



Mayor – Sandy Sanders

City Administrator – Ray Gosack

City Clerk – Sherri Gard

**Board of Directors**

Ward 1 – Keith Lau

Ward 2 – Andre’ Good

Ward 3 – Mike Lorenz

Ward 4 – George Catsavis

At Large Position 5 – Pam Weber

At Large Position 6 – Kevin Settle

At Large Position 7 – Philip H. Merry Jr.

**AGENDA**  
**Fort Smith Board of Directors**  
**REGULAR MEETING**  
**April 15, 2014 ~ 6:00 P.M.**  
**Fort Smith Public Schools Service Center**  
**3205 Jenny Lind Road**

***THIS MEETING IS BEING TELECAST LIVE ON THE GOVERNMENT ACCESS CHANNEL 214***

**INVOCATION & PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENTATION BY MEMBERS OF THE BOARD OF DIRECTORS OF ANY ITEMS OF BUSINESS NOT ALREADY ON THE AGENDA FOR THIS MEETING**

*(Section 2-37 of Ordinance No. 24-10)*

**APPROVE MINUTES OF THE APRIL 1, 2014 REGULAR MEETING**

**ITEMS OF BUSINESS:**

1. Public hearing and resolution approving the issuance of Health and Educational Facilities Authority of the State of Missouri Health Facilities Revenue Bonds
2. Consent Agenda
  - A. Resolution setting a public hearing date on petition to vacate an alley right-of-way located in Fitzgerald Addition, Block 9, an addition to the City of Fort Smith, Arkansas *(Immaculate Conception Catholic Church)*
  - B. Resolution to accept the bid and authorize a contract for removal of buildings and foundations associated with Jenny Lind Road and Ingersoll Avenue Widening, Project No. 07-01-A *(\$198,211.50 / Engineering Department / Budgeted – Street Sales Tax Program)*

- C. Resolution to accept the bid and authorize a contract for the “P” and “J” Street Storm Water Pump Station Improvements, Project No. 12-06-F (\$1,029,195.00 / Engineering Department / Budgeted – Street Sales Tax Program)
  - D. Resolution authorizing the Mayor to execute Amendment No. 1 to the agreement with Mickle Wagner Coleman engineers providing construction observation services associated with the “P” and “J” Street Storm Water Pump Station Improvements, Project 12-06-F (\$99,740.00 / Engineering Department / Budgeted – Street Sales Tax Program)
  - E. Resolution adopting a citizen service philosophy and values for the City of Fort Smith ~ Weber/Lorenz placed on agenda at the April 8, 2014 study session ~
  - F. Resolution accepting completion of and authorizing final payment to Southern Building Services, Inc. for fire station improvements for Fire Stations No. 1-10 (\$17,832.95 / Fire Department / Budgeted – 2012 Sales Tax Bonds)
  - G. Resolution authorizing Change Order No. 1 to the contract with Beshears Construction, Inc. for services related to the construction of Fire Station No. 11 and public access street at 8900 Massard Road at Chaffee Crossing (\$116,714.87 decrease / Fire Department / Budgeted – 2012 Sales Tax Bonds)
  - H. Resolution accepting completion of and authorizing final payment to Beshears Construction, Inc. for services related to the construction of Fire Station No. 11 and public access street at 8900 Massard Road at Chaffee Crossing (\$158,616.80 / Fire Department / Budgeted – 2012 Sales Tax Bonds)
  - I. Resolution authorizing the Mayor to execute an agreement with RJN Group, Inc. for providing engineering services associated with Year 2014 Wastewater Collection System Flow Monitoring (\$77,122.00 / Utility Department / Budgeted – 2012 Sales Tax Bonds)
3. Discussion regarding filling of vacancies of elected offices proposed by the City of Barling

**OFFICIALS FORUM ~ presentation of information requiring no official action**  
*(Section 2-36 of Ordinance No. 24-10)*

- Mayor
- Directors
- City Administrator

## **EXECUTIVE SESSION**

Appointments:      Animal Services Advisory Board (5) ~ *Deferred from the March 18, 2014 regular meeting* ~, Historic District Commission (1), Housing Assistance Board (3), Planning Commission (3) & Plumbing Advisory Board (2)

## **ADJOURN**

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING THE ISSUANCE OF HEALTH AND EDUCATIONAL FACILITIES AUTHORITY OF THE STATE OF MISSOURI HEALTH FACILITIES REVENUE BONDS**

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WHEREAS, the Health and Educational Facilities Authority of the State of Missouri (the "Authority") has represented that it is authorized by Chapter 360 of the Revised Statutes of the State of Missouri to issue bonds the interest on which is tax-exempt in order to finance certain educational and health facilities both within and outside of the State of Missouri; and

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") requires that, in order for such bonds to be tax-exempt, a properly noticed public hearing with respect to the issuance of such bonds and to facilities to be financed or refinanced thereby be held in the jurisdiction in which the facilities being financed or refinanced are located and that approval be provided by the governing body or the chief elected representative of such jurisdiction; and

WHEREAS, the Authority intends to issue one or more series of its Health Facilities Revenue Bonds (Mercy Health) in a principal amount not to exceed \$150,000,000 (the "Bonds"), and to loan the proceeds thereof to or for the benefit of Mercy Health, a Missouri nonprofit corporation, and its affiliates (collectively, "Mercy Health"), to finance, refinance, and reimburse the costs of health care facilities to be owned and operated by Mercy Health; and

WHEREAS, Mercy Health may use sale proceeds of the Bonds in an amount not to exceed \$35,000,000 to pay or reimburse the costs of the acquisition, construction, renovation, installation and equipping of an orthopedic hospital, two primary care clinics and additional capital improvements to health care facilities to be owned and operated by Mercy Hospital Fort Smith, an Arkansas nonprofit corporation and affiliate of Mercy Health, subject to all applicable development and building codes, ordinances and approvals of the City of Ft. Smith (the "City") with respect to construction projects in the City; and

WHEREAS, the Authority has requested the City to provide "Host Approval" under Section 147(f) of the Internal Revenue Code in connection with the use of the sale proceeds of the Bonds in the City; and

WHEREAS, the City has been assured that there will be no financial liability accruing to the City as a result of such approval and that this approval shall constitute approval solely for the purpose of permitting Mercy Health to proceed with the use of the sale proceeds of the Bonds in the City; and

WHEREAS, pursuant to the requirements of the Tax Equity and Fiscal Responsibility Act of 1982 ("TEFRA") Mercy Health provided for the publication of notice of an open public hearing to permit the public to comment on the proposed use of the sale proceeds of the Bonds; and

WHEREAS, the notice was published on March 27, 2014, in the *Times Record*, the official newspaper of the City, which publication date is more than 14 days prior to today's date; and

WHEREAS, on today's date, the Board of Directors held an open public hearing permitting the public to comment on the proposed use of the sale proceeds of the Bonds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Fort Smith, Arkansas that:

The use by Mercy Health of the sale proceeds of the Bonds in the City as described in the notice of public hearing is hereby approved.

This Resolution passed this 15th day of April, 2014.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## *MEMORANDUM*

April 10, 2014

**TO:** Mayor and Board of Directors

**FROM:** Ray Gosack, City Administrator

**SUBJECT:** Mercy Clinic Projects

A handwritten signature in black ink that reads "Ray".

Mercy Clinic would like to finance some of its Fort Smith projects with proceeds from the issuance of tax-exempt bonds. The IRS requires that Mercy conduct a public hearing in Fort Smith and obtain approval prior to using bond proceeds to finance projects located in Fort Smith.

The purpose of the hearing is to give the public an opportunity to comment on Mercy's Fort Smith projects that will benefit from the issuance of the tax-exempt bonds. The Fort Smith projects include the orthopedic hospital on South 79<sup>th</sup> St. and the clinics on Cliff Dr. and Waldron Rd. At the conclusion of the public hearing, Mercy will seek a resolution of approval from the city board to use the proceeds from the bond issuance for the Mercy projects in Fort Smith. The city isn't the issuer of the bonds, and is in no way liable for repayment of the bonds. The Missouri Health and Educational Facilities Authority is the issuer and Mercy Health is the borrower.

The public hearing and consideration of the resolution are scheduled for the April 15<sup>th</sup> board meeting. Attached is a letter which further explains the request. Attorneys representing Mercy will be present at the board meeting to provide information and answer questions. In the meantime, please let me know if there's any questions or a need for more information.

Attachments



April 9, 2014

Mr. Ray Gosack, City Administrator  
City of Fort Smith  
P.O. Box 1908  
Fort Smith, Arkansas 72902

Re: Request for Host Jurisdiction Public Hearing and Approval Under Section 147(f) of the Internal Revenue Code Regarding Tax-Exempt Bonds for Sisters of Mercy Health System

Dear Mr. Gosack:

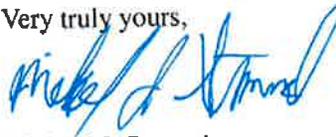
The Missouri Health and Educational Facilities Authority (the "Missouri Authority") requests your assistance in providing "Host Approval" under Section 147(f) of the Internal Revenue Code in connection with the issuance of tax-exempt health facilities revenue bonds pursuant to Chapter 360 of the Revised Statutes of Missouri (the "Act") on behalf of Mercy Health, a Missouri nonprofit corporation headquartered in St. Louis, Missouri (the "Borrower"). The Missouri Authority is authorized by the Act to finance facilities for health care systems outside as well as inside the State of Missouri if the system maintains a national or regional headquarters in Missouri. The Borrower has advised the Missouri Authority that proceeds of the bonds in an amount not to exceed \$35,000,000 initially may be used to finance health care facilities for Mercy Health Fort Smith located in the City of Fort Smith, Arkansas (the "City").

Section 147(f) of the Internal Revenue Code requires that the Missouri Authority, as issuer of the bonds, obtain the approval of the governing body or chief elected representative of each state or local government jurisdiction in which the financed facilities are to be located following a public hearing by an authorized representative of the state or local jurisdiction. Accordingly, the Missouri Authority requests your assistance in this financing by conducting the public hearing and obtaining the host jurisdiction approval in accordance with the requirements of Section 147(f) of the Internal Revenue Code.

Enclosed is a copy, prepared by bond counsel, of the proposed Notice of Public Hearing that was published in the Times Record at least 14 days before the hearing date and a Resolution for the Board of Directors approving the use of a portion of the proceeds of the bonds for capital projects located in the City. This approval does not impose any liability on the City, or in any way involve the City in the issuance of the bonds or the proposed project, but is an accommodation by the City to satisfy the requirements of the Internal Revenue Code.

I appreciate your assistance in this matter on behalf of the Missouri Authority and the Borrower. If I can answer any questions or provide any additional information please call me at (636) 519-0700.

Very truly yours,



Michael J. Stanard  
Executive Director

cc: Tracy Shafton  
Meghan McKernan  
Jill Drewyor  
Stephanie King

PROOF OF PUBLICATION  
STATE OF ARKANSAS  
COUNTY OF SEBASTIAN

I **Radonna Taylor**, do solemnly swear that I am **Inside Sales Manager** of the **Times Record**, a daily newspaper having a second class mailing privilege, and being not less than four pages of five columns each, published at a fixed place of business and at fixed daily intervals continuously in the City of Fort Smith, Sebastian County, Arkansas, for more than a period of twelve months, circulated and distributed from an established place of business to subscribers and readers generally of all classes, in the city and county aforesaid, for a definite price for each copy, or a fixed price per annum, which was fixed at what is considered the value of the publication based upon the news service value it contains, that at least fifty percent of the subscribers thereto have paid cash for their subscription to the newspaper or its agents or through recognized news dealers, over a period of at least six months and that said newspaper published an average of more than forty percent news matter. The newspaper is circulated in the counties of Crawford, Franklin, Johnson, Logan, Polk, Scott and Sebastian in Arkansas.  
I further certify that the legal notice hereto attached in the matter of:

RE: NOTICE OF PUBLIC HEARING THE CITY OF FT. SMITH

ORDER 136596  
COST 155.00

Was published in the regular daily issue of said newspaper for consecutive insertions as follows:

First Run: 3-27-14  
Second Run:  
Third Run:  
Fourth Run:

*Radonna Taylor*  
(Signature)

Sworn before me on the 28 day of May 20 14

My Commission expires 1/1/2013

*Johnnie L Swaim*  
Notary Public

JOHNNIE L SWAIM  
Sebastian County  
Commission Number 12881360  
Notary Public - Arkansas  
My Commission Expires January 11, 2013

NOTICE OF PUBLIC HEARING  
The Board of Directors of the City of Fort Smith, Arkansas, will hold a public hearing at 3205 Jenny Lind - Building B in Fort Smith, Arkansas, on Tuesday, April 15, 2014, at 6:00 P.M., regarding the issuance by the Health and Education Facilities Authority of the State of Missouri of one or more series of revenue bonds in a principal amount not to exceed \$150,000,000 for the purpose of making a loan to or otherwise for the benefit of Mercy Health, a Missouri nonprofit corporation, and its affiliates (collectively, "Mercy Health"), to finance, re-finance, and reimburse the costs of health care facilities to be owned and operated by Mercy Health. An amount not to exceed \$35,000,000 of the bonds may be used to pay or reimburse the costs of the acquisition, construction, renovation, installation and equipping of an orthopedic hospital, two primary care clinics and additional capital improvements to health care facilities to be owned and operated by Mercy Hospital Fort Smith, an Arkansas nonprofit corporation and affiliate of Mercy Health, at the following locations in the City of Fort Smith, Arkansas: 3601 South 79th Street, 3700 Cliff Drive and 1000 Waldron Road.  
The hearing will be open to the public.  
Sherri Gard  
City Clerk,  
City of Fort Smith,  
Arkansas

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION SETTING PUBLIC HEARING DATE ON PETITION  
TO VACATE AN ALLEY LOCATED IN  
FITZGERALD ADDITION, BLOCK 9,  
AN ADDITION TO THE CITY OF FORT SMITH, ARKANSAS**

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**WHEREAS**, a petition to vacate a portion of an alley located in Fitzgerald Addition, Block 9, an addition to the City of Fort Smith, Arkansas, has been filed with the Office of the City Clerk in the manner and form as provided by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:**

Said petition is hereby set for hearing on the 6th day of May 2014, at 6:00 p.m. at the regular meeting of the Board of Directors of the City of Fort Smith, and the City Clerk is hereby directed to give notice of said meeting by publication once a week for two (2) consecutive weeks in a newspaper of general circulation in the City of Fort Smith, Arkansas.

**THIS RESOLUTION ADOPTED THIS \_\_\_\_\_ DAY OF APRIL 2014.**

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form:



\_\_\_\_\_  
NPR

# Memo

To: Ray Gosack, City Administrator  
From: Wally Bailey, Director of Development Services  
Date: 4/10/2014  
Re: Resolution setting a public hearing date for a petition to vacate a portion of an alley located in Fitzgerald Addition, Block 9

We have received the enclosed application from Immaculate Conception Catholic Church (Diocese of Little Rock) to vacate a 20' alley right-of-way between lots 2 and 11 of Fitzgerald Addition, Block 9. The alley is located between Garrison Avenue and North "A" Street. Enclosed is a copy of the application to abandon the alley and a vicinity map showing the location of the alley. (See Exhibits A and B).

Immaculate Conception Church is currently renovating the building at 1211 Garrison Avenue for its youth ministries. The abandonment of this portion of the alley will eliminate vehicles from entering the alley and create a safer environment as the congregation enters and exits the building from the church's adjacent parking lot.

In accordance with Arkansas law, the Board of Directors is required to set a public hearing on the proposed abandonment. Staff recommends that the Board of Directors set a public hearing date for May 6, 2014, for the purpose of reviewing this matter. Enclosed is a resolution for the Board's consideration.

In response to the petition to close the alley, staff has contacted all franchise utility companies and appropriate city departments relative to any ongoing or future interests that they may have within the alley. We will also notify all property owners within 300 feet of the proposed abandonment.

If you have any questions regarding this matter, please do not hesitate to contact me.

Enc.

CITY OF FORT SMITH, ARKANSAS  
REQUEST FOR ABANDONMENT OF PUBLIC RIGHT-OF-WAY OR ALLEY

Exhibit A

APPLICATION:

Indicate one contact person for application: \_\_\_\_\_ Applicant        X   Representative

*Applicant (owner)*  
Immaculate Conception  
Name: Catholic Church  
(Diocese of Little Rock)  
Address: 22 N. 13th Street  
Fort Smith, AR 72901

*Representative (engineer, attorney, realtor, etc)*  
Michael G. Johnson  
Name: Architecture Plus, Inc.  
Address: 907 South 21st Street  
Fort Smith, AR 72901

Telephone Number: 479-785-7970

Telephone Number: 479-783-8395

E-Mail: CMcNally@icchurch.com

E-Mail: michael@archplusinc.net

Public alley which runs East-West from Garrison Ave

Site Address/Location: to North "A" Street, between North 12th & 13th streets

Legal Description of area to be vacated (attach separate sheet if necessary):  
A portion of the platted 20 foot alley located between lots 2 and 11, block 9, Fitzgerald Addition, City of Fort Smith, Sebastian County, Arkansas

Assessor's Parcel Number for Subject Property: N.A.

Immaculate Conception Catholic Church owns the parking lot East of Reason for Request: this alley and the building at 1211 Garrison Ave, which is becoming a youth building. Closing the alley will stop traffic in the alley and be a safer environment for going from the parking lot, to the building.

Current Status of Right-of-Way/Easement: N.A., it is an alley.

**APPLICANT/REPRESENTATIVE:** I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval.

I understand that if it is determined following review of the application by city staff that ongoing utility interests must be protected through easement dedications, the applicant or his authorized agent shall be required to develop and submit a fully executed easement. Additionally, I understand that the applicant or agent will be required to execute a Memorandum of Understanding regarding any right-of-way abandonments and understand that no action will be taken by the Board of Directors on an abandonment request until said utility easement, if determined by staff is necessary, and Memorandum of Understanding are on file with the city.

I understand that I shall bear the expense of publication of notice given by the City in addition to the expense of publication of the ordinance after adoption by the Board of Directors.

Name: (printed) Michael G. Johnson

Signature: *Michael G. Johnson* Date: 3/28/2014

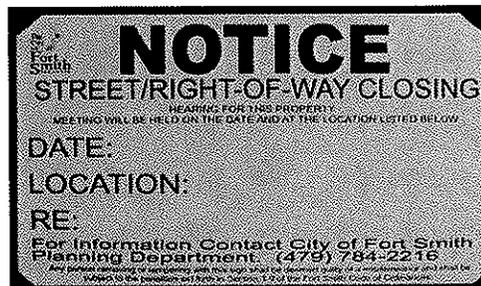
**Property Owner(s)/Authorized Agent:** *I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is subject of this application and that I/we have read this application and consent to its filing.*

**Note:** If application is signed by authorized agent, all owners must sign and submit "Authorization of Agent" form.

**Application Checklist:**

- A list from the Sebastian County Assessor's Office showing all property owners within 300 feet of all perimeter points of the tract being considered for abandonment. (*County Assessor is located in Room 107 of the Sebastian County Courthouse*).
- Abstractor's Certificate of Ownership stating names of all owners of property abutting the property to be vacated
- Petition with signatures of all abutting property owners
- Metes and Bounds legal description of the area to be vacated (Provide hard copy and CD containing legal description in MS Word)
- Hard copy and PDF of survey of the site depicting the perimeter property lines and area within the property to be vacated
- Application Fee of \$150.00. This fee is non-refundable.

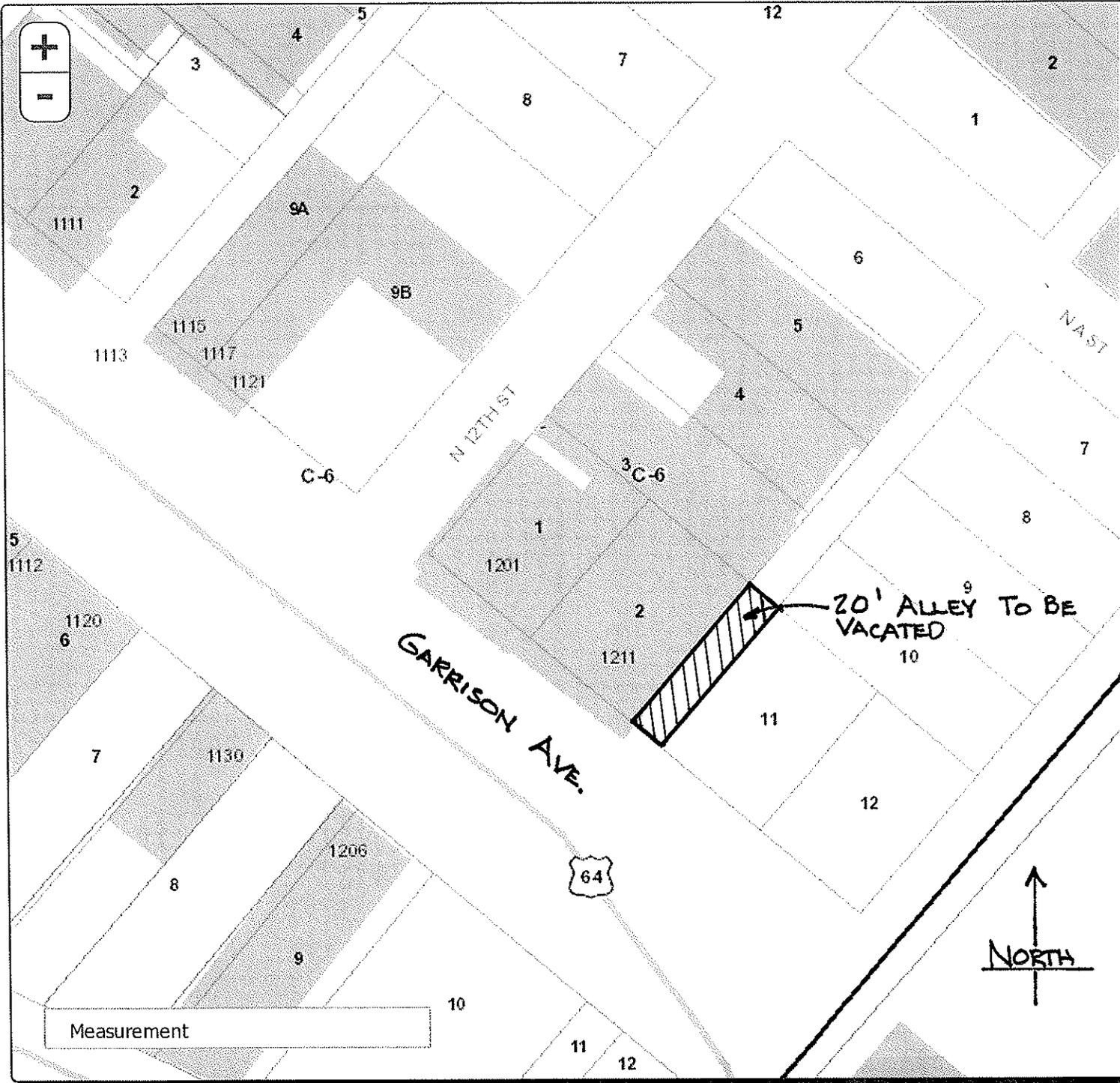
The Planning Department will post a sign like the one shown below at area proposed for vacation. Once the sign is posted, it must be left in place until the vacation is approved by the Board of Directors. The planning staff will remove the sign the following day after by the Board of Directors meeting.





# Public GIS Viewer

City of Fort Smith GIS



DESCRIPTION OF PORTION OF ALLEY TO BE VACATED:

Platted 20' alley lying between lots 2 and 11, Block 9, Fitzgerald Addition, Fort Smith, Sebastian County, Arkansas.

RESOLUTION \_\_\_\_\_

**A RESOLUTION TO ACCEPT THE BID AND AUTHORIZE  
A CONTRACT FOR THE REMOVAL OF BUILDINGS AND  
FOUNDATIONS ASSOCIATED WITH JENNY LIND ROAD  
AND INGERSOLL AVENUE WIDENING  
PROJECT NO. 07-01-A**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

SECTION 1: The bid of Forsgren, Inc., received April 1, 2014, for the removal of buildings and foundations associated with Jenny Lind Road and Ingersoll Avenue Widening, Project No. 07-01-A, in the amount of \$198,211.50 be accepted.

SECTION 2: The Mayor is authorized to execute a contract with Forsgren, Inc., subject to the terms set forth in Section 1 above.

SECTION 3: Payment for construction authorized by Section 1 is hereby authorized from the Sales Tax Fund (1105).

This Resolution adopted this \_\_\_\_\_ day of April, 2014.

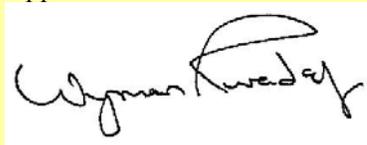
APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to Form



\_\_\_\_\_  
No Publication Required

## INTER-OFFICE MEMO

**TO:** Ray Gosack, City Administrator  
**FROM:** Stan Snodgrass, P.E., Director of Engineering  
**DATE:** April 8, 2014  
**SUBJECT:** Jenny Lind Road Building and Foundation Removal  
Project No. 07-01-A

The Jenny Lind Road & Ingersoll Avenue Widening Project includes the re-construction and widening of Jenny Lind Road from Cavanaugh Road to Zero Street, widening of Ingersoll Avenue from Highway 271 to Jenny Lind Road, and the extension of Ingersoll Avenue from Jenny Lind Road to Highway 71. Right of way acquisition is nearly complete, and the utility relocation work and roadway construction is scheduled to begin later this year. As part of the right of way acquisition, twelve structures were obtained which require removal to accommodate the new street alignment as shown on the overall location map. This item is in reference to the contract to provide for the removal of those twelve structures, seven of which contain asbestos and two of which contain lead based paint materials. The locations of the structures to be removed are shown on the attached exhibit.

Construction plans and specifications were prepared by the Engineering Department of the City of Fort Smith. An advertisement was published and bids were received on April 1, 2014. Six contractors requested plans and specifications and four bids were received which are summarized as follows:

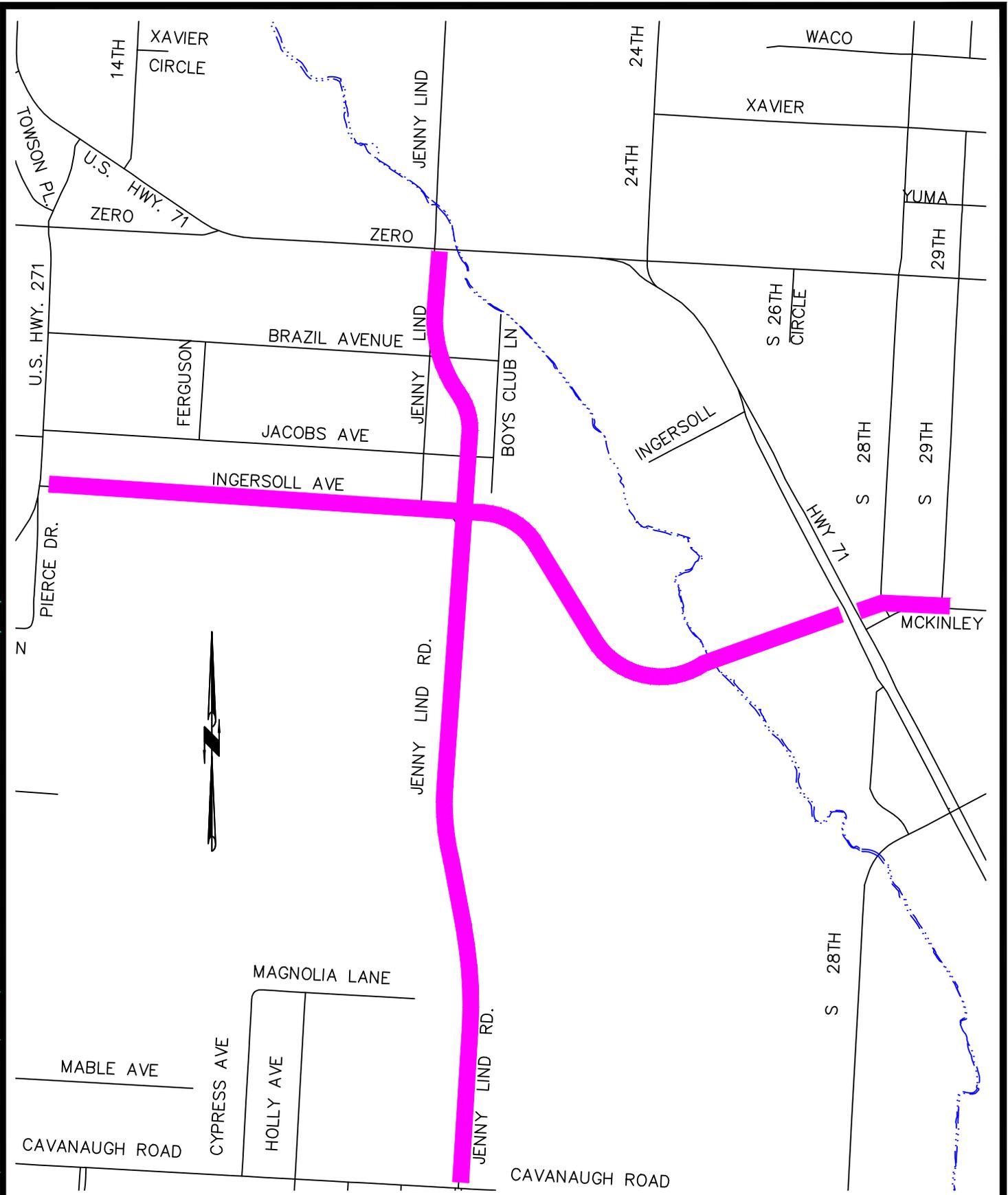
CONTRACTOR	AMOUNT	CONTRACTOR	AMOUNT
1. LJB Contractors Fort Smith, AR	* \$197,724.21	3. Goodwin & Goodwin Fort Smith, AR	\$232,350.00
2. Forsgren Inc. Fort Smith, AR	\$198,211.50	4. Silco Construction Waldron, AR	\$307,000.00
<i>Engineer's Estimate</i>	<i>\$200,000.00</i>		

\* Bid was rejected as it was incomplete

The bid by LJB Contractors was rejected because they failed to submit a price for each pay item in the bid proposal. A summary of the bid proposals submitted for this project is attached.

I recommend that the lowest complete bid be accepted and that Forsgen, Inc. be awarded the construction contract. The estimated notice to proceed date for this contract is May 19, 2014. Based on the contract duration of 60 days, the estimated completion date would be July 17, 2014.

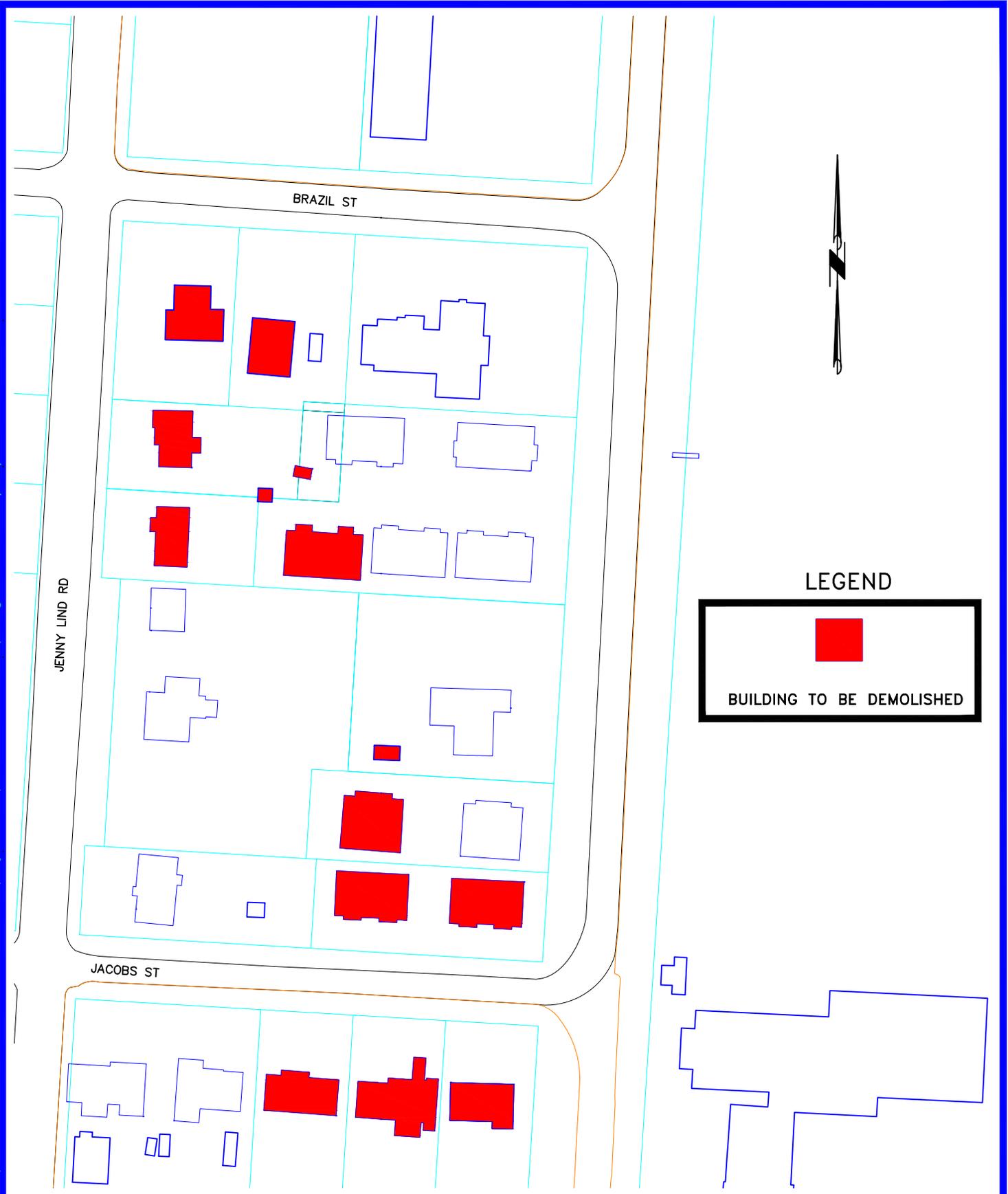
Attached is a Resolution to accomplish the above recommendation. Funds are available in the Sales Tax Program (1105).



