



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

---

Tuesday, May 22, 2012

4:00 PM

Huntington Building

---

### 1. Call To Order

*Mayor Perrin was also in attendance.*

**Present** 4 - Ann Williams; John Street; Darrel Dover and Charles Coleman

**Absent** 1 - Mikel Fears

### 2. Approval of minutes

[MIN-12:037](#)

Minutes for the Finance Committee meeting on April 24, 2012

**Attachments:** [Minutes](#)

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Passed . The motion PASSED by a unanimous vote**

**Aye:** 3 - John Street; Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

### 3. New Business

#### *Ordinances To Be Introduced*

[ORD-12:025](#)

AN ORDINANCE TO AMEND THE 2012 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A TRAFFIC OPERATIONS ENGINEER IN THE ENGINEERING DEPARTMENT

**Sponsors:** Engineering and Human Resources

**Attachments:** [Traffic Operations Engineer](#)

*Mayor Perrin explained a year ago the City secured federal money for the hardware and software for signalization. Since then, 2 to 4 new signals have been added, so they would like to hire a traffic engineer. The person would be highly trained in the position and would be familiar with the software. Mayor Perrin noted he also plans to reorganize the Engineering Department after this position is filled.*

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 3 - John Street;Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

**ORD-12:026**

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE PURCHASE OF SOFTWARE AND EQUIPMENT FROM RITTER COMMUNICATIONS OF JONESBORO, ARKANSAS

**Sponsors:** Information Systems

*Mayor Perrin stated this will be fully paid for with grant money. It is related to the disaster recovery program. Councilman Street clarified it will be a redundant system for our backups. Information Systems Director Erick Woodruff agreed. He added if anything happens to the City servers, then this system would kick in. He noted it is backed up every 5 seconds.*

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 3 - John Street;Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

**ORD-12:029**

ORDINANCE AUTHORIZING A MEMBER OF THE JONESBORO CITY COUNCIL TO CONDUCT BUSINESS WITH THE CITY OF JONESBORO, ARKANSAS AND DECLARING AN EMERGENCY

**Sponsors:** Finance

*Chief Financial Officer Ben Barylske explained this is just cleanup. The auditors have been asking questions pertaining to the related party-type transactions and what the law allows. He noted these ordinances are similar to the ones from the past for Mayor Perrin and Councilman Gene Vance. The ordinance allows the City to clean up the books and verify he is performing services for the City of Jonesboro. Mayor Perrin explained Councilman Woods is the executive director of City Youth Ministries, who receives funds from the City, and is also a member of the Advertising & Promotions Commission. He added Councilman Woods abstains from voting on issues related to City Youth.*

**A motion was made by Councilman Darrel Dover, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 3 - John Street;Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

**ORD-12:030**

ORDINANCE AUTHORIZING A MEMBER OF THE JONESBORO CITY COUNCIL TO CONDUCT BUSINESS WITH THE CITY OF JONESBORO, ARKANSAS AND DECLARING AN EMERGENCY

**Sponsors:** Finance

*Mr. Barylske explained this is the same as ORD-12:029, but it is for Councilman Coleman and Fisher Street Community in Action, who receives grant funding. He added it is related to Vision 2030.*

**A motion was made by Councilman John Street, seconded by Councilman**

**Darrel Dover, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 2 - John Street and Darrel Dover

**Absent:** 1 - Mikel Fears

**Abstain:** 1 - Charles Coleman

*Resolutions To Be Introduced*

**RES-12:064**

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ADOPT A REVISED EMPLOYEE HANDBOOK FOR ALL EMPLOYEES OF THE CITY OF JONESBORO

**Sponsors:** Mayor's Office and Human Resources

**Attachments:** [Clean Handbook 2012](#)  
[PROPOSED HANDBOOK REVISIONS](#)

*Mayor Perrin explained about a year ago the City hired Ms. Carolyn Witherspoon in order to make sure the employee handbook is in compliance with the federal and state regulations regarding fair labor. Changes have also been made during the past few years that have been approved by Council. This resolution is cleanup to include all of those provisions.*

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 3 - John Street;Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

**RES-12:076**

A RESOLUTION AUTHORIZING THE GRANTS DEPARTMENT TO SUBMIT A GRANT APPLICATION FOR THE FY 2012 BYRNE CRIMINAL JUSTICE INNOVATION PROGRAM TO ENHANCE THE NORTH JONESBORO NEIGHBORHOOD INITIATIVE BY ADDING A CRIME PREVENTION STRATEGY TO THE REVITALIZATION EFFORT.

**Sponsors:** Grants and Police Department

*Grants Administrator Heather Clements explained this is a JAG competitive grant for \$600,000. There is no match requirement, but they request the City leverage funds from other organizations, which the City has already done. They will develop a crime preventative strategy to enhance the North Jonesboro Initiative. The grant will fund data analysis and research. They will partner with Dr. Larry Salinger at ASU to do peer review and to ensure the validity of the research. The grant will also fund equipment and some of the implementation of the strategy.*

**A motion was made by Councilman John Street, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 3 - John Street;Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

**4. Pending Items**

**5. Other Business**

**ORD-12:031**

AN ORDINANCE TO PROVIDE FOR THE EXECUTION AND MAINTENANCE OF A LETTER OF CREDIT TO BE ISSUED TO THE ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY

**Sponsors:** Finance

*Mr. Barylske stated for the last two years the City has done the same thing. It is required by ADEQ to maintain post-closure status with the landfill and the loan papers are being worked on by Liberty Bank. After this ordinance is approved by Council, the Mayor and City Clerk will sign the loan papers with Liberty Bank and send them to ADEQ to meet their reporting requirements. It will be for \$22,000. He noted this comes up for renewal every year. Mayor Perrin explained the City will not have to do this after a certain amount of time has passed without presence of methane gas at the landfill. Mr. Barylske added he believes the time length is three quarters without any presence of methane. Mayor Perrin noted the City has to go to extra lengths due to the Class 1 and 4 mixture. Further discussion was held concerning the future of the landfill.*

**A motion was made by Councilman John Street, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 3 - John Street;Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

**6. Public Comments**

**7. Adjournment**

**A motion was made by Councilman Charles Coleman, seconded by Councilman John Street, that this meeting be Adjourned . The motion PASSED by a unanimous vote**

**Aye:** 3 - John Street;Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears