/23/25-3/29/25		X	880.90	244,064.14
04/01/2025	44568	Water & Sewer Reve...	3960 - Misc Expense	Champion Coff...	58.44	X		244,005.70
04/02/2025		Entergy	5400 - City Hall-Electr...	ACH, Withdra...	114.64	X		243,891.06
04/02/2025		Entergy	5401 - Main Street #1 -...	ACH, Withdra...	39.00	X		243,852.06
04/02/2025		Entergy	5402 - Main Street #2 -...	ACH, Withdra...	39.00	X		243,813.06
04/02/2025		Entergy	5403 - Main Street #3 -...	ACH, Withdra...	39.72	X		243,773.34
04/02/2025		Entergy	3756 - Dog Pound Elec...	ACH, Withdra...	80.10	X		243,693.24
04/02/2025		Entergy	7400 - Fire Dept - Elec...	ACH, Withdra...	66.31	X		243,626.93
04/02/2025	44569	Cox Implement Com...	6350 - Sanitation - Rep...	Inv HC72362 ...	452.67	X		243,174.26
04/02/2025	44570	Buffalo Island Services	6200 - Sanitation-Wast...	Box Rental - M...	90.00	X		243,084.26
04/02/2025	44571	Bugmobile of AR	3960 - Misc Expense	Renewal Fee	200.00	X		242,884.26
04/02/2025	44572	Greenway Equipment	7350 - Fire Dept - Rep...	Inv # 12603618	45.28	X		242,838.98
04/02/2025	44573	Marmic Fire & Safet...	-split-	Inspection Job ...	903.09	X		241,935.89
04/02/2025	44574	United Police Supply	8300 - Police Dept - Su...	Inv 44848 & In...	613.57	X		241,322.32
04/02/2025	44575	Arkansas Municipal ...	5109 - Municipal Leag...	Acct P2500178	9,309.03	X		232,013.29
04/02/2025	44576	Arkansas Municipal ...	5205 - Municipal Vehi...	Acct - V2500279	7,319.88	X		224,693.41
04/03/2025		Entergy	7400 - Fire Dept - Elec...	ACH, Withdra...	351.61	X		224,341.80
04/07/2025	44577	Penny L. Wilbanks	-split-		515.38	X		223,826.42
04/07/2025	44578	Brenda K Creecy	-split-		92.35	X		223,734.07
04/07/2025	44579	Glenn A Dunn III	-split-		705.00	X		223,029.07
04/07/2025	44580	Rodney N. Brown	-split-		380.94	X		222,648.13
04/07/2025	44581	Paul D Borden	-split-		494.30	X		222,153.83
04/07/2025	44582	Bennie Davis	-split-		286.14	X		221,867.69
04/07/2025	44583	Stacy F Burks	-split-		87.07	X		221,780.62
04/07/2025	44584	Howard V. Cross	-split-		126.16	X		221,654.46
04/07/2025	44585	Daniel Broughman	-split-		72.04	X		221,582.42
04/07/2025	44586	Joshua D Allen	-split-		544.79	X		221,037.63
04/08/2025	D405703	Revenue	3100 - 5 Mill Property ...	city		X	419.35	221,456.98
04/08/2025	D405704	Revenue	3100 - 5 Mill Property ...	Lopfi		X	83.87	221,540.85
04/08/2025	D405705	Revenue	3200 - Franchise Tax	March		X	229.68	221,770.53
04/08/2025	D405706	Revenue	3725 - Garbage Bag Sa...	16 @ \$10 garb...		X	160.00	221,930.53
04/08/2025	D405707	Revenue	3700 - Sanitation Fees	03/30/25 - 04/0...		X	1,257.41	223,187.94
04/08/2025	D405708	Revenue	3754 - Misc - Dog Pou...	Fee for Retrievi...		X	25.00	223,212.94
04/08/2025	D405709	Revenue	3350 - Grant Revenue	COPS (2nd Off...		X	577.20	223,790.14
04/08/2025		Ritter Communication	5400 - City Hall-Electr...	ACH, Withdra...	417.04	X		223,373.10
04/09/2025		Cadence	3801 - Bank Charge Re...	Deposit		X	6.95	223,380.05
04/09/2025	5214	Ritter Communication	7450 - Fire Dept - Tele...	Check, Withdra...	71.94	X		223,308.11
04/09/2025	5215	Ritter Communication	8450 - Police Dept - Te...	Check, Withdra...	16.54	X		223,291.57
04/10/2025	D405710	Revenue	3500 - State Turnback ...	Municipal - Ge...		X	769.14	224,060.71
04/10/2025		Black Hills Energy	5308 - City Hall Gas (...)	ACH, Withdra...	84.41	X		223,976.30

City of Keiser General Fund

5/13/2025 10:59 AM

Register: 1000 - BancorpSouth

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/10/2025		Black Hills Energy	7151 - Fire Dept Gas (...)	ACH, Withdra...	59.74	X		223,916.56
04/11/2025		IRS	2400 - Payroll Liabiliti...	ACH, Withdra...	5,054.04	X		218,862.52
04/14/2025	D405711	Revenue	3350 - Grant Revenue	COPS (2nd Off...		X	577.20	219,439.72
04/14/2025		Ark. Dept of Finance...	2400 - Payroll Liabiliti...	ACH, Withdra...	622.95	X		218,816.77
04/14/2025		Ark. Dept of Finance...	2400 - Payroll Liabiliti...	ACH, Withdra...	552.46	X		218,264.31
04/14/2025		Ark. Dept of Finance...	2035 - Sales & Use Tax	ACH, Withdra...	1,034.00	X		217,230.31
04/14/2025	44596	Office of Child Supp...	2030 - Child Support/...	S Burks - 8782...	445.09	X		216,785.22
04/14/2025	44587	Penny L Wilbanks	-split-		637.04	X		216,148.18
04/14/2025	44588	Glenn A Dunn III	-split-		704.98	X		215,443.20
04/14/2025	44589	Joshua D Allen	-split-		544.79	X		214,898.41
04/14/2025	44590	Rodney N. Brown	-split-		540.13	X		214,358.28
04/14/2025	44591	Paul D Borden	-split-		403.49	X		213,954.79
04/14/2025	44592	Bennie Davis	-split-		449.98	X		213,504.81
04/14/2025	44593	Daniel Broughman	-split-		108.04	X		213,396.77
04/14/2025	44594	Eli B. Gann	-split-		187.37	X		213,209.40
04/14/2025	44595	Stacy F Burks	-split-		195.82	X		213,013.58
04/15/2025	D405712	Revenue	3700 - Sanitation Fees	04/06/25-04/12...		X	4,365.63	217,379.21
04/15/2025	D405713	Revenue	3200 - Franchise Tax	2nd Quarter		X	6,971.86	224,351.07
04/15/2025	D405714	Revenue	3725 - Garbage Bag Sa...	transferred fro...		X	20.00	224,371.07
04/15/2025	44597	Fountain Plumbing CO	9350 - City Park - Rep...	Inv 51353 & 5...	288.41	X		224,082.66
04/15/2025	44598	Buffalo Island Services	6200 - Sanitation-Wast...	Inv - 7593	575.00	X		223,507.66
04/15/2025	44599	Brad Williams, Ph.D.	8303 - Police Dept-Tra...	Inv 24525 - Gl...	125.00	X		223,382.66
04/15/2025	44600	Smith Tire & Auto, L...	6350 - Sanitation - Rep...	In 84900	120.99	X		223,261.67
04/15/2025	44601	Internal Revenue Ser...	-split-	71-0467243 / ...	293.88	X		222,967.79
04/15/2025	44602	SkyCop, Inc	-split-	Inv 30510	330.38	X		222,637.41
04/15/2025	44603	United Police Supply	8005 - Police Dept Uni...	Inv 44226	112.84	X		222,524.57
04/15/2025	44604	Auto Tire & Parts	-split-	Acct 53138	593.27	X		221,931.30
04/15/2025	44605	Mississippi County L...	6200 - Sanitation-Wast...	Acct 800	774.48	X		221,156.82
04/15/2025	44606	Kennemore Home Im...	-split-	Inv 160551, 16...	54.24	X		221,102.58
04/17/2025		American Express	-split-	4-62008	4,666.48	X		216,436.10
04/18/2025	D405715	Revenue	3350 - Grant Revenue	COPS (2nd Off...		X	577.20	217,013.30
04/18/2025	44607	Pugh's Hauling	9350 - City Park - Rep...	VOID:		X		217,013.30
04/18/2025	44608	Mid-South Sales, Inc.	6402 - Gas for City Ve...	Inv M573182	2,651.58	X		214,361.72
04/21/2025	D405716	Revenue	3700 - Sanitation Fees	04/13/25-04/19...		X	4,493.50	218,855.22
04/21/2025	44609	Stacy F Burks	-split-		190.28	X		218,664.94
04/21/2025	44610	Rodney N. Brown	-split-		501.08	X		218,163.86
04/21/2025	44611	Paul D Borden	-split-		400.79	X		217,763.07
04/21/2025	44612	Bennie Davis	-split-		387.42	X		217,375.65
04/21/2025	44613	Daniel Broughman	-split-		66.50	X		217,309.15
04/21/2025	44614	Joshua D Allen	-split-		544.79	X		216,764.36

