

MAYOR
George B McGill

**ACTING CITY
ADMINISTRATOR**
Jeff Dingman

CITY CLERK
Sherri Gard

BOARD OF DIRECTORS
Ward 1 - Jarred Rego
Ward 2 - Andre' Good
Ward 3 - Lee Kemp
Ward 4 - George Catsavis
At-Large Position 5 - Christina Catsavis
At-Large Position 6 - Kevin Settle
At-Large Position 7 - Neal Martin

AGENDA

Fort Smith Board of Directors REGULAR MEETING June 17, 2025 ~ 6:00 p.m. Blue Lion 101 North 2nd Street Fort Smith, Arkansas

**THIS MEETING IS BEING TELECAST LIVE ON THE
CITY OF FORT SMITH GOVERNMENT ACCESS CHANNEL (COX CHANNEL 214)
AND ONLINE AT THE FOLLOWING LINK:**

https://fortsmithar.granicus.com/ViewPublisher.php?view_id=1

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

APPROVE MINUTES OF JUNE 3, 2025 REGULAR MEETING

ITEMS OF BUSINESS

1. Ordinance amending Section 12-32 of the Fort Smith Municipal Code (*rates for ambulance services*) (*City Administrator*)
2. Items regarding wastewater services provided to the Town of Arkoma ~ *Discussed at the June 10, 2025 study session ~ (Water Utilities)*
 - 2A. OPTION 1 - Resolution approving and authorizing the execution of an agreement between the City of Fort Smith and the Arkoma Municipal Authority for wastewater treatment services (\$3.48 per ccf) (*Water Utilities*)

- 2B. OPTION 2 - Resolution approving and authorizing the execution of an agreement between the City of Fort Smith and the Arkoma Municipal Authority for wastewater treatment services (\$5.68 per ccf) (*Water Utilities*)
- 3. Ordinance amending Ordinance No. 40-25 to correct error in tax parcel number of property located at 1504 Belle Avenue (*Neighborhood Services*)
- 4. Ordinance authorizing the appropriation of insurance proceeds for various city departments and amending the 2025 Operating Budget (*Finance*)
- 5. Ordinance regarding personnel authority of the Board of Directors over the heads of city departments ~ *Requested placement on the June 3, 2025 regular meeting agenda denied by vote of 4 in favor (Kemp, G. Catsavis, C. Catsavis, Martin) and 3 opposed (Rego, Good, Settle); therefore, automatically placed on the June 17, 2025 regular meeting agenda ~ (City Administrator)*
- 6. Resolution authorizing the Mayor to execute Change Order No. 1 with Forsgren, Incorporated for the 2016 SSA Remedial Measures, Sub-Basin S007, Project No. 17-12-C1 (\$235,067.75 and additional 60 days / Budgeted / Water Utilities - 5/8% Sales and Use Tax) (*Water Utilities*) ♦ ●
- 7. Consent Agenda
 - 7A. Resolution authorizing the City Administrator to submit an application to the Community Oriented Policing Services Hiring Grant Program through the United States Department of Justice (*City Administrator*)
 - 7B. Resolution authorizing the City Administrator to submit an application to the Law Enforcement Mental Health and Wellness Act Grant Program through the United States Department of Justice (*City Administrator*)
 - 7C. Resolution accepting the bid of and authorizing the Mayor to execute a contract with Denali Water Solutions, LLC for the Lee Creek Southeast Lagoon Cleaning, Project No. 25-04-C1 (\$334,248.00 / Budgeted / Water Utilities - Water Treatment Operating Budget 55560400-527200) (*Water Utilities*)
 - 7D. Resolution to amend Resolution No. R-41-25 regarding the acquisition of permanent water and temporary construction easements for construction and maintenance of the I-540 and Highway 255 Utility Relocations, Project No. 23-10 (\$5,990.00 / Budgeted / Water Utilities - 6505 Capital Improvement Funds) (*Water Utilities*)
 - 7E. Resolution authorizing the purchase of three (3) Ford transit high-roof conversion extended vans for the Transit Department (\$313,221.00 / Budgeted / Transit - 531100 Capital Outlay - Vehicles and 545000 Other Current Expenses) (*Transit*)

OFFICIALS FORUM - presentation of information requiring no official action

- Mayor
- Directors
- City Administrator

EXECUTIVE SESSION

Appointments:

- Airport Commission (1)
- Audit Advisory Committee (1)
- Community Development Advisory Committee (1)
- Fort Smith Municipal Employees Benevolent Fund Board of Advisors (4)
- Future Fort Smith Committee (1)
- Library Board of Trustees (1)
- Property Owners Appeal Board (1)
- Sales Tax Review Committee (3)
- Transit Advisory Commission (2)

ADJOURN



MEMORANDUM

TO: Honorable Mayor & Members of the Board of Directors
FROM: Jeff Dingman, Acting City Administrator
DATE: June 12, 2025
SUBJECT: Ordinance amending city code related to ambulance base service charges

SUMMARY

Chapter 12, Article II, Section 12-32 of the Fort Smith Municipal Code prescribes the maximum base amounts that may be charged by ambulance services to provide both emergency and non-emergency ambulance trip services within the City of Fort Smith.

These service charge maximums were amended in June, 2023 to specify a maximum base rate for non-emergency and emergency trips. In 2025, the Arkansas General Assembly adopted Act 867 related to this topic. Act 867 (attached) references a fee index entitled the Medicare

Ambulance Fee Schedule, Arkansas Rural Rate, as established by the Centers for Medicare & Medicaid Services, stating that the fee charged by ambulance services. Fort Smith EMS Director Tim Hearn requested that the city code section be amended to reflect the language of Act 867, and suggested that such change referencing the indexed schedule will prevent needing to adjust specific dollar amounts in the future.

An ordinance for the Board's consideration amending Section 12-32 of the Fort Smith Municipal Code accordingly is attached and included on the regular meeting agenda for June 17, 2025.

Mr. Tim Hearn of Fort Smith EMS intends to be in attendance at the meeting to answer questions on this topic. In the meantime, please contact me with questions about this agenda item.

ATTACHMENTS

1. [6-17-25_ITEM_1907_Rate_Charges_for_Ambulance_Services.pdf](#)
2. [Arkansas ACT 867 of 2025.pdf](#)

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 12-32
OF THE FORT SMITH MUNICIPAL CODE**

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

SECTION 1: Section 12-32 of the Fort Smith Municipal Code is hereby amended to read as follows:

Sec. 12-32. Charges.

The following maximum base rate charge is hereby established for ambulance service offered by persons having permits under the provisions of this article:

For each trip, whether emergency or non-emergency, within the limits of the city: three hundred twenty-five percent (325%) of the Medicare Ambulance Fee Schedule, Arkansas Rural Rate, as established by the Centers for Medicare & Medicaid Services at the time of the date of service for the same service provided.

SECTION 2: Any ordinances found to be in conflict with the provisions of this ordinance are hereby repealed to the extent necessary to resolve such conflict.

SECTION 3: It is hereby found and determined that this ordinance, being necessary for the efficient and effective provision of emergency medical services in the city of Fort Smith for the health, safety, and welfare of the inhabitants of the City, shall be effective July 1, 2025.

PASSED and APPROVED this _____ day of June, 2025.

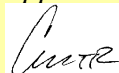
APPROVED:

MAYOR

ATTEST:

CITY CLERK

Approved as to form:



*City Attorney
Publish one time*

1 State of Arkansas
2 95th General Assembly
3 Regular Session, 2025
4

A Bill

HOUSE BILL 1850

5 By: Representatives L. Johnson, Perry
6 By: Senator Irvin
7

For An Act To Be Entitled

9 AN ACT TO AMEND THE LAW CONCERNING GROUND AMBULANCE
10 SERVICES; TO CLARIFY THE MINIMUM ALLOWABLE
11 REIMBURSEMENT FOR GROUND AMBULANCE SERVICES; TO
12 DECLARE AN EMERGENCY; AND FOR OTHER PURPOSES.
13

Subtitle

14
15
16 TO AMEND THE LAW CONCERNING GROUND
17 AMBULANCE SERVICES; TO CLARIFY THE
18 MINIMUM ALLOWABLE REIMBURSEMENT FOR
19 GROUND AMBULANCE SERVICES; AND TO
20 DECLARE AN EMERGENCY.
21

22 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:
23

24 SECTION 1. Arkansas Code § 23-99-1802(a), concerning the minimum
25 allowable reimbursement for ground ambulance services, is amended to read as
26 follows:

27 (a)(1) The minimum allowable reimbursement rate under any health
28 benefit plan issued by a healthcare insurer to a participating ground
29 ambulance service provider or an out-of-network ground ambulance service
30 provider shall be at the rates approved or contracted between ~~an~~ the
31 ambulance service provider and ~~a~~ the local government entity as provided for
32 in § 14-266-105.

33 (2) ~~In~~ On and after July 1, 2025, in the absence of rates set as
34 provided under subdivision (a)(1) of this section, the minimum allowable rate
35 of reimbursement under a health benefit plan issued by a healthcare insurer
36 shall be the lesser of:



1 (A) ~~The rate established by the Workers' Compensation~~
2 ~~Commission under its medical fee schedule for ambulance services~~ Three
3 hundred twenty-five percent (325%) of the Medicare Ambulance Fee Schedule,
4 Arkansas Rural Rate, as established by the Centers for Medicare & Medicaid
5 Services at the time of the date of service for the same service provided; or

6 (B) The provider's billed charges.

7
8 SECTION 2. EMERGENCY CLAUSE. It is found and determined by the
9 General Assembly of the State of Arkansas that it is necessary to resolve a
10 conflict regarding in-network and out-of-network reimbursement rates for
11 ambulance services; that the conflict is causing confusion between ambulance
12 providers, insurers, and the State Insurance Department; and that this act is
13 immediately necessary because to alleviate confusion concerning reimbursement
14 rates for ambulance services. Therefore, an emergency is declared to exist,
15 and this act being immediately necessary for the preservation of the public
16 peace, health, and safety shall become effective on:

17 (1) The date of its approval by the Governor;

18 (2) If the bill is neither approved nor vetoed by the Governor,
19 the expiration of the period of time during which the Governor may veto the
20 bill; or

21 (3) If the bill is vetoed by the Governor and the veto is
22 overridden, the date the last house overrides the veto.

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25 **APPROVED: 4/17/25**
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MEMORANDUM

TO: Jeff Dingman, Acting City Administrator
CC: Maggie Rice, Deputy City Administrator; Andy Richards, Chief Financial Officer
FROM: Lance A. McAvoy, Director of Water Utilities
DATE: June 12, 2025
SUBJECT: Wastewater Rate Proposals for Arkoma Municipal Authority

SUMMARY

During the June 10, 2025, Study Session, the Board directed Administration, City Staff, and City Legal Counsel to continue to work with the Mayor and Vice Mayor from the Arkoma Municipal Authority along with their legal counsel to determine a proposed sewer rate equitable to both parties.

Despite best efforts, a consensus between the parties has not been reached. Two options are presented for the Board's consideration tonight.

Option A has a proposed rate of \$3.48 per CCF. This rate includes the determined \$3.06 cost for wastewater treated per CCF at the plant in 2024, the 2025 rate increase of 3.5% increase, and a 10% Return on Investment (ROI) as allowed by Arkansas State Law. If approved, Option A provides for the City to recover the basic cost of providing wastewater treatment services. The term of the proposed agreement is five (5) years.

Option B has a proposed rate of \$5.68 per CCF. This rate includes the determined \$3.06 cost for wastewater treated per CCF at the plant in 2024, an inflow and Infiltration (I/I) peaking surcharge of \$1.93 per CCF, the 2025 rate increase of 3.5% increase, and a 10% Return on Investment (ROI) as allowed by Arkansas State Law. The term of the proposed agreement is five (5) years.

One change from what you saw at the study session is that CFO Andy Richards has determined that best practices for rate setting calculations calls for interest on debt service to be included in the ROI, not broken out in the list of system expenditures. A schedule is attached describing the methodology for the rates for both options.

The Board may adopt one or neither of the proposed rates. If the Board chooses not to adopt either of the proposed agreements, the current sewer volume rate of \$8.75 as adopted by Ordinance 18-25 will be in effect on June 22, 2025 for the Arkoma Municipal Authority.

Please contact me if you or any Board Member have questions or need additional information.

ATTACHMENTS

1. [20250612_Resolution WW Agreement Arkoma_Option 1.pdf](#)
2. [20250612 Sewer Rate Analysis - Arkoma 1.pdf](#)
3. [6-17-25 ID 1918 Attachment Option 1 Utilities.pdf](#)

RESOLUTION NO. _____

RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF FORT SMITH AND THE ARKOMA MUNICIPAL AUTHORITY FOR WASTEWATER TREATMENT SERVICES

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

Section 1. The Wastewater Agreement between the City of Fort Smith and the Arkoma Municipal Authority providing for an initial rate of \$3.48/CCF, which is incorporated herein by reference, is hereby approved.

Section 2. The Mayor is hereby authorized to execute, his signature being attested by the City Clerk, the Wastewater Agreement approved by Section 1 hereof.

This Resolution adopted this _____ day of _____ 2025.

Approved:

Mayor

Attest:

City Clerk

Approved as to form:



_____ npr

**Wastewater Cost/Rate Analysis
Estimate
Based on Fiscal Year 2024**

Cost Rate Analysis - Treated Wastewater	39% INI	0% INI
Wastewater Allocated Expenditures + Depreciation		
Policy and Administration Services	\$ 633,689	\$ 633,689
Management Services	2,548,116	2,548,116
Development Services	161,645	161,645
Operation Services	18,397,911	18,397,911
Non-Departmental	50,000	50,000
Debt Service (interest)	-	-
Estimated Depreciation-Wastewater System	7,829,458	7,829,458
Total	\$ 29,620,819	\$ 29,620,819
Wastewater treated (CCFs)	9,682,384	9,682,384
Wastewater treated cost per CCF-at the plant	\$ 3.06	\$ 3.06
INI adjustment factor - 39%	163%	100%
Wastewater cost rate per CCF - Arkoma	\$ 4.99	\$ 3.06
Rate increase 2025/Inflation factor	103.5%	103.5%
Wastewater cost rate per CCF - Arkoma - inflation adjusted - 2025	<u>\$ 5.16</u>	<u>\$ 3.17</u>
Wastewater cost rate per CCF - Arkoma - inflation adjusted + 5% ROI - July 1, 2025	<u>\$ 5.42</u>	<u>\$ 3.32</u>
Wastewater cost rate per CCF - Arkoma - inflation adjusted + 10% ROI - July 1, 2025	<u>\$ 5.68</u>	<u>\$ 3.48</u>
Rate - January 1, 2026	\$ 5.88	\$ 3.60
Rate - January 1, 2027	6.08	3.73
Rate - January 1, 2028	6.29	3.86
Rate - January 1, 2029	6.51	4.00
Rate - January 1, 2030	6.74	4.14

WASTEWATER AGREEMENT

This Wastewater Agreement (“Agreement”) made and entered into by and between the City of Fort Smith, Arkansas (“Fort Smith”) and the Arkoma Municipal Authority (“Arkoma”) (Fort Smith and Arkoma may be referred to herein individually as a “Party” or collectively as the “Parties”). This Agreement is made effective on the date it is signed by the last of the Parties to sign such Agreement, as indicated below.

W I T N E S S E T H:

WHEREAS, the Parties previously entered into agreements, dated August 7, 1985, and February 19, 2013, with reference to the accepting for treatment by Fort Smith sanitary wastes delivered by Arkoma to the Fort Smith wastewater collection system;

WHEREAS, though the term of the Parties’ February 19, 2013 Wastewater Agreement expired on February 19, 2023, the Parties have continued operating under the terms of that agreement such Fort Smith has continued to provide Arkoma wastewater services and Arkoma has utilized such services of Fort Smith;

WHEREAS, Arkoma is delinquent on its account for wastewater services provided by Fort Smith within the last approximately six (6) months, said delinquency being in the amount of \$149,720.96, inclusive of late fees and penalties;

WHEREAS, the Parties desire to continue their previous arrangement relative to Fort Smith accepting for treatment wastewater delivered by Arkoma under the terms expressed in this Agreement.

NOW, THEREFORE, subject to the terms and conditions of this Agreement, and in consideration of the mutual agreements and covenants hereinafter set forth and the recital set

forth above, and for other good and valuable consideration to Fort Smith and Arkoma, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. During the term of this Agreement identified in paragraph 2 below and continued effectiveness of the Municipal User Permit identified in paragraph 3 below, Fort Smith agrees to accept wastewater flow delivered by Arkoma to the Fort Smith wastewater system and to convey such flow in the same manner as wastewater flows within Fort Smith.

2. This Agreement shall have a term of five (5) years (“Initial Term”) unless earlier terminated according to its provisions. This Agreement may be renewed by Fort Smith for an additional five (5) years following the expiration of the Initial Term after receiving written notice from Arkoma, delivered by registered mail, requesting an extension of the Agreement at least ninety (90) days in advance of the expiration date of the Initial Term. In the event Arkoma obtains an alternate method of disposing of the wastewater from its wastewater collection system, Arkoma may terminate this Agreement after first giving Fort Smith written notice 120 days prior to termination.

3. Municipal User Permit No. MUNP003101 issued by Fort Smith to Arkoma, effective February 1, 2008, in accordance with the provisions of Section 8, City of Fort Smith Ordinance 27-16, codified in Chapter 25, Article VI, Division 2 of the Fort Smith Municipal Code, shall continue in affect after execution of this Agreement, subject to Permit renewal and other requirements. Arkoma shall take all required actions to maintain the effectiveness of the Permit throughout the term of this Agreement. The Permit is subject to modification by Fort Smith for the reasons set forth in the Permit. The provisions of this Agreement shall be deemed to be modified to be consistent with any modifications to the Permit.

4. For wastewater services provided by Fort Smith as described herein, Arkoma agrees to pay Fort Smith the Municipal/Wholesale User Class rate in the amount of \$3.48/CCF (“Wastewater Rate”), which such rate will be set forth in a sewer rate ordinance to be adopted by Fort Smith subsequent to the execution of this Agreement. Fort Smith will submit a billing each calendar month for wastewater volume received from Arkoma during the preceding calendar month and such billing shall be due and payable by Arkoma within twenty (20) days from the date of mailing. Any billing which is not paid by the due date shall be subject to a ten percent (10%) late payment fee. The total amount of the billing, plus late payment fee, shall be subject to interest at the rate of ten percent (10%) per annum from forty (40) days from the billing date until paid. The Wastewater Rate shall increase annually by 3.5% at the beginning of each calendar year this Agreement is in effect, the first such increase occurring on January 1, 2026. The 3.5% annual Wastewater Rate increase will be reflected in the Municipal/Wholesale User Class rate in a sewer rate ordinance to be adopted by Fort Smith subsequent to the execution of this Agreement. It is agreed by the Parties that, in the event Fort Smith adopts amended wastewater rates for Municipal/Wholesale Users, the Wastewater Rate charged to Arkoma for wastewater volume received as set forth in this paragraph and the rate for high-strength charges identified in paragraph 5 below shall be modified so that rate paid by Arkoma shall be in conformance with amended wastewater rates for Municipal/Wholesale Users adopted by Fort Smith. Upon thirty (30) days written notice to Arkoma of Fort Smith’s adoption of amended wastewater rates ordinance, or intent to adopt an amended rates ordinance, the rates established by such ordinance shall become effective and applicable to Arkoma.

5. The high-strength charges for wastewater as established in the Fort Smith sewer rate ordinance for the Municipal/Wholesale User Class shall be determined from Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) measurements taken by Arkoma at locations and frequency as stipulated in Part 2 - Self-Monitoring Requirements of the Municipal User Permit No. MUNP003101. Samples taken by Fort Smith for the purpose of assuring permit compliance shall also be utilized in determining applicable high-strength charges for wastewater treatment.

6. Arkoma agrees to provide and maintain, at its expense and in accordance with specifications approved by Fort Smith, appropriate vaults and wastewater meters on public property or public easements at each point of connection, for properly registering the flow, in hundred cubic feet, of wastewater volume entering the Fort Smith system. The points of connection shall be located and constructed in such a manner to allow sampling of Arkoma's wastewater to ensure compliance with the requirements of the Municipal User Permit and this Agreement. It is agreed by Arkoma that Fort Smith, or its agents, employees, or servants, shall have unlimited right of access to such points of connection and physical facilities for meter readings and any other purpose of this Agreement. Furthermore, it is agreed that Arkoma will make no connections to the Fort Smith system other than at approved sites.

7. Fort Smith shall provide the monthly reading of the wastewater meters for the purpose of preparing billings pursuant to the rates established in paragraph 4 above or by subsequent amendments thereto. If it becomes evident that the wastewater meters are providing inaccurate measurement or are otherwise malfunctioning, then the payment for wastewater volume shall be based on (A) one-hundred percent (100%) of metered water usage from all water sources, or (B)

the average metered wastewater usage over the previous twelve (12) months as a ratio to the average metered usage from all water sources for the same twelve (12) month period, whichever is the greater percentage, for those billing periods the wastewater meters inaccurately measure or malfunction. Billing based on (A) or (B) above shall then continue for a reasonable time to repair the wastewater meters. The metered water usage in (A) or (B) above shall mean the “net” water usage by Arkoma. “Net” shall be define as that water which is delivered to Arkoma from all water sources, less that water delivered by Arkoma to users outside Arkoma’s wastewater service area who do not return a contributing wastewater flow. Arkoma shall provide the monthly water meter readings from which the “net” water usage is determined for the purpose of preparing billings pursuant to this Agreement or by subsequent amendments thereto.

8. Arkoma shall have full responsibility for all construction, maintenance and operation of Arkoma’s wastewater system, including all parts thereof necessary to deliver the wastewater to the Fort Smith system.

9. Arkoma agrees to adopt and enforce with reference to all users of its wastewater system requirements and restrictions which are, at least, as restrictive as those provisions of the ordinances of Fort Smith restricting and controlling discharges into the wastewater system of Fort Smith. It is recognized that the present Fort Smith controls are those established primarily by Ordinance 27-16 as codified. Within ninety (90) days of the execution of this Agreement, Arkoma shall adopt an ordinance which complies with the requirements of this paragraph and provide proof of such adoption to Fort Smith. It is further recognized by the Parties that the requirements of Ordinance No. 27-16 are subject to being amended by Fort Smith.

10. Arkoma acknowledges that in January 2015 Fort Smith entered into a Consent Decree with the Department of Justice, Environmental Protection Agency and Arkansas Attorney General which imposed certain directives and stipulations for the operation of Fort Smith's wastewater system. Subject to the further enforcement actions and operational requirements imposed by said Consent Decree, Fort Smith may, upon written notice, issue modifications to this Agreement and Municipal User Permit No. MUNP003101 to be consistent with, and to achieve compliance with, any directives or stipulations of any regulatory agency having authority over the operation of Fort Smith's wastewater system.

11. Arkoma is delinquent on its account for wastewater services provided by Fort Smith within the last approximately six (6) months, said delinquency being in the amount of \$149,720.96, inclusive of late fees and penalties. Arkoma agrees to pay Fort Smith the total amount of said delinquency by August 31, 2025. If Arkoma fails to satisfy said delinquency by that date, Fort Smith may either adjust Arkoma's Wastewater Rate for a period of time until it has recouped the full delinquency owed by Arkoma or declare Arkoma to be in non-compliance and pursue any remedies Fort Smith is entitled under this Agreement.

12. A Party shall not be in default under this Agreement in the event the performance of its obligations hereunder are temporarily interrupted for any of the following reasons: riots; war or national emergency declared by the President, Congress, or Governor and affecting the Party claiming a force majeure event; sabotage; civil disturbance; insurrection; explosion; natural disasters such as floods, earthquakes, landslides and fire; strikes; or, other catastrophic events which are beyond the reasonable control of the Party claiming a force majeure event. "Other

catastrophic events” do not include: (1) strikes, lockouts, or other labor unrest; or, (2) the financial inability of either Party to perform its obligations under this Agreement.

13. This Agreement constitutes the full and entire agreement among the Parties. Failure by either Party to require strict compliance from the other Party as to any of the terms of this Agreement shall not constitute a waiver of any non-compliance of the applicable provisions of this Agreement. Should Arkoma fail to comply with the terms of this Agreement or the Municipal User Permit, Fort Smith shall serve Arkoma with written notice stating the nature of the non-compliance and providing a reasonable time frame for correcting the non-compliance. Arkoma may deliver in writing to Fort Smith within five (5) days of receipt of such notice a request for a hearing with Fort Smith representatives to show cause why notice should be rescinded or modified. Arkoma shall be liable to Fort Smith for any expense, loss, or damage occasioned by Fort Smith by reason of such non-compliance. In cases of repeated non-compliance, Fort Smith may revoke the Municipal User Permit and terminate wastewater treatment services by giving thirty (30) days’ notice in writing to Arkoma.

14. This Agreement shall be binding upon the successors of the Parties hereto. This Agreement shall not be assignable by either Party without the prior written consent of the other Party hereto. It is agreed that in the event of any occurrence rendering Arkoma incapable of performing under this Agreement, any successor of Arkoma, whether the result of legal process, assignment, or otherwise, shall succeed to the rights, responsibilities and obligations of Arkoma hereunder.

15. Any notice required to be given by the provisions of this Agreement shall be effective as delivered to the following persons at the indicated addresses:

City Administrator
City of Fort Smith
P.O. Box 1908
Fort Smith, AR 72902-1980

Arkoma Municipal Authority
Attn: Mayor of Town of Arkoma
P.O. Box 277
Arkoma, OK 74901

16. Enforcement or interpretation of any portion of this Agreement shall be governed by the laws of the State of Arkansas. Any litigation relating to this Agreement brought by either Party shall be filed and prosecuted in the Sebastian County Circuit Court, Fort Smith District.

IN WITNESS WHEREOF, the Parties, pursuant to resolutions of their respective governing bodies, have caused this Agreement to be executed by the Mayor and City Clerk of Fort Smith and the Chairman of the Arkoma Municipal Authority and City Clerk of Arkoma.

CITY OF FORT SMITH, ARKANSAS

ARKOMA MUNICIPAL AUTHORITY

By: _____
Mayor

By: _____
Chairman of the Authority

ATTEST:

ATTEST:

City Clerk

City Clerk

RESOLUTION NO. _____

RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF FORT SMITH AND THE ARKOMA MUNICIPAL AUTHORITY FOR WASTEWATER TREATMENT SERVICES

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

Section 1. The Wastewater Agreement between the City of Fort Smith and the Arkoma Municipal Authority providing for an initial rate of \$5.68/CCF, which is incorporated herein by reference, is hereby approved.

Section 2. The Mayor is hereby authorized to execute, his signature being attested by the City Clerk, the Wastewater Agreement approved by Section 1 hereof.

This Resolution adopted this _____ day of _____ 2025.

Approved:

Mayor

Attest:

City Clerk

Approved as to form:



_____ npr

WASTEWATER AGREEMENT

This Wastewater Agreement (“Agreement”) made and entered into by and between the City of Fort Smith, Arkansas (“Fort Smith”) and the Arkoma Municipal Authority (“Arkoma”) (Fort Smith and Arkoma may be referred to herein individually as a “Party” or collectively as the “Parties”). This Agreement is made effective on the date it is signed by the last of the Parties to sign such Agreement, as indicated below.

W I T N E S S E T H:

WHEREAS, the Parties previously entered into agreements, dated August 7, 1985, and February 19, 2013, with reference to the accepting for treatment by Fort Smith sanitary wastes delivered by Arkoma to the Fort Smith wastewater collection system;

WHEREAS, though the term of the Parties’ February 19, 2013 Wastewater Agreement expired on February 19, 2023, the Parties have continued operating under the terms of that agreement such Fort Smith has continued to provide Arkoma wastewater services and Arkoma has utilized such services of Fort Smith;

WHEREAS, Arkoma is delinquent on its account for wastewater services provided by Fort Smith within the last approximately six (6) months, said delinquency being in the amount of \$149,720.96, inclusive of late fees and penalties;

WHEREAS, the Parties desire to continue their previous arrangement relative to Fort Smith accepting for treatment wastewater delivered by Arkoma under the terms expressed in this Agreement.

