



Town of Fort Smith
Finance and Audit Committee

Thursday, May 26, 2011 at 8:30 am.

Chairperson: Councillor Claudette James
Members Present: Mayor Janie Hobart
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant
Absent: Councillor Brad Marta

1. Call to Order

Meeting was called to order at 8:45 am.

2. Review of Minutes and Action Items/Business Plan

All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan.

Direction to Administration

- The SAO sent a letter to the Gazette to arrange a tax sale advertisement. Letters will be sent to property owners and other interested parties advising of the tax sale.
- The SAO contacted NEBS regarding long term employee sick leave benefit recovery. The SAO is waiting for a response.
- The SAO advised that the IT Technician is formatting library computers. The librarian has been advised that IT work is not authorized. Library purchases were discussed with the Chair and the library purchase order book will be returned to the Town.
- The RAB will be polling their members to vote on the request from Phoenix School for one hour access to Pete's Gym and the Recreation Centre during school hours and bring their recommendation to Community Services.

3. Financial Reports

a. Accounts Paid

Lists of Accounts Paid were reviewed.

Direction to Administration

- The SAO reported that letters have been sent to the South Slave Friendship Festival Committee regarding society status. The SAO met with committee member George Kurzsewski and they are moving ahead as soon as their coordinator is hired. The festival dates are set for August 18 to 21.
- The SAO advised computer work is on hold. Concern was raised about computer components left in disarray around the office. The SAO will set a deadline with the IT Technician to complete outstanding computer issues. The SAO advised a rack is required for the server. The SAO will request a detailed IT expenditure report from the IT Technician for materials and work done to date.
- Council requested honorariums be placed in Part I of accounts paid.

RECOMMENDATION:

THAT the Accounts Paid Part I for the period ending May 20, 2011 totaling \$797,156.11 be adopted as presented.

RECOMMENDATION:

THAT the Accounts Paid Part II for the period ending May 20, 2011 totaling \$7,491.07 be adopted as presented.

Accounts Receivable

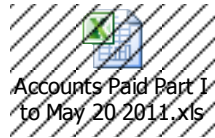
Lists of Accounts Receivable were reviewed.

Direction to Administration

- That the Accounts Receivable report indicate accounts that are 60 – 90 days and over 90 days.
- Interest charges have been corrected to ensure service charges are applied consistently to all accounts on a monthly basis.
- The SAO is compiling backup documentation to send accounts receivable over 90 days to collection agency.
- Council asked about the status of the Right of Set Off Policy and suggested keeping a list of account holders to be written off for future reference.
- The SAO will develop a policy for accounts receivable credit applications and deposits for new accounts.
- Council expressed concern over the number of ambulance receivables. The SAO will research other jurisdictions.
- Council will discuss ambulance issues at the NWT Association of Communities AGM.
- LGANT, Territorial Health Authority and Fort Smith Health Authority will be consulted by the SAO for ideas regarding collection of ambulance fees.
- Ambulance issues will be included on the June 14 meeting agenda with MLA Michael Miltenberger.
- Council directed staff to garnishee wages for uncollected ambulance receivables.
- Council directed staff to create a public awareness campaign and to work with the hospital to develop a process for collection of ambulance charges.
- Council directed the SAO to discuss with Health and Social Services direct billing to the hospital for hospital originating ambulance calls.
- The SAO will develop a policy, look into legal issues concerning mischief calls and response to them and take the policy to Health and Social Services to discuss.
- Ambulance fees will be advertised on the website, newspaper and newsletter.

- b. Variance Report – a report will be provided once the budget document has been reviewed and is complete.