2014 CAPITAL IMPROVEMENTS PROGRAM  
 JENNY LIND  
 ZERO STREET TO CAVANAUGH ROAD



Project:	
Date:	SEPT. 2013
Scale:	NONE
Drawn By:	RBR



BUILDING REMOVAL MAP  
JENNY LIND DEMOLITION

FORT SMITH, ARKANSAS

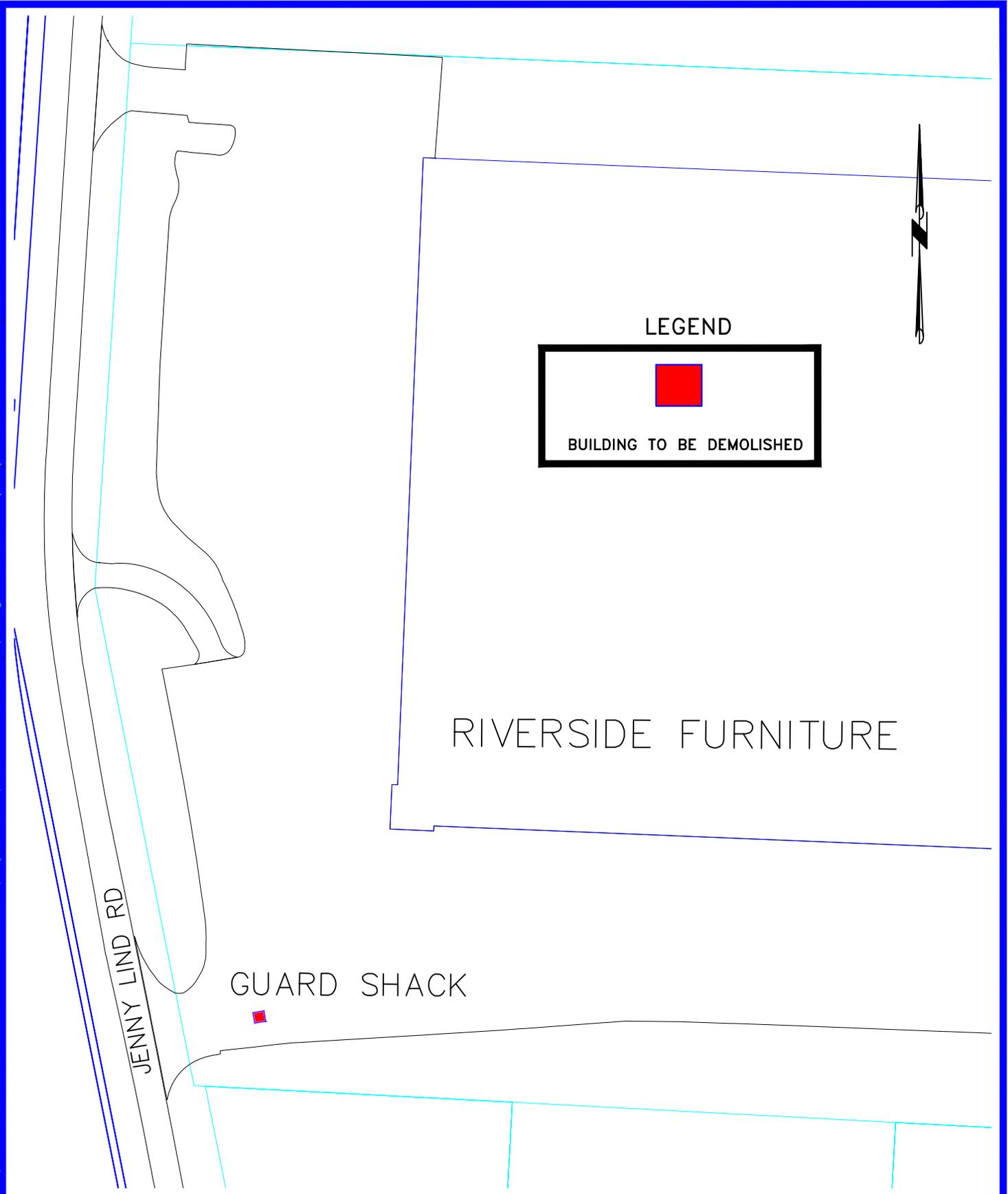


Project: 07-01-A

Date: APRIL 2014

Scale: NONE

Drawn By: JRC



BUILDING REMOVAL MAP  
 JENNY LIND DEMOLITION  
 FORT SMITH, ARKANSAS



Project:	07-01-A
Date:	APRIL 2014
Scale:	NONE
Drawn By:	JRC

Design Engineer: City of Fort Smith  
 Project Engineer: Matt Meeker, P.E.  
 Engineer's Estimate: \$200,000  
 Bid Opening: April 01, 2014

**BID TABULATION**  
**JENNY LIND ROAD BUILDING AND**  
**FOUNDATION REMOVAL**  
**PROJECT NO. 07-01-A**

Item No.	Spec. No.	Description	Unit	Qty.	LJB Contractors		Forsgren		Goodwin & Goodwin		Silco Constr.	
					Unit Cost	Total Amount	Unit Cost	Total Amount	Unit Cost	Total Amount	Unit Cost	Total Amount
1	120.010	Maintenance of Traffic and Traffic Control	LS	1	\$9,278.00	\$9,278.00	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$25,540.00	\$25,540.00
2	141.000	Construction Erosion Control	LS	1	\$14,331.00	\$14,331.00	\$4,100.00	\$4,100.00	\$20,000.00	\$20,000.00	\$11,000.00	\$11,000.00
3	201.160	Removal and Disposal of Building Structures	EA	12	\$13,224.00	\$158,688.00	\$13,700.00	\$164,400.00	\$16,000.00	\$192,000.00	\$20,280.00	\$243,360.00
4	201.SP1	Permit Fees	LS	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
5	290.020	Seeding, Fertilizing, Mulching	AC	3.1	\$2,219.10	\$6,879.21	\$1,565.00	\$4,851.50	\$1,500.00	\$4,650.00	\$2,000.00	\$6,200.00
6	290.040	Solid Sodding	SY	3200	\$1.89	\$6,048.00	\$5.65	\$18,080.00	\$3.00	\$9,600.00	\$5.25	\$16,800.00
7	350.040	P.C. Concrete Pavement (8" Thickness)	SY	16	NO PRICE SUBMITTED		\$80.00	\$1,280.00	\$100.00	\$1,600.00	\$100.00	\$1,600.00
<b>Total Bid (Items 1-7)</b>					*	\$ 197,724.21	\$ 198,211.50	\$ 232,350.00	\$ 307,000.00			

**\* BID REJECTED AS IT WAS INCOMPLETE.**

RESOLUTION \_\_\_\_\_

**A RESOLUTION TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR THE  
“P” AND “J” STREET STORM WATER PUMP STATION IMPROVEMENTS  
PROJECT NO. 12-06-F**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

SECTION 1: The bid of VEI General Contractors received April 8, 2014, for the construction of the “P” and “J” Street Stormwater Pump Station Improvements, Project No. 12-06-F, in the amount of \$1,029,195.00 be accepted.

SECTION 2: The Mayor is authorized to execute a contract with VEI General Contractors subject to the terms set forth in Section 1 above.

SECTION 3: Payment for construction authorized by Section 1 is hereby authorized from the Sales Tax Fund (1105).

This resolution adopted this \_\_\_\_\_ day of April, 2014.

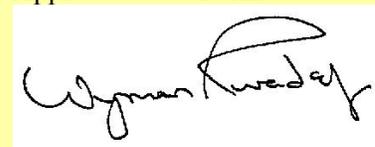
APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to Form



\_\_\_\_\_  
No Publication Required

RESOLUTION \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE  
AMENDMENT NUMBER ONE TO THE AGREEMENT WITH  
MICKLE WAGNER COLEMAN ENGINEERS PROVIDING  
CONSTRUCTION OBSERVATION SERVICES ASSOCIATED  
WITH THE "P" AND "J" STREET STORM WATER  
PUMP STATION IMPROVEMENTS  
PROJECT NO. 12-06-F**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

SECTION 1: Amendment Number One to the agreement with Mickle Wagner Coleman Engineers, Inc., providing construction observation services for the "P" and "J" Street Storm Water Pump Station Improvements Project No. 12-06-F is hereby approved.

SECTION 2: The Mayor is hereby authorized to execute Amendment Number One for a not-to-exceed amount of \$99,740.00 for providing said services.

This resolution adopted this \_\_\_\_\_ day of April, 2014.

APPROVED:

\_\_\_\_\_

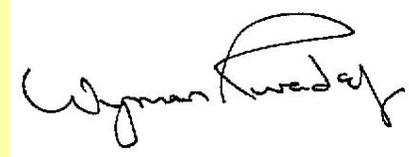
Mayor

ATTEST:

\_\_\_\_\_

City Clerk

Approved as to Form



\_\_\_\_\_

No Publication Required

## INTER-OFFICE MEMO

**TO:** Ray Gosack, City Administrator

**FROM:** Stan Snodgrass, P.E., Director of Engineering

**DATE:** April 10, 2014

**SUBJECT:** "P" Street and "J" Street Storm Water Pump Station Improvements  
Project No. 12-06-F

This project includes improvements to the "P" Street and "J" Street Storm Water Pump Stations which were constructed in the 1940s. These improvements are necessary to meet the FEMA certification requirements and current building, electrical and life safety codes. The work will include installation of new pump motors, updated electrical wiring and electrical controls, new floodgate operators, bar screen repairs and building roof, ventilation and life safety improvements. A project location map is attached.

Construction plans and specifications were prepared by Mickle, Wagner, Coleman of Fort Smith. An advertisement was published and bids were received on April 08, 2014. Eleven contractors requested plans and specifications and two bids were received which are summarized as follows:

<b>CONTRACTOR</b>	<b>AMOUNT</b>
1. VEI General Contractors Russellville, AR	\$1,029,195.00
2. Goodwin & Goodwin Fort Smith, AR	\$1,305,250.00
<i>Engineers Estimate</i>	\$1,300,000.00

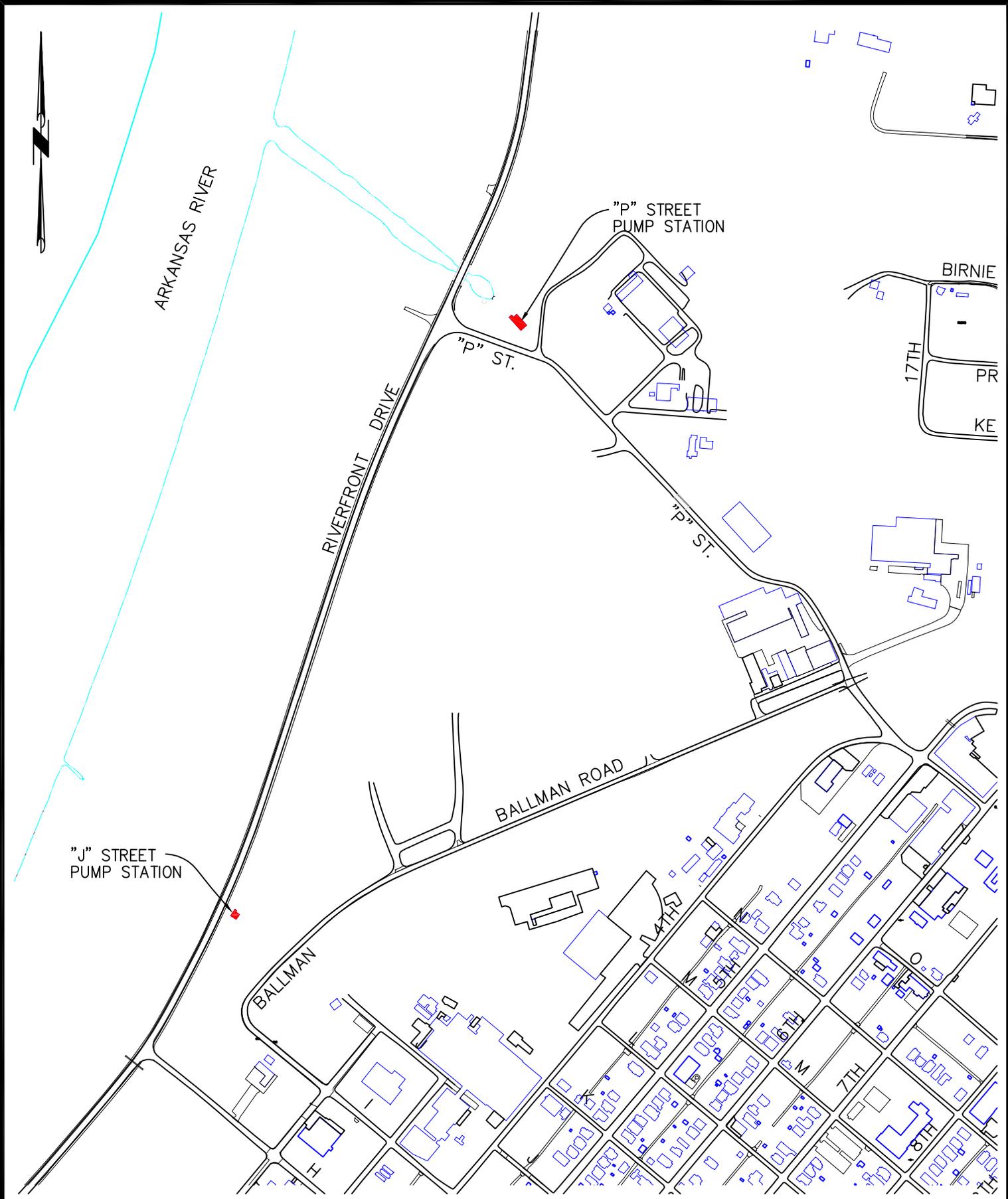
I recommend that the lowest bid be accepted and that the construction contract be awarded to VEI General Contractors. The estimated notice to proceed date for this contract is May 19, 2014. Based on the contract duration of 180 days, the estimated completion date would be November 14, 2014.

Also attached is a Resolution authorizing the Mayor to execute Amendment Number One to the Agreement for engineering services with Mickle, Wagner, Coleman for the construction observation phase services in the amount of \$99,740.00.

I recommend that these Resolutions be accepted by the Board of Directors at the next regular meeting.

Attachments

c:\DRAWINGS\CIP\00-00\_CIPALL\2012\DRAINAGE\2012\_Drmg.dwg 04/09/14-13:08 RBR P&J St PSI



2012 CAPITAL IMPROVEMENTS PROGRAM  
 "P" STREET AND "J" STREET STORM WATER  
 PUMP STATION IMPROVEMENTS



Project:	
Date:	APRIL, 2014
Scale:	NONE
Drawn By:	RBR

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ADOPTING A CITIZEN SERVICE  
PHILOSOPHY AND VALUES FOR THE CITY OF FORT SMITH**

---

WHEREAS, exemplary citizen service is paramount for maintaining citizens' trust in their city government; and

WHEREAS, exemplary citizen service must be displayed at all levels of the city government organization; and

WHEREAS, the Mayor and Board of Directors desire to promote a climate of making the City of Fort Smith an easy place to conduct business;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Fort Smith, Arkansas that:

The Board of Directors expects all officials and employees to provide exemplary citizen service. The following philosophy and values for providing exemplary service to the citizens of Fort Smith and to visitors of Fort Smith are hereby adopted. All city officials and employees should adhere to these standards at all times.

1. All citizens and visitors should be acknowledged with honor, dignity and respect.
2. Officials and employees should always exhibit a genuine and sincere desire to meet the needs of citizens and visitors. Citizens and visitors should feel encouraged, not discouraged, by their interactions with city officials and employees.
3. Exceptional customer service includes keeping promises and following through on commitments.
4. Officials and employees should be accessible and respond promptly. Communicate early and often, and avoid surprises.
5. Officials and employees should always strive to seek

solutions and to resolve issues and concerns of citizens and visitors. Problem solving gains citizens' trust and confidence.

6. Officials and employees should listen to citizens and visitors to make certain their needs are understood. Empathy leads to excellence in taking care of citizens and visitors.
7. Officials and employees should always remain in control of themselves and never show anger.
8. Processes and procedures should be designed from the citizen's perspective and crafted to provide exceptional citizen service.

This Resolution passed this \_\_\_\_\_ day of April, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM



\_\_\_\_\_  
No Publication Required



## *MEMORANDUM*

April 10, 2014

**TO:** Mayor and Board of Directors

**FROM:** Ray Gosack, City Administrator

**SUBJECT:** Citizen Service Philosophy and Values

Attached is a resolution adopting a philosophy and values for providing service to the citizens and visitors of Fort Smith. The resolution is part of a 7-point plan for improving services discussed at the April 8<sup>th</sup> study session. Following its adoption, the resolution will be provided to all city employees.

A handwritten signature in black ink that reads "Ray".

Attachment



## *MEMORANDUM*

April 4, 2014

**TO:** Mayor and Board of Directors

**FROM:** Ray Gosack, City Administrator

**SUBJECT:** Citizen Service Improvement Plan

Below is an outline of a 7-point plan to improve service to the citizens of Fort Smith. The plan will focus on improvements for development and building projects; however, elements of the plan will help improve all city services.

