



# City of Conway Council Agenda

<b><u>Council Meeting Date:</u></b>	<b>April 11<sup>th</sup>, 2017</b>
<b><u>5:30pm - Committee Meeting:</u></b>	No committee Meeting
<b><u>6:30pm:</u></b>	Council Meeting
<b><u>Call to Order:</u></b>	Mayor Bart Castleberry
<b><u>Roll Call:</u></b>	City Clerk/Treasurer Michael O. Garrett
<b><u>Minutes Approval:</u></b>	<b>March 28<sup>th</sup>, 2017</b>

**Mayor Bart Castleberry**  
City Clerk Michael O. Garrett  
City Attorney Chuck Clawson

**City Council Members**

Ward 1 Position 1 – Andy Hawkins  
Ward 1 Position 2 – David Grimes  
Ward 2 Position 1 – Wesley Pruitt  
Ward 2 Position 2 – Shelley Mehl  
Ward 3 Position 1 – Mark Ledbetter  
Ward 3 Position 2 – Mary Smith  
Ward 4 Position 1 – Theodore Jones Jr.  
Ward 4 Position 2 – Shelia Isby

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**1. Report of Standing Committees:**

**A. Community Development Committee (Planning, Zoning, Permits, Community Development, Historic District, Streets, & Conway Housing Authority)**

1. Resolution setting a public hearing to discuss closing a portion of the public right of way located on Oliver Street between Scott Street and Grove Street.
2. Consideration to approve nominations to the Bicycle & Pedestrian Advisory Board, Conway Tree Board, Robinson Cemetery Board, & Conway Corporation Board of Directors.
3. Ordinance appropriating funds and entering into an agreement with Vector Disease Control for a mosquito abatement program for the City.

**B. Public Safety Committee (Police, AWU, CEOC, Fire, District Court, Information Technology, & City Attorney)**

1. Ordinance appropriating funds for an emergency repair to the generator for the Conway Emergency Management Center.
2. Ordinance appropriating funds for Civil Service Commission expenses related to the entry level police office and firefighter promotional testing.

**C. Finance**

1. Resolution requiring an audit of the accounting records for the FY2016 for the City.

**Adjournment**



**City of Conway, Arkansas  
Resolution No. R-17-\_\_**

**A RESOLUTION SETTING A PUBLIC HEARING TO DISCUSS THE CLOSING OF A PORTION OF THE PUBLIC RIGHT OF WAY LYING BETWEEN BLOCK 48 AND BLOCK 48-1/2, ROBINSONS PLAN, IN THE CITY OF CONWAY, ARKANSAS:**

**Whereas**, a petition has been filed with the City Council of the City of Conway, Arkansas by BMA America, to abandon the section of Oliver Street between Scott Street and Grove Street, running between Block 48 and Block 48-1/2, Robinsons Plan, within the corporate limits of the City of Conway, Arkansas; and

**Whereas**, upon the filing of the petition with the City, the City shall set a date and time for a hearing before the City Council for consideration of the petition.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF CONWAY, ARKANSAS:**

1. That the City Council shall hear said petition at its regular meeting to be held at the Russell L. "Jack" Roberts District Court Building, 810 Parkway Street, Conway, Arkansas, on the 25<sup>th</sup> day of April, 2017 at 6:30 pm.
2. That the City Clerk is hereby directed to publish notice of the filing of said petition and of said hearing for the time and in the matter prescribed by law.

**PASSED** this 11<sup>th</sup> day of April, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



GROVE ST

ROW TO BE ABANDONED

OLIVER ST

SCOTT ST

LOCUST AVE  
PRAIRIE ST

City of Conway  
Office of the Mayor

# Memo:

**To:** City Council Members  
**CC:** Mayor Bart Castleberry  
**From:** Felicia Rogers  
**Date:** April 7, 2017  
**Re:** City of Conway Boards/Commission

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The following boards have recommend nominations for approval.

They are as follows:

- Bicycle Advisory Board
  - Peter Mehl – 3 year term
  - Tom Courtway – 3 year term
- Conway Tree Board
  - Tony Togni – complete an existing 2 year term – ending 2018
  - Bonnie Stidham – 3 year term
  - Jenny Jackson – 3 year term
  - Lesley Waterson – 3 year term
- Robinson Cemetery Board
  - Ernestine Acklin – 5 year term
  - Donna Boxley – 5 year term
- Conway Corporation Board of Directors
  - Tom Courtway – 7 year term

Please advise if you have any questions



**BICYCLE & PEDESTRIAN  
ADVISORY BOARD**  
CITY OF CONWAY, ARKANSAS

## **MEMO**

**To: Mayor Bart Castleberry**  
**CC: City Council Members**

**From: Beth Sketoe, Staff Representative to the Board**  
**Date: April 4, 2017**

**Re: Nominations for approval**

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The Bicycle & Pedestrian Advisory Board submits the following residents for approval as new members of the board.

Peter Mehl to a three-year term ending December 31, 2019  
Tom Courtway to a three-year term ending December 31, 2019

The Bicycle & Pedestrian Advisory Board requests that these names be voted on at your next regularly scheduled meeting.