NOW, THEREFORE, subject to the terms and conditions of this Agreement, and in consideration of the mutual agreements and covenants hereinafter set forth and the recital set

forth above, and for other good and valuable consideration to Fort Smith and Arkoma, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. During the term of this Agreement identified in paragraph 2 below and continued effectiveness of the Municipal User Permit identified in paragraph 3 below, Fort Smith agrees to accept wastewater flow delivered by Arkoma to the Fort Smith wastewater system and to convey such flow in the same manner as wastewater flows within Fort Smith.

2. This Agreement shall have a term of five (5) years (“Initial Term”) unless earlier terminated according to its provisions. This Agreement may be renewed by Fort Smith for an additional five (5) years following the expiration of the Initial Term after receiving written notice from Arkoma, delivered by registered mail, requesting an extension of the Agreement at least ninety (90) days in advance of the expiration date of the Initial Term. In the event Arkoma obtains an alternate method of disposing of the wastewater from its wastewater collection system, Arkoma may terminate this Agreement after first giving Fort Smith written notice 120 days prior to termination.

3. Municipal User Permit No. MUNP003101 issued by Fort Smith to Arkoma, effective February 1, 2008, in accordance with the provisions of Section 8, City of Fort Smith Ordinance 27-16, codified in Chapter 25, Article VI, Division 2 of the Fort Smith Municipal Code, shall continue in affect after execution of this Agreement, subject to Permit renewal and other requirements. Arkoma shall take all required actions to maintain the effectiveness of the Permit throughout the term of this Agreement. The Permit is subject to modification by Fort Smith for the reasons set forth in the Permit. The provisions of this Agreement shall be deemed to be modified to be consistent with any modifications to the Permit.

4. For wastewater services provided by Fort Smith as described herein, Arkoma agrees to pay Fort Smith the Municipal/Wholesale User Class rate in the amount of \$5.68/CCF (“Wastewater Rate”), which such rate will be set forth in a sewer rate ordinance to be adopted by Fort Smith subsequent to the execution of this Agreement. Fort Smith will submit a billing each calendar month for wastewater volume received from Arkoma during the preceding calendar month and such billing shall be due and payable by Arkoma within twenty (20) days from the date of mailing. Any billing which is not paid by the due date shall be subject to a ten percent (10%) late payment fee. The total amount of the billing, plus late payment fee, shall be subject to interest at the rate of ten percent (10%) per annum from forty (40) days from the billing date until paid. The Wastewater Rate shall increase annually by 3.5% at the beginning of each calendar year this Agreement is in effect, the first such increase occurring on January 1, 2026. The 3.5% annual Wastewater Rate increase will be reflected in the Municipal/Wholesale User Class rate in a sewer rate ordinance to be adopted by Fort Smith subsequent to the execution of this Agreement. It is agreed by the Parties that, in the event Fort Smith adopts amended wastewater rates for Municipal/Wholesale Users, the Wastewater Rate charged to Arkoma for wastewater volume received as set forth in this paragraph and the rate for high-strength charges identified in paragraph 5 below shall be modified so that rate paid by Arkoma shall be in conformance with amended wastewater rates for Municipal/Wholesale Users adopted by Fort Smith. Upon thirty (30) days written notice to Arkoma of Fort Smith’s adoption of amended wastewater rates ordinance, or intent to adopt an amended rates ordinance, the rates established by such ordinance shall become effective and applicable to Arkoma.

5. The high-strength charges for wastewater as established in the Fort Smith sewer rate ordinance for the Municipal/Wholesale User Class shall be determined from Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) measurements taken by Arkoma at locations and frequency as stipulated in Part 2 - Self-Monitoring Requirements of the Municipal User Permit No. MUNP003101. Samples taken by Fort Smith for the purpose of assuring permit compliance shall also be utilized in determining applicable high-strength charges for wastewater treatment.

6. Arkoma agrees to provide and maintain, at its expense and in accordance with specifications approved by Fort Smith, appropriate vaults and wastewater meters on public property or public easements at each point of connection, for properly registering the flow, in hundred cubic feet, of wastewater volume entering the Fort Smith system. The points of connection shall be located and constructed in such a manner to allow sampling of Arkoma's wastewater to ensure compliance with the requirements of the Municipal User Permit and this Agreement. It is agreed by Arkoma that Fort Smith, or its agents, employees, or servants, shall have unlimited right of access to such points of connection and physical facilities for meter readings and any other purpose of this Agreement. Furthermore, it is agreed that Arkoma will make no connections to the Fort Smith system other than at approved sites.

7. Fort Smith shall provide the monthly reading of the wastewater meters for the purpose of preparing billings pursuant to the rates established in paragraph 4 above or by subsequent amendments thereto. If it becomes evident that the wastewater meters are providing inaccurate measurement or are otherwise malfunctioning, then the payment for wastewater volume shall be based on (A) one-hundred percent (100%) of metered water usage from all water sources, or (B)

the average metered wastewater usage over the previous twelve (12) months as a ratio to the average metered usage from all water sources for the same twelve (12) month period, whichever is the greater percentage, for those billing periods the wastewater meters inaccurately measure or malfunction. Billing based on (A) or (B) above shall then continue for a reasonable time to repair the wastewater meters. The metered water usage in (A) or (B) above shall mean the “net” water usage by Arkoma. “Net” shall be define as that water which is delivered to Arkoma from all water sources, less that water delivered by Arkoma to users outside Arkoma’s wastewater service area who do not return a contributing wastewater flow. Arkoma shall provide the monthly water meter readings from which the “net” water usage is determined for the purpose of preparing billings pursuant to this Agreement or by subsequent amendments thereto.

8. Arkoma shall have full responsibility for all construction, maintenance and operation of Arkoma’s wastewater system, including all parts thereof necessary to deliver the wastewater to the Fort Smith system.

9. Arkoma agrees to adopt and enforce with reference to all users of its wastewater system requirements and restrictions which are, at least, as restrictive as those provisions of the ordinances of Fort Smith restricting and controlling discharges into the wastewater system of Fort Smith. It is recognized that the present Fort Smith controls are those established primarily by Ordinance 27-16 as codified. Within ninety (90) days of the execution of this Agreement, Arkoma shall adopt an ordinance which complies with the requirements of this paragraph and provide proof of such adoption to Fort Smith. It is further recognized by the Parties that the requirements of Ordinance No. 27-16 are subject to being amended by Fort Smith.

10. Arkoma acknowledges that in January 2015 Fort Smith entered into a Consent Decree with the Department of Justice, Environmental Protection Agency and Arkansas Attorney General which imposed certain directives and stipulations for the operation of Fort Smith's wastewater system. Subject to the further enforcement actions and operational requirements imposed by said Consent Decree, Fort Smith may, upon written notice, issue modifications to this Agreement and Municipal User Permit No. MUNP003101 to be consistent with, and to achieve compliance with, any directives or stipulations of any regulatory agency having authority over the operation of Fort Smith's wastewater system.

11. Arkoma is delinquent on its account for wastewater services provided by Fort Smith within the last approximately six (6) months, said delinquency being in the amount of \$149,720.96, inclusive of late fees and penalties. Arkoma agrees to pay Fort Smith the total amount of said delinquency by August 31, 2025. If Arkoma fails to satisfy said delinquency by that date, Fort Smith may either adjust Arkoma's Wastewater Rate for a period of time until it has recouped the full delinquency owed by Arkoma or declare Arkoma to be in non-compliance and pursue any remedies Fort Smith is entitled under this Agreement.

12. A Party shall not be in default under this Agreement in the event the performance of its obligations hereunder are temporarily interrupted for any of the following reasons: riots; war or national emergency declared by the President, Congress, or Governor and affecting the Party claiming a force majeure event; sabotage; civil disturbance; insurrection; explosion; natural disasters such as floods, earthquakes, landslides and fire; strikes; or, other catastrophic events which are beyond the reasonable control of the Party claiming a force majeure event. "Other

catastrophic events” do not include: (1) strikes, lockouts, or other labor unrest; or, (2) the financial inability of either Party to perform its obligations under this Agreement.

13. This Agreement constitutes the full and entire agreement among the Parties. Failure by either Party to require strict compliance from the other Party as to any of the terms of this Agreement shall not constitute a waiver of any non-compliance of the applicable provisions of this Agreement. Should Arkoma fail to comply with the terms of this Agreement or the Municipal User Permit, Fort Smith shall serve Arkoma with written notice stating the nature of the non-compliance and providing a reasonable time frame for correcting the non-compliance. Arkoma may deliver in writing to Fort Smith within five (5) days of receipt of such notice a request for a hearing with Fort Smith representatives to show cause why notice should be rescinded or modified. Arkoma shall be liable to Fort Smith for any expense, loss, or damage occasioned by Fort Smith by reason of such non-compliance. In cases of repeated non-compliance, Fort Smith may revoke the Municipal User Permit and terminate wastewater treatment services by giving thirty (30) days’ notice in writing to Arkoma.

14. This Agreement shall be binding upon the successors of the Parties hereto. This Agreement shall not be assignable by either Party without the prior written consent of the other Party hereto. It is agreed that in the event of any occurrence rendering Arkoma incapable of performing under this Agreement, any successor of Arkoma, whether the result of legal process, assignment, or otherwise, shall succeed to the rights, responsibilities and obligations of Arkoma hereunder.

15. Any notice required to be given by the provisions of this Agreement shall be effective as delivered to the following persons at the indicated addresses:

City Administrator
City of Fort Smith
P.O. Box 1908
Fort Smith, AR 72902-1980

Arkoma Municipal Authority
Attn: Mayor of Town of Arkoma
P.O. Box 277
Arkoma, OK 74901

16. Enforcement or interpretation of any portion of this Agreement shall be governed by the laws of the State of Arkansas. Any litigation relating to this Agreement brought by either Party shall be filed and prosecuted in the Sebastian County Circuit Court, Fort Smith District.

IN WITNESS WHEREOF, the Parties, pursuant to resolutions of their respective governing bodies, have caused this Agreement to be executed by the Mayor and City Clerk of Fort Smith and the Chairman of the Arkoma Municipal Authority and City Clerk of Arkoma.

CITY OF FORT SMITH, ARKANSAS

ARKOMA MUNICIPAL AUTHORITY

By: _____
Mayor

By: _____
Chairman of the Authority

ATTEST:

ATTEST:

City Clerk

City Clerk



MEMORANDUM



3

TO: Jeff Dingman, Acting City Administrator
CC: Maggie Rice, Deputy City Administrator
FROM: Shawn Gard, Director of Neighborhood Services
DATE: May 29, 2025
SUBJECT: Amendment to Ordinance No. 40-25 (Parcel Number Correction 1504 Belle Ave)

SUMMARY

This item is a correction to Ordinance No. 40-25 to amend the parcel number of 1504 Belle Ave to reflect Sebastian County Assessor's records.

Please contact me if you have any questions.

ATTACHMENTS

1. [6-17-25_ITEM_ID_1895__Ordinance.pdf](#)
2. [ORD. 40-25.pdf](#)

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 40-25 TO CORRECT ERROR IN TAX PARCEL NUMBER OF PROPERTY LOCATED AT 1504 BELLE AVENUE

WHEREAS, by Ordinance No. 40-25 the City ordered the owners of certain dilapidated and substandard structures to demolish same and authorized the City Administrator to cause the demolition of such structures;

WHEREAS, Ordinance No. 40-25 concerned, among other properties, property located at 1504 Belle Avenue, described as Lot 2, Block 6 BOCQUIN (“Subject Property”); and,

WHEREAS, Ordinance No. 40-25 ascribed to the Subject Property an incorrect tax parcel number and the City desires to amend Ordinance No. 40-25 to correct the error in the tax parcel number for the Subject Property.

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

SECTION 1: Section 1 of Ordinance No. 40-25 is hereby amended so that the tax parcel number relative to the real property located at 1504 Belle Avenue, described as Lot 2, Block 6 BOCQUIN, is identified as 10571-0002-00006-00.

SECTION 2: Except as expressly amended by Section 1 hereof, the provisions of Ordinance No. 40-25 shall remain unchanged and unaffected hereby and shall remain in full force and effect.

SECTION 3: Emergency Clause. It is hereby found and declared by the Board of Directors that the dilapidated, unsanitary condition of the tracts of real property and improvements described herein constitute an immediate menace to the health, welfare and safety of the citizens of the City so that an emergency is hereby declared and that this ordinance shall be effective from and after the date of its passage.

This Ordinance adopted this _____ day of _____ 2025.

APPROVED:

Mayor

ATTEST:

City Clerk

Approved as to Form



Publish One Time

ORDINANCE NO. 40-25

AN ORDINANCE ORDERING THE OWNERS OF CERTAIN DILAPIDATED AND SUBSTANDARD STRUCTURES TO DEMOLISH SAME, AUTHORIZING THE CITY ADMINISTRATOR TO CAUSE THE DEMOLITION OF SUCH STRUCTURES TO OCCUR, AND FOR OTHER PURPOSES

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

SECTION 1: It is hereby determined by the Board of Directors that the hereinafter described tracts of real property, and the improvements located there, are dilapidated, unsafe and otherwise detrimental to the public health and constitute structural, fire and health hazards:

Street Address: 3632 Kinkead Ave
Legal Description: PT SW NE 15-08-32
Parcel: 18883-0000-00601-00

Street Address: 1504 Belle Ave
Legal Description: LOT 2, BLK 6, BOCQUIN
Parcel: 12763-0011-00032-00 **Should be 10571-0002-00006-00**

SECTION 2: The owners of the tracts of real property described in Section 1 are hereby ordered to remove or raze the improvements located on the said tracts of property and to remedy the unsightly and unsanitary conditions otherwise located on said tracts of real property within thirty (30) days from the date of this ordinance.

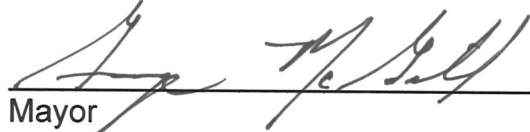
SECTION 3: With reference to any tract identified in Section 1 as to which compliance with the direction of Section 2 has not occurred within thirty (30) calendar days from the date of passage of this ordinance, the City Administrator is hereby authorized to execute a contract, based on the bid(s) accepted on the date of this action or at a later date, for the removal or razing of the described improvements on the tract of real property.

SECTION 4: The provisions of this ordinance are hereby declared to be severable to the extent that a decision by any court of competent jurisdiction determining that any portion of this ordinance or any application thereof is unconstitutional, invalid or otherwise illegal shall not affect the constitutionality, validity or legality of the other provisions and/or applications of the ordinance.

SECTION 5: Emergency Clause. It is hereby found and declared by the Board of Directors that the dilapidated, unsanitary condition of the tracts of real property and improvements described herein constitute an immediate menace to the health, welfare and safety of the citizens of the City so that an emergency is hereby declared and that this ordinance shall be effective from and after the date of its passage.

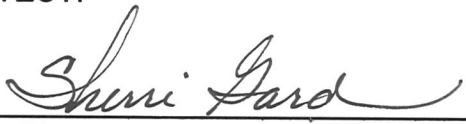
This Ordinance adopted this 20th day of May 2025.

APPROVED:



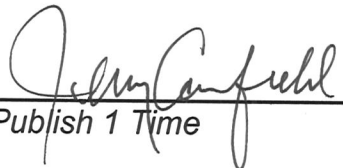
Mayor

ATTEST:



City Clerk

Approved as to form:



Publish 1 Time



MEMORANDUM

TO: Jeff Dingman, Acting City Administrator
CC: Maggie Rice, Deputy City Administrator
FROM: Andrew Richards, Chief Financial Officer
DATE: June 12, 2025
SUBJECT: Request for Appropriation of Insurance Proceeds

SUMMARY

The enclosed ordinance is a request to amend the 2025 Budget and to appropriate insurance proceeds received of \$135,339 for vehicle and property damage repairs. A schedule of insurance proceeds is provided in the attached table.

The attached table also includes a list of reimbursements received from various insurance carriers for fleet vehicles and property damaged in accidents or weather-related incidents. These funds will be used to repair damaged vehicles and properties.

Please let me know if you have any questions.

ATTACHMENTS

1. [06-17-25 Item ID 1916 Finance.pdf](#)
2. [Insurance Proceeds Support.pdf](#)

ORDINANCE NO. _____

ORDINANCE AUTHORIZING THE APPROPRIATION OF INSURANCE PROCEEDS FOR VARIOUS CITY DEPARTMENTS AND AMENDING THE 2025 OPERATING BUDGET

WHEREAS, the Board of Directors approved the 2025 operating budget on December 3, 2024, by Ordinance No. 125-24; and

WHEREAS, the Transit, Police, Fire, Parks, Utility, and Solid Waste departments find it necessary to repair buildings and equipment due to various accidents and weather-related damages totaling \$135,339.

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

There is hereby authorized an amendment to the 2025 Operating Budget to appropriate proceeds as follows:

Account	Description	Current Budget	Adjustment	Revised Budget
Revenue				
0101-464000	Insurance Proceeds	\$ 144,086	\$ 109,953	\$ 254,039
Expenditures				
01016550-527200	Maintenance-Equipment	119,918	15,239	135,157
47030101-527200	Maintenance-Equipment	49,450	10,433	59,883
47040101-527200	Maintenance-Equipment	288,138	3,802	291,940
48010101-527200	Maintenance-Equipment	26,360	20,587	46,947
48020101-527200	Maintenance-Equipment	466,977	48,042	515,019
62010101-527200	Maintenance-Equipment	47,942	11,850	59,792
			109,953	
	Appropriation of General Fund Balance		\$ -	
Revenue				
2101-464000	Insurance Proceeds	\$ 4,629	\$ 24,397	\$ 29,026
Expenditures				
55232101-527200	Maintenance-Equipment	38,690	752	39,442
55560400-527100	Maintenance-Building	474,075	12,099	486,174
56100000-527200	Maintenance-Equipment	454,800	8,206	463,006
56260000-527200	Maintenance-Equipment	1,164,859	3,340	1,168,199
			24,397	
	Appropriation of Water & Sewer Operating Fund Balance		\$ -	
Revenue				
2104-464000	Insurance Proceeds	\$ -	\$ 989	\$ 989
Expenditures				
63012104-527100	Maintenance-Building	-	989	989
			989	
	Appropriation of Solid Waste Operating Fund Balance		\$ -	

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

APPROVED:

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

C. Carr

CITY ATTORNEY

**INSURANCE REIMBURSEMENTS FOR VARIOUS CITY DEPARTMENTS
June 17, 2025 BOARD MEETING**

Carrier	Date of Loss	Check No.	Revenue	Expense	Amount	Asset/Unit	Purpose	Department
AML	5/16/2025	72583	2101-464000	55232101-527200	\$ 752	299	Insurance Claim No. 2500709	Utilities 5523
AML	5/19/2025	72581	0101-464000	47030101-527200	\$ 7,799	753	Insurance Claim No. 2500708	Police 4703
AML	3/12/2025	71833	0101-464000	01016550-527200	\$ 3,601	113	Insurance Claim No. 2500309	Transit 6550
AML	3/15/2025	72010	0101-464000	01016550-527200	\$ 5,550	997	Insurance Claim No. 2500317	Transit 6550
AML	4/21/2025	72359	0101-464000	01016550-527200	\$ 6,088	139	Insurance Claim No. 2500584-1	Transit 6550
AML	4/3/2025	72064	0101-464000	47030101-527200	\$ 2,634	494	Insurance Claim No. 2500419	Police 4703
AML	9/6/2024	72886	0101-464000	47040101-527200	\$ 1,415	409	Insurance Claim No. 2400987	Police 4704
Trexis Ins.	3/26/2025	1112235758	0101-464000	47040101-527200	\$ 2,387	465	Insurance Claim No. 870716	Police 4704
AML	3/12/2025	71845	0101-464000	48010101-527200	\$ 20,587	281	Insurance Claim No. 2500311	Fire 4801
AML	1/9/2025	71748	0101-464000	48020101-527200	\$ 21,738	496	Insurance Claim No. 2500076	Fire 4802
AML	3/19/2025	71877	0101-464000	48020101-527200	\$ 20,725	649	Insurance Claim No. 2500329	Fire 4802
AML	3/23/2025	72258	0101-464000	48020101-527200	\$ 4,082	498	Insurance Claim No. 2500352	Fire 4802
AML	4/10/2025	72316	0101-464000	48020101-527200	\$ 1,497	43	Insurance Claim No. 2500526	Fire 4802
Bristol West	12/12/2004	1642108040	2101-464000	56100000-527200	\$ 8,206	895	Insurance Claim No. 7008567320	Utilities 5610
AML	3/25/2025	71992	2101-464000	56260000-527200	\$ 3,340	2126	Insurance Claim No. 2500375	Utilities 5626
AML	3/21/2025	71928	0101-464000	62010101-527200	\$ 11,850	740	Insurance Claim No. 2500359	Parks 6201
AML	8/16/2024	08751	2101-464000	55560400-527100	\$ 326	201	Insurance Claim No. 2400972-04	Utilities 5656 - Lee Creek Oper. & Filter Bldg.
AML	8/16/2024	08674	2101-464000	55560400-527100	\$ 2,853	278	Insurance Claim In. 2400972-03	Utilities 5656- Lake FS Treatment Plant
AML	8/16/2024	08762	2101-464000	55560400-527100	\$ 4,403	207	Insurance Claim No. 2400972-006	Utilities
AML	8/16/2024	08762	2101-464000	55560400-527100	\$ 4,517	207	Insurance Claim No. 2400972-006	Utilities
AML	8/16/2024	08745	2104-464000	63012104-527100	\$ 773	25	Insurance Claim No. 2400972-01	Sanitation 6301- Landfill Admin. Bldg.
AML	8/16/2024	08745	2104-464000	63012104-527100	\$ 216	25	Insurance Claim No. 2400972-01	Sanitation 6301- Landfill Admin. Bldg.

Total \$ 135,339

General Fund	\$ 109,954
Water Sewer Fund	\$ 24,397
Street Fund	\$ -
Solid Waste Fund	\$ 988

Total \$ 135,339



MEMORANDUM

TO: Honorable Mayor & Members of the Board of Directors
FROM: Jeff Dingman, Acting City Administrator
DATE: June 11, 2025
SUBJECT: Personnel Authority

SUMMARY

On June 3, 2025, the Board of Directors requested an Ordinance placing the responsibility of hiring and firing department heads with the Board. Since August of 2013, authority over personnel, except for the Internal Auditor, resides with the City Administrator.

Prior to 2013, the City Administrator made recommendations to the Board of Directors regarding employment and termination of department heads, deputy city administrator, fire chief, and police chief, which was then confirmed by resolution of the Board.

Eight cities in Arkansas, including Fort Smith, operate under the City Manager or City Administrator forms of government. Below is a summary of how personnel authority for hiring and firing department heads is handled by the other seven cities:

Arkadelphia	City Manager has authority over personnel
Barling	City Administrator recommendation with concurrence/resolution from the Board of Directors
Hope	City Manager has authority over personnel
Hot Springs	City Manager has authority over personnel
Little Rock	City Manager has personnel authority. **Since the passing of Little Rock’s City Manager, the Mayor has temporary personnel authority**
Siloam Springs	City Administrator has authority over personnel
Texarkana	City Manager has authority over personnel

Prepared at the Board's request for consideration is an Ordinance placing the responsibility of hiring, disciplining, and terminating department heads, deputy city administrator, fire chief, and police chief with the Board of Directors. Please contact me if you have questions regarding this agenda item.

ATTACHMENTS

1. [20250608_Ordinance_Personnel_Authority_Option_A.pdf](#)

ORDINANCE NO. _____

**AN ORDINANCE REGARDING PERSONNEL AUTHORITY OF
THE BOARD OF DIRECTORS OVER THE HEADS OF CITY DEPARTMENTS**

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

SECTION 1: Section 2-96 of the Fort Smith Municipal Code is hereby amended to read
as follows:

Sec. 2-96. – Personnel authority of city administrator.

(a) Except as otherwise provided by law, except as otherwise provided in this Article, and except for his or her own job position, the city administrator shall have full power and responsibility concerning the employment, disciplining, and termination of employment of all officials and non-uniformed employees of the city according to the budgeting of positions and levels of compensation established from time to time by the board of directors.

(b) The board of directors reserves to itself the power and responsibility of employment, discipline and termination with reference to the following positions: heads of city departments, the deputy city administrator, the fire chief, the police chief, and the internal auditor. The board acknowledges the authority of the judges of the Sebastian County District Court with reference to the district court clerk.

SECTION 2: Section II. B. of the Human Resources Policy for Non-Uniformed
Employees, adopted by Ordinance No. 85-11, is amended to read as follows:

B. The Board of Directors will appoint, discipline, and remove the individuals employed in the following positions: heads of city departments, the Deputy City Administrator, the Fire Chief, the Police Chief, and the Internal Auditor. The appointment and removal of persons in all other non-exempt and exempt positions will be determined by the City Administrator without the necessity of approval by the Board of Directors.

SECTION 3: Any ordinances found to be in conflict with the provisions of this
ordinance are hereby repealed to the extent necessary to resolve such conflict.

PASSED and APPROVED this _____ day of June, 2025.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Approved as to form:



City Attorney
Publish one time



MEMORANDUM



TO: Jeff Dingman, Acting City Administrator
CC: Maggie Rice, Deputy City Administrator
FROM: Lance A. McAvoy, Director of Water Utilities
DATE: June 2, 2025
SUBJECT: 2016 SSA Remedial Measures, Sub-Basin S007 Change Order No. 1

SUMMARY

November 19, 2025, the Board of Directors approved the bid of Forsgren, Inc. in the amount of \$8,231,278.00. A project summary, including scope and location are attached for review.

During construction deterioration in the condition of some line segments and manholes was discovered as compared to the Sanitary Sewer Assessment completed in 2016-2017 requiring a change order. Change Order 1 increases the contract amount by \$235,067.75 adjusting the contract total to \$8,466,345.75 plus an additional 60 days to reach substantial completion. The new adjusted contract substantial completion date is March 1, 2026, a total of 467 days.

The attached Resolution authorizes the Mayor to execute Change Order 1 in the amount of \$235,067.75 plus an additional 60 days. Funding for this project is available through the 5/8% sales tax dedicated to Consent Decree projects.

This project aligns with the goals of the comprehensive plan policy TI-4.1 (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 compliance and completion of the Consent Decree.

Please contact me should you or members of the Board have any questions or desire additional information.

ATTACHMENTS

1. [6-17-25_Item_ID1900_Resolution_Uilities.pdf](#)
2. [6-17-25_Item_ID1900_Attachments_Uilities.pdf](#)

FISCAL IMPACT: \$235,067.75 and additional 60 days
BUDGET INFORMATION: Budgeted / Water Utilities - 5/8% Sales and Use Tax

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE CHANGE ORDER NO.1 WITH FORSGREN, INCORPORATED FOR THE 2016 SSA REMEDIAL MEASURES, SUB-BASIN S007, PROJECT NO. 17-12-C1

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

SECTION 1: Change Order Number 1 with Forsgren, Incorporated for the 2016 SSA Remedial Measures, Sub-Basin S007, Project No. 17-12-Construction (C1) is hereby approved.

SECTION 2: The Mayor, his signature being attested by the City Clerk is hereby authorized to execute Change Order No. 1 with Forsgren, Incorporated increasing the contract by \$235,067.75 and adding 60 days, adjusting the total contract amount to \$8,466,345.75 and contract time to 467 days for substantial completion.

THIS RESOLUTION ADOPTED THIS _____ DAY OF _____,2025.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



_____ npr

CHANGE ORDER

Project: 2016 SSA Remedial Measures - Sub-Basin S007

Change Order No.: 1

Project No.: 17-12-C1

Contractor: Forsgren, Inc

Contract Date: 11/26/2024

Description: During construction the deterioration in the conditino of some line segments and manholes was discovered compared with the Sanitary Sewer Assessment work completed during 2016-2017. As such additional funds are needed to account for this additional work.

Counterparts and Electronic Signatures: This agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. The facsimile, email or other electronically delivered signatures of the parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals. Signatures delivered by facsimile, email or other electronic means shall bind the signatory notwithstanding any subsequent failure or refusal to deliver an original signature signed in ink.

