

Mayor – Sandy Sanders

City Administrator – Carl Geffken

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 – Tracy Pennartz

At Large Position 6 – Kevin Settle

At Large Position 7 – Don Hutchings

# **AGENDA**

## **Fort Smith Board of Directors REGULAR MEETING**

**October 18, 2016 ~ 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 AND ONLINE AT <http://www.ustream.tv/channel/city-of-fort-smith-board-of-directors-meetings>***

### **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 OCTOBER 4, 2016 REGULAR MEETING**

### **ITEMS OF BUSINESS:**

1. Public hearing and ordinance to close, vacate and abandon portions of Kinkead Avenue, North 51<sup>st</sup> Street and North 53<sup>rd</sup> Street located in the City of Fort Smith, Arkansas (*applicant: University of Arkansas Fort Smith*)
2. Consent Agenda
  - A. Ordinance amending the 2016 Budget (*Police Department*)
  - B. Resolution setting public hearing date on petition to vacate a portion of South 12<sup>th</sup> Street located in Sulphur Spring Town, an addition to the City of Fort Smith, Arkansas (*applicant: Evangel Temple*)
  - C. Ordinance to abandon a public utility easement located in Fitzgerald Addition, Block 56, an addition to the City of Fort Smith, Sebastian County, Arkansas (*applicant: Evangel Temple*)

- D. Resolution authorizing partial payment to Forsgren, Inc. for the construction of Jenny Lind Road and Ingersoll Avenue Widening Project, AHTD Job 040471, City of Fort Smith Project No. 07-01-A (\$1,332,103.11 / *Engineering Department / Budgeted – Sales Tax Program*) ♦
- E. Resolution accepting completion of and authorizing final payment for the construction of 2015 Traffic Signal Improvements, Project No. 15-09-A (\$47,559.22 / *Engineering Department / Budgeted – Sales Tax Program*) ♦
- F. Resolution authorizing the City Administrator and Director of Human Resources to negotiate third party administrator services for employee insurance coverage ~ *Hutchings/Lorenz placed on agenda at the October 10, 2016 special study session* ~
- G. Resolution accepting bids for the purchase of fleet trucks and vehicles (\$744,267.10 / *Street Department / Budgeted – Various Programs*)
- H. Resolution to accept the bid and authorize a contract for construction of the Rice Carden Walking Trail, AHTD Job No. 040698 (\$717,120.00 / *Parks Department / Budgeted – 1/8 Cent Sales Tax*) ♦
- I. Resolution authorizing partial payment to S.J. Louis Construction of Texas, LTD for the construction of the Lake Fort Smith Water Transmission Line – Phase I (\$829,069.93 / *Utility Department / Budgeted – 2012 Sales and Use Tax Bonds - Water*)

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

- Mayor
- Directors
- City Administrator

**EXECUTIVE SESSION**

Appointments: Audit Committee (4), Oak Cemetery Commission (3), Parks & Recreation Commission (1) and National League of Cities City Summit voting delegates (*November 16 – 19, 2016 / Pittsburg, PA*)

**ADJOURN**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ENTITLED, AN ORDINANCE TO CLOSE AND VACATE  
AND ABANDON PORTIONS OF KINKEAD AVENUE, NORTH 51<sup>ST</sup> STREET  
AND NORTH 53<sup>RD</sup> STREET LOCATED IN THE CITY OF FORT SMITH, ARKANSAS**

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**WHEREAS**, a petition was duly filed with the Board of Directors of the City of Fort Smith, Arkansas, on the 30<sup>th</sup> day of September, 2016, asking the Board of Directors to vacate and abandon portions of street rights-of-way more particularly described as follows:

That part of Kinkead Avenue which runs from the Eastern intersection with North 49<sup>th</sup> Street to the Western intersection of North Waldron Road;

AND

That part of North 51<sup>st</sup> Street which lies South of Kinkead Avenue through Lots 8 – 13, County park Addition, an addition to the City of Fort Smith, Sebastian County, Arkansas, according to the plat filed May 18, 1911;

AND

That part of North 53<sup>rd</sup> Street which lies South of Kinkead Avenue between Lots 1-2 and 15-16, Shelby Addition, an addition to the City of Fort Smith, Sebastian County, Arkansas, according to the plat filed September 3, 1952.

**WHEREAS**, the Board of Directors has, at the time and place mentioned in published notice, heard all persons desiring to be heard on the questions, and has ascertained that the said street right-of-way as described above has heretofore been dedicated to the public use as street right-of-way and at this time is no longer

required for the corporate purposes; and that said portion of the street right-of-way is of no practical purpose or general purpose to the citizens of Fort Smith and it is in the best interest of the citizens of Fort Smith that the street right-of-way be closed; and that the public interest and welfare will not be adversely affected by the abandonment of the said street right-of-way.

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

**SECTION 1:** The City of Fort Smith hereby releases, vacates and abandons all of its rights, title and interest, together with the right of the public generally, in and to the street right-of-way designated as follows:

That part of Kinkead Avenue which runs from the Eastern intersection with North 49<sup>th</sup> Street to the Western intersection of North Waldron Road;

AND

That part of North 51<sup>st</sup> Street which lies South of Kinkead Avenue through Lots 8 – 13, County park Addition, an addition to the City of Fort Smith, Sebastian County, Arkansas, according to the plat filed May 18, 1911;

AND

That part of North 53<sup>rd</sup> Street which lies South of Kinkead Avenue between Lots 1-2 and 15-16, Shelby Addition, an addition to the City of Fort Smith, Sebastian County, Arkansas, according to the plat filed September 3, 1952.

**SECTION 2:** A copy of this Ordinance duly certified by the City Clerk shall be filed in the Office of the County for the Fort Smith District of Sebastian County, Arkansas, and recorded in the deed records of said county.

**SECTION 3:** This Ordinance shall take effect and be in effect from and after its passage.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF OCTOBER 2016.**

**APPROVED:**

\_\_\_\_\_  
**Mayor**

**ATTEST:**

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

Approved as to form:



\_\_\_\_\_  
Publish 1 Time

# Memo

To: Carl Geffken, City Administrator  
From: Wally Bailey, Director of Development Services  
cc: Jeff Dingman, Deputy City Administrator  
Date: 10/14/2016  
Re: Request for Abandon portions of Kinkead Avenue, North 51<sup>st</sup> Street and North 53<sup>rd</sup> Street – University of Arkansas – Fort Smith

We have received a request from the University of Arkansas - Fort Smith to vacate Kinkead Avenue right-of-way between North 49<sup>th</sup> Street and Waldron Road, and portions of North 51<sup>st</sup> Street, and North 53<sup>rd</sup> Street. All properties adjacent to the proposed street closures are owned by UAFS. The application and a map showing the location of the proposed street closures are enclosed and labeled as Exhibit A. The UAFS is requesting the abandonment of the rights-of-way to increase the safety for students.

In order to evaluate what traffic impacts closing Kinkead Avenue may have, the Engineering Department retained the services of Traffic Engineering Consultants, Inc. TEC conducted extensive traffic counts including turning movements along this area of Kinkead Avenue to determine the amount of thru traffic that will be displaced to other streets. Enclosed is a memorandum from Stan Snodgrass, Director of Engineering, summarizing the traffic study and the conclusions (Exhibit B).

Staff mailed letters on September 6<sup>th</sup> and October 6<sup>th</sup> notifying property owners within 500 feet of the proposed street closures and public hearing date and requested their input. Staff received phone calls from two residents on North 53<sup>rd</sup> Street, who were not opposed to the closures but had complaints about speeding motorists. Staff also received a phone call from a resident on Kinkead Avenue, who is opposed to the section of Kinkead Avenue proposed for abandonment.

In response to the petition to abandon the street right-of-way, staff contacted all franchise utility companies and appropriate city departments relative to any ongoing or future interests that they may have within the street right-of-way. The University of Arkansas – Fort Smith has agreed to sign the enclosed utility and storm drainage easement to allow maintenance of existing infrastructure in the rights-of-way proposed for abandonment (Exhibit C).

Additionally, in keeping with the Board's policy, all applicants requesting right-of-way abandonments are required to sign a Memorandum of Understanding (MOU). An MOU stipulates the applicant or their assigns will not make any claims for compensation in the event the city exercises the power of eminent domain to reclaim the abandoned right-of-way. UAFS has also agreed to sign the enclosed MOU. (See Exhibit D)

Enclosed for the board's consideration is an ordinance authorizing the abandonment of the rights-of-way.

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

OFFICE OF THE CITY CLERK

FILED

9-30-16 HJ

CITY OF FORT SMITH, ARKANSAS

APPLICATION:

Indicate one contact person for application:  Applicant  Representative

*Applicant (owner)* *Representative (engineer, attorney, realtor, etc)*

Name: University of Arkansas-Fort Smith Name: \_\_\_\_\_

Address: 5210 Grand Avenue, Fort Smith AR Address: \_\_\_\_\_  
72913 \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: 479-788-7005

E-Mail: paul.beran@uafs.edu

Site Address/Location: Kinkead Avenue from 49<sup>th</sup> Street to Waldron Road.

Legal Description of area to be vacated: Kinkead Avenue between 49<sup>th</sup> Street and Waldron Road including the intersections of 51<sup>st</sup> and 53<sup>rd</sup> Streets and Kinkead Avenue located adjacent to Grand Avenue Addition, Lot 12, Block 6, Sherwood Forest, Lot 1, Country Park Addition, Lots 10-11, Shelby Addition, Lots 8-9, College Heights Addition, Lots 4-6, and NW, NE Quarter of Section 14, Township 8, Range 32, city of Fort Smith, Sebastian County, Arkansas.

Assessor's Parcel Number for Subject Property:  
17043-0001-00000-00, 11701-0011-00000-00, 117-01-0008-00000-00, 17026-0016-00000-00, 17026-0001-00000-00, 11573-0001-00000-00, 18883-0000-00488-00, and 13222-0007-00005-00.

Reason for Request:  
Due to increased pedestrian traffic on the campus of the University of Arkansas-Fort Smith and student safety at the forefront of the campus community's interest, the University is seeking the vacating and abandonment of the above described real estate. The University has built and opened two new buildings since August of 2015 in the area described, namely, Windgate Art and Design and the Recreation and Wellness Center. The pedestrian traffic in this area has increased significantly since a previous study conducted by the Student Government Association in 2014 where more than 5,019 student crossings of Kinkead occurred over a two day span.

Current Status of Right-of-Way/Easement: Yes.

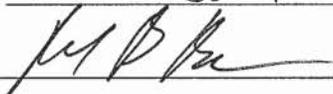
**APPLICANT/REPRESENTATIVE:** I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false 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) Paul B. Beran  
Signature:  Date: 9/29/16

**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.



PETITION TO VACATE

PETITION TO VACATE KINKEAD AVENUE BETWEEN 49<sup>TH</sup> STREET AND WALDRON ROAD INCLUDING THE INTERSECTIONS OF 51<sup>ST</sup> AND 53<sup>RD</sup> STREEETS AND KINKEAD AVENUE LOCATED ADJACENT TO GRAND AVENUE ADDITION, LOT 12, BLOCK 6, SHERWOOD FOREST, LOT 1, COUNTRY PARK ADDITION, LOTS 10-11, SHELBY ADDITION, LOTS 8-9, COLLEGE HEIGHTS ADDITION, LOTS 4-6, AND NW, NE QUARTER OF SECTION 14, TOWNSHIP 8, RANGE 32, CITY OF FORT SMITH, SEBASTIAN COUNTY, ARKANSAS.

TO: Fort Smith City Directors

We, the undersigned, being the owners of real estate abutting street herin sought to be abandoned and vacated, lying in GRAND AVENUE ADDITION, LOT 12, BLOCK 6, SHERWOOD FOREST, LOT 1, COUNTRY PARK ADDITION, LOTS 10-11, SHELBY ADDITION, LOTS 8-9, COLLEGE HEIGHTS ADDITION, LOTS 4-6, AND NW, NE QUARTER OF SECTION 14, TOWNSHIP 8, RANGE 32, CITY OF FORT SMITH, SEBASTIAN COUNTY ARKANSAS. WHICH IS DESCRIBED AS FOLLOWS:

KINKEAD AVENUE BETWEEN 49<sup>TH</sup> STREET AND WALDRON ROAD INCLUDING THE INTERSECTIONS OF 51<sup>ST</sup> AND 53<sup>RD</sup> STREEETS AND KINKEAD AVENUE LOCATED ADJACENT TO GRAND AVENUE ADDITION, LOT 12, BLOCK 6, SHERWOOD FOREST, LOT 1, COUNTRY PARK ADDITION, LOTS 10-11, SHELBY ADDITION, LOTS 8-9, COLLEGE HEIGHTS ADDITION, LOTS 4-6, AND NW, NE QUARTER OF SECTION 14, TOWNSHIP 8, RANGE 32, CITY OF FORT SMITH, SEBASTIAN COUNTY, ARKANSAS.

That the abutting real estate will not be adversely effected by the vacating of said roadway. The vacating of said roadway will increase safety aspects as it relates to the expanding presence of the University of Arkansas-Fort Smith and the students, staff and faculty of the University of Arkansas-Fort Smith.

The petitioners pray that the City of Fort Smith, Arkansas, abandon and vacate the above described real estate, subject to existing public utility easements, water line easements, sewer easements, or drainage easements as required, and the above described real estate be used for the respective benefit and purpose as now approved by law.

The petitioners further pray that the above described real estate be vested in the abutting property owners as provided by law.

WHERAS, the undersigned petitioners respectfully pray that the governing body of the city of Fort Smith, Arkansas, abandon and vacate the above described real estate, subject to existing public utility easements, water line easements, sewer easements, or drainage easements as required, and that title to said real estate sought to be abandoned be vested in the abutting owners as provided by law.

