CITY OF WARD

Council Meeting Agenda
June 17th, 2019 at 6:30 PM

I. Call To Order
   a. Prayer
   b. Pledge of Allegiance

II. Roll Call

III. Review/approval of May 20th, 2019 minutes

IV. Department Reports
   a. Fire
   b. Police
   c. Parks & Rec
   d. Street
   e. Wastewater

V. Commission Report
   a. Planning Commission

VI. Engineer Report

VII. Unfinished Business
   a. Ordinance O-2019-03 (AN ORDINANCE ADOPTING THE CITY OF WARD EMPLOYEE HANDBOOK) 3rd Reading
      • Public Comment

VIII. New Business
   a. VETO of R-2019-10

   b. City Hall Foundation Repair Estimates (if needed)
      • Public Comment
      • Discussion
      • Resolution R-2019-16 (A RESOLUTION AUTHORIZING THE MAYOR AND/OR THE CITY CLERK OF THE CITY OF WARD TO ENTER INTO A CONTRACT TO REPAIR THE FOUNDATION TO CITY HALL.)
c. City of Ward Health and Safety Plan
   • Discussion
   • R-2019-17 (A RESOLUTION ACKNOWLEDGING THE IMPORTANCE OF THE CITY OF WARD TO HAVE A HEALTH AND SAFETY PLAN FOR ITS EMPLOYEES; THAT THE SAFETY OF ITS EMPLOYEES IS ALWAYS THE FIRST CONSIDERATION IN THE OPERATION OF THE CITY; AND HAVING A PREVENTION AND RESPONSE PLAN IS PARAMOUNT TO THE SAFETY OF ITS EMPLOYEES.)

d. 2020 Parks and Tourism Fun Park and Matching Grant Program
   • May apply for up to $250,000 with up to 50% being reimbursed
   • Public Meeting scheduled for June 29 at 10 am
     1. New Concession Stand
     2. All-Inclusive Playground
     3. Construct 200’ Field
   • Discussion
   • Motion to proceed

e. City of Ward Agreement with Lemons Engineering for Parks and Tourism Fun Park and Matching Grant Program
   • Discussion
   • R-2019-18 (A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN THE CITY OF WARD, ARKANSAS, AND LEMONS ENGINEERING CONSULTANTS, INC)

f. Amending O-294 City of Ward Subdivision Regulation
   • Discussion
   • O-2019-05 (AN ORDINANCE TO AMEND ORDINANCE O-294. CITY OF WARD SUBDIVISION REGULATION; TO REPEAL AND REPLACE SECTION 5.8-SIDEWALKS; AND FOR OTHER PURPOSES)
   • Public Comment

g. Execution of “CONFLICT OF INTEREST POLICY FOR MEMBERS AND OFFICIALS” (Refer to R-2016-01)

IX. Mayor’s Report:

X. Public Comment on Non-Agenda Items
XI. **Announcements**

Planning Commission Meeting: Tuesday, June 25th, 7:00 pm
Public Meeting to identify Wards outdoor rec. needs: Sat. June 29th, 10:00 am
Ward Chamber of Commerce: Tuesday, July 2nd, 7 pm
Ward 4th of July Celebration: Thursday, July 4th, 5pm Fireworks show at Dusk
Census Day: April 1, 202

XII. **Adjournment**
Council Meeting Minutes – 05-20-2019

I. Call To Order: Meeting was called to order by Mayor Gastineau @ 6:30pm
a. Prayer
b. Pledge of Allegiance

II. Roll Call: by City Clerk, Ruble. JoAnn Barrentine – Present, Jim Wier –
Here, Robin Hefner – Present, Chasity Scott – Present, Jimmy McMinn –
Present, Art Brooke – Present. We have a Quorum

III. Review/approval of April 8th, 2019 minutes:
The April 8th, 2019 Minutes were approved with a motion by Mr. McMinn
and second by Mrs. Barrentine. Discussion. Motion passes with a 6-0 voice
vote.

IV. Department Reports:
A motion was made to approve the Department Reports by Mr. Wier and
second by Mr. Brooke. Discussion. Department reports were accepted with a
6-0 voice vote.

V. Commission Report:
A motion to approve the Planning Commission Report was made by Mr.
Brooke and second by Mrs. Hefner. Discussion. Commission Report was
approved with a 6-0 voice vote.

VI. Engineer Report:
Mr. Brooke made a motion to move forward with Arkansas Transportation
Alternative Program, second Mrs. Hefner. Discussion. Motion passes with a
6-0 voice vote.

VII. Unfinished Business:

a. Ordinance O-2019-03 (AN ORDINANCE ADOPTING THE CITY OF
WARD EMPLOYEE HANDBOOK) 2nd Reading: Mr. Wier made a motion
to place O-2019-03 on its second reading, second Mrs. Barrentine.
Discussion. Motion passes with a roll call vote 4-3 and Mayor Gastineau
breaking the tie. Mrs. Barrentine– Yea, Mr. Wier– Yea, Mrs. Hefner– Nay,
Mrs. Scott– Nay, Mr. McMinn– Yea, Mr. Brooke– Nay, Mayor Gastineau
Yea.
Mrs. Hefner makes a motion to have a working committee, second Mr. Brooke. Discussion. Motion passes with a roll call vote 6-0. Mrs. Barrette- Yea, Mr. Wier- Yea, Mrs. Hefner- Yea, Mrs. Scott- Yea, Mr. McMinn- Yea, Mr. Brooke- Yea.