4. Capital & O & M Budget
 - a. 2011 Budget Document - The SAO presented a draft budget document. The Committee reviewed the document in detail.
Direction to Administration
 - The Committee reviewed the report and will continue to work on the budget. Committee will meet on June 13 to further review the budget and bring recommendations to Council
 - Council stressed the need for the gym floor to be refurbished this year.
 - The SAO will be meeting with a Municipal and Community Affairs representative for clarification on reporting requirements.
 - Council advised an extension had been granted to the end of July to submit the financial statements.
 - Council requested clarification on CPI funding. The SAO advised CPI stood for Community Public Infrastructure.
 - The SAO advised all the 2009 journal entries were complete.
 - Council requested a draft date be included on budget documents for easy reference.
5. Audit Report Review – nothing at this time.
6. Capital Plan - nothing at this time.
7. Taxation – nothing at this time.
8. Bylaw/Policy Review and Development – nothing at this time.
9. Other Business
 - a. Tax Billing – In Camera Session at 10:07 am.
 - Council moved in camera to discuss a tax billing issue.
 - b. Refinancing – Council Support Request from Individual – In Camera Session
 - Council moved in camera to discuss a request for support from an individual for refinancing of a debt.
 - c. Council moved out of camera at 10:34 am.
10. Date of Next Meeting – June 13, 4 pm Committee budget working group meeting; June 16, 2011 at 8:30 a.m. Finance & Audit Committee meeting.
11. Adjournment – at 10.35 am.



TOWN OF FORT SMITH
ACCOUNTS PAID
FOR THE PERIOD ENDING May 20, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
24824- 24828	Payroll	Pay period ending April 22, 2011	87,910.26	
24829	Kingland	Parts/oxygen	568.09	PW/pool
24830	Seton	Supplies	100.17	Arena
24831	Canadian Red Cross	Course packages/progress cards/booklets	463.05	Pool
24832	MSS Ltd	Burn relief kit/stethoscope/supplies	1,005.51	Ambulance
24833	Investors Group	April contributions (R)	400.00	
24834	Paul Kaesers Stores	Supplies	3,220.60	Rec/pool/admin/wp
24835	Pitney Bowes	Lease	1,193.75	Administration
24836	Slave River Journal	Volunteer appreciation/ideas fort smith/subscription	683.55	Admin/tourism
24837	D. Yuhas	2011 Board of Revision honorarium	100.00	Administration
24838	Town of Fort Smith	April payroll deductions (R)/water bills	4,976.70	All
24839	Receiver General	Tax/ CPP/EI (\$26721.82 (R))	34,929.41	
24840	PSAC	April union dues (R)		

			3,685.58	
24841	Northern News Service	Director of Corporate Services ad	429.66	Administration
24842	Clerk of the Territorial Court	Garnishee (R)	135.13	
24843	GNWT - Taxation	April payroll tax (R)	5,162.34	
24844	Northwestern Air Lease	Freight	54.77	Water
24845	S.S. Friendship Festival	Refund bingo licence fees (R)	1,290.00	Administration
24846	BMO MasterCard	Supplies/airfare/membership/repairs/legal fees/registration	4,306.05	Rec/pool/admin/bylaw
24847	Maintenance Enf. Program	Garnishee (R)	2,774.96	
24848	Frontier Coachlines	Freight	82.24	Pool/arena
24849	DB Perks & Associates	Supplies	822.04	Pool
24850	TDC Contracting	Repairs/heating oil	3,072.90	Recreation/pw/arena
24851	RFS Canada	Copier lease	207.98	Administration
24852	Graffiti	Supplies	292.83	Library
24853	P.K. Hamilton	3rd Prize Fort Smith Dragons Den	100.00	Legislative
24854	S. Ransom	2011 Board of Revision honorarium	100.00	Administration
24855	Wesclean	Freight/supplies	741.23	PW/Recreation
24856	Maskwa Engineering	Fees - westgrove subdivision	7,909.13	Special project
24857	Northwestel	Phone bill	88.95	Ambulance/fire
24859	B. Hehn	2011 Aurora College bursary	200.00	Administration

24860	Berro's Pizzeria	Pizza/salad	146.12	Legislative
24861	GNWT - Finance	Heat supply - pwk/rec centre	28,350.00	Recreation/pool
24862	J. Gray	2011 Board of Revision honorarium	100.00	Administration
24863	Pelican Boardroom Restaurant	Meals	126.94	Legislative
24864	A. Grenier	2011 boot allowance	230.73	Public works
24865	AECOM Canada	Water licence renewal 2011	13,344.35	Water
24866	TOFS Employees' Association	April staff fund contributions (R)	200.00	
24867	Worktech Inc	Project management	2,525.26	
24868	Ko-hen Electronics Supply	Heat shrink labeler	627.80	Special project
24869	J. Turner	1st Prize Fort Smith Dragons Den	150.00	Legislative
24870	S. Bell	1st Prize Fort Smith Dragons Den	150.00	Legislative
24871	K. Johnson	2nd Prize Fort Smith Dragons Den	200.00	Legislative
24872	Kingland	2011 Ford F550	53,799.90	Public works
24873	Northwestel	Phone bill	5,121.13	All
24874	Petty Cash - Town Office	Supplies/postage/seniors birthday cards	226.90	Admin/leg/pool/amb
24876	Northern Stores	Supplies	253.28	Legislative
24877	Bro-dart	Supplies	682.20	Library
24878	NEBS Pension Fund	May premiums	14,597.12	
24879	Fort Smith Construction	Propane	887.25	Rec/arena

