



## AGENDA

Fort Smith Parks and Recreation Commission  
Regular Meeting, Wednesday, March 13, 2018  
12:00pm Creekmore Community Center

### Items of Business:

1. Approve February Minutes
2. Presentation from local Pickle Ball Association
3. Utility Bill Roundup requested by:  
(Chris Riable)
4. Project Updates
5. Public Comments



City of Fort Smith  
Parks and Recreation Commission  
Minutes of Meeting  
January 9, 2019

The Parks and Recreation Commission met at noon on Wednesday, January 9, 2019 at the Creekmore Community Center.

Park Commission members present: Casey Millspaugh, Madeline Marquette, Chris Raible, Jim Rowland, Susan Pruitt, and Lacey Jennen.

Park Commission members absent: Nancy Raney

Staff members present: Jeff Dingman, Doug Reinert, Sara Deuster, Linda Woodruff, Jim Mackey, and Amber Plank.

Others: David Harris, Andre Good, Teresa Hesselberth, Keley Simpson, Paula Linder, Penny Packard, and Jaydn Watson-Fisher.

Millspaugh called the meeting to order at 12:01p.m. Raible made a motion to approve the minutes as written. The motion was seconded by Marquette and unanimously approved.

**Recess Parks Commission  
Convene Tree Committee**

**A. Tree Inventory/Plan Overview**

Reinert presented the Commissioners with a map of Creekmore Park that identified all trees within the park. He stated to his knowledge the map was accurate but has not been updated in a little over ten (10) years. Reinert added several trees have been planted since his hiring and we would need to get in touch with the City's IT Department to access the equipment to assemble all the parks and to add the new parks. Raible inquired what the purpose of the inventory was and how it came about. Jennen answered the University of Arkansas-Fort Smith and the Parks Department applied for a grant for an Urban Forester to maintain and inventory all the tree with the understanding this would be a shared position. Jennen said a tree inventory is helpful because it shows how diverse the trees are, what trees are hanging over the tennis court that need to be pruned, trees might become hazardous to people or structures, any diseases that might be present, overall rate of health, trees that need to be removed, and the size of the canopy. Millspaugh asked if the grant was for the City or the UAFS system. Jennen replied UAFS applied for the grant, and then worked out details as to who would pay for what. After the grant lapsed, UAFS made the position full time. Millspaugh implied having an updated inventory of trees could possibly help in applying for any future grants. Jennen agreed.

**B. Potential Grants**

Jennen stated the Arkansas Forestry Commission offers matching grants up to \$15,000 every year. She added they are able to make exceptions for an exceptional proposal. The application process is from May-June. For a project to be eligible for a grant it must be completely separate from anything that is already funded. Millspaugh asked if it was a state grant. Jennen replied, federal. Marquette asked Jennen if she had any ideas for projects that would be eligible for this grant. Jennen suggested the park on Texas Road (Stagecoach Park) would be a possibility since trees are lacking. Millspaugh asked who writes the grants. Deuster noted it would not necessarily be in the best interest of the department to apply for such a small grant, as it would cost administration more to dedicate time to apply for grant than the potential awarded amount. Keep Fort Smith Beautiful has applied for these grants and have planted around 100 trees along the Greg Smith River Trail with the funds. They have also received other grants to plant trees in several different parks. They are more familiar with that aspect of the process of applying for grants. Deuster advised to partner with Keep Fort Smith Beautiful, Administration, and Jennen to work jointly in applying for the grant. Deuster mentioned if the Parks Department were to apply in the future it would need to be budgeted ahead of time for approval before August 1st. Raible questioned if the pulled funds that are in the CIP budget still have to be allocated for a matching grant. Reinert replied the allocated funds have been used for matching grants. Millspaugh suggested we apply for a grant.

### **C. Discuss Landmark Tree Program**

Tabled.

### **Recess Tree Committee**

#### **Convene Parks Commission**

#### **1. Project Updates**

Splashpads- Completed. Grand Opening in spring.

Chaffee Crossing Phase I- Bid was accepted by the Board of Directors and we will be entering a contract with Mickle Wagner Coleman for construction observation. Fort Chaffee Redevelopment Association has suggested having a ground breaking ceremony for the project. The design of Phase II is 60% complete. Raible asked how long would Phase I be. Reinert replied, it will be almost two miles. Marquette asked where the starting point of the trail is. Reinert stated it begins at Wells Lake Road.

51 Acres- Construction of the waterline is nearing. The completion of this project will allow us to move forward with restrooms, water fountains, and the new maintenance facility. Marquette asked if the storage facility would be the first thing built. Reinert replied it will be the first structure on the property, adding we are in the design process for Phase II. Rowland asked if there is any intention of irrigating the soccer fields. Reinert stated it is a possibility once we gain access to water. Pruitt suggested we consider a possible location for the trees. Mackey noted maintenance staff have recently planted several trees on the property.

Christmas Lights- Staff is still in the process of taking them down due to weather and equipment issues.

Parking Lots- Engineers have started on designs to repave the parking lots located at Creekmore Park. This project will be completed in phases, starting with the area between the pool and tennis center.

Glass Pavilion- Contracts are being finalized for the HVAC replacements and window tinting.

**2. Public Comments**

Paula Linder noted Park Partners exists to fund projects in the parks. She added she would like to know the history of each park, adding the department could highlight a park each month on Facebook.

**3. Commission and Staff Comments**

Raible would like to see a year-end update on the utility bill round up for 2018. Deuster replied, Finance will not close out the fiscal year until February, possibly March. Once this occurs, Finance will be able to provide the final number.

Pruitt mentioned she received a response from the Southside Art teacher about painting the concrete around the light fixtures at the Skate Park. They are excited about the project and asked for more details. Pruitt added she could request the students to write a proposal for their ideas to present to the Commission.

The meeting was adjourned at 12:43 p.m.

Casey Millspough, Chairman  
Amber Plank, Records Coordinator



**Parks and Recreation Utility Bill Round Up**

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<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
January	452.51	417.75	418.80	397.36	N/A
February	499.28	473.51	407.62	324.45	N/A
March	533.51	422.31	382.63	428.96	
April	488.91	478.84	330.72	297.23	
May	500.14	503.92	403.66	394.06	
June	472.00	481.87	369.20	351.87	
July	482.84	425.22	373.51	373.02	
August	502.27	508.49	439.91	395.30	
September	454.73	442.17	380.97	353.67	
October	495.18	438.67	408.79	399.61	
November	463.39	480.24	333.35	305.74	
December	547.35	420.34	362.25	N/A	
	<b>5,892.11</b>	<b>5,493.33</b>	<b>4,611.41</b>	<b>4,021.27</b>	<b>-</b>

Note: The Utility Bill Round Up Program (Check Marks for Parks) has not yet been incorporated into the new billing system.

