Keiser City Council Agenda

October 20, 2025, Keiser City Hall

- 1. Call to Order
- 2. Roll Call
- 3. Minutes (August 2025 Regular Council Meeting & October Special Meeting)
- 4. Financial Report
- 5. Old Business
 - a. Business Tax
 - b. Diner Update
 - c. Drainage Grant Circle Update
 - d. Bike/Walking Trail Update
 - e. Water Software Upgrade
- 6. New Business
 - a. Handbook Update (Al Section)
 - b. Al Policies & Procedures
 - c. Garage Sale Ordinance 2025-03
 - d. Golf Cart Ordinance 2025-04
 - e. Grants
 - i. Awarded
 - 1. ArDOT (TAP) Park Parking Lot
 - 2. DOJ Community Policing
 - ii. Submitted:
 - 1. T-Mobile Fishing Pond
 - 2. Firehouse Sub (SCBA/Thermal/Gas)
 - f. 2026 City Budget
- 7. Other Business
- 8. Next regular meeting will be November 17, 2025 @ 6:pm Keiser City Hall
- 9. Adjournment

CITY OF KEISER

Council Meeting

September 15, 2025

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

August council minutes were reviewed and approved with a motion from Jackson, followed by a second from Skaggs; and all said aye

August Financial reports were reviewed and approved with a motion from Jackson, followed by a second from Skaggs; and all said aye.

OLD BUSINESS

- a. Business Tax was tabled for a later date due to gathering more information.
- b. In the West Main Subdivision, 4 lots have been sold, with a total of 11 lots being spoken for. A survey is in works on distinguishing lots. Lot sizes will be larger; therefore, we will not get the 23 lots that we had originally hoped for.
- c. On the Drainage Grant for the circle, Tribe did not express any interest in having an environmental survey. The original survey has been completed and is now being drawn up. We are looking for another 60 days for the survey to be totally completed where work can begin on the drainage project.
- d. The contract to begin work on the Bike/Walking Trail was signed on Tuesday, September 9, 2025. The layout was provided to the contractor, with work scheduled to begin this week. The contract gives them 90 days to complete the project, but with weather permitting, it should be completed in approximately 60 days. The park will remain closed to the public while contractors are working on the trail.
- e. We had very few interested in the water insurance program, therefore, we will not pursue this program.

NEW BUSINESS

a. Mr. Eddie Gardner had some problems with Apartments at 506 AR-181. The connection angled into the sewer system caused the blockage, which was the

- city's responsibility. Joey Jackson repaired the connection; verified by Public Works Director, Neal Brown. A motion to reimburse Mr. Gardner in the amount of \$1,160.88 was approved by Bell, followed by a second from Skaggs, and all said ave.
- b. September 1st water bills were at an all-time high for several customers. There was a lot of concern as to why the water bills were high. Members of the Keiser Methodist Church showed concern with using 80,000+ gallons and brought it before the council. A motion to approve an adjustment for Keiser Methodist Church from \$685.00 to \$146.24 (12000 gallons) was made by Bell, followed by a second from Skaggs; and all said aye.
- c. A Resolution for the yearly 6 Mil tax was read and approved with a motion by Jackson, followed by a second from Skaggs, and all said aye
- d. Resolution 2025-09, A Resolution of Intent Regarding the Wastewater Collection System Improvements Project was read and approved with a motion from Bell, followed by a second from Jackson, and all said aye.
- e. Resolution 2025-10, a Resolution authorizing the Mayor of Keiser to submit a change order to the ANRC to request the modification of the existing loan/loan forgiveness agreement for the sewer system to include additional service areas and infrastructure improvements was read followed by a motion to approve by Bell, followed by a second from Jackson, and all said aye.
- f. The council members have motioned for further investigation into passing Ordinance 2025-03, and ordinance authorizing the operation of UTV's within the city limits of Keiser, Arkansas.
- g. Policies and Procedures: work hours, compensation, and duty expectations for Keiser Police Department was read and approved with a motion from Jackson, followed by a second from Skaggs, and all said aye.
- h. Mayor Creecy has presented before the council some issues that have been going on with our Water Solutions Software, which this company is no longer in business. There are no issues with the accuracy of billing, but issues with backups, exports, and having to be restored multiple times. Mayor Creecy has recommended that we investigate upgrading to a more modern version. Council members have agreed to investigate newer software for the city.
- i. Fireman, Ronald Hallett presented to the council having residents to purchase flags of Hometown Heroes being placed down our main streets.
- j. Mayor Creecy is in the process of working on a grant for the fishing pond.
- k. Yavonne Brown is in the process of getting the Diner up and running. Fiber optic lines have already been installed for internet service. Ms. Brown has proposed purchasing the building to invest more in the business.

OTHER BUSINESS

- a. The culvert has been placed to connect Elm Street to Cypress Street, but it needs another load of dirt. The pavement of the road will likely take place within the next year.
- b. Ethan Brown has requested a permit to build a new home worth \$250,000. A motion to approve this permit by Bell, followed by a second from Skaggs, and all said aye.
- c. The Keiser Police Department is selling three of its unused cars to purchase1 car for the department.

A motion to accept this meeting was approved by Skaggs, followed by a second from Jackson.

Mayor Creecy and council members broke from the regular meeting for an executive meeting to discuss an issue with a citizen and the water ordinance. Information was shared, but no action was taken.