Change To The Project Price:

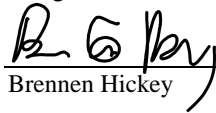
Original Contract Price	\$ 8,231,278.00
Contract Price for Change Orders To Date	\$ -
The Contract Price for this Change Order	\$ 235,067.75
The Contract Price Following This Change Order Will Be	\$ 8,466,345.75
Cost of Work Completed to Date	\$ 1,506,088.52
Contract Balance Remaining	\$ 6,960,257.23

Change To The Project Time:

Original Contract Time for Substantial Completion (Days)	400
Additional Contract Time for Substantial Completion Due to Change Orders To Date (Days)	-
Additional Contract Time for Substantial Completion Due to This Change Order (Days)	60
The Contract Time to Reach Substantial Completion Following This Change Order Will Be (Days)	460
Time Allowed for Final Completion (Days)	30
Total Contract Days	490

Signatures:

Forsgren, Inc



Brennen Hickey

Date: 06/05/2025

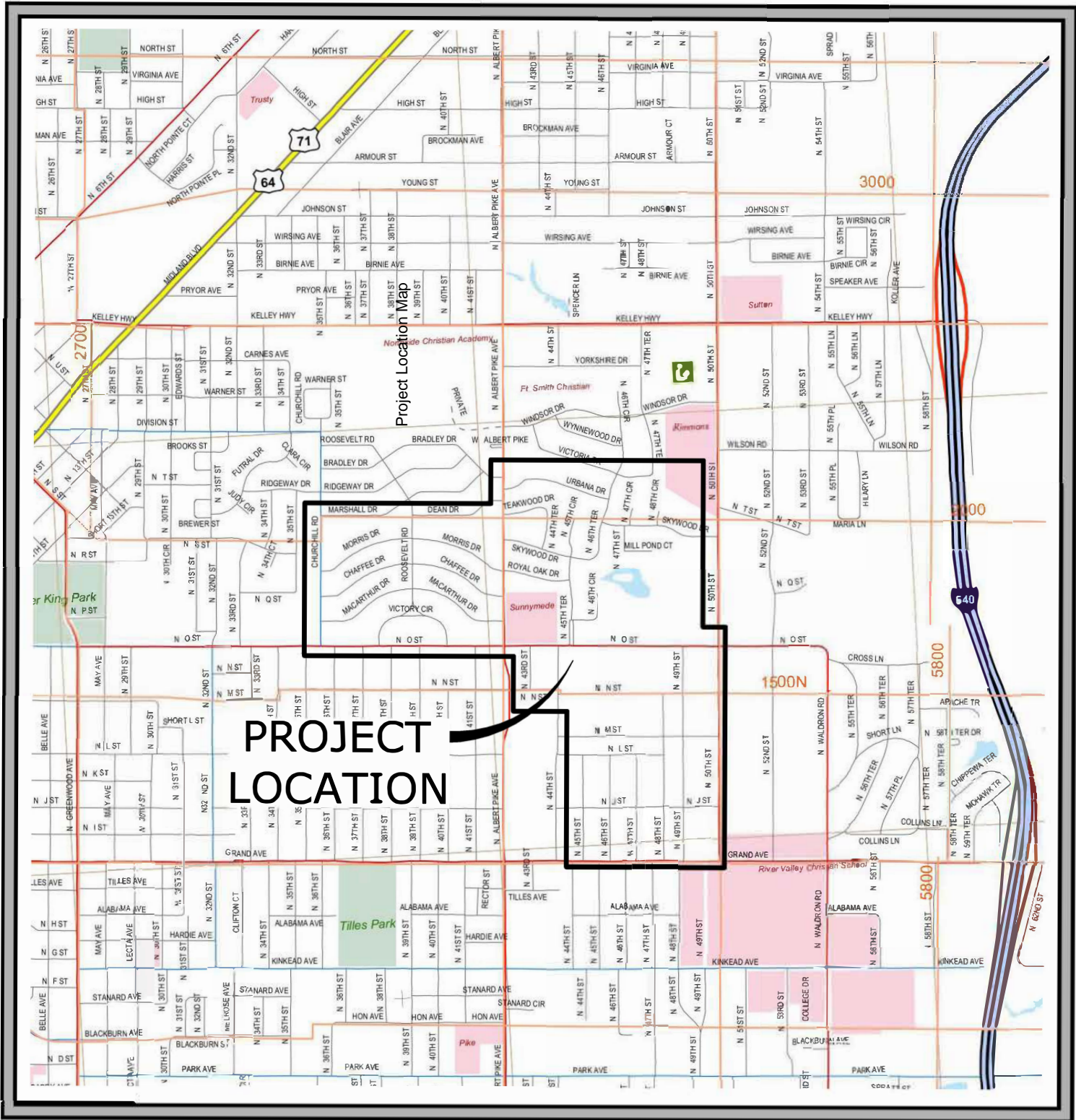
Owner, City of Fort Smith, AR

George McGill, Mayor

Date: _____

ATTEST:

City Clerk



PROJECT LOCATION

Project Location Map

71
64

3000

2100

1500N

5800

5800

Tilles Park

Sunnymede

Trusty

Kingsport

Ft. Smith Christian

River Valley Christian School

King Park

Kelley Hwy

Man Ave

N 26th St

N 27th St

N 28th St

N 29th St

N 30th St

N 31st St

N 32nd St

N 33rd St

N 34th St

N 35th St

N 36th St

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N 91st St

N 92nd St

N 93rd St

N 94th St

N 95th St

N 96th St

N 97th St

N 98th St

N 99th St

N 100th St

Project Summary

Project Name:
2016 SSA Remedial Measures - Sub-Basin S007

Project Number:
17-12-C1

Project Status:
In Progress

Today's Date:
May 27, 2025

Project Engineer:
Ben Fears

Staff Contact Name:
Lance McAvoy

Project Contractor:
Forsgren, Inc

Staff Contact Phone:
479-784-2242

Notice to Proceed Issued:
12/19/2024

	Dollar Amount	Contract Time (Days)
Original Contract Amount:	\$8,231,278.00	407
Change Order(s) To Date:	\$0.00	0
This Change Order:	\$235,067.75	60
Adjusted Contract:	\$8,466,345.75	467
Payments to date (as negative):	-\$1,484,595.52	
Retainage Held	\$74,229.78	
Contract Balance Remaining	\$6,981,750.23	

Final Comments:
Change Order is needed to complete work not identified

Scope of Project:

Remediation of approximately 3,794 linear feet of 8-inch and 200 linear feet of 12-inch sanitary sewer line replacement by pipe burst method, 2,331 linear feet of 8-inch and 603 linear feet of 12-inch remediation by CIPP; installation of 73 clean outs; replacement of 27 48-inch diameter manholes; lining of 38 manholes; and replacement of 17 manhole frame and covers.



MEMORANDUM

TO: Jeff Dingman, Acting City Administrator
CC: Maggie Rice, Deputy City Administrator
FROM: Chris Hoover, Grants and Government Relations Manager
DATE: June 11, 2025
SUBJECT: Grant Application to the U.S. Department of Justice Community Oriented Policing Services Hiring Program (COPS CHP).

SUMMARY

The Community Oriented Policing Services Hiring Program (COPS CHP) is a competitive award program designed to provide funding directly to law enforcement agencies to hire and/or rehire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. If awarded, the grant application being submitted by the Fort Smith Police Department will provide funds to support the creation of a full-time, five-officer Community Violence Intervention Team (CVIT).

This unit will be designed as a long-term, intelligence-led, community-integrated response to rising patterns of violent crime, particularly gun violence, aggravated assault, and retaliatory street violence. By embedding proactive enforcement within a framework of community partnership, youth intervention, and neighborhood trust-building, the unit represents a modernized community policing solution to complex crime trends.

This grant comes at a 25% local and 75% federal participation rate. The 25% local match is \$291,748.05. The 75% federal match is \$875,244.15. The total project cost is \$1,166,992.20

ATTACHMENTS

1. [Resolution_1925.pdf](#)
2. [2025 COPS CHP Budget Narrative.pdf](#)

GRANT NAME: *Community Oriented Policing Services Hiring Program (COPS CHP)*
GRANT AGENCY: *United States Department of Justice*

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SUBMIT AN APPLICATION TO THE COMMUNITY ORIENTED POLICING SERVICES HIRING GRANT PROGRAM THROUGH THE UNITED STATES DEPARTMENT OF JUSTICE

WHEREAS, the Fort Smith Board of Directors recognizes that funds are available for application; and

WHEREAS, the Fort Smith Board of Directors understands that the Community Oriented Policing Services Hiring Grant Program requires a 25% local cost share in the amount of \$291,748.05 and will require the appropriation of matching funds if awarded; and

WHEREAS, the Fort Smith Board of Directors understands that an application does not guarantee funds will be awarded.

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

The City of Fort Smith Board of Directors authorizes the City Administrator to apply for funding through the Community Oriented Policing Services Hiring Grant Program through the United States Department of Justice on terms of 75% federal participation and 25% local match.

THIS RESOLUTION ADOPTED THIS _____ DAY OF _____, 2025.

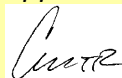
APPROVED:

Mayor

ATTEST:

City Clerk

Approved as to form:



No Publication Required

Budget Narrative – Fort Smith Police Department

2025 COPS Hiring Program Grant Application

The Fort Smith Police Department (FSPD) respectfully requests funding under the 2025 COPS Hiring Program to support the addition of five full-time sworn police officers for assignment to a new Community Violence Intervention Team (CVIT). This team, operationally designated as *Operation Safe Haven*, will provide a dedicated, long-term enforcement and engagement presence focused on violent crime suppression and prevention, particularly among high-risk youth populations.

FSPD is requesting three years of federal funding to cover 75% of the total salary and fringe benefits for these five new officers, in accordance with CHP grant guidelines. The City of Fort Smith will contribute the required 25% local match and cover all additional costs, including uniforms, equipment, training, vehicles, and supervisory personnel.

Position Cost Breakdown (Per Officer)

The total annual cost to the city per officer, based on the position of Police Officer (Grade P1, Step 1), is:

- **Base Salary: \$50,003.20**
- **Fringe Benefits: \$26,111.23**
- **Other Costs (Medicare & Workers' Comp): \$1,685.05**
- **Total Annual Cost per Officer: \$77,799.48**

Three-Year Total Cost for Five Officers

Year	Cost per Officer	Total (5 Officers)
Year 1	\$77,799.48	\$388,997.40
Year 2	\$77,799.48	\$388,997.40
Year 3	\$77,799.48	\$388,997.40
Total (3 Years) —		\$1,166,992.20

COPS CHP Federal Request (75%)

Under COPS CHP guidelines, the federal share covers **75% of total salary and fringe benefit costs** over three years. Therefore:

- **Federal Share Requested:**
\$875,244.15 (75% of \$1,166,992.20)

- **Local Match Commitment:**
\$291,748.05 (25% of \$1,166,992.20)

FSPD and the City of Fort Smith have committed to providing this match and will fund all non-personnel-related costs associated with the Community Violence Intervention Team.

Other Cost Considerations

- **Supervision and Support:** The CVIT will be supervised by an existing sergeant and supported by a departmental crime analyst already on staff. These positions are not part of the funding request and will be covered locally.
 - **Equipment and Training:** All required onboarding, equipment (including BWC, firearms, uniforms), and initial and ongoing training will be funded by the department or through existing grant sources.
 - **Facilities and Integration:** Officers will operate out of existing police facilities. No facility expansion or renovation is required.
 - **Sustainability:** After the three-year funding period, the department is committed to maintaining the CVIT for the remaining two years of the grant period with local funds. At the conclusion of the five year grant period, the department intends to permanently absorb these positions into its operating budget, with a focus on maintaining the CVIT as a dedicated, community-integrated unit.
-

Conclusion

The requested funds will allow FSPD to strategically expand its capacity to address violent crime in a data-informed, community-integrated manner. By embedding these five new officers within Operation Safe Haven, the department will increase its ability to reduce gun violence, engage at-risk youth, and build neighborhood trust—all while maintaining core patrol coverage.

This investment will help close the gap between enforcement and prevention, creating a sustainable pathway to safety and stability for the residents of Fort Smith.



MEMORANDUM

TO: Jeff Dingman, Acting City Administrator
CC: Maggie Rice, Deputy City Administrator
FROM: Chris Hoover, Grants & Government Relations Manager
DATE: June 11, 2025
SUBJECT: Grant Application to the U.S. Department of Justice Law Enforcement Mental Health and Wellness Act (LEMHWA) grant program.

SUMMARY

The Law Enforcement Mental Health and Wellness Act grant program was created to improve the delivery of and access to mental health and wellness services for law enforcement officers through the implementation of peer support, training, family resources, suicide prevention, and other promising practices for wellness programs. If awarded, the grant application being submitted by the Fort Smith Police Department will provide funds that will support a comprehensive, two-year officer wellness initiative.

This wellness initiative will support six interconnected components: peer support training, clinical partnerships, chaplain training, gym access, office space for the volunteer psychiatrist, and a wellness application. These investments are designed to increase access, reduce stigma, and sustain officer wellness and resilience over time.

The total amount being applied for is \$181,160. This grant program does not require a local match.

ATTACHMENTS

1. [Resolution_1926.pdf](#)
2. [2025 LEMHWA budget narrative.pdf](#)

GRANT NAME: *The Law Enforcement Mental Health and Wellness Act (LEMHWA) grant program*
GRANT AGENCY: *United States Department of Justice*

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SUBMIT AN APPLICATION TO THE LAW ENFORCEMENT MENTAL HEALTH AND WELLNESS ACT GRANT PROGRAM THROUGH THE UNITED STATES DEPARTMENT OF JUSTICE

WHEREAS, the Fort Smith Board of Directors recognizes that funds are available for application; and

WHEREAS, the Fort Smith Board of Directors understands that the Law Enforcement Mental Health and Wellness Act Grant Program requires a 0% local cost share and the total amount being applied for is \$181,160; and

WHEREAS, the Fort Smith Board of Directors understands that an application does not guarantee funds will be awarded.

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

The City of Fort Smith Board of Directors authorizes the City Administrator to apply for funding through the Law Enforcement Mental Health and Wellness Act Grant Program through the United States Department of Justice on terms of 100% federal participation and 0% local match.

THIS RESOLUTION ADOPTED THIS _____ DAY OF _____, 2025.

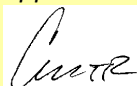
APPROVED:

Mayor

ATTEST:

City Clerk

Approved as to form:



No Publication Required

Budget Narrative – Fort Smith Police Department 2025 LEMHWA Grant (Two-Year Period)

The Fort Smith Police Department (FSPD) respectfully requests funding under the 2025 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Program to support a comprehensive, two-year officer wellness initiative. The total request spans two years and supports six interconnected components: peer support training, clinical partnerships, chaplain training, gym access, office space for the volunteer psychiatrist, and a wellness application. These investments are designed to increase access, reduce stigma, and sustain officer wellness and resilience over time.

1. Peer-to-Peer Training and Certification – \$16,800 (One-Time Cost in Year 1)

FSPD will certify 28 staff as peer support counselors through an online, Arkansas-accepted training program at \$600 per participant. This one-time investment, totaling \$16,800, will occur in Year 1 and establishes a department-wide network of trained support personnel. Certification ensures legal confidentiality protections under Arkansas Code § 16-40-106, encouraging greater usage and trust in peer resources.

2. Clinical Partnership Services – \$58,250 (\$29,125 per Year x 2 Years)

FSPD will contract with Fort Smith Therapy, Health and Wellness to provide mental health counseling at a rate of \$125 per session. Based on anticipated use of 233 sessions annually, the department estimates \$29,125 per year, totaling \$58,250 over two years. This partnership increases access, clinician diversity, and continuity of care for both mandated and voluntary counseling needs.

3. Chaplain Training – \$3,430 (One-Time Cost in Year 1)

Five volunteer police chaplains will attend the International Conference of Police Chaplains in Year 1. Costs include \$1,465 for registration, \$1,650 for five nights lodging (three rooms at \$110/night), and \$315 for per diem meals. Total one-time cost: \$3,430. A department vehicle will be used, eliminating travel costs.

4. Gym Membership Program – \$82,080 (\$41,040 per Year x 2 Years)

To improve physical health access, FSPD will subsidize basic community gym memberships for 228 employees at \$15/month. Annual cost: \$41,040. Over two years, the total cost is \$82,080. Employees can opt-in for additional features (e.g., classes, sauna, childcare) at their own expense. This cost-share model encourages usage and ensures accessibility across shifts and assignments.

5. Wellness Application – \$18,000 (\$9,000 per Year x 2 Years)

The Lighthouse Health and Wellness App will serve as a digital hub for all wellness resources, offering confidential access to support services. Annual licensing and support is \$9,000, totaling

\$18,000 over the two-year grant. The app facilitates officer engagement, discreet access to care, resource coordination, and backend analytics for the Wellness Coordinator.

6. Office Furnishings for Volunteer Psychiatrist – \$2,600 (One-Time Cost in Year 1)

FSPD will furnish a private office for the department’s volunteer psychiatrist to conduct confidential consultations. One-time costs include a desk (\$1,100), seating (\$1,000), and supplies (\$550), totaling \$2,600. This private space supports discretion, improves engagement, and integrates psychiatric care into the department’s larger wellness strategy.

Total Requested (Two-Year Period): \$181,160

Item	Cost	Year 1	Year 2
Peer Support Training	\$16,800 (1x)	\$16,800	—
Clinical Partnerships	\$58,250 (2x)	\$29,125	\$29,125
Chaplain Training	\$3,430 (1x)	\$3,430	—
Gym Memberships	\$82,080 (2x)	\$41,040	\$41,040
Wellness App	\$18,000 (2x)	\$9,000	\$9,000
Psychiatrist Office Furnishings	\$2,600 (1x)	\$2,600	—
Total	\$181,160	\$101,995	\$79,165

This budget represents a scalable, multi-pronged strategy that combines training, partnerships, technology, and infrastructure to build a resilient wellness culture. All requested funds directly support officer mental and physical health and will be managed by the department’s Wellness Coordinator, who is already funded through local resources.



MEMORANDUM

TO: Jeff Dingman, Acting City Administrator
CC: Maggie Rice, Deputy City Administrator
FROM: Lance A. McAvoy, Director of Water Utilities
DATE: May 27, 2025
SUBJECT: Lee Creek Southeast Lagoon Cleaning

SUMMARY

The Lee Creek Water Treatment Plant's typical operations generate settled sludge, which is collected in four onsite lagoons designed for this purpose. This project involves the removal and disposal of sludge from the Southeast Lagoon, which is almost at full capacity currently. The Southeast Lagoon measures approximately 210' x 190', 10 feet deep and contains approximately 11,000 and 12,000 cubic yards of residuals.

One bidder submitted a bid and attended the bid opening. Denali Water Solutions LLC submitted the sole bid in the amount of \$334,248.00. A bid tabulation detailing the bid is attached.

A resolution authorizing the Mayor to execute a contract with Denali Water Solutions for \$334,248.00 is attached. There is a 76% increase from the 2024 cleaning of the southwest lagoon. The 2024 bid did not include unanticipated additional pumping because of periodic rain in 2024 or needing a second dump site during the project. These line items are included in the 2025 bid, accounting for the increase. Funding for this project is available through account 55560400 521300 – Water Treatment Outside Services.

Please contact me if you or any board members have questions or need further information.

ATTACHMENTS

1. [6-17-25_Item_ID_1884_Resolution_Uilities Corrected.pdf](#)
2. [6-17-25 Item ID 1884 Attachments Utilities RESIZED.pdf](#)

FISCAL IMPACT: \$334,248.00
BUDGET INFORMATION: Budgeted / Water Utilities - Water Treatment Operating Budget 55560400-527200

RESOLUTION NO. _____

A RESOLUTION ACCEPTING THE BID OF AND AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH DENALI WATER SOLUTIONS LLC FOR THE LEE CREEK SOUTHEAST LAGOON CLEANING-PROJECT NO. 25-04-C1

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

SECTION 1: The bid of Denali Water Solutions LLC, for the Lee Creek Southwest Lagoon Cleaning, Project 25-04-C1 is hereby approved.

SECTION 2: The Mayor is hereby authorized to execute a contract with Denali Water Solutions LLC in the amount of \$334,248.00 and for a contract period of 90 days, for performing said construction.

THIS RESOLUTION ADOPTED THIS _____ DAY OF _____, 2025.

APPROVED:

Mayor

ATTEST:

City Clerk

Approved as to form:



npr

Bid Tabulation Sheet

Project Name

Lee Creek – Southeast Lagoon Cleaning
25-04-C1

Bid Opening

May 27, 2025
10:00 A.M.

Bids Received

Denali Water Solutions
Russellville, AR

\$ 334,248.00

DENALI

License

State of Arkansas
Commercial Contractors Licensing Board

DENALI WATER SOLUTIONS LLC
220 S. COMMERCE AVE
RUSSELLVILLE, AR 72801

DENALI WATER SOLUTIONS LLC

This is to Certify That _____

is duly licensed under the provisions of Ark. Code Ann. § 17-25-101 et. seq. as amended and is entitled to practice Contracting in the State of Arkansas within the following classifications/specialties:

SPECIALTY

- Dredging
- Environmental General

This contractor has an unlimited suggested bid limit.

from June 14, 2024 **until** June 30, 2025 **when this Certificate expires.**

Witness our hands of the Board, dated at North Little Rock, Arkansas:



[Handwritten Signature]

CHAIRMAN

[Handwritten Signature]

SECRETARY

June 14, 2024 - dsa



STATEMENT OF QUALIFICATIONS

Denali has been in the business of providing residuals management services for the last 25 years and employs a number of experts who have been in the residuals management industry since the 1980s. The Company prides itself in putting the customers' needs, the environment, and safety first. This philosophy has been a primary driver for Denali Water's success as an environmental service company, and it is the reason Denali Water will continue to be the premier choice for responsive and ethical residuals management services for public, private, and industrial customers across the US.

History

Denali was originally founded as Terra Renewal in 1995. The original focus of the company was the handling and disposal of wastewater residuals from industrial plants via land application for beneficial use as a fertilizer. The focus of the business quickly expanded to include municipal biosolids, spent fryer oil and grease, and handling of spent gas and oil exploration and production fluids. At its peak, it was one of the largest waste companies in the United States with operations in greater than 20 states and was land applying greater than one billion gallons of wastewater residuals on over 225,000 acres of farm fields. Ultimately, the company divested of its oil & gas business and its rendering business (i.e. spent fats and greases). As a result of these divestitures, the name of the company was changed to Denali Water Solutions.



In many states, Denali was an early pioneer in land application permitting process and has led the industry with safe, responsible management of organic residuals. The Company takes pride in its work and its relationships with customers and with officials in regulatory agencies across the US. The goal of Denali Water is to continue to grow and evolve with this ever-changing industry.

In 2016, Denali combined forces with WeCare Organics LLC and formed a subsidiary known as WeCare Denali LLC which services with mid-Atlantic region on the US, including New York, New Jersey, Maryland, Pennsylvania, and more. The company is now second largest handler of municipal biosolids in the United States, the largest provider of industrial food processing residuals management and operates from coast to coast. Denali offers an array of services including land application, Class A processing, dredging, composting, permitting, mobile dewatering, outsourced dewatering, geo-textile tube dewatering, lagoon and digester cleanout, and transportation services. Recent acquisitions have expanded Denali Water's service offerings in biosolids, green waste, and food waste composting.

The Denali Team



We believe that we are only as good as our team. Denali has had the same leadership in place since 2002 and has a seasoned team of industry veterans and has had limited turnover in its management team for many years. This is because we foster a culture that makes people proud to say they work at Denali because of how it treats its employees, customers, and the community.

The key personnel working for Denali have a combined 100+ years of experience in the biosolids and residuals transportation and management industry. Whether it's a treatment facility producing as little as 300 tons per year or 150,000 tons per year, our experienced, friendly, and knowledgeable staff has provided years of success and satisfaction for our clients.

ANDY MCNEILL – CHAIRMAN OF THE BOARD



With over 15 years of industry experience Andy has led as CEO since 2002 and now serves as Chairman of the Board. Andy graduated from Auburn University with a BS in accounting and holds an MBA from the University of Notre Dame. Andy frequently speaks on topics associated with the company, including land application and beneficial reuse, and serves on various boards.

TODD MATHES - CHIEF EXECUTIVE OFFICER



Todd Mathes is Chief Executive Officer of Denali. Mathes has worked in the organic waste recycling industry for more than two decades, and he has been CEO of Denali since early 2023. As CEO, Mathes succeeded Andy McNeill, who now serves as Denali's Founder and Chairman. Mathes was previously Chief Operations Officer of Denali, overseeing Denali's organic waste recycling work across 48 states and Puerto Rico. Prior to joining Denali, Mathes was a senior executive at Darling Ingredients, a multi-billion-dollar rendering firm. His history with Denali dates back the early 2000's, when Mathes served as an executive at Terra Renewal Services, an organics recycling company that eventually became part of Denali. Mathes lives with his family in Dallas, Texas, where Denali has two offices.

JEFFREY J. LEBLANC – CHIEF GROWTH OFFICER



Jeff joined Denali Water Solutions LLC, as its President, when it acquired the key assets of WeCare Organics, LLC in 2016. Jeff is now the Chief Growth Officer, responsible for overseeing all aspects of sales, marketing and business development. Jeff has played a key role in Denali's growth, as the industry leader in recycling of waste and residuals, and as a frequent guest speaker at industry conferences and seminars.

Jeff is focused on Denali's strategy as a full-service residual management company commissioned to bridge the gap between the farmer and the environmental community via the operations, management, and distribution of residual based products, such as WeCare Compost®. In addition, Jeff has led the Company's vision to be the "landfill-alternative" and has steered the Company's advancement in managing source separated organics, such as green waste, food waste, food processing waste and biosolids.

DON BUDHU- CHIEF FINANCIAL OFFICER



Don Budhu serves as our Chief Financial Officer (CFO). Don leads the finance & accounting teams and IT strategy. Don Comes from Velocity Aerospace Group, where he held the role of Chief Executive Officer (CEO). He previously held leadership positions at Darling Ingredients, Terra Renewal Services, and Safety-Kleen Systems. Don is originally from Guyana, South America, and currently resides in Frisco, Texas. He and his wife Mona have a daughter, Emily, 14. When Don is not working or spending time with his family, he enjoys playing cricket, golf, and being active in his church.

GARY EMERY - VICE PRESIDENT, SALES & DEVELOPMENT



Gary is Vice President of Sales & Development for Denali, bringing a breadth of knowledge in the environmental and residuals management industry. He began his career in 1986 with an Arkansas-based environmental trucking company. Gary is a proven expert in the lagoon business as a key player for municipalities, solving liquid event problems. Gary has been with Denali since 2009 and was previously in management as an Operations Manager at Mid-America Environmental Solutions. Gary has managed operations, sales, dispatch, and environmental work throughout the South-Central region. His analysis of customer needs and determining operational resources are unmatched in the environmental sector.

MIKE WERTZ – REGIONAL OPERATIONS MANAGER



Mike joined Denali in 2011. He has extensive experience leading an interdepartmental team to navigate the sales and contracting process, labor and wage compliance through projects, complete submittal requirements, and see each project through to completion, including close-out. Mike has twenty years of Project Manager experience and is a company leader in planning, staffing, and training the workforce for new and on-going projects; including recruitment and utilization of MWBE and non-MWBE subcontractors.

JASON R. RAMSEY - DIRECTOR OF SAFETY



Jason is the Director of Safety for Denali. He is responsible for safety programs and procedures, risk assessment, and compliance with USDOT, FMCSA, and OSHA regulations. Jason has 8 years of experience with Terra and Denali and has several years of experience in business development, safety, executive management, compliance, and was previously a State Trooper. He holds a bachelor's from the University of Arkansas. Jason also serves as a Board Member for the Arkansas State Police Foundation.

DON GAMBELIN – EVP STRATEGIC INITIATIVES

Don joined Denali in 2021 bringing his three decades of experience in the environmental services and recycling sector to the company, where he leads the Advocacy, Customer Solutions, and Environmental Compliance teams that deliver on facility development and processing initiatives and entitlements, regulatory and policy affairs, and compliance assistance in partnership with operations, safety, and corporate development. Throughout his career, he has brought some of the largest and most innovative recycling and organics composting developments to fruition and has worked closely with government agencies through regulatory changes and service agreements. Don holds a BS in Environmental Management from UC Davis and a master's in business administration from UC Berkeley.