Please advise if you have any questions.



City of Conway  
[www.cityofconway.org](http://www.cityofconway.org)  
Board/Commission Nomination Form:

Date: 3/17/2017

Board applying for: (One board per form)

Bicycle and Pedestrian Advisory Board

*(If you are applying for more than one board, you will only need to fill out the second page once.)*

Person Nominated: Peter Mehl

Address: 3105 Willow Run Dr City, State, Zip Conway, AR 72032

Phone/Home: 501 269-8391 Work: \_\_\_\_\_

Person making nomination: Peter Mehl

Address: \_\_\_\_\_

Phone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

Please send to: Michael O. Garrett

City Clerk/Treasurer  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6100  
(501) 450-6145 (f)  
[cityclerk@cityofconway.org](mailto:cityclerk@cityofconway.org)  
[felicia.rogers@cityofconway.org](mailto:felicia.rogers@cityofconway.org)

*Please provide the following information for consideration to a City of Conway Board/Commission. List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved.*

I have served on the BPAB from its inception to 2015, and I am willing to return.

I also serve on the board of Conway Advocates for Bicycling.

*Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.*

I am an avid bicyclist and an advocate for bicycling as a healthy mode of transportation.

I want to see Conway continue to develop as a bike-friendly community.

I am most recently inspired by the Chamber's effort to increase the paved trail system.

I have experience and motivation :)

*What contributions do you hope to make?*

I plan to see Conway awarded Silver status as a bicycle friendly community.

*Please feel free to attach to this application any additional information.*

*The City of Conway strives to ensure all City Boards are representative of our diverse community. To assist in these endeavors; please provide the following information on a voluntary basis:*

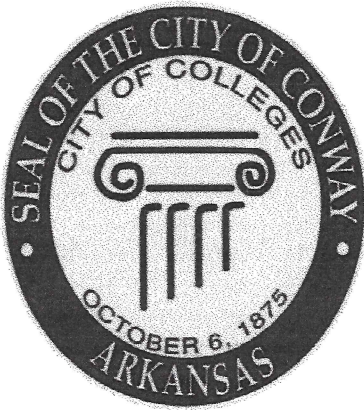
Age: 60 Sex: male Race: white

Occupation: Dean at UCA Ward 2

Email Address: peterjmehl@gmail.com

Peter J. Mehl   
Signature of Applicant or Nominator

3/17/2017  
Date



City of Conway  
www.cityofconway.org  
Board/Commission Nomination Form:

Date: 3/29/2017

Board applying for: (One board per form)

Bicycle and Pedestrian Advisory

(If you are applying for more than one board, you will only need to fill out the second page once.)

Person Nominated: Tom Courtway  
Address: 1850 Hudson loop City, State, Zip Conway, AR 72034  
Phone/Home: 501-472-7495 Work: SAME

Person making nomination: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

Please send to: Michael O. Garrett

City Clerk/Treasurer  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6100  
(501) 450-6145 (f)  
[cityclerk@cityofconway.org](mailto:cityclerk@cityofconway.org)  
[felicia.rogers@cityofconway.org](mailto:felicia.rogers@cityofconway.org)



List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved.

Former Member -

- ① Conway Corp. Board of Directors
- ② United Way of Central Arkansas
- ③ Arkansas House of Representatives

Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.

My wife and I have been riding bicycles for about nine months and really enjoy it. We ride the Tucker Creek bike trail often. As beginners, we want to do more to promote cycling in Conway.

What contributions do you hope to make?

- Help develop a long-term plan to increase the number of trails.
- Encourage others to take up the activity.

Please feel free to attach to this application any additional information.

The City of Conway strives to ensure all City Boards are representative of our diverse community. To assist in these endeavors, please provide the following information on a voluntary basis:

Age: 64 Sex: Male Race: White

Occupation: Attorney - Teacher - UCA Ward: ?

Email Address: tom.courtway@conwaycorp.net

Tom Courtway  
Signature of Applicant or Nominator  
Applicant

3/29/2017  
Date



Tree Board  
City of Conway

1201 Oak Street Conway, AR 72032  
501.450.6105 501.450.6144 (f)

## MEMO

**To: Mayor Bart Castleberry**  
**CC: City Council Members**

**From: Kami Marsh, Staff Representative to Conway Tree Board**

**Date: April 4, 2017**

**Re: Nominations for approval**

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The Conway Tree Board submits the following residents for approval as new members of the board.

Tony Togni to complete an existing vacant two-year term ending December 31, 2018

Bonnie Stidham to a three-year term ending December 31, 2019

Jenny Jackson to a three-year term ending December 31, 2019

Lesley Waterson to a three-year term ending December 31, 2019

The Conway Tree Board requests that these names be voted on at your next regularly scheduled meeting.

Please advise if you have any questions.