- Wally Bailey met with architects, engineers, developers and builders on March 31<sup>st</sup> to identify areas of concern and suggestions for improvement. A summary of that meeting is attached.
- Meetings have been conducted with development services staff to review principles of exceptional citizen service.
- More closely monitoring the quality of line staff work by management staff.
- The use of Gradient Solutions to observe our development services processes, elicit feedback from citizens, and suggest process improvements. Gradient Solutions has helped us for a number of years with risk management, compliance, making intelligent use of data, and process improvements.
- We will provide employees who regularly greet citizens

and answer service request phones with citizen service training to be conducted by the Arkansas Hospitality Assn. The training will focus on four key elements: providing a warm greeting (smile and eye contact); making an offer to help; anticipating the citizen's needs; and thanking the citizen for coming in or calling.

- Adopting a resolution establishing a citizen service philosophy and values. A draft resolution is attached. Following adoption, the resolution will be provided to all 900 employees.
- Conducting citizen service surveys. Most departments began doing this earlier this year (a few departments have conducted surveys for a few years). A sample of the surveys are attached. We will compile results and report to the board by early August. The surveys will give us empirical data about citizens' satisfaction levels with the services they receive from their city government.

Our goal is to provide exceptional service every time someone contacts the City of Fort Smith. We won't be able to fulfill every request made of the city, but we will respond to all contacts timely and with professionalism. Implementation of the plan will be a continuous improvement process - we can never be good enough at citizen service. The staff looks forward to the board's discussion about improving citizens' service experiences with the City of Fort Smith.

Attachments

A handwritten signature in black ink, appearing to read "Ray", is enclosed in a white rectangular box.

# MEMORANDUM

**To:** Ray Gosack, City Administrator  
**From:** Wally Bailey, Director of Development Services  
**Date:** March 31, 2014  
**Subject:** Meeting Summary with Architects, Engineers, Developers, Contractors

We met with approximately twenty (21) representatives of the construction, design and development industry on Monday, March 31, 2014 at 10:00 a.m. in the Rose Room at the Creekmore Park Community Center. Lestene Perceful attended the meeting with me for purpose of taking notes. We were the only staff persons present at the meeting. I advised the attendees they could say what they wanted and remain anonymous. We did not take names or keep an attendance list.

I have received some “plan review staff” surveys with some specific responses which I used as a starting point for the discussions. The plan review process is a multi-departmental process that typically involves five (5) different city departments. Any comments anyone wanted to make could be generic to all departments; or to a specific department; or about the process in general.

As we started our discussion, comments were coming out about problems that had occurred several years ago. I asked that if we could please keep our discussions about issues that have occurred within the last 1 - 2 years which should reflect the most recent survey periods.

Below is a summary of the comments. The italicized statements are questions that I asked the group so that I could gain a better understanding of the survey comments and results.

*The plan reviewer applies different standards to different people.*

The group felt that some inconsistency with the plan review comments from job to job may have given the perception of playing favorites. However, no one gave any specific examples nor did they believe that playing favorites was an issue. A comment was made that they felt the last couple of years were not that bad. Process seems better including the reduction or elimination of boiler plate comments.

comments and reviews helpful and they could always talk through a subject. Never felt like the building department was **not** helpful. They may not always agree but they felt there was an effort to listen and be helpful.

An example was given about an existing building where maybe common sense was not used. I assured them they should contact Jimmie Deer and/or me as their administrative appeal if they have such an issue. If we continue to disagree, we can convene the building board of appeals which meets on call. Some commented that all the plans examiners needed to be empowered to be flexible. They felt that some were too rigid and did not have the authority to be flexible.

A comment was made that these meetings are evidence that we are wanting to be helpful. They appreciated these meetings and suggested we have a meeting at least once a year.

Note: *We will make this our goal to have an annual meeting.*

*How would you compare Fort Smith to other cities and what cities you would like for me to look at with regard to a specific policy or procedure?*

*Some comments were:*

Getting a permit in Fayetteville is like dying a death by a 1,000 paper cuts. They don't have meetings like this to be helpful.

Fort Smith is much easier to deal with than other cities. Prefer to work at home (Fort Smith).

Bentonville planning commission meeting had 14 items and only took about 20 minutes. Fort Smith spends too much time talking about one item that does not affect anyone but maybe one person.

Conway permitting process is difficult. Fort Smith does well for coordinating reviews of 5 different departments compared to other cities.

We like the staff, but do not like Planning Commission and Board denying projects that meet the codes.

An example of two projects - a remodel project in Springdale on 71B did not require landscaping and quick to permit while a project in Fort Smith is still waiting on city Utilities and FAA approval before a permit is issued.

*The floor was opened for any comments that anyone wanted to make. Some comments that were made:*

Can we put the Airport Zone map on the website. *Note: This will be done.*

A discussion occurred about special inspections which is a requirement in the Arkansas Fire Code. *Note: I will have Jimmie Deer, Building Official, prepare something to be distributed on this subject.*

The architects would like to receive an email, letter or something that the plans have been approved. Design professionals often don't know when a permit has been issued or a project has been approved. *Note: This is an easy fix and can be accomplished immediately.*

Sometimes we have problems with RPZ inspector and getting water meters approved. One case cited took many weeks. Only one person reviews these permits and when he is out the request seem to just sit.

Sometimes small projects get treated like multimillion dollar projects. Use some flexibility on these smaller jobs. *Note: I will review and analyze this issue and determine what needs to be done.*

Architects noted they would prefer to submit revised sheets instead of an entire set of revised plans. *Note: This is something that we can quickly accommodate.*

Sometimes an inspector adds things that were not on the plans nor mentioned on the plan review. *Note: I recently met and counseled the inspectors on this very issue. This is being monitored.*

It would help if plan reviews could provide options for complying with a requirement. *Note: We have counseled building department staff on this issue and this comment has been forwarded to other departments.*

An example was given concerning a project that took a long time to obtain comments from the Utilities department.

*In conclusion I asked how we were doing overall and any additional comments.*

Most agreed that things are better and have seen improvements in recent months/years and that we are doing well overall. We should continue to work on the overall attitude of trying to be helpful and work together.

In closing, I asked that they contact me and share the problems when they occur. We do not need an annual meeting to discuss an issue. They agreed and thanked us for the meeting. The meeting was adjourned.

**DRAFT**

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ADOPTING A CITIZEN SERVICE  
PHILOSOPHY AND VALUES FOR THE CITY OF FORT SMITH**

---

WHEREAS, exemplary citizen service is paramount for maintaining citizens' trust in their city government; and

WHEREAS, exemplary citizen service must be displayed at all levels of the city government organization; and

WHEREAS, the Mayor and Board of Directors desire to promote a climate of making the City of Fort Smith an easy place to conduct business;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Fort Smith, Arkansas that:

The Board of Directors expects all officials and employees to provide exemplary citizen service. The following philosophy and values for providing exemplary service to the citizens of Fort Smith and to visitors of Fort Smith are hereby adopted. All city officials and employees should adhere to these standards at all times.

1. All citizens and visitors should be acknowledged with honor, dignity and respect.
2. Officials and employees should always exhibit a genuine and sincere desire to meet the needs of citizens and visitors. Citizens and visitors should feel encouraged, not discouraged, by their interactions with city officials and employees.
3. Exceptional customer service includes keeping promises and following through on commitments.
4. Officials and employees should be accessible and respond promptly. Communicate early and often, and avoid surprises.
5. Officials and employees should always strive to seek solutions and to resolve issues and concerns of citizens and visitors. Problem solving gains citizens' trust and confidence.

DRAFT

6. Officials and employees should listen to citizens and visitors to make certain their needs are understood. Empathy leads to excellence in taking care of citizens and visitors.
7. Officials and employees should always remain in control of themselves and never show anger.
8. Processes and procedures should be designed from the citizen's perspective and crafted to provide exceptional citizen service.

This Resolution passed this \_\_\_\_\_ day of April, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
No Publication Required

# WE WANT YOUR COMMENTS!



THE STAFF OF THE  
FORT SMITH PARKS AND  
RECREATION DEPARTMENT  
WOULD LIKE TO THANK YOU FOR  
CHOOSING US AS YOUR FAMILY'S  
RECREATION AND LEISURE  
PROVIDER.

OUR PRIMARY GOAL IS TO SERVE  
YOU BETTER. PLEASE TAKE THE  
TIME TO FILL OUT THE BACK OF  
THIS CARD. YOUR INPUT IS  
ESSENTIAL, SO PLEASE SHARE  
IDEAS AND COMMENTS GOOD OR  
BAD. WE WANT TO HEAR FROM  
YOU.

## THANK YOU



Please circle the most appropriate response. Additional comments can be filled in the space provided. Return your card to FSPR, 3301 South M Street, Fort Smith, AR 72903 or fax it to 479-784-2480

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
I've enjoyed my experience with Ft. Smith Parks & Rec.	4	3	2	1	NA
The brochure/website is informative	4	3	2	1	NA
Staff are helpful	4	3	2	1	NA
The programs/events are great	4	3	2	1	NA
The facilities/parks are well maintained	4	3	2	1	NA

How could we improve brochure & website?

What other programs or services would you like offered?

Other comments



## Notification of sidewalk improvements (2014 Project)

Street Department crews will be repairing sidewalks in your neighborhood during the next few weeks. Work will progress quickly as weather permits. Should interruption of your driveway usage be necessary, you will be contacted in advance. If you have any questions, please call the sidewalk coordinator at **784-2357**. The attached card provides you the opportunity to comment on the project when completed. Thank You for your input.

The City of Fort Smith wants your input. Street Department crews recently completed a sidewalk project in your neighborhood. Please take a few minutes to rate the experience based on the following scale: (1) exceeded expectations, (2) met expectations or (3) below expectations.

Crews and supervisors were courteous.	1	2	3
Your need for access was considered.	1	2	3
The work improved your neighborhood.	1	2	3

Comments:

Thank you for your response.

City of Fort Smith Utility Department  
**Customer Satisfaction Survey**

To ensure that we are satisfying your needs and expectations, we would appreciate your help by taking a few moments to complete this random survey. We sincerely appreciate your honest opinion and your feedback is important to us.

Please be assured that your responses will be completely anonymous.

<i>Check one box for each statement to complete the following 5 statements.</i>		exceeds my expectations.	meets my expectations.	does not meet my expectations.	does not apply to me.
<b>As a direct customer of the Fort Smith Utility Department,</b>					
1.	<b>the taste, smell and appearance of the water...</b>				
2.	<b>the pressure/flow of water...</b>				
3.	<b>water service availability...</b>				
4.	<b>the sanitary sewer service...</b>				
5.	<b>my overall opinion is that the department...</b>				

Please call (479) 784-2342 for questions or to discuss a water or sewer issue.

Comments:

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Fort Smith District Court, 901 South B Street, Suite 103 Fort Smith, AR 72901

### Citizen Satisfaction Survey

You are invited to participate in a survey to assess the services provided by the District Court Business Office staff. Please limit responses to your experience with clerical staff. Your response is extremely important to us so that we may better serve the community. Your participation in this survey is completely anonymous and voluntary. Participants may return the completed survey to the collection box located in the lobby of the District Court Business Office.

Even though you may not agree with the outcome of your case, how was your experience with the court staff in reference to the following statements:

**Strongly Agree=4   Agree=3   Disagree=2   Strongly Disagree=1   Not Applicable=N/A**

1. Initial greeting was friendly and courteous	4	3	2	1	N/A
2. Knowledgeable and Informative	4	3	2	1	N/A
3. Responded to request in a timely manner	4	3	2	1	N/A
4. Verbal communication was clear	4	3	2	1	N/A
5. Overall service was professional	4	3	2	1	N/A

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Name/Contact Information (only if you wish to be contacted about your experience)

*This survey will be distributed to all court users appearing in the District Court Business Office on the 1st Tuesday and the 3rd Friday of each month*



This short questionnaire is part of an ongoing effort to solicit feedback regarding the City Engineering Department. Please take a few minutes to complete this survey about your experience with our department. Your response is very important to us and will help us continue to improve our services.

Thank you.

Sincerely,

Stan Snodgrass

Director of Engineering Department

(479) 784-2225

[Continue >](#)



City of Fort Smith - Engineering Department Survey

\*Required Question(s)

Progress: |



You are a:

- Design Professional
- Property Owner / Resident
- Contractor
- Developer
- Business Owner
- Other



\* Is this survey in reference to a recently completed street or drainage construction project adjacent to your property?

- YES
- NO

Continue >

City of Fort Smith - Engineering Department Survey

Progress: 



Communication by City Engineering staff was clear.

Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
<input type="radio"/>				



The City Engineering staff was courteous and professional.

Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
<input type="radio"/>				



The City Engineering staff was knowledgeable and helpful with your concerns.

Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
<input type="radio"/>				



The project improved your neighborhood.

Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
<input type="radio"/>				



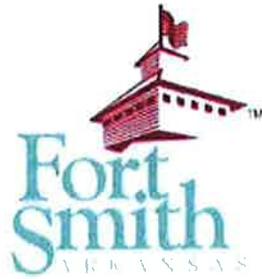
How would you rate your overall experience with the City of Fort Smith Engineering Department?

Exceeded Expectations	Met Expectations	Below Expectations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**Comments**

If you have suggestions on how we can serve you better, we'd like to hear from you. Please add your comments below or e-mail at [engineering@fortsmithar.gov](mailto:engineering@fortsmithar.gov). Your comments will be kept confidential.



Thank you again for your participation in our survey. We value and appreciate your input.

Close



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# Fort Smith Fire Department Customer Service Survey

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Dear Citizen,

Please take a moment to complete our short survey. The Fort Smith Fire Department is constantly striving to improve our customer service. Your answers will help shape future policy.

---

## *What is your age?*

- 18-30
- 31-40
- 41-50
- 51-60
- Above 61

---

## *What is your gender?*

- Male
- Female

---

## *How would you rate the overall compassion or concern of the fire crew or staff person who assisted you?*

- Very Compassionate/Concerned
- Somewhat Compassionate/Concerned
- Not Very Compassionate/Concerned

---

## *How satisfied are you that the fire crew or staff member did all they could to help you resolve the incident or problem?*

- Very Satisfied

- Somewhat Satisfied
- Somewhat Dissatisfied
- Very Dissatisfied

---

***How would you rate the overall performance or competence of the Fort Smith Fire Department?***

- Excellent
- Good
- Fair
- Poor

---

***Your Comments***

Please add any comments that you feel will help the Fort Smith Fire Department improve their customer service.

Submit

Never submit passwords through Google Forms.

100%: You made it.



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[Report Abuse](#)-[Terms of Service](#)-[Additional Terms](#)

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION ACCEPTING COMPLETION OF AND AUTHORIZING FINAL PAYMENT TO SOUTHERN BUILDING SERVICES, INC. FOR FIRE STATION IMPROVEMENTS FOR FIRE STATIONS NO. 1-10**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, that:

The Fire Station Improvement Project, consisting of renovations to Fire Stations 1-10, is accepted as complete and final payment of \$17,832.95 to Southern Building Systems, Inc., is hereby approved.

This Resolution adopted this \_\_\_\_\_ day of April, 2014.

APPROVED:

\_\_\_\_\_  
Mayor

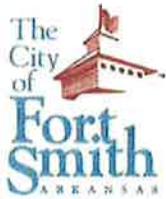
ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form:



\_\_\_\_\_  
City Attorney  
No Publication Required



## FORT SMITH FIRE DEPARTMENT

200 NORTH FIFTH STREET  
FORT SMITH, ARKANSAS 72901  
479-783-4052 • FAX: 479-783-5338



Mike Richards  
Fire Chief

### Memo

**To:** Ray Gosack, City Administrator  
**From:** Mike Richards, Fire Chief *MR*  
**Date:** April 3, 2014  
**Re:** Completion of the Fire Station Improvement Project

The Fire Station Improvement Project is complete. Renovations have been made to all ten (10) existing fire stations. The improvements included asbestos abatement, roofing, flooring, millwork, mechanical & plumbing work, and electrical work.

MAHG Architecture of Fort Smith was the architect for the project and Southern Building Services, Inc. (SBS) was the contractor. The contract was completed on time and on budget except for additional work that was requested by the fire department. The additional work was authorized by the Fort Smith Board of Directors with Change Order No. 1 for the amount of \$16,752.95. The final project cost was \$799,752.95.

A Resolution is attached accepting the project as complete and authorizing final payment to Southern Building Services, Inc. in the amount of \$17,832.95. It is my recommendation that the project be accepted as complete and the final payment be approved. The funding for the project came from revenue bonds financed with the continuation of the existing  $\frac{3}{4}$ -cent sales tax approved by the Citizens of Fort Smith in March, 2012.

A project summary sheet is attached. Please feel free to contact me if you or members of the Board have any questions.

Attachments (1)

**Project Summary**

Project status: Completed

Project name: Fire Station Upgrades

Today's date: April 9, 2014

Project number: 12-14B

Staff contact name: Mike Richards

Project Architect: MAHG Architecture, Inc.

