



City of Jonesboro

Meeting Minutes

Public Works Council Committee

900 West Monroe
Jonesboro, AR 72401

Tuesday, November 6, 2007

4:30 PM

Huntington Building

1. Call To Order

Mayor Formon was also in attendance.

Present 6 - John Street; Darrel Dover; Charles Frierson; Chris Moore; Cecil Province and Mitch Johnson

2. Approval of minutes

MIN-07:1841 Minutes for the October 2, 2007, Public Works meeting.

Attachments: [100207](#)

A motion was made by Councilperson Chris Moore, seconded by Councilperson Cecil Province, that this Minutes be Passed. The motion CARRIED by a Voice Vote.

Aye: 5 - Darrel Dover; Charles Frierson; Chris Moore; Cecil Province and Mitch Johnson

MIN-07:1871 Minutes from the October 31, 2007, special called Public Works meeting.

Attachments: [103107sp](#)

A motion was made by Councilperson Chris Moore, seconded by Councilperson Cecil Province, that this Minutes be Passed. The motion CARRIED by a Voice Vote.

Aye: 5 - Darrel Dover; Charles Frierson; Chris Moore; Cecil Province and Mitch Johnson

3. New Business

Ordinances To Be Introduced

ORD-07:3156 AN ORDINANCE TO AMEND TITLE 9, STREETS AND SIDEWALKS, OF THE JONESBORO CODE OF ORDINANCES, TO AMEND AND CREATE ADDITIONAL STREET SPECIFICATIONS

Sponsors: Engineering

Attachments: [CG-4](#)

City Engineer Kelly Panneck explained the ordinance will amend specs to fit with AHTD requirements. He added there will also be a requirement to proof rolls, which they are already doing but would like to put it in the code.

A motion was made by Councilperson Chris Moore, seconded by Councilperson Mitch Johnson, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 5 - Darrel Dover; Charles Frierson; Chris Moore; Cecil Province and Mitch Johnson

ORD-07:3157 AN ORDINANCE TO AMEND TITLE 11, BUILDING AND CONSTRUCTION, OF THE JONESBORO CODE OF ORDINANCES, TO CREATE HOUSE DEMOLITION SPECIFICATIONS

Sponsors: Engineering

Attachments: [House Demolition Permit Form](#)

Mr. Panneck explained they feel it's important to require a demolition permit for houses that are being torn down. He further explained they want to know where the house debris is going and to make sure nothing is being illegally dumped. He stated the permit will give notice to the Police Department when the house is being torn down, how long it will take and where the materials are going. He noted they have had problems with illegal dumping, burning materials or taking materials to other cities and counties to be dumped.

A motion was made by Councilperson Chris Moore, seconded by Councilperson Darrel Dover, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 5 - Darrel Dover; Charles Frierson; Chris Moore; Cecil Province and Mitch Johnson

4. Pending Items

BUILDINGS - MAYOR FORMON AND TONY THOMAS

Long range facilities plan update: Mayor Formon stated they had a meeting with CWL. He explained they have a preliminary study back on the DSA building and suggested looking further into whether the City wants to purchase the building.

CITY ENGINEER - KELLY PANNECK

ADA sidewalk update: Mr. Panneck stated they have heard concerns from citizens that since the City has met the requirements they will be relieved of the obligation to comply with ADA. He explained the ADA budgeted amount for 2008 has been increased in order to look at a sidewalk revitalization plan throughout the city. He further explained there are a number of sidewalks in the city that need attention. He added they hope to bring a plan to the committee in spring. Councilman Moore questioned whether Council members can submit sidewalks they would like to be looked at. Mr. Panneck stated yes, this would be a good time for them to submit sidewalks that need attention. Councilman Frierson questioned whether they are keeping an eye on a gas company doing work on sidewalks on Flint Street to make sure it gets put back in shape. Mr. Panneck stated yes, when the work is done they will go back and make sure the sidewalks are put back in proper shape.

PUBLIC WORKS - ERICK WOODRUFF

Standard operating procedures: Public Works Director Erick Woodruff stated they are still working on the procedures. He explained Engineering is going through the ordinances in order to make sure it's done right. He further explained there are some conflicts in clarifying which issues belong to which departments. He added he hopes to bring

something to the committee in January.

Ditch cleaning schedule: Councilman Moore questioned whether Mr. Woodruff can put information about ditch cleaning on the city's website. Mr. Woodruff stated he can put something on there. Councilman Moore added the SOP's can also be placed on the website after they've been approved.

Alberto-Culver project status: Mr. Woodruff explained it's dependent on the weather, but they are 3-4 weeks away. He added by the end of the week he can get a definite answer as to where the City stands. He further explained he has been discussing with Alberto-Culver what the City was required to do and what work was exchanged with Arco, so they can see what the City has left to do.