Mayor Creecy called back to order a regular meeting.

With no further business to discuss, Skaggs made a motion to adjourn the meeting, followed by a second from Jackson, and all said aye.

Rick Creecy, Mayor	Penny Wilbanks, Recorder

The next regular meeting will be October 20, 2025 @ 6 PM Keiser City Hall.

CITY OF KEISER CITY COUNCIL

Special Meeting

Thursday, October 9, 2025

The Keiser City Council met in a special session, Thursday, October 9, 2025, at 6 Pm at Keiser City Hall. In attendance were Mayor Rick Creecy, Recorder Penny Wilbanks, and councilmembers Lynn Skaggs, Donna Bell, Joey Jackson, & Laura Smith.

Mayor Creecy called the meeting to order at 6 PM declaring a quorum.

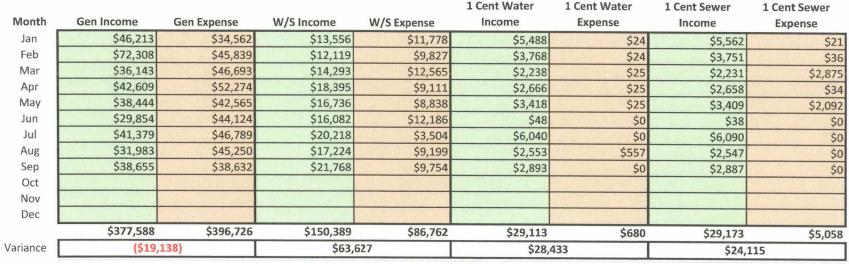
The purpose of this meeting was to meet with Ms. Von Brown. Ms. Brown shared her vision of purchasing the vacant building on Main Street to open a new diner.

Ms. Brown shared her ideas and what she could bring to Keiser. She also, was open to answer questions proposed by the Council members and residents of Keiser.

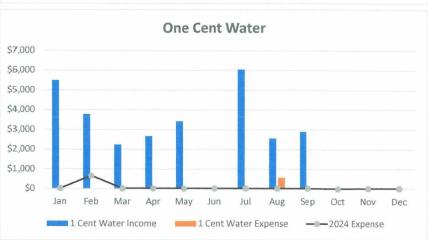
Council members agreed with Ms. Brown's proposal and agreed to gather more information on the sale of the building (diner) to Ms. Brown. Further discussion will continue in the next council meeting to be held on October 20, 2025.

This was the only order of business, therefore, Bell motioned to adjourn, followed by a second from Jackson, and all said aye.

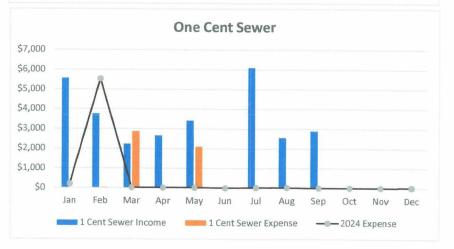
Mayor, Rick Creecy	Recorder, Penny Wilbanks











CITY OF KEISER

September 2025 Bank Balances

GENERAL	\$207,002.93
ACT 833	\$36,517.94
STREET	\$189,778.82
WATER/SEWER REVENUE	\$12,676.76
WATER/SEWER OPERATING	\$156,942.62
ONE-CENT WATER	\$195,117.18
ONE-CENT SEWER	\$141,950.32
SEWER LOAN DEPRECIATION RES	\$31,146.48
METER DEPOSIT	\$27,152.28
	\$998,285.33
CERTIFICATE OF DEPOSIT	\$60,136.00
	\$1,058,421.33
SQUARE PAY	\$561.89
SQUARE PAY FUN PARK GRANT	\$561.89 \$100.45
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FUN PARK GRANT	\$100.45
FUN PARK GRANT SEWER LOAN GRANT	\$100.45 \$194.34
FUN PARK GRANT SEWER LOAN GRANT COMMUNITY POLICING	\$100.45 \$194.34 \$0.00
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FUN PARK GRANT SEWER LOAN GRANT COMMUNITY POLICING COPS PROGRAM PSEG RURAL PARK GRANT LIFT STATION GRANT WALKING TRACK	\$100.45 \$194.34 \$0.00 \$771.14 \$0.00 \$0.00 \$0.00 \$42.15

GRAND TOTAL

\$1,060,133.45

Sorted by: Date, Type, Number/Ref From 09/01/2025 through 09/30/2025Register: 1000 · BancorpSouth

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24.642.302 23.478.1 X 13.784,302 31.881 X 41.344,302 82.8 X 72.744,302 84.1 X 72.744,302 00.021 X 72.708,302 00.01 X 77.481,702 02.7772 X 87.400,102 X	08/31/25-09/06 August - City	3700 · Sanitation Fees 3200 · Franchise Tax 3100 · 5 Mill Property	Kevenue Revenue	D213405	\$202/60/60 \$202/60/60
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\$\psi 1.3\$\psi,302 \$\mathcal{E}2.8\$ \$\text{X}\$ \$\psi 2.7\$\psi,402 \$\mathcal{E}1.1\$ \$\text{X}\$ \$\psi 2.7\$\psi 2.00.021 \$\text{X}\$ \$\psi 7.7\$\psi 8.1.702 \$\mathcal{O}2.7772 \$\text{X}\$ \$\psi 7.4\$\psi 0.102 \$\text{X}\$	August - City	3100 · 5 Mill Property	*		
T2.744,302 £4.1 X T2.762,302 00.021 X T2.703,302 00.01 X T7.481,702 02.7772 X 67.400,102 X			Revenue	D213409	60/09/2025
T2.762,802 00.021 X T72.708,802 00.01 X T7.481,702 02.772 X 67.400,102 X	U arri - tzuguA	Virginia Property			
72.702,002 00.01 X 77.481,702 02.772 X 67.400,102 X			Revenue	D213401	9707/60/60
777.481,702 02.772 X 97.400,102 X	01\$ @ \$1	3725 · Garbage Bag Sa	Revenue	D273408	\$202/60/60
X 201,004,79	transfer from S	3725 · Garbage Bag Sa	Revenue	D273410	\$202/60/60
	Cops (2nd Offi	3350 · Grant Revenue	Revenue	D213411	\$707/60/60
	ACH, Withdra 6,179.98	2400 · Payroll Liabiliti	Internal Revenue Ser		09/09/2025
	ACH, Withdra 16.54	7450 · Fire Dept -Tele	Ritter Communication		9707/60/60
	ACH, Withdra 417.04	5450 · City Hall - Tele	Ritter Communication		\$202/60/60
	ACH, Withdra 71.94	7450 · Fire Dept -Tele	Ritter Communication		\$202/60/60
	ACH, Withdra 33.49 ACH, Withdra 33.49	5308 · City Hall Gas (Black Hills Energy		\$202/60/60
	ACH, Withdra 41.19	7151 · Fire Dept Gas (Black Hills Energy		\$202/60/60
	ACH, Withdra 170.56	7400 · Fire Dept - Elec	Entergy		\$202/60/60
	ACH, Withdra 108.38	7400 · Fire Dept - Elec	Entergy		\$202/60/60
	ACH, Withdra 38.12	9400 · City Park - Elec	Entergy		\$202/60/60
	ACH, Withdra 256.38	3756 - Dog Pound Elec	Entergy		\$202/60/60
,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ACH, Withdra 39.00	5400 · City Hall-Electr	Entergy		\$202/60/60
	ACH, Withdra 39.00	5401 · Main Street #1 5402 · Main Street #2	Entergy		\$202/60/60
	ACH, Withdra 39.72	5# 1550h Main Street #3	Entergy		\$707/60/60
22 27 0 00 7	Acct #53138 752.61		Entergy	rcorr	\$202/60/60
	82.248 008 # tooA	-split- 6200 · Sanitation-Wast	Auto Tire & Parts	44924	\$202/60/60
	00.297 \$1857# vnl	gaisiriovbA · 0258	Mississippi County L	\$7677	\$202/60/60
	00.09 \$28 vnl	tseW-noitation-Wast	SE Map Solutions Inc Buffalo Island Services	97677	00/00/5052
19.188,891	Inv 10652 & In 355.14	-tilqe-	Bob's Auto Center	44678 44678	\$707/60/60 \$707/60/60
		I age I		07614	6707/60/60

Register: 1000 · BancorpSouth From 09/01/2025 through 09/30/2025 Sorted by: Date, Type, Number/Ref

					Раge 2			
191,526.38	347.89	X		Fire Dept - Sep	3100 · 5 Mill Property	Kevenue	D213411	\$707/\$7/60
65.871,191	14.957,1	X		September 2025			D273416	09/23/2025
80.951.101	IV OCL I		49.69	2000	-1ilqs-		95677	09/22/2025
189,502,72			27.72		-tilqe-	Brenda K Creecy	\$\$677	09/22/2025
\$\$,085,981			40.759		-tilqs-		†\$6 ††	09/22/2025
84.791,091			72.201		-tilqs-		44953	09/22/2025
27.202,091			92.E21		-tilqs-		75677	09/22/2025
15.824,091			592.19		-tilqe-	Rodney N. Brown	15677	09/22/2025
16,048.50			22.703		-tilqe-	Joshua D Allen	0\$677	09/22/2025
20.989,191			00.207		-1ilqs-	Glenn A Dunn III	67677	09/22/2025
20.136,261			08.77.2		-tilqs-	Dustin C White	87677	09/22/2025
192,638.82			386.42		-tilqe-	Demaruice D Edwards	L+6++	09/22/2025
193,025.24			00.09	S Burks - 8782	2030 · Child Support/	Office of Child Supp	LS6tt	09/22/2025
193,085.24	02.772	х		Cops (2nd Offi	3350 · Grant Revenue	Kevenue	D213412	09/22/2025
192,508.04	00 222		102.95	0\$1987	8300 · Police Dept - Su	VLS	9t6tt	\$202/11/60
192,610,99			2,315,75	00019-7	-tilqe-	American Express		09/17/2025
194,926,74	577.20	X		Cops (2nd Offi	3350 · Grant Revenue	Kevenue	D273414	\$202/71/90
194,349.54		X	47.9	sisylanA	5006 · Bank Fees	Cadence		\$202/91/60
194,356.28	30.009,₹	X		£1/60-\$2/70/60	3700 · Sanitation Fees	Kevenue	D213413	09/16/2025
188,756.22	50.00	X		Park Cleaning	3950 · Misc Revenue	Revenue	D213415	09/16/2025
188,706.22		X	32.38		-illqs-	Stacy F Burks	t t6 t t	06/12/5072
188,738.60		X	<i>L</i> 6.96		-tilqs-	Daniel Broughman	£t6tt	\$202/\$1/60
72.258,881		X	99.181		-tilqe-	Howard V. Cross	74645	09/15/2025
189,017.23		X	581.28		-tilqe-	Rodney M. Brown	14644	09/15/2025
12,892,981		X	384.62		-tilqe-	Dustin C White	04644	09/12/2025
189,983.13		X	39.958		-tilqe-	Demaruice D Edwards	44939	09/15/2025
81.655,061		X	32.32		-tilqe-	Brenda K Creecy	44938	08/12/5052
02.175,091		X	637.03		-tilqe-	Penny L Wilbanks	15644	08/12/5052
££.800,191		X	22.703		-tilqe-	Joshua D Allen	98644	08/12/5072
\$0.919,191		X	66.407		-rilqe-	Glenn A Dunn III	\$5644	09/12/2025
192,321.04		X	189.50	05 Chevy Mec	6383 · Pick Up Repair/	Boyd's Auto Sales	St6tt	09/12/2025
192,510.54		X	2,122.35	Inv OSC12-55	6355 · Rental Equipment	EquipmentShare	† £6 † †	09/10/2025
194,632.89		X	849.35	ACH, Withdra	2031 · Ark Sales Tax	Ark. Dept of Finance		09/10/2025
195,482.24		X	772.00	ACH, Withdra	2035 · Sales & Use Tax	Ark. Dept of Finance		09/10/2025
L7'LC7'0(I	87.897	X		Muncicipal - G	3500 · State Turnback	Revenue	D273409	09/10/2025
196,254.24			74.67	ID 000018996	5100 · Unemployment	AR Dept of Workfor	44933	\$707/60/60
94.284.261		X	29.42					
			72.024	Acct 32134	6354 · Sanitation Equip.	Greenway Equipment	44932	\$202/60/60
195.485.46		X		24878 val Acct 32134	8501 · Police Vehicle 6354 · Sanitation Equip.	Smith Tire & Auto, I Greenway Equipment	44931	\$202/60/60 \$202/60/60
88.412,291 88.485.461		X X	420.27			Kennemore Home Im Smith Tire & Auto, I		
21.259,291 88.412,291 84.284,291		X X X	774.23	24878 val	8501 · Police Vehicle	Smith Tire & Auto, I	14631	\$202/60/60
86,607,361 81,259,261 88,412,261 84,284,261		X X X	51.05 77.024	29463 vnl	Sanitation-Supp 8501 · Police Vehicle	Kennemore Home Im Smith Tire & Auto, I	14631 44630	\$202/60/60 \$202/60/60

Register: 1000 · BancorpSouth From 09/01/2025 through 09/30/2025 Sorted by: Date. Type. Number/Ref

Balance	Deposit	Э	Payment	Memo	Account	Рауее	Number	Date
,0000 301	,, , cz c	**			2400 000 000			
48.060,261	94.452,5	X		02/60-\$7/71/60	3700 · Sanitation Fees	Kevenue	D273418	08/53/5052
80,060,012	14,999.24	X		-	3400 · Local Sales & U	Kevenue	D273419	09/24/2025
22.929.52	44.698.2	X		2202 teuguA	3400 · Local Sales & U	Kevenue	D273420	09/24/2025
96.867,212	tt.698,2	X	and the second second	2202 teuguA	3400 · Local Sales & U	Revenue	D273421	09/24/2025
212,929.52			2,869.44	one cent water	2002 · One-Cent Water	One-Cent Sewer Fund		09/25/2025
80.060.012			7,869.44	one cent sewer	2001 · One-Cent Sewer	Sewer Loan Debt De		09/25/2025
82.768,012	02.772	X		COPS (2nd Off	3350 · Grant Revenue	Kevenue	D273422	09/29/2025
210,496,45		X	140.83	September Mil	6400 · Travel Exp	Rick Creecy	04677	09/29/2025
210,366.45			130.00	S Burks - 8782	2030 · Child Support/	Office of Child Supp	12677	09/29/2025
209,661,46		X	96,407		-1ilds-	III nnu A nnold	85677	09/29/2025
209,053.94		- 1	22.708		-tilqe-	Joshua D Allen	65677	9707/67/60
208,439.24		Х	07.418		-tilqs-	Penny L Wilbanks	09677	09/29/2025
79.795,802			72.17		-tilqe-	Brenda K Creecy	19677	09/29/2025
208,312,26	***		14.22		-tilds-	Penny L Wilbanks	79677	\$202/62/60
207,912,03		X	400.23		-tilds-	Rickey J Creecy	£96††	09/29/2025
17.005,702			311.32		-tilds-	Demaruice D Edwards	t96tt	09/29/2025
207,237,12			98.E3E		-tilqe-	Dustin C White	\$96tt	2702/67/60
99.847,802		Λ	94.884		-tilqe-	Rodney N. Brown	996††	09/29/2025
16.000,302			\$6.84I		-1ilqs-	Howard V, Cross	L96++	\$202/67/60
206,531.04		Y	72.69		-tilqs-	Daniel Broughman	896††	09/29/2025
206,406,19	VE 703		124.85	20,0010,10,0	-tilqs-	Stacy F Burks	696††	09/29/2025
207,002,93	tr.968	Х		72/60-22/12/60	3700 · Sanitation Fees	Kevenue	D213453	\$707/08/60

Register: 1200 - Bancorp - Operating Fund From 09/01/2025 through 09/30/2025

Sorted by: Date and Order Entered

Balance	Deposit	Э	Payment	om9M.	Account	Рауее	Number	Date
						-		
147,282,60	2,204,61	X		08/80-27/77/80	3100 - Water Sales Rev	Kevenue	D410201	\$202/\$0/60
152,400.35	57.711.2	X		90/60-52/15/80	3100 - Water Sales Rev	Revenue	D416502	\$202/60/60
152,217.98		X	182.37	ACH, Withdra	5400 - Electricity:5410	Entergy		\$707/60/60
152,043.12		X	174.86	ACH, Withdra	5400 - Electricity:5415	Entergy		9707/60/60
16.788,121		X	15.221	ACH, Withdra	5400 - Electricity:5420	Entergy		9707/60/60
14.267,121		X	122.50	ACH, Withdra	5400 - Electricity:5425	Entergy		2202/60/60
87.840,121		X	59.817	ACH, Withdra	5400 - Electricity	Entergy		9707/60/60
150,972.53		X	74.25	001825	-1ilqs-	Environmental Servi	12548	06/10/5052
150,927.53		X	00.24	001825	5600 - Laboratory Anal	Environmental Servi	17549	08/10/5052
150,500.34		X	457.19	Inv 25082903,	-1ilqs-	Fountain Plumbing C	12550	09/10/2025
150,383.26		X	80.711	53138	5300 - Supplies	Auto Tire & Parts	12551	06/10/5052
149,872,26		X	00.112	ACH, Withdra	4001 - Ark Sales Tax	Ark Dept of Finance		09/10/2025
12.957.941		X	132.75		5400 - Electricity:5401	Mississippi County E		09/15/2025
148,578,63		X	88.031,1	Reimbursement	nisM & sziszen - 0252	LEGIT RENTALS	12552	\$202/91/60
11.254,521	84.856.48	X		51/60-52/70/60	3100 - Water Sales Rev	Revenue	Dt16503	09/16/2025
152,433.61		X	02.100,1	In 2880£0 val	5300 - Supplies	Winwater of Northea	12553	06/17/2025
155,292.24	2,858.63	X		02/60-52/41/60	3100 - Water Sales Rev	Revenue	D416504	09/23/2025
156,942,62	1,650.38	X		/2/60-52/12/60	3100 - Water Sales Rev	Revenue	D416505	09/30/2025

Register: 1000 - Bancorp - Revenue Fund From 09/01/2025 through 09/30/2025

Sorted by: Date, Type, Number/Ref

Balance	Deposit	Э	Payment	Memo	3nu022A	Рауее	Number.	Date
13,023,27	00'967	X		08/24/25-08/30	3102 - Surcharge	Revenue	Dt06093	09/03/2025
10,684.27		X	2,339,00		1975 - Well Construction	USDA/Rural Develo		\$707/\$0/60
72.817,11	1,032.00	X		90/60-22/15/80	3102 - Surcharge	Revenue	D409041	\$707/60/60
11,363.76		X	352.51	Loan Servicing	SKFKEISER - 02330	Arkansas Department		06/11/5052
9,124,76		X	2,239.00		1976 - New Water Pro	USDA/Rural Develo		06/12/5052
11,076.76	1,952.00	X			3102 - Surcharge	Revenue	D406095	\$207/91/60
12,228,76	1,152.00	X		09/14/25-09/20	3102 - Surcharge	Revenue	D406096	09/23/2025
12,676,76	00.844	X		74/25-09/27	3102 - Surcharge	Revenue	D409097	2707/02/60

ORDINANCE NO. []

AN ORDINANCE ESTABLISHING A BUSINESS LICENSE PROGRAM FOR ALL BUSINESSES, RENTAL PROPERTIES, HOME-BASED OCCUPATIONS, HOME DAYCARES 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 revenuegenerating 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 selfemployed 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. If individual rooms are rented to different individuals within a home, each room rented is considered a separate business.
- 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.
- **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, 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.
- Example 3: A landlord rents a 3-bedroom home to three different individuals, each occupying a separate bedroom. Since each rented room is treated as a separate business, the total license fee would be \$300 (\$100 per room).
- 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 1: A single structure with 10 storage units under one roof would be charged \$100.00.
- Example 2: An individual owns two storage buildings—one with 10 units under one roof and another with 6 units under a separate roof. Since there are two separate structures, the total business license fee would be \$200.00 (\$100 per structure).

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, or rental unit 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, Arkansas Health Department 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. EMERGENCY CLAUSE

It is hereby found and declared that an emergency exists. In order to protect the health, safety, and welfare of the citizens of Keiser, this ordinance shall become effective immediately upon its passage and publication, bypassing the standard 90-day waiting period.

