



**REVISED**

**A G E N D A**

SILOAM SPRINGS BOARD OF DIRECTORS  
ADMINISTRATION BUILDING, 400 N. BROADWAY  
SEPTEMBER 20, 2016

**WORKSHOP: DOWNTOWN REDEVELOPMENT FUNDING / 6:00 PM**  
**BOARD MEETING / 6:30 PM**

**Workshop: Downtown Redevelopment Funding 5:30 pm**

**Regular Board of Directors Meeting:**

**Opening of Regularly Scheduled Meeting**

Call to Order

Roll Call

Prayer

Pledge of Allegiance

**Approval of Minutes**

Regular Meeting of September 6, 2016

**I. Public Input**

Items from the Public not on the Agenda (public may address any City business not listed on the agenda)

**II. Public Hearing**

Sager Creek Vegetable / Arkansas Economic Development Commission Grant Closeout

**III. Regularly Scheduled Items**

**Appointments**

**A.** Northwest Arkansas Regional Airport Authority Director

**Contracts and Approvals**

**B.** Purchase Contract / Combination Sewer Cleaning Truck / Water Services Division / Truck Component Services / \$324,995

**C.** Budget Amendment / Fire Department / 2016 Capital

**D.** Amendment #1 / Economic Development Agreement / Krish Hospitality, Inc. / Holiday Inn Express

**Ordinances**

**E.** 2<sup>nd</sup> Reading / Ordinance 16-12 / Amend Section 74 of the City Municipal Code / Establish Rental Rates for Sager Creek Soccer Complex

**Resolutions**

**F.** Resolution 32-16 / Adopting the Finalized Benton County Hazard Mitigation Plan

**Staff Reports**

**G.** Summer Reading Program

**H.** Administrator's Report

**IV. Directors Reports**

**V. Adjournment**

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CITY OF SILOAM SPRINGS, BENTON COUNTY,  
ARKANSAS, HELD SEPTEMBER 6, 2016

The Board of Directors of the City of Siloam Springs, Arkansas, met in regular session at the City of Siloam Springs Administration Building, on September 6, 2016.

The Meeting was called to order by Mayor Turner.

Roll Call: Coleman, Johnson, Smiley, Burns, Beers, Smith –Present

Phillip Patterson, City Administrator; Jay Williams, City Attorney; Renea Ellis, City Clerk; Jeremy Criner, Fire Chief; Jim Wilmeth, Police Chief; Ben Rhoads, Senior Planner; Don Clark, Community Services Director; Christina Petriches, Finance Director; Justin Bland, City Engineer; present.

Opening prayer was led by Carol Smiley.

Mayor John Turner led the Pledge of Allegiance.

A copy of the August 16, 2016 minutes of the regular meeting had previously been given to each Director. A Motion was made by Smiley and seconded by Beers to accept the minutes. Mayor called for a voice vote. Motion passed unanimously.

The first agenda item was the Open Hearing for Citizens Present.  
No one came forward.

The next item on the agenda: Swearing-In of Board of Director Position 5 At-Large / Jerry Cavness.

Discussion: Judge Stephen Sloan Thomas administered the Oath of Office to to Jerry Cavness. After the swearing in, Cavness took his position on the Board.

The next item on the agenda: Housing Authority of the City of Siloam Springs / Charles Adams.  
Discussion: A Motion to approve the recommendation from the Commissioners of the Housing Authority to appoint Charles Adams to the Housing Authority Board was made by Cavness and seconded by Johnson.

Roll Call:

Johnson, Smiley, Burns, Beers, Smith, Cavness, Coleman –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

The next item on the agenda: Parks Advisory Board / Jason Worrell.

Discussion: Don Clark, Community Services Director, briefed the item. A Motion to appoint applicant Jason Worrell to fill a vacant seat on the Parks Advisory Board for the term expiring December 31, 2017 was made by Smiley and seconded by Coleman.

Roll Call:

Smiley, Burns, Beers, Smith, Cavness, Coleman, Johnson –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

The next item on the agenda: Master Engineering Service Agreement / Airport / Garver, LLC.  
Discussion: Don Clark, Community Services Director, briefed the item. A Motion to approve the Master Services Agreement with Garver, LLC was made by Burns and seconded by Beers.

Roll Call:

Burns, Beers, Smith, Cavness, Coleman, Johnson, Smiley –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

The next item on the agenda: Contract / 2017 Medical Insurance Benefits / United Healthcare / \$1,615,062.89.