Chairman Street asked how they will proceed after the termination of the CTP contract. Mr. Panneck explained they have terminated the grant agreement with FEMA for the CTP project. He further explained originally the mandate was to update the 1991 Flood Insurance Rate Maps into a digital format that would be more accessible to the community. He stated they are still figuring out how long the process will take and researching the methodology. Councilman Moore questioned whether the city will submit the documents to a company, who will digitize the maps. Mr. Panneck stated at this time he thinks they will need outside assistance to digitize the maps. Councilman Moore then questioned whether there is a deadline with FEMA. Mr. Panneck stated he told FEMA that they could have strides completed by the end of the year to comply with the original request, but they did not mandate a specific deadline. Councilman Moore questioned whether the city will have to pay back the grant. Mr. Panneck stated that was not determined, but he thinks they can say the city used that money in good faith towards the grant.

5. Other Business

COM-07:055 Ron Worley property located at 1901 Catherine Drive

Mr. Panneck explained Mr. Worley has a drainage problem he feels was caused by the city. He further explained Mr. Worley initiated a lawsuit against the city, but the city came up with plans to address the problems yet the city and Mr. Worley could not reach an agreement with what would work. He stated it's his understanding that because no agreement could be reached the decision might be better left to be decided in court. Councilman Dover added part of the problem was getting an easement from Mr. Worley's neighbor because they wanted an enclosed ditch. Councilman Moore stated the committee discussed the issue in several meetings, but the committee and Mr. Worley could not reach an agreement. Chairman Street noted the subdivision plan called for an open ditch. He added that piping that area would not solve the problem. Mr. Panneck stated he would inform Mr. Tony Thomas that the committee will not be taking action.

This item was Read.

COM-07:059 Parking Lots located at (1) Cate Street and (2) Union Street

Sponsors: Engineering

Attachments: [Copy of Cost Estimate Cate Street Parking Lot](#)
[CATE STREET - GRADING AND DRAINAGE PLAN](#)
[CATE STREET - SITE DETAILS](#)
[CATE STREET - SITE DIMENSION PLAN](#)
[CATE STREET - SWPPP](#)
[CATE STREET - TITLE PAGE](#)
[CATE STREET - UTILITY PLAN](#)
[Copy of Cost Estimate Union Street Parking Lot](#)
[UNION STREET - GRADING AND DRAINAGE PLAN](#)
[UNION STREET - SITE DIMENSION PLAN](#)
[UNION STREET - SWPPP](#)
[UNION STREET - TITLE PAGE](#)
[UNION STREET - UTILITY PLAN](#)
[UNION STREET - SITE DETAILS \(1\)](#)
[UNION STREET - SITE DETAILS \(2\)](#)

Mr. Panneck stated the items were just for discussion at this time. He noted the improvements would be bid out and not handled by the Street Department itself. Discussion was held regarding the proposed lots. Mr. Panneck noted that Maintenance Director Keith Sanders suggested putting public restrooms in the area to accommodate downtown events. Councilman Frierson motioned, seconded by Councilman Moore, to move forward with RFP's for the proposed parking lots on Cate and Union Streets with an addendum to include the public restrooms. All voted aye. It was asked for Mr. Panneck to provide the breakdown for the bathrooms at the next meeting. Councilman Province questioned how many parking spots would be added. Mr. Panneck stated he's not sure how many spaces will be added, but will have that information at the next meeting.

This item was Read.

COM-07:060 On-Call Land Survey Services Contract

Sponsors: Engineering

Attachments: [On Call Survey Services Contract](#)

Mr. Panneck stated this was just a discussion item to see if they are going in the right direction. He explained they would take RFQ's, rank them then enter into a contract with the company. He stated this would clarify the authority Engineering has to call someone for services. He noted the contract went to City Attorney Phillip Crego's office but he hasn't heard anything back yet. Chairman Street noted that any survey services over \$10,000 would still have to be brought to the committee.

This item was Read.

6. Public Comments

Mr. Rick Tribble to discuss the closing of the landfill.

Chairman Street noted FTN will be making a presentation at the beginning of the Council meeting, so they might be more helpful to answer Mr. Tribble's questions. Mr. Tribble explained the clay runoff is leaking into his yard and has leaked into a creek. He expressed concern over water not being able to seep into the creek. Mr. Panneck stated he met with representative from Cameron Construction last week to prevent further runoff. He added it was his understanding they are taking steps to clean up some of the runoff that has occurred. He then stated he would be glad to speak with Mr. Tribble about any stormwater concerns.

7. Adjournment

A motion was made by Councilperson Chris Moore, seconded by Councilperson Mitch Johnson, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.

Aye: 5 - Darrel Dover; Charles Frierson; Chris Moore; Cecil Province and Mitch Johnson