Staff contact phone: 479-783-4052

Project contractor: Southern Building Services

Notice to proceed issued: September 9, 2013

	Dollar Amount	Contract Time (Days)
Original contract	\$783,000.00	189
Change orders: Change Order No. 1	\$16,752.95	28
Total change orders	<u>\$16,752.95</u>	<u>0</u>
Adjusted contract	\$799,752.95	217
Payments to date (as negative):	-\$781,920.00	
Amount of this payment	\$17,832.95	
Retainage held	\$0.00	
Contract balance remaining	\$0.00	
Amount (over/under) as a percentage	2.09%	including Change Order No. 1

Final comments: With approval of Change Order Number One, the contract substantial completion date was April 12, 2014.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE CONTRACT WITH  
BESHEARS CONSTRUCTION, INC. FOR SERVICES RELATED TO THE  
CONSTRUCTION OF FIRE STATION NO. 11 AND PUBLIC ACCESS STREET AT  
8900 MASSARD ROAD AT CHAFFEE CROSSING**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT  
SMITH, ARKANSAS, that:

Change Order number 1, decreasing by \$116,714.87 the cost of work and adding 70 days to the contract time, are hereby approved resulting in a total new contract sum of \$2,998,841.89 for the City's contract with Beshears Construction, Inc., for construction of Fire Station 11 and a public access street located at 8900 Massard Road.

This Resolution adopted this \_\_\_\_\_ day of April, 2014.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form:



\_\_\_\_\_  
City Attorney  
No Publication Required

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION ACCEPTING COMPLETION OF AND AUTHORIZING FINAL PAYMENT TO BESHEARS CONSTRUCTION, INC. FOR SERVICES RELATED TO THE CONSTRUCTION OF FIRE STATION NO. 11 AND PUBLIC ACCESS STREET AT 8900 MASSARD ROAD AT CHAFFEE CROSSING**

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BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, that:

The project to construct Fire Station 11 and a public access street located at 8900 Massard Road is accepted as complete and final payment of \$158,616.80 to Beshears Construction, Inc., is hereby approved.

This Resolution adopted this \_\_\_\_\_ day of April, 2014.

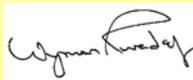
APPROVED:

\_\_\_\_\_  
Mayor

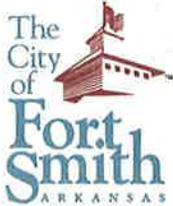
ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form:



\_\_\_\_\_  
City Attorney  
No Publication Required



# FORT SMITH FIRE DEPARTMENT

200 NORTH FIFTH STREET  
FORT SMITH, ARKANSAS 72901  
479-783-4052 • FAX: 479-783-5338



Mike Richards  
Fire Chief

## Memo

**To:** Ray Gosack, City Administrator  
**From:** Mike Richards, Fire Chief *MR*  
**Date:** April 1, 2014  
**Re:** Fire Station 11

The construction of Fire Station 11 is complete. The Fort Smith Fire Department occupied the facility and began emergency operations on February 24, 2014. Therefore, for the Board's consideration, are two (2) Resolutions to (a) authorize Change Order No. 1 and (b) to accept the project as complete and authorize final payment to Beshears Construction. The project was completed within our timeline and under budget. The project consisted of the construction of Fire Station 11 and a public access street located at 8900 Massard Road.

The first Resolution is to authorize Change Order No. 1. During the construction of Fire Station 11 there were eight (8) Construction Change Directives (CCD's) that were authorized by the architect, contractor, and owner. Change Order No. 1 is necessary to address the CCD's and close out the Construction Manager contract with Beshears Construction, Inc. This Change Order is a **reduction** in the Contract Sum through the CCD's. The original Contract Sum for the entire project was \$3,115,556.76. The Contract Sum will be **decreased** by \$116,714.87 thereby making the new Contract Sum \$2,998,841.89. The contract time was also increased by 70 days due to weather delays during the project.

This savings was made possible by the decision to use the Construction Management method of delivery. The Construction Management method of delivery allows value engineering and planning on the front end of the project thereby potentially saving the owner money at the end of the project. This method proved very successful and resulted in very few issues throughout the project.

To close out the contract, Guest Reddick Architects of Fort Smith Arkansas has submitted the **APPLICATION AND CERTIFICATE FOR PAYMENT of Pay Application #15-Final** for work by Beshears Construction of Fort Smith, Arkansas. Beshears Construction was the General Contractor Construction Manager for the project.

The second Resolution is to accept the project as complete and authorize final payment to Beshears Construction, Inc. in the amount of \$158,616.80. It is my recommendation that the change order be approved, and the project be accepted as complete and the final payment authorized. The funding for this project was provided by revenue bonds financed with the continuation of the existing  $\frac{3}{4}$ -cent sales tax approved by the Citizens of Fort Smith in the March, 2012 election. Construction and operation of Fire Station 11 will help preserve Fort Smith's very favorable Class 2 fire insurance rating.

A project summary sheet is attached. Please feel free to contact me if you have any questions or need additional information.

Attachments (1)

# SUMMARY SHEET

City of Fort Smith

Project name: Fire Station 11 Construction

Project number: R16-13

Project Status: Complete

Project Architect: Guest Reddick Architects

Today's Date: 4/09/2014 Construction Manager, General Contractor: Beshears Construction, Inc.

Staff contact name: Mike Richards

Staff contact phone: 288-1215

Contract time (no of days): 394

Notice to proceed issued: 1/24/2013

	Dollar Amount	Contract Date	Contract Completion Date
Original bid award	\$3,115,556.76	1/15/2013	12/13/2013
Contract Revisions:			
1 Change Order No. 1	-\$116,714.87	Add 70 days	2/21/2014
2			
3			
Adjusted contract amount	\$2,998,841.89		
Payments to date (as negative):	\$2,840,225.09		
Amount of this payment	\$158,616.80		
Contract balance remaining	0		
Retainage held	0%		
Final payment	\$158,616.80		
Amount under original as a percentage	-3.7%		

**Final Comments:**

Change Order No. 1 decreases the contract amount by \$116,714.87 (-3.7%) to an adjusted total contract amount of \$2,998,841.89. The contract time was also increased by 70 days due to weather delays during the project.

RESOLUTION NO. \_\_\_\_\_

2 I

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH  
RJN GROUP, INC., FOR PROVIDING ENGINEERING SERVICES ASSOCIATED WITH  
YEAR 2014 WASTEWATER COLLECTION SYSTEM FLOW MONITORING

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT  
SMITH, ARKANSAS, that:

Section 1: An agreement with RJN Group, Inc., for providing engineering services  
associated with Year 2014 Wastewater Collection System Flow Monitoring, Project No. 14-03-  
ED1, is hereby approved.

SECTION 2: The Mayor is hereby authorized to execute an Agreement for professional  
engineering services for an amount not to exceed \$77,122.00.

This Resolution adopted this \_\_\_\_\_ day of April 2014.

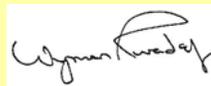
APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:



\_\_\_\_\_  
npr

**INTER-OFFICE MEMO**

**TO:** Ray Gosack, City Administrator

**DATE:** April 8, 2014

**FROM:** Steve Parke, Director of Utilities

**SUBJECT:** Year 2014 Wastewater Collection System Flow Monitoring

In support of our ongoing effort to identify and correct wastewater collection system defects that contribute to sewer overflows during periods of heavy rainfall, we conduct yearly wastewater collection system flow monitoring. For 2014 we have identified 11 locations within the northern end of the collection system for installation of temporary flow monitors and three temporary rain gauges to be used with the flow monitors for correlating rainfall/inflow relationships. The data collected will be utilized to update the hydraulic model of the wastewater collection system served by pump stations 5 and 6. The need for collection system capacity improvements within this service area was identified in the city's wastewater management plan. The updated hydraulic model will be utilized in the sizing and design of those improvements. An exhibit which shows the flow monitoring area is attached.

A Resolution authorizing an agreement with RJN Group, Inc., to provide engineering services for the Year 2014 wastewater collection system flow monitoring is attached. Under this agreement RJN will provide, install and maintain the flow monitors and rain gauges for a 60-day period. The data gathered during the monitoring period will be analyzed and a final report of findings prepared. The fee for providing these services is set for an amount of \$77,122. Funding for this service is available from the 2012 sales and use tax bonds issued for the wet weather wastewater improvements.

Should you or members of the Board have questions or need additional information please contact me.

attachment

pc: Jeff Dingman





## MEMORANDUM

April 11, 2014

**TO:** Mayor and Board of Directors

**FROM:** Ray Gosack, City Administrator

**SUBJECT:** Filling Vacancies in Elected Offices

Barling is considering a legislative priority to change how a mayoral vacancy and a vacancy on the city board could be filled. Barling (and Siloam Springs) operates under the same form of government as Fort Smith. Thus, the change that Barling is considering could affect us. Barling has asked for Fort Smith's input on this possible change.

The state law for cities with our form of government requires that any vacancy which occurs more than 6 months before the next general municipal election must be filled by a special election. Vacancies occurring within 6 months of the election may be filled by appointment of the city board. The cost of a city-wide special election for Fort Smith is approximately \$35,000.

The state law for cities with mayor-council government provides a two tiered system for filling vacancies on the city council. If the city is less than 20,000 in population, the vacancy may be filled by appointment regardless of how much time remains on the unexpired term. If the city is greater than 20,000 in population, there's 2 possibilities for filling the unexpired term.

- If there's less than 1 year remaining on the unexpired council member term, the vacancy is filled by appointment of the council.

- If there's more than 1 year remaining on the unexpired council member term, the council may fill the vacancy by appointment or by special election. The council determines which method to use.
- For mayoral vacancies, an election is required if there's more than 6 months remaining on the mayor's term. If there's less than 6 months, the council may appoint someone to fill the remainder of the term.

I contacted Barling to determine what change they were considering. They are considering, but have not yet approved, a legislative priority that would change the concept of filling vacancies to how mayor-council cities handle it. For Fort Smith, this would mean that any board member vacancy of less than 1 year would be filled through appointment by the city board, and any board member vacancy greater than 1 year would be filled by appointment or special election (at the board's discretion). The current law for Fort Smith requires an election for any vacancy greater than 6 months.

The advantage of this change is that it would avoid special election costs for vacancies with less than 1 year left on the term. The disadvantage is that it means the voters wouldn't be selecting the director where the vacancy is less than 1 year (and longer than 1 year if the board so chooses). Given the statewide mood following the lieutenant governor's vacancy, it seems that people are willing to forego directly electing officials for shorter unexpired terms in order to avoid special election expenses. I recommend that we work with Barling, Siloam Springs, and the municipal league to draft legislation that would allow for filling mayor and board member vacancies by appointment where there's 1 year or less remaining on the term.

Barling has asked for Fort Smith's input on this possible change by April 22<sup>nd</sup>. Discussion of this is planned following the consent agenda on the April 15<sup>th</sup> regular meeting agenda. Following the discussion, the board may act on the proposal if it desires.

A handwritten signature in black ink, appearing to read "Ray", is written on a white rectangular background.

Attachments

# PROPOSED BARLING RESOLUTION

Resolution No.14-03

**WHEREAS**, the City of Barling, Arkansas is a City of the First Class, and;

**WHEREAS**, the City of Barling, Arkansas has a City Administrator form of government, and;

**WHEREAS**, A.C.A. § 14-43-411 only allows alderman vacancies in a mayor-council form of government to be filled by a vote of a quorum of the remaining council without the need and expense of a special election, and;

**WHEREAS**, A.C.A. § 14-48-115 mandates that mayor or director vacancies in a city administrator form of government are to be filled by a vote of a quorum of the remaining directors without the need and expense of a special election only if the vacancy occurs within six (6) months before the next general municipal election, and;

**WHEREAS**, A.C.A. § 14-48-115 further mandates that mayor or director vacancies in a city administrator form of government are to be filled requiring the need and expense of a special election if the vacancy occurs more than six (6) months before the next general municipal election, and;

**WHEREAS**, the expense of a special election for such purposes costs thousands of dollars and is burdensome to many small cities in the State of Arkansas, and;

**WHEREAS**, cities with a mayor-council form of government are not mandated to endure this expense; now

**BE IT RESOLVED**, by the Board of Directors of the City of Barling, Arkansas, that request is hereby made of the Arkansas Municipal League to aid in the drafting and passage of legislation amending A.C.A. § 14-48-115 to the extent it removes the mandate of a special election to fill a vacancy in the positions of mayor and/or director and allows vacancies of the mayor and directors to be filled by a quorum vote of the remaining directors.

**BE IT FURTHER RESOLVED**, by the Board of Directors of the City of Barling, Arkansas, that in addition, request is hereby made of the Arkansas Municipal League to aid in the drafting and passage of legislation amending A.C.A. § 14-43-411 to the extent it removes the specific limiting reference of “mayor-

council form of government” from the title and simply provides for filling vacancies of alderman or director in cities of the first class.

**IN WITNESS WHEREOF**, the Board of Directors of the City of Barling, Arkansas has duly adopted this Resolution and caused it to be executed by the officers below on this 25th day of March, 2014.

\_\_\_\_\_  
City of Barling  
By: Jerry Barling, Mayor

ATTEST: \_\_\_\_\_  
Kim Bentley  
City Clerk

# PERTINENT STATE STATUTES

Title 14 Local Government  
Subtitle 3. Municipal Government  
Chapter 48 **City Administrator Form of Municipal Government**

A.C.A. § 14-48-115 (2014)

## **14-48-115. Mayor or director vacancy.**

(a) In the case of a vacancy in the office of mayor or in the office of a member of the board of directors as a result of death, resignation, a recall election as provided for in § 14-48-114, or for any other reason, the board, by majority vote, shall appoint a person to fill the vacancy if the vacancy occurs less than six (6) months before the next general municipal election at which the remainder of the unexpired term shall be filled.

(b) If the vacancy occurs more than six (6) months prior to the next general municipal election, a special election to fill the vacancy shall be called by proclamation issued in accordance with § 7-11-101 et seq., by:

(1) The mayor, if the vacancy is in a board position; or

(2) The highest ranking member of the board of directors, if the vacancy is in the mayor's position.

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## **Mayor-Council Form of Government - Alderman Vacancy**

Title 14 Local Government  
Subtitle 3. Municipal Government  
Chapter 43 Government Of Cities Of The First Class  
Subchapter 4 -- Officers and Employees Generally

A.C.A. § 14-43-411 (2014)

## **14-43-411. Alderman vacancy in mayor-council form of government.**

(a) (1) (A) Whenever a vacancy occurs in the office of alderman in a city of the first class having a population of less than twenty thousand (20,000) according to the most recent federal decennial census, at the first regular meeting after the occurrence of the vacancy, the city council

shall proceed to elect by a majority vote of the remaining members elected to the council an alderman to serve for the unexpired term.

**(B) (i)** However, at least a quorum of the whole number of the city council shall remain in order to fill a vacancy.

**(ii)** The election by the remaining members of the city council is not subject to veto by the mayor.

**(2)** The person elected by the council shall be a resident of the ward where the vacancy occurs at the time of the vacancy.

**(b)** When a vacancy occurs in any position of alderman in a city having a population of twenty thousand (20,000) or more according to the most recent federal decennial census, a new alderman shall be chosen in the following manner:

**(1)** If the unexpired portion of the term of alderman exceeds one (1) year, at the first regular meeting after the occurrence of the vacancy, the city council shall proceed to either elect by a majority vote of the remaining members elected to the council an alderman to serve for the unexpired term or call for a special election to be held in accordance with § 7-11-101 to fill the vacancy; or

**(2)** If the unexpired portion of the term of alderman is one (1) year or less, a successor shall be chosen by a majority vote of the members of the council.

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## Mayor-Council Form of Government - Mayoral Vacancy

Title 14 Local Government  
Subtitle 3. Municipal Government  
Chapter 43 Government Of Cities Of The First Class  
Subchapter 4 -- Officers and Employees Generally

2.

A.C.A. § 14-43-401 (2014)

### **14-43-401. Mayor generally.**

**(a) (1)** The mayor shall hold his or her office during the term for which he or she shall have been elected and until his or her successor shall have been elected and qualified.

**(2)** The mayor shall keep an office at some convenient place in the city, to be provided by the city council, and shall keep the corporate seal of the city in his or her charge.

**(b) (1)** In case of his or her death, disability, resignation, or other vacation of his or her office,

the council, by vote of a majority of all its members, may appoint some other person to act until the expiration of his or her term or disability if the unexpired term of his or her office is less than six (6) months. Otherwise, an election shall be ordered in accordance with the laws of the state. A removal from the city shall be deemed a vacation of his or her office.

(2) In all cases where the unexpired term has more than six (6) months to run and a special election has been called to fill the vacancy in the office of mayor, the city governing body is authorized to appoint any qualified elector of the city, including any member of the council, to serve as acting mayor until the office is filled at the special election. A member of the council shall not vote on his or her own appointment.



MEMORANDUM

TO: Mayor and Board of Directors  
FROM: Wendy Beshears, Administrative Assistant  
DATE: April 8th, 2014  
SUBJECT: Animal Services Advisory Board

The terms of Mike Thames, Jon Remer, Amanda Heim, Joan Bryant, Tammy Trouillon and Sherilyn Walton of the Animal Services Advisory Board has expired April 3rd, 2014. Mr. Remer, Ms. Walton, Ms. Bryant and Ms. Trouillon wishes to be reappointed to this board. Ms. Heim and Mr. Thames do not wish to be reappointed at this time.

The applicant available at this time is:

Robert Lever

3319 Larkspur Lane

Appointments are **by the Board of Directors**, five appointments are needed. The term will expire April 15, 2017.

623 Garrison Avenue  
P.O. Box 1908  
Fort Smith, Arkansas 72902  
(479) 785-2801  
Administrative Offices FAX (479) 784-2430

**ANIMAL SERVICES ADVISORY BOARD**

The animal services advisory board shall work in an advisory capacity to the Mayor and the Board of Directors in regards to topics that concern the care and safety of animals within the corporate limits of the city, and shall endeavor to stimulate and encourage communication with all members of the community to ensure that the programs, goals and objectives of the city relative to the care and safety of animals are consistent with community needs and desires. However, the animal services advisory board will not be responsible for the day to day operations of the Animal Control Division of the Fort Smith Police Department.