Dated this      day of                      2016

Paul B. Beran

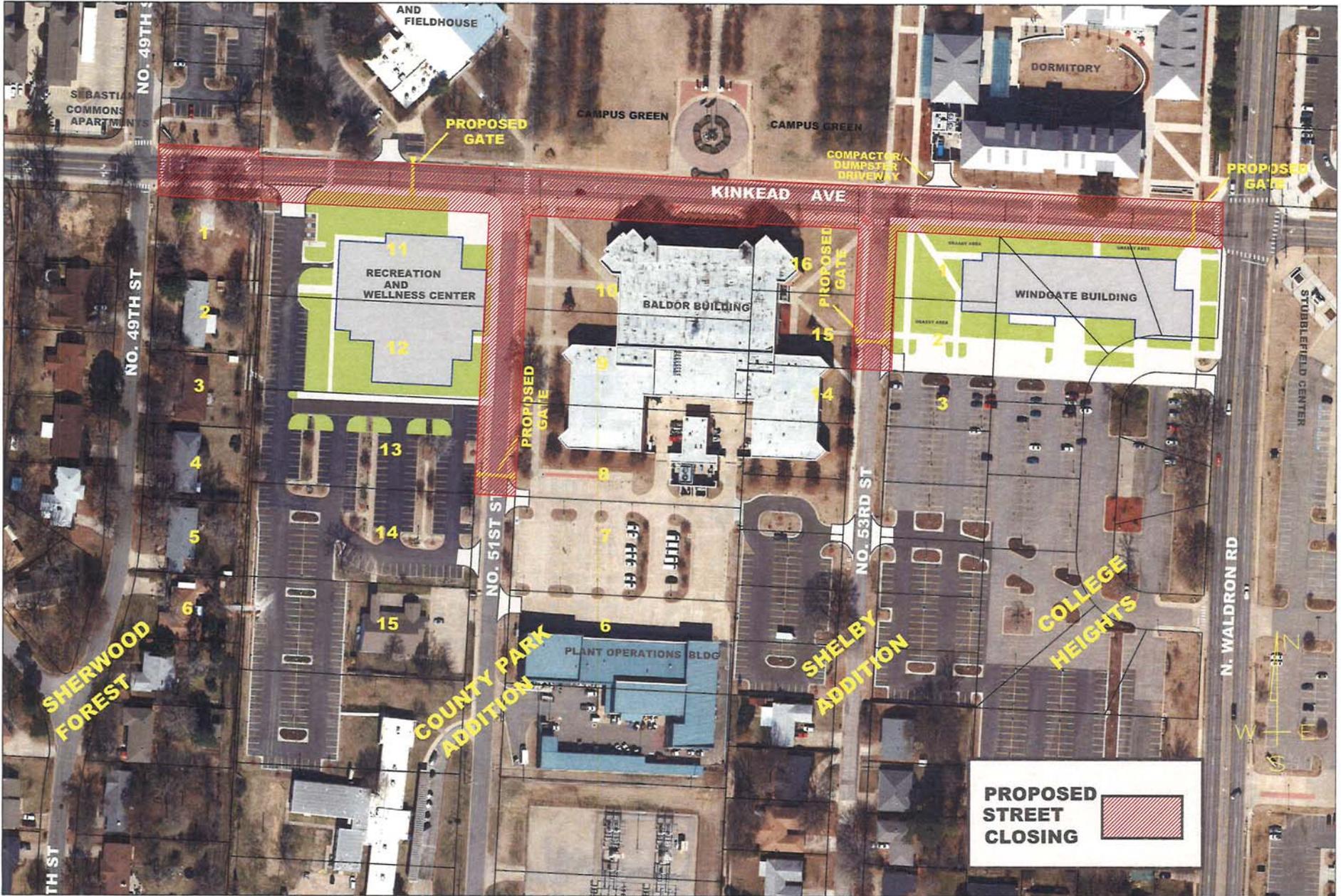
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Printed Name



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Signature



**INTER-OFFICE MEMO**

TO: Brenda Andrews, Senior Planner

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

DATE: October 12, 2016

SUBJECT: Closing of Kinkead Avenue  
Between North 49<sup>th</sup> Street and Waldron Road

Traffic Engineering Consultants, Inc. (TEC) was retained by the City to evaluate the request by UAFS to close the above referenced section of Kinkead Avenue. Extensive traffic counts were taken along this area of Kinkead Avenue including turning movement counts for each of the six intersections/driveways. The location of these traffic counts are shown on the attached drawing. These counts were conducted on Wednesday, September 14, 2016. The purpose of the traffic study was to evaluate the amount of thru traffic on Kinkead Avenue that is thru traffic that will be displaced to other streets and to evaluate the traffic impacts of the closure on Park Avenue and Grand Avenue.

The Conclusions from TEC's traffic report state the following:

The closure of Kinkead Avenue is being requested by UAFS for safety reasons. UAFS continues to expand south of Kinkead Avenue which increases the number of students crossing Kinkead Avenue. The closing is being requested to make it safer for the students.

Kinkead Avenue currently carries approximately 4,500 vpd on a weekday when school is in session. It is estimated that 45% of the traffic on Kinkead Avenue is thru traffic. The other 55% is University related traffic. When the roadway is closed, it is estimated that 4,100 vpd will be diverted between Grand Avenue to the north and Park Avenue to the south. It is estimated that 70% of the 4,100 vpd will be diverted to Park Avenue and 30 % to Grand Avenue. The total projected traffic on Park Avenue will increase from 2,800 vpd to 5,700 vpd between N. 49<sup>th</sup> Street and Waldron Road. The traffic will drop off both east and west as 55% of the new traffic is University traffic.

Adjustments will need to be made to the signal timing at Park Avenue and Waldron Road and possibly at Park Avenue and N. 42<sup>nd</sup> Street (Albert Pike Avenue). There should not

Brenda Andrews  
October 12, 2016  
Page 2

be capacity issues and Park Avenue should accommodate the increase in traffic. However, the eastbound left turn lane on Park Avenue at Waldron Road is short. It measures 75 feet in length. It is about the same length as the current left turn lane at Kinkead Avenue and Waldron Road. It may be necessary to widen Park Avenue in the future to increase the length of the eastbound left turn lane.

The total projected traffic on Grand Avenue will increase from 15,000 vpd to 16,200 vpd. Adjustments to the signal timing may be required at Grand Avenue and Waldron Road. The increase in traffic on Grand Avenue should not create any capacity issues.

We concur with the conclusions of TEC's traffic study for the proposed closing of this section of Kinkead Avenue.

Attachment

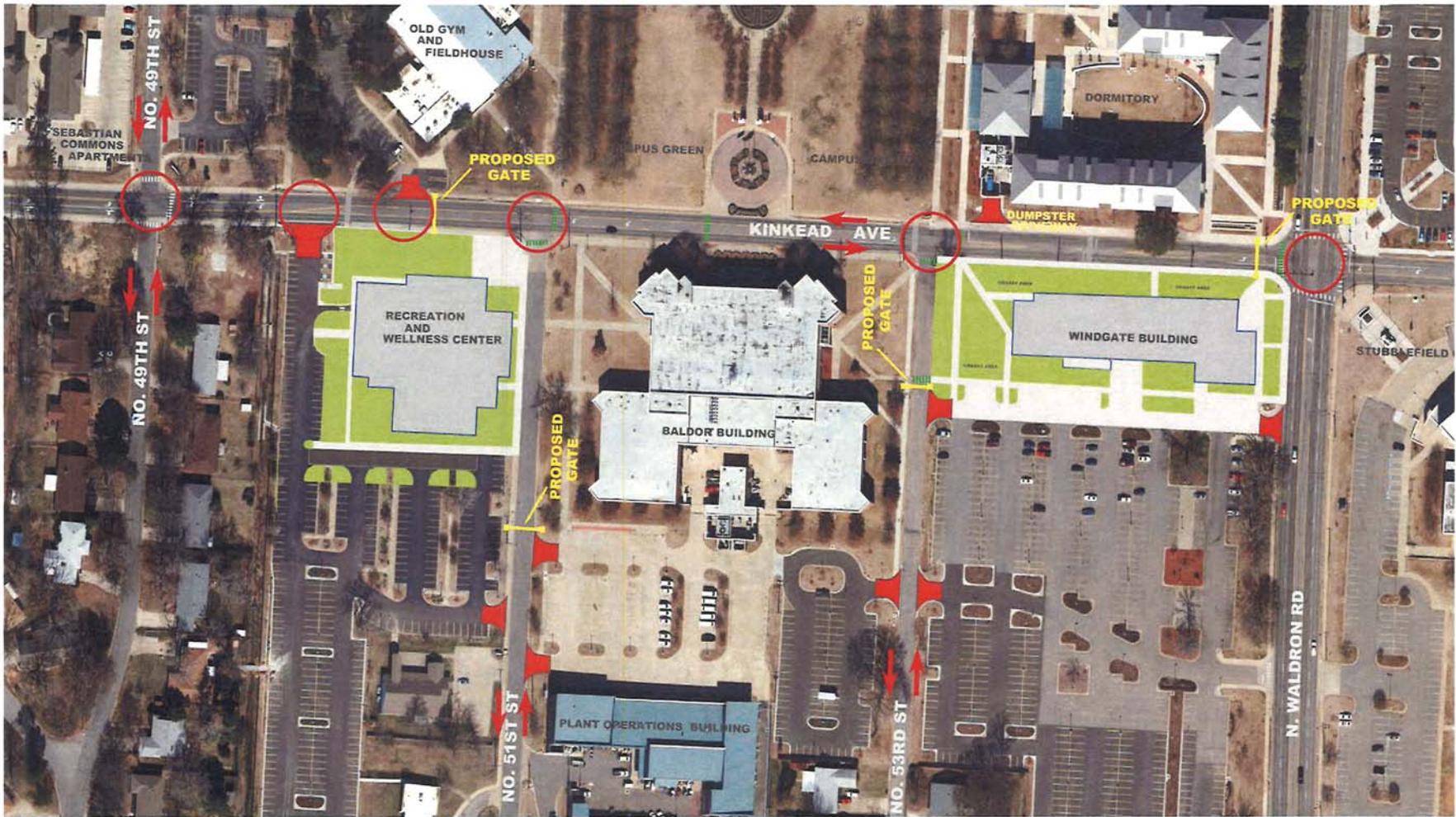


FIGURE 2. Traffic Count Locations  
 Kinkead Ave. closure  
 TM's 7am-6pm  
 24-hour tubes counts

## UTILITY AND STORM DRAINAGE EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That, the University of Arkansas – Fort Smith, GRANTOR, for and in consideration of the sum of \$1.00 and other good and valuable consideration, to them in hand paid by the CITY OF FORT SMITH, ARKANSAS, a municipal corporation, hereinafter called GRANTEE, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey, unto the said GRANTEE and its successors and assigns a permanent easement for the construction, operation and maintenance of public and/or franchised utilities, and storm drainage, together with the right to remove trees, brushes, undergrowth, or other obstructions interfering with the construction of new lines, operation and maintenance of said public utilities and storm drainage, both above ground and underground, over, across, under and upon the following described lands lying in the City of Fort Smith, Sebastian County, Arkansas, to-wit:

That part of Kinkead Avenue which runs from the Eastern intersection with North 49th Street to the Western intersection of North Waldron Road;

AND

That part of North 51st Street which lies South of Kinkead Avenue through Lots 8 – 13, County park Addition, an addition to the City of Fort Smith, Sebastian County, Arkansas, according to the plat filed May 18, 1911;

AND

That part of North 53rd Street which lies South of Kinkead Avenue between Lots 1-2 and 15-16, Shelby Addition, an addition to the City of Fort Smith, Sebastian County, Arkansas, according to the plat filed September 3, 1952.

With right of ingress and egress to and from the same.

TO HAVE AND TO HOLD said easement unto said GRANTEE, and its successors and assigns forever.

GRANTOR and their heirs, successors and assigns shall have the right to use the surface of the property within the permanent utility easement above described, PROVIDED, that they shall not interfere with the use thereof by the GRANTEE and its successors and assigns. Further GRANTOR and their heirs, successors and assigns shall not erect a building, structure or sign and shall not construct earthen berm, walls, alter grade or terrain, or plant trees at locations over or under existing utilities which would require their removal or extraordinary measures in order to perform maintenance or repairs of public/franchised facilities within said permanent utility easement. GRANTOR, AT THEIR OWN RISK, and after submission of construction plans and receiving approval of same by the City of Fort Smith, may place in said permanent utility and drainage easement, landscape and hardscape improvements which are determined not to conflict with the provisions stated immediately above. GRANTEE shall not be liable for any replacement or damages to such landscape and hardscape resulting from its operation, construction, maintenance or repair of public/franchised utilities/drainage within said permanent easement.

In the event of the pavement removal of the former Kinkead Avenue, North 51<sup>st</sup> Street, and 53<sup>rd</sup> Street by GRANTOR an alternate access drive of width and design to support the weight of heavy equipment used in the operation, maintenance or construction of public/franchised utilities and fire trucks shall be provided by GRANTOR in accordance with the street design standards of the City of Fort Smith. If GRANTOR desires that areas of the permanent easement to be unpaved the alternate access drive shall be provided utilizing a CSI02795 Traffic Bearing Porous Paving in a manner acceptable to the GRANTEE and its successors and assigns. All water valve boxes, manhole frames and covers or other public/franchised utility appurtenances shall be adjusted to grade by GRANTOR. Any gates, fencing or restrictions constructed in the closure area are subject to removal with maintenance or construction activities by GRANTEE.

The consideration paid by the GRANTEE is received and accepted by the GRANTOR in full satisfaction of every right hereby conveyed.

IN WITNESS WHEREOF, the GRANTOR(S) herein have hereunto caused these presents to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

GRANTOR(S):

UNIVERSITY OF ARKANSAS – FORT SMITH

BY \_\_\_\_\_

ACKNOWLEDGMENT

STATE OF ARKANSAS    )  
  )SS  
COUNTY OF SEBASTIAN )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned notary public, personally appeared, \_\_\_\_\_ to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged the execution of the same for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

On October 18, 2016, the Board of Directors of the City of Fort Smith passed Ordinance No. \_\_\_\_\_ closing, vacating and abandoning portions of street rights-of-way more particularly described as follows:

That part of Kinkead Avenue which runs from the Eastern intersection with North 49th Street to the Western intersection of North Waldron Road;

AND

That part of North 51st Street which lies South of Kinkead Avenue through Lots 8 – 13, County park Addition, an addition to the City of Fort Smith, Sebastian County, Arkansas, according to the plat filed May 18, 1911;

AND

That part of North 53rd Street which lies South of Kinkead Avenue between Lots 1-2 and 15-16, Shelby Addition, an addition to the City of Fort Smith, Sebastian County, Arkansas, according to the plat filed September 3, 1952.

For good and valuable consideration, the receipt of which is hereby acknowledged, the University of Arkansas – Fort Smith agrees that in the event the City of Fort Smith, condemns all or a portion of the lands and buildings contiguous to said street rights-of-way and owned by the University of Arkansas – Fort Smith, its successors or assigns, under the power of eminent domain, that the property owners, their successors or assigns, will make no claim to compensation for the value of the abandoned street rights-of-way described above. Nothing contained herein shall preclude the University of Arkansas – Fort Smith, its successors or assigns from claiming compensation for improvements situated on the abandoned street rights-of-way in the event of condemnation. By way of example, and example only, if the City condemns the University of Arkansas – Fort Smith property and the total land condemned is 100,000 square feet and the abandoned

street right-of-way constitutes 10,000 square feet of that total, then the value of the land shall be reduced by 10% for condemnation compensation purposes.

This Memorandum of Understanding shall be binding on the University of Arkansas – Fort Smith, its successors or assigns.

In witness whereof, this document is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

UNIVERSITY OF ARKANSAS – FORT SMITH

BY: \_\_\_\_\_

ACKNOWLEDGMENT

STATE OF ARKANSAS        )  
  )SS  
COUNTY OF SEBASTIAN    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned notary public, personally appeared, \_\_\_\_\_ known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged the execution of the same for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE 2016 BUDGET

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT

WHEREAS, the Board of Directors approved the 2016 budget on December 1, 2015 by Ordinance No. 88-15; and

WHEREAS, the City of Fort Smith Police Department finds it necessary to purchase a LiveScan Fingerprinting machine, and to amend the 2016 budget as follows:

<u>Account:</u>		<u>From:</u>	<u>To:</u>	<u>Variance:</u>
Small Equipment	4702-202-0101	\$125,350.00	\$115,450.00	(\$9,900.00)
Capital Outlay	4702-301-0101	\$ 0.00	\$ 9,900.00	\$ 9,900.00

NOW, THEREFORE, the 2016 budget is hereby amended as detailed above.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF OCTOBER, 2016.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to form:



\_\_\_\_\_  
No publication required



**Fort Smith Police Department**  
Dean Pitts, Chief of Police (Interim)

**INTERDEPARTMENTAL MEMORANDUM**

**To:** Mr. Carl Geffken, City Administrator

**From:** Dean Pitts, Chief of Police (Interim) 

**Subject:** An Ordinance Amending the 2016 Budget

**Date:** October 11, 2016

Among the day to day functions of the Police Department, one of the major services we provide is fingerprinting. Many persons within our community need to have fingerprints taken for various licensing requirements. From time to time, the Police Department also finds it necessary to fingerprint criminal suspects, and of course we fingerprint our own applicants.

In the past, we used printer's ink rolled out on a glass surface. This traditional process, though still functional, is slow, cumbersome and quite messy. The print cards would then have to be mailed to the State Police Identification Office for classification. If there were any prints that could not be classified, the card would be sent back and the prints would have to be taken again.

The Police Department has long since made the transition to live scan fingerprint systems, which take a digital scan of the fingerprints. These prints are immediately verified and classified and are transmitted directly to the State ID Office. Not only is this system more efficient and more effective, it is also much cleaner. The device we have been using for several years, a model LS1100, has gone beyond warranty and is actually beyond its expected life span. It is currently undergoing a repair, but is very likely to fail completely in the near future.

The Police Department would like to purchase a newer version of this product from the original provider, Secure Outcomes. This device, the LS-Lite, is based on a laptop format and is portable. This device would serve immediately as a back-up, and as a replacement when the old machine becomes inoperable.