Discussion: Adrienne Barr, Human Resources Manager, briefed the item. Smith asked about walking incentives and cost benefits. Barr addressed the questions. Burns asked what the number of retirees was and the costs to them. Barr stated there are approximately 15, and monthly cost is \$108.20 for employee only, \$265.49 for employee plus one, \$401.19 for employee plus family. Burns asked if retirees are able to participate in wellness program. Barr answered yes, but wants to verify to be sure. Smiley asked if the wellness program still includes the labs. Barr answered no. Smiley asked for further explanation of the walking program. Barr went over the number of steps required. Smiley asked if a specific number of participants are required. Barr stated that in order to get a 6% cap on the rate increase next year, we are required to have 60% participation. Smiley asked if this policy includes a physical. Barr answered yes, covered at 100%. Phillip Patterson, City Administrator, reviewed the levels details and amount contributed. Cavness asked if it's only during work hours. Barr stated its all year. Cavness asked if other activity will be recognized. Barr stated only steps taken and swimming counts, but bicycling does not count actual number of pedals but some credit would be given. Beers expressed thanks for the hard work and appreciates getting everyone walking. Smith asked if this plan has the same suite of doctors and facilities as the current one. Barr stated there are more providers. Burns asked what the yearly deductible would be. Barr stated it will remain \$2,000. Smiley asked if the deductible hasn't been met, is there copay for the physical. Barr stated, as long as it is a true wellness visit, it is covered at 100%. Smiley asked if the wellness visit is mandated. Barr answered no; it is mandated that it is covered. A Motion to approve the contract with United Healthcare for employee medical insurance benefits in 2017 in the amount of \$1,615,062.89 was made by Smiley and seconded by Smith.

Roll Call:

Beers, Smith, Cavness, Coleman, Johnson, Smiley, Burns –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

The next item on the agenda: Contract / Cheri Whitlock Overpass / Water and Sewer Relocates / Ground Zero Construction / \$773,080.19.

Discussion: Justin Bland, City Engineer, briefed the item. Beers asked if there was room where future improvements can be made. Bland stated they are looking further into it, but thought the City was okay for future growth. A Motion to approve the Cheri Whitlock Water and Sewer Relocation bid from Ground Zero Construction in the amount of \$773,080.19 was made by Beers and seconded by Burns.

Roll Call:

Smith, Cavness, Coleman, Johnson, Smiley, Burns, Beers –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

The next item on the agenda: Right-of-Way License Agreement / 102 E. Central / Bill O’Hare.  
Discussion: Mayor announced staff requested the item to be pulled.

The next item on the agenda: 1<sup>st</sup> Reading / Ordinance 16-12 / Amend Chapter 74 of the City Municipal Code / Establish Rental Rates for Sager Creek Soccer Complex.  
Discussion: Don Clark, Community Services Director, briefed the item. Smiley thanked Clark for his research. Smiley stated it is nice to have funding coming in to help with the maintenance. Burns asked if funding will go toward lighting, facilities, etc. Clark stated possibly at a certain level. Smith asked how the fees calculated. Clark said they reach out to other facilities and compared. He said the local soccer clubs are okay with the fees. Smith asked if this covers the cost of maintenance. Clark answered yes. Beers asked who is painting the pitches. Clark said the City will and that a new paint was being used which is supposed to last longer. A Motion to Place Ordinance 16-12 / Amend Chapter 74 of the City Municipal Code / Establish Rental Rates for Sager Creek Soccer Complex on its first reading, suspending the rules and reading title only, was made by Smiley and seconded by Johnson.

Roll Call:

Coleman, Johnson, Smiley, Burns, Beers, Smith, Cavness –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

An Ordinance entitled:

**AN ORDINANCE PROVIDING RENTAL RATES FOR THE SAGER CREEK SOCCER  
COMPLEX LOCATED AT 608 SUE ANGLIN DRIVE.**

Was read on its first reading.

The next item on the agenda: 1<sup>st</sup> Reading / Ordinance 16-13 / Amend Section 102-21 Rezone from I-1 to C-2 / 1084 and 1198 Hwy. 412 E.  
Discussion: Ben Rhoads, Senior Planner, briefed the item. Mike McGooden, 212 South Prospect, asked it be expedited as quickly as possible. Coleman asked if there has been any objection to the rezoning. Rhoads answered no. Coleman asked if traffic patterns have been considered. Rhoads answered yes. Mayor asked if special use permit was State mandated for liquor stores. Rhoads answered yes. A Motion to Place Ordinance 16-13 / Amend Section 102-21 Rezone from I-1 to C-2 / 1084 and 1198 Hwy. 412 E. on its first, second and third reading, suspending the rules and reading title only, was made by Burns and seconded by Smith.  
Discussion on the Motion: Smiley said she understands the want to have the first, second and third reading all at once, and that the business wants to open quickly, but she doesn’t like all three readings at once. She stated this has no emergency clause on it. Coleman stated he understands the rushing of this, and wonders why we don’t enact an emergency clause so it can go into effect immediately. Phillip Patterson, City Administrator, said, per the State, it will go into effect 45 days after publication. He also said he wanted the Board to be aware the idea of having an emergency clause is that there is a public emergency. Beers asked if this moves to all three readings, how would there be an opportunity for the public to object. Rhoads stated all

planning permits require legal notification. Smiley stated she doesn't want the Board to set a precedent of doing all three readings at once, unless when appropriate. Burns agreed with Smiley, but is still asking for all three readings to help small business. Cavness stated every ordinance would stand alone, with no precedent set.

