

CITY OF SPRINGDALE  
Committee Agendas  
Monday, September 19th, 2016  
Airport Terminal Lobby  
Springdale Municipal Airport  
802 Airport Road  
Meetings begin at 5:30 p.m.

Personnel Committee by Chairperson Kathy Jaycox:

1. **A Discussion** of the Dress Code Policy. Item Presented by: Gina Lewis, Director of Human Resources. (2-4)
2. **A Report** pertaining to Dental Insurance increase. Item presented by: Gina Lewis, Director of Human Resources.

Street & CIP Committee by Chairman Rick Evans:

3. **A Report** on the renovation of the airport terminal. Item presented by: Springdale Airport Commission Chairman Neil Johnson.

Parks & Recreation Committee by Chairman Mike Lawson:

4. **A Resolution** designating property as permanently accessible for public hiking and bike trails. Item presented by: Ernest Cate, City Attorney & Patsy Christie, Director of Planning. (5)

Finance Committee by Chairman Eric Ford:

5. **A Resolution** to levy Washington County Ad Valorem Taxes of the City of Springdale, Arkansas. Item presented by: Wyman Morgan, Director of Administration & Finance. (6-7)
6. **A Resolution** to levy Benton County Ad Valorem Taxes of the City of Springdale, Arkansas. Item presented by: Wyman Morgan, Director of Administration & Finance. (8)
7. **A Resolution** authoring the sale of property to Northwest Arkansas Child Care Resources & Referral Center, INC., dba Child Care Aware of NWA. Item presented by: Wyman Morgan, Director of Administration & Finance. (9-10)

## **Dress Code: Attire and Grooming Policy**

### **Objective**

The City of Springdale strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the City requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, City department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

### **Procedures**

All City staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Acceptable personal appearance is an ongoing requirement of employment with the City of Springdale.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

### ***Specific requirements***

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing appropriate office attire for office staff, and uniforms or protective clothing depending on the nature of the job. Hair must be a natural human hair color.

At the discretion of the department head, in special circumstances, such as during unusually cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Uniforms and protective clothing may be required for certain positions and will be provided to employees by the department. Uniforms or uniform allowance will be provided to personnel of certain departments as authorized by the Mayor. Personnel who are provided uniforms or uniform allowance shall wear uniforms at all times while on duty. Uniforms shall be kept as neat and presentable as working conditions permit.

If a non-Civil Service employee is required to wear a logoed uniform shirt and specific type of work pant, the City will reimburse for both the shirt and pant. Items considered "every day wear" such as jeans or khakis, will not be reimbursed by the City. Boots required by the City, with the exception of steel toed boots, will be reimbursed through payroll as a taxable benefit to the employee per current tax law. All shoes and clothing purchased by the City of Springdale, with the exception of articles taxed to the employee, must be returned upon separation from the City. Each department should maintain a written uniform policy approved by the Mayor.

***Reasonable accommodation of religious beliefs***

The City of Springdale recognizes the importance of individually held religious beliefs to persons within its workforce. The City will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource (HR) department.

***Casual or dress-down days***

Departments that adopt casual or dress-down days must use the following guidelines to define appropriate casual attire.

**Appropriate**

**Inappropriate**

***Slacks***

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Khakis or corduroys</li> <li>• Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing)</li> <li>• Capris</li> <li>• Leggings, if covered by a dress or long top</li> </ul> | <ul style="list-style-type: none"> <li>• Sweatpants, uncovered leggings, exercise wear</li> <li>• Shorts or low-rise pants or jeans</li> </ul> |
|--|--|

***Shirts/Dresses***

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Polo collar knit or golf shirts</li> <li>• Button shirts</li> <li>• City logo wear</li> <li>• Short-sleeve blouses or shirts</li> <li>• Turtlenecks</li> <li>• Blazers or sport coats</li> <li>• Jackets or sweaters</li> </ul> | <ul style="list-style-type: none"> <li>• Tank tops or exercise clothing</li> <li>• Crop tops, spaghetti straps, clothing showing midriffs or cleavage, short skirts/dresses (no more than 2 inches above the top of the knee)</li> <li>• T-shirts with writing other than City Logo, Local Team shirts, or non-profits for event days</li> </ul> |
|--|--|

### ***Addressing workplace attire and hygiene problems***

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, the staff member will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

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

**A RESOLUTION DESIGNATING PROPERTY AS PERMANENTLY ACCESSIBLE FOR PUBLIC HIKING AND BIKE TRAILS.**

**WHEREAS**, in 2014, the City of Springdale authorized the Mayor and City Clerk to enter into a grant agreement with the Walton Family Foundation for the construction of a mountain bike trail in connection with the Razorback Greenway Trail;

**WHEREAS**, in connection therewith, Springdale Water Utilities deeded approximately 50 acres of property to the City of Springdale that was needed for the mountain bike trail and other bike trails (a map of the property is attached hereto as Exhibit "A");

**WHEREAS**, the deed from Springdale Water Utilities to the City of Springdale provided that if the mountain bike trail property should ever fall into disrepair, disuse, or is no longer used for bike trails, then title to the property shall revert back to the Springdale Water & Sewer Commission;

**WHEREAS**, the City of Springdale wishes to ensure that the property will be permanently accessible to the public for recreational purposes and for use as hiking or bike trails;

**WHEREAS**, the City of Springdale recognizes the valuable participation of the Walton Family Foundation in this, and other, endeavors, and wishes to ensure that the property will forever continue to be used and maintained by the City for hiking or public bike trails;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE**, that the City of Springdale hereby affirms that the 50 acre tract transferred to the City from Springdale Water Utilities for the development and use as public hiking or public bike trails shall be made permanently accessible to the public for the purposes stated herein.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Doug Sprouse, Mayor

ATTEST:

\_\_\_\_\_  
Denise Pearce, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
Ernest B. Cate, CITY ATTORNEY

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

**A RESOLUTION TO LEVY WASHINGTON COUNTY AD VALOREM TAXES OF THE CITY OF SPRINGDALE, ARKANSAS.**

**WHEREAS**, governing bodies of the municipalities of the State of Arkansas are required by law to levy ad valorem taxes at their regular meeting in October of each year; and,

**WHEREAS**, certain levies are needed to properly finance the operation of the City of Springdale, Arkansas.

**WHEREAS**, all property taxes and voluntary taxes will be collected by the Tax Collector of Washington County.

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

**SECTION 1:** That the following levies be approved for collection in the year 2017 and that copies of this Resolution be sent to the County Clerk and Tax Collector of Washington County.

The 2016 property tax levy to be collected by the Washington County Tax Collector are as follows:

	<b>REAL ESTATE</b>	<b>PERSONAL PROPERTY</b>
<b>GENERAL FUND</b>	.0047	.0047
<b>FIREMEN'S PENSION</b>	.0005	.0005
<b>POLICEMEN'S PENSION</b>	.0005	.0005
<b>TOTAL</b>	<u>.0057</u>	<u>.0057</u>

**SECTION 2:** The 2016 voluntary taxes to be collected by the City Clerk are as follows:

	<b>REAL ESTATE</b>	<b>PERSONAL PROPERTY</b>
<b>CITY FIRE FUND</b>	.0015	.0015
<b>LIBRARY</b>	.001	.001
<b>TOTAL</b>	<u>.0025</u>	<u>.0025</u>

**SECTION 3:** The voluntary taxes will be printed in the Washington County Tax Collector's office and shall be billed and collected by the Washington County Tax Collector's office.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Doug Sprouse, Mayor

**ATTEST:**

\_\_\_\_\_  
Denise Pearce, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Ernest B. Cate, City Attorney

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

**A RESOLUTION TO LEVY BENTON COUNTY AD VALOREM TAXES OF THE CITY OF SPRINGDALE, ARKANSAS.**

**WHEREAS**, governing bodies of the municipalities of the State of Arkansas are required by law to levy ad valorem taxes at their regular meeting in October of each year; and,

**WHEREAS**, certain levies are needed to properly finance the operation of the City of Springdale, Arkansas.

**WHEREAS**, all property taxes will be collected by the County Clerk and Tax Collector of Benton County.

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

**SECTION 1:** That the following levies be approved for collection in the year 2017 and that copies of this Resolution be sent to the County Clerk and Tax Collector of Benton County.