The cost of the new device is \$7995 with a one-year warranty. An additional two-year warranty, for a total of three years, may be added at the time of purchase for a discount rate of \$1630. To facilitate this purchase, the Police Department requests a budget

Interdepartmental Memorandum  
An Ordinance Amending the 2016 Budget  
October 11, 2016

adjustment of \$9,900 from Small Equipment 4702-202-101 to Capital Outlay 4702-301-101. This will allow payment for the initial purchase, extended warranty, and the sales & use tax that will follow.

Capt. Matthew Holloway  
Fort Smith Police Department  
Fort Smith, Arkansas 72901

20 July 2016

Quote #: 16072003  
Terms: Net 30

FORMAL QUOTATION LS-LITE

[X] FBI/Arkansas Certified *LS-Lite* digital livescan fingerprinting system \$7995  
w/card printer; integrated database; touchscreen laptop, all software; one-year full  
hardware/software warranty plus updates; access to 24/7/365 telephone  
support line (forever); and instructional DVD/video –  
*Everything you need to collect, archive, transmit, and print full-rolled fingerprints.*

[X] FEDEX Shipping: \$150

Please select any desired optional items below:

[ ] Optional Mugshot system – Carl-Zeiss glass optics; cables; software: \$995

[ ] Optional Carrying Case: \$450

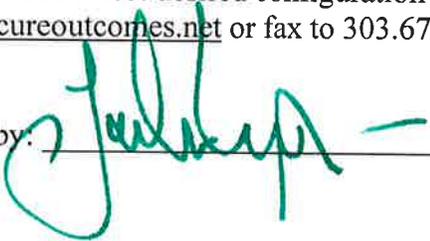
[ ] Optional On-Site Delivery, Training, and Installation (subtract shipping): \$1500

[ ] Optional One-Year Extended Warranty package (*Two years total*): \$863  
(Discounted 10% when purchased now)

[ ] Optional Two-Year Extended Warranty package (*Three years total*): \$1630  
(Discounted 15% when purchased now)

Total: \_\_\_\_\_

To order, please select desired configuration above; accept below; and scan/e-mail to  
[harper@secureoutcomes.net](mailto:harper@secureoutcomes.net) or fax to 303.670.3750.

Quotation by:  (Valid for 30-days).

Accepted by: \_\_\_\_\_  
Fort Smith Police Department

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

**RESOLUTION SETTING PUBLIC HEARING DATE ON PETITION  
TO VACATE A PORTION OF SOUTH 12<sup>th</sup> STREET LOCATED IN SULPHUR SPRING  
TOWN, AN ADDITION TO THE CITY OF FORT SMITH, ARKANSAS**

---

**WHEREAS**, a petition to vacate a portion of street right-of-way located in Sulphur Spring Town, 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 1st day of November 2016, 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 OCTOBER 2016.**

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to form:



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

# Memo

To: Carl Geffken, City Administrator  
From: Wally Bailey, Director of Development Services  
cc: Jeff Dingman, Deputy City Administrator  
Date: October 14, 2016  
Re: Resolution setting a public hearing date for a petition to vacate a portion of South 12<sup>th</sup> Street in Sulphur Spring Town

The City is in receipt of the enclosed request to abandon five (5) feet of right-of-way on the south side of South 12<sup>th</sup> Street in the Sulphur Spring Town subdivision. The request is from Shannon Reith with Studio 6 Architects, as agent for Evangel Temple.

The abandonment of the easement will facilitate the construction of a new parking lot associated with the church's proposed new worship center to be located at the southeast corner of the intersection of Towson Avenue and Dodson Avenue. Exhibit A shows the location of the requested right-of-way abandonment.

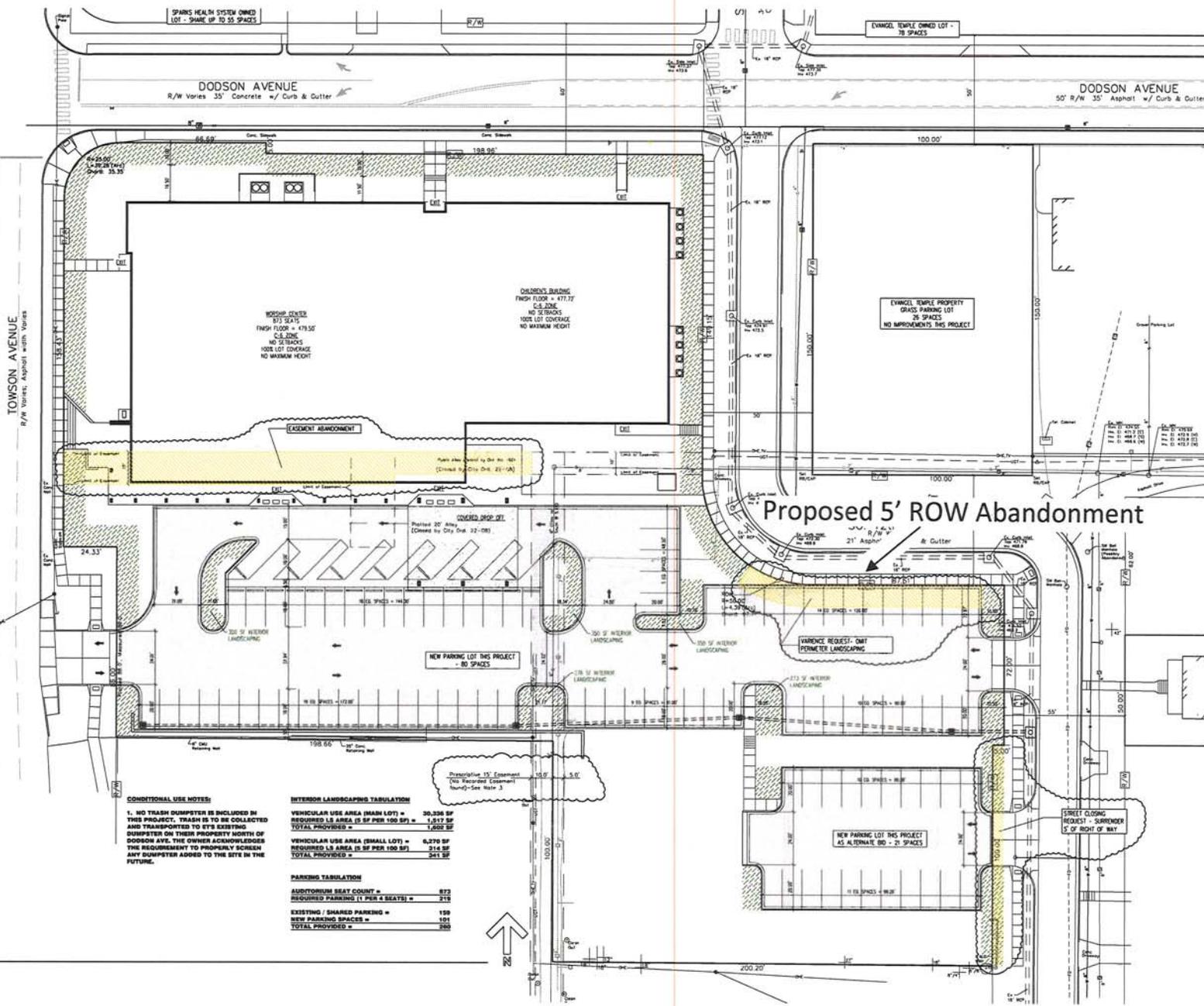
In response to the petition to abandon the street right-of-way, staff has contacted all franchise utility companies and appropriate city departments relative to any ongoing or future interests they may have within the street right-of-way. The request will not alter the width of the existing pavement of South 12<sup>th</sup> Street. We will also notify all property owners within 300 feet of the requested street closure to let them know of the public hearing date.

In accordance with Arkansas law, the Board of Directors is required to set a public hearing on the proposed abandonment. We recommend the Board of Directors set a public hearing date for November 1, 2016, for the purpose of reviewing this matter. Enclosed is a resolution for the Board's consideration that will set the public hearing date.

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

Enc.

EXHIBIT A



**CONDITIONAL USE NOTES:**

- NO TRASH DUMPSTER IS INCLUDED IN THIS PROJECT. TRASH IS TO BE COLLECTED AND TRANSPORTED TO ITS EXISTING DUMPSTER ON THEIR PROPERTY NORTH OF DODSON AVE. THE OWNER ACKNOWLEDGES THE REQUIREMENT TO PROPERLY SCREEN ANY DUMPSTER ADDED TO THE SITE IN THE FUTURE.

**INTERIOR LANDSCAPING TABULATION**

VEHICULAR USE AREA (MAIN LOT) =	30,336 SF
REQUIRED LS AREA (5 SF PER 100 SF) =	1,517 SF
TOTAL PROVIDED =	1,400 SF
VEHICULAR USE AREA (SMALL LOT) =	6,270 SF
REQUIRED LS AREA (5 SF PER 100 SF) =	314 SF
TOTAL PROVIDED =	241 SF

**PARKING TABULATION**

AUDITORIUM SEAT COUNT =	812
REQUIRED PARKING (1 PER 4 SEATS) =	218
EXISTING / SHARED PARKING =	159
NEW PARKING SPACES =	101
TOTAL PROVIDED =	260

1 SITE PLAN



CONSULTANTS

1120 Garrison Avenue  
Suite 1A  
Fort Smith, AR 72901  
479.782.4085  
www.GoStudio6.com

OWNER: EVANGEL TEMPLE  
PROJECT: WORSHIP CENTER  
LOCATION: FORT SMITH, ARKANSAS

REVISION	MARK	DATE	DESCRIPTION

PROJECT NO: 3396  
DATE: 06/19/16  
ISSUED:

CONDITIONAL USE / VARIANCE APPLICATION

SHEET TITLE: CONDITIONAL USE SITE PLAN  
DISCIPLINE - SHEET NUMBER: G1.2

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

APPLICATION:

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

*Applicant (owner)*

Name: MATT STEVENSON  
EVANGEL TEMPLE  
Address: DODSON & TOWSON AVES.  
FORTSMITH, AR 72901

*Representative (engineer, attorney, realtor, etc)*

Name: SHAWNON REITH, AIA  
STUDIO Q ARCHITECTS  
Address: 1120 GARRISON AVE, STE 1A  
FORTSMITH, AR 72901

Telephone Number: 479-782-9121

Telephone Number: 479-782-4085

E-Mail: matt.stevenson1981@gmail.com

E-Mail: shannon@go.studioq.com

Site Address/Location: 1222 & 1226 S. 12TH STREET

Legal Description of area to be vacated (attach separate sheet if necessary):  
SEE ATTACHED.

Assessor's Parcel Number for Subject Property: 17621-0021-00001-00  
17621-0020-00001-00

Reason for Request: REQUEST CLOSURE OF 5' OF ROW TO ALIGN PROPERTY  
LINE W/ LOT 22 TO THE NORTH, AND TO ALLOW ADDITIONAL  
SPACE FOR PERMETER/PARKING LOT SCREENING LANDSCAPING.

Current Status of Right-of-Way/Easement: OPEN

**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) SHANNON REITH, AIA  
Signature: Shannon Reith Date: 8/17/16

**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.



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ABANDON  
A PUBLIC UTILITY EASEMENT  
LOCATED IN FITZGERALD ADDITION, BLOCK 56,  
AN ADDITION TO THE CITY OF FORT SMITH, SEBASTIAN COUNTY, ARKANSAS**

---

**BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE  
CITY OF FORT SMITH, THAT:**

**SECTION 1:** The City of Fort Smith, Arkansas hereby releases, vacates and abandons all its rights together with the rights of the public generally to a public utility easement located in the hereinafter described real property:

Part of Lot 3, Block 56, Fitzgerald Addition, Fort Smith, Sebastian County, Arkansas, more particularly described as follows: Beginning at the Southwest Corner of said Lot 3, also being the Northwest Corner of Lot 4, Block 56, Fitzgerald Addition, on the East Right of Way line of Towson Avenue; thence N00°01'18"E, along said East Right of Way line, 10.00 feet; thence N90°00'00"E, 130.77 feet to the east line of said Lot 3; thence S00°23'40"W, along said east line, 10.00 feet to the Southeast Corner of said Lot 3, also being the Northeast Corner of said Lot 4; thence S90°00'00"W, along the common lot line of said Lots 3 and 4, 130.71 feet to the Point of Beginning, and;

Part of Lot 4, Block 56, Fitzgerald Addition, Fort Smith, Sebastian County, Arkansas, more particularly described as follows: Beginning at the Northwest Corner of said Lot 4 also being the Southwest Corner of Lot 3, Block 56, Fitzgerald Addition, on the East Right of Way line of Towson Avenue; thence S00°01'18"W, along said East Right of Way line, 5.00 feet; thence N90°00'00"E, 130.68 feet to the east line of said Lot 4; thence N00°23'40"E, along said east line, 5.00 feet to the Northeast Corner of said Lot 4 also being the Southeast Corner of said Lot 3; thence S90°00'00"W, along the common lot line of said Lots 3 and 4, 130.71 feet to the Point of Beginning, containing a total of 1,961 square feet, more or less.

Part of the platted 20 feet wide alley, created into a utility easement per Document 7244242, between Lots 3 and 1 and between parts of Lots 4 and 9, all in Block 56, Fitzgerald Addition, Fort Smith, Sebastian County, Arkansas, more particularly described as follows: Beginning at the Southeast Corner of said Lot 4, thence N00°23'40"E, along the east line of said Lots 4 and 3, 43.43 feet; thence N90°00'00"E, 20.00 feet to the west line of said Lot 10; thence S00°23'40"W, along the west line of said Lots 10 and 9, 43.43 feet to the Southwest Corner of said Lot 9; thence S90°00'00"W, 20.00 feet to the Point of Beginning, containing 869 square feet, more or less.

Part of Lot 10, Block 56, Fitzgerald Addition, Fort Smith, Sebastian County, Arkansas, more particularly described as follows: Beginning at the Southwest Corner of said Lot 10; thence N00°23'40"E, along the west line of said Lot 10, 10.00 feet to the Southwest Corner of Lot 10A, Block 56, Fitzgerald Addition; thence N90°00'00"E, along the south line of said Lot 10A, 62.07 feet; thence S00°02'18"W, 10.00 feet to the south line of said Lot 10; thence S90°00'00"W, along said south line of Lot 10, 62.14 feet to the Point of Beginning, containing 621 square feet, more or less.

The public utility easement being released, vacated and abandoned is no longer required for municipal corporate purposes.

**SECTION 2:** A copy of the Ordinance duly certified by the City Clerk shall be filed with the Office of the Recorder of the County and recorded in the deed records of the County.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF OCTOBER 2016.**

**APPROVED:**

\_\_\_\_\_  
**Mayor**

**ATTEST:**

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

**Approved as to form:**



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

# Memo

To: Carl Geffken, City Administrator  
cc: Jeff Dingman, Deputy City Administrator  
From: Wally Bailey, Director of Development Services  
Date: October 14, 2016  
Re: Request to Abandon a Public Utility Easement  
Block 56, Fitzgerald Addition

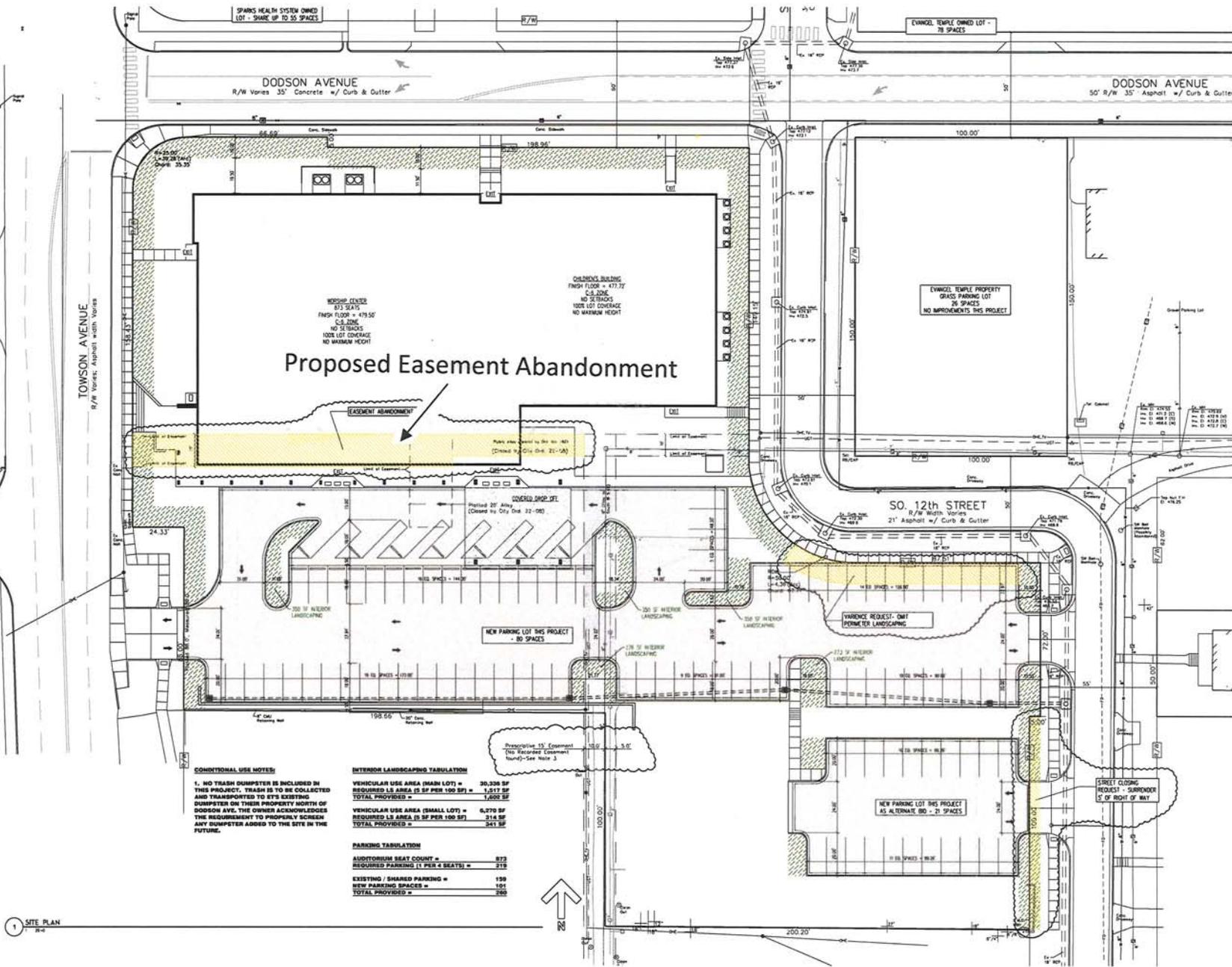
The City is in receipt of the enclosed request to abandon a public utility easement in Block 56 of the Fitzgerald Addition. The request is from Shannon Reith with Studio 6 Architects, as agent for Evangel Temple. The abandonment of the easement will facilitate the construction of a new worship center for the church to be located at the southeast corner of Towson Avenue and Dodson Avenue. Exhibit A shows the location of the requested easement abandonment.

There are no objections from city departments or franchise utilities. Enclosed for the Board's consideration is an ordinance authorizing the abandonment of the easement.

Please contact me if you have any questions regarding this item.

Enc.

EXHIBIT A



**CONDITIONAL USE NOTES:**

1. NO TRASH DUMPSTER IS INCLUDED IN THIS PROJECT. TRASH IS TO BE COLLECTED AND TRANSPORTED TO ITS EXISTING DUMPSTER ON THEIR PROPERTY NORTH OF DODSON AVE. THE OWNER ACKNOWLEDGES THE REQUIREMENT TO PROPERLY SCREEN ANY DUMPSTER ADDED TO THE SITE IN THE FUTURE.

**INTERIOR LANDSCAPING TABULATION**

VEHICULAR USE AREA (MAIN LOT) =	30,336 SF
REQUIRED LS AREA (2 SF PER 100 SF) =	1,517 SF
TOTAL PROVIDED =	1,400 SF
VEHICULAR USE AREA (SMALL LOT) =	6,270 SF
REQUIRED LS AREA (2 SF PER 100 SF) =	125 SF
TOTAL PROVIDED =	241 SF

**PARKING TABULATION**

AUDITORIUM SEAT COUNT =	873
REQUIRED PARKING (1 PER 4 SEATS) =	218
EXISTING / SHARED PARKING =	199
NEW PARKING SPACES =	101
TOTAL PROVIDED =	298

1 SITE PLAN



1120 Garrison Avenue  
Suite 1A  
Fort Smith, AR 72901  
479.782.4085  
www.GoStudio6.com

CONSULTANTS

OWNER: EVANGEL TEMPLE  
PROJECT: WORSHIP CENTER  
LOCATION: FORT SMITH, ARKANSAS

REVISIONS	DATE	DESCRIPTION

PROJECT NO: 3390  
DATE: 08/19/16  
ISSUED

CONDITIONAL USE / VARIANCE APPLICATION

SHEET TITLE

DISCIPLINE - SHEET NUMBER

G1.2

**CITY OF FORT SMITH, ARKANSAS  
REQUEST FOR ABANDONMENT OF PUBLIC UTILITY EASEMENT**

APPLICATION:

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

*Applicant (owner)*

Name: MATT STEVENSON  
EVANGEL TEMPLE  
Address: PODSON & TOWSON AVES  
FORT SMITH, AR 72901

*Representative (engineer, attorney, realtor, etc)*

Name: SHANNON REITH, AIA  
STUDIO 6 ARCHITECTS  
Address: 1120 GARRISON AVE STE 1A  
FORT SMITH, AR 72901

Telephone Number: 479-782-9121

Telephone Number: 479-782-4085

E-Mail: matt.stevenson1981@gmail.com E-Mail: shannon@gostudio6.com

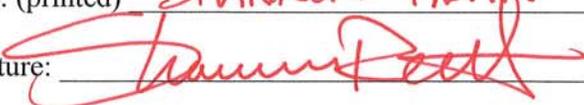
Site Address/Location: \_\_\_\_\_

Legal Description of easement(s) to be vacated: (attach separate sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request: BUILDINGS/SITES SERVED BY EASEMENT WILL BE DEMOLISHED FOR CONSTRUCTION OF NEW WORSHIP CENTER. PART OF NEW BUILDING FOOTPRINT COVERS THE EASEMENT.

Current Status of Easement(s): 4" GAS & 8" SEWER THAT DEADEND IN EASEMENT. SOME OVERHEAD ELECTRIC SERVICE LINES TO BE DEMOLISHED.

**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.

Name: (printed) SHANNON REITH  
Signature:  Date: 8/17/16

**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.**

RESOLUTION \_\_\_\_\_

**A RESOLUTION AUTHORIZING PARTIAL PAYMENT TO FORSGREN, INC., FOR THE CONSTRUCTION OF JENNY LIND ROAD AND INGERSOLL AVENUE WIDENING PROJECT AHTD JOB 040471, CITY OF FORT SMITH PROJECT NO. 07-01-A**

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

Payment in the amount of \$1,332,103.11 for Periodic Pay Estimate No. 7 to Forsgren, Inc., is hereby approved for the construction of Jenny Lind Road and Ingersoll Avenue Widening Project, AHTD Job 040471, City of Fort Smith Project No. 07-01-A.

This resolution adopted this \_\_\_\_\_ day of October, 2016.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to Form



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



## Memorandum

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**TO:** Carl Geffken, City Administrator

**CC:** Jeff Dingman, Deputy City Administrator

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

**DATE:** October 12, 2016

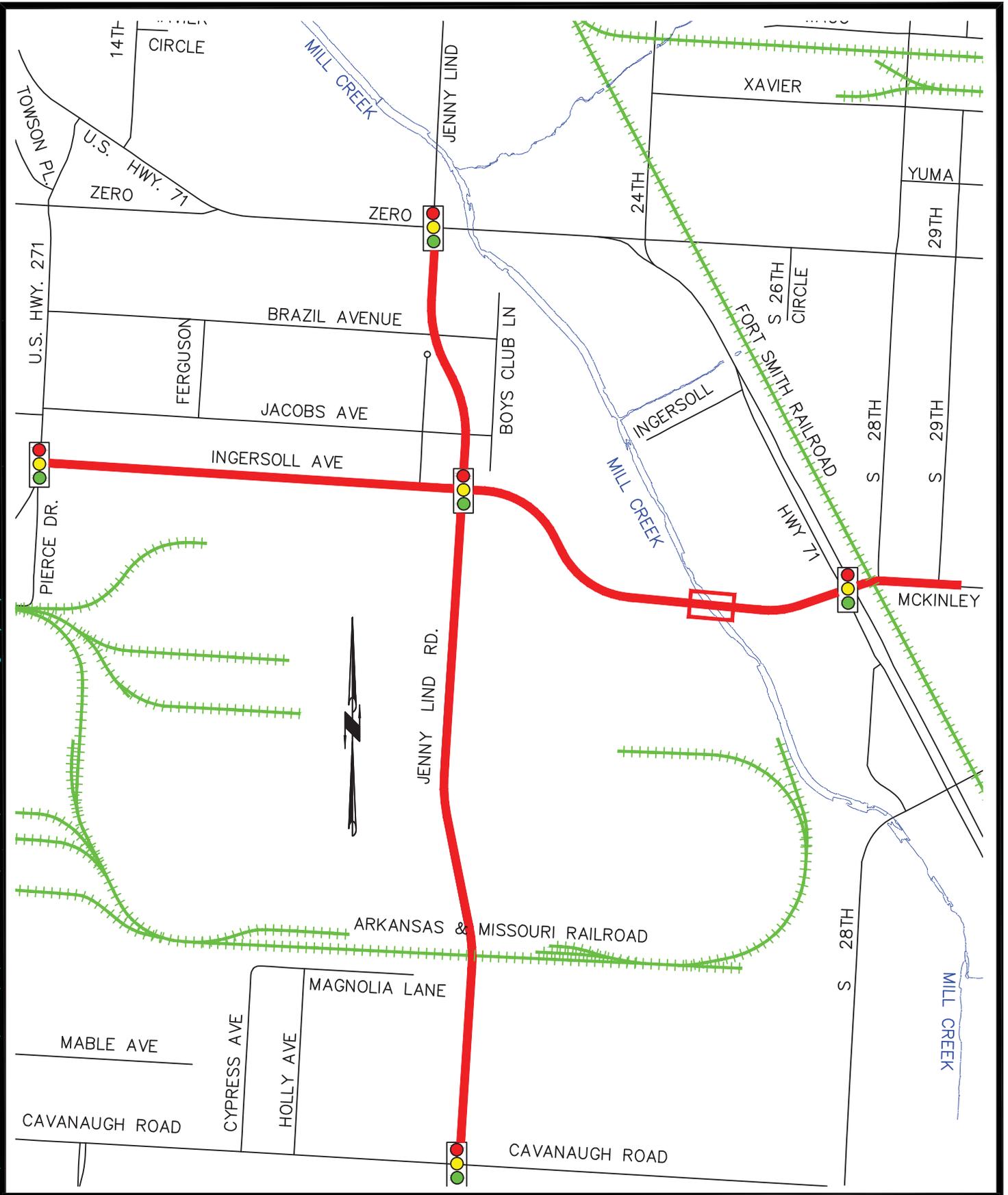
**SUBJECT:** Jenny Lind Road and Ingersoll Avenue Widening Project  
AHTD Job 040471, City Project No. 07-01-A

This project includes widening and improvements to Jenny Lind Road between Zero and Cavanaugh Road, and Ingersoll Avenue from Hwy 271 to Jenny Lind Road. It also includes the extension of Ingersoll Avenue from Jenny Lind Road to Highway 71B. A location map showing the area of the proposed improvements is attached. A project summary sheet which provides more information is also attached.

Periodic pay estimate number 7 is in the amount of \$1,332,103.11. A City Ordinance requires that all payments in excess of \$750,000.00 be approved by the Board of Directors. A Resolution authorizing this payment is attached. I recommend that this payment be approved.

This project is also in alignment with the comprehensive plan policies FLU-1.4 (Ensure adequate, well-maintained infrastructure, public safety, and public facilities for all development and prevent development ahead of infrastructure and service provision), TI-5.1 (Continue to ensure that customers within Fort Smith have access to reliable water, sewer, drainage, solid waste services by reducing or eliminating deficiencies and gaps in infrastructure systems) and TI-5.2 (Ensure that utility and infrastructure systems can meet the city's long-term needs).

Attachments



2016 CAPITAL IMPROVEMENTS PROGRAM  
 JENNY LIND - INGERSOLL  
 ZERO STREET TO CAVANAUGH ROAD



Project:	
Date:	APR. 2016
Scale:	NONE
Drawn By:	RBR

# PROJECT SUMMARY

City of Fort Smith  
 Project Status: 22% Complete  
 Today's Date: 10/12/2016  
 Staff Contact Name: Stan Snodgrass  
 Staff Contact Phone: 784-2225  
 Contract Time (no of days): 720  
 Notice to Proceed Issued: 4/4/2016

Project Name: Jenny Lind Road. &  
 Ingersoll Avenue Widening  
 Project Number: 07-01-A  
 Project Engineer: Crafton Tull & Associates, Inc.  
 Project Contractor: Forsgren, Inc.

	Dollar Amount	Bid Date	Contract Completion Date
Original bid award	\$28,830,649.66	2/9/2016	3/24/2018
Contract Revision:	\$0.00		
Adjusted contract amount	<u>\$28,830,649.66</u>		
Payments to date (as negative):	\$5,058,404.88		
Amount of this payment	\$1,332,103.11		
Contract balance remaining	\$22,440,141.67		
Retainage held	\$0.00		
Final payment	N/A		
Amount over original contract as a percentage	N/A		

**Final Comments:**

A City Ordinance requires that all payments in excess of \$750,000.00 be approved by the Board of Directors.

RESOLUTION \_\_\_\_\_

**A RESOLUTION ACCEPTING COMPLETION OF AND  
AUTHORIZING FINAL PAYMENT FOR THE CONSTRUCTION OF  
2015 TRAFFIC SIGNAL IMPROVEMENTS  
PROJECT NO. 15-09-A**

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

SECTION 1: The City of Fort Smith hereby accepts the construction of the 2015 Traffic Signal Improvements, Project No. 15-09-A as complete.

SECTION 2: Final payment is hereby authorized in the amount of \$47,559.22 to the contractor, Traffic Signals, Inc., for the 2015 Traffic Signal Improvements, Project No. 15-09-A.

This Resolution adopted this \_\_\_\_\_ day of October, 2016.