The animal services advisory board shall be composed of nine (9) members appointed by the Board of Directors.

	<b><u>Date Appointed</u></b>	<b><u>Term Expired</u></b>
<b><u>Veterinarian:</u></b>		
Mike Thames Veterinarian 4100 Kelley Hwy (04) 883-1243 (h) 782-1234 (w) <a href="mailto:petdocmdt@labahnvvet.com">petdocmdt@labahnvvet.com</a>	04/03/12	04/03/14
Jon Remer Veterinarian 2715 Independence (01) 646-6023 (h) 785-1792 (w) <a href="mailto:drremer@swbell.net">drremer@swbell.net</a>	04/03/12	04/03/14
<b><u>One owner, operator or employee of a business related to the production, sale distribution or care of animals of livestock:</u></b>		
Amanda Heim 4901 E. Valley Road (03) 785-4456 (h) 479-629-6068 (w) <a href="mailto:buffaloblue@aol.com">buffaloblue@aol.com</a>	04/03/12	04/03/14

**Two board members of separate non-profit animal interest groups whose membership is for a comprised primarily of residents of the city, and whose primary interest is the health and welfare of animals, shall be appointed for a term of three years.**

Joan Bryant 1005 South 46 Street (03) 479-926-1266 (h) 434-4740 (w) No email	04/03/12	04/03/14
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Tonya Rogers Branch Manager 10908 Brant Court (08) 649-9439 (h) 646-0114 Ext. 5750 <a href="mailto:tonyarogers@yahoo.com">tonyarogers@yahoo.com</a>	01/21/14	01/21/15
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**Two citizens shall be appointed for a term of three years:**

Tammy Trouillon Community Outreach Director 8000 Holly Avenue (08) 226-3374 (h) 242-3609 (W) <a href="mailto:bookturner3@att.net">bookturner3@att.net</a>	04/03/12	04/03/14
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Sherilyn Walton 8818 Meandering Way (03) 452-0146 <a href="mailto:kittylitter04@yahoo.com">kittylitter04@yahoo.com</a>	04/03/12	04/03/14
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**Two citizens shall be appointed for a term of three years:**

Nicole Morgan 2908 Marion Court (8) 831-7033 <a href="mailto:dutchpk@gmail.com">dutchpk@gmail.com</a>	04/03/12	04/03/15
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Carole Hutton P.O. Box 10018 (17) 462-4965 <a href="mailto:carolehutton@aol.com">carolehutton@aol.com</a>	04/03/12	04/03/15
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**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 1-30-14

Name: LOW C REIMER DUAL Home Telephone: 785-1792

Home Address: 2705 S INDEPENDENCE Work Telephone: 785-1008

Zip: 72901 Email: \_\_\_\_\_

Occupation: VETERINARIAN  
 (If retired, please indicate former occupation or profession)

Education: BS in AGRICULTURE OSU, DVM OSU

Professional and/or Community Activities: Member Temp Task force  
Member Animal Service Board

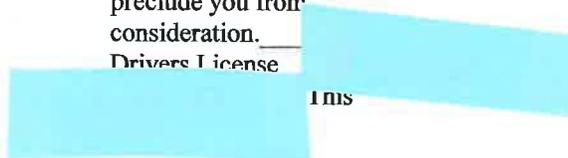
Additional Pertinent Information/References: \_\_\_\_\_

Are you a registered voter in the City of Fort Smith? Yes  No

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes  NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License \_\_\_\_\_ Date of \_\_\_\_\_

 Information will be use to conduct a criminal back ground check of

I am interested in serving on the (please check):

- |  |  |
|--|--|
| <input type="checkbox"/> Audit Committee                           | <input type="checkbox"/> Housing Assistance Board                    |
| <input type="checkbox"/> Advertising & Promoting Commission        | <input type="checkbox"/> Housing Authority                           |
| <input type="checkbox"/> Airport Commission                        | <input type="checkbox"/> Library Bd of Trustees                      |
| <input checked="" type="checkbox"/> Animal Services Advisory Board | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd  | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Benevolent Fund Board                     | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals       | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Central Business Improvement District     | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Comprehensive Plan Steering Committee     | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Convention Center Commission              | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Civil Service Commission                  | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.       | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                 | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals            | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments  | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Historic District Commission              | <input type="checkbox"/> Residential Housing Facilities Board        |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 1-27-14

Name: Sherilyn Walton

Home Telephone: 452-0146

Home Address: 8818 Meandering

Work Telephone: \_\_\_\_\_

Zip: 72903

Email: Kittylitter04@yahoo

Occupation: retired middle school teacher  
 (If retired, please indicate former occupation or profession)

Education: BSE UALR

Professional and/or Community Activities: Literacy Council board

Additional Pertinent Information/References: \_\_\_\_\_

Are you a registered voter in the City of Fort Smith? Yes  No \_\_\_\_\_

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?

Yes \_\_\_\_\_ NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License \_\_\_\_\_ Date of Birth \_\_\_\_\_ is

information will be use to conduct a criminal back ground check of all applicants.

I am interested in serving on the (please check):

- |  |  |
|--|--|
| <input type="checkbox"/> Audit Committee                           | <input type="checkbox"/> Housing Authority                           |
| <input type="checkbox"/> Advertising & Promoting Commission        | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Airport Commission                        | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input checked="" type="checkbox"/> Animal Services Advisory Board | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd  | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                     | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals       | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District     | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Comprehensive Plan Steering Committee     | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Convention Center Commission              | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Civil Service Commission                  | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> Community Development Advisory Com.       | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> County Equalization Board                 | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Electric Code Board of Appeals            | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments  | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Historic District Commission              |  |
| <input type="checkbox"/> Housing Assistance Board                  |  |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 3-20-2014  
 Name: JOAN BRYANT Home Telephone: 479-719-9391 (CELL)  
 Home Address: 1005 S. 46 ST. Work Telephone: \_\_\_\_\_  
 Zip: 72903 Email: \_\_\_\_\_  
 Occupation: RETIRED NURSE  
 (If retired, please indicate former occupation or profession)

Education: B.S. SOCIAL SCIENCE, NURSING LICENSE, A.A., A.A.S.

Professional and/or Community Activities: HAVE WORKED SEVERAL YRS. WITH CAROLE HUTTON PROVIDING DOG FOOD, SPAY/NEUTER SERVICES, VACCINATIONS, MEDICAL CARE FOR ANIMALS BELONGING TO HOMELESS PEOPLE, MAINLY CLIENTS OF NEXT STEP DAY ROOM & MISSION.

Additional Pertinent Information/References: CAROLE & I GO TO WALMART DIST. CENTER IN BENTONVILLE, THEN TRANSPORT DONATED DOG/CAT FOOD DONATED TO US. WE MAKE THIS TRIP EACH WEEK, THEN DELIVER TO DAY ROOM AND DOG RESCUE IN HACKETT. ALSO FIND HOMES FOR ABANDONED ANIMALS DOWNTOWN.

Are you a registered voter in the City of Fort Smith? Yes  No   
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes  NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration

Drivers Licens [Signature] Date of B [Signature]

information will be use to conduct a criminal back ground check of all applicants).

I am interested in serving on the (please check):

- |  |  |
|--|--|
| <input type="checkbox"/> Audit Committee                           | <input type="checkbox"/> Housing Authority                           |
| <input type="checkbox"/> Advertising & Promoting Commission        | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Airport Commission                        | <input type="checkbox"/> Mechanical Bd of Adjustmen and Appeals      |
| <input checked="" type="checkbox"/> Animal Services Advisory Board | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd  | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                     | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals       | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District     | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Comprehensive Plan Steering Committee     | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Convention Center Commission              | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Civil Service Commission                  | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> Community Development Advisory Com.       | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> County Equalization Board                 | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Electric Code Board of Appeals            | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments  | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Historic District Commission              |  |
| <input type="checkbox"/> Housing Assistance Board                  |  |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 1-16-14

Name: Tammy Trowlton

Home Telephone: 479-763-1125

Home Address: 2000 Holly Ave

Work Telephone: 479-242-3609

Zip: 72908

Email: bookturner3@att.net  
 or bookturner4@att.net

Occupation: Outreach Director  
 (If retired, please indicate former occupation or profession)

Education: MS in Special Education

Professional and/or Community Activities: \_\_\_\_\_

task force and

Additional Pertinent Information/References: I served on the Animal task force and currently serve on the Animal Services ad. Board and wish to continue.

Are you a registered voter in the City of Fort Smith? Yes  No \_\_\_\_\_

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes \_\_\_\_\_ No

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude your consideration for appointment.

Drivers Lic \_\_\_\_\_ Date of Bi \_\_\_\_\_ This information \_\_\_\_\_ back ground check of all applican \_\_\_\_\_

I am interested in serving on the (please check):

Animal Services Advisory Board.

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District    | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Convention Center Commission             | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Historic District Commission             | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Housing Assistance Board                 | <input type="checkbox"/> Comprehensive Plan Steering Committee       |
| <input type="checkbox"/> Housing Authority                        |  |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 12-28-2013

Name: ROBERT LEVER

Home Telephone: 479-434-6014

Home Address: 3319 LARKSPUR LN  
FORT SMITH

Work Telephone: RETIRED

Zip: 72916

Email: BOB@GRANDFAMILY.NET

Occupation: RETIRED MINISTER - (PART TIME @ GRAND AVE BAPTIST)  
 (If retired, please indicate former occupation or profession)

Education: College - Business Degree

Professional and/or Community Activities: Treasurer Humane Society -

VOLUNTEER CHAPLAIN FOR FSPD.

Additional Pertinent Information/References: REV. DALE THOMPSON  
DON HUTCHINGS, JUDGE DAVID HUDSON  
LIVED IN FT. SMITH FOR OVER 30 YEARS - GEORGE BARKAM -  
OTHERS AS REQUESTED

Are you a registered voter in the City of Fort Smith? Yes  No

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?

Yes  NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License 00000000 Date of Birth 00000000  
 information will be available to the public (background check of all applicants).

I am interested in serving on the (please check):

- Audit Committee
- Advertising & Promoting Commission
- Airport Commission
- Arkansas Fair & Exhibition Facilities Bd
- Benevolent Fund Board
- Bldg. Bd. Of Adjustment and Appeals
- Central Business Improvement District
- Convention Center Commission
- Civil Service Commission
- Community Development Advisory Com.
- County Equalization Board
- Electric Code Board of Appeals & Appeals
- Fire Code Board of Appeals & Adjustments
- Historic District Commission
- Housing Assistance Board
- Housing Authority
- Library Bd of Trustees
- Mechanical Bd of Adjustments and Appeals
- Oak Cemetery Commission
- Outside Agency Review Panel
- Parking Authority
- Parks & Recreation Commission
- Planning Commission
- Plumbing Advisory Board
- Port Authority
- Property Owners Appeals Board
- Sebastian County Reg. Solid Waste Mgmt. Bd.
- Sister Cities Committee
- Transit Advisory Commission
- Residential Housing Facilities Board
- Comprehensive Plan Steering Committee
- ANIMAL SERVICES ADVISORY BOARD

*I have a great love for animals and their protection.*  
*Robert*



MEMORANDUM

TO: Mayor and Board of Directors  
FROM: Wendy Beshears, Administrative Assistant  
DATE: April 8th, 2014  
SUBJECT: Historic District Commission

Joan Singleton of the Historic District Commission has resigned her position February 17, 2014. This position needs to be filled and will expire July 31, 2015.

The applicant available at this time is:

Dianne Morrison

901 South 26 Street

Appointments are **by the Mayor confirmed by the Board of Directors**, one appointment is needed. The term will expire July 31, 2015.

623 Garrison Avenue  
P.O. Box 1908  
Fort Smith, Arkansas 72902  
(479) 785-2801  
Administrative Offices FAX (479) 784-2430

## Historic District Commission

The commission is authorized to make an investigation and report on the historic significance of the buildings, structures, features, sites or surroundings included in any proposed historic district. The commission is also authorized to recommend an area or areas to be included in a historic district or districts and from time to time recommend amendments to established districts or additional districts.

Fort Smith has been designated a Certified Local Government (CLG) by the United States Department of Interior. One of the benefits of being a CLG is to be eligible for various grant funds each year. CLG's are required to attempt to appoint preservation related professionals to their Historic District Commissions, to the extent available in the community.

The commission has five members, who are electors of the city, **appointed by the Mayor** subject to confirmation by the Board of Directors and each serves alternate three-year terms.

Members shall be electors of the City and hold no salaried or municipal office. Regular meetings are the first Thursday of each month at 6:00 p.m. at the Darby Community Center. The study sessions are held the last Thursday of each month at 5:30 p.m., at the Darby Community Center, 220 North 7 Street.

	<u>Date Appointed</u>	<u>Term Expires</u>
Graham Sharum Architect 715 North 21 St (01) 478-9368 (h) 783-2480 (w) <a href="mailto:graham@childersarchitect.com">graham@childersarchitect.com</a>	08/20/02	07/31/14
Charles Lane Manager, USA Truck 1219 Elizabeth Lane (03) 430-0711(h) 471-6680 (w) <a href="mailto:chad.lane@use-truck.com">chad.lane@use-truck.com</a>	11/21/12	07/31/14
Joan Singleton 9300 Jenny Ld (08) 646-7298 (h) <a href="mailto:mjasinga@msn.com">mjasinga@msn.com</a>	08/15/06	07/31/15

Scott Martin  
Pricing Analyst  
6318 Ironwood (16)  
783-1522 (h)  
471-6589 (w)  
[scottmartin4@att.net](mailto:scottmartin4@att.net)

7/19/12

07/31/15

David Kerr  
Retired  
523 North 5 Street (01)  
783-6384 (h)  
[dhkerr720@yahoo.com](mailto:dhkerr720@yahoo.com)

06/18/13

07/31/16

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 3/28/14  
 Name: Dianne Morrison Home Telephone: 501-318-4446  
 Home Address: 901 S. 76<sup>th</sup> St. Work Telephone: 479-785-7651  
 Zip: 72901 Email: dmorrison@wapdd.org  
 Occupation: Transportation Planner  
 (If retired, please indicate former occupation or profession)  
 Education: BA Geography, working on Master of Community + Econ. Dev.  
 Professional and/or Community Activities: AR American Planning Association VP, TRB Small + Medium Sized Communities Com.  
 Additional Pertinent Information/References: Maggie Rice, Matt Jennings

I am very interested in preserving the history of a place.

Are you a registered voter in the City of Fort Smith? Yes  No   
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes  NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License [Signature] Date of Birth [Signature] is information will be [Signature] (background check of all applicants)

I am interested in serving on the (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District    | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Convention Center Commission             | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                 |
| <input checked="" type="checkbox"/> Historic District Commission  | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Housing Assistance Board                 | <input type="checkbox"/> Comprehensive Plan Steering Committee       |
| <input type="checkbox"/> Housing Authority                        |  |



MEMORANDUM

TO: Mayor and Board of Directors

FROM: Wendy Beshears, Administrative Assistant

DATE: April 9th, 2014

SUBJECT: Housing Assistance Board

The terms of Karen Wuthrich, Jim Harris and Sara Edmiston of the Housing Assistance Board will expire April 30, 2014. Ms. Wuthrich, Mr. Harris and Ms. Edmiston are interested in reappointment.

There are no other applicants available at this time.

Appointments are **by the Board of Directors**, three appointments are needed. The term will expire April 30, 2016.

## Housing Assistance Board

The Housing Assistance Board was established by the Board of Directors April 6, 1976 to review applications and approve grants to owners of housing units in the City to repair and rehabilitate private residential structures. Grants are available through the Community Development Program.

The Board consists of seven persons serving two-year terms. The Board of Directors make the appointments from names submitted to them by various citizens, community groups, etc. The Board meets on call monthly.