City of Conway  
[www.cityofconway.org](http://www.cityofconway.org)  
Board/Commission Nomination Form:

Date: November 22, 2016

Board applying for: (One board per form)

City of Conway Tree Board

*(If you are applying for more than one board, you will only need to fill out the second page once.)*

Person Nominated: Jenny Jackson

Address: 1826 Caldwell St. City, State, Zip Conway, AR 72034

Phone/Home: 225-439-9106 Work: 501-329-5803

Person making nomination: Jenny Jackson

Address: 1826 Caldwell St., Conway, AR 72034

Phone/Home: 225-439-9106 Work: 501-329-5803

Please send to: *Michael O. Garrett*

City Clerk/Treasurer  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6100  
(501) 450-6145 (f)  
[cityclerk@cityofconway.org](mailto:cityclerk@cityofconway.org)  
[felicia.rogers@cityofconway.org](mailto:felicia.rogers@cityofconway.org)

*Please provide the following information for consideration to a City of Conway Board/Commission. List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved.*

Faulkner County Master Gardener

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*Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.*

Since moving to back to Conway four years ago, my husband and I have become more involved in the community. My husband is on the Faulkner County Museum Board and I am a Faulkner County Master Gardener. I helped with the Arbor Day Celebration this year and saw how important the Tree Board is to the community and to maintaining Conway's canopy. The Tree Board is a critical component of Conway's growth.

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*What contributions do you hope to make?*

I hope to help the Tree Board's existence, goals, and contributions become better known in the community.

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I hope to help continue beautifying Conway and attracting more businesses and residents to the city.

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*Please feel free to attach to this application any additional information.*

*The City of Conway strives to ensure all City Boards are representative of our diverse community. To assist in these endeavors; please provide the following information on a voluntary basis:*

Age: 44 Sex: Female Race: White

Occupation: Lawyer Ward 2

Email Address: jennyjackson017@gmail.com

\_\_\_\_\_  
*Signature of Applicant or Nominator*

\_\_\_\_\_  
*Date*



RECEIVED  
10/11/16

City of Conway  
[www.cityofconway.org](http://www.cityofconway.org)  
Board/Commission Nomination Form:

Date: 10/7/16

Board applying for: (One board per form)

Conway Tree Board

(If you are applying for more than one board, you will only need to fill out the second page once.)

Person Nominated: Bonnie Stidham

Address: 1705 Columbia Drive City, State, Zip Conway, AR 72034

Phone/Home: 501/908/4679 Work: Retired

Person making nomination: Myself

Address: \_\_\_\_\_

Phone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

Please send to: Michael O. Garrett

City Clerk/Treasurer  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6100  
(501) 450-6145 (f)  
[cityclerk@cityofconway.org](mailto:cityclerk@cityofconway.org)  
[felicia.rogers@cityofconway.org](mailto:felicia.rogers@cityofconway.org)

*Please provide the following information for consideration to a City of Conway Board/Commission. List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved.*

Board member of the Conway Symphony Guild

Master Gardener

Volunteer with the Humane Society of Faulkner County - 1999-2009

*Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.*

As an avid gardener, I would like to be active in the arboreal preservation in my community.

*What contributions do you hope to make?*

I bring botanical knowledge, a willingness to learn, and the available time to volunteer.

*Please feel free to attach to this application any additional information.*

*The City of Conway strives to ensure all City Boards are representative of our diverse community. To assist in these endeavors, please provide the following information on a voluntary basis:*

Age: 65 Sex: Female Race: Caucasian

Occupation: Retired Ward 3

Email Address: bstidham@conwaycorp.net

Buni Stidham  
Signature of Applicant or Nominator

10/7/16  
Date



City of Conway  
www.cityofconway.org  
Board/Commission Nomination Form:

Date: 3/10/17

Board applying for: (One board per form)

*(If you are applying for more than one board, you will only need to fill out the second page once.)*

Person Nominated: Lesley Waterson Conway, AR  
Address: 353 Mitchell St. #A City, State, Zip 72034  
Phone/Home: 479-387-0262 Work: ←

Person making nomination: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

Please send to: Michael O. Garrett

City Clerk/Treasurer  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6100  
(501) 450-6145 (f)  
[cityclerk@cityofconway.org](mailto:cityclerk@cityofconway.org)  
[felicia.rogers@cityofconway.org](mailto:felicia.rogers@cityofconway.org)

*Please provide the following information for consideration to a City of Conway Board/Commission. List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved.*

Lesley works in the downtown Conway area and owns a café committed to building the local economy through the local food ecosystem. She has previously volunteered as a youth probation officer for Faulkner County, and in the Faulkner County Library Gardens program

*Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.*

I love the idea of contributing to my community by helping educate <sup>citizens</sup> and implement practices that reduce Conway's carbon footprint. Working with trees and people is the best way to ~~work~~ help this cause!

*What contributions do you hope to make?*

I hope to plant more trees in Conway, make our city more beautiful, and learn about all that the Blue Ribbon Committee is involved in.

*Please feel free to attach to this application any additional information.*

*The City of Conway strives to ensure all City Boards are representative of our diverse community. To assist in these endeavors; please provide the following information on a voluntary basis:*

Age: 27 Sex: female Race: \_\_\_\_\_

Occupation: self-employed business owner <sup>owner</sup> Ward not sure

Email Address: Lesley@streetsidecreperie.com

Lesley Waterson  
Signature of Applicant or Nominator

3/6/17  
Date



Conway Tree Board

(If you are applying for more than one board, you will only need to fill out the second page once.)