Working meeting set for May 21st, 2019 at 7:00 in the Mayor's Office.

b. City Hall Foundation Repair Estimates:

Mr. McMinn makes a motion to get price on out buildings for the Police Department. No second and Mr. McMinn withdrew his motion.

Resolution R-2019-10 (A RESOLUTION AUTHORIZING THE MAYOR AND/OR THE CITY CLERK OF THE CITY OF WARD TO ENTER INTO A CONTRACT TO REPAIR THE FOUNDATION TO CITY HALL) Mr. Brookes makes a motion to award Home Services for $23,750.00 the contract, Second by Mr. Wier. Discussion. Motion passes with a roll call vote of 6-0. Mrs. Barrette- Yea, Mr. Wier- Yea, Mrs. Hefner- Yea, Mrs. Scott- Yea, Mr. McMinn- Yea, Mr. Brooke- Yea

c. Update on P&R Grant Proposal: We were turned down for this Grant with no explanation and will apply again in January.

d. Sanitation Committee Report:

Mrs. Scott makes a motion to table this and have a working group before our next meeting immediately following May 21st handbook committee. Second by Mr. McMinn. Discussion. Motion passes with a roll call vote of 6-0. Mrs. Barrette- Yea, Mr. Wier- Yea, Mrs. Hefner- Yea, Mrs. Scott- Yea, Mr. McMinn- Yea, Mr. Brooke- Yea

VIII. New Business

a. Adjust Monthly Water Rate:

O-2019-04 (AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE 2014-07-1 AND TO AMENDED ORDINANCE NUMBER O-2014-07 PRESCRIBING A CHANGE IN THE RATES TO BE CHARGED FOR WATER AND SERVICES RENDERED BY THE WATER WORKS OF THE CITY OF WARD, ARKANSAS AND PRESCRIBING OTHER MATTERS RELATING THERETO.) Mr. Wier makes a motion to place o-2019-04 on its first reading, second by Mr. McMinn. Discussion. Motion passes with a roll call vote of 5-1. Mrs. Barrette- Yea, Mr. Wier- Yea, Mrs. Hefner- Yea, Mrs. Scott- Nay, Mr. McMinn- Yea, Mr. Brooke- Yea
Mr. Brooke makes a motion to suspend the rules for the 2nd and 3rd reading, second by Mr. Wier. Discussion. Motion passes with a roll call vote of 5-1. Mrs. Barrentine- Yea, Mr. Wier- Yea, Mrs. Hefner- Yea, Mrs. Scott- Nay, Mr. McMinn- Yea, Mr. Brooke- Yea

Mr. McMinn makes a motion to adopt O-2019-04 with it taking effect August 1, 2019, second by Mr. Wier. Discussion. O-2019-04 has been adopted with a 5-1 roll call vote. Mrs. Barrentine- Yea, Mr. Wier- Yea, Mrs. Hefner- Yea, Mrs. Scott- Nay, Mr. McMinn- Yea, Mr. Brooke- Yea

b. Ward Chamber of Commerce City Christmas Parade/Tree Lighting:

R-2019-11 (A RESOLUTION AUTHORIZING THE WARD CHAMBER OF COMMERCE TO PLAN, COORDINATE, AND CONDUCT, THE ANNUAL CITY CHRISTMAS PARADE AND TREE LIGHTING CEREMONY) Mr. McMinn makes a motion to accept the resolution, second by Mr. Wier. Discussion. Resolution adopted with a roll call vote of 6-o. Mrs. Barrentine- Yea, Mr. Wier- Yea, Mrs. Hefner- Yea, Mrs. Scott- Yea, Mr. McMinn- Yea, Mr. Brooke- Yea

c. Neighborhood Watch Program – Monica Dilks:

R-2019-12 (A RESOLUTION ACKNOWLEDGING THE IMPORTANCE OF NEIGHBORHOOD WATCH PROGRAMS, RECOGNIZING THE NEED FOR SUCH A PROGRAM, AND APPOINTING A VOLUNTEER NEIGHBORHOOD WATCH COORDINATOR, AND FOR OTHER PURPOSES) Mrs. Hefner makes a motion to approve R-2019-12, second by Mr. Brooke. Discussion. Resolution adopted with a roll call vote of 6-o. Mrs. Barrentine- Yea, Mr. Wier- Yea, Mrs. Hefner- Yea, Mrs. Scott- Yea, Mr. McMinn- Yea, Mr. Brooke- Yea

d. CenterPoint Gas Line Installation:

R-2019-13 (A RESOLUTION AUTHORIZING THE MAYOR AND/OR THE CITY CLERK OF THE CITY OF WARD TO ENTER INTO A CONTRACT TO CONSTRUCT/EXTEND THE NATURAL GAS SERVICE LINE AND METER TO THE WASTEWATER TREATMENT PLANT GENERATOR) Mr. Brooke makes a motion to adopt R-2019-13, second by Mrs. Hefner. Discussion. Motion passes with a roll call vote of 6-o. Mrs. Barrentine- Yea, Mr. Wier- Yea, Mrs. Hefner- Yea, Mrs. Scott- Yea, Mr. McMinn- Yea, Mr. Brooke- Yea
e. Extending Roof Line on Wastewater Treatment Plant:

R-2019.14 (A RESOLUTION AUTHORIZING THE MAYOR AND/OR THE CITY CLERK OF THE CITY OF WARD TO ENTER INTO A CONTRACT TO CONSTRUCT/EXTEND THE ROOF LINE OF THE WASTEWATER TREATEMENT PLANT OVER THE UV TUBES AND BLOWERS) Mr. Brooke made a motion to adopt R-2019-14, second by Mr. Wier. Discussion. Motion passes with a roll call vote of 6-0. Mrs. Barrentine- Yea, Mr. Wier– Yea, Mrs. Hefner– Yea, Mrs. Scott– Yea, Mr. McMinn– Yea, Mr. Brooke– Yea

f. Insurance Proposal – Wastewater Treatment Plant:

R-2019-15 (A RESOLUTION AUTHORIZING THE MAYOR AND/OR THE CITY CLERK OF THE CITY OF WARD TO ENTER INTO A CONTRACT FOR EMC PROPERTY AND CASUALTY COMPANY TO PROVIDE BUSINESS PROTECTION INSURANCE ON THE WARD WASTEWATER TREATMENT PLANT.) Mr. Brooke makes a motion to accept resolution R-2019-15, second by Mr. Wier. Discussion. Motion accepted with a roll call vote of 6-0. Mrs. Barrentine– Yea, Mr. Wier– Yea, Mrs. Hefner– Yea, Mrs. Scott– Yea, Mr. McMinn– Yea, Mr. Brooke– Yea

IX. **Mayor’s Report:** As handed out by the Mayor.

Legislative updates: We will be required to record all meetings and obtain them for one year. Annexations will no longer be able to be fast tracked.

X. **Public Comment on Non-Agenda Items:** None

XI. **Announcements**

Planning Commission Public Hearing: Tuesday, May 21st, 6:30 pm
Planning Commission Meeting, Tuesday, May 28th, 7:00 pm
Town Hall Meeting with Mayor Gastineau:
   Saturday June 1st 1:00 pm – 3:00 pm
Ward Chamber of Commerce: Tuesday, June 4th, 7 pm
Ward City Council Meeting: Monday, June 17th, 6:30 pm
Ward Planning Commission Meeting: Monday, June 24, 7:00 pm
Ward 4th of July Celebration: July 4th, 5:00 pm Fireworks Show at Dusk
Census Day: April 1, 202

XII. **Read Ahead’s:**

Mayor handed out 2 documents for council to have and read ahead for future action.
XIII. Adjournment

There being no further business, the meeting was adjourned with a motion by Mr. Brooke, second Mrs. Hefner. All voted yes with a voice vote.

We, the undersigned Mayor and City Clerk for the City of Ward, do hereby verify the foregoing to be true and correct record of proceedings of the City of Ward Regular Meeting held on Monday, May 20, 2019 at 6:30pm.

APPROVED DATE: _______________________

__________________________
MAYOR

ATTEST: _______________________

__________________________
CLERK

CITY SEAL
CITY OF WARD
ORDINANCE NO. O-2019-03

AN ORDINANCE ADOPTING A PERSONNEL HANDBOOK FOR THE CITY OF
WARD, ARKANSAS.

BE IT ORDAINED BY THE CITY COUNCIL OF WARD, ARKANSAS:

The Personnel Handbook recommended by the Mayor, as revised by the Council, is
adopted by reference as though it was copied herein fully. Three copies of the handbook have
been and are now on file in the office of the City Clerk and the same is hereby adopted and
incorporated as if set out at length herein and shall be available for inspection and copying by
any person during normal office hours. This Personnel Handbook shall replace the handbook
adopted in 2006 and supersedes Ordinance O-2006-01.

PASSED AND ORDAINED BY THE CITY COUNCIL FOR THE CITY OF WARD,
ARKANSAS ON THIS _______ DAY OF __________________, 2019.

YEAS _______ NAYS _______

APPROVED:

________________________________________
Charles Gastineau, Mayor

ATTEST:

________________________________________
Courtney Ruble, City Clerk

(SEAL)
RESOLUTION No. R-2019-16

A RESOLUTION AUTHORIZING THE MAYOR AND/OR THE CITY CLERK OF THE CITY OF WARD TO ENTER INTO A CONTRACT TO REPAIR THE FOUNDATION TO CITY HALL.

WHEREAS, THE CITY OF WARD DESIRES TO ENTER INTO A CONTRACT FOR THE REPAIR OF THE FOUNDATION OF CITY HALL.

Now, therefore, it is resolved that the City Council of the City of Ward hereby declares that the Mayor and/or the City Clerk may enter into a contract for the repair of the foundation of City Hall with __________________________ (Contractor). Further, a bid by Contractor is hereby accepted for the project in the amount of $ __________________.

Said resolution has been properly introduced and the vote was:

PASSED: Yeas ______ Nays ______

DATE: __________________________

APPROVED: __________________________

______________________________
Charles Gastineau, Mayor

ATTEST:

______________________________
Courtney Ruble, City Clerk

SEAL
City of Ward
Attn: Mayor
405 Hickory Street
Ward, AR 72176

On April 4, 2019, I inspected the building located at the above mentioned address, for signs of foundation problems. Below is a list of my findings and recommendations.

Findings:

- Sloped floors with a max differential of 5.8".
- Most of the damage is on the right and rear side of building.
- Building has separate slabs. Concrete slabs appear to be poured at different times and are not tied together.
- Parking lot drains towards building in areas. Downspouts are not tied into a proper drain line.

Recommendations:

- Recommendation is to straighten and stabilize building.
- Install approximately 25 concrete pilings.
- Raise right rear corner approximately 2" if construction of building allows.
- Fill voids under slab to help stabilize center of building.
- Drainage in front of building needs installed to prevent water from entering under the building.
- Drain system should be installed in front flower bed and down spouts tied into drain system to keep water from going under building.

Foundation Cost: $23,750

*Note: Building could be raised back to original position. However, it would be costly involving up to 30 interior piers & costly repairs to plumbing due to raising building.