Operations

Denali provides a specialized service, and it is customary to clarify the language in certain provisions such as indemnities, damages limitations, force majeure, notices, and cure provisions to make certain they are consistent with industry standards for the services provided. If we are the successful respondent, we will submit any requested changes for your review.

Should you have any questions or require further information regarding our submittal, please feel free to contact Denali at the number provided in our submittal.

RESIDUALS MANAGEMENT SOLUTIONS



Water &
Wastewater
Residuals



Food
Processing
Residuals



Food
Waste



Green
Waste



WeCare
Organic
Products™



Denali
Technologies

DENALI

220 S. Commerce Ave.
Russellville, AR 72801
(479) 498-0500
DenaliCorp.com

From: [Fears, Ben](#) on behalf of [Fears, Ben <Ben.Fears@fortsmithar.gov>](#)
To: [Thukral, Rahul](#)
Cc: [25-04-C1 - Southwest Lagoon Cleaning \(25-04@docs.e-builder.net\)](#)
Subject: 25-04 - Permit Information
Date: Tuesday, June 3, 2025 9:54:56 AM
Attachments: [image001.png](#)

Rahul,

Below is the permit information sent by Denali. Is there anything else you believe we need?

Ben Fears

Project Engineer
City of Fort Smith Utility Department
801 Carnall Ave, Suite 500
Fort Smith, AR 72901
Phone: (479) 494-3930
Cell: (479) 496-5582
Ben.Fears@fortsmithar.gov
www.FortSmithAR.gov

From: Chuck Campbell <chuck.campbell@denaliwater.com>
Sent: Tuesday, June 3, 2025 9:52 AM
To: Gary Emery <gary.emery@denaliwater.com>; Fears, Ben <Ben.Fears@fortsmithar.gov>; Bill McGlothlin <bill.mcglathlin@denaliwater.com>; Mike Bicanovsky <mike.bicanovsky@denaliwater.com>; Scott Walker <swalker@gohydroag.com>
Cc: Brinkley Israel <brinkley.israel@denaliwater.com>; Marcus Tilley <mtilley@gohydroag.com>
Subject: [Warning: External Email] RE: [Warning: External Email] Re: [EXT]25-04 - Information

****CAUTION: EXTERNAL-EMAIL This message originated from outside the organization. Please do not click on any links or open attachments unless you recognize the sender and know the content is safe. ****

Ben,

We maintain two permits in Crawford County allowing us to service both the Lee Creek WTP and the Mountainburg WTP for land application following all the ADEQ regulations. Lee Creek uses 5235. Mountainburg uses 5210. Here are the links to all the permit information:

https://www.adeq.state.ar.us/home/pdssql/p_permit_details_water_spb.aspx?AFINDash=17-01411&AFIN=1701411&PmtNbr=5235-WG-WR-3

https://www.adeg.state.ar.us/home/pdssql/p_permit_details_water_spb.aspx?AFINDash=17-01400&AFIN=1701400&PmtNbr=5210-WG-WR-4

If you have any questions, give me a call.

Chuck Campbell • Environmental Manager EVT

5357 Mill Creek Road, Russellville, AR 72802

C: 501-725-1377

Chuck.Campbell@DenaliWater.com

www.DenaliWater.com



From: Gary Emery <gary.emery@denaliwater.com>
Sent: Wednesday, May 28, 2025 10:30 AM
To: Chuck Campbell <chuck.campbell@denaliwater.com>
Subject: Fw: [Warning: External Email] Re: [EXT]25-04 - Information

Get [Outlook for iOS](#)

From: Fears, Ben <Ben.Fears@fortsmithar.gov>
Sent: Wednesday, May 28, 2025 10:08:21 AM
To: Gary Emery <gary.emery@denaliwater.com>
Cc: 25-04-C1 - Southwest Lagoon Cleaning (25-04@docs.e-builder.net) <25-04@docs.e-builder.net>; Eglinsdoerfer,Kenneth <Kenneth.Eglinsdoerfer@FortSmithAR.gov>; Thukral, Rahul <Rahul.Thukral@FortSmithAR.gov>
Subject: RE: [Warning: External Email] Re: [EXT]25-04 - Information

Gary,

Could you share a copy of the permit information for the dump site and an explanation of the increased cost compared to last years lagoon cleaning?

Ben Fears

Project Engineer

City of Fort Smith Utility Department

801 Carnall Ave, Suite 500

Fort Smith, AR 72901

Phone: (479) 494-3930

Cell: (479) 496-5582

Ben.Fears@fortsmithar.gov

www.FortSmithAR.gov

From: Gary Emery <gary.emery@denaliwater.com>

Sent: Tuesday, May 27, 2025 11:11 AM

To: Fears, Ben <Ben.Fears@fortsmithar.gov>

Cc: 25-04-C1 - Southwest Lagoon Cleaning (25-04@docs.e-builder.net) <25-04@docs.e-builder.net>; Eglinsdoerfer,Kenneth <Kenneth.Eglinsdoerfer@FortSmithAR.gov>

Subject: [Warning: External Email] Re: [EXT]25-04 - Information

****CAUTION: EXTERNAL-EMAIL This message originated from outside the organization. Please do not click on any links or open attachments unless you recognize the sender and know the content is safe. ****

We will be going back to Bille Ryan's farm . We removed around 3 million gallons last time . I'll have to check and get the exact volume

Get [Outlook for iOS](#)

From: Fears, Ben <Ben.Fears@fortsmithar.gov>

Sent: Tuesday, May 27, 2025 11:04:43 AM

To: Gary Emery <gary.emery@denaliwater.com>

Cc: 25-04-C1 - Southwest Lagoon Cleaning (25-04@docs.e-builder.net) <25-04@docs.e-builder.net>; Eglinsdoerfer,Kenneth <Kenneth.Eglinsdoerfer@FortSmithAR.gov>

Subject: [EXT]25-04 - Information

Gary,

I am wanting to verify what the proposed location for dumping the removed residuals?
Could you also send what the location was for 24-05 as well as the exact amount removed?

Ben Fears

Project Engineer

City of Fort Smith Utility Department

801 Carnall Ave, Suite 500

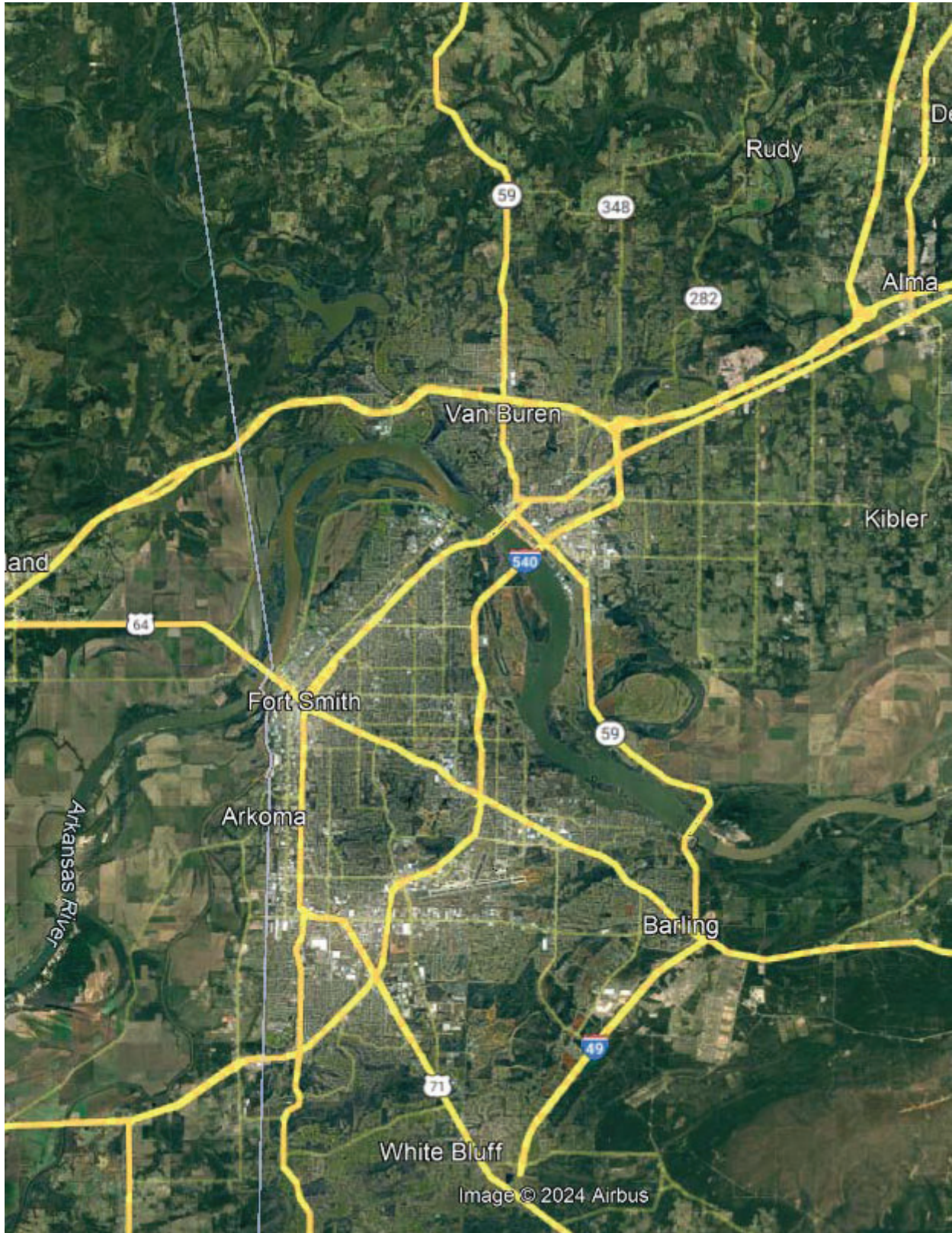
Fort Smith, AR 72901

Phone: (479) 494-3930

Cell: (479) 496-5582

Ben.Fears@fortsmithar.gov

Project Location Maps



Project Location Maps



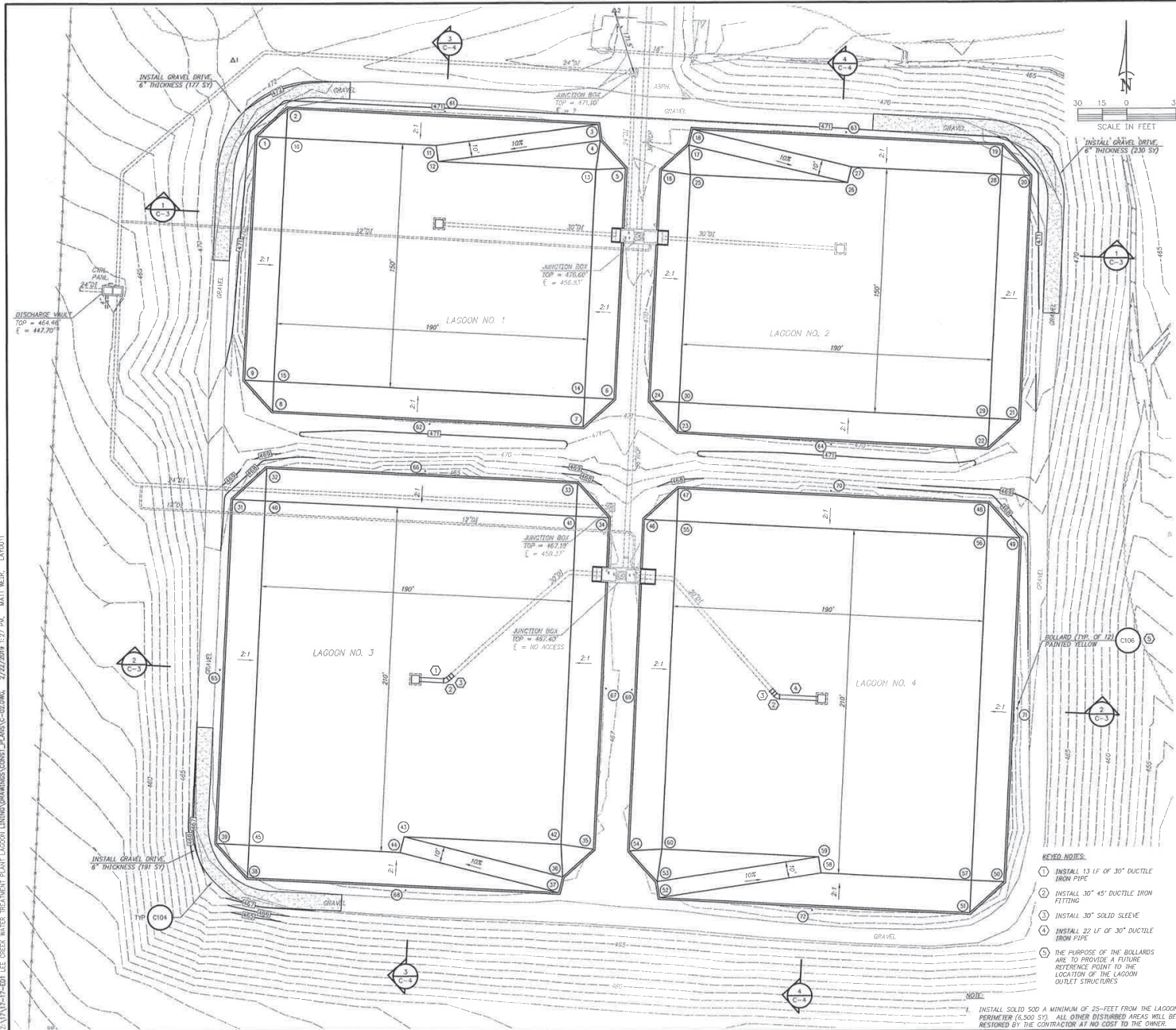
Project Location Maps



Photo shows the current condition of the southeast lagoon including 1-2 feet of rainwater.



2/17/2019-17-ED1 LEE CREEK WATER RESERVOIR PLANT LAGOON IMPROVEMENTS (CONTRACT # 2018-C-0016) 2/22/2019 1:27 PM, MATT WEBB, LAYOUT



COORDINATE TABLE			
POINT NO.	DESCRIPTION	ELEVATION	NORTHING EASTING
1	TOP OF SLOPE	470.00	N 427219.8821 E 600584.4029
2	TOP OF SLOPE	470.00	N 427236.8729 E 600603.3599
3	TOP OF SLOPE	470.00	N 427226.5031 E 600793.0752
4	TOP OF SLOPE	470.00	N 427216.5830 E 600794.1357
5	TOP OF SLOPE	470.00	N 427199.5210 E 600809.8274
6	TOP OF SLOPE	470.00	N 427057.7713 E 600800.8795
7	TOP OF SLOPE	470.00	N 427040.7895 E 600782.9240
8	TOP OF SLOPE	470.00	N 427051.1507 E 600593.2072
9	TOP OF SLOPE	470.00	N 427070.1056 E 600576.7164
10	TOE OF SLOPE	461.00	N 427218.8997 E 600802.3760
11	TOE OF SLOPE	461.00	N 42713.8986 E 600693.8729
12	TOE OF SLOPE	461.00	N 42703.9784 E 600695.1333
13	TOE OF SLOPE	461.00	N 427188.7081 E 600791.5060
14	TOE OF SLOPE	461.00	N 427058.7537 E 600783.9064
15	TOE OF SLOPE	461.00	N 427065.1232 E 600594.1895
16	TOP OF SLOPE	470.00	N 427198.3101 E 600831.8185
17	TOP OF SLOPE	470.00	N 427213.6018 E 600848.8785
18	TOP OF SLOPE	470.00	N 427223.3258 E 600851.2127
19	TOP OF SLOPE	470.00	N 427212.8560 E 601040.8295
20	TOP OF SLOPE	470.00	N 427184.0005 E 601057.8203
21	TOP OF SLOPE	470.00	N 427044.2240 E 601049.7328
22	TOP OF SLOPE	470.00	N 427027.2333 E 601032.7783
23	TOP OF SLOPE	470.00	N 427037.6020 E 600841.0814
24	TOP OF SLOPE	470.00	N 427058.5584 E 600824.0706
25	TOE OF SLOPE	461.00	N 427195.5304 E 600849.6935
26	TOE OF SLOPE	461.00	N 427190.2601 E 600846.1162
27	TOE OF SLOPE	461.00	N 427199.9839 E 600848.4504
28	TOE OF SLOPE	461.00	N 427194.9829 E 601039.9477
29	TOE OF SLOPE	461.00	N 427045.2064 E 601033.7056
30	TOE OF SLOPE	461.00	N 427055.5760 E 600892.0439
31	TOP OF SLOPE	467.00	N 426997.0169 E 600568.5917
32	TOP OF SLOPE	467.00	N 427015.9611 E 600559.5945
33	TOP OF SLOPE	467.00	N 427006.1829 E 600779.3427
34	TOP OF SLOPE	467.00	N 426985.1801 E 600798.2870
35	TOP OF SLOPE	467.00	N 426985.2460 E 600787.8808
36	TOP OF SLOPE	467.00	N 426786.1962 E 600788.8783
37	TOP OF SLOPE	467.00	N 426756.5141 E 600766.4767
38	TOP OF SLOPE	467.00	N 426786.2924 E 600767.7285
39	TOP OF SLOPE	467.00	N 426787.2951 E 600557.7842
40	TOE OF SLOPE	457.00	N 426995.9652 E 600984.5641
41	TOE OF SLOPE	457.00	N 426988.2094 E 600778.3135
42	TOE OF SLOPE	457.00	N 426786.2726 E 600789.0102
43	TOE OF SLOPE	457.00	N 426791.2121 E 600872.1578
44	TOE OF SLOPE	457.00	N 426756.5141 E 600669.6562
45	TOE OF SLOPE	457.00	N 426786.2659 E 600571.7577
46	TOP OF SLOPE	467.00	N 426984.0479 E 600820.2578
47	TOP OF SLOPE	467.00	N 427002.9921 E 600841.2606
48	TOP OF SLOPE	467.00	N 426993.2139 E 601031.0088
49	TOP OF SLOPE	467.00	N 426997.2111 E 601043.9530
50	TOP OF SLOPE	467.00	N 426762.4894 E 601038.1455
51	TOP OF SLOPE	467.00	N 426743.5452 E 601018.1427
52	TOP OF SLOPE	467.00	N 426753.3234 E 600828.3945
53	TOP OF SLOPE	467.00	N 426763.2113 E 600825.9014
54	TOP OF SLOPE	467.00	N 426782.1138 E 600809.8516
55	TOE OF SLOPE	457.00	N 426983.0186 E 600944.3313
56	TOE OF SLOPE	457.00	N 426993.2404 E 601029.8795
57	TOE OF SLOPE	457.00	N 426763.5188 E 601019.1720
58	TOE OF SLOPE	457.00	N 426768.2544 E 600927.2736
59	TOE OF SLOPE	457.00	N 426778.1423 E 600925.7804
60	TOE OF SLOPE	457.00	N 426783.0818 E 600879.9280
61	BOLLARD	-	N 427234.6327 E 600692.3125
62	BOLLARD	-	N 427042.9188 E 600688.8338
63	BOLLARD	-	N 427221.1873 E 600945.3029
64	BOLLARD	-	N 427029.4734 E 600934.8242
65	BOLLARD	-	N 426893.0281 E 600560.229
66	BOLLARD	-	N 427013.9943 E 600686.0537
67	BOLLARD	-	N 426880.8825 E 600795.9162
68	BOLLARD	-	N 426758.3288 E 600672.9695
69	BOLLARD	-	N 426880.1608 E 600811.2033
70	BOLLARD	-	N 427001.1817 E 600334.6916
71	BOLLARD	-	N 426868.0988 E 601047.5918
72	BOLLARD	-	N 426745.5159 E 600921.6075

KEYED NOTES:
 1. INSTALL 13 LF OF 30" DUCTILE IRON PIPE
 2. INSTALL 30" 45' DUCTILE IRON FITTING
 3. INSTALL 30" SOLID SLEEVE
 4. INSTALL 22 LF OF 30" DUCTILE IRON PIPE
 5. THE PURPOSE OF THE BOLLARDS ARE TO PROVIDE A FUTURE REFERENCE POINT TO THE LOCATION OF THE LAGOON OUTLET STRUCTURES
 6. INSTALL SOLID 500 A MINIMUM OF 25- FEET FROM THE LAGOON PERIMETER (6,500 SY). ALL OTHER DISTURBED AREAS WILL BE RESTORED BY THE CONTRACTOR AT HIS COST TO THE OWNER.

GRADING LEGEND:
 --- 469 --- EXISTING SURFACE CONTOUR
 --- 465 --- PROPOSED FINISHED CONTOUR

CONTROL POINT NO. 1 CONTROL POINT NO. 2 CONTROL POINTS ARE 3/4" 18" STEEL REBARS WITH ORANGE PLASTIC CAP STAMPED "CONTROL POINT"
 N 427266.8420 E 600784.9800 EL = 471.21'
 N 427421.3440 E 600784.9800 EL = 472.24'

1" = 30'
 ONE INCH AT FULL SIZE IF NOT ONE INCH SCALE ACCORDINGLY

DATE	REVISION

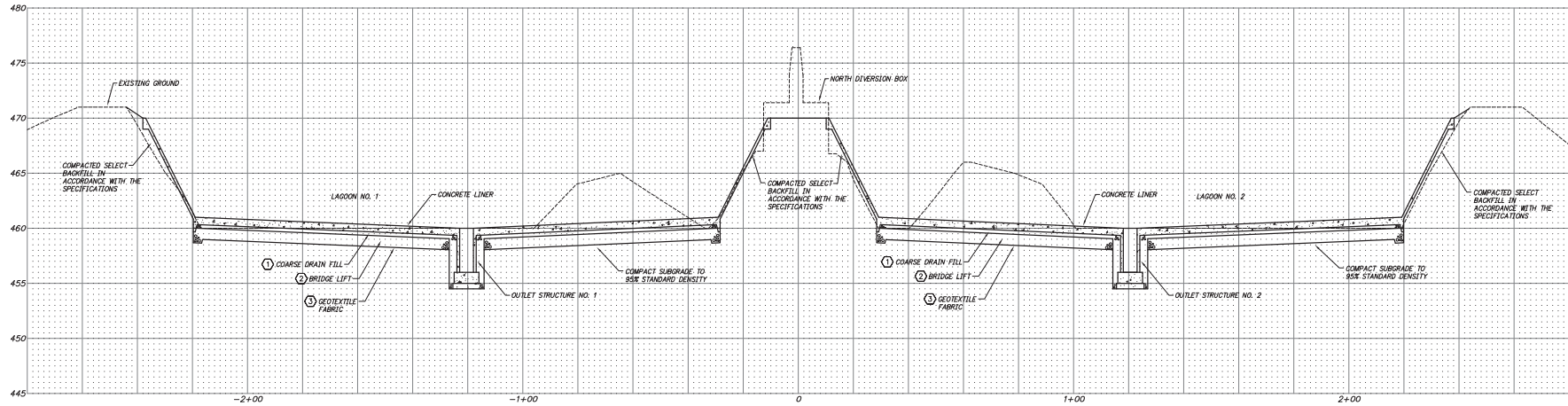
HAWKINS & WEIR ENGINEERS, INC.
 1001 N. 17th St.
 Fayetteville, AR 72701
 (479) 785-2800
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 (479) 785-2810
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 (479) 785-3000



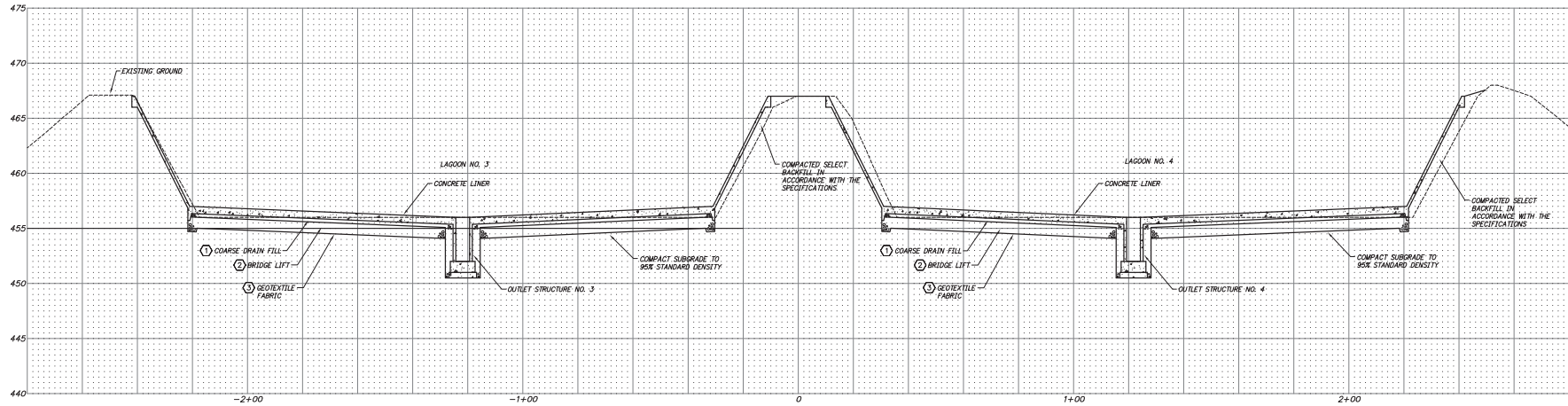
CITY OF FORT SMITH, ARKANSAS
 LEE CREEK WATER RESERVOIR PLANT
 LAGOON IMPROVEMENTS
 PROJECT NO. 17-17-C1
 PROPOSED SITE PLAN

Date	FEBRUARY 2019
Scale	1" = 30'
Designed By	CPM
Drawn By	MJM
File No.	C-02
HWEL Job No.	17-17-ED1
SHEET NO.	C-2

2.1.17.17-ED1 LEE CREEK WATER TREATMENT PLANT LAGOON LININGS DRAWINGS (CONST. PLANS) C-03.DWG. 8/21/2021 8:21 AM. MATI, WEIR, LAYOUT1



LAGOON NO. 1 AND NO. 2
SECTION 1
H:1"=20'; V:1"=5'
C-2



LAGOON NO. 3 AND NO. 4
SECTION 2
H:1"=20'; V:1"=5'
C-2

- KEY NOTES.**
- ① COARSE DRAIN FILL PER ASTM C33 #7 1/2" MAXIMUM AGGREGATE SIZE SHALL BE PLACED IN MAXIMUM 6" LIFTS AND COMPACTED WITH A VIBRATORY PLATE (MINIMUM OF TWO (2) PASSES).
 - ② 12" BRIDGE LIFT OF CLASS 7 AGGREGATE BASE COMPACTED IN MAXIMUM 6" LIFTS TO 95% MODIFIED DENSITY.
 - ③ NON-WOVEN GEOTEXTILE FABRIC SHALL BE SIMILAR AND EQUAL TO MIRATE HP-270, AND SHALL ENCAPSULATE BOTTOM AND SIDES OF BRIDGE LIFT AND COARSE DRAIN FILL.