Roll Call:

Johnson, Smiley, Burns, Beers, Smith, Cavness, Coleman –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

An Ordinance entitled:

**AN ORDINANCE AMENDING SECTION 102-21 OF THE SILOAM SPRINGS  
MUNICIPAL CODE (CITY ZONING MAP); REZONING (FROM I-1 TO C-2) THE  
PROPERTY LOCATED AT 1084 AND 1198 HWY. 412 E.**

Was read on its first, second and third reading.

A Motion to Adopt Ordinance 16-13 was then made by Smiley and seconded by Burns.

Roll Call:

Johnson, Smiley, Burns, Beers, Smith, Cavness, Coleman –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

The next item on the agenda: Resolution 29-16 / Special Use Development Permit / Mike McGooden / 1084 Hwy. 412 E.

Discussion: Ben Rhoads, Senior Planner, briefed the item. Mayor clarified what would happen if this did not pass. Mike McGooden, 212 South Prospect, stated he was unaware that the driveway had been closed. He stated the two drives were there before the furniture store went in. He then went over several other driveways west of Mt. Olive. Phillip Patterson, City Administrator, asked if there is opportunity to put in an aerial view. Rhoads showed the view, and went over concerns. Coleman stated he thinks there should be more concern with the west driveway. Burns asked what can be done to close that drive. Rhoads stated putting boulders, stones, etc. would be doable, or a temporary solution would be putting cones out. Patterson stated if the board wishes to add this, the condition would be the applicant would work with staff to find a solution to closing drive. Mayor asked what the reasoning was for the drive being closed. Rhoads explained the property had been somewhat abandoned, and then lost its grandfather status. Beers pointed out that a lot of the mentioned driveways are protected by a median. He stated moving forward with the administrations' recommendation would be the best choice. Burns asked where Planning and Zoning get their data from. Rhoads stated it's included in the staff report. Burns stated he can see where the applicant can see a misuse of power due to grandfathering in other areas, but not here. Smiley asked when this was presented to Planning and Zoning, if there was one entrance or two. Rhoads stated he believes there was only one, with the other closed off. He stated today during a routine site visit, staff noticed both entrances open. Smith stated she has full faith in staff and proposed the land owner temporarily close the eastern entrance and then takes it back to Planning and Zoning to open the entrance. Jay Williams, City Attorney, stated there isn't a procedure set for that kind of request. Patterson pointed out the request would be made to the Board of Adjustment for a variance for the two driveways instead of the Planning Commission. A Motion to approve Resolution 29-16, authorizing a special use permit for 1084

Hwy. 412 E, subject to the eastern most driveway remaining closed and subject to pending review by the Board of Adjustment subject to the applicant requesting a Variance for possible second driveway was made by Beers and seconded by Burns.

Further Discussion: Cavness asked if the other business on the property has any issues with the driveway. McGooden stated he has not heard anything from them regarding such. Smith asked if both buildings were vacant. Rhoads stated both were vacant in 2012.

Roll Call:

Smiley, Burns, Beers, Smith, Cavness, Coleman, Johnson –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

The next item on the agenda: Resolution 30-16 / Significant Development Permit / Burger King / 2354 Hwy. 412 E.

Discussion: Ben Rhoads, Senior Planner, briefed the item. Burns expressed his appreciation for work and design. Smith asked what the detention pond looks like. Rhoads told her a depression in the ground and further detailed the function of a detention pond. A Motion to approve Resolution 30-16, authorizing a significant development permit for 2354 Hwy. 412 E. with staff conditions was made by Burns and seconded by Johnson.

Roll Call:

Burns, Beers, Smith, Cavness, Coleman, Johnson, Smiley –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

The next item on the agenda: Resolution 31-16 / Authorize the Rate of Property Tax / 2016 to be Collected in 2017.

Discussion: Christina Petriches, Finance Director, briefed the item, including the fact that there was no increase from 2016. A Motion to approve Resolution 31-16, authorizing the rate of property tax in 2016 to be paid in 2017 without any changes from those paid in 2016 was made by Burns and seconded by Beers.

Roll Call:

Beers, Smith, Cavness, Coleman, Johnson, Smiley, Burns –Aye.  
7 Ayes.                      No Nays.                      Motion passed.

The next item on the agenda: Staff Reports / Best Places to Work.

Adrienne Barr, Human Resources Manager, gave background including a scheduled trip to Little Rock to find where we placed.

The next item on the agenda: Staff Reports / Graffiti Update.

Jim Wilmeth, Police Chief, briefed this item. He stated costs of the project are minimal and possibly helps in reducing other crimes. Johnson expressed appreciation of staff removing the graffiti quickly.

Administrator's Report: Phillip Patterson, City Administrator, reported three purchases. He stated the Maintenance Department purchased two tool boxes and tools in the amount of \$42,022.26, which was bid out and went with the second lowest bidder due to bad experiences with lowest bidder. He reported a Capital Purchase for the Main Street Gateway Fountain System in the amount of \$34,635.34, and the Electric Department purchased inventory for the new Simmons Plant, 2 pad mount transformers, in the amount of \$49,486.00. He then went over

an incident from late 2015, which resulted in a demand for payment from Mercy Hospital. He reported the matter had been settled in the amount of \$30,000.

Open Hearing of Directors: Mayor welcomed Cavness and stated he'd make his dad proud. He stated he is glad there was no earthquake damage. Beers also welcomed Cavness to the Board. He then stated he had the opportunity to rake mulch at a park with returning students. He expressed appreciation for the work that Parks and Recreation staff does. He stated how great it is being one of the best places to work, as well as the drop in graffiti traffic. He thanked the Police Department and Code Enforcement for their hard work on it. Burns stated the City got 'Cutest Town' in the State of Arkansas in a magazine. He expressed his appreciation for the healthy debate on certain items. He said the workshop was excellent and encouraged everyone to attend the Sidewalk Trail Connectivity Master Plan workshop once announced. He expressed appreciation for the work staff is doing on projects, specifically downtown with difficult business owners. He pointed out the Homegrown Festival is coming up, and is developing nicely. He said he is excited for all the new businesses opening downtown, and in the 412 corridor throughout the City. He thanked the public for their patience on the street diet project which is almost complete. Johnson reminded everyone that the reception for Meredith Bergstrom is tomorrow from 4pm-6pm at the Creekside Taproom garden. He then stated a lady from church moved to the City because of an article in the *Smithsonian* magazine that named the City one of the top 20 best smaller towns to live in. Smith welcomed Cavness. She then echoed the comments expressing thanks to staff. She then stated she had been asked by 7-year-old Sawyer when the old library will be torn down or the sign taken down. Cavness expressed his appreciation of being on the Board and the ability to fill Jones' vacancy. He stated he will do his best to move things forward, and looks forward to working with everyone. Smiley welcomed Cavness, and stated she looks forward to working with him. She expressed appreciation for the staff reports at the end of each meeting; they are very informative. She stated, even though it's not completed, the esthetics of the street diet look so much better, and looks forward to its completion. Coleman welcomed Cavness. He stated they had a very exciting Labor Day, and got to see his grandson baptized in the White River near Elkins.

Coleman then made a motion to adjourn; seconded by Smiley. The Mayor called for a voice vote. All Ayes. Motion passed.

Meeting adjourned.

APPROVED:

ATTEST:

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John Mark Turner, Mayor

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Renea Ellis, City Clerk

{seal}



**CITY OF**  
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## STAFF REPORT

TO: Mayor and Board of Directors  
FROM: Phillip Patterson, City Administrator  
DATE: September 14, 2016  
RE: Sager Creek Vegetable / Arkansas Economic Development Commission Grant Closeout

**Recommendation:** n/a

**Background:** In 2014, Sager Creek Vegetable received an economic development grant from the Arkansas Economic Development Commission for the purpose of job creation and pre-treatment and aerator equipment. As part of the grant process, the State uses local governments (cities or counties) to pass the grants through to the local industry. For this reason, The City of Siloam Springs applied for the grant and requested Statements of Qualifications for Administrative Services. Visionary Milestones was named grant administrator.

This grant is in the process of being closed and one of the requirements, prior to closeout, is for local government to hold a public hearing on the grant's final status. Cassie Elliott of Visionary Milestones, will provide the Board the final grant report at the hearing. According to Ms. Elliott, all grant funds have been expended. All reporting as required by the AEDC is complete.

**Fiscal Impact:** Staff is unaware of any fiscal impact associated with this item.

**Attachments:**

Visionary Milestones letter dated: September 12, 2016.

# Visionary Milestones

P.O. Box 44 Centerton, AR 72719

479.531.8897

vmilestones@gmail.com

www.visionarymilestones.com



September 12, 2016

City of Siloam Springs

Board of Directors

Re: Sager Creek Grant 790-08839-12

Dear Board of Directors,

Ms. Renea Ellis contacted me and asked that I write a letter to the board regarding the public hearing to be conducted at your next meeting on Tuesday, September 20, It is a standard procedure on the Arkansas Economic Development Grants for Economic Development projects to conduct a second public hearing to give the status of the grant prior to final closeout. We have been working on this grant since 2014 when Sager Creek set out to hire a minimum of 114 new full-time permanent positions in exchange for \$1,000,000 plus administrative costs to purchase pre-treatment and aerator equipment for the company.