I would be happy to make a trip back up to meet with city council or whoever we may need to explain work to. Thank you for considering Home Services, Inc for your foundation repairs.

Respectfully,

Fred Bradshaw

Fred Bradshaw, President
Home Services Foundation Repair, Inc.
AGREEMENT

HOME SERVICES FOUNDATION REPAIR, INC.

P.O. Box 279
Fordyce, AR 71742
(501) 566-7860 FAX (501) 566-2031
homservices@yahoo.com

Home Services Foundation Repair, Inc., called the Contractor, and City of Fordyce, called the owner, agree that the Contractor will perform the following described work on the building described building structure located at:

395 High Ward Dr. MTL

1 STORY BLIND SLAB STRUCTURE.

Breakout & Replace concrete & asphalt as necessary to install concrete piers. Diligently to be driven to point of refusal. Reaplay/ Stabilize slab on right side of slab. Avoid riser if construction allows. Drill 4 holes in interior of slab as needed to fill voids under slab to help prevent future settlement of center of slab.

Mudstone mixture is 2 bags of Portland cement to 1 bag of pozzolan. Repair cracks in slab.

In some cases total desired result may not be achieved due to excessive damage, poor excavation, use of steel reinforcement, etc. Occasionally, additional work may be required due to unforeseen underground obstructions. Also all normally required additional labor or materials are included. It is the responsibility of the property owner to add or to holes as necessary.

Service Agreement: Contractor will perform any needed work that the Contractor may in good faith determine to be necessary for the performance of the obligations of this Agreement. The Contractor will be responsible for the work performed by its employees, subcontractors, and agents. Any change in the agreement must be in writing and signed by both parties.

It is understood and agreed that it is possible that the structure, walls, or other parts of the structure may crack. Therefore, the contractor does not guarantee that the finished product will be free of cracks. The contractor will not be responsible for any damage caused by the process used in the repair of the structure.

It is understood and agreed that the Contractor will perform all necessary work in connection with the job in a good workmanlike manner.

The Owner may order extra work to be done in excess of the work required by this Agreement. In such event, a separate agreement for such work shall be made and executed by the Owner and the Contractor.

The Owner and the Contractor agree that any changes or modifications to this Agreement shall be made in writing and signed by both parties.

The Owner and the Contractor agree that the work will be performed in a manner that will not cause damage to the property of the Owner.

Owner: ____________________
Date: 4-8-19

The Contractor and the Owner agree that the work will be performed in a manner that will not cause damage to the property of the Owner.

Owner: ____________________
Date: 4-8-19

Total: $23,750

* Have all leftover dirt debris removed.
City of Ward  
Attn: Mayor  
405 Hickory Street  
Ward, AR 72176

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Recommendations:
- Recommendation is to straighten and stabilize building.
- Install approximately 25 concrete pilings.
- Raise right rear corner approximately 2" if construction of building allows.
- Fill voids under slab to help stabilize center of building.
- Drainage in front of building needs installed to prevent water from entering under the building.
- Drain system should be installed in front flower bed and down spouts tied into drain system to keep water from going under building.

Foundation Cost: $23,750

*Note: Building could be raised back to original position. However, it would be costly involving up to 30 interior piers & costly repairs to plumbing due to raising building.

I would be happy to make a trip back up to meet with city council or whoever we may need to explain work to. Thank you for considering Home Services, Inc for your foundation repairs.

Respectfully,

Fred Bradshaw

Fred Bradshaw, President  
Home Services Foundation Repair, Inc.
# Foundation Pro

**Foundation Pro**  
Foundationproer@gmail.com  
Chris Perez  
501-753-1009  
1500 Locust St  
North Little Rock, AR 72114-3630

## Customer

Deborah Staley  
US  
(501) 843-7686

## Item(s)

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<th>Name</th>
<th>Description</th>
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| 1   | Foundation Pro Representative | Chris Perez  
STEEL PIER PILING underpinning system installed underneath footing/slab to support and stabilize immediate areas of the foundation by transferring the weight of the structure off the weaker soils and onto the steel pier. Through a hydraulic driving pump assembly, a series of steel piling sections are injected into ground until they reach bedrock or load bearing strata. A pressure gauge is read to determine the precise level of maximum support. A manifold system is used for multiple piers for maximum lifting precision. The bracket is then bolted to the piling. "LIFETIME FULLY TRANSFERABLE WARRANTY" | $0.00 | $0.00    | Non | Yes      |
| 18  | LIFETIME STEEL PIER PILING |                                                                                                                                                                                                             | $925.00 | $16,650.00 | Non | Yes      |

**FoundationPro**  
*Our Experience and Equipment Make the Difference!*
13. INTERIOR STEEL PIER PILINGS

INTERIOR STEEL PIER PILINGS
underpinning system installed
underneath footing/slab to support
and stabilize immediate areas of
the foundation by transferring the
weight of the structure off the
weaker soils and onto the steel
pier. Through a hydraulic driving
pump assembly, a series of steel
piling sections are injected into
ground until they reach bedrock or
load bearing strata. A pressure
gauge is read to determine the
precise level of maximum support.
A manifold system is used for
multiple piers for maximum lifting
precision. The bracket is then
bolted to the piling.
"LIFETIME FULLY
TRANSFERABLE WARRANTY"

1. HIGH DENSITY
POLYURETHANE

HIGH DENSITY POLYURETHANE: Pressurized,
structural polyurethane injection(s)
through a 5/8 inch injection port
through slab and flooring, tile as
needed. Injected polymers help
stabilize soils, fill void and raise to
best allowable grade in immediate
area work performed.

1. TUCK-AND-POINT
MASONRY REPAIR

Tuck-and-point masonry crack
repair. Foundation Pro will provide,
per contract speculations mortar
and masonry dyes

We will attempt to match as close
to original aesthetics although
individual results may vary
depending on curing times and

FoundationPro
Our Experience and Equipment Make the Difference!
environmental weathering and
aging of original masonry material.

| *PAYMENT INFORMATION* | *PAYMENT IS DUE UPON COMPLETION* | $0.00 | $0.00 | Non | Yes |

**Notes**

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**Terms and Disclosures**

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**UNFORESEEN CONDITIONS MAY EXIST WHICH MAY CHANGE THE SCOPE OF JOB AND CONDITIONS OF WARRANTY. OWNER WILL BE NOTIFIED BEFORE ANY CHANGES TAKE PLACE. EXAMPLES: PRIOR WORK BY OTHERS; INSUFFICIENT REINFORCEMENT; LACK OF WIRE MESH; REBAR; GRADE BEAMS IN SLAB/FOOTING; EXCESSIVE FOOTING, DETERIORATED WOOD, IMPROPER BUILDING PROCEDURES, ETC. FOUNDATION PRO IS NOT RESPONSIBLE FOR ANY REPAIR THAT IS THE RESULT OF CONSEQUENTIAL DAMAGES. THIS INCLUDES, BUT NOT LIMITED TO: DAMAGES TO PLUMBING OR REPAIR CONCRETE, BRICK, MORTAR, SHEET ROOF, PLASTER, FLOORING, PAINT, WINDOWS, TRIM, SIDING, WALL COVERING, LANDSCAPING, PLUMBING, FIBER OPTIC CABLES, ELECTRIC LINES. NOTE: 100% WALL OR FLOOR LEVEL OR COMPLETE CRACK CLOSURE IS NOT GUARANTEED BY FOUNDATION PRO. ALL CRACKS LOCATED ON EXTERIOR WALKS IN IMMEDIATE AREAS OF JOB PERFORMANCE WILL BE TUCKED-AND-POINTED AS NEEDED. FOUNDATION PRO DOES NOT REMOVE AND REPLACE BRICKS, ETC. TUCK-AND-POINT RESULTS AND WARRANTY STATEMENT. FOUNDATION Pro will provide, per contract specifications, mortar and brick dye to match as closely as possible to original aesthetics of customers' masonry. However, cosmetic results of tuck-and-point may vary based upon original construction procedures such as specialty mixes, additives, inclusion of forter, and cleaning techniques (with water pressure or acid, etc). Areas where bricks are not ties or are not present, insufficiently tied or where bricks sag due to deflected lintels are not covered under the scope of Foundation Pro's warranty. Hairline cracks in bricks (or less than 1/8 inch) will be tuck-and-pointed but not covered under warranty unless further settlement in the footing or slab in immediate area is determined. Customer signature required before job commencement and hereby documents an understanding and approval by customer of proposed contract including its various terms and conditions. Final payment due upon contract completion and will activate warranty. 2.00% Third Party Handling Fee will be added to all credit card transactions. I have received a copy of this Estimate 5683 on the date listed below. I understand that I am expected to read the entire document. Additionally, by signing this Acknowledgment of Receipt, I understand and agree to the terms and conditions of this contract. If a dispute arises out of or relates to this contract, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Construction Industry Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure.

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**Foundation Pro**

*Our Experience and Equipment Make the Difference!
Piling exterior underpinning

Poly injection sites

Steel piling interior underpinning system
Airlift Concrete Experts LLC  
14314 Cherywood Drive  
Alexander, AR 72002  
501-744-3274

Deborah Stailey  
405 Hichory St.  
Ward, AR  
501-259-1265

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<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>Inject polyurethane to stabilize concrete footings around the front right, right side, right rear and a rear newer addition. We will perform a DCP test to know what depth to inject 1'-5' below footings.</td>
<td>898.00</td>
<td>55.00</td>
<td>39,088.00</td>
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<tr>
<td>Service</td>
<td>Inject polyurethane under concrete slab on the right side and rear section of building.</td>
<td>2240.00</td>
<td>1.00</td>
<td>22,400.00</td>
</tr>
<tr>
<td>Service</td>
<td>After footings are raised we will spread dirt on the right side of the front of the building and at the washed out area in the back. We will bring in a sod to cover the dirt around the back.</td>
<td>1950.00</td>
<td>1.00</td>
<td>1,950.00</td>
</tr>
<tr>
<td>Service</td>
<td>On the right side of the building we're going to raise or add to the concrete pads under the AC units so the water will run away from the building. The concrete under the downspouts are going to get picked up to pack in asphalt underneath them. That will raise them and put the water on top of the asphalt. The right rear downspout will get pipe under the dirt brought in to get the water away from the building.</td>
<td>1050.00</td>
<td>1.00</td>
<td>1,050.00</td>
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NOTES: Owner to carry fire and other necessary insurance upon above work. Workman's compensation and general liability insurance on above work to be taken out by the contractor. Contractor is not responsible for damage to plumbing, electrical, cracks in floor or walls, landscaping, plants, trees, or any damage which has occurred or might occur as a result of the settling or lifting process. Prices subject to change, with customer(s) approval, if void under slab is greater than anticipated. Any kind of local city permits is the responsibility of the customer. This Quote is good for 30 days. Payment is due upon completion.
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DRAINAGE: INSTALL DOUBLE BARREL DRAIN AT RIGHT END OF STRUCTURE (FRENCH DRAIN NEAR BOTTOM OF TRENCH WITH A SOLID PIPE ABOVE ATTACHING TO THE 4 DOWNSPOUTS AT THAT SIDE OF BUILDING). WE WILL HAVE TO BREAK ASPHALT, WE WILL INSTALL ROCK TO SURFACE AND CITY WOULD NEED TO RESURFACE THAT AREA OF PARKING LOT.