Rick Creecy, Mayor	Penny Wilbanks, Recorder	
CITY OF KEISER, ARKANSAS		
PASSED AND ADOPTED by the Keiser City Con	uncil this day of	, 2025

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.cityofkeiserAR.gov** 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 Application Form

This application is required for all businesses operating within the city limits of Keiser, Arkansas. Please complete all applicable sections and return with payment to:

City of Keiser

102 S Hwy 181

PO Box 138

Keiser, AR 72351

Phone: (870) 526-2300

Business Information

Business Name:
DBA (if applicable):
Business Type (Retail, Service, Rental, Home-Based, Daycare, Storage, etc.):
Business Physical Address:
Mailing Address (if different):
Business Phone:
Email Address:
Start Date of Business in Keiser:
Give a general description of the nature and activities of the business:
Owner Information
Owner Name:
Home Address:
Phone Number:
Email Address:
Tax ID or Driver's License Number:

Rental Property / Mini Storage Info (If Applicable) Number of Rental Units or Mini Storage Roofs: _____ Addresses of Rental Properties or Location of Storage: License Type and Fees (Check all that apply) [] Commercial Business - \$100.00/year [] Rental Property - \$100.00 per unit [] Home-Based Business - \$25.00/year [] Home Daycare - \$50.00/year [] Mini Storage (per roof) - \$100.00/year Certification I hereby certify that the information provided above is true and accurate to the best of my knowledge. I understand that submission of this application and payment of fees does not waive the requirement to comply with applicable city, state, and federal regulations. _____ Date: ____ Signature: ___ Printed Name: _____

Business: _____ Does ____ Does Not comply with the Keiser Zoning Regulations.

Fee: _____ Expires on: _____ Processor: ____

Date Issued: _____ Date Rejected: ____

Date Received: _____

Comments:



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.: 001 Issue Date: 01/01/2026

Rick Creecy, Mayor

Penny Wilbanks, Recorder

Name	Number	Price Up Front	Yearly	5 Year Cost
CUSI Jonesboro	(800) 240-1420	\$16,000	\$15,000	\$91,000
Ampstun	(888) 252-4784	\$9,185	\$9,600	\$57,185
RVS Mosaics	(800) 264-4465	\$7,840	\$850	\$12,090
Solus Jayhawk	(620) 365-5156	\$6,039	\$964	\$10,859
El Dorado Utility	(800) 898-3838	\$4,355	\$1,980	\$14,255
QuickWater	866-238-7771	\$4,195	\$995	\$9,170
Diversified Tech	(877) 202-0197	\$4,100	\$4,100	\$24,600
Easy Bill	(800) 765-0158	\$2,795	\$1,800	\$11,795

CHAPTER 7

MISCELLANEOUS INFORMATION

7.1 POLICY STATEMENT

The City of Keiser possesses the sole right to operate and manage the affairs of the city.

7.2 CONFLICTS

The policies in this handbook will be followed unless they are found to conflict with federal, state, or local laws, which shall take precedence.

7.3 SEVERABILITY

Should any of the provisions contained in this handbook be found contrary to federal, state, or local law, the remaining provisions of this handbook shall remain in full force and effect.

To the extent that any law provides additional or different benefits or rights to employees, the provisions of this handbook shall be deemed to include those statements of law.

7.4 POLICY CHANGES

The City of Keiser reserves the right to suspend, revoke, or revise any of the policies contained in this Handbook at any time.

CHAPTER 8

City of Keiser Artificial Intelligence (AI) Policy

8.1 Purpose

This policy sets clear rules for how City of Keiser employees, elected officials, and contractors may use Artificial Intelligence (AI) tools. It complies with Arkansas Act 848 of 2025 (Ark. Code Ann. § 21-1-128), which requires all cities to adopt an AI policy and provide training on responsible use.

8.2 Definitions

Artificial Intelligence (AI): A machine-based system that, based on human-defined objectives, can make predictions, recommendations, or decisions influencing real or virtual environments.

Automated Decision Tool: A system or service that uses AI and has been specifically developed or modified to be a controlling factor in making consequential decisions.

Generative AI (GenAI): AI that can create original content, such as text, images, or videos.

Employee: Any person employed by the City of Keiser, including elected officials and contractors when acting on behalf of the City.

8.3 Authorized Use

Al tools may be used to support research, writing drafts, editing, and improving efficiency in city operations.

Consequential or official decisions must always be reviewed and finalized by a human employee or authorized designee.

Grammar and spell-check tools are allowed.

Al summaries provided by search engines may be used only if verified with original sources.

8.4 Prohibited Use

Al shall not be used to make final decisions for the City, issue citations, permits, or enforcement actions, or to create or approve official documents without human review.

Al may not be used for hiring, firing, or handling personal information.

Al must not be used to create material related to race, gender, or other protected traits.

In accordance with Section (d) of Act 848 of 2025, Al shall not be used to: • Express personal political opinions to elected officials unless within scope of duties, • Engage in lobbying unless an authorized lobbyist, • Engage in illegal activities, • Override or avoid security and system integrity procedures.

8.5 Privacy and Security

Employees must never input Personally Identifiable Information (PII) or sensitive data into AI tools. This includes names, addresses, phone numbers, Social Security numbers, driver's license numbers, birth dates, medical or financial records, login credentials, or photos without consent.

Do not upload copyrighted material into AI tools.

Employees must comply with HIPAA, privacy, and data protection laws where applicable.