City of Keiser General Fund

5/13/2025 10:59 AM

Register: 1000 - BancorpSouth

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/21/2025	44615	Glenn A Dunn III	-split-		704.99	X		216,059.37
04/21/2025	44616	Penny L Wilbanks	-split-		637.04	X		215,422.33
04/28/2025	44625	AirMedCare	5474-Employee AirMe...	AirMed City E...	1,050.00			214,372.33
04/28/2025	44617	Glenn A Dunn III	-split-		704.99	X		213,667.34
04/28/2025	44618	Paul D Borden	-split-		404.30	X		213,263.04
04/28/2025	44619	Rodney N. Brown	-split-		518.96			212,744.08
04/28/2025	44620	Bennie Davis	-split-		318.76	X		212,425.32
04/28/2025	44621	Howard V. Cross	-split-		378.26	X		212,047.06
04/28/2025	44622	Daniel Broughman	-split-		63.72	X		211,983.34
04/28/2025	44623	Eli B. Gann	-split-		49.88	X		211,933.46
04/28/2025	44624	Stacy F Burks	-split-		171.41	X		211,762.05
04/29/2025	D405717	Revenue	3350 - Grant Revenue	COPS (2nd Off...		X	577.20	212,339.25
04/29/2025	D405718	Revenue	3700 - Sanitation Fees	04/20/25-04/26...		X	1,096.74	213,435.99
04/29/2025	D405719	Revenue	3350 - Grant Revenue	Reimbursement...		X	2,478.75	215,914.74
04/29/2025	D405720	Revenue	3400 - Local Sales & U...	March		X	14,472.46	230,387.20
04/29/2025	D405721	Revenue	3415 - One Cent Sewer	one cent sewer		X	2,619.65	233,006.85
04/29/2025	D405722	Revenue	3410 - One Cent Water	one cent water		X	2,619.65	235,626.50
04/29/2025	D405723	Revenue	3100 - 5 Mill Property ...	City			2,115.47	237,741.97
04/29/2025	D405724	Revenue	3100 - 5 Mill Property ...	Lopfi			423.11	238,165.08
04/29/2025	D405725	Revenue	3725 - Garbage Bag Sa...	transferred fro...		X	30.00	238,195.08
04/29/2025		Sewer Loan Debt De...	2001 - One-Cent Sewer	one cent sewer	2,619.65	X		235,575.43
04/29/2025		One-Cent Water Fund	3410 - One Cent Water	one cent water	2,619.65	X		232,955.78
04/29/2025	44630	Rick Creecy	-split-	April Mileage ...	348.67	X		232,607.11
04/29/2025	44626	Brenda K Creecy	-split-		184.70	X		232,422.41
04/29/2025	44627	Penny L Wilbanks	-split-		637.04	X		231,785.37
04/29/2025	44628	Penny L Wilbanks	-split-		55.41	X		231,729.96
04/29/2025	44629	Rickey J Creecy	-split-		400.23	X		231,329.73
04/29/2025	44631	Bennie Davis	-split-		87.68			231,242.05
04/29/2025	44632	Joshua D Allen	-split-		544.79	X		230,697.26

Water & Sewer Fund

5/13/2025 11:03 AM

Register: 1000 - Bancorp - Revenue Fund

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2025	D406071	Revenue	3102 - Surcharge	3/23/25-3/29/25		X	496.00	11,116.92
04/07/2025		USDA/Rural Develo...	1975 - Well Construction		2,339.00	X		8,777.92
04/08/2025	D406072	Revenue	3102 - Surcharge	03/30/25-04/05...		X	708.00	9,485.92
04/15/2025	D406073	Revenue	3102 - Surcharge	04/06/25-04/12...		X	1,776.00	11,261.92
04/15/2025		USDA/Rural Develo...	1976 - New Water Pro...		2,239.00	X		9,022.92
04/21/2025	D406074	Revenue	3102 - Surcharge	04/13/25-04/19...		X	1,872.00	10,894.92
04/29/2025	D406075	Revenue	3102 - Surcharge	04/20/25-04/26...		X	448.00	11,342.92
04/29/2025		Arkansas Department...	SRFKEISER - 02330-...	Loan Servicing...	130.63	X		11,212.29