RECORD DRAWING
08/19/2021

1"	
ONE INCH AT FULL SIZE IF NOT ONE INCH SCALE ACCORDINGLY	
DATE	
REVISION	

HAWKINS WEIR ENGINEERS, INC.
 Fort Smith, Arkansas
 (479) 242-6886 | (479) 452-2828 | (501) 374-6406
 www.hawkins-weir.com

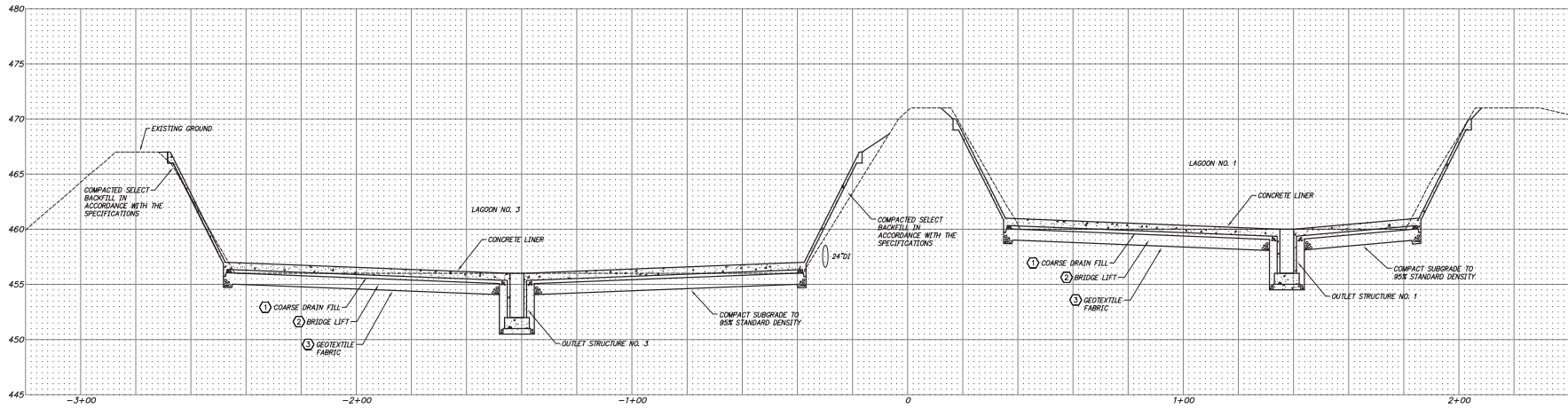


CITY OF FORT SMITH, ARKANSAS
 LEE CREEK WATER TREATMENT PLANT
 LAGOON IMPROVEMENTS
 PROJECT NO. 17-17-C1
 LAGOON SECTIONS

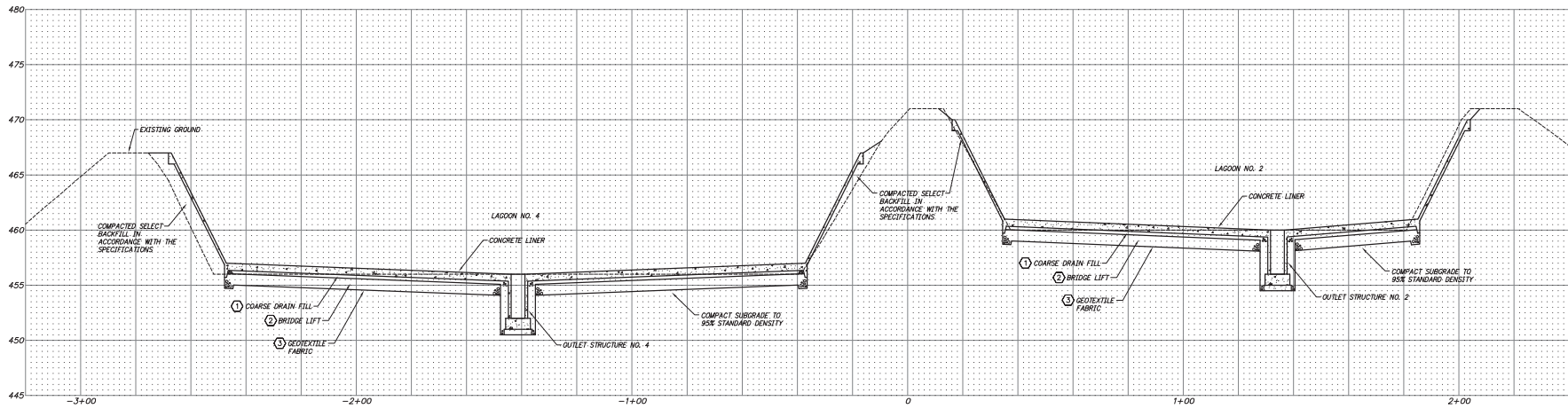
Date	FEBRUARY 2019
Scale	AS SHOWN
Designed By	CPM
Drawn By	MAW
Filename	C-03
HWEI Job No.	17-17-ED1

SHEET NO.
C-3

2.1.V.17-17-ED1 LEE CREEK WATER TREATMENT PLANT LAGOON LAYOUT DRAWINGS (CONSTR. PLANS) C-4.DWG. 8/21/2021 8:22 AM. MAT: WEIR_LAYOUT



LAGOON NO. 1 AND NO. 3
SECTION 3
H:1"=20'; V:1"=5'



LAGOON NO. 2 AND NO. 4
SECTION 4
H:1"=20'; V:1"=5'

KEY NOTES.

- ① COARSE DRAIN FILL PER ASTM C33 #57 (1/2" MAXIMUM AGGREGATE SIZE) SHALL BE PLACED IN MAXIMUM 6" LIFTS AND COMPACTED WITH A VIBRATORY PLATE (MINIMUM OF TWO (2) PASSES).
- ② 12" BRIDGE LIFT OF CLASS 7 AGGREGATE BASE COMPACTED IN MAXIMUM 6" LIFTS TO 95% MODIFIED DENSITY.
- ③ NON-WOVEN GEOTEXTILE FABRIC SHALL BE SIMILAR AND EQUAL TO MIRATE HF-270, AND SHALL ENCAPSULATE BOTTOM AND SIDES OF BRIDGE LIFT AND COARSE DRAIN FILL.

RECORD DRAWING
08/19/2021

DATE	
REVISION	

HAWKINS WEIR ENGINEERS, INC.
 Fort Smith, Arkansas
 (479) 242-4886
 www.hawkins-weir.com



CITY OF FORT SMITH, ARKANSAS
 LEE CREEK WATER TREATMENT PLANT
 LAGOON IMPROVEMENTS
 PROJECT NO. 17-17-C1

Date	FEBRUARY 2019
Scale	AS SHOWN
Designed By	CPM
Drawn By	MAW
Filename	C-04
HWEI Job No.	17-17-ED1
SHEET NO.	C-4



MEMORANDUM

TO: Jeff Dingman, Acting City Administrator
CC: Maggie Rice, Deputy City Administrator
FROM: Lance A. McAvoy, Director of Water Utilities
DATE: June 10, 2025
SUBJECT: I-540 and Highway 255 Utility Relocation, Project 23-10-C1, Property Acquisition

SUMMARY

The Arkansas Department of Transportation (ArDOT) is currently in the acquisition phase to widen and realign the I-540 on ramp at South 36th Street and State Highway 255 and is acquiring additional right of ways from existing property owners. ArDOT's standard policy is not to allow utilities to be placed within their ROW, utilities will be required to relocate their lines outside the proposed ROW. ArDOT will reimburse utilities for actual expenses incurred.

The project requires the acquisition of two (2) water utility easements and two (2) temporary construction easements. Additional acquisitions may be needed based on design changes as the project progresses. The City's appraiser, Ken Colley & Associates, Inc., has completed and updated the necessary appraisals, copies of pertinent pages are attached for your review. Staff will be offering the amounts shown on the attached Resolution for the needed the easements. In the event the landowner declines to grant the easement, staff recommends the city attorney be allowed to move forward under eminent domain to obtain the needed easement.

Because of the project's scheduling, staff recommends the attached Resolution, which includes authorizing the city administrator and city attorney to proceed with eminent domain actions to acquire the needed easements, be approved. As always, representatives of the city will continue to negotiate with property owners to reach a mutually agreeable settlement. Funding source for this project is from 6505 Capital Improvement funds.

Please contact me should you or members of the Board have any questions or desire additional information.

ATTACHMENTS

1. [6-17-25_Item_ID_1917_Resolution_Uilities.pdf](#)
2. [6-17-25 Item ID 1917 Attachments Uilities.pdf](#)

FISCAL IMPACT: \$5,990.00

BUDGET INFORMATION: Budgeted / Water Utilities - 6505 Capital Improvement Funds

RESOLUTION NO. _____

RESOLUTION TO AMEND RESOLUTION R-41-25 REGARDING THE ACQUISITION OF PERMANENT WATER AND TEMPORARY CONSTRUCTION EASEMENTS FOR CONSTRUCTION AND MAINTENANCE OF THE I-540 AND HIGHWAY 255 UTILITY RELOCATIONS PROJECT 23-10

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

SECTION 1: Resolution R-41-42 is hereby amended, to reflect that only acquisition of Tracts 4 and 5 are necessary due to a project change in scope requiring utilities to be relocated from ARDOT right of way.

SECTION 2: The following appraised values for the acquisition of water and temporary construction easements (TCE), for the construction and maintenance of the I-540 and Highway 255 Utility Relocations Project Number 23-10, are hereby approved, and acquisition of the easements for the amounts listed is hereby authorized:

Tract No.	Parcel No.	Easement Type	Value
4	14213-0042-00000-00	Water & TCE	\$3,570.00
5	14213-0043-00000-00	Water & TCE	\$2,420.00

SECTION 3: The City Administrator, or his designated agent, and the City Attorney are hereby authorized to acquire the easements for the above listed amounts.

SECTION 4: In the event the easements described herein cannot be acquired by negotiation, the City Administrator and the City Attorney are hereby authorized to commence eminent domain proceedings to obtain the necessary easement herein described and make deposit of just compensation of the appraised value of the easement listed herein. All such actions previously taken for this project are hereby confirmed.

This Resolution adopted this _____ day of June, 2025.

APPROVED:

Mayor

Attest:

City Clerk

APPROVED AS TO FORM:



npr

23-10 Harry Robinson Contact Log

4.10.25 – Had a meeting at dealership to discuss new layout of project and requested, by Mr. Robinson, changes to the project.

Meeting Attendance: Parth Modi, City of Fort Smith

Barry McCormick, Hawkins-Weir

Chad Bethel, City of Fort Smith

Harry Robinson, Property Owner

6.10.25 – New appraisals and board meeting dates was dropped off at Mr. Robinsons dealership.

Ken Colley & Associates, Inc.

4111 Massard Rd, Fort Smith, AR 72903
Email (Ken) – appraisals@kencolleyinc.com
Email (Lisa) – lkdaniel@kencolleyinc.com
Website - www.kencolleyinc.com

REAL ESTATE APPRAISAL REPORT FILE #10007

**PROPOSED UTILITY EASEMENT &
TEMPORARY CONSTRUCTION EASEMENT**
HARRY GATES ROBINSON JR LIVING TRUST
6000 S 36th ST
FORT SMITH, AR 72908

REQUESTED BY
CHAD BETHEL
CITY OF FORT SMITH
801 CARNELL AVE, SUITE 500
FORT SMITH, AR 72901

INTENDED USERS
CITY OF FORT SMITH
801 CARNELL AVE, SUITE 500
FORT SMITH, AR 72901

INSPECTION/VALUE DATE
MAY 30, 2025

BY
KEN COLLEY – AR #CG0298, OK #10860CGA
LISA K DANIEL – AR #CR1214

Ken Colley & Associates, Inc.

Ken Colley, Owner
Real Estate Appraisers
Commercial & Residential

4111 Massard Rd
Fort Smith, AR 72903

Phone: 479-452-0078
Fax: 479-452-6202

Email: appraisals@kencolleyinc.com
Website: www.kencolleyinc.com

June 9, 2025

Chad Bethel
City of Fort Smith
801 Carnell Ave, Suite 500
Fort Smith, AR 72901

RE: Proposed Utility Easement & Temporary Construction Easement
Harry Gates Robinson Jr. Living Trust
6000 S 36th St
Fort Smith, AR 72908

Dear Mr. Bethel:

In accordance with your request, the above captioned property has been inspected for the purpose of estimating the market value of fee simple interest to determine before and after value of the taking and the market rent of the temporary construction easement in order to establish just compensation to the property owner. This is an appraisal report in accordance with USPAP Standards Rule 2-2. This appraisal is intended for the sole use of the client.

To the best of my knowledge, this report conforms to the current requirements prescribed by the Uniform Standards of Professional Appraisal Practice of the Appraisal Standards Board of the Appraisal Foundation (as required by the Financial Institutions Reform, Recovery and Enforcement Act "FIRREA").

An inspection of the subject property was made by Ken Colley and Lisa Daniel. A description of the subject property's site and easement descriptions is included in the appraisal report. Data pertinent to the subject property was analyzed, selected data is included in the appraisal, and an opinion of value was determined. It is my opinion that the estimated market value of the fee simple interest for the subject property of the before value in "as is" condition and after value in "as completed" condition and the market rent of the temporary construction easement, as of May 30, 2025, is estimated to be:

Value Before Taking	\$ 3,337,000
Value After Taking	\$ 3,335,073
Value Difference/Compensation	\$ 1,927
Rounded To:	\$ 1,930
Temporary Construction Easement Rental	\$ 490
Total Compensation	\$ 2,420

The reader should review the limiting conditions and certification included in this report. Should you need further information or have any questions, please call.

Sincerely,



Ken Colley, IFA
AR #CG0298; OK #10860CGA

Ken Colley & Associates, Inc.

4111 Massard Rd, Fort Smith, AR 72903
Email (Ken) – appraisals@kencolleyinc.com
Email (Lisa) – lkdaniel@kencolleyinc.com
Website - www.kencolleyinc.com

REAL ESTATE APPRAISAL REPORT FILE #10008

PROPOSED UTILITY EASEMENT
HARRY GATES ROBINSON JR LIVING TRUST
5920 S 36th ST
FORT SMITH, AR 72908

REQUESTED BY
CHAD BETHEL
CITY OF FORT SMITH
801 CARNELL AVE, SUITE 500
FORT SMITH, AR 72901

INTENDED USERS
CITY OF FORT SMITH
801 CARNELL AVE, SUITE 500
FORT SMITH, AR 72901

INSPECTION/VALUE DATE
MAY 30, 2025

BY
KEN COLLEY – AR #CG0298, OK #10860CGA
LISA K DANIEL – AR #CR1214

Ken Colley & Associates, Inc.

Ken Colley, Owner
Real Estate Appraisers
Commercial & Residential

4111 Massard Rd
Fort Smith, AR 72903

Phone: 479-452-0078
Fax: 479-452-6202

Email: appraisals@kencolleyinc.com
Website: www.kencolleyinc.com

June 9, 2025

Chad Bethel
City of Fort Smith
801 Carnell Ave, Suite 500
Fort Smith, AR 72901

RE: Proposed Utility Easement
Harry Gates Robinson Jr. Living Trust
5920 S 36th St
Fort Smith, AR 72908

Dear Mr. Bethel:

In accordance with your request, the above captioned property has been inspected for the purpose of estimating the market value of fee simple interest to determine before and after value of the taking in order to establish just compensation to the property owner. This is an appraisal report in accordance with USPAP Standards Rule 2-2. This appraisal is intended for the sole use of the client.

To the best of my knowledge, this report conforms to the current requirements prescribed by the Uniform Standards of Professional Appraisal Practice of the Appraisal Standards Board of the Appraisal Foundation (as required by the Financial Institutions Reform, Recovery and Enforcement Act "FIRREA").

An inspection of the subject property was made by Ken Colley and Lisa Daniel. A description of the subject property's site and easement description is included in the appraisal report. Data pertinent to the subject property was analyzed, selected data is included in the appraisal, and an opinion of value was determined. It is my opinion that the estimated market value of the fee simple interest for the subject property of the before value in "as is" condition and after value in "as completed" condition, as of May 30, 2025, is estimated to be:

Value Before Taking	\$ 400,000
Value After Taking	\$ 396,434
Value Difference/Compensation	\$ 3,566
Rounded To:	\$ 3,570

The reader should review the limiting conditions and certification included in this report. Should you need further information or have any questions, please call.

Sincerely,




Ken Colley, IFA
AR #CG0298; OK #CG10860

Project Name: I-540 & Hwy 255 Utility Relocations
Project #: 23-10-ED1
Date: May 12, 2025

UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That Harry Gates Robinson Junior Living Trust, GRANTOR(S), 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, do 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, 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:

A variable width easement over part of Tract E, Johnny Cake Commercial Park Tract "E" Addition to the City of Fort Smith (Filed For Record 05/12/1987), Sebastian County, Arkansas, being more particularly described as follows:

Commencing at the Southeast corner of said Tract E; thence along the East line of said Tract N03°42'19"E 288.92'; thence N02°48'19"E 315.36' to the Point of Beginning; thence N87°11'41"W 14.95'; thence N10°08'07"W 27.63'; thence N02°40'36"E 69.55' to the North line of said Tract; thence along said North line S87°07'49"E 18.42' to the West right-of-way of South 36th Street (Per ARDOT Job 040889), thence along said West right-of-way S02°44'33"W 59.98'; thence S10°08'07"E 12.53' to said East lot line; thence along said East lot line S02°48'19"W 24.26' to the Point of Beginning, containing 1,774 square feet or 0.04 acres more or less.

GRANTEE shall provide GRANTOR a start date prior to commencing construction. GRANTEE, it's agents and assigns shall have the temporary right for (120) days, and until completion and acceptance by GRANTEE of the construction work, to enter upon and use as described to wit:

An 11.00' wide easement over part of Tract E, Johnny Cake Commercial Park Tract "E" Addition to the City of Fort Smith (Filed For Record 05/12/1987), Sebastian County, Arkansas, the centerline of which being more particularly described as follows:

Commencing at the Southeast corner of said Tract E;; thence along the East line of said Tract N03°42'19"E 288.92'; thence N02°48'19"E 274.21'; thence N87°11'41"W 5.50' to the Point of Beginning; thence parallel and 5.50' West of said East line N02°48'19"E 41.16' to the Point of Termination, containing 453 square feet or 0.01 acres more or less.

with rights of ingress and egress to and from the same.

To have and to hold said easement unto GRANTEES forever.

GRANTORS shall have the right to use the surface of the property above described as long as GRANTORS wish, provided, that GRANTORS shall not interfere with the use thereof by GRANTEES, and further, GRANTORS shall not erect a permanent building or other structure within said easement, and further, GRANTORS shall provide gates acceptable to GRANTEES if said easement is fenced.

GRANTEE shall provide temporary access to the property during construction and shall coordinate any temporary drives or closures of driveways during construction with GRANTOR.

After completion of construction, GRANTEES shall restore the land in this permanent/ temporary easement (whichever the case, or both) to as near its original condition as possible, subject to both parties acting in a reasonable manner.

The consideration paid by GRANTEES is received and accepted by GRANTORS in full satisfaction of every right hereby conveyed.

GRANTORS do hereby covenant with GRANTEES that GRANTORS are lawfully seized and possessed of the real estate above described and that GRANTORS have a good and lawful right to convey the same or any part thereof.

It is hereby understood that party securing this grant in behalf of GRANTEES is without authority to make any covenant or agreement not herein expressed.

Witness our hands and seals on this _____ day of _____, 2025.

ACKNOWLEDGMENT

STATE OF ARKANSAS)
 SS)
County of _____)

On this ____ day of _____, 2025, before me, a Notary Public, duly commissioned, qualified and acting, within and for the County of _____, Arkansas, appeared in person the within named _____, _____ to me personally well known or proven to be the persons whose names appear upon the within and foregoing instrument, and stated and acknowledged that they had executed the same for the consideration, uses and purposes therein mentioned and set forth, and I do hereby so certify.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this ____ day of _____, 2025.

Notary Public

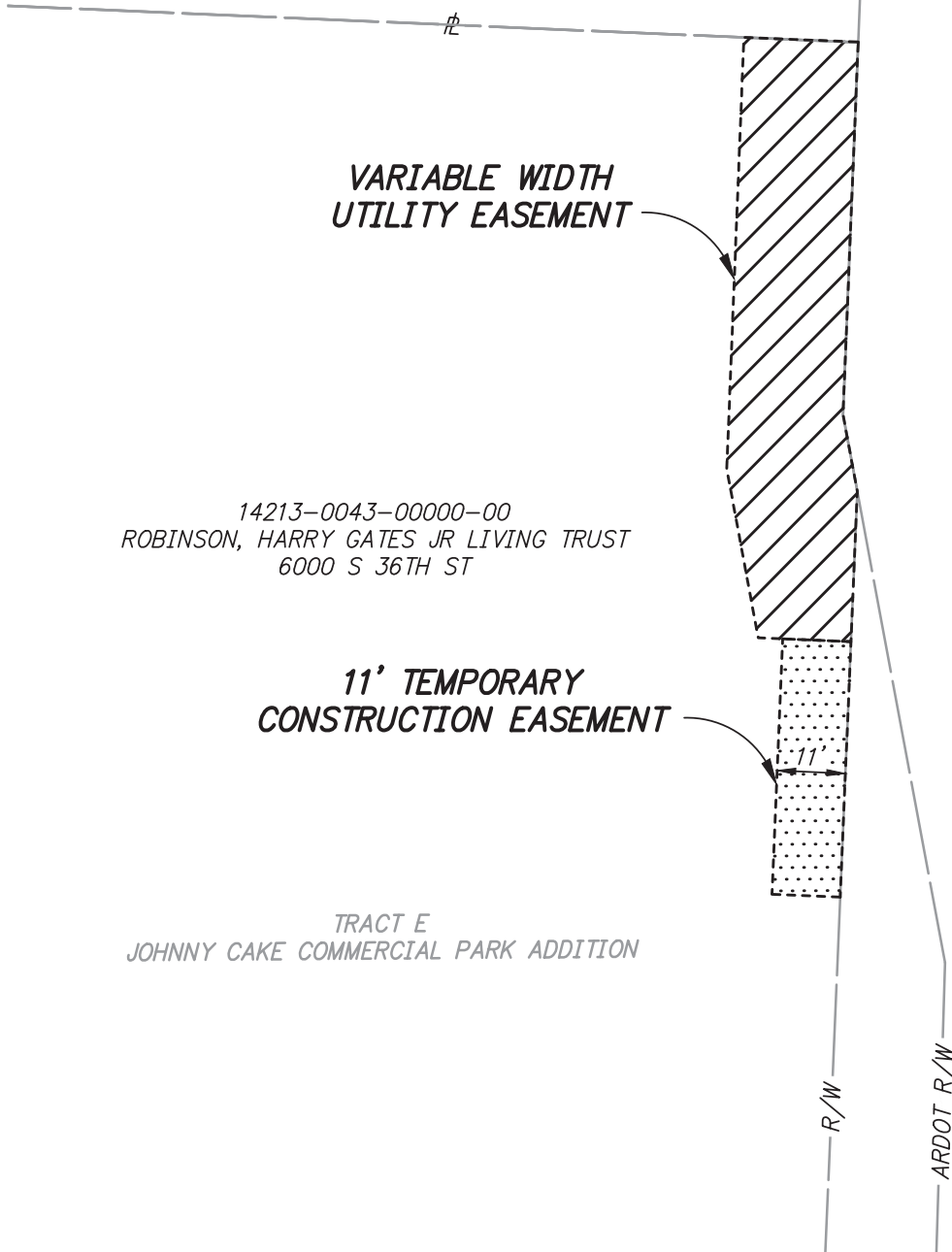
My Commission Expires:

Z:\23\23-10-ED1 I-540-HWY 255 UTILITY RELOCATIONS - FSUD\EASEMENTS\ROBINSON3 REV.DWG, 5/12/2025 12:47 PM, ANDREW MCCOLLUM, LAYOUT1

TRACT D
JOHNNY CAKE COMMERCIAL PARK ADDITION



SCALE: 1"=30'



VARIABLE WIDTH
UTILITY EASEMENT

14213-0043-00000-00
ROBINSON, HARRY GATES JR LIVING TRUST
6000 S 36TH ST

11' TEMPORARY
CONSTRUCTION EASEMENT

TRACT E
JOHNNY CAKE COMMERCIAL PARK ADDITION

SOUTH 36TH STREET



Van Buren | Fort Smith | Fayetteville | Little Rock
(479) 474-1227 | (479) 242-4685 | (479) 455-2206 | (501) 374-4846

www.hawkins-weir.com

EXHIBIT A
I-540 - HIGHWAY 255 UTILITY RELOCATIONS
HARRY GATES ROBINSON JUNIOR LIVING TRUST

FOR: CITY OF FORT SMITH

DATE: 05/12/25

SCALE: 1"= 30'

JOB NO. 23-10-ED1

Project Name: I-540 & Hwy 255 Utility Relocations
Project #: 23-10-ED1
Date: May 12, 2025

UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That Harry Gates Robinson Junior Living Trust, GRANTOR(S), 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, do 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, 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:

A variable width easement over part of Tract D, Johnny Cake Commercial Park Tract "D" Addition to the City of Fort Smith (Filed For Record 09/21/1982), Sebastian County, Arkansas, being more particularly described as follows:

Commencing at the Northwest corner of said Tract D; thence along the North line of said Tract S86°49'29"E 200.00' to the West right-of-way of South 36th Street (Per ARDOT Job 040889); thence along said West right-of-way S09°20'00"W 10.06' to the South line of an existing 10' Utility Easement and the Point of Beginning; thence continuing along said West right-of-way S09°20'00"W 110.91'; thence continuing along said West right-of-way S02°44'33"W 78.97' to the South line of said Tract D; thence along said South line N87°07'49"W 18.42'; thence N02°40'36"E 130.01'; thence N22°48'55"E 62.99' to the South line of said existing Utility easement; thence along said South easement line S86°49'29"E 9.68' to the Point of Beginning, containing 3,566 square feet or 0.08 acres more or less.

See Exhibit A attached hereto and hereby made a part of this instrument,
with rights of ingress and egress to and from the same.

To have and to hold said easement unto GRANTEES forever.

GRANTORS shall have the right to use the surface of the property above described as long as GRANTORS wish, provided, that GRANTORS shall not interfere with the use thereof by GRANTEES, and further, GRANTORS shall not erect a permanent building or other structure within said easement, and further, GRANTORS shall provide gates acceptable to GRANTEES if said easement is fenced.

GRANTEE shall provide temporary access to the property during construction and shall coordinate any temporary drives or closures of driveways during construction with GRANTOR.

After completion of construction, GRANTEES shall restore the land in this permanent/ temporary easement (whichever the case, or both) to as near its original condition as possible, subject to both parties acting in a reasonable manner.

The consideration paid by GRANTEES is received and accepted by GRANTORS in full satisfaction of every right hereby conveyed.

GRANTORS do hereby covenant with GRANTEES that GRANTORS are lawfully seized and possessed of the real estate above described and that GRANTORS have a good and lawful right to convey the same or any part thereof.

It is hereby understood that party securing this grant in behalf of GRANTEES is without authority to make any covenant or agreement not herein expressed.

Witness our hands and seals on this _____ day of _____, 2025.

ACKNOWLEDGMENT

STATE OF ARKANSAS)
 SS)
County of _____)

On this ____ day of _____, 2025, before me, a Notary Public, duly commissioned, qualified and acting, within and for the County of _____, Arkansas, appeared in person the within named _____, _____ to me personally well known or proven to be the persons whose names appear upon the within and foregoing instrument, and stated and acknowledged that they had executed the same for the consideration, uses and purposes therein mentioned and set forth, and I do hereby so certify.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this ____ day of _____, 2025.

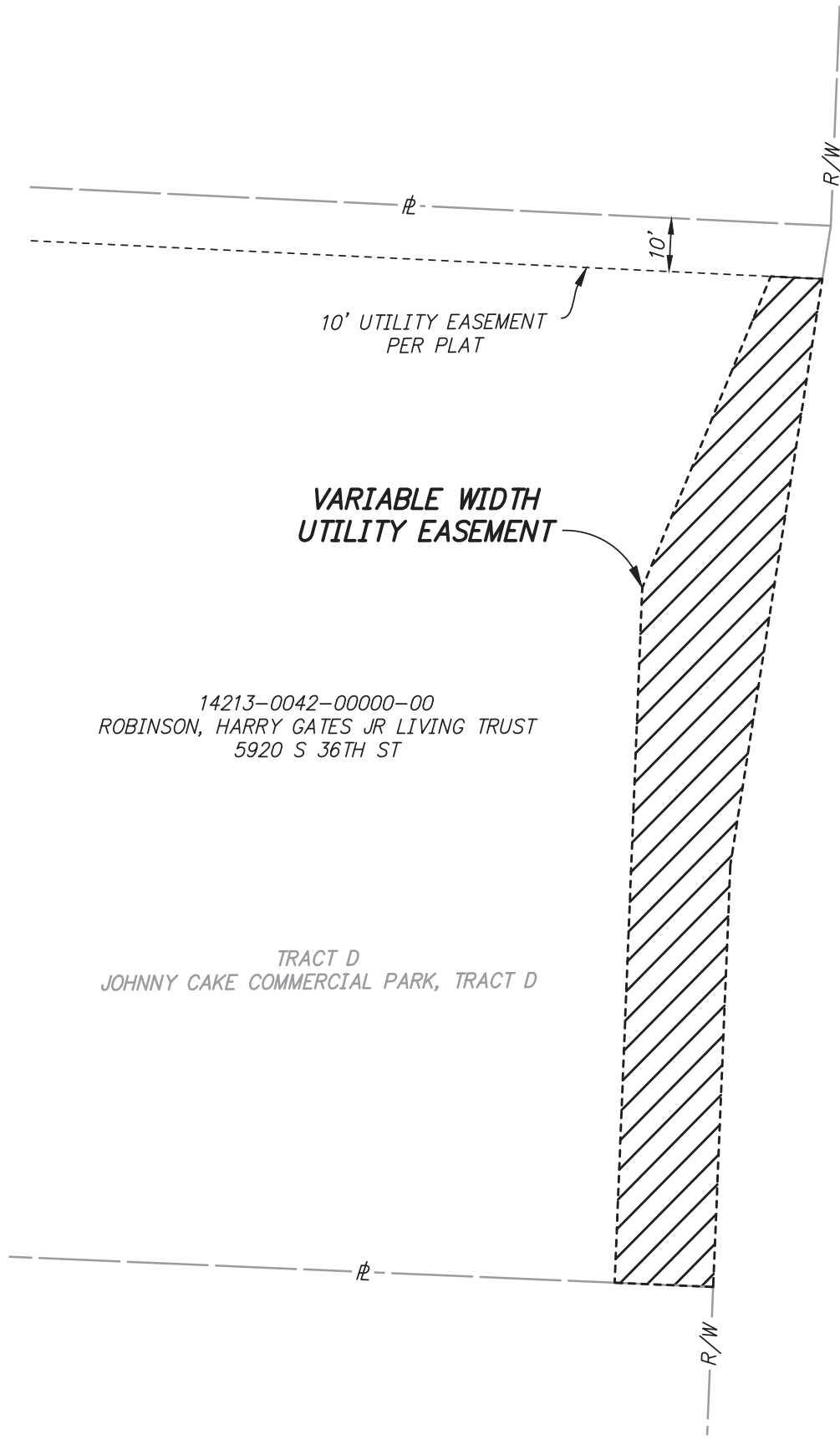
Notary Public

My Commission Expires:

Z:\23\23-10-ED1 I-540-HWY 255 UTILITY RELOCATIONS - FSUD\EASEMENTS\ROBINSON2.DWG, 5/12/2025 11:15 AM, ANDREW MCCOLLUM, LAYOUT1



SCALE: 1"=30'



**VARIABLE WIDTH
UTILITY EASEMENT**

10' UTILITY EASEMENT
PER PLAT

14213-0042-00000-00
ROBINSON, HARRY GATES JR LIVING TRUST
5920 S 36TH ST

TRACT D
JOHNNY CAKE COMMERCIAL PARK, TRACT D

SOUTH 36TH STREET



Van Buren (479) 474-1227	Fort Smith (479) 242-4685	Fayetteville (479) 455-2206	Little Rock (501) 374-4846
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www.hawkins-weir.com

EXHIBIT A
I-540 - HIGHWAY 255 UTILITY RELOCATIONS
HARRY GATES ROBINSON JUNIOR LIVING TRUST

FOR: CITY OF FORT SMITH

DATE: 05/12/25

SCALE: 1"= 30'

JOB NO. 23-10-ED1

RESOLUTION NO. R-41-25

RESOLUTION AUTHORIZING ACQUISITION OF PERMANENT WATER EASEMENTS AND
 TEMPORARY CONSTRUCTION EASEMENTS IN
 CONNECTION WITH THE I-540 AND HIGHWAY 255 UTILITY RELOCATION,
PROJECT NO.23-10

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

SECTION 1: The following appraised value for the acquisition of permanent water easements and temporary construction easements (TCE) in connection with the I-540 and Highway 255 Utility Relocation Project, Project Number 23-10, are hereby approved, and acquisition of the easements for the amounts listed are hereby authorized:

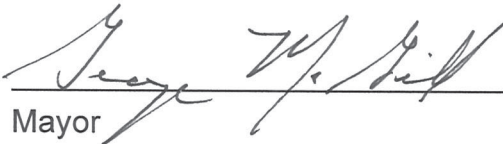
<u>Tract No.</u>	<u>Parcel Number</u>	<u>Type</u>	<u>Appraised Value</u>
1	18883-0000-02050-00	Water & TCE	\$1,311.00
2	10984-0001-00000-00	Water & TCE	\$12,175.00
3	11649-0001-00000-00	Water & TCE	\$6,800.00
4	14213-0042-00000-00	Water & TCE	\$8,450.00
5	14213-0043-00000-00	Water & TCE	<u>\$1,945.00</u>
			\$30,681.00

SECTION 2: The City Administrator, or his designated agent, and the City Attorney are hereby authorized to acquire the easements for the above listed amount.

SECTION 3: In the event the easement described herein cannot be acquired by negotiation, the City Administrator and the City Attorney are hereby authorized to commence eminent domain proceedings to obtain the necessary easement herein described and make deposits of just compensation of the appraised values of the easement listed herein. All such actions previously taken for this project are hereby confirmed.


This Resolution adopted this 21st day of February 2025.

APPROVED:



Mayor

Attest:



City Clerk

APPROVED AS TO FORM:



npr



MEMORANDUM

TO: Jeff Dingman, Acting City Administrator
CC: Maggie Rice, Deputy City Administrator
FROM: Ken Savage, Transit Director
DATE: May 29, 2025
SUBJECT: Transit Vans for Demand Response Service

SUMMARY

The transit department is seeking Board approval to acquire three (3) new vans. Two (2) of these vehicles will serve as replacements for cutaway buses with greater than 200,000 miles each. One (1) van will serve as a new addition to the fleet and all will be used daily for our demand response service.

Enclosed is the manufacture's flyer of a (gas powered) 22' Ford Transit High-Roof Conversion Extended Van (Game Changer) which is similar to the department's replacement vans that were delivered in March of 2025. These vans are included on the State's bid list. The prior vans took approximately nine (9) months for delivery from the time of order. Funding for the vans is included in the 2025 Budget. The purchase price is \$104,407 each totaling \$313,221 and the Federal Transit Administration grant will reimburse 80% of the expenses. Staff recommends approval of the resolution.

ATTACHMENTS

1. [Resolution_to_Purchase_3_Additional_Vans_2025.pdf](#)
2. [6-17-25 ITEM ID 1896 Order Form.pdf](#)
3. [6-17-25 ITEM ID 1896 Game Changer Flyer.pdf](#)

FISCAL IMPACT: \$313,221.00
BUDGET INFORMATION: *Budgeted / Transit - 531100 Capital Outlay - Vehicles and 545000 Other Current Expenses*

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF THREE (3) FORD TRANSIT HIGH-ROOF CONVERSION EXTENDED VANS FOR THE TRANSIT DEPARTMENT

WHEREAS, the Board of Directors of the City of Fort Smith, Arkansas is committed to providing efficient public transportation to the citizens of Fort Smith, Arkansas; and

WHEREAS, the Transit Department is in need of transit vans for demand response operations.

NOW, THEREFORE, BE IT RESOLVED that the purchase of three (3) 22' Ford Transit High-Roof Conversion Extended Vans with Lifts at a unit price of \$104,407 and a total cost of \$313,221 is hereby approved, and the City Administrator is hereby authorized to execute the attached Vehicle Order Form.

This Resolution adopted this ____ day of June, 2025.

APPROVED:

Mayor

ATTEST:

City Clerk

Approved as to form:



City Attorney

ARDOT VEHICLE ORDER FORM
#08 22' Ford Transit High-Roof Conversion Extended Van with Lift (7/2 wc)
ARDOT No. #08 / State Bid No: PT 23-03, Item #2

CDL Not Required / Length: 22 Feet / Seating: 7-Ambulatory Passengers / 2 WC Positions (Driver NOT included - per NTD)

Purchase Order: _____ Date: _____

Agency: City of Fort Smith
 Address: P.O. Box 1908
 City, State, Zip: Fort Smith, AR 72902-1908
 Contact: Fort Smith Transit Director
 Phone Number: (479) 784 - 2320
 FTA PO No. _____
 FAIN No. _____
 State Job No. _____

Vendor: **ATTN: Mark Harris, (501) 517-4910**
Central States Bus Sales, Inc.
420 Lake Drive
North Little Rock, AR 72117
Vendor Federal ID # 431051799

Item	Description	Quantity	Bid Price	Price Extension
2	22' Ford Transit High-Roof Conversion Extended Van with Lift (7/2 wc)	3	\$ 103,332	\$ 309,996
BASE PRICE				\$ 309,996
Optional Equipment (Per Unit):				
A	Floor Covering Altro Upgrade	3	\$ 550	\$ 1,650
B	Headrests (per passenger seat)	0	\$ 135	\$ -
C	Child Restraint Systems (per passenger seat, <i>comes standard with 3</i>)	0	\$ 105	\$ -
D	Seat Belt Extensions (per passenger seat)	21	\$ 75	\$ 1,575
E	Fabric Upholstery Upgrade (per passenger seat)	0	\$ 70	\$ -
F	Optional Engine Twin Turbo Upgrade (<i>Not Available at this Time</i>)	0	\$ 2,500	
Color: White				
F.O.B. Arkansas Department of Transportation 10324 I-30 Little Rock, AR 72203				
REQUESTED LOCATION OF THE VEHICLE LIFT		0	REAR	
		3	SIDE	
Total Price				\$ 313,221

Ordered by: _____ UEI Number: _____
 Approved by: _____ *ALI Code: _____

ARDOT USE ONLY

Agency: _____ FT Number: _____
 Address: _____
 City, State, Zip+4: _____
 Local Match Source(s): _____
 and Amount(s): _____
 State Match Source(s): _____
 and Amount(s): _____
 *FTA Replacement _____
 Vehicle Notes (if applicable) _____

IMPORTANT!! DO NOT Round up Federal Amount

\$	250,576	80% Federal Funding
\$	62,645	20% Local Funding
\$	-	State Funding
\$	313,221	Total

ARKANSAS DEPARTMENT OF TRANSPORTATION
NOTICE OF NONDISCRIMINATION

The Arkansas Department of Transportation (ARDOT) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, ARDOT does not discriminate on the basis of race, sex, color, age, national origin, religion (not applicable as a protected group under the FMCSA Title VI Program), disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in ARDOT's programs and activities, as well as ARDOT's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding ARDOT's nondiscrimination policies may be directed to Civil Rights Officer Joanna P. McFadden (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: joanna.mcfadden@ardot.gov

Free language assistance for Limited English Proficient individuals is available upon request.
 This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

MobilityTRANS

New Game Changer Lift Door



The First And Only Dedicated Curbside Wheelchair Lift Door For The Ford Transit!

MobilityTRANS Listened To Your Needs For A True Dual Curb-Side Loader And Delivered! No More Rear Door Passenger Loading Or Unreliable Moveable Side Lifts.

- Room For Up To 3 ADA Wheelchair Locations
- Available With 84" Tall Ambulatory Bus Door Or Ford Sliding Doorway
- Destination Signs, Camera Systems, Escape Hatches, Modular Flooring Systems Available
- More Serviceable And Less Downtime Than Cutaway Buses
- Available With 34" WX 54" Wheelchair Lift Platform
- Optional 1000 lb. Capacity Wheelchair Lifts
- Ford Dual Zone A/C And Heater System. Serviceable At Any Ford Dealer
- Made In The USA And Meets Buy America
- Lower Total Cost Of Ownership Per Passen-



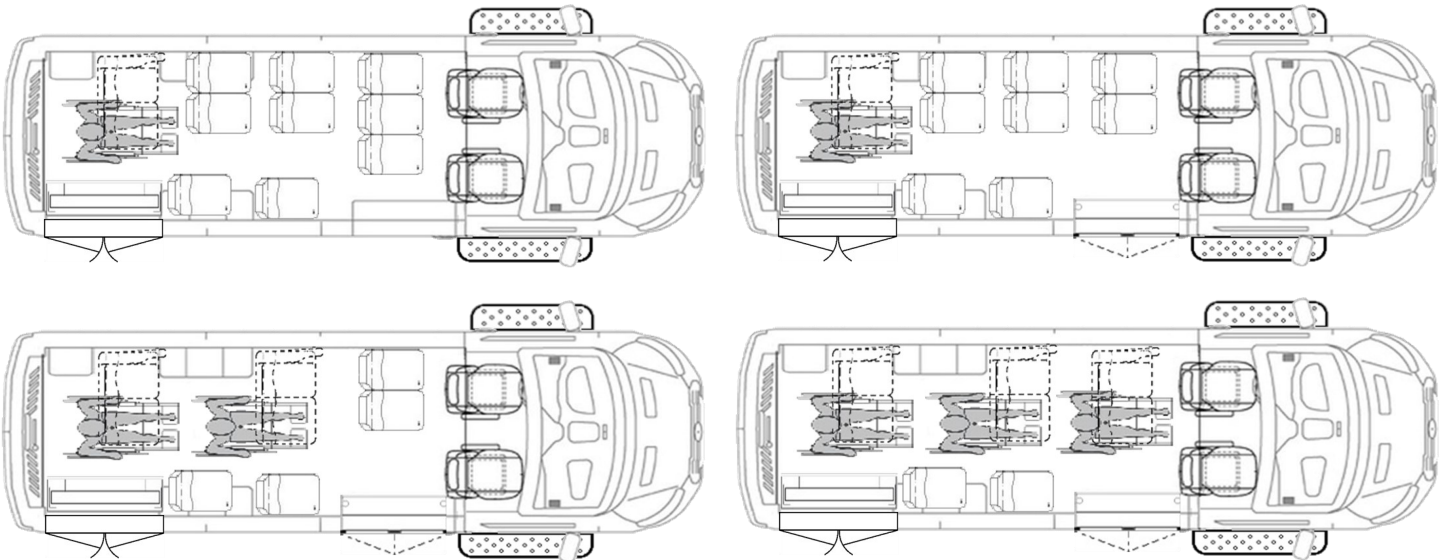
MobilityTRANS



- Available On Gasoline And Electric Powertrains
- 800 or 1000 lb. capacity ADA wheel chair lifts. Wide variety of tiedowns
- Ford, Freedman or AMF-Bruns seats.
- Multiple seating and wheelchair configurations available

MULTIPLE CONFIGURATIONS

MobilityTRANS offers a variety of seating configurations to customize the Ford Transit to meet your transportation needs.



About MobilityTRANS

Founded in 1992, MobilityTRANS is a minority owned company providing a one-stop shop for all commercial passenger transportation needs. MobilityTRANS is a manufacturer small buses, ADA Paratransit, vans passenger shuttles, and prisoner transportation vans. All vehicles we provide meet and exceed NHTSA, FMVSS, NMEDA, ADA, and our own tough standards. We have the largest facility in the U.S. dedicated solely upfitting vans for commercial passenger transport.





MEMORANDUM

TO: Mayor and Board of Directors
FROM: Jessica Underwood, Executive Assistant
DATE: June 11, 2025
SUBJECT: Appointment: Airport Commission

SUMMARY

Mr. Robert Hawkins' term on the Airport Commission will expire on June 30, 2025. Mr. Hawkins is not interested in reappointment. The applicants are Brent Hagy, Thomas Bonkofsky, Drake McGruder, and David Barret

Appointments are made by the Mayor and confirmed by a three-fourths vote of the Board of Directors; one appointment is needed. The new term will expire on June 30, 2030.

ATTACHMENTS

1. [Airport Commission 20250617.pdf](#)

AIRPORT COMMISSION

The Airport Commission has the authority to manage, operate, improve, extend and maintain the Municipal Airport and its related properties and facilities, has the right to employ and supervise airport employees, and has authority to finance all improvements at the airport, including construction of facilities and acquisition of property.

The Commission shall keep a record of all revenues and expenditures of the airport and its related properties and facilities, and shall submit monthly reports and an annual report to the Board of Directors.

The Airport Commission is composed of seven citizens who are qualified electors of the city, one of which must be fully experienced in aviation and hold some type of pilot rating. The Airport Commissioners are appointed by **Mayor and confirmed by a three-fourths vote of the Board of Directors** for five year terms. The commission meets on the fourth Tuesday of each month at 5:30 p.m. in the airport conference room.

	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
Justin Voris [REDACTED] Physician [REDACTED] [REDACTED] [REDACTED] [REDACTED]	06/21/22	06/30/27
James E. Kelly, III M. D. [REDACTED] Doctor [REDACTED] [REDACTED] [REDACTED] [REDACTED]	05/15/12	06/30/27
Robert (Bob) Cooper, Jr. Commercial Broker/Developer 4804 Chestnut Way (03) 479-629-2115 (cell) 479-478-6161 (work) <u>bob@ghancooper.com</u>	06/20/23	06/30/28

<p>Russ Barr Retired 11211 Northfield Court (16) 479-235-8373 (c) russ.barr@cox.net</p>	05/21/24	06/30/29
<p>Robert Hawkins Retired 9505 Chad Colley Blvd #2713 (16) 883-0966 Rhawk72956@aol.com</p>	06/16/15	06/30/25
<p>Kevin Ridgley Attorney 927 Adelaide Avenue (01) 479-353-0600 (c) 479-652-6229 (w) kridgley@kevinjohnridgley.com</p>	05/17/16	06/30/26
<p>Eric Pendergrass (Chariman) Attorney 925 South H Street (01) 783-8979 (w) 651-3469 (h) Elp.smcrh@mac.com</p>	06/15/21	06/30/26



Application for Boards, Commissions, and 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.

Today's Date

4/21/2025

Name

Brent Hagy

Date of Birth

[Redacted]

Home Address

1005 S. 46th Street, Fort Smith, Arkansas 72903

Home Phone

(405) 343-0980

Work Phone

Email

bhagy@arcb.com

Occupation

attorney

Education

Juris Doctor, Texas Tech University School of Law, 1999; MA - Communication, Texas Tech University, 1996; BA - Economics, Texas Tech University, 1994

Professional and/or Community Activities:

Professor of Practice, University of Oklahoma College of Law; Member, Oklahoma Bar Association; Member, Texas Bar Association; Membership in Arkansas Bar Association is pending

Additional Pertinent Information/References:

Vice President, Legal - ArcBest Corporation

Upload additional files here (optional).

Do you reside within the corporate boundaries of the city of Fort Smith?

Yes

Are you a registered voter in the city of Fort Smith?

Yes

Attach a copy of your voter registration

Hagy Voter Registration.jpg

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

Drivers License Number:


Please select the board(s), committee(s), or commission(s) on which you would like to serve:
Airport Commission

ACKNOWLEDGMENT

In the event I am appointed to a City of Fort Smith board, commission, or committee, submission of this application hereby conveys my agreement to comply with all requirements associated with the subject board, commission, or committee governed by either the City of Fort Smith and/or the State of Arkansas.

(Municipal and State references are provided on the [linked Exhibit A](#). Regarding references to resolutions and/or ordinances, such are available in the City Clerk's Office, 623 Garrison Avenue, Room 303.)

EXHIBIT A IS LINKED HERE

I further agree to comply with all requirements of Robert's Rules of Order, and specifically noted sections of the State of Arkansas Code Annotated and Fort Smith Municipal Code provided below:

Robert's Rules of Order

The above is available online at <http://robertsrules.com>. A hard copy is also available for viewing in the City Clerk's Office, 623 Garrison Avenue, Room 303.

State of Arkansas Code Annotated (A.C.A.)

1. Title 14 Local Government
Subtitle 3 Municipal Government
Chapter 42 Government of Municipalities Generally
Subchapter 1 General Provisions
Section 14-42-106 Oath and bond required*
**Requires appointees to take an Oath of Office within 10 days of being notified of said appointment. Failure to accomplish this could result in the appointed position being declared vacant.*
2. Title 25 State Government
Chapter 19 Freedom of Information Act of 1967

The above are available via a link on the City of Fort Smith website: [State of Arkansas Code](#) A hard copy is also available for viewing in the City Clerk's Office, 623 Garrison Avenue, Room 303.

Fort Smith Municipal Code

1. Chapter 2 - Administration
Article VI - Boards, Commissions, Etc.
Section 2-232 - Appointment and removal of members of appointed boards, commissions or

CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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

Date: 12/24/2024
Name: Thomas Bonkofsky Ret. Major USAF Home Telephone: 479-216-3896
Home Address: 8512 Gatehouse Way Work Telephone: _____
Zip: 72916 Email: tbonkofskygmail.com

Occupation: Retired USAF Special Operations Pilot, Arkansas Adult Education Director, Division of Workforce Manager
(If retired, please indicate former occupation or profession)

Education: Masters in Business
Professional and/or Community Activities: Past Airport Commissioner, City of Mena, Past member Rotary

Additional Pertinent Information/References: Commercial Pilot, Commercial OTR Driver

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

Drivers License: _____ Date of Birth: _____

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- | | |
|---|---|
| <input type="checkbox"/> Advertising & Promotion Commission | <input type="checkbox"/> Historic District Commission |
| <input checked="" type="checkbox"/> Airport Commission | <input type="checkbox"/> Housing Assistance Board |
| <input type="checkbox"/> Animal Services Advisory Board | <input type="checkbox"/> Library Board of Trustees |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board | <input type="checkbox"/> Mechanical Board of Adjustments and Appeals |
| <input type="checkbox"/> Audit Advisory Committee | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Building Board of Adjustment and Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Central Business Improvement District | <input type="checkbox"/> Plumbing Advisory Board |
| <input type="checkbox"/> Civil Service Commission <i>(3 year residency required)</i> | <input type="checkbox"/> Port Authority |
| <input checked="" type="checkbox"/> Community Development Advisory Committee | <input type="checkbox"/> Property Owners Appeals Board |
| <input type="checkbox"/> County Equalization Board | <input type="checkbox"/> Public Facilities Board Advisory Committee |
| <input type="checkbox"/> Electric Code Board of Appeal | <input type="checkbox"/> Recycling Advisory Committee |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Sales Tax Review Committee |
| <input type="checkbox"/> Fort Smith Municipal Employees Benevolent Fund Board of Advisors | <input type="checkbox"/> Sebastian County Regional Solid Waste Management Board |
| <input type="checkbox"/> Future Fort Smith Committee | <input type="checkbox"/> Transit Advisory Commission |
| | <input type="checkbox"/> Water Advisory Committee |

**Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov**



CITY OF FORT SMITH

Application for Boards / Committees / Commissions

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: 5/6/25
Name: Drake McGruder Home Telephone: 479-409-6257
Home Address: 1808 Rannoch Trce Work Telephone: Same
Zip: 72908 Email: drakemcgruder@yahoo.com

Occupation: Director - Environmental, Health & Safety @ Anchor Glass Container Corp
(If retired, please indicate former occupation or profession)

Education: M.S. Engineering & B.S. Biological Engineering @ Univ. of Arkansas
Professional and/or Community Activities: Vice-President - Fort Smith Remodelers Club, Anchor In Action

Additional Pertinent Information/References: Frequent Commercial Air Traveler, Passion for Aviation / Roger Meek - Coca-Cola, Other References Available

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes No Note: "Yes" will not automatically preclude you from consideration. If yes, please identify the offense and the approximate date.

Drivers License: [Redacted] Date of Birth: [Redacted]
(This information will be used to conduct a criminal background check of all applicants).

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- Advertising & Promotion Commission
- Airport Commission
- Animal Services Advisory Board
- Arkansas Fair & Exhibition Facilities Board
- Audit Advisory Committee
- Building Board of Adjustment and Appeals
- Central Business Improvement District
- Civil Service Commission (3 year residency required)
- Community Development Advisory Committee
- County Equalization Board
- Electric Code Board of Appeal
- Fire Code Board of Appeals & Adjustments
- Fort Smith Municipal Employees Benevolent Fund Board of Advisors
- Future Fort Smith Committee
- Historic District Commission
- Housing Assistance Board
- Library Board of Trustees
- Mechanical Board of Adjustments and Appeals
- Parks & Recreation Commission
- Planning Commission
- Plumbing Advisory Board
- Port Authority
- Property Owners Appeals Board
- Public Facilities Board Advisory Committee
- Recycling Advisory Committee
- Sales Tax Review Committee
- Sebastian County Regional Solid Waste Management Board
- Transit Advisory Commission
- Water Advisory Committee

Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov



CITY OF FORT SMITH

Application for Boards / Committees / Commissions

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: 5/22/25
Name: DAVID BARRET Home Telephone: _____
Home Address: 6808 Highland Park Work Telephone: 214-701-7100
Zip: 72916 Email: davidkbarret@gmail.com

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

Education: Bachelor, TEXAS A&M University

Professional and/or Community Activities: VP - Fort Smith Branch, BRICKALL & Softball, Active Member - First Presbyterian Church, Active Member - PHOENIXVILLE Country Club,

Additional Pertinent Information/References: Active & Involved w/ local development efforts, Ref: Josh M. Dale (Niche Griffin Engineering); James Rego (CACHE; F's BOD)

Do you reside within the corporate boundaries of the city of Fort Smith? Yes x No _____

Are you a registered voter in the city of Fort Smith? Yes x No _____

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No y Note: "Yes" will not automatically preclude you from consideration. If yes, please identify the offense and the approximate date.

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- Advertising & Promotion Commission
- Airport Commission
- Animal Services Advisory Board
- Arkansas Fair & Exhibition Facilities Board
- Audit Advisory Committee
- Building Board of Adjustment and Appeals
- Central Business Improvement District
- Civil Service Commission (3 year residency required)
- Community Development Advisory Committee
- County Equalization Board
- Electric Code Board of Appeal
- Fire Code Board of Appeals & Adjustments
- Fort Smith Municipal Employees Benevolent Fund Board of Advisors
- Future Fort Smith Committee
- Historic District Commission
- Housing Assistance Board
- Library Board of Trustees
- Mechanical Board of Adjustments and Appeals
- Parks & Recreation Commission
- Planning Commission
- Plumbing Advisory Board
- Port Authority
- Property Owners Appeals Board
- Public Facilities Board Advisory Committee
- Recycling Advisory Committee
- Sales Tax Review Committee
- Sebastian County Regional Solid Waste Management Board
- Transit Advisory Commission
- Water Advisory Committee

Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov



MEMORANDUM

TO: Mayor and Board of Directors
FROM: Jessica Underwood, Executive Assistant
DATE: June 11, 2025
SUBJECT: Appointment: Audit Advisory Committee

SUMMARY

There is one vacancy on the Audit Advisory Committee. Lavon Morton is interested in an appointment.

The Board of Directors makes the appointment, one appointment is needed. The term will expire on November 30, 2027.

ATTACHMENTS

1. [Audit Advisory Committee 2025.06.17.pdf](#)

AUDIT ADVISORY 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, members shall serve three year terms. The committee meets on call.

	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
<u>DIRECTORS</u>		
Andre’ Good 4716 Mill Pond Court (04) 479-285-4932 (c) Andre.good@fortsmithar.gov	01/03/23	11/30/27
Neal Martin 7716 Dover Circle (03) 913-481-6073 Neal.Martin@fortsmithar.gov	01/08/19	11/30/25
Christina Catsavis 479-867-4802 Christina.catsavis@fortsmithar.gov	01/07/25	11/30/25
<u>CITIZENS</u>		
(vacant)		11/30/27

Deana Infield (Chair) CPA 2819 Enid (01) 484-5740 (w) 629-6622 (c) dinfield@landmarkcpas.com	10/17/12	11/30/27
Ed Ralston Business Owner 3205 Free Ferry Road (03) 461-2000 Ed.Ralston@RalstonIndustries.com	08/15/17	11/30/25
Russell Bragg Retired 1503 Wheaton Trace 479-459-1107 Russell.bragg59@gmail.com	01/18/24	11/30/26



CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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: 5-28-25
Name: LAVON MORTON Home Telephone: 479-461-2643
Home Address: 10408 INNSBROOK CT Work Telephone: N/A
Zip: 72905 Email: JAGLMORTON@GMAIL.COM

(James)

Occupation: Retired - Exec. at ArcBest Corp.
(If retired, please indicate former occupation or profession)

Education: BBA Accounting UCA Masters in Tax UNIV. of TULSA

Professional and/or Community Activities: ACHE Board, Symphony Board, Civic Support House Board, UAFS Foundation Board, Ft. Smith Advisory Board,

Additional Pertinent Information/References: Former City Director 2019-2024 Audit Committee 2000-2024

Board,
ARK
Image
Library
Board

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes No Note: "Yes" will not automatically preclude you from consideration.