24880	Western Willow Ventures	CMS Hosting/website modularization	420.00	Administration
24881	GNWT - HSS	April marriage licence fees	60.00	Administration
24882	Terry's Carpentry Service	Rent at 26 York Crescent	2,100.00	Ambulance
24883	Northwestel Cable	Cable at rec centre	52.50	Recreation
24884	TDC Contracting	Heating oil	755.90	Fire
24885	Wesclean	Cleaning supplies	678.00	Legis/recreation
24886	Maskwa Engineering	Review existing GIS files/set up GIS software	1,228.50	Administration
24888	NEBS Group Insurance Fund	May premiums	3,547.28	
24889	GNWT - Finance	Pellets & Fuel Supply	33,075.00	Recreation/pool
24890	Misty's Janitorial	April janitorial contract	950.00	Admin/library
24891	Northlight Electric	Work/repairs at rec centre	885.40	Recreation
24892	Infosat Communications	Phone bill	60.65	Ambulance
24893	C. MacDonald, IT Fort Smith	RCC equipment/upgrade/IT support/town hall equip	13,665.63	Recreation/admin
24894	Worktech Inc	Extenders/modules/annual maintenance/project mgnt.	29,386.01	Administration
24895	F. Aviugana	Refund meter deposit less outstanding utilities	46.00	Administration
24896	Mr. Pin Man	Volunteer pins	192.15	Legislative
n/a	Payroll	Pay period ending May 6, 2011	73,756.15	
28497	G. Oliver	Catering for TRC community feast	3,500.00	
n/a	Kelly's	Gas	941.95	Water/public works

26-001	Caterpillar Financial Services	Lease	4,071.27	Public works
24898	Kingland	Tickets/hose/cylinder rentals	951.26	WP/Rec/Fire/Amb
24899	MSS Ltd	Supplies	1,633.26	Ambulance
24900	Kaesar's Stores	Supplies/subs/veggie/fruit platters/boots	1,627.55	All
24901	Lou's Small Engines	Supplies/repairs/service mowers	2,223.14	PW/special proj.
24902	Link Hardware	Material/supplies	4,992.04	PW/WP/Fire/rec/poo
24903	NWT Power Corporation	Power bills	44,171.99	All
24904	Cancelled		-	
24905	Slave River Journal	Asphalt kettle/citizen of the week/trade show map/ College grad/lands admin/summer employ/citizens opp. Ads	2,279.82	Admin/rec/legis.
24906	D. Webb	Refund overpayment of property taxes (R)	4,148.72	Administration
24907	Wally's Drugs	Supplies	699.32	Admin/WP/amb/leg.
24908	Town of Fort Smith	Water bills	1,383.90	All
24910	Receiver General	Tax/CPP/EI (\$24157.26 (R))	31,474.28	
24911	Cancelled		-	
24912	Jofran Enterprises	Plaque	120.75	Legislative
24913	Danmax	Radios/repair pagers	2,384.55	Ambulance
24914	Superior Propane	Propane	1,244.67	Arena
24915	Fields Store	Supplies	14.70	Recreation
24916	Petty Cash - Rec Centre	Supplies/postage	74.98	Recreation