Water & Sewer Fund

5/13/2025 11:03 AM

Register: 1200 - Bancorp - Operating Fund

From 04/01/2025 through 04/30/2025

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2025	D416475	Revenue	3100 - Water Sales Rev	3/23/25-3/29/25		X	2,468.55	108,214.86
04/01/2025	12513	Environmental Servi...	5600 - Laboratory Anal...	001825 Inv #1...	45.00	X		108,169.86
04/01/2025	12514	Winwater of Northea...	5350 - Repairs & Main...	Inv 028465 01	343.51	X		107,826.35
04/02/2025		Entergy	5400 - Electricity:5415...	ACH, Withdra...	87.28	X		107,739.07
04/02/2025		Entergy	5400 - Electricity	ACH, Withdra...	799.01	X		106,940.06
04/03/2025	12515	Stephen Moore	5304 - Contract Labor	March Meter R...	400.00	X		106,540.06
04/03/2025		Entergy	5400 - Electricity:5410...	ACH, Withdra...	285.67	X		106,254.39
04/03/2025		Entergy	5400 - Electricity:5420...	ACH, Withdra...	135.20	X		106,119.19
04/03/2025		Entergy	5400 - Electricity:5425...	ACH, Withdra...	140.67	X		105,978.52
04/08/2025	D416476	Revenue	3100 - Water Sales Rev	03/30/25-04/05...		X	2,565.41	108,543.93
04/08/2025		Mississippi County F...	5400 - Electricity:5401...	ACH, Withdra...	221.12	X		108,322.81
04/14/2025		Ark Dept of Finance ...	4001 - Ark Sales Tax	71-0467243	375.00	X		107,947.81
04/15/2025	D416477	Revenue	3100 - Water Sales Rev	04/06/25-04/12...		X	3,261.61	111,209.42
04/15/2025	12516	Environmental Servi...	5600 - Laboratory Anal...	001825 Inv 12...	45.00	X		111,164.42
04/15/2025	12517	Fountain Plumbing C...	5350 - Repairs & Main...	Inv 25032803	400.00	X		110,764.42
04/17/2025		American Express	5300 - Supplies	4-62008 - void ...	84.75	X		110,679.67
04/18/2025	12518	Division of Environ...	5691 - Water License	VOID: Inv - P...		X		110,679.67
04/21/2025	D416478	Revenue	3100 - Water Sales Rev	04/13/25-04/19...		X	3,710.55	114,390.22
04/23/2025	12519	Division of Environ...	5691 - Water License	Inv # PDS-207...	1,040.00	X		113,350.22
04/29/2025	D416479	Revenue	3100 - Water Sales Rev	04/20/25-04/26...		X	1,088.46	114,438.68

CITY OF KEISER

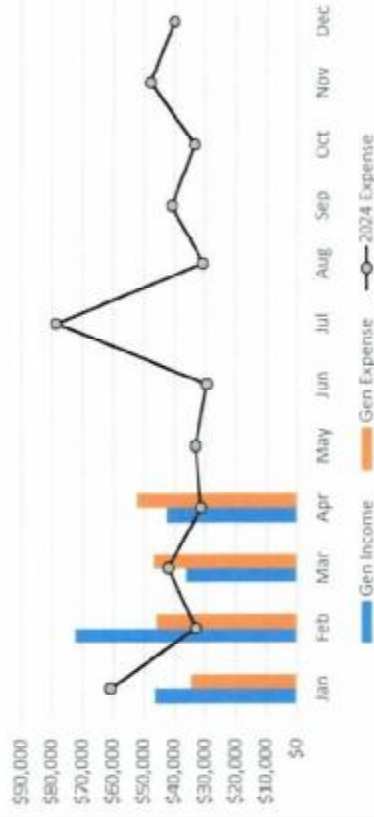
April 2025 Bank Balances

GENERAL	\$230,697.26
ACT 833	\$28,346.10
STREET	\$172,846.99
WATER/SEWER REVENUE	\$11,212.29
WATER/SEWER OPERATING	\$114,438.68
ONE-CENT WATER	\$180,746.97
ONE-CENT SEWER	\$160,217.97
METER DEPOSIT	\$26,571.96
	<hr/>
	\$925,078.22
CERTIFICATE OF DEPOSIT	\$60,136.00
	<hr/>
	\$985,214.22
SQUARE ONLINE	\$1,032.78
SEWER LOAN GRANT	\$179.09
COMMUNITY POLICING	\$100.00
COPS PROGRAM	\$755.90
FUN PARK	\$50,091.05
	\$0.00
LIFT STATION GRANT	\$0.00
WATER TANK GRANT	\$0.00
	<hr/>
	\$51,126.04
GRAND TOTAL	\$1,036,340.26