If yes, please identify the offense and the approximate date.

Drivers License: [Redacted] Date of Birth: [Redacted]
(This information will be used to conduct a criminal background check of all applicants).

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- Advertising & Promotion Commission
- Airport Commission
- Animal Services Advisory Board
- Arkansas Fair & Exhibition Facilities Board
- Audit Advisory Committee
- Building Board of Adjustment and Appeals
- Central Business Improvement District
- Civil Service Commission (3 year residency required)
- Community Development Advisory Committee
- County Equalization Board
- Electric Code Board of Appeal
- Fire Code Board of Appeals & Adjustments
- Fort Smith Municipal Employees Benevolent Fund Board of Advisors
- Future Fort Smith Committee
- Historic District Commission
- Housing Assistance Board
- Library Board of Trustees
- Mechanical Board of Adjustments and Appeals
- Parks & Recreation Commission
- Planning Commission
- Plumbing Advisory Board
- Port Authority
- Property Owners Appeals Board
- Public Facilities Board Advisory Committee
- Recycling Advisory Committee
- Sales Tax Review Committee
- Sebastian County Regional Solid Waste Management Board
- Transit Advisory Commission
- Water Advisory Committee
- Utility Advisory Committee

Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov



MEMORANDUM

TO: Mayor and Board of Directors
FROM: Jessica Underwood, Executive Assistant
DATE: June 11, 2025
SUBJECT: Appointment: Community Development Advisory Committee

SUMMARY

The term of Payton Efurd on the Community Development Advisory Committee expires on June 30, 2025. Mr. Efurd is not interested in reappointment. The applicant at this time is Thomas Bonkofsky.

Appointments are made by the Board of Directors; one appointment is needed. The new term will expire on June 30, 2028.

ATTACHMENTS

1. [CDAC - 20250617.pdf](#)

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

The purpose of the Community Development Advisory Committee is to serve in an advisory role in the planning, implementing, and assessing of the Community Development Program, and to ensure continuity of the involvement of citizens throughout all stages of the Community Development program. The Community Development Advisory Committee is authorized to review and recommend to the Board of Directors projects to be considered for Community Development Block Grant Funding; to review and assess Community Development Program performance; to prepare and recommend a Citizen Participation Plan; to hold meetings and workshops to disseminate information to citizens and to receive views and opinions and relate these to the setting of priorities for the city.

The Community Development Advisory Committee consists of seven members, appointed by the **Board of Directors**. The committee shall contain substantial representation of low and moderate income families, members of minority groups, the elderly, the handicapped, the business community and civic groups. Initially four members will serve two-year terms and three will serve three year-terms, thereafter all terms will be three years or until the expiration of the Community Development Program. The committee meets on call.

	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
James W. Farmer Semi-Retired (licensed general contractor) 3025 Glen Flora Way (08) 551-2112(h) 424-2440 (w) jwfarmer@cox.net	02/15/22	06/30/27
Payton Efurd ArcBest 11 Hiland Dr. 651-5141 (h) 785-6345 (w) pefurd@arcb.com	08/16/22	06/30/25
Genia Smith Retired 8427 Stoneshire Dr (16) 479-414-5957 Gsmith822@aol.com	07/18/23	06/30/26

6/10/2025

<p>Christopher Smith Director of DEI, ACHE 9505 Chad Colley Blvd., #4202 (16) 479-308-2274 christopher.smith@achehealth.edu</p>	<p>06/20/23</p>	<p>06/30/26</p>
<p>Carolyn Mosely Retired 1812 South 70th Street (03) 504-427-4013 (cell) Cmosley112@sbcglobal.net</p>	<p>06/20/23</p>	<p>06/30/26</p>
<p>Heather O’Hara Principal – O’Hara Properties 4011 Hunter Way (03) 214-597-3377 (work) brookingproperties@gmail.com</p>	<p>06/20/23</p>	<p>06/30/26</p>
<p>Ashlie Ross Quality Assurance 1305 Willowbrook Circle 479-785-2651 (work) 770-842-5342 (cell) Ashhulksmash@gmail.com</p>	<p>04/18/23</p>	<p>06/30/27</p>

6/10/2025

CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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

Date: 12/24/2024
Name: Thomas Bonkofsky Ret. Major USAF Home Telephone: 479-216-3896
Home Address: 8512 Gatehouse Way Work Telephone: _____
Zip: 72916 Email: tbonkofskygmail.com

Occupation: Retired USAF Special Operations Pilot, Arkansas Adult Education Director, Division of Workforce Manager
(If retired, please indicate former occupation or profession)

Education: Masters in Business
Professional and/or Community Activities: Past Airport Commissioner, City of Mena, Past member Rotary

Additional Pertinent Information/References: Commercial Pilot, Commercial OTR Driver

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

Drivers License: _____ Date of Birth: _____

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- | | |
|---|---|
| <input type="checkbox"/> Advertising & Promotion Commission | <input type="checkbox"/> Historic District Commission |
| <input checked="" type="checkbox"/> Airport Commission | <input type="checkbox"/> Housing Assistance Board |
| <input type="checkbox"/> Animal Services Advisory Board | <input type="checkbox"/> Library Board of Trustees |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board | <input type="checkbox"/> Mechanical Board of Adjustments and Appeals |
| <input type="checkbox"/> Audit Advisory Committee | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Building Board of Adjustment and Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Central Business Improvement District | <input type="checkbox"/> Plumbing Advisory Board |
| <input type="checkbox"/> Civil Service Commission <i>(3 year residency required)</i> | <input type="checkbox"/> Port Authority |
| <input checked="" type="checkbox"/> Community Development Advisory Committee | <input type="checkbox"/> Property Owners Appeals Board |
| <input type="checkbox"/> County Equalization Board | <input type="checkbox"/> Public Facilities Board Advisory Committee |
| <input type="checkbox"/> Electric Code Board of Appeal | <input type="checkbox"/> Recycling Advisory Committee |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Sales Tax Review Committee |
| <input type="checkbox"/> Fort Smith Municipal Employees Benevolent Fund Board of Advisors | <input type="checkbox"/> Sebastian County Regional Solid Waste Management Board |
| <input type="checkbox"/> Future Fort Smith Committee | <input type="checkbox"/> Transit Advisory Commission |
| | <input type="checkbox"/> Water Advisory Committee |

**Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov**



MEMORANDUM

TO: Mayor and Board of Directors
FROM: Jessica Underwood, Executive Session
DATE: June 11, 2025
SUBJECT: Fort Smith Municipal Employees Benevolent Fund Board of Advisors

SUMMARY

The terms of Dewey Young (PD), Darrell Clark (Fire), and Maria Miller (Other City Department) on the Fort Smith Municipal Employees Benevolent Fund Board of Advisors expire on June 30, 2025. They are interested in reappointment. The other applicants are Josh Buchfink (Other City Department) and Rhonda Hays (Citizen).

Appointments are made by the Board of Directors; 4 appointments are needed. Three of the Terms (PD, Fire, Other City Department) will expire on June 30, 2028. The Citizen position will expire on June 30, 2026.

ATTACHMENTS

1. [FS Benevolent Fund 20250617.pdf](#)

FORT SMITH MUNICIPAL EMPLOYEES BENEVOLENT FUND BOARD OF ADVISORS

The Fort Smith Municipal Employee’s Benevolent Fund Board of Advisors was established December 23, 1991. The fund provides for a trust fund to be used to provide emergency assistance to the employees of the city of Fort Smith and their immediate families, including immediate families of deceased employees of the various city departments whenever such employees or their immediate families sustain extraordinary expenses (including, but not limited to: housing, clothing, food, educational, medical and dental expenses). Distributions from the fund shall be at the discretion of the “Board of Advisors” of the fund.

The “Board of Advisors” consists of nine persons as follows: two members of the police department, two members of the fire department, two members of other city departments, and two other adults who are citizens of the city of Fort Smith. The Mayor serves as a member. Ex-officio, and presides at meetings of the “Board of Advisors.” Appointments are by the **Board of Directors** for three year terms.

	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
<u>Police Department Representatives</u>		
Dewey Young 3030 Edinburgh Drive (08) 709-5161 (w) deyoung@fortsmithpd.org	11/19/19	06/30/25
Bradley Marion 1216 Burnham Rd (03) 709-5134 Bradmarion1030@gmail.com	09/21/21	06/30/27
<u>Fire Department Representatives</u>		
Darrell Clark 1952 Kilgore Lane (72956) 629-4515 (h) 719-9156 (w) dclark@fortsmithar.gov	02/24/21	06/30/25

Ryan Rains 2409 South N Street (01) 883-7926 (h) 308-3350 (w) rrains@fortsmithar.gov	06/19/18	06/30/27
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Other City Department Representatives

Maria Miller 6600 Fieldcrest Drive 784-2254 (w) Maria.miller@fortsmithar.gov	04/20/21	06/30/25
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Patrick Geels 4420 Park Avenue (03) 783-0045 (h) 784-2473 (w) pgeels@fortsmithar.gov	05/20/14	06/30/26
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Citizen Representatives

Mary Moore UAMS 618 Williams St (08) 479-285-1519 Maryspeaking2u@gmail.com	06/21/11	06/30/26
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Rhonda Royal (Vacant) Sykes Enterprises 4200 North 6 Street #518 (04) 461-4041 (h) 784-8600 (w) royalfort@aol.com	07/15/14	06/30/23
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CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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: 05/08/2025
Name: Lt. Dewey Young Home Telephone: 479-739-5826
Home Address: 3030 Edinburgh Dr Fort Smith Arkansas Work Telephone: 479-709-5120
Zip: 72908 Email: deyoung@fortsmithpd.org

Occupation: Police Officer at Fort Smith PD
(If retired, please indicate former occupation or profession)

Education: High School Diploma

Professional and/or Community Activities: I've worked for Ft. Smith PD for over 26. I've held several positions within the department. I am also a little league baseball coach and have been doing that for about 20 years.

Additional Pertinent Information/References: I am seeking renewal on the Fort Smith Municipal Employee Benevolent Fund, my term expires June 30th, 2025.

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes No *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

Drivers License: [redacted] Date of Birth: [redacted]

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- Advertising & Promotion Commission
- Airport Commission
- Animal Services Advisory Board
- Arkansas Fair & Exhibition Facilities Board
- Audit Advisory Committee
- Building Board of Adjustment and Appeals
- Central Business Improvement District
- Civil Service Commission *(3 year residency required)*
- Community Development Advisory Committee
- County Equalization Board
- Electric Code Board of Appeal
- Fire Code Board of Appeals & Adjustments
- Fort Smith Municipal Employees Benevolent Fund Board of Advisors
- Future Fort Smith Committee
- Historic District Commission
- Housing Assistance Board
- Library Board of Trustees
- Mechanical Board of Adjustments and Appeals
- Parks & Recreation Commission
- Planning Commission
- Plumbing Advisory Board
- Port Authority
- Property Owners Appeals Board
- Public Facilities Board Advisory Committee
- Recycling Advisory Committee
- Sales Tax Review Committee
- Sebastian County Regional Solid Waste Management Board
- Transit Advisory Commission
- Water Advisory Committee
- Utility Advisory Committee

**Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov**

CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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: May 8, 2025
 Name: Darrell C. Clark Home Telephone: 479-629-4515
 Home Address: 4310 Molley Ln. Work Telephone: 479-719-9156
 Zip: 72921 Email: DClark@FortSmithAR.gov

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

Education: some college, no degree. NR Paramedic

Professional and/or Community Activities: IAFF Local #33, FSME Benevolent Fund Board, AR Association of Fire Chiefs

Additional Pertinent Information/References: Assistant Fire Chief - FSFD

Do you reside within the corporate boundaries of the city of Fort Smith? Yes _____ No X

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No X *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

Drivers License: _____ Date of Birth _____

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Advertising & Promotion Commission <input type="checkbox"/> Airport Commission <input type="checkbox"/> Animal Services Advisory Board <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board <input type="checkbox"/> Audit Advisory Committee <input type="checkbox"/> Building Board of Adjustment and Appeals <input type="checkbox"/> Central Business Improvement District <input type="checkbox"/> Civil Service Commission <i>(3 year residency required)</i> <input type="checkbox"/> Community Development Advisory Committee <input type="checkbox"/> County Equalization Board <input type="checkbox"/> Electric Code Board of Appeal <input type="checkbox"/> Fire Code Board of Appeals & Adjustments <input checked="" type="checkbox"/> Fort Smith Municipal Employees Benevolent Fund Board of Advisors <input type="checkbox"/> Future Fort Smith Committee | <ul style="list-style-type: none"> <input type="checkbox"/> Historic District Commission <input type="checkbox"/> Housing Assistance Board <input type="checkbox"/> Library Board of Trustees <input type="checkbox"/> Mechanical Board of Adjustments and Appeals <input type="checkbox"/> Parks & Recreation Commission <input type="checkbox"/> Planning Commission <input type="checkbox"/> Plumbing Advisory Board <input type="checkbox"/> Port Authority <input type="checkbox"/> Property Owners Appeals Board <input type="checkbox"/> Public Facilities Board Advisory Committee <input type="checkbox"/> Recycling Advisory Committee <input type="checkbox"/> Sales Tax Review Committee <input type="checkbox"/> Sebastian County Regional Solid Waste Management Board <input type="checkbox"/> Transit Advisory Commission <input type="checkbox"/> Water Advisory Committee <input type="checkbox"/> Utility Advisory Committee |
|---|---|

**Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
 junderwood@fortsmithar.gov**

Application for Boards, Commissions, and 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.

Today's Date

5/9/2025

Name

Josh Buchfink

Date of Birth**Home Address**

4923 Hardscrabble Way, Fort Smith, Arkansas 72903

Home Phone

(918) 693-2557

Work Phone

(479) 392-6961

Email

josh.buchfink@fortsmithar.gov

Occupation

Public Relations Manager

Education

Bachelors Degree

Professional and/or Community Activities:

Community Services Clearinghouse Board Member
River Valley Football Club - Soccer Coach
4th & 5th Grade Class Teacher - TheBOD.church
Ronald McDonald House Charities Advisory Board Member
Fort Smith Public Schools Mentor
Fort Smith Boys & Girls Clubs Farm to School Advisory Committee

Additional Pertinent Information/References:

I oversaw my church's benevolence program as a pastor for many years.

Upload additional files here (optional).

Do you reside within the corporate boundaries of the city of Fort Smith?

Yes

Are you a registered voter in the city of Fort Smith?

Yes

Attach a copy of your voter registration

Josh Buchfink - Voter Registration .pdf

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

No

Drivers License Number:

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

Fort Smith Municipal Employees Benevolent Fund Board of Advisors

ACKNOWLEDGMENT

In the event I am appointed to a City of Fort Smith board, commission, or committee, submission of this application hereby conveys my agreement to comply with all requirements associated with the subject board, commission, or committee governed by either the City of Fort Smith and/or the State of Arkansas.

(Municipal and State references are provided on the linked Exhibit A. Regarding references to resolutions and/or ordinances, such are available in the City Clerk's Office, 623 Garrison Avenue, Room 303.)

EXHIBIT A IS LINKED HERE

I further agree to comply with all requirements of Robert's Rules of Order, and specifically noted sections of the State of Arkansas Code Annotated and Fort Smith Municipal Code provided below:

Robert's Rules of Order

The above is available online at <http://robertsrules.com>. A hard copy is also available for viewing in the City Clerk's Office, 623 Garrison Avenue, Room 303.

State of Arkansas Code Annotated (A.C.A.)

1. Title 14 Local Government
Subtitle 3 Municipal Government
Chapter 42 Government of Municipalities Generally
Subchapter 1 General Provisions
Section 14-42-106 Oath and bond required*
**Requires appointees to take an Oath of Office within 10 days of being notified of said appointment. Failure to accomplish this could result in the appointed position being declared vacant.*

2. Title 25 State Government
Chapter 19 Freedom of Information Act of 1967

The above are available via a link on the City of Fort Smith website: State of Arkansas Code A hard copy is also available for viewing in the City Clerk's Office, 623 Garrison Avenue, Room 303.

Fort Smith Municipal Code

CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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: 05/15/2025
Name: Maria Miller Home Telephone: 479-461-0747
Home Address: 6600 Fieldcrest Dr Work Telephone: 479-784-2254
Zip: 72916 Email: maria.miller@fortsmithar.gov

Occupation: Citizen Services Program Manager
(If retired, please indicate former occupation or profession)

Education: MBA
Professional and/or Community Activities: Currently serve on the Fort Smith Municipal Employees Benevolent Fund; Serve on the Riley Farm POA Board of Directors

Additional Pertinent Information/References: _____

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- | | |
|--|---|
| <input type="checkbox"/> Advertising & Promotion Commission | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Housing Assistance Board |
| <input type="checkbox"/> Animal Services Advisory Board | <input type="checkbox"/> Library Board of Trustees |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board | <input type="checkbox"/> Mechanical Board of Adjustments and Appeals |
| <input type="checkbox"/> Audit Advisory Committee | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Building Board of Adjustment and Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Central Business Improvement District | <input type="checkbox"/> Plumbing Advisory Board |
| <input type="checkbox"/> Civil Service Commission <i>(3 year residency required)</i> | <input type="checkbox"/> Port Authority |
| <input type="checkbox"/> Community Development Advisory Committee | <input type="checkbox"/> Property Owners Appeals Board |
| <input type="checkbox"/> County Equalization Board | <input type="checkbox"/> Public Facilities Board Advisory Committee |
| <input type="checkbox"/> Electric Code Board of Appeal | <input type="checkbox"/> Recycling Advisory Committee |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Sales Tax Review Committee |
| <input checked="" type="checkbox"/> Fort Smith Municipal Employees Benevolent Fund Board of Advisors | <input type="checkbox"/> Sebastian County Regional Solid Waste Management Board |
| <input type="checkbox"/> Future Fort Smith Committee | <input type="checkbox"/> Transit Advisory Commission |
| | <input type="checkbox"/> Water Advisory Committee |
| | <input type="checkbox"/> Utility Advisory Committee |

**Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov**

Application for Boards, Commissions, and 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.

Today's Date

5/19/2025

Name

Rhonda Hays

Date of Birth

Home Address

10731 Old Harbor Ct, Fort Smith, Arkansas 72903

Home Phone

(479) 420-7161

Work Phone

Email

ronnieehays@yahoo.com

Occupation

Analyst Internal Revenue Service

Education

Bachelor's degree in Organizational management

Professional and/or Community Activities:

Previously on the board of directors of the Fort Smith Little Theater. Currently serve as secretary at the Fort Smith Little Theater

Additional Pertinent Information/References:

Reference: Maria Miller - Citizen Services Program Manager City of Fort Smith.

Upload additional files here (optional).

Do you reside within the corporate boundaries of the city of Fort Smith?

Yes

Are you a registered voter in the city of Fort Smith?

Yes

Attach a copy of your voter registration

image.jpg

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

No

Drivers License Number:

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

Fort Smith Municipal Employees Benevolent Fund Board of Advisors

Future Fort Smith Committee

ACKNOWLEDGMENT

In the event I am appointed to a City of Fort Smith board, commission, or committee, submission of this application hereby conveys my agreement to comply with all requirements associated with the subject board, commission, or committee governed by either the City of Fort Smith and/or the State of Arkansas.

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State of Arkansas Code Annotated (A.C.A.)

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Section 14-42-106 Oath and bond required*
**Requires appointees to take an Oath of Office within 10 days of being notified of said appointment. Failure to accomplish this could result in the appointed position being declared vacant.*
2. Title 25 State Government
Chapter 19 Freedom of Information Act of 1967

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Fort Smith Municipal Code

1. Chapter 2 - Administration
Article VI - Boards, Commissions, Etc.
Section 2-232 - Appointment and removal of members of appointed boards, commissions or committees



MEMORANDUM

TO: Mayor and Board of Directors
FROM: Jessica Underwood, Executive Assistant
DATE: June 11, 2025
SUBJECT: Appointment: Future Fort Smith Committee

SUMMARY

Dr. Daniel Fudge resigned from the Future Fort Smith Committee. The applicants are Chris Chaney and Rhonda Hays.

Appointments are made by the Board of Directors, one appointment is needed. The term will expire on April 21, 2030.

ATTACHMENTS

1. [Future Fort Smith Committee 20250611.pdf](#)

FUTURE FORT SMITH COMMITTEE

The responsibilities of the committee include periodic progress meeting with city staff, a review of the annual, biennial and quinquennial reports on the progress of the comprehensive plan; provide feedback before the reports are finalized, and assist with preparation of a scorecard to show how the plan is implemented. The committee may also assist by working with neighborhood and other community groups providing them with progress reports and helping them get involved.

The committee shall consist of nine (9) at large appointments, to be made by the ***board of directors***, one (1) member of the planning commission, and one (1) member of the parks commission. The Planning Commission and parks commission shall each select their representatives for the committee. All terms shall be for five (5) years, after which time the board of director shall determine future terms. The representatives of the ***planning commission*** and ***parks commission*** must continue to be a member of their respective commission while serving on the committee. If such committee member ceases to be a member of his/her respective commission, the commission shall designate another of its members to fill the remainder of the term on the committee. The committee meets on call.

	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
Richard Hainlen 6803 Southfield Circle (16) 314-366-5394 rhainlen@gmail.com	10/22/2024	04/21/30
Keley Simpson Mission Facilitator P.O. Box 11293 (17) 221-2784 (h) 783-8919 (w) keley@1pres.org	04/21/15	04/21/30
Marcus Day Consultant 7227 Stonebrook Dr 785-219-9212 Marcusday3586@gmail.com	03/18/25	04/21/30
Ashley Gerhardson (chair) Director of Data Analytics 4807 Oak Hollow Lane (03) 918-775-1300 (h) 308-2311 (w) Dr.ashleygerhardson@gmail.com	09/21/21	04/21/30

Rocky Walker (vice-chair) 04/21/15 04/21/30
Builder/Realtor
6808 Hunter Crossing (16)
651-6118 (w)
rocky@cobblestonehouses.inc

Amanda Sanchez 03/18/25 04/21/30
28 Courtland Street (01)
817-240-3480
a.hilton0919@gmail.com

Dr. Daniel Fudge (Vacant) 03/26/24 04/21/30
Professor
7916 Huntington Way (72916)
479-747-7550(h)
479-979-1293 (w)
Danielfudge1@gmail.com

Brianca Hollins 04/15/2025 04/21/30
Mechanical Engineer
479-452-8922 work
479-883-1196 - Cell
7405 Ellis St
Bhollins@hsaconsultants.com

Jennifer Terry (secretary) 10/20/20 04/21/30
RN
405-315-8601
24 Brentwood Court (08)
Jenniferterry131@gmail.com

Planning Commission Appointment

Brian Trumbly 05/09/23 04/30/25
Project Manager
4906 Saint Andrew's Way (03)
926-2775 (h)
242-4410 (w)
brian@petreeco.com

Parks and Recreation Appointment

Sam Hanna 03/12/25 04/21/30
EHS & Pipeline Operations
4610 S 96th Street
479-651-7587
shanna@hannaog.com

04/17/2025



CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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

Date: 3/20/2025
Name: Chris Chaney Home Telephone: 479-653-1792
Home Address: 500 N 12th St. #21 Work Telephone: _____
Zip: 72901 Email: mr.fortsmith@gmail.com

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

Education: High School Diploma, Trade School
Professional and/or Community Activities: Im a business consultant and work with small businesses
I've served on several nonprofits and participated
Additional Pertinent Information/References: in several community projects and panel
discussions

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____
Are you a registered voter in the city of Fort Smith? Yes No _____

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No *Note: "Yes" will not automatically preclude you from consideration.*
If yes, please identify the offense and the approximate date.

Drivers License: [REDACTED] Date of Birth: [REDACTED]
(This information will be used to conduct a criminal background check of all applicants).

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- | | |
|---|---|
| <input type="checkbox"/> Advertising & Promotion Commission | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Housing Assistance Board |
| <input type="checkbox"/> Animal Services Advisory Board | <input type="checkbox"/> Library Board of Trustees |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board | <input type="checkbox"/> Mechanical Board of Adjustments and Appeals |
| <input type="checkbox"/> Audit Advisory Committee | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Building Board of Adjustment and Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Central Business Improvement District | <input type="checkbox"/> Plumbing Advisory Board |
| <input type="checkbox"/> Civil Service Commission <i>(3 year residency required)</i> | <input type="checkbox"/> Port Authority |
| <input type="checkbox"/> Community Development Advisory Committee | <input type="checkbox"/> Property Owners Appeals Board |
| <input type="checkbox"/> County Equalization Board | <input type="checkbox"/> Public Facilities Board Advisory Committee |
| <input type="checkbox"/> Electric Code Board of Appeal | <input type="checkbox"/> Recycling Advisory Committee |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Sales Tax Review Committee |
| <input type="checkbox"/> Fort Smith Municipal Employees Benevolent Fund Board of Advisors | <input type="checkbox"/> Sebastian County Regional Solid Waste Management Board |
| <input checked="" type="checkbox"/> Future Fort Smith Committee | <input type="checkbox"/> Transit Advisory Commission |
| | <input type="checkbox"/> Water Advisory Committee |

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junderwood@fortsmithar.gov**

Application for Boards, Commissions, and 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.

Today's Date

5/19/2025

Name

Rhonda Hays

Date of Birth**Home Address**

10731 Old Harbor Ct, Fort Smith, Arkansas 72903

Home Phone

(479) 420-7161

Work Phone**Email**

ronnieehays@yahoo.com

Occupation

Analyst Internal Revenue Service

Education

Bachelor's degree in Organizational management

Professional and/or Community Activities:

Previously on the board of directors of the Fort Smith Little Theater. Currently serve as secretary at the Fort Smith Little Theater

Additional Pertinent Information/References:

Reference: Maria Miller - Citizen Services Program Manager City of Fort Smith.

Upload additional files here (optional).

Do you reside within the corporate boundaries of the city of Fort Smith?

Yes

Are you a registered voter in the city of Fort Smith?

Yes

Attach a copy of your voter registration

image.jpg

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

No

Drivers License Number:

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

Fort Smith Municipal Employees Benevolent Fund Board of Advisors
Future Fort Smith Committee

ACKNOWLEDGMENT

In the event I am appointed to a City of Fort Smith board, commission, or committee, submission of this application hereby conveys my agreement to comply with all requirements associated with the subject board, commission, or committee governed by either the City of Fort Smith and/or the State of Arkansas.

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Fort Smith Municipal Code

1. Chapter 2 - Administration
Article VI - Boards, Commissions, Etc.
Section 2-232 - Appointment and removal of members of appointed boards, commissions or committees



MEMORANDUM

TO: Mayor and Board of Directors
FROM: Jessica Underwood, Executive Assistant
DATE: June 9, 2025
SUBJECT: Appointment: Library Board of Trustees

SUMMARY

Ms. Lizzie Sinclair resigned from the Library Board of Trustees, leaving one vacancy. The applicants are Ms. Sandi Sanders and Mr. Daniel Harris.

Appointments are made by the Mayor and approved by the Board of Directors, one appointment is needed. The term will expire on December 31, 2027.

ATTACHMENTS

1. [Library Board of Trustees - Appointment 20250617.pdf](#)

LIBRARY BOARD OF TRUSTEES

The Library Board of Trustees is responsible for the management and control of the Fort Smith Public Library.

The trustees are citizens of Fort Smith appointed by the ***Mayor***, with the approval of the Board of Directors, for five year terms. Beginning January 1, 1998 regardless of the term length, no person, whether a current trustee or being considered for appointment as a trustee, who has served two (2) or more consecutive terms shall be eligible for appointment or reappointment to serve until at least one (1) year shall passed since they last served on the board.