24917	Receiver General for Canada	Radio licence renewal fees	370.00	Bylaw
24918	J. Beaver	Reimbursement	43.00	
24919	Clerk of the Territorial Court	Garnishee (R)	206.05	
24920	Northern Stores	Supplies/dvd/vcr combo	219.25	Legis/ambulance
24921	Northwestern Air Lease	Freight	163.85	Adm/WP/amb/library
24922	Thebacha Business Dev. Services	Trade show booth	275.00	Recreation
24923	BMO MasterCard	Cell phone bill/Landfill training fees/mail drops/domain registration fees/travel expenses	4,503.68	All
24924	Ikon Office Solutions	Copy usage	468.55	Administration
24925	Sundog Maintenance Services	Eaves trough for fire hall less outstanding AR fees	2,136.36	Fire
24926	Fort Smith Metis Council	Roaring rapids hall rental	600.00	
24927	G. Olvera	Hazardous goods training/boot allowance	1,593.65	Fire/WP
24928	Yellowknife Book Cellar	Supplies	648.90	Library
24929	DB Perks & Associates	Chemicals	3,155.62	Pool
24930	Globalstar Canada Satellite	Phone bill	136.29	Fire/amb
24931	Kozy Carpets	Landfill office flooring	2,026.26	Landfill
24932	Mercury Sign Art & Design	Maps	777.00	Fire/amb
24933	IEG Consultants	Groundwater monitoring	3,646.61	Landfill
24934	TDC Contracting	Supplies/repairs/gas/diesel/heating oil	24,818.92	Fire/PW/WP/Rec

24935	Graffiti	Supplies/TV	2,865.46	Admin/rec/amb/WP
24936	Wesclean	Freight/supplies	181.56	Rec/WP/Pool/amb
24937	Maskwa Engineering	Westgrove subdivision	11,880.75	Special project
24939	Northwestel	Phone bill	88.95	Fire/amb
24940	Berro's Pizzeria	Pizza/meals	133.71	Legislative
24941	Recreation Facility Personnel	Membership fees	66.67	Pool
24942	Rapid Petroleum Products	Gas/diesel	828.86	Special project
24943	AECOM Canada	Water licence renewal/frontier lift station upgrade/sewers	16,084.64	Special project
24944	Log Home Rentals	Accommodations	283.50	Special project
24945	Sands Canada Inc.	Refurbished pulse oximeters	210.00	Ambulance
24946	Mr. Pin Man	Pins	192.15	Legislative
24947	D/A Cox	Refund meter deposit less outstanding utilities	22.50	Administration
24948	B. Tremblay	Refund business licence fee	105.00	Administration
24949	Contech Ltd	Repair burn pit fence	631.36	Landfill
n/a	Payroll	Pay period ending May 20, 2011	70,738.95	
24950	Investors Group	May contributions	400.00	
24951	Lou's Small Engines	Steam clean library	236.25	Library
24952	Northern Life Museum	2011 membership fee	100.00	Administration
24953	Slave River Journal	Spring clean up/atv bylaw/fire ban/bike auction ads	1,269.45	PW/admin

24954	Town of Fort Smith	May payroll deductions (R)	773.82	
24956	Receiver General	Tax/cpp/ei (\$23045.76 (R))	29,851.35	
24957	PSAC	May union dues (R)	3,024.90	
24958	GNWT - Taxation	May payroll tax (R)	4,246.97	
24959	Northwestern Air Lease	Airfare/freight	820.81	Fire/amb./wp
24960	Maintenance Enf. Program	Garnishee (R)	1,794.84	
24961	Frontier Coachlines	Freight	41.28	Recreation
24962	Northern Communities Ins. Prog.	Insurance addition	178.00	Administration
24963	Fort Smith Animal Society	Reimburse for euthanizations	472.50	Animal control
24964	DB Perks & Associates	Chemicals/caps/donuts	335.95	Pool
24965	TDC Contracting	Supplies/replace tires	552.29	WP/arena/PW
24966	RFS Canada	Copier lease	3,600.87	Administration
24967	Graffiti	Supplies	383.09	Admin/bylaw
24968	Wesclean	Supplies	272.94	Recreation
24970	Cleartech	Caustic soda/clearpac plus	22,043.34	Water
24971	Berro's Pizzeria	Meals	41.79	Legislative
24972	RTL Robinson	Freight	232.26	Recreation
24973	Nu Mechanical	Repair hotsy	911.40	Public works
24974	Northlight Electric	Hook up at new workstation	753.46	Administration