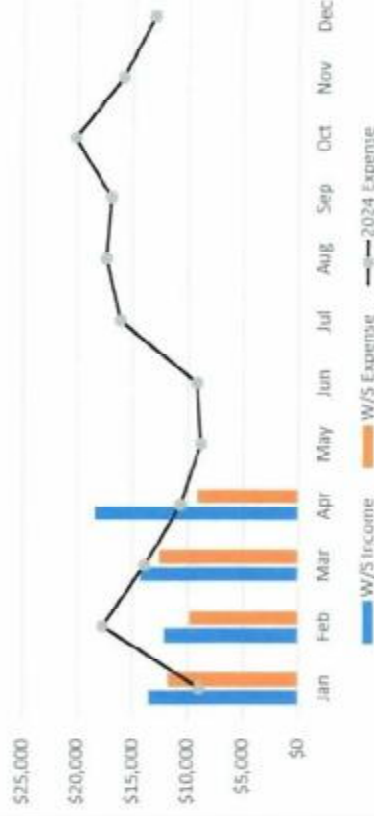
Month

	Gen Income	Gen Expense	W/S Income	W/S Expense	1 Cent Water Income	1 Cent Water Expense	1 Cent Sewer Income	1 Cent Sewer Expense
Jan	\$46,213	\$34,562	\$13,556	\$11,778	\$5,488	\$24	\$5,562	\$21
Feb	\$72,308	\$45,839	\$12,119	\$9,827	\$3,768	\$24	\$3,751	\$36
Mar	\$36,143	\$46,693	\$14,293	\$12,565	\$2,238	\$25	\$2,231	\$2,875
Apr	\$42,609	\$52,274	\$18,395	\$9,111	\$2,666	\$25	\$2,658	\$34
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
	\$197,273	\$179,367	\$58,362	\$43,281	\$14,160	\$98	\$14,202	\$2,966
Variance	\$17,906		\$15,081		\$14,062		\$11,236	

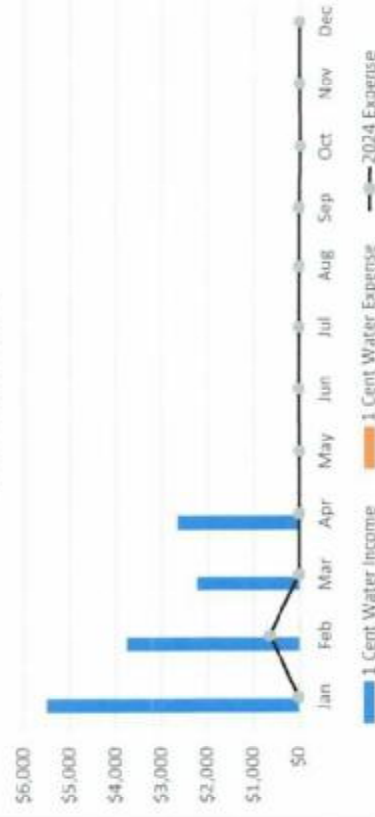
General



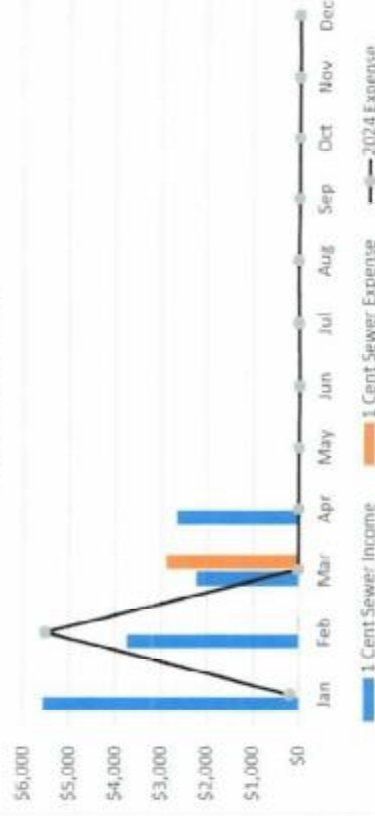
Water & Sewer



One Cent Water



One Cent Sewer



CITY OF KEISER, ARKANSAS

ORDINANCE NO. [_____]

AN ORDINANCE ESTABLISHING A BUSINESS LICENSE PROGRAM FOR ALL BUSINESSES, RENTAL PROPERTIES, HOME-BASED OCCUPATIONS, HOME DAYCARES, AND GARAGE SALES OPERATING WITHIN THE CITY LIMITS OF KEISER, ARKANSAS, AND SETTING FORTH LICENSING FEES, REQUIREMENTS, PENALTIES, AND ENFORCEMENT PROCEDURES

WHEREAS, the City Council of Keiser, Arkansas recognizes the importance of maintaining a consistent and transparent registration process for all economic activities conducted within city limits; and

WHEREAS, a business license program provides necessary oversight for planning, zoning, code enforcement, emergency response, and public safety operations; and

WHEREAS, the revenues generated from business licenses support essential services that sustain the City's infrastructure and quality of life;

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

SECTION 1. TITLE AND PURPOSE

This ordinance shall be referred to as the "Keiser Business License Ordinance." Its purpose is:

- To ensure all commercial activities, including rental and home-based operations, are identified, documented, and regulated in accordance with local law.
- To provide the city with accurate business data for public safety, economic development, and emergency management planning.
- To promote fairness among all business types by ensuring that every revenue-generating operation contributes proportionately to city services.

SECTION 2. DEFINITIONS

For the purposes of this ordinance, the following definitions shall apply:

- **Business:** Any person or legal entity that engages in the sale of goods, provision of services, or rental of property for compensation. This includes corporations, partnerships, sole proprietorships, LLCs, nonprofits (if income-generating), and self-employed individuals.
- **Rental Property:** Any house, apartment, duplex, manufactured home, or commercial structure rented or leased for any term of time. Each individual unit is counted separately for licensing purposes.
- **Home-Based Business:** Any income-generating business conducted in whole or in part from a residential dwelling, regardless of customer foot traffic. Examples include hair salons, online sales, crafts, professional consulting, and repair services.
- **Home Daycare:** A home-based business where care is provided to children or adults for compensation. This includes licensed and unlicensed operations conducted in residential settings.
- **Mini Storage Unit:** A structure housing one or more individual storage rental units under a single roof. For the purpose of licensing, the number of roofs—not individual storage units—shall determine the license fee.
- **Garage Sale:** A temporary sale held by a resident to sell personal household property. It includes yard sales, moving sales, and similar events. Any sale advertised to the public or held over multiple days qualifies under this definition.
- **Licensee:** The individual or entity to whom a valid City of Keiser Business License has been issued.

SECTION 3. LICENSE REQUIRED

A. Every person, partnership, corporation, or other entity conducting business activity in the City of Keiser shall obtain a business license prior to beginning operations. This includes rental units, home daycares, garage sales, home-based businesses, and mini storage units.

B. Businesses already in operation at the time this ordinance is adopted must comply within sixty (60) days of the ordinance's effective date.

C. Each business location, rental unit, or activity must obtain its own license. Licenses are not transferable between owners or locations.

SECTION 4. LICENSE FEES

The following fee schedule is hereby established:

A. Annual Business License (Commercial):

- Fee: **\$100.00 per business per year**
- Due: January 1 of each calendar year
- Late fee: **\$25.00** if not paid by **January 31**

B. Rental Properties:

- Fee: **\$100.00 per unit per year**
- Example 1: A landlord owning 4 units under one roof would pay \$400.
- Example 2: A home that is rented would be one unit and would pay \$100.
- A new license is required when a new unit is added or ownership changes.

C. Home-Based Businesses and Home Daycares:

- Subject to a reduced **\$25.00 annual fee**
- May require additional safety inspection and/or fire marshal approval.

D. Mini Storage Units:

- Fee: **\$100.00 per roof** regardless of the number of storage units' underneath.
- Example: A single structure with 10 storage units under one roof would be charged **\$100.00**.

E. Garage Sales:

- Fee: **\$10.00 per day**
 - Limit: **No more than 3 garage sales per address per calendar year**
 - Multi-day events must pay for each day (e.g., a two-day sale cost \$20.00)
 - Residents must register at City Hall before the sale begins. Stickers or signage may be issued for display.
-

SECTION 5. APPLICATION PROCESS

A. All applicants shall complete a business license form available at Keiser City Hall or online, including:

- Owner name and contact info
- Business name (if applicable)
- Physical and mailing address
- Type of business or activity
- State license or certification (if required)
- Estimated start date
- Tax ID or Driver's License Number (confidentially recorded for internal use only)

B. Applications may require approval from the following departments depending on activity type:

- **Keiser Fire Department** – for safety inspections and daycares
- **Keiser Police Department** – for certain in-home business checks
- **Code Enforcement Officer** – for zoning compliance and signage
- **Keiser Building Inspector** – for building code violations

C. The City reserves the right to deny a license if the business is non-compliant with zoning, health, safety, or building codes.

SECTION 6. TERM AND RENEWAL

A. All licenses are valid for a period of **one calendar year (January 1 – December 31)**.

B. Licenses must be renewed annually. Reminders will be sent, but it is the responsibility of the licensee to renew.

C. Businesses operating without a license after February 1 will be considered in violation and subject to penalties.

SECTION 7. INSPECTIONS AND ACCESS

A. The City may conduct inspections of any licensed premises for the following purposes:

- Fire safety
- Health and sanitation compliance
- Structural safety
- Code enforcement/zoning
- Business verification

B. Home-based businesses and home daycares may be inspected to ensure that neighborhood character and public safety are not compromised.

SECTION 8. ENFORCEMENT AND PENALTIES

A. Any person or entity found operating a business, rental unit, or garage sale without a valid license shall be subject to the following penalties:

- **First offense:** \$100 fine and order to cease operations until license obtained
- **Second offense:** \$250 fine
- **Third offense and beyond:** Up to \$500 per day plus legal action

B. Continued non-compliance may result in suspension or revocation of the license.

C. The City may also report businesses in violation to the Arkansas Department of Finance & Administration or other relevant state agencies.

SECTION 9. EXEMPTIONS

The following are **exempt from the licensing fee**, but must **still register** annually:

- Non-profit entities operating exclusively for charitable, religious, or educational purposes
- Churches and houses of worship
- Government offices and programs
- School-affiliated events or clubs not generating revenue for private benefit

Note: If any of the above conduct income-generating events open to the public (e.g., bazaars, food sales), a temporary event permit may be required.

SECTION 10. APPEALS

Any person denied a license or cited for violation may submit a written appeal to the Keiser City Council. A hearing will be held at the next regularly scheduled Council meeting. The council may uphold, modify, or reverse the decision.

SECTION 11. SEVERABILITY

Should any portion of this ordinance be found unconstitutional or unenforceable by a court of law, all remaining portions shall remain in full force and effect.

SECTION 12. EFFECTIVE DATE

This ordinance shall become effective **30 days after its passage and publication**. All currently operating businesses must comply within **60 days** of the effective date.

PASSED AND ADOPTED by the Keiser City Council this ____ day of _____, 2025.

CITY OF KEISER, ARKANSAS

Rick Creecy, Mayor

ATTEST:

Penny Wilbanks, Recorder

City of Keiser Business License Handbook

Welcome to Doing Business in Keiser!

This handbook is designed to help business owners understand the requirements and responsibilities under the City of Keiser Business License Ordinance. Whether you're opening a store, operating a home-based business, managing rental property, or holding garage sales, this guide outlines the key steps to remain compliant and successful.

1. Who Needs a Business License?

You must obtain a business license if you:

- Own or operate a commercial business
 - Own rental property (including each individual rental unit)
 - Operate a home-based business (including craft sales, salons, or online sales)
 - Run a home daycare
 - Operate mini storage units (per structure/roof, not per individual unit)
 - Hold garage sales (limited to 3 per household per year)
-

2. License Fees

Type of License	Annual Fee
Commercial Business	\$100.00
Rental Property (per unit)	\$100.00
Home-Based Business	\$25.00
Home Daycare	\$25.00
Mini Storage Unit (per roof)	\$100.00
Garage Sale (per day)	\$10.00

Note: Late renewals after January 31 are subject to a \$25.00 late fee.