$20,000

INSTALL 02 CABLE LOCK 35 PLUS PILINGS UNDER PERIMETER FOOTINGS AT $950 EACH = $40,400

INJECT POLYURETHANE FOAM UNDER SLAB FOR SUPPORT. FLOORS WILL HAVE 68 HOLE DRILLED EVERY 8-7 FEET ON AVERAGE.

APPROX 5500 SQ FT $20,000

THIS JOB IS FOR SUPPORT. WE ARE NOT TRYING TO MAKE THE STRUCTURE PERFECTLY LEVEL. WE ARE KEEPING THE STRUCTURE FROM SINKING FURTHER.

WATER CONTROL IS ESSENTIAL TO GET OPTIMAL RESULTS.

ADDITIONAL "A"

TOTAL OF DRAINAGE AND FOUNDATION QUOTES: $88,400

CITY OF WARD
405 HICKORY ST.
WARD, AR 72176

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RESOLUTION NO. R-2019-17

A RESOLUTION ACKNOWLEDGING THE IMPORTANCE OF THE CITY WARD TO HAVE A HEALTH AND SAFETY PLAN FOR ITS EMPLOYEES; THAT THE SAFETY OF ITS EMPLOYEES IS ALWAYS THE FIRST CONSIDERATION IN THE OPERATION OF THE CITY; AND HAVING A PREVENTION AND RESPONSE PLAN IS PARAMOUNT TO THE SAFETY OF ITS EMPLOYEES

WHEREAS, according to the National Safety Council, a worker is injured on the job every seven seconds, or 510 per hour, or 12,600 per day, or 88,500 per week, or 4,600,000 per year, and

WHEREAS, according to the National Safety County, the above figures equate to 104 million production days lost to work-related injuries in 2017.

WHEREAS, the City of Ward strives to do all it can to ensure our employees are properly equipped, properly trained, and follow proper procedures to ensure their safety.

NOW, THEREFORE, IT IS RESOLVED that the City of Ward Health and Safety Plan is hereby adopted effective 30 days from the date of its passage.

Said resolution has been properly introduced and the vote was:

PASSED: YEAS__________NAYS__________

DATE:

APPROVED:

__________________________
Charles Gastineau, Mayor

ATTEST:

__________________________
Courtney Ruble, City Clerk
CITY OF WARD
HEALTH & SAFETY PLAN

"The safety of the people shall be the highest law."
Marcus Tullius Cicero, Roman philosopher born in 106 BC

"Shallow men believe in luck;
wise and strong men in the cause and effect."
Ralph Waldo Emerson

"If you put good people in bad systems, you get bad results.
You have to water the flowers you want to grow."
Stephen Covey

____________________
Date
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Safety Policy Statement

It is the Policy of the City of Ward to work continuously toward improving our Health and Safety Program, as well as our safety procedures.

It is the City’s intent to provide a safe working environment in all areas, for all employees. Accidents and injuries are prevented by controlling the work environment and the actions of employees. Therefore, safety will take precedence over expediency or shortcuts. Every attempt will be made to reduce the possibility of accident occurrence. Protection of employees, the public, and city property and operation is paramount. The City considers no portion of City operation more important that the health and safety of its employees.

Employee safety is to be the first consideration in the operation of the city. Safe practices on the part of the workers must be part of all operations. Employees must understand their personal responsibility for the prevention of injuries on and off the job.

Most Injuries can and should be prevented

The City will continue to be guided and motivated by this policy, and with the cooperation of all employees and elected officials, will actively pursue a safer working environment throughout the City.

_________________________                  ____________
Mayor Charles Gastineau                  Date
City of Ward

Approved and adopted by the Ward City Council on ______ via Resolution R-2019-____
1. **Specific Assignment of Responsibility**
   
a. **Fire Chief:** The Fire Chief will be the primary person responsible for the implementation and enforcement of the City's Health and Safety Program.

b. **Director, Human Resources:**
   
i. In the absence of the Fire Chief, the Human Resources Officer will assume responsibility for enforcing the program.

ii. Additionally, Human Resources will be responsible for maintaining all documentation and records developed as a result of safety training, meetings, accident investigations and hazard reports required by this plan.

2. **Accident/Injury Component**
   
a. **Director, Human Resources:**
   
i. Review all accident investigation reports, hazard reports, incident reports, inspection reports, and the loss run report from Municipal League on a quarterly basis, or as needed to determine any trends in accidents or hazards that may be developing.

ii. Coordinate with the Fire Chief and appropriate Department Head on recommended corrective action(s).

b. **Fire Chief:**
   
i. Responsible for implementing corrective action in coordination with the appropriate Department Head.

ii. Responsible to tracking the status of corrective action.