	<u>DATE APPOINTED</u>	<u>TERM EXPIRE</u>
Karen V. Wuthrich Vice-President 4115 Gascony Way (03) 452-1952 (h) 478-4425 (w) <a href="mailto:karen.wuthrich@bxs.com">karen.wuthrich@bxs.com</a>	05/18/10	04/30/14
Jim Harris Retired 525 North 39 Street (03) 783-4530 (h) <a href="mailto:jharris39@sbcglobal.net">jharris39@sbcglobal.net</a>	05/18/10	04/30/14
Sara Edmiston Retired 8404 Hannah Court (03) 452-3334 <a href="mailto:wedmiston@sbcglobal.net">wedmiston@sbcglobal.net</a>	03/20/12	04/30/14
Jim Rose Retired 2204 Carleton Place (08) 648-9120 <a href="mailto:jands5@cox.net">jands5@cox.net</a>	05/20/03	04/30/15

John P. Ross Real Estate Agent 10109 Seven Oaks Road (08) 646-7272 (h) (479) 973-2759 (w) <a href="mailto:jprn62vw@sbcglobal.net">jprn62vw@sbcglobal.net</a>	04/17/12	04/30/15
Hazel Brown Realtor 6711 Riviera Drive (03) 461-4165 (h) 648-8000 (w) <a href="mailto:hbrown1409@aol.com">hbrown1409@aol.com</a>	03/27/13	04/30/15
Pat Gooch Retired 1516 South 17 #2 459-9941 (h) <a href="mailto:patgooch@att.net">patgooch@att.net</a>	03/27/13	04/30/15

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 2-27-14  
 Name: Karen Wuthrich Home Telephone: 452-1952  
 Home Address: 2124 Wuthrich Pl. Work Telephone: 785-8346  
 Zip: 72903 Email: Karen.wuthrich@cs.com  
 Occupation: Bankcorp South vice president, commercial lending  
 (If retired, please indicate former occupation or profession)

Education: BS in accounting, Arkansas State University (now UAFS)

Professional and/or Community Activities: Housing Assistance Board, Girls Inc (Arrows), Jr League (Sustainer), PEO, 1st Presbyterian Church

Additional Pertinent Information/References: Fort Smith native

References: Jim Partridge, Mike Stow, David & Jane Craig, Kelly Long

Are you a registered voter in the City of Fort Smith? Yes  No   
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes  NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License cell Date of Birth cell  
 information will be cell background check of all applicants cell

I am interested in serving on the (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District    | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Convention Center Commission             | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Historic District Commission             | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input checked="" type="checkbox"/> Housing Assistance Board      | <input type="checkbox"/> Comprehensive Plan Steering Committee       |
| <input type="checkbox"/> Housing Authority                        |  |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 3-18-14

Name: Jim Harris

Home Telephone: 479 783 4530

Home Address: 525 N. 39th

Work Telephone: N/A

Zip: 72903

Email: jharris39@sbcglobal.net

Occupation: Retired - Supervisor, City of Ft Smith - Utilities Dept  
 (If retired, please indicate former occupation or profession)

Education: High School plus job-related tech training

Professional and/or Community Activities: \_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_

Are you a registered voter in the City of Fort Smith? Yes  No

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes  NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License 000000 Date of Birth \_\_\_\_\_ (This information will be used to conduct a criminal background check of all applicants).

I am interested in serving on the (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District    | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Convention Center Commission             | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Historic District Commission             | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input checked="" type="checkbox"/> Housing Assistance Board      | <input type="checkbox"/> Comprehensive Plan Steering Committee       |
| <input type="checkbox"/> Housing Authority                        |  |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 03/18/14  
 Name: SARA EDMISTON Home Telephone: 479-452-3334  
 Home Address: 8404 HANNAH COURT Work Telephone: —  
 Zip: 72903 Email: WEDMISTON@SBCGLOBAL.NET  
 Occupation: RETIRED REGISTERED NURSE  
 (If retired, please indicate former occupation or profession)  
 Education: DIPLOMA IN NURSING  
 Professional and/or Community Activities: ST. JOHNS EPISCOPAL CHURCH, PEO,  
WOMEN'S BIBLE STUDY AT CHRIST THE KING  
 Additional Pertinent Information/References: \_\_\_\_\_

Are you a registered voter in the City of Fort Smith? Yes  No \_\_\_\_\_  
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes \_\_\_\_\_ NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consider:

Drivers Information ellee Date of Birth ellee (This is for all applications).

I am interested in serving on the (please check):

- Audit Committee
- Advertising & Promoting Commission
- Airport Commission
- Arkansas Fair & Exhibition Facilities Bd
- Benevolent Fund Board
- Bldg. Bd. Of Adjustment and Appeals
- Central Business Improvement District
- Convention Center Commission
- Civil Service Commission
- Community Development Advisory Com.
- County Equalization Board
- Electric Code Board of Appeals & Appeals
- Fire Code Board of Appeals & Adjustments
- Historic District Commission
- Housing Assistance Board
- Housing Authority
- Library Bd of Trustees
- Mechanical Bd of Adjustments and Appeals
- Oak Cemetery Commission
- Outside Agency Review Panel
- Parking Authority
- Parks & Recreation Commission
- Planning Commission
- Plumbing Advisory Board
- Port Authority
- Property Owners Appeals Board
- Sebastian County Reg. Solid Waste Mgmt. Bd.
- Sister Cities Committee
- Transit Advisory Commission
- Residential Housing Facilities Board
- Comprehensive Plan Steering Committee

CURRENT



## PLANNING COMMISSION

The purpose of the Planning Commission is to prepare a development plan for the City, to receive and make recommendations on public and private proposals for the development and to prepare and administer planning regulations. The Planning Commission is authorized to prepare and adopt a land use plan, a community facilities plan, a master street plan, and such other plans affecting the general welfare of the City.

The Planning Commission, acting as Board of Zoning Adjustment, hears appeals from the decision of the administrative officers regarding enforcement and application of the zoning ordinances and hears requests for variances from the provisions of the zoning ordinance.

The Planning Commission consists of nine members, appointed by the Board of Directors for a three-year term. Members of the Planning Commission must be owners of or tenants in real property in the City of Fort Smith and be qualified electors of the City. The Planning Commission meets the second Tuesday of each month at 5:30 p.m. in the Rose Room of the Creekmore Community Center.

	<u>DATE APPOINT</u>	<u>TERM EXPIRES</u>
Michelle Hood Nonprofit Management 10906 Edgewater Rd (03) 719-1297 (h) 314-1186 (w) <a href="mailto:mstockman08@gmail.com">mstockman08@gmail.com</a>	07/16/13	04/30/14
Vicki Newton 2725 Reeder Street (01) 709-9946 (h) 782-4001 (213) <a href="mailto:Vicki@dixiecupfcu.com">Vicki@dixiecupfcu.com</a>	03/15/11	04/30/14
Thomas E. Howard Jr. 3121 Jackson (03) 648-9226 (h) 452-2636 (w) <a href="mailto:rhoward@risley-associates.com">rhoward@risley-associates.com</a>	03/15/11	04/30/14
Jennifer Parks Insurance Agent 3412 Coventry Ln (08) 649-8036 (h) 651-6503 (c) <a href="mailto:jenniferparks@healthpointinsuranceservices.com">jenniferparks@healthpointinsuranceservices.com</a>	04/18/06	04/30/15

Richard Spearman 10716 Hunters Point Road (03) 785-6204 (w) 452-0029 (h) <a href="mailto:rspearman@arkbest.com">rspearman@arkbest.com</a>	06/19/12	04/30/15
Brandon Cox 7305 Ellsworth Road (03) 649-8142 (h) 478-7864 (w) <a href="mailto:bcox@propak.com">bcox@propak.com</a>	03/20/12	04/30/15
Marshall L. Sharpe 2912 South 34 Street (03) 649-7459 (h) 494-6305 (w) <a href="mailto:Msharp@okfoods.com">Msharp@okfoods.com</a>	08/17/10	04/30/16
Robert Cooper Jr. Real Estate Broker 4800 Chestnut Way (03) 478-6161 (w) 629-2115 (h) <a href="mailto:Bob@rhghan.com">Bob@rhghan.com</a>	05/07/13	04/30/16
Don Keese Banker 6607 Highland Drive (16) 719-8522 (h) 452-0709 (w)	03/27/13	04/30/16

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Name: Vicki Newton Date: 3-3-14  
 Home Telephone: 479-709-9946  
 Home Address: 2725 Reeder Work Telephone: 479-782-3133  
 Zip: 72901 Email: Vicki@dixiecupfcc.com  
 Occupation: CEO- FCU Dixie Cup FCU  
 (If retired, please indicate former occupation or profession)  
 Education: Westark - ASDU / member- Beautify Fort Smith  
 Professional and/or Community Activities: Co-Pres Citizens Academy Alumni  
Board Member- Clayton House, Active Member  
Central Christian Church

Additional Pertinent Information/References: \_\_\_\_\_  
currently serving on the Planning Commission

Are you a registered voter in the City of Fort Smith? Yes  No   
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes \_\_\_\_\_ NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License 00000 Date of Birth 0000 his information will be \_\_\_\_\_ background check of all applica....

I am interested in serving on the (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District    | <input checked="" type="checkbox"/> Planning Commission              |
| <input type="checkbox"/> Convention Center Commission             | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Historic District Commission             | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Housing Assistance Board                 | <input type="checkbox"/> Comprehensive Plan Steering Committee       |
| <input type="checkbox"/> Housing Authority                        |  |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 3/11/2014  
 Name: Michele Head Home Telephone: 479-719-1297  
 Home Address: 10906 Edgewater Work Telephone: 479-34-1186  
 Zip: 72903 Email: Mstockman08@gmail.com  
 Occupation: Executive Director, Mercy Health Foundation  
 (If retired, please indicate former occupation or profession)  
 Education: Masters (MBA), Western Carolina Univ.  
 Professional and/or Community Activities: Future Fort Smith Committee, Girls Inc board member, Crisis Intervention Center board  
 Additional Pertinent Information/References: \_\_\_\_\_

Are you a registered voter in the City of Fort Smith? Yes  No \_\_\_\_\_  
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes \_\_\_\_\_ NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License elleo Date of Birth ellee  
 information will be \_\_\_\_\_ background check of all applicants

I am interested in serving on the (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District    | <input checked="" type="checkbox"/> Planning Commission              |
| <input type="checkbox"/> Convention Center Commission             | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Historic District Commission             | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Housing Assistance Board                 | <input type="checkbox"/> Comprehensive Plan Steering Committee       |
| <input type="checkbox"/> Housing Authority                        |  |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 3-19-14  
 Name: RETT HOWARD Home Telephone: 479-648-9226  
 Home Address: 3121 JACKSON Work Telephone: 479-452-2636  
 Zip: 72903 Email: RHOWARD@RISLEY-ASSOCIATES.COM  
 Occupation: ARCHITECT  
 (If retired, please indicate former occupation or profession)  
 Education: BACH ARCHT  
 Professional and/or Community Activities: AIA / PLANNING COMMERCIAL  
ARIZ BUILD AUTHORITY BOARD  
 Additional Pertinent Information/References: \_\_\_\_\_

Are you a registered voter in the City of Fort Smith? Yes  No \_\_\_\_\_  
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes \_\_\_\_\_ NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License ARIZ 000000 Date of Birth 000000  
 information will be use to co \_\_\_\_\_ check of all applicants

I am interested in serving on the (please check):

- |   |   |
|---|---|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                           |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals         |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                          |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                      |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                                |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission                    |
| <input type="checkbox"/> Central Business Improvement District    | <input checked="" type="checkbox"/> Planning Commission                   |
| <input type="checkbox"/> Convention Center Commission             | <input type="checkbox"/> Plumbing Advisory Board                          |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                                   |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board                    |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd.      |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                          |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                      |
| <input type="checkbox"/> Historic District Commission             | <input type="checkbox"/> Residential Housing Facilities Board             |
| <input type="checkbox"/> Housing Assistance Board                 | <input checked="" type="checkbox"/> Comprehensive Plan Steering Committee |
| <input type="checkbox"/> Housing Authority                        |   |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 4-3-14  
 Name: SCOTT McLAIN Home Telephone: 501 779 7302  
 Home Address: 1120 S. ALBERT PIKE Work Telephone: 501 779 7302  
 Zip: 72903 Email: SCOTT@MCLAIN-GROUP.COM  
 Occupation: ENTREPRENEUR - REAL ESTATE DEVELOPER  
 (If retired, please indicate former occupation or profession)  
 Education: MASTER OF BUSINESS ADMINISTRATION  
BACHELOR OF SCIENCE ENGINEERING  
 Professional and/or Community Activities: \_\_\_\_\_

SEE ATTACHED RESUME'

Additional Pertinent Information/References: DEVELOPED PROPERTIES IN MORE THAN 100 COMMUNITIES ACROSS UNITED STATES

Are you a registered voter in the City of Fort Smith? Yes  No \_\_\_\_\_  
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes  NO \_\_\_\_\_

If yes, please indicate date. A "yes" answer will not automatically preclude you from consideration.  
 Drivers License information will be reviewed. \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Background check of all applicants will be conducted.

I am interested in serving on the (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District    | <input checked="" type="checkbox"/> Planning Commission              |
| <input type="checkbox"/> Convention Center Commission             | <input type="checkbox"/> Plumbing Advisory Board                     |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Historic District Commission             | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Housing Assistance Board                 | <input type="checkbox"/> Comprehensive Plan Steering Committee       |
| <input type="checkbox"/> Housing Authority                        |  |

**E. L. Scott McLain**  
**1120 S. Albert Pike Avenue, Fort Smith, AR 72903**  
**(501) 779-7302; [scott@mclain-group.com](mailto:scott@mclain-group.com)**

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Real estate development professional with thirty years of innovative experience in both publicly held and private organizations. Effective at leading teams to plan and implement organizational change, or execute large, complex, capital improvement programs. Proven leader with experience in many industries, and a professional mission to rid teams and organizations of inefficiencies that inhibit their growth and success.

### **PROFESSIONAL EXPERIENCE**

**THE MCLAIN GROUP** (2004 – Present): President, Managing Member, Founder

TMG's mission is to help clients overcome the primary inefficiencies in the capital improvement cycle through cutting-edge technology, servant leadership, effective communication & risk mitigation. TMG provides a wide range of real estate and business growth services and has led or participated in more than \$1.3 billion of developments and projects. Some highlights:

- Led the acquisition, development and disposition of the Boomerang Express Tunnel Carwash chain in one of the largest carwash transactions ever completed
- Performed more than 100 Site Evaluations for acquisition and development
- \$642mm NexGen Biofuels Development Program (financing)
- 189 Unit Residential Development for Little Rock Homes, LLC (financing; dm)
- \$89mm Southern Ethanol Co. LLC Facility (financing)
- \$6mm EJ Ball Office Building Renovation, Fayetteville, AR (dm)

**FOXCOR** (1995-2004): President, Partner, Chief Financial Officer, Chief Operating Officer, Chief Administrative Officer, Vice President, Project Executive

FCI's mission was to provide management services to the stakeholders of capital improvement projects including designers, contractors, financial institutions, owners and developers. As President, I was accountable to the Chairman and Executive Committee for all facets of the organization including profit & loss, strategic planning & implementation, marketing, legal compliance, finance, sales, operating systems, and improving shareholder value. Some highlights:

- Achieved AGR of 74% from 1995 through 2003
- Grew from \$0 in 1995 to more than \$2.4 billion in projects under management by 2004
- Personally sold services on \$1.7 billion of projects in 12 months
- Ranked as 2<sup>nd</sup> or 3<sup>rd</sup> Fastest Growing Company by Arkansas Business in 1997-1999
- Employee of the Year for 2001
- Finalist for 2001 Arkansas Business of the Year – Category II
- Personal leadership or hands-on involvement in more than \$2.7 billion of projects
- \$792mm Westin Diplomat Resort, Country Club and Spa ([www.diplomatresort.com](http://www.diplomatresort.com)) (pm)
- \$350mm Gaylord Texan Resort & Convention Center ([www.gaylordhotels.com](http://www.gaylordhotels.com)) (pm)
- \$265mm Sandals Emerald Bay (<http://www.sandals.com/main/emerald/em-home.cfm>) (pm)
- \$200mm Harrah's Jazz Casino, New Orleans (pre/post-bankruptcy) ([www.harrahs.com](http://www.harrahs.com)) (pm)
- 278 Wilson Leather Retail Outlets in four years ([www.wilsonleather.com](http://www.wilsonleather.com)) (pm)
- Harrah's Project Cost Modeling Standardization
- Candlewood Hotel Site-Adapt, Design-Build Program development and implementation
- Developed, implemented and administered the New Orleans Open Access Program for Minority & Women Owned Business Enterprises and Minority & Women Individuals

**UNITED PARCEL SERVICE** (1983-1995): Region Project & Environmental Manager, Shareholder, Industrial & Plant Engineering Supervisor, Package Car Driver & Supervisor, Hub Supervisor, Preload Supervisor

UPS entrusted me with many assignments but most notably as Region Project & Environmental Manager for their South Central Region. While serving on the Region Real Estate Committee, I oversaw the Approval for Development process for hundreds of commercial projects and expansions. As Region Project Manager, I completed 12 new building or renovation projects. As Region Environmental Manager, my responsibilities included complete regulatory compliance for all facilities and fleet in the region while managing a staff of six Project Engineers who performed 132 projects on various environmental issues. Some highlights:

- Served on the Corporate Environmental Committee and personally developed the corporate-wide UST Program involving more than 1,400 facilities and \$100M capital expenditure including feasibility analysis, strategic planning, implementation, legal compliance, training and project controls methodology.
- Supervisor of the Year for 1994 (Arkansas, Customer Service)
- Project of the Year nomination for 1991
- Completion of \$7M-132 project UST Program for SC US in three years – 1<sup>st</sup> in UPS
- Highest ranking at Supervisor’s Basic Training School
- Achieved highest UPS Work Measurement Audit score attainable

**EDUCATION**

- Masters of Business Administration, University of Arkansas Little Rock
- Bachelor of Science in Engineering, Arkansas Tech University

**AREAS OF EXPERTISE**

Entrepreneurship	Real Estate Development	Business Strategy
Servant Leadership	Project Management	Contract Administration
Program Management	Construction Management	Sales & Marketing
Hotel & Hospitality Dev.	Multi-Family Op. & Develop.	Casino Development
Retail Op. & Development	Automotive Services	Accounting & Finance
Project Finance	Asset Management	Acquisition & Due Diligence
Real Estate Brokerage	Convention Ctr. Development	Cost Estimating
Project Entitlement	Property Management	Real Estate Site Selection
Design Management	Asset Disposition	Cost Benefit & Feasibility
Risk Assessment & Mitigation	Healthcare Development	ERISA Compliance
High Rise Development	Business Development	MBE & WBE Programming
Transportation & Logistics	Mergers & Acquisitions	Expert Witness

**REFERENCES**

- Mark Ferguson - EVP First Security Bancorp; (501) 978-6325 or (501) 327-7272
- Charles Rateliff - Former Wal-Mart Treasurer; (479) 586-2420

Note: A more extensive list of references, projects, developments, accomplishments, activities, honors, speeches, and published articles is available upon request.