8.6 Disclosures

If Al drafts a document from scratch (e.g., memo, letter), the following disclosure must be included:

"This document was drafted in part using an AI tool and may contain errors. Please review for accuracy."

If Al is only used for editing or summarizing, no disclosure is required, but the employee must review the output before use.

8.7 Training

All employees, elected officials, and contractors must complete Al training before using Al tools for city work or on city equipment.

The Arkansas Municipal League's ACE HUB AI Training Module on Ethical AI Use satisfies this requirement and is free of charge.

8.8 Violations and Discipline

Violations of this policy may result in disciplinary action, up to and including termination, and possible legal consequences.

Each violation will be reviewed on a case-by-case basis in accordance with City personnel policies and procedures.

City of Keiser Al Policy

ARTIFICIAL INTELLIGENCE (AI) POLICY

Purpose

As Al technology grows, it's changing how people work. Our city sees both the good and the risks of using Al. This policy sets clear rules for how city employees, officials, and contractors can use Al tools. It also meets the legal requirement under Arkansas law Act 848 / HB1876 of 2025, Arkansas code § 25-1-128 which says every city must have an Al policy and train staff on how to use Al responsibly.

Who This Applies To

This policy applies to:

All city/town, employees, elected officials, and contractors

What Is Al?

- Artificial Intelligence (AI): A computer system that provides suggestions, answers, or decisions based on the questions or instructions it receives. The Act defines it as a machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.
- Automated Decision Tool: A type of AI that supports important decision-making processes. The Act defines it as meaning a system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.
- Generative Al (GenAl): Al that can create original content, such as text, images, or videos.

Key Rules

1. Al Is a Tool, Not a Finished Product

- Al can help with writing, research, and ideas.
- But people—not machines—must make all final decisions.

2. Human Responsibility

• **Human Review:** A person must always make the final decision, even when AI is used to assist.

- You must check all AI-generated content for accuracy.
- You can't use AI to replace your own judgment or creativity.

3. Using Al for Research

- You can use AI to help find sources or brainstorm.
- But final work must be based on real, verified sources, not just AI summaries.

4. Al-Generated Content

- You can use Al to edit or summarize your own writing—but you must review it.
- You can't send out Al-written documents without checking them first.

5. Grammar Tools Are OK

Tools like spell check or grammar fixers are allowed.

6. Required Disclosures

- If AI writes something from scratch (like a memo or letter), you must say so.
 - Example: "This document was drafted in part using an AI tool and may contain errors. Please review for accuracy."
- If AI just helps edit or summarize your own writing, no disclosure is needed—but you still have to review it.

7. What You Can Do

- Use Al to help with research, writing drafts, or editing.
- Search engines like Google or Edge now show AI summaries at the top of a search but you must always check the original sources and not rely on the summary.

8. What You Can't Do

You can't use Al to:

- Make final decisions for the city
- Write or send official documents without human review
- Issue citations, permits, or enforcement actions
- Make policy decisions or analyze data without checking it yourself
- Handle hiring, firing, or private personal information

Create anything related to race, gender, or other protected traits

9. Prohibited Use

In accordance with Section (d) of Act 848 of 2025, AI and automated decision tools shall **not** be used by city employees to:

- Express a personal political opinion to an elected official unless within the scope of the employee's regular job duties or requested by an elected official or public entity;
- 2. Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the city;
- 3. Engage in illegal activities or activities otherwise prohibited by federal or state law;
- 4. Intentionally override or avoid the security and system integrity procedures for the city.

10. Privacy & Security

Never put private or personal info into an Al tool. Doing so breaks this policy and could lead to discipline.

This includes:

- No personally identifiable information (names, addresses, phone numbers, email addresses, Social Security numbers, Driver's License numbers, birth dates, etc.)
- No private financial information (bank accounts, debit/credit card numbers, etc.)
- No medical information (medical records, etc.)
- No private administrative information (login credentials, etc.)

11. Legal Rules

- Don't upload copyrighted material into AI tools.
- Follow all laws, including HIPAA, if applicable, and other privacy rules.

12. Mandatory Training Before Using Al

You must complete Al training before using any Al tools for city work or using city equipment.

 The Arkansas Municipal League's Ace Hub Module on Ethical AI Use meets this requirement and is free.

13. Violations

Breaking this policy can lead to:

- Disciplinary action
- Termination
- Legal consequences

If you suspect that someone violated this policy, report it to Mayor or Financial Director.

14. Disciplinary Procedures

Violations of this policy may result in disciplinary action, up to and including termination. Each infraction shall be reviewed on a case-by-case basis.

15. Acknowledgment

I acknowledge that I have read and understood the Artificial Intelligence Policy. I agree to follow all rules, responsibilities, and guidelines outlined in the policy, including the appropriate and ethical use of artificial intelligence tools. I understand that violations of this policy and/or failure to comply with this policy may result in disciplinary action, up to and including termination.

Signature:	Date:
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ORDINANCE NO. 2025-03

AN ORDINANCE REGULATING YARD SALES, GARAGE SALES, OUTDOOR SALES, AND SIMILAR ACTIVITIES WITHIN THE CITY OF KEISER, ARKANSAS; PROVIDING PENALTIES FOR VIOLATION; AND FOR OTHER PURPOSES.