A few weeks ago I was contacted by Economic Development to close this grant file. The project officer asked that I conduct the second public hearing, turn in closeout documents (as I sent at an earlier date) and to request the final payment for administrative costs. No more job tracking was required. I am attaching with this letter a copy of the last job creation report from Sager Creek that ended with March 2016.

I will report on this information at the board meeting next Tuesday and will answer any questions that the board has or the public at that time. Please let me know if you need anything else prior to the meeting. Thank you for your time.

Sincerely,

A handwritten signature in black ink that reads "Cassie Elliott". The signature is written in a cursive, flowing style.

Cassie Elliott

EASEMENT ACQUISITION— LICENSED REAL ESTATE BROKER  
GRANT WRITING & ADMINISTRATION





RECEIVED  
9/6/16  
JL  
9-6-16

**Board of Directors:**

September 1, 2016

**Chairman**

Mike Johnson

The Honorable John Mark Turner  
Mayor of Siloam Springs

**Vice Chairman**

M.L. Van Poucke

City Administration Building  
Post Office Box 80  
Siloam Springs, AR 72761

**Secretary**

Phil Phillips, Jr.

Dear Mayor Turner:

**Treasurer**

Stan Green

As you well know, with the death earlier this year of former Mayor Moose Van Poucke, the City of Siloam Springs lost a great leader and one of the City's two representatives on the Board of Directors of the Northwest Arkansas Regional Airport Authority. Mr. Van Poucke's current term on the Authority Board extends until December 31, 2018. The purpose of this letter is to request that you and the City Board consider the appointment of a representative for the remainder of the term. The City's other representative is Mr. Art Morris.

Raymond Burns

Dan Douglas

Art Formanek

Howard Kerr

Sara Lilygren

Under Article V, Section 501, of the Northwest Arkansas Regional Airport Authority Restated and Amended Agreement, the Mayor of each City shall appoint members to the Authority Board and each such appointment becomes effective upon ratification by a majority vote of the City Board of Directors.

Mike McFarland

Art Morris

Mike Moss

The Authority respectfully requests that you and the City Board consider this issue as soon as possible so the City of Siloam Springs maintains its full representation on the Airport Authority Board.

Philip Taldo

Blake Woolsey

**Executive Director/CEO**

If you have any questions, please give me a call.

Scott Van Laningham

Sincerely,

**Airport Director**

Kelly Johnson, A.A.E.

**Director of Finance**

Terry L. Franklin

Scott Van Laningham  
Executive Director and CEO

**Legal Counsel**

John R. Elrod

CC: Mr. Art Morris



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## STAFF REPORT

TO: Phillip Patterson, City Administrator  
FROM: Steve Gorszczyk, Public Works Director  
DATE: September 12, 2016  
RE: Purchase Contract / Combination Sewer Cleaning Truck / Water Services Division / Truck  
Component Services / \$324,995

**Recommendation:** Approve the purchase of a combination sewer cleaning truck for the Water Services Division from Truck Component Services for \$324,995.

**Background:** The Water Services Division has a jetter trailer that is used to clean sewer lines. The cleaning process involves a three-quarter inch hose with a rotating nozzle being lowered into a manhole. The nozzle sprays water around the circumference of the pipe and pulls any debris in the pipe with it as the hose is pulled back to the insertion manhole. Staff must then scoop out any sand, dirt, and other debris that was pulled down the line as best they can before they proceed to the next manhole. It is not a very efficient process and over time, debris that is not removed is dragged by the pressure hose downstream. The debris ultimately accumulates, thus reducing the capacity of the sewer line and can potentially lead to manhole overflows.

A combination cleaning truck, also known simply as a sewer truck, has the pressure hose but also has a separate suction hose. The suction hose is lowered into the insertion manhole after the pressure hose has reached the upstream manhole. Once water pressure is increased, the vacuum is activated. The vacuum hose removes the debris drawn down the line and stores it in a debris tank on the truck; vastly improving the cleaning process.

The truck can also be used in sewer lift stations to remove floating grease and sediment, thus improving pump performance. It is also used to clean storm inlets of leaves and other debris.

**Fiscal Impact:** The truck was budgeted for 2016 in the amount of \$325,000. The proposed purchase is for a demo truck that has 8,202 miles and 497 hours on the engine. The truck has one-year unlimited warranty. The water tanks and debris tank carry a lifetime warranty. A three-year extended warranty can be purchased within one year of the truck purchase. Purchase will be through the National Joint Powers Alliance (NJPA) contract. Purchasing through NJPA eliminates the requirements of competitive bidding since that process has previously been done by NJPA.