3. How to Apply

Applications can be picked up at Keiser City Hall or downloaded from our city website. Return the completed form with payment to: **City of Keiser, 102 S Hwy 181, Keiser, AR 72351**

Include:

- Business name and type
- Owner contact information
- Physical and mailing address
- Number of rental units or storage roofs (if applicable)
- Applicable state licenses (if required)

4. Annual Renewal

Licenses are valid from January 1 to December 31. Renewal notices are sent in December. Payments must be made by January 31 each year.

5. Inspections and Compliance

The City of Keiser reserves the right to inspect any licensed business at any time to ensure compliance with safety, zoning, and operational standards. Businesses may also be subject to inspection by the Fire Department, Police Department, Building Inspector or Code Enforcement for health and safety compliance, occupancy limitations, and adherence to zoning ordinances.

Failure to obtain or renew your license, or failure to meet compliance requirements, may result in fines, suspension of business activities, or legal action.

6. Garage Sales

Garage sales require a \$10 permit per day and are limited to 3 per household per year. Permits must be obtained from City Hall before the sale.

7. Penalties for Non-Compliance

Violation	Penalty
Operating without a license	\$100 - \$500/day
Late renewal	\$25.00
Continued violations	Suspension or revocation of license

8. Exemptions

The following are exempt from license fees but must still register:

- Churches and religious institutions
 - Nonprofit entities (if no income is generated)
 - Government and school programs
-

9. Questions or Assistance?

Please contact Keiser City Hall at **(870) 526-2300** or visit our website at www.cityofkeiser.com for help with forms, payment, or general questions.

Thank you for being a valued part of Keiser's business community!



City of Keiser Business License Certificate

This certifies that

Bubba's BBQ

has been issued a business license in accordance with the ordinances
of the City of Keiser, Arkansas and is authorized to operate within
the city limits for the calendar year

2026

License No.: **1** Issue Date: **01/01/2026**


Rick Creecy, Mayor


Penny Wilbanks, Recorder



RESOLUTION No. 2025-04

WHEREAS, Keiser, Arkansas recognizes the need to provide public recreation facilities for its local citizens and visitors, and

WHEREAS, the City wishes to apply for Great Strides/Trails for Life grant funds through the Arkansas Department of Parks, Heritage and Tourism to develop a smoke-free public trail at the following location:

Keiser City Park is located at James Senter Street and Monroe Street; and

WHEREAS, the Mayor and the City Council understands that if granted funds for park development, they must provide land, by lease or ownership, on which to develop park facilities; and

WHEREAS, Keiser, Arkansas will sign a contract agreeing to provide the necessary resources to maintain this park and facilities for a period of 25 years;

NOW, THEREFORE, BE IT RESOLVED the City Council of Keiser, Arkansas hereby authorizes the Mayor to submit an application for grant funding to the Arkansas Department of Parks, Heritage and Tourism to develop a public trail.

Passed this 19th day of May, 2025

APPROVED:

Rick Creecy, Mayor

Penny Wilbanks, Recorder

Resolution No. 2025-05

WHEREAS, KEISER, Arkansas seeks to improve the recreation facilities and wishes to seek grant funding assistance; and

WHEREAS, in order to obtain the funds necessary to develop and/or improve the site for such a recreation area, it is necessary to obtain an Outdoor Recreation Matching Grant from the Arkansas Department of Parks, Heritage and Tourism; and

WHEREAS, the plans for such recreation areas have been prepared and the price therefore has been established; and

WHEREAS, this governing body understands the grantee and grantor will enter into a binding agreement which obligates both parties to policies and procedures contained within the Outdoor Recreation Matching Grant Application Guide, including, but not limited to, the following; the park area defined by the project boundary map, submitted with the application, must remain in outdoor recreation use in perpetuity, regardless if the property is bought or developed with matching grant funds and; all future overhead utility lines within the project boundary must be placed underground and; the project area must remain open and available for use by the public at all reasonable times of the day and year; facilities can be reserved for special events, league play, etc. but cannot be reserved, leased or assigned for exclusive use, and; the project area must be kept clean, maintained, and operated in a safe and healthful manner.

City Council is well aware and apprised of the above-mentioned project and will provide the local portion of the development cost of the entire project.

NOW, THEREFORE, BE IT RESOLVED by the City Council/Quorum Court of Keiser, Arkansas KEISER, Arkansas that the Mayor is hereby authorized to make an application to the Arkansas Department of Parks, Heritage and Tourism for assistance to develop recreational facilities for the City/County.

Passed this 19th day of May 2025.

APPROVED

Rick Creecy, Mayor

Penny Wilbanks, Recorder