Person Nominated: Michael (Tony) Togni Address: 411 Oliver St City, State, Zip Conway, AR 72034 Phone/Home: 501-339-4933 Work: 501-339-4933

Person making nomination: Michael (Tony) Togni Address: 411 Oliver St Phone/Home: 501-339-4933 Work: 501-339-4933

Please send to: Michael O. Garrett

City Clerk/Treasurer 1201 Oak Street Conway, AR 72032

(501) 450-6100

(501) 450-6145 (f) [cityclerk@cityofconway.org](mailto:cityclerk@cityofconway.org) [felicia.rogers@cityofconway.org](mailto:felicia.rogers@cityofconway.org)

Please provide the following information for consideration to a City of Conway Board/Commission. List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved. Volunteer for 2011 Arbor Day Celebration - Helped with moving and passing out trees

Attended Tree Pruning Class hosted by U of A

Extension \_\_\_\_\_

Tornado Clean up Volunteer - 2008 Clinton Tornado and 2011 Vilonia

Tornado \_\_\_\_\_

Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.

I have lived in old Conway for about 12 years. We have almost 1 acre 1 block east of Central Baptist College with approx 50% canopy. I have a strong understanding of cost, methods,

and risks associated with tree management. I am also a woodworker and a gardener, so I have studied many aspects of trees for a long time. My professional experience is in Industrial Engineering

and factory management where I made world class musical instruments for 10 years, and I am currently in the early phases of starting a woodworking

business.

What contributions do you hope to make?

Help with creative solutions to save Conway's existing Tree Canopy, and help with plans to increase the size and value of Conway's Urban

canopy for future generations.

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Please feel free to attach to this application any additional information. The City of Conway strives to ensure all City Boards are representative of our diverse community. To assist in these endeavors; please provide the following information on a voluntary basis:

Age: 46 Sex: M Race: White  
Occupation: Entrepreneur/Industrial Engineer/Urban Farmer Ward

Email Address:

tony.togni@protonmail.com

Michael Togni 7/21/16 Signature of Applicant or Nominator Date

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04.6.2017

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## Memo

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**To**  
City Council

**From**  
Felicia Rogers

**CC**  
Bart Castleberry, Mayor

**Re**  
Nominations

**Comments:**

The Robinson Cemetery Board would like to reappointment the following members to a full five year term:

- Ernestine Acklin
- Donna Boxley

The Robinson Cemetery Board requests that these names be voted on at the next regularly scheduled City Council meeting.

Please advise if you have any questions.

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**Robinson Cemetery Board**

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**Richard Arnold**  
Chief Executive Officer

501.450.6020  
501.450.6099 fax  
richie.arnold@conwaycorp.com

March 30, 2017

The Honorable Bart Castleberry, Mayor  
and Members of the City Council  
City of Conway, Arkansas  
1201 Oak Street  
Conway, AR 72032

Dear Ladies and Gentlemen:

The Board of Directors of the Conway Corporation, in conformance with Resolution 88-11, published a legal notice in the Log Cabin Democrat on February 8, 2017, advertising for nominees to the Conway Corporation Board of Directors. (A copy of that legal notice is enclosed.)

As of March 8, 2017, the expiration of the nominating period, two nominations had been received.

The Conway Corporation Board of Directors met on March 29, 2017, and Mr. Tom Courtway was elected to succeed Mr. Johnny Adams, whose term expires May 8, 2017.

As mandated by the Articles of Incorporation of the Conway Corporation, it is my pleasure to submit to the Conway City Council for its ratification and approval the election of Mr. Tom Courtway.

We respectfully request your favorable consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Richard Arnold', is written over a faint blue line.

Richard Arnold  
Chief Executive Officer  
Conway Corporation

RA:na

Enclosure (legal notice)

**PROOF OF PUBLICATION**

STATE OF ARKANSAS  
COUNTY OF FAULKNER

RECEIVED

Account No. 1000701592

FEB 10 2017

**CONWAY CORPORATION**  
P O BOX 99  
CONWAY AR 72033

CONWAY CORPORATION

I, Courtney Hogan do hereby certify that I am the Authorized Agent of the **Log Cabin Democrat**, a daily newspaper published in the city of Conway, Arkansas, and having a bonafide circulation in Faulkner County, Arkansas, that said newspaper has been published at regular intervals continuously during a period of at least twelve (12) months

Prior to the date of publication of the annexed .....

NOTICE.....

and is in all respects eligible and qualified to publish legal notices under the provisions of Act 1 of the General Assembly of the State of Arkansas as amended by act 263 of the 1937 Acts of the General Assembly

I further certify that said legal advertisement, a copy of which is hereby attached, was published on .....1..... insertions on the following days, to-wit:

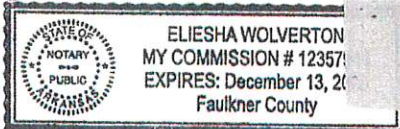
Section / Ad #	Run Date	Page Placement
LEGAL NOTICES		
7979235	02/08/2017	B10 1

1

AFFIANT: Courtney Hogan

Subscribed and sworn to this ..8<sup>th</sup>...day of ..February..., 2017.....