APPROVED:

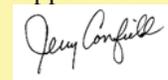
\_\_\_\_\_

Mayor

ATTEST:

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

Approved as to Form



\_\_\_\_\_

No Publication Required



## Memorandum

---

**TO:** Carl Geffken, City Administrator

**CC:** Jeff Dingman, Deputy City Administrator

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

**DATE:** October 13, 2016

**SUBJECT:** Traffic Signal Improvements  
Project No. 15-09-A

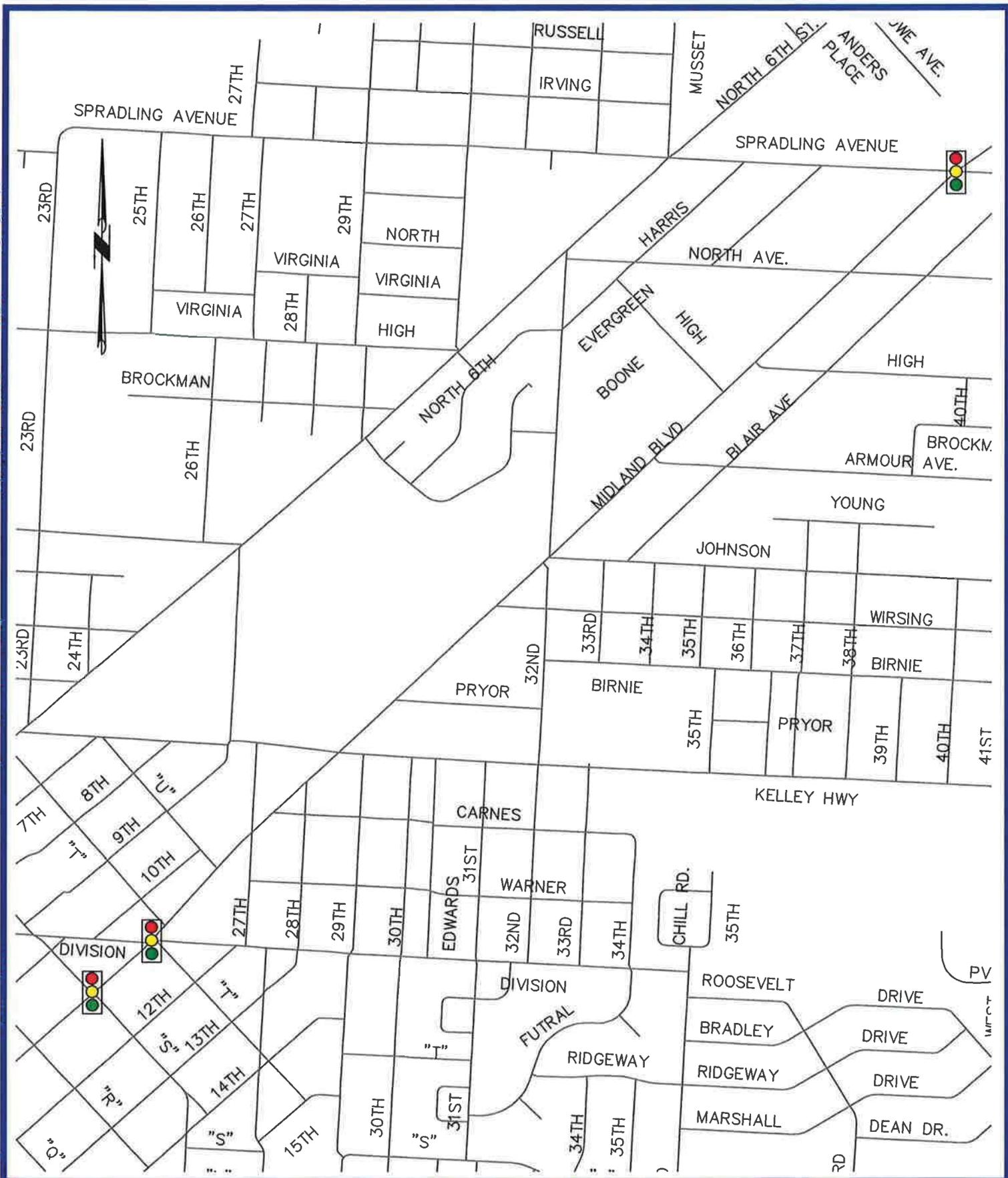
---

The above subject project included the complete replacement of all outdated traffic signal equipment and poles at the street intersections of Midland Boulevard and North "S" Street, Division Street, and Spradling Avenue as shown on the attached exhibit. A project summary sheet is also attached.

This project was in alignment with the comprehensive plan policies FLU-1.4 (Ensure adequate, well-maintained infrastructure, public safety, and public facilities for all development and prevent development ahead of infrastructure and service provision) and TI-5.2 (Ensure that utility and infrastructure systems can meet the city's long-term needs).

Attached is the Resolution to accept the project as complete and authorize final payment to the contractor. I recommend that the Resolution be accepted by the Board of Directors at the next regular meeting.

Attachments



2015 CAPITAL IMPROVEMENTS PROGRAM  
SIGNAL IMPROVEMENTS



Project:	15-09-A
Date:	OCT. 2014
Scale:	NONE
Drawn By:	RBR

# SUMMARY SHEET

City of Fort Smith  
 Project Status: Complete  
 Today's Date: 10/13/2016  
 Staff contact name: Stan Snodgrass  
 Staff contact phone: 784-2225  
 Contract time (no of days): 180  
 Notice to proceed issued: 6/13/2016

Project Name: 2015 Traffic Signal Improvements  
 Project Number: 15-09-A  
 Consultant Engineer: Traffic Engineering Consultants  
 Project Contractor: Traffic Signals, Inc.

	Dollar Amount	Bid Date	Contract Completion Date
Original bid award	\$424,152.00	10/13/2015	12/9/2016
Contract Revisions:			
Adjusted contract amount	\$424,152.00		
Work Completed to Date	\$414,453.50		
Payments to date (as negative):	\$366,894.28		
Amount of this payment	\$47,559.22		
Contract balance remaining	\$9,698.50		
Retainage held		0%	
Final payment	\$47,559.22		
Amount under original as a percentage		2.3%	

**Final Comments:**

The project was substantially complete on August 3, 2016 which is before the contract completion date.

**2F**

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

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR AND  
DIRECTOR OF HUMAN RESOURCES TO NEGOTIATE  
THIRD PARTY ADMINISTRATOR SERVICES FOR  
EMPLOYEE INSURANCE COVERAGE**

---

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

Section 1: The City Administrator and Director of Human Resources are hereby authorized to conduct interviews and receive best and final offers for third party administrator services for employee insurance coverage.

Section 2: Upon completion of interviews and determination of the best and final offer for subject services, such will be presented to the Board of Directors for consideration.

This resolution adopted this 18<sup>th</sup> day of October, 2016.

**APPROVED:**

\_\_\_\_\_  
**Mayor**

**ATTEST:**

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

*Approved as to form:*



\_\_\_\_\_  
*No publication required*

# MEMORANDUM

**TO:** Carl Geffken, City Administrator

**FROM:** Naomi E. Roundtree, Director of Human Resources

**DATE:** October 14, 2016

**SUBJECT:** Authorization to Negotiate Third Party Administrator Services Resolution

The City's renewal period for employee insurance benefits is currently taking place.

Section 1: The City Administrator and Director of Human Resources are hereby authorized to conduct interviews and receive best and final offers for third party administrator services for employee insurance coverage.

Section 2: Upon completion of interviews and determination of the best and final offer for subject services, such will be presented to the Board of Directors for consideration.

I recommend approval of this resolution.

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

RESOLUTION ACCEPTING BIDS FOR THE PURCHASE OF  
FLEET TRUCKS AND VEHICLE

---

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

The bids, as indicated by enclosure on the attached Bid Tabulation  
10-10-16BA for the purchase of various vehicles for the City's fleet, are accepted.

This Resolution adopted this \_\_\_\_\_ day of October, 2016.

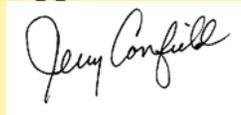
APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

Approved as to form:



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

## Inter office Memorandum

TO: Carl Geffken, City Administrator

FROM: Alie Bahsoon, Purchasing Manager *AB*

SUBJECT: Fleet Bid Tabulation

DATE: October 13, 2016

BID TAB: **10-10-16BA**



Bids were solicited for the purchase and replacement of various vehicles for the Engineering and Street departments.

You will find attached the bid tabulation and the recommendations for bid award for each respective bid. I am also providing a recap of the fleet being replaced. Said vehicles will be transferred to other departments and/or sold at the annual city auction or online on Govdeals.com.

- Bid 1-4103 Engineering-replace 2000 Chevrolet PU (Asset 124)
- Bid 2-4103 Engineering-replace 2004 Ford Explorer (Asset 127)
- Bid 3-5302 Street Construction-replace 1999 GMC (Asset 465)
- Bid 3-5303 Street Drainage-replace 2001 Chevrolet (Asset 152)
- Bid 3-5305 Sidewalk Construction-new addition
- Bid 5-5304 Street Maintenance-replace 1994 GMC dump truck (Asset 450)
- Bid 6-5302 Street Construction-replace 2003 Ford F650 (Asset 538)
- Bid 6-5303 Street Drainage-replace 1997 GMC dump truck (Asset 469)
- Bid 6-5305 Sidewalk Construction-new addition
- Bid 7-5302 Street Construction-replace 2005 GMC Sierra (Asset 716)
- Bid 8-5401 Traffic Control Operations-replace 2008 GMC (Asset 485)
- Bid 8-5401 Traffic Control Operations-replace 2002 Chevrolet (Asset 486)

Funds for these purchases are available and have been appropriated for from the 2016 Sinking Fund and Capital Outlay accounts.

I am recommending that the Board accept and approve the bids as noted by enclosure on the attached bid tabulation.

Please let me know if you should have any questions.

- Bid 1 ½ Ton, Regular Cab, 4x2 Wheel Drive, V6 P/U Truck (Qty. 1 – Engineering - \$21,750 budgeted)
- Bid 2 FS 2WD 7 or 8 passenger V6 Sports Utility Vehicle (SUV) (Qty. 1 – Engineering - \$31,330 budgeted)
- Bid 3 1Ton 4x2 Single Cab Truck, Long Chassis, Dual Rear Wheels, Flat Dump Bed (Qty. 3 – Street - \$120,000 budgeted)
- Bid 5 2 Ton 16 Foot Flat Bed Truck (Qty. 1 – Street - \$90,000 budgeted)
- Bid 6 Tri-Axle Dump Truck (Qty. 3 – Street - \$420,000 budgeted)
- Bid 7 ½ Ton, Regular Cab, 4 Wheel Drive, V6 P/U Truck (Qty. 1 – Street - \$22,000 budgeted)
- Bid 8 ¾ Ton 2WD Heavy Duty, Long Bed, with Utility Bed (Qty. 2 – Street - \$64,000 budgeted)

# Interoffice Memorandum

**TO:** Carl Geffken, City Administrator  
**FROM:** Greg Riley, Director of Street/Traffic Control  
**SUBJECT:** 2016 Vehicles  
**DATE:** October 12, 2016



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The street department budget for 2016 included the purchase of several new vehicles. This memo summarizes the purchases to be made based on the bids received on October 19, 2016.

### **Program 5302 Construction**

We are replacing a Triaxle Dump Truck bids were received and two bids met specs with Carco Intl. winning the bid with local preference. The bid amount is \$136,543.70 the budgeted amount was \$140,000.

A one ton flatbed truck replacement was bid with the low bid being Breeden Dodge at \$41,776 the budgeted amount was \$40,000.

A ½ ton 4x4 pickup was bid with the low bid being Orr Chevrolet at \$24,356 the budgeted amount was \$22,000.

### **Program 5303 Drainage**

We are asking to make a change to the approved budget in this program as a new supervisor has taken over and some changes are being made to better utilize the crews in this program.

We had originally budgeted for a single axle dump truck at \$100,000 and two one ton flat-bed trucks at \$40,000 each. We are changing this to one tri-axle dump truck at \$140,000 and one 1 ton flat-bed truck which results in the same total budget amount.

For the Triaxle Dump Truck bids were received and two bids met specs with Carco Intl. winning the bid with local preference. The bid amount is \$136,543.70 the budgeted amount was \$140,000.

The one ton flatbed truck was bid with the low bid being Breeden Dodge at \$41,776 the budgeted amount was \$40,000.

**Program 5304 Maintenance**

We are replacing a 16' 2 ton flatbed dump bed truck. Three bids met specifications and the lowest bid meeting the specifications was Shipley Motor with a bid of \$76,177. The budget amount was \$90,000.

**Program 5305 Sidewalks**

We are adding a Triaxle Dump Truck. Bids were received and two bids met specs with Carco Intl. winning the bid with local preference. The bid amount is \$136,543.70 the budgeted amount was \$140,000.

We are adding a one ton flatbed truck. Bids were received with the low bid being Breeden Dodge at \$41,776 the budgeted amount was \$40,000.

**Program 5401**

We are replacing two ¾ ton utility bed trucks and bids were received with Breeden Dodge being the low bidder at \$32,657. The budget amount was \$32,000 each.

Funds were budgeted and are available for the above purchases.

**CITY OF FORT SMITH**  
**2016 Operations Fleet Bid Tabulation (Bid #10-10-16BA)**

Bid No.	Breeden Dodge Ft. Smith, AR	Dunn Ford Stigler, OK	Randall Ford Ft. Smith, AR	Orr Chevrolet Fort Smith, AR	Sallisaw Ford Sallisaw, OK	ShIPLEY Motor MACK Fort Smith, AR	ShIPLEY Motor Volvo Fort Smith, AR	Carco Intl. Ft. Smith, AR	Truck Centers Van Buren, AR
1	Year: 2017 ✓ Make: RAM Model: 1500 Cost: <b>\$19,985</b> Tow Pkg: included Cruise: included Del. 6-8 wks. Qty. 1	Year: 2017 Make: Ford Model: F150 XL Cost: \$20,419.30 Tow Pkg: \$436 Cruise: \$198 Del. 6-8 wks.	Year: 2017 Make: Ford Model: F150 XL Cost: \$21,493 Tow Pkg: \$456 Cruise: \$207 Del. 6-8 wks.	Year: 2017 Make: Chevrolet Model: Silverado Cost: \$21,247 Tow Pkg: \$350 Cruise: included Del. 75-90 days	No Bid	No Bid	No Bid	No Bid	No Bid
2	Year: 2017 Make: Dodge Model: Durango Cost: \$25,523 Tow Pkg: \$647 Del. 6-8 wks.	Year: 2017 Make: Ford Model: Explorer Cost: \$25,180.99 Tow Pkg: \$250 Del. 6-8 wks.	Year: 2017 Make: Ford Model: Explorer Cost: \$27,415 Tow Pkg: N/A Del. 6-8 wks.	Year: 2017 ✓ Make: Chevrolet Model: Traverse Cost: <b>\$23,476</b> Tow Pkg: N/A Del. 75-90 days Qty. 1	No Bid	No Bid	No Bid	No Bid	No Bid
3	Year: 2017 ✓ Make: RAM Model: 3500 Cost: <b>\$41,776</b> Del. 10-12 wks.  Tool box: \$345 Strobe kit: \$205 Body: Cadet-Phoenix Qty. 3	Year: 2017 Make: Ford Model: F350XL Cost: \$42,822.50 Del. 8-10 wks.  Tool box: N/C Strobe kit: \$405 Body: Cadet-Western	Year: 2017 Make: Ford Model: F350XL Cost: \$44,521 Del. 10-12 wks.  Tool box: \$345 Strobe kit: \$205 Body: Cadet-Phoenix	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

**CITY OF FORT SMITH**  
**2016 Operations Fleet Bid Tabulation (Bid #10-10-16BA)**

Bid No.	Breeden Dodge Ft. Smith, AR	Dunn Ford Stigler, OK	Randall Ford Ft. Smith, AR	Orr Chevrolet Fort Smith, AR	Sallisaw Ford Sallisaw, OK	Shiple Motor MACK Fort Smith, AR	Shiple Motor Volvo Fort Smith, AR	Carco Intl. Ft. Smith, AR	Truck Centers Van Buren, AR
5	No Bid	Year: 2017 Make: Ford Model: F650 Cost: \$71,953.08 * Del. 12-14 wks.  Bed: Cadet-Western  *Does not meet bid specifications	No Bid	No Bid	No Bid	Year: 2017 ✓ Make: Hino Model: 338 Cost: \$76,177 Del. 90-120 days  Bed: Davis Qty. 1	No Bid	Year: 2017 Make: Navistar Model: 4300 Cost: \$77,344 Del. 90 days Bed: Davis  Cost: \$81,525 Del. 100 days Bed: HilBilt  Cost: \$83,289 Del. 120 days Bed: Henderson	Year: 2017 Make: Freightliner Model: 108 SD Cost: \$78,531 Del. 90-120 days.  Bed: Davis
6	No Bid	No Bid	No Bid	No Bid	No Bid	Year: 2018 Make: Mack Model: GU713 Cost: \$134,713 Del. 120-145 days Dump Bed: Hilbilt	Year: 2017 Make: Volvo Model: VHD84F200 Del. 90-120 days Dump Bed: Hilbilt  Transmission: I-Shift Cost: \$123,394.84 *  Transmission: Allison Cost: \$129,408.30 **  * & ** Does not meet bid specifications	Year: 2017 ✓ Make: Navistar Model: 7600 Cost: \$136,543.70 Del. 120 days Dump Bed: Hilbilt *** Cost: \$137,090.70 Dump Bed: Davis Del. 100 days Qty. 3  *Local vendor preference	Year: 2017 Make: Freightliner Model: 114 SD Cost: \$131,782 Del. 90-120 days. Dump Bed: Hilbilt