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

Section 1. Definition

A "yard sale" is defined as the selling or offering for sale of miscellaneous goods such as, but not limited to, clothing, housewares, furniture, appliances, or other items of property. Yard sales are also commonly referred to as rummage sales, garage sales, or carport sales.

This ordinance shall apply to all properties within the City of Keiser, both residential and business, whenever such sales are conducted outdoors on commercial or private property.

Section 2. Limits on Sales

- (a) Each property address shall be limited to three (3) sales per calendar year.
- (b) Sales may be conducted only between the hours of 6:00 a.m. and 6:00 p.m.
- (c) Each sale shall be limited to no more than two (2) consecutive days.

Section 3. Registration

- (a) Prior to holding a sale, the property owner, tenant, or business must register with the **Keiser City Clerk's Office.**
- (b) Registration shall not be withheld unless the proposed sale exceeds the three (3) permitted sales per calendar year.
- (c) Registration shall be valid for two (2) consecutive days.
- (d) Any signage displayed in connection with the sale must be removed within **24 hours** after the conclusion of the sale. Failure to remove signage shall be considered a violation subject to the penalties in Section 4.

Section 4. Penalties

- (a) The first violation of this ordinance shall be punishable by a fine of not less than \$50.00 and not more than \$100.00.
- (b) A second violation shall be punishable by a fine of not less than \$150.00 and not more than \$250.00.

- (c) A third violation shall be punishable by a fine of not less than \$300.00 and not more than \$500.00.
- (d) A fourth violation, and all subsequent violations, shall be punishable by a fine of \$750.00.

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this ordinance is declared unconstitutional or otherwise invalid, such invalidity shall not affect the validity of the remaining portions hereof.

SECTION 6. EMERGENCY CLAUSE

It is hereby found and declared that unregulated outdoor sales can create traffic hazards, neighborhood disturbances, and unsightly conditions, which adversely affect the health, safety, and welfare of the citizens of Keiser. Therefore, an emergency is declared to exist, and this ordinance shall take effect and be in full force immediately upon its passage and approval.

Rick Creecy, Mayor	Penny Wilbanks, Recorder
APPROVED:	
CITY OF KEISER, ARKANSAS	
PASSED AND APPROVED THIS 20th DAY OF October	2025.
approval.	mmediatety upon its passage an

ORDINANCE NO. 2025-04

AN ORDINANCE PERMITTING GOLF CARTS ON CERTAIN STREETS WITHIN THE CITY OF KEISER, ARKANSAS; TO DECLARE AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS

Arkansas Code Annotated §14-54-1410 provides that it shall be within the municipal affairs and authority of any municipality in the State of Arkansas to allow any owner of a golf cart to operate, under certain circumstances, a golf cart upon the city streets of the municipality; and

WHEREAS, the City Council of the City of Keiser, Arkansas, has determined it to be in the best interest of the citizens of Keiser to regulate the safe use of golf carts on city streets.

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

SECTION 1. Definition.

A "golf cart" is defined to include a seat for at least two (2) people to sit side-by-side, a steering wheel, and a maximum speed not exceeding twenty (20) miles per hour. Any vehicle capable of exceeding twenty (20) miles per hour shall not be considered a golf cart under this ordinance.

SECTION 2. Authorized Operators.

Operation of a golf cart is authorized by the owner of such cart or his/her immediate family members who are over the age of sixteen (16). The operator must hold a valid driver's license and must not carry more passengers than the number of seats available.

SECTION 3. Restricted Streets.

Operation of golf carts is not authorized on any city street that is also designated as a federal or state highway, or as a county road.

SECTION 4. Equipment Requirements.

Golf carts operated on city streets must be equipped with:

- A slow-moving vehicle sign or an orange safety flag extending at least twelve (12) inches above the top of the cart,
- Working brake lights,
- If operated after dusk, functioning headlamps, tail lamps, and turn signals.

SECTION 5. Hours of Operation.

Golf carts may be operated only between dawn and dusk unless equipped with the lighting equipment listed in Section 4.

SECTION 6. Traffic Laws.

Golf carts must not impede the normal flow of traffic. Operators must use either hand signals or lamps when turning or stopping, and must comply with all traffic laws.

SECTION 7. Insurance Requirement.

Any golf cart operated on city streets must be covered by a policy of liability insurance meeting state standards for vehicle coverage. Proof of insurance must be maintained in the golf cart and presented upon request by law enforcement.

SECTION 8. Penalties.

Any person, firm, or corporation violating any provision of this ordinance shall be guilty of a misdemeanor and, upon conviction, shall be fined no less than one hundred dollars (\$100.00) and no more than three hundred dollars (\$300.00) for the first offense, and no less than three hundred dollars (\$300.00) and no more than five hundred dollars (\$500.00) for the second offense. Upon a second offense, the privilege to operate a golf cart on city streets shall be revoked for twelve (12) months from the date of the second infraction.

SECTION 9. Emergency Clause.

It is hereby found and determined that the safe regulation of golf carts on the streets of Keiser is necessary for the protection of the peace, health, and safety of the citizens of Keiser, Arkansas. Therefore, an emergency is declared to exist, and this ordinance shall take effect immediately upon passage and approval.

Rick Creecy, Mayor	Penny Wilbanks, Recorder	
APPROVED:		
CITY OF KEISER, ARKANSAS		
PASSED AND APPROVED THIS 20th DAY OF October	er 2025.	