Notary Public  
Eliesha Wolverton



My commission expires ..December 13, 2020.....

Fees for Printing, \$94.80..... Cost of Proof, \$0.00..... Total, \$94.80.....

**Public Notice**

**Conway Corp accepting board of director nominations**

Conway Corp is accepting nominations for board membership. The Conway Corp Board of Directors elects one director annually to serve a seven-year term. Nominees are being accepted for the term to begin May 8, 2017.

Nominations will be accepted at the office of the Chief Executive Officer, 650 Locust St., Conway, Arkansas 72034, on or before March 8, 2017. Nominations should be submitted in writing and include the following information: (1) name and address of person making nomination; (2) name and address of nominee; (3) personal background information, qualifications, and the reason(s) the nominee wishes to be considered; and (4) signatures of nominator and nominee, if different.

Nominees must be a Conway citizen willing to serve the community without compensation, philosophically in tune with municipal ownership of utility systems, free of conflicts of interest, and firmly established in Conway.

Information included in all applications will become public information.



City of Conway, Arkansas  
Ordinance No. O-17-\_\_\_\_

**AN ORDINANCE APPROPRIATING FUNDS AND ENTERING INTO AN AGREEMENT FOR THE ANNUAL MOSQUITO ABATEMENT PROGRAM FOR THE CITY OF CONWAY TO BE ADMINISTERED BY THE CODE ENFORCEMENT OFFICE; AND FOR OTHER PURPOSES**

**Whereas**, the City of Conway contracted with Vector Disease for a mosquito abatement program last year that provided a professionally designed and integrated program for the control of the mosquito pollution within the city limits of Conway; and

**Whereas**, budgetary authority has not been approved for the FY2017.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1.** The City of Conway shall waive the requirement for obtaining competitive bids to continue the mosquito abatement program and the Mayor is hereby authorized to enter into an agreement with Vector Disease Control for said services at a total price of \$150,000.

**Section 2.** The City of Conway shall appropriate \$150,000 as a General Fund balance appropriation for the mosquito abatement program that will be administered through the Permits & Code Enforcement Department to operating account 001.111.5399.

**Section 3.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 11<sup>th</sup> day of April, 2017

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett**  
City Clerk/Treasurer

MOSQUITO CONTROL  
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT for Mosquito Control Professional Services is entered into between the City of Conway, Arkansas (the City) and Vector Disease Control International, LLC (Vector). For the protection of its residents, the City desires to provide a professionally designed and integrated program for the control of the mosquito population in the City. Vector has agreed to provide these services subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, agreements, and Considerations contained herein, the City and Vector agree as follows:

1. Term of the Agreement. The term of this Agreement shall be for a period beginning April 12, 2017 and ending March 31, 2018, or until terminated pursuant to Section 6 of this Agreement. Provided, however, that this Agreement can be renewed each calendar year for the next year, with Conway City Council approval. The City may choose not to renew this Agreement for any reason.

## Mosquito Surveillance

### Adult Surveillance

VDCI will conduct weekly sampling of mosquito populations at pre-defined, set trap locations throughout the city from mid-April through mid-October. Surveillance of adult mosquitoes will occur by way of setting gravid or CDC light traps at pre-defined areas throughout the city. Adult mosquito surveillance helps to elucidate the mosquito distribution, density, and species composition throughout the control area. Furthermore, it can provide direct evidence of an increased risk of contracting mosquito-borne viruses. It is also crucial for the efficient and precise application of adulticides. All mosquito species found in an area are not attracted to the same trap type; therefore, the combination of methods listed below will be employed after consultation with city staff.

Dr. Dan Markowski serves as the primary company entomologist ensuring our plan, standards, and quality control are consistent with VDCI standards and nationally accepted principles. All surveillance will include the identification of mosquito species present and testing for mosquito borne diseases by a VDCI internal laboratory method. All reporting will include GPS coordinates and can be done on a weekly or monthly basis.

Gravid Traps are lightweight, portable battery operated traps that use putrid water as an attractant for ovipositing mosquitoes. They are ideal for collecting Culex mosquitoes that oviposit in habitat conducive to their larval development. Gravid traps will be set each week from mid-May through October throughout the city as directed by the city.

CDC (Centers for Disease Control) Miniature Light Traps are lightweight, portable, battery operated traps that will be used throughout the city to assess local adult mosquito population abundance. These traps are baited with dry ice (a source of CO<sub>2</sub>) to increase their appeal to host-seeking mosquitoes.

Landing Rates are performed by field staff and are instrumental in determining which species of mosquitoes are actively feeding on humans in an area. Inspectors establish areas throughout the city where they can expose themselves as bait and count the number mosquitoes landing on them in a given time (usually one to ten minutes). These counts will be conducted throughout the city as needed (a.m. or p.m.).

### Larval Surveillance

Larval surveillance is one of the most important aspects of a mosquito control program. With continuous surveillance of larval habitats, mosquito population surges can be predicted and often abated through the well-timed application of larvicides.