**CITY OF FORT SMITH**  
**2016 Operations Fleet Bid Tabulation (Bid #10-10-16BA)**

Bid No.	Breeden Dodge Ft. Smith, AR	Dunn Ford Stigler, OK	Randall Ford Ft. Smith, AR	Orr Chevrolet Fort Smith, AR	Sallisaw Ford Sallisaw, OK	Shiple Motor MACK Fort Smith, AR	Shiple Motor Volvo Fort Smith, AR	Carco Intl. Ft. Smith, AR	Truck Centers Van Buren, AR
7	No Bid (1/2 ton not available in school bus yellow)	Year: 2017 Make: Ford Model: F150 XL Cost: \$25,024.28 Tow Pkg: \$436 Cruise: \$198 Del. 6-8 wks.	Year: 2017 Make: Ford Model: F150 XL Cost: \$25,250 Tow Pkg: \$456 Cruise: \$207 Del. 6-8 wks.	Year: 2017 ✓ Make: Chevrolet Model: Silverado Cost: \$24,356 Tow Pkg: \$350 Cruise: included Del. 75-90 days Qty. 1	No Bid	No Bid	No Bid	No Bid	No Bid
8	Year: 2017 ✓ Make: RAM Model: 2500 Cost: \$32,657 Del. 10-12 wks. Body: Stahl Qty. 2	Year: 2017 Make: Ford Model: F250 XL Cost: \$33,404.42 Del. 6-8 wks. Body: Knapheide	Year: 2017 Make: Ford Model: F250 XL Cost: \$34,166 Del. 8-10 wks. Body: Stahl	Year: 2017 Make: Chevrolet Model: 2500HD Cost: \$33,746 Del. 75-90 days Body: Stahl	No Bid	No Bid	No Bid	No Bid	No Bid

- Bid 1 1/2 Ton, Regular Cab, 4x2 Wheel Drive, V6 P/U Truck (Qty. 1 – Engineering - \$21,750 budgeted)
- Bid 2 Full-Size 2WD 7 or 8 passenger V6 Sports Utility Vehicle (SUV) (Qty. 1 – Engineering - \$31,330 budgeted)
- Bid 3 One (1) Ton 4x2 Single Cab Truck, Long Chassis, Dual Rear Wheels, Flat Dump Bed (Qty. 3 – Street - \$120,000 budgeted)
- Bid 5 2 Ton 16 Foot Flat Bed Truck (Qty. 1 – Street - \$90,000 budgeted)
- Bid 6 Tri-Axle Dump Truck (Qty. 3 – Street - \$420,000 budgeted)
- Bid 7 1/2 Ton, Regular Cab, 4 Wheel Drive, V6 P/U Truck (Qty. 1 – Street - \$22,000 budgeted)
- Bid 8 3/4 Ton 2WD Heavy Duty, Long Bed, with Utility Bed (Qty. 2 – Street - \$64,000 budgeted)

- \* Does not meet bid specifications (transmission)
- \*\* Does not meet bid specifications (horse power, engine size, RPM, warranty)
- \*\*\* Local vendor preference

✓ **Recommend Bid Award**

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

RESOLUTION TO ACCEPT THE BID AND AUTHORIZE A CONTRACT  
FOR THE CONSTRUCTION OF THE RICE CARDEN WALKING TRAIL  
AHTD JOB NO. 040698

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

SECTION 1: Subject to concurrence by the Arkansas State Highway and  
Transportation Department, the bid of Forsgren, Inc. received October 11, 2016, for the  
construction of the Rice Carden Walking Trail AHTD Job No. 040698, in the amount of  
\$717,120.00 is hereby accepted.

SECTION 2: The Mayor is hereby authorized to execute, his signature being  
attested by the City Clerk, the contract with Forsgren, Inc. for AHTD Job No. 040698,  
subject to the terms set forth in Section 1 above.

SECTION 3: Payment for construction contracted pursuant to Sections 1 and 2  
is hereby authorized from the 1/8% Sales and Use Tax.

This Resolution passed this \_\_\_\_\_ day of October, 2016.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED AS TO FORM





## Memo:

October 14, 2016

To: Carl Geffken, City Administrator  
From: Doug Reinert, Director of Parks and Recreation *DSR*  
Re: Rice-Carden Walking Trail

Sealed bids for the construction of the Rice-Carden Walking Trail were opened on October 11<sup>th</sup> and the low bidder was Forsgren, Inc. in the amount of \$717,120.00. The City of Fort Smith has acquired a Recreational Trails Program (RTP) grant for \$224,000.00 from the Arkansas Highway and Transportation Department. Park Partners has acquired two additional grants for the project: \$150,000 from the Blue and You Foundation and a State of Arkansas General Improvement Fund grant for the amount of \$40,884.00. This brings the total grant monies received to \$414,884. The remaining professional services and construction costs will be funded by the 1/8% Sales and Use Tax.

This Trail connects with the north end of the Greg Smith River Trail adding an additional 2.5 miles along Riverfront Drive. Plans are being developed to add additional miles along Riverfront Drive to Fort Smith Park.

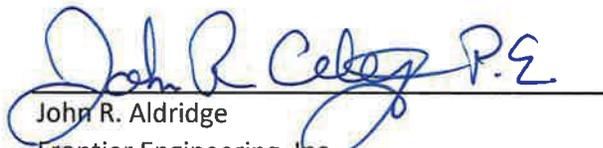
This project is in alignment with the goals of the Comprehensive Plan policy FLU-2.3, providing recreation activities and access to the Arkansas River while preserving the natural environment. It also aligns with policy ED-6.1.1, and TI-1.7 by beautifying the major transportation corridors and reducing traffic congestion and giving citizens other means of transportation such as walking and biking. I recommend approval of the resolution accepting the construction of the Rice Carden Walking Trail. If you have any questions regarding this project please feel free to contact me.

Cc: Jeff Dingman, Deputy City Administrator  
Sara Deuster, Deputy Director of Parks and Recreation

Rice Carden Walking Trail  
Fort Smith Parks Recreation Department  
Tabulation of Bids Received on October 11, 2016, 2:00pm  
AHTD Job #040698

Item #	Description	Quantity	Unit	Forsgren, Inc.		AJ Greenwood Plumbing & Excavation		Crawford Construction Company	
				Unit Cost	Bid	Unit Cost	Bid	Unit Cost	Bid
1.	Performance and Payment Bond	1	LS	\$8,600.00	\$8,600.00	\$18,237.00	\$18,237.00	\$31,423.00	\$31,423.00
2.	Maintenance of Traffic & Traffic Control	1	LS	\$20,000.00	\$20,000.00	\$56,381.00	\$56,381.00	\$13,500.00	\$13,500.00
3.	Solid Sodding	19,500	SY	\$4.45	\$86,775.00	\$6.00	\$117,000.00	\$4.20	\$81,900.00
4.	Aggregate Base Course-Class 7 Material	7,932	TN	\$28.75	\$228,045.00	\$46.00	\$364,872.00	\$67.00	\$531,444.00
5.	Tack Oil	3,200	GAL	\$4.75	\$15,200.00	\$3.45	\$11,040.00	\$3.50	\$11,200.00
6.	Asphalt Concrete Surface Course (Type 3)	3,300	TON	\$108.00	\$356,400.00	\$140.00	\$462,000.00	\$126.00	\$415,800.00
7.	Traffic Paint Pavement Markings, 4" White	1,200	LF	\$1.75	\$2,100.00	\$1.90	\$2,280.00	\$3.00	\$3,600.00
	Total Bid				\$717,120.00		\$1,031,810.00		\$1,088,867.00

I hereby certify that this tabulation is a true and accurate representation of all bids received.

  
John R. Aldridge  
Frontier Engineering, Inc  
Arkansas License No. 11040

RESOLUTION AUTHORIZING PARTIAL PAYMENT TO S.J. LOUIS  
CONSTRUCTION OF TEXAS, LTD FOR THE CONSTRUCTION OF THE LAKE  
FORT SMITH WATER TRANSMISSION LINE – PHASE I

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

Partial payment number eleven to S.J. Louis Construction of Texas, LTD. in the amount  
of \$829,069.93 for the construction of the Lake Fort Smith Water Transmission Line – Phase I,  
Project Number 08-07-C1, is hereby approved.

This Resolution adopted this \_\_\_\_\_ day of October 2016.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

APPROVED AS TO FORM:



\_\_\_\_\_  
npr



**INTER-OFFICE MEMO**

**TO:** Carl Geffken, City Administrator

**DATE:** October 11, 2016

**FROM:** Robert Roddy, Interim Director of Utilities

**SUBJECT:** Lake Fort Smith Water Transmission Line - Phase I  
Project Number 08-07-C1

S.J. Louis Construction of Texas, Ltd., has submitted partial pay request number eleven in the amount of \$829,069.93 for work completed on the Lake Fort Smith Water Transmission Line – Phase I, Project Number 08-07-C1. The project consists of furnishing and installing 6 miles of 48-inch water transmission line and appurtenances. An exhibit, which shows the project route, is attached.

The attached Resolution authorizes the partial payment to S.J. Louis Construction of Texas, Ltd. Should you or the members of the Board have any questions or need additional information, please let me know.

attachment

pc: Jeff Dingman

## Project Summary

**Project Name:**  
Lake Fort Smith Water Transmission Line  
- Phase I

**Project Status:**  
In Progress

**Project Number:**  
08-07-C1

**Today's Date:**  
10/12/2016

**Project Engineer:**  
Ben Marts

**Staff Contact Name:**  
Robert Roddy

**Project Contractor:**  
S.J. Louis Construction of Texas LTD

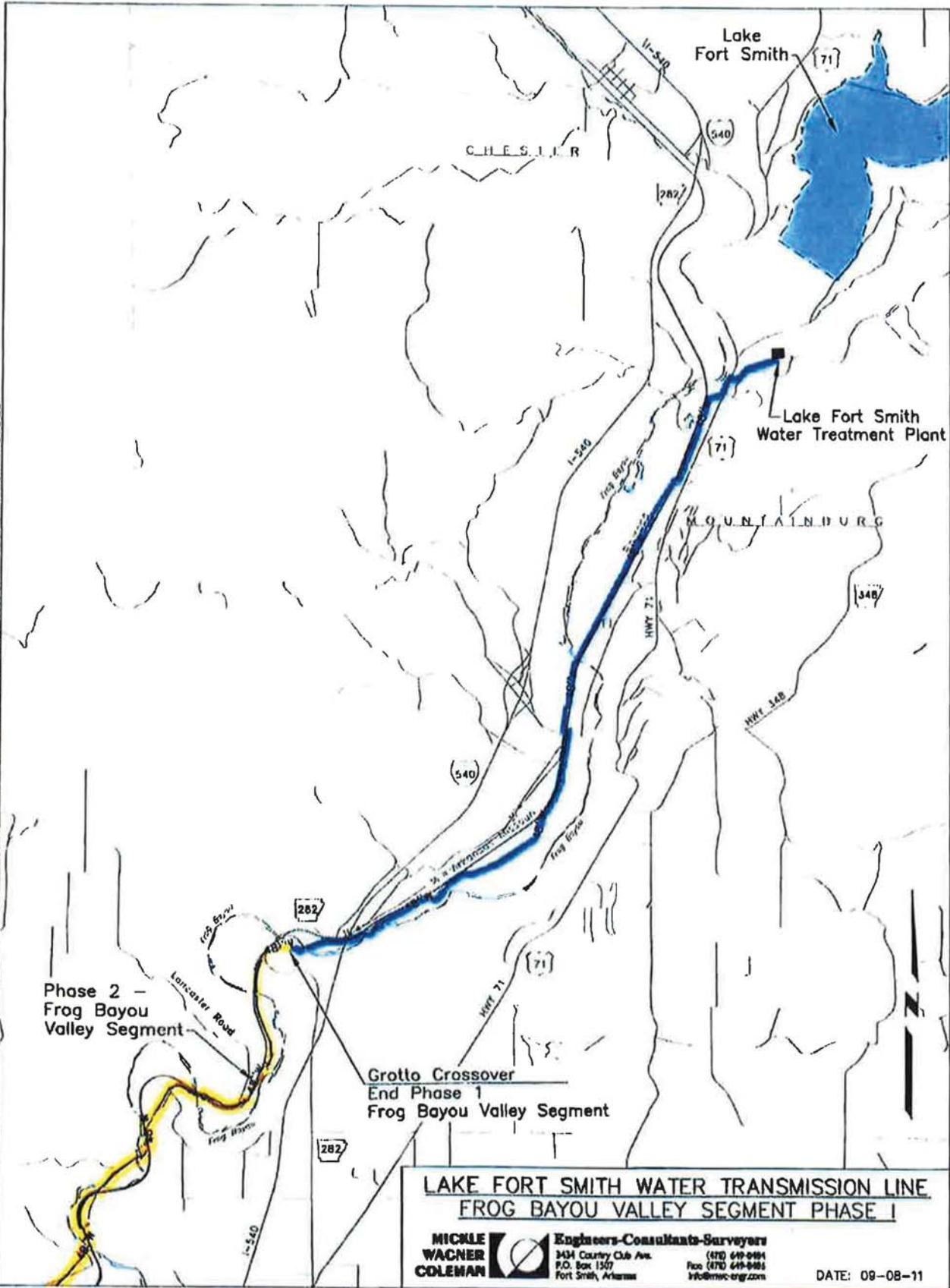
**Staff Contact Phone:**  
784-2401

**Notice to Proceed Issued:**  
11/12/2015

	Dollar Amount	Contract Time (Days)
Original Contract Amount:	\$11,120,753.00	360
Change Order(s):	\$0.00	0
Total Change Orders:	\$0.00	0
Adjusted Contract:	\$11,120,753.00	360
Payments to date (as negative):	-\$5,171,786.01	46.51% of Contract
Amount of this Payment (as negative):	-\$829,069.93	7.46% of Contract
Retainage Held	\$241,609.50	
Contract Balance Remaining	\$5,119,897.06	
Amount Under as a Percentage	0%	

**Final Comments:**

S:\Fort Smith\CFPS TRANSMISSION LINE\dwg\EXHIBITS\MISC\chris-frog bayou valley segment - phase 1.dwg, 9/8/2011 5:33:14 PM, 1:2.60323



## **Comprehensive Plan Goal Supported By Water Projects**

- Ensure adequate, well-maintained infrastructure, public safety, and public facilities for all development and prevent development ahead of infrastructure and service provision. (FLU-1.4)
- Continue to ensure that customers within Fort Smith have access to reliable water, sewer, drainage, solid waste services by reducing or eliminating deficiencies and gaps in infrastructure systems (TI-5.1)
- Implement an infrastructure Asset Management Program as a tool for management of the utility department's water and sewer systems and to track, manage, and schedule necessary facility upgrades and improvements. (TI-5.1.1)
- Ensure that utility and infrastructure systems can meet the city's long-term needs. (TI-5.2)
- Coordinate land use planning and capital programming to ensure infrastructure improvements and extensions are phased to support the future land use pattern. (TI-5.2.1)
- Adopt criteria for prioritizing funding to infrastructure-related capital improvement projects. (TI-5.2.4)
- Provide new facilities in a manner that protects investments in existing facilities and promotes orderly growth. (PFS-4.2)



MEMORANDUM

TO: Mayor and Board of Directors

FROM: Wendy Mathis, Administrative Assistant

DATE: October 12<sup>th</sup>, 2016

SUBJECT: Audit Committee

The terms of Mr. Mike Lorenz, Mr. Kevin Settle, Mr. Lavon Morton, and Mr. Kip Jarvis of the Audit Committee will expire November 30<sup>th</sup>, 2016. Mr. Lorenz, Mr. Morton and Mr. Jarvis are interested in being reappointed. Mr. Settle does not wish to be reappointed.