**Attachments:**

Purchase Request  
Photo

# CITY OF SILOAM SPRINGS

## PURCHASE REQUEST

Department: Water/Wastewater Services Date: 9/9/2016

Material or Item: Comination Sewer Cleaning Truck

Explain the need or use for purchase: More Effective means of cleaning sewer lines by having  
the ability to vacuum debris while cleaning

Purchase Order Number: PO 1608240

Funding Source: 32-03-599999-000  
grant, etc.)

**Quotes:**

Company	Address <small>(Please provide for new vendors)</small>	Phone	Salesperson	Cost
1) <u>Truck Component Service</u>				<u>\$324,995.00</u>
2) _____				
3) _____				
4) _____				

Please recommend the company you wish to purchase from: Truck Company Service

If this company is not the low quote, please explain: This company is part of the NJPA

Account Number Requested (charged): \_\_\_\_\_

Balance of funds remaining in this account: \_\_\_\_\_

**All requests for purchases over \$10,000.00 must include copies of the written quotes.**

If unable to obtain three quotes for any reason, attach explanation on separate sheet or purchase order detailing attempts made to obtain quotes and why they were not obtainable.

*[Signature]* 9-8-16  
 Supervisor or Department Manager Signature/ Date

*[Signature]* 9-9-16  
 Department Director/ Date

Finance Director Signature/ Date

Department Director/ Date

City Administrator/ Date

Department Director/ Date





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## STAFF REPORT

TO: Phillip Patterson, City Administrator  
FROM: Jeremy Criner, Fire Chief  
DATE: September 20, 2016  
RE: Budget Amendment / Fire Department / 2016 Capital

**Recommendation:** Approve a budget amendment to the Fire Department's 2016 Capital Outlay, reallocating \$25,000 from two (2) capital projects into one (1) capital project for building upgrades.

**Background:** The Fire Department's 2016 Capital budget included two (2) projects that were intended to be utilized in our current apparatus. These include:

- In Cab Engine Communication – Budgeted at \$15,000
- Attack Fire Hose Transition Project – Budgeted at \$10,000

These items were included in the purchase of our new fire apparatus which were approved at the August 16, 2016 Board meeting. Therefore, the items above will no longer need to be purchased this year.

Furthermore, we have identified several building upgrades that need to be addressed. These include new flooring in our Headquarters building and updates to the LED sign in front of our Headquarters building. Staff proposes to reallocate the funds mentioned above into a Building Upgrades project, thus allowing us to make the needed upgrades without any additional funding

**Fiscal Impact:** There will be no fiscal impact above and beyond what was originally in the 2016 budget. This request is simply a reallocation of capital funds from two (2) projects (In Cab Engine Communications & Attack Fire Hose Transition Project) into one (1) project (Building Upgrades). These capital items are funded through the Fire Department's portion of the one-cent sales tax.

**Attachments:** None



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## STAFF REPORT

TO: Mayor and Board of Directors  
FROM: Phillip Patterson, City Administrator  
DATE: September 15, 2016  
RE: Amendment #1 / Economic Development Agreement / Krish Hospitality, Inc. / Holiday Inn Express

**Recommendation:** Approve the amendment to the Economic Development Agreement with Krish Hospitality, Inc.

**Background:** On May 19, 2015, the Board of Directors unanimously approved an economic development agreement with Krish Hospitality, Inc. for the construction of a new Holiday Inn Express. The agreement was written to address the extraordinary cost of approximately \$50,000 to extend an eight (8) inch water line 800' along Kenwood and Holly streets in order to be able to have the necessary water flow for fire protection.

The agreement stipulated the following:

- The City will reimburse the developer the cost of the building, plumbing and mechanical permit fees paid to the City for this project upon the issuance of the Certificate of Occupancy, up to a maximum of \$10,000.
- The City will annually reimburse the developer a sum equal to 50% of the Hotel Motel or Condominium Rental (HMR) tax paid to the City by the development, up to a maximum of \$7,500 per year for two (2) consecutive 12 months periods.
- The agreement is contingent upon the developer acquiring title to the property, obtaining a building permit prior to September 31, 2015, and obtaining a certificate of occupancy by September 31, 2016.

Since the time the agreement was approved, the development has experienced some unforeseen difficulties. These difficulties include a longer period than expected to obtain the franchise approval, and delays in the construction of the foundation due to weather. The normal timeframe for this type of project is 12 months once the foundation is poured. The original date to open the hotel was August 1, 2016. Due to the unforeseen difficulties, the opening is now planned for February 1, 2017. The developer is requesting the City extend the September 31, 2016 deadline above by an additional six (6) months, to February 28, 2017. Based on upon the unforeseen difficulties staff recommends approval of the economic development agreement amendment.

**Fiscal Impact:** Staff is not aware of any budgetary impacts associated with the proposed amendment.

**Attachments:** None



## STAFF REPORT

To: Phillip Patterson, City Administrator  
From: Don Clark, Community Services Director  
Date: August 11, 2016  
Subject: Ordinance 16-12 / Amend Chapter 74 of the City Municipal Code / Establish Rental Rates for Sager Creek Soccer Complex

**Recommendation:** Place Ordinance 16-12 on its \_\_\_\_ (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) reading, suspending the rules and reading by title only.