Additionally, knowledge of mosquito-breeding sites can increase adulticide efficacy because these areas can be selectively targeted before adult mosquitoes disperse to nearby areas.

Larval habitats (permanent water, temporary pools, drainage ditches, septic ditches, catch basins, artificial containers and tree holes) will be inspected regularly and mapped into a GIS database using GPS technology. Seasonal technicians will be trained to identify mosquito-breeding habitat and conduct all appropriate control measures. Each technician will be assigned a section of the city and instructed to conduct weekly inspections of potential breeding sites. Each site that is inspected and treated will be recorded on paper records and with handheld Garmin GPS units. These paper records will be promptly entered into the database each day and the GPS units will be downloaded with inspection/treatment maps available within 48 hours.

Permanent Water sites consist of habitat that remains inundated for an extended period of time. Examples of these sites would be lakes, rivers, retention ponds, swamps, etc. Permanent water sites will be inspected on a routine basis throughout the mosquito-breeding season. These areas are capable of producing large numbers of various species of mosquitoes such as *Anopheles crucians*, *An. quadrimaculatus*, and *Coquilletidia perturbans*.

Temporary Floodwater is standing water that may exist for short periods of time after high water or rainfall. Examples of this type of habitat would include bottom lands, woodland pools, swales (low areas), drainage ditches, tire ruts, and depressions. Large numbers of mosquitoes can be produced in a short period of time from these sites. These areas must be inspected for the presence of larvae as soon as possible after every substantial rainfall. Mosquitoes expected to be found at these sites include *Aedes vexans*, *Ochlerotatus canadensis*, *Psorophora columbiae*, *Ps. howardii*, *Ps. ciliata*, *Ps. ferox*.

Artificial Containers/Tree Holes are considered one of the most troublesome problems faced by a mosquito control operation. Artificial containers may occur city-wide and produce mosquitoes in every back yard. Anything that holds water can produce artificial container species. Old tires, cans, bottles, buckets, cups, pet water bowls, birdbaths, gutters, and swimming pools are some of the more common artificial containers. From this type of habitat comes one of the top pest species — *Ae. albopictus* (commonly referred to as the Asian tiger mosquito). Additional species that occur in artificial containers include *Culex pipiens*, *Cx. restuans*, *Cx. erraticus*, *Ochlerotatus triseriatus*, *Orthopodomyia signifera*, and *Toxorhynchites rutilus*.

septentrionalis. As private and public properties are inspected, container habitats will be checked and removed/emptied as needed.

Septic Water Habitats occur when water holding areas become polluted with high levels of organic matter. Examples of this type habitat would include oxidation ponds, ditches with sewage discharge or run off from decaying plant or animal life. Septic water can often produce the largest number of mosquitoes per unit of area. *Culex quinquefasciatus* and *Cx. restuans*, are often the most common species found in this habitat, and are also the primary vector for West Nile virus in the United States. Routine management of this habitat type and the control of encephalitis vectors will be vital to the public's health.

Storm Drain and Catch Basins occur throughout urban areas and are capable of breeding numerous mosquito species. Of primary concern in these habitats is *Cx. quinquefasciatus* and *Cx. restuans*, the primary vectors of West Nile virus. Although all catch basins may hold water at some point in time, not all catch basins are sites of prolific mosquito breeding. Improper drainage, poor design, and amount of rainfall can all contribute to the number of mosquitoes produced in catch basins.

Storm drains and catch basins will be visually assessed for mosquito breeding and where appropriate treated. Technicians will conduct basin to basin, walking surveys of previously untreated basins. Each site inspected/treated will be recorded on paper records and with handheld Garmin GPS units and mapped within 48 hours.

Treated basins will be randomly inspected every 2-3 weeks throughout the active mosquito-breeding season. All pupae found will be transported back to the laboratory and held in rearing chambers for up to 5 days to monitor for emergence and, subsequent, larvicide failure.

## Mosquito Control

### Larval Mosquito Control

At VDCI, we only use insecticides approved by the Environmental Protection Agency (EPA) for the control of larval mosquitoes. These safe, effective larvicides can be delivered by means of hand-operated, ATV, or truck-mounted application equipment. All of our equipment is equipped with the latest in GPS/GIS technology to provide detailed reporting on all applications.

Source Reduction and large scale drainage projects are important in reducing mosquito habitat. Although VDCI does not attempt drainage projects, we will work closely with local agencies in identifying drainage problems. VDCI can also conduct neighborhood

source reduction campaigns. Our inspectors will conduct house-to-house inspections as needed to reduce the production of urban mosquitoes (*Aedes albopictus* and *Culex quinquefasciatus*) and will educate homeowners to identify and remove mosquito production sources to control backyard production.

Biological control of larval mosquitoes ranges from naturally occurring organisms such as birds, bats, fish, dragonflies, copepods and mosquito larvae, to artificially introduced organisms such as *Bacillus thuringiensis* var *israelensis* (Bti) and *Bacillus sphaericus*. Although few of the biological control agents occurring in nature are available to mosquito control specialist, the introduction and replenishment of *Gambusia affinis* (the mosquito fish) affords good control in pools, ponds, ditches, and drainage canals. The most widely used and environmentally sound biological agent is Bti. This larvicide became commercially available in 1978 and has become the larvicide of choice by VDCI. Bti is available in liquid, granular, and time-release formulations and poses little threat of resistance development.

When mosquito larvae are detected in an area, they will be preferentially controlled through the application of Bti and similar products containing BS. Dependent upon the conditions present, granular, liquid or time-release formulations will be applied.

Chemical control of larval mosquitoes will be carried out when and where biological control is not feasible. Altosid, an insect growth regulator (IGR), can be used in any mosquito-producing area where extended control is desired. These areas can be treated on a 30-120 day schedule once positive production is found. Control of mosquitoes found in tire piles and catch basins throughout the city can be treated at 30-day intervals using Altosid. Any use of non-biological larvicides will be closely monitored and mosquito species exposed will be tested annually for any evidence of resistance. Chemical larvicides will be used in briquette, granular, and liquid forms depending upon treatment needs and habitat type.

Larviciding will be conducted using a variety of equipment and methods and are as follows:

- Back Pack Applicators and Spreaders will be used where vehicle access is unavailable. Tire piles, swales, retention ponds, backyards, etc. can be treated with this type of equipment. We will have two (2) back pack applicators available at all times.

- Power Sprayers and Spreaders are mounted on All Terrain Vehicles (ATV) or trucks. The holding tanks hold from 15 to 100 gallons of larvicide. These mechanisms can be used with all types of larvicide and in most habitat types, such as ditches, swales, septic ditches, etc. Parks, golf courses, and ball fields can be treated quickly when surveillance indicates the presence of mosquito larvae. We anticipate having three (2) trucks available for larvicide applications at all times.

### Adult Mosquito Control

Chemical control of adult mosquitoes will be used whenever and wherever the city and the VDCI's Mosquito Control Program staff determine mosquito populations have reached unacceptable levels. Surveillance, source reduction, larviciding, and public education will all be used to reduce the amount, frequency, and areas that adulticides are needed. However, the end result of organized mosquito management is often the application of adulticides. Chemical adulticides should be as safe and as environmentally friendly as possible. Additionally, caution should be used to avoid developing resistance to pesticides in local mosquito populations. VDCI will apply only EPA and Arkansas State registered public health pesticides labeled for mosquito control such as resmethrin, permethrin, and natural pyrethrin.

Pesticides will be mixed and spray equipment calibrated so that the proper pounds of active ingredient per acre are applied. All hand-held, ATV-mounted, and truck-mounted equipment will be calibrated and droplet size (MMD) tests conducted during the active mosquito control season to ensure the most efficient kill rates with each application.

VDCI uses only the most up-to-date truck-mounted ULV application equipment. All vehicles will be equipped with GPS tracking units capable of delineating the spray routes of each vehicle. These units record at three (3) second intervals the date, time, latitude, longitude, and sprayer status (on or off) for each vehicle. Detailed maps, graphically illustrating the application data will be produced after each spray operation and provided to the city. Each truck-mounted ULV applicator unit includes a variable flow control system where between 5 and 20 miles per hour the pumping system synchronizes chemical output with vehicle speed.

VDCI will have trucks with GPS-enabled, ULV applicators on hand. Furthermore, hand-held adulticide equipment will be used citywide to supplement truck-mounted equipment.

In addition, barrier applications can be performed with a variety of products labeled for adult mosquito control, including permethrin and deltamethrin. Barrier applications can provide a longer, residual control of mosquito populations and are often an effective means for suppressing mosquito populations during outdoor events such as ball games and festivals. For

this reason, they will be used to supplement ULV applications as the city requests. We will have a backpack applicator available for barrier applications at all times.

- a) Service Requests. Vector will perform Mosquito Treatment Customer Service Request responses to private property of individual home owners at no charge to Conway residents. Citizens will be allowed to report a mosquito control service request to Vector. All requests and any subsequent treatments will be recorded on our database. Vector is only required to provide Service Requests for residential property.

2. Payment. For services to be provided by Vector during the term hereof, the City

Shall pay to Vector the following:

a) For the primary term (2017) the sum of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) in nine (9) equal monthly installments of \$16,666.67.00 each month.

Payable on or before the 15<sup>th</sup> day of each month, beginning April 15, 2017.

3. Insurance. Vector shall at its own expense procure and maintain the following

Coverages, and list the City of Conway as an additional insured on the insurance certificate:

a) Workers compensation with a statutory minimum employer liability;

b) General liability with a minimum general aggregate limit of \$2,000,000.

c) Commercial Auto with a minimum liability of \$1,000,000.00.

Vector shall provide the City with written proof that it has obtained the insurance required under the terms of this Agreement. Proof of such insurance will be provided to the City before work under this Agreement is commenced. If at any time the insurance requirements cannot be met by Vector, Vector will immediately notify the City. Failure to maintain the required insurance will be considered a material breach of this Agreement.

4. Non-Liability of the City, Its Officials, and Employees. No employee or elected official of the City shall be personally responsible for any damage resulting from the negligence or intentional acts of Vector in the performance of services required under the terms of this Agreement.

5. Indemnity. Vector shall indemnify and hold harmless the City, its elected officials, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees as a result of any work done by Vector in the performance of this Agreement, including full and complete compliance with all State and Federal laws, rules, and regulations.

6. Termination. The City may terminate this Agreement for any reason by giving Vector thirty (30) days written notice. If the termination is based on a material breach

of this Agreement by Vector, the City, upon termination, shall be at liberty to re-let the work to other parties, or to perform the work without contract, and in either case, Vector shall be liable for any excess costs in performing such work over the cost to the City if Vector had continued to perform in accordance with this Agreement.

7. Civil Unrest. Notwithstanding anything contained in this Agreement to the contrary, in the event Vector, in its sole discretion, determines that because of civil unrest a substantial risk of personal injury to its employees or damage to its equipment exists, then Vector may refuse to provide services in that part of the coverage area where such risk exists until:

- a) Order is restored and the threat of such injury or damage has been resolved; or
- b) The City has, in the sole discretion of Vector, taken adequate security measures to insure the safety of Vector personnel and equipment.

any refusal by Vector to treat a part of the coverage area under the circumstances described in this section shall not be deemed to be a breach of this Agreement.

8. Prohibition of Other Commercial Mosquito Control Applications. Because of its various reporting and record keeping responsibilities and the liability assumed by Vector under the terms of this Agreement, and because of potential harm to the public, the City shall not permit other commercial mosquito control pesticide applications to occur in public areas of the City during the term of this Agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the  
\_\_\_\_\_ day of \_\_\_\_\_, 2017.

VECTOR DISEASE CONTROL INTERNATIONAL, LLC

\_\_\_\_\_

CITY OF CONWAY, ARKANSAS

\_\_\_\_\_

ATTEST:

\_\_\_\_\_





**City of Conway, Arkansas  
Ordinance No. O-17-\_\_**

**AN ORDINANCE APPROPRIATING FUNDS TO THE CONWAY EMERGENCY OPERATIONS CENTER FOR EMERGENCY REPAIRS TO THE GENERATOR; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:**

**Whereas,** The Conway Emergency Operations Center (CEOC) needs approximately \$6,664 in building maintenance funds for emergency generator repairs and;

**Whereas,** the Conway Emergency Operations Center (CEOC) needs these funds in order to remove and replace the governor motor and controller and to remove and replace two generator batteries. These repairs were discovered during the annual inspection.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:**

**Section 1.** The City of Conway shall appropriate funds in the amount of \$6,664 from the general fund balance appropriation account 001.119.4900 into the Conway Emergency Operations Center (CEOC) building maintenance expense account, 001.125.5410.

**Section 2.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**Section 3.** This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

**PASSED** this 11<sup>th</sup> day of April, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



**City of Conway, Arkansas  
Ordinance No. O-17-\_\_**

**AN ORDINANCE APPROPRIATING FUNDS FOR THE CITY OF CONWAY CIVIL SERVICE EXPENSES; AND FOR OTHER PURPOSES:**

**Whereas,** The City of Conway has a need to pay for expenses related to Civil Service Commission entry level police officer and firefighter promotional testing at a cost of \$5,400 for which funding has not previously been provided.

**Whereas,** budgetary authority for such expenditure has not previously been provided;

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1.** The City of Conway shall appropriate \$5,400 for expenses related to the Civil Service Commission entry level police officer and firefighter promotional testing from the General Fund – Fund Balance Appropriation Account (001.119.4900) to the Civil Service Account (01.119.5770).

**Section 2.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 11<sup>th</sup> day of April, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



**City of Conway, Arkansas  
Resolution No. R-17-\_\_**

**A RESOLUTION REQUIRING AN AUDIT OF THE ACCOUNTING RECORDS OF THE CITY OF  
CONWAY FOR THE YEAR 2016**

**Whereas**, Arkansas Code Annotated §14-58-307 requires that cities of the first class be audited annually by either an independent certified public accountant or by the Division of Legislative Audit; and

**Whereas**, Arkansas Code Annotated §14-58-101(c)(3) gives municipalities the option to choose between the two. The deciding factor being that an independent audit will be performed in accordance with the guidelines and format prescribed by the Governmental Accounting Standards Board, the American Institute of Certified Public Accountants, and the United States Government Accountability Office; and the Division of Legislative Audit performs on a regulatory basis, which is not well-defined, nor is it considered to be up-to-date when compared to the guidelines used by independent accountants; and

**Whereas**, the City Council finds it beneficial and in the best interest of the City to have an audit for its fiscal year 2016 that complies with the aforementioned guidelines.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:**

**Section 1.** The City of Conway shall have an audit for the year ended December 31, 2016 that is conducted by an independent certified public accountant, and is in accordance with the guidelines and format prescribed by the Governmental Accounting Standards Board, the American Institute of Certified Public Accountants, and the United States Government Accountability Office.

Passed this 11<sup>th</sup> day of April, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**