There are no other applicants available at this time.

Appointments are **by the Board of Directors**, four appointments are needed. The terms will expire November 30<sup>th</sup>, 2019.

623 Garrison Avenue  
P.O. Box 1908  
Fort Smith, Arkansas 72902  
(479) 785-2801  
[www.fortsmithar.gov](http://www.fortsmithar.gov)

Printed on 100% Recycled Paper

**AUDIT COMMITTEE**

The Audit Committee serves in an advisory capacity to the board of directors to advise the board of directors on all matters relating to the annual financial audit and on matters related to the city's internal control structure.

The committee includes four private citizens of Fort Smith and three members of the board of directors. At least one member of the committee shall be a certified public accountant.

Members shall be nominated by the city administrator and appointed by the **Board of Directors**. Following initial terms of one, two and three year, member's shall serve three year terms. The committee meets on call.

	<b><u>DATE APPOINTED</u></b>	<b><u>TERM EXPIRES</u></b>
<b><u>DIRECTORS</u></b>		
Mike Lorenz 2813 Rannoch Circle 651-7001 <a href="mailto:DirectorLorenz@hotmail.com">DirectorLorenz@hotmail.com</a>	01/03/13	11/30/16
Kevin Settle 10904 Cork Court (08) 806-0280 (w) <a href="mailto:KevinSettle6@aol.com">KevinSettle6@aol.com</a>	04/20/10	11/30/16
Keith Lau P.O. Box 2650 (02) 806-7700 <a href="mailto:Keithlauward1@gmail.com">Keithlauward1@gmail.com</a>	01/06/15	11/30/18
<b><u>CITIZENS</u></b>		
Lavon Morton, CPA 10408 Innsbruck Court (08) 461-2643 © 494-6823 (w) <a href="mailto:lmorton@arcb.com">lmorton@arcb.com</a>	10/19/99	11/30/16

Kip Jarvis, CPIM  
Materials Manager  
9700 Broadwell Road (08)  
259-8357 ©  
648-4285 (w)  
[kipjarvis@sbcglobal.net](mailto:kipjarvis@sbcglobal.net)

12/17/13

11/30/16

Deana Infield  
CPA  
2819 Enid (01)  
484-5740 (w)  
763-1416 (h)  
[Deana.infield@beallbarclay.com](mailto:Deana.infield@beallbarclay.com)

10/17/12

11/30/18

George Moschner  
Chief Financial Officer at Baldor  
5711 R. S. Boreham Jr. Street (01)  
651-5612 ©  
648-5957 (w)  
[George.moschner@baldor.ab.com](mailto:George.moschner@baldor.ab.com)

07/21/09

11/30/18

**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: 10-10-16  
 Name: Mike Lorenz Home Telephone: 479-651-7001  
 Home Address: 2813 Rannock Circle Work Telephone: 479-494-4040  
 Zip: 72908 Email: mike.Lorenz@RF&P.com  
 Occupation: Healthcare Finance  
 (If retired, please indicate former occupation or profession)  
 Education: Bachelor of Science Business / Finance  
 Professional and/or Community Activities: Fort Smith B.O.D., Audit committee.  
Planning Commission (Past), Fianna PDA past Pres.  
 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 \_\_\_\_\_ his  
 information will \_\_\_\_\_ and check of all applicants).

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Audit Committee                   | <input type="checkbox"/> Housing Assistance Bd.                      |
| <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 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 Imp. 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"/> CIP Committee (Streets, Bridges, & Drainage) | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
| <input type="checkbox"/> Community Development Advisory Com.          | <input type="checkbox"/> Sister Cities Committee                     |
| <input type="checkbox"/> County Equalization Board                    | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Electric Code Board of Appeals               | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments     |  |
| <input type="checkbox"/> Historic District Commission                 |  |

Please return this form to Wendy Mathis, P.O. Box 1908, FSM, AR 72902  
 wmathis@fortsmithar.gov



**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: 9/20/2016  
 Name: Kip J. Jarvis Home Telephone: 479-646-5699  
 Home Address: 9900 Broddwell Rd Work Telephone: 479-648-4285  
 Zip: 72908 Email: kip.jarvis@sbcglobal.net  
 Occupation: Material Manager - Ingersoll RAND - Trane Co.  
 (If retired, please indicate former occupation or profession)  
 Education: A.S. Business - CPIM Certification - Master CPIM in structure  
 Professional and/or Community Activities: NW ARK APICS - VP. Programs  
APICS Supply Chain Instructor, Fort Smith Audit Committee Curator  
 Additional Pertinent Information/References: See ATTACHED Resumé

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 \_\_\_\_\_  
 information will be used to contact a criminal \_\_\_\_\_ of all applicant \_\_\_\_\_

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Audit Committee                   | <input type="checkbox"/> Housing Assistance Bd.                      |
| <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 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 Imp. 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               |
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| <input type="checkbox"/> County Equalization Board                    | <input type="checkbox"/> Transit Advisory Commission                 |
| <input type="checkbox"/> Electric Code Board of Appeals               | <input type="checkbox"/> Residential Housing Facilities Board        |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments     |  |
| <input type="checkbox"/> Historic District Commission                 |  |

Please return this form to Wendy Mathis, P.O. Box 1908, FSM, AR 72902  
 wmathis@fortsmithar.gov

# Kip J. Jarvis, CPIM

9700 Broadwell Road, Fort Smith, Arkansas 72908 Home: 479-646-5699 - Cell: 479-650-9820:  
kipjarvis@sbcglobal.net

**Objective:** A management development position requiring strong technical, organizational and problem solving skills focused on achieving results, building teams and continuous improvements.

## Core Qualifications

- Sales and Operations Planning
- Forecasting
- Master Scheduling
- Inventory Planning
- Capacity Planning
- ERP / MRP Systems Super User
- Distribution Management
- APICS CPIM Certified
- APICS CPIM Master Instructor
- International Multi-plant Planning and Scheduling.
- KPI and Process Development
- Logistics Management

## Professional Experience

### Materials Manager - The Trane Company

#### Ingersoll Rand

November 2013 - Present (20 months)

Fort Smith, Arkansas

Direct materials, production planning, stores, kits and in controlling inventory, increasing on-time delivery and supporting the fulfillment of other divisional objectives

#### PRINCIPAL RESPONSIBILITIES:

1. Direct the materials planning, stores, kit and production planning function to minimize inventory and maximize parts availability and customer service.
2. Coordinate those functions necessary for proper planning, packaging, assembling, storage and disposition of the plants inventory
3. Develop weekly, monthly and annual inventory forecasts and segmentation's to meet inventory objectives
4. Direct the annual plant physical inventory as well as the class "A" audit to insure plant compliances.
5. Implement programs for the development of the department's personnel.
6. Coordinate the necessary planning to enable the plant purchasing departments to procure material.
7. Interface with marketing and participate in forecast meetings on a regular basis to enhance the exchange of information regarding customer needs

#### Leadership

Elucidates vision and business changes with ability to implement process changes. Works with group to identify areas for development and collaboratively establishes associated plans. Sets high performance standards for self and others while supporting their attainment. Maintains the highest moral and ethical standards. Creates a learning environment.

#### Accomplishments

- Site Lead Oracle Phase 2 – Shipping / MPS Planning – First to ship TL in RS
- Site Champion for Employee Engagement – Improved participation in survey by 15% from previous year.
- Site Lead Windchill Prime RS Fort Smith – Implemented on time Feb 2014.
- Site Lead Oracle Phase 3B currently in FIT testing and Train the Trainer.
- Successfully managed the product change from 13 SEER to 14 SEER product specifications.
- Effectively managed RIP (Raw and Work in process inventory levels) with goals.
- Consistently maintained FG inventory availability to support SIOP process and customer availability.
- Developed effective process to ship package models to multiple DC and DSO sites while not have WHS implemented in Oracle R12.

## **Sales and Operations Manager**

April 2012 to November 2013

**Nilfisk-Advance, Inc.** – Springdale, Arkansas

Responsible for the development of sales forecast for a multi-site global provider of Commercial and Industrial floor cleaning and care equipment. Includes management of Master Schedulers and Material / Production Planners to achieve corporate KPI's for inventory performance, customer order fulfillment, forecast accuracy and new product planning and launch.

- Developed standard procedures for effective sales forecast from independent and internal sales companies spanning North and South America.
- Conduct monthly S&OP meetings with eight sales channels to validate unit forecast.
- Developed forecast / business plan reconciliation process. Accurately ties unit forecast to monthly revenue forecast.
- Managed forecast demand for manufacturing plants in Hungary (2), Italy, China (2), Mexico, and US (4), and US Distribution Centers (2), one European Distribution Center (Denmark)
- Super User and functional expert with ERP planning systems, Specifically (Infor ERP LN with Planner, Scheduler, Promiser functionality, Baan, SAP, JD Edwards)
- Managed forecasting systems with Infor ERP LN, SAP, and Forecast Pro.

## **Supply Chain Development Manager**

October 2010 to April 2012

**Nilfisk-Advance, Inc.** – Springdale, Arkansas

Responsible for the development of value supply chains to support business plan KPI's for customer service levels safety stock levels, and inventory levels in support of USDC operations.

- Developed costed MRP process (IRP-Inventory Requirements Planning – Input / Output Control Process) to plot inventory levels for three manufacturing and two distribution sites.
- Implemented ERP LN Multi-site system including MPS, MRP and DRP supply relationship between two DC's and three manufacturing plants.
- Facilitated the movement of manufacturing operations from three US facilities into new manufacturing operation in Queretaro, Mexico.
- Managed process to convert planning systems from \$90 million manufacturing operation to a \$300 million distribution and value added operation
- Managed production plans for two US production facilities and one Mexican manufacturing facility.
- Developed process to measure sales lines within ABC classification and supported with systems to report KPI, adjust stock levels and report financial impact of changes.

## **Production and Inventory Control Manager**

July 2007 to October 2010

**Nilfisk-Advance, Inc.** – Springdale, Arkansas

Responsible for the daily planning operations to control production of assembly operations including inventory control settings and overall inventory level responsibilities.

- Developed daily production planning reports to evaluate capacity and demand levels resources
- Reduced MOQ's from Asian Supply Chain to reduce overall inventory levels to meet inventory objectives.
- Developed production schedule process that includes demand and stock requirements daily.
- Converted Springdale Production facility from JD Edwards to INFOR ERP LN software.

## **Director, Materials Management February 2006 to July 2007**

**Federal Coach, Inc.** – Fort Smith, Arkansas

Responsible for the purchasing, receiving, warehousing, cycle counting, supply line replenishment, lean set up, sequencing of all materials supplied by outside partners. Responsible for the daily planning and production of all activities for the custom wood production department and the steel fabricating department including the use of laser cutting, MIG, TIG welding fabrication and mechanical metal forming and cutting.

- Implemented planning and control processes to initiate purchasing activity. Reduced stock outs by 80% for purchased items.
- Developed priority planning sequencing process for fabricated steel items produced in house. Depart was historically past due has become a current in house supplier in six weeks.
- Developed and instituted a cycle counting program to improve record accuracy by 40 %
- Developed outsourcing partners to reduce operating expenses and provide consistent quality and supply chains. Generated cost savings of \$500,000 during first six months in position.

### **Director, Materials Operations**

January 1995 to February 2006

**IC Corp. Navistar - International Truck and Engine** – Conway, Arkansas

Responsible for directing the activities for warehousing, material handling, line sequencing, receiving, shipping, cycle counting, inventory control, and service part replenishment functions for this Bus and Class 7 Chassis Manufacturer on 140 acre site with 1300 in employment.

- Managed stamping, assembly, and conveyor/ primer departments consisting of direct staff of 250+ UAW and Salary employees. Achieved lowest recorded labor hours per unit, increased through put by 40% during a production ramp. Using capacity planning tools and system lead time factors, reduced past due back log from 300 orders weekly to current status in six weeks.
- Using cycling counting measures, increased warehouse inventory accuracy from 50% to 96% and eliminated physical inventory in three main cycle count controlled warehouses housing approximately 4 million dollars of inventory.
- Functional representative for Baan ERP Implementation Core Team. Developed Materials processes for Purchasing, Warehousing, Receiving, and Material Handling Operations for two functional implementations including training and process documentation.
- Reduced Inventory by \$28 million in 18 months without taking an impact to the P&L. Increased inventory turns from 8 to 22 over 20 months.
- Identified fraudulent charges from transportation partners resulting in prosecution for responsible parties for theft of over \$70,000, including surveillance of personnel suspected of illegal activity.

### **Materials Manager**

April 1993 to January 1995

**Circuit Test, Inc.** – Memphis, Tennessee

### **Assistant Distribution Center Facility Manager**

May 1993 to March 1994

**Square D Company** – Memphis, Tennessee

### **Materials Manager**

September 1991 to May 1993

**VVP America / Glasscraft** – Memphis, Tennessee

### **Production /Inventory Control Manager**

December 1986 to August 1991

**Bostrom Seating Inc.** – Piedmont, Alabama

### **Production Planning Manager**

July 1981 to December 1986

**SunarHauserman** – Marked Tree, Arkansas

### **Inventory Analyst**

October 1977 to May 1981

**Dover Corp / Holmes Div.** – Newbern, Tennessee

## **Education**

---

### **Dyersburg State Community College**

Dyersburg, Tennessee, USA

Business

### **APICS**

CPIM Certified Production and Inventory Management

CPIM

## **Affiliations**

---

American Production and Inventory Control Society

Jonesboro, AR.; Jacksonville Al.; Memphis TN.; Little Rock, AR; Fort Smith, AR; Fayetteville, AR.

- CERTIFIED – CPIM
  - CPIM MASTER INSTRUCTOR – APICS
    - Basics OF Supply Chain Management
    - Master Planning of Resources
    - Detailed Scheduling and Planning
    - Execution and Control of Operations
    - Strategic Management of Resources
- City of Fort Smith, Arkansas 2013-2016
- Audit Committee - Citizen Appointee



## MEMORANDUM

TO: Mayor and Board of Directors

FROM: Wendy Mathis, Administrative Assistant

DATE: October 12<sup>th</sup>, 2016

SUBJECT: Oak Cemetery Commission

The terms of Mr. Scott Stubblefield, Mr. Joseph Irwin, and Ms. Pam Weiler of the Oak Cemetery Commission will expire November 30<sup>th</sup>, 2016. Mr. Stubblefield and Mr. Irwin are interested in being reappointed to the Oak Cemetery Commission. Ms. Weiler does not wish to be reappointed to this commission.

There are no other applicants available at this time.

Appointments are **by the Board of Directors**, three appointments are needed. The terms will expire November 30<sup>th</sup>, 2019.

623 Garrison Avenue  
P.O. Box 1908  
Fort Smith, Arkansas 72902  
(479) 785-2801  
[www.fortsmithar.gov](http://www.fortsmithar.gov)

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## Oak Cemetery Commission

The Oak Cemetery Commission acts in an advisory capacity to the Board of Directors and the City Administrator in the planning, maintenance, development and operation of the cemetery.

The Commission consists of seven members who shall initially serve one, two and three-year terms. Thereafter, members shall serve three-year terms. The Oak Cemetery Commission is appointed by the Board of Directors. The Commission meets on call.