3. **Safety Program Recordkeeping Component:** Human Resources is responsible for:
   
a. Maintaining all documentation of training, accident reports, hazard reports, incident reports, the loss run report from Municipal League and any other documentation incidental to the implementation of this Health and Safety Program.

b. Have available, on a shared drive, or in the Human Resources Office, blank forms for all safety related training and documentation.
c. Maintain all Injury Reports and supporting documentation (see below) for a period of five (5) calendar years. This applies to both in-house and outside agency reports.
   i. Injury Reports
   ii. Inspection Records
   iii. Safety Meetings
   iv. Safety Training Records
   v. Accident Investigation Records

4. Health and Safety Education and Training Component
   a. The Fire Chief: In conjunction with all other Department Heads is responsible for identifying the education and training needs of the city.
   b. Department Heads:
      i. Conduct or cause to be conducted, monthly (minimum) safety training meetings.
      ii. Conduct or cause to be conducted, refresher training, as needed.
      iii. Ensure all new employees are briefed on this plan.
   c. ALL Employees: MUST attend monthly department safety training meetings, when scheduled. If unable to attend (sick leave, vacation, shift work), the employee will review the material provided as soon as possible.
   d. Documentation for Training: See Attachment 1

5. Safety Inspection Component
   a. Code Enforcement Officer will:
      i. Conduct semi-annual (at minimum) safety inspections on each city-owned facility utilizing the appropriate Inspection form. See attachment 2.
      ii. Provide a copy of the completed inspection form to the building custodian, supervisor, and/or Department Head.
      iii. File and maintain completed inspection report and hazard reports for at least one (1) year, or until the discrepancy is correction. Whichever is later.
   b. Building Custodian/Supervisor/Department Head: Ensure discrepancies noted on the inspection form are corrected as soon as possible. Discrepancies that require substantial structural modification may need to be approved by the city council.
c. Employees:
i. ALL employees are responsible for inspecting their individual workstations for potential hazards.
ii. Report potential and/or real hazards to their supervisor immediately. Fill out a Hazard Reporting Form, as needed. See Attachment 3.

6. Accident Investigation Component

a. An ACCIDENT can be defined as any occurrence that interrupts or interferes with the orderly progress of the job and usually occurs suddenly and unexpectedly. Some accidents involve human injury. Accidents arise from a combination of unsafe acts and unsafe conditions
b. ALL accidents (see below) MUST be investigated as soon as possible and a least within 24 hours of the occurrence. Accidents that do not produce injury have probably produced other job hindrances, such as delays, damaged material, damaged equipment, etc and therefore must be reported.

c. The intent of an accident investigation should be to determine what basic condition or act caused the accident so corrective measures could be taken to prevent reoccurrence and not to place blame.

d. Accident Investigation Procedures:
i. ALL accidents, including those not producing injuries, MUST be investigated and documented utilizing the city’s Accident Investigation Form (Attachment 4).

1. Non-Injury Accidents will be documented on an Accident Form and reviewed by the individual’s supervisor to determine if a recurring hazard exists. The individual’s supervisor is responsible for investigating and documenting near-miss accidents.

2. Injury Accidents will be investigated by the Fire Chief as soon as possible but no later than 24-hours following the accident. NOTE: If a police investigation has been initiated, there is no need to initiate an accident report under this policy.

3. All accident forms are forwarded to the Human Resources Office for review by the Fire Chief and filing.

ii. Accident Investigation Steps.

1. Interview the employee(s) involved, if possible, to evaluate the situation and potential liability.

2. Have the involved employee(s) step through the sequence of events of the accident.

3. Locate, interview and get statements from any witnesses.
4. Gather facts about the investigation (who, what, when, where, how, and why)
5. Evaluate any evidence found at the scene and reconstruct events.
6. Take pictures or draw diagrams of the accident scene. Do not rely on memory — accident scenes change.
7. Do not disturb the accident scene until you are satisfied with the investigation. In the case of a vehicle accident, the police investigation report will substitute for this part.
8. Before leaving the scene of the accident, warn, protect, and/or repair areas to prevent another accident from occurring.
9. Re-interview the involved employee's or witnesses, if necessary.
10. Prepare a written detailed report before leaving for the day.
11. Recommend corrective action.
12. Follow up on the recommendations to ensure the corrective actions have been implemented.
13. Double-check the corrective action(s) to ensure they are effective.
   iii. Once the investigation is complete, forward it to the appropriate person listed on the form for review. The Mayor must review each accident report.
   iv. Each person in the review process is responsible for assuring thorough investigations and following up on corrective actions to make sure it is (they are) effective,
   v. When all reviews are complete, forward the complete report to Human Resources for filing.

7. Hazard Reporting Component:
   a. Supervisor: Upon receipt of a Hazard Reporting Form
      i. Review the form for completeness.
      ii. Immediately correct the hazard, if possible
      iii. If the hazard cannot be immediately corrected, ensure you take steps to properly mark and identify (if possible) the hazard so others will know.
      iv. Forward the Report to the Code Enforcement Officer for review/action.
   b. Code Enforcement Officer: Upon receipt of a Hazard Report
      i. If the hazard has been corrected, forward the report to the Department Head for review
      ii. If the hazard has not been corrected
         1. Work with the Supervisor, Department Head, and others to ensure the hazard is corrected
2. Upon completion, forward the report to the Mayor for review
   c. **Department Head** Upon receipt of a completed Hazard Form
      i. Review action(s) taken
      ii. Approve/Disapprove
      iii. Forward completed report to the Mayor for review/action
   d. **Mayor**: Upon receipt of a completed Hazard Form
      i. Review action(s) taken
      ii. Approve/Disapprove
      iii. Forward completed report to the Code Enforcement Officer for filing.

8. **Health and Safety Plan Review**: The Fire Chief will;
   a. Review this Plan annually
   b. If new areas of exposure are found, it will be included in the Plan and
      appropriate employees trained, when required.
   c. Annual reviews will be documented showing date of review, by whom, and any
      new areas of exposure identified. See Attachment 5.