24975	St. Joseph's Parish	Auction credit card charges less fees (R)	8,301.73	Administration
24976	Canadian Cancer Society	Relay for life credit card charges less fees (R)	4,948.33	Administration
24977	TOFS Employees' Association	May contributions	196.00	Administration
24978	Worktech Inc	Workshop/admin training/project management	1,748.26	Administration
24979	H. Haryanto	Refund meter deposit less outstanding utilities	66.50	Administration
24980	Wilderness Edge Guest House	Accommodations	300.00	Administration
24981	NWTAC	2011 AGM registration fee	250.00	Legislative
24982	P. Beaulieu	TRC entertainment (R)	150.00	
24983	B. Black	Reimburse for meals/supplies/Travel expense - climate change	381.50	Administration
24984	M. Rehm	TRC entertainment (R)	100.00	
24985	C. Hardisty	TRC entertainment (R)	150.00	
24986	M. Neyelle	TRC entertainment (R)	150.00	
24987	T. Paulette	TRC entertainment (R)	150.00	
24988	L. Nitsizin	TRC entertainment (R)	150.00	
24989	P. Boucher	TRC entertainment (R)	150.00	
			\$	
	TOTAL		797,156.11	

Appendix "C"



Accounts Paid Part II
to May 20 2011.xls

TOWN OF FORT SMITH
ACCOUNTS PAID
FOR THE PERIOD ENDING May 20, 2011

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
24858	B. Johnson	2011 Board of Revision honorarium	100.00	Administration
24875	Freund Building Supplies	Material/supplies	794.10	Rec/pool/admin/fire
24887	Phoenix Automotive	Repairs	1,016.90	Public Works
24909	Freund Building Supplies	Supplies/sign posts	1,744.00	Public Works
24938	Phoenix Automotive	Service grader	806.26	Public Works
24955	Freund Building Supplies	Snow fence/posts/lumber/supplies	2,843.08	Rec/landfill
24969	Phoenix Automotive	Battery	186.73	Landfill
	TOTAL		<u>\$ 7,491.07</u>	

Appendix “D”



Town of Fort Smith
Municipal Services Committee Meeting

Wednesday, May 18, 2011 at 8:30 a.m.

Chairperson: Cr. Bernie Minute
Members Present: Mayor Janie Hobart, Deputy Mayor Brenda Johnson,
Staff Present: Brenda Black, SAO; Anne Sebert, Executive Assistant, Jean Soucy, Director Municipal Services
Guest: Don Jaque

1.0 Call to Order

Meeting was called to order at 8:35 am.

2.0 Declaration of Financial Interest

There were no declarations of financial interest.

3.0 Review of Minutes and Action Items/Business Plan

a. Review of Minutes - All outstanding items from last meeting were discussed and committee members were updated. Any outstanding issues remain on the action plan.

- A letter has been sent to the Fire Marshall regarding compliance with legislation with respect to routing of sprinkler fire calls.
- Council asked to be copied on outgoing correspondence to issues arising from meetings.
- The Director of Municipal Services provided paving warranty information. The engineering report confirmed everything had been done to prevent heaving in swamp areas. Council requested further research with Don Webb and a briefing note.
- Protective Services Departments have been requested to provide statistical reports to the Executive Assistant at the beginning of each month for the meeting packages.
- Staff will consult with other jurisdictions to develop a recycling policy.
- Staff and the Sustainable Development Advisory Board are working together to develop a waste management plan.
- Garbage bins at the Recreation and Community Centre are being moved to the back of the building advised the Director of Municipal Services.

- The Director of Municipal Services provided an assessment report on the Recreation and Community Centre HVAC system. Council directed that an RFP be issued and to pursue this matter with Taylor and Company.
 - The Director of Municipal Services is preparing an RFP for a one year storage lease for two ambulances. Council requested a one year extension option to be added.
 - The Mayor advised there had been a good turnout for the bike rodeo.
 - The Unsightly Land bylaw will be presented at the May 24 Council meeting for first reading and forwarded to the Town's legal firm for review. Council requested grass of 6 inches added and the definitions reviewed for heavy industrial/commercial vehicles.
 - The SAO will send a letter to Fort Smith Construction regarding zoning and gravel crushing.
 - Director of Municipal Services provided an update on the installation of the electronic sign. A foundation is required and the existing sign will be moved to the Recreation and Community Centre. The installation will be sole sourced with Fort Smith Construction as they are the only local company able to do the work.
 - A letter regarding the low level radiation waste disposal was sent. The SAO advised Council's decision is being appealed. Council confirmed the Town's position not to accept radioactive material at the landfill in accordance with territorial legislation regarding the Town's water license. The SAO and Mayor will draft a follow up letter.
 - Council confirmed the meeting with MLA Michael Miltenberger in June to discuss paving and loss of government jobs.
- b. Business Plan – The Business Plan was reviewed and Council requested the plan be updated in accordance with the minutes.