	<u>Date Appointed</u>	<u>Term Expires</u>
Scott Stubblefield 812 South 24 Street (01) 918-816-0128 (w) <a href="mailto:castle.camps@yahoo.com">castle.camps@yahoo.com</a>	11/20/07	11/30/16
Joseph S. Irwin 2024 South 69 Street (03) 452-2768 (h) <a href="mailto:joeirwin@juno.com">joeirwin@juno.com</a>	08/17/04	11/30/16
Pam Weiler 2207 South 73 Street (3) 452-4952 (h) 788-6494 (w) <a href="mailto:pweiler@goodyear.com">pweiler@goodyear.com</a>	11/21/01	11/30/16
Carole Barger 5205 Fern (03) 646-9140 <a href="mailto:carlann34@cox.net">carlann34@cox.net</a>	12/16/14	11/30/17
Michael Richardson 623 North 6 <sup>th</sup> Street (01) 719-4080 (h) <a href="mailto:Sonsign@att.net">Sonsign@att.net</a>	08/20/14	11/30/18

Charles Girard  
First National Bank  
7510 Westminister Place (03)  
484-1500 (h)  
788-4211 (w)  
[Chuck.Girard@sbcglobal.net](mailto:Chuck.Girard@sbcglobal.net)

06/21/11

11/30/18

Reginald Moore  
Deputy Circuit Clerk  
2405 N 53 Street (04)  
561-6519 (h)  
441-1310 (2956)  
[rmoore@co.sebastian.ar.us](mailto:rmoore@co.sebastian.ar.us)

11/20/12

11/30/18

**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: 10/01/2016  
 Name: STUBBLEFIELD, JOEL "SCOTT" Home Telephone: 479 431 8514  
 Home Address: 6107 WHITE OAK CIRCLE Work Telephone: 479 783 6139  
 Zip: 72916 Email: SStubblefield@co.sebastian.ar.us  
 Occupation: COUNTY ADMINISTRATOR  
 (If retired, please indicate former occupation or profession)

Education: BA

Professional and/or Community Activities: PAST-CONVENTION CENTER COMMISSION, CURRENT - WAPDD BOARD MEMBER, FORT SMITH MUSEUM OF HISTORY BOARD, CHAIR - OAK CEM. COMMISS.

Additional Pertinent Information/References: JEFF DINGMAN, MAYOR SANDERS

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. N/A

Driver's License [Signature] Date of Birth [Signature]  
 (This information is subject to a criminal background check of all applicants)

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"/> Library Board of Trustees                     |
| <input type="checkbox"/> Airport Commission                           | <input type="checkbox"/> Mechanical Board of Adjustments and Appeals   |
| <input type="checkbox"/> Animal Services Advisory Board               | <input checked="" type="checkbox"/> Oak Cemetery Commission            |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board  | <input type="checkbox"/> Outside Agency Review Panel                   |
| <input type="checkbox"/> Benevolent Fund Board                        | <input type="checkbox"/> Parking Authority                             |
| <input type="checkbox"/> Building Board 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 Improvement 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"/> CIP Committee (Streets, Bridges, & Drainage) | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Board |
| <input type="checkbox"/> Community Development Advisory Comm.         | <input type="checkbox"/> Sister Cities Committee                       |
| <input type="checkbox"/> County Equalization Board                    | <input type="checkbox"/> Transit Advisory Commission                   |
| <input type="checkbox"/> Electric Code Board of Appeals               | <input type="checkbox"/> Residential Housing Facilities Board          |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments     |  |
| <input type="checkbox"/> Historic District Commission                 |  |

Please return this form to Wendy Mathis, P.O. Box 1908, FSM, AR 72902  
 wmathis@fortsmithar.gov

**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: 7 SEPTEMBER 2016

Name: JOSEPH S IRWIN  
479-653-3425

Home Telephone:

Home Address: 2024 SOUTH 69th STREET  
Work Telephone: N/A

Zip: 72903-4033  
joeirwin@juno.com

Email:

Occupation: RETIRED TEXAS HIGHWAY DEPARTMENT  
(If retired, please indicate former occupation or profession)

Education: 4 YEARS UNIVERSITY OF ARKANSAS NO DEGREE CIVIL ENGINEERING

Professional and/or Community Activities: CLAYTON HOUSE BOARD, VOLUNTEER TROLLEY DRIVER(11 YEARS), VOLUNTEER AT SPARKS, VOLUNTEER FOR AARP FOUNDATION TAX-AIDE PROGRAMG (19 YEARS), VOLUNTEER FOR FIND-A-GRAVE , CRAWFORD COUNTY VOLUNTEERS FOR LITERACY ,

Additional Pertinent Information/References: IRWIN & MacLeod FAMILY BURIED AT OAK

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

Have you ever been convicted of a felony, misdemeanor, XDWI/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.

Dri  
MA



(This information will be used to conduct a criminal back ground check of all applicants).

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

Audit Committee

Advertising & Promoting Commission

Airport Commission

1/2

- Animal Services Advisory Board
- Arkansas Fair & Exhibition Facilities Board
- Benevolent Fund Board
- Building Board of Adjustment and Appeals
- Central Business Improvement District
- Comprehensive Plan Improvement Committee
- Convention Center Commission
- Civil Service Commission
- CIP Committee (Streets, Bridges, & Drainage)
- Community Development Advisory Comm.
- County Equalization Board
- Fire Code Board of Appeals & Adjustments
- Historic District Commission
- Housing Assistance Board
- Library Board of Trustees
- Mechanical Board 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. Board
- Sister Cities Committee
- Transit Advisory Commission
- Residential Housing Facilities Board

Electric Code Board of Appeals

*Joseph S. Irwin 15 Sept 2016*

Please return this form to Wendy Mathis, P.O. Box 1908, FSM, AR 72902  
 wmathis@fortsmithar.gov

*2/2*



MEMORANDUM

TO: Mayor and Board of Directors  
FROM: Wendy Mathis, Administrative Assistant  
DATE: October 12<sup>th</sup>, 2016  
SUBJECT: Parks and Recreation Commission

Ms. Lorie Roberson of the Parks and Recreation Commission has resigned her position effective September 14<sup>th</sup>, 2016.

The applicants available at this time are:

Lacey M. Jennen	1531 Fianna Place Terrace
Gary J. Blan	11111 Maple Park Drive
Robert M. Naumoff	5100 South Zero Street

Appointments are by **the Board of Directors**, one appointment is needed. The term will expire August 31<sup>st</sup>, 2017.

623 Garrison Avenue  
P.O. Box 1908  
Fort Smith, Arkansas 72902  
(479) 785-2801  
[www.fortsmithar.gov](http://www.fortsmithar.gov)

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## PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission acts in an advisory capacity to the Board of Directors of the city of Fort Smith and Director of Parks and Recreation in the promotion, planning, maintenance, development and operation of all recreation areas and facilities owned, controlled or leased by the city. The members of the Parks and Recreations Commissions shall be qualified electors of the city. Members are appointed by the **Board of Directors** for five year terms. The commission meets at 11:30 on the second Wednesday of each month at the Creekmore Community Center.

	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
Lorie Robertson Marketing Executive 3301 South 96 Street (03) 452-6985 (h) 242-2167 (w) <a href="mailto:lorie@chaffeecrossing.com">lorie@chaffeecrossing.com</a>	07/17/12	08/31/17
Sherry Toliver Executive Director 3201 South 93 Circle (03) 434-4854 (h) 420-1162 (w) <a href="mailto:Stoliv44@gmail.com">Stoliv44@gmail.com</a>	07/16/13	08/31/18
Casey Millspaugh 408 Apple Valley Road (08) 817-676-4104 (h) 459-4017 (w) <a href="mailto:cmillspaugh@ups.com">cmillspaugh@ups.com</a>	10/15/13	08/31/19
Chris Raible Arvest Business Resource Cntr. Manager 5206 Twin Hills Drive (16) 649-9937 (h) 709-8830 (w) <a href="mailto:c_raible@hotmail.com">c_raible@hotmail.com</a>	10/21/14	08/31/19
Madeline Marquette 7818 Valley Forge Road 478-7021 (h) <a href="mailto:madgs@sbcglobal.net">madgs@sbcglobal.net</a>	07/20/10	08/31/20

Nancy Raney  
Retired  
8108 Adam Drive (03)  
452-5170 (h)  
221-2643 ©  
[nancyr729@gmail.com](mailto:nancyr729@gmail.com)

07/19/16

08/31/21

Jim Rowland  
Retired  
6511 Meadow Cliff (03)  
452-0659 (h)  
651-0548 ©  
[normarowland@sbcglobal.net](mailto:normarowland@sbcglobal.net)

07/19/16

08/31/21

**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: June 23, 2016

Name: Lacey M. Jennen Home Telephone: 479-769-4679

Home Address: 1531 Fianna Place Terrace Work Telephone: 479-646-1177

Zip: 72908 Email: laceyjennen@gmail.com

Occupation: Assistant Director of Creative Ministries at Grace Community Church  
 (If retired, please indicate former occupation or profession)

Education: Bachelor of Science in Horticulture from the U of A Fayetteville, 2002

Professional and/or Community Activities: PTA Secretary for Beard Elementary, DAR member,

Member at Grace Community Church, Kids Church Committee at GCC, Steep Hill Cemetery consultant

Additional Pertinent Information/References: please see attached letter

Kyle Parker - President & CEO of Arkansas Colleges of Health Education 479-459-8800 Jeff Jones - Grace Community Church 479-739-1360

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

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

Drivers License      Date of Birth       
 information      (final background check of all applicants)     

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

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                              | <input type="checkbox"/> Housing Assistance Bd.                      |
| <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 type="checkbox"/> Animal Services Advisory Board               | <input type="checkbox"/> Oak Cemetery Commission                     |
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| <input type="checkbox"/> Benevolent Fund Board                        | <input type="checkbox"/> Parking Authority                           |
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| <input type="checkbox"/> Convention Center Commission                 | <input type="checkbox"/> Port Authority                              |
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| <input type="checkbox"/> CIP Committee (Streets, Bridges, & Drainage) | <input type="checkbox"/> Sebastian County Reg. Solid Waste Mgmt. Bd. |
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| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments     |  |
| <input type="checkbox"/> Historic District Commission                 |  |

Please return this form to Wendy Mathis, P.O. Box 1908, FSM, AR 72902  
 wmathis@fortsmithar.gov

**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: June 23, 2016  
 Name: Gary J. BLAN Home Telephone: 214 9609620  
 Home Address: 11111 Maple Park Dr. Work Telephone: 214 9609620  
 Zip: 72916 Email: gblan@cox.net  
 Occupation: Hospital & Health System CEO, International Health Consultant  
(If retired, please indicate former occupation or profession)  
 Education: B.S., M.H.A., F.A.C.H.E.  
 Professional and/or Community Activities: See Attached

Additional Pertinent Information/References: Sam T. Sicard, Steve Clark,  
Sandy Sanders, John Clayton

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 you from consideration: [Signature] Date of Birth: \_\_\_\_\_  
 Drivers License AF information will be used for background check of all applicants \_\_\_\_\_ (This

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

- |   |  |
|---|--|
| <input type="checkbox"/> Audit Committee                              | <input type="checkbox"/> Housing Assistance Bd.                      |
| <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    |
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| <input type="checkbox"/> Benevolent Fund Board                        | <input type="checkbox"/> Parking Authority                           |
| <input type="checkbox"/> Bldg. Bd. Of Adjustment and Appeals          | <input checked="" type="checkbox"/> Parks & Recreation Commission    |
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| <input type="checkbox"/> Historic District Commission                 |  |

Please return this form to Wendy Mathis, P.O. Box 1908, FSM, AR 72902  
 wmathis@fortsmithar.gov

Addendum/Data Sheet

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An effective fund-raiser over the years both personally and through establishing development activities and/or fund-raising foundation; personally responsible for over \$50M in individual and foundation gifts; similar experience in various markets.

- Involved in development and ongoing operation in two statewide PPO's, a leader in Managed Care.
- In-depth experience in planning, developing and carrying out multi-million dollar marketing programs that have significantly improved the hospital market share and image among the consumer, physician and employees.
- Effective team builder; surrounds self with all employees in small groups at least quarterly; meets with groups of physicians at least weekly; makes rounds of institution several hours per day, develop programs to involve employees at all levels, to recognize them and reward them.
- Knows how to organize, plan, develop, delegate, follow up and consistently evaluate.
- Is an excellent public speaker in the management arena, university setting and large corporations; main areas of concentration are motivation, consumer relations, ethics, quality management and fund raising.
- Is a turnaround manager, has taken difficult assignments and made them profitable; increased their market share, public image, employee and physician relations.

Actively involved in community activities:

- a. Served on two bank boards.
- b. Served on five hospital boards.
- c. Executive Officer for Regional Boy Scouts Board.
- d. Served in various Chamber of Commerce leadership capacities in various cities
- e. President of Board of Children's long-term hospital.
- f. President of a University Alumni with 16,000 members.
- g. Served on Board of Trustees of a University.
- h. Served on Boards and in Service Groups of Catholic Charities.
- i. President of area arts council.
- j. Served on Board of Youth for Christ.
- k. Served on Boards of local churches.

Was youngest and first non-Catholic CEO appointed by Sisters of Mercy.

- Wrote grant and developed pilot for nation's first rural ambulance service network; served as model for the nation.
- Developed a rural network of ambulance services that served as a feeder to hospital emergency facilities.
- Built a network of primary care physicians that fed into hospital staff specialist and hospital services.

- Build Ambulatory Care Center on campus for outpatient services that now sees over 60% of patient base.
- Developed and implemented one of the nation's first true Birthing Centers — all private rooms for labor, delivery and recovery, in a hotel atmosphere where total family participation is allowed.
- Developed a women's health care unit with a general acute hospital that provided extra services, programs and amenities for women.
- Developed a physician practice enhancement program that provided staff to assist physicians in their dealings with managed care, overhead, staffing, legal and consultative services, office evaluations and/or office management.
- Strong point in physician relations, through honest, open frequent communications; recruited over 200 new physicians to campus, in one assignment, and in another recruited 100 new physicians to change median age from 55 years old to 45 years old in six years.
- Directed design and implemented a \$20M nationally recognized hospital information system that linked physician offices directly with hospital departments and with patient rooms.
- Extensive experience in design and construction of over \$600M in new or remodeled facilities.
- Received Outstanding Alumni Award from undergraduate university. Voted one of the Outstanding 83 Leaders of New Orleans, Louisiana.
- National Finalist for White House Fellowship.
- Has had 30 years of positive performance evaluations.

**Recent Awards and recognitions:**

- Maimonides Award of Servant of Humanity
- American College of Healthcare - Executive Regent's Award
- College of St. Elizabeth - Champion of Excellence award
- American Health Executive - Distinguished Service Award
- Sunrise House Foundation Award
- St. Clare Foundation - Leadership Award

**Reference upon request.**

### 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: 9/30/16

Name: Robert M. Naumoff

Home Telephone: 479-799-5282

Home Address: 5100 S. Zero St. Apt # 300

Work Telephone: 479-471-2577

Zip: 72903

Email: rob.naumoff@gmail.com

Occupation: Attorney - USA Truck, Inc.  
(If retired, please indicate former occupation or profession)

Education: B.S. in Biology - Univ. of Arkansas; J.D. - Univ. of Arkansas School of Law

Professional and/or Community Activities:

Sebastian County Bar Association

Additional Pertinent Information/References: Jurena Storm (510) 372-4237

Chad Lane (479) 471-6680

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

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

Yes No X

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

Drivers License information will D ground check of all

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

- Audit Committee
- Advertising & Promoting Commission
- Airport Commission
- Animal Services Advisory Board
- Arkansas Fair & Exhibition Facilities Bd
- Benevolent Fund Board
- Bldg. Bd. Of Adjustment and Appeals
- Central Business Improvement District
- Comprehensive Plan Imp. Committee
- Convention Center Commission
- Civil Service Commission
- CIP Committee (Streets, Bridges, & Drainage)
- Community Development Advisory Com.
- County Equalization Board
- Electric Code Board of Appeals
- Fire Code Board of Appeals & Adjustments
- Historic District Commission
- Housing Assistance Bd.
- 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

Please return this form to Wendy Mathis, P.O. Box 1908, FSM, AR 72902  
wmathis@fortsmithar.gov

# MEMORANDUM

To: City Administrator Carl Geffken

From: Sherri Gard, City Clerk

Date: October 14, 2016

Re: Voting Delegates to National League of Cities (NLC) City Summit  
November 16 - 19, 2016 / Pittsburg, PA

Once the delegate(s) is/are determined, I will complete the required online form on the NLC website. Based on the city's population, Fort Smith has two (2) votes; therefore, up to two (2) delegates may be selected.