**E. L. Scott McLain**  
**1120 S. Albert Pike Avenue, Fort Smith, AR 72903**  
**(501) 779-7302; [scott@mclain-group.com](mailto:scott@mclain-group.com)**

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**PROJECTS & DEVELOPMENTS**

- \$792mm Westin Diplomat Resort, Country Club and Spa ([www.diplomatresort.com](http://www.diplomatresort.com)) (pm)
- \$642mm NexGen Biofuels Development Program (financing)
- \$400mm Harrah's Atlantic City Phase III Casino and Hotel Expansion ([www.harrahs.com](http://www.harrahs.com)) (pm)
- \$400mm Chou Chou Bay Resort & Marina; Haiti (dm)
- \$350mm Gaylord Texan Resort & Conv. Center, Grapevine, TX ([www.gaylordhotels.com](http://www.gaylordhotels.com)) (pm)
- \$280mm Gun Lake Casino, Gun Lake, MI ([www.mbpi.org](http://www.mbpi.org)) (pm)
- \$265mm Sandals Emerald Bay Bahamas (<http://www.sandals.com/main/emerald/em-home.cfm>) (pm)
- \$200mm Harrah's Jazz Casino, New Orleans (pre/post-bankruptcy) ([www.harrahs.com](http://www.harrahs.com)) (pm)
- \$175mm Harrah's St. Louis, Maryland Heights, MO ([www.harrahs.com](http://www.harrahs.com)) (pm)
- \$89mm Southern Ethanol Co. LLC Facility (financing)
- \$81mm Harrah's Atlantic City Phase I (Casino) and II (Hotel) Exp ([www.harrahs.com](http://www.harrahs.com)) (pm)
- \$64mm Harrah's Showboat Expansion, Atlantic City, NJ ([www.harrahs.com](http://www.harrahs.com)) (pm)
- \$38mm Ramsey Creek Townhouses, Freeport, FL ([www.ramseycreek.com](http://www.ramseycreek.com)) (financing; dm)
- \$32mm Harrah's Mardi Gras Casino, Tunica, MS ([www.harrahs.com](http://www.harrahs.com)) (pm)
- \$23mm Residential Development, Groveland, FL (financing)
- \$20mm Terra Nova North Carolina Commercial Greenhouse Facility (financing)
- \$16mm Water Landings Condos, Panama City, FL (financing; dm)
- \$12mm Harrah's Club Tunica Renovation ([www.harrahs.com](http://www.harrahs.com)) (pm)
- \$6mm EJ Ball Office Building Renovation, Fayetteville, AR (dm)
- \$5mm Harrah's Atlantic City Employee Parking Lot, NJ ([www.harrahs.com](http://www.harrahs.com)) (pm)
- \$3.6mm 540 Flex Industrial Park, Fayetteville, AR (financing; dm)
- \$2.9mm Drive Clean, LLC Acquisition, AR ([www.drivecleanamerica.com](http://www.drivecleanamerica.com)) (financing)
- \$2.8mm Boomerang Carwash, Tulsa, OK ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (financing; dm)
- \$2.1mm Boomerang Carwash, Bentonville, AR ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (financing; dm)
- \$2.1mm Boomerang Carwash, Memphis, TN ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (financing; dm)
- \$2.1mm Boomerang Carwash, OKC, OK ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (financing; dm)
- \$2.1mm Boomerang Carwash, Olive Branch, MS (financing; dm)
- \$2.0mm Boomerang Carwash, Tulsa, OK ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (financing; dm)
- \$2.0mm Boomerang Carwash, Broken Arrow, OK ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (dm)
- \$2.0mm Boomerang Carwash, Little Rock, AR ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (dm)
- \$1.9mm Boomerang Carwash, Texarkana, TX ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (financing; dm)
- \$1.9mm Boomerang Carwash, Texarkana, TX ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (financing; dm)
- \$1.9mm Boomerang Carwash, Springdale, AR ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (financing; dm)
- \$1.8mm Boomerang Carwash, Sherwood, AR ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)) (financing; dm)
- \$1.7mm Razor-Wash Carwash, Fayetteville, AR ([www.razor-wash.com](http://www.razor-wash.com)) (financing; dm, bm)
- \$1.2mm CPT Med Custom Procedure Tray & Sterilization Facility (financing)
- 1,300 Unit Automotive Services Center Program for Major Retailer (financing; dm)
- 483 Unit Residential Development in Greenland, AR (dm)
- 278 Wilson Leather Retail Outlets in four years ([www.wilsonleather.com](http://www.wilsonleather.com)) (pm)
- 189 Unit Residential Development for Little Rock Homes, LLC (financing; dm)
- 144 UPS Facility and Environmental Projects in four years ([www.ups.com](http://www.ups.com)) (pm)

- Harrah's Project Cost Modeling Standardization
- Candlewood Hotel Site-Adapt, Design-Build Program development and implementation

### PARTNERSHIPS

- **Co-Founder, Partner & Managing Member** – Razor-Wash (Aug 2011 – Present): Owns and operates an express tunnel carwash in Fayetteville, AR ([www.razor-wash.com](http://www.razor-wash.com)).
- **Co-Founder, Partner & Managing Member** – Little Rock Homes, LLC (Aug 2007 – Present): LR Homes is developing and/or selling 189 infill lots in central Arkansas.
- **Partner** – CPT Med, Inc (Mar 2005 – Present): CPTM is a manufacturer servicing the \$2.5 billion medical packaging industry.
- **Co-Founder, Partner & President** – Drive Clean, LLC (Jan 2007 – Dec 2012): DC operates (29) Boomerang express tunnel carwashes in six states ([www.boomerangcarwash.com](http://www.boomerangcarwash.com)). Scott was the leading principal in the sale of DC in one of the largest carwash transactions.
- **Co-Founder, Partner & Managing Member** – Drive Clean Holding, LLC (Oct 2006 – Dec 2012): DCH was established as the primary investor in Drive Clean, LLC.
- **Co-Founder, Partner & Managing Member** – Drive Clean Partners, LLC (Jan 2007 – Dec 2012): DCP was established as the management entity of DCH & DC.
- **Partner** – Life-Pack USVI, LLC (Oct 2004 – 2007): LP is a start-up, manufacturing business intent on servicing the 35,000+ bed Caribbean hospital market with their medical supply needs.
- **Partner & Managing Member** – Aussie USA, LLC (Oct 2004 – Mar 2009): AUSA envisioned, planned and organized a 1,300 unit Automotive Services Center program for a major US retailer.
- **Partner & Development Leader** – The Snow Palace Worldwide, Inc (Feb 2004 – Dec 2007): TSP hoped to become a world renowned destination resort in Las Vegas, NV.
- **Partner** – Alpha Global Solutions, LLC (2005): AGS was a start-up, agri-business established to develop and operate an Ethanol Production Facility, a Bio-Mass Power Plant, and a Commercial Greenhouse in North Carolina.
- **Founder & President** – McLain Consulting Associates (Mar 1995 – Nov 1995): MCA's mission was to provide management services to the stakeholders of capital improvement projects including designers, contractors, financial institutions, owners and developers. I developed and implemented a business model to provide capital asset project administration and oversight, which became the model for Foxcor's business. During my short tenure with MCA, I assisted an industrial manufacturing firm in developing a master plan and feasibility study for a fifteen-plant expansion, and I also assisted Harrah's Jazz Company with project management needs on their New Orleans casino project during the early stages of design and construction.

### SPEAKING ENGAGEMENTS & PUBLISHED ARTICLES

- Kappa Alpha Order Convivium Jan 19, 2013 – *“Robert E Lee: A Gentleman and Man of Character”*
- Technology for Construction Conference Jan 17, 2005 – *“Digital Vegas: An Owner's Perspective on Design and Construction Technology”*
- FIATECH Fall Technology Conference Oct 13, 2004 – *“Scenario-Based Project Planning: Lessons to be Learned from Other Industries”*
- Commercial Property News Sep 16, 2004 – *“Industry Efficiencies at the Tipping Point”*
- Arkansas Democrat Gazette Aug 9, 2004 – *“In Business, Monitor Competitors”*
- FIATECH Spring Conference 2004 – *“Compliance: Technology Adoption, Acceptance and Usage”*
- UALR Foundation Fund Board 2000 – *“Attributes of the EMBA Program”*

- UPS Management Conference 1988 – *“Building Our New Airline”*

### **ACCOMPLISHMENTS & ACTIVITIES**

- Married with three children and two grandchildren
- Fort Smith Arkansas Outside Agency Review Panel Mayor Appointment since 2013
- Kappa Alpha Order Zeta Rho Chapter Alumni of the Year 2011
- Woodlands Church Charter Member and Leadership Chairman 2007-2011
- Grew Foxcor from \$0 in 1995 to more than \$2.4 billion in projects under management by 2004.
- NFIB Arkansas Leadership Committee Member since 2003
- Foxcor Employee of the Year for 2001
- UPS Supervisor of the Year for 1994 (Arkansas, Customer Service)
- Foxcor finalist for 2001 Arkansas Business of the Year – Category II
- Selected for Arkansas Business 40 Under 40 in 1999
- Foxcor ranked as 2<sup>nd</sup> or 3<sup>rd</sup> Fastest Growing Company by Arkansas Business in 1997-1999
- UALR 1000@1000 Fundraising Chairman in 2003
- Helped Foxcor achieve AGR of 74% from 1995 through 2003
- Developed, implemented and administered the New Orleans Open Access Program for Minority & Women Owned Business Enterprises and Minority & Women Individuals
- Highest Ranking at UPS Supervisor’s Basic Training School
- Kappa Alpha Order Alumni President from 2000 to 2004
- Achieved highest UPS Work Measurement Audit score attainable
- Received UPS Project of the Year nomination for 1991
- Personally performed more than 100 Site Evaluations for acquisition and development
- Developed \$100mm UPS UST Program with over 1,400 projects nationwide
- Completion of \$7M-132 project UST Program for SC US in three years – 1<sup>st</sup> in UPS
- UPS Corporate Environmental Committee Member from 1989 to 1993
- UPS SC Region Real Estate Committee Member from 1989 to 1993
- Completed UPS Employee Relations Seminars
- UPS Contract Documents Seminar
- Soil Mechanics Seminar – Clemson University
- Asphalt Institute Seminar – University of Kentucky
- Prepared UPS Pavement Maintenance Program and trained Plant Engineering personnel
- UPS Management by Commitment Certified
- President of ATU Engineering Society in 1985
- President of ATU Epsilon Zeta Kappa Alpha Order in 1985
- President & Charter Member of Order of Omega Greek Honor Society 1985
- Marion & Vernon Piper National Scholarship Recipient for 1985
- Fund Chairman for Arkansas River Valley Muscular Dystrophy Association for 1985
- Senator of ATU Student Government Association
- Blue Key National Honor Fraternity
- Numerous high school academic and athletic awards



## MEMORANDUM

TO: Mayor and Board of Directors

FROM: Wendy Beshears, Administrative Assistant

DATE: April 9th, 2014

SUBJECT: Plumbing Advisory Board

The terms of Herbert Davis and Scott Hathaway of the Plumbing Advisory Board has expired February 28, 2014. Mr. Davis and Mr. Hathaway are interested in reappointment.

There are no other applicants at this time.

Appointments are **by the Board of Directors**, two appointment are needed. The term will expire April 15, 2018.

623 Garrison Avenue  
P.O. Box 1908  
Fort Smith, Arkansas 72902  
(479) 785-2801  
Administrative Offices FAX (479) 784-2430

## Plumbing Advisory Board

The Plumbing Advisory Board is authorized to serve the City in an advisory capacity in the formulation of rules and regulations regarding plumbing in the City; to hear appeals to the City's inspecting officials regarding plumbing and gas fitting codes and ordinances; to prepare and conduct examinations for the issuance of Fort Smith master and journeyman plumber's and gas fitter's license under certain conditions.

The Board consists of two licensed master plumbers, a licensed registered mechanical or sanitary engineer, a licensed registered architect, two citizens at large, and a designated representative of the Health Department of the City. With the exception of the Health Department representative who serves for an indefinite term, all other members are appointed by the **Board of Directors** for four-year terms.

The Plumbing Advisory Board supersedes the Plumbers Examining Board. The Board meets on call.

	<u>Date Appointed</u>	<u>Term Expires</u>
Jason Davis 3112 South 70 Street (03) 452-8600 Health Department	06/24/09	Indefinite
Herbert V. Davis 2908 Reeder (03) Professional Engineer 782-0474 (w)	02/18/86	02/28/14
Scott Hathaway 602 Garrison, Suite 800 (01) 452-8922 (w) 471-7688 (h) Architect	02/17/98	02/28/14
Charles L. (Woody ) Shank 7205 South Q Street (03) Mechanical Contractor & Licensed Master Plumber 461-7556( c) 478-9339 (w)	04/07/92	02/28/16

Plumbing Advisory Board continued-

Citizens at Large:

Matthew Blaylock 9 Free Ferry North (03) 452-0879 (h) 782-3124 (w)	08/21/07	02/28/16
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Alan Q. Anderson Master Plumber 7221 Free Ferry (03) 461-0418 (h) 782-5059 (w) <u><a href="mailto:AlanAnderson@mellies.org">AlanAnderson@mellies.org</a></u>	02/17/09	02/28/17
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Jan Taylor Plumber 5203 Moody Dr (03) 484-0984 (h) 452-3142 (w)	03/15/05	02/28/18
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**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 3/17/2014  
 Name: HERBERT V. DAVIS Home Telephone: 479-78  
 Home Address: 2908 REEDER Work Telephone: 479-782-0474  
 Zip: 72901 Email: \_\_\_\_\_

Occupation: MECHANICAL ENGINEER  
 (If retired, please indicate former occupation or profession)

Education: BACHELOR OF SCIENCE IN MECHANICAL ENGINEER

Professional and/or Community Activities: \_\_\_\_\_

Additional Pertinent Information/References: \_\_\_\_\_

Are you a registered voter in the City of Fort Smith? Yes  No \_\_\_\_\_  
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes \_\_\_\_\_ NO   
 If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.  
 Drivers License \_\_\_\_\_ Date of Birth \_\_\_\_\_ (This information will be use to conduct a criminal back ground check of all applicants).

I am interested in serving on the (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District    | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Convention Center Commission             | <input checked="" type="checkbox"/> Plumbing Advisory Board          |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Historic District Commission             | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Housing Assistance Board                 | <input type="checkbox"/> Comprehensive Plan Steering Committee       |
| <input type="checkbox"/> Housing Authority                        |  |

**CITY OF FORT SMITH**  
**Application for City Boards/Commissions/Committees**

**Note:** As an applicant for a City Board, Commission or Committee, your name, address and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment.

Date: 3/14/14

Name: SCOTT HATHAWAY

Home Telephone: \_\_\_\_\_

Home Address: 7718 CAMELOT DR

Work Telephone: 479-782-4085

Zip: 72903

Email: \_\_\_\_\_

Occupation: ARCHITECT  
 (If retired, please indicate former occupation or profession)

Education: B. ARCHITECTURE (U of A, FAYETTEVILLE)

Professional and/or Community Activities: AMERICAN INSTITUTE OF ARCHITECTS

Additional Pertinent Information/References: \_\_\_\_\_

Are you a registered voter in the City of Fort Smith? Yes  No \_\_\_\_\_  
 Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense?  
 Yes \_\_\_\_\_ NO

If yes, please identify the offense and the approximate date. A "yes" answer will not automatically preclude you from consideration.

Drivers License: [Signature] Date of Birth: [Signature]  
 information will be available to the public. A background check of all applicants' information will be available to the public.

I am interested in serving on the (please check):

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Library Bd of Trustees                      |
| <input type="checkbox"/> Advertising & Promoting Commission       | <input type="checkbox"/> Mechanical Bd of Adjustments and Appeals    |
| <input type="checkbox"/> Airport Commission                       | <input type="checkbox"/> Oak Cemetery Commission                     |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Bd | <input type="checkbox"/> Outside Agency Review Panel                 |
| <input type="checkbox"/> Benevolent Fund Board                    | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals      | <input type="checkbox"/> Parks & Recreation Commission               |
| <input type="checkbox"/> Central Business Improvement District    | <input type="checkbox"/> Planning Commission                         |
| <input type="checkbox"/> Convention Center Commission             | <input checked="" type="checkbox"/> Plumbing Advisory Board          |
| <input type="checkbox"/> Civil Service Commission                 | <input type="checkbox"/> Port Authority                              |
| <input type="checkbox"/> Community Development Advisory Com.      | <input type="checkbox"/> Property Owners Appeals Board               |
| <input type="checkbox"/> County Equalization Board                | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Electric Code Board of Appeals & Appeals | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Historic District Commission             | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Housing Assistance Board                 | <input type="checkbox"/> Comprehensive Plan Steering Committee       |
| <input type="checkbox"/> Housing Authority                        |  |