**Background:** The soccer fields at the Sager Creek Soccer Complex are in stable playing condition and can be utilized by the public and recreational organizations for tournaments. Staff is proposing section 74-72(b) of the Municipal Code be amended to include the Sager Creek Soccer Complex as an Athletic Facility and to establish rental rates.

Proposed rental rates:

- Deposit: \$100.00 per field
- Rental Fees: \$40.00 per field per two hour-slot  
\$100.00 per field per day rental fee  
\$225.00 per day rental fee for use of three fields

The proposed amendment has been through the Attorney Review process.

**Fiscal Impact:** Staff is unaware of the fiscal impact at this time.

**Attachments:**

Proposed code amendments  
Ordinance 16-12

**Sec. 74-72. - Policies and procedures.**

(b) *Athletic facilities.*

(1) *General policy and authority.* Softball fields, ~~and~~ sand volleyball courts, and soccer fields are available for use by the public. The fields/courts may be used on a first come, first served basis or may be reserved through the parks and recreation department. First priority will be given to the parks and recreation department for department sponsored league/tournaments.

(2) *Requirements for rental.* Individuals and groups must contact the parks and recreation office at least two weeks prior to the date which they wish to reserve the softball fields, ~~or~~ volleyball courts, or soccer fields and enter into a rental agreement which must be approved in writing by the parks and recreation department.

(3) *Fees and deposits.* The following schedule will be in effect for rental of the softball fields, ~~and~~ sand volleyball courts, and soccer fields:

	Resident	Nonresident
Softball field (day)	\$ 5.00 per hour	\$ 10.00 per hour
Softball field (night)	10.00 per hour	15.00 per hour
Sand volleyball court	5.00 per hour	10.00 per hour
<del>Deposit for rental</del> Soccer fields	<del>100.00</del> \$40.00 per field per 2 hours \$100.00 per field per day \$225.00 per day for all 3 fields	\$40.00 per field per 2 hours \$100.00 per field per day \$225.00 per day for all 3 fields
<del>Deposit for rental</del>	<del>100.00</del> 100.00	<del>100.00</del> 100.00

**ORDINANCE NO. 16-12**

**AN ORDINANCE PROVIDING RENTAL RATES FOR THE  
SAGER CREEK SOCCER COMPLEX LOCATED AT 608  
SUE ANGLIN DRIVE.**

WHEREAS, it appears in the best interest of the City's recreational facilities that rental rates be established for use of the Sager Creek Soccer Complex;

Now Therefore:

Be It Enacted, by the Board of Directors of the City of Siloam Springs that subsection 74-72(b) of the Municipal Code is hereby amended to read as follows:

(b) *Athletic facilities.*

(1) *General policy and authority.* Softball fields, sand volleyball courts, and soccer fields are available for use by the public. The fields/courts may be used on a first come, first served basis or may be reserved through the parks and recreation department. First priority will be given to the parks and recreation department for department sponsored league/tournaments.

(2) *Requirements for rental.* Individuals and groups must contact the parks and recreation office at least two weeks prior to the date which they wish to reserve the softball fields, volleyball courts, or soccer fields and enter into a rental agreement which must be approved in writing by the parks and recreation department.

(3) *Fees and deposits.* The following schedule will be in effect for rental of the softball fields, sand volleyball courts, and soccer fields:

	Resident	Nonresident
Softball field (day)	\$5.00 per hour	\$10.00 per hour
Softball field (night)	\$10.00 per hour	\$15.00 per hour
Sand volleyball court	\$5.00 per hour	\$10.00 per hour
Soccer fields	\$40.00 per field per 2 hours \$100.00 per field per day \$225.00 per day for all 3 fields	\$40.00 per field per 2 hours \$100.00 per field per day \$225.00 per day for all 3 fields
Deposit for rental	\$100.00	\$100.00

**ORDAINED AND ENACTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
John Mark Turner, Mayor

\_\_\_\_\_  
Renea Ellis, City Clerk

(SEAL)



## STAFF REPORT

TO: Phillip Patterson, City Administrator  
FROM: Jim Wilmeth, Chief of Police  
DATE: September 12, 2016

RE: Resolution 32-16/Adopting the Finalized Benton County Hazard Mitigation Plan

**Recommendation:** Approval of Resolution XX-16, adopting the finalized Benton County Hazard Mitigation Plan

**Background:** Federal Disaster Mitigation Act of 2000 and the Federal Emergency Management Agency (FEMA) require communities to adopt an approved hazard mitigation plan, to be eligible to receive pre-disaster and post disaster federal funding. The previous Hazard Mitigation Plan for Benton County has matured and is expired.