4.0 Water and Waste Water

a. Frontier Lift Station – The Director of Municipal Services provided an update on the Frontier Lift Station project upgrade. The project tender was cancelled and the bidder notified.

5.0 Public Works

a. Request for Proposal Sidewalk Repair and Installation – Council reviewed the sidewalk report presented by the Director of Municipal Services and raised concern about the issuance of an RFP for sidewalk repair costs. Council requested a copy of the plan and the need to identify priorities. Blending of trails and sidewalks created an issue, but it was noted that the multi-use trail is similar in use and safer. A gravel trail was suggested. The Director of Municipal Services will research options of cement and paved sidewalks for Field Street and Pine Crescent. The SAO will provide a list of priorities. Council requested a copy of the report after noted changes have been made. Council identified issues of deteriorating sidewalks, the need for crosswalks and culverts across from the RCMP and Fields Store/Recreation Centre. A courtesy letter will be sent to effected homeowners prior to commencing with the sidewalk project.

b. Fire Hall Snow Removal – Council asked staff to look into a solution to the yearly fence damage incurred with snow removal at the Fire Hall and Legion.

c. Crosswalk Painting – The Director of Municipal Services noted an agreement with the Airport to paint the crosswalks. Council identified the need for new crosswalks at the Fields Store and the TransCanada Trail Park. Culverts were needed on Pickerel Street by Women's Corrections and the trail. Council requested crosswalks be included in the traffic plan.

d. Boulevard Upkeep Council reviewed the issue of homeowner's being responsible for cutting grass in ditches to the street and removing snow from sidewalks. The SAO will research other jurisdictions and obtain prior year costs. Council suggested including this issue in the newsletter.

6.0 Facility Maintenance

a. Facility Maintenance Department - The SAO advised the department has been created and will bring the terms of reference to the next meeting. The department will be moved to the first bay of Public Works. Office furniture, computer equipment and an internet connection are required. The SAO will provide a deadline for the department to be moved to its new location.

7.0 Environmental

a. Hazardous Waste Roundup – Council suggested partnering with Environment and Natural Resources and the Fire Department to host a hazardous waste roundup in June.

b. Landfill Site – Council noted an afterhours incident at the landfill site causing damage to the gate. Council directed the SAO to send a letter to the organization holding the key regarding recovery of damages and ensuring keys are used appropriately and for work only.

8.0 Fleet Management – nothing at this time.

9.0 Protective Services

a. Fire Department – There was no monthly report as the Fire Chief is away. Council requested the report be assigned to another member when the Chief is away.

b. Ambulance – The monthly ambulance report was reviewed. The SAO will arrange a meeting with the hospital CEO regarding ambulance supplies. The Mayor recommended a notice be placed in the paper in recognition of EMS Week. Director of Municipal Services will get details of a barbeque being hosted by the ambulance department.

c. Bylaw Enforcement – The monthly bylaw report was reviewed. Council directed the SAO to continue to work with the Bylaw Officer regarding ticketing and enforcement. With the extreme fire conditions Council stated that enforcement of the Fire Protection Bylaw was a priority. Director of Municipal Services advised signage is being made for trails and to ensure flammables are under control.

d. Emergency Preparedness

i. Table Top Exercise – The table top exercise will be held May 25. Representatives from groups identified in the EMO plan have been invited.

ii. Public Communication – The Mayor and SAO will prepare an emergency preparedness publication to keep residents informed.

10.0 Bylaws/Policies Review and Development

a. Unsightly Lands Bylaw – The SAO will send the bylaw to committee members.

11.0 Other Business

a. In Camera Session – The meeting moved in camera at 10:15 am.

b. Out of Camera – The meeting moved in camera at 10:40 am.

RECOMMENDATION

THAT Lindsay McIntyre be hired as Director of Municipal Services for the Town of Fort Smith at a Pay Level 31, Step 4.

12.0 Date of Next Meeting - June 15, 2011 at 10:30 am.

13.0 Adjournment – 10:00 am.