9. **Disciplinary Action**
   a. Employees who violate safety rules will be dealt with in accordance to the City’s
      Employee Manual.
   b. Deviations from these safety regulations will be considered as “misconduct.” It
      is imperative that all employees and supervisors follow safety rules. If an
      employee’s misconduct is deemed as being seriously negligent, the City of Ward
      will take whatever appropriate action deemed necessary to include immediate
      suspension or termination.

10. **General Safety Rules**: All City Employees shall;
    a. Comply with all workplace safety rules and signs.
    b. Follow all instructions. Do not take chances. If you don’t know the rule or
        procedures, ask!
    c. Correct or report all unsafe conditions immediately. Report dangerous or unsafe
        conditions that exist in the workplace as well as throughout the municipality.
        This would include defective sidewalks, broken curbs, hanging limbs, loose
        handrails, open manholes, sunken basins and sewers, missing signs, etc.
    d. Use the proper protective equipment and wear properly fitted clothes. Shirts
        should be buttoned and tucked in, especially around moving machinery.
    e. Report all accidents and injuries IMMEDIATELY to your supervisor. This applies
        regardless of the severity of the accident/injury.
f. Use, adjust and repair equipment only when authorized to do so. If not authorized, report hazards to your supervisor immediately.
g. Use the right tool, correctly and safely, for the job.
h. Bend knees when lifting, GET HELP FOR HEAVY LOADS.
i. Do NOT indulge in horseplay.
j. Jumping off a moving vehicle will be avoided at all times.
k. Only properly trained and authorized personal will operate municipal equipment.
l. All employees must use lap and shoulder belts, if provided, while operating or riding in municipal-owned vehicles. This also applies when utilizing your personal vehicle for City business.
m. All machinery and equipment will have appropriate safety guards installed in accordance with manufacturers’ recommendation and good safety practices and will not be removed except for service.
n. All tools and equipment will be clearly marked with appropriate signs or tags.
o. All hazard areas and or equipment will be clearly marked with appropriate signs or tags.
p. All hazard warning tags and signs will be obeyed.
q. Protective equipment and/or clothing will be worn as required by rules specific for each department in this Health and Safety Plan. Employees who fail to use provided protective equipment will be subject to the appropriate disciplinary action.
r. All first aid and fire extinguishing equipment shall be immediately accessible for emergency use.
s. Wear approved eye safety devices at all times when required.
t. Use caution in areas where compressed air is used. Never point the nozzle at anyone and do not blow off your clothes with air.
u. Make sure the ventilation system is operating when working with potentially toxic material.

v. Ensure that adequate lighting is available before beginning work.
w. Set up municipal work so that there is no hazard to the public.
x. Should an employee refuse to work citing safety reasons, the employee’s Supervisor, Department Head and Human Resources Officer shall immediately evaluate the employee’s safety concerns. If after the safety evaluation, the Department Head, Supervisor and Human Resources Officer determine that the tool and/or job site is a safe working environment, then the employee shall return to work. Refusal to return to work by the employee after the evaluation may subject the employee to disciplinary action.
y. Drinking alcoholic beverages or the use or illegal drugs on the job or on municipal premises during working hours is prohibited. In addition, reporting to work under the influence of alcoholic beverages or illegal substances will not be tolerated. See Drug Free Workplace in the Employee’s Handbook.

z. Employees shall wear clothing suitable for the job they are performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or harmful substances, sunburn, etc.

11. Work Related Injuries/Illness
   a. The City seeks to maintain a healthy and safe work environment for its employees while containing costs. Therefore, the City will promptly provide medical services for an injured employee in connection with the work related injury or illness received.
   b. Reporting on the job injuries:
      i. Employees are required to notify their direct supervisor immediately following a legitimate injury or illness arising out of and in the course of their employment regardless of whether medical treatment is sought.
      ii. All accidents or injuries must be reported by the employee by completing the Accident Report Form (Attachment 4) and submitting it to their supervisor within twenty-four (24) hours of initial injury or illness.
      iii. The Supervisor is required to complete the “Supervisor Section” of the Accident Report Form and forward it to Human Resources immediately.
   c. Medical Treatment for Work Relate Injuries/Illness
      i. All minor work related injuries can be treated with First Aid Kits found in their respective departments.
      ii. If medical treatment is sought, the City can choose the initial treating physician. If the injury or illness is non-emergency/life threatening then the employee should be treated by Dr Bo Shirley1 in Cabot (Unity Family Health, 1911 N. 2nd, Cabot, AR 72023) during normal business hours. The supervisor should notify Human Resources so they can notify the proper clinic.
      iii. For Emergencies and After-Hours, the employee may be seen in any Urgent Care Clinic or Emergency Department at a local hospital.
   d. Required Documentation:

1 Or a Physician of your choice if they will accept Workers Comp claims.
i. All paperwork associated with the employee's claim (doctors reports, excusal and return to work slips, referrals, bills, etc) must be submitted to Human Resources.

ii. The employee must complete any additional Workers Compensation forms to file with Human Resources.

12. Modified Duty Program:

a. The City of Ward embraces a timely return to work as essential workers' compensation management and provides a Modified Duty Program to facilitate the injured employee's continued stay at work to reduce lost time and lost wages.

b. Modified duty is a temporary, meaningful, productive work assignment with the goal of returning the injured employee to the original job. An injured employee's modified duty will be specific to the limitations and restriction established by the treating physician. Every effort will be made to keep the injured individual in their home department. If there is nothing in the injured employee's department, they may be sent to another department, which has a modified duty job available within the restrictions the physician has identified.

c. Should an employee decline to work modified duty there will be no workers compensation disability payments made to the employee and could result in termination of the employee.