By signing the new mitigation plan the City of Siloam Springs will be in compliance with the Federal Disaster Mitigation Act of 2000. The Plan will enable actions to help reduce loss of life and property which can mitigate the personal and financial impact of a disaster. It also provides a framework of disaster mitigation projects, in addition to providing an avenue for Federal funding.

**Fiscal Impact:** There is no immediate fiscal impact. Fiscal impact will be dependent on the size, type and duration of a disaster or event which triggers the Benton County Hazard Mitigation plan.

### Attachments:

Resolution 32-16

Executive Summary – Benton County Hazard Mitigation Plan

Hyperlink to full text - <http://www.siloamsprings.com/494/Benton-County-Hazard-Mitigation-Plan>



## Executive Summary – Benton County Hazard Mitigation Plan

The Benton County Hazard Mitigation Plan is being developed to update and revise hazard mitigation activities for Benton County and its participating jurisdictions. The Benton County Hazard Mitigation Planning Team will evaluate mitigation measures to be undertaken, and outline a strategy for implementation of mitigation projects. This plan covers 20 municipalities, 1 college, and 7 school districts in Benton County, including the governments of: Benton County, the City of Bella Vista, City of Bentonville, City of Bethel Heights, City of Cave Springs, City of Centerton, City of Decatur, City of Gentry, City of Gravette, City of Little Flock, City of Lowell, City of Pea Ridge, City of Rogers, **City of Siloam Springs**, City of Sulphur Springs, the Town of Avoca, Town of Garfield, Town of Gateway, Town of Highfill, Town of Springtown, the Northwestern Arkansas Community College, Bentonville School District, Decatur School District, Gentry School District, Gravette School District, Pea Ridge School District, Rogers School District, and the **Siloam Springs School District**.

Formal adoption and implementation of a hazard mitigation plan presents many benefits to Benton County and the participating jurisdictions. By identifying problems and possible solutions in advance of a disaster, Benton County and the participating jurisdictions will be in a better position to obtain pre- and post-disaster funding.

The plan aims to produce the following strategic outcomes:

- 1) Reduce loss of life and decrease property losses to Benton County and its jurisdictions due to natural disasters; and
- 2) Provide the framework and coordination to encourage government, and public and private organizations, at all levels, to undertake mitigation in order to minimize potential disasters and to employ mitigation strategies in the recovery following disasters.

Specifically, these strategic outcomes will be brought about through the following planning process:

- 1) Identify, describe, and characterize the hazards to which Benton County and its jurisdictions are susceptible; and
- 2) Assess the risk of each hazard, including probability, frequency, exposure, vulnerability; and
- 3) Examine feasible mitigation opportunities appropriate for the identified hazards, prioritize those opportunities; and
- 4) Implement mitigation actions to reduce loss of lives and property; and
- 5) Identify mitigation opportunities for long-term planning consideration.

Reference:

**Benton County Hazard Mitigation Plan**, BOLD Planning, August 2016.

**RESOLUTION NO. 32 - 16**

**A RESOLUTION ADOPTING THE FINALIZED BENTON  
COUNTY HAZARD MITIGATION PLAN**

**WHEREAS**, the participating jurisdictions of Benton County have worked together to develop a strategy known as the Benton County Hazard Mitigation Plan to improve disaster resistance in the planning area; and

**WHEREAS**, the Federal Disaster Mitigation Act of 2000 (DMA2000) pursuant 44 CFR Part 201 and the Federal Emergency Management Agency (FEMA) require communities to adopt an approved hazard mitigation plan in order to be eligible to receive pre-disaster and post disaster federal funding for mitigation purposes; and

**WHEREAS**, the participating jurisdiction has participated in the hazard mitigation plan by the formation of a Hazard Mitigation Planning Team (HMPT); and

**WHEREAS**, the HMPT recommends the formal adoption of the Benton County Hazard Mitigation Plan by the passing of this resolution.

Therefore, be it resolved by the Board of Directors of the City of Siloam Springs, **THAT:**

**Section 1:** The participating stakeholder hereby approves and adopts the hazard mitigation plan in its entirety with projects as adopted by the HMPT; and agree to be governed by the Hazard Mitigation Plan incorporated herein by reference.

**Section 2:** The participating stakeholder authorizes the appropriate participating officials to pursue funding opportunities for implementation of proposals designated therein; and will upon receipt of such funding or other necessary resources, seek to implement the actions contained in the hazard mitigation plan.

**Section 3:** The participating jurisdiction will continue to cooperate and participate in the hazard mitigation planning process, holding regular meetings, including reporting of progress as required by FEMA, the Arkansas Department of Emergency Management (ADEM) and the HMPT.

**Done and Resolved** this 20<sup>th</sup> day of September 2016.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
John Mark Turner, Mayor

\_\_\_\_\_  
Renea Ellis, City Clerk

{Seal}