The 2016 property tax levy to be collected by the Benton County Tax Collector are as follows:

	<b>REAL ESTATE</b>	<b>PERSONAL PROPERTY</b>
<b>GENERAL FUND</b>	.0047	.0047
<b>FIREMEN'S PENSION</b>	.0005	.0005
<b>POLICEMEN'S PENSION</b>	.0005	.0005
<b>TOTAL</b>	<u>.0057</u>	<u>.0057</u>

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Doug Sprouse, Mayor

**ATTEST:**

\_\_\_\_\_  
Denise Pearce, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Ernest B. Cate, City Attorney

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

**A RESOLUTION AUTHORIZING THE SALE OF  
PROPERTY TO NORTHWEST ARKANSAS CHILD CARE  
RESOURCES & REFERRAL CENTER, INC., dba CHILD  
CARE AWARE OF NWA.**

**WHEREAS**, the City of Springdale owns the following real property located in the City of Springdale, Arkansas, said land being more particularly described as follows:

Lot 1 and the East 29.00 feet of Lot 2, Block 8, of the Railroad Addition to the City of Springdale, Arkansas, as per plat thereof. Also, The West 12.00 feet of Lot 2 and the East 25.00 feet of Lot 3 in Block 8, in the Railroad Addition to the City of Springdale, Washington County, Arkansas, as designated on the plat of said Addition now on file in the office of the Circuit Clerk and Ex-Officio Recorder of Washington County, Arkansas. Also, Beginning at a point that is 25.00 West of the SE corner of Lot 3 in Block 8, in the Railroad Addition to the City of Springdale, Washington County, Arkansas; thence North 130.00 feet; thence West 2.00 feet; thence South 130.00 feet; thence East 2.00 feet, to the point of beginning. Subject to roadways and easements, if any.

Washington County Tax Parcels:   815-25229-000  
  815-25230-001  
  815-25230-002

Commonly known as 206 S. Blair St., Springdale, Arkansas ("the Property").

**WHEREAS**, the City acquired the Property by way of purchase in 2004, and has benefitted from the use of the Property;

**WHEREAS**, Ark. Code Ann. §14-54-302 empowers and authorizes municipalities to sell real property it owns, subject to approval by the City Council;

**WHEREAS**, Northwest Arkansas Child Care Resources & Referral Center, Inc., dba Child Care Aware of NWA has made an offer to purchase the Property from the City for the sum of \$325,000.00;

**WHEREAS**, the amount offered by the prospective buyer for the Property is reasonable in that it exceeds the appraised value of the Property;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE, ARKANSAS**, that the Mayor and City Clerk of the City of Springdale, Arkansas, are hereby authorized to execute all documents necessary to effect the sale of the Property to Northwest Arkansas Child Care Resources & Referral Center, Inc., dba Child Care Aware of NWA for the total sum of \$330,000.00, plus any associated closing costs.

**PASSED AND APPROVED** this \_\_\_\_ day of September, 2016.

\_\_\_\_\_  
Doug Sprouse, Mayor

ATTEST:

\_\_\_\_\_  
Denise Pearce, City Clerk

APPROVED:

\_\_\_\_\_  
Ernest B. Cate, City Attorney

# Real Estate Contract (Commercial)



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REALTORS  
Association

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FORM SERIAL NUMBER: 073633-600145-0821134

1. PARTIES: Northwest Arkansas Child Care Resource & Referral Center, Inc.  
DBA: Child Care Aware of Northwest Arkansas

(individually, or collectively, the "Buyer") offers to purchase, subject to the terms and conditions set forth herein, from CITY OF SPRINGDALE

(individually or collectively, the "Seller"), the real property described in Paragraph 2 of this Real Estate Contract (the "Property").

2. ADDRESS AND LEGAL DESCRIPTION:

206 BARR, SPRINGDALE, AR 72764

3. PURCHASE PRICE: Buyer shall pay the following to Seller for the Property (the "Purchase Price")

~~\$ 320,000.00~~ ~~or \$ 305,000.00~~ payable as follows:

~~\$ 325,000.00~~  
~~\$ 330,000.00~~