The Library Board meets at 4:30 p.m. on the third Tuesday of each month at the Library.

	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
Tyler Armstrong Pro Bono Coordinator 1201 N 55 th Terrace (04) 909-240-2644 (c) 479-974-4901 (h) tarmstrong@arkansaslegalservices.org	12/13/22	12/31/27
Madeline Martinez UAFS Spanish Professor 5804 Meadow Brook Dr (16) 479-414-4810 (c) 479-788-7562 (w) madelinemartinezsantiago@gmail.com	12/13/22	12/31/27
Elizabeth (Lizzie) Sinclair (vacant) Medical Consultant 101 N Albert Pike Ave (03) 406-600-4008 (h) Lizzie.j.sinclair@gmail.com	08/16/22	12/31/27
Amy Skypala UAFS Professor 2000 S. 66 th Street (03) 406-498-0121 (c) 479-788-7825 (w) amy.skypala@uafs.edu	01/18/2024	12/31/28

Jeremy Wann
Attorney
820 North 21 Street (01)
689-0073 (w)
Jwann87@gmail.com

12/18/18

12/31/28

Shirley Hartwig
Semi-Retired
8902 Southridge Drive (08)
763-1149 (h)
452-1521 (w)
Shartw5@aol.com

01/19/21

12/31/25

Christopher J. Hooks
Attorney
1506 South 34 Street (03)
870-674-7342 (h)
782-8813 (w)
chooks@rbsr-attorneys.com

01/19/21

12/31/25

Jennifer Goodson, Library Director
1212 North 52 Street (04)
783-0229 ext. 1145 (w)
jgoodson@fortsmithlibrary.org

CITY OF FORT SMITH

Application for Boards / Committees / Commissions

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: 5/28/25
Name: Daniel C Harris Home Telephone: (479) 252-5027
Home Address: 3501 Brooken Hill Dr Work Telephone: _____
Zip: 72908 Email: dharris035@gmail.com

Occupation: Teacher - MHS
(If retired, please indicate former occupation or profession)

Education: B.S. in Math - UAFS MAT - SAU
Professional and/or Community Activities: Vanguard (member) at Forefront Church
Sponsor of Partners in Christ, Mu Alpha Theta at MHS
Additional Pertinent Information/References: Lee Kemp, City Director
Ward 3

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No Note: "Yes" will not automatically preclude you from consideration.

If yes, please identify the offense and the approximate date.

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- | | |
|---|---|
| <input type="checkbox"/> Advertising & Promotion Commission | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Housing Assistance Board |
| <input type="checkbox"/> Animal Services Advisory Board | <input checked="" type="checkbox"/> Library Board of Trustees |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board | <input type="checkbox"/> Mechanical Board of Adjustments and Appeals |
| <input type="checkbox"/> Audit Advisory Committee | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Building Board of Adjustment and Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Central Business Improvement District | <input type="checkbox"/> Plumbing Advisory Board |
| <input type="checkbox"/> Civil Service Commission (3 year residency required) | <input type="checkbox"/> Port Authority |
| <input type="checkbox"/> Community Development Advisory Committee | <input type="checkbox"/> Property Owners Appeals Board |
| <input type="checkbox"/> County Equalization Board | <input type="checkbox"/> Public Facilities Board Advisory Committee |
| <input type="checkbox"/> Electric Code Board of Appeal | <input type="checkbox"/> Recycling Advisory Committee |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Sales Tax Review Committee |
| <input type="checkbox"/> Fort Smith Municipal Employees Benevolent Fund Board of Advisors | <input type="checkbox"/> Sebastian County Regional Solid Waste Management Board |
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Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov

CITY OF FORT SMITH

Application for Boards / Committees / Commissions

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: 5-31-25
Name: Sandi Sanders Home Telephone: 479-462-5090
Home Address: 2301 Wyndesmere Way Work Telephone: _____
Zip: 72903 Email: sandy.sandersark@gmail.com

Occupation: Retired Senior Vice Chancellor, UAFS
(If retired, please indicate former occupation or profession)

Education: Bachelor, Masters, + EDD. in Higher Education
Professional and/or Community Activities: See Attached

Additional Pertinent Information/References: See Attached

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

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| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Housing Assistance Board |
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| | <input type="checkbox"/> Water Advisory Committee |

*Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov*

SANDRA DIANE "SANDI" SANDERS

EDUCATION

Doctor of Education University of Arkansas	Major field: Higher Education Management Fayetteville, Arkansas
Master of Science University of Arkansas	Major field: Educational Administration Fayetteville, Arkansas
Bachelor of Science University of Oklahoma	Major field: Education: Norman, Oklahoma

PROFESSIONAL EXPERIENCE

Dr. Sanders served as public school teacher and principal in both Arkansas and Oklahoma from 1964 to 1979. She came to Westark College in 1979 as director of the Continuing Education Division, and has served as Vice President for Student Services and University Center operations, Vice President for Student Services and Administration, Chief Operating Officer/Provost, and Senior Vice Chancellor/Chief of Staff. Following the death of Chancellor Joel R. Stubblefield, Dr. Sanders served as Interim Chancellor of the University of Arkansas - Fort Smith until a new chancellor was named, at which point she resumed her position as Senior Vice Chancellor.

COMMUNITY INVOLVEMENT

- Member and past president, Arkansas Arts Council
- Member, St. Luke Lutheran Church
- Member, Fort Smith Montessori School

PREVIOUS COMMUNITY SERVICE

- Arvest Bank, Fort Smith, Board of Directors
- Reynolds Cancer Support House, Board of Directors
- St. Edward Mercy Medical Center Board of Directors, Past Chair
- United Way of Fort Smith Area Board of Directors, Past Chair
- United Way Women's Leadership Giving, Founding Chair
- Chamber Economic and Marketing Strategy Development Steering Committee

PREVIOUS COMMUNITY SERVICE

- Arvest Bank, Fort Smith, Board of Directors
- Reynolds Cancer Support House Board of Directors
- St. Edward Mercy Medical Center Board of Directors, Past Chair
- United Way of Fort Smith Area Board of Directors, Past Chair
- United Way Women's Leadership Giving, Founding Chair
- Chamber Economic and Marketing Strategy Development Steering Committee
- Leadership Fort Smith Board of Advisor Director, Arkansas State Chamber of Commerce
- Campaign Chairman, United Way of Fort Smith Area
- Chair of the Arkansas Leadership Organization, NALO
- Former member and chair, St. Edward Advisory Board of Directors
- Former president of Lincoln Childcare Center
- Past president, St. Luke Lutheran Church Council
- Former vice president, Abilities Unlimited Board of Directors
- Former member and vice president, Girl Scouts of the Mount Magazine Area Board of Directors
- Former member, Library Endowment Committee
- Former member, Sparks Regional Medical Center Advisory Board of Directors
- Past treasurer and sustainer, Junior League of Fort Smith

HONORS

- Presented the 2006 Spirit of the Frontier Award by the City of Fort Smith
- Named 2002 *Woman of Distinction* by the Girl Scout Council of Mount Magazine Area
- Listed as one of the *Top Women in Arkansas* by the Girl Scout Council of Mount Magazine Area
- Presented *Outstanding Leadership Award* by the Leadership Fort Smith Alumni Association
- Selected for "75 Who Made a Difference," in recognition of "graduates of the University of Oklahoma College of Education who have made an impact in the lives of those they touch"
- Selected to participate in Summit Three-State Economic Development Conference, sponsored by the U.S. Department of Housing and Urban Development
- Recipient of the Phi Delta Kappa *Administrator of the Year Award*
- Recipient of the Gloria White Community Angel Award presented by Project Compassion
- Recognized as one of the *Top 100 Women in Arkansas* by Arkansas Business Publishing Group
- Recipient of the *Outstanding Leadership Award* presented by the Leadership Fort Smith Alumni Association
- Recipient of the *Professional Woman Award in Recognition of Exceptional Career Achievement, Outstanding Community Service, and Role Model to All Working Women*, presented by the Business and Professional Women Association



MEMORANDUM

TO: Mayor and Board of Directors
FROM: Jessica Underwood, Executive Assistant
DATE: June 11, 2025
SUBJECT: Appointment: Property Owners Appeals Board

SUMMARY

The terms of Megan Raynor and Jack Swink on the Property Owners Appeal Board expire on July 14, 2025. Ms. Raynor is interested in reappointment, and Mr. Swink is not interested in appointment. No other applications received at this time.

Appointments are made by the Board of Directors, one appointment is needed. The new term will expire on July 14, 2030.

ATTACHMENTS

1. [Property Owners Appeal Board 20250617.pdf](#)

PROPERTY OWNERS APPEAL BOARD

The Property Owners Appeals Board was established by the Board of Directors April 15, 1997 to review city ordinances relative to clean up lands for the purpose of making recommendations to the Board of Directors concerning amendments thereto, and to hear appeals of delinquent property owners charged by the city for abatement costs who feel themselves aggrieved by action of the city.

The board consist of five persons appointed by the **Board of Directors** who, following initial staggered terms, will serve five year terms of office. The board shall meet to hear appeals twice annually during the month of September, and may meet for other purposes as well. Meetings are scheduled for the second Monday of each month at 11:00 a.m. in the "Planning Conference Room" at 623 Garrison Avenue, room 326.

	<u>Date Appointed</u>	<u>Term Expires</u>
Justin Sparrow 7610 Oxford Place (03) 479-754-7475 Justinsparrow2000@yahoo.com	11/17/20	07/14/28
Bobbie Woodard Andrews (vacant) 3216 Blair Ave #3 (04) 769-4813 shakeyJns1958@gmail.com	07/17/19	07/14/24
Karen Lewis Accountant 5620 Free Ferry Road (03) 629-7665 (h) klewis@hankinscpafirm.com	08/18/21	07/14/29
Megan Raynor 504 Lecta (01) 420-1910 (h) 782-8808 (w) mraynor@hannaoilandgas.com	06/15/10	07/14/25
Jack Swink (not interested in reappointment) 9816 Jenny Lind Road (08) 414-3200 Swinkinc1@gmail.com	07/21/20	07/14/25

CITY OF FORT SMITH

Application for Boards / Committees / Commissions

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: 5-13-25
Name: Megan Raynor Home Telephone: 479-420-1910
Home Address: 504 Lecta Work Telephone: 479-782-8808
Zip: 72901 Email: megr15@hotmail.com

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

Education: Bachelor of Science-Business Administration UAFS
Professional and/or Community Activities: Leadership Fort Smith, Citizens Academy, Citizens Police Academy, Citizens Fire Academy, Citizens Sheriff's Academy, FBI Citizen's Academy, Clayton House board, P.E.O., Park Partners
Additional Pertinent Information/References: _____

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No *Note: "Yes" will not automatically preclude you from consideration.*
If yes, please identify the offense and the approximate date.

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- | | |
|---|---|
| <input type="checkbox"/> Advertising & Promotion Commission | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Housing Assistance Board |
| <input type="checkbox"/> Animal Services Advisory Board | <input type="checkbox"/> Library Board of Trustees |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board | <input type="checkbox"/> Mechanical Board of Adjustments and Appeals |
| <input type="checkbox"/> Audit Advisory Committee | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Building Board of Adjustment and Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Central Business Improvement District | <input type="checkbox"/> Plumbing Advisory Board |
| <input type="checkbox"/> Civil Service Commission <i>(3 year residency required)</i> | <input type="checkbox"/> Port Authority |
| <input type="checkbox"/> Community Development Advisory Committee | <input checked="" type="checkbox"/> Property Owners Appeals Board |
| <input type="checkbox"/> County Equalization Board | <input type="checkbox"/> Public Facilities Board Advisory Committee |
| <input type="checkbox"/> Electric Code Board of Appeal | <input type="checkbox"/> Recycling Advisory Committee |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Sales Tax Review Committee |
| <input type="checkbox"/> Fort Smith Municipal Employees Benevolent Fund Board of Advisors | <input type="checkbox"/> Sebastian County Regional Solid Waste Management Board |
| <input type="checkbox"/> Future Fort Smith Committee | <input type="checkbox"/> Transit Advisory Commission |
| | <input type="checkbox"/> Water Advisory Committee |
| | <input type="checkbox"/> Utility Advisory Committee |

**Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov**



MEMORANDUM

TO: Mayor and Board of Directors
FROM: Jessica Underwood, Executive Assistant
DATE: June 11, 2025
SUBJECT: Appointment: Sales Tax Review Committee

SUMMARY

The terms of Amy Whittington and Lee Easley on the Sales Tax Review Committee expire on June 30, 2025. They are both interested in reappointment.

Additionally, there is another vacancy. The applicant is Michael Johns.

Appointments are made by the Board of Directors, three appointments are needed. The terms will expire on June 30, 2028.

ATTACHMENTS

1. [Sales Tax Review Committee 20250617.pdf](#)

Sales Tax Review Committee

The Sales Tax Review Committee is administered by the Finance Department to serve as a standing committee to review Sales and Use Tax revenues received by the City of Fort Smith, as well as the expenditure of such funds. As the uses of each sales and use tax is prescribed in the ballot title considered by Fort Smith voters (or by Board resolution in the case of the county-wide sales and use tax), this Sales Tax Review Committee will verify that all funds received from these various sales and use taxes are being spent for their intended purpose.

The Sales Tax Review Committee shall be comprised of nine (9) regular members who are qualified electors of the city. Appointments shall be made by the Board of Directors. At all times the membership of the Sales Tax Review Committee shall include at least one resident from each of the four city wards, and five at-large members. At least one of the nine regular members shall be a Certified Public Accountant (CPA). No member of the Fort Smith Board of Directors shall be appointed to the committee. In addition to the nine regular members, the City of Fort Smith’s Mayor, Deputy City Administrator, and Director of Finance shall serve as ex-officio (participatory, but non-voting) members of the Sales Tax Review Committee.

Upon appointment and at the first organizational meeting of the Sales Tax Review Committee, the members shall draw lots for one, two, or three-year terms. Thereafter, appointments to fill expired terms on the Sales Tax Review Committee shall be for three-year terms. Members are eligible to apply for re-appointment at the expiration of their terms. The Committee shall meet at least once per quarter on the first week of the third month after the end of a fiscal quarter. **Appointments are made by the Board of Directors.**

Board of Directors.	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
Amy Whittington (At-Large) Senior Accountant 4800 S. X Street Fort Smith, AR 72903 479-462-7584 (c) 479-494-6661 (w) asnell@arcb.com	09/17/2024	06/30/2025
David Ingram (vacant) Retired / School Substitute 3109 S 57 th (03) 479-452-2164 (h) 479-384-2576 (w) Thewhiterabbit2016@att.net	4/19/2022	06/30/2025
Walter Echols – Ward 4 (Chairperson) Retired 10724 Hunters Point Rd 769-0684 (h) 785-8702 (w) wjechols@arcb.com	4/19/2022	06/30/2026

<p>Donala Jordan [REDACTED] [REDACTED] [REDACTED] [REDACTED] <u>Donalakjordan@outlook.com</u></p>	4/19/2022	06/30/2026
<p>Frank Glidewell – Ward 3 Retired – Electrical Contractor 10409 Castleton Street (08) 650-1122 (h) <u>frankglidewell@yahoo.com</u></p>	4/19/2022	06/30/2026
<p>Judith (Judy) Willcoxon – CPA (Vice-Chair) Retired 8012 Adam Drive (03) 479-452-5927 (h) <u>jkwillcoxon@gmail.com</u></p>	4/19/2022	06/30/2027
<p>Lee Easley Director - ArcBest 7710 Dover Circle (03) 650-6439 (h) 784-8559 (w) <u>Leeeasley@aol.com</u></p>	4/19/2022	06/30/2025
<p>Richard Morris– Ward 2 Retired 1117 N 6th Street Fort Smith, AR (01) 479-769-1893 (c) <u>rmfsar@gmail.com</u></p>	09/17/2024	06/30/2027
<p>Kenna Slaughter - Ward 1 Stay-at-home parent 4117 Stanard Ave Fort Smith, AR 72903 479-806-0923 (c) <u>Klslaughter18@icloud.com</u></p>	09/17/2024	06/30/2027



CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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: 5/7/2025
Name: Amy Whittington Home Telephone: 479-462-7584
Home Address: 4800 S X Street Work Telephone: _____
Zip: 72903 Email: asnell@arcb.com

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

Education: Bachelor-Business Admin, Bachelor-Accounting, Master-Finance

Professional and/or Community Activities: Volunteer @ The Call Sebastian/Crawford County

Additional Pertinent Information/References: _____

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

Drivers License: _____ Date of Birth: _____

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- Advertising & Promotion Commission
- Airport Commission
- Animal Services Advisory Board
- Arkansas Fair & Exhibition Facilities Board
- Audit Advisory Committee
- Building Board of Adjustment and Appeals
- Central Business Improvement District
- Civil Service Commission *(3 year residency required)*
- Community Development Advisory Committee
- County Equalization Board
- Electric Code Board of Appeal
- Fire Code Board of Appeals & Adjustments
- Fort Smith Municipal Employees Benevolent Fund Board of Advisors
- Future Fort Smith Committee
- Historic District Commission
- Housing Assistance Board
- Library Board of Trustees
- Mechanical Board of Adjustments and Appeals
- Parks & Recreation Commission
- Planning Commission
- Plumbing Advisory Board
- Port Authority
- Property Owners Appeals Board
- Public Facilities Board Advisory Committee
- Recycling Advisory Committee
- Sales Tax Review Committee
- Sebastian County Regional Solid Waste Management Board
- Transit Advisory Commission
- Water Advisory Committee
- Utility Advisory Committee

**Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov**

ward 3

CITY OF FORT SMITH

Application for Boards / Committees / Commissions

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: 6/2/2025

Name: Lee Easley

Home Telephone: 479-650-6439

Home Address: 11005 Saint Karr Way

Work Telephone: _____

Zip: 72916

Email: leeeasley@aol.com

Occupation: Director, IT - ArcBest Technologies
(If retired, please indicate former occupation or profession)

Education: B.S. Computer and Information Systems

Professional and/or Community Activities: UCA Computer Science Advisory Board,

Panasonic Business & Industry Advisory Board, East Side Baptist Church deacon

Additional Pertinent Information/References: _____

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

Drivers License: _____ Date of Birth: _____

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- Advertising & Promotion Commission
- Airport Commission
- Animal Services Advisory Board
- Arkansas Fair & Exhibition Facilities Board
- Audit Advisory Committee
- Building Board of Adjustment and Appeals
- Central Business Improvement District
- Civil Service Commission *(3 year residency required)*
- Community Development Advisory Committee
- County Equalization Board
- Electric Code Board of Appeal
- Fire Code Board of Appeals & Adjustments
- Fort Smith Municipal Employees Benevolent Fund Board of Advisors
- Future Fort Smith Committee
- Historic District Commission
- Housing Assistance Board
- Library Board of Trustees
- Mechanical Board of Adjustments and Appeals
- Parks & Recreation Commission
- Planning Commission
- Plumbing Advisory Board
- Port Authority
- Property Owners Appeals Board
- Public Facilities Board Advisory Committee
- Recycling Advisory Committee
- Sales Tax Review Committee
- Sebastian County Regional Solid Waste Management Board
- Transit Advisory Commission
- Water Advisory Committee
- Utility Advisory Committee

Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902

junderwood@fortsmithar.gov



CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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: 6/03/2025
Name: Michael Johns Home Telephone: 479-414-6132 (cell)
Home Address: 3 Laurel Glen, Ft. Smith, AR Work Telephone: 479-785-6130
Zip: 72903 Email: _____

Occupation: Attorney/ Chief Legal Officer ArcBest Corporation
(If retired, please indicate former occupation or profession)

Education: BSBA 1980 Univ of Arkansas, JD 1983 Southern Methodist Univ
Professional and/or Community Activities: member board of directors Regional Art Museum

Additional Pertinent Information/References: I am a certified public accountant (inactive); Lavon Morton and Walter Echols (references)

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No Note: "Yes" will not automatically preclude you from consideration. If yes, please identify the offense and the approximate date.

Drivers License: [redacted] Date of Birth: [redacted]
(This information will be used to conduct a criminal background check of all applicants).

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- Advertising & Promotion Commission
- Airport Commission
- Animal Services Advisory Board
- Arkansas Fair & Exhibition Facilities Board
- Audit Advisory Committee
- Building Board of Adjustment and Appeals
- Central Business Improvement District
- Civil Service Commission *(3 year residency required)*
- Community Development Advisory Committee
- County Equalization Board
- Electric Code Board of Appeal
- Fire Code Board of Appeals & Adjustments
- Fort Smith Municipal Employees Benevolent Fund Board of Advisors
- Future Fort Smith Committee
- Historic District Commission
- Housing Assistance Board
- Library Board of Trustees
- Mechanical Board of Adjustments and Appeals
- Parks & Recreation Commission
- Planning Commission
- Plumbing Advisory Board
- Port Authority
- Property Owners Appeals Board
- Public Facilities Board Advisory Committee
- Recycling Advisory Committee
- Sales Tax Review Committee
- Sebastian County Regional Solid Waste Management Board
- Transit Advisory Commission
- Water Advisory Committee
- Utility Advisory Committee

Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov



MEMORANDUM

TO: Mayor and Board of Directors
FROM: Jessica Underwood, Executive Assistant
DATE: June 9, 2025
SUBJECT: Appointment: Transit Advisory Commission

SUMMARY

The terms of Melissa Woodall and Bradley Martin of the Transit Advisory Commission expire on July 14, 2025. Ms. Woodall is interested in reappointment, and Mr. Martin is not interested in reappointment. The other applicant is Melissa Bixby.

Appointments are made by City Administration and confirmed by the Board of Directors. Two appointments are needed. The new terms will expire on July 15, 2028.

ATTACHMENTS

1. [Transit Appointments 20250617..pdf](#)

TRANSIT ADVISORY COMMISSION

The Transit Advisory Commission is responsible for maintaining and improving public transit in Fort Smith and to direct efforts regarding marketing/advertising, shelters, special projects, bus zones, stops and routes as well as other related issues.

The commission was established on April 7, 1998. The Transit Advisory Commission consists of five members appointed by the **Administration** and confirmed by the Board of Directors. Each member serves a three-year term.

	<u>DATE APPOINTED</u>	<u>TERM EXPIRES</u>
Ann-Gee Lee Professor 3122 S 56 th St (03) 419-819-7722 (h) 479/788/7363 (W) Ann-Gee.Lee@uafs.edu	12/14/2021	07/15/27
Melissa Woodall Manager 2210 South S Street 561-2610 melissadwoodall@gmail.com	07/16/19	07/15/25
Bradley Martin Realtor 2121 Wolfe Lane 783-0415 (home) 650-5456 (cell) bradleymartin@sbcglobal.net	04/19/22	07/15/25
JoAnne Elsken Retired 5700 Hardscrabble Way 479-461-1822 jmelsken45@gmail.com	04/19/22	07/15/26

Marian Azab
Assistant Professor
530 N Albert Pike Ave
479-788-7588 (work)
714-235-1504
Marian.azab@uafs.edu

04/15/25

07/15/27

6/9/2025

CITY OF FORT SMITH

Application for Boards /Committees / Commissions

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: 5-15-25

Name: Melissa Woodall

Home Telephone: 479-561-2610

Home Address: 2210 South S

Work Telephone: _____

Zip: 72901

Email: melissadwoodall@gmail.com

Occupation: Homemaker

(If retired, please indicate former occupation or profession)

Education: Completed Northside High School with honors, same college at Westark

Professional and/or Community Activities: Chair of Fort Smith Transit Advisory Commission

Additional Pertinent Information/References: _____

Do you reside within the corporate boundaries of the city of Fort Smith? Yes No _____

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

Note: Copy of voter registration card must be attached to this application.

Have you ever been convicted of a felony, misdemeanor, DWI/DUI or other serious traffic offense? Yes _____ No *Note: "Yes" will not automatically preclude you from consideration.*

If yes, please identify the offense and the approximate date.

Drivers License: _____ Date of Birth: _____

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

Please select the board(s), committee(s), or commission(s) on which you would like to serve:

- | | |
|---|---|
| <input type="checkbox"/> Advertising & Promotion Commission | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Housing Assistance Board |
| <input type="checkbox"/> Animal Services Advisory Board | <input type="checkbox"/> Library Board of Trustees |
| <input type="checkbox"/> Arkansas Fair & Exhibition Facilities Board | <input type="checkbox"/> Mechanical Board of Adjustments and Appeals |
| <input type="checkbox"/> Audit Advisory Committee | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Building Board of Adjustment and Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Central Business Improvement District | <input type="checkbox"/> Plumbing Advisory Board |
| <input type="checkbox"/> Civil Service Commission (3 year residency required) | <input type="checkbox"/> Port Authority |
| <input type="checkbox"/> Community Development Advisory Committee | <input type="checkbox"/> Property Owners Appeals Board |
| <input type="checkbox"/> County Equalization Board | <input type="checkbox"/> Public Facilities Board Advisory Committee |
| <input type="checkbox"/> Electric Code Board of Appeal | <input type="checkbox"/> Recycling Advisory Committee |
| <input type="checkbox"/> Fire Code Board of Appeals & Adjustments | <input type="checkbox"/> Sales Tax Review Committee |
| <input type="checkbox"/> Fort Smith Municipal Employees Benevolent Fund Board of Advisors | <input type="checkbox"/> Sebastian County Regional Solid Waste Management Board |
| <input type="checkbox"/> Future Fort Smith Committee | <input checked="" type="checkbox"/> Transit Advisory Commission |
| | <input type="checkbox"/> Water Advisory Committee |
| | <input type="checkbox"/> Utility Advisory Committee |

*Please return this form to Jessica Underwood, P.O. Box 1908, Fort Smith, AR 72902
junderwood@fortsmithar.gov*



Application for Boards, Commissions, and 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.

Today's Date
2/28/2025

Name
Melissa Bixby

Date of Birth


Home Address
6425 Galven Way, Fort smith, Arkansas 72916

Home Phone
(512) 289-9927

Work Phone

Email
lissa_000777@yahoo.com

Occupation
Accounting

Education
Bachelor's degree

Professional and/or Community Activities:
Website design and management.

Additional Pertinent Information/References:

Upload additional files here (optional).

Do you reside within the corporate boundaries of the city of Fort Smith?
Yes

Are you a registered voter in the city of Fort Smith?
Yes

Attach a copy of your voter registration
WhatsApp Image 2025-02-28 at 2.56.09 PM.jpeg

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

Drivers License Number:

Please select the board(s), committee(s), or commission(s) on which you would like to serve:
Transit Advisory Commission

ACKNOWLEDGMENT

In the event I am appointed to a City of Fort Smith board, commission, or committee, submission of this application hereby conveys my agreement to comply with all requirements associated with the subject board, commission, or committee governed by either the City of Fort Smith and/or the State of Arkansas.

(Municipal and State references are provided on the linked Exhibit A. Regarding references to resolutions and/or ordinances, such are available in the City Clerk's Office, 623 Garrison Avenue, Room 303.)

EXHIBIT A IS LINKED HERE

I further agree to comply with all requirements of Robert's Rules of Order, and specifically noted sections of the State of Arkansas Code Annotated and Fort Smith Municipal Code provided below:

Robert's Rules of Order

The above is available online at <http://robertsrules.com>. A hard copy is also available for viewing in the City Clerk's Office, 623 Garrison Avenue, Room 303.

State of Arkansas Code Annotated (A.C.A.)

1. Title 14 Local Government
Subtitle 3 Municipal Government
Chapter 42 Government of Municipalities Generally
Subchapter 1 General Provisions
Section 14-42-106 Oath and bond required*
**Requires appointees to take an Oath of Office within 10 days of being notified of said appointment. Failure to accomplish this could result in the appointed position being declared vacant.*
2. Title 25 State Government
Chapter 19 Freedom of Information Act of 1967

The above are available via a link on the City of Fort Smith website: State of Arkansas Code A hard copy is also available for viewing in the City Clerk's Office, 623 Garrison Avenue, Room 303.

Fort Smith Municipal Code

1. Chapter 2 - Administration
Article VI - Boards, Commissions, Etc.
Section 2-232 - Appointment and removal of members of appointed boards, commissions or committees
2. Appendix B - Code of Business Conduct